



**ACTION REPORT  
CITY OF ORMOND BEACH, FLORIDA  
CITY COMMISSION MEETING  
March 21, 2019  
7:00 PM**

**Mayor Bill Partington**

**Zone 1 – Commissioner Dwight Selby**

**Zone 3 – Commissioner Susan Persis**

**Zone 2 – Commissioner Troy Kent**

**Zone 4 – Commissioner Rob Littleton**

**COMMISSION CHAMBERS**

**22 South Beach Street, Ormond Beach, FL 32174**

**Phone: 386-677-0311**

**Web: [www.ormondbeach.org](http://www.ormondbeach.org)**

- 1. CALL TO ORDER**
- 2. INVOCATION**
- 3. PLEDGE OF ALLEGIANCE**
- 4. PRESENTATIONS AND PROCLAMATIONS**
  - A. Ormond Beach Police Officer Introductions
- 5. AUDIENCE REMARKS - REGARDING ITEMS NOT ON THE AGENDA**
- 6. APPROVAL OF MINUTES**
  - A. Minutes from City Commission meeting – February 26, 2019 **APPROVED**
  - B. Minutes from City Commission meeting – March 5, 2019 **APPROVED AS AMENDED**
- 7. COMMUNITY REDEVELOPMENT AGENCY**
  - A. **RESOLUTION NO. 2019-63:** A RESOLUTION OF THE CITY COMMISSION, ALSO ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY, OF THE CITY OF ORMOND BEACH, FLORIDA, ACCEPTING A BID FROM BRANCE DIVERSIFIED, INC. FOR CONSTRUCTION SERVICES REGARDING THE CASSEN PARK FLOATING DOCK BREAKWATER AND DREDGING PROJECT, UNDER BID NO. 2019-08; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT

THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE. **(SEE ITEM 8.A)**

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**APPROVED**

- B. RESOLUTION NO. 2019-64:** A RESOLUTION OF THE CITY COMMISSION, ALSO ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY, OF THE CITY OF ORMOND BEACH, FLORIDA, ACCEPTING A PROPOSAL FROM DREDGING & MARINE CONSULTANTS, LLC TO PROVIDE CONSTRUCTION ADMINISTRATION SERVICES REGARDING THE CASSEN PARK FLOATING DOCK, BREAKWATER AND DREDGING PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE. **(SEE ITEM 8.B)**

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**APPROVED**

## **8. CONSENT AGENDA**

The action proposed is stated for each item on the Consent Agenda. Unless a City Commissioner removes an item from the Consent Agenda, no discussion on individual items will occur and a single motion will approve all items.

- A. RESOLUTION NO. 2019-63:** A RESOLUTION OF THE CITY COMMISSION, ALSO ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY, OF THE CITY OF ORMOND BEACH, FLORIDA, ACCEPTING A BID FROM BRANCE DIVERSIFIED, INC. FOR CONSTRUCTION SERVICES REGARDING THE CASSEN PARK FLOATING DOCK BREAKWATER AND DREDGING PROJECT, UNDER BID NO. 2019-08; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**APPROVED**

- B. RESOLUTION NO. 2019-64:** A RESOLUTION OF THE CITY COMMISSION, ALSO ACTING AS THE COMMUNITY REDEVELOPMENT AGENCY, OF THE CITY OF ORMOND BEACH, FLORIDA, ACCEPTING A PROPOSAL FROM DREDGING & MARINE CONSULTANTS, LLC TO PROVIDE CONSTRUCTION ADMINISTRATION SERVICES REGARDING THE CASSEN PARK FLOATING DOCK, BREAKWATER AND DREDGING PROJECT; AUTHORIZING THE EXECUTION OF A WORK AUTHORIZATION THERETO; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**APPROVED**

- C. RESOLUTION NO. 2019-60:** A RESOLUTION ACCEPTING A BID FROM MCMAHAN CONSTRUCTION CO., INC. FOR CONSTRUCTION SERVICES REGARDING THE FORCE MAIN UPGRADES PROJECT,

UNDER BID NO. 2019-07; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *John Noble, City Engineer (386-676-3269)*

