



**Agenda**  
**City Council**

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Monday, June 5, 2017

7:00 PM

Council Chambers

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**MEMORANDUM TO:**

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

Council Members:

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

**CALL TO ORDER**

**OPENING CEREMONIES: INVOCATION, FOLLOWED BY SALUTE TO THE FLAG**

**ROLL CALL**

**APPROVAL OF MINUTES**

- a. 17-086 City Council Briefing Held May 15, 2017
- b. 17-087 Regular City Council Meeting Held May 15, 2017

**ANNOUNCEMENTS**

**COURTESY OF THE FLOOR TO VISITORS**

**MAYOR AND CITY COUNCIL**

**CITY CLERK**

**CITY MANAGER**

- a. 17-088 Appointment of Member to the Board of Adjustment
- b. 17-089 Appointment of Members and Alternates to the Planning Commission

- c. 17-090 Appointment of Two Members to the Community Redevelopment Agency
- d. 17-091 Adopt Special Events Policy
- e. 17-092 Approve an Amendment to the Commercial Lease Agreement with Four Brothers of Jacksonville, Inc., for a Temporary Reduction to the Monthly Lease Rate
- f. 17-094 Approval of Bid No. 1617-11 - Electric Supplies - 12 Months Requirements

## **RESOLUTIONS**

## **ORDINANCES**

- a. 17-095 **ORDINANCE NO. 2016-8082 (Second Reading)**  
  
**AN ORDINANCE TO REPEAL IN ITS ENTIRETY CHAPTER 18 "NOISE", OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AND REPLACING IT WITH A NEW CHAPTER 18, THAT INCLUDES SECTION 18-7 "LOW VOLUME OUTDOOR AMPLIFIED AND ACOUSTIC SOUND", PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES.**
  
- b. 17-096 **ORDINANCE NO. 2017-8088 (Second Reading)**  
  
**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA; AMENDING CHAPTER 5, "ANIMALS AND FOWL," ARTICLE III. - DOGS AND CATS, DIVISION 1. - IN GENERAL, SECTION 5-24 "DANGEROUS DOGS," SECTION 5-24.1 "ATTACK OR BITE BY DANGEROUS DOG."; AMENDING TO APPEAL TO THE CIRCUIT COURT AND NOT COUNTY COURT, PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**
  
- c. 17-097 **ORDINANCE NO. 2017-8089 (Second Reading)**  
  
**AN ORDINANCE TO AMEND *REDEVELOPMENT DISTRICT: RD* ORDINANCE NO. 2016-8070, SUPPLEMENTING THE COMPREHENSIVE ZONING REGULATIONS AND PLAN FOR THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS PROVIDED UNDER CHAPTER 34 OF THE CODE OF ORDINANCES OF SAID CITY. (This amends the currently approved RD ordinance governing the property at the northwest corner of 1st Street North and 6th Avenue North by**

increasing the number of hotel rooms and by providing a revised site plan and building elevation drawing)

## **ADJOURNMENT**

### **NOTICE**

*In accordance with Section 286.0105, Florida Statutes, any person desirous of appealing any decision reached at this meeting may need a record of the proceedings. Such person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.*

*The public is encouraged to speak on issues on this Agenda that concern them. Anyone who wishes to speak should submit the request to the City Clerk or to the recording secretary prior to the beginning of the meeting. These forms are available at the entrance of the City Council Chambers for your convenience.*

*In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this meeting should contact the City Clerk's Office at (904) 247-6299, extension 10, no later than one business day before the meeting.*

**Minutes of City Council Briefing  
Monday, May 15, 2017 – 5:30 P.M.  
Council Chamber Conference Room, 1<sup>st</sup> Floor  
11 North 3<sup>rd</sup> Street, Jacksonville Beach, FL**

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The Council Briefing began at 5:30 P.M.

The following City Council Members attended:

Mayor: William C. Latham

Council Members: Lee Buck                      Keith Doherty                      Christine Hoffman  
                                 Bruce Thomason                      Phil Vogelsang                      Jeanell Wilson

Also present were City Manager George Forbes, Public Works Director Ty Edwards, Planning and Development Director Bill Mann, and Assistant City Clerk Catherine Ponson

**Purpose of Briefing**

The purpose of the briefing is to update the Council Members on projects and discuss the Dix.Hite+Partners Downtown Action Plan.

**City Manager**

**Public Works -**

Mr. Forbes stated that an application is required to lease the bandwidth for the new water meter reading program that uses radio communications. Ty Edwards, Public Works Director, explained the application requires the Council Members to verify citizenship and any ownership interests in an entity regulated by the FCC.

**Dune Restoration -**

Mr. Forbes announced that at the dune renourishment update meeting held on Thursday, May 11, 2017, it was reported that the contract between the Army Corps of Engineers and the Great Lakes Dredge and Dock Company would be signed on Friday, May 12, 2017. This contract is for the additional dune restoration work. The City of Jacksonville will be putting out RFPs for the trucks to place the sand in the correct places. This work will not begin until June 2017.

**Board Appointments -**

Mr. Forbes informed the Council that Board appointments would be on the June 5, 2017, meeting agenda. He advised there were two appointments to be made to the Planning Commission, two appointments to be made to the Community Redevelopment Agency, and one appointment to the Board of Adjustment.

**Shade Meeting -**

City Attorney Susan Erdelyi stated that there needed to be a shade meeting held to discuss litigation strategy and expenditures regarding the current lawsuit between the City of Jacksonville Beach and Las

Olas Development, LLC. It was decided that the shade meeting would be held before the City Council meeting on June 5, 2017, at 5:00 P.M. in the City Hall Boardroom on the 2<sup>nd</sup> Floor.

Live Streaming -

Mr. Forbes announced that live streaming of the Council meetings has begun on YouTube.

Four Brothers Lease -

Mr. Forbes advised the Council that the Four Brothers Incorporated of Jacksonville lease at the Golf Course would be on the June 5, 2017, agenda. Four Brothers operates the restaurant at the Golf Course.

Outdoor Seating –

Mr. Forbes reported that if the Low Volume Noise Ordinance is adopted, he will go to the Planning Commission to change the Ordinance to allow outdoor seating as a permitted use rather than a conditional use for establishments that are 200 square feet or less in area.

**Dix.Hite+Partners Downtown Action Plan Update**

Bill Mann, Planning and Development Director, updated the Council on the progress of the Downtown Action Plan. He stated the first phase of the contract with Dix.Hite+Partners, which was to produce the Implementation and Management Plan of the Downtown Action Plan is about 90% complete He added that while the City is still under the contract for Phase 1, there are several items that could be looked at and moved to Phase 2. Engineering drawings and permissible plans would be included in Phase 2 of the project.

Mr. Mann and the Council reviewed the Statement of Probable Costs. He stated he was looking for guidance while breaking out the different components and potential steps forward.

Pier Entry -

The Council reviewed the overall Pier Entry concept design. The design depicts a large lifeguard chair at the entrance of the pier. It was also discussed that an archway feature had been designed for the Pier Entry, and it was shown on the wayfinding and signage illustrations.

Mr. Vogelsang stated that the chair could be utilized as a potential archway. Mr. Mann explained that could be decided at the preconstruction design phase.

Mr. Doherty suggested continuing using the surfboard theme.

Mr. Mann stated that based upon Council feedback, the City would ask for an additional design concept to be produced for the Pier Entry area to have something to compare the first design with. He added Phase 1 would remain open for the additional work for the Pier Entry component.

### Wayfinding and Signage -

Mr. Mann stated that the wayfinding signage component using the surf-related theme would be moved to Phase 2 with Council approval.

### Site Furnishings -

Site furnishings, which include some type of low wall seating surrounding existing Palm tree planter areas and free-standing cast stone benches, would be forwarded to Phase 2 of the project.

### Bicycle Parking -

The new bicycle rack locations were discussed. Mr. Mann stated that in the high-volume areas, basic bicycle racks would be used. In other areas, there would be more artistic bicycle racks installed. This component would be moved to Phase 2.

### Proposed Lighting Plan -

Mr. Vogelsang inquired about more lighting on the Boardwalk, which would encourage more people to utilize it. Mr. Mann suggested installing a single railing along the Oceanfront to give protection to the ground-level lighting that is contemplated. The lighting plan would be forwarded to Phase 2.

### Public Art -

Mr. Mann stated that Dix.Hite has identified opportunities and locations for the display of public art. Existing blank wall spaces, the roundabout at 2<sup>nd</sup> Avenue and the Pier Entryway are all areas that could be used. It was agreed to move forward the Public Art component to Phase 2.

### Branding -

Mr. Mann explained that the logos were presented at the workshop held on December 5, 2016. One depicted the City's lifeguard chair and said "Relax in Jax" which seemed to promote the City of Jacksonville. The "Jax Beach" logo appeared to be well-received. Mr. Vogelsang suggested using surfboards as opposed to the lifeguard chair. Ms. Wilson commented that the lifeguard chair is a symbol of Jacksonville Beach. Mr. Mann stated he would seek additional concepts from Dix.Hite under the current Phase 1 work effort.

### Latham Plaza -

Mr. Mann reminded the Council that this design was a result of public input as well as Council input. Dix.Hite came up with the redesign of the plaza to maximum attraction and appeal to families while still maintaining flexibility for large events.

Mr. Thomason asked what problem were they trying to solve as he supports Latham Plaza as it is designed now. Mr. Mann answered that the plaza is underutilized. He further stated that he felt the terraced seating at the south end of the Seawalk Pavilion lawn would be a good alternative to the portable bleachers regularly brought in. Mr. Mann added that the idea of putting a high-volume bike parking area behind the terraced seating area was a good idea.

Greg Bryla, with Dix.Hite+Partners, stated that there are many components to the redesign of Latham Plaza. He explained that the plaza is closed off from everything that is around it. He added that it was redesigned to improve access from the edges. Mr. Bryla commented that use of the plaza is now limited by the way it is cut up with pavers. The redesign is for flexibility of use in the middle, and was requested by citizens wanting something to do.

Mr. Forbes suggested this design be looked at further before moving to Phase 2.

The briefing adjourned at 6:48 P.M.

Submitted by: Catherine Ponson  
Assistant City Clerk

Approval: \_\_\_\_\_

William C. Latham, Mayor

Date: \_\_\_\_\_

**Minutes of Regular City Council Meeting  
held Monday, May 15, 2017, at 7:00 P.M.  
in the Council Chambers, 11 North 3<sup>rd</sup> Street,  
Jacksonville Beach, Florida**



**OPENING CEREMONIES:**

Council Member Wilson gave the invocation, followed by the salute to the flag.

**CALL TO ORDER:**

Mayor Latham called the meeting to order at 7:00 P.M.

**ROLL CALL:**

Mayor: William C. Latham

Council Members: Lee Buck Keith Doherty Christine Hoffman  
Bruce Thomason Phil Vogelsang Jeanell Wilson

Also present were City Manager George Forbes, City Clerk Laurie Scott, and Assistant City Clerk Catherine Ponson

**APPROVAL OF MINUTES**

It was moved by Ms. Wilson, seconded by Ms. Hoffman, and passed unanimously, to approve the following minutes:

- City Council Briefing held May 1, 2017
- Regular City Council Meeting held May 1, 2017

**ANNOUNCEMENTS**

City Attorney, Susan Erdelyi announced a Shade Meeting pursuant to Florida State Statute 286.011 for the City Council to discuss and give advice on the case of Las Olas Development, LLC versus the City of Jacksonville Beach. The Shade Meeting would be held on June 5<sup>th</sup>, 2017, at 5:00 P.M. before the Regular City Council Meeting.

Council Member Doherty commented he would like to explore the possibility of having our Municipality on the Supervisor of Elections automated candidate financial reporting system.

**COURTESY OF THE FLOOR TO VISITORS**

**Speakers:**

- Jan Bailey, 25 29<sup>th</sup> Avenue South, Jacksonville Beach, reported several “No Parking” signs were missing along Ocean Drive South between 28<sup>th</sup> and 29<sup>th</sup> Avenue, between 29<sup>th</sup> and 30<sup>th</sup> Avenue, and at the large beach access at the end of 30<sup>th</sup> Avenue South and would like to see them replaced.
- Susan Taylor, 603 15<sup>th</sup> Street North, Jacksonville Beach, spoke concerning the filing requirements of the IRS Form 990 with the Special Events permit application.

Additionally, she advocated for Council Members Hoffman, Doherty and Vogelsang to recuse themselves from any decision-making policies regarding special events due to their associations with special events in the past, and possible future events.

Council Member Vogelsang responded to Ms. Taylor's statements regarding the submission of the IRS Form 990 with the Special Events applications. He stated at the Council Briefing held on May 1, 2017, they spoke in favor of organizations submitting their IRS Form 990 with the Special Events application. During the briefing, Council Members asked for clarification in regards to specifically which corporate documents would need to be submitted along with the event application.

- Rick Knight, 827 8<sup>th</sup> Avenue North, Jacksonville Beach, discussed the future branding of the City of Jacksonville Beach.
- James Sorrell, 1410 Pinewood Road, Jacksonville Beach, recognized the City Council, City Attorney, Susan Erdelyi, and City Staff on the preparation and training provided to the members of the Board of Adjustment and is looking forward to similar training being provided to the other City Boards.
- [Stephen Wilson, 1031 1<sup>st</sup> Street South, #802, Jacksonville Beach, submitted a speaker card. However, he did not come forward when his name was announced].

#### **MAYOR AND CITY COUNCIL**

- (a) **Item #17-076 Presentation by Florida League of Mayors and Florida League of Cities to Fletcher Middle School Student Avery Wingate, Second Place Winner in the "If I Were Mayor" Essay Contest**

Avery Wingate, a seventh grader at Fletcher Middle School, was the second place winner of the "*If I Were Elected Mayor*" essay contest open to all seventh graders in the State of Florida, sponsored by the Florida League of Cities and the Florida League of Mayors. Mayor Latham read his award-winning essay. Linda Briggs, Director, Association Services, Florida League of Cities presented a Resolution recognizing Avery Wingate as the second place winner along with a \$50 gift card.

- (b) **Item #17-077 Presentation by Denise Bunnewith with North Florida TPO on the North Florida Transportation Improvement Program**

Denise Bunnewith gave a presentation of the Transportation Improvement Program (TIP) for the City of Jacksonville Beach for FY 2017/18-2021/22.

Mayor Latham asked when the J. Turner Butler and I-95 interface would be completed. FDOT representative, Jim Green, stated based on the available information; the project would be completed this summer.

**CITY CLERK**

**CITY MANAGER**

**(a) Item #17-078, Accept the Monthly Financial Reports for the Month of April 2017**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to accept the financial reports for the month of April 2017, as submitted by the Chief Financial Officer.

**Roll call vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Vogelsang, Wilson, and Mayor Latham. The motion carried unanimously.

**(b) Item #17-079, Approve a Commercial Lease Agreement with Coastal Improvement Corporation for Property at the Industrial Park**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to Authorize the City Manager and Mayor to execute a lease with Coastal Improvement Corporation for property at the Jacksonville Beach Industrial Park.

Mr. Forbes explained the Tenant would like to lease 13,210 square feet of vacant land at the Industrial Park as a laydown area, possible covered storage, and a mobile office trailer. The proposed use is acceptable under Sec. 34-346 Industrial District: I-1 zoning. Total monthly rent would be \$1,188.90

He discussed the key provisions of this lease, which are as follows:

- The lease is for a period of five years. Either party may terminate the lease after 12 months by providing 90 days advanced written notice.
- Use of the land is solely for storage of inventory and equipment and a mobile office trailer.
- The lease rate will increase by 4% each year. The Tenant is also responsible for ad valorem and property taxes.
- The Tenant shall be responsible for maintaining and keeping the property in good condition and repair throughout the term of the lease.
- The Tenant shall provide privacy fence fabric around the leased space before storing inventory and equipment.

Ms. Wilson asked for confirmation that the Tenant would have only one mobile office on the property. Mr. Forbes stated, it might be a single or doublewide trailer – but there would only be one structure used as a business office.

Ms. Wilson asked if the Tenant would be responsible for the Florida 7% Sales and Use Tax. Mr. Forbes explained the Lease requires the Tenant to pay all legal taxes of any nature.

**Roll call vote:** Ayes – Doherty, Hoffman, Thomason, Vogelsang, Wilson, Buck, and Mayor Latham. The motion carried unanimously.

(c) **Item #17-080, Approve the Design of a Master Plan for the Golf Course**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve the design of a master plan for the Golf Course as described in the memorandum from Jason Phitides, the Interim Parks and Recreation Director dated May 6<sup>th</sup>, 2017.

Mr. Forbes reported the objective would be to improve the playability of the course and to identify options for expanding its use as a recreational facility for the entire community. The plan would identify cost-effective changes that could be implemented over a number of years. Options that may be considered in the master plan are:

- Repositioning certain tees, greens, and bunkers to address safety issues and improve playability for all ages and skill levels.
- Restructuring certain holes to create space to add a putting course.
- Enlarge the driving range and increase the number of stations.
- Add recreation functions such as trails for jogging or walking, etc.
- Including additional activities such as glow golf, or foot golf to utilize the course during non-peak hours and evenings.

Harrison Minchew, in association with Applied Technology Management (one of the City's continuing services engineering contractors), who provided the design and bid specifications for greens 2 and 5 in the previous project, has proposed a fee of \$17,500 to design a master plan. The design would contain proposed changes overlaid onto an aerial photo/map and include specifications, timeline, and projected costs, etc. for each component of the master plan. He is a local golf course architect who has been designing golf courses since 1982. He has designed and constructed courses all over the world and was Arnold Palmer's lead architect for many years. Mr. Minchew elaborated on the options that may be considered in the master plan. He stated that the golf course is a diamond in the rough and said that the PGA may be willing to help.

Mr. Forbes asked Mr. Minchew to return when his master plans are 50% complete to permit Council Members to provide their input.

Mr. Forbes stated the funding of \$17,500 to design a master plan, would come from the General Capital Projects Fund for the golf course. In response to Ms. Wilson's question about funding for future golf course construction projects, Mr. Forbes stated the funding would come from the General Capital Projects Fund, and they are actively building the reserve funds in preparation for future construction.

**Roll call vote:** Ayes – Hoffman, Thomason, Vogelsang, Wilson, Buck, Doherty, and Mayor Latham. The motion carried unanimously.

(d) **Item #17-081, Approve the Expenditure from the General Capital Projects Fund for Geographic Information Systems Services Related to the Enterprise Resource Planning System**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to approve the expenditure of \$134,610 from the Capital Projects Fund, ERP reserve, for Geographic Information Systems services provided by Power Engineers, Inc. pursuant to the Consulting Agreement dated December 15, 2016.

Mr. Forbes reported the City is in the process of implementing the first stage of a new Enterprise Resource Planning (ERP) system, which includes software to run our financial, personnel, payroll and utility billing functions.

All the leading vendors who provide municipal asset management software utilize maps with a Geographic Information System (GIS) as a primary data source that supports many of the software's core functions. A key element of the City's asset management system would be its ability to utilize and integrate with the GIS software.

In order to upgrade our GIS and prepare for full implementation of a new asset management system, we must migrate some of our existing data related to streets, water, stormwater, and sewer infrastructure to combine all GIS data into one centralized system.

The City entered into an agreement with Power Engineers on December 15, 2016, for consulting and migration services to assist us with the upgrade of our GIS. The agreement includes a general scope of services

The initial estimated cost of the project was \$68,400, based upon a GIS ERP Readiness Review performed by IT Nexus in February 2016. Since that time, Power Engineers has performed extensive analysis and developed a detailed scope of work, resulting in a revised budget of \$134,610. Funding is available for this project in the Capital Projects Fund, reserve for ERP.

**Roll call vote:** Ayes – Thomason, Vogelsang, Wilson, Buck, Doherty, Hoffman and Mayor Latham. The motion carried unanimously.

## **RESOLUTIONS**

### **Item #17-082, RESOLUTION NO. 1982-2017**

Mayor Latham requested that the City Clerk read Resolution No. 1982-2017, by title only, whereupon Ms. Scott read the following:

**“A RESOLUTION AMENDING THE CITY OF JACKSONVILLE BEACH POSITION CLASSIFICATION AND PAY PLAN FOR MANAGERIAL, PROFESSIONAL, ADMINISTRATIVE AND UNCLASSIFIED (NONUNION) CITY POSITIONS, EFFECTIVE MAY 1, 2017.”**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt Resolution No. 1982-2017, Amending the Classification and Pay Plan for Managerial, Professional, Administrative and Unclassified (Nonunion) City Positions, effective May 1, 2017.

Mr. Forbes reported this resolution would amend the Pay Plan for lifeguards, adopt a car allowance for the police chief and add a Purchasing Administrator position.

Over the past few years, the City has seen the number of applicants for beach patrol positions trending lower from one year to the next. For many years, the City routinely recruited over 80 lifeguards for the season. Last year the number dropped to 60. This trend became a matter of concern this year when at the beginning of April, the City had only recruited 40 lifeguards.

Recruitment of lifeguards is an issue throughout the country. Currently, there is a National shortage of lifeguards. One of the major reasons cited is the low interest in certification training, which can be costly and time-consuming. The City's requirement that lifeguards complete a twelve week training program with the Corps is an added factor. The typical age range of a lifeguard is age 15 to college, and given many students' education and sports commitments; they cannot be counted on to work full shifts.

To address this problem, the City reviewed the hourly rate it currently pays its lifeguards, the training required to become a lifeguard and the possibility of providing an incentive for a lifeguard to work full shifts throughout the season.

Based on this review, the City is recommending the following:

- Amend the Pay Plan hourly rates for lifeguards, rescue swimmers, and beach patrol lieutenant positions, and the pay grade for the ocean rescue supervisor to make them competitive with neighboring communities.
- Amend the Pay Plan to provide additional pay for lifeguards and rescue swimmers who work a minimum of 300 hours between the months of May and September.
- Shorten the training program to become a lifeguard for the City from twelve weeks to eight weeks.

Mr. Doherty inquired whether the recruits are paid while they go through the training program. Mr. Forbes stated they reduced the training weeks from 12 to 8 weeks to help streamline the process. However, they do not receive pay for their training.

Mr. Forbes stated when the Pay Plan was approved on December 19, 2016; the Police Chief position was inadvertently omitted from the positions eligible for a car allowance. The Pay Plan is being amended to include the Police Chief position as an eligible position for a car allowance.

Mr. Forbes explained the Purchasing Administrator position was previously removed from the Pay Plan on March 1, 2015, due to the reorganization of the Property and Procurement Division at that time. It is being recommended that this position is reinstated in the Pay Plan to allow for the possible restructuring of the division in the future. The reinstatement of this position does not increase the number of authorized positions or add any additional cost to the division.

**Roll call vote:** Ayes – Vogelsang, Wilson, Buck, Doherty, Hoffman, Thomason, and Mayor Latham. The motion carried unanimously.

**ORDINANCES:**

**(a) Item # 17-083, ORDINANCE NO. 2017-8088, First Reading**

Mayor Latham requested that the City Clerk read Ordinance No. 2017-8088 (First Reading), by title only, whereupon Ms. Scott read the following:

**“AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA; AMENDING CHAPTER 5, "ANIMALS AND FOWL," ARTICLE III. - DOGS AND CATS, DIVISION 1. - IN GENERAL, SECTION 5-24 "DANGEROUS DOGS," SECTION 5-24.1 "ATTACK OR BITE BY DANGEROUS DOG."; AMENDING TO APPEAL TO THE CIRCUIT COURT AND NOT COUNTY COURT, PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.”**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt City Ordinance No. 2017-8088 amending specified sections of Chapter 5, Section 5-24, “Dangerous dogs” and Section 5-24.1 “Attack or bite by dangerous dog.”

Mr. Forbes stated that Section 5-24 of the City’s Code of Ordinances specifies the time allowed to the owner of a dog that has been declared dangerous to appeal the classification to a court. The current ordinance allows 10 business days to file an appeal. In 2016, state law was modified to now allow a person to utilize the Florida Rules of Appellate Procedure when filing an appeal. These rules allow 30 days. In addition, the appellant must file their appeal with the Circuit Court and not the County Court. Additionally, changes were made to assure that the sections comply with the Florida State Statutes that govern dangerous dogs issues and to remove the ability of the dog owner to submit written statements in lieu of attendance at the hearing. This change was made to assure due process at special magistrate hearings and to give interested parties the ability to cross-examine dog owners.

**Roll call vote:** Ayes – Wilson, Buck, Doherty, Hoffman, Thomason, Vogelsang, and Mayor Latham. The motion carried unanimously.

**(b) Item # 17-084, ORDINANCE NO. 2016-8082, First Reading**

Mayor Latham requested that the City Clerk read Ordinance No. 2016-8082 (First Reading), by title only, whereupon Ms. Scott read the following:

**“AN ORDINANCE TO REPEAL IN ITS ENTIRETY CHAPTER 18 "NOISE", OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AND REPLACING IT WITH A NEW CHAPTER 18, THAT INCLUDES SECTION 18-7 "LOW VOLUME OUTDOOR AMPLIFIED AND ACOUSTIC SOUND", PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR**

**SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES.”**

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt Ordinance 2016-8082, which repeals the existing Chapter 18 Noise in its entirety, and replaces it with a new chapter on noise that includes a section on Low Volume Outdoor Amplified and Acoustic Sound Permits.

Mr. Forbes reported the Downtown Action Plan directed staff to research and present an ordinance that would allow establishments that provide outdoor dining to play music at low volume.

The result is the new section of the Code of Ordinances, Section 18-7, “Low Volume Outdoor and Acoustic Sound.” This allows for outdoor dining with background sound played at low volume. This is a pilot project that expires on June 5, 2018, unless re-adopted by the City Council.

Low volume is defined in the ordinance as “sound played at a level such that a person outside of the property line of the source of the sound, speaking in a normal tone of voice, is plainly audible and can be heard clearly and understandably by another person standing a maximum of thirty-six inches (36”) away from the person speaking, without the aid of a listening device.”

Section 18-7(4)(i) would allow the current 16 businesses permitted under the 2002 Outdoor Sound Amplification Permit ordinance to be “grandfathered,” to operate under that portion of the ordinance. However, any change in the ownership, name, or location of the business would immediately terminate their grandfathered permit. They could only obtain a new outdoor sound permit under the new low volume sound standards (18-7(g)). Violations of the ordinance would go before the Special Magistrate for a hearing.

**Speaker:**

- James Sorrell, 1410 Pinewood Road, Jacksonville Beach stated he felt that it is premature to bring this before City Council and suggested bringing this back to the City Council when the projects downtown were completed. He expressed his concerns that there may be a need for additional law enforcement efforts to get compliance with the ordinance.

Mr. Vogelsang recommended the following changes to be made to Ordinances:

- Section 18-5(a)(2), page 9, move the term “Reasonable Time” to Section 18-3(a) – Definitions.
- Section 18-7(b)(4)(g), page 14, to remove the phrase “the following day.”

**Amended Motion:** It was moved by Mr. Vogelsang, seconded by Ms. Hoffman, and passed unanimously to remove the phrase “the following day.” from Page 14, Section 18-7(b)(4)(g).

Mr. Forbes advised the recommendation to move the term “Reasonable Time” to Section 18-3 “Definitions” would be reviewed by the City Attorney.

**Roll call vote:** Ayes – Buck, Doherty, Hoffman, Thomason, Vogelsang, Wilson, (original motion) and Mayor Latham. The motion carried unanimously.

(c) **Item # 17-085, ORDINANCE NO. 2017-8089, First Reading (Public Hearing)**

Mayor Latham requested that the City Clerk read Ordinance No. 2017-8089 (First Reading), by title only, whereupon Ms. Scott read the following:

**“AN ORDINANCE TO AMEND REDEVELOPMENT DISTRICT: RD ORDINANCE NO. 2016-8070, SUPPLEMENTING THE COMPREHENSIVE ZONING REGULATIONS AND PLAN FOR THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS PROVIDED UNDER CHAPTER 34 OF THE CODE OF ORDINANCES OF SAID CITY.** (This amends the currently approved RD ordinance governing the property at the northwest corner of 1<sup>st</sup> Street North and 6<sup>th</sup> Avenue North by increasing the number of hotel rooms and by providing a revised site plan and building elevation drawing)”

Mayor Latham read the following into the record:

“This ordinance for the *Redevelopment District: RD* rezoning of a property is before this Council for a public hearing and consideration on its first reading. Under the laws of the State of Florida, an application to amend the zoning regulations or map governing a property is handled as a ‘quasi-judicial’ proceeding. A quasi-judicial proceeding means that a governing body is now functioning in a manner similar to a court with the Mayor and Council sitting as impartial decision makers hearing testimony and questioning presenters, who are to provide substantial and competent evidence to support their side of the issue. It is the duty of the Council to arrive at sound decisions regarding the use of property within the City. This includes receiving citizen input regarding the proposed use on the neighborhood, especially where the input is fact-based and not a simple expression of opinion.

It is the applicant’s burden to demonstrate that his or her application is consistent with the Land Development Code and the Comprehensive Plan. If the applicant is successful in showing consistency, then it is up to the local government to produce competent, substantial evidence of record that the application should be denied. The Council’s decision on a rezoning application is based on the criteria set forth in Section 34-211 of the Land Development Code. Each member of the Council has been provided a copy of the criteria.

In addition, the Council has received a copy of the application and the staff, Planning Commission, and Community Redevelopment Agency recommendations on this rezoning request.”

Mayor Latham opened the public hearing on Ordinance No. 2017-8089 at 8:47 P.M.

Mayor Latham asked if the applicant or the applicant's spokesperson would like to make a presentation:

Scott Gay, representing Dolphin Depot, LLC, 814 North First Street, #101, Jacksonville Beach, spoke on the revised site plan and elevation drawings. He reported that he took the original site plans to their builders, conducted a hotel study and determined the plans needed to be refined. He discussed the changes made to the site plans to include reducing driveway curb cuts on 7<sup>th</sup> Avenue North from 2 to 1 and moved the 6<sup>th</sup> Avenue North portion of the building to be more compliant with the City's Vision Plan. The plans reflect increasing the hotel rooms from 36 to 57 and increasing the parking spaces from 164 to 193. He noted they also reduced the size of hotel rooms to approximately 450-550 square feet.

Mayor Latham asked the City Clerk if any speaker cards were received on this matter. She responded by stating none had been received.

Mayor Latham closed the public hearing at 8:52 P.M.

**Ex parte communications:**

Mayor Latham read the following statement:

"Before requesting a motion on this ordinance, beginning with myself, each of the members is requested to indicate for the record *both the names of persons and the substance* of any *ex parte* communications regarding this application. An *ex parte* communication refers to any meeting or discussion with a person or citizen who may have an interest in this decision, which occurred outside of the public hearing process."

Mayor Latham asked Council Members if they received any Ex Parte Communications in this matter.

No Ex Parte Communications were received by the Mayor or Council Members.

**Motion:** It was moved by Ms. Wilson and seconded by Ms. Hoffman, to adopt Ordinance No. 2017-8089, to amend Redevelopment District: RD Ordinance No. 2016-8070 governing the property located on the northwest corner of 1<sup>st</sup> Street North and 6<sup>th</sup> Avenue North.

Mayor Latham read the following statement:

"Before opening the floor for discussion or questions by the Council, please be reminded that our decision will be based on the criteria set forth in the Land Development Code, and the Council is required to approve a clear statement of specific findings of fact stating the basis upon which such facts were determined and the decision was made."

Mr. Vogelsang asked Mr. Gay did the previous plans have two retail spaces or has it always been just one? Mr. Gay responded by stating there is a 2,500 square-foot area

of retail space located in the Apartment Lobby on the corner of 1<sup>st</sup> Street North and 6<sup>th</sup> Avenue North.

Mr. Thomason noted several scrivener's errors in the Ordinance. Mr. Forbes stated they would be corrected by the second reading of the Ordinance.

**Roll call vote:** Ayes – Doherty, Hoffman, Thomason, Vogelsang, Wilson, Buck, and Mayor Latham. The motion carried unanimously.

**ADJOURNMENT:**

There being no further business, the meeting adjourned at 8:55 P.M.

Submitted by: Laurie Scott  
City Clerk

Approval:

\_\_\_\_\_  
William C. Latham, Mayor

Date: \_\_\_\_\_

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6299  
Fax: 904.247.6256  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)  
[cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)

## MEMORANDUM

**DATE:** May 20, 2017

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Laurie Scott, City Clerk

**RE:** Appointment to Board of Adjustment

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**Action requested:**

Appointment of member to the Board of Adjustment.

**Background:**

The term of Sylvia Osewalt will expire on August 6th, 2017. Ms. Osewalt was initially appointed to the Board of Adjustment as a 2<sup>nd</sup> Alternate on July 19, 2010. On January 18, 2011, she was reappointed for a new two-year term. She was appointed on February 20, 2012, as a 1<sup>st</sup> Alternate. She was appointed as a Regular member on July 15, 2013. Ms. Osewalt has requested that Council consider her for reappointment to the Board of Adjustment.

The following candidates have been interviewed by City Council members: *Gary Cater, William Dopf, and Lucas Snyder*. Their applications are attached for your review.

**Recommendation:**

Nominate Sylvia Osewalt for reappointment to the Board of Adjustment for a four-year term expiring on December 31, 2020.

/LS  
Attachments



City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Sylvia W. DSEWALT</u>	Home Phone: <u>(904) 949-7650</u>
Home Address: <u>3 FREEDOM WAY JACKSONVILLE BEACH, FL 32250</u>	
E-Mail Address: <u>Seniorsyl@bellsouth.NET</u>	Cell Phone: <u>(904) 923-0416</u>
Occupation: <u>RETIRED FED. GOVT/USNR</u>	Business Phone: _____
Business Name: _____	
Business Address: _____	

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: _____
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: _____
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: _____
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>BOARD OF ADJUSTMENT</u>
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<u>1</u> Board of Adjustment	Planning Commission
Community Redevelopment Agency	<u>2</u> Pension Trustee

Please list the type of City meetings you have attended: CITY COUNCIL + BOARD OF ADJUSTMENT

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) Have served on the Bd. of Adj. for several years + Code Enforcement for 17 years.

Education: High school education with some college and various military school training.

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## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

4/25/2017  
Date

Sylvia W. Oscewa  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

City of Jacksonville Beach  
Office of the City Clerk  
11 North 3rd Street  
Jacksonville Beach, Florida 32260



Phone: (904) 247-6299 ext 10  
FAX: (904) 247-6258  
E-mail: cityclerk@jaxbcnhfl.net

RECEIVED  
JUN 28 2016  
City Clerk

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: Gary Cater Home Phone: 850 386 2919  
Home Address: 3500 Ocean Dr S  
E-Mail Address: gcater1@comcast.net Call Phone: 850 322 4215  
Occupation: Physician Business Phone:  
Business Name:  
Business Address:

Eligibility - Please Circle

Are you a resident of the City? Yes No If yes, length of time: 4 1/2 yrs  
Are you a registered voter? Yes No If yes, what County: Duval  
Do you own property in the City? Yes No If yes, address: 3500 Ocean Dr S  
Do you hold a public office? Yes No If yes, Office name:  
Are you employed by the City? Yes No If yes, position:  
Are you currently serving on a Board? Yes No If yes, Board Name:  
Have you been convicted of a felony? Yes No If yes, provide date:  
Have your civil rights been restored? Yes No If yes, provide date:  
Have you filed bankruptcy? Yes No If yes, provide date:

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details:

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

2	Board of Adjustment		Planning Commission
1	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended:

Qualifications (Briefly describe specific expertise, abilities, or qualifications)

Education:  
Pacific Union College  
Medical School USF Kansas City, MO  
Residency - Shands UF Jacksonville  
Fellowship: Childrens Mercy Hosp. Kansas City, MO  
MBA - USF

### Application for Appointment to City Boards (cont)

#### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

#### Race

- African-American
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Caucasian
- Hispanic
- Not Known

#### Gender

- Female
- Male

#### Physically Disabled

- Yes
- No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

6-28-16

Date

*Gary Carter*  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment Yes No

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_



Application for Appointment to City Boards

Received  
JUN 27 2016  
Jacksonville Beach City Clerk

Personal Information (Please print or type)

Name: WILLIAM DOPF Home Phone: \_\_\_\_\_  
 Home Address: 92 29<sup>th</sup> Ave South Jacksonville Beach, FL  
 E-Mail Address: wldopf@gmail.com Cell Phone: 904-208-1135  
 Occupation: Market development rep. Business Phone: \_\_\_\_\_  
 Business Name: Resolutions LLC  
 Business Address: 92 29<sup>th</sup> Ave S. Jacksonville Beach

Eligibility - Please Circle

Are you a resident of the City?  Yes  No If yes, length of time: \_\_\_\_\_  
 Are you a registered voter?  Yes  No If yes, what County: \_\_\_\_\_  
 Do you own property in the City?  Yes  No If yes, address: \_\_\_\_\_  
 Do you hold a public office?  Yes  No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City?  Yes  No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board?  Yes  No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony?  Yes  No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored?  Yes  No If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy?  Yes  No If yes, provide date: \_\_\_\_\_

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

City Boards Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

1	Board of Adjustment	2	Planning Commission
	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: BOARD MEETINGS, ZONING VARIANCE, CITY COUNCIL

Qualifications (Briefly describe specific expertise, abilities, or qualifications) 30 years of business management experience with a fortune 500 company. 25 years living in Jacksonville & Jacksonville Beach. Served on a variety of trade association & non profit boards

Education: B.S. Biological Science - Colorado State University  
MBA - MARKETING & FINANCE - Colorado State University

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

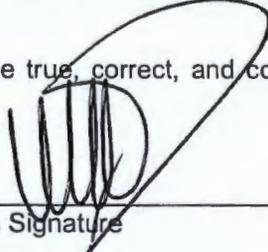
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

**Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.**

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 6/23/16

  
 Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**    If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**William B Dopf**

92 29<sup>th</sup> Avenue South  
Jacksonville Beach, Florida  
32250  
904 208 1135  
[wbdopf@gmail.com](mailto:wbdopf@gmail.com)  
[resinink@gmail.com](mailto:resinink@gmail.com)

**Career Objective**

To utilize highly effective marketing, operations and management skills developed over a long corporate industrial and private consulting career. To help organizations grow in a strategic and sustainable way.

**2005-PRESENT****RESOLUTIONS LLC****PRESIDENT**

Formed a consultant practice working with former clients in the industrial chemical business. Successfully guided their manufacturing and procurement groups toward in-depth understanding of strategic issues with respect to their sourcing decisions. Significant realignment of suppliers and an enhanced approach to long term strategic procurement was achieved. Savings were in the 7-figure range. Current activities are in support of Respol Resinas S.A., Leiria, Portugal and Forchem Oy, Rauma, Finland.

**1980-2005****MEADWESTVACO CORPORATION**

A fortune 500 paper, packaging and chemicals business

**2000-2005****Vice President Chemical Division**

General Manager of worldwide pine chemical business. Managed two separate tall oil refinery sites and associated derivative production facilities including product development, sales, purchasing, research and customer service for a \$200+ million business employing 400 professional and plant personnel. Along with management team, developed business into the premier supplier in the industry. By utilizing a well publicized strategy we drove quality, innovation, and response to new industry standards. The group became one of Meadwestvaco's highest ROI business units.

