City of Atlantic Beach

Draft Agenda

Regular City Commission Meeting

Monday, July 13, 2026 - 6:00 p.m.
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE TO THE FLAG
CALL TO ORDER

		Page(s)
1.	**APPROVAL OF MINUTES**	
1.A.	Approve minutes of the Regular Commission Meeting held on June 22, 2026. 6-22-26 Regular City Commission Draft Minutes	5 - 51
1.B.	Approve minutes of the Budget Workshop held on June 29, 2026. 6-29-26 Budget Workshop Draft Minutes	53 - 105
2.	**COURTESY OF FLOOR TO VISITORS**	
2.A.	FY25 Audit Report Presented By The Auditors Link to Audit Report	
	PUBLIC COMMENT	
3.	**CITY MANAGER REPORTS**	
3.A.	Accept the 90-Day Calendar (July - September 2026) 90-Day Calendar (July - September 2026)	107 - 110
3.B.	FY 2026-27 Budget Strategy FY 2026-27 Budget Strategy	111 - 119
3.C.	Other Reports	
4.	**REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS**	
4.A.	Live Local Amendment Sponsorship (Commissioner Ring) Live Local Amendment Sponsorship	121 - 129
4.B.	Protocol for City Manager Search and Selection (Commissioner Ring) Protocol for City Manager Search and Selection	131 - 132
5.	**UNFINISHED BUSINESS FROM PREVIOUS MEETINGS**	
6.	**CONSENT AGENDA**	

ALL MATTERS LISTED UNDER THE CONSENT AGENDA ARE CONSIDERED TO BE ROUTINE BY THE CITY COMMISSION AND WILL BE ENACTED BY ONE MOTION IN THE FORM LISTED BELOW. THERE WILL BE NO SEPARATE DISCUSSION OF THESE ITEMS. IF DISCUSSION IS DESIRED, THAT ITEM WILL BE REMOVED FROM THE CONSENT AGENDA AND WILL BE CONSIDERED SEPARATELY. SUPPORTING DOCUMENTATION AND STAFF RECOMMENDATIONS HAVE BEEN PREVIOUSLY SUBMITTED TO THE CITY COMMISSION ON THESE ITEMS.

6.A. Approve Resolution No. 26-84. 133 - 135

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE DONNER ROAD LIFT STATION SERVICE AREA REPAIRS; AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-84

6.B. Approve Resolution No. 26-86. 137 - 151

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING THE DISASTER DEBRIS MONITORING CONTRACT TO DEBRIS TECH, LLC; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-86

6.C. Approve Resolution No. 26-88. 153 - 181

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER FOR THE PUBLIC UTILITIES WATER TREATMENT PLANT #2 UPGRADES PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Resolution No. 26-88

7. COMMITTEE REPORTS

7.A. Environmental Stewardship Committee

8. ACTION ON RESOLUTIONS

8.A. **RESOLUTION NO. 26-87** 183 - 199

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ASSIGNING A TASK AUTHORIZATION TO HANSON PROFESSIONAL SERVICES FOR THE DESIGN OF THE SANDPIPER LANE SIDEWALK IMPROVEMENTS PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

Resolution No. 26-87

9. ACTION ON ORDINANCES

9.A. **ORDINANCE NO. 95-26-128, Public Hearing and Final Reading** 201 - 209

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND NATIVE VEGETATION, OF THE CODE OF ORDINANCES; AMENDING ARTICLE II, LANGUAGE AND DEFINITIONS, SECTION 23-8, DEFINITIONS, TO ADD A DEFINITION FOR LANDMARK TREE; AMENDING ARTICLE IV, DIVISION 5, AREAS OF SPECIAL CONCERN, TO CREATE SECTION 23-42, LANDMARK TREES, ESTABLISHING REGULATIONS, PRESERVATION STANDARDS, REMOVAL CRITERIA, RELOCATION REQUIREMENTS, AND MITIGATION REQUIREMENTS FOR LANDMARK TREES; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Ordinance No. 95-26-128

9.B. **ORDINANCE NO. 5-26-75, Public Hearing and Final Reading** 211 - 221

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES; AMENDING DIVISION 2, BUILDING CODE FEES, INCLUDING SECTION 2-500, SCHEDULE OF BUILDING PERMIT FEES; SECTION 2-501, SCHEDULE OF ELECTRICAL PERMIT FEES; SECTION 2-502, SCHEDULE OF PLUMBING PERMIT FEES; AND SECTION 2-503, SCHEDULE OF MECHANICAL AND GAS PERMIT FEES; AMENDING DIVISION 3, FIRE DEPARTMENT FEES, INCLUDING SECTION 2-510; CREATING A NEW DIVISION 4, PUBLIC WORKS FEES, INCLUDING SECTION 2-520, SCHEDULE OF PUBLIC WORKS PERMIT FEES; CREATING A NEW DIVISION 5, ZONING FEES, INCLUDING SECTION 2-530; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Ordinance No. 5-26-75

9.C. **ORDINANCE NO. 5-26-76, Public Hearing and Final Reading** 223 - 247

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES, BY CREATING A NEW DIVISION 6, PARKS AND RECREATION FACILITY FEES, FOR THE PURPOSE OF CONSOLIDATING CITY FEES INTO A SINGLE CHAPTER OF THE CODE; AMENDING CHAPTER 5, BEACHES, PARKS, AND RECREATION, SECTION 5-32, USER FEES FOR PARKS AND RECREATION FACILITIES, TO REMOVE THE EXISTING FEE SCHEDULE, AND REFERENCE THE NEW FEE LOCATION IN CHAPTER 2; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

Ordinance No. 5-26-76

10. MISCELLANEOUS BUSINESS

10.A. **Public Hearing - APP26-0002 - Appeal of of an administrative decision at 970 Jasmine Street.**

Appealing the City's interpretation of Section 24-151 regarding mechanical equipment and the requirement that such equipment be located a minimum of five (5) feet from any property line adjacent to a residential use.

10.A1. City Attorney Procedural Reminders

10.A2. Disclosure of Ex Parte Communications, if any

10.A3. Swearing in of all persons who will speak

10.A4. City Staff Overview 249 - 261
APP26-0002

10.A5. Applicant Presentation

10.A6. Public Comments

10.A7. Closing Comments/Rebuttal

10.A8. Commission Deliberation and Action

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

13. ADJOURNMENT

This meeting will be live-streamed and videotaped. The video recording will be posted within four business days on the City's website. To access live or recorded videos, visit www.coab.us/live.

If any person decides to appeal any decision made by the City Commission with respect to any matter considered at any meeting, such person may need a record of the proceedings, and, for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record shall include the testimony and evidence upon which the appeal is to be based.

Any person wishing to speak to the City Commission on any matter at this meeting should submit a request to the City Clerk prior to the meeting. For your convenience, forms for this purpose are available at the entrance to the Commission Chamber.

Every effort is made to indicate what action the City Commission is expected to take on each agenda item. However, the City Commission may act upon any agenda subject, regardless of how the matter is stated on the agenda.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk’s Office at (904) 247-5821 or at City Hall, 800 Seminole Road, Atlantic Beach, FL 32233, no later than 5:00 PM on the Thursday prior to the meeting.

MINUTES
Regular City Commission Meeting
Monday, June 22, 2026 - 6:00 PM
Commission Chamber
City Hall, 800 Seminole Road
Atlantic Beach, FL 32233

INVOCATION AND PLEDGE OF ALLEGIANCE
CALL TO ORDER:

Following the Pledge of Allegiance, Mayor Ford called the meeting to order at 6:00 PM. CC Bartle called the roll.

ATTENDANCE:

Present:	Curtis Ford, Mayor - Seat 1 (At Large)
	Bruce Bole, Commissioner - Seat 2 (District 1308)
	Thomas Grant, Commissioner - Seat 3 (District 1307)
	Candace Kelly, Commissioner - Seat 4 (District 1306)
	Jessica Ring, Commissioner - Seat 5 (District 1312)
Also Present:	Kevin Hogencamp, City Manager (CM)
	Jason Gabriel, City Attorney (CA)
	Donna Bartle, City Clerk (CC)
	Ladayija Nichols, Deputy City Clerk (DCC)
	Victor Gualillo, Police Chief (PC)

10. MISCELLANEOUS BUSINESS

10.A. Public Hearing - APP26-0001 - Appeal of a decision of the Community Development Board (CDB) for variance ZVAR26-0008 at 95 10th Street
Request for a variance from Section 24-151(h) and 24-108(e) to reduce the minimum rear yard and side yard setback for an attached accessory structure.
(Withdrawn)

Mayor Ford announced that the applicant had requested withdrawal of the agenda item.

MOTION: Withdraw agenda item 10.A. from the agenda.

Motion: Jessica Ring
Second: Bruce Bole

Curtis Ford	***For***
Bruce Bole (Seconded By)	***For***
Thomas Grant	***For***
Candace Kelly	***For***
Jessica Ring (Moved By)	***For***

DRAFT

Motion passed 5 to 0.

1 APPROVAL OF MINUTES

1A. Approve minutes of the Regular Commission Meeting held on June 8, 2026.

The Commission approved the minutes as submitted.

2. COURTESY OF FLOOR TO VISITORS

2.A. Recognition of Police Volunteer James Johnson

PC Gualillo presented a formal recognition to volunteer James Johnson. Mayor Ford expressed appreciation to Mr. Johnson and his family.

PUBLIC COMMENT

The following speakers provided their comments:

Mitch Reeves
Holly Waters shared photos with the Commission (which are attached hereto and made part of this official record as **Attachment A**).
Jim Waters
Lisa Herrold
Anastasia Houston shared photos with the Commission (which are attached hereto and made part of this official record as **Attachment B**).
Commissioner Grant arrived at 6:19 PM.
Sarah Boren shared a handout with the Commission (which is attached hereto and made part of this official record as **Attachment C**).
Sara Milo
Brinkley Harrell
Pamila Brar
Nancy Staats
Jackie Beckenbach
Dan Giovannuci
Albert Kerber
6-22-26 Attachment A
6-22-26 Attachment B
6-22-26 Attachment C

3. CITY MANAGER REPORTS

3.A. Accept the 90-Day Calendar (June - August 2026)

There was a ***CONSENSUS*** to accept the 90-Day Calendar.

3.B. Marsh Oaks Community Center Update

DRAFT

CM Hogencamp reported on agenda items 3B - 3E as detailed in a handout (which is attached hereto and made part of this official record as **Attachment D**) and answered questions from the Commission.

6-22-26 Attachment D

3.C. July 11 Centennial/America 250 Celebration Update

Mayor Ford requested that CM Hogencamp contact FDOT regarding the status of the westbound on-ramp from Mayport Road to Atlantic Boulevard for July 10–11.

3.D. Beaches Town Center Streetlights

3.E. Other Reports

4. REPORTS AND/OR REQUESTS FROM CITY COMMISSIONERS

Commissioner Bole

- Emphasized the importance of prioritizing budget items in advance of the upcoming budget season due to anticipated fiscal constraints.
- He also thanked staff involved in the city manager search process.

Commissioner Grant

- He also expressed support for the City's tree protection efforts and the proposed tree ordinance.
- Commented on e-bike safety and noted available tools for monitoring activity.
- Addressed public comments regarding tree protection.
- Congratulated CM Hogencamp and addressed public comments regarding his appointment.

Commissioner Kelly

- Discussed the potential effects of the November property tax referendum on City services.
- Shared positive feedback regarding the Farmers Market.
- Raised staffing considerations related to organizational responsibilities.
- Noted accessibility improvements that could be considered for the Commission Chamber.

Commissioner Ring

- Shared information regarding a proposed amendment to the Live Local Act that would provide a limited exemption for certain coastal barrier island municipalities (which is attached hereto and made part of this official record as **Attachment E**). The Commission discussed the proposal and reached ***CONSENSUS*** to direct the City Attorney to prepare a letter of support for consideration at a future meeting.

Mayor Ford

- Expressed support for pursuing the proposed exemption in **Attachment E**, citing considerations related to infrastructure and development constraints on coastal barrier islands.

6-22-26 Attachment E

5. UNFINISHED BUSINESS FROM PREVIOUS MEETINGS

DRAFT

5.A. PLAT25-0002 (0 Seminole Road) — Referral to the Director of Planning and Community Development, as the designated administrative official, for administrative review and approval pursuant to §§ 177.071 and 177.091, Florida Statutes. No Commission action on the merits. (Procedural; not a quasi-judicial hearing.)

CA Gabriel explained that the item was a procedural measure to remand the plat to the designated administrative official for review and approval in accordance with Florida Statutes, which require action within seven days.

MOTION: Approve 5A. referral to Planning and Community Development (the Neighborhoods Department Director).

Motion: Bruce Bole
Second: Thomas Grant

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

6. CONSENT AGENDA

6.A. Approve Resolution No. 26-77.
A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, TO APPROVE CHANGE ORDER #1 FOR THE 2425-06 AHERN STREET ROADWAY IMPROVEMENTS PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACT AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-77.

Motion: Bruce Bole
Second: Candace Kelly

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

DRAFT

Motion passed 5 to 0.

6.B. Approve Resolution No. 26-78.

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE CITY MANAGER TO ISSUE A TASK AUTHORIZATION TO CRAWFORD, MURPHY & TILLY, INC. TO DESIGN THE SIDEWALK IMPROVEMENTS FOR THE SAILFISH DRIVE MULTI-USE PATH PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

Item was pulled from the Consent agenda. Discussion ensued.

MOTION: Table this item to August 10, 2026.

Motion: Candace Kelly
Second: Thomas Grant

Discussion ensued.

Curtis Ford	***Against***
Bruce Bole	***Against***
Thomas Grant (Seconded By)	***Against***
Candace Kelly (Moved By)	***For***
Jessica Ring	***Against***

Motion failed 1 to 4.

MOTION: Approve Resolution (No.) 26-78.

Motion: Bruce Bole
Second: Thomas Grant

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant (Seconded By)	***For***
Candace Kelly	***Against***
Jessica Ring	***For***

Motion passed 4 to 1.

7. COMMITTEE REPORTS

None.

DRAFT

8. ACTION ON RESOLUTIONS

8.A. RESOLUTION NO. 26-79

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING THE PUBLIC WORKS EQUIPMENT BUILDING PROJECT TO ATLANTIC COAST CONSTRUCTION; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-79

Motion: Bruce Bole
Second: Candace Kelly

Discussion ensued.

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

8.B. RESOLUTION NO. 26-80

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING THE 2026 ANNUAL MILLING & PAVING PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-80

Motion: Bruce Bole
Second: Jessica Ring

Discussion ensued.

The meeting recessed at 7:54 PM and reconvened at 7:59 PM.

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***

DRAFT

Candace Kelly	***For***
Jessica Ring (Seconded By)	***For***

Motion passed 5 to 0.

8.C. RESOLUTION NO. 26-81

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING AN EMPLOYMENT AGREEMENT BETWEEN THE CITY OF ATLANTIC BEACH AND KEVIN HOGENCAMP AS CITY MANAGER; CONFIRMING THE COMMISSION'S PRIOR APPOINTMENT OF KEVIN HOGENCAMP AS CITY MANAGER; AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

Discussion ensued.

MOTION: Approve Resolution No. 26-81

Motion: Bruce Bole
Second: Jessica Ring

Discussion ensued.

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***Against***
Candace Kelly	***For***
Jessica Ring (Seconded By)	***For***

Motion passed 4 to 1.

8.D. RESOLUTION NO. 26-82

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, RESCINDING RESOLUTION NO. 26-60, WHICH AUTHORIZED THE CITY TO ENTER INTO AN AGREEMENT FOR PROFESSIONAL EXECUTIVE RECRUITMENT SERVICES TO CONDUCT A SEARCH FOR A CITY MANAGER; PROVIDING FINDINGS; PROVIDING THAT RESOLUTION NO. 26-60 SHALL BE OF NO FURTHER FORCE OR EFFECT; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-82.

Motion: Bruce Bole
Second: Jessica Ring

Curtis Ford	***For***

DRAFT

Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly	***For***
Jessica Ring (Seconded By)	***For***

Motion passed 5 to 0.

8.E. RESOLUTION NO. 26-83

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING AN AMENDMENT TO THE INTERLOCAL AGREEMENT FOR THE PAID PARKING PROGRAM AT BEACHES TOWN CENTER TO EXTEND THE FORMAL TERM THROUGH DEC. 31, 2026; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-83.

Motion: Bruce Bole
Second: Candace Kelly

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

8.F. RESOLUTION NO. 26-85

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF ATLANTIC BEACH, FLORIDA, APPROVING AND AUTHORIZING THE EXECUTION OF A MEMORANDUM OF AGREEMENT BETWEEN THE ST. JOHNS RIVER WATER MANAGEMENT DISTRICT (SJRWMD) AND THE CITY OF ATLANTIC BEACH FOR COASTAL HABITAT REHABILITATION AND RESTORATION PROJECTS; AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND RELATED PROJECT AGREEMENTS CONSISTENT WITH THE TERMS OF THE MEMORANDUM OF AGREEMENT; AND PROVIDING AN EFFECTIVE DATE.

MOTION: Approve Resolution No. 26-85.

Motion: Jessica Ring
Second: Candace Kelly

Curtis Ford	***For***
Bruce Bole	***For***

DRAFT

Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring (Moved By)	***For***

Motion passed 5 to 0.

9. ACTION ON ORDINANCES

9.A. ORDINANCE NO. 5-26-75, Introduction and First Reading
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES; AMENDING DIVISION 2, BUILDING CODE FEES, INCLUDING SECTION 2-500, SCHEDULE OF BUILDING PERMIT FEES; SECTION 2-501, SCHEDULE OF ELECTRICAL PERMIT FEES; SECTION 2-502, SCHEDULE OF PLUMBING PERMIT FEES; AND SECTION 2-503, SCHEDULE OF MECHANICAL AND GAS PERMIT FEES; AMENDING DIVISION 3, FIRE DEPARTMENT FEES, INCLUDING SECTION 2-510; CREATING A NEW DIVISION 4, PUBLIC WORKS FEES, INCLUDING SECTION 2-520, SCHEDULE OF PUBLIC WORKS PERMIT FEES; CREATING A NEW DIVISION 5, ZONING FEES, INCLUDING SECTION 2-530; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

MOTION: Adopt Ordinance No. 5-26-75 on first reading.

Motion: Bruce Bole
Second: Candace Kelly

Discussion ensued.

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

9.B. ORDINANCE NO. 5-26-76, Introduction and First Reading
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES, BY CREATING A NEW DIVISION 6, PARKS AND RECREATION FACILITY FEES, FOR THE PURPOSE OF CONSOLIDATING CITY FEES INTO A SINGLE CHAPTER OF THE CODE; AMENDING CHAPTER 5, BEACHES, PARKS, AND RECREATION, SECTION 5-32, USER FEES FOR PARKS AND RECREATION FACILITIES, TO REMOVE THE EXISTING FEE SCHEDULE, AND REFERENCE THE NEW FEE LOCATION IN CHAPTER 2; PROVIDING

DRAFT

FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

MOTION: Adopt Ordinance No. 5-26-76.

Motion: ***Bruce Bole***
Second: ***Candace Kelly***

Curtis Ford	***For***
Bruce Bole (Moved By)	***For***
Thomas Grant	***For***
Candace Kelly (Seconded By)	***For***
Jessica Ring	***For***

Motion passed 5 to 0.

9.C. ORDINANCE NO. 95-26-128, Introduction and First Reading
AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND NATIVE VEGETATION, OF THE CODE OF ORDINANCES; AMENDING ARTICLE II, LANGUAGE AND DEFINITIONS, SECTION 23-8, DEFINITIONS, TO ADD A DEFINITION FOR LANDMARK LIVE OAK TREE; AMENDING ARTICLE IV, DIVISION 5, AREAS OF SPECIAL CONCERN, TO CREATE SECTION 23-42, LANDMARK LIVE OAK TREES, ESTABLISHING REGULATIONS, PRESERVATION STANDARDS, REMOVAL CRITERIA, RELOCATION REQUIREMENTS, AND MITIGATION REQUIREMENTS FOR LANDMARK LIVE OAK TREES; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

NDD Askew explained the ordinance and presented as detailed in a slideshow (which is attached hereto and made part of this official record as **Attachment F**). Discussion ensued.

Mayor Ford requested that staff develop ordinance language addressing trees within and outside the building footprint, with greater specificity regarding the review process and timelines.

6-22-26 Attachment F

MOTION: Amend Ordinance No. 95-26-128 to replace "landmark live oak trees" with all maritime forest species at a 20-inch diameter breast height (DBH) criteria (and to adopt the Ordinance on first reading).

Motion: ***Jessica Ring***
Second: ***Candace Kelly***

Discussion ensued.

DRAFT

Curtis Ford	***For***
Bruce Bole	***For***
Thomas Grant	***Against***
Candace Kelly (Seconded By)	***For***
Jessica Ring (Moved By)	***For***

Motion passed 4 to 1.

Staff was directed to prepare revised ordinance language consistent with the adopted amendment for consideration at the second reading and public hearing at the next meeting.

11. CITY ATTORNEY/CITY CLERK REPORTS AND/OR REQUESTS

None.

12. CLOSING COMMENTS BY CITY COMMISSIONERS AND CITY MANAGER

CM Hogencamp

- Expressed appreciation for the Commission's decision regarding the employment agreement and reaffirmed a commitment to the community and organization.

Mayor Ford

- Thanked attendees who remained through the conclusion of the meeting.

13. ADJOURNMENT

The meeting adjourned at 9:26 PM

Attest:

_____ _____

Donna L. Bartle, City Clerk Curtis Ford, Mayor

Date Approved:_____

DRAFT

Attachment A to
6-22-26 Minutes

6-22-26 - Handout: H-Waters

Memorandum

To: Atlantic Beach City Commission

From: Holly L. Waters, Atlantic Beach Community Keepers

RE: Revisions to Ordinance NO: 95-26-128

Thank you for your concern for the preservation of live oak trees in Atlantic Beach.

We are asking that you consider the following revisions to the ordinance that will make it more comprehensive to protect the vital tree canopy in our city.

o. Replace all live oak tree or live oak trees text with maritime trees.
This will broaden the number and types of trees that are protected under the ordinance. Many other trees, such as cypress, red oak, and sycamore cover the canopy.

o. Define the diameter of the trees to be protected at 20 inches. Anything more will continue to allow the continued clear cutting without the need for more justification.

As you review this request, please note that in the first five (5) months of this year, 98 trees already have been removed and only 25 planted. A total of 1,327 inches of trees have been removed and only 254 inches planted. Removing trees that are 20 inches or more endangers the tree lined streets and canopy the residents of this city enjoy.

Photos of tree canopies on streets in your districts are enclosed in this packet.

Attachment A to
6-22-26 Minutes

Replace all Live Oak tree or Live Oak trees with Maritime trees

ORDINANCE NO. 95-26-128

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND NATIVE VEGETATION, OF THE CODE OF ORDINANCES; AMENDING ARTICLE II, LANGUAGE AND DEFINITIONS, SECTION 23-8, DEFINITIONS, TO ADD A DEFINITION FOR LANDMARK ~~LIVE OAK~~ TREE; AMENDING ARTICLE IV, DIVISION 5, AREAS OF SPECIAL CONCERN, TO CREATE SECTION 23-42, LANDMARK LIVE OAK TREES, ESTABLISHING REGULATIONS, PRESERVATION STANDARDS, REMOVAL CRITERIA, RELOCATION REQUIREMENTS, AND MITIGATION REQUIREMENTS FOR LANDMARK LIVE OAK TREES; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission conducted a Town Hall meeting on May 2, 2026, during which the preservation of the City's mature live oak tree canopy was identified as a community priority; and

WHEREAS, the City Commission directed City staff to develop an expedited approach to strengthen protections for the City's most significant and mature live oak trees; and

WHEREAS, mature live oak trees are among the City's most valuable natural resources and contribute substantially to the environmental, aesthetic, historic, and cultural character of the community; and

WHEREAS, mature live oak trees provide significant public benefits, including stormwater interception, carbon sequestration, air quality improvement, urban heat island mitigation, wildlife habitat, and energy conservation; and

WHEREAS, mature live oak trees enhance neighborhood character, increase property values, improve quality of life for residents, and contribute to the City's long-term environmental resilience; and

WHEREAS, according to information published by the International Society of Arboriculture, live oak trees of substantial trunk diameter may be many decades to more than two centuries old, representing natural assets that cannot be readily replaced within a human lifetime; and

WHEREAS, the loss of mature live oak canopy requires many decades to restore and may result in the permanent loss of environmental and community benefits; and

WHEREAS, the City Commission finds that certain exceptionally large and mature live oak trees warrant special recognition and enhanced protection due to their age, size, ecological value, and contribution to the City's urban forest; and

WHEREAS, the City Commission desires to establish a classification for such trees as "Landmark Live Oak Trees" and to designate those trees as regulated trees throughout the City; and

WHEREAS, the City Commission finds that the removal of Landmark Live Oak Trees should be strongly discouraged and permitted only when demonstrated to be unavoidable or necessary under standards established by this ordinance; and

Attachment A to
6-22-26 Minutes

WHEREAS, the City Commission further finds that relocation of Landmark Live Oak Trees, when determined to be feasible by qualified professionals, should be considered prior to approving removal in order to preserve these significant community resources; and

WHEREAS, enhanced mitigation requirements are necessary to account for the extraordinary value of Landmark Live Oak Trees and to discourage unauthorized removal; and

WHEREAS, the City Commission finds that requiring review by the Community Development Board and final approval by the City Commission for the removal of Landmark Live Oak Trees promotes transparency, accountability, and protection of the public interest.

NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Code of Ordinances Amended to add a new definition to Section 23-8 and a new section 23-42. Amend Section 23-8 to add a new definition of a landmark oak tree and New Section 23-42 – Landmark Oak trees is hereby added to the Code of Ordinances to the City of Atlantic Beach, Florida as follows:

Section 23-8 definitions 20 inches

Landmark live oak trees are live oaks at least (amount to be determined) inches of diameter at breast height (DBH) or greater.

Section 23-42
Landmark Oak Trees

Landmark live oak trees, as defined in Section 23-8, are considered regulated trees in all areas of the city, and their removal is strongly discouraged. Notwithstanding any state regulations to the contrary, a tree removal permit is required to remove any landmark live oak. If an applicant proposes removal based on a certified arborist's report deeming the tree a hazard to persons or property, the City will retain an independent, third-party arborist to evaluate the tree. Prior to approving any removal, the City reserves the right to require the relocation of the tree(s) at the applicant's sole expense. Final approval for removal must be granted by both the Community Development Board and the City Commission. If mitigation is authorized by the City Commission, the mitigation rate shall be (determined by the City Commission). If a landmark live oak is removed without a permit, the mitigation rate for that tree shall be (to be determined by the City Commission). Planting mitigation credits are only available for planting replacement live oaks with a minimum 4-inch caliper, subject to prior City staff approval of a landscape plan. Landmark live oaks.

Removal may be approved by the City Commission upon demonstration by the applicant that the development or construction activity cannot occur in any other location on the site, or that removal is unavoidable due to site conditions and/or design considerations beyond the control of the applicant.

SECTION 2. Incorporation, Codification, Scrivener's Errors, Conflict and Severability.

Attachment A to
6-22-26 Minutes

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Removal may be approved by the City Commission upon demonstration by the applicant that the development or construction activity cannot occur in any other location on the site, or that removal is unavoidable due to site conditions and/or design considerations beyond the control of the applicant.

SECTION 2. Incorporation, Codification, Scrivener's Errors, Conflict and Severability.

(a) It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Atlantic Beach, Florida, and that the sections of this ordinance may be renumbered or relettered and that the word "ordinance" may be changed to "section," "article," or other appropriate word.

(b) The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation (www.municode.com) is hereby directed to incorporate the revised and amended Code provisions provided herein into the City's Code of Ordinances. Sections of Chapter 5 may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapter 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

(c) All Ordinances, Resolutions, Code of Ordinances or parts of thereof in conflict herewith are hereby repealed to the extent of such conflict.

(d) If any word, phrase, clause, subsection, or section of this Ordinance is for any reason held unconstitutional or invalid by a court of competent jurisdiction, the invalidity thereof shall not affect the validity of any remaining portions of the Ordinance.

SECTION 3. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this ____ day of _____, 2026.

PASSED by the City Commission on second and final reading this ____ day of _____, 2026.

CITY OF ATLANTIC BEACH

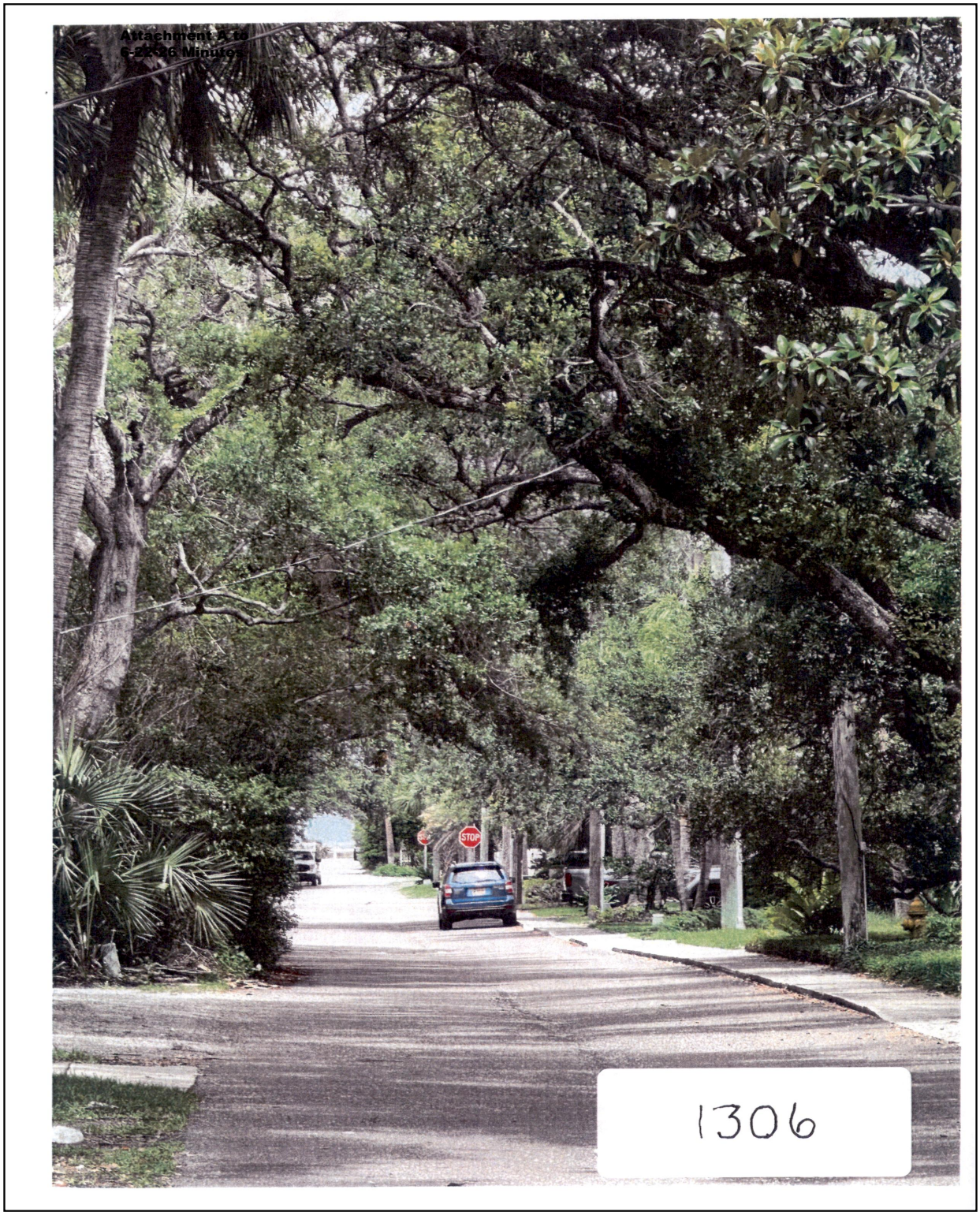
_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney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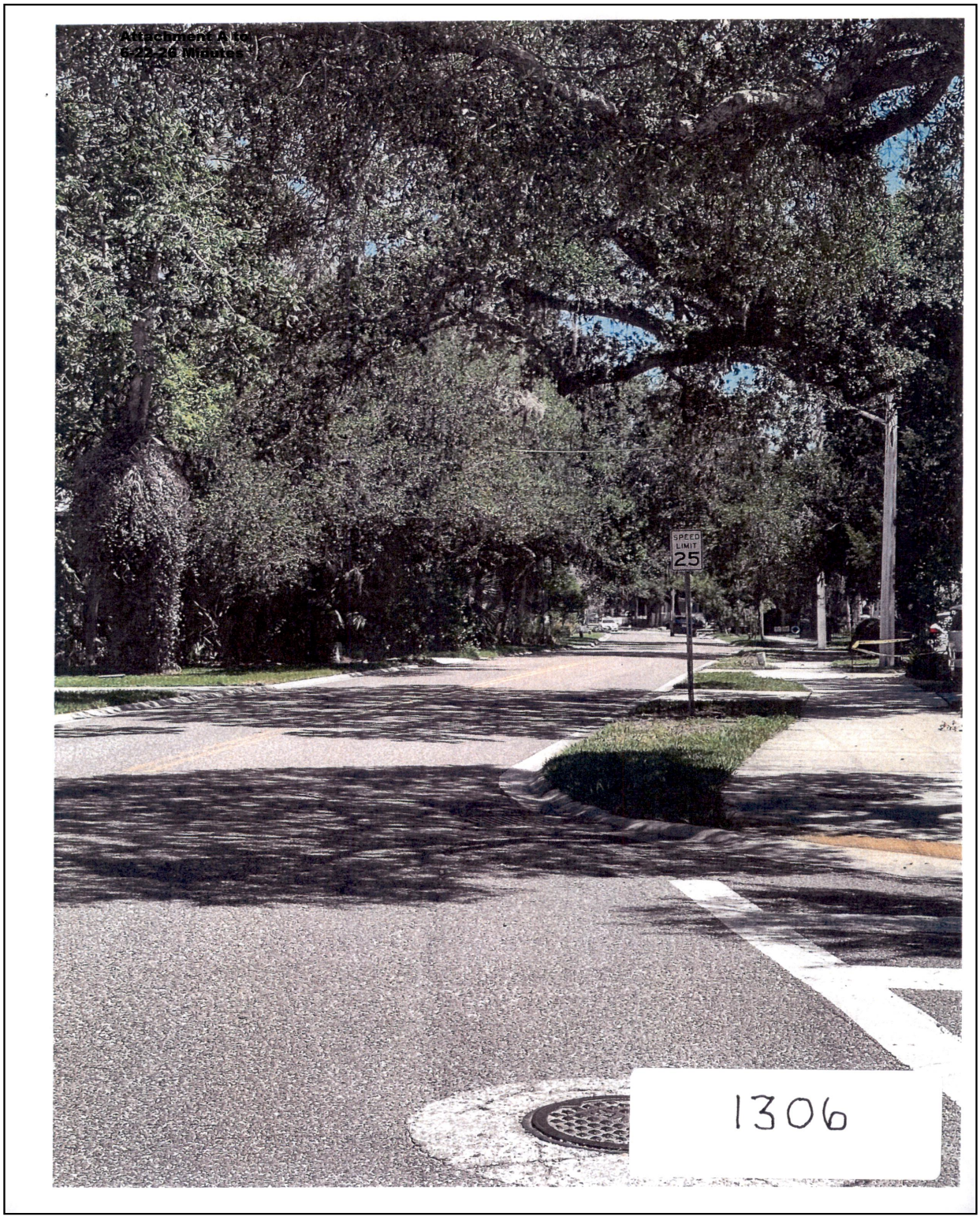
1306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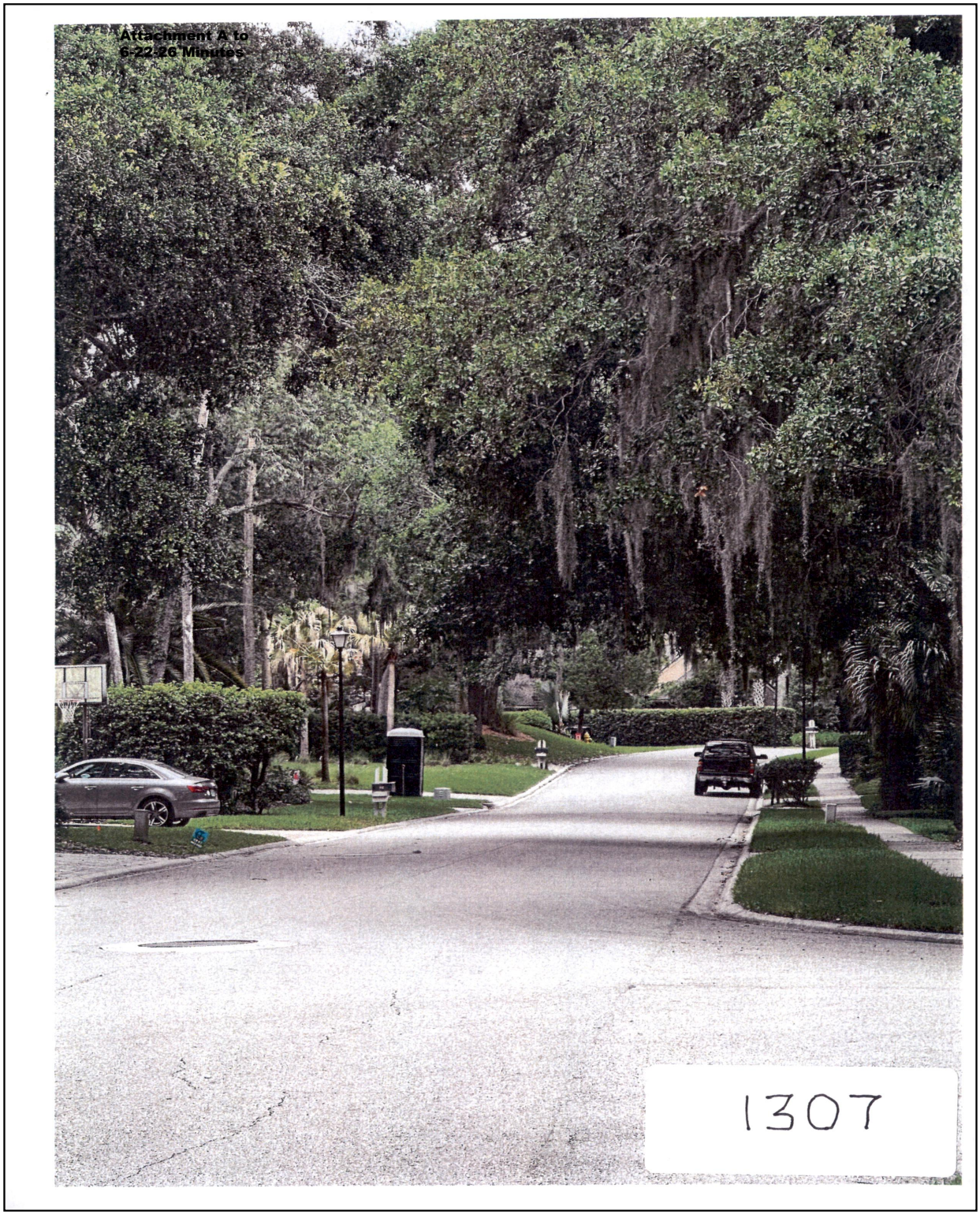
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6-22-26 Minutes
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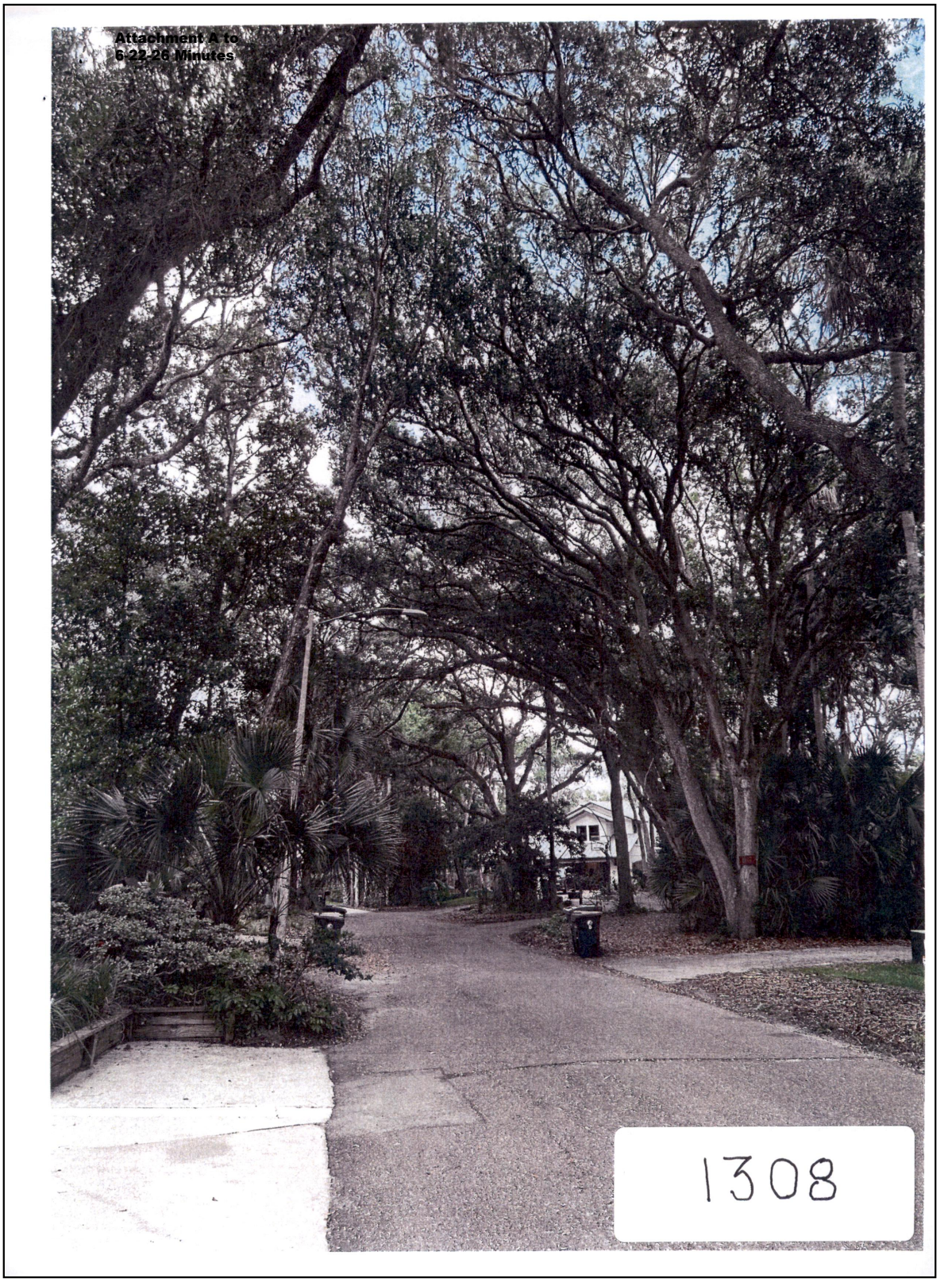
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6-22-26 Minutes
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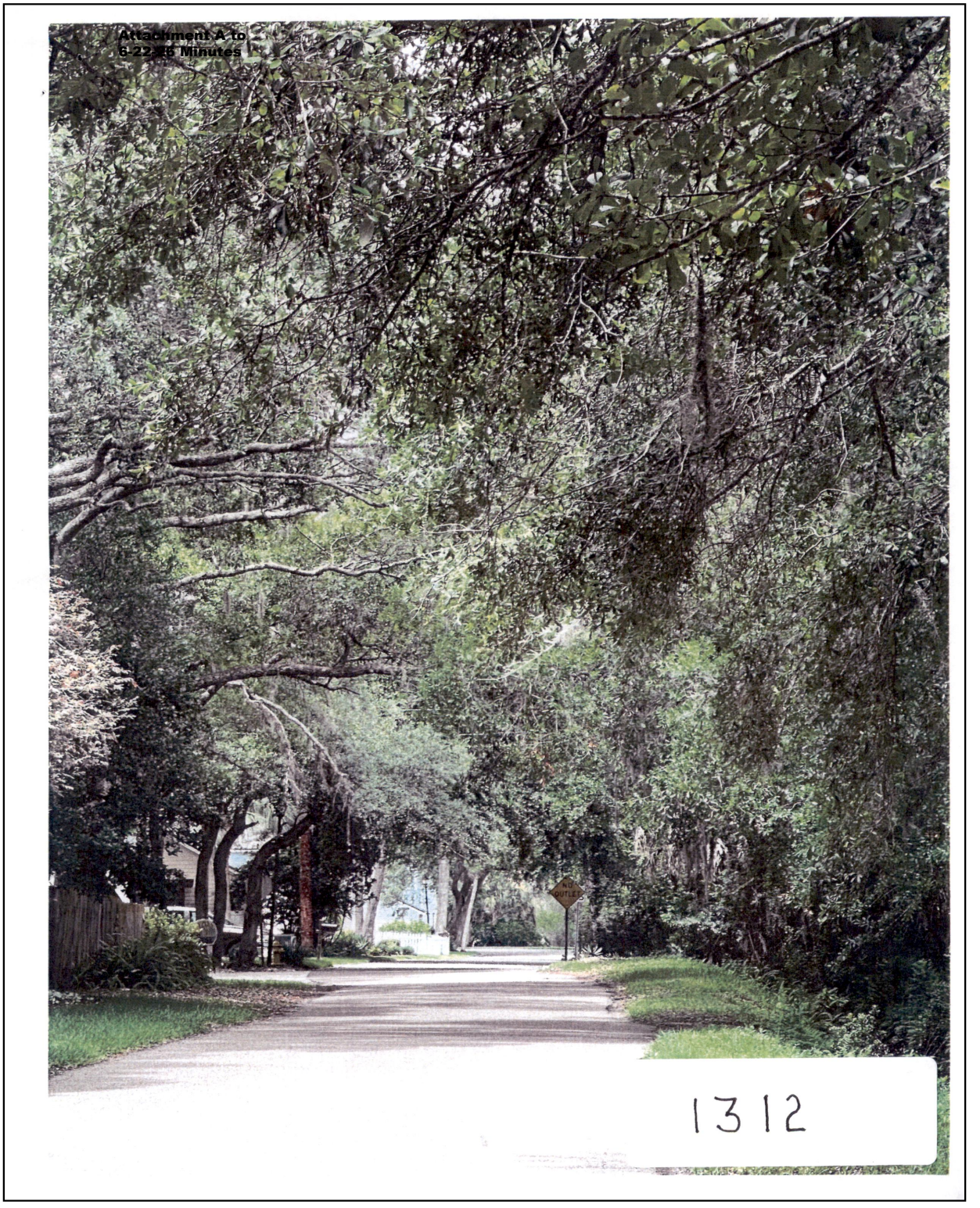
Attachment A to
8-22-25 Minutes
1312

Attachment B to
6-22-26 Minutes

6-22-26 Handout: A. Houston

6-22-26 Handout: S. Boren

Attachment C to
6-22-26 Minutes

Public Comment: Ordinance No. 95-26-128

Atlantic Beach City Commission Meeting — June 22, 2026

Why Ordinance No. 95-26-128 Should Cover All Maritime Species at 20" DBH

- **Framing for this ordinance**
  - **The community did not say only large live oaks**, at the May Town Hall there were double the comments for canopy level protection than those for only live oaks
  - **Not an overreach** -- Commission will not be overreaching with this amended motion it will be responding to its community, fulfilling its stated vision of protecting community character, and doing its job for long term resiliency and protecting property values for its residents (not spec builders/developers)
    - AB is on the cusp of a demographic shift: **34% of our population is 60 or older**. As this generation transitions, their properties — many with decades-old canopy — will be sold. Without protection now, spec builders will maximize lot yield and remove trees at rates that will permanently alter the character of this city.Longer droughts and intense short term rainfall will increase newly planted trees mortality rate (aka fewer planted trees will make it to maturity resulting in more canopy loss)
  - **More time needed** – Respectfully I do not believe Commission needs to add six months to consider broadening this ordinance to 20" DBH and all maritime species.
  - **Data supports, staff supports, and ESC supports** this action
    - **Canopy loss is measurable and accelerating** while impervious surface is increasing. That's more heat, more runoff, and more vulnerability for every resident. The community is literally getting hotter. Protecting only one species at a very high size threshold does nothing to stop this trend.
  - **The 50" live oak threshold is borrowed from a rural county.** The Mayor cited Alachua County, which uses a 45" threshold — but Alachua County is far more rural and less intensively developed than Atlantic Beach. AB's built out density demands a more protective standard.

