

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
AGENDA**

DATE: TUESDAY, APRIL 2, 2024
TIME: 6:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Michael Cox
Councilmember Meredith Martin
Councilmember Zach Bullock
Councilmember Darfeness Hinds

OTHERS:

City Manager Terry Bovaird
Attorney Kiersten Ballou
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

ITEM – 2 – MAYORS STUDENT OF THE MONTH. Ariel M. Cardoso-Earick, 7th Grade Williston Middle-High School, Daisey Cifuentes, 6th Grade Williston Middle High School, and Xintong Lin 2nd Grade, Joyce Bullock Elementary School. (pp 5-6)

ITEM – 3 – PROCLAMATION RECOGNIZING APRIL AS WATER CONSERVATION MONTH. MAYOR CHARLES GOODMAN.

ITEM – 4 – PUBLIC PARTICIPATION

ITEM – 5 – CONSENT AGENDA – (pp 7-16)

- Council minutes from February 20, 2024
- Resolution 2024-42: Approving a Manager Position at the Williston Animal Shelter and providing an effective date.
- Resolution 2024-43: Renaming the Williston Community Animal Rescue to the Williston Animal Shelter; and providing an effective date.

ITEM – 6 – UPDATES

A. STAFF AND BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD
- STAFF
- COUNCIL
- MAYOR

CITY OF WILLISTON, FLORIDA
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ITEM – 7 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: USDA GRANT. POLICE CHIEF MIKE ROLLS AND FINANCE DIRECTOR STEPHEN BLOOM.
- B. RESOLUTION 2024-39: A RESOLUTION OF THE CITY OF WILLISTON, FLORIDA, APPOINTING MAX BLANKS TO THE BOARD OF ADJUSTMENTS, AND CODE ENFORCEMENT, SEAT 3 FOR TERM BEGINNING APRIL 1, 2024, AND ENDING APRIL 1, 2027; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER, LAURA JONES. (pp 17-20)
- C. RESOLUTION 2024-44: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AWARDED JBPRO REQUEST FOR PROPOSAL NUMBER 2024-01 TO ASSIST THE CITY OF WILLISTON WITH A COMPREHENSIVE PLAN UPDATE. CITY PLANNER LAURA JONES. (pp 21-53)
- D. RESOLUTION 2024-45: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE BUILDING DEPARTMENT FEE SCHEDULE ATTACHED AS EXHIBIT “A” AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. (pp 54-58)
- E. RESOLUTION 2024-48: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL SERVICES WITH WRIGHT-PIERCE, INC., AND PROVIDING AN EFFECTIVE DATE. DONALD BARBER PUBLIC WORKS SUPERVISOR. (pp 59-70)
- F. RESOLUTION 2024-49: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A SEAL BID AUCTION FOR SURPLUS PROPERTY OF VEHICLE #141 AND VEHICLE #161. POLICE CHIEF MIKE ROLLS. (pp 71-72)

OPEN PUBLIC HEARING

- G. ORDINANCE 2024-723: AN ORDINANCE TO PROVIDE FOR THE ANNEXING OF CERTAIN PROPERTY IN THE CITY OF WILLISTON; PROVIDING THE DESCRIPTION OF THE ANNEXED PROPERTY; PROVIDING THAT THE ANNEXED AREA BE SUBJECTED TO ALL LAWS AND REGULATION AND ENTITLED TO ALL BENEFITS AND PRIVILEGES; PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. (pp 73-81)
- H. ORDINANCE 2024-724: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA RELATING TO AMENDMENTS TO THE CITY OF WILLISTON COMPREHENSIVE PLAN AND ZONING MAP FOR THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING THE FUTURE LAND USE MAP OF THE CITY’S COMPREHENSIVE PLAN, AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY’S LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION BY L&B INVESTMENT GROUP LLC, FOR TAX PARCEL NO. 0486600000; CHANGING THE FUTURE

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

LAND USE CLASSIFICATION OF THE DESIGNATED PROPERTY FROM PUBLIC (COUNTY) TO AGRICULTURAL (A) (TAX PARCEL NO. 0486600000) CHANGING THE ZONING OF THE DESIGNATED PROPERTY TO AGRICULTURAL. CITY PLANNER LAURA JONES. (pp 82-95)

- I. ORDINANCE 2024-725: AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING SECTION 44-12, NON-CONFORMING LOTS, NON- CONFORMING USES OF LAND, NON-CONFORMING STRUCTURES, NON-CONFORMING CHARACTERISTICS OF USE, AND NON-CONFORMING USE OF STRUCTURES AND PREMISES; AMENDING SECTION 60-172, PERMITTED PRINCIPLE USES AND STRUCTURES; AMENDING SECTION 60-179, MAXIMUM FLOOR AREA RATIO; AMENDING SECTION 60-180 MAXIMUM LOT COVERAGE BY ALL IMPERVIOUS SURFACES; AMENDING SECTION 60-182 MINIMUM OFF-STREET PARKING REQUIREMENTS DESCRIBED HEREIN; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. (pp96-150)

CLOSE PUBLIC HEARING

ITEM – 8 – PUBLIC PARTICIPATION

ITEM - 9 - ANNOUNCEMENTS

ITEM – 10 – ADJOURNMENT

NEXT SCHEDULED COUNCIL MEETING APRIL 16, 2024, AT 6:00 P.M.

NEW LINK: Please join my meeting from your computer, tablet or smartphone.

<https://v.ringcentral.com/join/069017976>

Meeting ID: 069017976

One tap to join audio only from a smartphone:
+16504191505,, 069017976/# United States (San Mateo, CA)

Or dial:

+1 (650) 4191505 United States (San Mateo, CA)

Access Code / Meeting ID: 069017976

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

International numbers available: <https://v.ringcentral.com/teleconference>

YouTube Link: <https://www.youtube.com/channel/UCKt1468kcNjBS2AYgOaBsRQ>

Clicking this link will enable you to see and hear the Council meeting.

Council Meeting Procedures for members of the Public

1. All cell phones to be turned off when entering the Council Chambers.
2. Once the audience has taken their seat and the meeting begins, there will be no talking between audience members during the course of the Council meeting. If anyone continues to talk within the audience and is called down 3 times during the course of the meeting, on the third time that person will be escorted out of the Council meeting;
3. The audience must be recognized by the President before being allowed to address the Council;
4. The member of the audience that is recognized will proceed to the podium, state their name for the benefit of the City Clerk, prior to offering comments on a given matter.
5. The audience member will be limited to not more than 5 minutes to speak based on Resolution 2012-07;
6. There will be no personal attacks made by any member in the audience toward a sitting Council member and no personal attacks made by any Council member toward a member of the audience;
7. There will be no conversation between a member of the audience that has been recognized and any other member of the audience when speaking while at the podium;
8. If an audience member wants to speak more than the allotted 5 minutes allowed then that person should make a request to City Hall so that the item may be placed on the agenda.

Minutes of the City Council meeting may be obtained from the City Clerk's office. The minutes are recorded, but not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

In accordance with Section 286.0105, Florida Statutes, notice is given that if a person wishes to appeal a decision made by the City Council with respect to any matter considered at this meeting they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the Mayor through the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

Date: April 2, 2024

COUNCIL AGENDA ITEM

TOPIC: MAYOR'S STUDENT OF THE MONTH

BACKGROUND / DESCRIPTION:

- 1. Ariel Cardoso-Earick 7th Grade, Williston Middle High School.**
- 2. Daisey Cifuentes 6th Grade, Williston Middle High School.**
- 3. Xintong Lin 2nd Grade, Joyce Bullock Elementary School.**

MAYOR'S STUDENT OF THE MONTH

Williston Middle-High School:

Ariel Cardoso-Earick

Parent(s):

7th Grade

Sarah Cardoso- Earick

Walfre Cano Lopez

Nominated by: Scarlett McGowan who made the following comments:

Ariel is a great student not only due to grades but in her willingness to help others. She never complains about who she is working with and is always willing to teach others (not just give answers). Great student and person. – Ariel also has good grades. Keep up the good work Ariel!

Williston Middle-High School:

Daisey Cifuentes

Parent(s):

6th Grade

Hector Cifuentes

Rosemeri Cifuentes

Nominated by: Scarlett McGowan who made the following comments:

Daisey is a wonderful student. She has excellent grades, a super positive attitude, and is always willing to help her teachers or peers. It is her willingness to lend a hand to help others in need that made her a clear winner for Student of the Month.

Joyce Bullock Elementary School:

Xintong Lin

Parent(s):

2nd Grade

Xiulin Zheng

Nominated by: Ms. Scholl and Mrs. McAbee who made the following comments:

John is an exceptional student. He works hard and sets a great example for his peers. He is kind and a great friend. John is well mannered, respectful, and driven to do his best and sets a great example for other students. John is such a bright light and blessing to both his teachers and all those around him.

**CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING
MINUTES**

DATE: TUESDAY, MARCH 19, 2024
TIME: 7:00 P.M.
PLACE: WILLISTON CITY COUNCIL CHAMBER

CALL TO ORDER

ROLL CALL

MEMBERS:

Mayor Charles Goodman
Council President Debra Jones
Vice-President Michael Cox
Councilmember Meredith Martin
Councilmember Zach Bullock
Councilmember Darfeness Hinds

OTHERS:

City Manager Terry Bovaird
Attorney Kiersten Ballou
City Clerk Latricia Wright

OPENING PRAYER AND PLEDGE OF ALLEGIANCE TO THE FLAG

Opening prayer and pledge led by Mayor Goodman.

ITEM – 1 – ADDITIONS, DELETIONS, CHANGES AND APPROVAL OF THE AGENDA

Mayor Goodman asked to read a proclamation at the end of the meeting. Motion to approve agenda with addition by Councilmember Hinds. Seconded by Vice-President Cox. Motion carried 4-0.

ITEM – 2 – PUBLIC PARTICIPATION – Williston resident Joab Penney thanked the utility department for an excellent job in getting the water line repaired over the weekend. Jackie Appling reminded everyone about Movie in the Park scheduled for March 30th in Heritage Park.

ITEM – 3 – CONSENT AGENDA – Correction to March 5th minutes. Add “SE 1st Ave.” to item 7 (a). Motion to approve consent agenda with corrections by Vice-President Cox. Seconded by Councilmember Hinds. Motion carried 5-0. * **Councilmember Bullock arrived***

- Council minutes from March 5, 2024

ITEM – 4 – UPDATES

A. STAFF, BOARD AND COUNCIL UPDATES

- CITY MANAGER TERRY BOVAIRD- Meeting with FDOT within the next week regarding South Main Street. All the details for the “Line of Credit” are finished, should be on next agenda. Golf Cart signs are still going up in the Southeast side of town.
- STAFF – Police Chief Rolls stated USDA only approved a 15% loan this year for the police department for the purchase of two automobiles. Airport Manager Benton Stegall gave an update on the new FBO building. Utility Director Jonathen Bishop announced John Henry Park will be closed until the sewer project is completed.

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

- COUNCIL- Councilmember Hinds asked does the water leak the city had last week affects people's utility bills. Public Works Supervisor Donald Barber answered no it does not.
- MAYOR – Announced the groundbreaking ceremony at The Children's Place on March 21st at 11:00 a.m.

ITEM – 5 – NEW BUSINESS –

- A. DISCUSSION WITH POSSIBLE ACTION: CREATING AND FILLING A SHELTER MANAGER POSITION FOR THE WILLISTON COMMUNITY ANIMAL RESCUE. CITY PLANNER LAURA JONES. Consensus from Council to approve a Shelter Manager position. Bring back resolution to next meeting.
- B. DISCUSSION WITH POSSIBLE ACTION: RENAMING WILLISTON COMMUNITY ANIMAL RESCUE. CITY PLANNER LAURA JONES. Consensus from Council to rename the Williston Community Animal Rescue to Williston Animal Shelter. Bring resolution to next meeting.
- C. RESOLUTION 2024-35: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE OF MUNICIPAL PARK FITNESS COURSE EQUIPMENT, AND NOT TO EXCEED FIFTEEN-THOUSAND DOLLARS, AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Motion to approve Resolution 2024-35 by Vice-President Cox. Seconded by Councilmember Martin. Motion carried 4-1. Council President Jones, Vice-President Cox, Councilmember Bullock and Councilmember Martin voted “Aye”. Councilmember Hinds voted “Nay”.
- D. RESOLUTION 2024-36: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE CITY OF WILLISTON TO APPROVE THE PURCHASE AND INSTALLATION OF ESSENTIAL ELECTRICAL PANEL UPGRADES AT THE BARN WELL; AUTHORIZING APPROPRIATE PARTIES TO EXECUTE ALL RELEVANT DOCUMENTS; AND PROVIDING AN EFFECTIVE DATE. PUBLIC WORKS SUPERVISOR DONALD BARBER. – Motion to approve Resolution 2024-36 by Vice-President Cox. Seconded by Councilmember Bullock. Motion carried 5-0.
- E. RESOLUTION 2024-37: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL CONSULTING SERVICES FOR MISCELLANEOUS PROFESSIONAL SERVICES FOR THE PLANNING DEPARTMENT WITH WRIGHT-PIERCE, INC.; AND PROVIDING AN EFFECTIVE DATE. CITY PLANNER LAURA JONES. – Motion to approve

CITY OF WILLISTON, FLORIDA
CITY COUNCIL MEETING

Resolution 2024-37 by Vice-President Cox. Seconded by Councilmember Hinds.
Motion carried 5-0.

- F. RESOLUTION 2024-38: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AUTHORIZING THE CONTRACTING WITH TRUE FORCE ROOFING FOR REPAIRS TO THE ROOF OF THE EXISTING AIRPORT TERMINAL BUILDING; AUTHORIZING THE CITY COUNCIL PRESIDENT AND CITY MANAGER TO EXECUTE ANY DOCUMENTS NECESSARY TO FACILITATE SAME; AND PROVIDING AN EFFECTIVE DATE. AIRPORT MANAGER BENTON STEGALL. – Motion to approve Resolution 2024-38 by Councilmember Bullock. Seconded by Councilmember Hinds. Motion carried 4-1. Council President Jones, Councilmember Bullock, Councilmember Hinds and Councilmember Martin voted “Aye”. Vice-President Cox voted “Nay”.

ITEM – 6 – PUBLIC PARTICIPATION – None.

ITEM – 7 – ANNOUNCEMENTS – City Clerk announced Spring Fest March 23rd starting at 10:00 a.m. Airport Manager Stegall announced there will be a flying clinic at the airport the 1st week in April. Police Chief Rolls announced the “Police Chief’s” meeting March 28th at noon at the Williston Women’s Club. City Planner announced the last Downtown Vision meeting will be March 27th at 5:30. Councilmember Bullock announced on Saturday April 27th there will be a parade and activities at Heritage Park for the Williston Middle High Basketball team from 10 a.m. until 2:00 p.m. Council President Jones asked about restriping the tennis courts. Walt Nickel with Wright-Pierce, Inc. explained in detail what Country Lane Estates builders will be doing to improve the tennis courts. President Jones inquired about Impact Fees. Walt Nickel with Wright-Pierce, Inc. said he’s waiting for more information from the city in order to complete the Impact fee study.

Mayor Goodman read into record Florida Council on Gambling Proclamation declaring March as Problem Gambling Awareness Month.

ITEM – 8 – ADJOURNMENT- Motion to adjourn at 8:40 by Councilmember Bullock. Seconded by Councilmember Hinds. Motion carried 5-0.

Date: April 2, 2024

CITY COUNCIL AGENDA ITEM

TOPIC: CREATING AND FILLING A SHELTER MANAGER POSITION FOR THE WILLISTON ANIMAL SHELTER

RESOLUTION 2024-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; APPROVING A MANAGER POSITION AT THE WILLISTON ANIMAL SHELTER; AND PROVIDING AN EFFECTIVE DATE.

BACKGROUND / DESCRIPTION:

We are requesting adding a Shelter Manager position to work with the Animal Control Officer and remain under the Community Development team.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$12.98 per hour - \$19.23 per hour

RECOMMENDED ACTION: Approve Shelter Manager Position

ATTACHMENTS: Shelter Manager Job Description
Resolution 2024-24

ACTION:

_____ **APPROVED** _____ **DISAPPROVED**

RESOLUTION NUMBER 2024-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; APPROVING A MANAGER POSITION AT THE WILLISTON ANIMAL SHELTER; AND PROVIDING AN EFFECTIVE DATE,

WHEREAS, the City Council of the City of Williston desires to support the efforts of the Williston Animal Shelter; and,

WHEREAS, the City of Williston City Council will authorize Human Resources to create and fill an Animal Shelter Manger position.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are true and accurate and are made a part of this resolution.

Section 2. The City Council hereby approves Resolution 2024-42.

Section 3. All Resolution or parts of Resolutions, in conflict with this Resolution are hereby repealed.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 2nd day of April, 2024.

CITY OF WILLISTON, FLORIDA

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

APPROVED AS TO FORM AND LEGALITY:

KIERSTEN BALLOU, ESQ
CITY ATTORNEY



City of Williston

Position: Animal Shelter Manager

Department: Williston Community Animal Rescue

Start Date: To Be Determined

Pay Grade: 1

Pay Range: \$27,040 - \$39,999 per year

Job Type: Full-Time, Exempt

JOB FUNCTION/ PURPOSE:

The Animal Shelter Manager is responsible overseeing the daily interactions with the public, including adoptions, surrenders, strays and TNR Cat Program. They may also work with the Animal Control Officer. This position reports to the Community Development and Grants Manager (aka, the City Planner) and will be a supervisory position over part- or full-time Shelter Attendant or Shelter Technician positions. As a manager, this position has disciplinary capacity over staff.

EXAMPLES OF WORK

The following examples of work are not to be construed as an exclusive or all-inclusive listing of skills and abilities required to perform the job. Management may delegate other responsibilities as required.

RESPONSIBILITIES:

- Handle general care tasks such as feeding and grooming of the animals.
- Picking up/cleaning animal waste outside and inside of facility.
- Cleaning and disinfecting kennels and play areas.
- Record animals' weight, medications, and caring for their overall well-being including keeping a close eye on their behaviors, etc.
- Engage and monitor play activities and exercise with the animals.
- Care giving and loving attention to the animals.
- Greet the public and potential adopters.
- Laundry and dishes.
- Manage volunteer program.
- Ordering supplies.
- Keep database updated.

NON-ESSENTIAL JOB FUNCTIONS:

Perform other related duties as assigned.

CERTIFICATIONS AND LICENSES:

- Valid Florida Driver's License Required.

The City of Williston is an Equal Opportunity Employer

KNOWLEDGE, SKILLS. AND ABILITIES

- Ability to successfully work as a team member.
- Knowledge of departmental policies, procedures, and practices.
- Ability to learn and understand subject matter, principles, and techniques.
- Ability to make independent judgments in absence of supervision within the scope of respective job duties and tasks.
- Ability to communicate effectively, both orally and in writing.
- Ability to work professionally with Department Heads, representatives of other agencies, other employees, and the public.
- Ability to maintain security and confidentiality.

EDUCATION AND EXPERIENCE REQUIREMENTS:

- Previous experience in animal care or other related fields
- Passion to care for animals.
- Experience with animals in a calm, non-threatening manner.
- Experience in a supervisory role.
- High school diploma or equivalent.

PHYSICAL AND ENVIRONMENTAL REQUIREMENTS

To perform this job successfully, an individual must possess certain physical abilities and be able to withstand work related environmental conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

PHYSICAL AND DEXTERITY REQUIREMENTS: Physical and dexterity refers to the requirement for physical exertion and coordination of limb and body movement.

The job **may** require medium to heavy work that involves walking, standing, stooping, lifting, pushing and raising objects and involves exerting between 20 to 50 pounds of force on a regular and recurring basis and 50 to 100 pounds of force on an occasional basis.

ENVIRONMENTAL HAZARDS: Environmental hazards refer to the job conditions that may lead to injury or health hazards even though precautions have been taken.

The job **may** risk exposure to extreme heat and/or cold, bright/dim light, dusts and pollen, wet or humid conditions, extreme noise levels, animals/wildlife, vibrations, fumes and/or noxious odors, traffic, moving machinery, electrical shock, heights, disease/pathogens, toxic/caustic chemicals and explosives.

SENSORY REQUIREMENTS: Sensory ability refers to hearing, sight, touch, taste, and smell required by the job.

The job requires normal visual acuity and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

COMPLETION OF APPLICATION:

Applicants will be given credit only for information provided in response to the announcement and included on the completed application. Applications should include at

The City of Williston is an Equal Opportunity Employer

least ten (10) years of work experience on the application (if applicable). No additional information will be solicited or considered by this office; therefore, individuals who submit incomplete applications may not receive full credit for their education, training and experience. Applicants will not automatically be given credit based on their position or title.

The successful candidate will be subject to a background check and drug screening.

Date: April 2, 2024

CITY COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2024-43: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; RENAMING WILLISTON COMMUNITY ANIMAL RESCUE TO WILLISTON ANIMAL SHELTER

BACKGROUND / DESCRIPTION: See minutes from 3/19/24 agenda.

LEGAL REVIEW: NA

FISCAL IMPACTS: Minimum

RECOMMENDED ACTION: Change Name

ATTACHMENTS: None

ACTION:

_____ **Approved**

_____ **Denied**

RESOLUTION NUMBER 2024-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; RENAMING THE WILLISTON COMMUNITY ANIMAL RESCUE TO THE WILLISTON ANIMAL SHELTER; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Williston desires to support the efforts of the Williston Animal Shelter; and,

WHEREAS, the City of Williston City Council saw reason to change the name.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

Section 2. The City Council hereby approves Resolution 2024-43.

Section 3. All Resolution or parts of Resolutions, in conflict with this Resolution are hereby repealed.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 2nd day of April 2024.

CITY OF WILLISTON, FLORIDA

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

APPROVED AS TO FORM AND LEGALITY:

KIERSTEN BALLOU, ESQ
CITY ATTORNEY

April 2, 2024

CITY COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2024-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; APPOINTING MAX BLANKS TO THE BOARD OF ADJUSTMENTS AND CODE ENFORCEMENT, SEAT 3 FOR TERM BEGINNING APRIL 1, 2024 AND ENDING APRIL 1, 2027; AND PROVIDING AN EFFECTIVE DATE.

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

This resolution would appoint Mr. Max Blanks for three years beginning April 1, 2024 and ending April 1, 2027. Mr. Blanks is a long term resident of the City of Williston and has expressed his interest in being more involved with the Community. Chapter 16 of the City's Code of Ordinances mandates the appointment of the members to the Board.

LEGAL REVIEW: None

FISCAL IMPACTS: None

RECOMMENDED ACTION:

Adopt Resolution 2024-39 authorizing appointment of Max Blanks to the Board of Adjustments and Code Enforcement.