**1996-2000****General Manager-Oleochemicals Department**

P&L responsibility for Department sales and operations worldwide. Managed sales, product development, and manufacturing for \$120 million business including multiple sites employing 200 professional and plant employees. Increased department profitability 80% by focusing on proper pricing strategies and cost control.

**1993-1996****General Manager-Europe**

Created plan for European expansion including organization of a Swiss subsidiary to minimize tax impact on all European operations. Developed marketing strategy and spearheaded sales to penetrate new markets and geography. We were able to build a base of business to justify installation of a new manufacturing facility. Supervised engineering of manufacturing facilities, and submitted phase II engineering work on time and within budget.

**1990-1993****Marketing Manager**

Successfully developed and implemented aggressive plans for expanding technology to multiple continents.

Built a field sales force and customer service group that achieved a 400% increase in sales. Supervised sales, customer service and commercial development of 130 products for three different segments of the printing ink industry.  
Achieved dominant position in major markets of 65% and 35%, from 25% and 5%, respectively.

- 1987-1990      Sales Manager**  
Directed sales force which consistently achieved the highest level of sales dollars and profitability within the Chemical Division.
- 1985-1987      Ink Industry Manager**  
Hired a direct field sales force to replace reps and distributors. Successfully implemented plan to access new markets. Transitioned newly acquired business into the parent sales system while converting the entire customer base to new manufacturing location. Growth of the business exceeded 100%.
- 1980-1985      Technical Sales Representative**  
Traveled North America for three different departments within the Westvaco Chemical Division. Covered a variety of territories and product lines with increasing levels of responsibility.

#### **Education**

Colorado State University  
MBA Marketing and Finance 1979  
B.S. Bioscience 1976  
Marquette University, College of Engineering 1972-73  
Awarded U.S. Naval Reserve Officer Training Scholarship

#### **Professional Development Programs**

Harvard University    *The Program On Negotiating For Senior Executives*  
University of Virginia The Darden School    *Leadership*  
U of Pennsylvania    Wharton School    *Commercial Development and Corporate Venturing*

Westvaco Corp    *Marketing Professional Development Program*  
                          *The Westvaco Supervisor*  
                          *Managing Organizational Objectives*  
                          *Empowered Leadership Program*

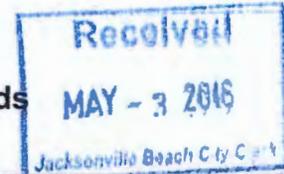
Forum                *Managing a Strategically Aligned Sales Force*

#### **Professional Associations**

Pine Chemicals Association  
Member of Board of Directors – Chairman

National Association of Printing Ink Manufacturers  
T.A.M. Board Member, General Board Member

Community in Schools South Carolina Chapter  
Board Member



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Lucas N. Snyder \_\_\_\_\_ Home Phone: 407-529-4084 \_\_\_\_\_  
 Home Address: 414 10<sup>th</sup> ST S Jacksonville Beach, FL. 32250 \_\_\_\_\_  
 E-Mail Address: lucas.snyder2@gmail.com \_\_\_\_\_ FAX: \_\_\_\_\_  
 Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

**Eligibility**

Are you a resident of the City?  Yes  No If yes, length of time: 6 years \_\_\_\_\_  
 Are you a registered voter?  Yes  No If yes, what County: Duval \_\_\_\_\_  
 Do you own property in the City?  Yes  No If yes, address: 414 10<sup>th</sup> St S, 1821 Tanglewood Rd. \_\_\_\_\_  
 Do you hold a public office? Yes  No  If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes  No  If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes  No  If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes  No  If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes  No  If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy? Yes  No  If yes, provide date: \_\_\_\_\_

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No   
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

2	Board of Adjustment	3	Planning Commission
1	Community Redevelopment Agency		Pension Trustee

Please list City meetings you have attended: City Council: Oct 13, 2015, Feb 15, 2016, March 7<sup>th</sup>  
 Board of Adjustments: July 21, 2015, November 3, 2015, \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) \_\_\_\_\_  
 Involvement in multiple community service events/locations including The Carver Center, Boys and Girls Club of Jacksonville Beach, ARC Surf Camps for underprivileged youth, Donner Park in Atlantic Beach.

Education: University of North Florida, 12/2007  
 Bachelor of Science, Communications/Public Relations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
African-American	<input checked="" type="checkbox"/> Caucasian	Female <input type="checkbox"/> Yes
Asian/Pacific Islander	Hispanic <input type="checkbox"/>	Male <input checked="" type="checkbox"/> No
American Indian/Alaskan Native	Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

05/2/2016  
Date

Lucas N. Snyder  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment  
Explanation: \_\_\_\_\_  
\_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

## Summary

Extensive knowledge of administration procedures, management of other workers and conflict resolution. Excels in creative problem solving through focused communication and leadership. Dedicated and goal oriented for the purpose of seeing vision become a reality.

## Education

**Bachelor of Science : Communications/ Public Relations, 2007**  
University of North Florida - Jacksonville, FL, USA  
Cumulative GPA 3.2

**UNF Senior Service Award Winner**

## Experience

### League Coordinator

August 2007 to Current

**i9 Sports/ Jacksonville** - Jacksonville, FL

Responsibilities included overseeing the development and operation of all youth sports programs, execution of local marketing plans establishing community relationships, sourcing of volunteers, staffing of sports officials, managing daily inquiries, maintaining website, ensuring the highest level of customer satisfaction.

The program consists of 2,000 + annual participants and generates annual revenue of \$500,000 +.

2006 and 2007 Franchise of the Year

2008 and 2009 MVP Club Award Winner

2015 Highest Customer Satisfaction Award Winner

### Dean of Students

August 2010 to Current

**Beaches Chapel School** - Jacksonville, FL

Responsibilities include establishing policies and procedures through collaborative input that deal directly with student behavior, conducting training of faculty/staff in regards to appropriate classroom decorum, reviews and revises disciplinary aspects of the student handbook, maintains detailed records and student behavior profiles, assists in developing strategic plans to improve student behavior.

School consists of 200+ students

F.L.O.C.S Accredited School

### College Basketball Official

October 2010 to Current

**Women's College Basketball Official** - Southeast United States

Responsibilities include managing all aspects of a basketball game, working closely with fellow referees to foster a team atmosphere dealing strategically within conflict resolution, an advanced ability to manage people in a highly stressful situation, making decisions in a quick and decisive manner, subjecting yourself to immediate evaluation of the decisions that you make.

### Assistant Director

August 2004 to August 2006

**Osprey Productions- University of North Florida** - Jacksonville, FL

Responsibilities included overseeing a student programming board which was directly tasked with planning large scale concerts, homecoming, movie nights and other weekly events. Administrative responsibilities included managing finances, soliciting community partners and graphic design of promotional materials.

Annual budget \$2.5 million

Serving 17,000+ students

## Organizational Involvement

Children's Miracle Network, Girls Inc of Jacksonville, Life Rolls on Foundation and Christian Surfers United States

## References

References are available upon request

### Board Applicants Listing

<u>Board</u>	<u>Applicant</u>		<u>Choice Ranking</u>	<u>Term Expiration</u>	<u>Recommended</u>	<u>Interview Date</u>
<b><u>BOA</u></b>	Osewalt	Sylvia	Re-appointment	8/6/2017		5/15/2017
	Cater	Gary	1		Y	1/18/2017
	Dopf	William	1		Y	7/18/2016
	Snyder	Lucas	2		Y	5/4/2016
<b><u>CRA</u></b>	Nichols	Cory	Re-appointment	6/17/2017		4/3/2017
	Povloski	Frances	Re-appointment	6/17/2017		4/17/2017
	Cater	Gary	2		Y	1/18/2017
	Hall, Jr.*	Samuel	1		Y	1/18/2017
	Langham	Samuel	1		Y	5/5/2016
	Lee	Jason	2		Y	4/12/2016
	Lerman	Justin	1		Y	5/5/2016
	McCann	Michael	1		Y	6/20/2016
	McGowan	Jon	1		Y	1/17/2017
	Stevens	Bill	1			4/3/2017
<b><u>PC</u></b>	Dummont	Georgette	Re-appointment	6/30/2017		4/3/2017
	DeLoach	Terry	Declined Re-appointment	6/30/2017		
	Chantry	Michael	2			did not return our calls - will remove name from consideration
	Dopf	William	2		Y	7/18/2016
	Hall, Jr.	Samuel	2		Y	1/18/2017
	Lee	Jason	1		Y	4/12/2016
	McGowan	Jon	2		Y	1/18/2017
	Reid	William	2		Y	Not interested at this time
	Snyder	Lucas	1		Y	5/4/2016

requested to change  
his choice section  
from BOA #1 to  
CRA #1

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6299  
Fax: 904.247.6256  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)  
[cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)

## MEMORANDUM

**DATE:** May 20, 2017

**TO:** The Honorable Mayor and  
Members of the City Council

**FROM:** Laurie Scott, City Clerk

**RE:** Appointments to Planning Commission

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### **Action requested:**

Appointment of members and alternates to the Planning Commission.

### **Background:**

The terms of two members of the Planning Commission will expire on June 30, 2017.

- The term of Planning Commission member Georgette Dumont will expire on June 30, 2017. Ms. Dumont was initially appointed to the Planning Commission as a 2<sup>nd</sup> Alternate on March 4, 2013. On June 20, 2013, she was appointed as a Regular member. Ms. Dumont has requested that Council consider her for reappointment to the Planning Commission with her term expiring December 31st, 2020.
- The term of Planning Commission member Terry DeLoach will also expire on June 30, 2017. He has declined re-appointment.
- Britton Sanders has been serving on the Planning Commission as 1<sup>st</sup> Alternate since February 6, 2017. Mr. Sanders was initially appointed to the Planning Commission as a 2<sup>nd</sup> Alternate on July 21, 2014. He would like to be considered to replace Mr. DeLoach. If appointed, his new term would expire on December 31, 2020.
- Margo Moehring has been serving as 2<sup>nd</sup> Alternate on the Planning Commission since August 1, 2016. She would like to be considered to fill the remainder of Mr. Britton's term as 1<sup>st</sup> Alternate, which expires on December 31, 2020.



Memorandum, Mayor, and Council  
Appointments to Planning Commission  
May 20, 2017  
Page 2 of 2

- A 2<sup>nd</sup> Alternate would then need to be appointed to a four-year term that would expire on December 31, 2019. The following applicants are qualified to be considered for appointment to the Planning Commission and have been interviewed by City Council members. Their applications are attached for your review: William Dopf, Samuel Hall, Jr., Jason Lee, Jon McGowan, and Lucas Snyder.

**Recommendation:**

Nominate Georgette Dumont for reappointment to the Planning Commission for a four-year term expiring on December 31, 2020.

Nominate Britton Sanders to the Planning Commission for a four-year term expiring on December 31, 2020.

Nominate Margo Moehring to fill the remainder of the term of the 1<sup>st</sup> Alternate term expiring on December 31, 2020.

Nominate Jason Lee as the 2<sup>nd</sup> Alternate to the Planning Commission for a four-year term expiring on December 31, 2020.

/LS  
Attachments



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: <u>Georgette Dumont</u>	Home Phone: <u>508-493-0156</u>
Home Address: <u>507 16th Ave S Jacksonville Beach 32250</u>	
E-Mail Address: <u>g.dumont@unf.edu</u>	Cell Phone: <u>508-493-0156</u>
Occupation: <u>professor</u>	Business Phone: <u>904-620-5855</u>
Business Name: <u>University of North Florida</u>	
Business Address: <u>1 UNF Drive Jacksonville FL 32224</u>	

**Eligibility - Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>7 years</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>507 16th Ave S Jacksonville Beach</u>
Do you hold a public office?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Office name: <u>Public Service Grants Council, Jacksonville</u>
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>Planning Commission</u>
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No

If yes, please provide details:  
 Vice President for Deck the Chairs Board of Directors

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

	<b>Board of Adjustment</b>	<b>1</b>	<b>Planning Commission</b>
<b>2</b>	<b>Community Redevelopment Agency</b>		<b>Pension Trustee</b>

Please list the type of City meetings you have attended: City Council, Planning Commission, CRA, Board of Adjustment, budget workshops, budget tours

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) In addition to serving on the Planning Commission for the last 4 years, my academic field of study is public administration.

Education: <u>BA - Roger Williams University</u>
<u>MPA - Bridgewater State University</u>
<u>PhD - Northern Illinois University</u>

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input checked="" type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

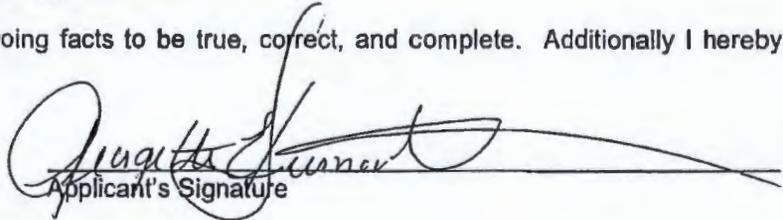
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

3-30-2017  
Date

  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Britton Sanders Home Phone: 904 334 8422  
 Home Address: 59 Oakwood Rd. Jax Beh. 32250  
 E-Mail Address: britton.sanders@gmail.com Cell Phone: \_\_\_\_\_  
 Occupation: Sales Manager / Real Estate Agent Business Phone: \_\_\_\_\_  
 Business Name: Oracle Corporation / Oceanside Real Estate  
 Business Address: Redwood City, CA / Jacksonville Beh

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: _____
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: _____
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: _____
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>Planning</u>
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

	Board of Adjustment	1	Planning Commission
2	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: City Council Meetings, Board of Adjustment, Planning Commission

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) Born and raised in Jax Beh. Currently serve on Planning Commission for past 2 years currently, Real Est Agent

Education: Bachelor of Computer Science, University of North Florida  
Florida Licensed Realtor (R)

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 12-7-16

Applicant's Signature *[Handwritten Signature]*

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**                      If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



JUN 28 2016

City Clerk

Application for Appointment to City Boards

Personal Information (Please print or type)

Name: Margo Moehring Home Phone: 904 242 9329  
 Home Address: 185 Coral Way, Jax Beach FL 32250  
 E-Mail Address: mmoehring@netrc.org Cell Phone: \_\_\_\_\_  
 Occupation: Urban Planner Business Phone: 904 279 0850  
 Business Name: Northeast Florida Regional Council  
 Business Address: 6850 Belfort Oaks ~~Tr~~ Place, Jax FL 32216

Eligibility – Please Circle

Are you a resident of the City?  Yes  No If yes, length of time: 16 years  
 Are you a registered voter?  Yes  No If yes, what County: Duval  
 Do you own property in the City?  Yes  No If yes, address: 185 Coral Way  
 Do you hold a public office?  Yes  No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City?  Yes  No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board?  Yes  No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony?  Yes  No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored?  Yes  No If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy?  Yes  No If yes, provide date: \_\_\_\_\_

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

City Boards Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

<u>2</u>	Board of Adjustment	<u>1</u>	Planning Commission
	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: City Council, meetings with staff

Qualifications (Briefly describe specific expertise, abilities, or qualifications) Working planner since 1984 with expertise in strategic and comprehensive planning.

Education: Bachelor of Arts in Urban Studies, Jacksonville University 1978  
Master of Philosophy in Town Planning, University College, London 1981

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

**Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.**

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

June 24, 2016  
Date

[Signature]  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_



*11-11-16  
Be Clerk  
for recovery on BOA/PC - M return*

Application for Appointment to City Boards

Received  
JUN 27 2016  
Jacksonville Beach City Clerk

Personal Information (Please print or type)

Name: WILLIAM DOPF Home Phone: \_\_\_\_\_  
 Home Address: 92 29<sup>th</sup> Ave South Jacksonville Beach, FL  
 E-Mail Address: wldopf@gmail.com Cell Phone: 904-208-1135  
 Occupation: Market development rep. Business Phone: \_\_\_\_\_  
 Business Name: Resolutions LLC  
 Business Address: 92 29<sup>th</sup> Ave S. Jacksonville Beach

Eligibility - Please Circle

Are you a resident of the City? Yes No If yes, length of time: \_\_\_\_\_  
 Are you a registered voter? Yes No If yes, what County: \_\_\_\_\_  
 Do you own property in the City? Yes No If yes, address: \_\_\_\_\_  
 Do you hold a public office? Yes No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes No If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy? Yes No If yes, provide date: \_\_\_\_\_

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes No

If yes, please provide details: \_\_\_\_\_

City Boards Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".

1	Board of Adjustment	2	Planning Commission
	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: BOARD MEETINGS, CITY COUNCIL MEETINGS

Qualifications (Briefly describe specific expertise, abilities, or qualifications) 30 years of business management experience with a fortune 500 company. 25 years living in Jacksonville & Jacksonville Beach. Served on a variety of trade association & non profit boards

Education: B.S. Biological Science - Colorado State University  
MBA - Marketing & Finance - Colorado State University

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

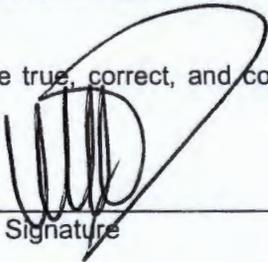
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

**Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.**

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 6/23/16

  
 Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**                      If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**William B Dopf**

92 29<sup>th</sup> Avenue South  
Jacksonville Beach, Florida  
32250  
904 208 1135  
[wbdopf@gmail.com](mailto:wbdopf@gmail.com)  
[resinink@gmail.com](mailto:resinink@gmail.com)

**Career Objective**

To utilize highly effective marketing, operations and management skills developed over a long corporate industrial and private consulting career. To help organizations grow in a strategic and sustainable way.

**2005-PRESENT****RESINSOLUTIONS LLC****PRESIDENT**

Formed a consultant practice working with former clients in the industrial chemical business. Successfully guided their manufacturing and procurement groups toward in-depth understanding of strategic issues with respect to their sourcing decisions. Significant realignment of suppliers and an enhanced approach to long term strategic procurement was achieved. Savings were in the 7-figure range. Current activities are in support of Respol Resinas S.A., Leiria, Portugal and Forchem Oy, Rauma, Finland.

**1980-2005****MEADWESTVACO CORPORATION**

A fortune 500 paper, packaging and chemicals business

**2000-2005****Vice President Chemical Division**

General Manager of worldwide pine chemical business. Managed two separate tall oil refinery sites and associated derivative production facilities including product development, sales, purchasing, research and customer service for a \$200+ million business employing 400 professional and plant personnel. Along with management team, developed business into the premier supplier in the industry. By utilizing a well publicized strategy we drove quality, innovation, and response to new industry standards. The group became one of Meadwestvaco's highest ROI business units.

**1996-2000****General Manager-Oleochemicals Department**

P&L responsibility for Department sales and operations worldwide. Managed sales, product development, and manufacturing for \$120 million business including multiple sites employing 200 professional and plant employees. Increased department profitability 80% by focusing on proper pricing strategies and cost control.

**1993-1996****General Manager-Europe**

Created plan for European expansion including organization of a Swiss subsidiary to minimize tax impact on all European operations. Developed marketing strategy and spearheaded sales to penetrate new markets and geography. We were able to build a base of business to justify installation of a new manufacturing facility. Supervised engineering of manufacturing facilities, and submitted phase II engineering work on time and within budget.

**1990-1993****Marketing Manager**

Successfully developed and implemented aggressive plans for expanding technology to multiple continents.

Built a field sales force and customer service group that achieved a 400% increase in sales. Supervised sales, customer service and commercial development of 130 products for three different segments of the printing ink industry.  
Achieved dominant position in major markets of 65% and 35%, from 25% and 5%, respectively.

**1987-1990**

**Sales Manager**

Directed sales force which consistently achieved the highest level of sales dollars and profitability within the Chemical Division.

**1985-1987**

**Ink Industry Manager**

Hired a direct field sales force to replace reps and distributors. Successfully implemented plan to access new markets. Transitioned newly acquired business into the parent sales system while converting the entire customer base to new manufacturing location. Growth of the business exceeded 100%.

**1980-1985**

**Technical Sales Representative**

Traveled North America for three different departments within the Westvaco Chemical Division. Covered a variety of territories and product lines with increasing levels of responsibility.

**Education**

Colorado State University

MBA Marketing and Finance 1979

B.S. Bioscience 1976

Marquette University, College of Engineering 1972-73

Awarded U.S. Naval Reserve Officer Training Scholarship

**Professional Development Programs**

Harvard University *The Program On Negotiating For Senior Executives*

University of Virginia The Darden School *Leadership*

U of Pennsylvania Wharton School *Commercial Development and Corporate Venturing*

Westvaco Corp *Marketing Professional Development Program*

*The Westvaco Supervisor*

*Managing Organizational Objectives*

*Empowered Leadership Program*

Forum

*Managing a Strategically Aligned Sales Force*

**Professional Associations**

Pine Chemicals Association

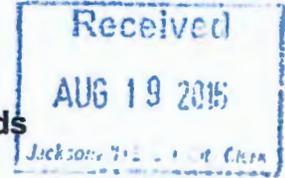
Member of Board of Directors – Chairman

National Association of Printing Ink Manufacturers

T.A.M. Board Member, General Board Member

Community in Schools South Carolina Chapter

Board Member



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Samuel Hall, Jr. \_\_\_\_\_ Home Phone: 904-504-4243 \_\_\_\_\_  
 Home Address: 404 3<sup>rd</sup> Ave. North 32250 \_\_\_\_\_  
 E-Mail Address: samhalldist2@gmail.com \_\_\_\_\_ FAX: \_\_\_\_\_  
 Business: Retired \_\_\_\_\_ Business Phone: 904-504-4243 \_\_\_\_\_  
 Business Address: P O Box 330042 Atlantic Beach 32233 \_\_\_\_\_

**Eligibility**

Are you a resident of the City?  Yes  No If yes, length of time: 2.5 years \_\_\_\_\_  
 Are you a registered voter?  Yes  No If yes, what County: Duval County \_\_\_\_\_  
 Do you own property in the City?  Yes  No If yes, address: 404, 406, and 414 3<sup>rd</sup> Ave N. \_\_\_\_\_  
 Do you hold a public office? Yes  No  If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes  No  If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes  No  If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes  No  If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes  No  If yes, provide date: \_\_\_\_\_

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No   
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

1	Board of Adjustment	2	Planning Commission
3	Community Redevelopment Agency	4	Pension Trustee

*Mr. Hall called on 5/17/17 and asked to receive his choice select, but not call on his 1st choice*

Please list City meetings you have attended: City Council, Beaches Watch Sponsored meetings, School Board meetings

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) Leadership skills, experience serving on boards as a member and as chair, was employed at Fortune 500 companies where I worked within groups to achieve common goals. \_\_\_\_\_

Education: BS degree in Biology and Chemistry Minor \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input checked="" type="checkbox"/> African-American	Caucasian	Female	Yes
Asian/Pacific Islander	Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
American Indian/Alaskan Native	Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Council when vacancies occur and are effective for two years from date of completion.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

08/19/2016  
Date

Samuel Hall, Jr.  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



3:30

Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

Application for Appointment to City Boards

City Clerk

Personal Information (Please print or type)

Name: Jason Lee Home Phone: N/A  
 Home Address: 1381 Plantation Oaks Drive South, Jax Beach  
 E-Mail Address: Jason@repsource.us Cell Phone: 904-424-6058  
 Occupation: Sales Business Phone: " "  
 Business Name: Repsource  
 Business Address: 1381 Plantation Oaks Drive South, Jax Beach

Eligibility - Please Circle

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>10 years</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>1381 Plantation Oaks Dr. S</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>President HOA</u>
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

Potential Conflict of Interest: Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No   
 If yes, please provide details: \_\_\_\_\_

City Boards (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

	Board of Adjustment	1	Planning Commission
2	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: General City Council Meetings

Qualifications (Briefly describe specific expertise, abilities or qualifications) Work with local hotels, clubs, restaurants, etc. Hospitality industry. Coach youth athletic teams in local community. Married w/ 3 children. Want to make Jax Beach better.

Education: Flagler College - 1993 Bachelors Degree  
St. Augustine, FL Business Management

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

1/6/16  
Date

[Signature]  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**                      If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

**RECEIVED**  
 DEC 06 2016

**Application for Appointment to City Boards**

Personal Information (Please print or type)

Name: Jon McGowan Home Phone: City Clerk  
 Home Address: 5 N 17<sup>th</sup> Ave #401  
 E-Mail Address: jon@shootingandoutdoors.com Cell Phone: 904 982 1370  
 Occupation: ENTREPRENEUR Business Phone: 904 372 0770  
 Business Name: SHOOTING AND OUTDOOR CONVENTION  
 Business Address: 5 N 17<sup>th</sup> Ave #401

Eligibility – Please Circle

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>12 yrs</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>5 N 17<sup>th</sup> Ave #401</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: <u>N/A</u>
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

	Board of Adjustment	2	Planning Commission
1	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: ALL OF THEM

Qualifications (Briefly describe specific expertise, abilities, or qualifications) president of Better Jax Beach

Education: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Female	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input checked="" type="checkbox"/> Male	
<input type="checkbox"/> Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

12/6/16 \_\_\_\_\_  
 Date Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**    If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**Jonathan A. McGowan**  
5 N 17<sup>th</sup> Ave #401  
Jacksonville Beach, FL 32250  
(904)982-1330

## **WORK EXPERIENCE**

### **President/ Director of Corporate Partnerships and Government Relations**

2014 – Present

Shooting and Outdoors Convention

- President of production company organizing a regional firearms, hunting, and outdoors trade show in Jacksonville, FL.
- Created strategic relationships with city and state elected officials
- Sought out grant funding from government and non-governmental agencies
- Sought out corporate sponsorships and develop strategic relationships with other companies to facilitate the success of the event.

### **President/ Event Production, Government Relations, Media Relations**

2013 - Present

Better Jacksonville Beach

- Founder of business organization focused on changing the image of the Jacksonville Beach Downtown.
- Created strategic relationships with local elected officials
- Developed contacts with local media to get earned media for organization and was the go to spokesperson for the area.
- Organizer/ promoter of the Jax Beach Art Walk and the Jax Beach Classic Car Cruise.

### **Talk Show Host/ Radio Personality**

2013 – 2015

Straight Shooting w/ Jon McGowan on AM 600/ FM 102.3

- Host of a weekly talk radio program focused on Florida Politics and the firearms industry.
- Interviewed local and state elected officials on issues.
- Moderated debates for candidates of state and local races.
- Researched and summarized every bill filed in the Florida legislature.

### **Owner**

2009 – 2015

McGowan Firearms

- Owner of firearms retail store in Atlantic Beach, FL

### **Political Consultant**

2003 - 2009

- Worked as independent political consultant for campaigns throughout North East and North Central Florida regions. Responsibilities include strategy, networking, promoting candidate or issue, public speaking, fundraising, media relations, volunteer recruitment and management. Clients include:
  - Business Industry Political Action Committee (BIPAC)
  - Florida Chamber of Commerce
  - Randy Johnson for Florida Chief Financial Officer
  - Doug Gallagher for U.S. Senate
  - Local campaigns

## **LEADERSHIP/ ACTIVITIES**

### **Office of Mayor-elect Lenny Curry**

Streamlining for Growth & Opportunity Committee Member, 2015

### **Jacksonville Regional Chamber of Commerce**

Government Affairs Standing Committee: Member, 2007 – 2009

JaxBiz: Member, 2008 – 2009

South Council: Member, 2008 – 2009

IMPACTjax: Governmental Affairs Committee Chair, 2008

IMPACTjax: Voice Committee Co-Chair, 2007

IMPACTjax: Member, 2007 - 2009

### **First Coast Tiger Bay Club**

Board Member, 2009

Member, September 2007 - 2009

**Beaches Business Association**, Member, 2007 - 2012

**Jacksonville Beach Gator Club**, Member, 2007 - 2014

### **Duval County Republican Executive Committee**

Precinct Committeeman, 2005 – 2010

### **John McCain for President**

Florida Co-Chair of Young Professionals for McCain, 2008

## **EDUCATION**

### **Bachelors of Arts in Liberal Arts**

December 2006

#### **Major: Political Science**

University of Florida, Gainesville, FL

### **Associates of Arts**

December 2002

#### **Major: Business Administration**

Florida Community College of Jacksonville, Jacksonville, FL

## **ADDITIONAL SKILLS**

**Life, Health, and Variable Annuity License 2-15**, February 2005

State of Florida

**Real Estate Sales Associate License**, March 2005

State of Florida

**NRA Firearms Instructor**, 2009



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Lucas N. Snyder \_\_\_\_\_ Home Phone: 407-529-4084 \_\_\_\_\_  
 Home Address: 414 10<sup>th</sup> ST S Jacksonville Beach, FL. 32250 \_\_\_\_\_  
 E-Mail Address: lucas.snyder2@gmail.com \_\_\_\_\_ FAX: \_\_\_\_\_  
 Business: \_\_\_\_\_ Business Phone: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

**Eligibility**

Are you a resident of the City?  Yes  No If yes, length of time: 6 years \_\_\_\_\_  
 Are you a registered voter?  Yes  No If yes, what County: Duval \_\_\_\_\_  
 Do you own property in the City?  Yes  No If yes, address: 414 10<sup>th</sup> St S, 1821 Tanglewood Rd. \_\_\_\_\_  
 Do you hold a public office? Yes  No  If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes  No  If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes  No  If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes  No  If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes  No  If yes, provide date: \_\_\_\_\_  
 Have you filed bankruptcy? Yes  No  If yes, provide date: \_\_\_\_\_

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No   
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

2	Board of Adjustment	3	Planning Commission
1	Community Redevelopment Agency		Pension Trustee

Please list City meetings you have attended: City Council: Oct 13, 2015, Feb 15, 2016, March 7<sup>th</sup>  
 Board of Adjustments: July 21, 2015, November 3, 2015, \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities or qualifications)

Involvement in multiple community service events/locations including The Carver Center, Boys and Girls Club of Jacksonville Beach, ARC Surf Camps for underprivileged youth, Donner Park in Atlantic Beach.

Education: University of North Florida, 12/2007  
 Bachelor of Science, Communications/Public Relations \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
African-American	x	Caucasian	Female
Asian/Pacific Islander		Hispanic	x
American Indian/Alaskan Native		Not Known	Yes
			No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

05/2/2016 \_\_\_\_\_  
Date

Lucas N. Snyder \_\_\_\_\_  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

---

## Summary

Extensive knowledge of administration procedures, management of other workers and conflict resolution. Excels in creative problem solving through focused communication and leadership. Dedicated and goal oriented for the purpose of seeing vision become a reality.

---

## Education

**Bachelor of Science : Communications/ Public Relations, 2007**

**University of North Florida - Jacksonville, FL, USA**

Cumulative GPA 3.2

**UNF Senior Service Award Winner**

---

## Experience

### League Coordinator

August 2007 to Current

**i9 Sports/ Jacksonville** - Jacksonville, FL

Responsibilities included overseeing the development and operation of all youth sports programs, execution of local marketing plans establishing community relationships, sourcing of volunteers, staffing of sports officials, managing daily inquiries, maintaining website, ensuring the highest level of customer satisfaction.

The program consists of 2,000 + annual participants and generates annual revenue of \$500,000 +.

2006 and 2007 Franchise of the Year

2008 and 2009 MVP Club Award Winner

2015 Highest Customer Satisfaction Award Winner

### Dean of Students

August 2010 to Current

**Beaches Chapel School** - Jacksonville, FL

Responsibilities include establishing policies and procedures through collaborative input that deal directly with student behavior, conducting training of faculty/staff in regards to appropriate classroom decorum, reviews and revises disciplinary aspects of the student handbook, maintains detailed records and student behavior profiles, assists in developing strategic plans to improve student behavior.

School consists of 200+ students

F.L.O.C.S Accredited School

### College Basketball Official

October 2010 to Current

**Women's College Basketball Official** - Southeast United States

Responsibilities include managing all aspects of a basketball game, working closely with fellow referees to foster a team atmosphere dealing strategically within conflict resolution, an advanced ability to manage people in a highly stressful situation, making decisions in a quick and decisive manner, subjecting yourself to immediate evaluation of the decisions that you make.

### Assistant Director

August 2004 to August 2006

**Osprey Productions- University of North Florida** - Jacksonville, FL

Responsibilities included overseeing a student programming board which was directly tasked with planning large scale concerts, homecoming, movie nights and other weekly events. Administrative responsibilities included managing finances, soliciting community partners and graphic design of promotional materials.

Annual budget \$2.5 million

Serving 17,000+ students

---

## Organizational Involvement

Children's Miracle Network, Girls Inc of Jacksonville, Life Rolls on Foundation and Christian Surfers United States

---

## References

References are available upon request

**Board Applicants Listing**

<u>Board</u>	<u>Applicant</u>		<u>Choice Ranking</u>	<u>Term Expiration</u>	<u>Recommended</u>	<u>Interview Date</u>
<b><u>BOA</u></b>	Osewalt	Sylvia	Re-appointment	8/6/2017		5/15/2017
	Cater	Gary	1		Y	1/18/2017
	Dopf	William	1		Y	7/18/2016
	Snyder	Lucas	2		Y	5/4/2016
<b><u>CRA</u></b>	Nichols	Cory	Re-appointment	6/17/2017		4/3/2017
	Povloski	Frances	Re-appointment	6/17/2017		4/17/2017
	Cater	Gary	2		Y	1/18/2017
	Hall, Jr.*	Samuel	1		Y	1/18/2017
	Langham	Samuel	1		Y	5/5/2016
	Lee	Jason	2		Y	4/12/2016
	Lerman	Justin	1		Y	5/5/2016
	McCann	Michael	1		Y	6/20/2016
	McGowan	Jon	1		Y	1/17/2017
	Stevens	Bill	1			4/3/2017
<b><u>PC</u></b>	Dummont	Georgette	Re-appointment	6/30/2017		4/3/2017
	<b>DeLoach</b>	<b>Terry</b>	<b>Declined Re-appointment</b>	<b>6/30/2017</b>		
	Chantry	Michael	2			did not return our calls - will remove name from consideration
	Dopf	William	2		Y	7/18/2016
	Hall, Jr.	Samuel	2		Y	1/18/2017
	Lee	Jason	1		Y	4/12/2016
	McGowan	Jon	2		Y	1/18/2017
	Reid	William	2		Y	Not interested at this time
	Snyder	Lucas	1		Y	5/4/2016

requested to change  
his choice section  
from BOA #1 to  
CRA #1



MEMORANDUM

DATE: May 20, 2017

TO: The Honorable Mayor and  
Members of the City Council

FROM: Laurie Scott, City Clerk

RE: Appointments to Community Redevelopment Agency

**Action Requested:**

Appointment of two members to the Community Redevelopment Agency to fill the expiring terms of Frances Povloski and Cory Nichols. Their current terms will expire on June 17, 2017.

**Background:**

Frances Povloski was originally appointed to the Community Redevelopment Agency on June 17, 2013, and has requested that Council consider her for reappointment to the Community Redevelopment Agency with her term expiring December 31st, 2020.

Cory Nichols was originally appointed to the Community Redevelopment Agency on June 17, 2013, and has requested that Council consider him for reappointment to the Community Redevelopment Agency with his term expiring December 31st, 2020.

The following applicants are qualified to be considered for appointment to the Community Redevelopment Agency and have been interviewed by City Council members. Their applications are attached for your review: Gary Cater, Samuel Hall, Jr., Samuel Langham, Jason Lee, Justin Lerman, Michael McCann, Jon McGowan, Bill Stevens.

**Recommendation:**

It is recommended that the Council either re-appoint Frances Povloski or Cory Nichols to the Community Redevelopment Agency for new 4-year terms, expiring on December 31, 2020; or consider appointing one of the above applicants.

/LS  
Attachments

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6299 #10  
904.247.6250 #11  
Fax: 904.247.6256  
E-Mail: [cityclerk@jaxbchfl.net](mailto:cityclerk@jaxbchfl.net)  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)





**Application for Appointment to City Boards**

Personal Information (Please print or type)

Name: Frances C. Porloski Home Phone: 8914915  
 Home Address: 402 15<sup>th</sup> St N Jacksonville Bch FL 32250  
 E-Mail Address: frances.porloski@draymondjames.com Cell Phone: 8914915  
 Occupation: FA Business Phone: 3724900  
 Business Name: Beachside Benefits & Wealth Strategies  
 Business Address: 131 Second Avenue N #200 Jax Bch FL 32250

Eligibility - Please Circle

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>2000</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>402 15<sup>th</sup> St N Jax Bch</u>
Do you hold a public office?	<input checked="" type="radio"/> Yes <u>aw</u>	<input type="radio"/> No	If yes, Office name: <u>Member of CRA 2013-2017</u>
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>CRA</u> ←
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: <u>NA</u>
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

City Boards (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<input type="checkbox"/>	Board of Adjustment	<input type="checkbox"/>	Planning Commission
<input checked="" type="checkbox"/>	Community Redevelopment Agency <u>1</u>	<input type="checkbox"/>	Pension Trustee

Please list the type of City meetings you have attended: \_\_\_\_\_

Qualifications (Briefly describe specific expertise, abilities, or qualifications) \_\_\_\_\_

Education: see attached

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## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

#### Race

- African-American  
 Asian/Pacific Islander  
 American Indian/Alaskan

- Caucasian  
 Hispanic  
 Not Known

#### Gender

- Female  
 Male

#### Physically Disabled

- Yes  
 No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

4/3/17  
Date

  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

# Frances Carter Povloski

402 15<sup>th</sup> Street North  
Jacksonville Beach, FL 32250

904-372-4900 (W) 904-891-4915 (C)  
[france.povloski@raymondjames.com](mailto:france.povloski@raymondjames.com)

## Education:

- **Security Licensed** (Series 7 and Chartered Retirement Plans Specialist)
- **Licensed Florida Life, Health and Annuity Agent**
- **Bachelor of Social Science**, primary study in Sociology and Public Administration  
Florida State University – Tallahassee, FL August 2000

## Experience:

12/01/2012 – Current                      **Owner of Beachside Benefits and Wealth Strategies**, an independent firm  
**Raymond James Financial Services**

My experience includes business ownership and the responsibilities that go with running a business; such as bookkeeping, marketing, compliance, networking and sales. I am a Financial Planner and Chartered Retirement Plans Specialist for business owners and their employees. My experience as a Financial Advisor is mentioned below.

04/2005 – 12/01/2012                      **Financial Planner/Sales Assistant with Mary Carter Financial Services**  
11/2001 – 04/2003                              **Financial Planning Assistant with Mary Carter Financial Services**

Provide services to high net worth clients in the way of reviews, insurance service and processing, product research. Responsible for client recognition, in the form of luncheons and trip planning to the home office. Assist with health insurance questions, billing problems, sales and date entry. Assist with sales presentations, product research and reviews of high net worth client assets. Write insurance sales, LTC sales, 529 sales or process other FA sales with follow up. Professional contact with Wholesales, CPA's Attorney's, other FA's and clientele. Exposed to Estate planning basics and software. Experience in Retirement planning/accumulation planning and servicing for business owner and their employees'.

09/2003-04/2005                              **Commission Accounting Department for AHL/Allstate**  
Daily accounting, reconciliation and research. Systems work in AWD, Medaviewer, Life 70, MSA and Windows. Use of BI to adjust and manage workflow queue. Provided assistance to agent in regards to commissions in the way of research, support and basic training. Research, analyze and process special projects/ audits per assignment. Coordinate team building events.