**APPROVED**

- D. **RESOLUTION NO. 2019-61:** A RESOLUTION ACCEPTING A BID FROM MCMAHAN CONSTRUCTION CO., INC. FOR CONSTRUCTION SERVICES REGARDING BREAKAWAY TRAILS GROUND STORAGE TANK AND PUMP STATION IMPROVEMENTS PROJECT, UNDER BID NO. 2019-19; AUTHORIZING THE EXECUTION OF A CONTRACT AND PAYMENT THEREFOR; REJECTING ALL OTHER BIDS; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *John Noble, City Engineer (386-676-3269)*

**APPROVED**

- E. **RESOLUTION NO. 2019-62:** A RESOLUTION ACCEPTING THE PROPOSAL OF MEAD AND HUNT, INC., REGARDING PROFESSIONAL ENGINEERING SERVICES FOR THE DESIGN OF THE FLEMING AVENUE STORMWATER PUMP STATION PROJECT; AUTHORIZING THE EXECUTION OF AN AGREEMENT AND PAYMENT THEREFOR; REJECTING ALL OTHER PROPOSALS; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *John Noble, City Engineer (386-676-3269)*

**APPROVED**

- F. **RESOLUTION NO. 2019-65:** A RESOLUTION AUTHORIZING THE EXECUTION OF TWO LOCALLY FUNDED AGREEMENTS BETWEEN THE CITY AND FLORIDA DEPARTMENT OF TRANSPORTATION, REGARDING THE UPGRADE OF MAST ARMS AT TWO INTERSECTIONS ALONG A1A; AUTHORIZING PAYMENT THEREFORE; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *John Noble, City Engineer (386-676-3269)*

**APPROVED**

- G. **RESOLUTION NO. 2019-66:** A RESOLUTION AUTHORIZING THE EXECUTION OF CHANGE ORDER NUMBER ONE (1) TO THAT CONTRACT AWARDED TO MCMAHAN CONSTRUCTION CO., INC., REGARDING THE WATERMAIN REPLACEMENT (MAINLAND) PROJECT, BY INCREASING THE CONTRACT PRICE BY \$33,820.75; INCREASING THE CONTRACT TIME BY 60 DAYS; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *John Noble, City Engineer (386-676-3269)*

**APPROVED**

- H. **RESOLUTION NO. 2019-67:** A RESOLUTION AUTHORIZING THE EXECUTION OF A RELEASE OF A SPECIAL MAGISTRATE ADMINISTRATIVE FINE/LIEN FOR CODE VIOLATION ON PROPERTY

LOCATED AT 245 OLEANDER PLACE, ORMOND BEACH, VOLUSIA COUNTY, FLORIDA (PARCEL ID NO. 4241-09-00-0010); AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Chris Mason, Neighborhood Improvement Manager (386-676-3352) **APPROVED**

- I. **RESOLUTION NO. 2019-68:** A RESOLUTION AUTHORIZING THE EXECUTION OF A RELEASE OF A SPECIAL MAGISTRATE ADMINISTRATIVE FINE/LIEN FOR CODE VIOLATION ON PROPERTY LOCATED AT 245 OLEANDER PLACE, ORMOND BEACH, VOLUSIA COUNTY, FLORIDA (PARCEL ID NO. 4241-09-00-0010); AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Chris Mason, Neighborhood Improvement Manager (386-676-3352) **APPROVED**

- J. **RESOLUTION NO. 2019-69:** A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PUBLIC UTILITY, ACCESS AND MAINTENANCE EASEMENT DEED FROM GRANADA POINTE INVESTORS, LLC, FOR PROPERTY LOCATED AT 600 WEST GRANADA BOULEVARD IN CONJUNCTION WITH THE GRANADA POINTE DEVELOPMENT PROJECT; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341) **APPROVED**

- K. **RESOLUTION NO. 2019-70:** A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PUBLIC UTILITY, ACCESS AND MAINTENANCE EASEMENT DEED FROM GRANADA POINTE INVESTORS, LLC, FOR PROPERTY LOCATED AT 650 WEST GRANADA BOULEVARD IN CONJUNCTION WITH THE GRANADA POINTE DEVELOPMENT PROJECT; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341) **APPROVED**