ATTACHMENTS: Application
Resolution 2024-39

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION NUMBER 2024-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA; APPOINTING MAX BLANKS TO THE BOARD OF ADJUSTMENTS AND CODE ENFORCEMENT, SEAT 3 FOR TERM BEGINNING APRIL 1, 2024 AND ENDING APRIL 1, 2027; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Council of the City of Williston desires to support the efforts of the Board of Adjustments and Code Enforcement; and,

WHEREAS, Max Blanks has expressed his desire to serve; and,

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. The above recitals are true and accurate and are made a part of this resolution.

Section 2. The City Council hereby approves Resolution 2024-39.

Section 3. All Resolution or parts of Resolutions, in conflict with this Resolution are hereby repealed.

Section 4. This Resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 2nd day of April, 2024.

CITY OF WILLISTON, FLORIDA

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

APPROVED AS TO FORM AND LEGALITY:

KIERSTEN BALLOU, ESQ
CITY ATTORNEY



APPLICATION FOR COMMISSION/BOARD MEMBERSHIP

NAME MAX BLANKS

ADDRESS 115 NW 18th AVENUE

TELEPHONE: 352-316-1488

EMAIL ADDRESS: mblanks@embarqmail.com

COMMISSION OR BOARD TO WHICH YOU ARE APPLYING (CIRCLE ONE):

- PLANNING & ZONING
- PENSION
- BACE
- CRA
- CHAPTER 185

ARE YOU AVAILABLE TO MEET ACCORDING TO THE PUBLISHED COMMISSION/BOARD MEETING SCHEDULE?

YES NO

ARE YOU A (CIRCLE ALL THAT APPLY):

- RESIDENT
- BUSINESS OWNER
- PROPERTY OWNER

WHY WOULD YOU LIKE TO SERVE ON THIS COMMISSION OR BOARD?

AFTER RESIDING IN WILLISTON FOR 24 YEARS AND STARTING TO SEE EXCITING GROWTH, I WOULD LIKE TO SERVE AND CONTINUE TO SEE THE DEVELOPMENT OF THE WILLISTON COMMUNITY.

BRIEF EDUCATIONAL/EMPLOYMENT/BUSINESS EXPERIENCE BENEFICIAL TO THIS BOARD?

- BS IN BUSINESS ADMINISTRATION / MANAGEMENT MASON / 1987 UCF
- 28 YEARS WITH THE FLA. DEPT. OF CORRECTIONS / PRISON ADMINISTRATION LAST 17 YEARS

WHAT SPECIAL ASSETS WOULD YOU BRING TO THE BOARD?

- GOOD ANALYTICAL SKILLS REVIEWING STATS REGARDING VARIOUS ISSUES.
- EXCELLENCE EXCEL SKILLS IN PRODUCING STATS FOR OTHERS TO REVIEW

BRIEF COMMUNITY SERVICE:

+ MEMBER OF THE WILLISTON CHURCH OF CHRIST TO REACH OUT AND HELP THOSE IN THE COMMUNITY. + KNOWING MORE OF THE COMMUNITY
DO YOU HAVE ANY PREVIOUS BOARD EXPERIENCE? WITH MY PART-TIME DOROTHY JOB

YES _____ NO

DATE: 3/2/24

SIGNATURE: [Signature]

PLEASE RETURN THIS APPLICATION TO: CITY OF WILLISTON
50 NW MAIN STREET
WILLISTON, FLORIDA 32696

YOU MAY ALSO EMAIL A COMPLETED APPLICATION TO THE CITY CLERK:
city.clerk@willistonfl.org

* 3/19/24 - Spoke to Mr. Blanks regarding No Vacancy on P&Z and he agreed to serve on BACE Board. - (NB)

Date: April 2, 2024

CITY COUNCIL AGENDA ITEM

TOPIC: Resolution 2024-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AWARDED JBPRO REQUEST FOR PROPOSAL NUMBER 2024-01 TO ASSIST THE CITY OF WILLISTON WITH A COMPREHENSIVE PLAN UPDATE.

BACKGROUND / DESCRIPTION:

The City of Williston, Florida's Comprehensive Plan Update is due 2024/2025. JBPRO submitted the attached RFQ for \$150,000. They have a timeline and scope in the RFQ. They will also be paying for all advertisements, meetings, and events.

LEGAL REVIEW: NA

FISCAL IMPACTS: \$150,000 Already Budgeted

RECOMMENDED ACTION: Approve Resolution 2024-44

**ATTACHMENTS: Resolution 2024-44
RFQ 2024-01 Submittal by JBPRO.**

ACTION:

_____ APPROVED _____ DISAPPROVED

CITY COUNCIL RESOLUTION NO. 2024-44

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AWARDING JBPRO REQUEST FOR PROPOSAL NUMBER 2024-01 TO ASSIST THE CITY OF WILLISTON WITH A COMPREHENSIVE PLAN UPDATE.

WHEREAS, the City of Williston, Florida advertised for a Request for Proposals to update the Comprehensive Plan.

WHEREAS, the purpose is to assist the City of Williston with their Comprehensive Plan Update.

WHEREAS, JBRO submitted an outstanding Request for Qualifications for Comprehensive Plan Update and was selected to be awarded.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WILLISTON AS FOLLOWS:

Section 1. The above recitals are true and accurate and are made a part of this resolution.

Section 2. That the City of Williston hereby authorizes the acceptance of the Request for Qualifications for Comprehensive Plan Update, and

Section 3. That the Council President of the City of Williston is hereby authorized to execute all documents required to execute the contract.

Section 5. This resolution shall become effective immediately upon passage and adoption by the City Council.

PASSED AND ADOPTED by the City Council of the City of Williston, Florida at a regular meeting on this 2nd day of April, 2024.

CITY OF WILLISTON, FLORIDA

By: _____
Debra Jones, City Council President

ATTEST:

By: _____
Latricia Wright, City Clerk

APPROVED AS TO FORM AND LEGALITY:

By: _____
Kiersten Ballou, Attorney

City of Williston

RFQ NO: 202401

Request For Qualifications (RFQ) For Comprehensive Plan Update

Signed Copy



02/15/2024

prepared by

JBrown Professional Group Inc.

3530 NW 43rd Street
Gainesville, FL 32606

contact person

Kathie Ebaugh, AICP, MPA

Director of Planning
(941) 234-6263

kathie.ebaugh@jbpro.com

prepared for

City of Williston

Community Development
and Planning Department
ATTN: Ms. Laura Jones
City Of Williston City Hall
50 Nw Main Street
Williston, FL 32669

JBPro

Serving Our Communities Since 1995

We are a team of dedicated planners, landscape architects, GIS professionals, civil engineers, surveyors, and construction managers who help you bring your visions to life through extraordinary and dedicated work.

Our History

JBPro began more than 25 years ago when our President and co-founder, Jay Brown, felt the greater Gainesville area could be served by a new firm ready to provide outstanding engineering services. Since then, JBPro has expanded to provide surveying, planning, landscape architecture, GIS services, and construction services and is now one of the leading site development design and consulting firms in North-Central Florida. Entering our fourth decade of service, JBPro remains dedicated to our passion for client advocacy and community development.



JBPPro

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Introduction

Letter of Interest

Dear Ms. Laura Jones, Community Development/Grants Manager

JBrown Professional Group Inc. (JBPro) is very pleased to submit our qualifications for the City of Williston Community Development and Planning Department RFQ NO: 2024-01 Request For Qualifications (RFQ) for a Comprehensive Plan Update. JBPro is an experienced and talented Professional Services firm that provides services in Planning, Civil Engineering, and Land Surveying. Established in 1995, our firm has nearly 30 years experience serving North-Central Florida communities.

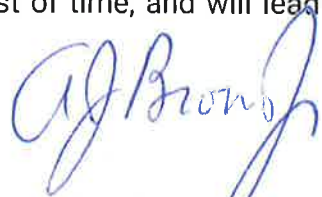
We have experience planning, designing, and permitting projects in the City of Williston and the surrounding Levy County area. Our vast local government experience and nearby office location make us perfectly suited to serve the City of Williston. We are currently working on projects for the City of Gainesville, Alachua County, the City of Alachua, the City of Newberry, Levy County, the City of Jacksonville Beach, and other institutional clients such as the University of Florida, Santa Fe College, and the School Board of Alachua County. We have continuing services contracts with Marion County, the Town of Orange Park and Clay County District Schools as well as many others. We make it a priority to serve our public clients and are confident we would serve the City of Williston effectively and with great purpose.

We have thoroughly reviewed the RFQ 2024-01, the goals of this City, and your existing planning tools and understand the needs as presented in the RFQ. As a planning, engineering, and surveying firm that works with many jurisdictions we understand the value of having clearly defined community planning and development initiatives that reflect the City distinct's character. Additionally, we recognize the importance of establishing a planning vision that will shape the City's future. Finally, we also understand the need of meeting the RFQ requirements and have developed a work approach that exceeds this goal.

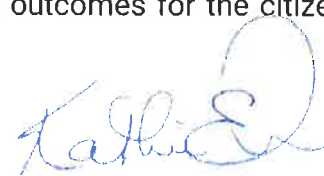
For this contract, **Kathie Ebaugh, AICP, MPA** will lead the planning initiatives. Ms. Ebaugh has spent most of her career working for public planning departments and is recognized for her commitment to actively engaging community members, youth, entrepreneurs, and other stakeholders in discussions about planning decisions. She is excited by the opportunity to bring her experience community-focused planning projects and commitment to vision-based planning to the City of Williston.

If the JBPro team is selected, you have our strong commitment that we will prioritize this project work and provide outstanding service to the City of Williston throughout the life of this project. Our clear objective is to provide you with a great comprehensive plan update that is developed collaboratively, will stand the test of time, and will lead to great outcomes for the citizens of Williston.

Thank you for the opportunity,

A. J. "Jay" Brown Jr., PE
President, JBPro



Kathie Ebaugh, AICP, MPA
Planning Director, JBPro

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JBPPro

2

Company Information



50

Professional
Employees



600+

Clients
Satisfied



2,600+

Contracts
Completed



28

Years of
Experience

After nearly 3 decades of service, JBPro remains passionate in advocating for our public sector clients through planning and community development projects that support each City's unique character.

JBPro was originally established as Brown & Cullen, Inc. in 1995, and was renamed [JBrown Professional Group Inc.](#) in 2013. We rebranded in 2021 and are now referred to by our brand identify of [JBPro](#). Led by our founder, Jay Brown, PE, JBPro provides exceptional technical advice and development support from recognized planning, landscape architecture, GIS, engineering, and surveying professionals. Our team focuses on executing project specific approaches that address each community's unique qualities. This approach ensures that the community visions, plans, projects, and initiatives we work on will support Williston's distinct goals and achieve the City's future vision.

With 50 employees, JBPro has the skills, resources, and expertise to meet the City of Williston's needs. With our home in North Central Florida, we understand our region's unique planning and development demands. With a team of planning, design, and management partners, we are able to expand our services to address any concern the City may have. With a strong commitment to service, we are able to respond to any service request you may have efficiently and effectively.

Firm Profile

JBPro is a small but highly capable development services group. Our small business enterprise (SBE) includes 50 staff members with extensive planning, design, civil engineering, and survey experience. Our planning team is led by **Kathie Ebaugh, AICP, MPA**, who has over 27 year of experience leading public planning efforts including community engagement efforts, comprehensive plans, land development standards, small area plans, and MainStreet programs.

Kathie will act as the lead project manager for this project. Ms. Ebaugh will be supported by our GIS, and landscape architecture teams. Our GIS department is led by **John Gilreath, GISP**, who has the technical experience to support the City's mapping and data assessment needs. Our Landscape Architecture department is led by **Dustin Felix, RLA, MLA, MSS**. Kathie, Dustin, and John all have a passion for facilitating community government engagement, monitoring and evaluating grant implementation, and construction observation. Together, our JBPro Team brings creativity and an appreciation for vision-based planning approaches along with project management and operational planning.

We bridge the gap between companies that are too small to provide reliable and consistent service and companies that are too large to overcome bureaucracy and corporate demand.

We are ideally situated in North Central Florida with robust staff availability and the ability for our clients to work directly with our company leaders. Our team is immediately available to assist the City of Williston with the initiatives, and work efforts need create an economic development implementation strategy for the downtown and surrounding neighborhoods and commercial areas.

The quality of our work has been recognized by our peers. Our Depot Park project won an Outstanding Environmental Project Award locally, and our SW 9th Street Roadway project received the APWA statewide and national awards as the Transportation Project of the Year. Our employees are officers of the local ASCE chapter, FL Women in Planning group, and are active with local charitable organizations and Boards. Our company received a Founder's Award from Millard Fuller, the founder of Habitat for Humanity for service to the organization. We value our community and our clients and are excited about the opportunity to continue to serve the City of Williston.

JBPro's locations makes us perfectly suited to serve the City of Williston. The principal office that will be responsible for overseeing this project is JBPro's Headquarters in Gainesville. Our main office headquarters is located in Gainesville, FL, **only half an hour** away from the Williston City Hall. With such as close location JBPro is able to quickly support the City of Williston's planning and development needs.



Key Personnel

Kathie Ebaugh, AICP, MPA

Planning: Director

With over 27 years of experience, Kathie is a proven planning professional experienced in facilitation, land development standards, capital budgeting, economic development, main street development, and intergovernmental coordination. Whether it be a discussion about public facilities and programs, community visioning, or City plans, Kathie has actively involved community members in the decision-making effort. In doing so, she has been an innovator in developing community engagement processes that provide opportunities for community members to have a genuine voice in planning decisions.

Relevant Experience

- **Building on History; Promoting the Future: Federal Hill Main St**
- **City of Williston Boundary, Future Land Use, and Zoning Maps**
- **Neighborhood Design & Development: Berkely Oaks Replat**
- **Rebuilding History: Franklin Park Elementary**
- **City of Palm Coast Comprehensive Plan**
- **Charge Forward: Venice Middle School**
- **West Melbourne Horizon 2030**
- **Bay District Schools Planning**
- **Lee Plan: New Horizon 2035**
- **Envision Venice**



Years of Experience

27 years

Education

M.S. Public Admin., Florida Gulf Coast University (2018)

M.S. City & Regional Planning Morgan State University (2004)

B.S. Political Science Towson University (1996)

Professional Registration American Institute of Certified Planners #020181

Dustin L. Felix, MLA, MSS, RLA

Landscape Architecture: Director

Dustin Felix is a Landscape Architect and U.S. Army Reserve Soldier who resides in northeast Florida. You will regularly find Dustin participating in Army Reserve duty. Dustin possesses proficiency in various software applications including AutoCAD/LandFX, SketchUp, Layout., Adobe Photoshop, Illustrator, and InDesign. Dustin has a preference for systematic approaches and is often seen establishing template files, blocks, components, symbols, and standards. This proactive preparation enables their teams to concentrate on designing solutions without having to start from scratch.

Relevant Experience

- **Latham Plaza/Sealk Pavilion Seating, Jacksonville Beach, FL**
- **DR Horton, Sawmill Branch Amenity Center, Palm Coast, FL**
- **Groundwork Hogans Creek Restoration, Jacksonville, FL**
- **Reserve Park and Unity Park, Gainesville, FL**
- **Jacksonville Music Garden, Jacksonville, FL**



Years of Experience

8 years

Education

Master of Strategic Studies, U.S. Army War College (2022)

Master of Landscape Architecture, Chatham University (2015)

B.S. Military History, United States Military Academy at West Point (2000)

Professional Registration Florida Registered Landscape Architect #LA6667445

Procore Certified: Architect ID#ykih3isyqoc

Procore Certified: Project Manager ID#ykih3isyqoc

John Gilreath, GISP

GIS/ Assest Management: Director

John M. Gilreath, GISP, has just recently joined JBPro as our new Director of GIS Services and Business Development. He is currently responsible for overseeing geospatial projects and program development. He manages JBPro's GIS/remote sensing program including project planning, data development, data management and quality control. Mr. Gilreath brings extensive knowledge in GIS, database design, GPS data collection, asset management and remote sensing.

Relevant Experience

- **Alternative Corridor Evaluation-SR 56 Extn. US 301/SR 41 - US 98/SR 35,AECOM**
- **Comprehensive GIS Implementation Services, University of South Florida**
- **Pavement Management Program Implementation Alachua County**
- **Socioeconomic Analysis and Site Suitability Report, GCRA**
- **Tax Increment District Parcel Valuation Analysis, GCRA**



Years of Experience

19 years

Education

M.S. Geosciences-GIS/Remote Sensing, Mississippi State University (2006)

B.S. Environmental Sciences, University of Mary (2000)

B.A. Geography, University of Mary (2000)

Professional Registration Certified Geographic Information Systems Professional #90088

Certification

Certified GIS/LIS Technologist and Certified Remote Sensing Technologist, American Society for Photogrammetry and Remote Sensing (2009)

JBP Pro

3

Approach



3

Planners



2

Landscape Architects

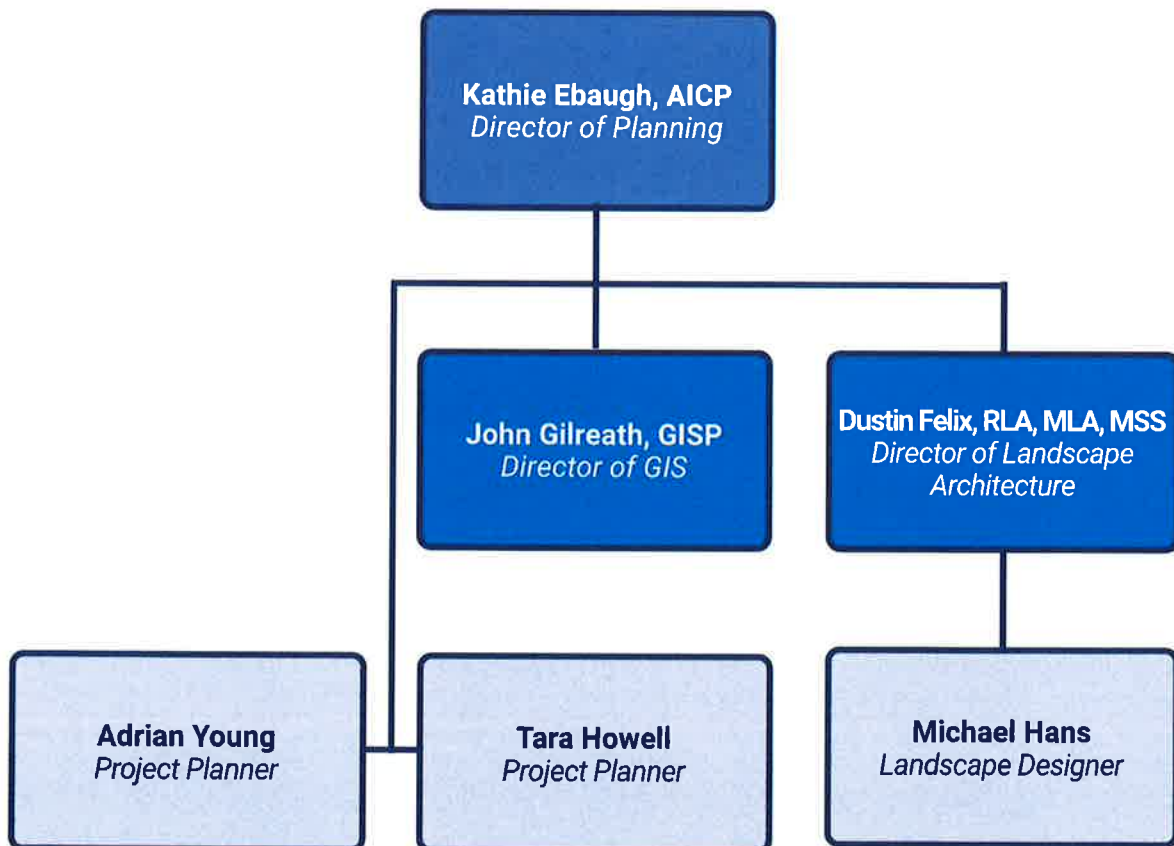


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GIS Professional

Organizational Chart

The City of Williston



Project Approach

Williston, Florida, is a city located in Levy County, in the northern part of the state. As of the 2020 census, the population of Williston was around 2,848 people. The city has a total area of 6.3 square miles, with a diverse population that includes individuals of various racial and ethnic backgrounds.

The natural resources in and around Williston are abundant, contributing to the city's economic and environmental significance. The region is known for its fertile soil, making it suitable for agriculture. Farms in the area produce a variety of crops, including peanuts, watermelon, and corn. The city is also situated near the Gulf of Mexico, providing access to seafood and fishing opportunities.

Williston has a rich history that dates back to the early 1800s when it was settled by pioneers seeking new opportunities in the Florida frontier. The city was officially incorporated in 1885 and has since grown into a vibrant community. Throughout its history, Williston has been influenced by various cultures, including Native American, Spanish, and African American. Today, the city celebrates its diverse heritage through festivals, events, and cultural activities.

In recent years, Williston has experienced growth and development, attracting new residents and businesses to the area. The city's proximity to major highways and airports has made it an attractive location for those looking to escape the hustle and bustle of urban life while still enjoying modern conveniences. With its rich history, natural beauty, and welcoming community, Williston continues to be a place where people can live, work, and thrive.



Through the 2045 City of Williston Comprehensive Plan, JBPro will bring an enduring passion for building better communities and experience in leading vision-based comprehensive planning efforts to the development of City of Williston's 2045 Vision. The 2045 Vision will assist City management, guide growth, and enhance the community's quality of life for the next 20 years.

Community Planning and Development Strategy

Our 14-month vision-based, community-oriented approach creates consensus on desired future outcomes based on the following Guiding Principles:

- Facilitate an interactive community discussion that 1) excites all residents, businesspeople, and other constituent groups, 2) increases the visibility and awareness of the community's planning efforts, and 3) provides members a real voice in their community's 2045 Vision by assessing its planning efforts. These community discussions will continue efforts previously started in the Williston Main Street Master Plan in order to ensure community can see how the ideas and vision established in that planning effort get implemented through the updated comprehensive plan.
- Develop a community planning framework that sets the basis for the 2045 Vision Document by collecting and compiling information needed to update their 2018 Vision to a 2045 Vision. This Community Planning Framework will move forward the planning goals and strategies established by the City's ongoing planning efforts—in particular the Williston Main Street Master Plan and newly adopted Future Land Use and Zoning Maps.
- Establish commitment to attaining the 2045 Vision, implementing the strategic planning initiatives, and implementing the community planning framework by adopting an engaging, useful 2045 City Williston 2045 Comprehensive

Project Approach

Plan that is presented in user- friendly format that will be easily accessible to all community members. The graphics, maps, and design features will incorporate elements from the City's newly adopted Future Land Use Map and Williston Main Street Master Plan in order to ensure there is continuity and synergy between the City's planning efforts.