***Additional experience available upon request.***

## While Employed:

06/2013 – 06/2017                              **Member of Jacksonville Beach Community Redevelopment Agency**

06/2002 -02/2006                              **Owner or Captured Photography**

A free-lance photography business that requires constant record keeping, organization, book keeping, marketing and managing. Looked to for advice and guidance in the wedding planning and activity planning. Creative solutions to problems as well as customer satisfaction techniques.

09/1999 – 01/2000                              **Human Resource Internship (Toys R Us)**  
Organization of 1<sup>st</sup> Softball team, interviewing and hiring of seasonal help, use of security computer files and new hire training and orientation sessions.



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: <u>Cory W. Nichols, P.E.</u>	Home Phone: <u>N/A</u>
Home Address: <u>1107 1st St S, Unit C</u>	
E-Mail Address: <u>Cory.Nichols@comcast.net</u>	Cell Phone: <u>904-614-4800</u>
Occupation: <u>Professional Civil Engineer</u>	Business Phone: <u>N/A</u>
Business Name: <u>AE Engineering, Inc.</u>	
Business Address: <u>6440 Southpoint Parkway, Suite 300</u>	

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, length of time: <u>10 years</u>
Are you a registered voter?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, address: _____
Do you hold a public office?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, Board Name: <u>CRA</u>
Have you been convicted of a felony?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	If yes, provide date: _____
Have your civil rights been restored?	<u>N/A</u> Yes	<input type="checkbox"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<u>N/A</u> Yes	<input type="checkbox"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? **Yes**  **No**

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

	<b>Board of Adjustment</b>		<b>Planning Commission</b>
<b>1</b>	<b>Community Redevelopment Agency</b>		<b>Pension Trustee</b>

Please list the type of City meetings you have attended: City Council, Budget, CRA, Planning, Adjustment, workshops,

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) Currently on CRA, Professional Civil Engineer specializing in infrastructure development (see attached for additional information).

Education: <u>BSCE (Civil Engineering) University of Florida</u>
<u>MSCE (Civil Engineering - Construction Management) University of Florida</u>
<u>(See attached for additional information)</u>

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

4/3/17  
Date

  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**      **No**      If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

## Cory W. Nichols, P.E.

### Qualifications for Jacksonville Beach - Community Redevelopment Agency

- Current member of the Jacksonville Beach Community Redevelopment Agency (CRA) – Appointed by the Jacksonville Beach City Council on June 17, 2013.
- Licensed Florida Professional Engineer (P.E. # 53941) - Civil Engineer, specializing in infrastructure development and construction management (19 years).
- Active Senior Project Engineer on many types of construction projects throughout Florida with over 50 projects completed, totaling hundreds of millions of dollars.
- Authorized by FDOT to approve contract modification and funding expenditures through Supplemental Agreements.
- Master's and Bachelor's degrees in Civil Engineering from the University of Florida (2000 and 1994). Specialty in Construction Management, with training in Urban Development.
- Business Owner (50+ employees) – AE Engineering, Inc. is a Civil Engineering company that specializes in Construction Engineering & Inspection (CEI).
  - Major clients include the Florida Department of Transportation (FDOT), Jacksonville Transportation Authority (JTA), Palm Beach County, City of West Palm Beach and the Florida Department of Environmental Protection (FDEP). AE Engineering takes the role of the owner's agent.
  - As an agent, we are tasked with **ensuring that taxpayer dollars are spent prudently**, construction projects are completed within contract time and on budget, while being built per contract documents.
  - We are selected based on our teams' qualifications, NOT low bid.
  - AE Engineering, Inc. has active roles in ongoing projects in the State of Florida totaling over \$500 million.
  - AE Engineering, Inc. has had active roles in projects totaling in excess of \$1 Billion.
- Graduate of FICE/FTBA Leadership Academy.
- 22 years of combined experience working as a State of Florida Employee for the FDOT and working successfully as a consultant for the FDOT.
- Has developed relationships with the majority of business and property owners within the CRA regions.

**CORY NICHOLS, P.E.**  
**SENIOR PROJECT ENGINEER**

**SUMMARY OF EXPERIENCE**

Cory has 22 years of CEI experience. His relevant experience and outstanding industry reputation makes him an excellent team leader and asset to the Department. Cory is well known for providing project management focused on timely issue resolution, claim prevention, and thorough schedule reviews. Cory has extensive experience with Interstate and Lump sum contracts and his attention to detail make him perfectly suited for the Sr. Project Engineer role. Cory experience includes over 25 projects as a Senior Project Engineer. Additionally, he had over 20 construction projects as the Project Administrator, including 3 bridge projects, for the FDOT Gainesville Construction Office where he was the **Bridge Specialist** under Steve Plotkin's residency. He was also the Construction Project Manager for the 39<sup>th</sup> Ave Bridge over I-75 in Gainesville.

**PROJECT EXPERIENCE:**

**SR-12 Mill and Resurfacing, Gadsden, FIN: 428848-1-52-01, \$3.5M, 06/2016 to 11/2016 – CEI SCORE 4.0**

**Reference:** Jeff Kerwin, P.E.: (850) 245-7927, FIN #428848-1-52-01

Role on Project: Senior Project Engineer - Improvements under this District Contract consist of resurfacing, superelevation correction overbuild, cross slope correction overbuild, minor drainage improvements, minor shoulder reconstruction, ADA improvements, minor sidewalk replacement, signing and pavement markings, bridge joint replacement, and guardrail removal and replacement along SR 12 from Yon Creek Bridge to West of SR 10 (US 90) in Gadsden County. There are four (4) existing bridges within the project limits: BR500109, BR500116, BR500016, and BR500119

**SR 122 (Golfair Blvd) and SR 117 (Norwood Ave), Duval. FIN: 430562-1-52-01, \$3.9M, 03/14/2016 to Present**

**Reference:** FDOT: Jessica Tippet, P.E. (904) 360-5504

Role on Project: Senior Project Engineer, This is a federally funded, unit price project that consists of the North area of Jacksonville, Duval County, Florida and includes SR 122 (Golfair Blvd) and SR 117 (Norwood Ave) from I-95 to Main Street and From I-95 to Golfair Blvd. The project is a total of 2.281 miles of improvements including embankment, reconstruction, milling and resurfacing of existing roadway, guardrail, drainage, and signing & pavement markings. This contract also includes two Lump Sum, Joint Project Agreement (JPA) with JEA for utility adjustments and relocations.

**Soutel Drive Roadway and Transit Improvements, Duval. – JTA; 15-027, \$1.8M, 11/2015 to 06/2016**

**Reference:** JTA: Andy Rodgers, P.E. (904) 633-8537; AE Engineering Inc.

Role on Project: Senior Project Engineer, This project includes the construction of a new transit station and roadway extension. The proposed roadway will include a two (2) lane urban section (asphalt paving) with curb and gutter, 9" concrete paving, drainage improvements with two (2) stormwater management facilities, earthwork with removal of unsuitable material, erosion control, landscaping, lighting, signalization with mast arms and drilled shafts, handrail, sidewalk and passenger amenities (shelters, benches, trash receptacles, vending machine, etc...), pedestrian and business access and public information.

**SR 10 (Atlantic Blvd) Resurfacing from Brookview to Kernan, Duval. FIN: 430546-1-52-01, \$2.3M, 12/2014 to 08/2015**

**Reference:** FDOT: Brian Benton, P.E. (904) 360-5544

Role on Project: Senior Project Engineer; Pay Item 3R project that included milling and resurfacing, drainage improvements, signalizations, full depth reconstruction, sidewalk, signing, pavement marking, pedestrian access and public information.

**CR 214 East, from SR 100 to CR 315C, Keystone, Clay County – FDOT; FIN: 426229-1-52-01, \$1.3M, 10/2009 to 04/2010**

**Reference:** FDOT: Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Lump sum design-build ARRA contract including 6.524 miles resurfacing with shoulder treatment/construction, drainage improvements, highway signing and pavement markings, guardrail, highway lighting and other incidental construction.

**SR 15 (US 17) at Kingsley Ave., Clay County – FDOT; FIN: 426231-1-52-01, \$352K, 10/2009 to 05/2010**

**Reference:** FDOT: Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Lump sum design-build ARRA contract including mill and resurface with widening, drainage improvements, ADA ramp improvements and traffic signal installation - State Road 224 (Kingsley Avenue) at the intersection of US 17 in Orange Park.

**SR 55 (US 19) from Lebanon Station to Otter Creek, Levy County – FDOT; FIN: 210376-6-52-01 / 210376-4-52-01, \$8.2M, 02/2009 to 01/2010**

**Reference:** FDOT: Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Mill and resurface 14.096 miles including, shoulder treatment/construction, turnout construction, drainage improvements, traffic signal improvements, highway signing, guardrail, bridge barrier railing, three-beam retrofit, and other incidental construction.

**SR 20 (US 27) – FDOT Lake City; FIN: 210669-5-52-01, \$8.8M, 01/2008 to 08/2008**

**Reference:** FDOT Reference: Jason Bordner (386) 961-7050; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; 8 Mile, Rural 2 lane mill and resurface project including: minor widening, ADA sidewalk improvements, drainage and highway signing improvements, along with other incidental construction, Lump Sum Project.

**SR 55 (US 19), Levy County – FDOT; FIN: 210376-2-52-01 / 210376-5-52-01, \$6.5M, 09/2007 to 03/2009**

**Reference:** FDOT: Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Mill and resurface 9.858 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway lighting, signing, guardrail, bridge barrier railing, three-beam retrofit, sidewalks/bicycle path, and other incidental construction.

**SR 24 Cedar Key, Levy County – FDOT; FIN: 210384-3-52-01, \$5.4M, 09/2007 to 03/2008**

**Reference:** FDOT: Michael Sandow, P.E. (386) 961-7577; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Mill and resurface 7.14 miles including base work, shoulder treatment/construction, turnout construction, drainage improvements, curb & gutters, traffic signals, highway signing, guardrail, bridge barrier railing, three-beam retrofit, and pavement markings.

**SR 25 (US 441), Alachua County – FDOT; FIN: 207849-8-52-01, \$10.3M, 05/2007 to 01/2008**

**Reference:** FDOT: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Four-lane, mill and resurface 11.462 miles including turn lane construction, reworking of shoulders, drainage improvements, highway signing and chemical grout soil stabilization.

**SR 45 North (SR 500 to Alachua County Line), Levy County – FDOT; FIN: 210432-3-52-01, \$4.7M, 10/2006 to 06/2007**

**Reference:** FDOT: Michael Sandow, P.E. (386) 961-7577; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Mill and resurface 13.089 miles including base work, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, curb and gutter, guardrail, highway signing, and other incidental construction.

**SR 15 (US 1) – FDOT; Duval County; FIN: 210669-2-52-01, \$6.1M, 06/2006 to 01/2008**

**Reference:** FDOT: Shannon Mobley (904) 360-5554; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: Senior Project Engineer; Mill and resurface project including: 2' and 5' shoulder widening, turnout construction, super elevation corrections, weigh station and agricultural inspection station improvements, drainage improvements, guardrail, and three beam retrofit. Surety Company completed this project with alternate work forces after default of the original contractor.

**SR 45 South (Marion County Line to a Pt. South of SW 5th Ave.), Levy County – FDOT; FIN: 210432-2-52-01, \$6.2M, 04/2006 to 03/2007**

**Reference:** FDOT: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: **Project Administrator / Senior Project Engineer**; Mill and resurface 11.740 miles including base work, ARMI layer, construction of paved shoulders, shoulder rework, drainage improvements; turnout construction, traffic signals with loop assembly, highway signing and other incidental construction.

**SR 331 (Williston Road), Alachua County – FDOT; FIN: 207734-3-52-01 / 207849-7-52-01, \$6.6M, 09/2005 to 06/2006**

**Reference:** FDOT: William McQuaig (Retired); Lori Williams, P.E. (352) 381-4200; KCCS: Glenn Ivey, P.E. (863) 559-9549

Role on Project: **Project Administrator**; Mill and resurface project, four lanes with urban and rural sections. Adjacent to the University of Florida.

**Completed over 23 projects as a Project Engineer/Administrator**

**Florida Department of Transportation, Gainesville Construction (1996 - 2002):**

Role on Project: Project Engineer / Project Manager, Level V / P.E. Trainee

**EDUCATION**

BSCE University of Florida, 1994, MSCE University of Florida, 2000

**REGISTRATION**

Florida Professional Engineer License No.: 53941

**CERTIFICATION, TIN# N24211970; CTQP QC Manager, CTQP Asphalt Paving – Levels 1& 2, ATSSA Maintenance of Traffic – Advanced, Critical Structures Construction Issues – Self Study. FDEP Qualified Stormwater Management Inspector**

City of Jacksonville Beach  
Office of the City Clerk  
11 North 3<sup>rd</sup> Street  
Jacksonville Beach, Florida 32260



Phone: (904) 247-6299 ext 10  
FAX: (904) 247-6258  
E-mail: cityclerk@jaxbcfl.net



### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: Gary Cater Home Phone: 850 386 2919  
 Home Address: 3500 Ocean Dr S  
 E-Mail Address: gcater1@comcast.net Call Phone: 850 322 4215  
 Occupation: Physician Business Phone: \_\_\_\_\_  
 Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_

**Eligibility - Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>4 1/2 yrs</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>3500 Ocean Dr S</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<u>3</u> Board of Adjustment	Planning Commission
<u>1</u> Community Redevelopment Agency	Pension Trustee

Please list the type of City meetings you have attended: \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications)

Education: \_\_\_\_\_  
Pacific Union College  
Medical School USF Kansas City, MO  
Residency - Shands UF Jacksonville  
Fellowship Childrens Mercy Hosp. Kansas City, MO  
MBA - USF

### Application for Appointment to City Boards (cont.)

#### State Reporting Requirements

Section 780.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

#### Race

- African-American
- Asian/Pacific Islander
- American Indian/Alaskan Native
- Caucasian
- Hispanic
- Not Known

#### Gender

- Female
- Male

#### Physically Disabled

- Yes
- No

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

6-28-16

*Gary Cottel*

Date

Applicant's Signature

Please do not write below -- Staff Use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes** **No**

If not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

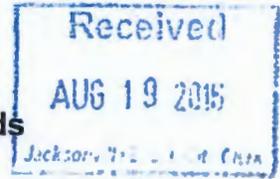
Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_



**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Samuel Hall, Jr. \_\_\_\_\_ Home Phone: 904-504-4243 \_\_\_\_\_  
 Home Address: 404 3<sup>rd</sup> Ave. North 32250 \_\_\_\_\_  
 E-Mail Address: samhalldist2@gmail.com \_\_\_\_\_ FAX: \_\_\_\_\_  
 Business: Retired \_\_\_\_\_ Business Phone: 904-504-4243 \_\_\_\_\_  
 Business Address: P O Box 330042 Atlantic Beach 32233 \_\_\_\_\_

**Eligibility**

Are you a resident of the City?  Yes  No If yes, length of time: 2.5 years \_\_\_\_\_  
 Are you a registered voter?  Yes  No If yes, what County: Duval County \_\_\_\_\_  
 Do you own property in the City?  Yes  No If yes, address: 404, 406, and 414 3<sup>rd</sup> Ave N. \_\_\_\_\_  
 Do you hold a public office? Yes  No If yes, Office name: \_\_\_\_\_  
 Are you employed by the City? Yes  No If yes, position: \_\_\_\_\_  
 Are you currently serving on a Board? Yes  No If yes, Board Name: \_\_\_\_\_  
 Have you been convicted of a felony? Yes  No If yes, provide date: \_\_\_\_\_  
 Have your civil rights been restored? Yes  No If yes, provide date: \_\_\_\_\_

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

1	Board of Adjustment	2	Planning Commission
3	Community Redevelopment Agency	4	Pension Trustee

*Mr. Hall called on 5/17/17 and asked to modify his choice select 2nd but CDA was his 1st choice*

**Please list City meetings you have attended:** City Council, Beaches Watch Sponsored meetings, School Board meetings  
 \_\_\_\_\_  
 \_\_\_\_\_

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) Leadership skills, experience serving on boards as a member and as chair, was employed at Fortune 500 companies where I worked within groups to achieve common goals.  
 \_\_\_\_\_  
 \_\_\_\_\_

Education: BS degree in Biology and Chemistry Minor \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>		<u>Gender</u>	<u>Physically Disabled</u>
<input checked="" type="checkbox"/> African-American	Caucasian	Female	Yes
Asian/Pacific Islander	Hispanic	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
American Indian/Alaskan Native	Not Known		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

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08/19/2016  
Date

Samuel Hall, Jr.  
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment

Not eligible for appointment  
Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_



### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Samuel A. Langham</u>	Home Phone: <u>904 249-3403</u>
Home Address: <u>138 32<sup>nd</sup> Ave S.</u>	
E-Mail Address: <u>salanghamereale.com</u>	FAX: <u>904-249-3441</u>
Business: <u>Langham Appraisals, Inc. / REUSE, LLC</u>	Business Phone: <u>904 249-3403</u>
Business Address: <u>138 32<sup>nd</sup> Ave S. Jacksonville, FL 32250</u>	

**Eligibility**

Are you a resident of the City? time:	<u>(Yes)</u>	No	If yes, length of
	<u>27 yr</u>		
Are you a registered voter?	<u>(Yes)</u>	No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<u>(Yes)</u>	No	If yes, address: <u>138, #139 32<sup>nd</sup> Ave S. / 2811 S 1<sup>st</sup></u>
Do you hold a public office?	Yes	<u>(No)</u>	If yes, Office name: _____
Are you employed by the City?	Yes	<u>(No)</u>	If yes, position: _____
Are you currently serving on a Board?	Yes	<u>(No)</u>	If yes, Board Name: _____
Have you been convicted of a felony?	Yes	<u>(No)</u>	If yes, provide date: _____
Have your civil rights been restored?	Yes <u>(NA)</u>	<u>(No)</u>	If yes, provide date: _____
Have you filed bankruptcy?	Yes	<u>(No)</u>	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes (No)

If \_\_\_\_\_ yes, \_\_\_\_\_ please \_\_\_\_\_ provide \_\_\_\_\_ details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

<input checked="" type="checkbox"/>	Board of Adjustment	<input type="checkbox"/>	Planning Commission
<input checked="" type="checkbox"/>	Community Redevelopment Agency	<input type="checkbox"/>	Pension Trustee

Please list City meetings you have attended: various board of Adjustment & Planning Commission meetings over the years

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) Real Estate Appraiser  
Broker and Consultant Property owner and landlord.

**Received**  
**APR 27 2016**  
 Jacksonville Beach City Clerk

Education: BSBA ECO UF 1984  
MBA Finance & International Business UF '88  
MBA approved and multiple professional licenses  
that require CE.  
Professional license available upon request.

**Application for Appointment to City Boards (cont.)**

**State Reporting Requirements**

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
African-American	Female	Yes
Asian/Pacific Islander	<input checked="" type="radio"/> Male	<input checked="" type="radio"/> No
American Indian/Alaskan Native	Not Known	
Caucasian		
Hispanic		
Not Known		

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4/27/16 \_\_\_\_\_  
Date Applicant's Signature

Please do not write below - Staff use

**Educational Background**

- M.B.A., Finance and International Business, University of Florida, May, 1988.
- B.S.B.A., Economics, University of Florida, December, 1984.
- Postgraduate Coursework

Real Estate Principles and Practices (Course II)	Real Estate Institute	4/92
Licensed Residential Appraisal Course my firm (AB1)	Real Estate Institute	5/93
Residential Construction for Agents	Real Estate Institute	2/94
Commercial Real Estate Brokerage	Real Estate Institute	3/94
Standards of Professional Practice, Part A (410)	Appraisal Institute	6/94
Standards of Professional Practice, Part B (420)	Appraisal Institute	6/94
Appraisers' Florida Core Law	Appraisal Institute	6/94
Certified General Appraiser Course (AB3)	Real Estate Institute	6/95
The Appraisal of Partial Acquisitions	IRWA	10/96
USPAP/Law Update	Real Estate Ed. Specialist	11/96
Advanced Income Capitalization (510)	Appraisal Institute	2/97
Basic Income Capitalization (310)	Appraisal Institute	3/97
Appraisal Procedures (120)	Appraisal Institute	3/97
Appraisal Principles (110)	Appraisal Institute	3/97
The Appraisal of Real Estate Appraisal 10th vs. 11th Edition	Appraisal Institute	6/97
Highest and Best Use (520)	Appraisal Institute	9/97
Advanced Applications (550)	Appraisal Institute	9/97
Advanced Sales Comparison & Cost Approach (530)	Appraisal Institute	5/98
USPAP/Law Update (ACE 2093)	McKissock Data Systems	10/98
Report Writing & Valuation Analysis (540)	Appraisal Institute	12/98
Standards of Professional Practice, Part C (430)	Appraisal Institute	10/99
General Demonstration Appraisal Report Writing Seminar	Appraisal Institute	5/00
Appraising Conservation Easements and Other Less Than Fee Interest	RE Institute of the SE	10/00
Appraising Wetlands	RE Institute of the SE	10/00
Environmental Hazards Impact on Real Estate	RE Institute of the SE	10/00
USPAP and Florida Law Update	RE Institute of the SE	10/00
Eminent Domain	CLE International	10/01
Law of Easements: Legal Issues and Practical Considerations	Lorman Educational Services	3/03
Uniform Appraisal Standards for Federal Land Acquisitions	Appraisal Institute	3/03
Timberland Appraisal Seminar	Appraisal Institute	2/04
Appraisal Independence: What Appraisers and Bankers Need to Know	AI/American Bankers Ass.	2/04
Residential Subdivision Analysis	Bert Rogers	11/04
15-Hour National USPAP (1410N)	Appraisal Institute	8/06
Business Practices and Ethics (420)	Appraisal Institute	9/06
Valuation of Wetlands	Appraisal Institute	9/07
Valuation of Conservation Easements	Appraisal Institute	1/08
Appraisal of Local Retail Properties	Appraisal Institute	9/09
The Appraiser as an Expert Witness: Preparation and Testimony	Appraisal Institute	10/09
Litigation Appraising: Specialized Topics and Applications	Appraisal Institutes	10/09
National Association of Realtors Code of Ethics Course	NAR	10/12
General Demonstration Report Writing	Appraisal Institute	10/12
7-Hr National USPAP Update/Supervisory Appraiser/3-Hr Florida Law	Appraisal University	11/12
Site Analysis and Valuation	Appraisal University	11/12
Appraising Historic Properties	Appraisal University	11/12
Retail Center Analysis for Financing	Appraisal University	11/12
Appraisal of Real Estate 14 <sup>th</sup> Edition	Appraisal Institute	11/13
Appraising Cell Towers	Appraisal Institute	12/13
Broker's Continuing Education	Bert Rogers Schools	2/14
General Demonstration Report-Capstone Program	Appraisal Institute	5/14
Beyond The Headlines – The new Real Estate Economy	Appraisal Institute	9/14
Appraiser's Continuing Education	Ed Klopfer	11/14
Beyond The Headlines – The new Real Estate Economy	Appraisal Institute	9/14
The Valuation of Bank Branches	Appraisal Institute	9/14
Right-of-Way – Three Case Studies with Two Approaches to Value	Appraisal Institute	10/14
Review of Court Decisions on Valuations – Lessors Learned	Appraisal Institute	11/14

**Licenses/Certifications**

- Florida State-Certified General Real Estate Appraiser No. RZ2274
- Florida Real Estate Broker BK 393794
- Private Pilot

### Professional Experience

- Managing Member, REABC, LLC. 2014 – Present. Jacksonville Beach, Florida.
- President, LANGHAM APPRAISALS, INC. 1998 – Present. Jacksonville Beach, Florida.
- Appraiser, Broom, Moody, Johnson & Grainger, Inc. 1993 – 1997. Jacksonville, Florida.
- Broker/Consultant, Langham, S.A. & Co. 1992 – 2002. Jacksonville Beach, Florida.
- Consultant, Ernst & Young. 1988 – 1991. Jacksonville, Florida.
- Realtor Associate, Property Care Services, Inc. 1989 – 1990. Jacksonville Beach, Florida.
- Regulatory Analyst, Gulf Power Company. 1987 Summer Internship. Pensacola, Florida.
- Realtor Associate, Ed Baur Inc., Realtors. 1982 – 1984. Gainesville, Florida.

### Memberships and Designations

-  Member Appraisal Institute
- Member International Right-Of-Way Association
- Eagle Scout

### Appraisal Experience

- Single & Multi-tenant Office Buildings
- Industrial & Office/Warehouses Properties
- Water and Wastewater Utilities
- Residences of all types
- Easement Parcels
- Conservation Lands
- Upland and Coastal Wetlands
- Qualified expert witness in federal court
- Commercial & Retail Properties
- Apartment Buildings
- Subdivisions
- Parcels Under Condemnation
- Partial Interests
- Waterfront Commercial & Residential Properties
- Retention Ponds & Special Purpose Properties
- Gas Stations and Convenience Stores

### Consulting Experience

- Des Moines, Iowa. 98/99 fiscal year utility computations.
- Julington Creek Plantation Utility Company, St. Johns County, Florida. Utility valuation.
- Shadowrock Utility, Duval County, Florida. Utility valuation.
- Des Moines, Iowa. FY 94 model revisions & FY 92 ICA true-up calculations.
- Conway, South Carolina. Water & sewer utility financial plan, cost-of-service and rate study.
- North Charleston Sewer District, Charleston, South Carolina. Water utility feasibility study.
- Grand Strand Water & Wastewater Auth., Conway, South Carolina. Cost-of-service and rate study.
- Wichita Water and Wastewater Dept., Kansas. Financial plan, cost-of-service and rate study.
- Myrtle Beach, South Carolina. Cost-of-service and revenue sufficiency study.
- Des Moines, Iowa. Cost-of-service and sewer rate study.
- Spartanburg Water System, Spartanburg, South Carolina. Cost-of-service and rate study.
- Delray Beach, Florida. Cost-of-service and rate study.
- South Broward Utility, Inc., Miami Lakes, Florida. Consultant during rate case before the PSC.
- Peace River/Manasota Regional Water Supply Authority. Utility valuation (GDU, West Coast Division).
- Lincolnton, North Carolina. Water and wastewater rate study.
- Saint Andrews Public Service District of Charleston, South Carolina. Wholesale wastewater user fee study.
- Orange County, Florida. Utility customer service operational review and management audit.
- Commonwealth of Virginia. Procurement and property review for the EPA.
- Orange County, Florida. Solid waste pickup and recycling program rate structure review.
- Seminole County, Florida. Water & wastewater utility customer service procedures study.
- Phoenix, Arizona. Development of a water resources acquisition fee.

**Partial List of Clients**

Amresco  
AmSouth Bank of Florida  
NationsBank  
Baptist Hospital  
Boatmen's First National Bank  
City of Jacksonville Beach  
Clay County Bank  
Crestar Bank  
CSX Real Property  
Damber Management Ltd.  
Fabco Properties, Inc.  
First Union National Bank of Jacksonville  
Florida Communities Trust  
Florida Medical Association  
General American Life Insurance Company  
United Technologies  
Hanover Insurance Company

ICF Kaiser Engineers  
Jacksonville Port Authority  
JEA  
Jacksonville Transportation Authority  
Jones Edmunds & Associates, Inc.  
Korpacz & Associates, Inc.  
National Park Service  
Norfolk Southern Corporation  
Schmitz Development Co.  
SouthTrust Bank  
SunTrust Bank  
The Nature Conservancy  
Tri-Net Corporation Realty Trust, Inc.  
US Army Corp of Engineers  
US Department of Agriculture, FmHm  
Various Attorneys and Private Land Owners  
Wells Fargo Bank, N.A.



3.10

### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>Jason Lee</u>	Home Phone: <u>N/A</u>
Home Address: <u>1381 Plantation Oaks Drive South, Jax Beach</u>	
E-Mail Address: <u>Jason@repsource.us</u>	Cell Phone: <u>904-424-6058</u>
Occupation: <u>Sales</u>	Business Phone: <u>" "</u>
Business Name: <u>Repsource</u>	
Business Address: <u>1381 Plantation Oaks Drive South, Jax Beach</u>	

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>10 years</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>Duval</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>1381 Plantation Oaks Dr. S</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, Board Name: <u>President HOA</u>
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

	Board of Adjustment	1	Planning Commission
2	Community Redevelopment Agency		Pension Trustee

Please list the type of City meetings you have attended: General City Council Meetings

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) Work with local hotels, clubs, restaurants, etc. Hospitality industry. Coach youth athletic teams in local community. Married w/ 3 children. Want to make Jax Beach better.

Education: <u>Flagler College - 1993 Bachelors Degree</u>
<u>St. Augustine, FL Business Management</u>

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

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By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 1/6/16

Applicant's Signature *[Handwritten Signature]*

Please do not write below – Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes** **No**      If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: <u>Justin Michael Lerman</u>	Home Phone: <u>561.926.0214</u>
Home Address: <u>1732 7<sup>th</sup> Street North Jacksonville Beach FL, 32250</u>	
E-Mail Address: <u>justinlerman@gmail.com</u>	FAX: <u>N/A</u>
Business: <u>University of North Florida</u>	Business Phone: <u>904.620.5299</u>
Business Address: <u>1 UNF Drive Jacksonville FL 32224</u>	

**Eligibility**

- more 2015*
- Are you a resident of the City?  Yes  No If yes, length of time: 1 Year
  - Are you a registered voter?  Yes  No If yes, what County: U.S.A
  - Do you own property in the City?  Yes  No If yes, address: 1732 7<sup>th</sup> Street North Jacksonville Beach
  - Do you hold a public office?  Yes  No If yes, Office name: \_\_\_\_\_
  - Are you employed by the City?  Yes  No If yes, position: \_\_\_\_\_
  - Are you currently serving on a Board?  Yes  No If yes, Board Name: \_\_\_\_\_
  - Have you been convicted of a felony?  Yes  No If yes, provide date: \_\_\_\_\_
  - Have your civil rights been restored?  Yes  No If yes, provide date: N/A

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach?  Yes  No  
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

	Board of Adjustment	-1	Planning Commission <i>Planned per email</i>
2	Community Redevelopment Agency		Pension Trustee

Please list City meetings you have attended: I attended a city meeting on February 07, 2011 regarding special permits to sell alcohol past midnight.

**Qualifications** (Briefly describe specific expertise, abilities or qualifications)

- Good organizational and negation skills
- Excellent written and spoken communication skills
- Logical approach to solving problems
- Team player
- Strong computer skills
- Equal opportunist

Please see attached resume for experience and education.

### Application for Appointment to City Boards (cont.)

#### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please check the appropriate boxes.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan Native	<input type="checkbox"/> Not Known	

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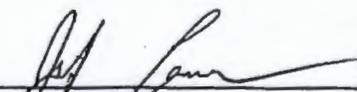
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11/2/15  
Date

  
Applicant's Signature

Please do not write below - Staff use

# Justin Lerman

1732 7<sup>th</sup> Street North, Jacksonville Beach, FL 32250

j.lerman@unf.edu

(561) 926-0214

## EDUCATION

---

- 2014-Present     **UNIVERSITY OF NORTH FLORIDA**     Jacksonville, FL  
*Doctor of Education in Educational Leadership*
- 2012-2013     **UNIVERSITY OF NORTH FLORIDA**  
*Masters of Educational Leadership and Technology*
- 2007-2011     **UNIVERSITY OF NORTH FLORIDA**  
*Bachelor of Arts in Education*
- Graduating GPA 3.5

## EXPERIENCE

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- 2013-Present     **UNF CENTER FOR INSTRUCTION & RESEARCH TECHNOLOGY**     Jacksonville, FL  
*Coordinator of Distance Learning Training & Support*
- Distribute distance learning course offerings and schedules and web sites where they can be accessed
  - Maintain web sites and online databases used for distance learning programs
  - Communicate to faculty and students any change or updates to distance learning courses and materials
  - Support Faculty and Staff on Blackboard related issues
- 2013-2015     **UNF COLLEGE OF EDUCATION**     Jacksonville, FL  
*Adjunct Professor*
- Used a wide variety of teaching methods to ensure student success
  - Provide personalized feedback for all assignments submitted
- 2012-2013     **UNF IT DEPARTMENT**     Jacksonville, FL  
*Help Desk Technician*
- Provided tier one support by phone and in person as needed to minimize downtime.
  - Performed troubleshooting and implemented solutions, documented help desk tickets/resolutions
  - Worked with C techs, reimaging computer labs
- 2011-2012     **KELLY EDUCATIONAL STAFFING**     Jacksonville, FL  
*Substitute Teacher (Grades K-12)*
- Filled in for absent teachers in emergency and on short and medium term assignments
- 2007-2011     **UNIVERSITY OF NORTH FLORIDA OSPREY TELEVISION**     Jacksonville, FL  
*Osprey TV Station Manager*
- Responsible for hiring, managing and maintaining a staff
  - Managed the budget
- 2007-2011     **Camp Geshher**     Ontario, Canada  
*Camp Technical Director*
- Responsible for hiring, managing and maintaining a staff
  - Create and present a budget based on the guidelines of the Finance Committee
  - Track and record actual spending and compare to budget weekly
  - Oversee all transportation into and out of the camp
  - Create daily schedule for campers and staff
- Spring 2011     **EDUCATIONAL INTERNSHIP**     Jacksonville, FL  
*Kings Trail Elementary School*
- Worked with benchmark data to create small groups and to develop future lessons
  - Developed and taught lessons while following a focus calendar
  - Developed individual behavior plans
  - Administered and graded Developmental Reading Assessments (DRAs)
  - Administered pre- and post-tests and analyzed data

## **SKILLS AND ACTIVITIES**

---

- Proficient in BMC Remedy, TeamDynamix, Microsoft Office, Final Cut Pro, computer hardware repair, Altiris, Microsoft SharePoint, Blackboard, E-Learning, Instructional Design, Technical Writing, and Learning Theory
- Graduate of the Illinois Online Network, Master Online Teacher Certification Program
- Certified Quality Matters Program, Apply the QM Rubric
- Certified Blackboard Learn Trainer

City of Jacksonville Beach  
 Office of the City Clerk  
 11 North 3<sup>rd</sup> Street  
 Jacksonville Beach, Florida 32250



Phone: (904) 247-6299 ext 10  
 FAX: (904) 247-6256  
 E-mail: cityclerk@jaxbchfl.net

**RECEIVED**

**MAY 25 2016**

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Michael McCann	Home Phone: 904-982-1545 (mobile)
Home Address: 2311 Oceanwalk Dr. West Atlantic Beach, FL 32233	
E-Mail Address: mike@resource-group.net	FAX: _____
Business: The Resource Group	Business Phone: 904-242-9195 ext. 205
Business Address: 135 Second Ave. North Suite #3 Jacksonville Beach, FL 32250	

**Eligibility**

Are you a resident of the City?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, length of time: _____
Are you a registered voter?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, what County: _____
Do you own property in the City?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	If yes, address: Office Building - 6 Resident Units
Do you hold a public office?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Office name: _____
Are you employed by the City?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, position: _____
Are you currently serving on a Board?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, Board Name: _____
Have you been convicted of a felony?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide date: _____
Have your civil rights been restored?	Yes <input type="checkbox"/> N/A <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide date: _____
Have you filed bankruptcy?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No   
 If yes, please provide details: \_\_\_\_\_

**City Boards** (Please indicate your preferences by ranking - denote your first choice with a "1", second choice with a "2", etc.)

<input type="checkbox"/> Board of Adjustment	<input type="checkbox"/> Planning Commission
<input checked="" type="checkbox"/> Community Redevelopment Agency	<input type="checkbox"/> Pension Trustee

Please list City meetings you have attended Rezoning hearings/Redevelopment workshops since 2002.

**Qualifications** (Briefly describe specific expertise, abilities or qualifications) Significant experience in financial and practical feasibility for real estate ventures, business plan development, buying and selling companies and startup operations.

Education: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



#### **MIKE MCCANN**

**Mike McCann is the President and CEO of The Resource Group, LLC, a Jacksonville-based investment firm. Mike is a seasoned investor and entrepreneur who applies research and vision to identify and pursue sound opportunities and then, through strong team leadership, guides his projects through a defined management process to meet or exceed projected returns. This methodology has allowed Mike to take several ventures from start up to significant profitability. He has a proven track record over the past 25 years that includes successful businesses built and sold.**

**His expertise in marketing and fiscal prudence has proven itself most recently in his real estate ventures, and in the past in successful enterprises that include manufacturing, distribution and product development. In his last such endeavor, after selling to a public company, Mike was retained to spearhead product development and marketing, eventually taking over as President/Chief Operating Officer of a global corporation. He then left to pursue interests in the local real estate market in the southeastern U.S. With appropriate partners when prudent, Mike continues to develop his portfolio within Florida and beyond.**

**In each new endeavor, Mike applies a systematic approach in which key variables are identified early and tracked regularly when considering acquisition, management, development and disposition of a given asset. This allows Mike and his partners to enjoy the maximum return with optimal leverage of time, expertise and capital.**

**Mike has spent the majority of his life as a Florida resident and currently lives in Atlantic Beach. He has three children and has been married for 25 years. He is active in the non-profit community and heads up a family foundation with a mission to feed the hungry.**



**RECEIVED**

DEC 06 2016

**Application for Appointment to City Boards**

**Personal Information** (Please print or type)

Name: Jon McGowan Home Phone: City Clerk  
 Home Address: 5 N 17<sup>th</sup> Ave #401  
 E-Mail Address: jon@shootingandoutdoors.com Cell Phone: 904 982 1370  
 Occupation: ENTREPRENEUR Business Phone: 904 372 0770  
 Business Name: SHOOTING AND OUTDOOR CONVENTION  
 Business Address: 5 N 17<sup>th</sup> Ave #401

**Eligibility – Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>12 yrs</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>DUVAL</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>5 N 17<sup>th</sup> Ave #401</u>
Do you hold a public office?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input type="radio"/> Yes	<input type="radio"/> No	If yes, provide date: <u>N/A</u>
Have you filed bankruptcy?	<input type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1", Secondary choice with a "2".)

<input type="checkbox"/>	Board of Adjustment	<input type="checkbox"/>	2 Planning Commission
<input checked="" type="checkbox"/>	1 Community Redevelopment Agency	<input type="checkbox"/>	Pension Trustee

Please list the type of City meetings you have attended: ALL OF THEM

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) president of Better Jacksonville Beach

Education: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input type="checkbox"/> Female	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input checked="" type="checkbox"/> Male	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	
<input checked="" type="checkbox"/> Caucasian		
<input type="checkbox"/> Hispanic		

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

12/8/16


Date
Applicant's Signature

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes**    **No**                      If not eligible for appointment  
 Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_ Date: \_\_\_\_\_

**Jonathan A. McGowan**  
5 N 17<sup>th</sup> Ave #401  
Jacksonville Beach, FL 32250  
(904)982-1330

## **WORK EXPERIENCE**

### **President/ Director of Corporate Partnerships and Government Relations**

2014 – Present

Shooting and Outdoors Convention

- President of production company organizing a regional firearms, hunting, and outdoors trade show in Jacksonville, FL.
- Created strategic relationships with city and state elected officials
- Sought out grant funding from government and non-governmental agencies
- Sought out corporate sponsorships and develop strategic relationships with other companies to facility the success of the event.