- L. **2019 River to Sea TPO Call For Projects Application: Pineland Trail Roadway Improvements**

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**Disposition:** Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**

- M. **2019 River to Sea TPO Call For Projects Application: North Nova Road Corridor Improvements**

**Staff Contact:** John Noble, City Engineer (386-676-3269)

**Disposition:** Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**

- N. **2019 River to Sea TPO Call For Projects Application: US 1 Sidewalk from Airport Rd. to Broadway Ave.**  
*Staff Contact:* John Noble, City Engineer (386-676-3269)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- O. **RFP 2019-21: City of Ormond Beach Transportation Consultant Services**  
*Staff Contact:* John Noble, City Engineer (386-676-3269)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- P. **Annual Aerial Fireworks Display Contract Award**  
*Staff Contact:* Robert Carolin, Leisure Services Director (386-676-3279)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- Q. **Request for the City Commission to Allow a Mountain Bike Trail to be Constructed at Riverbend Park**  
*Staff Contact:* Robert Carolin, Leisure Services Director (386-676-3279)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- R. **Request for the City Commission to Allow Friends of the Performing Arts Center to Proceed with Renovations at the Performing Arts Center**  
*Staff Contact:* Robert Carolin, Leisure Services Director (386-676-3279)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- S. **Auto Renew Contracts for "Miscellaneous Crafts & Trades Services - As Needed"**  
*Staff Contact:* Robert Carolin, Leisure Services Director (386-676-3279)  
*Disposition:* Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**
- T. **Auto Renew Contract for American Janitorial, Inc.**  
*Staff Contact:* Robert Carolin, Leisure Services Director (386-676-3279)

**Disposition:** Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**

**U. Auto Renew Contracts - Four Sports Agreement**

**Staff Contact:** Robert Carolin, Leisure Services Director (386-676-3279)

**Disposition:** Approve as recommended in the City Manager memorandum dated March 21, 2019. **APPROVED**

**9. PUBLIC HEARINGS**

**A. RESOLUTION NO. 2019-71:** A RESOLUTION AUTHORIZING THE EXECUTION AND ISSUANCE OF A FIRST AMENDED SPECIAL EXCEPTION DEVELOPMENT ORDER FOR SALTY MINISTRIES, INC. TO BE KNOWN AS THE "SALTY CHURCH" SPECIAL EXCEPTION LOCATED AT 221 VINING COURT AND 190 COQUINA COURT, WITHIN THE B-4 (CENTRAL BUSINESS) ZONING DISTRICT, WITHIN THE DOWNTOWN OVERLAY DISTRICT; TO ALLOW AN ADDITIONAL 6,457 SQUARE FEET EXPANSION AND IMPROVEMENTS OF THE ASSEMBLY AREA; TO ALLOW FUTURE RENOVATIONS BE APPROVED IN ACCORDANCE WITH B-4 ZONING DISTRICT; AND TO ACKNOWLEDGE THE EXPIRATION OF RESOLUTION 2007-85; RATIFYING AND AFFIRMING THE DEVELOPMENT ORDER; REQUIRING A UNITY OF TITLE FOR THE PARCELS; ESTABLISHING CONDITIONS AND EXPIRATION DATE OF APPROVAL; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED**

**B. ORDINANCE NO. 2019-2:** AN ORDINANCE ADOPTING CERTAIN UPDATED SCHEDULES TO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ORMOND BEACH COMPREHENSIVE PLAN; PROVIDING WHEN SUCH UPDATES SHALL TAKE EFFECT; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED ON SECOND READING**

**C. ORDINANCE NO. 2019-3:** AN ORDINANCE AMENDING PARAGRAPH C, OFFICIAL ZONING MAP, OF SECTION 2-01, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF ARTICLE 1, ESTABLISHMENT OF ZONING DISTRICTS AND OFFICIAL ZONING MAP, OF CHAPTER 2, DISTRICT AND GENERAL REGULATIONS, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE, BY AMENDING THE OFFICIAL ZONING MAP TO REZONE A CERTAIN PARCEL OF REAL PROPERTY TOTALING APPROXIMATELY 3.56-ACRES LOCATED AT 275 INTERCHANGE BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER: 4125-10-00-006B) FROM B-7 (HIGHWAY TOURIST COMMERCIAL) WITH A PLANNED BUSINESS