- **31 species protected, not just one.** The City's Recommended Tree List shows that 31 species can reach 20" DBH — including Bald Cypress (up to 600-year lifespan), Hickories (200–300 years), American Elm (up to 300 years), Tupelo, Magnolia, Shumard Oak, Long-leaf Pine, and American Holly. Despite being mentioned, water oaks (*Quercus nigra)* are not on the city's recommended list. Limiting protection to only live oaks alone abandons the rest of this irreplaceable biodiverse maritime canopy. Also, just as a reference point, the majority of homes in Atlantic Beach are not as old as AB's larger trees **— roughly 62% of the building stock was constructed between 1970 and 1999**.

- **A lone majestic live oak is vulnerable.** A lone large live oak standing without neighboring trees is dramatically more vulnerable to wind damage, flooding, and storm failure. Canopy functions as an ecosystem.

To wrap up

- The urgency is real and it is vital for the Commission to take action now.
- I urge you to **amend tonight's ordinance to include all maritime species at 20" DBH and vote yes on this amendment.**

Attachment D to
6-22-26 Minutes

CITY OF ATLANTIC BEACH
OFFICE OF THE CITY MANAGER
800 Seminole Road
Atlantic Beach, Florida 32233
(904) 247-5817

City Manager's Community Update

Date: June 22, 2026
To: The Atlantic Beach Community and City Commission

From: Kevin Hogencamp, City Manager/khogencamp@coab.us

This report provides an update on primary administrative and community-focused initiatives under way at City Hall. Our office remains focused on maintaining momentum across key programming, infrastructure, environmental, and intergovernmental projects. City Manager's Community Updates, including related links, are available on the City's website and across official digital channels.

Key Community, Infrastructure Updates

- **Marsh Oaks Community Center:** In addition to inviting an open dialogue on any topic at the July 18 town hall meeting, we will actively seek community input regarding parks master planning and specific programming opportunities for the Marsh Oaks Community Center. The 10 a.m. town hall is scheduled to be held at Baker Community Center; however, staff will relocate the meeting to the Marsh Oaks Community Center if the facility is available.
- **Centennial / America 250 Celebration:** This family-friendly celebration, which marks a historic double milestone for our community, is scheduled from 10 a.m. to 2 p.m. Saturday, July 11, at Beaches Veterans Memorial Park. As the third of three signature events celebrating our city's centennial, the official ceremony will kick off at 10:30 a.m. with a presentation by the Beaches Honor Guard and remarks from Florida Secretary of State Cord Byrd and Capt. Mike Trumbull, Commanding Officer of Naval Station Mayport. A reading of the Declaration of Independence and patriotic music will follow. Afternoon festivities include live musical entertainment by Kalani Rose, a Polynesian hula luau show, interactive juggling demonstrations, a photo booth, and local food and mocktail vendors.
- **Beaches Town Center Streetlight Replacement:** Beaches Town Center Agency representatives are continuing to finalize the proposed purchase and installation details for new street lighting. Upon completion of the Agency's project planning, the cities of Atlantic Beach and Neptune Beach are prepared to proceed jointly with the procurement process.
- **Budget Workshops:** Staff is preparing a "FY 2026-27 Opportunities and Challenges" overview for the upcoming budget workshop on Monday, June 29. An overview of

staff's proposed spending plan will be presented at the Monday, July 20 workshop, and a third workshop is scheduled for Wednesday, Aug. 19. These sessions precede the Commission's formal adoption of the budget and millage rate in September. Public input is welcome throughout the entire budget process. Each workshop begins at 6 p.m.

- **Ashby Park Update:** While the City's parks master plan, capital improvement plan, and FY 2025-26 budget originally outlined adding modern amenities to Ashby Park, strong resident feedback has prompted staff to halt that initiative. Unless upcoming parks master planning results indicate otherwise, the park will remain a passive green space.
- **Mayport Road Multi-Modal Improvement Project:** Construction is under way on the Florida Department of Transportation's (FDOT) $9.6 million safety and traffic-calming project. While FDOT officials previously stated that lane closures would be restricted to nighttime hours (8 p.m. to 6 a.m.) to minimize commuter disruption, they have since clarified that some daytime lane closures are necessary. As a result, drivers should anticipate traffic delays. Most notably, the westbound ramp from Mayport Road to Atlantic Boulevard will remain closed until August or September.
- **Sturdivant Road, Ahern Drive Improvements:** Concurrent infrastructure improvements to expand local pedestrian and bicycle networks by converting standard sidewalks into wider multi-use paths are under way. Construction activity is focused along Sturdivant Avenue between Seminole Road and Sherry Drive, as well as Ahern Street between Sherry Drive and East Coast Drive. Additionally, the work on Ahern Street between East Coast Drive and Ocean Boulevard includes vital stormwater system upgrades to significantly enhance local drainage. Residents and visitors should anticipate standard construction activity, intermittent road closures, and temporarily reduced public parking during active project hours.
- **Sherman Creek Dredging Funding:** Federal FY 2026–27 legislation passed out of Committee includes the City of Atlantic Beach's $1 million community funding request for the Sherman Creek Water Quality Project. While significant legislative steps remain, the project is in an excellent position. This federal funding is independent of the $650,000 state appropriation request currently awaiting the Governor's signature.

Neighborhoods Department

- **Tennis Courts Upgrade:** The Jack Russell Park tennis court resurfacing, windscreen replacement, and drainage improvement project is now complete.
- **Free Tennis Clinic:** The Recreation Division is hosting a free tennis clinic for beginners from 9 to 11 a.m. Saturday, June 27, at Jack Russell Park.
- **"The Nature of Oaks" Presentation:** The Environmental Stewardship Committee will host a special video presentation at 6 p.m. Thursday, July 9, highlighting why oak trees are a vital component of local wildlife habitats in Atlantic Beach.

Attachment D to
6-22-26 Minutes

- **Arts, Recreation, and Culture Grants:** The application window for FY 2026-27 municipal funding to support programs benefiting Atlantic Beach residents is open through July 27.

CITY OF ATLANTIC BEACH

Mission

The place to be -- through exceptional public services.

2040 Vision

In Atlantic Beach, we have a strong sense of belonging and safety. Our citizens and government care deeply about community character, and we understand that unified support is required to preserve it. We are graced with the functional beauty of our beach, our marsh, and our tree canopy. Our shady streets and multi-use paths connect our welcoming neighborhoods and vibrant local businesses. Our city supports our diverse, multigenerational, socially linked community with green spaces, active lifestyles, parks, and programming.

City Commission Priorities

In 2018, the Atlantic Beach City Commission began undertaking an annual exercise that establishes priorities for city government. This endeavor is facilitated by Atlantic Beach resident Linda Lanier, who volunteers her services.

Attachment E to
6-22-26 Minutes

SPONSORED BY:
COUNCILMEMBER BRENT ROGERS

Special Meeting
Agenda Item #4A
Live Local Act

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEMS:	sorsh Amendment to F.S. 166.04151 ("Live Local Act")
SUBMITTED BY:	Paul Waters, City Attorney Sponsored by Councilmember Brent Rogers
DATE:	June 10, 2026
BACKGROUND:	Councilmember Rogers has requested State Re resentative Michael s sor an amendment to F.S. 166.04151 ("Live Local Act"). To e this s sorsh , the council is requested to give Mayor Bylund authority to draft a letter to Re resentative Michael in su r of amendment of the Live Local Act for the following reasons: - The current language of the Live Local A resents distinct implementation challenges for certain highly s ecialized coastal environments due to their unique geogr hical and infrastructural limitations; - The mandatory reemption of limited commercial zones for high-density, multi-family housing under the Live Local Act's current language permanently diminishes the available land required for local retail and economic activity, eroding the municipal tax base and forcing residents to travel off-island for basic goods and services; - The unique architectural character, historical charm, and delicate coastal ecology of Florida's smallest beach towns re irre eable economic drivers for regional tourism and are fundamentally incompatible with high-density, urban-style residential zoning; - A targeted -ou rovision for municipalities that are located on a coastal barrier island, encompass less than 10 square miles of land, and house fewer than 25,000 residents would narrowly rotect Florida's most vulnerable beach communities without undermining the broader, statewide goals of the Live Local Act

9

Attachment E to
6-22-26 Minutes

RECOMMENDATION:	Approve granting Mayor Bylund authority to draft a letter to Representative Michael supporting amendment of the Live Local Act in accordance with attached language.
ATTACHMENTS:	Suggested amendment to F.S. 166.04151.

Attachment E to
6-22-26 Minutes

The following language is suggested for amendment of F.S. 166.0415:

166.04151 Affordable housing.—

[…]

( ) Excep prov bsec , a development authorized under this subsection must comply pp cable state and loc

(j) A mu c p y may opt out of any prov c by rdinance, if said mu c p y

(1) Is located on a coastal b 3(1)(b)3.;

(2) Has a land area of less than 10 square miles; and

(3) Has less than 25,000 residents.

~~(j)~~(l)1. N bsec prec mu c p y m granting a bonus, v ce, c , or other spec xcep , y, in addition to , y, q ments in this subsection.

11

Select Year: 2025 Go

The 2025 Florida Statutes

Title XII
MUNICIPALITIES

Chapter 166
MUNICIPALITIES

View Entire Chapter

166.04151 Affordable housing.—

(1) Notwithstanding any other provision of law, a municipality may adopt and maintain in effect any law, ordinance, rule, or other measure that is adopted for the purpose of increasing the supply of affordable housing using land use mechanisms such as inclusionary housing or linkage fee ordinances.

(2) An inclusionary housing ordinance may require a developer to provide a specified number or percentage of affordable housing units to be included in a development or allow a developer to contribute to a housing fund or other alternatives in lieu of building the affordable housing units.

(3) An affordable housing linkage fee ordinance may require the payment of a flat or percentage-based fee, whether calculated on the basis of the number of approved dwelling units, the amount of approved square footage, or otherwise.

(4) In exchange for a developer fulfilling the requirements of subsection (2) or, for residential or mixed-use residential development, the requirements of subsection (3), a municipality must provide incentives to fully offset all costs to the developer of its affordable housing contribution or linkage fee. Such incentives may include, but are not limited to:

(a) Allowing the developer density or intensity bonus incentives or more floor space than allowed under the current or proposed future land use designation or zoning;

(b) Reducing or waiving fees, such as impact fees or water and sewer charges; or

(c) Granting other incentives.

[1](5) Subsection (4) does not apply in an area of critical state concern, as designated by s. 380.0552 or chapter 28-36, Florida Administrative Code.

[1](6) Notwithstanding any other law or local ordinance or regulation to the contrary, the governing body of a municipality may approve the development of housing that is affordable, as defined in s. 420.0004, including, but not limited to, a mixed-use residential development, on any parcel zoned for commercial or industrial use, or on any parcel, including any contiguous parcel connected thereto, which is owned by a religious institution as defined in s. 170.201(2) which contains a house of public worship, regardless of underlying zoning, so long as at least 10 percent of the units included in the project are for housing that is affordable. The provisions of this subsection are self-executing and do not require the governing body to adopt an ordinance or a regulation before using the approval process in this subsection.

[1](7)(a) A municipality must authorize multifamily and mixed-use residential as allowable uses in any area zoned for commercial, industrial, or mixed use, and in portions of any flexibly zoned area such as a planned unit development permitted for commercial, industrial, or mixed use, if at least 40 percent of the residential units in a proposed multifamily development are rental units that, for a period of at least 30 years, are affordable as

defined in s. 420.0004. Notwithstanding any other law, local ordinance, or regulation to the contrary, a municipality may not require a proposed multifamily development to obtain a zoning or land use change, special exception, conditional use approval, variance, transfer of density or development units, amendment to a development of regional impact, amendment to a municipal charter, or comprehensive plan amendment for the building height, zoning, and densities authorized under this subsection. For mixed-use residential projects, at least 65 percent of the total square footage must be used for residential purposes. The municipality may not require that more than 10 percent of the total square footage of such mixed-use residential projects be used for nonresidential purposes.

(b) A municipality may not restrict the density of a proposed development authorized under this subsection below the highest currently allowed, or allowed on July 1, 2023, density on any land in the municipality where residential development is allowed under the municipality's land development regulations. For purposes of this paragraph, the term "highest currently allowed density" does not include the density of any building that met the requirements of this subsection or the density of any building that has received any bonus, variance, or other special exception for density provided in the municipality's land development regulations as an incentive for development. For purposes of this paragraph, "highest currently allowed, or allowed on July 1, 2023," means whichever is least restrictive at the time of development.

(c) A municipality may not restrict the floor area ratio of a proposed development authorized under this subsection below 150 percent of the highest currently allowed, or allowed on July 1, 2023, floor area ratio on any land in the municipality where development is allowed under the municipality's land development regulations. For purposes of this paragraph, the term "highest currently allowed floor area ratio" does not include the floor area ratio of any building that met the requirements of this subsection or the floor area ratio of any building that has received any bonus, variance, or other special exception for floor area ratio provided in the municipality's land development regulations as an incentive for development. For purposes of this subsection, the term "floor area ratio" includes floor lot ratio and lot coverage.

(d)1. A municipality may not restrict the height of a proposed development authorized under this subsection below the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within 1 mile of the proposed development or three stories, whichever is higher. For purposes of this paragraph, the term "highest currently allowed height" does not include the height of any building that met the requirements of this subsection or the height of any building that has received any bonus, variance, or other special exception for height provided in the municipality's land development regulations as an incentive for development.

2. If the proposed development is adjacent to, on two or more sides, a parcel zoned for single-family residential use that is within a single-family residential development with at least 25 contiguous single-family homes, the municipality may restrict the height of the proposed development to 150 percent of the tallest building on any property adjacent to the proposed development, the highest currently allowed, or allowed on July 1, 2023, height for the property provided in the municipality's land development regulations, or three stories, whichever is higher, not to exceed 10 stories. For the purposes of this paragraph, the term "adjacent to" means those properties sharing more than one point of a property line, but does not include properties separated by a public road or body of water, including manmade lakes or ponds. For a proposed development located within a municipality within an area of critical state concern as designated by s. 380.0552 or chapter 28-36, Florida Administrative Code, the term "story" includes only the habitable space above the base flood elevation as designated by the Federal Emergency Management Agency in the most current Flood Insurance Rate

Map. A story may not exceed 10 feet in height measured from finished floor to finished floor, including space for mechanical equipment. The highest story may not exceed 10 feet from finished floor to the top plate.

3. If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the municipality may restrict the height of the proposed development to the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within three-fourths of a mile of the proposed development or three stories, whichever is higher. The term “highest currently allowed” in this paragraph includes the maximum height allowed for any building in a zoning district irrespective of any conditions.

(e)1. A proposed development authorized under this subsection must be administratively approved without further action by the governing body of the municipality or any quasi-judicial or administrative board or reviewing body if the development satisfies the municipality’s land development regulations for multifamily developments in areas zoned for such use and is otherwise consistent with the comprehensive plan, with the exception of provisions establishing allowable densities, floor area ratios, height, and land use. Such land development regulations include, but are not limited to, regulations relating to setbacks and parking requirements. A proposed development located within one-quarter mile of a military installation identified in s. 163.3175(2) may not be administratively approved. Each municipality shall maintain on its website a policy containing procedures and expectations for administrative approval pursuant to this subsection. For purposes of this paragraph, the term “allowable density” means the density prescribed for the property in accordance with this subsection without additional requirements to procure and transfer density units or development units from other properties.

2. The municipality must administratively approve the demolition of an existing structure associated with a proposed development under this subsection, without further action by the governing body of the municipality or any quasi-judicial or administrative board or reviewing body, if the proposed demolition otherwise complies with all state and local regulations.

3. If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the municipality may administratively require the proposed development to comply with local regulations relating to architectural design, such as facade replication, provided it does not affect height, floor area ratio, 2 or density of the proposed development.

(f)1. A municipality must, upon request of an applicant, reduce parking requirements for a proposed development authorized under this subsection by 15 percent if the development:

a. Is located within one-quarter mile of a transit stop, as defined in the municipality’s land development code, and the transit stop is accessible from the development;

b. Is located within one-half mile of a major transportation hub that is accessible from the proposed development by safe, pedestrian-friendly means, such as sidewalks, crosswalks, elevated pedestrian or bike paths, or other multimodal design features; or

c. Has available parking within 600 feet of the proposed development which may consist of options such as on-street parking, parking lots, or parking garages available for use by residents of the proposed development. However, a municipality may not require that the available parking compensate for the reduction in parking

requirements.

2. A municipality must eliminate parking requirements for a proposed mixed-use residential development authorized under this subsection within an area recognized by the municipality as a transit-oriented development or area, as provided in paragraph (h).

3. For purposes of this paragraph, the term "major transportation hub" means any transit station, whether bus, train, or light rail, which is served by public transit with a mix of other transportation options.

(g) A municipality that designates less than 20 percent of the land area within its jurisdiction for commercial or industrial use must authorize a proposed multifamily development as provided in this subsection in areas zoned for commercial or industrial use only if the proposed multifamily development is mixed-use residential.

(h) A proposed development authorized under this subsection which is located within a transit-oriented development or area, as recognized by the municipality, must be mixed-use residential and otherwise comply with requirements of the municipality's regulations applicable to the transit-oriented development or area except for use, height, density, floor area ratio, and parking as provided in this subsection or as otherwise agreed to by the municipality and the applicant for the development.

(i) Except as otherwise provided in this subsection, a development authorized under this subsection must comply with all applicable state and local laws and regulations.

(j)1. Nothing in this subsection precludes a municipality from granting a bonus, variance, conditional use, or other special exception to height, density, or floor area ratio in addition to the height, density, and floor area ratio requirements in this subsection.

2. Nothing in this subsection precludes a proposed development authorized under this subsection from receiving a bonus for density, height, or floor area ratio pursuant to an ordinance or regulation of the jurisdiction where the proposed development is located if the proposed development satisfies the conditions to receive the bonus except for any condition which conflicts with this subsection. If a proposed development qualifies for such bonus, the bonus must be administratively approved by the municipality and no further action by the governing body of the municipality is required.

(k) Notwithstanding any other law or local ordinance or regulation to the contrary, a municipality may allow an adjacent parcel of land to be included within a proposed multifamily development authorized under this subsection.

(l) The court shall give any civil action filed against a municipality for a violation of this subsection priority over other pending cases and render a preliminary or final decision as expeditiously as possible.

(m) If a civil action is filed against a municipality for a violation of this subsection, the court must assess and award reasonable attorney fees and costs to the prevailing party. An award of reasonable attorney fees or costs pursuant to this subsection may not exceed $250,000. In addition, a prevailing party may not recover any attorney fees or costs directly incurred by or associated with litigation to determine an award of reasonable attorney fees or costs.

(n) As used in this subsection, the term:

1. "Commercial use" means activities associated with the sale, rental, or distribution of products or the performance of services related thereto. The term includes, but is not limited to, such uses or activities as retail sales; wholesale sales; rentals of equipment, goods, or products; offices; restaurants; public lodging establishments as described in s. 509.242(1)(a); food service vendors; sports arenas; theaters; tourist attractions; and other for-profit business activities. A parcel zoned to permit such uses by right without the requirement to obtain a variance or waiver is considered commercial use for the purposes of this section,

irrespective of the local land development regulation's listed category or title. The term does not include home-based businesses or cottage food operations undertaken on residential property, public lodging establishments as described in s. 509.242(1)(c), or uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not commercial use, irrespective of how they are operated.

2. "Industrial use" means activities associated with the manufacture, assembly, processing, or storage of products or the performance of services related thereto. The term includes, but is not limited to, such uses or activities as automobile manufacturing or repair, boat manufacturing or repair, junk yards, meat packing facilities, citrus processing and packing facilities, produce processing and packing facilities, electrical generating plants, water treatment plants, sewage treatment plants, and solid waste disposal sites. A parcel zoned to permit such uses by right without the requirement to obtain a variance or waiver is considered industrial use for the purposes of this section, irrespective of the local land development regulation's listed category or title. The term does not include uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not industrial use, irrespective of how they are operated.

3. "Mixed use" means any use that combines multiple types of approved land uses from at least two of the residential use, commercial use, and industrial use categories. The term does not include uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not mixed use, irrespective of how they are operated.

4. "Planned unit development" has the same meaning as provided in s. 163.3202(5)(b).

(o) This subsection does not apply to:

1. Airport-impacted areas as provided in s. 333.03.

2. Property defined as recreational and commercial working waterfront in s. 342.201(2)(b) in any area zoned as industrial.

3. The Wekiva Study Area, as described in s. 369.316.

4. The Everglades Protection Area, as defined in s. 373.4592(2).

(p) This subsection expires October 1, 2033.

(8) Any development authorized under paragraph (7)(a) must be treated as a conforming use even after the expiration of subsection (7) and the development's affordability period as provided in paragraph (7)(a), notwithstanding the municipality's comprehensive plan, future land use designation, or zoning. If at any point during the development's affordability period the development violates the affordability period requirement provided in paragraph (7)(a), the development must be allowed a reasonable time to cure such violation. If the violation is not cured within a reasonable time, the development must be treated as a nonconforming use.

(9)(a) Except as provided in paragraphs (b) and (d), a municipality may not enforce a building moratorium that has the effect of delaying the permitting or construction of a multifamily residential or mixed-use residential development authorized under subsection (7).

(b) A municipality may, by ordinance, impose or enforce such a building moratorium for no more than 90 days in any 3-year period. Before adoption of such a building moratorium, the municipality shall prepare or cause to be prepared an assessment of the municipality's need for affordable housing at the extremely-low-income,

very-low-income, low-income, or moderate-income limits specified in s. 420.0004, including projections of such need for the next 5 years. This assessment must be posted on the municipality's website by the date the notice of proposed enactment is published and must be presented at the same public meeting at which the proposed ordinance imposing the building moratorium is adopted by the governing body of the municipality. This assessment must be included in the business impact estimate for the ordinance imposing such a moratorium required by s. 166.041(4).

(c) If a civil action is filed against a municipality for a violation of this subsection, the court must assess and award reasonable attorney fees and costs to the prevailing party. An award of reasonable attorney fees or costs pursuant to this subsection may not exceed $250,000. In addition, a prevailing party may not recover any attorney fees or costs directly incurred by or associated with litigation to determine an award of reasonable attorney fees or costs.

(d) This subsection does not apply to moratoria imposed or enforced to address stormwater or flood water management, to address the supply of potable water, or due to the necessary repair of sanitary sewer systems, if such moratoria apply equally to all types of multifamily or mixed-use residential development.

(10)(a) Beginning November 1, 2026, each municipality must provide an annual report to the state land planning agency which includes:

1. A summary of litigation relating to subsection (7) that was initiated, remains pending, or was resolved during the previous fiscal year.

2. A list of all projects proposed or approved under subsection (7) during the previous fiscal year. For each project, the report must include, at a minimum, the project's size, density, and intensity and the total number of units proposed, including the number of affordable units and associated targeted household incomes.

(b) The state land planning agency shall compile the information received under this subsection and submit the information to the Governor, the President of the Senate, and the Speaker of the House of Representatives annually by February 1.

History.—s. 15, ch. 2001-252; s. 9, ch. 2019-165; s. 6, ch. 2020-27; s. 2, ch. 2022-176; s. 5, ch. 2023-17; s. 2, ch. 2024-188; s. 2, ch. 2025-172.

[1]**Note.**—Section 43, ch. 2023-17, provides:

"(1) The Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under s. 120.54(4), Florida Statutes, for the purpose of implementing provisions related to the Live Local Program created by this act. Notwithstanding any other law, emergency rules adopted under this section are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

"(2) This section expires July 1, 2026."

[2]**Note.**—The word "or" was substituted for the word "of" by the editors to conform to context.

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Attachment F to
6-22-26 Minutes

TREE DATA SUMMARY

Month	Permit Applications	Total Trees Removed with Permits	Total Inches Removed with Permits	Proposed Trees Planted	Proposed Inches Planted	Proposed Mitigation Payments	Arborist Letters Received	Total Trees Removed by Arborist Letters		ADOPT A TREES PLANTED
Jan-26	2	28	358	13	114	$ 100,817.00	11	16	SPRING 25	40
Feb-26	4	5	82	0	0	$ 18,009.50	16	42	FALL 25	
Mar-26	5	19	236	8	85	$ 61,992.50	9	10		
Apr-26	5	21	244	4	55	$ 58,372.50	12	14		
May-26	8	25	407	0	0	$ 57,603.50	15	29		
Jun-26										
Jul-26										
Aug-26										
Sep-26										
Oct-26										
Nov-26										
Dec-26										
YTD	**24**	**98**	**1327**	**25**	**254**	**$296,795.00**	**63**	**111**		**40**

Tree fund balance $613,855 as of 6/1/2026

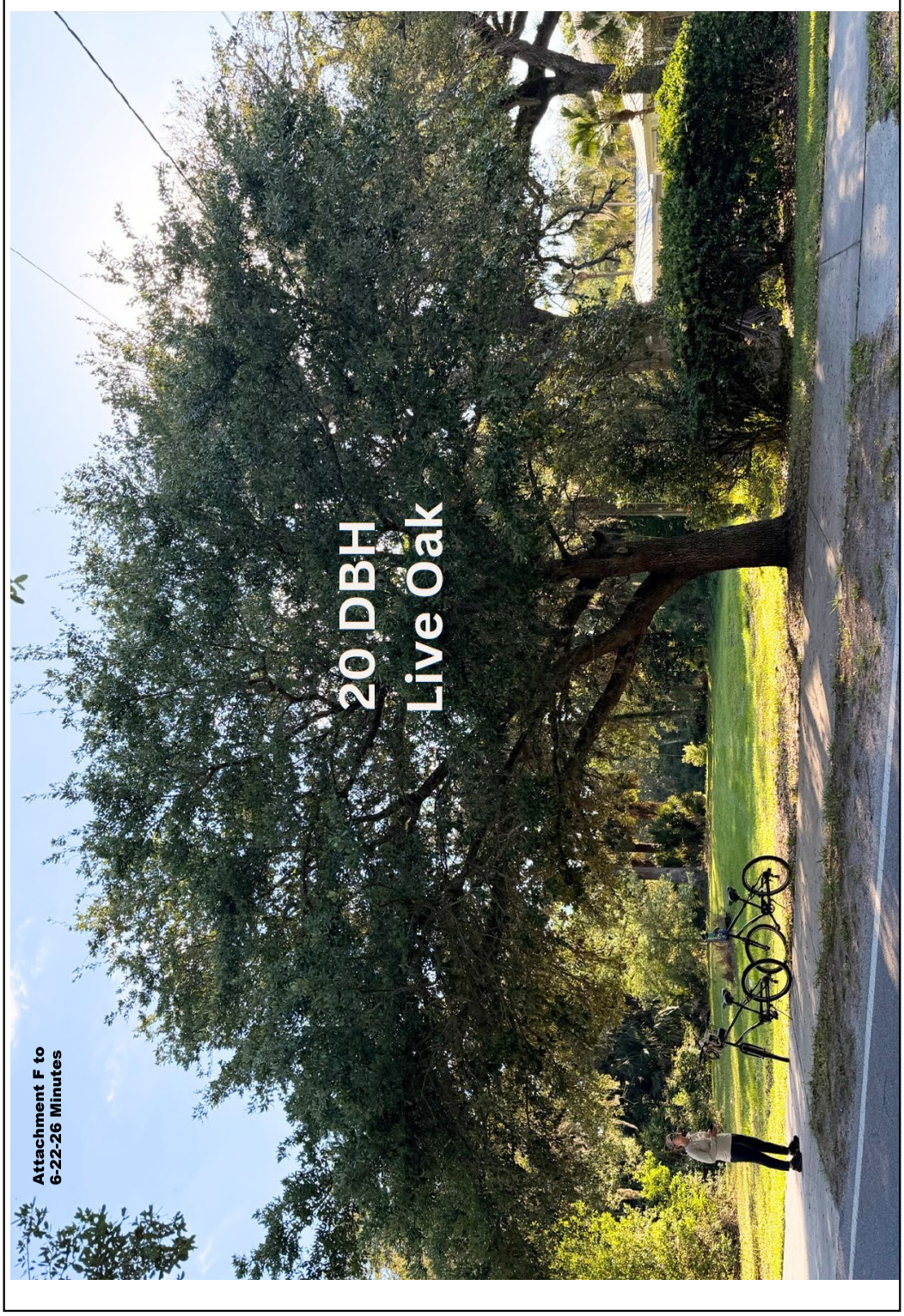
YTD TREES PLANTED **65**

YTD TREES REMOVED **209**

Prepared by COAB Staff

Live Oak Permits
2025 to 2026 (May)

Live Oak Size	Permits 2025	Permits 2026
8-14" DBH	57	0
15-20” DBH	13	0
21-30” DBH	13	2
31-40” DBH	3	0
41-50” DBH	0	2
51-60” DBH	0	0
61-70” DBH	1	0
Total oaks removed	87	4


20 DBH
Live Oak
Attachment F to
6-22-26 Minutes

Attachment F to
6-22-26 Minutes
25+ DBH
Live Oak
25+ DBH
Live Oak
30+ DBH
Live Oak
30+ DBH
Live Oak

18 DBH
Live Oak
15 DBH
Live Oak
20 DBH
Magnolia
Attachment F to
8-2206 Minutes

Attachment F to
6-22-26 Minutes
20 DBH
Sweetgum
Triton Rd

30+ DBH
Red Cedar
Attachment F to
6-22-26 Minutes

MINUTES
Budget Workshop Meeting
Monday, June 29, 2026 - 6:00 PM
City Hall, Commission Chamber
800 Seminole Road, FL 32233

ATTENDANCE:

Present:
Curtis Ford, Mayor - Seat 1 (At Large)
Bruce Bole, Commissioner - Mayor Pro Tem Seat 2 (District 1308)
Thomas Grant, Commissioner - Seat 3 (District 1307)
Candace Kelly, Commissioner - Seat 4 (District 1306)
Jessica Ring, Commissioner - Seat 5 (District 1312)

Also Present:
Kevin Hogencamp, City Manager (CM)
Ladayija Nichols, Deputy City Clerk (DCC)
Brittany Percell, Finance Director (FD)

CALL TO ORDER

1. PUBLIC COMMENT

The following speakers provided their comments:

Sunny Wroten shared a handout with the Commission (which is attached hereto and made part of this official record as **Attachment A**).
Brinkley Harrell

6-29-26 Attachment A

2. OVERVIEW OF FY 2026-27 OPPORTUNITIES AND CHALLENGES (CM HOGENCAMP

CM Hogencamp presented as detailed in a slideshow and handout (which are attached hereto and made part of this official record as **Attachments B and C**). He and FD Percell answered questions from the Commission. Discussion ensued.

Commissioner Grant arrived at 6:14 PM.

Commission Requests:

- Staff to provide a detailed explanation of the current reserve balance and how it was calculated at the next meeting.
- Public educational materials related to the property tax referendum to include a breakdown of the total property tax bill across all taxing authorities for context. Consider opportunities to reduce the FY 2026–27 budget by approximately $500,000 to help offset potential future impacts associated with the referendum.

DRAFT

- Staff to provide a consolidated salary summary for all department directors and deputy directors, including positions funded across multiple departments.

  6-29-26 Attachment B
  6-29-26 Attachment C

3. Q+A AND DISCUSSION
Discussion ensued.

ADJOURNMENT
The meeting adjourned at 7:10 PM.

Attest:

Ladayija Nichols, Deputy City Clerk

Curtis Ford, Mayor

DRAFT

Attachment A to
6-29-26 Minutes

Investing in Tomorrow's Innovators

City of Atlantic Beach STEM Initiative

Friends of Atlantic Beach Elementary School
Grant Request

Attachment A to
6-29-26 Minutes

Executive Summary

The Friends of Atlantic Beach Elementary respectfully requests a $10,000 City of Atlantic Beach Grant to expand STEM programming for every student attending Atlantic Beach Elementary.

Last year, the City's investment helped provide:

- STEM resource classes
- Robotics Team
- Schoolwide STEM assembly

Because of the City's support, every one of our approximately 500 students had access to engaging STEM experiences regardless of grade level or background.

The total cost of these programs was:

$13,029.54

The City contributed:

$7,500

Parents and community donors funded the remaining balance because we believed every child deserves access to these opportunities.

This year, we respectfully request the full $10,000 grant so we can continue and expand these successful programs while reducing the financial burden placed on families.

Attachment A to
6-29-26 Minutes

Why STEM Matters

The careers our children will enter tomorrow are rapidly changing.

Whether they become:

- Builders
- Engineers
- Doctors
- Pilots
- Programmers
- Meteorologists
- Scientists
- Electricians; they will all rely upon STEM skills.

Early exposure to science and engineering encourages curiosity, creativity, teamwork, communication, and critical thinking.

These are the same skills employers consistently identify as essential for the future workforce.

By investing in STEM today, the City is investing in the future workforce of Atlantic Beach.

**Attachment A to
6-29-26 Minutes**

Last Year's Results

STEM Resource Class

Every student in Kindergarten through Fifth Grade participated in hands-on STEM lessons every other week throughout the school year.

These lessons introduced students to:

- Engineering
- Coding
- Scientific investigation
- Problem solving
- Teamwork

Every child participated.

Attachment A to
6-29-26 Minutes

Last Year's Results (Cont.)

STEM Assembly

Students participated in an interactive Wild Wonders Reptile Show featuring animals from all four reptile groups.

Students experienced:

- Live animals
- Animal adaptations
- Habitats
- Scientific observation

The program combined music, storytelling, humor, and hands-on participation, making science exciting and memorable.

Attachment A to
6-29-26 Minutes

Last Year's Results (Cont.)

Robotics Team

The City helped fund our after-school Robotics Team.

Students:

- Designed LEGO robots
- Learned coding
- Solved engineering challenges
- Represented Atlantic Beach Elementary at the DCPS Computer & Science Robotics Expo

These students proudly represented the City of Atlantic Beach while competing alongside schools throughout Duval County.

Attachment A to
6-29-26 Minutes

This Year's Vision

Rather than simply repeating last year's success, we'd like to expand it.

STEM Weather Experience

This year we'd like to bring **Rolling Weather LLC – The Planet Earth Challenge** to Atlantic Beach Elementary.

Students won't simply watch a presentation. They will experience weather science.

Activities include:

- Creating a live weather broadcast
- Standing inside a water tornado
- Making lightning move
- Seeing giant hailstones
- Exploring snow science
- Interactive weather station
- Hands-on experiments

This immersive experience aligns perfectly with elementary science standards while making learning unforgettable.

**Attachment A to
6-29-26 Minutes**

This Year's Vision (Cont.)

Continue STEM Resource Class

Continue providing STEM instruction every other week for every student.

Funding helps cover:

- Instructor
- Supplies
- Materials
- Classroom experiments
- Engineering activities

Without grant support, these opportunities become much more difficult to sustain.

Attachment A to
6-29-26 Minutes

This Year's Vision (Cont.)

Expand Robotics

Funding will allow us to:

Continue Mrs. Russell's after-school Robotics Club

Purchase robotics materials

Support competition preparation

Return to the DCPS Robotics Expo

Represent Atlantic Beach once again.

**Attachment A to
6-29-26 Minutes**

Budget

Program	Estimated Costs
Weather STEM Assembly	$4,000
Robotics Team	$1,000
STEM Resource Class	$8,000+
Total Program Cost	**Approx. $13,000+**
Grant Request	**$10,000**

Additional funding will continue to come from parent donations and fundraising.

Attachment A to
6-29-26 Minutes

Community Benefits

This grant impacts far more than a classroom.

It provides:

✔ STEM access for every child

✔ Environmental education

✔ Future workforce development

✔ Community pride

✔ Opportunities regardless of income

✔ Positive partnerships between the City and its public school

**Attachment A to
6-29-26 Minutes**

Recognizing the City

We would love to recognize the City's investment throughout the school year.

If funded, we plan to:

- Invite City Commissioners to STEM Day
- Invite City representatives to the Weather Bus experience
- Invite City representatives to Robotics presentations
- Recognize the City at school events
- Feature the City on social media
- Include the City's logo in STEM event materials (subject to City approval)
- Publicly thank the City during school programs
- Invite Commissioners to the Robotics Expo to watch Atlantic Beach students represent their community

This partnership allows students to see firsthand that their local government believes in them and invests in their future.

Attachment A to
6-29-26 Minutes

Closing Statement

The City of Atlantic Beach has always demonstrated its commitment to building a strong community.

One of the greatest investments any community can make is in its children.

With your support, approximately 500 students will experience hands-on science, engineering, robotics, coding, and environmental education that sparks curiosity today and prepares them for tomorrow.

We respectfully ask the Commission to partner with Atlantic Beach Elementary once again by approving our $10,000 STEM grant request.

Together, we can inspire the next generation of scientists, engineers, innovators, and leaders right here in Atlantic Beach.

Thank you for your consideration and for investing in the future of our community.

Attachment A to
6-29-26 Minutes

Atlantic Beach Elementary
January 16 ·

🧠✨ STEM + Friday = FUN! Our 4th and 2nd graders were busy building, designing, and problem-solving during STEM class 🔴🍂👏. Check out the amazing creations and teamwork in action!