### **President/ Event Production, Government Relations, Media Relations**

2013 - Present

Better Jacksonville Beach

- Founder of business organization focused on changing the image of the Jacksonville Beach Downtown.
- Created strategic relationships with local elected officials
- Developed contacts with local media to get earned media for organization and was the go to spokesperson for the area.
- Organizer/ promoter of the Jax Beach Art Walk and the Jax Beach Classic Car Cruise.

### **Talk Show Host/ Radio Personality**

2013 – 2015

Straight Shooting w/ Jon McGowan on AM 600/ FM 102.3

- Host of a weekly talk radio program focused on Florida Politics and the firearms industry.
- Interviewed local and state elected officials on issues.
- Moderated debates for candidates of state and local races.
- Researched and summarized every bill filed in the Florida legislature.

### **Owner**

2009 – 2015

McGowan Firearms

- Owner of firearms retail store in Atlantic Beach, FL

### **Political Consultant**

2003 - 2009

- Worked as independent political consultant for campaigns throughout North East and North Central Florida regions. Responsibilities include strategy, networking, promoting candidate or issue, public speaking, fundraising, media relations, volunteer recruitment, and management.

Clients include:

- Business Industry Political Action Committee (BIPAC)
- Florida Chamber of Commerce
- Randy Johnson for Florida Chief Financial Officer
- Doug Gallagher for U.S. Senate
- Local campaigns

## **LEADERSHIP/ ACTIVITIES**

### **Office of Mayor-elect Lenny Curry**

Streamlining for Growth & Opportunity Committee Member, 2015

### **Jacksonville Regional Chamber of Commerce**

Government Affairs Standing Committee: Member, 2007 – 2009

JaxBiz: Member, 2008 – 2009

South Council: Member, 2008 – 2009

IMPACTjax: Governmental Affairs Committee Chair, 2008

IMPACTjax: Voice Committee Co-Chair, 2007

IMPACTjax: Member, 2007 - 2009

### **First Coast Tiger Bay Club**

Board Member, 2009

Member, September 2007 - 2009

**Beaches Business Association, Member, 2007 - 2012**

**Jacksonville Beach Gator Club, Member, 2007 - 2014**

### **Duval County Republican Executive Committee**

Precinct Committeeman, 2005 – 2010

### **John McCain for President**

Florida Co-Chair of Young Professionals for McCain, 2008

## **EDUCATION**

### **Bachelors of Arts in Liberal Arts**

December 2006

### **Major: Political Science**

University of Florida, Gainesville, FL

### **Associates of Arts**

December 2002

### **Major: Business Administration**

Florida Community College of Jacksonville, Jacksonville, FL

## **ADDITIONAL SKILLS**

**Life, Health, and Variable Annuity License 2-15, February 2005**

State of Florida

**Real Estate Sales Associate License, March 2005**

State of Florida

**NRA Firearms Instructor, 2009**



**Received**  
 APR 03 2017  
 Jacksonville Beach City Clerk

### Application for Appointment to City Boards

**Personal Information** (Please print or type)

Name: <u>BILL STEVENS</u>	Home Phone: <u>247-8269</u>
Home Address: <u>733 2<sup>ND</sup> AVE. N. JAX. BCH</u>	
E-Mail Address: <u>BEACHSIDE SWIM @ GMAIL, COM</u>	Cell Phone: <u>612-4398</u>
Occupation: <u>RETAILER</u>	Business Phone: <u>246-0248</u>
Business Name: <u>BEACHSIDE</u>	
Business Address: <u>234 1<sup>ST</sup> ST. N. JAX. BCH.</u>	

**Eligibility - Please Circle**

Are you a resident of the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, length of time: <u>MOST OF 57 YEARS</u>
Are you a registered voter?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, what County: <u>DUVAL</u>
Do you own property in the City?	<input checked="" type="radio"/> Yes	<input type="radio"/> No	If yes, address: <u>ABOUL</u>
Do you hold a public office?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Office name: _____
Are you employed by the City?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, position: _____
Are you currently serving on a Board?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, Board Name: _____
Have you been convicted of a felony?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have your civil rights been restored?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____
Have you filed bankruptcy?	<input checked="" type="radio"/> Yes	<input checked="" type="radio"/> No	If yes, provide date: _____

**Potential Conflict of Interest:** Have you ever been engaged in the management/ownership of any business enterprise that has a financial interest with the City of Jacksonville Beach? Yes  No

If yes, please provide details:

**City Boards** (Please indicate your preferences by ranking - denote your Primary choice with a "1" Secondary choice with a "2")

Board of Adjustment	Planning Commission
<input checked="" type="checkbox"/> Community Redevelopment Agency	Pension Trustee

Please list the type of City meetings you have attended: CRA, PLANNING, CITY COUNCIL

**Qualifications** (Briefly describe specific expertise, abilities, or qualifications) KNOWLEDGE OF DOWNTOWN OUR 40 YRS COMMON SENSE APPROACH, TRY TO FIND SOLUTIONS NOT PROBLEMS

Education: <u>HS. GRAD FLETCHER</u>
<u>9 HRS SHORT OF PHYSICS DEGREE</u>

## Application for Appointment to City Boards (cont.)

### State Reporting Requirements

Section 760.80, Florida Statutes, requires that the City annually submit a report to the Secretary of State disclosing race, gender, and physical disabilities of board members and elected officials. Please circle the appropriate responses.

<u>Race</u>	<u>Gender</u>	<u>Physically Disabled</u>
<input type="checkbox"/> African-American	<input checked="" type="checkbox"/> Caucasian	<input type="checkbox"/> Yes
<input type="checkbox"/> Asian/Pacific Islander	<input type="checkbox"/> Hispanic	<input checked="" type="checkbox"/> No
<input type="checkbox"/> American Indian/Alaskan	<input type="checkbox"/> Not Known	

Florida's Public Records Law, Chapter 119, Florida Statutes, states: "It is the policy of this state that all state, county, and municipal records shall at all times be open for a personal inspection by any person." Your application when filed will become a public record and subject to the above statute. In addition, any appointed member of a board of any political subdivision (except members of solely advisory bodies) and all members of bodies exercising planning or zoning, are required to file a financial disclosure form (Form 1) within 30 days after appointment and annually thereafter, for the duration of the appointment as required by Chapter 112, Florida Statutes.

I understand that if I am appointed to one of the City's boards, I will be required to file a financial disclosure form - Form 1, as described above, and I am willing to comply with this requirement.

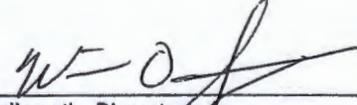
I understand that any false, incomplete, or misleading information given by me on the application is sufficient cause for rejection of this application. I understand and agree that any such false, incomplete, or misleading information discovered on this application at any time after appointment to a Board may result in my removal.

I also understand that all board appointments are for voluntary, uncompensated services. Additionally, if appointed, I am able to attend meetings and otherwise fulfill the duties of the office.

Applications are submitted to the City Clerk and are valid for two years from the date they are submitted. All applicants are interviewed following their application submittal. When vacancies occur, the City Council considers all eligible applicants and votes to make board appointments.

By submitting this form, I declare the foregoing facts to be true, correct, and complete. Additionally I hereby authorize a criminal background check.

Date 4/2/17

Applicant's Signature 

Please do not write below - Staff use

Date application received: \_\_\_\_\_

Interviewed on: \_\_\_\_\_

Eligible for appointment **Yes** **No**

If not eligible for appointment

Explanation: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

Appointed to: \_\_\_\_\_

Date: \_\_\_\_\_

**Board Applicants Listing**

<u>Board</u>	<u>Applicant</u>		<u>Choice Ranking</u>	<u>Term Expiration</u>	<u>Recommended</u>	<u>Interview Date</u>
<b><u>BOA</u></b>	Osewalt	Sylvia	Re-appointment	8/6/2017		5/15/2017
	Cater	Gary	1		Y	1/18/2017
	Dopf	William	1		Y	7/18/2016
	Snyder	Lucas	2		Y	5/4/2016
<b><u>CRA</u></b>	Nichols	Cory	Re-appointment	6/17/2017		4/3/2017
	Povloski	Frances	Re-appointment	6/17/2017		4/17/2017
	Cater	Gary	2		Y	1/18/2017
	Hall, Jr.*	Samuel	1		Y	1/18/2017
	Langham	Samuel	1		Y	5/5/2016
	Lee	Jason	2		Y	4/12/2016
	Lerman	Justin	1		Y	5/5/2016
	McCann	Michael	1		Y	6/20/2016
	McGowan	Jon	1		Y	1/17/2017
	Stevens	Bill	1			4/3/2017
<b><u>PC</u></b>	Dummont	Georgette	Re-appointment	6/30/2017		4/3/2017
	DeLoach	Terry	Declined Re-appointment	6/30/2017		
	Chantry	Michael	2			did not return our calls - will remove name from consideration
	Dopf	William	2		Y	7/18/2016
	Hall, Jr.	Samuel	2		Y	1/18/2017
	Lee	Jason	1		Y	4/12/2016
	McGowan	Jon	2		Y	1/18/2017
	Reid	William	2		Y	Not interested at this time
	Snyder	Lucas	1		Y	5/4/2016

requested to change  
his choice section  
from BOA #1 to  
CRA #1

City of  
Jacksonville Beach  
City Hall  
11 North Third Street  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6268  
Fax: 904.247.6276

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

## MEMORANDUM

TO: Mayor Latham  
Members of the City Council

FROM: Trish Roberts  
Deputy City Manager

DATE: May 25, 2017

RE: Adopt Special Events Policy

---

### ACTION REQUESTED

Adopt Special Events Policy.

### BACKGROUND

The Special Events Policy was initially developed to guide the City's management of special events held on public property, primarily in the downtown area. In the last five years, the number, size, complexity, and frequency of special events have grown, requiring more oversight and management on the part of the Police, Fire, Parks and Public Works Departments.

Staff from those departments have been meeting to develop recommendations for changes to the special events policy. The changes are intended to clarify the policy and to make it easier to enforce. A summary of major changes to the policy was discussed with the City Council at a briefing on May 1, 2017. Definitions of City-contracted events and City-produced events have been added to the policy based on discussion at the May 1, 2017 City Council meeting.

The major changes are as follows:

#### Definitions of Festival and Special Events rewritten:

- A **Special Event** is defined as any festival, meeting, activity, or gathering of persons invited by public notice, announcement or advertisement for the purpose of witnessing or participating in any common purpose, entertainment



or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place.

A special event is expected to require, for its safe and successful execution, the coordination of City services and the organizer of the event to a degree above that which the City provides under ordinary, everyday circumstances.

Any of the following characteristics may cause a special event to be defined as a festival and/or create additional permit requirements:

- Road closures
  - Amplified music
  - Length of event more than four hours
  - Alcohol sold, distributed or consumed
- A **Festival** is defined as an event held in the Facility Rental Area which includes alcohol sales, distribution, and/or consumption and is more than four hours in length. (A City-produced event is not considered to be a festival.) It is the intention of the City of Jacksonville Beach not to allow a concert in the Facility Rental Area that includes the sale, distribution or consumption of alcohol if the event is less than four hours in length.
- **Other option (not included in the proposed policy):** Events that offer alcohol for sale, distribution or consumption may be approved if they meet the following criteria:
- Length of the event is a maximum of 3 hours, and
  - Location of the event is limited to SeaWalk Pavilion Area only (Facility Rental Area A), and
  - There must be one full weekend without a festival prior to and following the event (i.e., one weekend on, one weekend off).

Special Events that involve road closures, the use of amplified music, or the distribution, sale, or consumption of alcohol (whether by sale, admission, a ticket, a donation, a membership fee, a meal charge, or a gratuity) may cause a special event to be defined as a festival or cause additional permitting requirements.

**Definitions of City Produced and City Contracted Events added:**

- A **City-produced Event** is any event that is produced and managed by the City and authorized by the City Manager.
- A **City-contracted Event** is an event that does not meet the ordinary definition of a festival or special event, is being produced and managed by an individual or group, and is held through the sponsorship of the City. They are intended to be family-friendly and require the approval of the City Council. Examples of such events are Deck the Chairs and the Art Walk. City-contracted events shall not allow alcohol to be sold, distributed or consumed.

City-contracted events must provide an annual income statement and balance sheet prepared by a Certified Public Accountant in sufficient detail to demonstrate the sources and uses of revenue generated by the event. Any net income from the event must be donated to the City of Jacksonville Beach, unless an alternate distribution of the net income is specifically allowed in the contract approved by the City Council.

**Definition of Organizer or Producer revised:**

- The holder of the Alcoholic Beverage Temporary License/Permit will be considered to be a co-organizer/producer of the event and will be required to sign the Special Event Application and the Special Event Permit.
- Sitting members of the City Council, City boards and agencies, City staff and any of their immediate family members, shall have no financial interest, direct or indirect, in entities that organize or produce festivals.

**Facility availability and the scheduling of special events clarified:**

- Maximum length of any event which is not a festival is two consecutive days; these events may be held between 6:00 am and 10:00 pm.
- Maximum length of any festival is shown below; these events may be held on Friday from 5:00 pm until 10:00 pm; on Saturday from 12:00 (noon) until 10:00 pm or from Sunday from 12:00 (noon) until 8:00 pm.
  - October through February: two consecutive days
  - March through September: one day
  - Exceptions:
    - Springing the Blues, which is two days

- Air Show, which is three days
- In years that the City of Jacksonville Beach hosts the Air Show, no festival may be held within two weeks of the Air Show.
- The area available for paid, priority seating is limited to half of the Seawalk Pavilion area and excludes Latham Plaza. Exceptions are made for the Air Show and on the Pier during City-produced events. Nothing can be placed in or around the paid priority seating area that may obstruct the visibility of others outside the area.
- Delivery and installation of fencing used to define the areas where alcoholic beverages will be served is the responsibility of the producer. Fencing may not exceed four feet in height. Banners and other materials that may obstruct the visibility of others outside the paid priority seating area are not allowed.
- Reservation dates will be accepted but are not considered to be confirmed until after a completed Special Event Application has been received and a reservation has been confirmed, in writing, by the City. A confirmed reservation is not to be construed as an approval of a special event permit.

**Non-issuance or revocation of a special events permit; cancellation of an event clarified:**

- Permit may not be issued if the organizer/producer fails to meet requirements stipulated in the Special Events Policy or the Rate Resolution.
- The City Manager is authorized to deny or cancel a special events permit for violations of the Special Events Policy, or for failure to meet the requirements of the Special Events Permit.
- The City of Jacksonville Beach will not be responsible for any economic loss or damage resulting from non-issuance or cancellation of a special event permit.

**Additional application requirements:**

- An organizer/producer will be required to submit the organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz). The most recent IRS Form 990 may be required, where applicable.

**Insurance requirements increased:**

- Minimum amount of insurance coverage for General, Liquor and Automobile Liability has been increased to \$2.0 million for each type of coverage.

**Additional requirements for holders of temporary alcohol permit**

- Within 30 calendar days after the completion of a festival, the holder of the festival's temporary alcohol permit is required to:
  - a. Submit a delivery bill of lading from the alcohol provider, signed by the holder of the festival's temporary alcohol permit, indicating the type and amount of alcohol that was delivered for the festival, and;
  - b. Submit a signed, final accounting and invoice from the alcohol provider indicating the amount of alcohol that was billed to the holder of the festival's temporary alcohol permit.

Following adoption of the Special Events Policy, a resolution adjusting fees for special events will be presented for the City Council's consideration.

**RECOMMENDATION**

Adopt the Special Events Policy dated June 5, 2017.

Possible amendment to the Special Events Policy, if desired by the City Council:

Revise the proposed Special Events Policy to add the following language to Section I, Subsection D:

“Events that offer alcohol for sale, distribution or consumption may be approved if they meet the following criteria:

- Length of the event is a maximum of 3 hours, and
- Location of the event is limited to SeaWalk Pavilion Area only (Facility Rental Area A), and
- There must be one full weekend without a festival prior to and following the event (i.e., one weekend on, one weekend off).”



# **SPECIAL EVENTS POLICY**

**June 5, 2017 ~~IES~~**

City of Jacksonville Beach  
Parks & Recreation Department  
2508 South Beach Parkway  
Jacksonville Beach, FL 32250  
(904) 247-6157  
[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

Amended: 0//16  
Corrected: 01/09/15  
Amended: 12/01/14  
Adopted: 12/16/13

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CITY OF JACKSONVILLE BEACH  
POLICIES AND PROCEDURES  
FOR ~~FESTIVALS AND~~ SPECIAL EVENTS ~~HELD ON CITY FACILITIES~~

I. INTRODUCTION AND SCOPE OF THIS DOCUMENT

~~The City requires~~ The purpose of this document is to outline the policies and procedures required to hold a festival or special event on City property. Special Events be permitted for the safety and well-being of participants and the public and to safeguard the public property belonging to the citizens of Jacksonville Beach. The purpose of this document is to outline the policies and procedures required to hold a special event on City public property. For the purposes of this document, the following definitions ~~will~~ apply:

A. A Special Event is defined as any festival, meeting, activity, gathering or group of persons, animals or vehicles, or combination thereof, having a common purpose, design or goal, upon any public facility, street, sidewalk, alley, park, parking lot or other public place. The term "special event" shall not include a neighborhood block party, social, recreational gathering, or any other type of assemblage. PLEASE NOTE THE CITY WILL NOT APPROVE AN OUTSIDE SPONSORED SPECIAL EVENT OR FESTIVAL ON A CITY RECOGNIZED HOLIDAY OR THE WEEKEND ADJACENT TO A CITY RECOGNIZED HOLIDAY WEEKEND. THE CITY COUNCIL WILL DETERMINE IF A JULY 4<sup>TH</sup> EVENT IS SCHEDULED. Only one (1) Special Event selling, distributing or consuming alcohol will be permitted monthly; or gathering of persons invited by public advertisement for the purpose of witnessing or participating in any common purpose, entertainment or exhibition, or purchasing or selling any merchandise, food or beverage or consuming any food or beverage upon any City-owned public facility, street, sidewalk, alley, park, parking lot or other public place.

A special event is reasonably expected to require, for its safe and successful execution, the coordination of City services or the organizer of the event to a degree above that which the City provides under ordinary, everyday circumstances.

Any of the following characteristics may cause a special event to be defined as a festival and/or create additional permit requirements:

- i. Road closures
- ii. Amplified music
- iii. Length of event more than four (4) hours
- iv. Alcohol sold, distributed or consumed

B. The Special Events Committee is a committee appointed by the City Manager, and is presently composed/comprised of the Director of Parks and Recreation Director as Chairperson, and the Directors of Police, Fire, and -Public Works, the supervisor Building Maintenance, from and Ocean Rescue, or their designees.

The Special Events Committee is designated by the City Manager with the responsibility of reviewing and approving an application to conduct a special event within the City.

C. A Special Event Permit is a permit that is issued after all requirements are met by the requesting organization/organizer/producer and all applicable advance fees are paid. The permit will cover the event organizer/producer and their selected vendors. A Special Event Permit must be issued for each event. Additional permits and licenses may be required for tents, alcohol, outside vendors, signs, electric/city, and miscellaneous construction. No person shall

engage in, participate in, aid, form or start any special event unless a Special Event Permit has been obtained from the Special Events Committee.;

- D. ~~A Festival, as defined in this document, is defined as an event which is held at the Sea Walk Pavilion and/or Latham Plaza, in the Facility Rental Area is more than six (6) hours in duration, which and includes alcohol consumption and/or sales sales, distribution, and/or consumption and is more than four (4) hours in length. (A City-City-produced sponsored event is not considered to be a festival.)~~ It is the intention of the City of Jacksonville Beach not to allow a concert in the Facility Rental Area that includes the sale, distribution or consumption of alcohol if the event is less than four (4) hours in length.

Special Events that involve road closures, the use of amplified music, or the distribution, sale, or consumption of alcohol (whether by sale, admission, a ticket, a donation, a membership fee, a meal charge, or a gratuity) may cause a special event to be defined as a festival or cause additional permitting requirements. ;

- E. ~~The An Organizer/ or Producer, as defined in this document, is the person(s) or persons who are financially responsible for all fees, deposits, damages or other charges for holding due to or caused by an event held in Jacksonville Beach. This person(s) has authority to make decisions regarding the event, including cancellation of the event due to weather conditions or for other reasons. ; and The holder of the Alcoholic Beverage Temporary License/Permit shall be considered to be a co-organizer/co-producer of the event and will be required to sign the Special Event Permit.~~

Sitting members of the City Council, City boards and agencies, City staff, and any of their immediate family members shall have no financial interest, direct or indirect in entities that organize or produce festivals. Immediate family members are defined as: father, mother, son, daughter, brother, sister, stepmother, stepfather, stepson, stepdaughter, stepbrother, stepsister, wife, husband, father-in-law, mother-in-law, brother-in-law, sister-in-law, first cousin, nephew, niece, grandparents, grandchildren.

- F. ~~The Surf Contests and Beach/Ocean Activities must take place a minimum of 300' feet from the pier. [JLZ1] Facility Rental Area is- the Seawalk SeaWalk Pavilion, Latham Plaza, and the municipal parking lot as outlined in Appendix I; and~~

- G. ~~A City-City-produced Sponsored Event is any event produced and managed by the City and authorized by the City Manager.~~

- H. ~~A City-contracted Event is an event that does not meet the ordinary definition of a festival or special event, is being produced and managed by an individual or group, and is held through the sponsorship of the City. They are intended to be family-friendly and require the approval of the City Council. Examples of such events are Deck the Chairs and the Art Walk. City-contracted events shall not allow alcohol to be sold, distributed, or consumed.~~

City-contracted events must provide an annual income statement and balance sheet prepared by a Certified Public Accountant in sufficient detail to demonstrate the sources and uses of revenue generated by the event. Any net income from the event must be donated to the City of

Jacksonville Beach, unless an alternate distribution of the net income is specifically allowed in the contract approved by the City Council.

## II. ~~H.~~ — PROCEDURE FOR SCHEDULING A ~~FESTIVAL OR~~ SPECIAL EVENT

Scheduling a ~~festival or~~ special event is determined by two factors: 1) The availability of City facilities on a specific date(s) each calendar year; and, 2) ~~Approval of a Special Event Application~~ issuance of a Special Event Permit. The following sections outlines the conditions for determining availability and approval.

If there is an unauthorized and unpermitted Special Event in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend the unpermitted Special Event.

### A. **Approval of Application**

The Organizers/~~producers~~ Producers will make initial contact with the Parks & ~~and~~ Recreation Department to determine the availability of the date(s) and site(s) for ~~their~~ the proposed event. ~~If available, the City will tentatively reserve the date(s) and facility(ies) until receipt of an application.~~ [JLZ2]

#### 1. **Availability of City Facilities and Scheduling of Events**

- a. The use of City facilities is reserved on a “first-come, first-served” basis. First priority is given to ~~City~~ City-produced ~~produced~~ events, City-contracted events, and annual events which have taken place for two (2) or more consecutive years unless the event organizer/producer’s application is denied due to violations of the Special Events Policy identified in the After-action Report. (If a returning event is canceled due to weather, it will not preclude the consecutive year rule.)
- b. Only one festival may be ~~scheduled~~ held in any one month.
  - i. In years that the City of Jacksonville Beach hosts the Air Show, no additional festival may be held within two weeks of the Air Show in the same month.
  - ii. Festivals may be held during the following hours: ~~from~~ 5:00 P.M. until 10:00 P.M. on Friday, ~~-~~ 12:00 P.M. (noon) until 10:00 P.M. on Saturday, ~~and~~ or 12:00 P.M. (noon) until 8:00 P.M. on Sunday.

- iii. The City will not approve a non-City produced special event or festival on a City-recognized holiday or on a weekend adjacent to a City-recognized holiday. City-recognized holidays are:
  - 1) New Year's Day
  - 2) Martin Luther King Birthday
  - 3) Memorial Day
  - 4) 4<sup>th</sup> of July
  - 5) Labor Day
  - 6) Veteran's Day
  - 7) Thanksgiving Day
  - 8) Friday after Thanksgiving Day
  - 9) Christmas Day
- iv. The City Council will determine if a July 4<sup>th</sup> event is scheduled.
- v. The sales, distribution and consumption of alcohol will not be allowed at a 4<sup>th</sup> of July event.
- vi. ~~SThe and sound levels must conform to the City's noise ordinance. All festivals must end at 10:00 P.M. This item is effective January 1, 2003.~~
- e. ~~Only one special event per weekend, unless prior approval by the Parks & Recreation Director.~~
- dc. The maximum length of a festival is as follows:
  - i. Events occurring in October through February: two (2) consecutive days
  - ii. Events occurring in March through September: one (1) day
  - iii. Exceptions: Springing the Blues, which is two (2) days; limited to one day. The only exceptions to the one-day limit are Springing the Blues and the Sea & Sky Spectacular Air Show, which is a three (3) days. Other exceptions are festivals that are scheduled for October, November, December, January, and February, which may not exceed 20 hours two (2) consecutive days.
- d. ~~-Any activity or athletic event such as a beach run that may be associated with a festival will be considered separately from the festival and will be permitted independently. In years that the City of Jacksonville Beach hosts the Sea & Sky Spectacular, one additional festival may be held in the same month.~~
- ede. ~~Special events other than festivals may be held between during the hours of from 6:00 A.M. and until 10:00 P.M. and s Sound levels must comply nform to with the City's noise ordinance. The length of a special event is limited to two consecutive days.~~
- ef. ~~The length of a special event, which is a non-not a festival, is limited to two (2) consecutive days.~~

- f. ~~Festivals may be held during the hours from 12:00 P.M. (noon) until 10:00 P.M., and sound levels must conform to the City's noise ordinance.~~
- gfg. No ~~public~~ events will be considered that have paid admission. ~~Admission fees Paid, Fees for preferred or priority seating is are is~~ allowed only in the SeawalkSeaWalk Pavilion as long as at least one-half of the SeawalkSeaWalk Pavilion event area is open and free to the general public without charge. (See Appendix I.)
- hgh. The reservation date will be accepted but is not considered to be confirmed until after a completed Special Event Application has been received and a reservation has been confirmed, in writing, a Special Event Permit has been issued approved by the City. A confirmed reservation is not to be construed as an approval of a request for a special event permit.
- ihi. The City reserves the right to further limit the number of events during each calendar year based on the physical limitations of the facilities, the general wear and tear of special events on City facilities and landscaping, and on the availability of City personnel to provide services.

## 2. Pre-Application Submission and Review

- a. The requesting ~~organization organizer/producer~~ must email provide a detailed description, including the requested dates, of the proposed event to the Parks & and Recreation Department for review.
- b. Upon receipt of the proposed event description email, a representative from the Parks & and Recreation Department will review the request, make an initial evaluation based on the information provided, and, if necessary required, will contact the requestor for additional information.
- c. If the venue is available, ~~then~~ the requestor will be instructed to submit an application to the Parks & and Recreation Department. Upon receipt of the application, and payment of the required deposit, the ~~festival or~~ special event will be tentatively added to the special events calendar.
- d. A completed application for a Special Event Application Permit must be received no later than 60 ninety (90) calendar days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.
- e. ~~Because of the time and personnel requirements placed on the City to support such events, no application for a Special Event Permit can be processed unless this 60 day lead time is provided. [JLZ3]~~

~~f. Returning event organizer/producer must contact the Parks & Recreation Department with requested dates for their special event or festival and for an application.~~[JLZ4]

### 3. Special Events Committee Meeting

- a. A Special Events Committee meeting is required at least sixty (60) calendar days before the event date for all festivals. Attendees will ~~and~~ includes City staff and representatives from the requesting organization. ~~Depending on the size and scope of a first-time special event, a Special Events Committee meeting may be required~~[JLZ5].
- b. ~~For first-time special events, and any special event the Committee deems necessary, a Special Events Committee meeting may be required depending on the size and scope of the proposed event.~~
- ~~cb.~~ The purpose of the Special Events Committee meeting will be to review the details of the ~~festival or~~ special event, address concerns of City departments, and determine the specific requirements necessary to secure a permit. Deposits, fees or ~~and~~ charges for City services will be identified as well as any additional permits and licenses that may be required for tents, alcohol, outside vendors, signs, electrical services, and miscellaneous construction.
- ~~de.~~ The ~~Any~~ organizer/producer listed on the special event permit, including the Alcoholic Beverage Temporary License/Permit holder and any decision makers must attend any Special Events Committee meetings held for their particular event.

### 4. Issuance of a ~~Festival or~~ Special Event Permit

- ~~a.~~ a. To secure a Special Event Permit, the event organizer/producer must meet all stipulations and any requirements determined ~~specified~~ in the Special Events Committee meeting, if one is held, and is responsible for obtaining all required permits and licenses.
- ~~b.~~ The person or entity whose name is listed on the State Temporary Alcohol License/Permit, if different from ~~than~~ the person designated as organizer/producer on the Special Event Permit, must be listed as one of the event organizers/producers.
- ~~c.~~ The City will issue a DRAFT permit fifty (50) calendar days prior to the date of the event.
- ~~d.~~ The event organizer/producer must submit a security deposit and the advance fees to the Special Events Coordinator not less than forty-five (45) calendar days before the date of the event.
- ~~e.~~ The event organizer/producer must submit a copy of all required permits, temporary licenses, and insurance certificates, if applicable, to the Special Events Coordinator not less than twenty (20) calendar days before the date of

the event.

- f. If all stipulations, requirements, and timeline due dates are met by the organizer/producer, and if all required permits, temporary licenses, insurance certificates, if applicable, security deposit and advance fees are received from the organizer/producer, the Parks & Recreation Director or designee will issue the Special Event Permit not less than ten (10) calendar days prior to the event date.
- b. The event organizer/producer must submit a copy of all required permits, temporary licenses, insurance certificates, and payment of advance fees to the Special Events Chairman not less than 30 working days before the date of the event. [JLZ6] Should the event producer/organizer fail to submit all required permits, temporary licenses, insurance certificates, and payment of advance fees not later than 30 days before the date of the event, the security deposit refund will be forfeited. [JLZ7] The event organizer/producer must submit a security deposit and the advance fees to the Special Events Chairperson not less than forty five (45) calendar days before the date of the event.
- e. All organizer/producer(s) and decision makers must attend any Special Events Committee meetings held for their particular event. [JLZ8] The event organizer/producer must submit a copy of all required permits, temporary licenses, and insurance certificates, if applicable, to the Special Events Chairperson not less than twenty (20) calendar days before the date of the event.
- d. If all stipulations, requirements, and timeline due dates are met by the organizer/producer, and if all required permits, temporary licenses, insurance certificates, if applicable, security deposit and advance fees are received from the organizer/producer, the Parks & Recreation Director or designee will issue the Special Event Permit not less than ten (10) calendar days prior to the event date.

## 5. Non-Issuance or Revocation of a Permit

- a. An event permit Special Event Permit may not be issued should if the event organizer/producer fails fail to meet requirements (e.g., permits, licenses, notifications, insurance, timeline due dates, security deposit, advance fees, etc.) stipulated in the Special Events Policies Policy and the Resolution Fees Schedule Resolution Establishing Fees For Special Events and Guidelines [JLZ9] (e.g., permits, notifications, insurance, etc.).
- b. An issued event permit Special Event Permit may be revoked by the City Manager, or his/her designated representative if conditions during the event's set-up or during the event result in safety hazards, or citations, or from continued failure by if the organizer/producer or their vendors or providers fail to correct conditions identified by City representatives. Use of profanity is not permitted [JLZ10].
- e. City representatives include Parks and Recreation, Public Works, Fire, Police,

~~Ocean Rescue and City Special Events Chairman and have the authority to require the organizer/producer to make adjustments as required during the festival or special event to meet circumstances or to address issues which affect the site, safety of the crowd, safety and sanitation conditions, or crowd control.~~ [JLZ11]

## 6. Cancellation of an Event

~~Reasons for cancellation of a festival or special event by the City of Jacksonville Beach include:~~ Any special event may be cancelled by the City for reasons including, but not limited to, the following:

- a. Continued failure to correct conditions identified by City representatives which affect the site, safety of the crowd, and/or sanitation; ~~or;~~
- b. Weather conditions that would endanger participants during the event; or;
  - (1) The organizer/producer ~~and/or~~ designated City representatives will determine ~~cancellation of whether~~ an event shall be cancelled due to weather conditions.
  - (2) Should event personnel, including paid security and police officers, be released due to weather conditions, the event is considered cancelled.
- c. City emergencies that require essential City event personnel or require evacuation of the ~~festivals~~ special event or downtown area; or endanger the community; or
- d. Violations of laws/ordinances or the Special Event Policies ~~Policy;~~ and/or
- e. \_\_\_\_\_

~~\_\_\_\_\_~~ Other conditions and/or circumstances as determined by the Special Events Committee.

NOTE: Events cancelled due to weather conditions or City emergencies will receive a refund of fees and deposits paid. Events cancelled for failure to correct conditions identified by City representatives or for violations of laws/ordinances or the Special Events Policy will result in the forfeiture of fees and deposits.

## B. Denial of Special Event Request

The Special Events Committee may reject an application for the following reasons:

1. The proposed event would negatively impact the ~~festival area~~ Facility Rental Area and/or landscaping and grounds; or
2. The proposed event ~~planned~~ would produce unsanitary conditions or harm the environment; or

3. The proposed event is of such size and scope to potentially surpass the City's ability to provide services or its ability to ensure the safety of the public or property of the community; or
4. The proposed event ~~and/or organizer/promoter/organizer/producer was not in compliance with~~ is in violation of or has previously violated the City's Special Event ~~Polieies~~Policy and procedures or Special Event Permit requirements ~~in the past~~, or fees ~~and charges~~ -as outlined in the Fee Schedule Resolution ~~that were generated from the event~~ were not paid within the designated timeframes. An organizer/producer of such an event ~~shall~~may forfeit the right to produce future events; or:
5. After-action reports completed by City staff following an event previously produced by the applicant indicate that the organizer/producer acted in a manner that violated the Special Events Policy or the Special Events Permit, created unsafe conditions, failed to correct event problems identified by City representatives at any time, or other problems of similar magnitude.

**C. Appeal of Denial of Special Event Request or Cancellation of Special Event Permit**

The City of Jacksonville Beach will not be responsible for any economic loss or damage resulting from non-issuance of a special event permit, revocation of a special event permit, denial of a special event request, or cancellation of a special event permit.

Except as otherwise provided herein, an appeal of the decisions of the Special Events Committee regarding a permit application shall be submitted to the City Manager for consideration. The City Manager has the authority to deny or cancel a Special Event Permit for violations of the Special Events Policy or Special Event Permit or for failure to meet the requirements specified in either.

The cancelling of a Special Event Permit by the City Manager may be reviewed ~~If the issue under appeal cannot be satisfactorily resolved by the decision of the City Manager, the special event organizer/producer may seek further review of the matter~~ by the City Council by making a written request to the City Manager within ten (10) calendar days of ~~cancellation~~denial. ~~Upon the applicant's request, the review process will be further expedited to the maximum extent possible. This request will then be placed on the next available City Council meeting for council consideration.~~ If the request detailing the reason for appeal is received twelve (12) or more calendar days prior to the next City Council meeting, it will be placed on the next Council meeting agenda. If the request is received less than twelve (12) calendar days prior to the next City Council meeting, it will be placed on the next subsequent Council meeting agenda. The decision of the City Council ~~will~~shall be final.

**III. ~~III.~~ APPLICATION PROCEDURE FOR HOLDING A ~~FESTIVAL OR~~ SPECIAL EVENT**

Organizations or individuals wishing to hold a ~~festival or~~ special event within the city limits of Jacksonville Beach must secure a Special Event Permit. The following section describes the process ~~to be followed to secure for securing~~ a Special Event Permit.

**A. Initial Request**

1. All requests and questions regarding special events should be directed to the Parks & ~~and~~ Recreation Director or designee, and the following information shall be provided:
  - a. Event ~~Producer/Organizer's organizer's organizers/producer's~~ name, address, and telephone number, and email address;
  - b. Type of event, including detailed description ~~(detail description);~~
  - c. Date(s) requested; ~~and~~
  - d. Facilities requested; ~~and~~
  - e. If alcohol will be sold, distributed, and/or consumed, the name of the temporary alcoholic beverage license applicant. -
2. The Director of ~~Director of~~ Parks & ~~&~~ and Recreation ~~Director or designee~~ will review the initial request, and, providing there are no scheduling conflicts, a Special Event Permit Application Form will be provided ~~mailed or emailed~~ to the event organizer/producer. The application is to be completed in full and returned to the Parks

~~&and~~ Recreation Department. The application's function is to provide complete information on the event. Should required information not yet be available determined, the application should be completed to the best ability of the organizer/producer at the time the application is submitted. As additional information becomes available, it must be submitted promptly by the organizer/producer. A final determination of approval of an application will not be made until all required information has been submitted.

3. A fully completed application for a Special Event Permit must be received not later than ninety (90) calendarsixty (60) days before the date of the event and no earlier than three hundred and sixty-five (365) calendar days before the date of the event.

#### B. **Application ~~and Detail Forms~~ Requirements**

A person seeking issuance of a Special Event Permit shall file an application with the Parks &and Recreation Director or designee of Parks a& Recreation for review. The application ~~and detail forms~~ shall include the following information:

1. Name, date, hours, and description of event;
2. Event ~~producer/organizer~~ organizer/producer's contact information, including the name of the temporary alcoholic beverage license applicant (if applicable);
3. Contact information for the person, ~~organizer~~organizer/producer, ~~producer~~, business, or organization that is financially responsible for the event, including the name of the temporary alcoholic beverage license applicant (if applicable);
4. Organization's articles of incorporation and registration with the State of Florida Division of Corporations (Sunbiz)~~corporate documents and listing of board memberstax exempt status;~~
5. Most recent IRS 990 form for the non-profit entity obtaining the Temporary Alcohol Permit/License and listed as an event producer;
6. Type of event and requested location;
7. ~~Indicate if Whether~~ the event is a first-time or returning event;
8. ~~Indicate if Whether~~ the event is free to the public or if it will include paid preferred or priority~~paid, priority~~ seating;
9. ~~Whether Indicate if~~ amplified sound is part of the event;
10. ~~The Indicate the~~ type and number of vendors;
11. ~~Whether Indicate if~~ the event includes the sale, distribution, selling and/or consumption of alcohol; A site map showing the location(s) of all distribution points for alcoholic beverages.
12. ~~Indicate fencing~~ Fencing requirements, if any;

- 132. ~~Whether the~~ Indicate if this event requires access to electricity, and, if so, the reason ~~why;~~
- 143. ~~Whether~~ Indicate if you plan on hanging banners will be erected within the event area (a separate permit is required for banners hung on public street light poles);
- 154. ~~Requests~~ Indicate if you are requesting for additional road closures in conjunction with the event, including plans to restrict and control access;
- 165. ~~Plans~~ Indicate how you plan to promote of the event;
- 176. ~~Plans~~ Outline your plan for event security and crowd control. ~~Include, including~~ the number of security guards, their locations, and responsibilities, and, ~~Indicate how you plan plans~~ to restrict and control access to the event area;
- 187. ~~Plans~~ Outline your plan for traffic control. ~~Indicate if permission is being requested to close City streets for the event and your plan to secure each closure;~~
- 198. ~~Plans~~ for toilets, sanitation, trash management and ~~Outline your plan to keeping~~ the area clean during the your event, and including plans your plan for clean up after the conclusion of the event; and
- 2019. ~~Pre-event and post-event checklists, and~~

~~19-NOTE:~~ The submittal of ~~event Detail Forms may be necessary if~~ additional information is may be required if necessary to determine the scope of the ~~festival or~~ special event.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

IV. FEES AND CHARGES FOR SPECIAL EVENTS HELD ON CITY FACILITIES

- A. Fees and charges for special events are established and periodically adjusted by a resolution approved by the Jacksonville Beach City Council. All ~~festival and~~ special event fees are intended designated primarily to offset the cost to the City resulting from such special events; therefore, except for City-produced or City-contracted events, the City does not waive special event fees for facility rentals ~~or site fees~~, permits, licenses or any other charges for City services. City-contracted events shall not provide alcohol for sale, distribution or consumption. Any organization, event organizer/producer requesting to hold a festival or special event on City property or facilities must pay all facilities rental/site fees.[JLZ12]
- B. The event organizer/producer is responsible for any and all costs for City services as ~~outlined in this document or as~~ determined by the City each department.
- C. Fees, such as Facility rental Rental Area fees, security deposit, and fees for services provided by City of Jacksonville Beach Departments, are outlined in a Resolution adopted by the City Council establishing fees for special events.
- ~~D.~~ All facility rental fees, security deposits, and banner fees must be paid to the City of Jacksonville Beach thirty (30) business days in advance of the event. Any organizer/producer requesting to hold a special event on City property or facilities must pay the security deposit and all Special Event Area rental fees prior to the issuance of the Special Event Permit. The security deposit may be utilized to pay for City staff, cleanup, maintenance, or repair if the site is not cleaned up to the satisfaction of the City's representative within forty-eight (48) hours after the post-event inspection unless extenuating circumstances exist and are agreed upon by City staff at the post-event walk-through.
- ~~DE.~~ All fees, such as facility rental fees, security deposits, administrative fees, and banner fees must be paid for and presented to the City not less than forty-five (45) calendar days in advance of the event.
- ~~EF.~~ All required permits and temporary licenses, if applicable, must be paid to the City not less than twenty (20) calendar days in advance of the event.
- ~~GF.~~ All other fees (e.g., personnel costs, damage compensation, etc.) due to the City must be paid within fifteen (15) calendar days after the event.
- G. The security deposit may also be used to pay for other fees that are unpaid by the organizer/producer following the event.

