



AGENDA
Special and Workshop City Council Meeting
Tuesday, February 21, 2022, 6:00 P.M.
Council Chambers, 116 First Street, Neptune Beach, Florida

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. SWEARING-IN CEREMONY- OFFICER TYLER W. DEEL
3. IRISH AMERICAN HERITAGE MONTH PROCLAMATION – GREG SEÁN CANNING p. 3
4. CONSIDERATION OF APPROVAL OF SUPPLEMENTAL AGREEMENT NO. 1 WITH MARQUIS LATIMER + HALBACK, INC. FOR NEPTUNE BEACH SENIOR ACTIVITY CENTER EXTERIOR AND LANDSCAPING DESIGN p. 4
5. DISCUSSION OF NEXT STEPS OF NEPTUNE BEACH SENIOR ACTIVITY CENTER
6. PUBLIC COMMENTS
7. ADJOURNMENT

WORKSHOP CITY COUNCIL MEETING IMMEDIATELY FOLLOWING
THE ABOVE SPECIAL MEETING

1. CALL TO ORDER / ROLL CALL
2. AWARDS / PRESENTATIONS / RECOGNITION OF GUEST / NONE
3. DEPARTMENTAL SCORE CARD p. 20
4. COMMITTEE REPORTS
 - A. Charter Review
 - B. Finance
 - C. Land Use and Parks
 - D. Transportation and Infrastructure Planning
5. PUBLIC COMMENTS
6. PROPOSED ORDINANCES / NONE
7. CONTRACTS / AGREEMENTS / NONE
8. ISSUE DEVELOPMENT
 - A. DIG Local Network-Beaches Green Market Presentation
 - B. Land Development Code Revision Recommendations p. 40

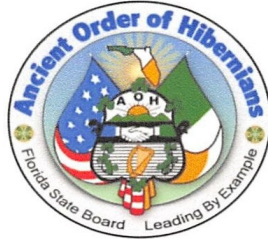
9. PUBLIC COMMENTS
10. COUNCIL COMMENTS
11. ADJOURN



Residents attending public meetings can use the code **HX12** to validate their parking session at no cost. After 5:30 on the date of the meeting, follow these steps:

Make sure you are parked in a North Beaches public parking space – we can't validate valet parking or parking in private lots.

- **To use a kiosk:** Using a nearby kiosk, press the Start button and then select 2 to enter your plate and the validation code.
- **To use the Flowbird app:** Tap the nearest yellow balloon and tap "Park here." From the payment screen, select "Redeem a code" at the top. Confirm your information and tap "Purchase" – the price will show "Free."



PROCLAMATION CITY OF NEPTUNE BEACH

WHEREAS, by 1776, nearly 300,000 Irish nationals had emigrated to the American colonies and played a crucial role in America's War for Independence; and

WHEREAS, five signers of the Declaration of Independence were of Irish descent and three signers were Irish born; and

WHEREAS, Irish Americans helped to fashion a system of government for our young nation; and

WHEREAS, twenty-two Presidents have proudly proclaimed their Irish American heritage;

WHEREAS, the Irish first came to Spanish "*La Florida*" in the 1500s - first as missionaries and mercenary soldiers and then as planters, traders, businessmen, doctors and administrators; and

WHEREAS, three of the Spanish Governors of "*La Florida*" were actually Irish military officers; and

WHEREAS, Fr. Richard Arthur, an Irish-born priest from Limerick who was appointed parish priest for St. Augustine in 1597 and ecclesiastical judge of "*La Florida*," established the first public school in America and opened it to both boys and girls of all races; and

WHEREAS, Irish Americans, since America's inception, have provided and continue to provide leadership and service to this nation's political, business and religious establishments;

NOW, THEREFORE, I, Elaine Brown, Mayor and the City Council of Neptune Beach, do hereby proclaim March 2023, as

IRISH AMERICAN HERITAGE MONTH

In the City of Neptune Beach, Florida, in recognition of the long history of Irish contributions to the State of Florida and our Country

Elaine Brown, Mayor



Special Meeting Agenda Item #4
Supp Agreement #1-MLH

**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	
SUBMITTED BY:	
DATE:	
BACKGROUND:	
BUDGET:	
RECOMMENDATION:	
ATTACHMENT:	

**Supplemental Agreement No. 1 to the Scope of Service Agreement
for Neptune Beach Senior Activity Center Exterior and Landscaping design.**

Consultant:	Marquis Latimer + Halback, Inc. Jeremy Marquis 34 Cordova Street, Suite A St. Augustine, Florida 32084	Owner:	City of Neptune Beach
Date:	February 8, 2023		

Item	Description of Services	
	Provide architectural site visits during the construction phase.	\$3,500.00
Total Not-to-Exceed Fees		\$3,500.00

The Consultant shall complete tasks diligently and as soon as practical to avoid delays. The Consultant shall bill the above tasks as incurred on the fulfillment of listed obligations. The Consultant shall not exceed the Fees stated above without prior written approval from the City. This document, along with Consultant’s scope of services and fee proposal dated September 2, 2021, shall become an amendment to the Professional Service Agreement CONB BID No. 2023-01 for Neptune Beach Senior Activity Center Porch and Exterior Finishes and all provisions of the Agreement will apply hereto.

Accepted by: _____ Date: _____
 Consultant:
 Marquis Latimer + Halback, Inc.
 Jeremy Marquis

Accepted by: _____ Date: _____
 Owner:
 TBD – City Manager
 City of Neptune Beach

City of Neptune Beach Senior Activity Center Exterior + Landscaping Design

Scope of Services // 09.02.21 version 3

1.0 PROJECT LOCATION AND DESCRIPTION

1.1 PROJECT LOCATION:

The proposed project is to be located at 2004 Forest Avenue (portion of parcel 177490 0000) Neptune Beach, Florida 32266. The lot is approximately 0.74 acres. Plans shall be in compliance with the jurisdiction (City of Neptune Beach, St. Johns River Water Management District) requirements.

Self permitting anticipated for SJRWMD. If permitting is more involved, Consultant will coordinate with City and may request an additional service.

1.2 PROJECT DESCRIPTION:

The objective of the assignment is to develop landscape architectural and site improvement plans for the property listed above, to include the following program elements:

- A. "Front Porch" addition on the existing pre-manufactured building. The design is generally assumed to be on the south side and/or wrapping the southeast corner. It is assumed to be a stand-alone structure that appears to be connected. Roof to be designed to fit into character of neighborhood. Address ingress / egress from all building exits (stairs assumed).
- B. Parking area focused on maximizing spaces balanced with an inviting "curb appeal". Lot shall include ADA accessibility, required handicapped parking spaces, and applicable routes.
- C. Stormwater design including site, parking, and building roof drain connections.
- D. Florida-friendly landscape design for "curb appeal" and buffering.
- E. Irrigation plans and criteria for contractor pricing and implementation.
- F. Electrical to include ceiling fans, pathway lighting, and entry lighting.
- G. Two (2) community meetings (1 virtual, 1 in person or virtual) with one (1) likely being a design charette.

1.3 The Consultant shall generally be responsible for all professional services listed herein, including assistance with site planning, assistance with public participation, hardscape/site features design, landscape planting design, etc. Service phases may include schematics through construction observation.

Note that Consultant is responsible for survey, geotechnical engineering, civil engineering, architectural / structural, and landscape architectural services to facilitate the above described improvements.

1.4 The Consultant Team shall include:

- A. Marquis Latimer + Halback, Inc. - project management and landscape architecture
- B. Les Thomas, RA - Architecture
- C. Maverick Engineering - Civil Engineering + Geotech Coordination
- D. Boatwright Land Surveyors - Surveying

E. Jackson Geotechnical - Geotechnical

- 1.5 The proposed improvements will be developed using floor plans as provided by the Client along with any additional base information currently available. Additionally, a new survey is included (per Boatwright) and geotechnical engineering for design, permitting, and construction of the project.
- 1.6 The Consultant shall be responsible for all milestones printing of required submittals. The Consultant shall provide the Client with one (1) digital copy and one (1) hard copy of each milestone submittal. Additional printing shall be per item 3.3 "Reimbursable Expenses" below.
- 1.7 Services not included and deemed an additional service are: engineering services not otherwise identified in the Scope; meetings above and beyond those listed below; other items if applicable; etc.

2.0 SCOPE OF WORK

2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT

- 2.1. 1 **Kickoff:** The Consultant shall coordinate and conduct **one (1) virtual kick-off meeting** with the Client and Client's team to assess the existing site, review available information, and develop program requirements. Coordinate with other consultants as needed during kickoff.
- 2.1. 2 **Base Sheet:** Consultant shall develop a base sheet/as-built plans suitable for the Master Plan / Schematic Design Phase. Other sources of information utilized may include aerials and as-built materials easily obtained. A cursory on-site review of the base sheet will be provided to field truth the existing conditions. Other site inventory elements shall include:
- A. **Codes:** Applicable local, state and federal guidelines and codes that may affect the development as it relates to the current use, will be reviewed and documented. Prepare a memo for the Client of findings.
 - B. **Budget / Schedule:** Assist the Client in establishing budgets and schedule for the project.
 - C. **Case Studies:** Case studies and similar facilities will be researched and documented. Special emphasis on elements identified in Item 1.0 will be provided.
- 2.1. 3 **Framework Plan + Concepts:** The Consultant shall develop a **framework plan and two (2) conceptual diagrams with character images** that illustrate elements such as pedestrian connections, parking, drainage, areas of special features, landscaping, interactive areas, etc. Design theme and character will also be studied.
- 2.1. 4 **Community Charette:** The Consultant shall lead a design workshop not to exceed one (1) meeting to present the site inventory, framework and conceptual diagrams, in graphics and text, to the Client and Community. Suggested to have virtual or outside, in-person charette due to COVID protocols.
- 2.1. 5 **Schematic Design:** Based on the approved conceptual diagram and program, the Consultant shall develop a final Master Plan / Schematic Design presentation document, in text and graphics, comprised of the following elements:
- A. **Illustrative Site Plan,** site plan in color, showing all existing and proposed features.
 - B. **Theme and Character Details** in plan, section or elevation to include general material selections.
 - C. **Opinion of Probable Construction Cost + Phasing / Schedule:** Consultant shall prepare an opinion of probable construction cost for all landscape and hardscape elements. Additionally, Consultant shall provide guidance on schedule and phases.
- 2.1. 5 **Community Concept Review:** The Consultant Team shall attend one (1) presentation meeting of the conceptual Master Plan / Schematic Design to the stakeholders noted in item 1.2 for each project. This is suggested to be a virtual meeting.

2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)

Not applicable. Continue to CDs.

