



**MINUTES**  
**COMMUNITY DEVELOPMENT BOARD**  
**February 9, 2022 AT 6:00 P.M.**  
**COUNCIL CHAMBERS**  
**116 FIRST STREET**  
**NEPTUNE BEACH, FLORIDA 32266**

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Pursuant to proper notice a public hearing of the Community Development Board for the City of Neptune Beach was held both in person February 9, 2022 at 6:07 p.m. in the Council Chambers.

Attendance

Board members were in attendance:

Bob Frosio, Vice-Chair  
Charley Miller, Member  
Greg Schwatzenberger, Member  
Jonathan Raitti, Member  
Rene Atayan, Member  
William Hilton, Alternate Member  
Tony Mazzola, Alternate Member

The following staff members were present:

Samantha Brisolara, Community Development Director  
Stefen Wynn, City Manager  
Zachary Roth, City Attorney  
Piper Turner, Code Compliance Supervisor

Pledge

Pledge of Allegiance.

Call to Order/Roll Call

Vice-Chair Frosio called the meeting to order at 6:07 p.m.

Minutes

Made by Atayan, seconded by Hilton.

**MOTION: TO APPROVE FEBRUARY 9, 2022 MINUTES AS SUBMITTED.**

Roll Call Vote:

Ayes: 7-Schwartzenger, Miller, Hilton, Mazzola, Raitti, Atayan,  
Frosio

Noes: 0

**MOTION CARRIED**

ULDC  
Rewrite  
review  
Articles I & II

Board discussion and review of Chapter 27 Division 8 Variances; Division 9 Special Exceptions; Division 10 Amending this code; Division 11 Amending the Comprehensive Plan; Article IV Land Use of the Neptune Beach Unified Land Development Code Revisions Draft.

### Suggested Changes

Section	Comment
27-145(2)(e)	Remove reference to floodplain variance in Section 27-150
27-149	Remove (h)(4)
27-159(d)	Insert Language: " <u>For all zoning districts outside of the Central Business District (CBD) special exception affecting one acre or more of land, and for all PUD's the decision of the Community Development Board shall be a recommendation to the City Council, which will make the final decision.</u> <u>For Special exceptions inside the CBD zoning district both the Community Development Board and City Council must approve the exception.</u> "
27-163(a)(3)	Ensure party intrveners area consistent throughout code. We want to ensure only stakeholders and those involved in the permitting/application process are appealing to the board/city council.
27-163(c)	Replace the current proposed language with the same appeal procedure under Section 27-153(c) (1-3)
27-163(c)	Fees to be established by City Council Resolution
27-165	Extensions to Special exceptions expiration dates will be tied with the land and not the property owner
Throughout the code	All references to elementary, middle and high schools should be change to "Primary/Secondary Education Facilities".
27-231(b)(1)	Clarify Atlantic Blvd and Seagate Ave
	Clarify where the NC and RC overlays are located
27-236(c)(16) Overhead Balcony-small	Create consistency of 8-foot clearance in Section 27-243(b)(2)
27-237(6-8)	Add the " <u>Furthermore</u> " section that is currently stricken back into the code for the C-1, C-2 and C-3 districts.
27-245	Remove mention of Development Agreement. PUD's will be reviewed as a Development Ordre. Add provision: Developer must provide a public benefit to be considered for approval under a PUD.

Provide a new map to better clarify the locations of the RC and NC overlay districts prior to the board's next meeting.

Ensure carports are allowed.  
Add special provisions to the code to encourage retrofitting of existing structures with porches and balconies. To enhance the proposed character of the area, the board is suggesting the addition of a special exception to allow balconies and porches. Staff is in support of this idea with certain limitations, provided the retrofits will not encroach on utility easements, rights-of-way or in a setback as to endanger the life, liberty or welfare to the public.

Election

Election of Chair and Vice-Chair for a period of one year.

Made by Raitti, seconded by Miller.

**MOTION: TO ELECT ROBERT FROSIO AS CHAIR AND GREG SCHWARTZENBERGER AS VICE-CHAIR.**

Roll Call Vote:

Ayes: 6-Mazzola, Schwartzenberger, Miller, Raitti, Atayan, Frosio

Noes: 0

Absent: 1-Hilton

**MOTION APPROVED.**

Adjournment

The next board meeting will be March 9, 2022 at 6:00 pm. There being no further business, the meeting was adjourned at 7:29 p.m.

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Robert Frosio, Chairperson

ATTEST:

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Piper Turner, Board Secretary