**V. INSURANCE REQUIREMENTS FOR SPECIAL EVENTS HELD ON CITY FACILITIES**

**A. Organizer/Producer**

The City requires the organizer/producer of an event using City facilities to provide the City with proof of Commercial General Liability Insurance coverage in the minimum amount of ~~one~~ **two million dollars (\$1,000,000) (\$2,000,000)**. ~~If applicable, insurance certificates shall provide coverage for set-up days and tear-down days.~~

1. The policy must provide coverage for general aggregate liability losses, personal and advertising injury, fire damage, medical expenses and additional coverage for volunteer coverage, spectator liability, etc.
2. The coverage ~~shall~~**should** be written on a "per occurrence" basis and ~~shall~~**should** be inclusive of "set-up and tear-down" dates.
3. The City of Jacksonville Beach must be named as ~~Additional Insured~~**additional insured**.
4. Proof of insurance ~~shall be in~~**is to take** the form of a standard ~~Accord~~**Accord**-Certificate of Insurance written by a licensed insurer acceptable to the City.
5. Certificates of Insurance must be submitted to the City not later than ~~30~~**twenty (20)** ~~calendar~~ days before the date of the event.

**B. Liquor Liability**

If alcoholic beverages are being ~~served, distributed, and/or sold,~~ **distributed or consumed** at a festival or special event, the event organizer/producer must also provide the City with a Liquor Liability Endorsement or a separate insurance policy in the amount of ~~\$1,000,000~~ **two million dollars (\$2,000,000)**. A copy of the Certificate of Insurance must be provided to the Parks & Recreation ~~Department~~**office** naming the City as ~~Additional Insured~~**additional insured**. Certificates of Insurance must be submitted to the City not later than ~~30~~**twenty (20)** ~~calendar~~ days before the date of the event.

**C. Automobile Liability - Driving on the Beach**

For all event ~~organizers~~**organizers**/producers, and their representatives, **who wish to drive on the beach** to set up or tear down for events, the following **automobile liability** insurance is required:

1. The event ~~organizer~~**organizer**/producer must provide automobile liability insurance in the amount of ~~\$1,000,000~~ **two million dollars (\$2,000,000)** combined single limit or ~~\$1,000,000~~ **two million dollars (\$2,000,000)** per person bodily injury liability insurance in addition to general liability insurance;
2. The City of Jacksonville Beach must be named as Additional Insured. Certificates of Insurance must be submitted to the City within ~~30 working~~**twenty (20)** ~~calendar~~ days of the event;

(a) ~~3.~~—If the vehicle is not personally owned, then ~~purchase~~ HIRED AUTOS and NON-OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;

(b) ~~4.~~—If the vehicle is titled and registered in the name of the organization, then ~~purchase~~ ALL OWNED AUTOS insurance is required. This type of insurance is reflected in the automobile liability section of the insurance certificate;

~~3.~~ ~~5.~~—In the DESCRIPTION section of the certificate, indicate the make, model, year, and VIN of each vehicle and trailer ~~on which will be accessing~~ the beach. Only those vehicles listed on the policy may be driven on the beach and ~~will be~~ approved in the permit;

~~46.~~ Any unauthorized vehicles on the beach ~~will~~ shall constitute noncompliance with the Special Event ~~Police~~ Policy and ~~may~~ will render ~~your permit~~ the Special Event Permit null and void, thus ~~cancelling the event and possibly forfeiting~~ causing forfeiture of the opportunity to produce future events;

~~57.~~ Date and time for beach entry and exit by all ~~approved~~ vehicles must be scheduled and approved ~~30 business~~ forty-five (45) calendar days in advance of the event by ~~City special events staff~~ the Parks & Recreation Department; and

~~68.~~ All drivers of authorized vehicles on the beach are required to attend a Beach Driver Training Course provided by Ocean Rescue personnel at least fifteen (15) calendar ~~5~~ days prior to the special event. No Special Event Permit shall be issued unless the Beach Driver Training Course has been completed by those persons driving on the beach. Organizers/producers who ~~produce~~ produce multiple events throughout the year will only be required to take the Beach Driver Training Course once per calendar year. ~~obtain~~ A Beach Driving Pass will be issued from ~~an~~ Ocean Rescue personnel lieutenant at the American Red Cross Volunteer Lifesaving building. Only those drivers possessing a valid Beach Driving Pass and a valid state-issued driver's license shall be allowed to drive on the beach. The Beach Driving Pass must be prominently displayed on the driver's side dashboard.

**VI. VI.— REQUIREMENTS REGARDING SALE, DISTRIBUTION, AND/OR CONSUMPTION OF ALCOHOLIC BEVERAGES AT FESTIVALS AND SPECIAL EVENTS**

**A. Request at time of Special Event Application**

The sale, distribution, and/or consumption of alcoholic beverages on City property as part of a festival or special event poses additional concerns and may lead to additional requirements for the organizer/producer. Should an event organizer/producer wish to sell and/or distribute alcoholic beverages at an event, the request must be submitted with the Special Event Application.

**B. State Temporary License/Permit**

Before issuance of a Special Event Permit, the event organizer/producer must secure a required State Temporary License/Permit for the sale of alcoholic beverages from the Department of Business and Professional Regulation and secure liquor liability insurance in the amount of two million dollars (\$2,000,000). A copy of all ~~State~~ temporary alcoholic beverage permits and alcohol insurance must be provided to the Parks & ~~and~~ Recreation Department 30 business twenty (20) calendar days before a Special Event Permit will be issued the event. The person or entity whose name is listed on the State Temporary License/Permit, if different than the person designated as organizer/producer on the Special Event Permit, will be listed by the City as one of the event organizers/producers. The person or entity who holds the temporary alcohol permit must submit their most recent prior year IRS 990 form with their Special Event Application.

~~If a non-profit entity is obtaining the temporary alcohol license, thirty (30) days after the event the non-profit is required to show how the net profits from the alcohol sales were distributed to their charitable causes, consistent with their 501 (c) status as required by Florida State Statute 561.422.~~

**C. Conditions for Approval**

Approval of the sale, distribution, and/or consumption of alcoholic beverages at a festival or special event held ~~outdoors~~ at a City facility or on City property shall be determined and shall be based upon the event ~~organization's~~ organizer's/producer's submission to and gaining approval by the Special Events Committee of the following criteria:

1. A designation of the event dates and hours for sale, distribution, and/or consumption of alcoholic beverages;
2. A site map showing the location(s) of all distribution points for alcoholic beverages.
3. A plan for crowd control, restricting and controlling access to the special event area;
4. A plan for the control of the sale, distribution, and/or consumption of alcoholic beverages to minors; ~~The~~ the plan and personnel necessary to implement it shall be approved by the Police Department as discussed under Section VI, Subsection D below; ~~the~~ The cost for implementation shall be an expense of the special event organizer/producer;

54. A copy of permits and licenses in accordance with Florida State Statutes and the City of Jacksonville Beach for the sale, distribution, and/or consumption of alcoholic beverages are to be submitted to the City of Jacksonville Beach Special Events Committee; ~~and~~;
65. Certification of liquor liability insurance coverage naming the City of Jacksonville Beach as Additional Insured~~additional insured~~, holding the City harmless and indemnifying the City from all claims, suits and demands; and
7. Within thirty (30) calendar days after the completion of a festival, the holder of the festival's temporary alcohol permit is required to:
  - a. Submit a delivery bill of lading from the alcohol provider, signed by the holder of the festival's temporary alcohol permit, indicating the type and amount of alcohol that was delivered for the festival, and
  - b. Submit a signed, final accounting and invoice from the alcohol provider indicating the amount of alcohol that was billed to the holder of the festival's temporary alcohol permit.

**D. Law Enforcement Requirements for ~~Events~~ Events Selling, and/or Distributing, and/or Consuming Alcoholic Beverages**

1. A minimum of ~~two~~one (21) Jacksonville Beach Police Department officers must be present during special events held on City facilities where alcoholic beverages are being sold, distributed, and/or consumed to ensure that violation of ~~State~~state and local ~~laws~~law does not occur. The presence of police officers does not relieve the event organizer/producer from the responsibility of providing a server for checking identification for the purpose of determining compliance with minimum drinking age requirements.
2. The number of officers required will be determined, ~~in part,~~ by the Chief of Police or designee based on, but not limited to, the number of entrances and exits to the alcohol designated area of the event and the size and scope of the event. If the event has been held previously in the City, the number of officers required will be determined by the Chief of Police or designee based additionally on previous attendance, call history, incident reports, and after-action reports, if any area. ~~The Chief of Police, or his designated representative, will determine the number of officers required in the festival or special event area based on the size, scope, and/or previous call history of the event~~[JLZ13].
3. ~~The Special Events Committee will determine whether additional officers are needed for crowd control or alcoholic beverage control. If the event has been held in the City of Jacksonville Beach before, the decision will be based upon past event attendance and incident reports.~~[JLZ14]
43. ~~Additional information regarding fees for Police Department services are described in the Fee Schedule Resolution.~~Fees for Police Department services are set by the Police Department.

## E. General Rules

The following general rules govern an event where alcoholic beverages will be sold, distributed, and/or consumed:

1. The only alcoholic beverages that may be sold, distributed, and/or consumed at a festival or special event are beer and wine;
2. The entire area where alcoholic beverages will be sold, ~~served~~ distributed, and/or consumed must be defined and fenced. The City may provide, for rent, the required fencing. Delivery and installation of said fencing is the responsibility of the organizer/producer. Alternative fencing may be considered with approval. Fencing for paid-preferred or priority-paid, priority seating shall not exceed four (4) feet in height and shall not obstruct the visibility of others outside the paid-preferred or priority-paid, priority seating area. Banners and any other materials that obstruct the visibility of others may not be placed on fencing. No tents, trailers, or other features which obstruct the visibility of others outside the paid-preferred or priority-paid, priority seating area may be erected. The cost for fencing rental and installation will be at the expense of the festival or special event organizer/producer. Additionally, the organizer/producer will be responsible for reimbursing the City for damaged fencing;
3. Jacksonville Beach Police Department officers (on-duty or off-duty) must be present in the ~~festival or~~ event area at all times when alcoholic beverages are sold, distributed, and/or consumed. The Police Department will determine if officers must man gates or will rove the event area. All entrances/exits ~~to/from the area~~ must be secured.

Depending on the size and scope of an event, and at the sole discretion of the Police Department, uniformed professional security guards may be permitted to maintain security at entrances and exits to the event in lieu of Jacksonville Beach Police Department officers. Only City-approved professional licensed security companies may be used. Payment of both professional security guards and uniformed off-duty Jacksonville Beach Police Department officers is the responsibility of the organizer/producer;

4. All entrances/exits must be clearly marked with signs stating "No alcohol beyond this point." and "Festival Rules" ~~Signage may be provided by the City and may be included in the facility rental/Facility Rental Area fee;~~
5. No business establishment building may be used as the perimeter for the area of alcoholic beverage sales, distribution, and/or consumption to the ~~festival or~~ event area. A business located adjacent to public property may request a permit on a one-time basis for approval to serve alcoholic beverages on said property solely for a grand opening event. Approval must be granted by City Council, and the permit will be subject to all rules governing alcoholic beverages outlined in the Special Events Police Policy;
6. ~~The consumption of alcoholic beverages is limited to the festival or event area identified in Attachment I of this document. The Boardwalk may not be included within the event area;~~

76. The areas where alcoholic beverages may be sold, distributed, and/or consumed are restricted to the Facility Rental Area (Latham Plaza, the Seawalk Sea-WalkSeaWalk Pavilion, and the municipal parking lot located adjacent to Latham Plaza), with the exception of the Sea & Sky Spectacular Air Show and on the Pier during City-sponsoredCity-produced events.

The area where alcoholic beverages will be sold/distributed must be protected against product spillage on the sidewalks, streets and/or grass. A catch basin/bucket must be placed under each beer/wine dispensing unit-tap. The event producer/organizerorganizer/producer is responsible for protecting against spillage and for proper disposal of spillage, and the organizer/producer may be required to pressure wash areas affected by spillage; and

87. Last call for alcohol announcements must be made no later than 30 minutes prior to the end of the event. During the last-call time period, sales and distribution are limited to one drink per person. Alcohol sales/distribution are required to cease no later than 15 minutes prior to the end of the event. Last call and hours of alcohol sales/distribution will be monitored and strictly enforced by the City of Jacksonville Beach Police Department.

## VII. VII. GENERAL REQUIREMENTS FOR SPECIAL EVENT PERMITS ON CITY FACILITIES

### A. Compliance with City Codes

All activities conducted as part of ~~the festival or~~ special event are required to comply with the provisions of all City Code of Ordinances and ~~the~~ Special Events ~~Polieies~~Policy and Guidelines. Specific Code of Ordinances include, but are not limited to, Chapter 4, Alcoholic Beverages; Chapter 18, Noise; Chapter 19.5, Special Events and Festivals; and Chapter 34, Land Development Code. Specifically noted are: Chapter 4, Alcoholic Beverages, Section 4.3; Chapter 18, Noise, Section 18.3 (h) and Section 18-8 of the Code of Ordinances; Chapter 34, Section 8.4, Sign Standards, and Section 19.5, Outdoor Musical Entertainment or Festivals. Portions of these code sections are attached in Attachment II. Copies are available from the City Clerk and via Internet at the following website: [www.municode.com](http://www.municode.com).

1. An event organizer/producer holding a Special Event Permit must abide by all policies, procedures, and stipulations outlined in their Special Event Permit. Non-compliance may result in the event being shut down.
2. An organizer/producer of a ~~festival or~~ special event ~~that~~who does not comply with the City's Code of Ordinances, Special Events ~~Polieies~~Policy and Guidelines, or the conditions outlined in a Special Event Permit, and who does not pay all event fees and charges will~~shall~~ forfeit the right to produce future events.

### B. Health and Sanitary Requirements

In order to ensure a clean, sanitary environment during and after events held at City facilities, the City's designated representative will approve ~~site clean-up~~cleanup services. The organizer/producer is responsible for ensuring their vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the ~~festival or~~ special event, in a clean and sanitary condition during and after an event. Failure to do so will result in forfeiture of the security deposit and responsibility for reimbursing the City for any outstanding expenses incurred in the correction of the problem.

### C. Fire/Rescue Personnel

The requirement for a MERV (mobile emergency response vehicle) with two (2) fire/EMS personnel, a ~~2~~two-member bike team, or additional medical personnel at special events or festivals will be determined by the Fire Chief and/or Fire Marshal prior to the event based on, but not limited to, the type of special event, expected attendance and crowds, number of food vendors, sale, distribution, and/or consumption of alcohol, and other factors that would tax the department's ability to provide fire/rescue services, the following:

- ~~Type of special event or festival;~~
- ~~Expected attendance and crowds;~~
- ~~Number of food vendors;~~
- ~~Sale of alcohol; and~~
- ~~Other factors that would tax the department's ability to provide fire/rescue services.~~

It will be the responsibility of the event ~~organizer/producer-producer/organizer~~ to pay the fire department for ~~the~~ fire/rescue personnel required during the special event ~~or festival~~.

If personnel are ~~required~~ scheduled for and report/respond to an event, then the minimum ~~time frame is two (2)~~ number of hours each shall be paid is three (3) hours. Payment may be made the week prior to the event or within fifteen (15) calendar days after immediately upon completion of the event.

#### **D. Ocean Rescue Personnel**

The requirement for Ocean Rescue participation at special events ~~or festivals~~ will be determined by the Ocean Rescue Captain and the ~~Parks & Recreation Director Recreation Superintendent~~ prior to the event based on, but not limited to, the type of special event, weather/water conditions, expected attendance and crowds, and other factors that would tax the department's ability to provide ocean rescue services, the following:

- ~~————~~ Type of special event or festival;
- ~~————~~ Expected attendance and crowds; and
- ~~————~~ Other factors that would tax the department's ability to provide fire/rescue and/or ocean rescue services.

It will be the responsibility of the event ~~organizer/producer-producer/organizer~~ to pay Ocean Rescue for personnel required during the special event ~~or festival~~. If personnel are scheduled and report to an event, then the minimum number of hours each shall be paid is three (3) hours. Payment for personnel ~~may shall~~ be made immediately upon within fifteen (15) calendar days after immediately upon completion of the event.

#### **E. Police Personnel**

The requirement for police personnel at special events will be determined by the Chief of Police or designee. All requests by the organizer/producer for police personnel shall be made sixty (60) calendar days in advance of the event through the Special Events Committee. When three (3) or more officers are required, one will be designated as an additional supervisor is required and will receive supervisory rate of pay. The Chief of Police or designee may require additional police personnel for special events which include the sales, distribution, and/or consumption of alcohol as deemed necessary for public safety. Payment for personnel shall be made immediately upon completion of the event.

#### **F. Other City Department Personnel**

Should the services of other City department personnel be required to facilitate a special event, the event organizer/producer is required to pay for those services within fifteen (15) calendar days after completion of the event.

**EG. Clean-upCleanup**

The organizer/producer will provide all clean-upcleanup services for ~~festivals and~~ special events, including any closed roads and streets. Clean-upCleanup includes manpower during and after the event, as well as adequate dumpsters, trash cans and grease vat(s). The number of dumpsters will be determined by the Public Works Department in conjunction with the organizer/producer, based upon the scope of the event and previous experience with events held in the City of Jacksonville Beach.

Cleanup also includes the removal of all dumpsters, trash cans, trash, other equipment and pressure washing any areas where grease or other substances are present after an event. The Public Works Department will make aArrangements for a grease vat for the proper disposal of used cooking grease and gray water will be the responsibility of the organizer/producer. The grease vat and gray water vendor-provider must be City-approved. The cost of these services will be the responsibility of the event organizer/producer and will be deducted from the security deposi.

No paint or spray paint may be used on City facilities, sidewalks, roads, right-of-ways or other public property. Event organizer/producers who fail to remove such substances prior to the post-event site walkthrough will be billed for the cost of removing them. Events whose producers, staff or volunteers use chalk or spray chalk will be billed for its removal if the chalk or spray chalk is present four (4) days after the event.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the ~~storm water~~stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

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**FH. Temporary Bathroom Facilities**

Organizers/producers are required to provide adequate temporary bathroom facilities for their event including facilities for handicap access as determined by the Special Events Committee. The ~~portalet~~port-o-let provider must dispose of all trash removed from the inside of toilets. This includes items/trash found when vacuuming the waste from the toilet itself. Any debris/material, etc., must be bagged and removed from the premises by the provider. No such material may be disposed of in City trash receptacles or placed on the sidewalks, grass, landscaping, or hardscape, or any other part of the Facility Rental Area. Units may NOT be washed down on site, but must be returned to the provider's facility for cleaningto clean.

The City of Jacksonville Beach has an ordinance prohibiting discharge of any liquid or solid into the ~~storm water~~stormwater drainage system or onto the grass. This is a health and sanitation issue. If provider fails to comply, they will be issued a violation and fined. In addition, the provider will be prohibited from doing business within the City of Jacksonville Beach.

## **GI. Banners, Promotional, and Informational Materials**

Event and sponsor banners may be hung within the event site; however, banners and any other materials may not be placed on fencing if it obstructs the visibility of others. Nothing shall be attached to the landscape or hardscape.

If an event organizer/producer is wanting to hang promotional banners on street light poles, an Application to Hang Banners on Street Light Poles must be received thirty (30) days prior to the requested banner installation date. Application and per banner fees apply and are outlined in the Fees and Charges for Special Event held on City Facilities

## **HJ. Road Closures**

An event organizer/producer requesting road closures must submit a City of Jacksonville Beach Application for Road Closures to the Special Event Coordinator thirty (30) days in advance of the requested road closure.

An event ~~producer/organizer~~ organizer/producer requesting ~~road road-closings~~ road closures is required to provide fifteen (15) calendar days ~~two weeks~~ advance notice to all affected businesses and residents of the dates and times of the planned ~~road~~ road-closures. A copy of the notice must be provided to the Parks & ~~and~~ Recreation Department.

If road closures are approved, the City may ~~organizer/producer~~ organizer/producer must provide barricades within the standard festival area and standard road closure areas for the standard road closure area within the Facility Rental Area; however, the organizer/producer is responsible for the pick up and placement of barricades, and for returning the barricades to their original locations at the end of the event. Each intersection affected must be manned at all times during the road closure. The organizer/producer is responsible for securing and providing manpower. Should professional security personnel be required, the organizer/producer shall hire security personnel approved by the City. The cost of professional security personnel and/or police officers for traffic control caused by the closure is the responsibility of the organizer/producer.

The City may provide barricades, cones, etc., for street closures, if available. ~~outside of the standard festival area standard road closure area within the Facility Rental Area.~~ The standard festival area standard road closure area is between the Seawalk SeaWalk Pavilion and Latham Plaza - is defined as the Sea Walk Pavilion, Latham Plaza, the municipal parking lot adjacent to Latham Plaza, and First Street, 1<sup>st</sup> Street North at 1<sup>st</sup> Avenue North and 1<sup>st</sup> Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit. North, between the northern fenced perimeter of the Seawalk SeaWalk Sea Walk Pavilion and Latham Plaza and the southern fenced perimeter of Latham Plaza. (See Appendix I.)

## **KI. Paid Municipal Parking Lot**

The rental of municipal parking lots for use as paid parking during ~~festivals or~~ special events is ~~NOT allowed~~ prohibited. During the months when City-authorized paid parking is in effect at the Latham Plaza parking lot, the organizer/producer will be required to lease parking spaces from the paid parking vendor for dumpster placement.

At all times during the rental of the Latham Plaza municipal lot, the electric charging stations must be kept ~~free~~ accessible and available for automobile charging.

**LJ. Overnight Parking**

No overnight parking is permitted on City ~~parks or~~ facilities per City ordinance except with specific approval by the City Manager. Authorized overnight security is permitted.

**KM. Additional Licenses**

Events which offer musical entertainment are required to provide the City, if requested, with a copy of their Broadcast Music, ~~Incorporated Inc.~~ (BMI), Society of European Stage Authors and Composers (SESAC), and/or American Society of Composers, Authors and Publishers (ASCAP) Performance Agreement performance agreements, or provide the BMI, SESAC, and/or ASCAP account number Account Number and the effective date of the license. This license agreement covers copyright clearance for music performed. ~~At~~The organizer/producer(s) of such events must complete and sign the form, "Stage Equipment document," attesting to ~~their~~ having met this requirement.

**LN. Public Announcements**

Public announcements must be made throughout an event to remind event attendees to access the beach only via authorized beach crossovers, to keep off the sand dunes, and not to pick sea oats per Florida state law.

**O. ~~Public Works Application~~**

~~The organizer/producer must complete a Public Works application for the use of barricades, trash cans, signage, etc. for use outside of the standard festival/event area. [JLZ15]~~

**PO. Surf Contests and Beach/Ocean Activities**

Surf contests and any ocean activities are not authorized within 300 feet of the Pier [JLZ16].

**PQ. Requested Documents for City Signature**

A copy of any documents the organizer/producer is requesting that the City sign must be provided to the ~~Parks and~~ Parks & Recreation Department thirty (30) calendar days before the event.

**OR. Driving in the Event Area**

Vehicles may not be driven on the grass within the festival area, medians, or sidewalks. Vehicles may be driven on the two major paver sidewalks running east/west from the boardwalk though Latham Plaza and the pavers in front of the stage which run east and west from 1<sup>st</sup> Street North to the boardwalk.

The use of profanity is prohibited.



**VIII. ~~VIII.~~—GENERAL REQUIREMENTS FOR ~~FESTIVAL AND~~ SPECIAL EVENT VENDORS**

The City reserves the right to set guidelines and restrictions for vendors, ~~etc.~~ ~~All goods to be sold on City facilities must be approved by the City.~~ All applicable City, county ~~or~~ and state ~~laws/codes~~ Codes will be strictly enforced. The placement of vendors is limited to ~~designated areas~~ designated in the Special Event Permit for crafts, food, beverages, and amusements. ~~Use of profanity is not permitted~~ [JLZ17].

Any vendor selling or serving food or beverages must adhere to the requirements of the ~~Parks and~~ Parks & Recreation Department, ~~City's~~ Public Works Department, Fire Department, and the State of Florida's Division of Hotels and Restaurants Department of Business and Professional Regulation. NO vendor will be allowed to open for business until they have been inspected and approved by all three entities. (See Appendixes III and IV.) ~~Copies of the City's Fire Department and State of Florida requirements are included at the end of this Section.~~

No staking of tents, trailers, or other items is allowed in the ~~festival area~~ Facility Rental Area, streets, or parking lots. Nothing may be attached to the landscape or hardscape. Vehicles may only be driven on pavers or concreted areas during set up and tear down of a special event. No vehicle may be driven or parked on any grassy areas at any time.

**A. Food and Beverage Vendors**

1. Only authorized licensed food vendors shall be permitted to operate on City property or facilities during ~~festivals,~~ special events, ~~or City-sponsored events.~~
2. The event organizer/producer must contact the Division of Hotels and Restaurants not less than ~~ten (10) calendar~~ seven (7) days before said event with the following information:
  - a. Dates and times of event;
  - b. Type of food service proposed;
  - c. A list of all food service vendor owners and operators participating in each event;
  - d. The current license numbers of all public food service establishments ~~(/restaurants)~~ participating in each event; and
  - e. Schedule time of inspection;
  - f. ~~—~~ The Division of Hotels and Restaurants may inspect all food vendors' operations at each event for compliance with minimum sanitation standards. If the operator does not meet the standard, their operation will be shut down until corrections are made; and
  - g. ~~—~~ All food vendors are required to obtain a license from the Division of Hotels & Restaurants in order to participate in a ~~festival or~~ special event. If a food vendor does not have a state license, ~~t~~ The Division of Hotels and Restaurants will issue a Temporary Event Vendor License. Licensing requirements and the State of Florida Guide to

Temporary Food Service Events are available on their website at <http://www.myfloridalicense.com>. (See Appendix IV.)

3. The event organizer/producer is responsible for ensuring that food vendors containerize all cooking materials and byproducts, especially grease, and that any and all such cooking materials, byproducts, and grease are removed from the City's premises and disposed of properly, or placed in the event's grease vat provided by the organizer/producer.
4. Vendors who cook with grease-type products are required, as a part of site preparation, to place corrugated boxing paper, or a similar type of protection, as flooring for their booth, ~~or a similar type protection,~~ and on top of the roofing felt to absorb grease and to prevent grease or liquids from falling onto the asphalt, concrete, sidewalks, ~~or~~ pavers, or any other party of City property.
5. Food vendors are required to use a grease trap when cooking with grease. The vendor, (or organizer/producer as default), is responsible for the proper removal and disposal of all grease into the event's grease vat or from the ~~festiva~~event area. No grease or oil may be poured onto the pavement, or grass or into storm-waterstormwater drains within the City of Jacksonville Beach. The event organizer/producer will be accountable for any costs associated with clean up of storm drains, sidewalks, streets, ~~and~~ pavers, and any other City property.
- ~~6. Failure to follow this policy could result in forfeiture of the security deposit, additional fees for pressure washing, and forfeiture of participation in events on City property.~~
- ~~76.~~ Precautions must be made to prevent food, debris, seafood shells, etc. from entering into the City's storm-waterstormwater system. ~~This includes the~~The placement of traps, screens, etc., may be required.
- ~~78.~~ No glass cups or glasses may be used for beverage products. Should beer or wine products only come in glass bottles, the beverage must be served in a plastic or paper cup for distribution to the public. A catch container must be placed under all beverage dispensing units ~~(taps)/taps~~.
- ~~89.~~ Cleaning/pPressure washing of ~~food~~ vendor and eating areas will be a requirement for ~~festivals and~~ special events where food and/or beverages isare served at the primary focus of the event. All costs associated with pressure washing will be the responsibility of the event organizer/producer.
- ~~9.~~ Failure to follow this policy may result in forfeiture of the security deposit, payment of additional fees for pressure washing and clean-upcleanup, and forfeiture of the opportunity to participate in future events on City property.

#### B. Pressure WashingCleaning

At all ~~festivals and~~ special events, should specific vendors have booths which result in odors, ~~or~~ grease or other substances present after the event, the event organizer/producer will be

responsible for ~~pressure washing~~cleaning/pressure washing the event site area including roadways.

**C. Amusements**

1. Mechanical or carnival-type rides for children are permitted at the ~~Seawalk~~SeaWalk-Sea Walk Pavilion and Latham Plaza. No mechanical or carnival-type rides may be erected in City parking lots or on roads or sidewalks without the approval of the City Manager. A list of proposed children's rides, along with anchoring methods, must be itemized on the Special Event Permit application and presented to and approved by the Special Events Committee. A copy of the State inspection certificate must be provided to the City before rides can be operated. ~~The rides are only allowed in Latham Plaza and Sea Walk.~~
2. Inflatable-type amusements are permitted provided appropriate anchoring is in place.
3. Animal rides and animal exhibitions are not permitted.

~~SEE ATTACHMENT IV – Jacksonville Beach Minimum Fire Safety Requirements for Food Trucks and Trailers~~

**IX. ~~IX.~~ — CONDITIONS AND REQUIREMENTS FOR ~~FESTIVALS AND~~ SPECIAL EVENTS ~~TO~~  
~~BE~~ HELD ON THE BEACH**

Events such as walks, races, volleyball tournaments, and surf contests that take place on the beach are also subject to the conditions and restrictions outlined ~~in Attachment III~~ by the Florida Department of Environmental Protection (FDEP) Requirements for Special Events Located Seaward of the Coastal Construction Control Line. The City's current FDEP Blanket Field Permit will cover normal FDEP Field Permit requirements and is authorized to permit events that meet its requirements. Should the Special Events ~~Chairperson~~ Chairman determine that additional permitting is required, the applicant will be required to contact the FDEP for additional approval. (See Appendix II.)

Rental fees and security deposits are required for events held on the beach.

If there is an unauthorized and unpermitted Special Event on the beach in the City of Jacksonville Beach, the City Manager or designee shall have the authority to cancel and suspend said Special Event.



## APPENDIX ATTACHMENT I – FACILITY RENTAL AREA

### FESTIVAL SITE – FACILITY RENTAL AREAS AND AREAS WHERE ALCOHOL MAY BE SOLD, DISTRIBUTED, AND/OR CONSUMED

The following ~~map defines~~ maps define the festival site: 1) Facility Rental and Road Closure Areas; and 2) Areas approved for the sale, distribution and consumption of alcoholic beverages.

~~Consumption of alcoholic beverages can occur within the entire festival area~~ Facility Rental Area when required fencing is in place.

#### A. Facility Rental Area A

- a. The SeaWalk lawn area extends from the east side of 1<sup>st</sup> Street to the west side of the SeaWalk [boardwalk], and from the outer edge of the stage to the south side of the lawn.
- b. No more than 50 percent of the SeaWalk lawn area shall be designated for paid, priority seating. If fenced, the fencing will be erected along the north side of the most northern of the two 10-foot paved walkways in the middle of the SeaWalk lawn. Nothing shall be erected around the paid, priority seating area that would obstruct the view of any spectators at the festival. If anything is found to obstruct the view of spectators outside the paid, priority seating area, the producer will be required to remove it.
- c. At least one-half of Area A must remain open and free to the general public.
- d. Alcohol may be sold, distributed and/or consumed in this area when the required fencing is in place.

#### B. Facility Rental Area B

- a. The Latham Plaza area extends from the west side of 1<sup>st</sup> Street to the east side of 2<sup>nd</sup> Street, and from the south side of the sidewalk on 1<sup>st</sup> Avenue North to the west side of the paver walkway on the north side of the Latham Plaza Parking Lot.
- b. Alcohol may be sold, distributed and/or consumed in this area when the required fencing is in place.

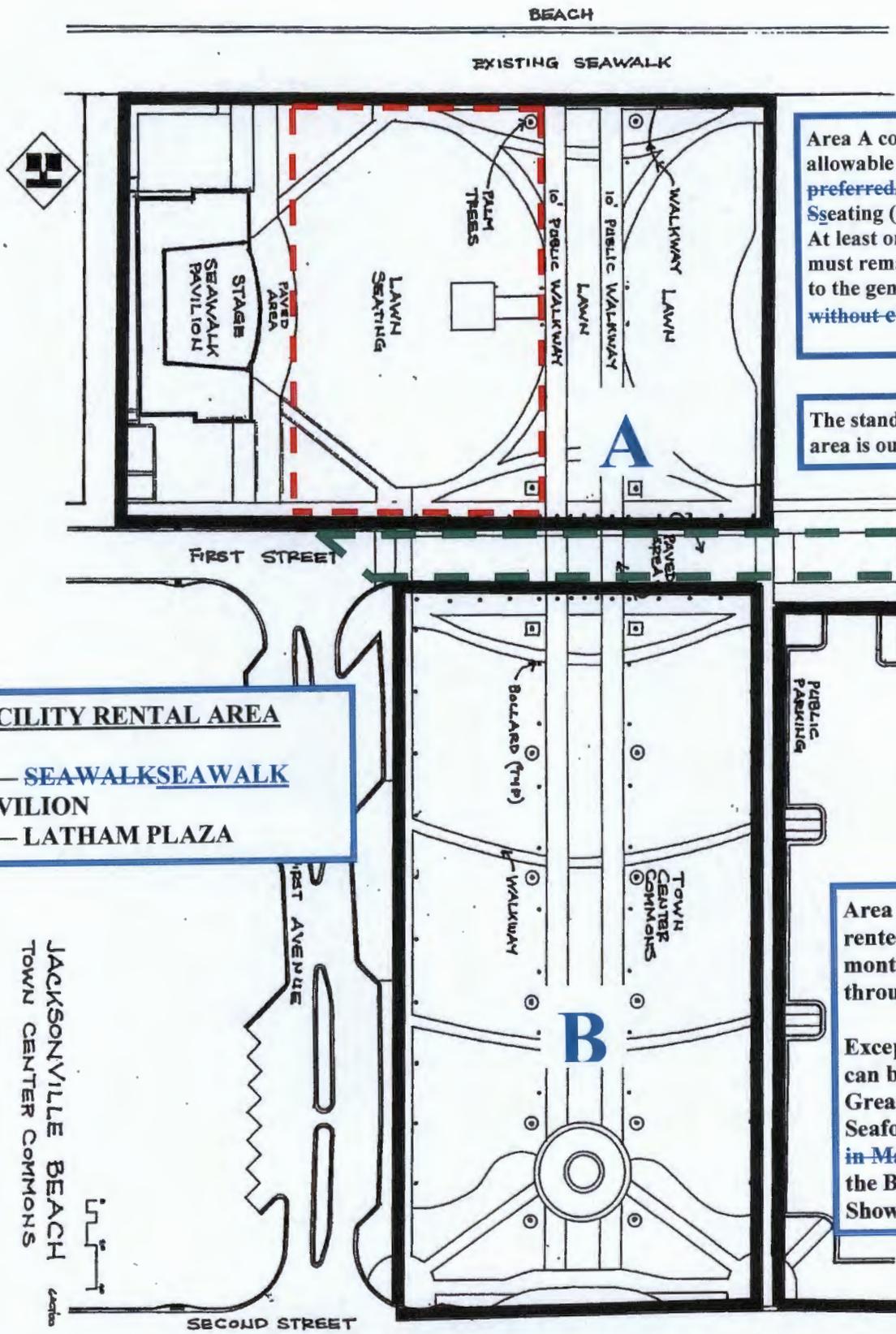
#### C. Facility Rental Area C

- ~~A.~~
- a. Area C can only be rented during the months of October through February.
  - b. Exception: Area C can be used for the Great Atlantic Seafood Festival, Springing the Blues, and the Air Show.

#### D. Road Closure Area

- a. The standard road closure area is between the SeaWalk Pavilion and Latham Plaza - 1<sup>st</sup> Street North at 1<sup>st</sup> Avenue North, and 1<sup>st</sup> Street North northeast corner of Latham Parking lot and north of the Hotel's north parking lot entrance/exit.
- b. Additional road closures will be determined by the Police Department.





Area A contains the only allowable area for paid preferred/priority seating (outlined in red). At least one-half of Area A must remain open and free to the general public without charge.

The standard road closure area is outlined in green.

**FACILITY RENTAL AREA**  
 A — SEAWALK SEAWALK PAVILION  
 B — LATHAM PLAZA

Area C can only be rented during the months of October through February.  
 Exception: Area C can be used for the Great Atlantic Seafood festival held in March, Springing the Blues, and the Air Show.