2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)

- 2.3. 1 **Construction Documents:** Based upon the Client approved design development documents and any further adjustments in the scope of the project or in the project budget, the Consultant shall prepare **construction documents** consisting of **drawings, technical specifications and material selections** that sets forth in detail the requirements for the construction of the project. Milestone submittals shall include 60% and 100% complete documents. The Consultant shall attend and present plans at **two virtual (2) Client / Consultant team meetings**.
- 2.3. 2 **Signed and Sealed + Permitting:** All services provided shall comply with all federal and local codes and agencies having jurisdiction over the project. **All drawings shall be sealed and signed as required by jurisdictional agencies in order to obtain a Development Order and a building permit.**
- 2.3. 3 **Other Consultant Coordination:** All documents shall include complete integration of other Client consultant elements including civil, structural, and electrical engineering as applicable to the project.
- 2.3. 4 **Site Demolition and Utility Infrastructure Design:** The Consultant shall prepare documents and specifications for site preparation including demolition, grading, drainage, stormwater management systems, and schematic utility connections.
- 2.3. 5 **Front Porch Design:** The Consultant (specifically Les Thomas, architect) shall prepare construction documents and specifications for the front porch. Documents shall address layout, finishing requirements, and construction detailing. Documents shall include electrical.
- 2.3. 6 **Hardscape and Site Features Design:** The Consultant shall prepare construction documents and specifications for all hardscape elements including walkways, specialty paving areas, fences, monument placement, and signage. Documents shall address layout, finishing requirements, and construction detailing. Documents shall include ADA accessibility and landscape drainage.
- 2.3. 7 **Landscape Planting Design:** The Consultant shall prepare construction documents and specifications including planting plans, lists, details and technical specifications.
- 2.3. 8 **Landscape Irrigation Design:** The Consultant shall prepare construction documents and specifications for an underground, automatic irrigation system serviced from domestic water. The Consultant shall provide source locations, clock locations and flow and pressure requirements. The Consultant shall be responsible for verifying that all sleeves, including sizes are coordinated properly.

2.3. 9 **(OPTIONAL - NOT INCLUDED) Site and Landscape Lighting / Site Furnishings:** The Consultant shall provide final site and landscape lighting fixture selection and make any required layout modifications. Electrical engineering for the lighting will be coordinated. The Consultant shall supply all detailed catalogs and ordering information for the site furnishings included in the design development documents.

2.3. 10 Update **opinion of probable construction costs** for all construction document items at 60%.

2.4 BIDDING AND NEGOTIATION PHASE

2.4. 1 The Consultant will provide reproducible copies of all **bid documents** to the Client for printing and distribution to bidders.

2.4. 2 **Pre-Bid Meeting:** The Consultant shall attend pre-bid meeting and issue addenda and clarifications as appropriate.

2.4. 3 **Bid Review:** The Consultant will review bids and issue recommendations and comments as required prior to award.

2.4. 4 **Value Engineering Recommendations:** In the event of budget problems, the Consultant will review and offer "value engineering" recommendations to bring bids into budgetary parameters.

2.5 CONSTRUCTION OBSERVATION PHASE

2.5 1 **Pre-Construction Meeting:** The Consultant will attend the pre-construction meeting.

2.5 2 **Submittals + Shop Drawings:** The Consultant will review for approval in a timely manner all shop drawings, submittals and samples. All shop drawing review shall be completed within ten (10) days from receipt of shop drawing.

2.5 3 **Change Orders:** The Consultant will prepare change orders and substitutions when directed by the Owner, along with reviews of contractor initiated change order requests. The Consultant will review and comment on contractor Certificate of Payments.

- 2.5 4 **Requests for Information (RFIs):** The Consultant shall provide responses in writing to the Owner representative, the contractor or other consultant's questions and/or requests for information (RFI). Responses, which resolve the issue under consideration, shall be completed with reasonable promptness so as to cause no delay. Maximum response time shall be five (5) working days from receipt of request.
- 2.5 5 **Clarifications:** The Consultant will consult with contractor for clarification of documents.
- 2.5 6 **Site Visits:** The Consultant will provide on-site inspections of all design elements to ensure quality, proper progress of the work and conformity to the documents and the design intent. Construction assumes 3 months with 1 visit per month. The Consultant will also provide one combined substantial/final inspections and prepare a punch list(s) for all items of work within the scope of these design services.

TOTAL NUMBER OF SITE VISITS:	4
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2.0 SCOPE OF WORK - ESTIMATED LEVEL OF EFFORT (HOURS)

NOTE: ACTUAL HOURS MAY VARY. SEE ITEM 3.0 FOR FULL TERMS.

2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT 1

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.	
2.1. 1	Kickoff	0	1	1	0	1	1	
2.1. 2	Base Sheet	0	0	0	0	2	4	
	A. Codes	0	0	0.5	0	1	0	
	B. Budget	0	0	0.5	0	1	0	
	C. Case Studies	0	0	0.5	0	2	0	
2.1. 3	Conceptual Plans	0	1	2	0	8	4	
2.1. 4	Comm. Charette	0	6	6	0	6	0	
2.1. 5	Schematic Design							
	A. Illustrative	0	0.5	4	0	4	2	
	B. Theme and Character	0	0.5	0.5	0	4	0	
	C. Opinion of Probable Const. Costs	0	0.5	0.5	0	1	1	
2.1. 5	Concepts Review	0	1	1	0	0	0	
		0	10.5	16.5	0	30	12	ML+H SUBTOTAL
		\$ -	\$ 1,973	\$ 2,249	\$ -	\$ 2,818	\$ 1,800	\$ 7,039.92
		SUBS						
			<i>allowance</i>				Les Thomas, RA	\$ 600.00
							Maverick Engineering	\$ 1,800.00

<i>allowance</i>	Boatwright Land Surveyors	\$	-
TASK SUBTOTAL		\$	9,439.92

2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)

Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
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2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.3. 1	CDs and Two (2) meetings	0	2	2	0	2	2
2.3. 2	Signed and Sealed	0	2	2	0	0	4
2.3. 3	Coordination	Note	Note	Note	Note	Note	Note
2.3. 4	Site Demo	0	0	2	0	2	8
2.3. 5	Front Porch Design	0	0	4	0	0	0
2.3. 6	Hardscape and Site Features	0	0	2	0	6	8
2.3. 7	Landscape Planting	0	0	2	0	8	0
2.3. 8	Irrigation Design	0	0	1	6	0	0

2.3. 9	Site / LS Lighting + Site Furniture	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	Not Included (OPT)	
2.3. 10	OPCC	0	0	1	0	1	1	
		0	4	16	6	19	23	
		\$ -	\$ 752	\$ 2,181	\$ 752	\$ 1,784	\$ 3,450	
		SUBS					Les Thomas, RA	\$ 5,000.00
			<i>allowance</i>			Maverick Engineering	\$ 3,450.00	
			<i>allowance</i>			Boatwright Land Surveyors	\$ -	
						TASK SUBTOTAL	\$ 13,919.14	

2.4 BIDDING AND NEGOTIATION PHASE

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.	
2.4. 1	Bidding	0	0	1	0	1	1	
2.4. 2	Pre-Bid	0	0	4	0	4	3	
2.4. 3	Bid Review	0	0	2	0	1	0	
2.4. 4	Value Engineering Rec.	0	0	2	0	0	0	
		0	0	9	0	6	4	
		\$ -	\$ -	\$ 1,227	\$ -	\$ 564	\$ 600	
		SUBS					Les Thomas, RA	Hourly
			<i>allowance</i>			Maverick Engineering	\$ 600.00	
			<i>allowance</i>			Boatwright Land Surveyors	Not Incd.	
						TASK SUBTOTAL	\$ 2,390.22	

2.5 CONSTRUCTION OBSERVATION PHASE

		Sr. Principal	Principal	Project Mgr	Sr. Associate	Associate	Civil Eng.
2.4. 1	Bidding	0	0	3	0	0	3
2.4. 2	Site Visits	0	0	4	0	0	4
2.4. 3	Shop Dwgs + Submittals	Note	Note	Note	Note	Note	Note

2.4. 4	Punch List	0	0	4	0	0	4
2.4. 5	Clarifications	Note	Note	Note	Note	Note	Note
2.4. 6	Site Visits	0	0	14	0	14	14

0	0	25	0	14	25	ML+H SUBTOTAL
\$ -	\$ -	\$ 3,408	\$ -	\$ 1,315	\$ 3,750	\$ 4,722.38
SUBS		<i>allowance</i>			Les Thomas, RA	Hourly
		<i>allowance</i>			Maverick Engineering	\$ 3,750.00
					Boatwright Land Surveyors	Not Incl.
					TASK SUBTOTAL	\$ 8,472.38

3.0 SCHEDULE OF FEES, HOURLY RATES, AND REIMBURSABLE EXPENSES

3.1 The Client agrees to pay the Consultant the **lump sum fees** listed below as compensation for services. The Consultant shall make monthly billings. The fees do not include additional reimbursable expenses. The Consultant shall be paid within fifteen (15) days of receipt of a detailed invoice.

A.	SURVEY		\$	2,134.00
	Marquis Latimer + Halback (+10%)	\$	194.00	
	Boatwright (Topo + Tree)	\$	1,240.00	
	Boatwright (Utilities, after 811)	\$	700.00	
A.	2.1 MASTER PLAN / SCHEMATIC DESIGN / COMMUNITY ENGAGEMENT		\$	9,439.92
	Marquis Latimer + Halback	\$	7,039.92	
	Les Thomas, RA	\$	600.00	
	Maverick Engineering	\$	1,800.00	
	Boatwright Land Surveyors	\$	-	
B.	2.2 DESIGN DEVELOPMENT PHASE (30% SUBMITTAL)			Not included.
C.	2.3 CONSTRUCTION DOCUMENTS PHASE (60%, 100%)		\$	15,419.14
	Marquis Latimer + Halback	\$	5,469.14	
	Les Thomas, RA	\$	5,000.00	
	Maverick Engineering	\$	3,450.00	
	Boatwright Land Surveyors	\$	-	
	Geotechnical (allowance)	\$	1,500.00	
D.	2.4 BIDDING AND NEGOTIATION PHASE		\$	2,390.22
	Marquis Latimer + Halback	\$	1,790.22	
	Les Thomas, RA	\$	-	Hourly
	Maverick Engineering	\$	600.00	
	Boatwright Land Surveyors			Not Incl.
E.	2.5 CONSTRUCTION OBSERVATION PHASE		\$	8,472.38
	Marquis Latimer + Halback	\$	4,722.38	
	Les Thomas, RA	\$	-	Hourly
	Maverick Engineering	\$	3,750.00	
	Boatwright Land Surveyors			Not Incl.
	Geotechnical (allowance)	\$	-	Hourly
LUMP SUM TOTAL				\$ 35,721.66

3.2 Hourly Rates: The Consultant shall provide **additional or hourly services** at the hourly rates listed below.

A.	Marquis Latimer + Halback, Inc.	
1.	Senior Principal	\$298.2/hour
2.	Principal	\$187.94/hour
3.	Project Manager	\$136.3/hour
4.	Senior Associate	\$125.35/hour
5.	Associate	\$93.92/hour

B.	Les Thomas, RA	
	1. Principal	\$150/hour
C.	Maverick Engineering	
	1. Principal	\$150/hour

3.3 Reimbursable Expenses

The Consultant shall provide **one (1) digital file and one (1) hard copy** as the deliverable at each milestone task. All **additional** printing, reproduction, etc. and other out-of-pocket costs shall be in addition to the fees stated above. Additional reimbursable expense, if approved in writing by the Owner, shall be as follows:

- A.
1. The Consultant shall be reimbursed for additional printing, approved postage / deliveries, automobile travel outside of St. Johns County at IRS mileage rate for applicable calendar year of invoicing, and other travel expenses at cost.
 2. The Consultant shall be reimbursed for any permit or application fees at cost.