💜Thank you also to the City of Atlantic Beach for the STEAM grant that helped fund this activity! We appreciate your support!💜 See less

Attachment A to
6-29-26 Minutes

Atlantic Beach Elementary is with City of Atlantic Beach, Fla.
April 8 ·

We are so grateful to the City of Atlantic Beach for their generous support of Atlantic Beach Elementary! 🐬💙✨

Thanks to their grant funding, our students are enjoying enriching STEM experiences—including an engaging STEM assembly, hands-on classroom activities, and expanded arts opportunities! 🔬🎨🧠 These programs spark creativity, curiosity, and a true love of learning in the most meaningful ways.

We truly appreciate the City's investment in our students, teachers, and school community—it makes a lasting impact each and every day! 🙌🌟💫

#ABE #CityOfAtlanticBeach #STEM #FABE See less

Attachment A to
6-29-26 Minutes

Atlantic Beach Elementary
January 13 ·

We are SO excited for our upcoming STEM Assembly!

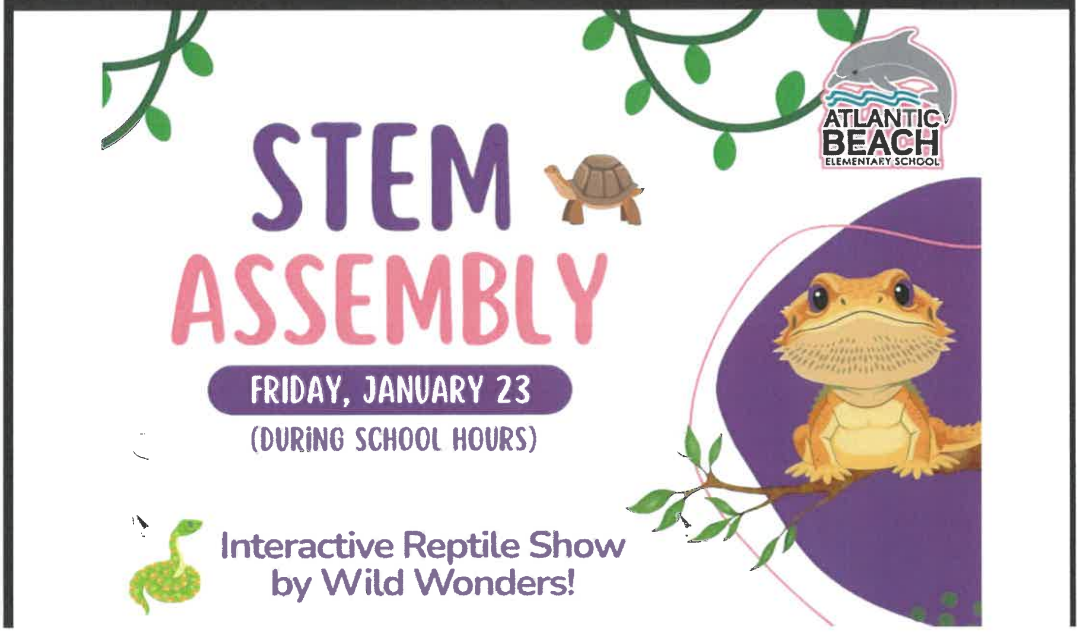
We can't wait for our upcoming Wild Wonders Life Sciences Assembly, where students will experience an up-close, interactive animal show that makes learning unforgettable. This engaging program blends STEM learning with real-world connections, showing how science, technology, engineering, and math work together to help us better understand animals and protect the natural world.

Students will explore animal anatomy, adaptations, and ecosystems, see how technology is used in wildlife research, learn how engineers design habitats and care systems, and discover how math helps scientists measure, track, and study animals. It's an exciting, hands-on way to bring NGSS (Next Generation Science Standards) standards to life and spark curiosity in our young scientists.

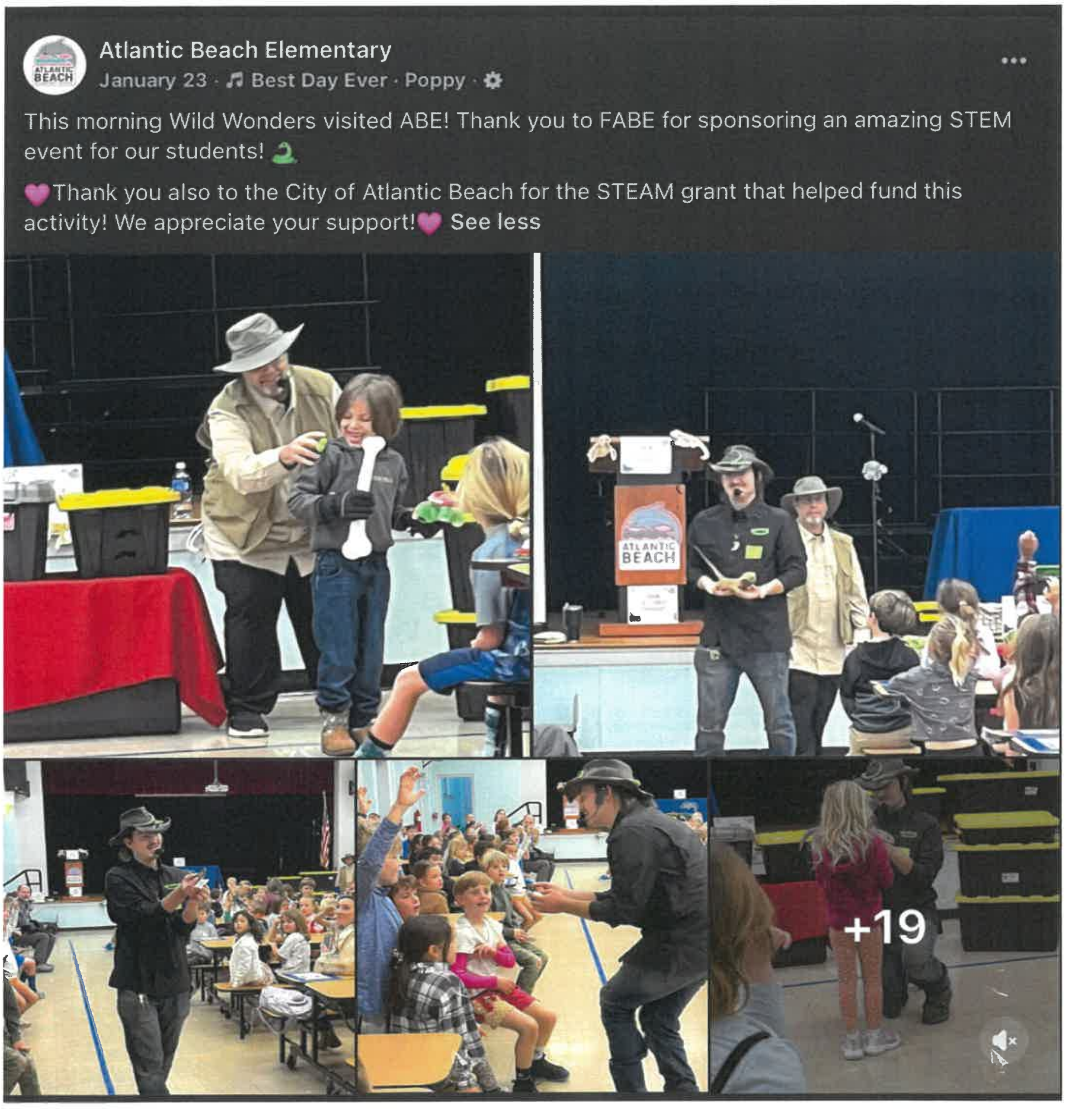
We can't wait to see our Dolphins learning, exploring, and getting inspired!

Thank you to FABE for bringing this experience to ABE!

Thank you also to the City of Atlantic Beach for the STEAM grant that helped fund this activity! We appreciate your support! See less



Attachment A to
6-29-26 Minutes



Attachment A to
6-29-26 Minutes

Atlantic Beach Elementary
March 6, 2025 ·

Our 5th grade First Lego League team attended the DCPS Computer Science & Robotics Expo today!

ABE students showcased the innovative project they constructed this year. They presented their project to an FLL judge and participated in vendor STEM challenges.

Our amazing team enjoyed the day and did well talking about their innovation project to the judge!

We would like to thank the City of Atlantic Beach for the STEAM grant that helped fund this activity! See less

Attachment A to
6-29-26 Minutes

Wild Wonders Animal Show

"Animals and kids...What's cooler than that??!!"

Confirmation and Invoice

Stem Assembly

T-N-T Reptile Réhabilitation Center, Inc.
P.O. Box 614
Middleburg Florida 32050

Program Description: Wild Wonders is proud to present "The Reptile Show". It runs 45 minutes and includes 17 animals with reptiles from all 4 classes. The show incorporates music, story, humor and hands-on experiences for the children. Children and adults will be encouraged to participate in the program. Children learn about animal behaviors, feeding, and adaptations in a fun and interesting way. It is a delight for children of all ages.

Your Program:

Starts: 8:30 and 9:30 am Shows
Place: Atlantic Beach Elementary

Date: 1/23/2025
Cost: $350 and $250

Total Cost: $600

Please make checks payable to: **T-N-T Reptile Rehabilitation Center, Inc**

Notes: We take about 10' of space and if possible, a place to plug in. A table provided would be helpful but not necessary. Expect arrival 30 minutes before the show time to begin setting up. Payment must be made before or on the day of the show. We bring 17 animals that are self-contained. We are licensed and insured.

Office Use Only

Check : _____ Credit: _____ (add $4 dollars for every $100) Date Paid: _____ Amount: _____

Attachment A to
6-29-26 Minutes

Bank of America deposit products:

FDIC *FDIC-Insured - Backed by the full faith and credit of the U.S. Government*

BANK OF AMERICA Business Advantage 360 Friends Of Atlantic Beach Elementary Sc | Profile & Settings | Saved Items | Log Out

Accounts | Pay & Transfer | Business Services | Offers & Deals | Tools & Investing | Security Center | Open an Account | Help & Support

Pay & Transfer

Transfer
between my accounts

Zelle®
send or receive

Pay Bills
pay now or schedule

Wire/ACH
U.S. or internati

Activity

Can't find what you're looking for?
Go to your account details, or visit Wires to view more activity.

Stem class supplies + stem teacher salary

Scheduled

There's nothing showing in scheduled right now.

History Last 12 months

Clear all | Woessner ✕ | Last 12 months ✕

Shana Woessner May timesheet - 33 hours	May 28, 2026 $660.00 You paid
Shana Woessner April and partial May wages, classroom supplies	May 18, 2026 $1,519.55 You paid
Shana Woessner Early March timesheet: 36 hours	Apr 07, 2026 $720.00 You paid
Shana Woessner Late March - early April timesheet: 25.5 hours	Apr 07, 2026 $510.00 You paid
Shana Woessner Late Feb timesheet 22.75 hours	Mar 16, 2026 $455.00 You paid
Shana Woessner STEM supplies from Michael's and Amazon	Mar 03, 2026 $41.44 You paid

Attachment A to
6-29-26 Minutes

Shana Woessner STEM class supplies, Jan (33 hrs) and Feb (38 hrs) timesheets	Feb 17, 2026 $2,075.08 You paid
Shana Woessner November timesheet - 36 hours	Dec 05, 2025 $720.00 You paid
Shana Woessner 9.9-11.7 timesheets and 8 amazon reimbursements	Nov 08, 2025 $2,972.90 You paid
Shana Woessner Classroom supplies and August-September timesheet	Sep 10, 2025 $1,011.04 You paid
Shana Woessner Reimbursement for various classroom supplies, Level 2 background check, insurance policy; August timesheet: 34.75 hours	Sep 01, 2025 $1,208.24 You paid

Some history for canceled or failed domestic and international wires is only available for 6 months. To view more activity, go to **Statements & Documents.**

You're viewing all available results. Adjust your filters

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Patent: patents.bankofamerica.com

Attachment A to
6-29-26 Minutes

BANK OF AMERICA

Details

Status	**Paid**
	Zelle® payment
To	**Laura Russell**
	904-704-0237
From	**Business Adv Fundamentals - 5738**
Amount	**$400.00**
Date	**May 28, 2026**
Message	**25-26 Robotics Program - 20 hours**
Confirmation #	**jqxg1bqhu**

Robotics Team
teacher pay

Attachment A to 6-29-26 Minutes

The UPS Store #1469
1015 ATLANTIC BLVD
Atlantic Beach, FL 32233-3313
904-241-1849

Terminal....: POS1469C
Employee....: 252047
Cashier's Name
Date.: 1/20/2026
Time.: 01:18 PM
Colleen H.

ITEM NAME	QTY	PRICE	TOTAL
Computer Use 1-15 min.			$4.00
Tax	1 @	$4.00	
Copies			$0.30
			$20.01
Tax	29 @	$0.69	
			$1.50

Subtotal	$24.01
Shipping/Other Charges	$0.00
Total tax	$1.80
Total	$25.81
Cards	$25.81

Items Designated NR are NOT eligible for Returns, Refunds or Exchanges.

US Postal Rates Are Subject to Surcharge.

1260120146 9C061600

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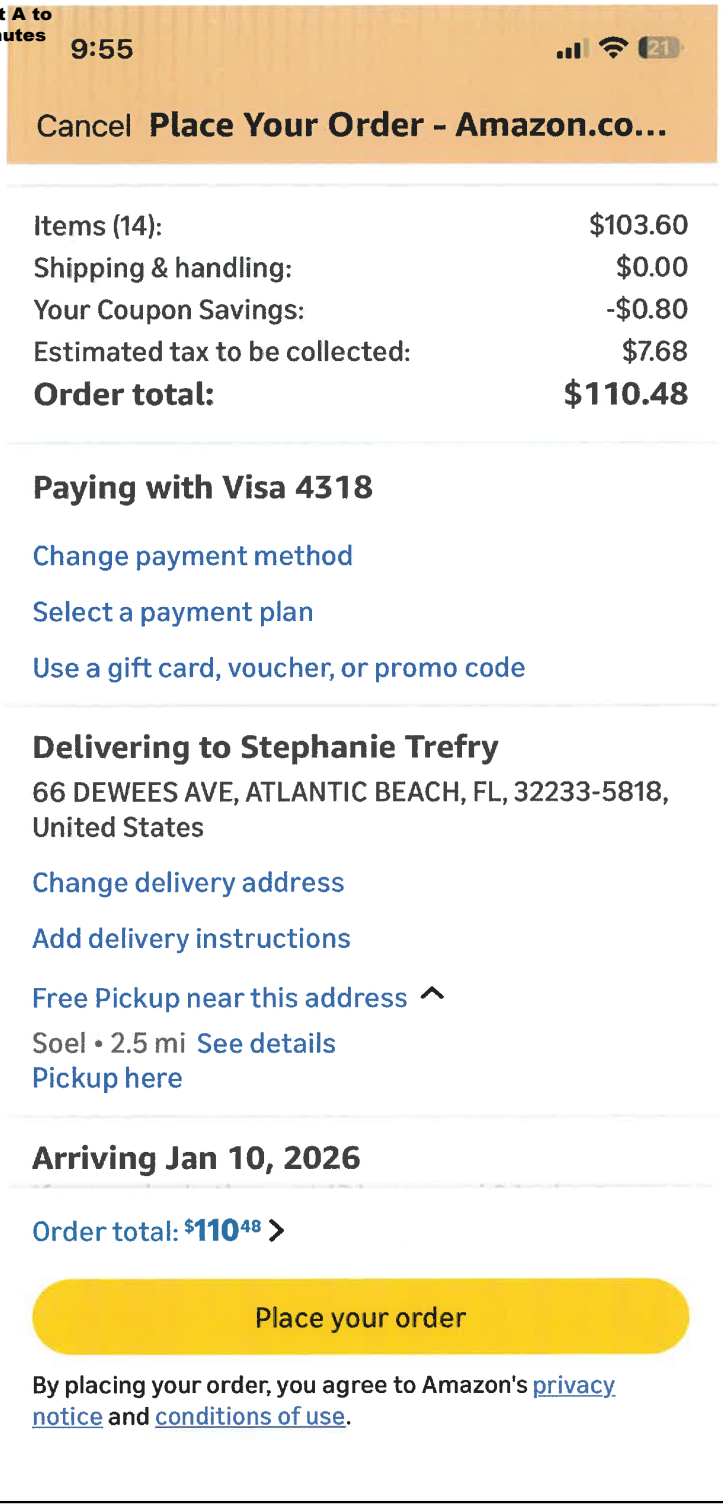
Win a $250 gift card

Tell us how we're doing for your chance to win a $250 Amazon.com® Gift Card, a $100 Amazon.com® Gift Card, or a $50 Amazon.com® Gift Card each month.

Remaining receipts for stem assembly

Attachment A to
6-29-26 Minutes



Attachment A to
6-29-26 Minutes

Gmail Lisa Edmunds <lisa.marie2424@gmail.com>

Fw: Ordered: 2 "Adecortalk Reptile Jungle..." and 12 more items

1 message

Stephanie Trefry <stephanie_trefry@yahoo.com> Thu, Jan 8, 2026 at 10:29 AM
To: Friends of Atlantic Beach Elementary <info@fabehome.org>, Lisa Edmunds <lisa.marie2424@gmail.com>

I purchased these for 2026 STEM Assembly. We also will have to issue a check to Wild Wonders. Will get that invoice over.

Stephanie

Begin forwarded message:

On Thursday, January 8, 2026, 9:56 AM, Amazon.com <auto-confirm@amazon.com> wrote:

Your Orders Your Account Buy Again

Thanks for your order, Stephanie!

Ordered Shipped Out for delivery Delivered

Attachment A to
6-29-26 Minutes

Arriving Saturday

Stephanie - ATLANTIC BEACH, FL

Order # 112-4421611-9541850

View or edit order

Yqskt 200PCS Lizard Stickers, Wat...
Quantity: 4
$7.99

100pcs Reptile Stickers for Kids ...
Quantity: 2
$7.95

50Pcs Amphibians Reptile Stickers...
Quantity: 2
$5.90

102PCS Sea Turtle Stickers, Cute ...
Quantity: 2
$5.99

102 Pack Lizard Stickers for Boys...
Quantity: 2
$6.99

Adecortalk Reptile Jungle Happy B...
Quantity: 2
$8.99

Grand Total: **$110.48**

Continue shopping deals

**Attachment A to
6-29-26 Minutes**

-20% $36.95

Mythinglogic Rolling Spo

-31% $25.49

Leikar Button Up Pajama

-10% $115.38

Melissa & Doug Wooden

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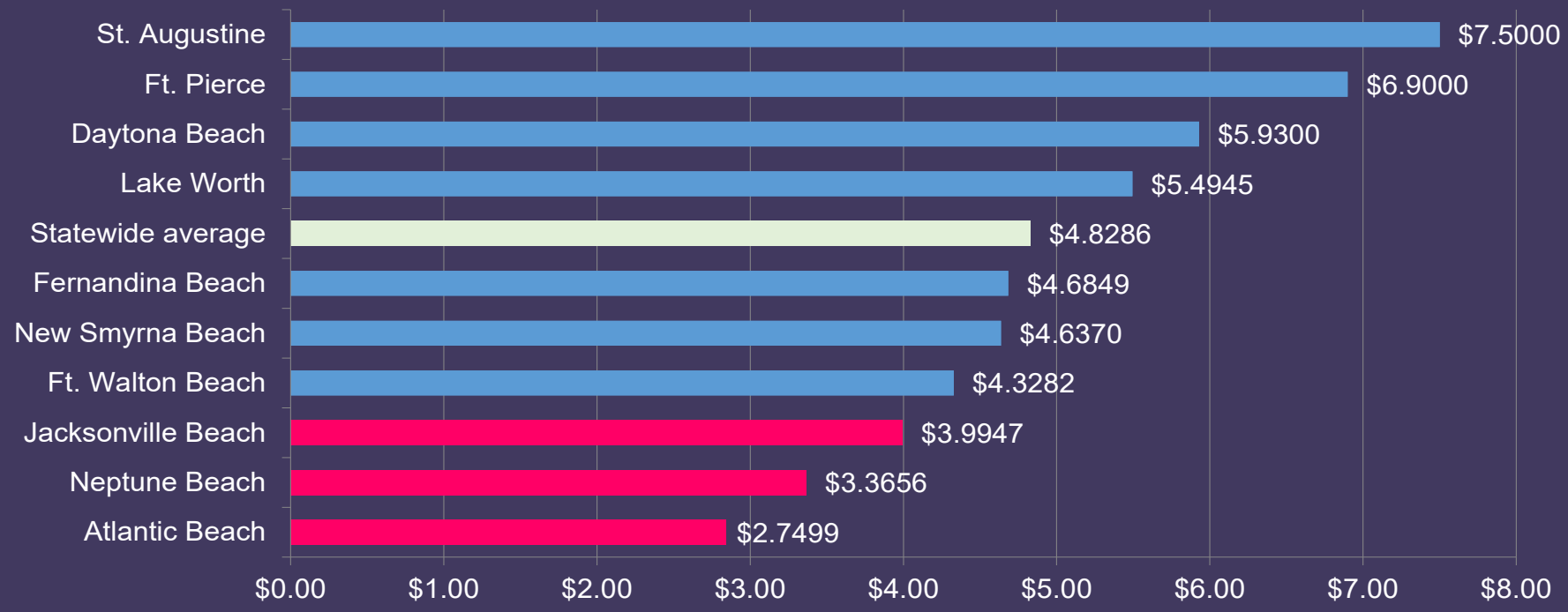
FY 2026-27

Opportunities and Constraints

Budget Workshop #1 - June 29, 2026

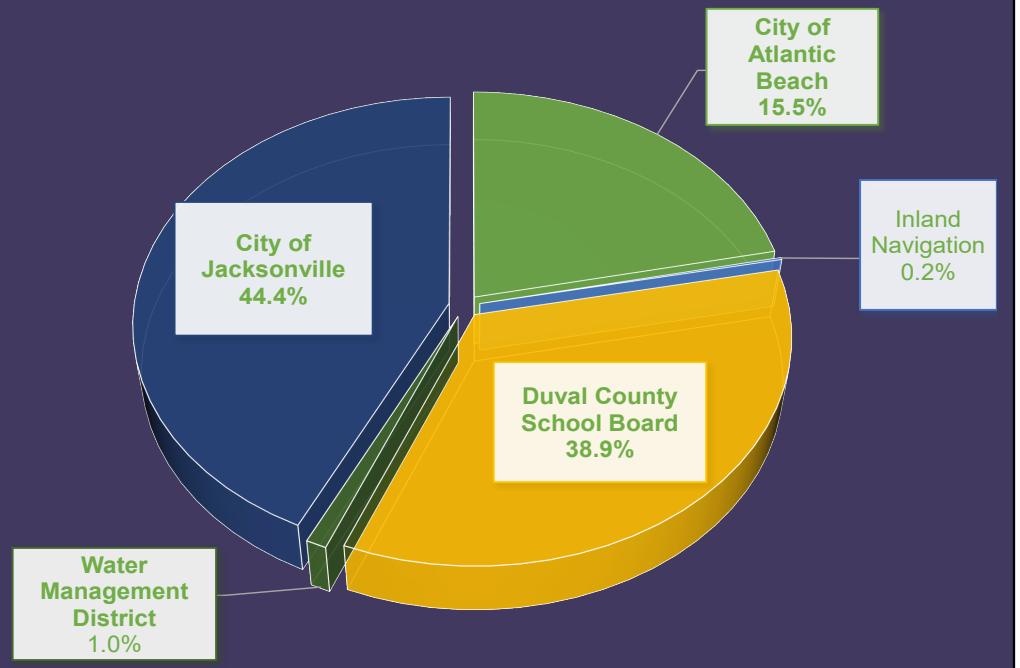
Current Year Millage Rate Comparison



2

Atlantic Beach
Where Your Property Tax Dollars Go

	Millage Rate	Property Tax*
City of Atlantic Beach	**2.7499**	**$750**
Inland Navigation	0.0270	$7
Duval County School Board	6.3430	$1,889
Water Management District	0.1793	$49
City of Jacksonville	7.9012	$2,156
TOTAL	**17.2004**	**$4,851**



**Based on a median home assessed value of $322,820, with a homestead exemption*
Final adopted millage rates per DR-403

3

How the City Budget is Set Up

A. The annual budget includes capital and operating expenses and all revenues for the fiscal year, across all City operations.

B. The annual budget includes a Capital Improvement Program, identifying capital projects for a multi-year period.

C. The fiscal year is October 1 through September 30.

How Your City Budget is Set Up

D. The annual budget is MORE than just property taxes.

E. Enterprise Funds – funds that pay for themselves (i.e., water, sewer, sanitation)

F. Restricted Funds – funds can only be used for specific purposes (i.e., Building Division, Gas Tax, Visitor and Tourism)

G. Unrestricted Funds – funds that can be used for any type of expense (the “General Fund”)

GF Compared to Total Budget

Property Type	General Fund	Total Budget	General Fund % of Total Budget
Atlantic Beach	$21,636,755	$57,616,034	37.6%
Neptune Beach	$11,731,984	$27,886,660	42.1%
Jacksonville Beach	$33,033,348	$248,040,185	13.3%

GF Revenues/Expenditures – Atlantic Beach

Where the Money Comes From:	% of GF	Where the Money is Spent	% of GF
Ad Valorem Taxes	39.9%	Public Safety	39.3%
Intergovernmental Revenue	19.0%	General Government	30.6%
Internal Service Charges	9.4%	Public Works	15.6%
Sales and Use Taxes	7.0%	Recreation	11.8%
Fund Balance/Reserves	6.0%	Transfers Out	2.0%
Licenses and Permits	5.1%	Human Services	0.7%
Transfers In	4.8%		
Charges for Services	3.7%		
Local Option Gas Tax	3.6%		
Miscellaneous Revenues	1.1%		
Fines and Forfeitures	0.7%		

7

Ad Valorem Reduction

A. House and Senate both APPROVED resolutions
B. Bills of focus is for:
    1. $150,000 homestead exemption on January 1, 2027
    2. $250,000 homestead exemption on January 1, 2028
    3. Exemption indexed to Consumer Price Index (CPI) on January 1, 2029
    4. Requires a schedule for the full elimination of homestead property taxes
C. Residents with less than 5 years residency only qualify for 50,000 exemption
D. 5 Year residency waived starting Jan. 1, 2030
E. Non-homestead max annual increase reduces from 10% to 5% on Jan. 1, 2027

8

Ad Valorem Revenues
GF – Atlantic Beach

Property Type	Ad Valorem Revenue	% of Ad Valorem Revenue
Homestead	$4,586,073	54.2%
Non-Homestead	$3,875,317	45.8%
Total	$8,461,390	100%

GF Fiscal Impacts – Intermediate*

Exemptions & 5% Non Homestead Cap	$ Amount	% of General Fund Revenue
Atlantic Beach - $150,000 Exemption	$1.06 M	4.9 %
$250,000 Exemption	$1.84 M	8.5 %
Neptune Beach – $150,000 Exemption	$0.71 M	6.1 %
$250,000 Exemption	$1.26 M	10.7 %
Jacksonville Beach – $150,000 Exemption	$2.79 M	8.5 %
$250,000 Exemption	$4.86 M	14.7 %

GF Fiscal Impacts - Final

General Fund Revenue	$ Amount	% of General Fund Revenue
Atlantic Beach - Total Revenue	$21,636,755	100%
Homestead Property Tax	($4,586,073)	(21.2%)
Neptune Beach – Total Revenue	$11,731,984	100%
Homestead Property Tax	($2,552,724)	(21.8%)
Jacksonville Beach – Total Revenue	$33,033,348	100%
Homestead Property Tax	($6,871,367)	(20.8%)

Options Available

A. Millage Increase – state law requirements
B. Service Reductions – only services funded by GF
C. Impose New/Increased Fees – parks/rec, fire, etc.
D. Special Assessments – capital projects (i.e., street resurfacing)
E. Combination of A, B, C and/or D

Option – Millage Increase

	Ad Valorem Revenue	% of GF	Millage Needed to Offset Revenue Loss
Atlantic Beach	$8,461,703	39.1%	
Loss of All Homestead Property	($4,586,073)	21.2%	1.4904
Neptune Beach	$4,837,179		
Loss of All Homestead Property	($2,552,724)	21.8%	3.7649
Jacksonville Beach	$17,335,994	52.5%	
Loss of All Homestead Property	($6,871,367)	20.8%	2.5604

Note: This would result in ad valorem increases to all non-Homestead properties

13

Attachment C to
6-29-26 Minutes

FY 2026-27 Budget Strategy Report: Opportunities and Constraints

To: Honorable Mayor, Members of the City Commission, and the Atlantic Beach Community

From: Kevin Hogencamp, City Manager

Date: June 29, 2026

Subject: Fiscal Year 2026-27 Budget Strategy Report

Executive Summary

As we approach the Fiscal Year 2026-27 budget cycle, the City of Atlantic Beach stands at a critical financial crossroads. Managing structural revenue shifts requires a balanced, dual strategy: aggressive internal cost containment and targeted, modest adjustments to user fees.

Furthermore, comprehensive policy development is a key responsibility that we are undertaking during this cycle to establish clear, repeatable frameworks--for matters ranging from lift station development to selecting a new city manager--for future governance. By taking proactive, measured steps now, we can stabilize our fiscal foundation, absorb upcoming revenue losses, and ensure the uninterrupted delivery of high-quality municipal services to our residents.

Atlantic Beach at a Glance (FY 2025-26 Baseline)

To frame our upcoming strategic decisions, our current fiscal baseline and community profile are outlined below:

Metric	Baseline Value
Total Municipal Budget	$57,616,034
Core General Fund	$21,636,755
Current Millage Rate	2.7499 mills
Population / Households	13,353 residents / 5,750 households
Median Household Income	$103,288
Median Home Value (2023)	$565,500

Attachment C to
6-29-26 Minutes

Where Your Dollars Also Go (Enterprise and Special Funds)

- Water and Sewer Funds
- Stormwater Fund
- Sanitation Fund
- Building Code Enforcement Fund

Fiscal Benchmarks: Healthy Fund Balances (Projected – Sept. 30, 2026)

A significant positive highlight for the City is our strong financial positioning across several targeted accounts. These healthy fund balances insulate the city and ensure capital reserves remain viable:

- **Water Fund:** $1,865,705
- **Sewer Fund:** $2,499,924
- **Capital Projects Fund:** $1,002,760
- **Tree Protection Fund:** $617,495
- **Better Jacksonville Fund:** $484,994
- **Paid Parking Fund:** $330,573

Guiding Structural Documents

Our approach to the upcoming fiscal year is strategically anchored by the following core planning frameworks:

- Capital Improvement Plan
- Stormwater Master Plan
- Connectivity Plan
- Adaptation and Resiliency Plan

General Fund Revenue Summary

In the City of Atlantic Beach, property taxes traditionally make up the single largest slice of General Fund revenues (roughly **40%**). To balance the rest of the operational budget for daily services like public safety, street maintenance, and parks, the city relies on several other primary funding mechanisms:

1. Intergovernmental & State-Shared Revenues

These are taxes collected by the State of Florida or Duval County and distributed back to the municipal level based on local populations.

- **Local Option Sales Taxes:** A portion of the discretionary sales surtax collected within the county.
- **State Revenue Sharing & Municipal Home Rule Taxes:** Formulas that reallocate state-collected sales and motor fuel taxes back to local governments.
- **Half-Cent Sales Tax:** A state-shared revenue program designed to provide local tax relief and support municipal operations.

Attachment C to
6-29-26 Minutes

2. Franchise Fees and Utility Service Taxes

The city levies fees on utility providers for the right to operate within the public right-of-way, alongside discretionary taxes on consumption.

- **Franchise Fees:** Charged to electricity (FPL), gas, and solid waste providers.
- **Public Service / Utility Taxes:** Levied on purchases of electricity, water, metered or bottled gas, and fuel oil.
- **Communications Services Tax (CST):** Applied to telecommunications, satellite, and cable TV services.

3. Licenses, Permits, and Fees

Revenue generated directly from regulatory activities, local commerce, and specific land-use functions.

- **Building, Electrical, and Plumbing Permits:** Fees collected during the inspection and approval process for local development and renovations.
- **Local Business Tax Receipts (LBTR):** The fee paid by businesses operating within city limits to maintain their business tax license.
- **Zoning and Plan Review Fees:** Collected by the community development department for specialized land-use approvals.

4. Charges for Services & Shared Programs

Direct payments for city-provided activities or local operational agreements.

- **Arts, Recreation and Cultural Activity and Rental Fees:** Revenues from community center usage, park facilities, and specialized recreation programming.
- **Interlocal Agreements:** Formally structured, cost-sharing programs with neighboring beach communities or the county (such as the managed Paid Parking Program revenue split at Beaches Town Center, which supports right-of-way infrastructure and beach area amenities).

5. Fines, Forfeitures, and Miscellaneous Revenues

Smaller, auxiliary streams that naturally fluctuate year to year.

- **Traffic Fines and Local Code Violations:** Revenue from municipal code enforcement and local civil infractions.
- **Investment Earnings:** Interest generated from the city's managed cash balances and operational reserves.
- **Grants and Administrative Transfers:** Minor project reimbursements or overhead charge-backs from the city's proprietary (utility) funds to the General Fund for shared administrative costs.

Attachment C to
6-29-26 Minutes

City Commission FY 2026-27 Strategic Priorities

Our financial planning remains anchored by our commitment to preserve community character, create a strong sense of belonging and safety, and promote active lifestyles through green spaces and parks. To deliver on these promises, we continue to invest prudently in our workforce. While fiscal restraint is paramount this cycle, the budget maintains essential support structures--such as competitive compensation-and-benefits packages, targeted tuition reimbursement, training, certification support, and assistance with rising healthcare and fuel liabilities--to retain the talent necessary to run our city efficiently.

I. Resiliency and Infrastructure

Focus: Addressing drainage needs, functional integrity, and long-term sustainability.

- **Stormwater Master Plan Update:** Formalize a strategic management framework that includes:
  - *Basin and Geological Surveys:* Conducting technical drainage basin evaluations and geological-level surveys (distinct from property boundary surveys).
  - *Infrastructure Prioritization:* Emphasizing publicly funded infrastructure improvements over property rights restrictions.
  - *Right-of-Way Optimization:* Utilizing city rights-of-way to expand drainage capacity and ditch networks.
- **Systematic Maintenance and Equipment:** Develop and publish a recurring maintenance cycle for cleaning drainage ditches, restoring the functional capacity of retention basins, and utilizing specialized machinery like the city Streetsweeper to prevent debris accumulation.
- **Comprehensive Rate Studies:** Procure professional rate studies for water, sewer, stormwater, solid waste, and recreational facilities to ensure fee structures align with actual maintenance and public service costs.
- **Permeable Technology Incentives:** Create a program to incentivize the use of permeable materials by residents to reduce neighborhood runoff, specifically highlighting the integration of the Turf Block Program.

II. Environmental Stewardship

Focus: Protecting the tree canopy and preserving vital maritime ecosystems.

- **Old-Growth Tree Protection and Management:** Develop and adopt a robust ordinance specifically designed to protect "champion" trees, supported by a comprehensive, updated Tree Inventory.
- **Marsh and Shoreline Restoration:** Prioritize marsh preservation and the protection of vulnerable shorelines by initiating two high-impact environmental restoration projects.
- **Dune Stabilization and Access:** Sustain critical erosion-mitigation efforts through investment in Dune Walkovers and strategic sea oat planting.

Attachment C to
6-29-26 Minutes

III. Community Spaces and Programming

Focus: Enhancing recreational assets and connectivity.

- **Parks Master Plan Update:** Modernize the citywide Parks Master Plan to reflect current usage trends and community demographics.
- **Donner Park Upgrades:** Leverage grant and private funding sources for baseball field and other improvements.
- **Marsh Oaks Community Center:** Dedicate specific programming and operational resources to maximize the utility of this new facility.
- **Neighborhood Amenities and Maintenance:** Fund dedicated Community Garden upkeep, park facility improvements, and park maintenance.

IV. Public Safety and Mobility

Focus: Improving visibility, traffic flow, and modernizing local legislation.

- **Town Center Illumination:** Install upgraded street lighting within the Town Center to enhance pedestrian safety and visibility.
- **Traffic Calming and Infrastructure:** Implement the Sherry Drive traffic calming project, utilizing targeted tool deployments like Speed Bumps and Right-of-Way Parking Demarcation to manage residential traffic flows.
- **E-Bike Legislation (Version 2.0):** Craft updated regulations to address evolving safety trends and usage patterns for electric bicycles.

V. Organizational Excellence and Partnerships

Focus: Maintaining high service standards, community engagement, and regional advocacy.

- **Employee Recruitment and Retention:** Implement strategies to hire, train, and retain a high-quality professional workforce.
- **Volunteer Optimization:** Focus on better utilizing our community's talented volunteers to enable us to do more great work across all municipal initiatives.
- **Civic Engagement and Infrastructure:** Modernize city infrastructure beginning with a Citizen Polling initiative to gather community feedback, paired with modest facility updates like replacing the aging Commission Chamber Chairs.
- **Educational Advocacy:** Continue proactive engagement with Duval County Public Schools regarding boundary and budget issues to ensure the long-term viability of Atlantic Beach Elementary.

1. Strategic Opportunities: Operational Efficiency and Capital Project Wins

To maintain a balanced budget without compromising essential infrastructure, the City must leverage internal efficiencies, capitalize on recent state funding successes, and ensure that fee-supported services recover their actual operational costs.

Attachment C to
6-29-26 Minutes

Major Infrastructure Grants and Capital Projects

Governor DeSantis has officially signed the state budget, securing **$1,062,500** across three critical Atlantic Beach infrastructure priorities, alongside an exceptional ranking for our resilience initiatives. We continue to maximize these opportunities through strategic advocacy and professional grant consulting partnerships.

- **Sherman Creek Dredging and Bank Stabilization:** $650,000 in state funding approved. We also have a separate $1 million Federal FY 2026–27 community funding request active in the legislative queue to advance further phases.
- **Dora Drive Stormwater Mitigation Pond:** $212,500 in state funding approved. This project is engineered to protect 92 structures from 25-year flood events. The city intends to leverage this $212,500 state appropriation as our 25% local match for a FEMA Hazard Mitigation Grant Program (HMGP) design and survey grant. The total projected funding for FY 2026-27 is expected to reach $850,000, fully covering design costs.
- **Marsh Oaks Septic Tank Elimination:** $200,000 in state funding approved to further our phased septic-to-sewer conversion efforts.
- **Resilient Lift Station Project (Phase I):** The Governor signed the Resilient Florida implementation program at full funding ($160 million). Because Atlantic Beach's Phase I project ranked second on the statewide list, our grant writers report we are safely in line for a $1.34 million state matching share. This will fund vital floodproofing for five of our most vulnerable lift stations: Mimosa Cove, Lakeside, Palm Avenue, 11th Street, and Camelia Street. An official award announcement is expected any day.
- **Sea Gardens Lift Station:** Advanced in the infrastructure pipeline to further safeguard the local sewer network against environmental vulnerabilities.
- **Stanley Road Stormwater Pipe Enlargement:** This project (stretching from Stanley to Donner) is HMGP-funded. We are currently awaiting final approval of our design documents and construction estimates from the state to unlock construction funding. The contract execution is anticipated within FY 2026-27.

Veto Update: The Governor vetoed our requested $195,000 appropriation for the Sailfish Drive multiuse path. Accordingly, administration will revisit this connectivity project with the Commission during an upcoming budget workshop to determine if alternative funding paths are viable.

Operational and Communications Improvements

- **Digital Communication Efficiencies:** In partnership with BS&A, we successfully launched our new e-Plan Site Plan Review Software. Modernizing public information distribution and internal workflows significantly reduces print and administrative overhead while increasing development review transparency. General Communications Improvements continue across departments to digitize workflows.
- **Fee-Supported Service Alignment:** Transitioning specialized municipal services into self-sustaining models, reducing their reliance on general tax revenue.
- **Strategic Communications Expansion:** To further build upon these digital milestones, the city will develop and implement a formal, Strategic

Communications Plan. This initiative will anchor our operations around proven best practices within the municipal communications arena. To achieve the transparency and reach our community expects, the city will invest in both dedicated human resources and updated communications technology. This framework will ensure proactive public messaging, streamline resident feedback loops, and foster greater civic engagement.

2. Internal Cost Containment ("Belt-Tightening")

Faced with tightening margins, surging fuel prices, and climbing health insurance premiums, the administration is leading by example with aggressive internal cost-control measures. These decisions are difficult but necessary to avoid immediate property tax spikes.

- **Workforce Restructuring:** For the first time in more than a decade, the City will reduce its FTE count. This careful restructuring optimizes departmental workflows and lowers long-term salary and benefit liabilities.
- **Conservative Compensation Adjustments:** The upcoming budget proposes the smallest employee salary increase in more than 10 years. While retaining top talent remains a priority, this step reflects the immediate need for organization-wide fiscal restraint.
- **PTO Bank Optimization:** We are implementing a strategic restructuring of our PTO bank policy. By adjusting accrual limits and cash-out structures, the City is actively mitigating long-term compensated absence liabilities.

3. Modest and Targeted Fee Adjustments

To relieve pressure on the General Fund, the City will implement modest, localized fee increases, ensuring specific services are supported directly by users rather than broad tax subsidies.

- **Annual Utility Indexing (Water, Sewer, and Stormwater):** Implementing predictable, annual adjustments to utility and stormwater rates. These incremental increases directly fund crucial Capital Improvement Projects (CIP), ditch maintenance, road paving, aging infrastructure replacement, and environmental compliance.
- **Recreation Permits:** Adjusting fee structures for recreational programs and facility usage (such as the newly completed Aquatic Dog Park pavilion) to better align with the rising operational and maintenance costs of parks and public spaces.
- **Building Permits:** Updating the building department fee schedule to reflect the actual administrative and logistical costs of plan reviews, code enforcement, and field inspections.

**Attachment C to
6-29-26 Minutes**

4. Looming Challenges: Structural Revenue Shifts and Regional Pressures

The primary drivers of our current fiscal constraints are external, structural, and contractual. We must proactively plan for shifting tax exemptions and sunsetting regional revenue sources.

Long-Term Revenue and Environmental Vulnerabilities

- **Coastal and Climate Resilience:** As a coastal city spanning three square miles with two miles of ocean beach, we face escalating infrastructure protection and mitigation costs. We must safeguard our stormwater systems and maintain robust emergency reserves against severe weather events.
- **Homestead Exemption Pressures:** Ongoing legislative expansions and structural shifts in homestead exemptions continue to limit property tax revenue growth, decoupling municipal revenue from real-world inflationary pressures on service delivery.
- **The Sunset of the "Better Jacksonville Plan" Revenue:** The impending loss of the Better Jax sales tax revenue represents a major structural shift. This sunsetting regional revenue source has historically offset significant capital and infrastructure burdens; its expiration leaves a financial void that must be actively managed.
- **City of Jacksonville (COJ) Interlocal Agreement:** Renegotiating or adapting to the shifting terms of our interlocal agreement with Duval County may impact shared revenue distributions, county-provided services, and cost-sharing metrics.