- User-friendly, Vision-based Comprehensive Plan that establishes distinct planning policies to meet the unique needs of Williston in a user-friendly, plan that will be presented in written, online, and ADA and PDF formats with graphics, chart graphics, summaries, and other tools.

2045 Vision Planning Effort Community

The City of Williston will use the 2045 Vision Plan and community planning effort to adopt a unique planning and development strategy that ensures Williston's quality of life is enhanced and supported by the City's growth and development.

- Community Vision that provides all community members—including low-to-moderate income residents, minority, ethnically diverse, elderly, disabled citizens, and historically under-represented communities —a real voice in their community's future and instills community ownership into helping Williston become the community they envision.
- Guiding Principles that establish a road map for achieving the 2045 Vision through principles that guide the City's planning practices, development efforts, and redevelopment projects. The Guiding Principles will prioritize a wide range of planning decisions related to annexations, land use, community design, and capital improvements, update its comprehensive plan, and attain its future vision.
- Strategic Planning Work Plan of develop City initiatives—planning practices, development projects, and City programs—that will execute the Guiding Principles and address the critical issues facing the City's future—development/ redevelopment of infill areas, strong economic base, and a financially feasible land use plan; increase transportation mobility and access; implementation of smart growth practices and neighborhood planning, and protection of natural resources.

City of Williston Community Discussion

The foundation for Williston 2045 Comprehensive Plan project will be a community-oriented, vision-based comprehensive plan process. JBPro will facilitate community vision discussions to provide community members with a real voice in Williston's future. Through an array of different venues and events—including in-person pop up events; public hearings, virtual workshops, surveys, and other collaborative tools—these discussions will:

- 1) Share their different ideas and perspectives;
- 2) Evaluate the 2018 Vision; and
- 3) Create a clear and concise 2045 Vision.

By sharing their unique ideas and experiences, this community discussion will unite Williston's diverse community of residents, property owners, business owners, and others in the creation of a shared vision for the future. Bringing the community together will lead to a shared vision based on common values and goals.

Spearheading the community discussion will be the City of Williston Stakeholder Committee. The stakeholder committee will help ensure the enduring attainment of the vision by establishing a group of committed citizens who are vested in the vision. Comprised of community members, business owners, and property owners the Stakeholder Committee will provide input, review drafts of the 2045 Vision deliverables, and provide volunteer support for other community outreach events for the project. As active members of the project, the Stakeholder Committee will keep the vision alive and thus ensure the vision endures.

Project Approach

Current Planning Initiatives and Data Assessment Report

Establish a basis of relevant current and accurate information for updating the 2018 Comprehensive Plan by assessing the City's current planning initiatives and relevant community data. This assessment will be based upon readily available data provided to JBPro by the City. As part of this assessment process, JBPro will conduct a general assessment of the City's current planning practices to ensure the proposed initiatives address the strengths and challenges of the City's existing planning programs, projects, and tools. This assessment of current planning initiatives and data will enable JBPro to:

- 1) Define key City-wide trends and planning issues;
- 2) Outline desired planning outcomes—goals, objectives, and polices; and
- 3) Establish implementation strategies to successfully achieve the community's vision.

The information will be will also be shared in the community discussions, so that Williston's elected City Council, appointed Planning and Zoning Committee , planning Stakeholder Committee, and community members will learn how current planning practices

relate to their community vision and the data reflects their community perceptions.

Additional evaluations will consider how well the City's regulatory structure, zoning districts and associated maps achieve the community's vision. Additionally, they will consider the finding and recommendations from other planning efforts to ensure that they are addressed in the updated comprehensive plan. This will enable JBPro to update the City's regulatory tools and structure to implement the newly updated Comprehensive Plan and 2045 Vision.

Community Planning Framework

Identify how to achieve the adopted City 2045 Vision through Community Planning Framework Guiding Principles and Implementation Strategies. The Guiding Principles will steer the City's future planning efforts. The Implementation Strategies will explain how the City's planning practices, development practices, regulatory tools, programs, and initiatives will be updated.

The Williston 2045 Vision's Community Planning Framework will serve as the City of Williston's vision-oriented community planning framework through



Project Approach

future planning efforts, the Community Planning Framework will be adopted into the City's new comprehensive plan. The City's priorities will be reflected in proposed policy changes, capital improvement projects and updates to the City's municipal codes. The Community Planning Framework will guide the update of the City's Comprehensive Plan goals, objectives, and policies and will initiate planning and development practices and that will enable the City to achieve its community vision.

2045 City of Williston Comprehensive Plan

The City will demonstrate its commitment to achieving the community 2045 Vision by adopting updated goals, objectives, and policies in the City of Williston 2045 Comprehensive Plan. The updated 2045 Comprehensive Plan will identify how the adopted City 2045 Vision will be attained through prioritized comprehensive planning initiatives—development practices, capital improvement projects, and City programs. The prioritized initiatives will result from community visioning discussions through which the community discusses how well the proposed initiatives achieve their community vision. The initiatives will then be adopted by the City of Williston through the City of Williston 2045 Comprehensive Plan.

The 2045 City of Williston Comprehensive Plan will fulfill the City's project goals of:

- Achieving the 2045 Vision;
- Meeting Williston's unique and specific needs through distinct, clear, and succinct goals, objectives, and policies;
- Preparing the City to face current and future planning issues, needs, and concerns;
- Being grounded upon current and accurate data;
- Being presented in a user-friendly format that is well organized, easy to read, understand, and use;
- Being based in achievable, targeted outcomes

with clear targeted deliverables, schedule dates, and timelines—not wish lists;

- Establishing a planning framework for shaping, leading, and guiding future growth and development;
- Comprehensively addressing all components of the City's comprehensive plan— land use and site planning, regional development, housing, economic development, and community culture and urban design.
- Connect growth and development efforts to capacity building capital improvement efforts that incentivize and foster public efforts to execute the comprehensive plan;
- Establish implementation strategies and standards including appropriate performance measures; and
- Provide guidance regarding how to update the City's land development regulations, zoning districts, and associated zoning map consistent with the updated goals, objectives, and policies.
- Identify specific recommendations for implementing the comprehensive plan through the City's capital improvement priorities, parks planning, utility planning, Main Street development, CRA initiatives, and other efforts.



Project Schedule

Community Planning and Development Strategy- 14 Months					
Project Phase	Months 1-2	Months 3-4	Months 5-8	Months 9-12	Months 13-14
1. Comprehensive Plan Project Kickoff					
<i>Project Team Kick-Off</i>					
<i>City Leadership Priorities</i>					
<i>Interagency Regional Partners Scoping and Priorities Meetings</i>					
<i>Stakeholder Meetings</i>					
<i>Comprehensive Plan Priorities and Concerns Memorandum</i>					
2. Planning Practices, Policies, and Data Assessment					
<i>Assessment of Williston Planning Practices—Policies, Standards, and Strategies</i>					
<i>Assessment of City of Williston Data—Community Conditions</i>					
<i>Community Engagement Discussions: Community Conditions & Future Vision</i>					
<i>Draft the Planning initiatives and Data Assessment</i>					
3. Community Planning Framework					
<i>Guiding Principles</i>					
<i>Implementation Strategies</i>					
<i>Community Discussion—Planning Principles, Practices, and Policies</i>					
4. Comprehensive Plan Update					
<i>Comprehensive Plan—Final Draft</i>					
<i>Comprehensive Plan—Review, Transmittal, and Adoption</i>					

Project Scope

JBPro proposes to provide the following Scope of Services for the project.

Phase 1. Comprehensive Plan Project Kickoff

Timeframe: 1-2 months

The City of Williston 2045 Comprehensive Plan Project Team will be comprised of both consultants from JBPro and staff from the City of Williston. Working in collaboration, JBPro will use this first phase to develop a planning process that is tailored to the unique needs of the City of Williston's community. Through the project kickoff, JBPro and City Staff will together to:

- 1) Determine how to incorporate the previously started engagement efforts into the planning process and finalize the community engagement discussion process and schedule;
- 2) Determine data assessment process including—relevant City planning, demographic, and development data sources, relevant types of data, needed information sets, and how to coordinate the gathering of data;
- 3) Provide opportunities for Williston's planning stakeholder committee to assist in the execution of the community visioning discussion, advise JBPro about the process, and help ensure long-term implementation of the adopted 2045 Vision
- 4) Identify the role of appointed planning officials and elected City officials;
- 5) Identify regional partners who need to be a part of the planning effort and determine their role in the process;
- 6) Meet with City departmental staff about the issues facing the City's future, their perspective of City planning and development opportunities and challenges; and their planning needs and demand; and
- 7) Establish a project brand that celebrates the 2045 Vision process, creates community enthusiasm for their City plan and their City's vision, and unifies the planning events associated with the process.

Task 1.1 Project Team Kick-Off

The internal project kick-off will focus on a review and discussion of the details of the scope, deliverables, and schedule, conduct a high-level discussion about the 2045 Vision and Comprehensive Plan Update; determine data assessment needs; review policy, regulatory, program direction and other City planning efforts; and consider how to incorporate the Williston Main Street Master Plan. Through this initial Project Team collaboration effort, JBPro and City Staff will develop a strong foundation needed to execute a successful project.

Task 1.2 City Leadership Priorities

By meeting with the City Council / Planning and Zoning Committee, JBPro will learn their ideas, considerations, and priorities related to the City of Williston 2045 Community Vision and Comprehensive Plan. First, the discussion will focus on their ideas related to the community vision, assessment of City planning efforts, and priorities for future City initiatives and development efforts. Next, it will review the makeup and purpose of the steering committee. Finally, it will consider how they view their role in this process.

Task 1.3 Interagency Regional Partners Scoping and Priorities Meetings

JBPro will, with the assistance of staff, conduct an interagency scoping meeting with adjacent local jurisdictions and State, regional and county agencies. The purpose of this scoping meeting is to receive local agency input on the key issues, identify additional issues that should be addressed, and collect local agency data to assist in the EAR development process.

Project Scope

Though each identified issue will be grouped to gain a better idea of the “big picture,” the issues will be addressed separately, and in subsequent tasks, shall include analysis and recommendations to address.

The meeting will include all relevant regional agencies including— Levy County, Levy County School District, North Central Regional Planning Council, FDOT District 5, and the Suwanee River Water Management District, Williston Municipal Airport, Williston Utilities, and other — to discuss the project and their role in developing and implementing the City of Williston’s 2045 Community Vision and Comprehensive Plan Update. The regional agencies will support the development of the 2045 Vision and execution of the comprehensive plan and land development code needed to achieve the City’s future vision.

Task 1.4 Stakeholder Meetings

By meeting with the Stakeholder Committee, the JBPro Project Team will learn about the community’s ideas, considerations, and priorities related to the Williston comprehensive plan and future vision.

The stakeholder meetings will continue throughout the project on a bi-monthly basis. Meetings will include an assessment of City planning efforts as they relate to the City’s vision and determination of the community’s future priorities.

Task 1.5 Comprehensive Plan Priorities and Concerns Memorandum

Based on the information learned from the initial project meetings, JBPro will draft a Memorandum that outlines the issues, concerns, and priorities the City will need to address in the comprehensive plan update project.

Phase 2: Planning Practices, Policies, and Data Assessment

Timeframe 3-4 months

This assessment will enable the team to identify how Williston’s unique character, sense, of place, and environment as well as the influence growth and development can have on the City’s future. This interactive visioning assessment will provide the Williston community with a real voice in the creation of the City’s 2045 Vision as they help identify challenges and opportunities the community will face as the City grows, develops, and changes.

By using current and accurate City information to help define, support, and achieve Williston’s 2045 Vision, the City will ensure its future community vision is based upon an assessment of its current planning practices, standards, and community tendencies tendencies. Emphasis will be on engaging the community in discussions about planning efforts related to redevelopment, economic development, land use and multimodal transportation planning initiatives, smart growth practices, neighborhood planning practices, and environmental resources. A project brand will help excite the community and unify all project activities.

Task 2.1 Assessment of Williston Planning Practices—Policies, Standards, and Strategies

Assess the City’s current planning practices, policies, standards, and strategic initiatives based on the City’s priorities and concerns. The aim of this assessment is to determine necessary changes to the City’s existing comprehensive planning policies, land development code standards, and existing planning practices and studies based on the City’s needs, concerns, and demand as well as requirements within Florida State Statutes.

Task 2.2 Assessment of City of Williston Data—Community Conditions

The data assessments will evaluate City concerns related to growth and development; resiliency and the City’s quality of life; land use changes;

Project Scope

multi-modal transportation systems and networks; community facilities and services; housing needs and inventory; natural resources; economic indicators; the county's history, culture, and heritage; and recreational needs and opportunities. The aim of this assessment is to determine how the City's priorities and issues are reflected in the trend analysis of relevant City data and requirements within Florida State Statutes.

Task 2.3 Community Engagement Discussions: Community Conditions & Future Vision

JBPro will guide a community engagement discussion in an effort to identify the community's vision for the City's future. The purpose of these community discussions is to inform the public about the comprehensive plan update process and present an existing conditions and trends snapshot distilled from the data assessment. The event would be formatted as an interactive discussion where participants may not only learn about the current conditions of the City but also express their aspirations for the future of the community as a basis for a City-wide vision statement.

As part of this effort, JBPro will develop portable engagement materials and provide facilitation training for City staff. These materials and training will enable City staff to meet with additional community organizations or groups—e.g.: business groups, special interest groups, religious groups, neighborhood associations, and student and youth groups, etc.

Task 2.4 Draft the Planning initiatives and Data Assessment

JBPro will use the information learned from the community vision discussions, data assessments, and SWOC assessment to draft a Planning Initiatives and Data Assessment Report. This report will establish a City planning vision which will be the basis for developing the City of Williston Community Planning Framework. These materials will be presented in a graphic format with charts,

tables, and maps depicting the assessment's findings.

Phase 3. Community Planning Framework

Timeframe: 2 months

Establish a Community Planning Framework that identifies how to achieve the community's vision through updates to the City's comprehensive plan. The Community Planning Framework will be comprised of two components: 1) Guiding Principles and 2) Implementation Strategies. The Guiding Principles will articulate the City's planning priorities and design principles. The Implementation Strategies will prioritize capital projects, City development initiatives and other City programs needed to achieve the community's vision.

The Community Planning Framework will become an integral part of the 2045 Comprehensive Plan as its Guiding Principles and Implementation Strategies will steer the City's future planning efforts, prioritize capital projects, initiate City development programs, and lead to other City initiatives.

Task 3.1 Guiding Principles

Based on the Initial Planning Initiatives and Data Assessment Report, a set of guiding principles will be developed as part of the Community Planning Framework to provide direction to the City's future planning efforts based on the City's adopted vision. The guiding principles will steer the implementation of the City's vision.

Task 3.2 Implementation Strategies

Based on the Guiding Principles established in the Community Planning Framework, the information received from the community discussions, and the data assessment recommendations,

Project Scope

JBPro will create an Implementation Strategies for achieving the 2045 Vision. The strategy will include planning practices and studies, development projects, and City programs. The strategy will also consider how the initiatives will be funded and prioritized. Once the Implementation Strategies has been developed, it will be vetted by the community to provide their perspective on whether the proposed initiatives will achieve the Williston 2045 Vision. The Implementation Strategies will provide a road map for achieving the Williston 2045 Vision by prioritizing a Work Plan with targeted:

- Planning Practices
- Development Projects
- City Programs
- Regulatory tools
- Capital Improvement Projects
- Performance Measures

Task 3.3 Community Discussion—Planning Principles, Practices, and Policies

JBPro will guide a community engagement discussion in an effort to provide the public with an opportunity to review the draft Community Planning Framework document, confirm the planning direction, and prioritize implementation initiatives. JBPro will use ranking and voting games, through instant-result polling tools and graphic-heavy materials that engage, inform, and solicit opportunities for community input. The goal is to ensure that the planning direction achieves the City's future vision.

Phase 4. Comprehensive Plan Update – Draft, Review, Transmittal, and Adoption

Timeframe: 6 months

Following the Community Discussion about future planning principles, practices, and policies, JBPro will lead the effort to draft, review, transmit, and adopt the updated Vision 2045 Comprehensive Plan. The drafting of the plan will be led by JBPro. The adoption hearings and transmittal will be

organized by City staff with support from JBPro. The final adoption and document formatting will be completed by JBPro.

The goal is to achieve the adoption of an updated, well organized, concise and engaging 2045 Comprehensive Plan that achieves the City's 2045 Vision by 1) providing planning strategies for infill development/redevelopment, economic development, land use, multi-modal mobility, smart growth, neighborhood planning, community services, and natural resources and 2) guiding the City of Williston's decision making processes concerning annexation, land use, design, development, and capital improvement projects.

Task 4.1 Comprehensive Plan—Final Draft

Once Williston's Community Planning Framework Guiding Principles and Implementation Strategies has been accepted by the community members, JBPro will draft an updated City of Williston 2045 Comprehensive Plan. The draft Comprehensive Plan will synthesize information from the entire planning effort. The goals, objectives, and policies will be based upon the Williston 2045 Vision, Current Planning Initiatives and Data Assessment Report, Community Planning Framework, and Florida statutory planning requirements.

The 2045 Comprehensive Plan will include the following sections and content areas:

- Executive Summary
- Summary of Public Input
- Community Planning Framework Guiding Principles and Implementation Strategies

Plan Elements based on the City's project goals to :

- Achieve 2045 Vision;
- Draft distinct, clear, and succinct policy directives;
- Present the plan in a user-friendly format that is well organized, easy to read, understand, and use;
- Create achievable, targeted outcomes with clear targeted deliverables, schedule dates, and timelines—not wish lists;

Project Scope

- Connect growth and development efforts to capacity building capital improvement efforts;
- City Planning Initiatives and Data Assessment

Task 4.2 Comprehensive Plan—Review, Transmittal, and Adoption

JBPro will together prepare and present the updated Comprehensive Plan to the Planning and Zoning Commission and City Council. JBPro will assist City staff in transmitting the proposed amendments to Reviewing Agencies after the first reading. After the review period concludes, JBPro will prepare the final Comprehensive Plan for adoption, reflecting any changes required by the State Land Planning Agency and other reviewing organizations. The final City of Williston 2045 Comprehensive Plan document will be presented to the City Council for adoption. JBPro will provide the City with one high-quality printed hardcopy and one high-resolution digital copy with print-ready graphics in PDF format.

JBPro is prepared to provide services to the City as needed. Our Team notes that cost estimates are subject to change based on the magnitude of changes necessitated by the Community Planning Framework initiatives, Comprehensive Plan amendments.

Summary

The growth of Levy County and the City of Williston County is starting to create unforeseen challenges. Williston's location in the regional freight corridor and its proximity to Gainesville, Ocala, and Tampa has resulted in challenges associated with increased traffic, sprawling residential areas, and decreased farmlands. These challenges are a concern for current residents as they question whether the growth will diminish the long term future of the county's rural communities and rural quality of life that attracted them to Williston. Williston is not facing these challenges alone as rising housing costs and reduced land availability of Florida's cities are pushing development to nearby rural counties where housing costs are lower and land is more available. These challenges are the greatest in counties which are far enough away from urban

centers to provide an alternative but close enough to access urban resources like Marion, Pasco, Hernando, Citrus, Lake, and Sumter Counties.

Like other cities facing the same challenges, Williston has determined it needs a new comprehensive planning practices that meet community character needs, quality of life demands, and economic opportunities through new comprehensive planning practices.

The basis for these new comprehensive planning practices are development and resiliency strategies that encourage economic prosperity and increase quality of life for its current and future residents. These strategies seek to 1) balance growth, agricultural and farming needs, economic diversity, and environmental stewardship needs, 2) land use management strategies that promote the county's rural character areas and support the county's natural environment, and 3) support the long-term viability of vibrant urban areas, active suburban places, and thriving rural communities.

Through a comprehensive plan update will foster a more resilient development pattern that benefits from the opportunities that growth brings, while at the same time minimizing or mitigating the challenging consequences of that growth. Developing a resilient growth and development strategy will enable the county to adopt new comprehensive planning practices.

Through a vision-oriented, data-based evaluation of the county's planning process, the JBPro Team will lead a community planning discussion that will assist the City of Williston adopt a set of development and resiliency strategies. This process will enable Marion County to accomplish an a comprehensive plan update that completes each of the project goals, as established in RFQ.



JBP Pro

6

Attachments and Required Documents

Williston City Ltd
2024 Zoning

- A
- C-1
- C-2
- CBD
- I
- P
- PD
- QP
- RB
- R-1
- R-1-A
- R-2
- REC/O
- RM-1
- RM-2
- RVP
- SI
- U

Acknowledgement of Addendum Receipt

At this time no Addendums have been posted

Proposal Form

ATTACHMENT 1

PROPOSAL FORM

RFP: 202401CPU City of Williston Comprehensive Plan Update

Request for Proposals (RFP)

Place: City of Williston, city Hall
50 NW Main St
Williston, Florida 32696

Due Date: Tuesday February 20, 2024 at 3:00PM

Proposal of JBrown Professional Group, Inc. hereinafter-called PROPOSER, a corporation organized and existing under the laws of the State of FL, or; a partnership, a company, or an individual doing business as JBPro.

To the City of Williston, hereinafter referred to as "COW".

The PROPOSER, in compliance with the request for proposals for the Williston Police Department upstairs buildout, having examined the specifications with related documents and the sites of the proposed work, and being familiar with all of the conditions of the proposed work, including the availability of materials and labor, hereby proposes to furnish all labor, material and supplies and at the prices shown in the attached Price Schedule. These prices are to cover all expenses incurred in performing the work required under the proposal documents, of which this proposal is a part. These prices are firm and shall not be subject to adjustment provided this Proposal is accepted within ninety (90) days after the time set for receipt of proposals.

PROPOSER hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" to be issued by the COW.

PROPOSER agrees to perform all work for which he contracts as described in the specifications for the unit prices shown on the attached Price Schedule.

Upon receipt of the Notice of Award, PROPOSER will execute the formal contract attached within seven (7) days and deliver Insurance Certificates and Bonds as required.

The undersigned hereby declares that only the persons or firms interested in the proposal as principal or principals are named herein, and that no other persons or firms than are herein mentioned have any interest in this Proposal or in the contract to be entered into; that this proposal is made without connection with any other person, company, or parties likewise submitting a proposal; and that it is in all respects for and in good faith, without collusion or fraud.

Proposal Form

None

I have read all of the specifications and requirements and do hereby certify that all items submitted meet specifications.

COMPANY: JBPro AGENT NAME: _____
 John Gilreath, GISP ADDRESS: _____
3520 NW 43rd Street
 CITY: Gainesville STATE: FL ZIP CODE: 32605
 TELEPHONE: 352.375.8999 EMAIL: _____
john.gilreath@jbpro.com

FEDERAL ID#: 46-3710755 AND/OR SOCIAL SECURITY#: _____

Respectfully submitted,

Attest:

By: *[Signature]*

Print Name: Anthony Jay Brown Jr.