From: [Jeremy Marquis](#)
To: [Leslie Lyne](#)
Cc: [Jason Lupson](#); [Jim French](#); [Les Thomas](#); [Jeremy Calloway](#); [Gavin Cain](#); [Fremont Latimer](#)
Subject: RE: Consultant needs
Date: Wednesday, February 8, 2023 10:50:42 AM
Attachments: [ML+H-DesignAgreement_NeptuneSrCommCenter_090221v3.pdf](#)

Jason,

Nice to meet you via phone today, and we look forward to working with you.

Attached is our scope. Fairly limited bidding support, but we do have some site visits for construction. It might be good to add another \$3,500 or so for architectural site visits (this is shown as hourly).

I am also copying our architect, Les Thomas, and civil engineer, Jeremy Calloway, to introduce the rest of our consultant team.

Fingers crossed for a good bid,

Jeremy

Jeremy Marquis, RLA, Principal

ASLA, LEED AP BD+C

Marquis Latimer + Halback, Inc.

34 Cordova Street, Suite A

St. Augustine, FL 32084

904.540.6940 (c)

904.825.6747 (o)

From: Leslie Lyne <dsc@nbfl.us>
Sent: Thursday, February 2, 2023 1:23 PM
To: Jeremy Marquis <jeremy@halback.com>
Cc: Jason Lupson <pm@nbfl.us>; Jim French <dpw@nbfl.us>
Subject: Consultant needs

Hello, Jeremy-Following up on my voice mail; The City of Neptune Beach is in need of consultant work for our project, the Senior Activity Center. I can brief you on the events bringing us to this point. The city has hired a Project Manager who needs to talk with you about the project as his first day was Monday. His name is Jason Lupson and contact information is: pm@nbfl.us Phone 904-270-2423. We have reached an impasse and need some direction to get this Senior Center on tract! Thank you for your consideration.

Kind regards,

Leslie Lyne

Neptune Beach Senior Activity Director
NBSAC & Foundation 501(c)3

dsc@nbf1.us
904-749-0068

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 2/14/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
CITY MANAGER'S OFFICE					
Waste Pro USA Refund Request	Letter Sent to Waste Pro 11.2.2022; Meeting with Their Lobbying Attorney on 11.16.2022	N/A	11.1.2022	In Progress	
Neptune House Rentals	Recent bookings: 3/11/2023 (10 am-1 pm) for a children's birthday party; 3/18/2023 (10:30 am- 1:30 pm) for a children's birthday party; 4/29/2023 (10:30 am-1:30 pm) for a baby shower.	N/A	N/A	1/11/2023	On-going
Beach Recycling, Container Improvements and Educational Signs at Beach Accesses	New Budget Cycle Allows for Purchase of Refuse Containers, currently on pause while emergency repairs are made to beach accesses	\$30,000+/-	6.1.2022	In Progress	
Monthly City Newsletter	Will post to City website	N/A	TBD	In Progress	On-going
Waste Pro Liquidated Damages	Liquidated damages calculated monthly for missed residential collections.	N/A	N/A	N/A	On-going
CITY CLERK/HR					
Town Hall Style Meeting Discussion	Discussed at November 7, 2022 Regular Council Meeting Will continue discussion of potential meeting dates and times after new year				
New HR Coordinator Position	Candidates Interviewed; New HR Coordinator Starts February 21				
FINANCE DEPARTMENT					
Tyler Technologies Financial Software Replacement	First phase of implementation to be completed month end		6/28/2022	Ongoing	
Reconciling Waste Pro Franchise Fees	Ongoing		11/1/2022	Ongoing	
Year End Tax Forms for Employees	Create W2 for Employees/ Send Final 941/ IRS Regarding Payroll Taxes		1/1/2023	Completed	
Fiscal Year 2021 Audit	Waiting for Draft Financial from Purvis Grey		Ongoing	In progress	
Banking Combination	1 out of 3 accounts closed. Still processing the the others		2023	Last Stage	
PLANNING AND COMMUNITY DEVELOPMENT					
Building Department Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Code Enforcement Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Commercial Fire Inspection Activity (see CM report for Month)	Updated Monthly in the City Manager's Report	N/A	ongoing	In Progress	Ongoing
Community Development Board Meeting	Meeting scheduled for 2/8/23. There are 2 variance requests.	N/A	ongoing	2/8/2023	Monthly

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 2/14/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PLANNING AND COMMUNITY DEVELOPMENT					
CRA: Finding of Necessity Research Data Collection and Analysis	Staff has placed this on hold pending the LDC adoption	N/A	N/A	Completed	TBD
CRA: Networking and Outreach	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Submit Finding of Necessity to DEO and Taxing Authorities	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Board Meeting	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
CRA: Creation of the CRA Plan and Establishing a CRA Trust Fund	On hold	N/A	N/A	Ongoing: Potential for updating by SNF/UF AIS & the City of Neptune Beach	TBD
Creation of GIS Maps for City	Firemarshal has created base layers and begun creating shapefiles for city infrastructure, parcels, and other relevant data.	N/A	On going	2/8/2023	TBD
Updating Sections of LDC	Sections to be Updated Based on Feedback from Staff, Citizens and Council to included 1) TOC, 2) FAR, 3) Garages	NA	Currently Ongoing	2/8/2023	Apr-23
Impact Fees	Staff is working with Terrell Arline to establish impact fees for new development in the City.	Mr. Arline is preparing a impact fee analysis on his own volition for the city to use as a basis.	8/1/2022	8/8/2022	TBD
Fee Resolution	Resolution 2022-07 passed by Council on 11/07/2022.	N/A	3/9/2022	Completed	11/7/2022
GRANTS & RESILIENCY					
Jarboe Park Phase 1 - Tennis, Pickleball Courts & Volleyball Courts - Opening	Additional Landscaping - Grading and spreading of grass seed completed, winter rye seed spread on 11/8, additional seed to be spread prior to next rain		1/1/2021	2/10/2023	In progress
Jarboe Park Phase 1 - Tree Planting	Landscaping Contractor responding to comments from COJ Arborist, Contractor is now regularly watering, trees to be reset after storms. COJ 6-month inspection completed in January		1/1/2021	2/10/2023	In progress
Jarboe Park- Additional Shade Structures	1st quote for additional shade received week of 5/2/2022, shades taken down for storm, Public Works has ordered tool needed for re-installation, re-installed after Ian, no damage from Nicole		5/1/2022	2/10/2023	In progress
Resiliency Lab at Jarboe Park - StormSensor Expansion	City Council approved 5/2/2022, Sensors installed 5/9 to 5/20/2022 with follow-up work on week of 6/20/2022, Demo at City Hall on 6/30/22, Maintenance work on 12/14 and in Jan.		5/1/2022	2/10/2023	In progress
Community Resilience Planning Grant	\$100,000 grant announced on 5/3/2022, initial grant documents received 5/9/2022, UF drafting scope, Expansion Grant application submitted 9/1/2022, funding to be announced in early 2023	\$100,000 (Reimbursable Grant)	5/3/2022	2/10/2023	In progress
COJ Penman Road Complete Streets Project Study	Community Meeting on 12/15/2021, design phase to begin 1/1/2023, staff level Stakeholder meeting held end of August, COJ is scheduling an upcoming community meeting early 2023		10/1/2021	2/10/2023	In progress

**CITY OF NEPTUNE BEACH
DEPARTMENTAL SCORE CARD
(REVISED 2/14/2023)**

ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
GRANTS & RESILIENCY					
FDOT Atlantic Blvd and Third St Intersection Improvements and Bay Street Pedestrian Hybrid Beacon and Crosswalk	Construction started on 1/3/2022 - schedule delayed because new drainage structure had to be added to the project for Jax Beach Beacon, Completion anticipated by early 2023. Formwork and initial concrete poured for path connection to Jarboe Park.		7/1/2021	2/10/2023	In progress
POLICE DEPARTMENT					
Motorola P1 Computer Aided Dispatch (CAD) Project	Pending config of Comm Center networking	\$35,000.00	7/12/2019	Active	In progress
2021-JAGC-DUVA-4-3B-127 (Ammo)	Pending receipt of reimbursement from State of Florida. Post-award Audit completed and all docs sent to FDLE	\$52,858 (+/-)	1/1/2021	2/1/2023	In progress
Firehouse Public Safety Grants	Vehicle received - Upfitting to occur on 02/16/23	\$20,852 (+/-)	4/7/2022	Active	In progress
2023-JAGC-DUVA- (TBD) "Technological Adv. Project"	Applied for Grant	\$53,007.00	11/2/2022	Pending Application	In progress
DUI Unit Body Worn Camera (BWC) & In-Car Camera Project	ALPR feed successfully established & functional in field units. Developing BWC training.	\$7,748.00	7/13/1905	1/12/2023	In progress
Patrol Rifle Refresh	Items Ordered - Pending Arrival	\$5,000.00	7/13/1905	Active	Pending
Narcan Initiative	Received 50 doses from HIDTA. Pending Training & Deployment	\$0.00	6/8/2022	Active	In progress
Bexley Box	Established a relationship with a charitable org. which provides basic necessities for children when in police custody	\$0.00	2/8/2022	On-going	2/8/2023
CFA & FL-TAC Reaccreditation	Agency wide (CFA) and Communications Center (FL-TAC) reaccreditation conference/board meeting / 100% Compliance	N/A	Ongoing	Completed	8/18/2022
Forms Refresh	An in-depth review and redesign of all PD forms to ensure uniformity, compliance and standardization	\$0.00	7/14/1905	On-going	In progress
Hiring	New-Hire Police Officer Tyler Deel (filling open vacancy)	N/A	1/1/2023	Active	2/8/2023
Radio Audit	Audit of all PD radios. Cost-review determined a sizeable saving	-\$750 (less monthly)	11/1/2022	Completed	2/7/2023
26.2 w/ Donna Marathon	Planning, staffing & successful Execution for a safe event	\$0.00	8/1/2022	Completed	2/6/2023
Fleet	New Police Vehicle to be received 02/16/23 (\$50,000 donated)	\$49,622.00	7/1/2022	On-Going	In-Progress
Fleet Maintenance	New Vendor - Tire Plus. Pending Account approval	N/A	1/1/2023	Active	In Progress
Training	FDLE Mandate De-escalation training Curriculum being developed	N/A	12/15/2022	Active	In Progress
After-Action Reporting	Development stages of creating new After-Action reporting	N/A	1/15/2023	Active	In Progress
Surplus Vehicles	Preparing Surplus Vehicles for Auction	Forthcoming	12/1/2022	Active	In Progress