Operational and Contractual Hardships

- **Potential Hiring Freeze:** If revenue lines do not stabilize following the Better Jax elimination and prospective property tax realignment, the city may be forced to implement a comprehensive hiring freeze. This presents a challenge for maintaining optimal service levels in high-demand departments.
- **Partnership Obligations (Boys and Girls Clubs):** Maintaining this critical partnership with the Boys and Girls Clubs of Northeast Florida remains a high priority. Managing our funding obligations and operational expectations within our joint agreement requires careful recalibration to ensure community benefit matches fiscal capacity.
- **Compounded Utility Pressures:** While utility fee increases represent an opportunity to stabilize the enterprise funds, they simultaneously present a political and community challenge. Communicating the necessity of concurrent annual increases for water, sewer, and stormwater utilities to residents will require absolute transparency regarding infrastructure needs.

5. Key Decisions to Make

The City Commission will need to provide definitive policy and funding direction on the following localized items during upcoming workshops:

1. **16th Street Walkover:** Determining structural parameters, budget allocations, and execution timelines for access maintenance.
2. **ARCC Grant Funding:** Finalizing the application, deployment, and matching allocation strategy for upcoming grant project cycles.
3. **Donations to Nonprofits:** Establishing the baseline funding levels and evaluation criteria for municipal resource contributions to local community organizations.

6. Forward-Looking Strategic Outlook

To put our property tax rate in perspective locally: under Atlantic Beach's current rate, the homesteaded owner of a $500,000 home pays about $1,070 a year in property taxes directly to the City. For an entire year of police protection, storm drainage, paved roads, ditch maintenance, and clean, equipped parks, the cost is equivalent to a premium boutique fitness subscription--about $89 a month.

To maintain this exceptional return on investment for our residents, our upcoming budget presentations to the Commission emphasizes a three-pronged approach:

- **Protect Core Infrastructure:** Ensure enterprise funds (Water, Sewer, Stormwater) remain self-sustaining through predictable annual adjustments, avoiding massive, back-loaded rate shocks to residents. We must also begin work immediately on the next FDEP Resilient Florida cycle before the September 1 deadline.
- **Optimize Intergovernmental Partnerships:** Aggressively defend the city's interests during upcoming interlocal agreement discussions and regional revenue transitions (COJ).
- **Exhaust Internal Efficiencies:** Demonstrate to taxpayers that the city is exhausting all internal "belt-tightening" options -- including workforce restructuring and minimized salary growth -- before seeking broad-based millage rate adjustments.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: 90-Day Calendar for the City Commission

SUBMITTED BY: Adrianna Walsh, Executive Assistant to the City Manager

TODAY'S DATE: June 30, 2026

MEETING DATE: July 13, 2026

BACKGROUND: The rolling 90-day calendar is routinely revised based on input from City staff and the Commission, and is included in each agenda for consideration by consensus.

Please note that the 2026 City Commission budget workshop meetings have been scheduled for:

- Monday, July 20 at 6pm
- Wednesday, August 19 at 6pm

Please note that the 2026 town hall meetings have been scheduled for:

- Saturday, July 18 at Gail Baker Community Center at 10am
- Saturday, October 17 in the Commission Chamber at 10am

BUDGET: None

RECOMMENDATION: Accept the 90-Day Calendar for July 2026-September 2026 by consensus.

ATTACHMENT(S): City Commission 90-Day Calendar (July 2026-September 2026)

REVIEWED BY CITY MANAGER:

CITY COMMISSION

July 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3 City Offices Closed Independence Day Holiday	4
5 Farmers Market 10 am-2 pm (Russell Park)	6	7	8 Environmental Stewardship Cmte. 6 pm	9 Code Enforcement Special Magistrate 2 pm	10	11 Centennial Celebration 10 am-2pm (Beaches Veterans Memorial Park)
12 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	13 City Commission 6:00 pm (Invoc-Grant)	14 Arts, Recreation, Culture Committee 6 pm	15	16 Artist Reception 5-8 pm (Adele Grage)	17	18 Town Hall Meeting 10 am (Gail Baker Community Center)
19 Farmers Market 10 am-2 pm (Russell Park)	20 City Commission Budget Workshop 6 pm	21 Community Development Board 6 pm	22 Environmental Stewardship Cmte. 6 pm	23	24	25
26 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6pm (Adele Grage)	27 City Commission 6:00 pm (Invoc-Kelly)	28	29	30	31	

CITY COMMISSION

August 2026

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Movie in the Park "Lilo and Stitch" 8:30 pm (Bull Park)
2 Farmers Market 10 am-2 pm (Russell Park)	3	4	5	6 Police Union Contract Negotiation Session 11 am	7	8
9 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	10 City Commission 6:00 pm (Invoc-Ring)	11	12 Environmental Stewardship Cmte. 6 pm	13 Pension Boards 6 pm	14	15 Movie in the Park 7 pm (Johansen Park)
16 Farmers Market 10 am-2 pm (Russell Park)	17	18 Primary Election	19 City Commission Budget Workshop 6 pm	20 Artist Reception 5 pm (Adele Grage)	21	22
23 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	24 City Commission 6:00 pm (Invoc-Ford)	25 Community Development Board 6 pm	26 Arts, Recreation, Culture Committee 9am – 5pm Environmental Stewardship Cmte. 6 pm	27 Atlantic Beach Film Series – "Kiss the Ground" 6 pm (Adele Grage)	28	29 Theater in the Park 6pm (Johansen Park)
30 Farmers Market 10 am-2 pm (Russell Park) Theater in the Park 6 pm (Adele Grage)	31					

CITY COMMISSION

September 2026

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3 Code Enforcement 2 pm	4	5
6 Farmers Market 10 am-2 pm (Russell Park) Songwriters Concert 6 pm (Gulliford Hall)	7 City Offices Closed Labor Day Holiday	8 Arts, Recreation, Culture Committee 6 pm	9 Environmental Stewardship Cmte. 6 pm	10	11	12 Forest Bathing/Nature Therapy 10am – Noon (Howell Park)
13 Farmers Market 10 am-2 pm (Russell Park)	14 City Commission 6:00 pm (Invoc-Bole)	15 Community Development Board 6 pm	16	17 Artist Reception 6 pm (Adele Grage)	18 Brush Up Paint Class 6pm (Adele Grage)	19 Fall Festival 10am – 1 pm (Donner Park)
20 Farmers Market 10 am-2 pm (Russell Park) Acoustic Night 6 pm (Adele Grage)	21	22	23 Environmental Stewardship Cmte. 6 pm	24	25	26
27 Farmers Market 10 am-2 pm (Russell Park)	28 City Commission 6:00 pm (Invoc-Grant)	29	30			

FY 2026-27 Budget Strategy Report: Opportunities and Constraints

To: Honorable Mayor, Members of the City Commission, and the Atlantic Beach Community

From: Kevin Hogencamp, City Manager

Date: June 29, 2026

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Population / Households	13,353 residents / 5,750 households
Median Household Income	$103,288
Median Home Value (2023)	$565,500

Where Your Dollars Also Go (Enterprise and Special Funds)

- Water and Sewer Funds
- Stormwater Fund
- Sanitation Fund
- Building Code Enforcement Fund

Fiscal Benchmarks: Healthy Fund Balances (Projected – Sept. 30, 2026)

A significant positive highlight for the City is our strong financial positioning across several targeted accounts. These healthy fund balances insulate the city and ensure capital reserves remain viable:

- **Water Fund:** $1,865,705
- **Sewer Fund:** $2,499,924
- **Capital Projects Fund:** $1,002,760
- **Tree Protection Fund:** $617,495
- **Better Jacksonville Fund:** $484,994
- **Paid Parking Fund:** $330,573

Guiding Structural Documents

Our approach to the upcoming fiscal year is strategically anchored by the following core planning frameworks:

- Capital Improvement Plan
- Stormwater Master Plan
- Connectivity Plan
- Adaptation and Resiliency Plan

General Fund Revenue Summary

In the City of Atlantic Beach, property taxes traditionally make up the single largest slice of General Fund revenues (roughly **40%**). To balance the rest of the operational budget for daily services like public safety, street maintenance, and parks, the city relies on several other primary funding mechanisms:

1. Intergovernmental & State-Shared Revenues

These are taxes collected by the State of Florida or Duval County and distributed back to the municipal level based on local populations.

- **Local Option Sales Taxes:** A portion of the discretionary sales surtax collected within the county.
- **State Revenue Sharing & Municipal Home Rule Taxes:** Formulas that reallocate state-collected sales and motor fuel taxes back to local governments.
- **Half-Cent Sales Tax:** A state-shared revenue program designed to provide local tax relief and support municipal operations.

2. Franchise Fees and Utility Service Taxes

The city levies fees on utility providers for the right to operate within the public right-of-way, alongside discretionary taxes on consumption.

- **Franchise Fees:** Charged to electricity (FPL), gas, and solid waste providers.
- **Public Service / Utility Taxes:** Levied on purchases of electricity, water, metered or bottled gas, and fuel oil.
- **Communications Services Tax (CST):** Applied to telecommunications, satellite, and cable TV services.

3. Licenses, Permits, and Fees

Revenue generated directly from regulatory activities, local commerce, and specific land-use functions.

- **Building, Electrical, and Plumbing Permits:** Fees collected during the inspection and approval process for local development and renovations.
- **Local Business Tax Receipts (LBTR):** The fee paid by businesses operating within city limits to maintain their business tax license.
- **Zoning and Plan Review Fees:** Collected by the community development department for specialized land-use approvals.

4. Charges for Services & Shared Programs

Direct payments for city-provided activities or local operational agreements.

- **Arts, Recreation and Cultural Activity and Rental Fees:** Revenues from community center usage, park facilities, and specialized recreation programming.
- **Interlocal Agreements:** Formally structured, cost-sharing programs with neighboring beach communities or the county (such as the managed Paid Parking Program revenue split at Beaches Town Center, which supports right-of-way infrastructure and beach area amenities).

5. Fines, Forfeitures, and Miscellaneous Revenues

Smaller, auxiliary streams that naturally fluctuate year to year.

- **Traffic Fines and Local Code Violations:** Revenue from municipal code enforcement and local civil infractions.
- **Investment Earnings:** Interest generated from the city's managed cash balances and operational reserves.
- **Grants and Administrative Transfers:** Minor project reimbursements or overhead charge-backs from the city's proprietary (utility) funds to the General Fund for shared administrative costs.

City Commission FY 2026-27 Strategic Priorities

Our financial planning remains anchored by our commitment to preserve community character, create a strong sense of belonging and safety, and promote active lifestyles through green spaces and parks. To deliver on these promises, we continue to invest prudently in our workforce. While fiscal restraint is paramount this cycle, the budget maintains essential support structures--such as competitive compensation-and-benefits packages, targeted tuition reimbursement, training, certification support, and assistance with rising healthcare and fuel liabilities--to retain the talent necessary to run our city efficiently.

I. Resiliency and Infrastructure

Focus: Addressing drainage needs, functional integrity, and long-term sustainability.

- **Stormwater Master Plan Update:** Formalize a strategic management framework that includes:
  - *Basin and Geological Surveys:* Conducting technical drainage basin evaluations and geological-level surveys (distinct from property boundary surveys).
  - *Infrastructure Prioritization:* Emphasizing publicly funded infrastructure improvements over property rights restrictions.
  - *Right-of-Way Optimization:* Utilizing city rights-of-way to expand drainage capacity and ditch networks.
- **Systematic Maintenance and Equipment:** Develop and publish a recurring maintenance cycle for cleaning drainage ditches, restoring the functional capacity of retention basins, and utilizing specialized machinery like the city Streetsweeper to prevent debris accumulation.
- **Comprehensive Rate Studies:** Procure professional rate studies for water, sewer, stormwater, solid waste, and recreational facilities to ensure fee structures align with actual maintenance and public service costs.
- **Permeable Technology Incentives:** Create a program to incentivize the use of permeable materials by residents to reduce neighborhood runoff, specifically highlighting the integration of the Turf Block Program.

II. Environmental Stewardship

Focus: Protecting the tree canopy and preserving vital maritime ecosystems.

- **Old-Growth Tree Protection and Management:** Develop and adopt a robust ordinance specifically designed to protect "champion" trees, supported by a comprehensive, updated Tree Inventory.
- **Marsh and Shoreline Restoration:** Prioritize marsh preservation and the protection of vulnerable shorelines by initiating two high-impact environmental restoration projects.
- **Dune Stabilization and Access:** Sustain critical erosion-mitigation efforts through investment in Dune Walkovers and strategic sea oat planting.

III. Community Spaces and Programming

Focus: Enhancing recreational assets and connectivity.

- **Parks Master Plan Update:** Modernize the citywide Parks Master Plan to reflect current usage trends and community demographics.
- **Donner Park Upgrades:** Leverage grant and private funding sources for baseball field and other improvements.
- **Marsh Oaks Community Center:** Dedicate specific programming and operational resources to maximize the utility of this new facility.
- **Neighborhood Amenities and Maintenance:** Fund dedicated Community Garden upkeep, park facility improvements, and park maintenance.

IV. Public Safety and Mobility

Focus: Improving visibility, traffic flow, and modernizing local legislation.

- **Town Center Illumination:** Install upgraded street lighting within the Town Center to enhance pedestrian safety and visibility.
- **Traffic Calming and Infrastructure:** Implement the Sherry Drive traffic calming project, utilizing targeted tool deployments like Speed Bumps and Right-of-Way Parking Demarcation to manage residential traffic flows.
- **E-Bike Legislation (Version 2.0):** Craft updated regulations to address evolving safety trends and usage patterns for electric bicycles.

V. Organizational Excellence and Partnerships

Focus: Maintaining high service standards, community engagement, and regional advocacy.

- **Employee Recruitment and Retention:** Implement strategies to hire, train, and retain a high-quality professional workforce.
- **Volunteer Optimization:** Focus on better utilizing our community's talented volunteers to enable us to do more great work across all municipal initiatives.
- **Civic Engagement and Infrastructure:** Modernize city infrastructure beginning with a Citizen Polling initiative to gather community feedback, paired with modest facility updates like replacing the aging Commission Chamber Chairs.
- **Educational Advocacy:** Continue proactive engagement with Duval County Public Schools regarding boundary and budget issues to ensure the long-term viability of Atlantic Beach Elementary.

1. Strategic Opportunities: Operational Efficiency and Capital Project Wins

To maintain a balanced budget without compromising essential infrastructure, the City must leverage internal efficiencies, capitalize on recent state funding successes, and ensure that fee-supported services recover their actual operational costs.

Major Infrastructure Grants and Capital Projects

Governor DeSantis has officially signed the state budget, securing **$1,062,500** across three critical Atlantic Beach infrastructure priorities, alongside an exceptional ranking for our resilience initiatives. We continue to maximize these opportunities through strategic advocacy and professional grant consulting partnerships.

- **Sherman Creek Dredging and Bank Stabilization:** $650,000 in state funding approved. We also have a separate $1 million Federal FY 2026–27 community funding request active in the legislative queue to advance further phases.
- **Dora Drive Stormwater Mitigation Pond:** $212,500 in state funding approved. This project is engineered to protect 92 structures from 25-year flood events. The city intends to leverage this $212,500 state appropriation as our 25% local match for a FEMA Hazard Mitigation Grant Program (HMGP) design and survey grant. The total projected funding for FY 2026-27 is expected to reach $850,000, fully covering design costs.
- **Marsh Oaks Septic Tank Elimination:** $200,000 in state funding approved to further our phased septic-to-sewer conversion efforts.
- **Resilient Lift Station Project (Phase I):** The Governor signed the Resilient Florida implementation program at full funding ($160 million). Because Atlantic Beach's Phase I project ranked second on the statewide list, our grant writers report we are safely in line for a $1.34 million state matching share. This will fund vital floodproofing for five of our most vulnerable lift stations: Mimosa Cove, Lakeside, Palm Avenue, 11th Street, and Camelia Street. An official award announcement is expected any day.
- **Sea Gardens Lift Station:** Advanced in the infrastructure pipeline to further safeguard the local sewer network against environmental vulnerabilities.
- **Stanley Road Stormwater Pipe Enlargement:** This project (stretching from Stanley to Donner) is HMGP-funded. We are currently awaiting final approval of our design documents and construction estimates from the state to unlock construction funding. The contract execution is anticipated within FY 2026-27.

Veto Update: The Governor vetoed our requested $195,000 appropriation for the Sailfish Drive multiuse path. Accordingly, administration will revisit this connectivity project with the Commission during an upcoming budget workshop to determine if alternative funding paths are viable.

Operational and Communications Improvements

- **Digital Communication Efficiencies:** In partnership with BS&A, we successfully launched our new e-Plan Site Plan Review Software. Modernizing public information distribution and internal workflows significantly reduces print and administrative overhead while increasing development review transparency. General Communications Improvements continue across departments to digitize workflows.
- **Fee-Supported Service Alignment:** Transitioning specialized municipal services into self-sustaining models, reducing their reliance on general tax revenue.
- **Strategic Communications Expansion:** To further build upon these digital milestones, the city will develop and implement a formal, Strategic

Communications Plan. This initiative will anchor our operations around proven best practices within the municipal communications arena. To achieve the transparency and reach our community expects, the city will invest in both dedicated human resources and updated communications technology. This framework will ensure proactive public messaging, streamline resident feedback loops, and foster greater civic engagement.

2. Internal Cost Containment ("Belt-Tightening")

Faced with tightening margins, surging fuel prices, and climbing health insurance premiums, the administration is leading by example with aggressive internal cost-control measures. These decisions are difficult but necessary to avoid immediate property tax spikes.

- **Workforce Restructuring:** For the first time in more than a decade, the City will reduce its FTE count. This careful restructuring optimizes departmental workflows and lowers long-term salary and benefit liabilities.
- **Conservative Compensation Adjustments:** The upcoming budget proposes the smallest employee salary increase in more than 10 years. While retaining top talent remains a priority, this step reflects the immediate need for organization-wide fiscal restraint.
- **PTO Bank Optimization:** We are implementing a strategic restructuring of our PTO bank policy. By adjusting accrual limits and cash-out structures, the City is actively mitigating long-term compensated absence liabilities.

3. Modest and Targeted Fee Adjustments

To relieve pressure on the General Fund, the City will implement modest, localized fee increases, ensuring specific services are supported directly by users rather than broad tax subsidies.

- **Annual Utility Indexing (Water, Sewer, and Stormwater):** Implementing predictable, annual adjustments to utility and stormwater rates. These incremental increases directly fund crucial Capital Improvement Projects (CIP), ditch maintenance, road paving, aging infrastructure replacement, and environmental compliance.
- **Recreation Permits:** Adjusting fee structures for recreational programs and facility usage (such as the newly completed Aquatic Dog Park pavilion) to better align with the rising operational and maintenance costs of parks and public spaces.
- **Building Permits:** Updating the building department fee schedule to reflect the actual administrative and logistical costs of plan reviews, code enforcement, and field inspections.

4. Looming Challenges: Structural Revenue Shifts and Regional Pressures

The primary drivers of our current fiscal constraints are external, structural, and contractual. We must proactively plan for shifting tax exemptions and sunsetting regional revenue sources.

Long-Term Revenue and Environmental Vulnerabilities

- **Coastal and Climate Resilience:** As a coastal city spanning three square miles with two miles of ocean beach, we face escalating infrastructure protection and mitigation costs. We must safeguard our stormwater systems and maintain robust emergency reserves against severe weather events.
- **Homestead Exemption Pressures:** Ongoing legislative expansions and structural shifts in homestead exemptions continue to limit property tax revenue growth, decoupling municipal revenue from real-world inflationary pressures on service delivery.
- **The Sunset of the "Better Jacksonville Plan" Revenue:** The impending loss of the Better Jax sales tax revenue represents a major structural shift. This sunsetting regional revenue source has historically offset significant capital and infrastructure burdens; its expiration leaves a financial void that must be actively managed.
- **City of Jacksonville (COJ) Interlocal Agreement:** Renegotiating or adapting to the shifting terms of our interlocal agreement with Duval County may impact shared revenue distributions, county-provided services, and cost-sharing metrics.

Operational and Contractual Hardships

- **Potential Hiring Freeze:** If revenue lines do not stabilize following the Better Jax elimination and prospective property tax realignment, the city may be forced to implement a comprehensive hiring freeze. This presents a challenge for maintaining optimal service levels in high-demand departments.
- **Partnership Obligations (Boys and Girls Clubs):** Maintaining this critical partnership with the Boys and Girls Clubs of Northeast Florida remains a high priority. Managing our funding obligations and operational expectations within our joint agreement requires careful recalibration to ensure community benefit matches fiscal capacity.
- **Compounded Utility Pressures:** While utility fee increases represent an opportunity to stabilize the enterprise funds, they simultaneously present a political and community challenge. Communicating the necessity of concurrent annual increases for water, sewer, and stormwater utilities to residents will require absolute transparency regarding infrastructure needs.

5. Key Decisions to Make

The City Commission will need to provide definitive policy and funding direction on the following localized items during upcoming workshops:

1. **16th Street Walkover:** Determining structural parameters, budget allocations, and execution timelines for access maintenance.
2. **ARCC Grant Funding:** Finalizing the application, deployment, and matching allocation strategy for upcoming grant project cycles.
3. **Donations to Nonprofits:** Establishing the baseline funding levels and evaluation criteria for municipal resource contributions to local community organizations.

6. Forward-Looking Strategic Outlook

To put our property tax rate in perspective locally: under Atlantic Beach's current rate, the homesteaded owner of a $500,000 home pays about $1,070 a year in property taxes directly to the City. For an entire year of police protection, storm drainage, paved roads, ditch maintenance, and clean, equipped parks, the cost is equivalent to a premium boutique fitness subscription--about $89 a month.

To maintain this exceptional return on investment for our residents, our upcoming budget presentations to the Commission emphasizes a three-pronged approach:

- **Protect Core Infrastructure:** Ensure enterprise funds (Water, Sewer, Stormwater) remain self-sustaining through predictable annual adjustments, avoiding massive, back-loaded rate shocks to residents. We must also begin work immediately on the next FDEP Resilient Florida cycle before the September 1 deadline.
- **Optimize Intergovernmental Partnerships:** Aggressively defend the city's interests during upcoming interlocal agreement discussions and regional revenue transitions (COJ).
- **Exhaust Internal Efficiencies:** Demonstrate to taxpayers that the city is exhausting all internal "belt-tightening" options -- including workforce restructuring and minimized salary growth -- before seeking broad-based millage rate adjustments.

SPONSORED BY:
COUNCILMEMBER BRENT ROGERS

Special Meeting
Agenda Item #4A
Live Local Act

CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT

AGENDA ITEMS:	Facilitation of Sponsorship of Amendment to F.S. 166.04151 ("Live Local Act")
SUBMITTED BY:	Paul Waters, City Attorney Sponsored by Councilmember Brent Rogers
DATE:	June 10, 2026
BACKGROUND:	Councilmember Rogers has requested State Representative Michael sponsor an amendment to F.S. 166.04151 ("Live Local Act"). To facilitate this sponsorship, the council is requested to give Mayor Bylund authority to draft a letter to Representative Michael in support of amendment of the Live Local Act for the following reasons: - The current language of the Live Local Act presents distinct implementation challenges for certain highly specialized coastal environments due to their unique geographical and infrastructural limitations; - The mandatory preemption of limited commercial zones for high-density, multi-family housing under the Live Local Act's current language permanently diminishes the available land required for local retail and economic activity, eroding the municipal tax base and forcing residents to travel off-island for basic goods and services; - The unique architectural character, historical charm, and delicate coastal ecology of Florida's smallest beach towns are irreplaceable economic drivers for regional tourism and are fundamentally incompatible with high-density, urban-style residential zoning; - A targeted opt-out provision for municipalities that are located on a coastal barrier island, encompass less than 10 square miles of land, and house fewer than 25,000 residents would narrowly protect Florida's most vulnerable beach communities without undermining the broader, statewide goals of the Live Local Act

RECOMMENDATION:	Approve granting Mayor Bylund authority to draft a letter to Representative Michael supporting amendment of the Live Local Act in accordance with attached language.
ATTACHMENTS:	Suggested amendment to F.S. 166.04151.

The following language is suggested for amendment of F.S. 166.0415:

166.04151 Affordable housing.—

[…]

(i) Except as otherwise provided in this subsection, a development authorized under this subsection must comply with all applicable state and local laws and regulations.

(j) A municipality may opt out of any provision of this section by resolution or ordinance, if said municipality:

(1) Is located on a coastal barrier island as defined in s. 161.053(1)(b)3.;

(2) Has a land area of less than 10 square miles; and

(3) Has less than 25,000 residents.

~~(j)~~(l)1. Nothing in this subsection precludes a municipality from granting a bonus, variance, conditional use, or other special exception to height, density, or floor area ratio in addition to the height, density, and floor area ratio requirements in this subsection.

Select Year: 2025 Go

The 2025 Florida Statutes

Title XII
MUNICIPALITIES

Chapter 166
MUNICIPALITIES

View Entire Chapter

166.04151 Affordable housing.—

(1) Notwithstanding any other provision of law, a municipality may adopt and maintain in effect any law, ordinance, rule, or other measure that is adopted for the purpose of increasing the supply of affordable housing using land use mechanisms such as inclusionary housing or linkage fee ordinances.

(2) An inclusionary housing ordinance may require a developer to provide a specified number or percentage of affordable housing units to be included in a development or allow a developer to contribute to a housing fund or other alternatives in lieu of building the affordable housing units.

(3) An affordable housing linkage fee ordinance may require the payment of a flat or percentage-based fee, whether calculated on the basis of the number of approved dwelling units, the amount of approved square footage, or otherwise.

(4) In exchange for a developer fulfilling the requirements of subsection (2) or, for residential or mixed-use residential development, the requirements of subsection (3), a municipality must provide incentives to fully offset all costs to the developer of its affordable housing contribution or linkage fee. Such incentives may include, but are not limited to:

(a) Allowing the developer density or intensity bonus incentives or more floor space than allowed under the current or proposed future land use designation or zoning;

(b) Reducing or waiving fees, such as impact fees or water and sewer charges; or

(c) Granting other incentives.

[1](5) Subsection (4) does not apply in an area of critical state concern, as designated by s. 380.0552 or chapter 28-36, Florida Administrative Code.

[1](6) Notwithstanding any other law or local ordinance or regulation to the contrary, the governing body of a municipality may approve the development of housing that is affordable, as defined in s. 420.0004, including, but not limited to, a mixed-use residential development, on any parcel zoned for commercial or industrial use, or on any parcel, including any contiguous parcel connected thereto, which is owned by a religious institution as defined in s. 170.201(2) which contains a house of public worship, regardless of underlying zoning, so long as at least 10 percent of the units included in the project are for housing that is affordable. The provisions of this subsection are self-executing and do not require the governing body to adopt an ordinance or a regulation before using the approval process in this subsection.

[1](7)(a) A municipality must authorize multifamily and mixed-use residential as allowable uses in any area zoned for commercial, industrial, or mixed use, and in portions of any flexibly zoned area such as a planned unit development permitted for commercial, industrial, or mixed use, if at least 40 percent of the residential units in a proposed multifamily development are rental units that, for a period of at least 30 years, are affordable as

defined in s. 420.0004. Notwithstanding any other law, local ordinance, or regulation to the contrary, a municipality may not require a proposed multifamily development to obtain a zoning or land use change, special exception, conditional use approval, variance, transfer of density or development units, amendment to a development of regional impact, amendment to a municipal charter, or comprehensive plan amendment for the building height, zoning, and densities authorized under this subsection. For mixed-use residential projects, at least 65 percent of the total square footage must be used for residential purposes. The municipality may not require that more than 10 percent of the total square footage of such mixed-use residential projects be used for nonresidential purposes.

(b) A municipality may not restrict the density of a proposed development authorized under this subsection below the highest currently allowed, or allowed on July 1, 2023, density on any land in the municipality where residential development is allowed under the municipality's land development regulations. For purposes of this paragraph, the term "highest currently allowed density" does not include the density of any building that met the requirements of this subsection or the density of any building that has received any bonus, variance, or other special exception for density provided in the municipality's land development regulations as an incentive for development. For purposes of this paragraph, "highest currently allowed, or allowed on July 1, 2023," means whichever is least restrictive at the time of development.

(c) A municipality may not restrict the floor area ratio of a proposed development authorized under this subsection below 150 percent of the highest currently allowed, or allowed on July 1, 2023, floor area ratio on any land in the municipality where development is allowed under the municipality's land development regulations. For purposes of this paragraph, the term "highest currently allowed floor area ratio" does not include the floor area ratio of any building that met the requirements of this subsection or the floor area ratio of any building that has received any bonus, variance, or other special exception for floor area ratio provided in the municipality's land development regulations as an incentive for development. For purposes of this subsection, the term "floor area ratio" includes floor lot ratio and lot coverage.

(d)1. A municipality may not restrict the height of a proposed development authorized under this subsection below the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within 1 mile of the proposed development or three stories, whichever is higher. For purposes of this paragraph, the term "highest currently allowed height" does not include the height of any building that met the requirements of this subsection or the height of any building that has received any bonus, variance, or other special exception for height provided in the municipality's land development regulations as an incentive for development.

2. If the proposed development is adjacent to, on two or more sides, a parcel zoned for single-family residential use that is within a single-family residential development with at least 25 contiguous single-family homes, the municipality may restrict the height of the proposed development to 150 percent of the tallest building on any property adjacent to the proposed development, the highest currently allowed, or allowed on July 1, 2023, height for the property provided in the municipality's land development regulations, or three stories, whichever is higher, not to exceed 10 stories. For the purposes of this paragraph, the term "adjacent to" means those properties sharing more than one point of a property line, but does not include properties separated by a public road or body of water, including manmade lakes or ponds. For a proposed development located within a municipality within an area of critical state concern as designated by s. 380.0552 or chapter 28-36, Florida Administrative Code, the term "story" includes only the habitable space above the base flood elevation as designated by the Federal Emergency Management Agency in the most current Flood Insurance Rate

Map. A story may not exceed 10 feet in height measured from finished floor to finished floor, including space for mechanical equipment. The highest story may not exceed 10 feet from finished floor to the top plate.

3. If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the municipality may restrict the height of the proposed development to the highest currently allowed, or allowed on July 1, 2023, height for a commercial or residential building located in its jurisdiction within three-fourths of a mile of the proposed development or three stories, whichever is higher. The term "highest currently allowed" in this paragraph includes the maximum height allowed for any building in a zoning district irrespective of any conditions.

(e)1. A proposed development authorized under this subsection must be administratively approved without further action by the governing body of the municipality or any quasi-judicial or administrative board or reviewing body if the development satisfies the municipality's land development regulations for multifamily developments in areas zoned for such use and is otherwise consistent with the comprehensive plan, with the exception of provisions establishing allowable densities, floor area ratios, height, and land use. Such land development regulations include, but are not limited to, regulations relating to setbacks and parking requirements. A proposed development located within one-quarter mile of a military installation identified in s. 163.3175(2) may not be administratively approved. Each municipality shall maintain on its website a policy containing procedures and expectations for administrative approval pursuant to this subsection. For purposes of this paragraph, the term "allowable density" means the density prescribed for the property in accordance with this subsection without additional requirements to procure and transfer density units or development units from other properties.

2. The municipality must administratively approve the demolition of an existing structure associated with a proposed development under this subsection, without further action by the governing body of the municipality or any quasi-judicial or administrative board or reviewing body, if the proposed demolition otherwise complies with all state and local regulations.

3. If the proposed development is on a parcel with a contributing structure or building within a historic district which was listed in the National Register of Historic Places before January 1, 2000, or is on a parcel with a structure or building individually listed in the National Register of Historic Places, the municipality may administratively require the proposed development to comply with local regulations relating to architectural design, such as facade replication, provided it does not affect height, floor area ratio, 2 or density of the proposed development.

(f)1. A municipality must, upon request of an applicant, reduce parking requirements for a proposed development authorized under this subsection by 15 percent if the development:

a. Is located within one-quarter mile of a transit stop, as defined in the municipality's land development code, and the transit stop is accessible from the development;

b. Is located within one-half mile of a major transportation hub that is accessible from the proposed development by safe, pedestrian-friendly means, such as sidewalks, crosswalks, elevated pedestrian or bike paths, or other multimodal design features; or

c. Has available parking within 600 feet of the proposed development which may consist of options such as on-street parking, parking lots, or parking garages available for use by residents of the proposed development. However, a municipality may not require that the available parking compensate for the reduction in parking

requirements.

2. A municipality must eliminate parking requirements for a proposed mixed-use residential development authorized under this subsection within an area recognized by the municipality as a transit-oriented development or area, as provided in paragraph (h).

3. For purposes of this paragraph, the term "major transportation hub" means any transit station, whether bus, train, or light rail, which is served by public transit with a mix of other transportation options.

(g) A municipality that designates less than 20 percent of the land area within its jurisdiction for commercial or industrial use must authorize a proposed multifamily development as provided in this subsection in areas zoned for commercial or industrial use only if the proposed multifamily development is mixed-use residential.

(h) A proposed development authorized under this subsection which is located within a transit-oriented development or area, as recognized by the municipality, must be mixed-use residential and otherwise comply with requirements of the municipality's regulations applicable to the transit-oriented development or area except for use, height, density, floor area ratio, and parking as provided in this subsection or as otherwise agreed to by the municipality and the applicant for the development.

(i) Except as otherwise provided in this subsection, a development authorized under this subsection must comply with all applicable state and local laws and regulations.

(j)1. Nothing in this subsection precludes a municipality from granting a bonus, variance, conditional use, or other special exception to height, density, or floor area ratio in addition to the height, density, and floor area ratio requirements in this subsection.

2. Nothing in this subsection precludes a proposed development authorized under this subsection from receiving a bonus for density, height, or floor area ratio pursuant to an ordinance or regulation of the jurisdiction where the proposed development is located if the proposed development satisfies the conditions to receive the bonus except for any condition which conflicts with this subsection. If a proposed development qualifies for such bonus, the bonus must be administratively approved by the municipality and no further action by the governing body of the municipality is required.

(k) Notwithstanding any other law or local ordinance or regulation to the contrary, a municipality may allow an adjacent parcel of land to be included within a proposed multifamily development authorized under this subsection.

(l) The court shall give any civil action filed against a municipality for a violation of this subsection priority over other pending cases and render a preliminary or final decision as expeditiously as possible.

(m) If a civil action is filed against a municipality for a violation of this subsection, the court must assess and award reasonable attorney fees and costs to the prevailing party. An award of reasonable attorney fees or costs pursuant to this subsection may not exceed $250,000. In addition, a prevailing party may not recover any attorney fees or costs directly incurred by or associated with litigation to determine an award of reasonable attorney fees or costs.

(n) As used in this subsection, the term:

1. "Commercial use" means activities associated with the sale, rental, or distribution of products or the performance of services related thereto. The term includes, but is not limited to, such uses or activities as retail sales; wholesale sales; rentals of equipment, goods, or products; offices; restaurants; public lodging establishments as described in s. 509.242(1)(a); food service vendors; sports arenas; theaters; tourist attractions; and other for-profit business activities. A parcel zoned to permit such uses by right without the requirement to obtain a variance or waiver is considered commercial use for the purposes of this section,

irrespective of the local land development regulation's listed category or title. The term does not include home-based businesses or cottage food operations undertaken on residential property, public lodging establishments as described in s. 509.242(1)(c), or uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not commercial use, irrespective of how they are operated.

2. "Industrial use" means activities associated with the manufacture, assembly, processing, or storage of products or the performance of services related thereto. The term includes, but is not limited to, such uses or activities as automobile manufacturing or repair, boat manufacturing or repair, junk yards, meat packing facilities, citrus processing and packing facilities, produce processing and packing facilities, electrical generating plants, water treatment plants, sewage treatment plants, and solid waste disposal sites. A parcel zoned to permit such uses by right without the requirement to obtain a variance or waiver is considered industrial use for the purposes of this section, irrespective of the local land development regulation's listed category or title. The term does not include uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not industrial use, irrespective of how they are operated.

3. "Mixed use" means any use that combines multiple types of approved land uses from at least two of the residential use, commercial use, and industrial use categories. The term does not include uses that are accessory, ancillary, incidental to the allowable uses, or allowed only on a temporary basis. Recreational uses, such as golf courses, tennis courts, swimming pools, and clubhouses, within an area designated for residential use are not mixed use, irrespective of how they are operated.

4. "Planned unit development" has the same meaning as provided in s. 163.3202(5)(b).

(o) This subsection does not apply to:

1. Airport-impacted areas as provided in s. 333.03.

2. Property defined as recreational and commercial working waterfront in s. 342.201(2)(b) in any area zoned as industrial.

3. The Wekiva Study Area, as described in s. 369.316.

4. The Everglades Protection Area, as defined in s. 373.4592(2).

(p) This subsection expires October 1, 2033.

(8) Any development authorized under paragraph (7)(a) must be treated as a conforming use even after the expiration of subsection (7) and the development's affordability period as provided in paragraph (7)(a), notwithstanding the municipality's comprehensive plan, future land use designation, or zoning. If at any point during the development's affordability period the development violates the affordability period requirement provided in paragraph (7)(a), the development must be allowed a reasonable time to cure such violation. If the violation is not cured within a reasonable time, the development must be treated as a nonconforming use.

(9)(a) Except as provided in paragraphs (b) and (d), a municipality may not enforce a building moratorium that has the effect of delaying the permitting or construction of a multifamily residential or mixed-use residential development authorized under subsection (7).

(b) A municipality may, by ordinance, impose or enforce such a building moratorium for no more than 90 days in any 3-year period. Before adoption of such a building moratorium, the municipality shall prepare or cause to be prepared an assessment of the municipality's need for affordable housing at the extremely-low-income,

very-low-income, low-income, or moderate-income limits specified in s. 420.0004, including projections of such need for the next 5 years. This assessment must be posted on the municipality's website by the date the notice of proposed enactment is published and must be presented at the same public meeting at which the proposed ordinance imposing the building moratorium is adopted by the governing body of the municipality. This assessment must be included in the business impact estimate for the ordinance imposing such a moratorium required by s. 166.041(4).

(c) If a civil action is filed against a municipality for a violation of this subsection, the court must assess and award reasonable attorney fees and costs to the prevailing party. An award of reasonable attorney fees or costs pursuant to this subsection may not exceed $250,000. In addition, a prevailing party may not recover any attorney fees or costs directly incurred by or associated with litigation to determine an award of reasonable attorney fees or costs.

(d) This subsection does not apply to moratoria imposed or enforced to address stormwater or flood water management, to address the supply of potable water, or due to the necessary repair of sanitary sewer systems, if such moratoria apply equally to all types of multifamily or mixed-use residential development.

(10)(a) Beginning November 1, 2026, each municipality must provide an annual report to the state land planning agency which includes:

1. A summary of litigation relating to subsection (7) that was initiated, remains pending, or was resolved during the previous fiscal year.

2. A list of all projects proposed or approved under subsection (7) during the previous fiscal year. For each project, the report must include, at a minimum, the project's size, density, and intensity and the total number of units proposed, including the number of affordable units and associated targeted household incomes.

(b) The state land planning agency shall compile the information received under this subsection and submit the information to the Governor, the President of the Senate, and the Speaker of the House of Representatives annually by February 1.

History.—s. 15, ch. 2001-252; s. 9, ch. 2019-165; s. 6, ch. 2020-27; s. 2, ch. 2022-176; s. 5, ch. 2023-17; s. 2, ch. 2024-188; s. 2, ch. 2025-172.

[1]**Note.**—Section 43, ch. 2023-17, provides:

"(1) The Department of Revenue is authorized, and all conditions are deemed met, to adopt emergency rules under s. 120.54(4), Florida Statutes, for the purpose of implementing provisions related to the Live Local Program created by this act. Notwithstanding any other law, emergency rules adopted under this section are effective for 6 months after adoption and may be renewed during the pendency of procedures to adopt permanent rules addressing the subject of the emergency rules.

"(2) This section expires July 1, 2026."

[2]**Note.**—The word "or" was substituted for the word "of" by the editors to conform to context.

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City Manager Search and Selection Policy

City of Atlantic Beach

1. Purpose

This policy establishes a transparent, merit-based, and legally compliant process for recruiting, evaluating, and appointing an Interim City Manager or permanent City Manager.

2. Legal Compliance

All Commission discussion, deliberation, and voting on a City Manager or Interim City Manager appointment shall occur in a properly noticed public meeting, consistent with Florida law. Application materials and related communications are public records when received, and candidates must be notified of that fact. Any exempt personal information for the selected executive shall be handled in accordance with Florida law.

3. Interim Appointment

The City Commission may appoint an Interim City Manager by majority vote in a public meeting. The interim appointment is exempt from the formal permanent-search process. The Commission shall set interim compensation at the time of appointment, and the agreement must comply with applicable statutory limits. The Interim City Manager shall have full authority to perform the duties of the office.

4. Salary and Benefits Package

Before a permanent search begins, the Commission shall approve the salary range, benefits framework, and estimated total employer cost of the position. The City shall present this information publicly, including base salary and all employer-paid costs, to promote transparency and avoid negotiation impasses. The approved package shall serve as the basis for recruitment and final contract discussions.

5. Interim to Permanent Appointment

If the Commission selects the Interim City Manager as the preferred candidate for permanent appointment, the City Attorney and authorized representative shall present a written contract reflecting the approved salary and benefits package. Final negotiations shall be completed within 14 calendar days, and the contract shall be returned to the

Commission for ratification at the next available meeting. If negotiations fail, the Commission shall begin a permanent search.

6. Permanent Search, Screening, and Final Selection

The permanent search may be led by an outside recruiter or by internal staff. The position shall remain open for at least 45 days and be advertised through appropriate professional and municipal channels. Staff shall screen applications, verify minimum qualifications, and conduct background, reference, and credential checks as appropriate. The Commission shall receive the semifinalist slate in a public meeting and vote to identify finalists. Finalist interviews, public comment, and Commission deliberations shall occur in compliance with Florida law. After the Commission selects a preferred candidate, the City Attorney and authorized representative shall present a written contract reflecting the approved salary and benefits package. Final negotiations shall be completed within 14 calendar days, and the contract shall be returned to the Commission for ratification at the next available meeting. If negotiations fail, the Commission may proceed to the next-ranked finalist or direct staff to continue the search.

DRAFT

CITY OF ATLANTIC BEACH
CITY COMMISSION
STAFF REPORT

AGENDA ITEM: Resolution No. 26-84 Authorizing the expenditure for the Donner Road Lift Station inflow and infiltration abatement services

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: June 15, 2026

MEETING DATE: July 13, 2026

BACKGROUND: The Public Utilities Department is continuing its work to reduce the inflow and infiltration into the City's aging sewer system. Stormwater runoff and groundwater are entering the sewer system through cracks, broken laterals and offset pipe joints, and this is resulting in higher flows and the need for treatment at the wastewater treatment plant. Staff has been working with USSI, LLC, to identify the areas where stormwater can directly enter the sewer system. They have performed nighttime flow monitoring in the Donner Road Lift Station service area to identity groundwater infiltration, performed manhole inspections to identity any defects, and have provided reports of the findings with recommendations and cost estimates, confirming that the surface level inflow in the chimney area of the manholes remains the primary concern.