ALCOHOL MAY BE CONSUMED, DISTRIBUTED AND SOLD IN ALL AREAS WITHIN THE FACILITY RENTAL AREA WHEN REQUIRED FENCING IS IN PLACE

**APPENDIX II – FLORIDA DEP REQUIREMENTS ATTACHMENT II**

**PORTIONS OF CODE OF ORDINANCES THAT APPLY TO SPECIAL EVENTS**

**A. Alcoholic Beverages – Chapter 4 Drinking in public; prima facie evidence**

- ~~(a) Drinking in public places. It shall be unlawful for any person to consume or drink any beer, wine, liquor, or other alcoholic beverage on any public street, sidewalks, boardwalk, or other public place not duly licensed to permit consumption of beverages on the premises.~~
- ~~(b) Drinking of alcoholic beverages on premises of alcoholic beverage establishment.~~
- ~~(1) Consumption. It shall be unlawful for any person to consume or drink any beer, wine, liquor, or other alcoholic beverage on the premises of any establishment, except on a patio or porch where tables and chairs are provided and approved and licensed for outdoor consumption, or within the building which is the address of the establishment.~~
- ~~(2) Construction. This section shall not be construed to authorize the consumption of any alcoholic beverages on any premises where such consumption would otherwise be prohibited by the provisions of an alcoholic beverage license or by a zoning regulation of the City or by the laws of the state.~~
- ~~(c) Prima facie evidence. Possession of an open container containing an alcoholic beverage by any person in the areas prohibited by this section shall be prima facie evidence of a violation of this section.~~

**B. Noise – Chapter 18**

**Special Event Noise Requirements**

~~Special events that will have amplified music or sound are required to follow the conditions outlined in the City's Noise Ordinance Chapter 18 NOISE. The event must be staged between the hours of 9 A.M. and 10:00 P.M. The permitted limited noise level may not exceed seventy (70) dB (A) for more than three (3) cumulative minutes of any continuous sixty-minute period, when measured in accordance with Section 18-3(e). The City of Jacksonville Police Department or Codes Enforcement Department will make that determination.~~

**C. Sign Standards – Chapter 34**

**Special Event Sign Requirements**

~~Temporary special event banners may be erected and maintained for a period not to exceed twenty one (21) days prior to the date of the campaign, drive, activity, or event is scheduled to occur and shall be removed within three (3) days of the termination of the event.~~

~~Snipe Sign means a sign made of any material when such sign is tacked, nailed, posted, pasted, glued or otherwise attached to trees, poles, fences or other objects, and the advertising matter appearing thereon is not applicable to the present use of the premises upon which such sign is located.~~

**D. Advertising, Chapter 3, Article II Distribution of Handbills**

~~Handbills shall mean any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, paper booklet or any other printed or otherwise reproduced original or copies of any~~

~~matter of literature.~~

~~Section 3-21. Placing on vehicles.~~

~~No person shall throw or deposit any handbill in or upon any vehicle.~~

~~Section 3-22. Restricted in public places.~~

~~It shall be unlawful for any person to hand out or distribute or sell any handbill in any public place; except that a handbill may be personally delivered to any person willing to accept the same.~~

## **ATTACHMENT III**

### **FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REQUIREMENTS FOR SPECIAL EVENTS LOCATED SEAWARD OF THE COASTAL CONSTRUCTION CONTROL LINE**

The following restrictions will be used to determine approval of activities on the beach. Should further approval be needed after review of the completed Special Event Application by the City, the applicant will be required to contact the appropriate State Departments. Otherwise, the City's Blanket Field Permit when attached to the Special Event Permit will serve to apply to meet the requirements outlined by the Florida Department of Environmental Protection (FDEP).

#### **A. Coastal Construction Control Line (CCCL)**

The ~~FDEP-Florida Department of Environmental Protection (FDEP)~~ has regulatory authority over activities associated with special events such as sporting events, festivals, organized parties, concerts, and filming events that are located seaward of the ~~CCCL Coastal Construction Control Line (CCCL)~~. At the Jacksonville Beach ~~Seawalk Sea Walk Sea Walk~~ Pavilion, the CCCL is located approximately 50 feet east of ~~1<sup>st</sup> First~~ Street, North. Maps of the CCCL are located at the City of Jacksonville Beach Building Department or the ~~FDEP, 8800 Baymeadows Way West, Suite 100, Florida Department of Environmental Protection, 7825 Baymeadows Way, Suite B200~~, Jacksonville, FL 32256.

#### **B. FDEP Beaches and Shores Field Permit**

If a special event or any activity associated with a special event is located seaward of the bulkhead in Jacksonville Beach, you must contact the FDEP at 904-256-1700 for information regarding Beaches and Shores Field Permits for special events. The following activities are examples of special event activities that may require a FDEP Beaches and Shores Field Permit:

##### **Activities located on the Beach or Dunes**

- Temporary structures
- Excavation (post and volleyball nets included)
- Removal or disturbance of beach material
- Alteration of existing elevations
- Impacts to native dune vegetation

##### **Activities located Seaward of the ~~CCCL Coastal Construction Control Line~~**

- Any additional nighttime lighting between May 1 and October 31

#### **C. Marine Turtle Nesting Season**

May 1 through October 31 is the marine turtle-nesting season. There are special prohibitions and restrictions during this time for most activities located seaward of the ~~CCCL coastal construction control line~~ and seaward of the dune crest. Some of the activities under protected species restrictions include the use of lighting, ball catching nets, heavy equipment, and any apparatus that penetrates into the beach or dune. You must contact the Bureau of Protected Species Management to verify that these requirements have been met if the proposed activity will occur during the marine turtle-nesting season.

#### **D. FDEP Contact**

**FDEP SPECIAL CONDITIONS FOR EVENTS HELD ON THE BEACH**

If the area along the beach impacted by an event is considered suitable nesting habitat, the following conditions must be followed. If these conditions are not accomplished, the proposed activity cannot take place.

1. To minimize potential adverse impacts to marine turtles, daily early morning surveys are required to begin on May 1 or sixty five (65) calendar days in advance of the tournament whichever date is later. Daily surveys will continue to be conducted until all tear-down activities have finished.
2. All nest surveys, nest screening, and marking activities shall be conducted by persons listed on a valid permit issued by the Department of Environmental Protection, Division of Marine Resources, pursuant to Rule 16R-1, Florida Administrative Code. The permittee shall contact the appropriate marine turtle permit holder for each event area. The current marine turtle permit holder for this area is Mort Hansen who may be contacted at (904) 613-6081.
3. Nests that are deposited within the event site shall be left in situ unless other factors (inundation) threaten the success of the nest. If any nests are determined to have been deposited within the project area, such nests will be marked and the actual location of the clutch determined. A circle with a radius of ten (10) feet, centered at the clutch, shall be marked by stake and survey tape or string. No event activities shall enter this circle and no adjacent event activity shall be allowed which might directly or indirectly disturb the area within the staked circle. If the nest cannot be avoided by this distance due to the scope of the project, all activity near the nest must be postponed until the nest has completed incubation and all hatchlings have emerged.
4. No activity associated with the event shall take place on the beach prior to the early morning survey or after 9:00 P.M. No temporary lighting of the event area is authorized at any time during the marine turtle-nesting season, May 1 through October 31.
5. No operation of heavy equipment, cars, trucks, etc., is authorized seaward of the dune crest, existing seawalls, or bulkheads during the marine turtle season.
6. No construction of tents or any placement of stakes, poles, or other penetrating apparatus may be placed on the beach until each individual site location is approved by the duly appointed marine turtle permit holder. All temporary structures shall be constructed at the locations depicted in the approved plan. No additional temporary structures are authorized.
7. All sponsor ball catching nets shall be removed daily by 9:00 P.M. and not replaced prior to the completion of the marine turtle nesting survey each morning, or the nets shall be erected to allow for a minimum of three (3) feet of clearance between the beach surface and the bottom of the net.
8. Prior to implementing the required monitoring plan, the applicant or contracted marine turtle permit holder shall contact FDEP at 904-655-1765 or 904-256-1700 ~~the Bureau of Beaches and Coastal Systems at (850) 488-7708~~ to confirm that the requirements of the monitoring plan have been accomplished.

**APPENDIEX III – FIRE SAFETY REQUIREMENTS**

**JACKSONVILLE BEACH MINIMUM FIRE SAFETY REQUIREMENTS  
FOR FOOD TRUCKS, TRAILERS, AND TENTS\***



Vendor Name: \_\_\_\_\_ Date: \_\_\_\_\_

\* This sample form will be updated periodically and subject to change to reflect the current laws in the State of Florida

**JACKSONVILLE BEACH FIRE DEPARTMENT**

**The fire department will not allow cooking prior to receiving a passing inspection from the Fire Marshal or his designee. Any questions concerning these requirements may be directed to the Fire Marshal at 247-6239. For after hours and weekends, call the Shift Captain at 247-6240.**

- 1. Vehicle/trailer is to be equipped with a commercial exhaust system
- 2. Vehicle/trailer is to be equipped with a fire suppression system when cooking produces grease laden vapors
- 3. Fire Suppression System is to be inspected and tagged every 6 months by licensed fire suppression contractor
- 4. Provide (1) 2A10BC fire extinguisher (red extinguisher)
- 5. If frying or cooking operation produces grease laden vapors, one 40BC fire extinguisher for each piece of frying equipment or one K-class extinguisher is required. (silver extinguisher)
- 6. Fire extinguishers to be mounted in a fixed location and inspected and tagged by a licensed fire extinguisher company (within last 12 months)
- 7. All compressed gas cylinders to be chained or strapped in position
- 8. Filling of LP gas cylinders on site will not be permitted
- 9. There will be no access to the cooking equipment and fuel sources by the general public



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## APPENDIX IV – TEMPORARY FOOD SERVICE EVENTS

### FLORIDA DIVISION OF HOTELS & RESTAURANTS GUIDE TO TEMPORARY FOOD SERVICE EVENTS

This guide contains the same information as DBPR Form HR 5030-034, Guide to Temporary Food Service Events, a PDF document available in English and Spanish at the following website: ([http://www.myfloridalicense.com/dbpr/hr/licensing/GT\\_tempevents.html](http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html))

A temporary food service event is an event of 30 calendar days or less in duration where food is prepared, served, or sold to the general public and is advertised and recognized in the community. A temporary food service establishment or vendor is a participant at a temporary food service event.

We developed this guideline for temporary events from Chapters 61C-1 and 61C-4, Florida Administrative Code, and Chapter 509, Florida Statutes.

#### A. Licensing

A public food service establishment or other food vendor must obtain a license from the division for each temporary food service event in which it participates (unless exempted). Annual temporary event licenses are also available which allow participation in an unlimited number of temporary events. The division will inspect temporary events and if minimum sanitation standards are not met, the food service operation will be discontinued until corrections are completed and verified by the division.

Sponsors of a temporary food service event must notify the division of the following items no less than three (3) business days prior to the scheduled event.

- 1) Type of food service proposed,
- 2) Time and location of the event,
- 3) Complete list of food service vendor owners and operators participating, and
- 4) Current license number of each public food service establishment participating.

**Notification:** Event sponsors may complete notification requirements by telephone at 850.487.1395, in person at the appropriate district office, via email at [dhr.info@myfloridalicense.com](mailto:dhr.info@myfloridalicense.com) or in writing. A public food service establishment or food service vendor may not use this notification process to circumvent the license requirement.

The division keeps record of all notifications received for proposed temporary food service events and provides appropriate educational materials to the event sponsor.

**Group License:** The division may issue a group license to a vendor with multiple units serving a single non-potentially hazardous food (e.g., churros). All grouped units must serve the same food. Foods requiring additional preparation or handling are not eligible for group licensing. All qualifying units must be inspected in a single location.

#### **B. Licensing Exemptions**

Public food service establishments holding current licenses from the division may operate at temporary events with no additional license fee.

Temporary events such as carnivals, fairs, or other celebrations operated on church or school property or any eating place operated by a nonprofit civic, fraternal or religious organization are exempt from licensing and inspection by the Division of Hotels and Restaurants.

#### **C. Fees**

Temporary public food service establishments and vendors are required to pay the following license fees at the time of licensing:

- 1-3 day event – \$91
- 4-30 day event – \$105
- Annual – \$456

The division does not accept cash payments for fees at temporary events. The division accepts cashier's checks, money orders or other certified payments. Fees are current at the time of Special Event Policies Policy adoption and are subject to change. Please check the Florida Division of Hotels & Restaurant website for current fees.

#### **D. Fire Safety**

Fire Safety Code requires a portable fire extinguisher. Check with the local fire authority for specific requirements pertaining to the size, type or tagging of required fire extinguishers or other fire related requirements.

#### **E. Personnel**

Employees may not touch ready-to-eat (RTE) food with their bare hands unless there is a written Alternative Operating Procedure (AOP) available that has been approved by the division. Without an approved AOP, employees must use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment when handling RTE food.

Food service workers transmit most foodborne disease causing germs to foods. That is why it is so important for employees to maintain high standards of personal cleanliness. All personnel must wash hands prior to beginning work, when returning to work after any break in food preparation activities, when putting on or changing gloves, or any time their hands become soiled.

Smoking is prohibited in warewashing, food preparation and food storage areas.

Personnel must wear clean outer garments, effective hair restraints and no jewelry on their hands or arms (except plain wedding bands). If worn, artificial and painted fingernails must be covered by intact gloves. All personnel must be free of open sores and skin infections, respiratory infections, upset stomach, diarrhea or other communicable diseases.

#### F. Facilities

The specific requirements for the temporary event physical facility where food is prepared or handled are based on the length of the event, the type of food that is prepared or served, and the extent of food preparation conducted at the temporary facility. Minimum requirements may include:

- 1) Food service operators must provide overhead protection if food is prepared or portioned or warewashingware washing is done onsite;
- 2) Flooring may be concrete, machine-laid asphalt or dirt/gravel if it is covered with mats, removable platforms, -duckboards, or other suitable approved materials that effectively control dust and mud and are graded to drain;
- 3) Walls and ceilings must be constructed of a material that protects the interior from the weather, windblown dust and debris, or other forms of cross contamination;
- 4) When potentially hazardous food is prepared at events of four to thirty (4-30) 4-30 days in length, the physical structure where the food preparation occurs must be protected against flying insects and other vermin by:
  - a) 16 mesh to 1 inch screens,
  - b) Properly designed and installed air curtains, or
  - c) Other effective means.
- 5) A three-compartment sink is required within the temporary food service for washing, rinsing and sanitizing utensils and equipment. If this activity is conducted at an approved, remotely located commissary or food service establishment, an adequate supply of spare preparation and serving utensils must be maintained on the premises in case the original utensils become soiled; and
- 6) A handwashing facility is required. This facility may be a clean, portable container equipped with an on/off valve. Soap and single-service paper towels must be available for handwashing and hand drying.

#### G. Water

All food service operations that prepare or portion food on the premises must provide an adequate supply of potable water for purposes of cleaning and employee handwashing. Municipal connections, holding tanks or portable containers are accepted means to provide an adequate supply.

Steam used in contact with food or food-contact surfaces must be free from contamination.

#### H. Solid and Liquid Waste

Operators must remove all garbage and rubbish from the premises often enough to prevent nuisance conditions and dispose solid waste properly in tight-fitting, covered containers.

Operators must dispose liquid waste in a public or other approved sewerage system.

## I. Required Items

- Sanitizer (properly diluted, unscented bleach may be used)
- Probe thermometer
- Chemical test strips (for measuring sanitizer concentration)
- Three-compartment sink to wash, rinse and sanitize equipment and utensils or access to such facilities at an approved commissary or food service establishment
- Hair restraints
- Adequate supply of back-up utensils
- Adequate supply of potable water
- Soap and single-service towels
- Adequate equipment and facilities to maintain food at the proper temperatures
- Adequate protection from flying insects, vermin, dust, dirt and weather
- Adequate protection for displayed, prepared, and stored food
- If required by local fire authority, properly tagged and sized portable fire extinguisher

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## • To Prevent Foodborne Illness

- Obtain foods from an approved source. Home prepared food is not allowed.
- Wash hands thoroughly before handling food, single-service items and clean equipment and utensils.
- Maintain hot foods at temperatures of 135° Fahrenheit or above.
- Maintain cold foods at temperatures of 41° Fahrenheit or below.
- Cook pork to a minimum temperature of 145° Fahrenheit for at least **fifteen (15)** seconds.
- Cook beef to a minimum temperature of 155° Fahrenheit for at least **fifteen (15)** seconds.
- Cook chicken and other poultry to a minimum temperature of 165° Fahrenheit for at least **fifteen (15)** seconds.
- Reheat cooked foods to a minimum temperature of 165° Fahrenheit within two **(2)** hours for hot holding.
- Check food temperatures frequently with a probe type thermometer.
- Heat foods quickly and cool foods rapidly.
- Keep raw and cooked foods separated.
- Thaw foods properly: completely submerged under cold running water not longer than four **(4)** hours, as part of the cooking process, or under refrigeration.
- Use single-service articles whenever possible.
- Keep foods covered and protected from dust, dirt, insects, vermin and human cross contamination.
- Protect all food, including displayed food, from customer contamination (touching, coughing, sneezing, etc.).
- Minimize handling of foods before, during and after preparation.
- Do not store food directly in contact with ice used for beverages.
- Do not use swollen, leaking or damaged canned goods.
- Store all food products and equipment at least six inches off the ground.

**APPENDIX V – SITE INSPECTION AND CLEANUP AGREEMENT**

**SPECIAL EVENT SITE INSPECTION AND EVENT ~~CLEAN-UP~~CLEANUP AGREEMENT**

THIS DOCUMENT PROVIDES THE EVENT ORGANIZER/PRODUCER WITH THE CITY OF JACKSONVILLE BEACH ~~CLEAN-UP~~CLEANUP STANDARDS AND EXPECTATIONS BEFORE, DURING, AND AFTER AN EVENT.

It is the responsibility of the event organizer/producer to ensure vendors and providers keep City facilities and the surrounding areas used or affected by the crowds attending the special event in a clean and sanitary condition during and after an event. The cost of ~~clean-up~~cleanup services within the event site including the road closure area as specified in the Special Event Permit is the responsibility of the event organizer/producer. Non-compliance may result in the event being shut down, forfeiture of the security deposit, additional fees charged, and/or forfeiture of participation in future events on City property.

Jacksonville Beach Parks & Recreation Department personnel and the organizer/producer will conduct a site inspection prior to an event. Any areas of concern or damage will be noted with both parties signing the inspection sheet. At an agreed upon time, a closing site inspection will be conducted by Parks & ~~and~~ Recreation Department personnel and the organizer/producer to identify any issues, concerns or damages, and to ensure the site is left in satisfactory condition.

**Event Name:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Inspection Date:** \_\_\_\_\_

**PRE-EVENT INSPECTION**

- Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer
- No Visible Signs of Damage to the Grass, Trees, or Grounds
- SeawalkSeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied
- Document Areas of Concern or Existing Damage
- Irrigation and Electrical Systems are Operational
- Equipment at the SeawalkSeaWalk Pavilion is Orderly

**Document Existing Areas of Concern or Damage:**

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**AGREEMENT – SIGNATURE BEFORE THE EVENT**

**I have read and understand the Special Event Site Inspection and Event ~~Clean-up~~Cleanup Agreement required for hosting an event in the City of Jacksonville Beach. I agree to the best of my ability to follow the Special Events ~~Polieies~~Policy, to ensure any providers or vendors used also understand and follow these standards, and agree to leave the facilities in the condition required.**

\_\_\_\_\_  
**Signature of Event Organizer/Producer** **Date**

\_\_\_\_\_  
**Signature of Parks & Recreation Department Personnel** **Date**

**POST-EVENT INSPECTION**

- Site Inspection Conducted by Parks & Recreation Department Personnel and the Organizer/Producer
- No Visible Signs of Damage to the Grass, Trees, or Grounds

- SeawalkSeaWalk Pavilion Clear of all Equipment, Swept, and Trash Cans Emptied
- Document Areas of Concern or Existing Damage
- Irrigation and Electrical Systems are Operational with No Damage Resulting from Event
- Equipment at the SeawalkSeaWalk Pavilion is Replaced and Orderly
- Document Areas of Concern or Damage Along with Remediation Plans
- All Vendors and Trash are Removed from the Site
- Areas Where Food was Prepared and Served Have Been Pressure Washed
- Portable Toilets Removed from Site Without Incident

SeawalkSeaWalk Pavilion Equipment Inventory

<u>Trash Cans</u>	<u>Signs- 'Festival Rules'</u>
<u>Orange Hollow Barricades</u>	<u>Signs- Handicapped Parking</u>
<u>6' Orange/White Collapsible Barricades</u>	<u>Signs - 'Road Closed'</u>
<u>Traffic Cones</u>	<u>Tripods for 'Road Closed' Signs</u>
<u>Signs - 'No Alcohol Beyond This Point'</u>	<u>Signs 'No Parking'</u>

Additional Charges

<u>Boxes of Trash Can Liners</u>	<u>Liner Fee Totals</u>
<u>Dumpster Size(s)</u>	<u>Dumpster Fee Totals</u>

Approval is granted for you to provide your own ~~clean-up~~ services. It is your responsibility to ensure vendors and providers keep City facilities, and the surrounding areas used or affected by the crowds attending the special event, -in a clean and sanitary condition during and after an event. The cost of ~~clean-up~~ services is the responsibility of the event organizer/producer.

The area where food has been cooked, and any other areas deemed necessary by Parks & Recreation Department personnel, must be cleaned/pressure washed after the event. A ~~clean-up~~ inspection of the site, to include all rented facilities, landscape, hardscape, storm drains, streets, pavers, and grass, will be conducted by Parks & Recreation Department personnel within ~~72~~forty-eight (48) hours of the event.

Failure to follow this policy could result in forfeiture of the security deposit, additional fees charged for cleaning/pressure washing, and forfeiture of participation in future events on City property.

Other Additional ~~Clean-Up~~ Cleanup Required:

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**AGREEMENT – SIGNATURE WITHIN 48 FORTY-EIGHT (48) HOURS FOLLOWING THE EVENT**

**The City of Jacksonville Beach and the Event Organizer/Producer both agree to the post-event inspection and any necessary remediation plans.**

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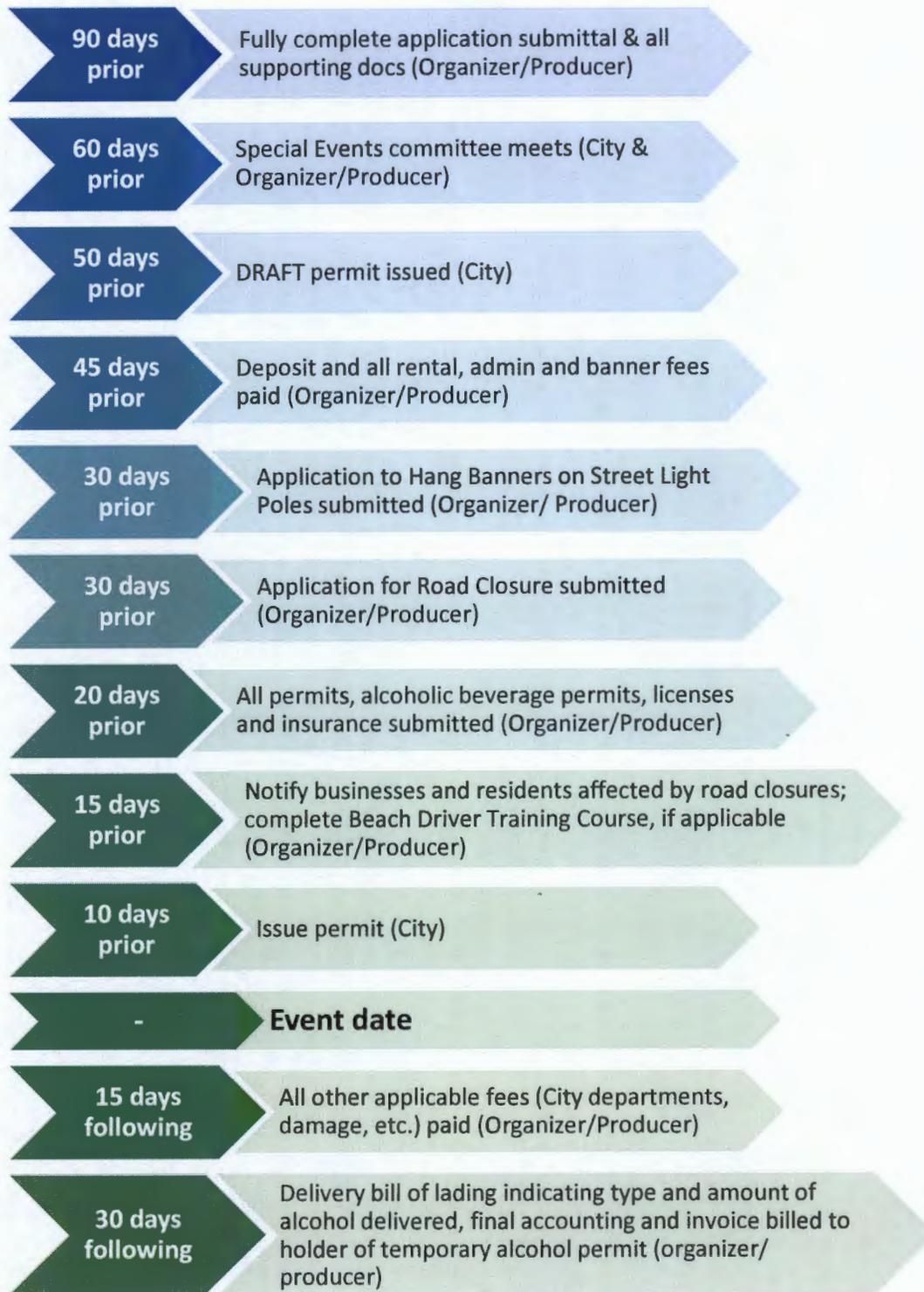
**Signature of Event Organizer/Producer** **Date**

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**Signature of Parks & Recreation Department Personnel** **Date**

**APPENDIX VI - TIMELINE OF DUE DATES**

TIMELINE OF DUE DATES



City of

Jacksonville Beach

1460A Shetter Avenue

Jacksonville Beach

FL 32250

Phone: 904.247.6226

Fax: 904.270.1639

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**TO:** George Forbes  
City Manager

**FROM:** Jason Phitides  
Director of Parks and Recreation

**DATE:** May 19, 2017

**RE:** Lease Amendment for Golf Course Restaurant

**ACTION REQUESTED:**

Approve an amendment to the Commercial Lease Agreement with Four Brothers of Jacksonville, Inc., for a temporary reduction to the monthly lease rate.

**BACKGROUND:**

The lease agreement with Four Brothers of Jacksonville Inc., for the Golf Course restaurant began in June 2016. The lease rate is \$3,000 per month with an annual increase of 4% on each anniversary date. The initial term is for three (3) years ending in May 2019, with two (2) consecutive renewable options of three (3) years each, for a total lease term of nine (9) years.

In November 2016, we amended the lease to provide a temporary reduction in the monthly lease rate based on a substantial decline in the number of rounds played.

The amendment reduced the lease payments from \$3,000 to \$1,000 per month from October 2016 through February 2017, and to \$1,500 per month from March 2017 through May 2017. Thereafter, unless authorized by the City Council, the lease rate would revert to the original rate, including the annual increase.

Although the course conditions have improved considerably, the amount of rounds played has not reached the same level compared to two (2) years ago.

Following is a comparison of rounds played for the past three (3) months beginning in February and ending in April, versus the same time period in 2015:

Rounds played February through April in 2015:	<b>13,165</b>
Rounds played February through April in 2017:	<b><u>11,103</u></b>
Decrease in rounds played 2015 versus 2017:	<b>2,062 (15.7%)</b>



A corresponding 15.7% reduction in the original lease rate would yield the following:

Original Monthly Lease Rate:	<b>\$3,000</b>
Less <b>15.7%</b> reduction:	<u><b>\$ 471</b></u>
Revised Monthly Lease Rate:	<b>\$2,529</b>

Staff recommend a revised monthly lease rate of **\$2,529** for twelve (12) months beginning June 2017 through May 2018. Thereafter the monthly lease rate would revert to the original monthly rate of \$3,000 plus the annual 4% increase.

**RECOMMENDATION:**

Approve an amendment to the Commercial Lease Agreement with Four Brothers of Jacksonville, Inc., for a temporary reduction to the monthly lease rate to **\$2,529** per month for twelve months beginning June 2017 through May 2018, as described in the memorandum from the Director of Parks and Recreation dated May 19, 2017.



**BEACHES | ENERGY**  
**S E R V I C E S**

**TO:** George D. Forbes  
City Manager

**FROM:** Allen Putnam  
Director of Beaches Energy Services

**DATE:** May 18, 2017

**SUBJECT:** Electric Supplies – 12 Months Requirements

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**ACTION REQUESTED:**

Approval of Bid No. 1617-11 – Electric Supplies – 12 Months Requirements.

**BACKGROUND:**

The City of Jacksonville Beach solicited bids from six (6) vendors. On May 10, 2017, six (6) bids were received for Bid No. 1617-11. This bid covers 30 different items stocked in the Storeroom for use by Beaches Energy Services for maintenance of the overhead and underground electric system.

The lowest bidders meeting specifications are as follows:

Item	Description	Est. Qty	Vendor	Unit Price	Total
1	1/0 MODULAR TERMINATOR WITH MOUNTING BRACKET, 25KV	100	Stuart Irby	\$ 122.34	\$ 12,234.00
2	2/0 - 350KCM CONNECTOR	1,000	Stuart Irby	\$ 2.57	\$ 2,570.00
3	CONNECTOR COVER	1,500	Gresco	\$ 1.53	\$ 2,295.00
4	SOLID STATE PHOTOCCELL W/320 JOULE MOV SURGE PROTECTION	800	Stuart Irby	\$ 3.47	\$ 2,776.00
5	ELBOW ARRESTOR 21KV	200	Gresco	\$ 79.48	\$ 15,896.00
6	FAULT INDICATOR W/PP2 LOGIC DYNAMIC CURVE FIBER REMOTE	600	Gresco	\$ 162.15	\$ 97,290.00
7	600 AMP ELBOW CONNECTOR, 350 KCM, 25KV	75	Gresco	\$ 94.86	\$ 7,114.50
8	FOUR POINT LOADBREAK JUNCTION, 25KV	50	Stuart Irby	\$ 165.97	\$ 8,298.50
9	1/0 STRAIGHT SPLICE	50	Stuart Irby	\$ 30.95	\$ 1,547.50

10	10" SUSPENSION INSULATOR, 30,000 LB. STRENGTH RATING	60	Stuart Irby	\$ 24.92	\$ 1,495.20
11	200 AMP DEADEND LOADBREAK RECEPTACLE	100	Stuart Irby	\$ 20.88	\$ 2,088.00
12	1-1/2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	150	Gresco	\$ 94.30	\$ 14,145.00
13	2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	20	Electric Supply	\$ 126.75	\$ 2,535.00
14	CUT-AWAY LOCK (SHORT SHANK)	2,500	Electric Supply	\$ 1.47	\$ 3,675.00
15	INSULATED PARKING BUSHING 25KV	50	Gresco	\$ 36.86	\$ 1,843.00
16	1/0 LOADBREAK ELBOW CONNECTOR 25KV	500	Gresco	\$ 27.16	\$ 13,580.00
17	LOADBREAK BUSHING INSERT, 25KV, 200 AMP	200	Gresco	\$ 26.52	\$ 5,304.00
18	TRI-MOUNT CUTOFF & ARRESTOR BRACKET W/HARDWARE	50	Stuart Irby	\$ 91.09	\$ 4,554.50
19	MEDIUM BRONZE PARALLEL CONNECTOR	2,000	Wesco	\$ 2.04	\$ 4,080.00
20	SINGLE MOUNT ARRESTOR & CUTOFF BRACKET W/2" CAPTIVE BOLT	100	Anixter	\$ 36.15	\$ 3,615.00
21	SURGE ARRESTOR 21KV C/W CROSSARM BRACKET	200	Electric Supply	\$ 35.25	\$ 7,050.00
22	CUTOFF OPEN DIST. C/W LOADBUSTER HOOK 38KV, 100 AMP	50	Wesco	\$ 80.81	\$ 4,040.50
23	TWO WAY FEED THRU CONNECTOR, 200 AMP, 25KV	75	Gresco	\$ 97.68	\$ 7,326.00
24	CUT-AWAY LOCK (LONG SHANK)	200	Gresco	\$ 0.62	\$ 124.00
25	200 AMP SECONDARY PEDESTAL	75	Electric Supply	\$ 160.00	\$ 12,000.00
26	1000KCM COLD SHRINK TERMINATOR WITH MOUNTING BRACKET	30	Stuart Irby	\$ 506.70	\$ 15,201.00
27	SINGLE PHASE FIBERGLASS 15 DEGREE STANDOFF HORIZONTAL POST INSULATOR BRACKET	200	Wesco	\$ 61.83	\$ 12,366.00

28	100 AMP OVERHEAD POLYMER SWITCH POWERLINE HARDWARE	160	Gresco	\$ 72.68	\$ 11,628.80
29	4/0 MODULAR TERMINATOR WITH MOUNTING BRACKET	6	Stuart Irby	\$ 181.10	\$ 1,086.60
30	350MCM MODULAR TERMINATOR WITH MOUNTING BRACKET	12	Stuart Irby	\$ 293.80	\$ 3,525.60
	TOTALS	11,113			\$ 281,284.70

A complete bid tabulation is attached.

Funds are budgeted in Beaches Energy Services' Operating Supplies and Capital Improvements Accounts.

**RECOMMENDATION:**

Award Bid No. 1617-11 to the lowest bidders meeting specifications as explained in the memorandum from Beaches Energy Services Director dated May 18, 2017.

Beaches Energy Services  
 Bid Tabulation Sheet  
 Bid No. 1617-11 Electric Supplies

Item no.	Description	Est. Qty	Anixter	Electric Supply	Gresco	Stuart Irby	Tri-State	Wesco	Totals
1	1/0 MODULAR TERMINATOR WITH MOUNTING BRACKET, 25KV	100	\$ 134.85	No Bid	No Bid	\$ 122.34	No Bid	No Bid	\$ 12,234.00
2	2/0 - 350KCM CONNECTOR	1,000	\$ 3.79	\$ 4.45	\$ 3.39	\$ 2.57	\$ 2.79	\$ 3.64	\$ 2,570.00
3	CONNECTOR COVER	1,500	\$ 1.74	\$ 2.15	\$ 1.53	\$ 1.80	No Bid	\$ 1.86	\$ 2,295.00
4	SOLID STATE PHOTOCCELL W/320 JOULE MOV SURGE PROTECTION	800	\$ 3.80	\$3.47 *	No Bid	\$ 3.47	\$ 4.25	\$ 3.49	\$ 2,776.00
5	ELBOW ARRESTOR 21KV	200	\$ 89.10	No Bid	\$ 79.48	\$ 88.99	No Bid	\$ 93.05	\$ 15,896.00
6	FAULT INDICATOR W/PP2 LOGIC DYNAMIC CURVE FIBER REMOTE	600	\$ 163.48	\$ 163.00	\$ 162.15	No Bid	\$ 162.95	\$ 179.04	\$ 97,290.00
7	600 AMP ELBOW CONNECTOR, 350 KCM, 25KV	75	\$ 98.95	\$ 95.50	\$ 94.88	\$ 97.45	\$ 103.40	\$ 101.93	\$ 7,114.50
8	FOUR POINT LOADBREAK JUNCTION, 25KV	50	\$ 183.85	\$ 196.15	\$ 180.85	\$ 165.97	\$ 169.95	\$ 171.67	\$ 8,298.50
9	1/0 STRAIGHT SPLICE	50	\$ 34.25	No Bid	No Bid	\$ 30.95	No Bid	\$ 31.85	\$ 1,547.50
10	10" SUSPENSION INSULATOR, 30,000 LB. STRENGTH RATING	60	\$ 45.00	No Bid	No Bid	\$ 24.92	No Bid	No Bid	\$ 1,495.20
11	200 AMP DEADEND LOADBREAK RECEPTACLE	100	\$ 23.00	\$ 25.00	\$ 20.90	\$ 20.88	\$ 22.35	\$ 21.72	\$ 2,088.00
12	1-1/2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	150	\$ 122.90	\$ 96.75	\$ 94.30	\$ 97.23	No Bid	No Bid	\$ 14,145.00
13	2" SERVICE CONNECTION BOX, COMPLETE WITH LID MARKED "ELECTRIC"	20	\$ 156.10	\$ 126.75	\$ 130.20	\$ 131.80	No Bid	No Bid	\$ 2,535.00
14	CUT-AWAY LOCK (SHORT SHANK)	2,500	\$ 1.50	\$ 1.47	No Bid	\$ 1.48	\$ 1.49	No Bid	\$ 3,675.00
15	INSULATED PARKING BUSHING 25KV	50	\$ 40.35	\$ 79.25	\$ 38.86	\$ 42.95	\$ 74.69	\$ 43.85	\$ 1,843.00
16	1/0 LOADBREAK ELBOW CONNECTOR 25KV	500	\$ 27.49	\$ 34.80	\$ 27.16	\$ 28.05	\$ 27.30	\$ 28.54	\$ 13,580.00
17	LOADBREAK BUSHING INSERT, 25KV, 200 AMP	200	\$ 26.55	\$ 31.00	\$ 26.52	\$ 28.39	\$ 28.30	\$ 29.55	\$ 5,304.00
18	TRI-MOUNT CUTOUT & ARRESTOR BRACKET W/HARDWARE	50	\$ 93.55	No Bid	No Bid	\$ 91.00	\$ 94.40	\$ 94.42	\$ 4,554.50
19	MEDIUM BRONZE PARALLEL CONNECTOR	2,000	\$ 2.14	\$ 2.77	\$ 2.18	\$ 2.09	\$ 2.20	\$ 2.04	\$ 4,080.00
20	SINGLE MOUNT ARRESTOR & CUTOUT BRACKET W/2" CAPTIVE BOLT	100	\$ 36.15	No Bid	No Bid	\$ 36.12 *	\$ 41.25	\$ 36.48	\$ 3,615.00
21	SURGE ARRESTOR 21KV C/W CROSSARM BRACKET	200	\$ 43.15	\$ 35.25	\$ 42.02	\$ 35.54	\$ 38.75	\$ 52.24	\$ 7,050.00
22	CUTOUT OPEN DIST. C/W LOADBUSTER HOOK 38KV, 100 AMP	50	\$ 82.10	\$ 135.50	No Bid	\$78.49 *	\$ 142.30	\$ 80.81	\$ 4,040.50
23	TWO WAY FEED THRU CONNECTOR, 200 AMP, 25KV	75	\$ 98.85	\$ 103.35	\$ 97.68	\$ 104.99	\$ 99.95	\$ 114.84	\$ 7,326.00
24	CUT-AWAY LOCK (LONG SHANK)	200	\$ 0.75	\$ 0.95	\$ 0.62	\$ 0.67	\$ 1.05	\$ 0.68	\$ 124.00
25	200 AMP SECONDARY PEDESTAL	75	No Bid	\$ 160.00	\$ 162.00	\$ 164.24	\$ 184.50	No Bid	\$ 12,000.00
26	1000KCM COLD SHRINK TERMINATOR WITH MOUNTING BRACKET	30	\$ 533.75	No Bid	No Bid	\$ 506.70	No Bid	No Bid	\$ 15,201.00
27	SINGLE PHASE FIBERGLASS 15 DEGREE STANDOFF HORIZONTAL POST INSULATOR BRACKET	200	\$ 62.00	No Bid	No Bid	\$59.60 *	\$58.30 *	\$ 61.83	\$ 12,366.00
28	100 AMP OVERHEAD POLYMER SWITCH POWERLINE HARDWARE	160	\$ 77.00	\$ 90.25	\$ 72.88	\$ 73.40	No Bid	\$ 77.49	\$ 11,628.80
29	4/0 MODULAR TERMINATOR WITH MOUNTING BRACKET	6	\$ 191.05	No Bid	No Bid	\$ 181.10	No Bid	No Bid	\$ 1,086.60
30	350MCM MODULAR TERMINATOR WITH MOUNTING BRACKET	12	\$ 309.75	No Bid	No Bid	\$ 293.80	No Bid	No Bid	\$ 3,525.60

TOTALS

11,113\$ 281,284.70

Notes: Item #4 - \* Irby and Electric Supply submitted identical pricing but Irby provided a better lead time - 3 weeks  
 Item #20 - \* Irby Alt. Mfg. HUBBELL 15BM15AMTB5C not accepted by BES  
 Item #22 - \* Irby's MACLEAN S & C #89053R10-D produced in China - BES declined  
 Item #27 - \* Tri-State and Irby's Alt. Mfg. not accepted by BES

City of  
Jacksonville Beach  
Police Department  
101 Penman Road, South  
Jacksonville Beach  
FL 32250  
Phone: 904.247.6343  
Fax: 904.247.6342

[www.jacksonvillebeach.org](http://www.jacksonvillebeach.org)

**To:** George D. Forbes, City Manager

**From:** Patrick K. Dooley, Chief of Police

**Subject:** Request to repeal Chapter 18 "Noise" of the Code of Ordinances of the City of Jacksonville Beach, Florida, in its entirety, and replace it with new Chapter 18 "Noise," which includes a section on Low Volume Outdoor Amplified and Acoustic Sound Permits

**Date:** May 25, 2017

### ACTION REQUESTED

Repeal Chapter 18, "Noise" and adopt a new Chapter 18, to include Section 18-7, "Low Volume Outdoor Amplified and Acoustic Sound."