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PUBLIC WORKS DEPARTMENT					
CUP Renewal and well relocation design	Professional Services: -The Supplemental Agreement with the Consultant was approved during the January 3, 2022 Council meeting - Kick-off meeting with the Consultant on 1/14/2022. - Consultant submitted the CUP renewal permit application to the SJRWMD on 6/10/2022. - Consultant submitted draft RAI response to SJRWMD on 12/21/2022. - SJRWMD sent draft Request for Additional Information (RAI) on 1/26/2023. - Meeting scheduled with Consultant on 1/9/2023 to review SJRWMD's RAI.	Consulting Fee: \$421,000	January 07, 2022	July 30, 2023	On-Going
Phase I WWTF improvements to address the Consent Order	- Kick-off meeting with the City's Consultant held on January 10, 2022 - Consultant coordinating with FDEP on consent order modifications. - Consultant analyzed existing data, BioWIN modeling, and preliminary sizing calculations for plant 2 modifications. - SJRWMD cost share grant agreement up to \$437,500 approved during 10/3/2022 Council meeting and returned to SJRWMD - 30% design review meeting conducted on 10/6/2022 - Consultant scheduled FDEP permit pre-application on 11/16/2022, but FDEP staff was not able to attend and rescheduled to 12/6/2022 - 75% design review meeting held on 11/17/2022 - FDEP pre-application meeting held on 12/6/2022 - Consultant working on preparing FDEP permit application. - Consultant working through unforeseen existing conditions related to the electrical and structural design.	Consulting Fee: \$412,096.43	December 09, 2021	July 30, 2023	On-Going
Stormwater strategic planning	- Kick-off meeting held on December 21, 2021 - Coordinated the public engagement meeting - Prepared public notice and coordinating advertisement of public meeting - Held Public Outreach meeting on March 30, 2022 from 5 pm to 7 pm to collect public input as a stakeholder in the planning process. - The Consultant developed two concept plans for the 400 block South Street drainage concerns. - The Consultant is working on a draft Construction Management at Risk (CMAR) solicitation document. - The Consultant prepared the draft stormwater strategic plan technical memorandum. - The draft stormwater strategic plan was presented the Transportation & Infrastructure Planning Committee on 9/9/2022	Consulting Fees: \$252,817	December 09, 2021	September 30, 2022	On-Going

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PUBLIC WORKS DEPARTMENT					
SB 64 planning	<ul style="list-style-type: none"> - Working with Consultant along with the COJB and COAB to set up a joint meeting to discuss scoping sometime in the middle of January 2022. - January 5, 2022 FDEP notified Public Works that we 84 days to submit an approvable cover letter and plan. - Beaches coordination meeting on 1/20/2022. - Submit RAI response to the FDEP on 3/29/2022. - On 3/29/2022 FDEP responded they will let us know if they have any more questions, but think it should be good. - Consultant coordinating with other the beach communities for contracting and awaiting the other beach communities. - Discussed reaching out to JEA to request a meeting to explore what options that may have for consideration. 	Consultant Fees: TDB	TBD	March 30, 2022	Ongoing
City Signage Inventory (AgileMapper)	<ul style="list-style-type: none"> - Planning to start the City signage inventory after the pavement assessment is completed 	Software as Service Cost: \$5,000/yr.	October 14, 2021	September 30, 2022	Planned
MS4 annual reporting	<ul style="list-style-type: none"> - Annual report due March 31, 2023 - Supplemental Agreement No. 3 approval by Council January 3, 2023. - Onsite meeting with Consultant on 2/2/2023 and 2/3/2023 to collect data 	Consulting Fees: \$20,000	1/16/2023	3/31/2023	On-going
Water Tower Repairs and Maintenance	<ul style="list-style-type: none"> - Coordination meeting with Utility Services/Suez on February 2, 2022. - Utility Services/Suez action items include: planning the phasing of the work to minimize road closures, use the limited space available neat the water tower and R-O-W across the street including the park at the 5-way intersection, preparing site plan, MOT plan, and advertisement that can be used for permitting and community engagement. - Utility Services/Suez inspected the water tower and performed a wash-out of the interior on 2/24/2022. - Utility Services/Suez coordinating with staff on the project. - Staff coordinated with Beaches Energy to temporarily remove light poles that would be in the way of Utility Services/Suez scope of work. - Staff coordinated to remove a tree that would be in the way of Utility Services/Suez scope of work. - Coordinating third party agreements between the carriers, Utility Services, and City to complete the work. - Utility services is coordinating needed supplies for the work - Coordinating R-O-W permitting - Coordinating agreements with carriers 	TBD	TBD	TBD	Planned

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
SENIOR ACTIVITY CENTER					
CDBG Contract 2023-2024	Grant Submitted January 2023	Requesting \$48,000	10/1/2023	PENDING	EST. APPROVAL SUMMER 2023
SENIOR SERVICES DELIVERED YTD (OCT-FEB. 10, 2023)	200+	NA	10/1/2022	ONGOING	SEPT. 30, 2023
Building porch, parking lot, storm water runoff, landscaping	Rebidding the project	Estimated \$402,000	8/1/2022	IN PROCESS	Bid date extended 2023
PRE-BID MEETING FEBRUARY 8, 2023	COMPLETE	NA	UNKNOWN	IN PROCESS	UNKNOWN
HEAL SURF CAMP	Planning PHASE	NA	JUNE 13 & 14, 2023	IN PROCESS	NA
JAX BEACH WOMANS CLUB GRANT REQUEST	IN PROCESS	NA	SUMMER 2023	IN PROCESS	SUMMER 2023
Day Trip/Cultural & Social Experience	Jesus Christ Superstar-TU Center for Performing Arts	NA	8/1/2022, 5pm-11pm	tickets secured; logistics planned	Wednesday, March 22, 2023
Travel Club Opportunities	Planning with Premier World Discovery & Overseas Adventure Travel, & Collette	Fundraising-\$40,000 est.	2023	planning	Opportunities thru 2024
NBSAC to open in Neptune House	OPEN FEBRUARY 1, 2023	NA	2/1/2023	COMPLETED	February 1, 2023
NBSAC Neptune House Services/Schedule	Limited scheduling of opportunities/classes/events	NA	2/1/2023	IN PROCESS	Upon Completion of Forest Ave.
Grant Application To NE FL Community Foundation-Beaches Div.	Application now being accepted	Requesting \$2,500	Presently	IN PROCESS	Due January 9, 2023
Eckstein Foundation porch donation \$100K	Contacting Executive Director Laurie Iatham	NA	1-Feb-23	Extended	Extension to June 1, 2023
MOBILITY MANAGEMENT					
Neptune Beach resident parking program setup per Resolution 2022-05	Validations are fully operational (meters and app). Resident applications are being processed as they come in. The last phase being completed is public outreach.	\$1,500.00	5/10/2022	2/10/2023	Validation project completed. North Beaches Parking resident page and City website updated. Facebook post scheduled. The last step to be completed is water bill inserts.
NuPark Troubleshooting	Tentative solution proposed by NuPark/T2 programming team. Testing for efficacy. Last failure reported 2/11/23.	N/A	11/1/2023	2/10/2023	In Progress
Cash Operations Assessment & Cashless Conversion	In analysis and planning phase.	N/A	11/1/2023	2/10/2023	In Progress
Update of Violations / Citations Database	Compiling documentation from city ordinances and/or state statutes. To be reviewed by City Attorney. Drafting updated SOP needed for parking ambassadors regarding procedural changes.	N/A	1/1/2023	2/10/2023	In Progress
Review and Updates to Current Signage	Inventory of signs procured. Drafting priority list of signage needs.	Approx. \$75 per sign	1/1/2023	2/10/2023	In Progress

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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
MOBILITY MANAGEMENT					
Complete Set of Mobility Management Dept SOPs	Staff has identified a need for a set of SOPs specific to some of our department equipment and procedures. First draft has been completed; reviews and edits are in progress.	N/A	2/1/2023	2/10/2023	In Progress
INFORMATION TECHNOLOGY					
Tyler Technologies ERP	Working on collecting the required information from all affected departments, having current future state analysis meetings with Tyler and the department heads.	N/A	10/5/2021	2/10/2023	In Progress
Tyler Technologies Incode Financial Implementation	We have been working on the Tyler Incode 10 test environment.	N/A	10/5/2021	2/10/2023	In Progress
Computer upgrades	In Progress	N/A	10/5/2021	2/10/2023	In progress
Tyler MyCivic Services App implementation	In Progress	N/A	6/10/2022	2/10/2023	in progress
Phone Maintenance	In Progress	N/A	4/1/2022	2/10/2023	in progress
Tyler financial implementation	In Progress	N/A	6/10/2022	2/10/2023	in progress
Upgrade the internet connection with AT&T	In Progress	N/A	10/21/2022	2/10/2023	In progress
New P1 CAD installs for the police mobile devices	In Progress	N/A	10/20/2022	2/10/2023	In progress
Cogsdale upgrade project	In Progress	N/A	10/20/2022	2/10/2023	In progress
Munis/OCTA DID -W setup	In Progress	N/A	10/31/2022	2/10/2023	In progress
Barracuda cloud archiving project	In Progress	N/A	11/10/2022	2/1/2023	Done
My civic app fixing bugs	In Progress	N/A	11/1/2022	2/10/2023	In progress

**CITY OF NEPTUNE BEACH
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ISSUE	STATUS	ESTIMATED COST	INITIAL PROJECT DATE	CURRENT STATUS DATE	DATE COMPLETED
PROJECT MANAGEMENT					
Senior Activity Center Exterior and Landscaping Project	<p>February 1, 2023: I emailed Jeremy Marquis (Marquis Latimer + Halback, Inc.) to introduce myself as the city's new Project Manager, and that I would like to schedule a time to have a meeting with him on behalf of Marquis Latimer + Halback's consulting services already rendered, and potential future services still required to be fulfilled for this project. I also included in the email that I would like to discuss if they foresee any change orders being needed prior to the pre-bid date (2/8/2023). I had a scheduled meeting for Monday, February 6, 2023, however the consultant never took my call. I am activity attempting to reach out to them.</p> <p>February 2, 2023: Met with Leslie Lyne at 8:30a to discuss the upcoming pre-bid meeting for the Senior Center. Leslie provided me with all of her electronic records for the Senior Center exterior and landscaping project. Leslie also briefed me on the factors that prevented past bids to be fulfilled.</p>	\$623,535.68	2/1/2022 - Pre-bid meeting 2/8/2023	TBD	TBD
Water Tower Repairs and Maintenance	<p>February 6, 2023: Karen Billiot (Verizon Representative) is proposing additional antennas and equipment to be added to the water tower. On Friday, Karen provided Verizon's proposed schematics, to be utilized as their scope of work to add their equipment to the water tower. Stephen Calhoun (Utility Service Company Representative) acknowledged receipt of the schematics on Friday, February 3, 2023, and is working on creating a revised quote for a structural analysis for the water tower.</p> <p>Depending on the results of the results of the revised structural analysis, the water tank project may require additional modifications. This holds a HIGH potential for project delays and added expenses.</p> <p>*Karen also addressed that Verizon will need to modify the ground scope of work, a site survey was performed at 2:00p 2/7/2023 by Verizon's A&E team* Awaiting findings.</p> <p>Need the final execution of T-Mobile and Verizon's Construction Service Agreement (CSA). *T-Mobile has requested their entity name be changed to the name that the city had previously utilized on executed contracts.</p>	TBD	February 02, 2022	TBD	TBD
City Hall Roof Repair	<p>February 3, 2023: Received Bid documents from Megan Steward for the upcoming Pre-bid meeting on March 14, 2023. Megan also emailed Danielle Dyer-Tyler asking for the budget information and what accounting codes will be utilized to fund this project.</p>	\$200,000	Pre-bid meeting 3/14/2023	TBD	TBD
Submitted by the City Manager on February 21, 2023					