A proposal in the amount of $65,250 was received by staff recommending the application of Elastaseal in the chimney of 187 manholes in the area. Elastaseal is a high-performance, spray applied flexible coating to seal the manhole frame and prevent water infiltration.

Staff recommends moving forward with the proposal to further reduce the inflow into the sewer system.

BUDGET: Adequate funds are available in the Public Utilities Fund Account No. 410-5506-535-6300. Project No. PU2505.

RECOMMENDATION: Adopt Resolution No. 26.84

ATTACHMENTS:
1. Resolution No. 26-84
2. Proposal from USSI, LLC

PUBLIC OUTREACH: N/A

REVIEWED BY CITY MANAGER: Kevin Hogancamp

ts

RESOLUTION NO. 26-84

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING THE AGREEMENT FOR THE DONNER ROAD LIFT STATION SERVICE AREA REPAIRS; AUTHORIZING THE CITY MANAGER TO EXECUTE PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Public Utilities Department is working to reduce the inflow and infiltration in the aging sewer system; and

WHEREAS, the Donner Road lift station area has been inspected and reports and findings for corrective actions have been received; and

WHEREAS, the company, USSI, LLC, confirms that surface level inflow in the chimney area of the manholes remains the primary concern; and

WHEREAS, USSI, LLC returned a proposal for the application of Elastaseal into the chimney area of 187 manholes in the Donner Road Lift Station area in the amount of $65,250.00; and

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

Section 1. The City Commission hereby appropriates funds from City's Public Utilities Fund 410-5506-535-6300 for Project PU2505 in the amount of $65,250.00

Section 2. The City Commission hereby authorizes the City Manager to execute contracts and purchase orders in accordance with and as necessary to effectuate the provisions of this Resolution.

Section 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 13th day of July, 2026.

Attest:

_____
Donna L. Bartle, City Clerk

_____
Curtis Ford, Mayor

Approved as to form and correctness:

_____
Jason R. Gabriel, City Attorney

ts

USSI, LLC
752 Commerce Drive Suite 15
Venice, FL 34292 US
9419262646
dion@ussiusa.com

ussiusa.com

ADDRESS
City of Atlantic Beach
Attn: Accounts Payable
800 Seminole Road
Atlantic Beach, FL 32233

Estimate 2584

DATE 06/04/2026

EXPIRATION DATE 07/03/2026

ACTIVITY	QTY	RATE	AMOUNT
ElastaSeal Install-SC Clean Prep & Apply ElastaSeal to Manhole Chimney	187	300.00	56,100.00
ElastaSeal Install Oversized Manhole-SC Clean Prep & Apply ElastaSeal to oversized Manhole Chimney	103	50.00	5,150.00
Mobilization & Demobilization-SC	1	3,500.00	3,500.00
Maintenance of Traffic-SC MOT	1	500.00	500.00
Seminole County Per: Seminole County Contract Agreement #IFB-604974-25/LAS	1	0.00	0.00

Lift Stations C,I,J,K

TOTAL **$65,250.00**

Accepted By

Accepted Date

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-86 Disaster Debris Monitoring Services

SUBMITTED BY: Matt Krug, Deputy Director, Public Works

TODAY'S DATE: June 24, 2026

MEETING DATE: July 13, 2026

BACKGROUND: In the event of a debris-generating disaster, like a storm event, the City is required to monitor the debris removed for state and federal reporting and reimbursement purposes. Previously, the City has piggybacked onto the City of Jacksonville Beach's contract with Debris Tech, LLC for these services. City of Jacksonville Beach now has a new contract, RFP 10-2425, with Debris Tech, LLC that the City would like to piggyback onto again.

BUDGET: This is a Pre-Event/Contingency Contract and would be executed on an emergency/as needed basis. No funds are appropriated in advance for disaster debris monitoring.

RECOMMENDATION: Adopt Resolution No. 26-86.

ATTACHMENTS:
1. Resolution No. 26-86
2. City of Jacksonville Beach Contract RFP 10-2425

REVIEWED BY CITY MANAGER: Kevin Hogancamp

RESOLUTION NO. 26-86

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AWARDING THE DISASTER DEBRIS MONITORING CONTRACT TO DEBRIS TECH, LLC; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, in the event of a debris-generating disaster, like a storm event, the City is required to monitor the debris removed for state and federal reporting and reimbursement purposes; and

WHEREAS, previously, the City has piggybacked onto the City of Jacksonville Beach's contract with Debris Tech, LLC for these services. City of Jacksonville Beach now has a new contract, RFP 10-2425, with Debris Tech, LLC that the City would like to piggyback onto again; and

WHEREAS, this is a Pre-Event/Contingency Contract and would be executed on an emergency/as needed basis. No funds are appropriated in advance for disaster debris monitoring.

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

SECTION 1. The City Commission awards the Disaster Debris Monitoring Services contract to Debris Tech, LLC;

SECTION 2. The City Commission hereby authorizes the City Manager to execute the piggyback contract with Debris Tech, LLC;

SECTION 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 13th day of July, 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department and Fire Department

TITLE: **Debris Tech, LLC - Contract for Debris Monitoring Services**

Effective Date: 9-15-25 Term: 5 Years End Date: 9-15-30

CONTRACT AGREEMENT

THIS AGREEMENT made and entered into this 30th day of September, **2025** by and between the CITY OF JACKSONVILLE BEACH, FLORIDA, a municipality organized and existing under the laws of the State of Florida, hereinafter called the CITY, and **Debris Tech, LLC,** hereinafter called CONTRACTOR:

WITNESSETH:

CITY and CONTRACTOR, in consideration of the mutual covenants hereinafter set forth, agree as follows:

Article 1- Scope of Debris Monitoring Services

CONTRACTOR shall complete all work as specified or indicated in the Contract Documents. The Work is generally described as follows:

RFP No. 10-2425 Debris Monitoring Services
for
THE CITY OF JACKSONVILLE BEACH, FLORIDA,

for a period of five (5) years from the effective date of this agreement with an extension available for one (1) additional year.

All services shall be performed in accordance with the Specifications prepared by the City of Jacksonville Beach, Department of Public Works and Fire Department, and the proposed services will be awarded as one (1) Contract. Services shall be for all materials, equipment and services, including labor to perform **Debris Monitoring Services**, of which the requirements and scope of services are detailed in:

Attachment "A": RFP No. 10-2425 DEBRIS MONITORING SERVICES.

Article 2: CITY'S Responsibility

Access to Work Area: The CITY shall provide the CONTRACTOR access to all areas in which services are to be performed.

Article 3: Terms of Agreement

This Agreement shall be effective from the date of City Council action, September 15, 2025, and will continue in effect through five (5) years ending on September 15, 2030 with an extension available for one (1) additional year.

Article 4: Nonexclusive Contract

Nothing herein is intended nor shall be construed as creating any exclusive arrangement with the CONTRACTOR. This Contract shall not restrict the CITY from acquiring similar, equal or like goods and/or services from other entities or sources.

Article 5: Disaster Event Notice to Proceed Agreement

For each disaster event, the standby contract shall be activated through an event "Notice to Proceed Agreement," duly signed by and between the City and the Contractor, which includes the event Scope of Work and event negotiated pricing schedule. (An event negotiated pricing schedule shall not exceed the RFP Response Pricing whatsoever and shall not exceed the lowest of the current and/or particular event FEMA Cost Code Listing or other pricing policies/guidelines.)

Payment for the contracted services resulting from these RFP specifications will be paid for using the scheduled fees as the maximum pricing allowed, or as otherwise mutually agreed in the scope of services within each disaster event "Notice to Proceed" Agreement, and /or change orders thereto.

Additional necessary services, not included in the contract resulting from these RFP specifications, are be identified in each disaster event Notice to Proceed Agreement and in change order(s) thereto, and are to be priced and paid as mutually agreed in the event agreement and / or in the change order(s), and must not exceed the pricing in the current version of the FEMA guidelines for pricing, equipment rates, cost codes listing(s), etc.

Article 6: Payment To Contractor

The CONTRACTOR agrees to provide services as described in the CONTRACT DOCUMENTS and comply with the terms therein.

6.1 *For Basic Services:* CITY shall pay CONTRACTOR for Contractual Services performed or furnished under the

RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES (Attachment "A").

as set forth in the Contractor's Bid Submittal **(Attachment "B")** submitted by the Contractor in response to: **RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES and associated PROPOSAL TENDER FORM.**

6.2 *For Additional Services:* Notwithstanding the scope of work enumerated in

Attachment "A": RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES.

the CONTRACTOR will, upon written request from the CITY, provide any and all other services normally falling within the services offered by the CONTRACTOR. In advance of performance of additional services, CITY and CONTRACTOR shall agree in writing to the additional services and negotiated price, consistent with the type of services requested.

6.3 *Invoices.*

A. *Preparation of Invoices:* Invoices will be prepared in accordance with CONTRACTOR'S standard invoicing practices and will be submitted to the CITY by CONTRACTOR, unless otherwise agreed. The amount billed in each invoice will be calculated as set forth herein. Invoices are to be issued by the 10th of the month for services rendered in the previous month.

B. *Payment of Invoices:* Invoices are due and payable within 30 days of receipt.

C. *Disputed Invoices:* In the event of a disputed or contested invoice, only that portion so contested may be withheld from payment, and the undisputed portion will be paid.

6.4 *Payment Upon Termination:* In the event of termination, CONTRACTOR will be entitled to be paid for all services performed or furnished through the effective date of termination.

6.5 *Records of CONTRACTOR'S cost:* Records of CONTRACTOR'S cost pertinent to CONTRACTOR'S compensation under this Agreement shall be kept in accordance with generally accepted accounting practices. Upon the CITY'S request, copies of such records will be made available by the CONTRACTOR to the CITY, at no cost to the CITY.

Article 7: Standards of Performance

CONTRACTOR and CITY shall comply with applicable Laws, Regulations, and CITY -

mandated standards. This Agreement is based on these requirements as of its Effective Date and includes the attached:

Attachment "A": **RFP No. 10-2425 CONTRACT for DERIS MONITORING SERVICES.**

Changes to these requirements after the Effective Date may be the basis for modifications to CONTRACTOR'S scope of work, times of performance, or compensation.

Article 8: Contractor as Independent Contractor

It is expressly agreed and understood that the CONTRACTOR is in all respects, an independent contractor as to the WORK and is in no respect an agent, servant, or employee of the CITY. This Agreement specifies the WORK to be done by the CONTRACTOR, but the method to be employed to accomplish the WORK shall be the responsibility of the CONTRACTOR.

Article 9: Subcontracting

CONTRACTOR may subcontract services to be performed hereunder with prior approval of the CITY. No such approval will be construed as making the CITY a party of or to such subcontract, or subjecting the CITY to liability of any kind to any subcontract. No subcontract shall, under any circumstances, relieve the CONTRACTOR of its liability and obligation under this Agreement; and despite any such subcontracting, the CITY shall deal through the CONTRACTOR, and subcontractors will be dealt with as workers and representatives of the CONTRACTOR.

Article 10: Authorized Project Representatives

Upon the execution of this Agreement, CONTRACTOR and CITY shall designate specific individuals to act as representatives with respect to the services to be performed or furnished by CONTRACTOR and responsibilities of CITY under this Agreement. Such individuals shall have authority to transmit instructions, receive information, and render decisions relative to the WORK on behalf of each respective party.

Article 11: Inspection of Work

The CONTRACTOR shall furnish the CITY or the CITY'S representative with every

reasonable opportunity for determining whether or not the WORK is performed in accordance with the requirements of this Agreement. The CITY may appoint persons to inspect the CONTRACTOR'S operations, equipment, and performance, and the CONTRACTOR shall permit these persons to make such inspections.

Article 12: Right To Require Performance

The failure of either the CITY or CONTRACTOR at any time to require performance by the other party of any provisions hereof shall in no way affect the right of the performing party thereafter to enforce the same. Nor shall waiver by such party of any breach of any provision hereof be taken or held to be a waiver of any succeeding breach of such provision or as a waiver of any provision itself.

Article 13: Extraordinary Occurrences

It is agreed that in no event shall the CITY or CONTRACTOR be liable or responsible to each other or to other persons for damages resulting from deficiencies or delays in the work herein provided for, where such deficiencies or delays result from Acts of God, fire, natural disaster, or any other cause not within reasonable control of the CITY or the CONTRACTOR. The CONTRACTOR recognizes the essential nature of the services to be performed hereunder and will use its best efforts to discharge its functions despite such extraordinary occurrences.

Article 14: Insurance

14.1 *Hold Harmless*: The CITY shall be held harmless against all claims for bodily injury, disease, death, personal injury, and damage to property or loss of use resulting there from, to the extent caused by the CONTRACTOR, unless such claims are a result of the CITY'S sole negligence.

14.2 *Payment on Behalf* of the CITY: The CONTRACTOR agrees to pay on behalf of the CITY, the CITY'S legal defense, for all claims described herein. Such payment on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.

14.3 *Loss Control/Safety*: Precaution shall be exercised at all times by the CONTRACTOR for the protection of all persons, employees, and property. The CONTRACTOR shall comply with all laws, regulations and ordinances related to safety and health, shall make special efforts to detect hazardous conditions, and shall take prompt action where loss control and safety measures should reasonably be expected.

14.4 *Proof of Carriage of Insurance & Naming CITY as Additional Insured.* The CONTRACTOR shall furnish the City with satisfactory proof of carriage of insurance required herein. The CONTRACTOR shall name the City of Jacksonville Beach (CITY) as additional insured on the CONTRACTOR's, and any sub-consultant's or sub-contractor's Public Liability, Property Damage and Comprehensive Automobile Liability Insurance Policies. The additional insured shall be provided the same coverage as the primary insured for losses arising from work performed by the CONTRACTOR or its sub-consultant's or subcontractor's. The proof of carriage or a copy of all policies shall be required prior to commencement of any work under this Contract.

The CITY may order work to be stopped if conditions exist that present immediate danger to persons or property. The CONTRACTOR acknowledges that such stoppage will not shift responsibility for any damages from the CONTRACTOR to the CITY.

14.5 *Insurance Requirements.* Basic Coverage's Required: During the term of this contract, the CONTRACTOR shall procure and maintain the following-described insurance and/or self-insurance except for coverage's specifically waived by the CITY. All policies and insurers must be acceptable to the CITY.

These insurance requirements shall not limit the liability of the CONTRACTOR. The CITY does not represent these types of amounts of insurance to be sufficient or adequate to protect the CONTRACTOR'S interests or liabilities, but are merely minimums.

A. Workers Compensation Coverage is required.

The CONTRACTOR and all subcontractors shall purchase and maintain worker's compensation insurance for all workers compensation obligations imposed by state law with employers' liability limits of at least $100,000 each accident, $100,000 each employee and $500,000 policy limit for disease.

The CONTRACTOR and all subcontractors shall also purchase any other coverage's required by law for the benefit of employees.

B. General Liability Coverage is required for all Contractors and Subcontractors.

Commercial General Liability in Occurrence Form.

Coverage A shall include Bodily Injury and Property Damage coverage for liability claims arising from premises, operations, contractual liability, independent Contractors, products and complete operations and including but not limited to coverage for claims resulting from explosion, collapse, or underground (x,c,u)

exposures (if any).

Coverage B shall include personal injury and **is required**

Coverage C, medical payments **is not required**.

Amounts :	Bodily Injury:	$1,000,000	each occurrence
		$1,000,000	Aggregate
	Property Damage:	$1,000,000	each occurrence
		$1,000,000	aggregate

C. Products and Completed Operations are required for Contractor and all Subcontractors.

Amounts:	$1,000,000	aggregate

D. Business Auto Liability Coverage is required for Contractor and all Subcontractors.

Business Auto Liability coverage is to include bodily injury and property damage arising out of ownership, maintenance, or use of any vehicle, including owned, non-owned and hired vehicles, and employee non-ownership use.

Amounts :	Bodily Injury:	$1,000,000	each occurrence
		$1,000,000	Aggregate
	Property Damage:	$1,000,000	each occurrence
		$1,000,000	aggregate

D. Professional Liability is not required.

E. Pollution Liability required of all Contractors and Subcontractors.

The CITY requires Pollution/Environmental Liability insurance covering cleanup costs including on-site discovery and third party liability, on-site and off-site third party pollution liability coverage, natural resources damage coverage.

Limits of Liability:	$1,000,000	Each Pollution Event Limit
	$1,000,000	Aggregate Policy Limit

F. Excess or Umbrella Liability Coverage.

Umbrella Liability insurance is preferred, but an Excess Liability equivalent may be allowed. Whichever type of coverage is provided, it shall not be more restrictive than the underlying insurance policy coverage.

F. Claims Made Coverage – No Gap

If any of the required liability insurance is provided on a "claims made" form, such coverage shall extend for a period of not less than 36 months following completion of the contract. In the event of termination of a claims made policy, extended coverage may be provided by assurance that extended discovery coverage of at least 36 months will be purchased from the expiring insurer, or by assurance that the succeeding insurer will provide retroactive coverage with an inception date of at least on or before the effective date of this contract.

G. Certificates of Insurance

Required insurance shall be documented in Certificates of Insurance which provide that the CITY shall be notified at least thirty (30) calendar days in advance of cancellation, non-renewal, or adverse change.

New Certificates of Insurance are to be provided to the CITY at least fifteen (15) calendar days prior to coverage renewals.

If requested by the CITY, the CONTRACTOR shall furnish complete copies of the CONTRACTOR's insurance policies, forms, and endorsements.

For Commercial General Liability coverage, the CONTRACTOR shall at the option of the CITY, provide an indication of the amount of claims, payments, or reserves chargeable to the aggregate amount of liability coverage. NOTE: Any sub-contractors approved by the CITY shall be required to provide proof of insurance identical in amounts as required by the contact to perform related services. All coverage's shall name the CITY as "additional insured".

Receipt of certificates or other documents of insurance or policies or copies of policies by the CITY, or by any of its representatives, which indicate less coverage than required will not constitute a waiver of the CONTRACTOR's obligation to fulfill the insurance requirements herein.

Article 15: Termination

The obligation to provide further services under this Agreement may be terminated:

15.1 *For cause.* By either the CITY or CONTRACTOR upon 30 days written notice in the event of substantial failure by the other party to perform in accordance with the terms hereof through no fault of the terminating party.

15.2 *For convenience.* By the CITY, effective upon the receipt of notice by CONTRACTOR. The CITY'S performance and obligation to pay under this Agreement is contingent upon an annual appropriation by the City Council.

Article 16: Indemnification

A: **General Indemnity.** To the fullest extent permitted by law, CONTRACTOR shall hold harmless, indemnify and pay on behalf of the CITY, CITY's officers, directors, partners, agents, contractors, and employees from and against any and all costs, losses, and damages, including claims for bodily injury, disease, death, personal injury and damage to property or loss of use resulting therefrom, and for professional liability, (including, but not limited to all fees and charges of contractors, architects, attorneys, and other professionals, and all court, arbitration, or other resolution costs) caused by the negligent acts or omissions of CONTRACTOR or CONTRACTOR's officers, directors, partners, agents, contractors, employees, and CONTRACTOR's consultants, agents, and contractors in the performance and furnishing of CONTRACTOR's services under this Agreement, unless such claims are a result of the CITY's sole negligence. Such payments on behalf of the CITY shall be in addition to all other legal remedies available to the CITY and shall not be considered to be the CITY's exclusive remedy.

B: **Copyright and Intellectual Property Rights.** At CONTRACTOR's expense as described herein, CONTRACTOR shall indemnify, defend and hold CITY and its affiliates and their respective directors, officers, employees, and contractors and agents harmless from and against any claims that any of the professional services allegedly infringe a patent, copyright, trademark, trade secrets or other intellectual property right by defending against such claim and paying all amounts that a court awards or that CONTRACTOR agrees to in settlement of such claim. CONTRACTOR shall also reimburse the CITY for all reasonable expenses incurred by the CITY in respect of each claim. To qualify for such defense and payment, CITY must: (i) give CONTRACTOR prompt written notice of such claim; and (ii) allow CONTRACTOR to control, and fully co-operate with CITY in the defense and all related negotiations. CONTRACTOR's obligation under this Section in conditional upon CITY's agreement that, if the professional services become, or in CONTRACTOR's opinion (as stated in writing to CITY by CONTRACTOR) is likely to become the subject of an infringement claim, then

CITY shall permit CONTRACTOR, at CONTRACTOR's expense, either to procure the right for CITY to continue to use such intellectual property contained in the professional services or to replace or modify it so that it becomes non-infringing and retains in all material respects comparable functionality in the CITY's environment. CONTRACTOR shall have no obligation with respect to any claim to the extent it is based on (i) CITY's use of the intellectual property contained in the professional services in violation of this Agreement; (ii) modifications or user controlled features not authorized by CONTRACTOR; (iii) custom programming for which CONTRACTOR does not develop the specifications or where the code at issue is supplied by CITY. This subsection states CONTRACTOR's entire obligation regarding intellectual property right infringement.

Article 17: Notices

Any notice required under this Agreement will be in writing, addressed to the appropriate party at its address on the signature page and given personally, or by registered or certified mail postage prepaid, or by a commercial courier service. All notices shall be effective upon date of receipt.

Article 18: Survival

All express representations, indemnifications, or limitations of liability included in this Agreement will survive its completion or termination for any reason.

Article 19: Severability

Any provision or part of the agreement held to be void or unenforceable under any Laws or Regulations shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon the CITY and CONTRACTOR, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

Article 20: Waiver

Non-enforcement of any provision by either party shall not constitute a waiver of that provision, nor shall it affect the enforceability of that provision or of the remainder of this Agreement.

Article 21: Headings

The headings used in this Agreement are for general reference only and do not have special significance.

Article 22: Contract Documents

The Contract Documents which comprise the entire Agreement between the CITY and CONTRACTOR consist of the following, which are made a part thereof:

22.1 Contract Agreement (pages 1 to 13, inclusive).

22.2 **Attachment "A":** ***RFP No. 10-2425 CONTRACT for DEBRIS MONITORING SERVICES.***

22.3 **Addendum numbers N/A through N/A inclusive to** ***RFP No. 10-2425.***

22.4 **Attachment "B," RFP** ***No. 10-2425 "PROPOSAL TENDER FORM"*** **and** ***"Required Documents"*** **submitted by** ***Ceres Environmental Services, Inc.***

22.5 **Attachment "C,"** ***RFP No. 10-2425 "Council Approved Memo"***

There are no Contract Documents other than those listed above in this Article 21. The Contract Documents may only be altered, amended, or repealed in accordance with the Terms and Conditions.

Article 23: Governing Law

This agreement shall be governed by the laws of the State of Florida. Both parties agree that the courts of the State of Florida shall have jurisdiction of any claim arising in connection with this agreement. In the event of litigation arising out of this agreement, the prevailing party shall be entitled to the award of attorney's fees and costs at both the trial and appellate level.

---------- **NOTHING ELSE FOLLOWS ON THIS PAGE** ----------

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department and Fire Department

TITLE: **Debris Tech, LLC - Contract for Debris Monitoring Services**

Effective Date: 9-15-25 Term: 5 Years End Date: 9-30-25

IN WITNESS WHEREOF, the parties hereto have signed this Agreement in triplicate. One counterpart each has been delivered to CITY and CONTRACTOR. All portions of the Contract Document have been signed or identified by CITY and CONTRACTOR on their behalf.

This agreement was made and entered into as of the last signature date shown below and has Effective Date of September 15, 2025 (Article 3).

CITY: CITY OF JACKSONVILLE BEACH, FLORIDA

BY: _____
Christine H. Hoffman, Mayor

BY: _____
Mike Staffopoulos, City Manager

ATTEST: _____ Date Signed: 9/30/25
Molly Alleger, City Clerk

CONTRACTOR: DEBRIS TECH, LLC

BY: _____

PRINTED NAME: Brooks Wallace

TITLE: President

(CORPORATE SEAL)

ATTEST: _____ Date Signed: September 25, 2025

PRINTED NAME: Debra McCormick

CONTRACT AGREEMENT for City RFP 10-2425
City of Jacksonville Beach, Public Works Department and Fire Department

TITLE: **Debris Tech, LLC - Contract for Debris Monitoring Services**

Effective Date: 9-15-25 Term: 5 Years End Date: 9-15-30

AGENT FOR SERVICE OF PROCESS

CITY:	**CONTRACTOR:**
Address for Giving Notices:	Address for Giving Notices:
City of Jacksonville Beach	Debris Tech, LLC
Department of Public Works	Attn: Brooks Wallace
1460A Shetter Avenue	923 Goodyear Blvd.
Jacksonville Beach, Florida 32250	Picayune, MS 39466
Designated Representative (Article 9):	Designated Representative (Article 9):
Name: Dennis E. Barron, Jr.	Name: Brooks Wallace
Title: Director of Public Works	Title: President
Phone Number: 904-247-6219	Phone Number: 601-658-9598
Facsimile Number: 904-247-6117	Facsimile Number: 601-658-9656

ts

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-88 authorizing funding for Change Order #4 for the Public Utilities Water Treatment Plant #2 Renovations Project

SUBMITTED BY: Troy Stephens, Public Utilities Director

TODAY'S DATE: July 1, 2026

MEETING DATE: July 13, 2026

BACKGROUND: The City has received notification of a change order to the Water Treatment Plant #2 Upgrades Project. The contractor, PBM Constructors, Inc., met with City staff and discussed the change order and costs.

The change involves modifications to the new electrical room and yard piping in the existing operations building at Water Treatment Plant #2. The old chlorination room is being modified as a new electrical room with a new door and closing of old openings; upgrades to the existing HVAC supply and modifications of yard piping if necessary.

The original budget for the water treatment plant #1 upgrade was $1,240,000.00. Adding water treatment plant #2 upgrades as a change order to the original contract increased the contract sum to $5,590,00.00. This change order #4 will increase the contract sum to $5,649,313.50. A budget modification has been created, reallocating funds from account 400-5502-533-6401 in the amount of $9,600.00, from account 400-5502-533-6300 from Project PU2605 in the amount of $40,000.00, and account 400-5502-533-4600 in the amount of $12,000.00 to cover this change order.

BUDGET: This Change Order #4, in the amount of $58,813.50 increases the total amount of the contract to $5,649,313.50.

RECOMMENDATION: The Commission adopt Resolution No. 26-88 authorizing the City to fund the change order totaling $58,813.50, for the Public Utilities Water Treatment Plant #2 Upgrades Project PU2110.

ATTACHMENTS:
1. Resolution No. 26-88
2. Change Order #4 from PBM Constructors, Inc.

PUBLIC OUTREACH: N/A

REVIEWED BY CITY MANAGER: Kevin Kogel

ts

RESOLUTION NO. 26-88

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, AUTHORIZING A CHANGE ORDER FOR THE PUBLIC UTILITIES WATER TREATMENT PLANT #2 UPGRADES PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City received notification via change order from the contractor, PBM Constructors, Inc that changes would be needed for the Water Treatment Plant #2 Upgrades Project involving changes to the electrical room and yard piping in the existing operations building; and

WHEREAS, the City desires to execute a change order for the Water Treatment Plant #2 Upgrades Project in the amount of $58,813.50; and

WHEREAS, this Change Order #4 would bring the total contract cost of City Project PU2110 to $5,649,313.50; and

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

SECTION 1. The City Commission hereby authorizes funding the change order for the Public Utilities Project PU2110 in the amount of $58,813.50 and

SECTION 2. The City Commission hereby authorizes the City Manager to execute the change order with PBM Constructors, Inc. and approve a purchase order to said vendor in the amount of $58,813.50.

SECTION 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 13th day of July 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

ts

PBM CONSTRUCTORS INC.

Change Order #4: WTP#2 - Modifications to New Electrical Room & Yard Piping
7/1/2026

Atlantic Beach WTP1 & WTP2 Upgrades

COAB Contract No: 2122-15
PBM Project No: C184
Submitted By: Justin Grey, PM

DESCRIPTION OF CHANGES
Change Order #4 (See attached prime change order scope)

CONTRACT SUMMARY		
DESCRIPTION		**CHANGE IN CONTRACT PRICE**
ADDITIONAL CONTRACT TIME		
ORIGINAL CONTRACT VALUE (CONTRACT SUM)	$	1,240,000.00
NET CHANGE BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	$	4,350,500.00
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	$	5,590,500.00
CONTRACT SUM TO BE INCREASED IN THE AMOUNT OF	$	58,813.50
CONTRACT SUM TO BE DECREASED IN THE AMOUNT OF	$	-
REVISED CONTRACT SUM INCLUDING THIS CHANGE ORDER	**$**	**5,649,313.50**

ACCEPTED BY: _____ DATE: 7/1/26
PBM

ACCEPTED BY: _____ DATE: _____
OWNER

1) Please note that this change order must be executed by both parties prior to work commencing
2) Anything not specifically included is excluded or subject to clarification/negotiation.

PBM Constructors, Inc.
Change Order #4: WTP#2 - Modifications to New Electrical Room & Yard Piping

7/1/2026

COAB Contract No: 2122-15
PBM Project No: C184
Submitted By: Justin Grey, PM

Labor & Equipmanet Cost

A. Labor								
ITEM NO.	DESCRIPTION	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE	NORMAL HOURS	OVERTIME HOURS	HOLIDAY HOURS	TOTAL
a.	Project Manager	$ 60.00	$ 90.00	$ 75.00	8			$ 480.00
b.	Superintendent	$ 105.00	$ 157.50	$ 157.50	56			$ 5,880.00
c.	Foreman	$ 90.00	$ 135.00	$ 135.00	56			$ 5,040.00
d.	Equipment Operator	$ 70.00	$ 105.00	$ 105.00	0			$ -
e.	Truck Driver	$ 90.00	$ 135.00	$ 135.00	8			$ 720.00
f.	Field Welder	$ 80.00	$ 120.00	$ 120.00	0			$ -
g.	Pipe Layer	$ 70.00	$ 105.00	$ 105.00	0			$ -
h.	Skilled Laborer	$ 60.00	$ 90.00	$ 90.00	112			$ 6,720.00
i.	Unskilled Laborer	$ 40.00	$ 60.00	$ 60.00	112			$ 4,480.00
B. Equipment								
ITEM NO.	DESCRIPTION	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE	NORMAL HOURS	OVERTIME HOURS	HOLIDAY HOURS	TOTAL
a.	Backhoe	$ 35.00	$ 35.00	$ 35.00	0			$ -
b.	Excavator	$ 100.00	$ 100.00	$ 100.00	0			$ -
c.	Small Loader/Skid Steer Loader	$ 60.00	$ 60.00	$ 60.00	0			$ -
d.	Boom Truck	$ 125.00	$ 125.00	$ 125.00	0			$ -
f.	Dump Truck	$ 85.00	$ 85.00	$ 85.00	0			$ -
g.	Small Equipment/Tools	$ 25.00	$ 25.00	$ 25.00	0			$ -
C. Materials							Total:	$ 3,321.94
D. Subcontractors							Total:	$ 31,589.25
E. Bid Unit Cost							Total:	$ -
F. Rentals							Total:	$ -
G. Mobilization								
ITEM NO.	DESCRIPTION			NUMBER OF MOBILIZATIONS	COST PER MOBILIZATION			TOTAL
a.	Regular Mobilization (~ 4-6			0	$ 1,000.00			$ -
b.	Emergency Mobilization (< 1			0	$ 2,000.00			$ -
Sub-total								$ 58,231.19
H. Bond								
a.	Contract Performance and Payment Bond Cost Not to Exceed 2%	1.0%						$ 582.31
Total								$ 58,813.50

PBM Constructors

Subcontractor

Subcontractor	Work Description	Quantity	Unit	Unit Price	Total Price
GAC Mechanical Services, Inc.	See Attached Quote # 0031226	1	LS	$23,800.00	$ 23,800.00
Cogburn Bros., Inc.	See Attached C.O.R. # C2278-001A	1	LS	$6,285.00	$ 6,285.00

Subtotal	$	30,085.00
Mark-up		5%
Total	**$**	**31,589.25**

PBM Constructors

Material & Equipment Cost

Vendor	Item	Unit Price	Amount	Unit	Total Price
Ferguson Waterworks	16" DIP	$ 102.00	20	FT	$ 2,040.00
Home Depot	See Attached Quote	$ 643.42	1	LS	$ 643.42

Subtotal			$ 2,683.42
Mark-up	15%	$	402.51
State Sales Tax	6%	$	161.01
Sur Tax (Duval County) | 1.5% of 1st $5,000 (Max) = $75.00	1.5%	$	75.00
Total:		**$**	**3,321.94**

ts

See modifications below. Add to the CO#4 scope modifications request by city/JCEA dated July 29, 2026

J. Collins Engineering Associates, LLC

REVISED 6/29/26

REQUEST FOR COST PROPOSAL
CITY OF ATLANTIC BEACH WATER TREATMENT PLANT #1 & #2 UPGRADES
CONSTRUCTION PHASE
~~1/13/26 Revised 2/18/26~~ 6/29/26
DESCRIPTION OF CHANGE ORDER #4 – WTP#2 - MODIFICATIONS TO NEW ELECTRICAL ROOM AND YARD PIPING

PURPOSE: - The City is in process of upgrading the City's Water System. Water Treatment Plant #1 and 2 are currently under construction for improvements. Water Treatment Plant #1 started first in 2022 and WTP#2 was added in 2025. The work description for this price proposal is required work that is at WTP#2 and includes the Electrical Room and possible yard piping upgrades.

CHANGE ORDER #4 SUMMARY: Change Order #4 is for new work within the existing operations building at WTP#2 as well as exterior piping. The old chlorination room is being modified as a new electrical room with a new door and closing of openings; upgrades to the existing HVAC supply and modifications of yard piping (if warranted).

Primary Change Order Scope - Electrical Room Modifications in WTP Pump Building

Drawings and specifications are attached for the contractor to review for pricing. Work summary includes:

- Remove one deteriorated exterior door (leads to new electrical room) and close up opening with new block to match existing block. Remove existing wall mounted chlorine fan and seal opening as required.

wall opening suitable for future door

- Remove window in interior wall of the room and add a new ~~door~~ (add new block as required to seal wall openings). ~~Replace with new door (Single Door - Cline 500SE Series top & bottom louver. Refer to attached specifications for door required components, installation details, and hardware. Door shall have a clear anodized class 2 finish). See attached plans.~~
- Paint walls to match existing color.
- Furnish and install new electrical room HVAC Unit #1 (5 tons) and supply duct/registers to provide climate control in the electrical room and other areas (See Drawings M-1 and DM-1 with revised date of 2/18/26). Duct shall enter the electrical room above the new door. HVAC Contractor to provide HVAC plan with selected unit and duct system. The scope also includes the relocation of the existing office and bathroom ducts to the new Unit #1 duct system (includes plugging of the rectangular duct after removal of the existing office and bathroom duct). Install thermostat in the new electrical room.
- See electrical drawing for electrical modifications.

J. Collins Engineering Associates, LLC

Evaluate if additional piping is required to accomplish replacement of standard deteriorated fi
Provide a price for the Primary Change Order- Electrical Room Modifications .

Modifications of yard piping if required to accomplish replacement of standard deteriorated fittings with today's compact fittings. Provide cost if required.

~~Optional~~ Change Order Work Items – ~~New Exterior Doors (2) &~~ HVAC Unit #2 Alternative –

Provide cost ~~for this Option.~~

Scope of work for the Contractor ~~under this option~~ includes:

- ~~Item 1: Replace the two existing exterior doors in the WTP pump building with new doors (see specs).~~
  Item 2:
- HVAC contractor to provide a complete HVAC plan on equipment and installation.
- Furnish and install the required HVAC unit #2 (5 tons) for the WTP Pump Building.
- Removal of existing HVAC unit and connecting the existing duct system to new Unit # 2.
- Reconnection of electrical power supply to new Unit #2.
- Install thermostat in the pump room area.

~~Provide total and individual pricing for the Optional Change Order Work Items – Item 1 -New Exterior Doors (2) & Item 2 -HVAC Unit #2 Alternative~~

~~The owner determines if this option will be selected for implementation.~~

CHANGE ORDER #4 -WTP#2 - City/JCEA Request for Pricing - Electrical Room, AC & Doors Request

29-Jun-26

Original Base Request :

AC Unit 5 ton & duct for electrical room
Remove existing exterior Door & block-up w CMU
Remove glass window - block -up opening - create opening for future 36" door
Add louvered door

Contractor's Change Order #3 dated 6/4/26 - **Final Requested Changes June 29, 2026** (see below)
Delete louvered door/accessories & labor to install door. Create a finished opening to Electrical Room suitable for future door.
Add to pump station bldg new AC unit to replace old AC unit
This new CO is #4 not #3 (CO#3 was time extension)

No Doors (exterior or interior) to be provided in this CO#4

See CO#3 dated 6/4/26 "markups"

Summary of CHANGE ORDER #4 (Adjusted Contractor's CO#3 to be CO#4)						
Contractor to provide revised quote	Item	Material Cost	Material & Labor	Labor	Total Cost Change	Notes
6/29/26 CO#3 Request	Delete Louvered Door	($7,146)		?		
	Add Bldg AC Unit		$ 10,150.00		$ 10,150.00	Includes Labor
	Other					
Summary Of Rev CO#3 (now CO#4)					?	

GAC Mechanical Services, Inc.
528 Claude Street
Jacksonville, FL 32204
904-759-3001
gacmechserv@comcast.net

QUOTE

Quote

Atlantic Beach
Water & Wastewater Division

Quote #	0031226
Quote Date	03-12-2026
Due Date	03-26-2026

	QTY	Description	Unit Price	Amount
(1)	1.00	5 ton 15 SEER Carrier straight cool condenser and 5 ton air handler w/ 10kW heat strip installed in place of existing unit - condenser with Bronze-glow protective coating	10,150.00	$10,150.00
(2)	1.00	Furnish & Install (1) 5ton 15 Seer Carrier straight cool condenser for new Electrical Room w/new duct board ductwork per plans w/adjustable supply vents for air flow adjustment . New copper piping & drain line. Thermostat & t-stat wiring. Condenser w/Bronze-glow protective coating.	13,650.00	$13,650.00
		Total (USD)		**$23,800.00**

Change Order Request

C.O.R. #: C2278-001A
Date: April 14, 2026

Project Name: COAB WTP2 Upgrade
Change Order Name: WTP2 A/C Adder **Project #: C2278**

To: PBM Constructors **Attn:** Ben Moore 3000 Faye Rd. Jacksonville, FL 32226	**From:** Austin Helmers **Address:** 3300 Faye Road Jacksonville, FL 32226
Phone: (770) 639-8818 **Fax:**	**Phone: (904) 358-7344** **Fax:**

Our Price Includes:

Furnish and Installation of:
> Aluminum Conduit and Fittings
> Aluminum Sealtight and Connectors
> 316SS Harware and Anchors
> (1) 60 Amp DP Breaker for AHU
> (1) 50 Amp DP Breaker for Condenser
> (1) 60 Amp NEMA 4X 316SS Non-fusible Disconnect
> XHHW Wire

Change Order Price: **$6,285.00**

We are requesting a time extension of 0 DAYS in conjunction with this change order.
This price is good for 30 days. If conditions change, this price is void.

Austin Helmers
Author

April 14, 2026
Date Sent

☐ Accepted The above pricing and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

FERGUSON WATERWORKS

FERGUSON WATERWORKS-JAX #149
9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257
Phone: 904-268-2551
Fax: 904-268-2053

Deliver To: BEN MOORE 237-3562
From: Blake Bowmaster
blake.bowmaster@ferguson.com
Comments:

10:14:50 APR 29 2026

FEL-JACKSONVILLE WW -#149
Price Quotation
Phone: 904-268-2551
Fax: 904-268-2053

Bid No: B673913
Bid Date: 04/29/26
Quoted By: WBB

Cust Phone: 904-714-6353
Terms: NET 10TH PROX

Customer: PBM CONSTRUCTORS INC
PO BOX 11089
JACKSONVILLE, FL 32239

Ship To: PBM CONSTRUCTORS INC
PO BOX 11089
JACKSONVILLE, FL 32239

Cust PO#:

Job Name: 16" DIP

Item	Description	Quantity	Net Price	UM	Total
AFT250P16	16 CL250 CL DI FASTITE PIPE	20	102.000	FT	2040.00

Net Total:	$2040.00
Tax:	$153.00
Freight:	$0.00
Total:	$2193.00

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at https://www.ferguson.com/content/website-info/terms-of-sale
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

HOW ARE WE DOING? WE WANT YOUR FEEDBACK!
Scan the QR code or use the link below to complete a survey about your bids:
https://survey.medallia.com/?bidsorder&fc=149&on=37098

SPRING DEALS TO TACKLE OUTDOOR PROJECTS. While Supplies Last. Shop Now.

Regency Square 10PM 32225 W. Regency Square 10PM 32225 Shop All Services DIY Log In

CART (147)

Share

Pickup and Delivery Options

Choose an option to change all items in your cart (if available)

Pickup Delivery

2 of 3 items available All items available

Feedback

Select All Remove Save to List Save for Later

Delivery

Delivering to 32225 (3 items)

Your Delivery Cost: $79.00

This cost covers all Delivery items in your cart.

Quikrete
80 lb. Concrete Mix
Model #110180

$186.60
($6.22/item)

– 30 +

8 in. x 8 in. x 16 in. Concrete Block

Model #1001924

$287.70

($2.74/item)

105

SAKRETE

60 lb. Type S Mortar Mix

Product Weight (lb.): 60 lb

$90.12

($7.51/item)

12

Recently Viewed

SAKRETE 60 lb. Type S Mortar Mix

(1111)

$7.51

Add to Cart

8 in. x 8 in. x 16 in. Concrete Block

(805)

$2.74

Add to Cart

Add to Cart | Add to Cart | Add to Cart | Add to Cart | Add to Cart | Add to Cart

Your Order

Subtotal	**$564.42**
Delivery	$79.00
Estimated Sales Tax*	---
Total	**$643.42**

Have a Promo Code?

Checkout

Feedback

Check Out Quickly With

Starting at $34.66/mo or as low as 0% APR with PayPal Learn more

Available in Checkout G Pay

* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

Easy In-Store and Online Returns
Read Our Return Policy

Get Up to $100 Off

Get a Home Depot Credit Card and receive **$25 off** your qualifying purchase of $25+, **$50 off** purchases $300+, or **$100 off** orders over $1,000.

Apply Now

Item Total	**$564.42**
Savings	-$50.00
New Total	$514.42

Let Us Know if You Need Help

See our Online FAQs or phone us:

Online Customer Support: 1-800-430-3376

Custom Blinds: 1-800-658-7320

Call 7 days a week - 6 a.m. to 2 a.m. EST

PBM CONSTRUCTORS INC.