Date: 2/26/24

By: *[Signature]*
Print Name: John Gilreath, GISP

Date: 2/26/24

EO/AA Statement

ATTACHMENT 3

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION STATEMENT

1. The Proposer hereby agrees to a commitment to the principles and practices of equal opportunity in employment and to comply with the letter and spirit of federal, state, and local laws and regulations prohibiting discrimination based on race, color, religion, national region, sex, age, handicap, marital status, and political affiliation or belief.
2. The Proposer agrees to comply with Executive Order 11246, as amended, and to comply with specific affirmative action obligations contained therein.

Signed: _____

Title: Director

Proposer: JBrown Professional Group, Inc.

Address: 3530 NW 43rd Street, Gainesville, FL 32606

Drug Free Workplace

DRUG-FREE WORKPLACE CERTIFICATION FORM

Whenever two (2) or more bids/proposals, which are equal with respect to price, quality, and service, are received by the City of Williston for the procurement of commodities or contractual services, a bid/proposal received from a business that certifies that it has implemented a drug-free workplace program shall be given preference in the award process. In order to have a drug-free workplace program, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of controlled substances is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in number (1).
4. In the statement specified in number (1), notify the employees that as a condition for working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction on or plea of guilty or no contest to any violation of Chapter 893, Florida Statutes or of any controlled substance law of the United States or any singular state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of Section 287.087, Florida Statutes.

This Certification is submitted by Anthony J. Brown Jr., PE, the _____
 _____ (Name)
President of JBrown Professional Group Inc.
 _____ (Title/Position) (Company)

who does hereby certify that said Company has implemented a drug-free workplace program, which meets the requirements of Section 287.087, Florida Statutes, which are identified in numbers (1) through (6) above.

09/11/2023
Date

 Signature

Insurance Certificate



JBROPRO-01

TJOHNSON3

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/20/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Hub International Florida 2811 NW 41st Street Gainesville, FL 32606	CONTACT NAME: PHONE (A/C, No, Ext): (352) 377-2002	FAX (A/C, No): (352) 376-8393
	E-MAIL ADDRESS:	
INSURED JBrown Professional Group 3530 NW 43 Street Gainesville, FL 32606	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Westfield Companies	NAIC # 24112
	INSURER B : Bridgefield Employers Insurance Company	10701
	INSURER C : QBE Insurance Corporation	39217
	INSURER D :	
	INSURER E :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		CWP0754997	10/1/2022	10/1/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/PIOP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		CWP0754997	10/1/2022	10/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$ AGGREGATE \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below:	N/A	830-53009	10/1/2022	10/1/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Professional Liab		ANE43971-02	12/30/2022	12/30/2023	Aggregate limit \$ 1,000,000
C	Professional Liab		ANE43971-02	12/30/2022		Occurrence \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

Certificate of Authorization

JBPro is properly licensed to practice in the State of Florida. You can find our the licences of our firm and employees below.

**State of Florida
Department of State**

I certify from the records of this office that JBROWN PROFESSIONAL GROUP INC. is a corporation organized under the laws of the State of Florida, filed on September 20, 2013.

The document number of this corporation is P13000078056.

I further certify that said corporation has paid all fees due this office through December 31, 2023, that its most recent annual report/uniform business report was filed on February 2, 2023, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of the State of Florida at Tallahassee, the Capital, this the Second day of February, 2023




Secretary of State

Tracking Number: 3301527761CC

To authenticate this certificate visit the following site, enter this number, and then follow the instructions displayed.
<https://services.sunbiz.org/EFilings/CertificateOfStatus/CertificateAuthorization>

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Kathleen D. Wilson-Ebaugh

as a member with all the benefits of a Certified Planner and responsibility to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 020810

July 25, 2006





PRESIDENT EXECUTIVE DIRECTOR

STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE


THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE PROVISIONS OF CHAPTER 481, FLORIDA STATUTES



FELIX, DUSTIN LANDON
13444 GRAN BAY PARKWAY APT 119
JACKSONVILLE FL 32258

LICENSE NUMBER: LA6667445
EXPIRATION DATE: NOVEMBER 30, 2023

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.
This is your license. It is unlawful for anyone other than the licensee to use this document.

GIS CERTIFICATION INSTITUTE

This certifies that

John Gilreath

has met the standards for ethical conduct and professional practice as established by the GIS Certification Institute for the recognition as a

Certified Geographic Information Systems (GIS) Professional (GISP)

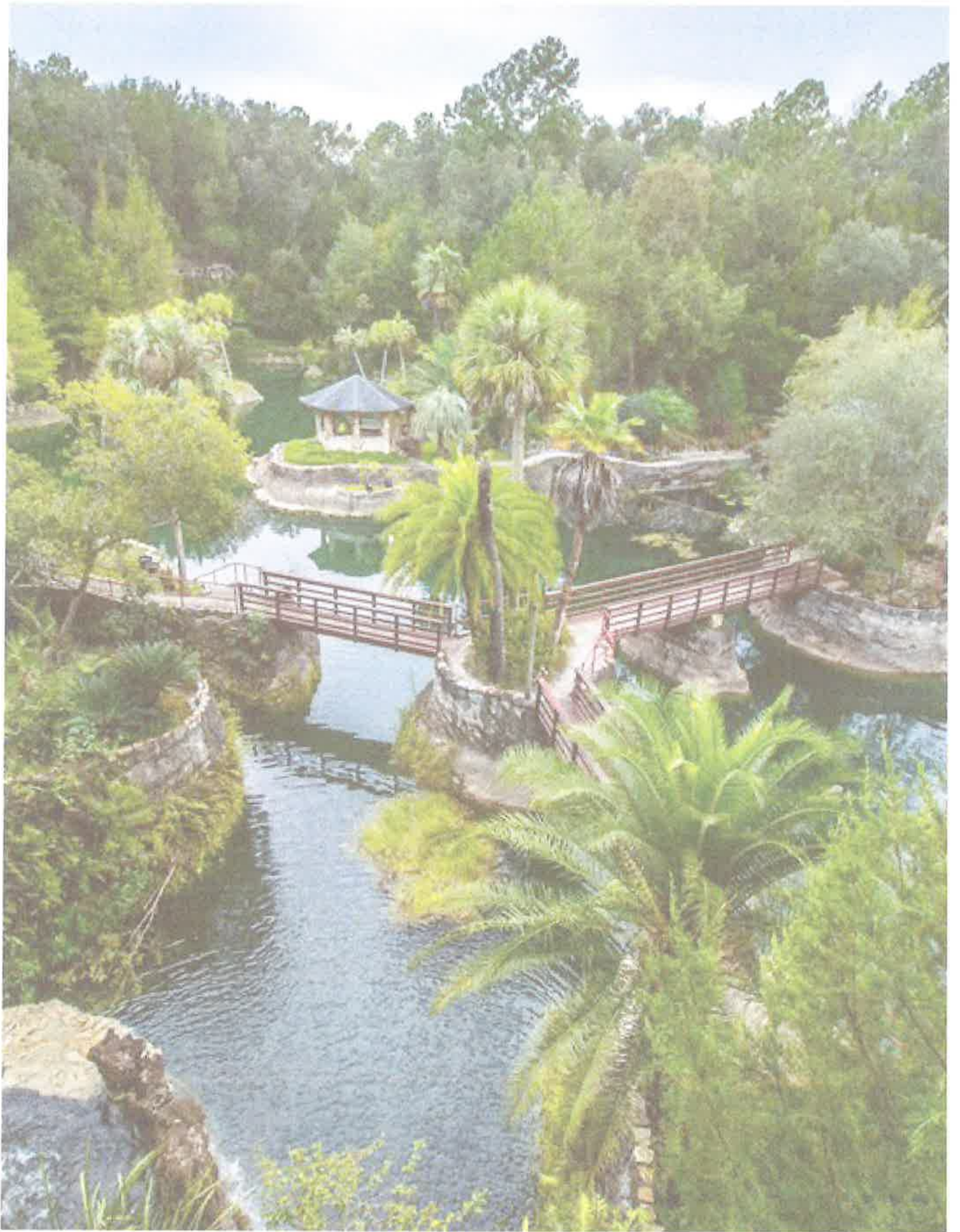
and is therefore entitled to all the rights and privileges thereunder.

This grant of certification shall expire or be deemed inactive on 11/25/2025 unless, by that date, the individual shall have successfully completed recertification.

Certification Number 60058 Date of Initial Certification 11/25/2014




Jacken Albrecht GISCI President Tony Spickel, GISP GISCI Executive Director





JBP Pro

Date: April 2, 2024

CITY COUNCIL AGENDA ITEM

TOPIC: Resolution 2024-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE BUILDING DEPARTMENT FEE SCHEDULE ATTACHED AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE.

Building department subcontractor, SafeBuilt, LLC. exercised their right to a 3.7% CPI in January 2024. Our fees were last updated in 2019 with the new SafeBuilt Contract award. Fees are updated by Resolution. Other small changes included:

Adding a Right-of-way permit - \$50
Changing Demolition Permit from \$100 to \$125
Changing House Moving Permit from \$100 to \$125

REQUESTED BY: Laura Jones

LEGAL REVIEW: NA

FISCAL IMPACTS: Increase in revenue.

RECOMMENDED ACTION: Approve Resolution 2024-45

ATTACHMENTS: Resolution 2024-45

ACTION:

_____ **APPROVED** _____ **DISAPPROVED.**

CITY COUNCIL RESOLUTION 2024-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE BUILDING DEPARTMENT FEE SCHEDULE ATTACHED AS EXHIBIT "A" AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the building department fees were updated June 18, 2019; and

WHEREAS, the Williston City Council entered into an Agreement with SafeBuilt, LLC. to perform Building Department Services and the building department fees were updated in 2019; and

WHEREAS, the agreement with SafeBuilt, LLC. was extended by City Council in October 2022; and,

Whereas, the agreement included a 3.7% Consumer Price Index (CPI) increase to become effective January 1, 2024; and,

Whereas, the Williston City Council has found that it is necessary to update the Building Department fees to cover the costs of services.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williston, Florida, that the City's schedule of Building Department fees shall be established to cover the costs of administration, building plan review and inspection shall be amended as shown on the attached Exhibit A.

Section 1. The above recitals are true and accurate and are part of this resolution.

Section 2. The City Council hereby approves the increase in building department fees.

Section 3. This Resolution shall become effective immediately upon adoption.

[REMAINDER OF PAGE INTENTIONALLY LEFT BLANK]

PASSED AND ADOPTED at a meeting of the City Council of the City of Williston this 2nd day of April 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

Kiersten Ballou, City Attorney

ATTEST: Latricia Wright
City Clerk

EXHIBIT A

Building Department Fee Schedule

2024

BUILDING PERMIT FEES: Residential	1.25% Cost of Construction- Min Fee \$125
BUILDING PERMIT FEES: Commercial	1.5% Cost of Construction - Min Fee \$156
Plan Review	Plan reviews, inspections (if required by code) are included as part of the building permits fee. City Engineer Review may be additional cost. Please see Community Development fee schedule.
Mechanical Permits: A/C Change out	Residential \$125 Commercial \$156
Electrical	See above Building permit fees based on residential or commercial projects.
Plumbing	See above Building permit fees based on residential or commercial projects.
Gas	See above Building permit fees based on residential or commercial projects.
Roofing Permits: Re-Roof	Minimum fee plus \$5 per \$1,000 of contract price thereof. Min. Residential \$125 Min. Commercial \$156
Demolition	\$125
Shed	See above Building permit fees based on residential or commercial projects.
Pool	See above Building permit fees based on residential or commercial projects.
Fences	New Install \$108. Repair & Maintenance of system which leaves the fence with same height and location \$0.00 (no permit required)
Lawn Irrigation	New Install \$52. Repair & Maintenance of system which leaves sprinklers with same location \$0.00 (no permit required)
Signs	See above Building permit fees based on residential or commercial projects.
Generators	See above Building permit fees based on residential or commercial projects.
Window, Door, Skylight Replacement	See above Building permit fees based on residential or commercial projects.
Communication Towers repair or additions	See above Building permit fees based on residential or commercial projects.
House Moving Permit	\$125
Mobile Home Permit	\$312 for the first section plus \$155 per additional section
Aluminum Construction	See above Building permit fees based on residential or commercial projects.
Permit Extensions	\$55 (two maximum, up to 90 days each plus one minimum inspection \$75).
After the fact permit	Double permit fee.

Re-Permitting	Re-permitting fees shall be the full permit fee, except for projects which need only a final inspection, for which the fee shall be \$155.
Other Permits	The fee for any matter, which requires a permit that is not specifically listed above; the fee shall be based upon 1.25% times the cost of construction for residential and 1.5% times the cost of construction for commercial. Min. Residential \$125 Min Commercial \$155
Re-Inspection Fee	\$83 shall be charged for all re-inspections that result from the work on a corrective action notice not being complete.
After Hours and Special Inspections	\$125 per hour/ 2 hour minimum for inspections performed during normal business hours. After 5 pm and on Saturday's/ Sunday's 1.5 times the hourly rate for a minimum of 2 hours.
Revision Fee	Residential \$125 Commercial \$156
Change of Occupancy Inspection (Includes Plan Review)	\$125 (includes original and one re-inspection) \$85 for each inspection thereafter.
Certificate of Completion	\$30
Certificate of Occupancy	\$30
Temporary Certificate of Completion/ Occupancy	Residential \$75 Commercial \$100 for the first 30 days \$75 for an additional 15 days (each)
Right of Way permit (ROW)	\$50
Administrative Fee	\$30
Change of Contractor	\$30
Change of Ownership	\$30
Permit Card Replacement	\$30
Contractor Registration	\$30

Please note that all permits listed above are subject to the Florida State Building Surcharge. New Construction permits maybe subject to water & sewer capacity fees or any other fees established by the City Council and are addition to the building permit fees.

LEVY COUNTY IMPACT FEES

EDUCATIONAL SYSTEM IMPACT FEE (Fee is per dwelling unit)	Single Family Detached House \$816.60 family dwelling \$416.40 Home \$637	Multi-Mobile
EMS IMPACT FEE	Residential \$53.08 per dwelling Commercial \$0.08 per square foot Institutional \$0.55 per square foot	

April 2nd, 2024

CITY COUNCIL AGENDA ITEM

Resolution 2024-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL SERVICES WITH WRIGHT-PIERCE, INC. AND PROVIDING AN EFFECTIVE DATE.

TOPIC: Williston Lead and Copper Service Line Mandatory report

REQUESTED BY: Donald Barber, Public Works / Dennis Davis, Wright-Pierce

BACKGROUND / DESCRIPTION:

The City of Williston, like many other municipal service providers, have older water service lines in the ground. Through the EPA and the Florida DEP, there is a requirement by municipalities and water service providers due by October 16th, 2024. Last August, Dennis Davis with Wright-Pierce provided a presentation to the Council on the EPA standards and compliance that are now due. This proposal will guarantee that the City of Williston will be in compliance with the regulations.

LEGAL REVIEW: None

FISCAL IMPACTS: YES, \$86,883.67 / Not to exceed 90K

RECOMMENDED ACTION: Staff recommends approval

ATTACHMENTS: Exhibit A, B, and C

ACTION:

_____ **APPROVED**

_____ **DISAPPROVED**

RESOLUTION 2024-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, ESTABLISHING AUTHORIZATION FOR THE WILLISTON CITY COUNCIL PRESIDENT TO SIGN AN AGREEMENT FOR PROJECT-SPECIFIC PROFESSIONAL SERVICES WITH WRIGHT-PIERCE, INC. AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Williston entered into a general Professional Consulting Services agreement with Wright-Pierce, Inc. on July 7, 2017; and

WHEREAS, The City of Williston extended this general Professional Consulting Services agreement on July 19, 2022; and

WHEREAS, Federal Regulations under the Safe Drinking Water Act, require all community public water systems to prepare and maintain an inventory of service line materials, for the purpose of identifying lead service lines; and

WHEREAS, All initial lead service line inventories must be submitted to the appropriate DEP Regulatory District Office no later than October 16, 2024; and

WHEREAS, The City of Williston has qualified for financial assistance through the Florida Rural Water Association to assist in the cost of this mandatory program; and

WHEREAS, The City has determined that it will be beneficial to work with Wright-Pierce to perform this significant research, field work and FDEP submittals to achieve compliance with this important FDEP Requirement; and

WHEREAS, Wright-Pierce has submitted a proposal to be authorized between the City of Williston and Wright-Pierce, Inc.; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williston, Florida, as follows:

SECTION 1. The foregoing "WHEREAS" clauses are hereby ratified and confirmed as being true and correct and are incorporated herein by this reference.

SECTION 2. The City Council hereby accepts the quote and contract from Wright-Pierce, Inc. hereby exhibited as Exhibit A.

SECTION 3. This resolution shall become effective immediately upon adoption.

PASSED AND ADOPTED at a meeting of the City Council this 2nd day of April 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, Council President

ATTEST:

Latricia Wright, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Scott Walker or Kiersten Ballou,
City Attorney

EXHIBIT A



8647 Baypine Road, Building 1, Suite 103
Jacksonville, FL 32256
888.621.8156 | wright-pierce.com

[Date]

[Recipient]
Public Works Supervisor
50 NW Main Street
Williston, FL 32696

SUBJECT: Lead Service Line Inventory

Dear Mr. Barber,

The Florida Department of Environmental Protection, through the Florida Rural Water Association (FRWA), has recently made grant funding available to conduct lead service line (“LSL”) inventories. The following paragraphs outline our proposed scope of work to complete the LSL Inventory and replacement plan to comply with the requirements of the Lead and Copper Rule Revisions (LCRR). After completion of the LSL inventory, a subsequent replacement plan scope of services can be prepared and submitted at a later date.

Background

The Lead and Copper Rule (“LCR”), first promulgated in 1991, was enacted by the USEPA to protect public health and reduce exposure to lead and copper in drinking water. In January 2021, the USEPA published the Lead and Copper Rule Revisions (“LCRR”), the first major overhaul of the LCR since its publication. The LCRR aims to better protect children at elementary schools and childcare facilities, get the lead out of our nation’s drinking water, and empower communities through information. One major regulatory change included in the LCRR is the requirement for water systems to develop an LSL inventory and an LSL replacement (“LSLR”) plan.

The most common sources of lead in drinking water are lead pipes, and brass or bronze faucets and fixtures. Lead containing pipes are most commonly water service lines that convey water from a publicly owned water main to an individual property. The LCRR requires that utilities create an inventory of the service lines in their water systems and identify which service lines contain lead. Subsequently, the LCRR requires utilities to develop an LSLR plan which details how the utility intends to remove identified lead containing service lines from their systems. The LCRR requires systems to remove the entire LSL which includes both the portion of the service line on public property and the portion of the service line on the property owner’s private property. In many cases LSLs may terminate at the water meter requiring entry into a private residence to remove the entirety of the line.

Both the development of an LSL inventory and enactment of an LSLR plan are anticipated to be costly. As a result, the USEPA, along with FDEP, has made funding available on a first come first served basis through a program administered by the Florida Rural Water Authority (FRWA). Soliciting for these finite funds now has the benefit of reducing the cost to comply with LCRR requirements while also expediting the LSL inventory process. The LCRR provides water systems until **October 16, 2024**, to develop their LSL inventories and replacement plans after which time LSL replacement will be required if water quality sampling results exceed a defined trigger level.

Proposed Scope of Work

The following scope outlines the proposed tasks to identify LSLs throughout Williston's water system and reduce the number of unknown lead service lines (ULSL). The state has made DWSRF funding available to identify lead service lines, and the purpose of this project is to identify locations and prioritize replacement of known lead service lines.

Task 1 – Funding Coordination

Wright-Pierce will prepare and assist with filing an FRWA grant funding application and facilitate payment requests and loan requirements, if applicable.

Task 2 – Data Collection and Development of a Lead Service Line Inventory

Identify the locations of known lead service lines within the 304 commercial and 1,282 residential water accounts and reduce the number of suspect lead service lines or service lines with an unknown status. It is our understanding through conversations with the City staff that the City may not possess documents (tie cards, service records, meter change out records, GIS data, or other similar data) that indicate the materials of construction for the service lines within the City's rights-of-way or on private property. Based on this understanding our efforts under Task 2 will include:

- Prepare for and attend a virtual project kickoff meeting with the City to review the scope, schedule, budget, and critical success factor for this project.
- Obtain and review Levy County's existing Property Appraiser's databases. Specifically, we will evaluate the database to determine the year in which the existing structure was built on each parcel within the City's Utility Service Area (USA). For parcels on which the structure was built after January 19, 1989, we can note the service line to those parcels as being "non-lead" thus eliminating them from further investigation.
- For parcels where the Levy County Property Appraiser's database does not include a date that the structure on a parcel was built or for parcels that had a structure built before January 19, 1989, then those parcels will fall into the category, "unknown". The parcels falling within the "unknown" category will require field verification of the materials of construction.
- Following the evaluation of the Levy County Property Appraiser's database, and the development of the LSL inventory, Wright-Pierce will prepare for and attend an LSL Inventory Meeting with the City. This meeting will take place at the City's Office. The purpose of this meeting is to review the LSL inventory with the City and get buyoff on the plan from the City before moving to the field work.
- Following completion of the LSL Inventory and the LSL Inventory Meeting, Wright-Pierce will update the FDEP lead service line inventory database. This list will include service line address, ID number, and the documentation source. The documentation sources must be verifiable.
- As noted above, the City has indicated that it does not possess information that would document the materials of construction for service lines. If the City was to find such data ahead of our review and evaluation of the Levy County Property Appraiser's database, then this information could also be reviewed to determine the materials of construction. We have allotted one week's time (40 hours) for a junior staff person to review any documents that may be provided by the City.

Task 3 – City-Wide Service Area LSL Validation Program

Wright-Pierce will utilize effective and efficient techniques and approaches to develop a successful materials validation program for the balance of the City's service area. Wright-Pierce has assumed that following the LSL Inventory there will be 1,000 services that will need to be field investigated. In accordance with prescriptive FRWA requirements, this investigation will take place at the meter box where our staff will document the materials of construction of the service lines on each side of the water meter. During a recent site visit Wright-Pierce's staff, accompanied by a City staff member, reviewed the accessibility of the water meters and service lines within the meter boxes. We found that within some meter boxes it was easy to assess the materials of construction on each side of the meter (these are identified as "Easy Access"), in some boxes it was not as easy and may in fact require vacuuming out materials within the meter box or even digging a hole outside the meter box to assess the materials (these are identified as "Difficult Access"), and in a very few instances there may be some meters where the materials of the service line cannot be assessed within the meter box and it is not possible to dig a hole above the service line outside of the meter box (these are identified as "Inaccessible"). With this information in mind, Wright-Pierce proposes a two-part field investigation program that will include the following tasks.