### BACKGROUND

Chapter 18, "Noise" was adopted in 2002, and last updated in 2006; the chapter regulates sound levels throughout the city. Parts of this ordinance were made obsolete when City Council mandated that no new "Outside Sound Amplification" permits be issued; however, businesses that had been previously issued these permits were "grandfathered," and allowed to continue to emit outdoor amplified music under the previous section of the ordinance.

Currently, 16 locations are still permitted to have outside music. This has created an inequity for many newer businesses which have outdoor dining in the city and which would like to provide low volume background music to entertain customers.

To avoid conflict and/or confusion, I am recommending the repeal of the current Chapter 18 in its entirety, and replacement with new Chapter 18. The major changes to the ordinance have been highlighted in yellow. The changes and additions to Chapter 18 are as follows:

1. The Downtown Action Plan directed staff to research and present an ordinance that would allow establishments that provide outdoor dining to play music at low volume to further increase the beach ambiance, while seeking to protect, preserve and promote the health, safety and quality of life of its residents and visitors. The result is the new section to the Code of Ordinances, Section 18-7, "Low Volume Outdoor and Acoustic Sound." This allows for outdoor dining with background sound played at low volume. This is a pilot project that expires on June



5, 2018, unless re-adopted by the City Council.

2. Low volume is defined in the ordinance as “sound played at a level such that a person outside of the property line of the source of the sound, speaking in a normal tone of voice, is plainly audible and can be heard clearly and understandably by another person standing a maximum of thirty-six inches (36”) away from the person speaking, without the aid of a listening device.”
3. Section 18-7(4)(i) will allow the current 16 businesses permitted under the 2002 Outdoor Sound Amplification Permit ordinance to be “grandfathered,” to operate under that portion of the ordinance. However, any change in the ownership, name, or location of the business immediately terminates their grandfathered permit. They can only obtain a new outdoor sound permit under the new low volume sound standards (18-7(g)).
4. Section 18-5(a)(1), “Violations; Penalties,” changes terminology from “warning” to “Notice of Violation”.
5. Section 18-5(a)(2), removed the wording in the paragraph that relates to the term “reasonable time.”
6. Section 18-5(b)(1), replaces the wording “a reasonable time” with “instantly.”
7. Section 18-6, “Mobile noise” includes minor changes highlighted in yellow.
8. Changes throughout the chapter for minor scrivener’s errors.
9. At the City Council meeting on May 15, 2017, Council voted and approved the removal of “the following day” in Section 18-7(b)(4)g.

### **RECOMMENDATION**

1. Amend ordinance 2016-8082 by:
  - a. Amending Section 18-5(a)(2) to read as follows: After the person or persons responsible for the noise are given such notice, the person responsible for the noise shall instantly comply with the limits of Table I in Section 18-3(d)(1).
  - b. Amending Section 18-5(b)(1) by striking the words, “within a reasonable time” and inserting the word, “instantly.”

2. Adopt Ordinance 2016-8082, which repeals the existing Chapter 18 “Noise” in its entirety, and replace it with a new chapter on noise that includes a section on Low Volume Outdoor Amplified and Acoustic Sound Permits.

Introduced By: Council Member Jeanell Wilson

1st Reading: May 15, 2017

2nd Reading: \_\_\_\_\_

**ORDINANCE NO. 2016-8082**

**AN ORDINANCE TO REPEAL IN ITS ENTIRETY CHAPTER 18 "NOISE", OF THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA, AND REPLACING IT WITH A NEW CHAPTER 18, THAT INCLUDES SECTION 18-7 "LOW VOLUME OUTDOOR AMPLIFIED AND ACOUSTIC SOUND", PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT WITH THIS ORDINANCE; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE AND FOR OTHER PURPOSES.**

**WHEREAS**, there exists the production or emission of noises or amplified speech, music, or other sounds that tend to annoy, disturb, or frighten the residents and guests of the city, and

**WHEREAS**, the city understands that outdoor dining adds to the ambiance of an establishment, and with that, music played at a low volume can further increase that ambiance, and

**WHEREAS**, Chapter 166, Florida Statutes, authorizes the City Council, acting for the City of Jacksonville Beach, Florida, to adopt Ordinances and Resolutions necessary for the exercise of its powers and to prescribe fines and penalties for the violation of Ordinances in accordance with law, and

**WHEREAS**, through citizen input, the City Council has determined a need to more effectively control and abate noise disturbances in the City, and

**WHEREAS**, the city seeks to protect, preserve and promote the health, safety, welfare, and quality of life of its residents and guests by the reduction, control, and prevention of noise.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA:**

**SECTION 1.** That Chapter 18. Noise of the Code of Ordinances of the City of Jacksonville Beach, Florida is hereby repealed in its entirety, and a new Chapter 18. Noise is hereby adopted and shall read as follows:

**Sec. 18-1. - Legislative findings; declaration of necessity.**

It is found and declared that:

- (1) The making and creation of excessive, unnecessary or unusually loud noises within the limits of the city is a condition which has existed for some time, and the amount and intensity of such noises is increasing; and
- (2) The necessity in the public interest for the provisions and prohibitions hereinafter contained and enacted is declared as a matter of legislative determination and public policy, and it is further declared that the provisions and prohibitions hereinafter contained and enacted are in pursuance of and for the purpose of securing and promoting the public health, comfort, convenience, safety, welfare and prosperity and the peace and quiet of the city and its inhabitants.

**Sec. 18-2. - Noncompliance with chapter declared unlawful; exception.**

It shall be unlawful, except as expressly permitted herein, to make, cause or allow the making of any noise or sound which exceeds the limits set forth in this chapter.

**Sec. 18-3. - Noise limitations.**

- (a) *Definitions.* For the purpose of this section, certain words and phrases used herein are defined as follows:

*A-band level* is the total sound level of all noise as measured with a sound level meter using the A weighing network. The unit of measurement is the dB(A).

*Daytime* is defined as 7:00 a.m. to 10:00 p.m. and *nighttime* is defined as 10:00 p.m. to 7:00 a.m. in residential use occupancies.

*Decibel* is a unit (dba) of sound equal to ten (10) times the logarithm (base 10) of the ratio of any two (2) quantities proportional to power.

*Emergency work* is the work made necessary to protect persons or property from exposure to danger.

*Noise level* is the sound pressure level as measured in dB(A) by a sound level meter.

*Outdoor restaurant or bar* means any restaurant or bar, or portion thereof, which exists outside of the permanent exterior walls of the principal building(s) on a lot. This definition includes any deck or other area constructed and/or utilized on the roof of a structure.

*Person* is any person, person's firm, association, copartnership, joint venture, corporation or any entity public or private in nature.

*Sound-level meter* is an instrument including a microphone, an amplifier, an outlet meter, and frequency weighing networks for the measurement of noise and sound levels in a specified manner.

*Sound pressure level*, in decibels, of sound is twenty (20) times the logarithm to the base ten (10) of the ratio of the pressure of this sound to the reference pressure, which reference pressure must be explicitly stated.

*Plainly Audible* shall mean any sound that can be heard clearly by a person using his/her unaided hearing faculties. When music is involved, the detection of rhythmic bass tones shall be sufficient to be considered plainly audible sound.

All time referred to in this chapter shall be the then current legal time in the City of Jacksonville Beach.

All technical definitions are in accordance with American Standard S1.1-1960 entitled, "Acoustical Terminology."

(b) *Classification of use occupancies; projection of noise from one use to another.*

- (1) *Classification.* For purposes of defining the "use occupancy", all premises containing habitually occupied sleeping quarters shall be considered residential use.

All premises containing businesses where sales, professional or other commercial use is legally permitted shall be considered commercial use.

All premises where manufacturing is legally permitted shall be considered manufacturing use.

In cases of multiple uses, the more restrictive use category shall prevail. Hospitals, schools, and church areas are considered residential. Any area not otherwise classified shall conform to commercial standards.

- (2) *Projection of noise.* Sound or noise projecting from one use occupancy to another use occupancy with a different noise level shall exceed neither the noise limits of the use occupancy into which the noise is projected nor the noise limits of the use occupancy from which the noise originates.

(c) *Measurement of sound or noise.*

- (1) The measurement of sound or noise shall be made with a sound level meter meeting the standards prescribed by the American National Standards Institute, S1.4 American National Standard Specifications for sound level meters. The instruments shall be maintained in calibration and good working order. A calibration check shall be made of the system at the time of any noise measurement. Measurements recorded

shall be taken so as to provide a proper representation of the noise source. The microphone during measurement shall be positioned so as not to create any unnatural enhancement or diminution of the measured noise. A windscreen for the microphone shall be used at all times.

- (2) The slow meter response of the sound level meter shall be used in order to best determine the average amplitude.
- (3) The measurement shall be made at any point outside of the property line from where the noise is being transmitted.
- (4) In case of multiple occupancy of a property, the measurement may be made at any point inside the premises to which any complainant has right of legal private occupancy; provided, that the measurement shall not be made within three (3) feet of any ground, wall, floor, ceiling, roof or other plane surface.
- (5) All noise measurements provided for in this chapter will be made by officials of the city who are qualified to operate the apparatus used to make the measurements as provided for in this chapter.

(d) Tables of noise level limits.

- (1) *Table I.* Table I specifies noise levels which represent limits which if exceeded interfere with the peace, quiet and general welfare of the city and its inhabitants. No noise shall be permitted within the city which exceeds the noise level limits of Table I except as expressly authorized by this chapter.

**TABLE I**

**MAXIMUM ALLOWABLE NOISE LEVEL LIMITS  
IN dB(A) FOR RESIDENTIAL,  
COMMERCIAL, AND MANUFACTURING OCCUPANCIES**

These levels may not be exceeded more than three (3) times in any continuous sixty-minute period.

District	Day (7:00 a.m. to 10:00 p.m.)	Night (10:00 p.m. to 7:00 a.m.)
Residential	70	65
	Day (7:00 a.m. to 10:00 p.m.)	Night (10:00 p.m. to 7:00 a.m.)
Commercial	75	75
Manufacturing	70	65

- (2) *Table II.* Table II specifies noise levels which if produced by moving vehicles will interfere with the peace, quiet, and general welfare of the city and its inhabitants.

**TABLE II  
NOISE LEVEL LIMITS FOR  
MOVING MOTOR VEHICLES\***

- (1) *Trucks and buses.* Eighty-five (85) dB(A) measured fifty (50) feet from the source.
- (2) *Passenger cars, motorcycles, and other motor vehicles.* Seventy (70) dB(A) measured at fifty (50) feet from the source.

\*The measurement is made as the vehicle drives past. If the reading is above that listed in (1) or (2) of Table II at any time, the vehicle is in violation of this chapter. All distances are measured from the center of vehicle or center of the driving lane in which the vehicle is being driven.

(e) Motor vehicles.

(1) Stationary vehicles. It shall be unlawful to start, operate, or perform repair work on a motor vehicle which creates a noise or sound which exceeds the noise level limits in Table II.

(2) Moving vehicles. It shall be unlawful to operate a motor vehicle in such a manner as to exceed the noise level limits of Table II when the vehicle is operating on public streets, highways, driveways, parking lots, and ways open to vehicle travel. Normal operation includes normal acceleration, deceleration and operation at maximum normal speeds in all gears and ranges up to the speed limits currently effective on those streets of the city over which the vehicles may be operated.

(f) Building operations. It shall be unlawful for any person to erect (including excavate), demolish, alter, or repair any building other than between the hours of 8:00 a.m. and 6:00 p.m., Monday through Saturday, or at any time on Sundays or the following observed holidays: New Year's Day, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving, and Christmas, except in the case of urgent necessity in the interest of public safety and then only with a permit approved by the city manager, which permit may be renewed for a period of three (3) days or less while emergency continues.

(g) Exemptions. The following uses and activities shall be exempt from noise level regulations:

(1) Air conditioners and lawn mowers when this equipment is functioning in accord with the manufacturers' specifications and with all manufacturers' mufflers and noise reducing equipment in use and in proper operating condition.

(2) Non-amplified crowd noises resulting from the activities such as those planned by student, governmental or community groups.

(3) Reserved.

(4) Noises of safety signals, warning devices and emergency pressure relief valves.

(5) Noises resulting from any authorized emergency vehicle while responding to an emergency call or acting in time of emergency.

(6) Noises resulting from emergency work as defined in Section 18-3(a).

(7) Any other noise resulting from activities of a temporary duration permitted by law and for which a license or permit therefor has been granted by the city in accordance with Section 18-3(h) (Special Event Permits). Regulation of noises emanating from operations under permit shall be according to the conditions and limits contained in Section 18-3(h).

(8) Noises made by persons having obtained a permit to use the streets are exempt from Table I.

(9) Any aircraft operated in conformity with, or pursuant to, federal law, federal air regulations, and air traffic control instruction used pursuant to and within the duly adopted federal air regulations shall be exempt from the provisions of this chapter. Any aircraft operating under the technical difficulties in any kind of distress, under emergency orders of air traffic control or being operated pursuant to and subsequent to the declaration of an emergency under federal regulations are also exempt.

(h) *Special event permits.* Applications for a permit for relief from the maximum allowable noise level limits designated in this chapter may be made in writing to the city manager or his/her designee. Any permit granted by the city manager hereunder must be in writing and shall contain all conditions upon which the permit shall be effective. The city manager or his/her designee may grant the relief as applied for under the following conditions:

(1) The city manager or his/her designee may prescribe any reasonable conditions or requirements he/she deems necessary to minimize adverse effects upon the community or the surrounding neighborhood, including use of mufflers, screens or other sound attenuating devices.

(2) *Permits for entertainment.* Permits may be granted for the purpose of entertainment under the following conditions:

a. The function must take place on public property.

b. The function must be staged between the hours of 8:00 a.m. and 10:00 p.m.

c. Functions for which the permits are issued shall be limited to a noise level not to exceed eighty-five (85) dB(A) more than three (3) times in any continuous sixty-minute period, when measured in accordance with Section 18-3(c). The city manager or his/her designee may, at his/her sole discretion, establish a lower maximum noise level based on the location or other relevant circumstances relating to the specific special event or noisemaking device.

(i) *Other.* Special permits for non-entertainment special purposes may be issued under the following conditions:

(1) a. If the special purpose relates to the operation of a trade or business, that the special purpose not be in the ordinary course of that trade or business; or,

b. If the special purpose does not relate to the operation of a trade or business, that the special purpose not be an ordinary event in the affairs of the applicant; and,

(2) If the special purpose be a recurring purpose, that it not recur more often than four (4) times each calendar year; and

(3) a. That the special purpose be absolutely necessary to the operation of the applicant's trade or business; or,

- b. If the special purpose does not relate to the operation of a trade or business, that the special purpose be compatible with the ordinary activities of the neighborhood in which the special purpose is to occur; and,
- (4) Except in emergency situations, as determined by the city manager or his/her designee, the special permit may be issued only for hours between 7:00 a.m. and 11:00 p.m. on week days; and,
- (5) Special permits may be issued for no longer than one week, renewable by further application to the city manager or his/her designee.
- (6) No permit shall be issued to permit the use of any loudspeaker or sound device on the exterior of any building which at any time exceeds the noise level limits in Table I except those used for emergency warnings.

**Sec. 18-4. - Noises prohibited; unnecessary noise standard; statement of intent; sworn complaint required.**

- (a) Some sounds may be such that they are not measurable by the sound pressure level meter or may not exceed the limits of Table I or II, but they may be excessive, unnatural, prolonged, unusual and are a detriment to the public health, comfort, convenience, safety, welfare and prosperity of the residents of the city.
- (b) Noises prohibited by this section are unlawful notwithstanding the fact that no violation of Section 18-3 is involved, and notwithstanding the fact that the activity complained about is exempted in Section 18-3(g). Thus, the following acts, among others, are declared to be loud, disturbing and unnecessary noises in violation of this chapter, but said enumeration shall not be deemed to be exclusive:
- (1) The sounding of any horn or signaling device on any automobile or other vehicle, except as a danger warning; the creation by means of any signaling device of any unreasonably loud or harsh sound; the sounding of any signaling device for any unnecessary and unreasonable period of time; and the unreasonable use of any signaling device.
- (2) The using, operating or permitting to be placed, used or operated any radio, television, tape or record player, amplifier, musical instrument, or other machine or device used for the production, reproduction or emission of sound, any prolonged sounds made by people, and the keeping of any animal or bird which by causing frequent or long continuous noise in such manner as to disturb the public peace, quiet and comfort of the neighboring inhabitants or at any time with greater intensity than is necessary for convenient hearing for the person or persons who are in the room, vehicle or chamber in which such sound emitter is operated and who are voluntary listeners thereto.

- (3) Any person making a complaint under this section shall be required to sign a sworn complaint prior to an enforcement action being taken, otherwise no such complaint will be honored.

**Sec. 18-5. - Violations; penalties.**

(a) Notice of Noise Violation.

- (1) When the city manager or an official designated by the city manager determines that there is a violation of the noise level limits contained within Table I in Section 18-3(d)(1), he/she shall issue an official Notice of Noise Violation to the person or persons responsible for the noise. The Notice of Noise Violation shall advise the person of the violation of the allowable noise limits, and of the possible penalty if he/she fails to reduce or eliminate the noise to such allowable limits.
- (2) After the person or persons responsible for the noise are given such notice, ~~the person responsible for the noise shall instantly comply with~~ a reasonable time to comply with the same shall be given. If the limits of Table I in Section 18-3(d)(1) ~~continue to be exceeded~~, a "reasonable time" is ~~instantly~~. Absent special circumstances, "reasonable time" (where Table I limits are not exceeded) as used in this section is considered fifteen (15) minutes in the case of nonvehicular noise emitters.
- (3) For the purposes of this section, it is sufficient notice for all prohibited noises if the person or persons responsible for any succeeding noises are provided a Notice of Noise Violation of one offending noise of the same type per twenty-four-hour period.
- (4) If a person or persons have been issued one written Notice of Noise Violation, no other notice shall be necessary within that sixty-day period following the notice for enforcement of the provisions of this chapter for any additional violations occurring within the same sixty-day period.

(b) Arrest; confiscation of noise emitter.

- (1) If the noise level is not reduced or eliminated to allowable limits ~~instantly within a reasonable time after the~~ Notice of Noise Violation as prescribed in Section 18-5(a), the person so provided a Notice of Violation and not complying shall be arrested for a violation of this chapter and upon conviction shall be subject to the penalties designated in Section 1-11 of the Jacksonville Beach Code of Ordinances. Each day the violation continues shall be considered as a separate offense.
- (2) Any person responsible for an unlawful noise shall be subject to the loss of the noise emitter or emitters if they are convicted three (3) times under this chapter within a twelve-month period and if the convictions were for noises created by the same or same type of noise emitter.

- (c) *Responsibility of owner of property.* The owner, tenant or lessee of property, or a manager, overseer or agent, or any person lawfully entitled to possess the property from which the offending noise is emitted and at which time the offending noise is emitted shall be responsible for compliance with this chapter, and each may be punished for violations of this chapter. It shall not be a lawful defense to assert that some other person caused the noise, but the lawful possessor of the premises shall be responsible for operating or maintaining the premises in compliance with this chapter and shall be punished whether or not the person actually causing the noise is also punished.
- (d) *Violation may be declared public nuisance.* The operation or maintenance of any device, instrument, vehicle or machinery in violation of any provisions of this chapter that endangers the comfort, repose, health and peace of residents in the area is declared to be a public nuisance and may be subject to abatement summarily by a restraining order or injunction issued by a court of competent jurisdiction.

**Sec. 18-6. - Mobile noise.**

- (a) It shall be unlawful for the driver of a vehicle to operate or permit the operation of any sound amplification system which can be heard and is plainly audible outside the vehicle from fifty (50) or more feet while moving or parked on any street, highway, parking lot or other public property within the city.
- (b) It shall be unlawful for any person to operate any type of portable sound amplification device so as to emit noise that is plainly audible fifty (50) feet or more from the source. Said violation can result in the confiscation of the equipment until such time as the offender can positively demonstrate to the court his/her willingness and ability to operate the device within the limits prescribed by this section.
- (c) Violations of this section shall not require a warning prior to issuing the citation.

**Sec. 18-7. - Low Volume Outdoor Amplified and Acoustic Sound.**

- (a) *Definitions.* For the purpose of this section, certain words and phrases used herein are defined as follows:

*Acoustic sound* shall mean the sound that solely or primarily uses instruments that produce sound through acoustic means, as opposed to electric or electronic means. For the purpose of this chapter, drums or drum machines are not considered to be acoustic sound.

*Alcoholic beverage establishment* shall mean any commercial establishment located in the city which allows for alcoholic beverages (e.g., beer, wine, or liquor, etc.) to be sold for consumption on the premises.

*Amplified entertainment* shall mean any type of music or other entertainment delivered through and by an electronic system, including live bands and disc jockeys.

*Amplified Sound* shall mean any type of sound delivered through and by an electric or electronic system.

*Emergency work* shall mean the work made necessary to protect persons or property from exposure to danger.

*Enclosed Building* shall mean a structure with a roof and enclosed walls.

*Entertainment sound* shall mean any sound originating from an event, performance, or act designed to entertain others.

*Licensed Establishment* shall mean any business, within the city of Jacksonville Beach, licensed to sell food, beverages, and/or alcoholic beverages. The provisions of this section shall apply to the following state alcoholic beverage license types: **1-COP** (beer only consumption on premises), **2-COP** (beer and wine consumption on premises), **4-COP Quota License** (beer, wine, and liquor package sales and consumption on premises), **4-COP-S** (beer, wine, and liquor consumption on premises in connection with the operation of a hotel, motel, motor court, or condominium), **4-COP-SRX** (beer, wine, and liquor consumption on premises in connection with a restaurant), **4-COP-SBX** (beer, wine, and liquor consumption on premises in connection with a bowling alley), **11-GC** (beer, wine, and liquor consumption on premises in connection with a golf club), **11-C** (beer, wine, and liquor in connection with a bona fide club, including fraternal or benevolent association lodges or clubs, social clubs, and tennis, racquetball, cabana, or beach clubs, for consumption on premises by members and their guests only), **ODP** (beer, wine, and liquor consumption on premises for a bona fide non-profit civic organization for a period not to exceed three (3) days and no more than three (3) times per year).

*Low volume* shall mean sound played at a level such that a person outside of the property line of the source of the sound, speaking in a normal tone of voice, is plainly audible and can be heard clearly and understandably by another person standing a maximum of thirty-six inches (36") away from the person speaking, without the aid of a listening device.

*Momentarily* shall mean a very short time equaling less than 30 seconds.

*Noise* shall mean any sound or vibration which may disturb or annoy reasonable persons of normal sensitivities; or causes, or tends to cause, an adverse effect on the public health and welfare; or endangers or injures people; or endangers or injures personal or real property.

*Outdoor gathering area* shall mean the area outside the confines of an enclosed building, and within the property line of the premises, designated for a person or persons to congregate. (e.g., patio, lanai, porch, terrace, veranda, sundeck, deck, courtyard, balcony, etc.)

*Outdoor restaurant or bar* shall mean any restaurant or bar, or portion thereof, which exists outside of the permanent exterior walls of the principal building(s) on a lot and has, in place, tables and chairs set up to accommodate patrons for seating, during all hours of operation. This definition includes any deck or other area constructed and/or utilized on the roof of a structure.

*Person* is any person, person's firm, association, copartnership, joint venture, corporation or any entity public or private in nature.

*Plainly Audible* shall mean any sound that can be heard clearly by a person using his/her unaided hearing faculties. When music is involved, the detection of rhythmic bass tones shall be considered to be plainly audible sound.

*Previously Issued Outside Sound Amplification Permits* defines businesses holding a valid Outside Sound Amplification Permit as of August 1, 2016, and shall be permitted to be subject to the provisions of Ordinance No. 2002-7834 voted into law on June 3, 2002.

*Property line of the premises* shall mean an imaginary line along the ground surface, and its vertical extension, which separates the real property owned by any person or business from that owned by another person or business, but not including intra-building real property divisions.

All references to time in this chapter shall be the current legal time in the City of Jacksonville Beach.

All technical definitions are in accordance with American Standard S1.1-1960 entitled, "Acoustical Terminology."

**(b) *Low Volume Outdoor Amplified and Acoustic Sound Permits.***

(1) *Permit required.* Any person or business owning or operating a licensed establishment as defined in Section 18-7(a) that is located in the City of Jacksonville Beach, and which provides for low volume outdoor acoustic or amplified sound, shall possess a Low Volume Outdoor Amplified and Acoustic Sound Permit. This permit authorizes licensed establishments to provide low volume outdoor amplified and acoustic entertainment to originate from within the property line of a licensed business, to utilize outdoor sound amplification equipment, and to otherwise permit the generation of amplified sound in unenclosed parts of the licensed premises.

(2) *Exemptions.*

a. Indoor emergency signaling devices alerting an emergency shall not be deemed amplified or acoustic sound.

b. An exterior burglar alarm shall not be deemed amplified or acoustic sound.

(3) *Standards applicable to indoor entertainment sound.*

- a. Except as otherwise permitted in this section, no licensed establishment in the City of Jacksonville Beach shall convey any entertainment sound, originating from within the licensed establishment's enclosed building, to the outside confines of the enclosed building, including any outdoor gathering areas.
- b. No licensed establishment shall be in violation of the noise restrictions in Section 18-4, *Noises prohibited*.
- c. Amplified and acoustic entertainment sound originating within the enclosed building housing the licensed establishment shall not be conveyed outside the building by any means, including but not limited to open windows, open doors except entrance doors when opened momentarily, as needed for ingress and egress of persons, or any other means which conveys or facilitates amplified music from inside the confines of the building to the outside of the building, unless such sound is low volume, as defined in Section 18-7(a).

(4) *Standards applicable to outdoor entertainment sound.*

- a. Any licensed establishment providing outdoor amplified or acoustic sound, including background music, must possess a valid Low Volume Outdoor Amplified and Acoustic Sound Permit.
- b. Licensed establishments holding a Low Volume Outdoor Amplified and Acoustic Sound Permit shall not generate any sound within or from their outdoor dining area that exceeds a level such that a person outside of the property line of the originating premises and speaking in a normal tone of voice is not plainly audible, and understood, over this sound by another person standing a maximum of thirty-six inches (36") away from the person speaking.
- c. Outdoor amplified and acoustic sound shall be limited to sound producing devices such as low volume amplified sound, low volume acoustic, low volume orchestral instrument, or low volume stringed instruments. Drums, drum machines, and sub-woofer bass speakers are prohibited.
- d. Outdoor disc jockeys and amplified bands are strictly prohibited, unless specifically allowed in writing as part of a permit issued pursuant to Section 4-5 *Temporary extension of licensed premises* of Chapter 4 *Alcoholic beverages*.
- e. All sound must originate within the property line of the licensed establishment which holds a Low Volume Outdoor Amplified and Acoustic Sound Permit.
- f. Any sound originating within the enclosed building of a licensed establishment shall not be conveyed to the outdoor dining area unless that music is electronically channeled through the low volume speakers, and shall not generate any sound that exceeds a level such that a person outside the property line of the

originating premises and speaking in a normal tone of voice is not plainly audible, and understood over this sound by another person standing a maximum of thirty-six inches (36") away from the person speaking.

- g. Operation of any outdoor amplified and acoustic sound between the hours of 10:00 p.m. and 8:00 a.m. ~~the following day~~ is prohibited.
- h. Removing and/or resituating outdoor seating and tables as permitted in this chapter (18 Noise), while generating low volume outdoor amplified and acoustic sound, is prohibited.
- i. *Previously Issued Outside Sound Amplification Permits.* Beginning on August 1, 2002, persons or businesses owning or operating an outdoor restaurant, bar, or any other establishment utilizing outdoor sound amplification equipment; and are otherwise permitted to generate amplified sound or noise in unenclosed parts of a premise, are required to possess a valid previously issued Outside Sound Amplification Permit.

*(5) Renewal for Previously Issued Outside Sound Amplification Permit.*

- a. Renewal for previously issued Outside Sound Amplification Permits shall be made to the city clerk on forms provided for that purpose. A fee, in an amount set by resolution of the city council and payable upon issuance, shall be charged for the Outside Sound Amplification Permit.
- b. Persons or businesses possessing a **previously issued** Outside Sound Amplification Permit shall file with the city, a sketch plan showing the proposed location and orientation of the equipment to be used, the street address and specific location at that address for the proposed use, the hours of operation of the equipment, a valid business tax receipt for the licensed establishment, verification of compliance by the licensed establishment with city zoning and code regulations, certification from the applicant that the equipment will be monitored to ensure that it is operated within the decibel levels permitted, and the name and street address where notices related to this section are to be mailed.
- c. For outdoor restaurants, bars or other establishments adjacent to a public right-of-way, public easement, public property, or public or private body of water other than the Atlantic Ocean, the amplification devices shall be directed away from any adjacent public right-of-way, public easement, public property, or public or private body of water other than the Atlantic Ocean; and otherwise operated in accordance with this chapter.
- d. Any person or business owning or operating an outdoor restaurant, bar, or other establishment located within two thousand (2,000) feet of the centerline of the Atlantic Intracoastal Waterway, said centerline being the western corporate limit of the City of Jacksonville Beach; as measured in a straight and continuous line

from any point on or at the property line of such restaurant, bar, or other establishment, to the nearest point of the centerline of the Atlantic Intracoastal Waterway, may make application for an Outside Sound Amplification Permit. If such permit is granted by the City of Jacksonville Beach, the person or business is permitted to generate amplified sound or noise in unenclosed parts of a premise up to, but not to exceed, a maximum decibel level of 40 dB(A). The maximum decibel level established in this section applies only to outdoor restaurants, bars, or other establishments located within two thousand (2,000) feet of the centerline of the Atlantic Intracoastal Waterway, as defined above. All other outdoor restaurants, bars, or other establishments throughout the City of Jacksonville Beach must meet the requirements for maximum noise levels set forth in Section 18-3(d)(1); Table 1.

- e. No permit shall be valid for the operation of any outside sound amplification equipment between the hours of 10:00 p.m. and 10:00 a.m. the following day.
- f. A permit shall be effective for a one-year period beginning on October 1 of each year, and is renewable for additional one-year periods upon reapplication and payment of the annual fee.
- g. *Permit not transferrable.* Any change in the ownership, name, and/or location of a licensed establishment with a valid previously issued Outside Sound Amplified Permit, as described in this section, shall cause the permit to be immediately invalid, and will only be issued as a new Low Volume Outdoor Amplified and Acoustic Sound Permit.

*(6) Application for a Low Volume Outdoor Amplified and Acoustic Sound Permit.*

- a. An application for a Low Volume Outdoor Amplified and Acoustic Sound Permit shall be made to the city clerk on forms provided for that purpose. A fee in an amount set by resolution of the city council and payable upon issuance shall be charged for the Low Volume Outdoor Amplified and Acoustic Sound Permit. The permit shall be issued within thirty (30) days of receipt of a complete application.
- b. *Minimum information required.* Any licensed establishment wishing to produce low volume outdoor amplified and acoustic sound shall complete an application form provided by the city. An annual fee in an amount set by resolution of the city council and payable upon issuance shall be charged for the permit. The application form shall include, but not be limited to, the following information:
  - i. Name and street address of the owner of the licensed establishment;
  - ii. Valid business tax receipt for licensed establishment;
  - iii. The hours of operation of the licensed establishment and a listing of the hours of operation of the entertainment sound equipment proposed to be

used under the Low Volume Outdoor Amplified and Acoustic Sound Permit, if approved;

- iv. Verification of compliance by licensed establishment with city zoning and code regulations;
- v. Specific type of state alcoholic beverage license held by the licensed establishment, if applicable;
- vi. A sketch plan of the proposed location and orientation of the equipment to be used, the proposed orientation of outdoor seating and tables, and including a statement signed by the applicant that the equipment will be monitored to ensure that it is operated within the sound levels permitted; and
- vii. The name and street address where notices related to this section are to be mailed.

The city clerk shall review the application and, if the application is complete, and the licensed establishment is in compliance with the Code of Ordinances, a permit shall be issued allowing low volume outdoor amplified and acoustic sound. A Low Volume Outdoor Amplified and Acoustic Sound Permit is issued by the city clerk. The permit shall contain conditions and limitations as listed in this ordinance including, but not limited to, hours of operation.

(7) *Permit not transferrable.* Any change in the ownership of a licensed establishment after the issuance of the Low Volume Outdoor Amplified and Acoustic Sound Permit shall cause the permit to be immediately invalid and cause the new owner to reapply for the permit. The city shall be notified immediately, and the licensed establishment shall apply for a new permit if a transfer of ownership of the licensed establishment has occurred. Until such time as the new owner of the licensed establishment makes application for a new permit and is approved for the permit, the privilege of low volume outdoor amplified and acoustic sound shall be suspended.

(8) *Renewal.* Such permit shall be renewed by the city annually on or before the 31<sup>st</sup> day of December, provided that none of the following has occurred:

- a. The permit has been suspended by the special magistrate and the conditions of the suspension have not been met;
- b. A transfer of ownership of the licensed establishment has occurred, and this information was not provided to the city; or
- c. A change in location of the licensed establishment has occurred, and this information was not provided to the city.

(9) *Expiration ("Sunset") date.* Section 18-7(6), Low Volume Outdoor Amplified and Acoustic Sound Permit, shall expire on June 5, 2018, unless the city council of the City of Jacksonville Beach amends this section by extending the expiration or repealing this paragraph in its entirety.

(10) *Notice of violation, hearing, and penalties.*

a. Low volume outdoor amplified and acoustic sound is a privilege. The ability of a licensed establishment to generate outdoor amplified and acoustic sound during the licensed establishment's hours of operation on any day of the week is hereby declared to be and is a privilege subject to suspension, and no person may reasonably rely upon a continuation of that privilege. As a condition of the continuation of the privilege, licensed establishments are required to take all necessary steps to minimize the sound level originating from the licensed establishment. The following are representative, but not all-inclusive, of activities that may result in suspension of the privilege of low volume outdoor amplified and acoustic sound:

i. Violations of any provisions of Chapter 18 of the City of Jacksonville Beach Code of Ordinances relating to noise and sound limitations;

ii. Failure to obtain a Low Volume Outdoor Amplified and Acoustic Sound Permit or failure to renew the permit as required; or

iii. Failure to renew a previously issued Outside Sound Amplification Permit as required.

b. *Action by city manager.* The previously issued Outside Sound Amplification Permit and Low Volume Outdoor Amplified and Acoustic Sound Permit can be revoked at any time by the city manager or his/her designee if the operation fails to follow the terms of the permit or for a violation of any city ordinance. The city manager's or his/her designee's revocation of a permit may be appealed to the special magistrate.

c. *Notice of violations, hearings, and penalties.*

i. *Finding of violation.* In order to invoke the enforcement provisions of this section, a violation must be verified and documented by a police officer or code enforcement officer. A violation by a licensed establishment of any section of this ordinance shall result in a written notice of violation, issued by a police officer. The notice of violation shall be served by hand delivery or certified mail to the owner, proprietor, manager, or highest-ranking employee then on the premises of the licensed establishment. Issuance of a notice of violation of this section shall not prevent the filing of charges against the licensed establishment or any person for any other violation of the Code of Ordinances or state statutes.

- ii. *Jurisdiction of the special magistrate.* A notice of violation shall be taken before the city's special magistrate for consideration of suspension of the licensed establishment's previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit. The special magistrate shall exercise jurisdiction over such matters as set forth in Article VI, Section 2-170 of the Code of Ordinances of the City of Jacksonville Beach.
- iii. *Action by the special magistrate.* Upon completion of the hearing, the special magistrate shall deliver a ruling either that no action shall be taken against the licensed establishment's previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, or that the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit shall be suspended. A suspension of the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit for a first finding by the special magistrate of a violation shall be not less than thirty (30) days nor more than ninety (90) days. A second and any subsequent finding by the special magistrate of a violation of the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit within one year (three hundred, sixty-five (365) days) of the date of completion of the most recent suspension period shall result in a suspension of not less than ninety (90) days nor more than one hundred, eighty (180) days. In addition to any suspension of the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, the special magistrate may issue a fine of not more than five hundred dollars (\$500.00) per violation of this section. The special magistrate shall base his/her ruling upon substantial, competent evidence presented that supports a finding of non-compliance with this section. The special magistrate's written order of suspension of the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit shall state the effective date of the suspension and shall give the licensed establishment ten (10) calendar days notice of the effective date of the suspension.
- iv. *Failure of license holder to appear.* If a licensed establishment served with a notice of violation fails to appear at the hearing after having received proper notice, the special magistrate shall take testimony from city staff, and other relevant testimony, as available, and shall deliver a ruling either that no action shall be taken against the licensed establishment's previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, or that the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit shall be suspended for a period of time as set forth in this section. A ruling that the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit be suspended shall

take effect on the tenth calendar day after the order is issued. The enforcement of such order shall be stayed if the licensed establishment files a request for a rehearing with the city clerk's office before the date the order is scheduled to take effect. In such case, the licensed establishment shall be rescheduled for a hearing before the special magistrate. At that hearing, the special magistrate shall take testimony from the licensed establishment, and other relevant testimony, as available, and shall deliver a ruling upholding the previous order suspending the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, amending the order suspending the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, or rescinding the order suspending the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit. If the special magistrate upholds a suspension of the previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit, such suspension shall take effect ten calendar days after the ruling is issued.