Change Order #4: WTP#2 - Modifications to New Electrical Room & Yard Piping
7/1/2026

Atlantic Beach WTP1 & WTP2 Upgrades

COAB Contract No: 2122-15
PBM Project No: C184
Submitted By: Justin Grey, PM

DESCRIPTION OF CHANGES
Change Order #4 (See attached prime change order scope)

CONTRACT SUMMARY		
DESCRIPTION		**CHANGE IN CONTRACT PRICE**
ADDITIONAL CONTRACT TIME		
ORIGINAL CONTRACT VALUE (CONTRACT SUM)	$	1,240,000.00
NET CHANGE BY PREVIOUSLY AUTHORIZED CHANGE ORDERS	$	4,350,500.00
CONTRACT SUM PRIOR TO THIS CHANGE ORDER	$	5,590,500.00
CONTRACT SUM TO BE INCREASED IN THE AMOUNT OF	$	58,813.50
CONTRACT SUM TO BE DECREASED IN THE AMOUNT OF	$	-
REVISED CONTRACT SUM INCLUDING THIS CHANGE ORDER	**$**	**5,649,313.50**

ACCEPTED BY: _____ DATE: 7/1/26
PBM

ACCEPTED BY: _____ DATE: _____
OWNER

1) Please note that this change order must be executed by both parties prior to work commencing
2) Anything not specifically included is excluded or subject to clarification/negotiation.

PBM Constructors, Inc.
Change Order #4: WTP#2 - Modifications to New Electrical Room & Yard Piping

7/1/2026

COAB Contract No: 2122-15
PBM Project No: C184
Submitted By: Justin Grey, PM

Labor & Equipmanet Cost

A. Labor

ITEM NO.	DESCRIPTION	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE	NORMAL HOURS	OVERTIME HOURS	HOLIDAY HOURS	TOTAL
a.	Project Manager	$ 60.00	$ 90.00	$ 75.00	8			$ 480.00
b.	Superintendent	$ 105.00	$ 157.50	$ 157.50	56			$ 5,880.00
c.	Foreman	$ 90.00	$ 135.00	$ 135.00	56			$ 5,040.00
d.	Equipment Operator	$ 70.00	$ 105.00	$ 105.00	0			$ -
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h.	Skilled Laborer	$ 60.00	$ 90.00	$ 90.00	112			$ 6,720.00
i.	Unskilled Laborer	$ 40.00	$ 60.00	$ 60.00	112			$ 4,480.00

B. Equipment

ITEM NO.	DESCRIPTION	HOURLY RATE	OVERTIME RATE	HOLIDAY RATE	NORMAL HOURS	OVERTIME HOURS	HOLIDAY HOURS	TOTAL
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c.	Small Loader/Skid Steer Loader	$ 60.00	$ 60.00	$ 60.00	0			$ -
d.	Boom Truck	$ 125.00	$ 125.00	$ 125.00	0			$ -
f.	Dump Truck	$ 85.00	$ 85.00	$ 85.00	0			$ -
g.	Small Equipment/Tools	$ 25.00	$ 25.00	$ 25.00	0			$ -

C. Materials		**Total:**	$ 3,321.94
D. Subcontractors		**Total:**	$ 31,589.25
E. Bid Unit Cost		**Total:**	$ -
F. Rentals		**Total:**	$ -

G. Mobilization

ITEM NO.	DESCRIPTION			NUMBER OF MOBILIZATIONS	COST PER MOBILIZATION	TOTAL
a.	Regular Mobilization (~ 4-6			0	$ 1,000.00	$ -
b.	Emergency Mobilization (< 1			0	$ 2,000.00	$ -
Sub-total						**$ 58,231.19**

H. Bond

a.	Contract Performance and Payment Bond Cost Not to Exceed 2%	1.0%						$ 582.31
Total								**$ 58,813.50**

PBM Constructors

Subcontractor

Subcontractor	Work Description	Quantity	Unit	Unit Price	Total Price
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PBM Constructors

Material & Equipment Cost

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Subtotal			$ 2,683.42
Mark-up	15%	$	402.51
State Sales Tax	6%	$	161.01
Sur Tax (Duval County) | 1.5% of 1st $5,000 (Max) = $75.00	1.5%	$	75.00
Total:		**$**	**3,321.94**

See modifications below. Add to the CO#4 scope modifications request by city/JCEA dated July 29, 2026

J. Collins Engineering Associates, LLC

REVISED 6/29/26

REQUEST FOR COST PROPOSAL
CITY OF ATLANTIC BEACH WATER TREATMENT PLANT #1 & #2 UPGRADES
CONSTRUCTION PHASE
~~1/13/26 Revised 2/18/26~~ 6/29/26
DESCRIPTION OF CHANGE ORDER #4 – WTP#2 - MODIFICATIONS TO NEW ELECTRICAL ROOM AND YARD PIPING

PURPOSE: - The City is in process of upgrading the City's Water System. Water Treatment Plant #1 and 2 are currently under construction for improvements. Water Treatment Plant #1 started first in 2022 and WTP#2 was added in 2025. The work description for this price proposal is required work that is at WTP#2 and includes the Electrical Room and possible yard piping upgrades.

CHANGE ORDER #4 SUMMARY: Change Order #4 is for new work within the existing operations building at WTP#2 as well as exterior piping. The old chlorination room is being modified as a new electrical room with a new door and closing of openings; upgrades to the existing HVAC supply and modifications of yard piping (if warranted).

Primary Change Order Scope - Electrical Room Modifications in WTP Pump Building

Drawings and specifications are attached for the contractor to review for pricing. Work summary includes:

- Remove one deteriorated exterior door (leads to new electrical room) and close up opening with new block to match existing block. Remove existing wall mounted chlorine fan and seal opening as required.

wall opening suitable for future door

- Remove window in interior wall of the room and add a new ~~door~~ (add new block as required to seal wall openings). ~~Replace with new door (Single Door - Cline 500SE Series – top & bottom louver. Refer to attached specifications for door required components, installation details, and hardware. Door shall have a clear anodized class~~ 2 ~~finish). See attached plans.~~
- Paint walls to match existing color.
- Furnish and install new electrical room HVAC Unit #1 (5 tons) and supply duct/registers to provide climate control in the electrical room and other areas (See Drawings M-1 and DM-1 with revised date of 2/18/26). Duct shall enter the electrical room above the new door. HVAC Contractor to provide HVAC plan with selected unit and duct system. The scope also includes the relocation of the existing office and bathroom ducts to the new Unit #1 duct system (includes plugging of the rectangular duct after removal of the existing office and bathroom duct). Install thermostat in the new electrical room.
- See electrical drawing for electrical modifications.

•

J. Collins Engineering Associates, LLC

Evaluate if additional piping is required to accomplish replacement of standard deteriorated fi
Provide a price for the Primary Change Order- Electrical Room Modifications .

Modifications of yard piping if required to accomplish replacement of standard deteriorated fittings with today's compact fittings. Provide cost if required.

~~Optional~~ Change Order Work Items – ~~New Exterior Doors (2) & HVAC Unit #2 Alternative~~ –

Provide cost ~~for this Option.~~

Scope of work for the Contractor ~~under this option~~ includes:

- Item 1: ~~Replace the two existing exterior doors in the WTP pump building with new doors (see specs).~~
  Item 2:
- HVAC contractor to provide a complete HVAC plan on equipment and installation.
- Furnish and install the required HVAC unit #2 (5 tons) for the WTP Pump Building.
- Removal of existing HVAC unit and connecting the existing duct system to new Unit # 2.
- Reconnection of electrical power supply to new Unit #2.
- Install thermostat in the pump room area.

~~Provide total and individual pricing for the Optional Change Order Work Items – Item 1 -New Exterior Doors (2) & Item 2 -HVAC Unit #2 Alternative~~

~~The owner determines if this option will be selected for implementation.~~

CHANGE ORDER #4 -WTP#2 - City/JCEA Request for Pricing - Electrical Room, AC & Doors Request

29-Jun-26

Original Base Request :

AC Unit 5 ton & duct for electrical room
Remove existing exterior Door & block-up w CMU
Remove glass window - block -up opening - create opening for future 36" door
Add louvered door

Contractor's Change Order #3 dated 6/4/26 - **Final Requested Changes June 29, 2026** (see below)
Delete louvered door/accessories & labor to install door. Create a finished opening to Electrical Room suitable for future door.
Add to pump station bldg new AC unit to replace old AC unit
This new CO is #4 not #3 (CO#3 was time extension)

No Doors (exterior or interior) to be provided in this CO#4

See CO#3 dated 6/4/26 "markups"

Summary of CHANGE ORDER #4 (Adjusted Contractor's CO#3 to be CO#4)						
Contractor to provide revised quote	Item	Material Cost	Material & Labor	Labor	Total Cost Change	Notes
6/29/26 CO#3 Request	Delete Louvered Door	($7,146)		?		
	Add Bldg AC Unit		$ 10,150.00		$ 10,150.00	Includes Labor
	Other					
Summary Of Rev CO#3 (now CO#4)					?	

GAC Mechanical Services, Inc.
528 Claude Street
Jacksonville, FL 32204
904-759-3001
gacmechserv@comcast.net

QUOTE

Quote

Atlantic Beach
Water & Wastewater Division

Quote #	0031226
Quote Date	03-12-2026
Due Date	03-26-2026

QTY	Description	Unit Price	Amount
1.00	5 ton 15 SEER Carrier straight cool condenser and 5 ton air handler w/ 10kW heat strip installed in place of existing unit - condenser with Bronze-glow protective coating	10,150.00	$10,150.00
1.00	Furnish & Install (1) 5ton 15 Seer Carrier straight cool condenser for new Electrical Room w/new duct board ductwork per plans w/adjustable supply vents for air flow adjustment . New copper piping & drain line. Thermostat & t-stat wiring. Condenser w/Bronze-glow protective coating.	13,650.00	$13,650.00
	Total (USD)		**$23,800.00**

Change Order Request

C.O.R. #: C2278-001A
Date: April 14, 2026

Project Name: COAB WTP2 Upgrade
Change Order Name: WTP2 A/C Adder **Project #: C2278**

To: **PBM Constructors** **Attn:** **Ben Moore** 3000 Faye Rd. Jacksonville, FL 32226	**From:** **Austin Helmers** **Address:** **3300 Faye Road** **Jacksonville, FL 32226**
Phone: (770) 639-8818 **Fax:**	**Phone: (904) 358-7344** **Fax:**

Our Price Includes:

Furnish and Installation of:
> Aluminum Conduit and Fittings
> Aluminum Sealtight and Connectors
> 316SS Harware and Anchors
> (1) 60 Amp DP Breaker for AHU
> (1) 50 Amp DP Breaker for Condenser
> (1) 60 Amp NEMA 4X 316SS Non-fusible Disconnect
> XHHW Wire

Change Order Price: **$6,285.00**

We are requesting a time extension of 0 DAYS in conjunction with this change order.
This price is good for 30 days. If conditions change, this price is void.

Austin Helmers
Author

April 14, 2026
Date Sent

☐ Accepted The above pricing and specifications of this Change Order are satisfactory and are hereby accepted. All work to be performed under the same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

FERGUSON WATERWORKS

FERGUSON WATERWORKS-JAX #149
9692 FLORIDA MINING BLVD W
BUILDING #100
JACKSONVILLE, FL 32257
Phone: 904-268-2551
Fax: 904-268-2053

Deliver To: BEN MOORE 237-3562
From: Blake Bowmaster
blake.bowmaster@ferguson.com
Comments:

10:14:50 APR 29 2026

FEL-JACKSONVILLE WW -#149
Price Quotation
Phone: 904-268-2551
Fax: 904-268-2053

Bid No: B673913
Bid Date: 04/29/26
Quoted By: WBB

Cust Phone: 904-714-6353
Terms: NET 10TH PROX

Customer: PBM CONSTRUCTORS INC
PO BOX 11089
JACKSONVILLE, FL 32239

Ship To: PBM CONSTRUCTORS INC
PO BOX 11089
JACKSONVILLE, FL 32239

Cust PO#:

Job Name: 16" DIP

Item	Description	Quantity	Net Price	UM	Total
AFT250P16	16 CL250 CL DI FASTITE PIPE	20	102.000	FT	2040.00

Net Total:	$2040.00
Tax:	$153.00
Freight:	$0.00
Total:	$2193.00

Quoted prices are based upon receipt of the total quantity for immediate shipment (48 hours). SHIPMENTS BEYOND 48 HOURS SHALL BE AT THE PRICE IN EFFECT AT TIME OF SHIPMENT UNLESS NOTED OTHERWISE. QUOTES FOR PRODUCTS SHIPPED FOR RESALE ARE NOT FIRM UNLESS NOTED OTHERWISE.

Due to the uncertain impact of potential tariffs, Ferguson's quotation/proposal has not included any provision or contingency for future tariffs or increase of existing tariffs. Ferguson reserves the right to adjust prices to reflect the impact of any new or increased tariffs that affect our costs at the time of shipment. Ferguson will provide notice of any such adjustments along with documentation supporting the changes.

CONTRACTOR CUSTOMERS: IF YOU HAVE DBE/MBE/WBE//VBE/SDVBE/SBE GOOD FAITH EFFORTS DIVERSITY GOALS/ REQUIREMENTS ON A FEDERAL, STATE, LOCAL GOVERNMENT, PRIVATE SECTOR PROJECT, PLEASE CONTACT YOUR BRANCH SALES REPRESENATIVE IMMEDIATELY PRIOR TO RECEIVING A QUOTE/ORDER.

Seller not responsible for delays, lack of product or increase of pricing due to causes beyond our control, and/or based upon Local, State and Federal laws governing type of products that can be sold or put into commerce. This Quote is offered contingent upon the Buyer's acceptance of Seller's terms and conditions, which are incorporated by reference and found either following this document, or on the web at https://www.ferguson.com/content/website-info/terms-of-sale
Govt Buyers: All items are open market unless noted otherwise.

LEAD LAW WARNING: It is illegal to install products that are not "lead free" in accordance with US Federal or other applicable law in potable water systems anticipated for human consumption. Products with *NP in the description are NOT lead free and can only be installed in non-potable applications. Buyer is solely responsible for product selection.

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https://survey.medallia.com/?bidsorder&fc=149&on=37098

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CART (147)

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Pickup and Delivery Options

Choose an option to change all items in your cart (if available)

Pickup Delivery

2 of 3 items available All items available

Feedback

Select All Remove Save to List Save for Late

Delivery

Delivering to 32225 (3 items)

Your Delivery Cost: $79.00

This cost covers all Delivery items in your cart.

Quikrete

80 lb. Concrete Mix

Model #110180

$186.60

($6.22/item)

− 30 +

8 in. x 8 in. x 16 in. Concrete Block

Model #1001924

$287.70

($2.74/item)

105

SAKRETE

60 lb. Type S Mortar Mix

Product Weight (lb.): 60 lb

$90.12

($7.51/item)

12

Recently Viewed

SAKRETE 60 lb. Type S Mortar Mix

(1111)

$7.51

Add to Cart

8 in. x 8 in. x 16 in. Concrete Block

(805)

$2.74

Add to Cart

Add to Cart | Add to Cart | Add to Cart | Add to Cart | Add to Cart | Add to Cart

Your Order

Subtotal	**$564.42**
Delivery	$79.00
Estimated Sales Tax*	---
Total	**$643.42**

Have a Promo Code?

Checkout

Feedback

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* Delivery fees are calculated at the lowest rate available. Other delivery options may be available in checkout.

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Apply Now

Item Total	**$564.42**
Savings	-$50.00
New Total	$514.42

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Custom Blinds: 1-800-658-7320

Call 7 days a week - 6 a.m. to 2 a.m. EST

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: Resolution No. 26-87 to authorize the City to assign a Task Authorization to Hanson Professional Services for the Sandpiper Lane Sidewalk Improvements Project

SUBMITTED BY: Steve Swann, City Engineer
Matt Krug, Public Works Deputy Director

TODAY'S DATE: June 24, 2026

MEETING DATE: July 13, 2026

BACKGROUND: City staff have been working to complete the design of the Sandpiper Lane portion of the City's Connectivity Plan. The project includes expanding the current 4-foot-wide sidewalk to 8 feet wide along Sandpiper Lane from the intersection with Plaza to Donner Road.

The City has a Professional Engineering Services Agreement with Hanson Professional Services (HPS) in effect from June 24, 2025, to June 24, 2030. HPS prepared a proposal for professional engineering services for final plans and opinion of probable construction cost for sidewalk improvements for $52,836.03.

BUDGET: The total cost for the task authorization can be funded from the remaining balance of $483,610.00 left after funding the previously approved Dutton Island Multi-Use Path Project (Resolution No. 26-73).

RECOMMENDATION: Adopt Resolution No. 26-87.

ATTACHMENTS: 1. Resolution No. 26-87
2. Hanson Professional Services Proposal dated June 11, 2026

REVIEWED BY CITY MANAGER: Kevin Hogencamp

RESOLUTION NO. 26-87

A RESOLUTION OF THE CITY OF ATLANTIC BEACH, FLORIDA, ASSIGNING A TASK AUTHORIZATION TO HANSON PROFESSIONAL SERVICES FOR THE DESIGN OF THE SANDPIPER LANE SIDEWALK IMPROVEMENTS PROJECT; AUTHORIZING THE CITY MANAGER TO EXECUTE THE CONTRACTS AND PURCHASE ORDERS IN ACCORDANCE WITH AND AS NECESSARY TO EFFECTUATE THE PROVISIONS OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, City staff have been working to complete the design of the Sandpiper Lane portion of the City's Connectivity Plan. The project includes expanding the current 4-foot-wide sidewalk to 8 feet wide along Sandpiper Lane from the intersection with Plaza to Donner Road; and

WHEREAS, the City has a Professional Engineering Services Agreement with Hanson Professional Services (HPS) in effect from June 24, 2025, to June 24, 2030. HPS prepared a proposal for professional engineering services for final plans and opinion of probable construction cost for sidewalk improvements for $52,836.03; and

WHEREAS, the total cost for the task authorization can be funded from the remaining balance of $483,610.00 left after funding the previously approved Dutton Island Multi-Use Path Project (Resolution No. 26-73).

NOW THEREFORE, be it resolved by the City Commission of the City of Atlantic Beach as follows:

SECTION 1. The City Commission hereby approves assigning the Task Authorization to Hanson Professional Services to design the Sandpiper Lane Sidewalk Improvements Project;

SECTION 2. The City Commission hereby authorizes the City Manager to execute the Task Authorization with Geosyntec Consultants, Inc. and approve a Purchase Order to said vendor in the amount of $52,836.03;

SECTION 3. This Resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED by the City of Atlantic Beach, this 13th day of July 2026.

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

June 11, 2026

Mr. Steve Swann, PE
City Engineer
City of Atlantic Beach
800 Seminole Road
Atlantic Beach, Florida 32233

Re: Sidewalk Improvements for Sandpiper Lane (Final Design)
Subject: Scope & Fee Proposal

Dear Mr. Swann:

Hanson Professional Services (Consultant) is pleased to present our scope of services and fee proposal for this project.

General Objective
This scope of work is to provide professional engineering services for final plans and opinion of probable construction cost for sidewalk improvements along Sandpiper Lane from Plaza to Donner Road.

Project Description
The existing 4-foot-wide sidewalk along the west side of the roadway will be replaced with new 8-foot-wide sidewalk. The proposed 8-foot sidewalk will begin at the northwest side of the Plaza intersection and will terminate at the southwest side of the Donner Road intersection (approximately 935 LF).

Scope of Services
The Scope of Services for this project involves the following tasks:

Phase I – Data Review/Collection

Survey
2D Topographic survey, utility designations, and drainage survey will be performed within the project corridor from ROW to ROW from the intersection of Plaza and Sandpiper Lane to the intersection of Donner Road. 3D topographic survey will be performed from the middle of Sandpiper lane out to the west ROW line within the same limits. See attached survey scope from survey subconsultant for additional detail.

Phase II – Design and Permitting

Sidewalk Design / Plans Production
Design phase services will include the preparation of final construction plans for the new 8-foot-wide sidewalk.

(a) Sidewalk Design/Analysis. The Consultant will design an 8-foot-wide sidewalk to replace the existing 4-foot-wide sidewalk. The proposed sidewalk will be located between the western edge of pavement and existing City right-of-way meandering where possible and will match the existing grade as close as possible to maintain existing drainage patterns.

(b) Plans. This effort will include producing plan sheets sufficient for completing a detailed opinion of probable construction cost for the proposed improvements. The index of drawings for the plan set will generally include, but not necessarily be limited to the following:

A. Key Sheet
B. General Notes
C. Typical Section
D. Sidewalk Plan
E. Cross Sections
F. Traffic Control Plan/Notes
G. Erosion & Sedimentation Control Details

Where applicable, information may be combined on drawing sheets.

Geotechnical Services
Geotechnical services will not be included as part of this scope of services.

Permitting Requirements
Permitting services will not be included as part of this scope of services as the planned improvements are expected to be exempt from permitting. If for some reason the project does not qualify for an exemption and results in additional work to obtain the required permit the Consultant reserves the right to negotiate the additional effort required to permit the project under a separate scope of services.

Project Submittal Requirements
100% Design Plans: Up to five (5) sets of half-sized (11" x 17") drawings and one electronic version (PDF format) will be furnished to the City for review and comment. Draft Bid Documents and Project Specifications using City standard format will be included in this submittal. The submittal will be reviewed by the City and written comments will be provided. The City will provide written review comments within two (2) weeks from submittal.

Final Signed and Sealed Design Plans: Up to five (5) sets of half-sized (11" x 17") drawings and one electronic version (PDF format), Bid Documents, and Project Specifications will be furnished with agreed upon revisions from the 100% Design Plans incorporated.

Utility Coordination
The Consultant will contact the utility owners within the project limits and submit preliminary plans to confirm existing facilities and identify utility impacts anticipated by the proposed improvements. The Consultant will submit final plans to confirm/document existing facility relocations to be performed by the utility owners.

Meetings
Consultant will schedule 100% plan review meeting to discuss review comments and relay any design information necessary to convey the intent of the plans.

Time Schedule
The schedule will follow the outline below.

Receive NTP	
Submit 100% Plans	Within 45 days after NTP
100% Review Comments (City)	10 days after 100% Plans Submittal
100% Plan Review Meeting	Within 10 days after receipt of City Comments
Final Plans Submittal Meeting	Within 45 days after 100% Plan Review

Fee
Consultant will complete the scope of services described herein for a total lump sum amount of $52,836.03, as detailed in Exhibit A.

Phase III – Construction Administration

If Phase III is authorized by the City, the specific construction administration services to be provided by the Consultant during the period of construction will be negotiated under a separate contract/scope of services.

EXHIBIT A
CONTRACT FEE SUMMARY
SANDPIPER LANE SIDEWALK
PLAZA TO DONNER ROAD

PART I - GENERAL				
1. Project Phase Final Design			**2. Proposal Number** NA	
3. Consultant Name Hanson Professional Services			**4. Date of Proposal** 6/11/2026	
PART II - LABOR RELATED COSTS				
5. Direct Labor	Hourly Rate	Estimated Hours	Estimated Cost	TOTALS
Sr. Project Manager	$ 101.38	28	$ 2,845.53	
Sr. Engineer	$ 96.91	0	$ -	
Engineer	$ 52.89	162	$ 8,556.65	
Sr. Designer	$ 49.33	0	$ -	
Designer	$ 42.49	0	$ -	
Clerical	$ 28.00	0	$ -	
Total Direct Labor		190		$ 11,402.18
6. Overhead (Combined Fringe Benefit & Administrative)				
Overhead Rate	150% x Total Direct Labor			$ 17,103.28
7. Subtotal: Labor + Overhead (Items 5 & 6)			$ 28,505.46	
8. Profit: Labor Related Costs	Item 7 x	10%		$ 2,850.55
PART III - OTHER COSTS				
9. Miscellaneous Direct Costs				
MISCELLANEOUS DIRECT COSTS SUBTOTAL				$130.03
10. Subcontracts/Miscellaneous Other (Lump Sum)				
Clary & Associates Inc.(Surveying Services)			$ 21,350.00	
			$ -	
			$ -	
SUBCONTRACTS/MISCELLANEOUS OTHER (LUMP SUM) SUBTOTAL				$ 21,350.00
TOTAL LUMP SUM AMOUNT (Items 5, 6, 8, 9, and 10)				$ 52,836.03
11. Reimbursable Costs (Limiting Amount)				
			$ -	
			$ -	
TOTAL REIMBURSABLE COSTS				$ -
PART IV - SUMMARY				
TOTAL AMOUNT OF CONTRACT (Lump Sum plus Reimbursables) (Items 5, 6, 8, 9, 10, 11)				**$ 52,836.03**

PRIME CONSULTANT
ESTIMATE OF WORK EFFORT AND FEE
FINAL PLANS PREPARATION

CONSULTANT:	Hanson Professional Services	**PROJECT NAME:**	SANDPIPER LANE SIDEWALK
RFP NUMBER:	NA	**FROM:** PLAZA	**TO:** DONNER ROAD
ESTIMATOR NAME / DATE:	Clinton Smith, PE 6/11/2026	**PROJECT LENGTH:**	935 Lineal Feet

ACTIVITY	Sr. Project Manager RATE = $ 101.38		Sr. Engineer RATE = $ 96.91		Engineer RATE = $ 52.89		Sr. Designer RATE = $ 49.33		Designer RATE = $ 42.49		Clerical RATE = $ 28.00		TOTAL HOURS BY ACTIVITY	SALARY COST BY ACTIVITY
	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST	STAFF HOURS	LABOR COST		
General Project Tasks	14	$ 1,419.32	0	$ -	0	$ -	0	$ -	0	$ -	0	$ -	14	$ 1,419.32
Task 1 - Sidewalk Analysis	7	$ 746.16	0	$ -	85	$ 4,476.61	0	$ -	0	$ -	0	$ -	92	$ 5,222.77
Task 2 - Sidewalk Plans	6	$ 573.00	0	$ -	65	$ 3,437.74	0	$ -	0	$ -	0	$ -	71	$ 4,010.74
Task 3 - Drainage Analysis	1	$ 107.06	0	$ -	12	$ 642.30	0	$ -	0	$ -	0	$ -	13	$ 749.35
	28	$ 2,845.53	0	$ -	162	$ 8,556.65	0	$ -	0	$ -	0	$ -	190	$ 11,402.18
PROJECT TOTALS	28	$ 2,845.53	0	$ -	162	$ 8,556.65	0	$ -	0	$ -	0	$ -	190	$ 11,402.18

STAFF HOUR SUMMARY

CONSULTANT NAME: Hanson Professional Services
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026
PROJECT NAME: SANDPIPER LANE SIDEWALK

TASK NO.	TASKS			TOTAL HOURS	COMMENTS
0.0	**General Project Tasks**				
	Totals			14	
1.0	**Task 1 - Sidewalk Analysis**				
	Totals			92	
2.0	**Task 2 - Sidewalk Plans**				
	Totals			71	
3.0	**Task 3 -Drainage Analysis**				
	Totals			13	
	TOTALS:			190	

GENERAL PROJECT TASKS

CONSULTANT NAME: Hanson Professional Services
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026
PROJECT NAME: SANDPIPER LANE SIDEWALK

TASK NO.	TASKS	UNITS	NO. OF UNITS	HRS PER UNIT	TOTAL HOURS	COMMENTS
0.0	**General Project Tasks**					
0.1	Public Meeting Preparation	LS	1	0	0	NA
0.2	Public Meeting Attendance/Followup	LS	1	0	0	NA
0.3	Specifications Package	LS	1	8	8	
0.4	Monthly Progress Reports	LS	1	4	4	Progress Reports included with invoicing and initial project setup
0.5	Meetings (Project Manager)	LS	1	2	2	
0.5a	Phase Reviews	EA	1	2	2	100%
	TOTALS				**14**	

SIDEWALK ANALYSIS

CONSULTANT NAME: Hanson Professional Services
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026
PROJECT NAME: SANDPIPER LANE SIDEWALK

TASK NO.	TASKS	UNITS	NO. OF UNITS	HRS PER UNIT	TOTAL HOURS	COMMENTS
1.0	**Analysis**					
1.1	Sidewalk Analysis	LS	1	60	60	Includes horizontal and vertical layout of 8 ft sidewalk and driveway replacements
1.2	Design Documentation Report	LS	1	0	0	NA
1.3	Project Quantities	LS	1	4	4	
1.4	Cost Estimate	LS	1	4	4	2 OPCC
1.5	Utility Coordination	LS	1	10	10	
1.6	Field Reviews	LS	1	4	4	1 @ 2 hrs each and 2 people
	Analysis Subtotal				82	
1.7	Quality Assurance/Quality Control	LS	%	5%	5	
1.8	Supervision	LS	%	3%	3	
1.9	Coordination	LS	%	2%	2	
	Analysis Nontechnical Subtotal				10	
	TOTALS				92	

SIDEWALK PLANS

CONSULTANT NAME: Hanson Professional Services
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026

PROJECT NAME: SANDPIPER LANE SIDEWALK

TASK NO.	TASKS	UNITS	NO. OF UNITS	HRS PER UNIT	NO. OF SHEETS	TOTAL HOURS	COMMENTS
2.0	**Plans**						
2.1	Horizontal Master Design File	LS	1	16	0	16	Master Design File Setup
2.2	Cross Section Master Design File	LS	1	8	0	8	Master Design File Setup
2.3	Key Sheet	Sheet	1	1	1	1	
2.4	General Notes	Sheet	1	1	1	1	
2.5	Typical Section Sheets	Sheet	1	4	1	4	
2.6	Project Layout	Sheet	0	0	0	0	1"=100'
2.7	Plan Sheets	Sheet	4	2	4	8	1"=20'
2.8	Profile	Sheet	0	0	0	0	NA (SIDEWALK ELEVATION WILL BE CONVEYED BY CROSS SECTIONS AND SPOT ELEVATIONS ON PLAN)
2.9	Special Details	Sheet	1	8	1	8	
2.10	Cross Sections	EA	19	0.35	10	7	50 ft intervals plus driveways and sidestreets
2.11	Traffic Control Plan/Notes	Sheet	1	8	1	8	SIDEWALK CLOSED SIGNS AND REFERNCE TO APPLICABLE FDOT STANDARDS FOR LOCATIONS THAT IMPACT TRAVEL LANES
2.12	Erosion & Sediment Control Details	Sheet	4	0.5	0	2	WILL BE SHOWN ON PLAN SHEETS IN TASK 2.7
2.13	Utility Adjustment Sheets	Sheet	4	0.5	0	2	WILL NOTE ON PLAN SHEETS IN TASK 2.7
	Plans Subtotal				**19**	**65**	
2.14	Quality Assurance/Quality Control	LS	%	5%		4	
2.15	Supervision	LS	%	3%		2	
	TOTALS					**71**	

DRAINAGE ANALYSIS

CONSULTANT NAME: Hanson Professional Services
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026
PROJECT NAME: SANDPIPER LANE SIDEWALK

TASK NO.	TASKS	UNITS	NO. OF UNITS	HRS PER UNIT	TOTAL HOURS	COMMENTS
1.0	**Analysis**					
1.1	Drainage Analysis	LS	1	8	8	
1.2	Permit Applications	LS	1	0	0	NA
1.3	Field Reviews	LS	1	4	4	2 @ 2 hrs
	Analysis Subtotal				12	
1.4	Quality Assurance/Quality Control	LS	%	5%	1	
1.5	Supervision	LS	%	3%	0	
1.6	Coordination	LS	%	2%	0	
	Analysis Nontechnical Subtotal				1	
	TOTALS				13	

MISCELLANEOUS DIRECT COST

CONSULTANT NAME: Hanson Professional Services **PROJECT NAME:** SANDPIPER LANE SIDEWALK
ESTIMATOR NAME: Clinton Smith, PE
DATE: 6/11/2026

ITEM DESCRIPTION								ITEM TOTAL	COMMENTS
Drafting Medium: (Original Reproducibles)									
0 sets		0	Sheets @	$50.00	Per Sheet =			$0.00	
0 sets		0	Sheets @	$1.00	Per Sheet =			$0.00	
Reproduction (Blue Line & Sepias)									
		Blue Line		Mylars	Photocopy				
Public Meeting Copies		0		0	0	Sheets			
50% Plans		0		0	0	Sheets			
100% Plans		0		0	400	Sheets			5 Sets plans (20 Sheet Plan Set),Specs and check prints
Final Plans		0		0	400	Sheets			5 Sets plans (20 Sheet Plan Set) Specs and check prints
						Sheets			
	Total Sheets	0		0	800				
Cost:	Blue Line	0	Sheets @	$	-	=	$0.00		
	Sepia	0	Sheets @	$	-	=	$0.00		
	Photocopy	800	Sheets @	$	0.10	=	$80.00	$80.00	
Travel From: [Consultant Office Location]									
To Project:	# Trips								
Transport.	2 x	23	miles x	$	0.725	per mile		$33.35	Field Review
To City Offices:	# Trips								
Transport.	1 x	23	miles x	$	0.725	per mile		$16.68	Phase Review Meeting
To Other:	# Trips								
Transport.	1 x	0	miles x	$	0.725	per mile		$0.00	
Shipping:								$0.00	
Other:								$0.00	
TOTAL MISC DIRECT COSTS								**$130.03**	

Clary & Associates
PROFESSIONAL SURVEYORS & MAPPERS

Csmith2@hanson-inc.com

June 3, 2026

Hanson Professional Services Inc
8075 Gate Parkway West, Suite 204
Jacksonville, Florida, 32216-3685

Attn: Clint Smith

Re: Sandpiper Lane Sidewalk Improvements
Atlantic Beach Florida (See Attachments)

Dear Mr. Smith

Pursuant to your request, we are pleased to submit to you our proposal for surveying and mapping services on the above-mentioned property. The scope of our services to be provided is outlined as follows:

1. Perform a **Right of Way Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. For Project Limits, Donner Rd, Sandpiper Lane, Plaza. Preparing a Baseline for picture purposes will not be referenced in the field.

2. Perform a **Topographic Survey** of the site in accordance with the Standards of Practice of the State of Florida, Chapter 5J-17.05-FAC, F.S. Set 3 Benchmarks along East side Sandpiper Lane **NAVD88,** Full 3D Survey Donner and Plaza Intersections, 3D centerline of Sandpiper to west fence, all trees along west Right of Way, drainage to the next structure, all above ground features, 2D survey on the East side of Sandpiper to East Fence

3. Perform **Quality Level B Designation** for the project limits and combine with Topographical Survey for intersections Donner, Plaza and Centerline to west Right of Way Sandpiper Lane. All below ground utilities, size, type, material and electronic depth if available.

Final Deliverable will be AutoCAD Civil 3D

Our fees to perform the above outlined scope of services will be according to the following schedule:

1. $6,100.00 (Six Thousand One Hundred Dollars)
2. $13,000.00 (Thirteen Thousand Dollars)
3. $2,250.00 (Two Thousand Two Hundred Fifty Dollars)

Any additional work or additional certifications requested outside of the above outlined scope of work can be quoted at that time on a lump sum basis or will be billed to you at our current hourly rates. In addition to the lump sum fees in this contract, any out-of-pocket expenses will be billed to you at our cost.

TERMS:

The CLIENT will be billed on a progress-completed basis, and the **BILL WILL BE DUE UPON RECEIPT**. Balances outstanding more than thirty (30) days from the date of billing shall bear interest at the rate of one and one-half percent (1-1/2%) per month. All collection costs, including reasonable attorney fees, shall be paid by the CLIENT. This agreement may be terminated without cause by either party upon fifteen (15) days' written notice. In the event of termination, Clary & Associates, Inc. shall be compensated, as provided herein, for services performed to termination date and for all termination expenses.

*****There will be a 4% processing fee added to your total when processing your credit card. There is no processing fee if paid with cash or check.**

We certainly appreciate the opportunity of submitting this proposal to you and if the above meets with your approval, please execute one copy of this agreement by initialing the preceding pages, signing below, and returning this to our office for our files. If you have any questions, please do not hesitate to call.

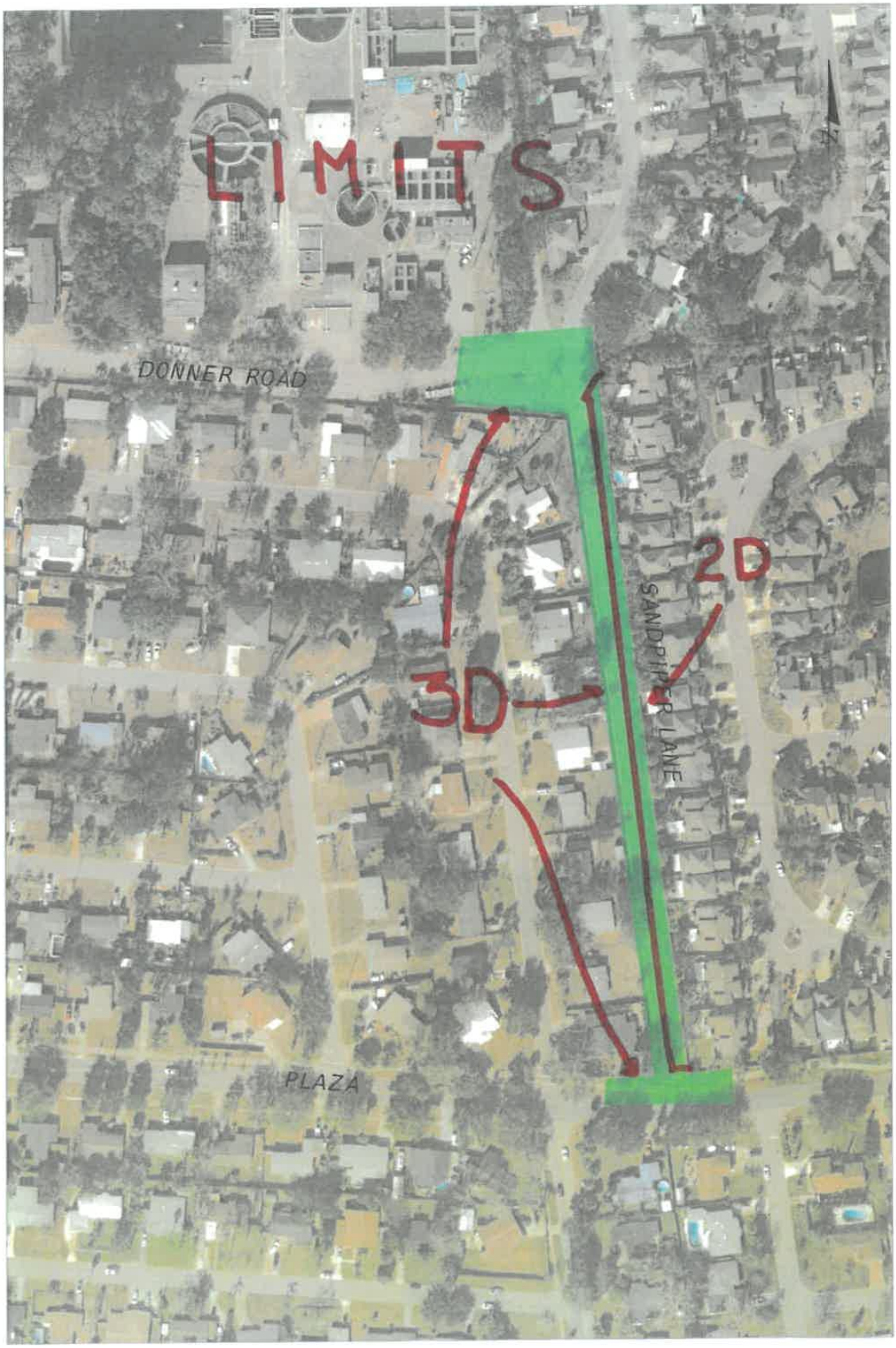
This proposal consists of 4 pages. Any additions or exclusions to this document are not considered a part hereof.

Sincerely,
Clary & Associates, Inc.
Professional Surveyors & Mappers

Michael Nethery
Executive Vice President

***** See following page. *****

Initial_____


LIMITS
DONNER ROAD
2D
3D
SANDPIPER LANE
PLAZA

Clary & Associates
PROFESSIONAL SURVEYORS & MAPPERS

Since 1983, Clary & Associates, Inc. has been making its mark as a leading provider of professional surveying and mapping services. We have a well-earned reputation for delivering high performance and value. By blending innovation and integrity, our team of skilled professionals is committed to maintaining the highest standards of excellence while serving our clients.

Clary & Associates, Inc. has been providing subsurface utility engineering (S.U.E.) services since 1997 and has a proven track record of designating, locating, surveying, and mapping subsurface utilities in a timely and cost sufficient manner.

S.U.E. services help utility owners, designers, engineers, and contractors avoid costly delays and conflicts. Clary utilizes state-of-the-art electronic designative procedures and efficient vacuum excavation equipment to provide accurate designation and location of subsurface utilities without damaging existing casings or utilities. Clary is also certified by the American Traffic Safety Service Association for Maintenance of Traffic Levels One, Two, and Three.

Clary provides the full rang of S.U.E. quality Levels to client specifications to ensure that each project had the most accurate and comprehensive utility locations. Project specifications may contain any or all of the four following quality levels:

- Quality Level D – Information comes solely from existing utility records
- Quality Level C – Visible aboveground utility facilities are surveyed and data is correlated with existing utility records
- Quality Level B – Surface geophysical techniques are used to determine the existence and horizontal position of underground utilities
- Quality Level A – Nondestructive digging equipment is used at critical points to determine the precise horizontal and vertical position of underground utilities, as well as their type, size, condition, material and other characteristics

Clary & Associates, Inc. recognizes the need for flexibility and quick response to various requests. We are available to begin services immediately. We will always dedicate the necessary personnel, equipment and resources to complete the project in accordance with the project requirements and deadlines.

Clary & Associates team members meet or exceed the minimum qualifications for their respective positions.

Clary & Associates, Inc. is a registered SBE firm with the Florida Department of Transportation.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: An ordinance amending Chapter 23 - Protection of trees and the natural environment, to include a new definition of Landmark trees and related regulations

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: June 29, 2026

MEETING DATE: July 13, 2026

BACKGROUND: During the May 2 Town Hall meeting, the City Commission expressed a strong interest in strengthening protections for the City's mature tree canopy and directed staff to develop an expedited approach to preserve the community's most significant trees.

In response to this direction, staff prepared proposed amendments to Chapter 23 of the Code of Ordinances. The proposed amendments establish a new classification for Landmark Trees and create enhanced review, relocation, and mitigation requirements intended to discourage their removal while recognizing that removal may be unavoidable under certain circumstances.

The Environmental Stewardship Committee (ESC) also recommended expanding these protections to include older maritime tree species in addition to live oaks.

On June 22, the City Commission conducted the first reading of the proposed ordinance and approved modifications to expand the definition of Landmark Trees to include qualifying maritime species. This revision broadens the ordinance's applicability beyond live oak trees. The Commission also established a threshold of 20 inches diameter at breast height (DBH) for maritime species to qualify as Landmark Trees.

In addition, the proposed ordinance was revised following concerns raised by the City Attorney regarding the requirement for a third-party arborist report. The language was modified to address those concerns while maintaining the intent of the review process.