Initial Meter Location and Accessibility Review

Wright-Pierce will perform an initial water meter location and accessibility review. One person from Wright-Pierce will accompany one person from the City's staff to visit each meter/service line where the material of construction is identified as "unknown" in the LSL Inventory to assess the location of the meter box and the ease of accessibility. The location of each meter will be located using GPS and the level of accessibility will be identified as either: Easy Access, Difficult Access, or in what is expected to be very rare cases Inaccessible. Performing this task will allow us to better understand the level of support and type of equipment needed for the subsequent Field Investigation and will allow us to provide a different level of costs for each level of accessibility.

Field Investigation

Upon completion of the Initial Meter Location and Accessibility Review, Wright-Pierce will perform the Field investigation. During the first phase of the Field Investigation, a single staff person from Wright-Pierce will visit the sites that are identified as Easy Access. Wright-Pierce has assumed that of the 1,000 meters to be investigated 725 are Easy Access. Additionally, we assume that our staff will be able to assess four sites per hour for those sites that are identified as Easy Access. During the second phase of the Field Investigation two people from Wright-Pierce will visit the sites that are identified as Difficult Access. Wright-Pierce has assumed that of the 1,000 meters to be investigated, 275 are Difficult Access. Additionally, we assume that our staff will be able to assess two sites per hour for those sites that are identified as Difficult Access.

In performing this task, Wright-Pierce will develop a Survey 123 reporting template that can be used to document pertinent data at each parcel/meter. The field staff person/people will visit each site and record the following information for each meter/service line:

- Service Line address and ID number.
- Service Line size on both Utility Side and Customer side.

- Date of verification
- Whether the service location is a business, single-family home, daycare, school, or multifamily home.
- Material of Utility service line.
- Material of customer service line.
- Observed presence of any lead connectors, lead in the solder of the service line, or other fittings and equipment that contains lead connected to the service line.
- A picture of both the Utility service line and Customer service line for each address.
- Lastly, Wright-Pierce will complete an EPA Inventory Template for every service line in the Utility for FDEP. A picture of the lines checked for each address, as provided, will be attached to the spreadsheet with the address identified on each picture.

Task 4 – LSL Replacement Plan

Based on the data collected in the prior Tasks, develop a service line replacement priority list and Capital Improvement Plan (CIP), if necessary. It is anticipated that only a limited number of lead services will be identified, and this Plan will only be required if Lead Service Lines are discovered.

1. Development of LSLR prioritization list. Prioritization criteria may include:
 - a. Lead and Copper Rule Revision's site selection criteria tiers.
 - b. Ability to replace entire LSL (customer buy-in/approval to remove portion of LSL on customer's property).
 - c. Prioritization of any LSL that may impact a childcare facility, school, elderly care facility, or hospital.
 - d. LSLs in areas of the highest rate of children under 18.
 - e. LSLs in areas with the highest density of LSLs.
 - f. Difficulty of replacement.
 - g. Cost of replacement.
 - h. Customer desire to replace LSL.
 - i. Compatibility of LSLR project with other planned local or state infrastructure projects which may interface with the LSLR program.
2. Incorporate projected water meter replacements.
3. Submittal of a draft prioritization and CIP to the City for review and comment. Incorporate comments and prepare a final plan.
4. Development of general procedure for replacing LSLs, including:
 - a. Property owner/resident notification, outreach, and education.
 - b. Scoping of replacement of LSL for a property.

- c. General service line replacement procedure.
- d. Providing pitcher filters or cartridge filters, or possibly bottled water, to customers for 6 months post-replacement (including instructions for use). Pitcher and/or cartridge filters will be provided by the City.
- e. Action plan if post-replacement tap sample is above trigger level.

Assumptions and Conditions

The City will be responsible for providing a list, or spreadsheet, with addresses of all service connections served by the utility, and a service area map. In addition, it is assumed the City will provide, at a minimum, assistance in the first phase of field verification, to locate each meter.

The City will make available a site to dispose of excess dirt or materials and liquid, from any required excavations.

Wright-Pierce will make every effort to avoid damage to service lines but will not be responsible for any damage or service interruptions. Leaking services will be immediately reported to the City for them to fix.

After an initial survey of meter sites, with City participation, any sites deemed inaccessible will be the responsibility of the City, to validate the materials of construction.

The Agreement between Wright-Pierce and FRWA allows for direct reimbursement for services rendered for the City, at a cost precalculated by FRWA. It is understood that the total costs of this project will most likely be more than the precalculated amount of reimbursement, from FRWA to Wright-Pierce. The attached fee estimate reflects the estimated total cost of the project, of which FRWA will pay a precalculated proportion of the total. The balance will be paid to Wright-Pierce by the City of Williston.

Fee Estimate

Due to the uncertainty in this project this project will be billed on a Time and Expenses basis for an amount not to exceed \$158,563.67, including expenses. Should additional services be required, we will not exceed this fee without prior written authorization. Due to the considerable uncertainty related to this project, a \$15,000.00 sum will be added to the total cost for contingency purposes. It is important to note that FRWA has agreed to pay approximately \$71,680 of this total thus the total cost to the City is estimated to be \$86,883.67. The budget for each task is summarized in the table below.

Task	Description	Estimated Fee
1	Funding Coordination	\$2,218.56
2	Data Collection and Development of Lead service Line Inventory	\$17,143.63
3	City Wide LSL Validation and Inventory Completion	\$113,137.54
4	LSL Replacement Plan (If Needed)	\$11,063.94
	Estimated Funding From FRWA	(\$71,680)
	Contingency Funds	\$15,000.00
Estimated Total Cost to City		\$86,883.67

Schedule

We can begin work on this project upon approval of the City. Once a Notice to Proceed is issued, we anticipate completing all tasks by October 1, 2024.

We appreciate the opportunity to submit this proposal to the City and are available to discuss the proposed scope and fee at your convenience.

Sincerely,

WRIGHT-PIERCE

Dennis Davis, P.E.
Senior Client Service Manager
dennis.davis@wright-pierce.com

cc: Bill Young, Wright-Pierce, Jacksonville



SEARCH... 

Lead Service Line Inventory

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Source & Drinking Water Program Quick Links

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[Forms and Reporting Formats](#)

On January 15, 2021, the U.S. Environmental Protection Agency (EPA) issued [Lead and Copper Rule Revisions \(LCRR\)](#), that went into effect on December 16, 2021. The LCRR amended the Lead and Copper Rule (40 CFR sections 141.80-.91).

The LCRR requires all community and non-transient non-community public water systems to create an inventory of all service lines. Initial lead service line inventories must be submitted to the appropriate DEP Regulatory District Office or Approved County Health Department (ACHD) no later than **October 16, 2024**.

EPA developed a spreadsheet template that public water systems may use to organize their Lead Service Line Inventory (LSLI). Florida has determined that to provide consistency throughout the State, and to efficiently manage, analyze and report data, CWS's and NTNC's should utilize [EPA's LSLI template](#) for the required LSLI submittal, as required by 40 CFR § 141.84(a)(1) and 141.90(e)(1). When filling out the template, please reference the [State of Florida LSLI guidance](#).

We Can Help

FRWA is available to help water systems prepare for the Lead Service Line Inventory deadline. Call for further information.

For systems under 10,000 population and more than 15 connections, FRWA can work with the system to procure local technicians to provide records search, visually verify service lines and/or complete the EPA/DEP spreadsheet for all service lines.

FRWA services will be provided first come, first served as long as resources are available. It is recommended that you contact us well before the October deadline to ensure availability of services.

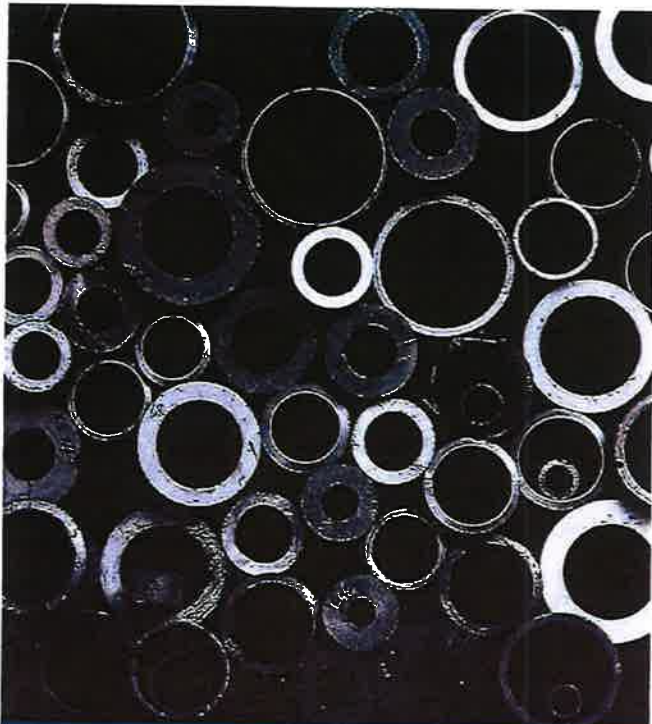
Contact

2970 Wellington Cir
Tallahassee, FL 32309
(850) 668-2746
FRWA@frwa.net



FRWA Lead Service Line Inventory Deadline Assistance

FLORIDA RURAL WATER
ASSOCIATION



Deadline

All community and nontransient noncommunity public water systems, regardless of the size of the system, are required to complete Lead Service Line (LSL) inventories by **October 16, 2024** under the Lead and Copper Rule Revisions (40 CFR 141.84)

The water system is required to have documented evidence to prove whether or not every service line on both the utility side and the customer side of the meter potentially contains lead.

4 Steps Required:

Required Step	Description
1. Records Search	Gather service line records for review and documentation of installation dates and materials. Records that show service lines installed after July 16, 1986, can be used to demonstrate installation after the Federal Lead Ban. Other records can be work orders, maps with material listings, code enforcement records, service line ordinances, etc.
2. Visually Verify All Service Lines without Record Documentation	A two-point inspection is required, likely in the meter box, to document service line material on the utility side and the customer side of the meter.
3. Complete and Submit EPA Spreadsheet for All Service Lines	The EPA Inventory Template can be found at https://www.epa.gov/ground-water-and-drinkingwater/revised-lead-and-copper-rule
4. Notification to Customers	All customers with a lead service line, a galvanized line that has ever been downstream of lead, or lead status unknown, must be notified within 30 days of completing the inventory. Demonstration of the notification must be submitted to FDEP. In addition, the inventory of all lead, galvanized lines that have ever been downstream of lead, and lead status unknown, must be made publicly available.

Date: April 2, 2024

COUNCIL AGENDA ITEM

TOPIC: RESOLUTION 2024-49: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A SEAL BID AUCTION FOR SURPLUS PROPERTY OF VEHICLE #141 AND VEHICLE #161.

REQUESTED BY: CHIEF MIKE ROLLS

PREPARED BY: CHIEF MIKE ROLLS

BACKGROUND / DESCRIPTION: Vehicle #141 is a 2014 Crown Victoria and Vehicle #161 is a 2016 Dodge Charger, both vehicles are surplus property and are no longer needed for use at the police department.

LEGAL REVIEW: None

FISCAL IMPACTS: As indicated in the resolution.

RECOMMENDED ACTION: Approve

ATTACHMENTS: None.

COMMISSION ACTION:

_____ APPROVED

_____ DISAPPROVED

RESOLUTION 2024-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, APPROVING A SEAL BID AUCTION FOR SURPLUS PROPERTY OF VEHICLE #141 AND VEHICLE #161.

WHEREAS, The Williston Police Department has determined that police vehicle #141 2014 Dodge Charger VIN 2C3CDXAGXE160996 is no longer needed for agency use due to the age and maintenance cost and wishes to conduct a seal bid auction to dispose of said vehicle.

WHEREAS, The Williston Police Department has determined that police vehicle #161 2016 Dodge Charger VIN 2C3CDXAT0GH350693 is no longer needed for agency use due to the age and maintenance cost and wishes to conduct a seal bid auction to dispose of said vehicle.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williston, Florida, as follows:

SECTION 1. The above recitals are true and accurate and are made a part of this resolution.

SECTION 2. APPROVAL. Vehicle #141 and Vehicle #161 are no longer needed for agency use and it is hereby authorized to conduct a seal bid auction for both vehicles.

SECTION 3. This resolution shall become effective immediately upon adoption by the City Council.

PASSED AND ADOPTED at a meeting of the City Council this 2nd day of April 2024.

CITY OF WILLISTON, FLORIDA

Debra Jones, President
Williston City Council

ATTEST: Latricia Wright
City Clerk

APPROVED AS TO FORM AND LEGALITY:

Scott Walker or Kiersten Ballou,
City Attorney

April 2, 2024

CITY COUNCIL AGENDA ITEM

Quasi-Judicial

TOPIC: ORDINANCE No 2024-723

AN ORDINANCE TO PROVIDE FOR THE ANNEXING OF CERTAIN PROPERTY IN THE CITY OF WILLISTON; PROVIDING THE DESCRIPTION OF THE ANNEXED PROPERTY; PROVIDING THAT THE ANNEXED AREA BE SUBJECTED TO ALL LAWS AND REGULATION AND ENTITLED TO ALL BENEFITS AND PRIVILEGES; PROVIDING AN EFFECTIVE DATE.

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

The City of Williston received a petition from L & B Investment Group, LLC for voluntary annexation into the City of Williston. L & B Investment Group, LLC have requested annexation of property which is situated adjacent to the city limits of The City of Williston as described below:

- This property is commonly known as the “Old Middle School”.
- TAX PARCEL NO. 0486600000
- 32-12-19 0020.00 ACRES N 1/2 OF SW 1/4 OF SE 1/4 OR BOOK 1519 PAGE 774
- Address: 20550 NE 42 PL
- The property is 20 acres

The property is currently zoned “public” on the Levy County map. The properties to the north, south and east will remain in unincorporated Levy County and are zoned residential. The properties to the west are in the City limits and are zoned residential.

If the property were annexed, all development projects would be subject to the City’s land development code and development standards which control building design, height, floor area, etc.

The City utilities available to this property include garbage, sewer and water. Power is not available.

The County was informed of the petition formally in February 2024. Letters to property owners within 300 feet were sent by certified mail. No inquiries were received. The petition was advertised according to Florida Statute.

April 2, 2024

LEGAL REVIEW: Completed

FISCAL IMPACTS: Additional tax revenue and employment opportunities.

RECOMMENDED ACTION: Recommend approval of Ordinance 2024-723

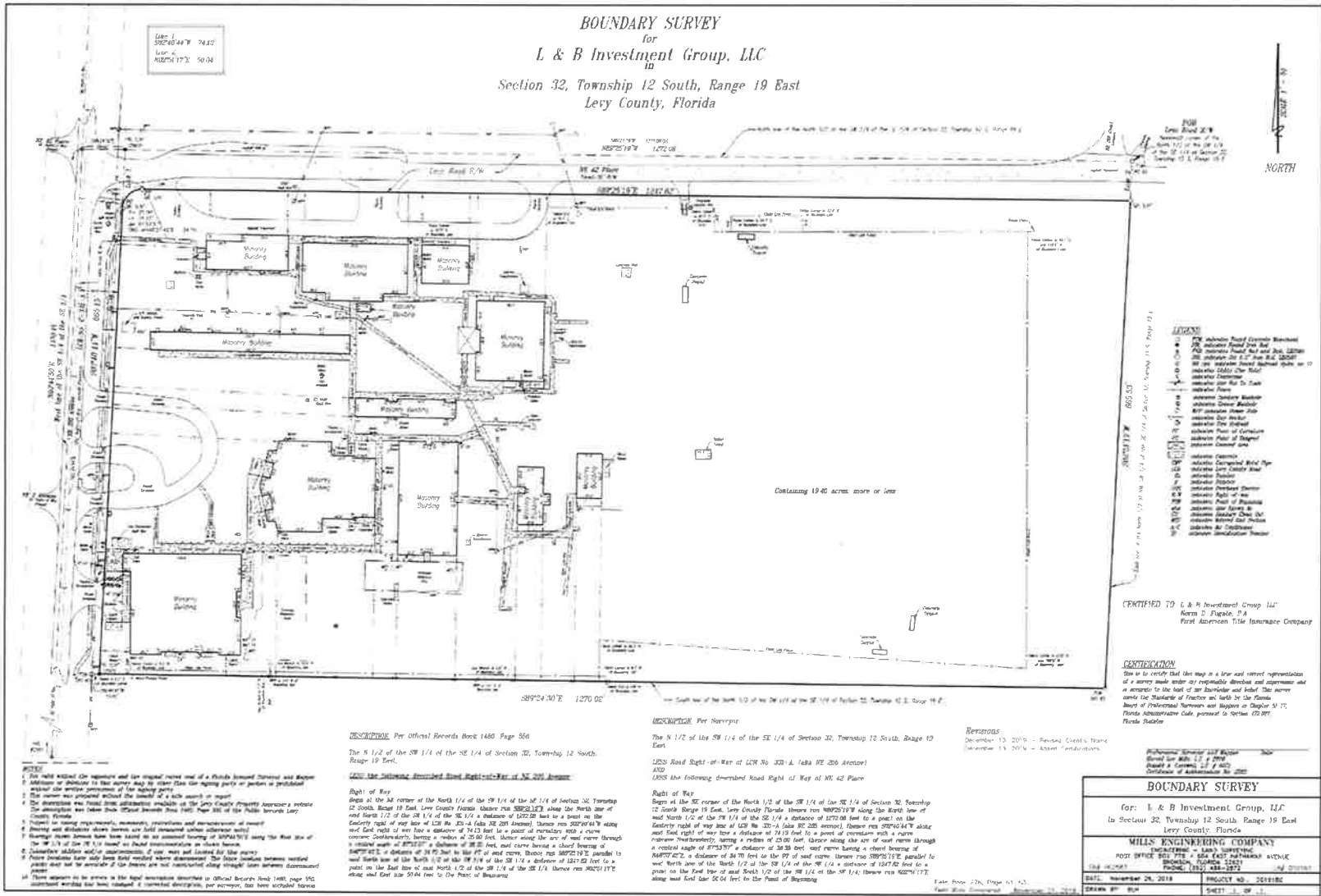
**ATTACHMENTS: Property Survey
Location Map
County Zoning Map
Application
Ordinance 2024-723**

ACTION:

 APPROVED

 DISAPPROVED

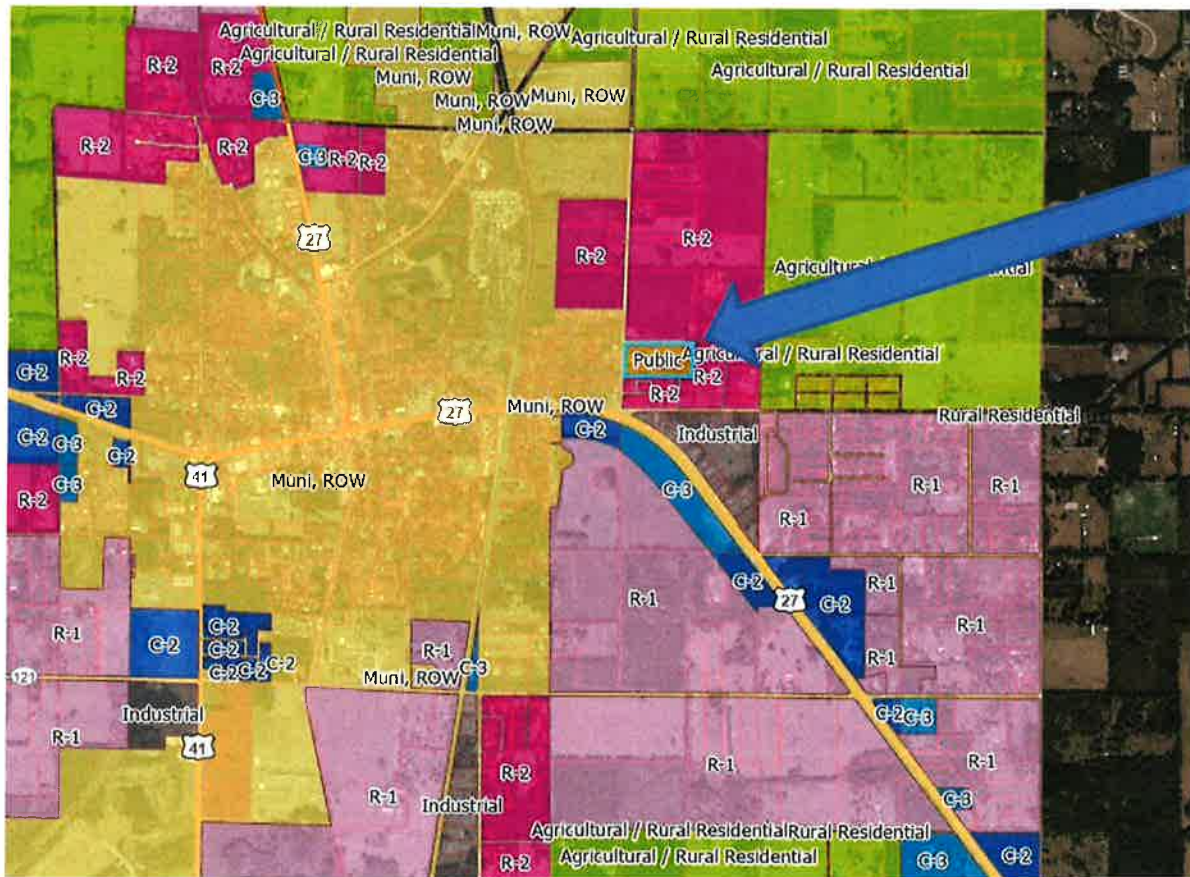
April 2, 2024



April 2, 2024



SUBJECT
PROPERTY



SUBJECT
PROPERTY

Muni, ROW on this map refers to the City Limits. As you can see, this property is adjacent to City of Williston Property and therefore, may be annexed.

PETITION FOR VOLUNTARY ANNEXATION

The undersigned, being the owner(s) of certain real property which is located in Levy County, Florida, and which is not presently a portion of the City of Williston, respectfully petition that the said lands hereinafter described be annexed to the City of Williston, Levy County, Florida, and submit the following:

1. The lands sought to be annexed are contiguous to the present corporate boundary of the City of Williston, Levy County, Florida.
2. The lands sought to be annexed are compatible with the lands presently located in the City of Williston.
3. The lands sought to be annexed to the City of Williston constitute a compact area, contiguous to the boundary lines of the City of Williston and municipal services can be or have been extended to the said property without significant expenditures and costs, provided, however, that the City shall not be obligated to provide capital improvements to extend municipal services until financing sources are available. The cost of capital improvements to extend municipal services may be paid for by special assessments imposed directly against the property as provided by law.
4. The lands sought to be annexed to the City of Williston are more particularly described as follows, to-wit:

See Exhibit "A", attached.
5. The City will derive the benefit of the development of the said lands.
6. The City will, following the annexation, incorporate by ordinance, the annexed area into the comprehensive land use plan and zoning scheme of the City; each of the undersigned

waives all rights and claims which may arise under statute or otherwise for any diminution in value of property caused thereby.