Building Report

Building Activity October 1, 2022 to September 30, 2023					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-22	91	85	205	\$30,369.43	\$2,390,976
Nov-22	139	87	215	\$38,808.51	\$4,625,038
Dec-22	101	73	157	22,702,.06	\$3,726,454
Jan-23	90	85	195	\$20,532.41	\$2,490,367
Feb-23					
Mar-23					
Apr-23					
May-23					
Jun-23					
Jul-23					
Aug-23					
Sep-23					
Totals	421	330	772	\$89,710.35	\$13,232,835

Building Activity October 1, 2021 to September 30, 2022					
Month	# of Permits Issued	Plan Review	Inspections Completed	Cash Receipts	Valuation of Work Done
Oct-21	109	89	124	\$21,333.09	\$2,168,231
Nov-21	99	52	163	\$16,924.29	\$1,973,657
Dec-21	96	72	163	\$25,615.88	\$1,192,593
Jan-22	124	80	193	\$29,540.85	\$1,400,891
Feb-22					
Mar-22					
Apr-22					
May-22					
Jun-22					
Jul-22					
Aug-22					
Sep-22					
Totals	428	293	643	\$93,414.11	\$6,735,372
Difference	-7	37	129	-\$3,703.76	\$6,497,463



CODE ENFORCEMENT ACTIVITY REPORT

01/01/2023 - 01/31/2023

Case Date	Parcel #	Description of Violation	Main Status	Date Completed	Activity Type	CASE NOTES
10/19/2022	173749 5200	Short Term Rental, less than 28 Day	Closed	10/18/2022	Follow up	Working with renter host to change advertisement. Site now shows 28 night minimum stay.
12/9/2022	173749 5200	Short term rental	Closed	12/9/2022	Follow up	worked with owner to change advertising site to show 28 night min stay
1/24/2023	173753 0000	Yard Debris	Open	1/24/2023	Follow up	Investigation
1/23/2023	172603 0000	Abandon House	Open	1/23/2023	Follow up	Got Phone Numbers for daughter, Left Message
1/23/2023	178887 0000	Repair Sidewalk damaged during hurricane	Open	1/23/2023	Follow up	Created WO 2257 to repair sidewalk
1/13/2023	173379 0000	SAYS THERE IS DEBRIS BEING DUMPED ON ACACIA RD RIGHT OF WAY FROM THE OWNER AT 2009 MARSH PT RD	Closed		Follow up	Follow-up see note
2/25/2022	172793 0000	STORM WATER RUN OFF FROM ROOF IS CAUSING A NUISANCE FOR NEIGHBORING PROPERTY	Closed		Follow up	This case was being worked by the CCD in February 22. no action since then. Close case

1/20/2023	172715 0010	Roofing with out permit debris blowing around	Closed	1/19/2023	Follow up	Met with contractor on site , verified he did not have a roof permit, allowed him to continue to prevent water damage. required him to come in to building dept to get permit. Advised he needed to pick up debris that is all over the neighbors property.
7/6/2022	177532 0514	APPEARS TO BE DOING CONSTRUCTION WITHOUT PERMITS.	Closed	7/6/2022	Follow up	Permit obtained
12/15/2022	178689 0000	draining something in to ditch causing it to turn a yellow color	Closed	12/22/2022	Follow up	follow-up
1/4/2023	177532 0502	Debris , gutting property	Closed	1/3/2023	Follow up	Debris appliance left on side of road
1/13/2023	173379 0000	SAYS THERE IS DEBRIS BEING DUMPED ON ACACIA RD RIGHT OF WAY FROM THE OWNER AT 2009 MARSH PT RD	Closed		Follow up	Investigation
1/4/2023	172749 0000	Neighbor feeds wild nuisance animals peanuts. The nuisance animals have setup residence at	Open		Follow up	1.5 hr of surveillance No residence feeding squirrels
1/12/2023	172881 5000	Large trailer parked in vacant lot and in front of 224 Magnolia	Closed	1/10/2023	Follow up	Trailer was gone
1/17/2023	173379 0000	Dumping in right of way	Closed	1/17/2023	Follow up	Investigation

1/17/2023	173379 0000	Dumping in right of way	Closed	1/17/2023	Follow up	<p>During an onsite investigation, we found that the pool contractor was on site (with permit). The dirt pile was from the beginning work on the pool.</p> <p>The dirt was being placed on the residence property. We asked the contractor to move the dirt to the right, which he agreed to do and was doing it as we were leaving the site.</p> <p>In addition, we asked the general contractor, to :</p> <ul style="list-style-type: none"> - Establish the survey line via stakes & flags. - Install erosion control (silt fence & hay bales) around property. - We will be working with the contractor to ensure current grade is maintained after construction. <p>This information was communicated to the complainer as we were leaving the site.</p>
1/12/2023	173399 0000	SMELL FROM PORT-A-LET FROM PROPERTY ACROSS THE STREET.	Closed		Follow up	Investigation
1/12/2023	172881 5000	Large trailer parked in vacant lot and in front of 224 Magnolia	Closed	1/10/2023	Follow up	Garrard, owners of trailers, renter at 224 Magnolia St, called we talked about trailer parked in city
1/4/2023	172749 0000	Neighbor feeds wild nuisance animals peanuts. The nuisance animals have setup residence at the complainants property and have caused damage.	Open		Follow up	Complainant called saying he saw us doing stake-out
1/4/2023		Neighbor feeds wild nuisance animals peanuts. The nuisance animals have setup residence at the complainants property and have caused damage.	Closed		Follow up	Close this case and refer to case 2023004

1/12/2023	172881 5000	Large trailer parked in vacant lot and in front of 224 Magnolia	Closed	1/10/2023	Follow up	Follow-up on trailer from 224 Magnolia parked in vacant lot
1/12/2023	177531 0000		Closed		Follow up	Investigation of Food Trailer set up to sale in the parking lot of 76 Gas station Penman & Atlantic
1/12/2023	177531 0000		Closed		information	CHECKED WITH THE CITY MANAGER'S OFFICE. NO SPECIAL EVENT PERMIT HAS BEEN APPLIED FOR OR GRANTED TO THE FOOD TRUCK TO OPERATE. NOTIFIED CODE.
1/4/2023	172749 0000	Neighbor feeds wild nuisance animals peanuts. The nuisance	Open		Follow up	Did 1.5 hour stake-out. 7:30 AM to 9AM unable to see resident feeding squirrels
1/4/2023		Neighbor feeds wild nuisance animals peanuts. The nuisance animals have setup residence at the complainants property and have caused damage.	Closed		Follow up	Follow-up investigation Met with Mr. Jones
1/4/2023	172749 0000	Neighbor feeds wild nuisance animals peanuts. The nuisance	Open		Follow up	Met with complainant regarding the neighbor feeding squirrels
1/4/2023	172749 0000	Neighbor feeds wild nuisance animals peanuts. The nuisance animals have setup residence at the complainants property and have caused damage.	Open		Follow up	Met with complainant
12/29/2022	172689 0120	Illegal Dumping/Construction Debris	Closed	12/29/2022	Follow up	Received email from complainant indicating that the debris has been removed.
12/29/2022	172842 0000	construction debris on vacant lot	Closed	12/29/2022	Follow up	Received email from complainant, he indicated that the site has been cleaned
1/6/2023	172395 0130	Working on Tank	Closed		Follow up	Complaint was working on Water Tank in-fact it was building a Temp. bridge before final approval of revised landscape plans

1/5/2023	172395 0130	Work on tank	Closed	1/5/2023	Follow up	Complaint that work is being done on tank No work was being done on the tank
12/9/2022	173170 0000	Short Term Rental	Closed	12/9/2022	Follow up	Follow-up
10/20/2022	172949 0050	Short term rental	Closed	10/22/2022	Follow up	follow-up, see note
12/9/2022	178844 0000	Short Term Rental	Closed	12/9/2022	Follow up	Follow-up STR, No live bookings <u>No Violation</u>
10/10/2022	178745 0104	Short Term Rental	Closed	10/10/2022	Follow up	checked minimum stay, 28 night minimum
10/19/2022	173345 0010	Short Term Rental	Closed	10/18/2022	Follow up	Short Term Rental Closed
12/9/2022	173523 0100	Short term rental	Open	12/9/2022	Follow up	Check short term rental activity. add said 4 night minimum
12/29/2022	172842 0000	construction debris on vacant lot	Closed	12/29/2022	Follow up	Phone & wrote email to owner of property
1/4/2023	172395 0130	Water Storage Tank Full of Water	Closed	1/4/2023	Follow up	Investigation of complaint the Water Storage Tank is full OF water UNFOUNDED
12/8/2022	172941 0000	Tall Grass	Open	12/7/2022	Follow up	Went by property today, grass is still not cut.

Total Records: 40

2/3/2023

GIS											

Floodplain Related												
1/3/2023	202201398	800	Camellia Ter Dr	Requested Flood Zone Identified on Surevy								
1/4/2023		1423	Forest Ave	State wanting to know status of Affidavit Floodplain								
1/16/2023		2503	Waters Edge Forest Marsh	Letter Floodplain								
1/16/2023		1413	Dr	Letter								
1/18/2023		2503	Waters Edge Forest Marsh	Recieved Survey, need Flood Identified, Still need EC								
1/19/2023		1413	Dr	revisited file no responce from architect to add elevation on plans								
1/30/2023		2503	Waters Edge	Refused to provide E.C., No permit to be issued until EC								
1/30/2023		1401	Atlantic Blvd	Place EC & Appraisal in file								
#####		807	Davis St	staTE GARAGE T.O.S. 8.2 will correct EC at final								

Elevation Certificate											
Date	Permit #	Address #	Street					EC,B9+1	EC,C2 a)	Above	Below
Total Elevation Certificates reviewed this month											

--

Code Complaints

1/3/2023		816	Second St		Fall Grass still there						
1/3/2023		1423	Forest Ave		pumping of water has stopped						
1/3/2023		1006	First St		Debris on vacant lot, Made phone contact, and sent email to owner.						
1/3/2023		1006	First St		Got email from owner, will have debris cleaned up						
1/3/2023		580	Atlantic		Received email tag from Andrew Greene						
1/4/2023					tour of city for code issues						
1/6/2023					responded to several complaints within city						
1/9/2023		500	Atlantic		Trailer pared for business ad						
1/9/2023		244	Magnolia		Trailer pared for business ad						
1/9/2023		430	ocean front		squarrels						
1/11/2023		430	ocean front		Squarrels feeding stake out 1.5 hrs						
1/16/2023					tour of city for code issues						
1/17/2023		2101	Bartolome		location of pot-a-pot						
1/12/2023		1120	Atlantic Blvd		Food Truck						
1/17/2023		2009	Marsha Point		Dumping						
1/18/2023		430	ocean front		Squarrels feeding stake out 1.5 hrs						
1/19/2023		2009	Marsha Point		survey property line						
1/19/2023		723	ocean front		roffing without permit						
1/19/2023					Tour of City for code issues						
1/20/2023					tour of city for follow-up code issues						
1/23/2023		205	Myra St		Abandon House						
1/23/2023		208	Oceanwood Dr		Treee Damaged Sidewalk						
1/24/2023					Tour of city for follow-up code issues						
1/26/2023			St Johns Co								
1/27/2023					Multipal code cases revisited						
1/30/2023					Multipal code cases revisited						
1/31/2023					Multipal code cases revisited						
11											0.00

Fire Investigation											
Date	Address	Street								Loss	Time Spent



Dig Local Network & The Beaches Green Market

*Community Gardens * Farmers Market * Nutrition Education

Presentation for the





Dig Local Network (DLN)

Dig Local Network (DLN) is a 501c3 nonprofit organization that believes community gardens, farmers' markets, and nutrition education are sustainable routes to a future where everyone can eat better. We think access to good nutritious food is a human right regardless of a person's location or economic level.