The Commission did not establish a required mitigation ratio at first reading, leaving that section of the ordinance blank for further discussion. If desired, the Commission may establish a specific mitigation requirement as part of the second reading. For reference, the City's current mitigation requirements for the removal of a 20-inch DBH tree are as follows:

CLASSIFICATION OF PROPERTY/PROJECTS	CATEGORY OF REGULATED TREE			
	Diameter at breast height (DBH) less than fourteen (14) inches Ratio is expressed as inches removed: inches owed	Diameter at breast height (DBH) equal to or greater than fourteen (14) inches and less than thirty (30) inches Ratio is expressed as inches removed: inches owed	Diameter at breast height (DBH) of thirty (30) inches or greater Ratio is expressed as inches removed: inches owed	Heritage Ratio is expressed as inches removed: inches owed
Vacant lot[1]	1:0.5	1:0.5	1:1	1:2.5
Developed lot[2]	1:0.5	1:1	1:2	1:3
New construction[3]	1:1.5	1:2	1:3	1:4
Public property	1:1.5	1:2	1:3	1:4
Environmentally sensitive areas[4]	1:2	1:2	1:3	1:4
Historic corridor[5]	1:2	1:2	1:3	1:4

BUDGET: N.A.

PUBLIC OUTREACH: Website, Town Hall Meeting

RECOMMENDATION: N.A.

ATTACHMENT: Ordinance No. 95-26-128
Staff Document: Possible code modifications for maintaining trees within the required setbacks

REVIEWED BY CITY MANAGER: Kevin Hogan

ORDINANCE NO. 95-26-128

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND NATIVE VEGETATION, OF THE CODE OF ORDINANCES; AMENDING ARTICLE II, LANGUAGE AND DEFINITIONS, SECTION 23-8, DEFINITIONS, TO ADD A DEFINITION FOR LANDMARK ~~LIVE OAK~~ TREE; AMENDING ARTICLE IV, DIVISION 5, AREAS OF SPECIAL CONCERN, TO CREATE SECTION 23-42, LANDMARK ~~LIVE OAK~~ TREES, ESTABLISHING REGULATIONS, PRESERVATION STANDARDS, REMOVAL CRITERIA, RELOCATION REQUIREMENTS, AND MITIGATION REQUIREMENTS FOR LANDMARK ~~LIVE OAK~~ TREES; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission conducted a Town Hall meeting on May 2, 2026, during which the preservation of the City's mature live oak tree canopy was identified as a community priority; and

WHEREAS, the City Commission directed City staff to develop an expedited approach to strengthen protections for the City's most significant and mature ~~live oak~~ designated maritime species trees; and

WHEREAS, mature ~~live oak~~ designated maritime species trees are among the City's most valuable natural resources and contribute substantially to the environmental, aesthetic, historic, and cultural character of the community; and

WHEREAS, mature ~~live oak~~ maritime species trees provide significant public benefits, including stormwater interception, carbon sequestration, air quality improvement, urban heat island mitigation, wildlife habitat, and energy conservation; and

WHEREAS, mature ~~live oak~~ maritime species trees enhance neighborhood character, increase property values, improve quality of life for residents, and contribute to the City's long-term environmental resilience; and

WHEREAS, according to information published by the International Society of Arboriculture, ~~live oak~~ trees of substantial trunk diameter may be many decades ~~to more than two centuries~~ old, representing natural assets that cannot be readily replaced within a human lifetime; and

WHEREAS, the loss of mature ~~live oak~~ canopy requires many decades to restore and may result in the permanent loss of environmental and community benefits; and

WHEREAS, the City Commission finds that certain exceptionally large and mature ~~live oak~~ trees warrant special recognition and enhanced protection due to their age, size, ecological value, and contribution to the City's urban forest; and

WHEREAS, the City Commission desires to establish a classification for such trees as "Landmark ~~Live Oak~~ Trees" and to designate those trees as regulated trees throughout the City; and

WHEREAS, the City Commission finds that the removal of Landmark ~~Live Oak~~ Trees should be

strongly discouraged and permitted only when demonstrated to be unavoidable or necessary under standards established by this ordinance; and

WHEREAS, the City Commission further finds that relocation of Landmark ~~Live Oak~~ Trees, when determined to be feasible by qualified professionals, should be considered prior to approving removal in order to preserve these significant community resources; and

WHEREAS, enhanced mitigation requirements are necessary to account for the extraordinary value of Landmark ~~Live Oak~~ Trees and to discourage unauthorized removal; and

WHEREAS, the City Commission finds that requiring review by the Community Development Board and final approval by the City Commission for the removal of Landmark ~~Live Oak~~ Trees promotes transparency, accountability, and protection of the public interest.

NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Code of Ordinances Amended to add a new definition to Section 23-8 and a new section 23-42. Amend Section 23-8 to add a new definition of a landmark ~~oak~~ tree and New Section 23-42 - Landmark ~~Oak~~ trees is hereby added to the Code of Ordinances to the City of Atlantic Beach, Florida as follows:

Section 23-8 definitions

Landmark ~~live oak~~ trees are ~~live oaks~~ designated maritime species at least ~~(amount to be determined)~~ 20 inches of diameter at breast height (DBH) or greater.

Section 23-42
Landmark ~~Oak~~ Trees

Landmark ~~live oak~~ trees, as defined in Section 23-8, are considered regulated trees in all areas of the city, and their removal is strongly discouraged. Notwithstanding any state regulations to the contrary,. a tree removal permit is required to remove any landmark ~~live oak~~ tree. ~~If an applicant proposes removal based on a certified arborist's report deeming the tree a hazard to persons or property, the City will retain an independent, third-party arborist to evaluate the tree~~. Prior to approving any removal, the City reserves the right to require the relocation of the tree(s) at the applicant's sole expense. Final approval for removal must be granted by both the Community Development Board and the City Commission. If mitigation is authorized by the City Commission, the mitigation rate shall be (determined by the City Commission). If a landmark ~~live oak~~ tree is removed without a permit, the mitigation rate for that tree shall be (to be determined by the City Commission). Planting mitigation credits are only available for planting replacement ~~live oaks~~ designated maritime species with a minimum 4-inch caliper, subject to prior City staff approval of a landscape plan. ~~Landmark live oaks.~~

Removal may be approved by the City Commission upon demonstration by the applicant that the development or construction activity cannot occur in any other location on the site, or that removal is

unavoidable due to site conditions and/or design considerations beyond the control of the applicant.

SECTION 2. Incorporation, Codification, Scrivener's Errors, Conflict and Severability.

(a) It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Atlantic Beach, Florida, and that the sections of this ordinance may be renumbered or relettered and that the word "ordinance" may be changed to "section," "article," or other appropriate word.

(b) The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation (www.municode.com) is hereby directed to incorporate the revised and amended Code provisions provided herein into the City's Code of Ordinances. Sections of Chapter 5 may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapter 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

(c) All Ordinances, Resolutions, Code of Ordinances or parts of thereof in conflict herewith are hereby repealed to the extent of such conflict.

(d) If any word, phrase, clause, subsection, or section of this Ordinance is for any reason held unconstitutional or invalid by a court of competent jurisdiction, the invalidity thereof shall not affect the validity of any remaining portions of the Ordinance.

SECTION 3. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 22nd day of June 2026.

PASSED by the City Commission on second and final reading this ___ day of _____, 2026.

CITY OF ATLANTIC BEACH

_____

Curtis Ford, Mayor

Attest:

_____

Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____

Jason Gabriel, City Attorney

ORDINANCE NO. 95-26-128

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 23, PROTECTION OF TREES AND NATIVE VEGETATION, OF THE CODE OF ORDINANCES; AMENDING ARTICLE II, LANGUAGE AND DEFINITIONS, SECTION 23-8, DEFINITIONS, TO ADD A DEFINITION FOR LANDMARK TREE; AMENDING ARTICLE IV, DIVISION 5, AREAS OF SPECIAL CONCERN, TO CREATE SECTION 23-42, LANDMARK TREES, ESTABLISHING REGULATIONS, PRESERVATION STANDARDS, REMOVAL CRITERIA, RELOCATION REQUIREMENTS, AND MITIGATION REQUIREMENTS FOR LANDMARK TREES; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission conducted a Town Hall meeting on May 2, 2026, during which the preservation of the City's mature live oak tree canopy was identified as a community priority; and

WHEREAS, the City Commission directed City staff to develop an expedited approach to strengthen protections for the City's most significant and mature designated maritime species trees; and

WHEREAS, mature designated maritime species trees are among the City's most valuable natural resources and contribute substantially to the environmental, aesthetic, historic, and cultural character of the community; and

WHEREAS, mature maritime species trees provide significant public benefits, including stormwater interception, carbon sequestration, air quality improvement, urban heat island mitigation, wildlife habitat, and energy conservation; and

WHEREAS, mature maritime species trees enhance neighborhood character, increase property values, improve quality of life for residents, and contribute to the City's long-term environmental resilience; and

WHEREAS, according to information published by the International Society of Arboriculture, trees of substantial trunk diameter may be many decades old, representing natural assets that cannot be readily replaced within a human lifetime; and

WHEREAS, the loss of mature canopy requires many decades to restore and may result in the permanent loss of environmental and community benefits; and

WHEREAS, the City Commission finds that certain exceptionally large and mature trees warrant special recognition and enhanced protection due to their age, size, ecological value, and contribution to the City's urban forest; and

WHEREAS, the City Commission desires to establish a classification for such trees as "Landmark Trees" and to designate those trees as regulated trees throughout the City; and

WHEREAS, the City Commission finds that the removal of Landmark Trees should be strongly discouraged and permitted only when demonstrated to be unavoidable or necessary under standards

established by this ordinance; and

WHEREAS, the City Commission further finds that relocation of Landmark Trees, when determined to be feasible by qualified professionals, should be considered prior to approving removal in order to preserve these significant community resources; and

WHEREAS, enhanced mitigation requirements are necessary to account for the extraordinary value of Landmark Trees and to discourage unauthorized removal; and

WHEREAS, the City Commission finds that requiring review by the Community Development Board and final approval by the City Commission for the removal of Landmark Trees promotes transparency, accountability, and protection of the public interest.

NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Code of Ordinances Amended to add a new definition to Section 23-8 and a new section 23-42. Amend Section 23-8 to add a new definition of a landmark tree and New Section 23-42 - Landmark trees is hereby added to the Code of Ordinances to the City of Atlantic Beach, Florida as follows:

Section 23-8 definitions

Landmark trees are designated maritime species at least 20 inches of diameter at breast height (DBH) or greater.

Section 23-42
Landmark Trees

Landmark trees, as defined in Section 23-8, are considered regulated trees in all areas of the city, and their removal is strongly discouraged. Notwithstanding any state regulations to the contrary,. a tree removal permit is required to remove any landmark tree. Prior to approving any removal, the City reserves the right to require the relocation of the tree(s) at the applicant's sole expense. Final approval for removal must be granted by both the Community Development Board and the City Commission. If mitigation is authorized by the City Commission, the mitigation rate shall be (determined by the City Commission). If a landmark tree is removed without a permit, the mitigation rate for that tree shall be (to be determined by the City Commission). Planting mitigation credits are only available for planting replacement designated maritime species with a minimum 4-inch caliper, subject to prior City staff approval of a landscape plan.

Removal may be approved by the City Commission upon demonstration by the applicant that the development or construction activity cannot occur in any other location on the site, or that removal is unavoidable due to site conditions and/or design considerations beyond the control of the applicant.

SECTION 2. Incorporation, Codification, Scrivener's Errors, Conflict and Severability.

(a) It is the intention of the City Commission and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of Ordinances of the City of Atlantic Beach, Florida, and that the sections of this ordinance may be renumbered or relettered and that the word "ordinance" may be changed to "section," "article," or other appropriate word.

(b) The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation (www.municode.com) is hereby directed to incorporate the revised and amended Code provisions provided herein into the City's Code of Ordinances. Sections of Chapter 5 may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapter 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

(c) All Ordinances, Resolutions, Code of Ordinances or parts of thereof in conflict herewith are hereby repealed to the extent of such conflict.

(d) If any word, phrase, clause, subsection, or section of this Ordinance is for any reason held unconstitutional or invalid by a court of competent jurisdiction, the invalidity thereof shall not affect the validity of any remaining portions of the Ordinance.

SECTION 3. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 22nd day of June 2026.

PASSED by the City Commission on second and final reading this ___ day of _____, 2026.

CITY OF ATLANTIC BEACH

_____

Curtis Ford, Mayor

Attest:

_____

Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____

Jason Gabriel, City Attorney

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: An ordinance amending Chapter 2, Article IX, City Fees, by creating a new Division 6, Parks and Recreation Facility Fees, for the purpose of consolidating city fees into a single chapter of the code; amending Chapter 5, Beaches, Parks, and Recreation, Section 5-32, to remove the existing fee schedule, and reference the new fee location in Chapter 2

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: June 26, 2026

MEETING DATE: July 13, 2026

BACKGROUND: Staff presented the proposed recreational facility rental fee schedule to the City Commission at its June 8 meeting. The proposed fee schedule was subsequently approved on first reading at the June 22 Commission meeting. As no comments or concerns were expressed by the Commission, staff has prepared the ordinance for second reading without modification.

Staff is recommending adjustments to the recreational facility rental fee schedule to better align user fees with the increasing costs associated with operating, maintaining, and preserving the City's recreational assets. The current fee schedule has remained unchanged since 2012, despite substantial increases in labor costs, utilities, maintenance materials, programming expenses, and overall facility upkeep during that time.

The proposed fee revisions are intended to improve cost recovery while maintaining access to high-quality recreational facilities and amenities for residents, community organizations, and other users. The adjustments will help support the continued operation, maintenance, cleanliness, safety, and long-term sustainability of City facilities, as well as ongoing investments necessary to meet community expectations and service standards.

As part of the evaluation process, staff reviewed rental fees and pricing structures utilized by neighboring municipalities and comparable recreational providers to assess current market conditions and regional trends. While direct comparisons are limited due to differences in facility types, amenities, capacities, locations, and service levels, the review confirmed that the City's existing fee structure has not kept pace with current operating costs or prevailing market rates.

In conjunction with the fee update, staff is recommending the relocation of Parks and Recreation facility fees from Chapter 5 of the City Code to Chapter 2, Article IX, City Fees. Consolidating fees within a single chapter will create a centralized location for all City fee schedules, improving accessibility, administrative efficiency, and ease of use for both staff and the public while reducing potential confusion regarding fee references throughout the Code.

Overall, the proposed revisions are intended to establish a more equitable, transparent, and financially sustainable fee structure that supports the continued operation, maintenance, and enhancement of the City's recreational facilities for public use.

BUDGET: Undermined net gain

RECOMMENDATION: Review and vote on Ordinance

ATTACHMENT(S): Business Impact Statement
Ordinance No. 5-26-76
Exhibit A

REVIEWED BY CITY MANAGER: Kevin Hogancamp

ORDINANCE NO. 5-26-76

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES, BY CREATING A NEW DIVISION 6, PARKS AND RECREATION FACILITY FEES, FOR THE PURPOSE OF CONSOLIDATING CITY FEES INTO A SINGLE CHAPTER OF THE CODE; AMENDING CHAPTER 5, BEACHES, PARKS, AND RECREATION, SECTION 5-32, USER FEES FOR PARKS AND RECREATION FACILITIES, TO REMOVE THE EXISTING FEE SCHEDULE, AND REFERENCE THE NEW FEE LOCATION IN CHAPTER 2; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, the City of Atlantic Beach Code of Ordinances currently contains fees set forth in multiple chapters, which can create confusion and inefficiency in administration and public understanding; and

WHEREAS, the City of Atlantic Beach desires to relocate fees when updating fees currently set forth in various sections of the Code into a single, centralized location within Chapter 2 as such Code sections are amended and updated; and

WHEREAS, the City of Atlantic Beach owns, operates, and maintains recreational facilities and amenities that provide valuable opportunities for community recreation, events, programs, and public gatherings; and

WHEREAS, the City is committed to providing residents, organizations, and visitors with safe, clean, and well-maintained recreational facilities that enhance the quality of life within the community; and

WHEREAS, the current recreational facility rental fee schedule has remained unchanged since 2012 despite substantial increases in operational and maintenance costs over the past decade; and

WHEREAS, the costs associated with labor, utilities, maintenance materials, facility repairs, programming, custodial services, and overall facility upkeep have increased significantly since the current fee schedule was established; and

WHEREAS, periodic review and adjustment of user fees are necessary to ensure that rental rates more accurately reflect the costs incurred by the City in providing and maintaining recreational facilities and services; and

WHEREAS, the proposed fee adjustments are intended to improve cost recovery for the operation, maintenance, preservation, and long-term sustainability of the City's recreational assets while continuing to provide access to high-quality public amenities; and

WHEREAS, the proposed revisions will help support ongoing investments in facility maintenance, cleanliness, safety, customer service, and capital preservation efforts that benefit facility users and the community as a whole.

NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Regulations Amended. The fees found in Chapter 5 Beaches, Parks and Recreation Section 5-32 are being updated and relocated to a new Division 6 in Chapter 2 Administration, as more fully set forth and described in Exhibit A, attached hereto and made part hereof, and hereby adopted to read as shown in said Exhibit A.

SECTION 2. Purpose and Intent. The purpose and intent of this Ordinance are to update parks and recreation facility fees and move fees into Chapter 2.

SECTION 3. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 4. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 5. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the changes to Chapter 2 (Exhibit A) into the City's Code of Ordinances. Sections of the Chapter may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapters 2 and 5 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 22nd day of June, 2026.

PASSED by the City Commission on second and final reading this ____ day of _____, 2026.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

DIVISION 6. - PARKS AND RECREATION FACILITIES FEES

Sec. 2-600. Schedule of user fees for parks and recreation facilities.

The use of public parks and recreation facilities within the city and fees for such use shall be as set forth within this section.

(a) One-time events at the Jordan Park Community Center or Donner Park Community Center.

(1) One hundred forty dollars ($140.00) for four (4) hours and thirty-five dollars ($35.00) for each additional hour.

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances. (b) Recurring use of any city facility or park by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations with approved user agreement for six (6) or more times per year during nonpremium hours.

(1) Monday through Thursday Thirty-five dollars ($35.00) per event or activity with a maximum daily rate of $380.

(2) Friday through Sunday, seventy dollars ($70) per event or activity with a maximum daily rate of $780.

(2) Deposit required: Fifty dollars ($50.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(3) "Premium hours" are identified as:

Friday	5:00 p.m. or later
Saturday	All day
Sunday	Noon or later

A repetitive use not-for-profit, homeowner, or neighborhood association may request usage of premium days/times at the thirty-five dollars ($35.00) per event rate. However, within seven (7) days of the scheduled event, if another group wishes to rent the facility at the full usage rate, then the repetitive use not-for-profit, homeowner, or neighborhood association may be relocated to another facility.

If a repetitive use not-for-profit, homeowner, or neighborhood association wishes to secure the facility for premium days/times, then they will be required to pay the full usage fees for the rental.

(c) Private events at the Adele Grage Cultural Center, Monday through Thursday:

(1) Fifty dollars ($50.00) per hour with a maximum daily fee of four hundred dollars ($400.00).

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(d) Individual events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Monday through Thursday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:

(1) Thirty-five dollars ($35.00) per hour with a maximum daily fee of three hundred eighty dollars ($380.00).

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

Exhibit A to Ordinance No. 5-26-76

(e) Private events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Friday through Sunday:

(1) Four hundred dollars ($400.00) for four (4) hours and one hundred dollars ($100) for each additional hour.

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(f) Individual events at the Adele Grage Cultural Center and Marsh Oaks Community Center, Friday through Sunday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:

(1) Seventy dollars ($70.00) per hour with a maximum daily fee of seven hundred eighty dollars ($780.00).

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(g) For events or activities at any city facility involving the use of alcoholic beverages. The provisions of chapter 3 of this Code shall also apply.

(1) Six hundred dollars ($600.00) for four (4) hours and one hundred fifty dollars ($150) for each additional hour for any event serving beer, wine or any type of alcoholic beverages.

(2) Requires off-duty police officer paid by rental party at prevailing hourly rate.

(3) Must receive prior approval of a special event permit from the city manager.

(4) Use of alcoholic beverages is not permitted in city parks or on the beach, and alcoholic beverages must be contained within the building approved to host such event.

(5) No fee, ticket or other type of compensation shall be charged for alcoholic beverages at any activity at city facilities.

(6) Violation of these rules may [be] cause for forfeiture of any deposits.

(h) Lost key card charge: Twenty dollars ($20.00).

(i) Camping at Dutton Island Preserve.

(1) Thirty five dollars ($35.00) per campsite. (l) Events at any city facility put on by any unit of federal, state or local government shall be exempt from any of the fees required in this section.

(m) All special events requests not previously addressed in this section of the City Code will be assessed a thirty-five dollar ($35.00) application fee when submitted for processing.

(n) Sales tax for the rental of city facilities shall be the responsibility of the renters.

(o) Park pavilions

(1) Thirty-five dollars ($35.00) per pavilion (4 hours) and $10 per additional hour

(2) No deposit is required

(Ord. No. 95-03-82, § 1, 1-27-03; Ord. No. 95-05-89, § 1, 4-11-05; Ord. No. 95-07-93, § 1, 2-26-07; Ord. No. 95-10-100, § 1, 5-10-10; Ord. No. 95-12-105, § 1, 5-14-12)

Exhibit A to Ordinance No. 5-26-76

Sec. 5-32. User fees for parks and recreation facilities.

Pursuant to fees in Chapter 2.

~~The use of public parks and recreation facilities within the city and fees for such use shall be as set forth within this section.~~

~~(a) One-time events at the Jordan Park Community Center or Donner Park Community Center.~~

~~(1) One hundred dollars ($100.00) for four (4) hours and twenty-five dollars ($25.00) for each additional hour.~~

~~(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~

~~(b) Recurring use of any city facility or park by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations with approved user agreement for six (6) or more times per year during nonpremium hours.~~

~~(1) Twenty-five dollars ($25.00) per event or activity.~~

~~(2) Deposit required: Fifty dollars ($50.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~

~~(3) "Premium hours" are identified as:~~

~~Friday~~	~~5:00 p.m. or later~~
~~Saturday~~	~~All day~~
~~Sunday~~	~~Noon or later~~

~~A repetitive use not-for-profit, homeowner, or neighborhood association may request usage of premium days/times at the twenty-five dollars ($25.00) per event rate. However, within seven (7) days of the scheduled event, if another group wishes to rent the facility at the full usage rate, then the repetitive use not-for-profit, homeowner, or neighborhood association may be relocated to another facility.~~

~~If a repetitive use not-for-profit, homeowner, or neighborhood association wishes to secure the facility for premium days/times, then they will be required to pay the full usage fees for the rental.~~

~~(c) Private events at the Adele Grage Cultural Center, Monday through Thursday:~~

~~(1) Fifty dollars ($50.00) per hour with a maximum daily fee of four hundred dollars ($400.00).~~

~~(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~

~~(d) Individual events at the Adele Grage Cultural Center, Monday through Thursday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:~~

~~(1) Twenty-five dollars ($25.00) per hour with a maximum daily fee of three hundred twenty dollars ($320.00).~~

~~(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.~~

~~(e) Private events at the Adele Grage Cultural Center, Friday through Sunday:~~

~~(1) One hundred dollars ($100.00) per hour with a maximum daily fee of eight hundred dollars ($800.00).~~

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(f) Individual events at the Adele Grage Cultural Center, Friday through Sunday, by 501(c)(3) not-for-profit groups, neighborhood or homeowner associations:

(1) Fifty dollars ($50.00) per hour with a maximum daily fee of six hundred dollars ($600.00).

(2) Deposit required: Two hundred dollars ($200.00), refundable if no damage to facility, the facility is cleaned after use and no violation of park rules or city ordinances.

(g) For events or activities at any city facility involving the use of alcoholic beverages. The provisions of chapter 3 of this Code shall also apply.

(1) One hundred dollars ($100.00) per hour for any event serving beer, wine or any type of alcoholic beverages.

(2) Requires off-duty police officer paid by rental party at prevailing hourly rate.

(3) Must receive prior approval of a special event permit from the city manager.

(4) Use of alcoholic beverages is not permitted in city parks or on the beach, and alcoholic beverages must be contained within the building approved to host such event.

(5) No fee, ticket or other type of compensation shall be charged for alcoholic beverages at any activity at city facilities.

(6) Violation of these rules may [be] cause for forfeiture of any deposits.

(h) Lost key charge: Eight dollars ($8.00); lost security card: Twenty dollars ($20.00).

(i) Beach bonfire.

(1) Twenty-five dollars ($25.00) per activity on beach with bonfire or any type of open flame.

(2) Approval of a fire permit by the parks and recreation department is required. Permit must be requested and approved during regular city weekday work hours at least twenty-four (24) hours prior to activity.

(j) Summer Camp at Donner Park Community Center and Jordan Park Community Center.

(1) Forty-five dollars ($45.00) per week per child.

(2) Fifty dollars ($50.00) per child for the duration of the summer camp for children who qualify for free or reduced-price school lunches.

(k) Camping at Dutton Island Preserve.

(1) Twenty-five dollars ($25.00) per campsite.

(l) Events at any city facility put on by any unit of federal, state or local government shall be exempt from any of the fees required in this section.

(m) All special events requests not previously addressed in this section of the City Code will be assessed a twenty-five dollar ($25.00) application fee when submitted for processing.

(n) Sales tax for the rental of city facilities shall be the responsibility of the renters.

Business Impact Estimate Form

CITY OF ATLANTIC BEACH, FLORIDA

Ordinance Title: An ordinance of the City of Atlantic Beach, Duval County, Florida, amending Chapter 2, Article IX, City fees, by creating a new Division 6, Parks and recreation facility fees, for the purpose of consolidating city fees into a single chapter of the code; amending Chapter 5, Beaches, parks, and recreation, Section 5-32, User fees for parks and recreation facilities, to remove the existing fee schedule, and reference the new fee location in Chapter 2; providing for findings of fact, codification, applicability, conflicts, severability, and an effective date.

Ordinance Number: 5-25-76

Date: June 10, 2026

Pursuant to Florida Statute 166.041(4), the City of Atlantic Beach has prepared this Business Impact Estimate for the proposed ordinance described below. This estimate is provided to inform the public and businesses of the potential economic impacts of the proposed ordinance, as required by law.

1. Summary of the Proposed Ordinance (statement of public purpose):

The purpose of this ordinance is to update the City of Atlantic Beach's recreational facility rental fee schedule to more accurately reflect the costs associated with the operation, maintenance, preservation, and long-term sustainability of City recreational facilities and amenities. The revised fee structure is intended to improve cost recovery, support continued investments in facility upkeep and customer service, and ensure that residents, organizations, and visitors continue to have access to safe, clean, and high-quality recreational facilities that enhance the quality of life within the community.

2. Estimated Direct Economic Impact on Private, For-Profit Businesses:

The following estimates outline the direct economic impact of the proposed ordinance on private, for-profit businesses within the City of Atlantic Beach, as required by Florida Statute 166.041(4)(a)(2).

a. Estimated Direct Compliance Costs

- Small rental fee increases

b. Identification of New Charges or Fees

- Increase park pavilion fees from $25 to $35
- Increase camping fees from $25 to $35
- Increase Gail Baker and Jordan Community Center fees from $25 per hour to $35 per hour
- Add new fee for new community Center (Marsh Oaks Community Center)
- Increase non-profit rental fees for centers from $50 to $70 (Friday through Sunday) and increase from $25 to $35 (Monday through Thursday)
- Increase fees for facilities with events with alcohol from $100 per hour to $150 per hours

c. Estimated Municipal Regulatory Costs (including estimated revenues from any new charges or fees to cover such costs)

- No significant municipal regulatory costs are anticipated.

3. Good Faith Estimate of Businesses Likely Impacted

- Very few businesses are impacted most of the rentals are individuals.

4. Additional Information

The revised fee structure is intended to improve cost recovery, support continued investments in facility upkeep and customer service, and ensure that residents, organizations, and visitors continue to have access to safe, clean, and high-quality recreational facilities that enhance the quality of life within the community

Posted on: June 12, 2026

Website: https://coab.us/

Note: This Business Impact Estimate is provided in compliance with Florida Statute 166.041(4). Certain ordinances, such as those related to budgets, debt issuance, or compliance with federal or state law, may be exempt from this requirement.

BUSINESS IMPACT ESTIMATE EXEMPTIONS

Pursuant to Section 166.041(4), Florida Statutes, the City of Atlantic Beach, Florida is required to prepare a Business Impact Estimate for Ordinances that are NOT exempt from this requirement.

A list of Ordinance exemptions are provided below. Please check all exemption boxes that apply to this Ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

☐ The proposed ordinance is required for compliance with Federal or State law or regulation;

☐ The proposed ordinance relates to the issuance or refinancing of debt;

☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in Section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;

b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;

c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be completed.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: An ordinance amending Chapter 2 to update the Building Permit Fee

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: June 26, 2026

MEETING DATE: July 13, 2026

BACKGROUND: Staff presented the proposed recreational facility rental fee schedule to the City Commission at its June 8 meeting. The proposed fee schedule was subsequently approved on first reading at the June 22 Commission meeting. As no comments or concerns were expressed by the Commission, staff has prepared the ordinance for second reading without modification.

During the 2026 Legislative Session, the Florida Legislature adopted CS/CS/HB 803, relating to building permits and inspections. The legislation substantially revises various provisions of Florida law governing local building permit administration, inspections, permit exemptions, private provider services, and building permit fee structures. The bill was signed into law by Governor Ron DeSantis and becomes effective July 1, 2026.

HB 803 establishes several new statewide requirements affecting municipal building departments, including restrictions on permit fee calculations, mandatory fee reductions when private providers are utilized, expanded permit exemptions, and accelerated permit review timelines. Of particular relevance to municipalities, HB 803 further restricts local governments to collecting only those building permit fees reasonably necessary to fund the administration and enforcement of the Florida Building Code. The legislation reinforces statutory limitations requiring that building permit revenues not exceed the actual costs associated with permitting, inspections, plan review, and code enforcement activities. In addition, the changes to Florida Statute 553.79 specifically state fees cannot be based on the total cost of the project. Current fees are based on the cost of the project.

Staff recommends updating the City's building permit fee schedule and related administrative provisions to:

- Ensure compliance with revised state law governing permit fee calculations;
- Clarify fee reductions applicable to projects utilizing private providers;
- Update administrative review and inspection fees to accurately reflect actual service costs;
- Maintain adequate funding for code enforcement and permitting operations; and
- Improve transparency and consistency in permit fee administration.

The proposed updates are intended to align the City's permitting practices with the requirements established under HB 803 while preserving the City's ability to effectively administer and enforce the Florida Building Code.

Staff recommends that building permit fees be calculated using a documented cost-recovery methodology consistent with the requirements of Section 553.80, Florida Statutes, as amended by HB 803. Under the

revised statutory framework, permit fees should be reasonably related to the actual costs incurred by the City in administering and enforcing the Florida Building Code and should not exceed the amount necessary to fund permitting operations.

Accordingly, staff recommends that the City's fee schedule be structured to account for the direct and indirect costs associated with permit administration, including:

- Plan review and technical review services;
- Building inspections and re-inspections;
- Permit processing and administrative overhead;
- Technology and permitting software systems;
- Records management and document retention;
- Code enforcement activities directly related to permitting;
- Personnel costs, including salaries, benefits, training, and certifications for permitting and inspection staff; and
- Operational expenses associated with vehicles, equipment, office space, and departmental support services.

BUDGET: Undetermined net gain

RECOMMENDATION: Review and vote on Ordinance

ATTACHMENT(S): Business Impact Statement (exempt)
Ordinance No. 5-26-75
Exhibit A

REVIEWED BY CITY MANAGER: Kevin Hogancamp

ORDINANCE NO. 5-26-75

AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES; AMENDING DIVISION 2, BUILDING CODE FEES, INCLUDING SECTION 2-500, SCHEDULE OF BUILDING PERMIT FEES; SECTION 2-501, SCHEDULE OF ELECTRICAL PERMIT FEES; SECTION 2-502, SCHEDULE OF PLUMBING PERMIT FEES; AND SECTION 2-503, SCHEDULE OF MECHANICAL AND GAS PERMIT FEES; AMENDING DIVISION 3, FIRE DEPARTMENT FEES, INCLUDING SECTION 2-510; CREATING A NEW DIVISION 4, PUBLIC WORKS FEES, INCLUDING SECTION 2-520, SCHEDULE OF PUBLIC WORKS PERMIT FEES; CREATING A NEW DIVISION 5, ZONING FEES, INCLUDING SECTION 2-530; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.

WHEREAS, during the 2026 Legislative Session, the Florida Legislature adopted CS/CS/HB 803, relating to building permits and inspections; and

WHEREAS, HB 803 was signed into law by Governor Ron DeSantis and becomes effective July 1, 2026; and

WHEREAS, HB 803 substantially revises provisions of Florida law governing local building permit administration, inspections, permit exemptions, private provider services, permit fee structures, and permit review timelines; and

WHEREAS, HB 803 further limits local governments to collecting only those building permit fees reasonably necessary to fund the administration and enforcement of the Florida Building Code; and

WHEREAS, Section 553.79, Florida Statutes, as amended, provides that building permit fees may not be based upon the total construction cost of a project; and

WHEREAS, Sections 553.79 and 553.80, Florida Statutes, require that permit fee revenues be reasonably related to and not exceed the actual costs incurred by the City in administering and enforcing the Florida Building Code; and

WHEREAS, the City desires to update its building permit fee schedule and related administrative procedures to ensure compliance with state law, improve transparency and consistency in permit fee administration, and maintain adequate funding for permitting and code enforcement operations; and

WHEREAS, the City Commission finds that the amendments contained herein are necessary and in the best interests of the public health, safety, and welfare.

NOW, THEREFORE, BE ENACTED BY THE CITY COMMISSION ON BEHALF OF THE PEOPLE OF THE CITY OF ATLANTIC BEACH, FLORIDA:

SECTION 1. Regulations Amended. The fees found in Chapter 2 Article IX updated to reflect changes as require by new State legislation as more fully set forth and described in Exhibit A, attached hereto and made part hereof, and hereby adopted to read as shown in said Exhibit A.

SECTION 2. Purpose and Intent. The purpose and intent of this Ordinance ensure compliance with House Bill 803.

SECTION 3. Conflict. All ordinances, resolutions, official determinations or parts thereof previously adopted or entered by the City or any of its officials and in conflict with this Ordinance are repealed to the extent inconsistent herewith.

SECTION 4. Severability. If a Court of competent jurisdiction at any time finds any provision of this Ordinance to be unlawful, illegal, or unenforceable, the offending provision shall be deemed severable and removed from the remaining provisions of this Ordinance which shall remain in full force and intact.

SECTION 5. Codification and Scrivener's Errors. The publisher of the City of Atlantic Beach's Code of Ordinances, the Municipal Code Corporation, is hereby directed to incorporate the changes to Chapter 2 (Exhibit A) into the City's Code of Ordinances. Sections of the Chapter may be renumbered or re-lettered and scrivener's errors, formatting and typographical errors and other minor, inadvertent graphical errors in Chapters 2 which do not affect the intent may be authorized by the City Manager and City Attorney without the need of public hearing, by filing a corrected or re-codified copy of same with the City Clerk.

SECTION 6. Effective Date. This ordinance shall take effect upon final reading and approval.

PASSED by the City Commission on first reading this 22nd day of June, 2026.

PASSED by the City Commission on second and final reading this ____ day of _____, 2026.

CITY OF ATLANTIC BEACH

_____
Curtis Ford, Mayor

Attest:

_____
Donna L. Bartle, City Clerk

Approved as to form and correctness:

_____
Jason Gabriel, City Attorney

EXHIBIT A

Chapter 2 - ADMINISTRATION

ARTICLE IX. – CITY FEES

DIVISION 2. – BUILDING CODE FEES

Sec. 2-500. Schedule of building permit fees.

(a) ~~[~~*Generally.*~~]~~ , the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined by permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained.

(1) *Building and construction permit fees.* ~~For the purposes of determining fees, floor area of a building shall be determined at each story including all portions under roofs.~~ Separate fees shall be paid for electrical, plumbing, mechanical, zoning, fire, ~~miscellaneous~~ and other plan reviews and/or permits shown elsewhere in this section or in other applicable sections of this Code. ~~Building permit fees for new construction shall be based on the most current ICC Building Valuation Data or proposed Job Cost, whichever is greater.~~

a. ~~*Building*~~ *Commercial permit fees.*

(i) Foundation Repair,

Building fees - Plan review fee, $55; Inspection fee, $50

Total permit fee, $205

(ii) Window, Door, Siding, Shutters,

Building fees – Plan review fee, $75; Inspection fee, $100

Total permit fee, $275

(iii) Solar Building (requires companion electrical permit),

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $385

(iv) Foundation New*,

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $100

Total permit fee, $700

EXHIBIT A

(v) Building Generator,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee $95; Inspection fee, $150

Total permit fee, $505

(vi) Spa-Hot tub,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $75; Inspection fee, $100

Total permit fee, $505

(vii) Accessory Structure*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $130; Inspection fee, $250

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $955

(viii) Pool In-Ground,

Public Utilities fees – Inspection fee, $50

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $200

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $960

(ix) Buildout* (new tenant),

Public Works fees – Plan review fee, $20; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $300

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $990

(x) Alteration-Repair* (existing tenant),

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $300

EXHIBIT A

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,010

(xi) Addition* (existing tenant),

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,145

(xii) Shell* (no tenant),

Public Utilities fee – Inspection fee, $50

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,275

(xiii) New Construction* (new tenant)

Public Utilities fees – Inspection fee, $100

Public Works fees – Plan review fee, $115; Inspection fee, $100

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $205; Inspection fee, $400

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $1,410

(xiv) Commercial Roof

Zoning fees- Plan review fee, $50; Inspection fee, $55

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $345

b. *Residential permit fees*. All residential permit types in this section shall have a $100 administrative fee, except Pool Above-Ground. Total permit fees listed below are subject to state surcharges.

(i) Foundation Repair,

Building fees – Plan review, $55; Inspection fee, $50

Total permit fees, $205

EXHIBIT A

(ii) Windows, Doors, Siding, Shutters,

Building fees – Plan review, $55; Inspection fee, $100

Total permit fees, $255

(iii) Solar Building (requires companion electrical permit),

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $435

(iv) Spa-Hot tub,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $435

(v) Deck,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $55; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $450

(vi) Pool Above-Ground,

Administrative fee, $60

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $200

Total permit fee, $495

(vii) Mobile Home,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $545

(viii) Pool In-Ground,

Public Works fees – Plan review fee, $55; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $75; Inspection fee, $200

EXHIBIT A

Total permit fee, $570

(ix) Foundation New*,

Public Works fees – Plan review fee, $115; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $625

(x) Accessory structure*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $150

Total permit fee, $635

(xi) Outdoor kitchen,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fees, $55; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $300

Total permit fee, $745

(xii) Alteration-repair*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $300

Total permit fee, $765

(xiii) Addition*,

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fees, $75; Inspection fee, $50

Building fees – Plan review fees, $115; Inspection fee, $400

Total permit fee, $865

(xiv) New Construction*,

Public Utilities fees – Inspection fee, $100

Public Works fees – Plan review fee, $115; Inspection fee, $150

Zoning fees – Plan review fee, $115; Inspection fee, $50

Building fees – Plan review fee, $170; Inspection fee, $400

Total permit fee, $1,200

(xv) Residential Roof Shingle*

EXHIBIT A

Administrative fee, $100

Building fees – Inspection fee, $100

Total permit fees, $200

(xvi) Residential Roof Other*

Administrative fee, $100

Zoning fees – Plan Review fee, $40; Inspection fee, $50

Building fees – Plan review fee, $40, Inspection fee, $100

Total permit fees, $330

~~Total Valuation Fee~~	~~Permit Fee~~
~~$1,000.00 or less~~	~~$100.00~~
~~$1,000.00 to $50,000.00~~	~~$100.00 for the first $1,000.00 plus $5.00 for each additional $1,000.00 or fraction thereof, to and including $50,000.00~~
~~$50,001.00 to $100,000.00~~	~~$345.00 for the first $50,000.00 plus $4.00 for each additional $1,000.00 or fraction thereof, to and including $100,000.00~~
~~$100,001.00 to $500,000.00~~	~~$545.00 for the first $100,000.00 plus $3.00 for each additional $1,000.00 or fraction thereof, to and including $500,000.00~~
~~$500,001.00 and up~~	~~$1,745.00 for the first $500,000.00 plus $2.00 for each additional $1,000.00 or fraction thereof~~

(2) *Moving fee.* For the moving of any building or structure, the fee shall be ~~one dollar ($1.00) per square foot of structure(s) to be moved.~~ Calculated per the fees for new construction based on the most recent occupancy classification of the structure.

(3) *Demolition fee.* For the partial or complete demolition of any building or the interior demolition of a building or structure, the fee shall be ~~one dollar ($1.00) per square foot of structure(s) to be demolished.~~ Based on demolition permit type. All permits in this section shall have an administrative fee of $100. Total permit fees are subject to state surcharges.

a. Commercial demolition*,

Public Utilities fees – Inspection fees, $50

Public Works fees – Plan review fee, $40; Inspection fee, $100

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $95; Inspection fee, $100

Total permit fee, $555

b. Commercial interior demolition*,

EXHIBIT A

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $50

Total permit fee, $275

c. Residential demolition*,

Public Utilities fees – Inspection fee, $50

Public Works fees – Plan review fee, $20; Inspection fee, $100

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $480

d. Residential interior demolition*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permit fee, $260

~~(4) *Plan check fees.* A plan checking fee shall be paid to the building department at the time of submitting plans and specifications for checking. Said plan checking fee shall be equal to one half (½) of the building permit fee. Such plan checking fee is in addition to the building permit fee. Additional plan checking fees are required for planning and zoning and fire department plan reviews.~~

(45) ~~*Fence fee.* For installing fencing the fee shall be sixty dollars ($60.00) if not part of a required pool barrier. For installing fencing that is part of a required pool barrier, the fee shall be one hundred twenty dollars ($120.00).~~ Permit fees for fencing shall be subject to state surcharges.

a. Commercial fencing,

Administrative fee, $60

Public Works fees – Plan review fee, $20; Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Fire fees – Plan review fees, $150; Inspection fee, $75

Total permit fee, $515

b. Residential fencing, Building (enclosing a pool),

Administrative fee, $25

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $20; Inspection fee, $50

Total permit fee, $165

c. Residential fencing, Zoning (not enclosing a pool),

EXHIBIT A

Administrative fee, $25

Zoning fees, Plan review, $20; Inspection fee, $50

Total permit fee, $95

(56) *Reinspection fee.* Fifty-five dollars ($55.00).