7. Upon annexation, the said lands will become a part of the City and will be subject to all ordinances, codes, rules and regulations applicable to lands within the City, including the imposition of municipal taxation.

WHEREFORE, it is respectfully requested that the City Council of the City of Williston, Florida accept this Petition under the provisions of Section 171.044, Florida Statutes and initiate the necessary and proper procedures for the annexation of the area described above to become a part of the corporate limits of the City of Williston, Levy County, Florida.

RESPECTFULLY SUBMITTED, this 28th day of November 2023.

L&B Investment Group, a Florida limited liability company

By: Jaxorian Lamb
[Signature]
as Authorized Representative

Make checks payable to The City of Williston

Annexation Fees:

- a. Small annexation for a parcel of land one acre or less in size which Contains an existing single family or duplex dwelling; (Includes land use amendment and rezoning)... **\$250.00**
- b. All other annexation (does not include land use amendment or Rezoning) **\$350.00**

EXHIBIT A
DESCRIPTION OF LAND TO BE ANNEXED

The N 1/2 of the SW 1/4 of the SE 1/4 of Section 32, Township 12 South, Range 19 East, Levy County, Florida,

LESS Road Right-of-Way of LCR No. 331-A (aka NE 205 Avenue).

AND

LESS the following described Road Right-of-Way of NE 42 Place:

Right of Way:

Begin at the NE corner of the North 1/2 of the SW 1/4 of the SE 1/4 of Section 32, Township 12 South, Range 19 East, Levy County, Florida; thence run N89°25'19"W along the North line of said North 1/2 of the SW 1/4 of the SE 1/4 a distance of 1272.08 feet to a point on the Easterly right of way line of LCR No. 331-A (aka NE 205 Avenue); thence run S02°40'44"W along said East right of way line a distance of 74.13 feet to a point of curvature with a curve concave Southeasterly, having a radius of 25.00 feet; thence along the arc of said curve through a central angle of 87°53'57" a distance of 38.35 feet, said curve having a chord bearing of N46°37'42"E, a distance of 34.70 feet to the PT of said curve; thence run S89°25'19"E, parallel to said North line of the North 1/2 of the SW 1/4 of the SE 1/4 a distance of 1247.82 feet to a point on the East line of said North 1/2 of the SW 1/4 of the SE 1/4; thence run N02°51'17"E along said East line 50.04 feet to the Point of Beginning.

P:\UG\Fluent\Applications\Petition for Voluntary annexation JG.docx

ORDINANCE No 2024-723

AN ORDINANCE TO PROVIDE FOR THE ANNEXING OF CERTAIN PROPERTY IN THE CITY OF WILLISTON; PROVIDING THE DESCRIPTION OF THE ANNEXED PROPERTY; PROVIDING THAT THE ANNEXED AREA BE SUBJECTED TO ALL LAWS AND REGULATION AND ENTITLED TO ALL BENEFITS AND PRIVILEGES; PROVIDING AN EFFECTIVE DATE.

WHEREAS, The City of Williston, Florida (the “City”), has received a Petition for voluntary Annexation from L & B Investment Group, LLC into the City of Williston. L & B Investment Group, LLC (the “Owners”), in which the Owners have requested and agreed to the voluntary annexation of certain real property which is situated adjacent to the city limits of The City of Williston; and

WHEREAS, a notice of annexation has been published for two consecutive weeks in a local newspaper and has been declared by certified mail to Levy County Board of Commissioners; and

WHEREAS, the City Council finds that all requirements as set forth in State Statute 171.044 relating to Voluntary Annexation have been met;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, as follows:

The following described real property, which is depicted on a map as Exhibit “A”, attached, is hereby annexed to and made a part of the City of Williston, Florida:

Description: **(TAX PARCEL NO. 0486600000) 32-12-19 0020.00 ACRES N1/2 OF SW1/4 OF SE1/4 OR BOOK 1519 PAGE 774**

2. Upon this ordinance becoming effective, the area annexed shall be subject to all laws, ordinances and regulations in force in the City.
3. Except as required by law, no City services shall be provided to the annexed lands until such time as determined appropriate by the City Council. City services may be funded from taxes and assessments as allowed by law.
4. This ordinance shall take effect on the 30th day after adoption or at earlier time as approved by the Mayor.
5. The City Clerk shall file copies of this ordinance with the clerk of the circuit court and the chief administration officer of Levy County, Florida and with the Department of State within 7 days after its effective date.

PASSED upon first reading this 2nd day of April 2024.

PASSED AND DULY ADOPTED, upon second and final reading, in regular session with a quorum present and voting, by the City Council this 16th day of April 2024.

CITY OF WILLISTON, FLORIDA

By: _____

Debra Jones,

President, City Council

ATTEST:

By: _____

Latricia Wright,

City Clerk

APPROVED by Mayor Charles Goodman on this __ day of _____, 2024.

By: _____

Charles Goodman,

Mayor

APPROVED as to form and legality:

Kiersten N. Ballou, City Attorney

CITY COUNCIL AGENDA ITEM

Quasi-Judicial

TOPIC: Ordinance 2024-724

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA RELATING TO AMENDMENTS TO THE CITY OF WILLISTON COMPREHENSIVE PLAN AND ZONING MAP FOR THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN, AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY'S LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION BY L&B INVESTMENT GROUP LLC, FOR TAX PARCEL NO. 0486600000; CHANGING THE FUTURE LAND USE CLASSIFICATION OF THE DESIGNATED PROPERTY FROM PUBLIC (COUNTY) TO AGRICULTURAL (A) (TAX PARCEL NO. 0486600000) CHANGING THE ZONING OF THE DESIGNATED PROPERTY TO AGRICULTURAL.

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

The City of Williston received a petition for zoning and land use classification, changing the zoning from public (county) to agricultural (city), from L & B Investment Group, LLC for the following property:

- This property is commonly known as the "Old Middle School".
- TAX PARCEL NO. 0486600000
- 32-12-19 0020.00 ACRES N 1/2 OF SW 1/4 OF SE 1/4 OR BOOK 1519 PAGE 774
- Address: 20550 NE 42 PL
- The property is 20 acres

This Ordinance is relevant only if Ordinance 723 is passed for annexation, as the property is currently not in the City limits. If this parcel is denied annexation, this ordinance will be voided.

- The property is currently zoned "public" on the Levy County map. The properties to the north, south and east will remain in unincorporated Levy County and are zoned residential. The properties to the west are in the City limits and are zoned residential.

The properties to the north, south and east will remain in unincorporated Levy County and are zoned residential. The properties to the west are residential.

The owner specifically wants agricultural zoning to use the property as a nursery with the future addition of greenhouses.

Sec. 60-172. Permitted principal uses and structures.

Within an agricultural district shown on the "Zoning Map, City of Williston, Florida," the following use provisions regarding permitted principal uses and structures shall apply:

- (1) All agricultural activities (excepting intensive agriculture uses as defined in section 44-10 and not including livestock or poultry slaughterhouses), including the raising of livestock and poultry, the production of dairy and poultry products, the cultivation of field crops and fruits and berries, forestry conducted in accordance with the comprehensive plan, apiculture, and similar uses; provided that no structure used for housing of animals or any commercial feed lot operation shall be located within 300 feet of any lot line, and no structure used for housing domestic animals shall be located within 100 feet of any lot line.
- (2) The processing, storage, and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughterhouses); provided that no building used for these activities shall be located within 300 feet of any side or rear lot line.
- (3) Single-family dwellings.
- (4) Mobile homes.
- (5) Plant nurseries and greenhouses.
- (6) Homes of six or fewer residents which otherwise meet the definition of a "community residential home" (see article II of this chapter).
- (7) All permitted uses in the R-1 zoning district.

(Ord. No. 434, § 4.5.2, 5-7-2002)

No nursery or greenhouse is allowed in Commercial Zoning.

Sec. 60-332. Permitted principal uses and structures.

- (a) The following shall be permitted principal uses and structures in the CG districts:
 - (1) Retail commercial outlets for sale of food, wearing apparel, fabric, toys, sundries and notions, books and stationery, leather goods and luggage, paint, glass, wallpaper, jewelry (including repair) art, cameras or photographic supplies (including camera repair), sporting goods, hobby shops and pet shops (but not animal kennel), musical instruments, optical goods, television and radio (including repair incidental to sales), florist or gift shop, delicatessen, bake shop (but not wholesale bakery), drugs, plants and garden supplies (including outside storage of plants and materials), automotive vehicle parts and accessories (but not junkyards or automotive wrecking yards), and similar uses.
 - (2) Retail commercial outlets for sale of home furnishings (furniture, floor coverings, draperies, upholstery) and appliances (including repair incidental to sales), office

equipment or furniture, hardware, secondhand merchandise in completely enclosed buildings, and similar uses.

- (3) Service establishments such as barbershop or beauty shop, shoe repair shop, restaurant, interior decorator, photographic studio, art or dance or music studio, reducing salon or gymnasium, animal grooming, self-service laundry or dry cleaner, tailor or dressmaker, laundry or dry cleaning pickup station, and similar uses.
 - (4) Service establishments such as radio or television station (but not television or radio towers or antennae); radio and television repair shop, appliance repair shop, letter shops and printing establishments, pest control, and similar uses.
 - (5) Medical or dental offices, clinics, and laboratories.
 - (6) Business and professional offices.
 - (7) Newspaper offices.
 - (8) Banks and financial institutions.
 - (9) Professional, business, and technical schools.
 - (10) Commercial recreational facilities in completely enclosed, soundproof buildings, such as indoor motion picture theater, community or little theater, billiard parlor, bowling alley, and similar uses.
 - (11) Dry cleaning and laundry package plants in completely enclosed buildings using nonflammable liquids such as perchlorethylene and with no odor, fumes, or steam detectable to normal senses from off the premises.
 - (12) Art galleries.
 - (13) Miscellaneous uses such as telephone exchange and commercial parking lots and parking garages.
 - (14) Recovery homes.
 - (15) Residential home for the aged.
 - (16) Residential dwelling units other than mobile homes, as defined in the residential single-family (R-1) zoning district.
- (b) Unless otherwise specified, the above uses are subject to the following limitations: (i) sale, display, preparation, and storage to be conducted within a completely enclosed building, and no more than 30 percent of floor space to be devoted to storage; (ii) products to be sold only at retail; and (iii) site and development plan approval (see chapter 46, article IV) is required for all commercial developments.

(Ord. No. 434, § 4.9.2, 5-7-2002; Ord. No. 462, § 1(8), 9-16-2003; Ord. No. 583, § 1(att. A, § 4), 4-22-2008)

February 27, 2024

Sec. 60-372. Permitted principal uses and structures.

- (a) The permitted principal uses and structures shall be the same as for the CG district, and in addition:
- (1) Retail commercial outlets for sale of new and used automobiles, motorcycles, trucks and tractors, mobile homes, boats, heavy machinery and equipment, dairy supplies, feed, fertilizer, lumber and building supplies, monuments, and outdoor retail commercial display areas associated with sale of said items.
 - (2) Service establishments such as repair and service garage, motor vehicle body shop, car wash, auction house (but not including livestock auction arena), laundry or dry cleaning establishment, animal boarding kennels in soundproof buildings, plant nursery or landscape contractor, carpenter or cabinet shop, home equipment rental, ice delivery station, upholstery shop, marina and boat sales, commercial water softening establishment, rental of automotive vehicles, trailers, and trucks.
 - (3) Commercial recreation facilities such as drive-in theater (see article II of this chapter), golf driving range, miniature golf course, skating rink, skateboard arena, go-cart track, and similar uses.
 - (4) Palmist, astrologist, psychics, clairvoyants, and phrenologists.
 - (5) Miscellaneous uses such as express or parcel delivery office, motorbus or other transportation terminal.
 - (6) Wholesaling from sample stocks only, providing no manufacturing or storage for distribution is permitted on the premises.
 - (7) Automotive self-service station (see article II of this chapter for special design standards for automotive self-service stations).
 - (8) Hotels and motels.
 - (9) Funeral homes.
 - (10) Shopping centers.
 - (11) Residential dwelling units other than mobile homes, as defined in the residential single-family (R-1) zoning district.
- (b) Site and development plan approval (see chapter 46, article IV) is required for all commercial developments.

(Ord. No. 434, § 4.10.2, 5-7-2002; Ord. No. 462, § 1(9), 9-16-2003; Ord. No. 583, § 1(att. A, § 4), 4-22-2008)

February 27, 2024

The Planning and Zoning Commission recommended approval of the zoning and land use classification to City Council on February 27, 2024.

LEGAL REVIEW: NA

FISCAL IMPACTS: Additional tax revenue

RECOMMENDED ACTION: Recommend approval of Ordinance 724 to City Council pending approval of Ordinance 723 Annexation of property.

**ATTACHMENTS: Location Map
County Zoning Map
Application
Ordinance 2024-724**

ACTION:

APPROVED

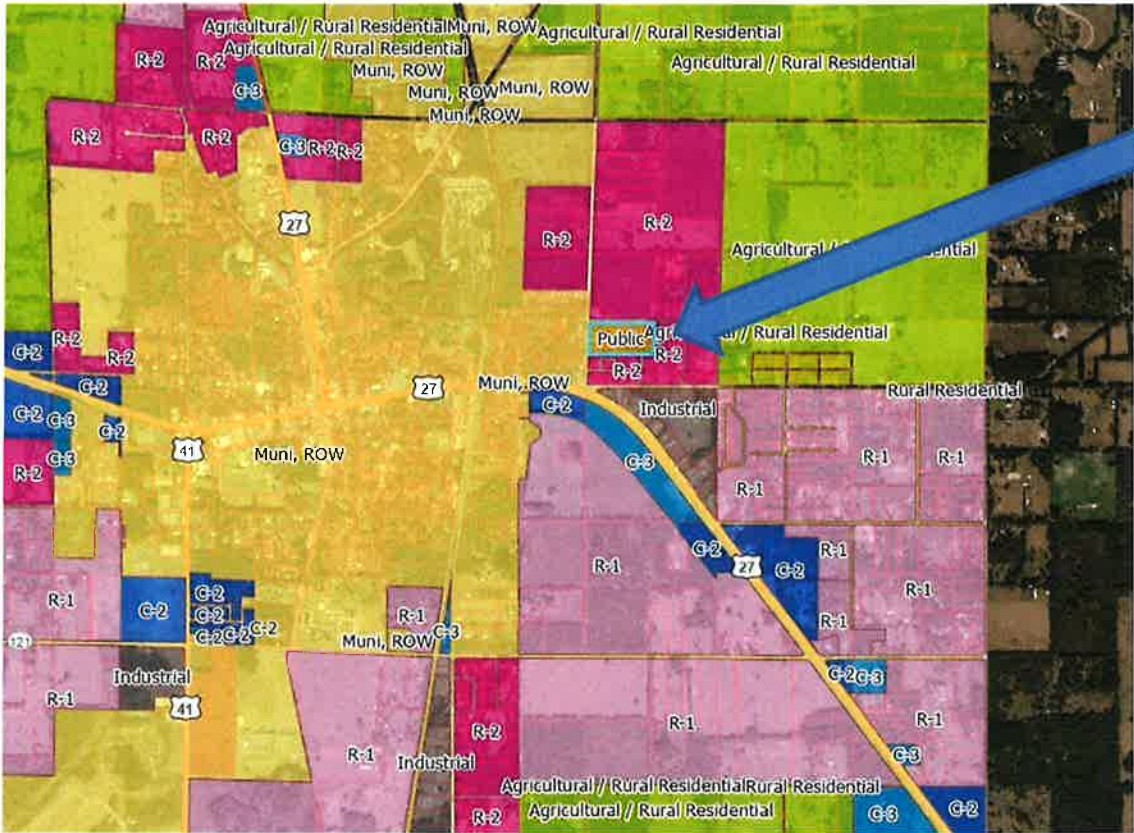
DISAPPROVED

February 27, 2024



SUBJECT
PROPERTY

February 27, 2024



SUBJECT
PROPERTY

**REZONING AND SMALL SCALE
COMPREHENSIVE PLAN
AMENDMENT(STANDARD)**

APPLICATION INFORMATION PACKET

**Planning and Zoning Department
50 NW Main Street
Williston, Florida 32696
(352) 528-3060**

Application will be considered incomplete unless all information is completed and provided.

(Completed application will need to be received by the first Wednesday of the month prior to the Planning and Zoning Commission meeting, which meets the last Tuesday of the month)

Applicant's Name: L&B Investment Group LLC, Florida limited liability company

Applicant's Mailing Address: c/o (for purposes of this Application): W. James Gooding III, 1531 SE 36th Ave. Ocala, FL 34471.

Telephone Number: 352-579-6580.

Address where change requested: 20550 NE 42nd Place, Williston, FL.

Legal Owner of parcel: L&B Investment Group LLC, a Florida limited liability company

Tax parcel ID# : 0486600000.

Legal Description of parcel: (attach exhibit if necessary)

SEE ATTACHED

Current Land Use/Zoning Map designation: Land Use: Public (County); Zoning: Public (County)

Requested Land Use/Zoning Map Designation: Land Use: Agricultural (City); Zoning: Agricultural (City)

REZONING FEES (Make checks payable to the City of Williston, PO Drawer 160, Williston, FL 32696):

- | | |
|--|------------|
| a. Rezoning without land use map amendment | \$ 720.00 |
| b. Rezoning and small scale land use map amendment | \$ 720.00 |
| c. Rezoning and large scale land use map amendment | \$2,500.00 |

Application will be considered incomplete unless all the above is completed and provided.

L&B Investment Group LLC

By: Jakovian Lamb Date November 28th, 2023
as Authorized Representative

Zoning Change Application

Shaded Area for Official Use Only
Application Received Date:
Application Number:
Hearing Date:
Hearing Type:
Notes:

Applicant's Information
Name: L&B Investment Group LLC, a Florida limited liability company
Mailing Address: c/o W. James Gooding III, 1531 SE 36 th Ave., Ocala, FL 34471
Telephone Number: 352-579-6580
Email Address: jgooding@lawyersocala.com
Property Information
Address: 20550 NE 42 nd Place, Williston, FL
Legal Owner: L&B Investment Group LLC, a Florida limited liability company
Tax Parcel ID#: 0486600000
Legal Description of parcel: (See attached)
Current Land Use/Zoning Map designation: Public (County); Zoning: Public (County)
Requested Land Use/Zoning Map Designation: Agricultural (City); Zoning: Agricultural (City)

L&B Investment Group LLC, a Florida limited liability company

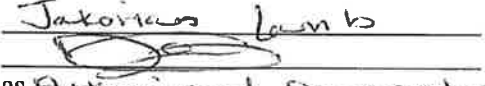
By: Jacobus Lamb Date November 28th, 2023

 as Authorized Representative

EXHIBIT A
DESCRIPTION OF LAND SUBJECT TO APPLICATION

The N 1/2 of the SW 1/4 of the SE 1/4 of Section 32, Township 12 South, Range 19 East, Levy County, Florida,

LESS Road Right-of-Way of LCR No. 331-A (aka NE 205 Avenue).

AND

LESS the following described Road Right-of-Way of NE 42 Place:

Right of Way:

Begin at the NE corner of the North 1/2 of the SW 1/4 of the SE 1/4 of Section 32, Township 12 South, Range 19 East, Levy County, Florida; thence run N89°25'19"W along the North line of said North 1/2 of the SW 1/4 of the SE 1/4 a distance of 1272.08 feet to a point on the Easterly right of way line of LCR No. 331-A (aka NE 205 Avenue); thence run S02°40'44"W along said East right of way line a distance of 74.13 feet to a point of curvature with a curve concave Southeasterly, having a radius of 25.00 feet; thence along the arc of said curve through a central angle of 87°53'57" a distance of 38.35 feet, said curve having a chord bearing of N46°37'42"E, a distance of 34.70 feet to the PT of said curve; thence run S89°25'19"E, parallel to said North line of the North 1/2 of the SW 1/4 of the SE 1/4 a distance of 1247.82 feet to a point on the East line of said North 1/2 of the SW 1/4 of the SE 1/4; thence run N02°51'17"E along said East line 50.04 feet to the Point of Beginning.

P:\UG\Fluent\Applications\Application for Comp plan and Zoning Change JG.docx

ORDINANCE 2024-724

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA RELATING TO AMENDMENTS TO THE CITY OF WILLISTON COMPREHENSIVE PLAN AND ZONING MAP FOR THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING THE FUTURE LAND USE MAP OF THE CITY'S COMPREHENSIVE PLAN, AND AMENDING THE OFFICIAL ZONING MAP OF THE CITY'S LAND DEVELOPMENT REGULATIONS, PURSUANT TO AN APPLICATION BY LOB INVESTMENT GROUP, LLC,—FOR TAX PARCEL NO. 0486600000; CHANGING THE FUTURE LAND USE CLASSIFICATION OF THE DESIGNATED PROPERTY FROM PUBLIC (COUNTY) TO AGRICULTURAL (A) (TAX PARCEL NO. 0486600000) CHANGING THE ZONING OF THE DESIGNATED PROPERTY TO AGRICULTURAL.

WHEREAS, Chapter 166, Florida Statutes, empowers the City Council of the City of Williston, Florida, hereinafter referred to as the City Council, to prepare, adopt, implement and amend a Comprehensive Plan;

WHEREAS, Chapter 163, Florida Statutes, the Community Planning Act, empowers and requires the City Council to prepare, adopt, implement and amend a Comprehensive Plan;

WHEREAS, the City Council of the City of Williston, Florida, did on May 7, 2002, validly approve and adopt the City of Williston Land Development Regulations; and

WHEREAS, an application, by L&B investments, LLC, for an amendment, as described below, to the Future Land Use Map of the City of Williston Comprehensive Plan, and of the Zoning Map under the City of Williston Land Development Regulations, has been filed with the City;

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing, with public notice having been provided, on said applications for amendments, as described below;

WHEREAS, the Planning and Zoning Commission of the City of Williston reviewed and considered all comments received during said public hearings and the Future Land Use Map Amendment Report and Rezoning Report concerning said applications for amendments, as described below and recommended approval of the above reference applications to the City Council;

WHEREAS, the City Council did hold the required public hearings, under the provisions of the amendment procedures established in Chapters 163 and 166, Florida Statutes, on said applications for amendments, as described below, to the Future Land Use Map of the City's Comprehensive Plan, and to the Zoning Map of the City's Land Development Regulations, and at

said public hearing, the City Council reviewed and considered all comments received during the public hearing, including the recommendation of the Planning and Zoning Commission, serving also as the Local Planning Agency, and the Comprehensive Plan Amendment Report concerning said applications for amendments, as described below, to the Future Land Use Map of the City's Comprehensive Plan and the Zoning Map of the City's Land Development Regulations;

WHEREAS, the City Council has determined and found said applications for amendments, as described below, to be consistent with the Future Land Use Element objectives and policies, and those of other affected elements of the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

- Section 1. The application by L&B Investments, LLC. to amend the Future Land Use Map of the City's Comprehensive Plan, by changing the future land use classification on parcel 0486600000, located at 20550 NE 42 PL, Williston FL from Public (COUNTY) to Agricultural is hereby approved.
- Section 2. Future Land Use. The Comprehensive Plan Future Land Use Map designation changes enacted herein shall be incorporated into the Comprehensive Plan Future Land Use Map within 48 hours of this ordinance becoming effective.
- Section 3. The application by L&B Investments, LLC. to amend the Zoning Map of the City of Williston Land Development Regulations, by changing the zoning classification on Parcel 0486600000, located at 20550 NE 42 PL, Williston FL, to Agricultural is hereby approved.
- Section 4. The Land Development Regulations Zoning Map change enacted herein shall be incorporated into the Land Development Regulations Zoning Map within 48 hours of this ordinance becoming effective.
- Section 5. Severability. If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.
- Section 6. Effective Date. The effective date of this ordinance shall be the later of:
 - a. The date that Ordinance No 2024-723 (annexing the property into the municipal limits of the City) becomes effective; or
 - b. _____ 2024 or at such earlier time as approved by the Mayor.