DEVELOPMENT OVERLAY (SOUTHWEST I-95 COMPLEX) TO (PBD) PLANNED BUSINESS DEVELOPMENT, AUTHORIZING REVISION OF OFFICIAL ZONING MAP; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED ON SECOND READING**

- D. **ORDINANCE NO. 2019-4:** AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF A DEVELOPMENT ORDER FOR A PLANNED BUSINESS DEVELOPMENT TO BE KNOWN AS "EXTENDED STAY AMERICA", AUTHORIZING THE CONSTRUCTION OF A FOUR (4) STORY ALL SUITES HOTEL WITH 124 ROOMS ALONG WITH ASSOCIATED SITE IMPROVEMENTS TO BE LOCATED AT 275 INTERCHANGE BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER: 4125-10-00-006B); AUTHORIZING A PARKING DEFERRAL OF 39 PARKING SPACES; ESTABLISHING CONDITIONS AND EXPIRATIONS OF APPROVAL; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED ON SECOND READING**

- E. **ORDINANCE NO. 2019-5:** AN ORDINANCE AUTHORIZING THE EXECUTION AND ISSUANCE OF A FIRST AMENDED PLANNED BUSINESS DEVELOPMENT ORDER FOR THE "GRANADA POINTE" PLANNED BUSINESS DEVELOPMENT, LOCATED AT 520 WEST GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-0010), 550 WEST GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-0020), 600 WEST GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-0030), 650 WEST GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-0040), 535 TOMOKA AVENUE (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-000A), 101 BENNETT LANE (VOLUSIA COUNTY PARCEL NUMBER 4241-48-00-000B), 655 WEST GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-01-12-0100), NO ADDRESS, NORTH SIDE OF GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-01-12-0100), NO ADDRESS, NORTH SIDE OF GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-01-10-0070), NO ADDRESS, NORTH SIDE OF GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-01-09-0120), NO ADDRESS, NORTH SIDE OF GRANADA BOULEVARD (VOLUSIA COUNTY PARCEL NUMBER 4241-01-09-0110); TO ALLOW A CAR WASH AS A PERMITTED RETAIL USE UNDER CERTAIN CONDITIONS; TO ALLOW PRIVACY WALLS TO RANGE FROM A MINIMUM OF SIX (6.0') IN HEIGHT TO A MAXIMUM OF EIGHT (8.0') IN HEIGHT; TO REMOVE THE CONDITION FOR AN EASEMENT FOR EIGHT (8) PARKING SPACES ON THE NORTH PARCEL; PROVIDING FOR THE \$10,000 CONTRIBUTION TO BE MADE TO THE ORMOND BEACH HISTORICAL SOCIETY; AND CLARIFYING THAT TWO (2) OUTPARCELS

ARE PERMITTED ON UNIT 4; ESTABLISHING CONDITIONS AND EXPIRATIONS OF APPROVAL; RATIFYING AND CONFIRMING ALL PRIOR APPROVALS; AND SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED – AMENDMENTS 1-3 ON SECOND READING;**  
**FAILED – AMENDMENT 4 ON SECOND READING;**  
**APPROVED – AMENDMENT 4, MOTION TO HAVE IT REMOVED AS A CONDITION OF ORDINANCE AND DEVELOPMENT ORDER ON SECOND READING;**  
**APPROVED – AMENDMENT 5 ON SECOND READING;**  
**FAILED – AMENDMENT 6 ON SECOND READING;**  
**APPROVED – AMENDMENT 6, MOTION TO DENY ON SECOND READING;**  
**APPROVED UNDERLYING ORDINANCE AS ACCEPTED**