- **Farmers markets** like the BGM have become important tools for **reducing food insecurity**.
- We work with organizations like Feeding NE Florida, BEAM & other local community leaders in connecting people to local, healthy and nutritious foods.
- Farmers Markets Show Resilience in Times of Supply Chain Issues.
- Our resilience is born out of the basic simplicity of facilitating direct transactions between farmers and shoppers.
- Farmers markets are proven to positively impact the health and diet of their community.



Why are we here tonight?

The Goal is to re-open the Beaches Green Market in April 2023 at Jarboe Park in Neptune Beach with an average of 25-30 vendors per week and we were eager to return home to the City of Neptune Beach and to continue being apart of the Neptune Beach Community again.

....It's really valuable to for the community, once again to be apart of the collective, green market and community ecosystem. And we're here to add to that

- This is an opportunity to bring a once key asset back to the heart of the city of Neptune Beach and continue the revitalization the area.

Why did the green market leave?

- When the coronavirus pandemic caused widespread stay-at-home orders, park shutdowns and business closures, many farmers markets had to find alternative locations in order to stay open for their communities.

The Present & Future

- The Beaches Green Market (BGM) is a safe and sustainable place that bring people together to share and carry-on local culture and traditions.



Who are we?

- In today's fast-paced world, most people don't know where their food comes from – let alone who grew it or how it was grown.
- Our connection to food has diminished to nothing more than a quick transaction at the check-out line, with no thought to who is behind the spinach in our salads or the steak on our grills.
- We reconnect communities to their food system by creating an opportunity where farmers and local food artisans and chefs can simultaneously sell fresh, local food and serve as food educators, revitalizing the way consumers shop and eat.
- Our green market is a place where farmers and neighbors meet to socialize and exchange ideas around cooking, nutrition, and agriculture.
- The Beaches Green Market is a year-round, certified farmers market that **operates from 10 am to 2 pm every Saturday**, rain or shine.



The Neptune Beach Community

- The City of Neptune Beach is a community of **7,500 residents** located in Duval County on a barrier island between the Atlantic Ocean on the east and the Intracoastal Waterway on the west.
- Neptune Beach is approximately **2.5 square miles** and is bounded by the City of Atlantic Beach to the north and the City of Jacksonville Beach to the south.
- In Neptune Beach, FL, you are never far from a well-planned neighborhood, a variety of recreational amenities, and world-class shopping, dining, and experiences.
- Returning to Jarboe Park reconnects the green market to our Neptune Beach community gardens.



NB Community Health Profile

Occupations – All Workforce

2020 - 4.32k

From 2019 to 2020, employment in Neptune Beach, FL grew at a rate of 3.35%, from 4.18k employees to 4.32k employees.

But

Between 2019 and 2020, the percent of uninsured citizens in Neptune Beach, FL also grew by 32.8% from 7.8% to 10.4%.

Source: [Neptune Beach, FL | Data USA](#)

Uninsured People

10.4% - Uninsured

2.22% - Medicaid



Food Insecurity In Florida, Duval County

2019 Overall County Food Insecurity In Florida, Duval County (before Covid-19)

- FOOD INSECURE PEOPLE IN DUVAL - 117,700
- Food Insecurity Rate in Duval – **12.6%**
- **Children and the elderly are the most at risk.**

In 2020, the overall County Food Insecurity In Florida for Duval County (during Covid-19)

- In Duval County, **21.8 percent of kids** and **25.4 percent of households with people over the age of 65** faced food insecurity.
- **Today, one in five children** do not if, how or when they will have their next meal.
- **THE AVERAGE MEAL COST PER PERON IN DUVAL COUNTY IS - \$3.27**
- COVID-19's economic impact has dramatically increased food insecurity, especially among children to **one in four children in the state of Florida are estimated to be food insecure.**
- **Everyone and all communities are affected!**



The Benefits of the BGM in your community

- **Support the local economy.** The Beaches Green Market provide opportunities for small farmers and businesses to sell their products, and they help meet the growing demand for locally produced food.
- **Fresh, local foods.** The fruits and vegetables are picked at the peak of their growing season, meaning this produce is the freshest and the tastiest available.
- **A wider variety.** Can offer a lot of variety, vastly different even from what you see in your grocery stores.
- **Affordable.** Grocery stores have drastically increased fresh produce. However, at the BGM, locally grown foods are typically less due to shorter travel and minimal processing, getting you more bang for your buck!
- **Know where your food comes from.** You can also learn some great tips and recipes from local farmers and producers.



The benefits of the Beaches Green Market in your community (cont)

- **Protect the environment.** Food in the USA travels an average of 1,500 miles to get your plate! This means high use of fuels that pollute the environment.
- **Shopping at the BGM is social.** A great way to bring communities together. Meet friends there or have a day out with the family.
- **The Beaches Green Market** Helps the community fight climate change with diet change by helping communities establish a “Food Print.”
- **Supplemental Nutrition Assistance Program or SNAP** formerly known as Food Stamps.
 - The BGM provides a Nutrition incentive program that increases the purchasing power of SNAP recipients to buy fresh fruits and vegetables





SNAP Match Program is Important for Residents?

Inflation Increases The Cost of Healthy Foods

The average SNAP benefit per person was about \$125 per month, which works out to about **\$1.39 per person per meal.**

The average (fiscal year 2022) Snap benefit amount for a family of four is \$638 per month. This averages **\$21.26** a day to purchase food for a family of four.

- Food insecurity is a household measure that reflects limited or uncertain access to healthy food.
- Households experiencing food insecurity face challenges paying expenses, and food budgets are often cut first in times of financial hardship as families trade off between food, rent and utilities.
- As inflation continue to rise, opting to reduce the nutritional quality of the food they eat, reducing their food intake overall, or opting for lower-cost alternatives, all of which points to deepening food insecurity.
- So, without additional support, families may become less food secure as inflationary pressures limit their ability to fully meet their food needs.



BGM Project Objectives

The objective of the BGM process is for the city of Neptune Beach officers and community to allow the return of the green market to Jarboe Park consistent with the sustainable objectives below:

- ***Flexible public space that can be used for a green market and other events***
- ***Address short and long-term parking supply needs***
- Growth of the Green Market up to and no more than fifty vendors with consideration of \$0.00 zero cost to the organization
- Commitment to a thorough public involvement process with the city pending
- selection of a partner
- City-owned assets to be considered available as part of this proposal include the Jarboe Park along with the DLN Community Garden.
- Vendors use of the bathroom facilities
- Permission to place signage along third street during green market hours



BGM Project Requirements for Success

Dig Local Network is seeking partnership with the city of Neptune Beach to work with in developing the Jarboe Park site for the return of the Beaches Green Market. We would like a few critical issues addressed in the proposal.

These include:

- A reconstructed Green Market agreement as part of a mixed-use project
- A strategy for parking on the day of the market
- Advertising & promotion of the green market on the city of Neptune Beach Website & social media.
- The primary requirement for any changes to Jarboe Park involves the Farmers' Market and the community garden.
- Agreement of lease to include permission for multiple uses, and ideally used throughout the year in all seasons on the day (Saturday's) of the green market.



Key Requirements for Success

An average of 25-30 Vendor for 10x10 spaces with the opportunity of no more than fifty vendors for unique events.

- Each space will be set up with tents, weighted by tent weights & tent stakes.
- All vendor signage will be inside of vendor space/stall
- Customer Walkways will be clear of debris & at least twenty' wide
- All Food preparation vendors will be required to have fire extinguisher
- Approval for Food Preparation/Heating on site for 2-3 vendors
- Dig Local Network will take responsibility to ensure all licensing, permitting & insurance compliance.
- A Food truck zone to accommodate a maximum of two trucks



Key Requirements for Success (cont)

Electrical:

- (2) electrical outlets on 20-amp circuit per every 8-10 vendors
- misc. general purpose 20-amp electrical outlets

Parking:

- During market days may be used for market operations
- Parking should be provided in a shared arrangement
- On street parking shall be allowed, especially on third Street

Support facilities:

- Restrooms- Allow Vendors to use facilities
- Waste Receptacles: Trash Cans & Recycle Bins



THANK YOU



**CITY OF NEPTUNE BEACH
CITY COUNCIL MEETING
STAFF REPORT**

AGENDA ITEM:	LDC Update Workshop
SUBMITTED BY:	Heather Whitmore, AICP, Community Development Director
DATE:	February 21, 2023
BACKGROUND:	<p>Land Development Code Updates To Bring Before Council for Discussion based on community, Community Development Board, and council member feedback.</p> <ol style="list-style-type: none"> 1. Floor Area Ratio (FAR) 2. Garage Location 3. Proposed Rezoning South St and Bowles St from R-2 to R-3 <p>Dates And Deadlines To Consider February 21st Workshop</p> <p>March 6th 1st Reading (Regular Council Meeting) March 8th CDB Discussion Meeting March 20th (Workshop Council Meeting) April 3rd (Regular Council Meeting)</p>
BUDGET:	NA
RECOMMENDATION:	Move forward with FAR first reading March 6 th , 2023 and/or Delay Garage Location and Rezoning for after CDB Discussion
ATTACHMENT:	<ol style="list-style-type: none"> 1. Staff Report outlining proposed changes. 2. Floor Area Ratio (FAR) Proposed Language Sec. 27-237. - Building area requirements. 3. Garage Proposed Language: Sec. 27-243.- Special requirements in the RC overlay. f. Garages & Parking 4. Proposed Zoning Map: South St and Bowles St from R-2 to R-3 5. Allowable Uses in R-2 and R-3 6. Table 27-239 Development Standards (Comparing R-2 and R-3)



STAFF REPORT

MEETING DATE: February 21, 2023

BOARD/COMMITTEE: City Council Workshop

TO: City Council

FROM: , AICP, Community Development Director

DATE: February 15, 2023

SUBJECT: Land Development Code Update Clarification

I. BACKGROUND:

Recently adopted revisions to the Land Development Code regarding standards have impacted land development rights for property owners in the Neptune Beach community. Some code updates have led to an influx in recent variance requests. Others have led to general confusion in interpretation.

Staff has discussed possible code updates options with property owners and the Community Development Board. During these discussions there is agreement on how to proceed with some language corrections, and possible rezoning, while other still require further consideration. This report is to obtain clarification from the City Council on how to proceed with amending the draft Land Development Code and Zoning Map.

II. DISCUSSION:

Below is a matrix showing the section of the land development code, the proposed language, optional language, zoning map amendments, and a staff recommendation.