- c. 31 days after adoption. If this small-scale amendment is challenged within 30 days after adoption, then this small-scale amendment shall not become effective until the state land planning agency or the Administration Commission, respectively, issues a final order determining the adopted small-scale amendment is in compliance. No development orders, development permits or land uses dependent on this amendment may be issued or commence before it has become effective

PASSED ON FIRST READING, THIS DAY OF , 2024.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the second reading, on final reading this day of , 2024.

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

30-DAY VETO WAIVER:

CHARLES GOODMAN
MAYOR

APPROVED AS TO FORM AND LEGALITY:

KIERSTEN BALLOU, ESQ
CITY ATTORNEY

CITY COUNCIL AGENDA ITEM

Quasi-Judicial

TOPIC: Ordinance 2024-725

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING SECTION 44-12, NON-CONFORMING LOTS, NON- CONFORMING USES OF LAND, NON-CONFORMING STRUCTURES, NON-CONFORMING CHARACTERISTICS OF USE, AND NON-CONFORMING USE OF STRUCTURES AND PREMISES; AMENDING SECTION 60-172, PERMITTED PRINCIPLE USES AND STRUCTURES; AMENDING SECTION 60-179, MAXIMUM FLOOR AREA RATIO; AMENDING SECTION 60-180 MAXIMUM LOT COVERAGE BY ALL IMPERVIOUS SURFACES; AMENDING SECTION 60-182 MINIMUM OFF-STREET PARKING REQUIREMENTS DESCRIBED HEREIN; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

REQUESTED BY: Laura Jones, City Planner

BACKGROUND / DESCRIPTION:

The proposed text amendment is initiated by an application received by L&B Investments, LLC. to update to the City of Williston's Code of Ordinances. This ordinance is to amend the uses in Agricultural zoning to make is more feasible to conduct business in current times.

This Ordinance specifically amends:

Section 44-12 to include annexed properties.

Section 60-172 agricultural zoning to update buffers.

Section 60-179 agricultural zoning to update maximum floor area ratio.

Section 60-180 agricultural zoning to update maximum lot coverage.

Section 60-182 agricultural zoning to update minimum off-street parking requirements.

This request makes sense for the entire City as the agricultural zoning requirements is antiquated and appeared to be more tailored for a different municipality. The changes will improve the code for all agricultural properties in the City limits.

Changes made below are in red:

Sec. 44-12. Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming characteristics of use, nonconforming use of structures and premises.

(a) *Generally.*

- (1) Within the districts established by these land development regulations or amendments that may later be adopted, there may exist (i) lots, (ii) uses of land, (iii) structures, (iv) characteristics of use, and (v) use of structures and premises which were lawful before the adoption or amendment of these land development regulations, *or, as to annexed property, which are lawful under the county's land development regulations* but which would be prohibited, regulated, or restricted under the terms of these land development regulations or future amendments.
- (2) It is the intent of these land development regulations to permit these nonconformities to continue until they are voluntarily removed or removed as required by these land development regulations, but not to encourage their survival. It is further the intent of these land development regulations that nonconformities shall not be enlarged upon, expanded, intensified, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.
- (3) Nonconforming uses are declared by these land development regulations to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of a structure and land in combination shall not be extended or enlarged after the date of adoption or amendment of these land development regulations, by attachment on a structure or premises of additional signs intended to be seen from off the premises, or by the addition of other uses of a nature which would be prohibited generally in the district involved.
- (4) To avoid undue hardship, nothing in these land development regulations shall be deemed to require a change in the plans, construction, or designated use of any building on which actual construction was lawfully begun prior to the date of adoption or amendment of these land development regulations and upon which actual building construction has been carried on diligently (see section 44-10 for definition of "Construction, actual"). Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation, demolition, or removal shall be deemed to be actual construction, provided that work shall be carried on diligently.

- (b) *Nonconforming lots of record.* In any district in which one-family dwellings are permitted, a one-family dwelling and customary accessory buildings may be erected, expanded, or altered on any single lot of record as of the date of adoption or amendment of these land development regulations, *or, as to annexed property, which were lawful under the county's land development regulations* notwithstanding limitations imposed by these land development regulations or the comprehensive plan. Such lots must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width,

or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located. Variance of yard requirements shall be obtained only through action of the board of adjustment/code enforcement. If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record as of the date of adoption or amendment of these land development regulations, and if all or part of the lots do not meet the requirements established for lot width and for area, the lands involved shall be considered to be an undivided parcel for the purposes of these land development regulations, and no portion of said parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by these land development regulations or the comprehensive plan, nor shall any division of any parcel be made which creates a lot with width or area below the requirements stated in these land development regulations or the comprehensive plan.

(c) *Nonconforming uses of land.* Where, on the date of adoption or amendment of these land development regulations, *or, as to annexed property, which were lawful under the county's land development regulations* lawful use of land exists which would not be permitted by the comprehensive plan or these land development regulations, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:

- (1) *Enlargement, increase, intensification, alteration.* No such nonconforming use shall be enlarged, increased, intensified, or extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of these land development regulations.
- (2) *Movement.* No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of these land development regulations.
- (3) *Discontinuance.* If any such nonconforming use ceases for any reason (except when governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use of such land shall conform to the regulations specified by these land development regulations for the district in which such land is located.
- (4) *Structure additions.* No structures shall be added on such land, except for the purposes and in a manner conforming to the regulations for the district in which such land is located.

(d) *Nonconforming structures.* Where a structure existed lawfully at the date of adoption or amendment of these land development regulations *or, as to annexed property, which were lawful under the county's land development regulations* that could not be built under these land development regulations by reason of restrictions on area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:

- (1) *Enlargement or alteration.* No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.

- (2) *Destruction.* Should such nonconforming structure or nonconforming portion of such structure be destroyed by any means to an extent of more than 50 percent of its replacement value at time of destruction, it shall not be reconstructed except in conformity with the provisions of these land development regulations.
- (3) *Movement.* Should such structure be moved for any reason for any distance whatsoever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

For information regarding nonconforming mobile homes see also section 60-44.

- (e) *Nonconforming characteristics of use.* If characteristic of use of residential density which lawfully existed on the date of adoption or amendment of these land development regulations *or, as to annexed property, which were lawful under the county's land development regulations* are made nonconforming by these land development regulations as adopted or amended, no change shall thereafter be made in such characteristic of use which increases nonconformity with these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity. If the characteristics of use such as signs, off-street parking or off-street loading, or other matters pertaining to the use of land, structures, and premises are made nonconforming by these land development regulations as adopted or amended, *or, as to annexed property, which were lawful under the county's land development regulations* no change shall thereafter be made in such characteristics of use which increases nonconformity with the regulations set out in these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity.
- (f) *Nonconforming use of structures and premises.* Where a lawful use of a structure, or of a structure and premises in combination, existed at the date of adoption or amendment of these land development regulations, *or, as to annexed property, which were lawful under the county's land development regulations* that would not be allowed in the district under the terms of the comprehensive plan or these land development regulations, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
 - (1) *Enlargement, extension, alteration, etc.* No existing structure devoted to a use not permitted by these land development regulations in the district in which such use is located shall be enlarged, extended, constructed, reconstructed, moved, or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.
 - (2) *Extension of use.* Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use as of the adoption or amendment of these land development regulations, *or, as to annexed property, which were lawful under the county's land development regulations* Any nonconforming use which occupied a portion of a building not originally designed or intended for such use shall not be extended to any other part of the building. No nonconforming use shall be extended to occupy any land outside the building, nor any additional building on the same lot or parcel, not used for such nonconforming use at the date of adoption or amendment of these land development regulations.
 - (3) *Change in tenancy or ownership.* There may be a change in tenancy, ownership, or

management of a nonconforming use provided there is no change in the nature or character of such nonconforming use.

- (4) *Change in use.* Any nonconforming use of a structure, or of a structure and premises in combination, may be changed to another nonconforming use of the same character, or to a more restricted but nonconforming use, provided that the board of adjustment/code enforcement shall find after due public notice and hearing that the proposed use is equally or more appropriate to the district than the existing nonconforming use and that the relation of the structure to surrounding properties is such that adverse effects on occupants and neighboring properties will not be greater than if the existing nonconforming use is continued. In permitting such change, the board of adjustment/code enforcement may require appropriate conditions and safeguards in accordance with the intent and purpose of these land development regulations.
 - (5) *Change to conforming use requires future conformity with district regulations.* Any structure, or structure and premises in combination, in or on which a nonconforming use is superseded by a permitted use shall thereafter conform to the regulations for the district in which such structure is located, and the nonconforming use shall not thereafter be resumed nor shall any other nonconforming use be permitted.
 - (6) *Discontinuance.* If any nonconforming use of a structure, or structure and premises in combination, ceases for any reason (except where governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use shall conform to the regulations for the district in which the use is located.
 - (7) *Structure additions.* No structures shall be added on such premises, except for purposes and in a manner conforming to the regulations for the district in which such premises are located.
 - (8) *Destruction.* Should a structure containing a nonconforming use be destroyed by any means to the extent of more than 50 percent of its replacement value at the time of destruction, its status as a nonconforming use is terminated and it shall not be reconstructed except in conformity with all provisions of these land development regulations and unless the use of land and structures thereafter conforms to the regulations for the district in which such land is located.
- (g) *Casual, temporary, or illegal use.* The casual, temporary, or illegal use of land or structures, or land and structures in combination, shall not be sufficient to establish the existence of a nonconforming use or to create rights in the continuance of such use.
- Uses under special exception provisions not nonconforming uses.* Whereon the date of adoption of these land development regulations, or amendment thereto, or, as to annexed property, which were lawful under the county's land development regulations the lawful use of land exists which would be permitted as a special exception under the terms of these land development regulations, such use shall not be deemed a nonconforming use in such district but shall without further action be deemed a conforming use in such district. However, any enlargement or expansion of any such uses shall be subject to the procedures for securing special exceptions (see chapters 46, article V and VI).

(Ord. No. 434, § 2.3, 5-7-2002)

Section 2. That Section 60-172 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-172. Permitted principal uses and structures.

Within an agricultural district shown on the "Zoning Map, City of Williston, Florida," the following use provisions regarding permitted principal uses and structures shall apply:

- (1) All agricultural activities (excepting intensive agriculture uses as defined in section 44-10 and not including livestock or poultry slaughterhouses), including the raising of livestock and poultry, the production of dairy and poultry products, the cultivation of field crops and fruits and berries, forestry conducted in accordance with the comprehensive plan, apiculture, and similar uses; provided that no structure used for housing of animals or any commercial feed lot operation shall be located within 300 feet of any lot line, and no structure used for housing domestic animals shall be located within 100 feet of any lot line.
- (2) The processing, storage, and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughterhouses); provided that no building used for these activities shall be located within 300 feet of any side or rear lot line *unless the building meets the buffer requirements of Section 60-341 (1), in which case the building shall – at a minimum -comply with the minimum yard requirements of Section 60-177.*
- (3) Single-family dwellings.
- (4) Mobile homes.
- (5) Plant nurseries and greenhouses.
- (6) Homes of six or fewer residents which otherwise meet the definition of a "community residential home" (see article II of this chapter).

(7) All permitted uses in the R-1 zoning district. (~~Ord. No. 434, § 4.5.2, 5-7-2002~~)

Section 3. That Section 60-179 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-179. Maximum floor area ratio.

The maximum floor area ratio in the agricultural district shall be 35 percent. *However, for parcels that include commercial greenhouses or plant nurseries or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), maximum floor area ration shall be 80%.*

(~~Ord. No. 434, § 4.5.9, 5-7-2002~~)

Section 4. That Section 60-180 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-180. Maximum lot coverage by all impervious surfaces.

The maximum lot coverage by all impervious surfaces in the agricultural district shall be ~~20~~ 50 percent.

However, for parcels that include commercial greenhouses or plant nurseries or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), maximum lot coverage by all impervious surfaces shall be 80%

~~(Ord. No. 434, § 4.5.10, 5-7-2002)~~

Section 5. That Section 60-182 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-182. Minimum off-street parking requirements.

The minimum off-street parking requirements in the agricultural district shall be as follows:

- (1) Residential dwelling units: two spaces for each dwelling unit.
- (2) Elementary schools: two spaces for each classroom, plus one space for each staff.
- (3) Middle school: two spaces for each classroom or office room, plus one space for each staff member.
- (4) Senior high school: four spaces for each classroom or office room, plus two spaces for each three seats in any auditorium or gymnasium.
- (5) Churches or other houses of worship: one space for each four permanent seats in the main room.
- (6) Public buildings and facilities (unless otherwise specified): one space for each 300 square feet of floor area.
- (7) Clubs and lodges including fraternal organizations: one space for each 300 square feet of floor area.
- (8) Adult and child care centers, preschools: one space for each 300 square feet of floor area devoted to adult or child care activities and one space for each employee.
- (9) Group living facilities, group housing projects, foster care: one space for each bed.
- (10) Hospitals: one space for each bed, plus one for each employee on the maximum shift.
- (11) Convalescent and nursing homes: one space for each two beds, plus one for each employee on the maximum shift.
- (12) Adult congregate living facilities (ACLF): one space for each bed.
- (13) Commercial and service establishments (unless otherwise specified), agricultural fairs and fairgrounds; livestock auction arena: one space for each 350 square feet of floor area where applicable. One space for each 1,000 square feet of lot or ground area outside buildings used for any type of sale display or activity.

April 2, 2024

- (14) Livestock or poultry slaughterhouse; sawmills and planing mills; crematories; agricultural feed and grain packaging, blending, storage and sales; agricultural fertilizer storage and sales: one space for each 500 square feet of floor area.
- (15) Livestock auction arenas; agricultural equipment and related machinery sales; agricultural fairs and fairground activities; drive-in theaters; racetracks and speedways; golf and archery ranges; rifle, shotgun, and pistol ranges; commercial kennels; veterinary clinics; and animal shelters: Parking requirements will be approved through site plan approval process on a case-by-case basis.
- (16) Commercial greenhouse or plant nursery: one space for *each group of 20 employees (or portion thereof) plus one* ~~per sq. ft. of nonstorage floor area.~~ *space for each employee.*
- (17) For other special exceptions as specified herein: To be determined by findings in the particular case.

The Planning and Zoning Commission recommended approval to City Council on February 27, 2024.

LEGAL REVIEW: Completed

FISCAL IMPACTS: None

RECOMMENDED ACTION: Recommend approval of Ordinance 2024-725 to City Council.

**ATTACHMENTS: Application
Ordinance 2024-725**

ACTION: _____ APPROVED _____ DISAPPROVED

**ORDINANCE
NO. 2024-725**

AN ORDINANCE OF THE CITY OF WILLISTON, FLORIDA, AMENDING THE CITY OF WILLISTON LAND DEVELOPMENT REGULATIONS; AMENDING SECTION 44-12, NON-CONFORMING LOTS, NON- CONFORMING USES OF LAND, NON-CONFORMING STRUCTURES, NON-CONFORMING CHARACTERISTICS OF USE, AND NON-CONFORMING USE OF STRUCTURES AND PREMISES; AMENDING SECTION 60-172, PERMITTED PRINCIPLE USES AND STRUCTURES; AMENDING SECTION 60-179, MAXIMUM FLOOR AREA RATIO; AMENDING SECTION 60-180 MAXIMUM LOT COVERAGE BY ALL IMPERVIOUS SURFACES; AMENDING SECTION 60-182 MINIMUM OFF-STREET PARKING REQUIREMENTS DESCRIBED HEREIN; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 166.021, Florida Statutes, as amended, empowers the City Council of the City of Williston, Florida, hereinafter referred to as the City Council, to prepare, adopt and enforce land development regulations; AND

WHEREAS, Sections 163.3161 through 163.3248, Florida Statutes, as amended, the Community Planning Act, requires the City Council to prepare and adopt regulations concerning the use of land and water to implement a comprehensive plan; AND

WHEREAS, the City Council of the City of Williston, Florida, did on May 7, 2002, validly approve and adopt the City of Williston Land Development Regulations; AND

WHEREAS, L&B Investment Group LLC, a Florida limited liability company, has applied to amend various provisions of the Land Development Regulations; AND

WHEREAS, the Planning and Zoning Commission of the City of Williston, designated as the Local Planning Agency, did hold the required public hearing, with public notice having been provided, on said application for amendments, as described below; AND

WHEREAS, the Planning and Zoning Commission of the City of Williston reviewed and considered all comments received during said public hearings as described below and recommended approval of the above referenced text amendment to the City Council; AND

WHEREAS, the City Council did hold the required public hearings, under the provisions of the amendment procedures established in Chapters 163 and 166, Florida Statutes, on said application for amendments, as described below, and at said public hearing, the City Council reviewed and considered all comments received during the public hearing, including the recommendation of the Planning and Zoning Commission, serving also as the Local Planning Agency; AND

WHEREAS, the City Council has determined and found said amendments, as described below, to be consistent with the Future Land Use Element objectives and

policies, and those of other affected elements of the City's Comprehensive Plan.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WILLISTON, FLORIDA, AS FOLLOWS:

Section 1. That Section 44-12 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 44-12. Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming characteristics of use, nonconforming use of structures and premises.

(a) Generally.

- (1) Within the districts established by these land development regulations or amendments that may later be adopted, there may exist (i) lots, (ii) uses of land, (iii) structures, (iv) characteristics of use, and (v) use of structures and premises which were lawful before the adoption or amendment of these land development regulations, or, as to annexed property, which are lawful under the county's land development regulations but which would be prohibited, regulated, or restricted under the terms of these land development regulations or future amendments.
- (2) It is the intent of these land development regulations to permit these nonconformities to continue until they are voluntarily removed or removed as required by these land development regulations, but not to encourage their survival. It is further the intent of these land development regulations that nonconformities shall not be enlarged upon, expanded, intensified, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.
- (3) Nonconforming uses are declared by these land development regulations to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of a structure and land in combination shall not be extended or enlarged after the date of adoption or amendment of these land development regulations, by attachment on a structure or premises of additional signs intended to be seen from off the premises, or by the addition of other uses of a nature which would be prohibited generally in the district involved.
- (4) To avoid undue hardship, nothing in these land development regulations shall be deemed to require a change in the plans, construction, or designated use of any building on which actual construction was lawfully begun prior to the date of adoption or amendment of these land development regulations and upon which actual building construction has been carried on diligently (see section 44-10 for definition of "Construction, actual"). Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation, demolition, or removal shall be deemed to be actual construction, provided that work shall be carried on diligently.

- (b) *Nonconforming lots of record.* In any district in which one-family dwellings are permitted, a one-family dwelling and customary accessory buildings may be erected, expanded, or altered on any single lot of record as of the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations notwithstanding limitations imposed by these land development regulations or the comprehensive plan. Such lots must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located. Variance of yard requirements shall be obtained only through action of the board of adjustment/code enforcement. If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record as of the date of adoption or amendment of these land development regulations, and if all or part of the lots do not meet the requirements established for lot width and for area, the lands involved shall be considered to be an undivided parcel for the purposes of these land development regulations, and no portion of said parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by these land development regulations or the comprehensive plan, nor shall any division of any parcel be made which creates a lot with width or area below the requirements stated in these land development regulations or the comprehensive plan.
- (c) *Nonconforming uses of land.* Where, on the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations lawful use of land exists which would not be permitted by the comprehensive plan or these land development regulations, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement, increase, intensification, alteration.* No such nonconforming use shall be enlarged, increased, intensified, or extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of these land development regulations.
 - (2) *Movement.* No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of these land development regulations.
 - (3) *Discontinuance.* If any such nonconforming use ceases for any reason (except when governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use of such land shall conform to the regulations specified by these land development regulations for the district in which such land is located.
 - (4) *Structure additions.* No structures shall be added on such land, except for the purposes and in a manner conforming to the regulations for the district in which such land is located.

- (d) *Nonconforming structures.* Where a structure existed lawfully at the date of adoption or amendment of these land development regulations or, as to annexed property, which were lawful under the county's land development regulations that could not be built under these land development regulations by reason of restrictions on area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement or alteration.* No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
 - (2) *Destruction.* Should such nonconforming structure or nonconforming portion of such structure be destroyed by any means to an extent of more than 50 percent of its replacement value at time of destruction, it shall not be reconstructed except in conformity with the provisions of these land development regulations.
 - (3) *Movement.* Should such structure be moved for any reason for any distance whatsoever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

For information regarding nonconforming mobile homes see also section 60-44.

- (e) *Nonconforming characteristics of use.* If characteristic of use of residential density which lawfully existed on the date of adoption or amendment of these land development regulations or, as to annexed property, which were lawful under the county's land development regulations are made nonconforming by these land development regulations as adopted or amended, no change shall thereafter be made in such characteristic of use which increases nonconformity with these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity. If the characteristics of use such as signs, off-street parking or off-street loading, or other matters pertaining to the use of land, structures, and premises are made nonconforming by these land development regulations as adopted or amended, or, as to annexed property, which were lawful under the county's land development regulations no change shall thereafter be made in such characteristics of use which increases nonconformity with the regulations set out in these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity.
- (f) *Nonconforming use of structures and premises.* Where a lawful use of a structure, or of a structure and premises in combination, existed at the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations that would not be allowed in the district under the terms of the comprehensive plan or these land development regulations, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement, extension, alteration, etc.* No existing structure devoted to a

use not permitted by these land development regulations in the district in which such use is located shall be enlarged, extended, constructed, reconstructed, moved, or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.