(7) *Sign erections.* *Total permit fees may be subject to state surcharges*

a. Commercial Sign, Monument,

Administrative fee, $25

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $445

b. Commercial Sign, Wall,

Administrative fee, $25

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permits fee, $240

~~Total sq. ft. of sign~~	~~Fee~~
~~Up to 32 sq. ft.~~	~~$85.00~~
~~Greater than 32 sq. ft.~~	~~$85.00 plus $10.00 for each additional sq. ft.~~

(78) *Change of tenant ~~fee~~.* ~~A fee of one hundred dollars ($100.00) shall be paid when a new tenant occupies an existing commercial space. The fee shall be for the application review and site inspection of the property to determine occupancy compliance with required regulations.~~ When a change of tenant occurs, the business owner shall apply for a Certificate of Use, in addition to any business license requirements.

(a) Certificate of Use,

Administrative fee, $60

Zoning fees – Application review fee, $75; Inspection fee, $50

Building fees – Application review fee, $95; Inspection fee, $50

Fire fees – Application review fee, $150; Inspection fee, $75

Total Certificate of Use fee, $555

EXHIBIT A

(89) *Building permit renewal fee.* The following permit renewal fees shall be paid when an applicant renews a permit after the original permit has expired in accordance with the Florida Building Code.

Completed inspections	Amount of renewal fee
No inspection conducted	100% of original fee
Slab inspection approved	80% of original fee
All rough inspections approved	50% of original fee
Insulation inspection approved	30% of original fee
Any final inspection pending	10% of original fee

(910) *Building permit fee refunds.* Permit fee refunds may be made when no work has started. A fee of fifteen (15) percent shall be retained by the city including the permit issuance fee and all plan review fees. Where work has commenced and the project is abandoned no refunds will be made. All requests for a refund shall be made in writing to the building official.

(b) *Plan review resubmittal fees:* ~~Plans submitted which are not initially approved shall be subject to a resubmittal fee for additional reviews, as follows: Fifty dollars ($50.00) for the second submittal; seventy-five ($75.00) for the third submittal; and one hundred ($100.00) for the fourth and any subsequent submittals.~~ If a third review of the permit application documents results in disapproval by any agency for a repeated plan review comment that has not been addressed in the three submissions, the plan review fee for that agency may be increased up to four times the stated plan review fee for that agency for that permit type.

Sec. 2-501. Schedule of electrical permit fees.

(a) Electrical permit fees Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Electrical permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

(1) Commercial Electrical*,

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $265

(2) Commercial Electrical Generator (requires companion Commercial Building Generator permit),

Building fees – Plan review fee, $55; Inspection fee, $100

EXHIBIT A

Total permit fee, $215

(3) Commercial Electrical EV Charger (may require companion Commercial Site Work permit)

Public Works fees – Plan review fee, $20

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $75; Inspection fee, $100

Total permit fee, $380

(4) Residential Electrical*,

Building fees – Inspection fee, $150

Total permit fee, $210

(5) Residential Electrical Generator (requires companion Residential Building Generator permit),

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $200

(6) Residential EV Charger,

Building fees – Plan review fee, $40; Inspection fee, $100

Total permit fee, $200

~~(1) Base permit fee, $60.00~~

~~(2) New single family residential occupancy:~~

~~a. 0—100 amp service, $90.00 (plus base permit fee)~~

~~b. 101—150 amp service, $110.00 (plus base permit fee)~~

~~c. 151—200 amp service, $110.00 (plus base permit fee)~~

~~d. For each additional 50 amp or fractional part thereof, $10.00~~

~~e. Room additions, $40.00 (plus base permit fee)~~

~~f. Mobile home service, $20.00 (plus base permit fee)~~

~~(3) Multifamily per dwelling unit, $80.00~~

~~(4) Service change:~~

~~a. 0—100 amp service, $30.00 (plus base permit fee)~~

~~b. 101—150 amp service, $50.00 (plus base permit fee)~~

~~c. 151—200 amp service, $50.00 (plus base permit fee)~~

~~d. For each additional 50 amp or fractional part thereof, $20.00~~

~~(5) New commercial services:~~

EXHIBIT A

~~a. 0 – 100 amp service, $130.00 (plus base permit fee)~~

~~b. 101 – 150 amp service, $130.00 (plus base permit fee)~~

~~c. 151 – 200 amp service, $130.00 (pluse base permit fee)~~

~~d. For each additional 50 amp or fractional part thereof, $10.00~~

~~(6) Temporary services, $20.00 (plus base permit fee)~~

~~(7) Signs, Base permit fee~~

~~(8) Switch and receptacle outlets (except new single family, multifamily and room additions):~~

~~a. Up to 30 amp, each $1.00~~

~~b. 31 – 100 amp, each $2.00~~

~~c. 101 – 200 amp, each $4.00~~

~~(9) Lighting outlets, including fixtures, each $1.00~~

~~(10) Primary service, $50.00 (plus base permit fee)~~

~~(11) Transformers, per 20 KVA or fractional part thereof, $10.00~~

~~(12) Heat:~~

~~a. 0 – 10 kw, $10.00~~

~~b. 10 – 15 kw, $20.00~~

~~c. 15 – 24 kw, $30.00~~

~~d. Over 24 kw, $30.00~~

~~(13) Air conditioning circuits:~~

~~a. 0 – 60 amp, $10.00~~

~~b. 61 – 100 amp, $20.00~~

~~(14) Motors:~~

~~a. 0 – 5 hp, $10.00~~

~~b. Plus $10.00 for each additional 5 hp or fractional part thereof~~

~~(15) Appliances, fixed or stationary:~~

~~a. Up to 30 amp, $10.00~~

~~b. 31 – 100 amp, $20.00~~

~~c. Over 100 amp, $20.00~~

~~(16) Smoke detectors wired into electrical system (except single family, multifamily and room additions), each $2.00~~

~~(17) Minimum fee, $60.00~~

~~(18) Swimming pools, $120.00~~

EXHIBIT A

~~(19) Repairs and miscellaneous, $100.00~~

(~~20~~7) Reinspection, $55.00

Sec. 2-502. Schedule of plumbing permit fees.

(a) Plumbing permit fees. Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Plumbing permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

(1) Commercial Plumbing*,

Public Utilities fee – Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $315

(2) Residential Plumbing*,

Building fees – Inspection fee, $150

Total permit fee, $210

(3) Commercial Irrigation,

Public Utilities fees – Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Total permit fee, $270

(4) Residential Irrigation,

Public Utilities fees – Inspection fee, $50

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Inspection fee, $50

Total permit fee, $230

~~(a)~~

~~(1) Base permit fee, $60.00~~

~~(2) Fixtures, each $7.00 (plus base permit fee)~~

~~(3)~~ (~~5~~18) Reinspection, $55.00

EXHIBIT A

Sec. 2-503. Schedule of mechanical and gas permit fees.

(a) Mechanical permit fees. Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Permit types designated with an asterisk shall have their fees multiplied by 1.5 if the total work area is over 2,500 square feet and under 4,000 square feet or multiplied by 2 if their work area is 4,000 square feet or more. Private provide discounts shall be 75% of fees designated as Building plan review fee or Building inspection fee, depending on services for which the private provider is retained. Mechanical and Gas permits shall have an administrative fee of $60. Total permit fees are subject to state surcharges.

~~:~~

~~(1). Base permit fee, $60.00~~

~~(2). Air conditioning and refrigeration (total capacity in single installation):~~

~~a. For each ton or fractional part thereof:~~

~~b. Air conditioning from 1 ton to 10 tons total capacity in single installation, for each ton or fraction thereof for each apartment or business will be considered a separate system, $11.00~~

~~c. For each ton of air conditioning over 10 tons or fractional part thereof up to 25 tons, $7.00~~

~~d. For each ton of air conditioning over 25 tons or fractional part thereof, $6.00~~

~~(3). Furnaces and heating equipment (total capacity in single installation):~~

~~a. For the first 200,000 BTU per hour capacity or fractional part thereof in single installation for each apartment or business, $20.00~~

~~b. For each additional 50,000 BTU per hour of fuel used or fractional part thereof4.00~~

~~c. Any burner (not in heating system), each $12.00~~

~~(4). Boilers, including heating element:~~

~~a. For the first 500,000 BTU per hour input of fuel, $30.00~~

~~b. For each additional 100,000 BTU per hour input of fuel or fractional part thereof, $6.00~~

~~(5). Air duct systems:~~

~~a. For the first 2,000 cubic feet per minute capacity of air handled in duct system, $20.00~~

~~b. For each 1,000 cubic feet per minute over 2,000 cubic feet per minute or fractional part thereof up to 10,000 cubic feet per minute, $8.00~~

~~c. For each additional 1,000 cubic feet per minute or fractional part thereof4.00~~

~~(6). Pumps, $4.00~~

~~(7). Tanks, all types, gasoline or liquefied petroleum:~~

EXHIBIT A

~~a. 0 – 600 gallons, $20.00~~

~~b. Over 600 to 10,000 gallons capacity or fractional part thereof, $100.00~~

~~c. For each additional 1,000 gallons or fractional part thereof, $4.00~~

~~(8). Service station automobile lifts, $10.00~~

~~(9). Elevators, escalators, man lifts, hoists for the first 4 floors, $100.00~~

~~(10). Prefabricated fireplaces, each $30.00~~

~~(12). Alteration or repair of boiler or on fired pressure vessel, $30.00~~

~~(13). Solar collector system (excluding electro voltaic systems), $30.00~~

~~(14). Commercial hood Type I, $120.00 (plus fire reviews and inspections)~~

~~(15). Commercial hood Type II, $30.00~~

~~(16). Heat exchanger or coil in ducts, $10.00~~

~~(17). Minimum fee for any mechanical permit, $60.00~~

(1) Commercial Mechanical*,

Building fees – Plan review fee, $55; Inspection fee, $100

Total permit fee, $215

(2) Residential Mechanical*,

Building fees – Inspection fee, $100

Total permit fee, $160

(3) Commercial Gas*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $55; Inspection fee, $150

Total permit fee, $335

(4) Residential Gas*,

Zoning fees – Plan review fee, $20; Inspection fee, $50

Building fees – Plan review fee, $20; Inspection fee, $100

Total permit fee, $250

(~~18~~5). Reinspection fee, $55.00

~~(19). For mechanical fee not listed in this section, fee shall be based on $8.00 per thousand dollars.~~

~~(b) Gas piping permit fees. Consumers' gas piping and appliances at one (1) location:~~

~~(1). Base permit fee, $60.00~~

~~(2). For 1 to 4 outlets, $10.00~~

EXHIBIT A

~~a. For each additional outlet, $2.00 each~~

~~(3). For conversion burners, floor furnaces, incinerators, boilers, central heat and air conditioning units, $10.00 (plus base permit fee)~~

~~a. For each additional unit, $2.00 each~~

~~(4). Vented wall furnaces and water heaters, each unit $5.00 (plus base permit fee)~~

~~(5). Reinspection fee, $55.00~~

Secs. 2-504 – 2-509. Reserved.

DIVISION 3. – FIRE DEPARTMENT FEES

Sec. 2-510. Schedule of fire fees.

(a) All fees for inspections and permits listed ~~in Sec. 7-30~~ shall be charged as established by the Jacksonville Fire and Rescue Department (JFRD) of the City of Jacksonville, Florida. www/coj.net/fees

(b) Administrative fee (per Sec. 7-30), $~~45.00~~60.00

~~(b)~~(c) Common fire fees include $150 for plan review and $75 for inspections

Secs. 2-511 – 2-519. – Reserved.

DIVISION 4. – PUBLIC WORKS FEES

Sec. 2-520. Schedule of Public Works permit fees

(a) Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Public Works permits shall have an administrative fee of $60. Total permit fees may be subject to state surcharges.

(1) Commercial Civil and Site,

Public Works fees – Plan review fee, $150; Inspection fee, $150

Zoning fees – Plan review fee, $150; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $875

(2) Commercial Driveway,

Public Works fees – Plan review fee, $75; Inspection fee, $100

Zoning fees – Plan review fee, $75; Inspection fee, $50

EXHIBIT A

Total permit fee, $360

(3) Commercial Driveway and Parking lot,

Public Works fees - Plan review fee, $75; Inspection fee, $100

Zoning fees – Plan review fee, $75; Inspection fee, $50

Building fees – Plan review fee, $40; Inspection fee, $50

Fire fees – Plan review fee, $150; Inspection fee, $75

Total permit fee, $675

(4) Commercial Site Improvement,

Public Works fees – Plan review fee, $75; Inspection fee, $100

Zoning fees – Plan review fee, $75; Inspection fee, $50

Total permit fee, $360

(5) Residential Civil and Site,

Public Works fees – Plan review fee, $75; Inspection fee, $150

Zoning fees – Plan review fee, $115; Inspection fee, $50

Total permit fee, $450

(6) Residential Driveway,

Public Works fees – Plan review fee, $40; Inspection fee, $100

Zoning fees – Plan review fee, $55; Inspection fee, $50

Total permit fee, $305

(7) Residential Site Improvement,

Public Works fees – Plan review fee, $40; Inspection fee, $100

Zoning fees – Plan review fee, $55; Inspection fee, $50

Total permit fee, $305

(8) Right-of-Way Landscaping/Construction,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40; Inspection fee, $50

Total permit fee, $240

(9) Right-of-Way Temporary Obstruction,

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40

Total permit fee, $190

(10) Right-of-Way Utility Placement,

Public Utilities fees – Inspection fee, $50

EXHIBIT A

Public Works fees – Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $20

Total permit fee, $220

Secs. 2-521 – 2-529. – Reserved

DIVISION 5. - ZONING FEES

Sec. 2-530. Schedule of Zoning permit fees

(a) Generally, the total permit fee shall consist of an administrative fee, plan review fees, inspection fees, and state surcharges as determined per permit type. Zoning permits shall have an administrative fee of $25. Total permit fees may be subject to state surcharges.

(1) Backyard hens,

Zoning fees – Application review fee, $75; Inspection fee, $50

Total fee, $150

(2) Commercial Tree Removal (mitigation fees will be in addition to the fees below),

Zoning fees – Plan review fee, $150; Inspection fee, $150

Total fee, $325 (mitigation fees will be in addition to this fee)

(3) Residential Tree Removal (mitigation fees will be in addition to the fees below),

Zoning fees – Plan review fee, $150; Inspection fee, $150

Total fee, $325 (mitigation fees will be in addition to this fee)

(4) Heritage Tree Designation,

Zoning fees – Application review fee, $40; Inspection fee, $50

Total fee, $115

(5) Dog friendly restaurant,

Zoning fees – Application review fee, $75

Total fee, $100

(6) Mobile Vending,

Total fee, $25

(7) Outside seating,

Zoning fees – Application review fee, $40

Total fee, $65

(8) Special Event Temporary Obstruction,

Public Works fees, Plan review fee, $40; Inspection fee, $50

Zoning fees – Plan review fee, $40

EXHIBIT A

Building fees – Plan review fee, $55; Inspection fee, $50

Total fee, $260

(9) Traffic Calming.

Public Works fees – Plan review fee, $75; Inspection fee, $50

Zoning fees – Plan review fees, $150

Total fees, $300

~~(a)~~ **Secs. 2-531 – 2-539. – Reserved.**

Business Impact Estimate Form

CITY OF ATLANTIC BEACH, FLORIDA

Ordinance Title: **AN ORDINANCE OF THE CITY OF ATLANTIC BEACH, DUVAL COUNTY, FLORIDA, AMENDING CHAPTER 2, ARTICLE IX, CITY FEES; AMENDING DIVISION 2, BUILDING CODE FEES, INCLUDING SECTION 2-500, SCHEDULE OF BUILDING PERMIT FEES; SECTION 2-501, SCHEDULE OF ELECTRICAL PERMIT FEES; SECTION 2-502, SCHEDULE OF PLUMBING PERMIT FEES; AND SECTION 2-503, SCHEDULE OF MECHANICAL AND GAS PERMIT FEES; AMENDING DIVISION 3, FIRE DEPARTMENT FEES, INCLUDING SECTION 2-510; CREATING A NEW DIVISION 4, PUBLIC WORKS FEES, INCLUDING SECTION 2-520, SCHEDULE OF PUBLIC WORKS PERMIT FEES; CREATING A NEW DIVISION 5, ZONING FEES, INCLUDING SECTION 2-530; PROVIDING FOR FINDINGS OF FACT, CODIFICATION, APPLICABILITY, CONFLICTS, SEVERABILITY, AND AN EFFECTIVE DATE.**

Ordinance Number: 5-25-75

Date: June 10, 2026

Pursuant to Florida Statute 166.041(4), the City of Atlantic Beach has prepared this Business Impact Estimate for the proposed ordinance described below. This estimate is provided to inform the public and businesses of the potential economic impacts of the proposed ordinance, as required by law.

1. Summary of the Proposed Ordinance (statement of public purpose):

The purpose of this Ordinance is to amend the City's building permit fee schedule and related administrative provisions to ensure compliance with the requirements of CS/CS/HB 803, enacted by the Florida Legislature during the 2026 Legislative Session and effective July 1, 2026. The legislation substantially revises state laws governing building permit administration, inspections, private provider services, permit exemptions, and permit fee calculations.

2. Estimated Direct Economic Impact on Private, For-Profit Businesses:

The following estimates outline the direct economic impact of the proposed ordinance on private, for-profit businesses within the City of Atlantic Beach, as required by Florida Statute 166.041(4)(a)(2).

a. Estimated Direct Compliance Costs

b. Identification of New Charges or Fees

c. Estimated Municipal Regulatory Costs (including estimated revenues from any new charges or fees to cover such costs)

3. Good Faith Estimate of Businesses Likely Impacted

4. Additional Information

Posted on: June 12, 2026

Website: https://coab.us/

Note: This Business Impact Estimate is provided in compliance with Florida Statute 166.041(4). Certain ordinances, such as those related to budgets, debt issuance, or compliance with federal or state law, may be exempt from this requirement.

BUSINESS IMPACT ESTIMATE EXEMPTIONS

Pursuant to Section 166.041(4), Florida Statutes, the City of Atlantic Beach, Florida is required to prepare a Business Impact Estimate for Ordinances that are NOT exempt from this requirement.

A list of Ordinance exemptions are provided below. Please check all exemption boxes that apply to this Ordinance. If an exemption is applicable, a Business Impact Estimate IS NOT required.

The proposed ordinance is required for compliance with Federal or State law or ation;

The proposed ordinance relates to the issuance or refinancing of debt;

The proposed ordinance relates to the adoption of budgets or budget dments, including revenue sources necessary to fund the budget;

☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;

☐ The proposed ordinance is an emergency ordinance;

☐ The ordinance relates to procurement; or

☐ The proposed ordinance is enacted to implement the following:

a. Development orders and development permits, as those terms are defined in Section 163.3164, Florida Statutes, and development agreements, as authorized by the Florida Local Government Development Agreement Act under Sections 163.3220-163.3243, Florida Statutes;

b. Comprehensive plan amendments and land development regulation amendments initiated by an application by a private party other than the municipality;

c. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

d. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

e. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

If none of the boxes above are checked, then a Business Impact Estimate IS REQUIRED to be completed.

CITY OF ATLANTIC BEACH
CITY COMMISSION MEETING
STAFF REPORT

AGENDA ITEM: APP26-0002 (Appeal of an administrative decision at 970 Jasmine Street)

SUBMITTED BY: Amanda L. Askew, AICP, Neighborhoods Department Director

TODAY'S DATE: June 26, 2026

MEETING DATE: July 13th, 2026

BACKGROUND: Appeals of the administrative decision of planning and community development director may be made by an adversely affected person and, per Section 24-46, it is the responsibility of the city commission to hear and decide appeals. To hear and decide appeals where it is alleged there is an error in any order, requirement or administrative decision made by the planning and community development director in the enforcement of this chapter or other provision of the Code of Ordinances regulating the use and development of land.

The applicant and builder, Cody Dubin, is appealing the City's interpretation of Section 24-151 regarding mechanical equipment and the requirement that such equipment be located a minimum of five (5) feet from any property line adjacent to a residential use.

Specifically, the applicant seeks approval to allow an exterior electrical meter and electrical breaker panel to remain within the required five-foot setback along the north property line at 970 Jasmine Street (RE# 170973 6100).

The subject property is located within the FEMA AE Special Flood Hazard Area, immediately north of the terminus of Begonia Street. A permit for construction of the new residence was issued in 2026. Prior to home construction, the City issued a tree permit in 2025, as well as right-of-way and fence permits for the property.

to home construction, the City issued a tree permit in 2025, as well as right-of-way and fence permits for the property.

As part of the tree permit approval process, the applicant was required to plant replacement trees to satisfy tree mitigation requirements. Pursuant to the City's tree regulations, mitigation trees must survive for a minimum of three years. To support the establishment and survival of these trees, the applicant installed an irrigation system utilizing an on-site well and water pump. Operation of the well pump required the installation of an electrical meter and electrical breaker panel.

The applicant obtained approval from JEA for the electrical service. However, City records **do not indicate** that the location of the electrical meter and breaker panel was reviewed or approved by City staff, nor was the equipment shown on the approved building plans. Although both current and former City staff visited the property during various stages of development, there is no written documentation demonstrating that the location of the electrical equipment was evaluated for zoning compliance or formally approved.

As construction progressed, the location of the electrical meter and breaker panel became the subject of review. The applicant did not apply for or receive a variance from the required setback standards. In correspondence with current staff, the applicant stated that the equipment is located approximately one foot from the north property line and approximately twenty-one feet from the edge of the right-of-way.

The applicant further explained that the installation consists only of an electrical meter and breaker panel, contains no equipment that generates noise or vibration, and is mounted on an existing utility pedestal that previously served temporary irrigation power. The applicant requests permission to install a larger permanent meter on the existing pedestal.

In new communications with current staff, the applicant notes that it is *21 feet from the edge of the right of way and about 1 foot off the property line. There is no equipment that makes any noise or sound or anything, it is just specifically the electric meter and the breaker panels*. The applicant states *the pedestal structure is already built on the property line and has EXISTING power when we did the irrigation service and got electric to the property. We're talking about attaching a new larger meter to the same pedestal that is already there.*

The existing electrical equipment is located approximately one (1) foot from the north property line and is enclosed by a permitted fence. However, staff has determined that the fence currently exceeds the maximum permitted height of six (6) feet and is therefore not in compliance with the Land Development Regulations. The applicant has been notified of this violation, and the fence must be brought into compliance prior to the issuance of a Certificate of Occupancy for the residence.

Section 24-151(k) of the Land Development Regulations establishes setback requirements for mechanical equipment on residential properties. While Chapter 24 does not specifically define the term "mechanical equipment," the ordinance provides examples of regulated equipment and includes the phrase "or similar equipment," indicating that the listed examples are not intended to be exhaustive.
Section 24-151(k) provides:

(k)Mechanical equipment.

> *(1) On lots that are within or adjacent to a residential zoning district,* ***equipment such as heating and air conditioning units, pumps, compressors, pool equipment, generators, or similar equipment shall not be located in the required front yard or closer than five (5) feet from any lot line that is adjacent to a residential use.*** *It is the intent of this provision to require placement of such equipment in a location that does not unreasonably disturb neighbors. This requirement shall not apply to replacement of such equipment lawfully installed prior to the effective date of these land development regulations.*
>
> *(2)Within non-residential zoning districts, equipment shall be screened from view from public or private streets and parking areas.*

Although electrical meters and breaker panels are not specifically identified in the ordinance, staff interprets these installations as "similar equipment" because they are permanent utility infrastructure serving the principal use of the property. Accordingly, staff determined that the electrical meter and breaker panel are subject to the five-foot setback requirement established in Section 24-151(k)(1).

Federal Emergency Management Agency does clearly include electric equipment in its mechanical equipment guidelines for floodplain elevation requirements.

The National Flood Insurance Program (NFIP) requires that all mechanical equipment in new or substantially improved structures be elevated to above the BFE or designed so that floodwaters cannot infiltrate or accumulate within any component of the system. ***This would include electrical, heating, ventilation, plumbing, and air conditioning equipment and other service facilities.***

Staff is not aware of any recently constructed single-family homes within the City of Atlantic Beach where the permanent electrical meter and breaker panel are installed as a freestanding structure separate from the principal dwelling. In typical residential construction, these components are mounted directly to the home and are generally located in the same area as other permanent service equipment, such as cable service box, or other mechanical systems. Because this installation consists of permanent utility infrastructure serving the residence, staff has determined that the electrical meter and breaker panel are appropriately classified as mechanical equipment for purposes of applying Section 24-151 of the Land Development Regulations. Accordingly, the installation is subject to the required five-foot side yard setback.

This property is a new single-family residential home build and part of the property sits in the AE floodplain. The applicant proposes leaving the electrical panel and breaker box, just within the fence line and within the required 5-foot setback for mechanical equipment.

FEMA floodplain map

JAX GIS floodplain map with property boundary lines

APPEAL REQUEST:

The applicant proposes than electrical eqleaving an electrical panel and elecctrical breaker within the required 5-foot setback for mechanical equipment. Section 24-151(k)(1) requires a minimum five-foot separation between mechanical equipment and side and rear yard property lines. Adequate space exists through the new home build to locate the electrical panel and electrical breaker box in compliance with the required setback, without the need for a variance or encroachment.

STAFF SUMMARY:
Staff has determined that the electrical meter and breaker panel, mounted on a permanent utility pedestal, constitute mechanical equipment for purposes of the Land Development Regulations. As such, they are subject to the requirements of Section 24-151 of the Land Development Code, including the mandatory five-foot side yard setback.

The purpose of this appeal is for the City Commission to determine whether the staff interpretation of Section 24-151 is consistent with the intent and language of the Land Development Regulations and whether the administrative decision should be affirmed or reversed.

REQUIRED ACTION:

The Commission may consider a **motion to approve Appeal APP26-0002**, thereby reversing the staff interpretation that the electrical meter and breaker panel constitute mechanical equipment under Section 24-151(k) of the Land Development Regulations. Approval of the appeal would determine that the installation is not subject to the five-foot side yard setback requirement applicable to mechanical equipment under Section 24-151(k).

Or,

The Commission may consider a **motion to deny Appeal APP26-0002**, thereby affirming staff interpretation that the electrical meter and breaker panel constitute mechanical equipment under Section 24-151(k) of the Land Development Regulations. Denial of the appeal would uphold staff's determination that the installation is subject to the required five-foot side yard setback.

ATTACHMENT(S): Procedure for Appeals
Appeal Application
Section 24-151(k) in the Land Development Code

REVIEWED BY CITY MANAGER: Kevin Kogmen

CITY OF ATLANTIC BEACH
APPEAL PROCEDURES

Pursuant to 24-49(a) of the Land Development Regulations (LDR) attached, appeals of administrative decisions made by the planning and community development director may be made to the City Commission by any adversely affected person(s), or any officer, board or department of the city affected by a decision of the planning and community development director made under the authority of this chapter.

Quasi-judicial proceedings, such as rezonings, uses by exception, variances, waiver requests, and appeals are not controlled by strict rules of evidence and procedure, but certain standards of basic fairness must be adhered to in order to afford due process. In quasi-judicial hearings, the parties must be able to present evidence, cross-examine witnesses and be informed of all of the facts upon which the Commission acts. The hearing must be fair and impartial and contain the following requirements:

- Notice per § 24-51(k), LDR.
- Quasi-judicial hearings can be very informal. The record must be made at the hearing and the parties must be able to comment on the evidence or to introduce contrary evidence.
- Written decision. The decision must be based on the record as it is produced at the hearing and should include an analysis of the applicable statutes, ordinances, regulations and policies as well as the facts.
- Fairness protections require an unbiased decision maker and decisions are to be based on information presented at the hearing and made a part of the record.

Suggested Procedure for Appeal Hearings, APP 26-0002

- Mayor to Open Public Hearing.
- City Attorney – Procedural reminders/correspondence made part of record.
- Disclosure by the Commission members of any ex parte communications (per Resolution 95-26, each Commissioner must disclose the subject of the communication and the identity of the person, group or entity who made the communication before final action).
- Staff presents an overview of the subject matter and timeline of the application and basis for administrative decision.
- Commission questions for Staff, if any.
- Applicant, and/or representatives/legal counsel, if applicable, present the request and support for overturning staff's administrative decision. Applicant's witnesses, if any, make presentations.
- Commission questions for Applicant/witnesses, if any.
- Public comments – 3 or 5 minutes, depending on number of speaker cards submitted to Clerk.
- Closing comments/rebuttal by Staff and Applicant (may include cross-examination if requested).
- Mayor closes Public Hearing.
- Commission deliberation and action, based on provisions set forth in Chapter 24, Land Development Regulations, which will be memorialized in a written order.
- Commission may approve, approve with conditions or deny the staffs administrative decision

REQUEST FOR APPEAL

City of Atlantic Beach
Community Development Division
800 Seminole Road Atlantic Beach, FL 32233
(P) 904-247-5800

FOR INTERNAL OFFICE USE ONLY
PERMIT# APP26-0002

☐ $500.00 Application Fee

**You must submit this form at BSA Online

SITE INFORMATION

ADDRESS 970 Jasmine Street

SUBDIVISION Marsh Oaks BLOCK 166/167 LOT 1/2

RE# 170973 6100 ☑ RESIDENTIAL ☐ COMMERCIAL ☐ OTHER

APPLICANT INFORMATION

NAME cody dubin EMAIL codydubin99@gmail.com

ADDRESS 970 jasmine st CITY AB STATE FL ZIP CODE 32233

PROPERTY LOCATION 970 Jasmine Street PHONE # CELL # 9049558320

RE# 170973 6100 LOT/PARCEL SIZE 20,400 sqft ZONING CODE 24.151/24.82(C)

WHAT ISSUE ARE YOU APPEALING? Electrical MTR/PNL being interpreted mechanical equip. and not electrical

PLEASE TELL US IN DETAIL WHY YOU ARE APPEALING:

Please accept this letter as a formal request for review of the City's interpretation regarding the proposed location of an exterior electrical breaker panel and electrical meter at the subject property. The property currently has an existing main electrical service in this location. That service was previously permitted, installed, inspected, and approved. At the time of final inspection, no zoning or building code issues were identified by the City's Zoning Department or Building Official, and the installation passed all required inspections. This Electrical Project was started 1 year ago and was designed as an agreement of best practices with My Electrical Contractor, City Staff, and JEA Engineers. A "pedestal" was built to house the electrical equipment for the vacant land that had a well and irrigation on it when I purchased it. The Pedestal was designed to support the irrigation needs at the time, with an agreement and understanding between all parties that the electrical service would later be upgraded and transitioned over to providing power to the single-family residence once construction started. The electrical installation was designed to be mounted to the pedestal as a safe alternative since there is more than one building on the property that will be fed from one JEA service and one standby generator. There was never a mention at any of those meetings regarding the "electrical panels" being classified as "mechanical equipment" so there was never even a discussion about how far off the property line they needed to be. Considering Electrical panels as mechanical equipment should then require a mechanical permit application to install them, which it does not. They only require Electrical Permits; because they are electrical equipment. (Notice how a generator requires both a mechanical and electrical permit; because it is considered both as it has a motor and a breaker in it unlike an electrical meter or breaker panel which has no moving parts or noise) It is the applicant (my) position that the proposed replacement electrical breaker panel and associated electrical meter are code-compliant and do not require a variance under COAB Code Section 24-151(k) or Land Development Regulations Section 24-82(C). However, because City Zoning staff has indicated that a variance may be required, this request is submitted under protest and without waiving the applicant's position that no variance is necessary. Section 24-82(C), titled "Mechanical Equipment," states: "Within or when adjacent to a residential zoning district, equipment such as heating and air conditioning units, pumps, compressors, or similar equipment that makes excessive noise, shall not be located closer than five (5) feet from any lot line." The key language in this section is "mechanical equipment" and "or similar equipment that makes excessive noise." The examples listed in the Code — heating and air conditioning units, pumps, and compressors — are active mechanical devices that operate with motors, moving parts, vibration, and/or audible sound. The apparent intent of this section is to regulate equipment that may create noise, vibration, or nuisance impacts when located near residential lot lines. An electrical breaker panel and meter are materially different. They are passive electrical distribution and service equipment. They are not pumps, compressors, HVAC units, pool equipment, generators, condensers, motors, or similar mechanical devices. They do not operate in a manner that produces excessive noise, vibration, or nuisance impacts to adjoining properties. For that reason, applying the five-foot mechanical equipment setback to a breaker panel or electrical meter would expand Section 24-82(C) beyond its plain language. The section does not reference "electrical equipment," "breaker panels," "meter cans," "service disconnects," "electrical panels," or similar electrical service equipment. Instead, it specifically regulates mechanical equipment and similar equipment that makes excessive noise. City staff has also referenced COAB Code Section 24-151(k), which provides: "Mechanical equipment. (1) On lots that are within or adjacent to a residential zoning district, equipment such as heating and air conditioning units, pumps, compressors, pool equipment, generators, or similar equipment shall not be located in the required front yard or closer than five (5) feet from any lot line that is adjacent to a residential use. It is the intent of this provision to require placement of such equipment in a location that does not unreasonably disturb neighbors. This requirement shall not apply to replacement of such equipment lawfully installed prior to the effective date of these land development regulations." Again, the listed examples are all active mechanical equipment capable of producing sound, vibration, or other impacts. The Code also expressly states the intent of the provision: to require placement of such equipment in a location that does not unreasonably disturb neighbors. An electrical meter and breaker panel do not unreasonably disturb neighbors because they do not generate the type of sound, vibration, or operational impacts that this section is intended to regulate. Additionally, the Code language expressly provides that the requirement does not apply to replacement of equipment lawfully installed prior to the effective date of these land development regulations. The existing electrical service was lawfully installed, permitted, inspected, and approved by the City. The proposed work is a replacement or upgrade of existing electrical service equipment, not the installation of new noise-generating mechanical equipment. For these reasons, the applicant respectfully requests that the City determine that the proposed exterior electrical breaker panel and meter are not "mechanical equipment" subject to the five-foot setback requirement under Section 24-82(C) or Section 24-151(k), and that no variance is required. This request is submitted while expressly preserving the applicant's position that the installation is code-compliant as proposed and that the applicant should not be required to incur the cost of a variance application or relocate equipment that is not regulated by the cited mechanical equipment provisions. Thank you for your review and consideration. Respectfully submitted, Cody Dubin 970 Jasmine Street

"In lieu of signed, sworn and notarized signatures of the property owner, agent and/or contractor, and under penalties of perjury, I declare that I have read and examined the foregoing application and that the facts stated in it are true and correct."

SIGNATURE OF APPLICANT	PRINT OR TYPE NAME OF APPLICANT	DATE
	cody dubin	6/5/26

REQUEST FOR APPEAL 03.31.2026

WRITTEN DESCRIPTION

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regulate equipment that may create noise, vibration, or nuisance impacts when located near residential lot lines. An electrical breaker panel and meter are materially different. They are passive electrical distribution and service equipment. They are not pumps, compressors, HVAC units, pool equipment, generators, condensers, motors, or similar mechanical devices. They do not operate in a manner that produces excessive noise, vibration, or nuisance impacts to adjoining properties. For that reason, applying the five-foot mechanical equipment setback to a breaker panel or electrical meter would expand Section 24-82(C) beyond its plain language. The section does not reference "electrical equipment," "breaker panels," "meter cans," "service disconnects," "electrical panels," or similar electrical service equipment. Instead, it specifically regulates mechanical equipment and similar equipment that makes excessive noise. City staff has also referenced COAB Code Section 24-151(k), which provides: "Mechanical equipment. (1) On lots that are within or adjacent to a residential zoning district, equipment such as heating and air conditioning units, pumps, compressors, pool equipment, generators, or similar equipment shall not be located in the required front yard or closer than five (5) feet from any lot line that is adjacent to a residential use. It is the intent of this provision to require placement of such equipment in a location that does not unreasonably disturb neighbors. This requirement shall not apply to replacement of such equipment lawfully installed prior to the effective date of these land development regulations." Again, the listed examples are all active mechanical equipment capable of producing sound, vibration, or other impacts. The Code also expressly states the intent of the provision: to require placement of such equipment in a location that does not unreasonably disturb neighbors. An electrical meter and breaker panel do not unreasonably disturb neighbors because they do not generate the type of sound, vibration, or operational impacts that this section is intended to regulate. Additionally, the Code language expressly provides that the requirement does not apply to replacement of equipment lawfully installed prior to the effective date of these land development regulations. The existing electrical service was lawfully installed, permitted, inspected, and approved by the City. The proposed work is a replacement or upgrade of existing electrical service equipment, not the installation of new noise-generating mechanical equipment. For these reasons, the applicant respectfully requests that the City determine that the proposed exterior electrical breaker panel and meter are not "mechanical equipment" subject to the five-foot setback requirement under Section 24-82(C) or Section 24-151(k), and that no variance is required. This request is submitted while expressly preserving the applicant's position that the installation is code-compliant as proposed and that the applicant should not be required to incur the cost of a variance application or relocate equipment that is not regulated by the cited mechanical equipment provisions. Thank you for your review and consideration. Respectfully submitted, Cody Dubin 970 Jasmine Street

Sec. 24-151. Accessory uses and structures.

(a) *Authorization.* Accessory uses and structures are permitted within any zoning district, as set forth within this section, where the accessory uses or structures are clearly ancillary, in connection with, and incidental to the principal use allowed within the particular zoning district. Any permanently located accessory structure, which exceeds thirty (30) inches in height, also including without limitation, those which may not require a building permit, are subject to all land development regulations unless otherwise provided for within this chapter. Common accessory structures include, but are not limited to, sheds, detached garages, pergolas, screen enclosures and other similar structures.

(b) *Temporary structures.* Temporary structures, such as portable tents, canopies, awnings or other nonpermanent structures shall be limited to special occasion use only, and for a period of not more than ninety-six (96) hours, i.e., four (4) days.

(c) *Number of structures.* Single- and two-family properties shall have no more than:

(1) Three (3) total buildings, including the principal building.

(2) One (1) shed.

(3) One (1) detached garage, guest house, pool house, or similar structure.

(d) *Residential, Selva Marina (R-SM) district.* All accessory structures within the R-SM district, regardless of type or use of the structure, shall meet the following standards.

(1) Shall not exceed fifteen (15) feet in height.

(2) Shall not exceed one hundred sixty (160) square feet, except uncovered decks/patios and screen enclosures with a screen roof may exceed this square footage.

(e) *Location, size, and height.* Unless otherwise stated in this section, residential accessory structures such as sheds, pergolas, screen enclosures, and similar structures shall meet the following standards:

(1) Shall not be located in the required front yard, easements, or drainage features.

(2) Shall be at least five (5) feet from interior (side and/or rear) lot lines.

(3) Shall be at least ten (10) feet from corner side lot lines.

(4) Shall not exceed fifteen (15) feet in height.

(5) Shall not exceed one hundred sixty (160) square feet, except uncovered decks/patios and screen enclosures with a screen roof may exceed this square footage.

(f) *Uncovered decks and patios.*

(1) There are no setback requirements provided the deck/patio is not greater than one (1) foot above the adjacent grade.

(2) If greater than one (1) foot above the adjacent grade, the deck/patio shall comply with the yard requirements for the principal structure.

(g) *Outdoor shower enclosures and open exterior stairs.*

(1) Shall be at least three (3) feet from interior lot lines.

(h) *Separation.*

(1) Accessory structures shall be at least three (3) feet from another structure as measured from the eaves.

(2) If located closer than five (5) feet to a principal structure, it shall be considered attached and comply with the yard requirements for the principal structure.

(3) These separation standards do not apply to screen enclosures, exterior stairs, outdoor shower enclosures, or uncovered decks/patios.

(i) Detached garages, guest houses, and pool houses.

(1) No more than fifteen (15) feet in height and at least five (5) feet from lot lines, except it may be constructed up to twenty five (25) feet in height provided it is at least ten (10) feet from the rear lot line.

(2) No more than six hundred (600) square feet of covered area on the first story. This includes any portions of the second story that extend beyond the first story footprint such as decks, balconies, and similar structures.

(3) May exceed the height and square footage requirements if the structure meets the minimum yard requirements for the principal structure.

(4) A detached garage may contain guest quarters.

(5) A detached garage must be accessed by a minimum ten (10) foot wide driveway.

(6) A guest house or guest quarters shall only be used for intermittent and temporary occupancy by a nonpaying guest or family member of the occupant of the primary residence and shall not be leased or rented for any period of time or converted to a dwelling unit.

(7) A guest house or guest quarters shall not contain a kitchen but may contain a kitchenette, as defined herein.

(j) *Garage apartments.*

(1) A single garage apartment is permitted on double frontage lots that are at least fifty (50) feet wide and located within a residential zoning district.

(2) Shall not exceed twenty five (25) feet in height.

(3) Shall be at least twenty (20) feet from the front lot line, ten (10) feet from the rear lot line, and meet he applicable side yard setbacks established for the principal structure.

(4) Shall be at least twenty (20) feet from the principal building.

(5) The gross floor area shall not exceed seventy-five (75) percent of the gross floor area of the principal dwelling.

(6) Shall not be rented or leased for less than ninety (90) consecutive days.

(k) *Mechanical equipment.*

(1) On lots that are within or adjacent to a residential zoning district, equipment such as heating and air conditioning units, pumps, compressors, pool equipment, generators, or similar equipment shall not be located in the required front yard or closer than five (5) feet from any lot line that is adjacent to a residential use. It is the intent of this provision to require placement of such equipment in a location that does not unreasonably disturb neighbors. This requirement shall not apply to replacement of such equipment lawfully installed prior to the effective date of these land development regulations.

(2) Within non-residential zoning districts, equipment shall be screened from view from public or private streets and parking areas.

(l) Skate park, skating, bicycle or similar ramps, for use on private property only, placed or constructed in fixed locations and made of wood, block, concrete or similar materials, provided that these are not located within required front yards or the street side yards on a corner lot. Due to excessive noise, which may result from the use of such ramps, time of use shall be limited to the hours between 9:00 a.m. and 10:00 p.m. Such ramps shall be maintained in a safe and good condition and shall be disassembled and removed from the property if allowed to deteriorate to an unsafe or unsightly appearance.

(m) *Satellite dish antennas.*

(1) Residential districts. Satellite dish antennas one (1) meter (39 inches) or less in diameter are permitted in residential districts.

(2) Non-residential districts. Satellite dish antennas less than two (2) meters (seventy-eight (78) inches) in diameter are permitted in non-residential districts.

(3) Satellite dish antennas not described above are subject to the following standards:

a. A building permit is required prior to installation.

b. Shall not exceed twelve (12) feet in diameter.

c. Shall not exceed fifteen (15) in height above adjacent grade.

d. Shall be located in the rear yard and no closer than five (5) feet to any property line.

e. Shall be limited to one (1) per residential parcel.

f. Roof mounting is prohibited.

(4) Satellite dish antennas shall not constitute the principal use of a property.

(n) *Radio and television antennae.* All outdoor radio, television and electronic antennae or antennae of any other nature constructed upon, affixed to, structurally repaired or altered upon, or otherwise emplaced to service or act in conjunction with the use of any property must comply with the regulations of this section and chapter unless preempted by policy established by the Federal Communications Commission (FCC).

(Ord. No. 90-24-253, § 3(Exh. A), 10-14-24)