LDC SECTION	PROPOSED LANGUAGE	OPTIONAL LANGUAGE	STAFF RECOMMENDATION
Sec. 27-237. - Building area requirements. (1) (2) (3)	Remove 3,500 SF and 3,000 SF maximum FAR	Retain 3,500 SF and 3,000 SF maximum FAR	<p>The SF cap is not intended to be used conjunction with a ratio. It often caps the building square footage well below what the 65% to 75% threshold would otherwise permit, and creates nonconformities</p> <p>Staff recommends remove 3,500 SF and 3,000 SF maximum FAR - 1st Reading March 6, 2023</p>
LDC SECTION	PROPOSED LANGUAGE	OPTIONAL LANGUAGE	STAFF RECOMMENDATION
Sec. 27-243.- Special requirements in the RC overlay. f. Garages & Parking . i.	(Add).... The garage shall not be located in the front yard and shall not exceed the height of the principal structure. (delete Figure 27-243-8 Garages).	(Delete entire new policy i.) To ensure that they do not dominate the street-facing building facades or overshadow pedestrian entryways, attached and detached garages shall be subordinate in height, footprint, and proportion to the primary structure on the site, and shall be compatible with the principal structure in terms of roof form, materials, and color. (delete Figure 27-243-8 Garages).	<p>The new language is confusing and unclear. Furthermore the graphic creates conflicts with the text. The language must be either clarified or removed.</p> <p>Staff recommends either delaying the decision until after the CDB March 8th Workshop or deleting the new policy all together</p>
LDC SECTION	PROPOSED LANGUAGE	OPTIONAL LANGUAGE	STAFF RECOMMENDATION
Rezoning South St and Bowles St from R-2 to R-3	Rezone South St and Bowles St from R-2 to R-3	Do not rezone South St and Bowles St from R-2 to R-3	The recent LDC update process had incorporated a proposal to rezone a portion of South St and Bowles St from R-2 to R-3.

			<p>The only differences between the R-2 and R-3 are front setback, minimum lot area, and lot width.</p> <p>Staff recommends either delaying the decision until after the CDB March 8th Workshop or not rezoning these lots from R-2 to R-3</p>
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III. CONCLUSION:

Staff has reviewed these codes thoroughly and has prepared these recommendations based on best planning practices, the ability to implement the code, and to maintain the character of the city. Staff will revise the code according to the direction received from a majority vote of the city council.

IV. RECOMMENDED MOTION:

Each section provides the option to maintain the current code, use optional language, or amend the proposed language as discussed by the City Council.

Sec. 27-237. - Building area requirements.

Principal buildings shall not exceed the maximum floor areas, exclusive of the required architectural elements, as provided for below:

- (1) **R-1 district:** Total floor area of all buildings are limited to a maximum floor area ratio (FAR) of seventy-five (75) percent of the total lot area ~~or a maximum of three thousand five hundred (3,500) square feet, whichever is less~~. Balconies, porches, and other architectural features are excluded from the FAR requirement. Except, breezeways are limited to fifteen (15) feet in length from the vertical exterior wall of the principal structure to the vertical exterior wall of an accessory structure.

The FAR is calculated by dividing the gross floor area by the total lot area. The total lot area for this provision shall be the boundary of the parcel as indicated by the property lines unless the lot is non-conforming, in which case, one-half the width of the adjacent local right-of-way may be used.

- (2) **R-2 district:** Total floor area of all buildings are limited to a maximum floor area ratio (FAR) of seventy (70) percent of the total lot area ~~or a maximum of three thousand (3,000) square feet, whichever is less~~. Balconies, porches, and other architectural features are excluded from the FAR requirement. Except, breezeways are limited to fifteen (15) feet in length from the vertical exterior wall of the principal structure to the vertical exterior wall of an accessory structure.

The FAR is calculated by dividing the gross floor area by the total lot area. The total lot area for this provision shall be the boundary of the parcel as indicated by the property

lines unless the lot is non-conforming, in which case, one-half the width of the adjacent local right-of-way may be used.

- (3) **R-3 district:** Total floor area of all buildings are limited to a maximum floor area ratio (FAR) of sixty-five (65) percent of the total lot area ~~or a maximum of three thousand (3,000) square feet, whichever is less~~. Balconies, porches, and other architectural features are excluded from the FAR requirement. Except, breezeways are limited to fifteen (15) feet in length from the vertical exterior wall of the principal structure to the vertical exterior wall of an accessory structure.

The FAR is calculated by dividing the gross floor area by the total lot area. The total lot area for this provision shall be the boundary of the parcel as indicated by the property lines unless the lot is non-conforming, in which case, one-half the width of the adjacent local right-of-way may be used.

- (4) **R-4 district:** Total floor area of all buildings are limited to a maximum floor area ratio (FAR) of sixty-five (65) percent of the total lot area. Balconies, porches, and other architectural features are excluded from the FAR requirement. Breezeways are limited to fifteen (15) feet in length from the vertical exterior wall of the principal structure to the vertical exterior wall of an accessory structure.

The FAR is calculated by dividing the gross floor area by the total lot area. The total lot area for this provision shall be the boundary of the parcel as indicated by the

property lines unless the lot is non-conforming, in which case, one-half the width of the adjacent local right-of-way may be used.

- (5) **R-5 district:** Not applicable.
- (6) **C-1 district:** In order to promote a more human-scaled environment along the 3rd Street Corridor, no freestanding building for any permitted use shall exceed thirty thousand (30,000) square feet in total gross floor area, as defined in section 27-15 of this Code. A structure may be constructed on a single parcel so long as the structure does not exceed 100 linear feet of frontage without a 10' separation between any additional structures constructed upon the same parcel of land. Furthermore, boutiques are limited to two (2) stories and no more than 2,000sf per floor. Wholesale warehouses, or other freestanding buildings for any permitted use located within one thousand (1,000) linear feet of each other that operate under common business ownership or management, share a warehouse or distribution facility, or otherwise operate as an associated, integrated, or cooperative business shall not exceed a combined thirty thousand (30,000) square feet of total gross floor area in aggregate.
- (7) **C-2 district:** No retail store, wholesale warehouse, nor any freestanding building for any permitted use shall exceed sixty thousand (60,000) square feet in total gross floor area, as defined in section 27-15 of this Code. Shopping centers may be constructed so long as no single unit within such center exceeds these sixty thousand (60,000) square feet limit. Furthermore, any retail stores, wholesale warehouses, or other freestanding buildings for any permitted use located within one thousand (1,000) linear feet of each other that operate under common business ownership or management, share a warehouse or distribution facility, or otherwise operate as an associated, integrated, or cooperative business shall not exceed a combined sixty thousand (60,000) square feet of total gross floor area in aggregate.
- (8) **C-3 district:** No retail store, wholesale warehouse, nor any freestanding building for any permitted use shall exceed sixty thousand (60,000) square feet in total gross floor area, as defined in section 27-15 of this Code. Shopping centers may be constructed so long as no single unit within such center exceeds these sixty thousand (60,000) square feet limit. Furthermore, any retail stores, wholesale warehouses, or other freestanding buildings for any permitted use located within one thousand (1,000) linear feet of each other that operate under common business ownership or management, share a warehouse or distribution facility, or otherwise operate as an associated, integrated, or cooperative business shall not exceed a combined sixty thousand (60,000) square feet of total gross floor area in aggregate.
- (9) **CBD district:** In order to preserve the small scale and quaint commercial character of the Central Business District, which also seeks to provide spaces for small local businesses, no freestanding building in the CBD shall exceed a gross floor area of twenty-five thousand (25,000) square feet.
- (10) **NC overlay:** In order to better match the surrounding residential character, no freestanding commercial building in the Neighborhood Commercial Overlay shall exceed a gross floor area of twenty thousand (20,000) square feet.

(11) ***RC overlay***: Total floor area of all buildings are limited to a maximum floor area ratio (FAR) of sixty-five (65) percent of the total lot area. Balconies, porches, and other required architectural features are excluded from the FAR requirement.

The FAR is calculated by dividing the gross floor area by the total lot area. The total lot area for this provision shall be the boundary of the parcel as indicated by the property lines.

Sec. 27-243. – Special requirements in the RC overlay.

e. Garages & Parking.

- i. To ensure that they do not dominate the street-facing building facades or overshadow pedestrian entryways, attached and detached garages shall be subordinate in height, footprint, and proportion to the primary structure on the site, and shall be compatible with the principal structure in terms of roof form, materials, and color. The garage shall not be located in the front yard and shall not exceed the height of the principal structure. (Figure 27-243-8).
Remove Figure

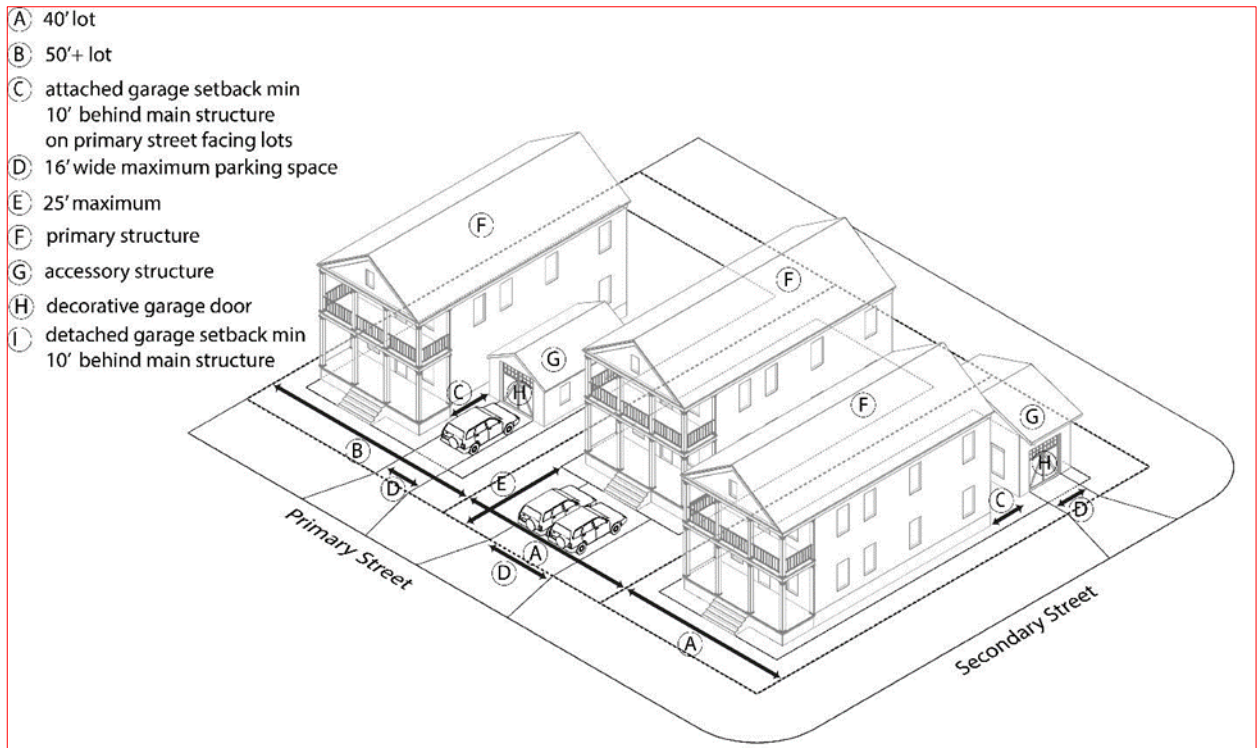
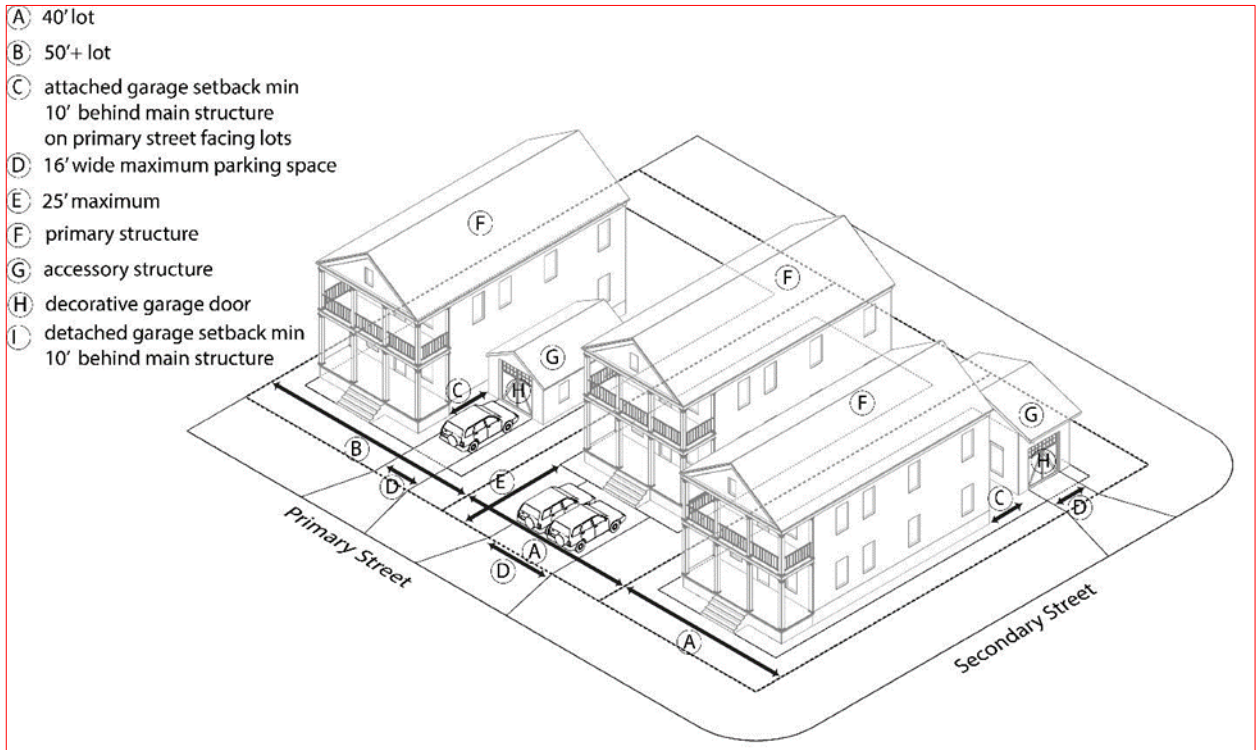