- F. **ORDINANCE NO. 2019-8:** AN ORDINANCE AMENDING THE FUTURE LAND USE ELEMENT OF THE COMPREHENSIVE PLAN OF THE CITY OF ORMOND BEACH BY AMENDING THE FUTURE LAND USE MAP TO CHANGE THE DESIGNATION OF ONE (1) PARCEL OF REAL PROPERTY TOTALING 5.02± ACRES LOCATED AT 2575 WEST GRANADA BOULEVARD, VOLUSIA COUNTY PROPERTY APPRAISER PARCEL NUMBER 4128-00-00-0025 FROM “PUBLIC/ INSTITUTIONAL” (PI) TO “SUBURBAN LOW DENSITY RESIDENTIAL” (SLDR); PROVIDING FOR CONFLICT; AUTHORIZING TRANSMITTAL; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**APPROVED ON FIRST READING**

- G. **ORDINANCE NO. 2019-9:** AN ORDINANCE AMENDING CHAPTER 3, PERFORMANCE STANDARDS, ARTICLE VI, ARCHITECTURAL DESIGN STANDARDS, OF THE ORMOND BEACH LAND DEVELOPMENT CODE, BY ADDING A NEW SECTION 3-72, ORIGINAL ARTWORK MURALS ON PRIVATE PROPERTY, REGARDING MURALS ON PRIVATE PROPERTY; AMENDING CHAPTER 2, ARTICLE IV, CONDITIONAL AND SPECIAL EXCEPTION REGULATIONS, SECTION 2-57(78), “TATTOO PARLORS”; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** Steven Spraker, Planning Director (386-676-3341)  
**MOTION FAILED ON FIRST READING**  
**MOTION TO INCLUDE PROVISION REQUIRING APPLICANT AND BUILDING OWNER TO REIMBURSE CITY FOR ADVERTISING COSTS**  
**APPROVED ON FIRST READING**



- H. **ORDINANCE NO. 2019-10:** AN ORDINANCE AMENDING CHAPTER 3, PERFORMANCE STANDARDS, ARTICLE IV, SIGN REGULATIONS, SECTION 3-48, INGRESS AND EGRESS AND ADDRESS SIGNS FOR PUBLIC SAFETY AND TRAFFIC CIRCULATION, OF THE CITY OF ORMOND BEACH LAND DEVELOPMENT CODE; BY ADDING A SECTION FOR WALL SIGN, ANIMATED; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; PROVIDING FOR SEVERABILITY; AND SETTING FORTH AN EFFECTIVE DATE.

**Staff Contact:** *Steven Spraker, Planning Director (386-676-3341)*

**APPROVED ON FIRST READING**

## 10. SECOND READING OF ORDINANCES

- A. **ORDINANCE NO. 2019-7:** AN ORDINANCE AMENDING CHAPTER 10, SOLID WASTE, YARD WASTE AND RECYCLABLES, SECTION 10-16(6), RECYCLING, OF THE CODE OF ORDINANCES, BY INCREASING FEES FOR THE COLLECTION AND DISPOSAL OF RECYCLING; REPEALING ALL INCONSISTENT ORDINANCES OR PARTS THEREOF; SETTING FORTH AN EFFECTIVE DATE. **(SECOND READING)**

**Staff Contact:** *Kelly McGuire, Finance Director (386-676-3226)*

**APPROVED ON SECOND READING**

## 11. REPORTS, SUGGESTIONS, REQUESTS

## 12. ADJOURNMENT

Website Address – [www.ormondbeach.org](http://www.ormondbeach.org)

**NOTICE** – Pursuant to Section 286.0105 of the Florida Statutes, if any person decides to appeal any decision made by the City Commission with respect to any matter considered at this public meeting, such person will need a record of the proceedings and for such purpose, such person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which the appeal is to be based.



For special accommodations, please notify the City Clerk's Office at least 72 hours in advance.  
Phone: 386-677-0311



Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained from the City Clerk's Office.

In accordance with the Americans with Disabilities Act (ADA), persons with a disability, such as a vision, hearing or speech impairment, or persons needing other types of assistance, and who wish to attend City Commission meetings or any other board or committee meeting may contact the City Clerk's Office in writing, or may call 386-677-0311 for information regarding available aids and services.