- v. *Modification of ownership status to avoid suspension.* Any licensed establishment that has had a previously issued Outside Sound Amplification Permit or Low Volume Outdoor Amplified and Acoustic Sound Permit suspended cannot avoid the consequences of the special magistrate's action by changing its business name or corporate status.
- vi. *Alternative enforcement procedures.* The enforcement procedures contained herein are alternative procedures, and the city reserves the right to arrest, prosecute, or take action utilizing any other enforcement procedures authorized by law.

#### **Sec. 18-8. - Severability.**

Each separate provision of chapter 18 and the ordinances herein shall be deemed to be severable. If any provision, word or section within this chapter or ordinances herein is deemed unconstitutional or otherwise invalid, such determination shall not affect the validity of any other provisions, section or word of this chapter or ordinances.

**SECTION 2.** That all ordinances or parts of ordinances in conflict with this ordinance are, to the extent that the same may conflict, hereby repealed.

**SECTION 3.** This ordinance shall take effect upon its adoption in accordance with the law.

**DONE IN OPEN MEETING THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, A.D. 2017.**

\_\_\_\_\_  
William C. Latham, MAYOR

\_\_\_\_\_  
Laurie Scott, CITY CLERK

DRAFT

City of

Jacksonville Beach

Police Department

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FL 32250

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**To:** George D. Forbes, City Manager

**From:** Susan S. Erdelyi, City Attorney

**Subject:** Proposed amendments to Chapter 5 “Animals and Fowl” of the Code of Ordinances of the City of Jacksonville Beach, Florida, by amending section 5-24, “Dangerous dogs” and section 5-24.1 “Attack or bite by dangerous dog.”

**Date:** May 5, 2017

### **ACTION REQUESTED**

Adoption of Ordinance #2017-8088 amending section 5-24, “Dangerous dogs” and section 5-24.1 “Attack or bite by dangerous dog” of Chapter 5 “Animals and Fowl” of the Code of Ordinances of the City of Jacksonville Beach, Florida.

### **BACKGROUND**

Sections 5-24 and 5-24.1 of the City’s Code of Ordinances specifies the time allowed to the owner of a dog that has been declared dangerous to appeal the classification and any orders of the special magistrate to county court. The current ordinance allows 10 business days to file an appeal. In 2016, state law was modified to now allow a person to utilize the Florida Rules of Appellate Procedure when filing an appeal. These rules allow 30 days. In addition, the appellant will file their appeal with the Circuit Court, and not the County Court.

Changes to Section 5-24 and 5-24.1 are being proposed to (1) follow state law and allow 30 days to file an appeal. This change will fall under Chapter 5 “Animals and Fowl,” of the Code of Ordinances. (2) Change the filing court from County Court to Circuit Court. Additional changes were made to assure that the sections comply with the Florida Statutes that govern dangerous dog issues and to remove the ability of the dog owner to submit written statements in lieu of attendance at a hearing. This change was made to assure due process at special magistrate hearings and to give interested parties the right to cross-examine dog owners.

The proposed additions are redlined and deletions have strikethroughs. Generally the changes:



1. Provide for consistency with state law.
2. Provide for appeal to circuit court in 30 days in conformance with the Florida Rules of Civil Procedure and state law.
3. Eliminate the right of dog owners to provide written statements to the Special Magistrate in lieu of attending the hearing as this precludes cross-examination of witnesses and impacts due process rights of the interested parties.

**RECOMMENDATION**

Adopt City Ordinance #2017-8088 amending specified sections of Chapter 5, Section 5-24, "Dangerous dogs" and Section 5-24.1 "Attack or bite by dangerous dog".

**ORDINANCE 2017-8088**

**AN ORDINANCE AMENDING THE CODE OF ORDINANCES OF THE CITY OF JACKSONVILLE BEACH, FLORIDA; AMENDING CHAPTER 5, "ANIMALS AND FOWL," ARTICLE II. – DOGS AND CATS, DIVISION 1. – IN GENERAL, SECTION 5-24 "DANGEROUS DOGS," SECTION 5-24.1 "ATTACK OR BITE BY DANGEROUS DOG." SECTION; AMENDING TO APPEAL TO THE CIRCUIT COURT AND NOT COUNTY COURT, PROVIDING FOR THE REPEAL OF ALL ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION; AND PROVIDING FOR AN EFFECTIVE DATE.**

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF JACKSONVILLE BEACH, FLORIDA:**

**SECTION 1.** That Sec. 5-24. "Dangerous dogs."; of Article II, Division 1, Chapter 5, "Animals and Fowl" of the Code of Ordinances of the City of Jacksonville Beach, Florida is amended and shall henceforth read as follows:

**Sec. 5-24. Dangerous dogs.**

(a) Procedures for designating a dog as dangerous and actions following a designation are:

(1) The Animal Control Officer shall investigate reported incidents involving any dog that may be dangerous and, ~~shall~~, if possible, shall interview the owner and require a sworn affidavit from any person including any animal control officer or enforcement officer, desiring to have a dog classified as dangerous.

(2) Any animal that is the subject of a dangerous dog investigation because of severe injury to a human being may be immediately confiscated by the Animal Control Officer if the Animal Control Officer believes such impoundment is in the best interests of public safety due to the severity or number of attacks. If the dog has bitten a human being or domestic animal causing a break in the skin, or has in any manner appeared to have transferred bodily fluids such as saliva to the skin of a human being, or the skin or hair of a domestic animal, as determined by the Animal Control Officer, the dog may be impounded and placed in quarantine for the proper length of time. The owner shall be responsible for payment to the City of Jacksonville Beach of all boarding costs and other fees as may be required to keep the animal in a safe and humane manner pending expiration of any quarantine period and/or the outcome of the investigation and resolution of any hearings related to the dangerous dog classification, unless the animal is ultimately determined not to be a dangerous dog.

(3) Any animal that is the subject of a dangerous dog investigation that is not impounded by the Animal Control Officer shall be humanely, safely, and securely

confined by the owner indoors or in a securely fenced or enclosed area pending the outcome of the investigation and resolution of any hearings or appeals related to the dangerous dog classification or any penalty imposed under this section. The address of where the animal resides shall be provided to the Animal Control Officer. No dog that is the subject of a dangerous dog investigation may be relocated or ownership transferred pending the outcome of an investigation or any hearings or appeals related to the determination of a dangerous dog classification. In the event that a dog is to be destroyed, the dog shall not be relocated or ownership transferred.

- (24) A dog shall not be declared dangerous if the threat, injury, or damage was sustained by a person who, at the time, was unlawfully on the property or, who while lawfully on the property, was tormenting, abusing, or assaulting the dog or its owner or a family member. No dog may be declared dangerous if the dog was protecting or defending a human being within the immediate vicinity of the dog from an unjustified attack or assault.
- (35) If the investigation by an Animal Control Officer finds sufficient cause to classify a dog as dangerous, the Animal Control Officer shall forward a report to the Special Magistrate with a recommendation that the dog be designated a dangerous dog. The Special Magistrate shall provide written notification of the sufficient cause finding to the owner by registered-certified mail return receipt requested, certified hand delivery, or service in conformance with the provisions of Chapter 48 of the Florida Statutes relating to service of process. The owner may file a written request for a hearing within seven (7) calendar days from the date of receipt of the notification of the sufficient cause finding and, if requested, the hearing shall be held as soon as possible, but not more than thirty (30) calendar days and no sooner than five (5) calendar days after receipt of the request from the owner. In rendering its decision, the Special Magistrate may consider information and/or documentation including, but not necessarily limited to, written or verbal reports and/or statements, medical reports, if available, photographs, and/or other facts or details that the Special Magistrate, in its sole discretion, determines will assist in its decision. If the owner fails to timely request a hearing, or fails to appear for the hearing after requesting it, the Special Magistrate shall render a decision based upon information and/or documentation provided by the Animal Control Officer and any victim(s) or witness(es). ~~The owner may provide a written statement to the Special Magistrate in lieu of attending the hearing.~~ The Special Magistrate shall render a decision within fourteen (14) calendar days of the conclusion of the hearing.
- (46) If a dog is classified as a dangerous dog by the Special Magistrate, the Special Magistrate shall provide a written ~~final order notification~~ to the owner by registered certified mail return receipt requested, certified hand delivery or service in conformance with the provisions of Chapter 48 of the Florida Statutes relating to service of process, within seven (7) calendar days after a decision is rendered. The owner may ~~file a written request for a hearing in the county court to~~ appeal the classification, penalty, or both, within ~~ten (10)~~ thirty (30) business days to the circuit court in accordance with the Florida Rules of Appellate Procedure after receipt of the final order. ~~a written determination of a dangerous dog classification and, i~~ If the dog is not impounded, the owner must securely confine the animal indoors or in a securely fenced or enclosed area pending a resolution of the appeal.

- (b) Within fourteen (14) calendar days after a dog has been classified as dangerous by the Special Magistrate, or a dangerous dog classification is upheld by the ~~county~~ circuit court on appeal, the owner of the dog must obtain a certificate of registration for the dog from the City of Jacksonville Beach, and the certificate shall be renewed annually. The City of Jacksonville Beach shall issue such certificates of registration, and renewals thereof, only to persons who are at least eighteen (18) years of age and who present to the City of Jacksonville Beach sufficient evidence of:
- (1) A current certificate of rabies vaccination for the dog;
  - (2) A proper enclosure for a dangerous dog, as defined in Sec. 5-23(4) of this ordinance, and the posting of the premises with a clearly visible warning sign at all entry points that informs both children and adults of the presence of a dangerous dog on the property; and
  - (3) Permanent identification of the dog, such as a tattoo on the inside thigh or electronic implantation.
- (c) An annual fee of fifty dollars (\$50) shall be paid to the City of Jacksonville Beach by the owner of a dangerous dog before issuance of a certificate of registration.
- (d) The owner shall immediately notify the Animal Control Officer or the Jacksonville Beach Police Department when a dog that has previously been declared dangerous is loose or unconfined (dangerous dog at large) either off the owner's property or outside a securely fenced or enclosed area on the owner's property. The Animal Control Officer shall attempt to locate and, if found, immediately impound the dog, and document the circumstances in a report to the Special Magistrate. The Special Magistrate shall conduct a hearing on a complaint of a dangerous dog at large following notification procedures as set forth in Sec. 5-24(a)(~~3~~5) of this article. Pending any hearing before the Special Magistrate, the owner shall be responsible for payment to the City of Jacksonville Beach of all boarding costs and other fees as may be required to keep the dog impounded ~~animal~~ humanely and safely. If the owner of the dangerous dog at large fails to appear for the hearing, the Special Magistrate shall render a decision based upon information and/or documentation provided by the Animal Control Officer and any witness(es). ~~The owner may provide a written statement to the Special Magistrate in lieu of attending the hearing.~~ The Special Magistrate shall render a decision within seven (7) calendar days of the conclusion of the hearing and issue a finding upholding or rejecting the complaint of a dangerous dog at large. If the Special Magistrate issues a finding upholding the dangerous dog at large complaint, the owner shall be guilty of a non-criminal offense, punishable as provided in Sec. 5-24.2 of this article. If a dog that has previously been declared dangerous and has previously been declared by the Special Magistrate to be a dangerous dog at large becomes loose or unconfined a second time, either off the owner's property or outside a securely fenced or enclosed area on the owner's property, the Animal Control Officer shall attempt to locate and, if found, immediately impound the dog, and document the circumstances in a report to the Special Magistrate. The Special Magistrate shall conduct a hearing on a second complaint of a dangerous dog at large following notification procedures as set forth in Sec. 5-24(a)(~~3~~5) of this article. Pending any hearing before the Special Magistrate, the owner shall be responsible for payment to

the City of Jacksonville Beach of all boarding costs and other fees as may be required to keep the dog impounded ~~animal~~ humanely and safely. If the owner of the dangerous dog at large fails to appear for the hearing, the Special Magistrate shall render a decision based upon information and/or documentation provided by the Animal Control Officer and any witness(es). ~~The owner may provide a written statement to the Special Magistrate in lieu of attending the hearing.~~ The Special Magistrate shall render a decision within seven (7) calendar days of the conclusion of the hearing and issue a finding upholding or rejecting the complaint of a dangerous dog at large. If the Special Magistrate issues a finding upholding the dangerous dog at large complaint for the second time, the dog shall be held for ~~ten-thirty (130) business~~ days after the owner is given written notification as provided in Sec. 5-24 (a)(46) of this article, and thereafter destroyed in an expeditious and humane manner. This ~~ten-thirty~~ day time period shall allow the owner to ~~appeal~~ request an appeal hearing in the ~~county~~ circuit court as provided in Sec. 5-24(a)(46). The owner shall be responsible for payment of all boarding costs and other fees as may be required to keep the animal humanely and safely during any appeal procedure.

- (e) The owner shall immediately notify the Animal Control Officer or the Jacksonville Beach Police Department when a dog that has been classified as dangerous:
- (1) Has bitten a human being or attacked another animal;
  - (2) Is sold, given away, or dies; or
  - (3) Is moved to another address.

Prior to a dangerous dog being sold or given away, the owner shall provide the name, address, and telephone number of the new owner to the Animal Control Officer. The new owner must comply with all of the requirements of applicable Florida Statutes including those contained in Chapter 767, Florida Statutes, and this article, even if the animal is moved from one local jurisdiction to another within the state.

- (f) The Animal Control Officer or the Jacksonville Beach Police Department must be notified by the owner of a dog classified as dangerous under another jurisdiction's ordinances, or under provisions of Florida Statutes 767.11, 767.12, or 767.13, that the dog has been brought into the City of Jacksonville Beach. The owner, whether bringing ~~the said~~ dangerous dog into the City of Jacksonville Beach temporarily, or for purposes of establishing residency within the City, shall comply with the provisions of this article.
- (g) It is unlawful for the owner of a dangerous dog to permit the dog to be outside a proper enclosure, or off the owner's property on either public property or private property of another, or while being transported in a vehicle, unless the dog is muzzled and restrained by a substantial chain or leash and under control of a competent person. The muzzle must be made in a manner that will not cause injury to the dog or interfere with its vision or respiration but will prevent it from biting any person or animal. The owner may exercise the dog in a securely fenced or enclosed area that does not have a top, without a muzzle or leash, if the dog remains within his or her sight, and only members of the immediate household or persons eighteen (18) years of age or older are allowed in the enclosure when the dog is present. When being transported, such dogs must be safely and securely

restrained within a vehicle.

- (h) An Animal Control Officer shall immediately impound a dangerous dog if the owner fails to comply within the timeframes set forth in this article with any of the requirements for maintaining a dangerous dog. A dangerous dog impounded under this section may be redeemed by the owner upon the owner's compliance with all applicable provisions of this article and upon payment of impound fees, boarding fees, and applicable veterinary or other medical expenses. If the owner fails to comply with all applicable provisions and redeem the dangerous dog within fourteen (14) calendar days of the date the dog was impounded, the dog shall be destroyed in an expeditious and humane manner.
- (i) This section does not apply to dogs used by law enforcement officials for law enforcement work.

**SECTION 2.** That Sec. 5-24.1. "Attack or bite by dangerous dog.", Subsection 5-24.1 (2) of Article II, Division 1, Chapter 5, "Animals and Fowl" of the Code Ordinances of the City of Jacksonville Beach, Florida is amended and shall henceforth read as follows:

**Sec. 5-24.1. Attack or bite by dangerous dog.**

- (a) If a dog that has previously been declared dangerous attacks or bites a person or a domestic animal without provocation, the owner is guilty of a misdemeanor of the first degree, punishable as provided in Florida Statute 775.082 or 775.083. In addition, the dangerous dog shall be immediately confiscated by an animal control officer, placed in quarantine, if necessary, for the proper length of time, or impounded and held for ten (10) business days after the owner is given written notification as provided in Sec. 5-24(a)(45) of this article, and thereafter destroyed in an expeditious and humane manner. This 10-day time period shall allow the owner to request a hearing with the special magistrate in the county court as provided in Sec. 5-24 (a)(45). The owner shall be responsible for payment of all boarding costs and other fees as may be required to humanely and safely keep the animal during any hearing and appeal proceedings.
- (b) If a dog that has not been declared dangerous attacks and causes severe injury to or death of any human, the dog shall be immediately confiscated by an animal control officer, placed in quarantine, if necessary, for the proper length of time, or held for ten (10) business days after the owner is given written notification as provided in section 5-24(a)(45) of this article, and thereafter destroyed in an expeditious and humane manner. This ten day time period shall allow the owner to request a hearing with the special magistrate in the county court as provided in section 5-24(a)(45). The owner shall be responsible for payment of all boarding costs and other fees as may be required to humanely and safely keep the animal during any hearing and appeal proceedings.
  - (1) If the owner of the dog had prior knowledge of the dog's dangerous propensities, yet demonstrated a reckless disregard for such propensities under the circumstances, the owner of the dog is guilty of a misdemeanor of the second degree, punishable as provided in Florida Statutes 775.082 or 775.083.
  - (2) If the owner of the dog had no prior knowledge of the dog's dangerous propensities, the owner of the dog shall not be guilty of a criminal offense, but

instead shall be guilty of a non-criminal offense, punishable as provided in section 5-24.2 of this article.

- (c) If a dog that has previously been declared dangerous attacks and causes severe injury to or death of any human, the owner is guilty of a felony of the third degree, punishable as provided in Florida Statutes 775.082, 775.083, or 775.084. In addition, the dog shall be immediately confiscated by an animal control officer, placed in quarantine, if necessary, for the proper length of time, or held for ten (10) business days after the owner is given written notification as provided in section 5-24(a)(45) of this article, and thereafter destroyed in an expeditious and humane manner. This ten (10) day time period shall allow the owner to request a hearing ~~with the special magistrate in the county court~~ as provided in section 5-24(a)(45) of this article. The owner shall be responsible for payment of all boarding costs and other fees as may be required to humanely and safely keep the animal during any ~~hearing and~~ appeal proceedings.
- (d) If the owner files a written appeal in the ~~circuit county~~ court as provided in section 5-24(a)(46) of this article, the dog must be held and may not be destroyed while the appeal is pending.
- (e) If a dog attacks or bites a person who is engaged in or attempting to engage in a criminal activity at the time of the attack, the owner is not guilty of any crime specified under this article.

**SECTION 3.** If any provision of this Ordinance or the particular application of this Ordinance shall be held invalid by any Court, administrative agency or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses or phrases shall remain in effect.

**SECTION 4.** That all other ordinances or parts of ordinances in conflict with this ordinance are, to the extent the same may be in conflict, repealed.

**SECTION 5.** Codification of this ordinance in the Code of Ordinances of the City of Jacksonville Beach is authorized and directed.

**SECTION 6.** This ordinance shall take effect upon its adoption.

AUTHENTICATED THIS \_\_\_\_\_ DAY OF May, 2017.

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William C. Latham, Mayor

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Laurie Scott, City Clerk

## MEMORANDUM

City of  
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**To:** George D. Forbes, City Manager

**From:** William C. Mann, Planning and Development Director 

**Re:** Ordinance No. 2017-8089, to amend a *Redevelopment District: RD* zoning district within the City, as provided under Chapter 34 of the Code of Ordinances of the City.

**Date:** May 19, 2017

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### ACTION REQUESTED:

**Adopt Ordinance No. 2017-8089**, to amend a *Redevelopment District: RD* zoning district within the city, as provided under Chapter 34 of the Code of Ordinances of the City, to allow the modification of a development of a six-story, mixed-use multifamily residential, hotel and commercial use project.  
(Applicant – *Dolphin Depot, LLC*)

### BACKGROUND:

The applicant owns three contiguous vacant parcels in the block on the west side of 1st Street North between 6th and 7th Avenues North. The subject property was approved by City Council for *Redevelopment District: RD* rezoning via Ordinance 2016-8070 in April 2016. The 2016 application was for a six-story mixed-use project with 2,500 square feet of commercial space, parking on the ground floor and second floor, 54 apartment units, and 36 hotel rooms. The maximum allowable height on the subject property is 68 feet, pursuant to a judicial order. The applicant now wishes to amend the scope of the project and was informed by staff that an amendment to the approved *RD* ordinance would be required.

In the time since the current *RD* ordinance for the property was approved in April of 2016, the applicant has determined that he would like to increase the number of hotel rooms provided, and has proposed changes to the final design of the project. The *RD* zoning amendment application seeks to amend the approved project to provide 57 hotel rooms instead of 36, and to increase the number of parking spaces from 164 to 193 spaces. The applicant has also selected a different architect and would like to replace the approved building site plan and elevation drawings with the new design for the project.



The vacant oceanfront block to the east across 1st Street North (former *Atlantis* hotel), was recently rezoned to *Redevelopment District: RD* to allow a 220-room hotel and commercial project. Other adjacent uses include a recently renovated retail strip center to the south across 6th Avenue North, new two-family dwellings to the west across 2nd Street North, multi-family uses to the north along 7th Avenue North, an ocean front condominium to the northeast, and a historic hotel to the southeast. The area has undergone significant revitalization since 2012.

The proposed project, as amended, will serve to continue the revitalization of the downtown area, will complement the character of the surrounding neighborhood, and fits within the context of the Downtown Vision Plan goals and objectives. Adjacent property values should be enhanced by the proposed development of the subject property.

The Community Redevelopment Agency (CRA) met to consider the application at their March 27, 2017 meeting and voted to recommend approval, finding the project consistent with the Downtown Community Redevelopment Plan. The Planning Commission subsequently conducted a public hearing on this application on April 24, 2017, and recommended approval of the requested amendment by the City Council.

**RECOMMENDATION:**

1. **Adopt Ordinance No. 2017-8089**, to amend *Redevelopment District: RD* Ordinance No. 2016-8070 governing the property located on the northwest corner of 1<sup>st</sup> Street North and 6<sup>th</sup> Avenue North.
2. **Approve Findings of Fact**, Ordinance No. 2017-8089, dated June 5, 2017.

# FINDINGS OF FACT

## Ordinance No. 2017-8089

June 5, 2017

**SUBJECT:** Ordinance No. 2017-8089, amending a *Redevelopment District: RD* zoning district within the City, as provided under Chapter 34 of the Code of Ordinances of the City.

Pursuant to Article VI, Section 34-211(c) of the Land Development Code of the Jacksonville Beach Code of Ordinances, the City Council shall consider the adoption of an ordinance enacting an amendment to the Zoning Atlas or Code based on only one (1) or more of the following factors, provided however, that in no event shall an amendment be approved which will result in an adverse community change in which the proposed development is located.

- (1) Whether the proposed amendment is consistent with the comprehensive plan;
- (2) Whether the proposed amendment is in conflict with any portion of the LDC;
- (3) Whether and the extent to which the proposed amendment is consistent with existing and proposed land uses;
- (4) Whether and the extent to which there are any changed conditions that require an amendment;
- (5) Whether and the extent to which the proposed amendment would result in demands on public facilities, and whether and the extent to which the proposed amendment would exceed the level of service standards established for public facilities in the comprehensive plan;
- (6) Whether, and the extent to which, zoning district boundaries are not properly drawn on the official zoning atlas;
- (7) Whether and the extent to which the proposed amendment would result in significantly adverse impacts on the natural environment, including, but not limited to, water, air, stormwater management, wildlife, vegetation, wetlands, and the natural functioning of the coastal environment;
- (8) Whether and the extent to which the proposed amendment would adversely affect the property values in the area;
- (9) Whether and the extent to which the proposed amendment would result in a logical and orderly development pattern;
- (10) Whether it is impossible to find other lands in the city for the proposed use in a zoning district that permits such use as of right.

Based on a review of the Zoning Amendment application, staff analysis of the information submitted, Community Redevelopment Agency review and approval of the amendment on March 27, 2017, a Planning Commission public hearing conducted on April 24, 2017, and a City Council Public Hearing conducted on May 15, 2017, the City Council has found that the applicant has fulfilled their burden to show that the project should be approved as follows:

1. The applicant has demonstrated significant experience relative to the development and management of, and demand for, residential rental properties through his existing businesses in the city.
2. Adequate public facilities are available to serve the proposed development.
3. The proposed permitted residential and commercial uses of the subject property are deemed to be consistent with the Downtown Community Redevelopment Plan and the Future Land Use Element and Map for the Jacksonville Beach 2030 Comprehensive Plan.
4. The proposed residential and commercial uses for the subject property are consistent with existing and potential future land uses in the surrounding neighborhood.
5. No evidence was presented that demonstrated that the requested amendment to the *Redevelopment District: RD* Ordinance governing the subject property will have an adverse impact on property values in the area.

Introduced by: Council Member Jeanell Wilson  
1st Reading: May 15, 2017  
2nd Reading: \_\_\_\_\_

**ORDINANCE NO. 2017-8089**

**AN ORDINANCE TO AMEND *REDEVELOPMENT DISTRICT: RD* ORDINANCE NO. 2016-8070, SUPPLEMENTING THE COMPREHENSIVE ZONING REGULATIONS AND PLAN FOR THE CITY OF JACKSONVILLE BEACH, FLORIDA, AS PROVIDED UNDER CHAPTER 34 OF THE CODE OF ORDINANCES OF SAID CITY.**

**WHEREAS**, the City Council of the City of Jacksonville Beach, Florida, heretofore enacted and established a Land Development Code and Zoning Atlas for said City; and

**WHEREAS**, the City Council approved the rezoning of certain lands in the City from *Commercial, limited: C-1* to *Redevelopment District: RD* on April 18, 2016, establishing a Redevelopment District, pursuant to Ordinance No. 2016-8070; and

**WHEREAS**, the owner of the subject property desires to modify the development plans for the project approved via Ordinance No. 2016-8070; and

**WHEREAS**, such modifications require an amendment to Ordinance No. 2016-8070 governing the subject property; and

**WHEREAS**, the City Council has considered the application to amend Ordinance No. 2016-8070, all relevant support materials, the staff report, the recommendations of the Community Redevelopment Agency and the Planning Commission, and public testimony given at the public hearings.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF JACKSONVILLE BEACH, FLORIDA:**

**SECTION 1.** That the City Council has considered the adoption of this ordinance based on one or more of the factors listed in Section 34-211(c) of the Land Development Code and hereby finds that this amendment will not result in an adverse change in the community in which it is located.

**SECTION 2.** That the Land Development Code and Zoning Atlas previously adopted by the City Council of the City of Jacksonville Beach, Florida, be and the same is hereby amended and, as amended, shall henceforth read as follows:

**SECTION 3.** That Ordinance No. 2016-8070 is hereby amended by replacing the Preliminary *RD* Development Plan and Project Narrative received on January 22, 2016 and

included in Exhibit A to Ordinance No. 2016-8070, with a new Project Narrative dated March 7, 2017 attached hereto as Exhibit A, and Preliminary RD Development Plan, Site Data Sheet and Building Elevation Drawing dated March 23, 2017, attached hereto as Exhibit B to this ordinance.

**SECTION 4.** Except as provided herein, all other portions of the Jacksonville Beach Land Development Code and Zoning Atlas remain in effect.

**SECTION 5.** All ordinances or parts of ordinances in conflict herewith be, and the same are, to the extent the same may be in conflict, hereby repealed.

**SECTION 6.** This ordinance shall take effect upon its adoption and recordation with the Clerk of Circuit Court, Duval County, Florida.

**AUTHENTICATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2017.**

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William C. Latham, MAYOR

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Laurie Scott, CITY CLERK

## NARRATIVE DESCRIPTION

### PROPOSED AMENDMENT TO THE ZONING MAP DESIGNATION

*March 7, 2017*

Mixed Use Facility @ 1<sup>st</sup> Street North and 6<sup>th</sup> Avenue North

2. *An 8 1/2 "x 11" vicinity map identifying the property proposed for amendment:*

**See Attached Exhibit #2.**

3. *An aerial photograph, less than twelve (12) months old, of the land proposed for amendment, with the boundaries clearly marked:*

**See Attached Exhibit #3.**

4. *For a rezoning, include a narrative description of the proposed amendment to the Zoning Map designation and an explanation of why it complies with the standards in the LDC governing a rezoning:*

**A. Existing conditions on the property:**

The subject property is bounded on the North by 7<sup>th</sup> Avenue North; on the East by 1<sup>st</sup> Street North, on the West by 2<sup>nd</sup> St North, and on the South by 6<sup>th</sup> Ave North. The site is vacant land. The property is not landscaped and has been an eyesore to the surrounding neighborhood for years.

**B. Existing Surrounding Uses:**

The existing surrounding use of this property is single family & commercial to the West; multi-family to the North; commercial to the East and the Casa Marina hotel to the Southeast; commercial to the South.

**C. Proposed Mixed-Use Development:**

The owner of the subject property is proposing a six story, mixed use project with approximately 2,500 sf of commercial space, 54 multi-family units, and a maximum of 57 Hotel Rooms. A pool & deck will be located outside on the 3rd floor on the Southside of the structure.

The subject property has a maximum allowed height of 68'. The allowable height is greater than 35' due to the negotiated settlement with the previous owner and the City of Jacksonville Bch. The site plan attached herein contemplates a building height of 65'.

Parking spaces will be located on the ground level and the 2<sup>nd</sup> level.

**D. Consistency w/ the Jacksonville Beach Community Redevelopment Plan:**

*General Objectives:*

Aids in elimination of "Blight" conditions created by the vacant parcel.

Augments the growth of the vibrant Mixed-Use residential/commercial community that has developed in the downtown “core” district during the last several years.

The creation of an attractive exterior design to encourage standards of high quality for future redevelopment in the area.

The addition of residents to help make the overall neighborhood safer and provide patrons to the nearby businesses. It will also provide an increased tax base, foster the growing mixed-use community, generate a hub of activity in the neighborhood, and turn a long-standing eyesore into an attractive mixed-use community in the downtown core area.

The current owner has completed development of a mixed use building in the block to the North, and 2 apartment buildings each containing 22 residential units on 9<sup>th</sup> Ave S, and 2<sup>nd</sup> Ave S.

The owner has received numerous inquiries from prospects about renting the fully appointed units at these projects on a short term basis. There is demand for fully appointed units that are available for a term less than 7 months.

The Hotel units will provide temporary housing with the conveniences of home for the existing visitor traffic to sporting events, health care clinics, military temporary duty assignments, corporate relocations, and colleges and universities in the area.

The development follows already established street and utility patterns.

The new proposed development promotes pedestrian activity through improved paving and an appropriately scaled building which will be compatible with the current downtown environment.

**E. Consistency w/ the LDC applicable to RD District designation:**

The proposed project maintains consistency with the objectives of the Redevelopment District designation, the major elements of which, are shown below and represent key components of the zoning code.

The proposed development is appropriate to the Jacksonville Beach Community Redevelopment Plan and is compatible with the surrounding uses. Furthermore, it does not propose one of the specifically prohibited uses listed in LDC Sec 34-347 (c)(3)i.

It is consistent with the Future Land Use Map Designation and C-1 Zoning designation of the subject property, and is also consistent with the CBD district site design and lot layout standards.

The proposed zoning will be RD (Redevelopment District), Downtown Sub district and is consistent with all the permitted uses.

The structure will be 65’ which will consist of 2 levels of parking, 4 levels of multi-family and hotel space, and commercial space on the ground level. 2’ of side yard setback has been provided for each foot in excess of 35’ as required by the LDC. The minimum side yard requirement for the project is 60’, the current site plan provides a minimum side yard of 65’ of total side yard.

The Hotel Units would be restricted to hotel use only via a document acceptable to the City and the Owner, executed by the owner to run in perpetuity with the property.

Any signage related to the new development will be consistent with the Jacksonville Beach Community Redevelopment Plan and standards of LDC Article VIII, Division 4.

Civil Engineer:

Kimley Horn & Associates

Joe Mecca & Brian Deitsch

12740 Gran Bay Parkway West, Suite 2350

Jacksonville, FL 32258

904-828-3900

Architect:

Humphreys & Partners

Dallas, TX

Attorney:

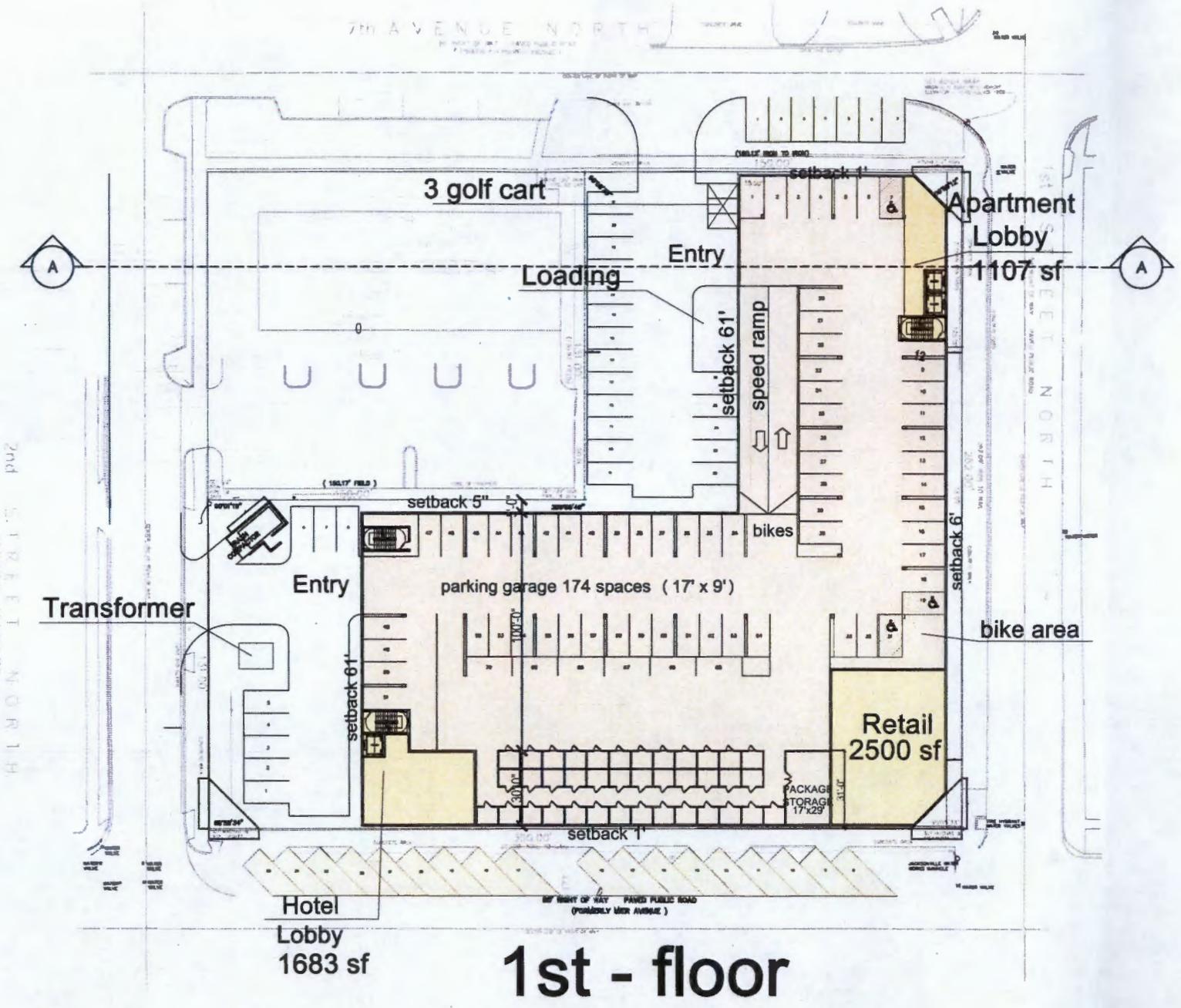
Balch & Bingham

Steve Greenhut

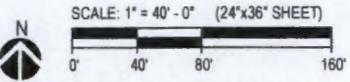
841 Prudential Dr, Suite 1400

Jacksonville, FL

904-348-6855



# 1st - floor



TABULATION:  
6 STORY

TOTAL SITE AREA: 1.36 ACRES

LOT COVERAGE RATIO:

IMPERVIOUS AREA: 1.25 ACRES (92%)  
PERVIOUS AREA: 0.11 ACRES (8%)

RETAIL : 2500 SQ.FT  
CLUB HOUSE : 3734 SQ.FT

TOTAL NO.OF UNITS APARTMENTS : 54 UNITS ( 980 SF AVG) 50% 1BR/1BA - 50% 2BR/2BA

TOTAL NO OF ROOMS HOTEL : 57 UNITS  
32 UNITS - 450 SF AVG  
25 UNITS - 550 SF AVG

TOTAL : 111 UNITS

PARKING:

ONSITE:  
1ST LEVEL PARKING  
INSIDE BLDG. 69  
OUTSIDE BLDG. 26  
  
2ND LEVEL PARKING 98  
  
TOTAL PARKING PODIUM 167  
TOTAL PARKING 193 SPACES (including 8 HC spaces)  
REQUIRED 188 SPACES

Calculation parking spaces required:  
Apartments 54x2=108 spaces  
50 Hotel Units 50x1.25=63 spaces  
7 Hotel Units 7x1=7 spaces  
2500 sf retail 2500/250=10 spaces  
Total 188 spaces

OFF SITE STREET PARKING :25 SPACES

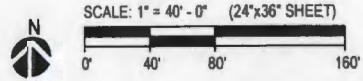
SIDE YARD SETBACK

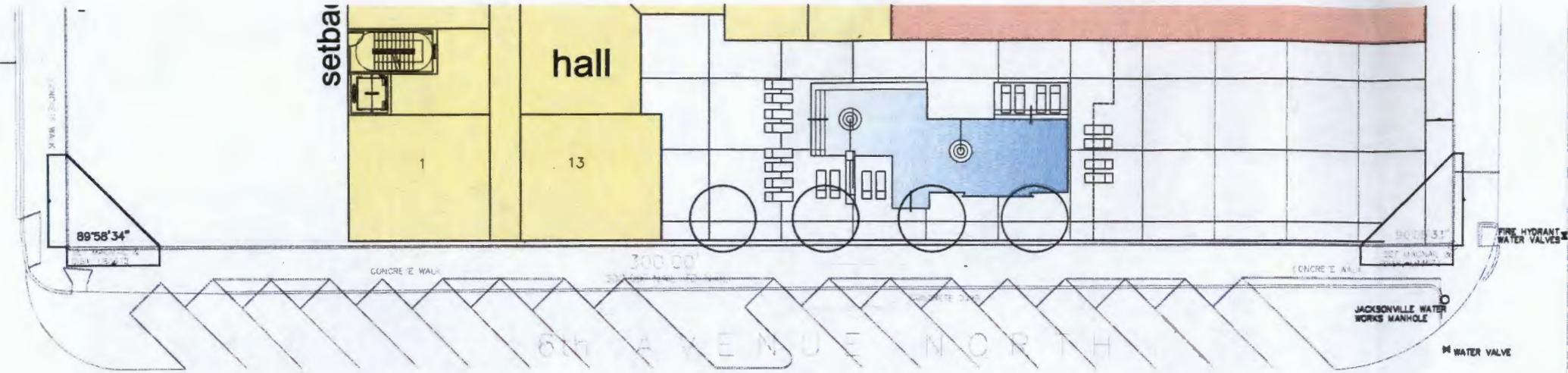
NORTH PORTION OF BUILDING:

EAST SIDE YARD: 6'  
WEST SIDE YARD: 59'  
TOTAL: 65'

SOUTH PORTION OF BUILDING:

EAST SIDE YARD: 6'  
WEST SIDE YARD: 60'  
TOTAL 66'





SOUTH ELEVATION

A-204