Figure 27-243-8: Garages.

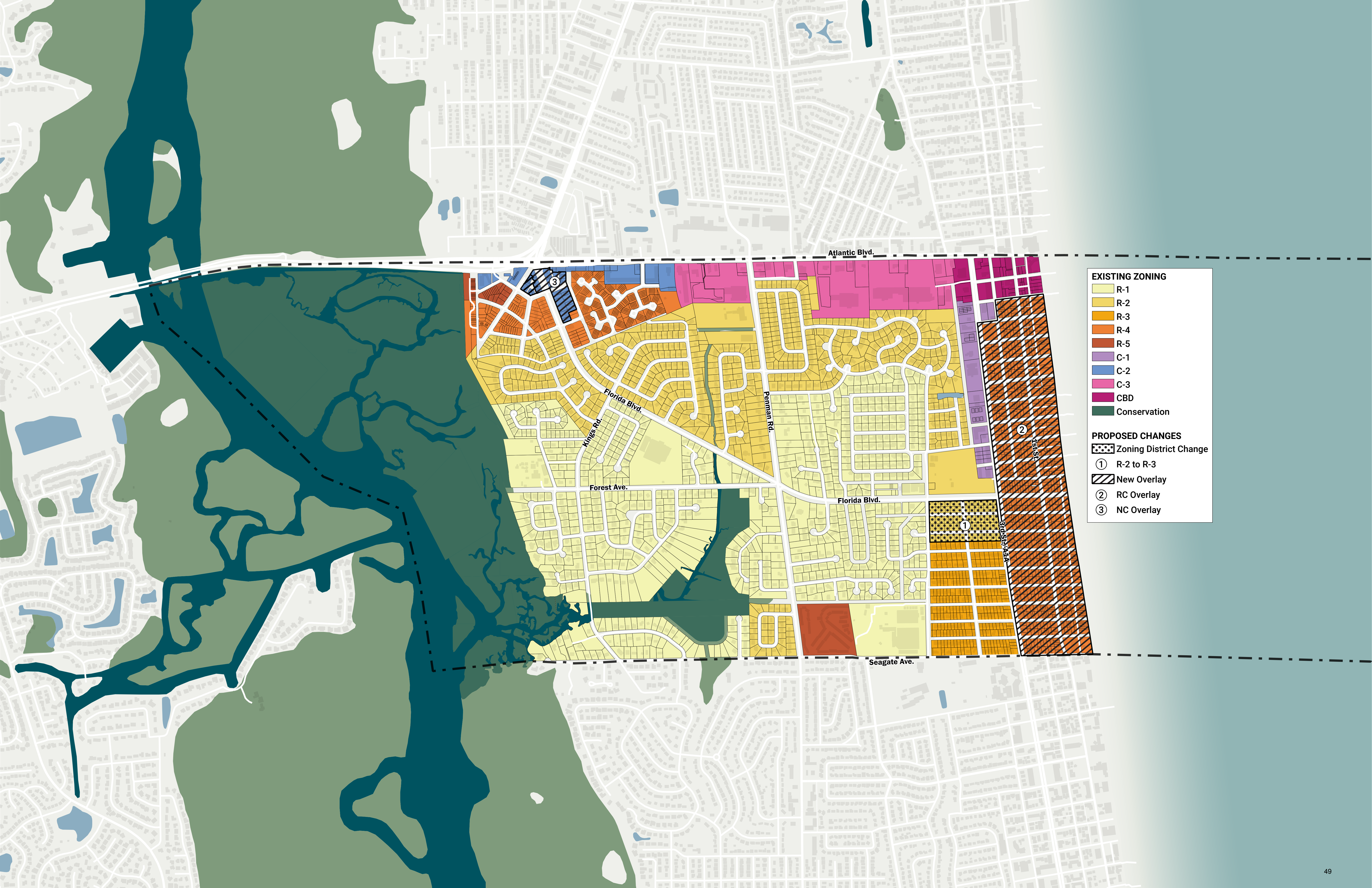
Sec. 27-243. – Special requirements in the RC overlay.

f. Garages & Parking.

- i. ~~To ensure that they do not dominate the street facing building facades or overshadow pedestrian entryways, attached and detached garages shall be subordinate in height, footprint, and proportion to the primary structure on the site, and shall be compatible with the principal structure in terms of roof form, materials, and color. (Figure 27-243-8). Remove Figure~~



~~(Figure 27-243-8:Garages).~~



EXISTING ZONING

- R-1
- R-2
- R-3
- R-4
- R-5
- C-1
- C-2
- C-3
- CBD
- Conservation

PROPOSED CHANGES

- Zoning District Change
- ① R-2 to R-3
- New Overlay
- ② RC Overlay
- ③ NC Overlay

(d) **Residential-2 (R-2):**

- (1) **Intent.** The R-2 zoning districts are intended to provide for single-family residences. This district corresponds to portions of the Suburban Residential I designation on the adopted future land use map.
- (2) **Permitted uses.** The use permitted within the R-2 zoning district shall be:
 - a. Single-family residence;
 - b. Public Park/recreation area;
 - c. Family day care home, as defined by F.S. §§ 402.26—402.319;
 - d. Accessory structures and uses as defined by article V.
- (3) **Uses by special exception.** The uses permitted by special exception within the R-2 zoning district shall be:
 - a. Government uses, buildings and utilities;
 - b. Primary/secondary Education Facilities;
 - c. Worship facility and childcare associated with facility.

(e) **Residential-3 (R-3):**

- (1) **Intent.** The R-3 zoning districts are intended to provide for single-family residences. This district corresponds to the Traditional Residential I designation on the adopted future land use map.
- (2) **Permitted uses.** The use permitted within the R-3 zoning district shall be:
 - a. Single-family residence;
 - b. Public Park/recreation area;
 - c. Family day care home, as defined by F.S. §§ 402.26—402.319;
 - d. Accessory structures and uses as defined by article V.
- (3) **Uses by special exception.** The uses permitted by special exception within the R-3 zoning district shall be:
 - a. Government uses, buildings and utilities;
 - b. Primary/secondary Education Facilities;
 - c. Worship facility and childcare associated with facility.

Table 27-239

	R-1	R-2	R-3	R-4 ¹	R-5 ²	C-1	C-2	C-3	CBD ²	NC Overlay	RC Overlay
	Single-Family Residential			Single/ Two-Family Res.	Multi-Family ¹⁴	Commercial					Single/ Two-Family Res.
Building Height											
Max. Height ³	28'	28'	28'	28'	28'	35'	35'	35'	35'	35'	28'
Max. Stories	2	2	2	2	2	3	3	3	3	3	2
Density (dwelling units divided by gross site area in acres - du/a)											
Max. Density (du/a)	5	5	5	10	17	-	-	-	10	-	10
Setbacks											
Front Yard ⁴	25' min.	20' min.	15' min.	Flexible ⁵	30' min.	10' min. 25' max.	25' min.	15' min. 30' max.	0' min. 10' max. ⁶	5' min. 15' max.	10' min. 25' max.
Rear Yard	30' min.	25' min.	25' min.	Flexible ⁵	30' min.	10' min.	15' min.	20' min.	5' min.	10' min.	15' min.
Side Yard (Internal)	10' min.	10% of lot width (7' min.)	10% of lot width (7' min.)	7' min. ⁷	25' min.	5' min.	15' min.	5' min.	0' min.	0' min.	7' min. ⁷
Side Yard (Street)	15' min.	10' min.	10' min.	8' min.	25' min.	10' min. 25' max.	20' min.	10' min. 25' max.	5' min. 15' max.	10' min. 25' max.	8' min. 25' max.
Frontage Buildout											
Primary Street	-	-	-	-	-	70% min. ⁸		70% min.	70% min.	-	-
Lot Dimensions/Size											
Min. Lot Area (SF.)	12,000	10,000	5,000	4,356	-	7,500	10,000	15,000	-	7,500	4,356 ¹⁰
Max. Lot Area (SF)	-	-	-	15,000	-	-	-	-	-	-	15,000
Min. Lot Width (FT)	100'	85'	50'	50'	200'	60'	80'	100'	-	50'	50' ¹¹
Max. Lot Coverage	50%	50%	50%	50%	35%	70%	70%	75%	85%	70%	50% ⁹

Additional											
Max. Building Floor Area (sq. ft.) ¹²	-	-	-	-	-	30,000	60,000	60,000	25,000	20,000	-