- (2) *Extension of use.* Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use as of the adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations Any nonconforming use which occupied a portion of a building not originally designed or intended for such use shall not be extended to any other part of the building. No nonconforming use shall be extended to occupy any land outside the building, nor any additional building on the same lot or parcel, not used for such nonconforming use at the date of adoption or amendment of these land development regulations.
- (3) *Change in tenancy or ownership.* There may be a change in tenancy, ownership, or management of a nonconforming use provided there is no change in the nature or character of such nonconforming use.
- (4) *Change in use.* Any nonconforming use of a structure, or of a structure and premises in combination, may be changed to another nonconforming use of the same character, or to a more restricted but nonconforming use, provided that the board of adjustment/code enforcement shall find after due public notice and hearing that the proposed use is equally or more appropriate to the district than the existing nonconforming use and that the relation of the structure to surrounding properties is such that adverse effects on occupants and neighboring properties will not be greater than if the existing nonconforming use is continued. In permitting such change, the board of adjustment/code enforcement may require appropriate conditions and safeguards in accordance with the intent and purpose of these land development regulations.
- (5) *Change to conforming use requires future conformity with district regulations.* Any structure, or structure and premises in combination, in or on which a nonconforming use is superseded by a permitted use shall thereafter conform to the regulations for the district in which such structure is located, and the nonconforming use shall not thereafter be resumed nor shall any other nonconforming use be permitted.
- (6) *Discontinuance.* If any nonconforming use of a structure, or structure and premises in combination, ceases for any reason (except where governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use shall conform to the regulations for the district in which the use is located.
- (7) *Structure additions.* No structures shall be added on such premises, except for purposes and in a manner conforming to the regulations for the district in which such premises are located.
- (8) *Destruction.* Should a structure containing a nonconforming use be destroyed by any means to the extent of more than 50 percent of its

replacement value at the time of destruction, its status as a nonconforming use is terminated and it shall not be reconstructed except in conformity with all provisions of these land development regulations and unless the use of land and structures thereafter conforms to the regulations for the district in which such land is located.

- (g) *Casual, temporary, or illegal use.* The casual, temporary, or illegal use of land or structures, or land and structures in combination, shall not be sufficient to establish the existence of a nonconforming use or to create rights in the continuance of such use.
- (h) *Uses under special exception provisions not nonconforming uses.* Whereon the date of adoption of these land development regulations, or amendment thereto, or, as to annexed property, which were lawful under the county's land development regulations the lawful use of land exists which would be permitted as a special exception under the terms of these land development regulations, such use shall not be deemed a nonconforming use in such district but shall without further action be deemed a conforming use in such district. However, any enlargement or expansion of any such uses shall be subject to the procedures for securing special exceptions (see chapters 46, article V and VI).

~~{Ord. No. 434, § 2.3, 5-7-2002}~~

Section 2. That Section 60-172 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-172. Permitted principal uses and structures.

Within an agricultural district shown on the "Zoning Map, City of Williston, Florida," the following use provisions regarding permitted principal uses and structures shall apply:

- (1) All agricultural activities (excepting intensive agriculture uses as defined in section 44-10 and not including livestock or poultry slaughterhouses), including the raising of livestock and poultry, the production of dairy and poultry products, the cultivation of field crops and fruits and berries, forestry conducted in accordance with the comprehensive plan, apiculture, and similar uses; provided that no structure used for housing of animals or any commercial feed lot operation shall be located within 300 feet of any lot line, and no structure used for housing domestic animals shall be located within 100 feet of any lot line.
- (2) The processing, storage, and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughterhouses); provided that no building used for these activities shall be located within 300 feet of any side or rear lot line. However, if the building meets the buffer requirements of Section 60-341 (1), the building shall – at a minimum – comply with the minimum yard requirements of Section 60-177.
- (3) Single-family dwellings.
- (4) Mobile homes.

- (5) Plant nurseries and greenhouses.
- (6) Homes of six or fewer residents which otherwise meet the definition of a "community residential home" (see article II of this chapter).
- (7) All permitted uses in the R-1

zoning district. ~~(Ord. No. 434, § 4.5.2, 5-7-2002)~~

Section 3. That Section 60-179 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-179. Maximum floor area ratio.

The maximum floor area ratio in the agricultural district shall be 35 percent. However, for parcels that include commercial greenhouses or plant nurseries or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), maximum floor area ration shall be 80%.

~~(Ord. No. 434, § 4.5.9, 5-7-2002)~~

Section 4. That Section 60-180 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows

Sec. 60-180. Maximum lot coverage by all impervious surfaces.

The maximum lot coverage by all impervious surfaces in the agricultural district shall be ~~20-50~~ percent. However, for parcels that include commercial greenhouses or plant nurseries or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), maximum lot coverage by all impervious surfaces shall be 80%.

~~(Ord. No. 434, § 4.5.10, 5-7-2002)~~

Section 5. That Section 60-182 of the Land Development Regulations of the City of Williston, is hereby amended to read as follows:

Sec. 60-182. Minimum off-street parking requirements.

The minimum off-street parking requirements in the agricultural district shall be as follows:

- (1) Residential dwelling units: two spaces for each dwelling unit.
- (2) Elementary schools: two spaces for each classroom, plus one space for each staff.
- (3) Middle school: two spaces for each classroom or office room, plus one space for each staff member.
- (4) Senior high school: four spaces for each classroom or office room, plus two

spaces for each three seats in any auditorium or gymnasium.

- (5) Churches or other houses of worship: one space for each four permanent seats in the main room.
- (6) Public buildings and facilities (unless otherwise specified): one space for each 300 square feet of floor area.
- (7) Clubs and lodges including fraternal organizations: one space for each 300 square feet of floor area.
- (8) Adult and child care centers, preschools: one space for each 300 square feet of floor area devoted to adult or child care activities and one space for each employee.
- (9) Group living facilities, group housing projects, foster care: one space for each bed.
- (10) Hospitals: one space for each bed, plus one for each employee on the maximum shift.
- (11) Convalescent and nursing homes: one space for each two beds, plus one for each employee on the maximum shift.
- (12) Adult congregate living facilities (ACLF): one space for each bed.
- (13) Commercial and service establishments (unless otherwise specified), agricultural fairs and fairgrounds; livestock auction arena: one space for each 350 square feet of floor area where applicable. One space for each 1,000 square feet of lot or ground area outside buildings used for any type of sale display or activity.
- (14) Livestock or poultry slaughterhouse; sawmills and planing mills; crematories; agricultural feed and grain packaging, blending, storage and sales; agricultural fertilizer storage and sales: one space for each 500 square feet of floor area.
- (15) Livestock auction arenas; agricultural equipment and related machinery sales; agricultural fairs and fairground activities; drive-in theaters; racetracks and speedways; golf and archery ranges; rifle, shotgun, and pistol ranges; commercial kennels; veterinary clinics; and animal shelters: Parking requirements will be approved through site plan approval process on a case-by-case basis.
- (16) Commercial greenhouse or plant nursery: one space for each group of 20 employees (or portion thereof) plus one per sq. ft. of nonstorage floor area--space for each employee.
- (17) For other special exceptions as specified herein: To be determined by findings in the particular case

See also article II of this chapter. (Ord. No. 434, § 4.5.12, 5-7-2002)

Section 6. Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

Section 7. Authority. This ordinance is adopted pursuant to the authority

granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes, as amended.

Section 8. Effective Date. This Ordinance shall become effective immediately Passed on second reading, this ____ day of __, 2024.

PASSED AND DULY ADOPTED, with a quorum present and voting by the City Council of the City of Williston, Florida, after properly dispensing with the final reading this _____ day of _____, 2024.

ATTEST:

CITY OF WILLISTON

LATRICIA WRIGHT
CITY CLERK

DEBRA JONES
PRESIDENT, CITY COUNCIL

CHARLES GOODMAN
MAYOR

KIERSTEN N. BALLOU
CITY ATTORNEY

**JUSTIFICATION FOR AMENDMENTS TO CITY OF WILLISTON
LAND DEVELOPMENT REGULATIONS**

The following provides the justification for the Application for Land Development Regulations Amendment we have submitted on behalf of the property owner, L&B Investment Group LLC, a Florida limited liability company:

	LDR Section	Justification
1.	44-12 Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming characteristics of use, nonconforming use of structures and premises.	Several of our structures do not conform to the setback and other requirements of the Williston LDRs even though they were lawful when they were constructed in the County. There is no provision in the Williston LDRs for how to treat structures that were lawful under the County's Land Development Regulations when they were built but would not be permitted under the Williston LDRs after annexation. (There is also no provision concerning previously permitted uses.) This amendment adds annexed property to the list of nonconforming lots, uses, structures, characteristics and use of structures and premises. Similar provisions are found in other codes such as those of Kissimmee and Fort Lauderdale.
2.	60-172 Permitted principal uses and structures.	Section 60-172(2) provides that, in an Agricultural District, no building used for processing, storage and sale of agricultural products may be located within 300 feet of any side or rear lot line. All of the buildings on the Williston Middle School are located within that distance. Thus, we propose to delete the distance and instead require them to comply with the minimum yard requirements of Section 60-177.
3.	60-179 Maximum floor area ratio.	This provision currently provides for a maximum floor area ratio of 35%. We anticipate constructing additional greenhouses that could result in an 80% floor area ratio. Other jurisdictions have a higher maximum FAR than does Williston. For example, Madison County and Wakulla County permits a 50% FAR in agricultural areas and Marion County has no maximum limit on the FAR in its agricultural zoning districts (probably because most agricultural uses are not prone to high FAR uses). These would not be sufficient for our proposed use, however, given the area that we anticipate the greenhouses would cover. Thus, we have added a provision (based somewhat on the existing language in Section 60-172(2)), permitting agricultural uses with greenhouses and processing facilities to have a maximum FAR of 80%.

	LDR Section	Justification
4.	60-180 Maximum lot coverage by all impervious surfaces.	<p>Section 60-180 currently limits impervious surfaces in agricultural zoning districts to 20%. Our property probably exceeds this now and will certainly exceed it by the time that additional impervious surfaces (greenhouses) are added. Other jurisdictions permit a higher impervious surface amount than does Williston. Polk County allows this identical impervious surface percentage, and other counties provide for higher than the current Williston LDRs (e.g., Putnam and Madison County, both of which permit 35% impervious surface coverage. Again, however, given the area of our anticipated greenhouses, we need to increase this impervious surface percentage to 80%. Thus, we are proposing a provision, like we are proposing concerning Sections 60-179, permitting greenhouses and agricultural process facilities to have an impervious percentage of 80%.</p>
5.	60-182 Minimum off-street parking requirements.	<p>Subsection 60-182 currently provides that each commercial greenhouse or plant nursery shall have one space per square foot of non-storage floor area. This is an incredibly high parking requirement and appears to have no relationship to the use of a facility like the one proposed for this property. We propose to change it so that it requires: (a) one parking space for each group of 20 employees (or portion thereof); plus (b) one parking space for each employee. Thus, if we had 52 employees, we would need a total of 55 spaces calculated as (a) three spaces (for the three groups of 20 employees); plus (b) 52 spaces (one for each employee). Other Williston LDR provisions (including subsections 60-182(2), (3), (8), (10), and (11)) also base parking requirements in the agricultural district, in part, upon numbers of employees. Other provisions of the LDRs do the same for other zoning districts; see Section 60-342(8), (14), (15), (16), (17) for the CBD designation and 60-462(4), (5), (7) for the P District.</p>



City of Williston

Application for Land Development Regulations Amendment

Please remit to: **Planning and Zoning Department**
 City of Williston
 50NW Main St
 Williston, FL 32696

For more information please call 352-528-3060.

PART A. BASIC INFORMATION -PLEASE READ BEFORE COMPLETING

An application for amendment to the Land Development Regulations is a formal request by an applicant for a permanent change to the regulations or rules governing zoning or land development.
An amendment is not a variance to the zoning regulations, which is a specific waiver of rules. An amendment is a permanent change.
The basic process of an amendment is as follows: <ol style="list-style-type: none"> 1. Hearing held by Planning and Zoning Commission 2. Evaluation and recommendation from the Planning and Zoning Commission 3. City Council considers amendment and makes final decision
Once an application for a land development regulation amendment has been submitted and the application fee of \$1,500.00 (\$2,500 if the amendment is changing permitted uses for a zoning category) has been paid, the Planning and Zoning Staff will begin processing the application. An applicant should expect a hearing to be held to consider their application within four to six weeks.
The applicant will be notified of any public hearings or special meetings held in regards to their application.
The applicant, through this form, should make it clear to the general public the following information: <ol style="list-style-type: none"> 1. The need and justification for the change 2. The relationship of the proposed amendment to the purposes and objectives of the City of Williston Comprehensive Plan
The City reserves the right to request any other information that may be pertinent to the amendment request.

Staff Use Only

Application Number	LDR__-____
Date Received	

PART B. APPLICANT AND OWNER INFORMATION (please complete legibly)

Date (date application is signed)	November <u>28th</u> , 2023
Applicant Name	L&B Investment Group LLC
Applicant Contact (Phone No./ Email)	508 SE 11 th Ave. Gainesville, FL 32601 Email: kori@floridaicemachines.com
Is this a Zoning Map amendment? (Y/N)	No
Contact Information (Phone No./ Email)	W. James Gooding III Gooding & Batsel, PLLC 1531 SE 36th Ave. Ocala, FL 34471
Brief description of amendment being requested (attach additional sheets if necessary)	See attached Memorandum
Section(s) of City of Williston Land Development Code to be considered	44-12, 60-172, 60-179, 60-180
By signing below, the applicant acknowledges that the information provided to the City on this application is true and correct to the best of their knowledge, and that they have read PART A of this Form.	
Signature of Applicant	L&B Investment Group, a Florida limited liability company By: <u>Jatavious Lamb</u> as <u>Authorized Representative</u>

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PART C. PROPOSED AMENDMENT – (Provide the exact amendment to the Land Development Regulations being proposed. Preferably, use a strike through and underline format of existing code (where strike through represents code being deleted and underline represents language being added). If necessary, attach additional sheets.

Sec. 44-12. Nonconforming lots, nonconforming uses of land, nonconforming structures, nonconforming characteristics of use, nonconforming use of structures and premises.

(a) *Generally.*

- (1) Within the districts established by these land development regulations or amendments that may later be adopted, there may exist (i) lots, (ii) uses of land, (iii) structures, (iv) characteristics of use, and (v) use of structures and premises which were lawful before the adoption or amendment of these land development or, as to annexed property, which were lawful under the county's land development regulations, but which would be prohibited, regulated, or restricted under the terms of these land development regulations or future amendments.
- (2) It is the intent of these land development regulations to permit these nonconformities to continue until they are voluntarily removed or removed as required by these land development regulations, but not to encourage their survival. It is further the intent of these land development regulations that nonconformities shall not be enlarged upon, expanded, intensified, or extended, nor be used as grounds for adding other structures or uses prohibited elsewhere in the same district.
- (3) Nonconforming uses are declared by these land development regulations to be incompatible with permitted uses in the districts involved. A nonconforming use of a structure, a nonconforming use of land, or a nonconforming use of a structure and land in combination shall not be extended or enlarged after the date of adoption or amendment of these land development regulations, by attachment on a structure or premises of additional signs intended to be seen from off the premises, or by the addition of other uses of a nature which would be prohibited generally in the district involved.
- (4) To avoid undue hardship, nothing in these land development regulations shall be deemed to require a change in the plans, construction, or designated use of any building on which actual construction was lawfully begun prior to the date of adoption or amendment of these land development regulations and upon which actual building construction has been carried on diligently (see section 44-10 for definition of "Construction, actual"). Where excavation or demolition or removal of an existing building has been substantially begun preparatory to rebuilding, such excavation, demolition, or removal shall be deemed to be actual construction, provided that work shall be carried on diligently.

- (b) *Nonconforming lots of record.* In any district in which one-family dwellings are permitted, a one-family dwelling and customary accessory buildings may be erected, expanded, or altered on any single lot of record as of the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations. notwithstanding limitations imposed by these land development regulations or the comprehensive plan. Such lots must be in separate ownership and not of continuous frontage with other lots in the same ownership. This provision shall apply even though such lot fails to meet the requirements for area or width, or both, that are generally applicable in the district, provided that yard dimensions and requirements other than those applying to area or width, or both, of the lot shall conform to the regulations for the district in which such lot is located. Variance of yard requirements shall be

obtained only through action of the board of adjustment/code enforcement. If two or more lots or combinations of lots and portions of lots with continuous frontage in single ownership are of record as of the date of adoption or amendment of these land development regulations, and if all or part of the lots do not meet the requirements established for lot width and for area, the lands involved shall be considered to be an undivided parcel for the purposes of these land development regulations, and no portion of said parcel shall be used or sold in a manner which diminishes compliance with lot width and area requirements established by these land development regulations or the comprehensive plan, nor shall any division of any parcel be made which creates a lot with width or area below the requirements stated in these land development regulations or the comprehensive plan.

- (c) *Nonconforming uses of land.* Where, on the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations, lawful use of land exists which would not be permitted by the comprehensive plan or these land development regulations, such use may be continued, so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement, increase, intensification, alteration.* No such nonconforming use shall be enlarged, increased, intensified, or extended to occupy a greater area of land than was occupied at the effective date of adoption or amendment of these land development regulations.
 - (2) *Movement.* No such nonconforming use shall be moved in whole or in part to any portion of the lot or parcel other than that occupied by such use at the effective date of adoption or amendment of these land development regulations.
 - (3) *Discontinuance.* If any such nonconforming use ceases for any reason (except when governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use of such land shall conform to the regulations specified by these land development regulations for the district in which such land is located.
 - (4) *Structure additions.* No structures shall be added on such land, except for the purposes and in a manner conforming to the regulations for the district in which such land is located.
- (d) *Nonconforming structures.* Where a structure existed lawfully at the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations, that could not be built under these land development regulations by reason of restrictions on area, lot coverage, height, yards, location on the lot, or requirements other than use concerning the structure, such structure may be continued so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement or alteration.* No such nonconforming structure may be enlarged or altered in a way which increases its nonconformity, but any structure or portion thereof may be altered to decrease its nonconformity.
 - (2) *Destruction.* Should such nonconforming structure or nonconforming portion of such structure be destroyed by any means to an extent of more than 50 percent of its replacement value at time of destruction, it shall not be reconstructed except in conformity with the provisions of these land development regulations.
 - (3) *Movement.* Should such structure be moved for any reason for any distance whatsoever, it shall thereafter conform to the regulations for the district in which it is located after it is moved.

For information regarding nonconforming mobile homes see also section 60-44.

- (e) *Nonconforming characteristics of use.* If characteristic of use of residential density which lawfully existed on the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulation are made nonconforming by these land development regulations as adopted or amended, or, as to annexed

property, are made nonconforming by its annexation, no change shall thereafter be made in such characteristic of use which increases nonconformity with these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity. If the characteristics of use such as signs, off-street parking or off-street loading, or other matters pertaining to the use of land, structures, and premises are made nonconforming by these land development regulations as adopted or amended, or, as to annexed property, which were lawful under the county's land development regulations. no change shall thereafter be made in such characteristics of use which increases nonconformity with the regulations set out in these land development regulations; provided, however, that changes may be made which do not increase, or which decrease, such nonconformity.

- (f) *Nonconforming use of structures and premises.* Where a lawful use of a structure, or of a structure and premises in combination, existed at the date of adoption or amendment of these land development regulations, or, as to annexed property, which were lawful under the county's land development regulations, that would not be allowed in the district under the terms of the comprehensive plan or these land development regulations, the lawful use may be continued so long as it remains otherwise lawful, subject to the following provisions:
- (1) *Enlargement, extension, alteration, etc.* No existing structure devoted to a use not permitted by these land development regulations in the district in which such use is located shall be enlarged, extended, constructed, reconstructed, moved, or structurally altered except in changing the use of the structure to a use permitted in the district in which it is located.
 - (2) *Extension of use.* Any nonconforming use may be extended throughout any parts of a building which were manifestly arranged or designed for such use as of the adoption or amendment of these land development regulations or, as to annexed property, which were lawful under the county's land development regulations. Any nonconforming use which occupied a portion of a building not originally designed or intended for such use shall not be extended to any other part of the building. No nonconforming use shall be extended to occupy any land outside the building, nor any additional building on the same lot or parcel, not used for such nonconforming use at the date of adoption or amendment of these land development regulations.
 - (3) *Change in tenancy or ownership.* There may be a change in tenancy, ownership, or management of a nonconforming use provided there is no change in the nature or character of such nonconforming use.
 - (4) *Change in use.* Any nonconforming use of a structure, or of a structure and premises in combination, may be changed to another nonconforming use of the same character, or to a more restricted but nonconforming use, provided that the board of adjustment/code enforcement shall find after due public notice and hearing that the proposed use is equally or more appropriate to the district than the existing nonconforming use and that the relation of the structure to surrounding properties is such that adverse effects on occupants and neighboring properties will not be greater than if the existing nonconforming use is continued. In permitting such change, the board of adjustment/code enforcement may require appropriate conditions and safeguards in accordance with the intent and purpose of these land development regulations.
 - (5) *Change to conforming use requires future conformity with district regulations.* Any structure, or structure and premises in combination, in or on which a nonconforming use is superseded by a permitted use shall thereafter conform to the regulations for the district in which such structure is located, and the nonconforming use shall not thereafter be resumed nor shall any other nonconforming use be permitted.

- (6) *Discontinuance.* If any nonconforming use of a structure, or structure and premises in combination, ceases for any reason (except where governmental action impedes access to the premises) for a period of more than 12 consecutive months, any subsequent use shall conform to the regulations for the district in which the use is located.
- (7) *Structure additions.* No structures shall be added on such premises, except for purposes and in a manner conforming to the regulations for the district in which such premises are located.
- (8) *Destruction.* Should a structure containing a nonconforming use be destroyed by any means to the extent of more than 50 percent of its replacement value at the time of destruction, its status as a nonconforming use is terminated and it shall not be reconstructed except in conformity with all provisions of these land development regulations and unless the use of land and structures thereafter conforms to the regulations for the district in which such land is located.
- (g) *Casual, temporary, or illegal use.* The casual, temporary, or illegal use of land or structures, or land and structures in combination, shall not be sufficient to establish the existence of a nonconforming use or to create rights in the continuance of such use.
- (h) *Uses under special exception provisions not nonconforming uses.* Whereon the date of adoption of these land development regulations, or amendment thereto, or, as to annexed property, which were lawful under the county's land development regulation, the lawful use of land exists which would be permitted as a special exception under the terms of these land development regulations, such use shall not be deemed a nonconforming use in such district, but shall without further action be deemed a conforming use in such district. However, any enlargement or expansion of any such uses shall be subject to the procedures for securing special exceptions (see chapters 46, article V and VI).

PART D. RESPONSE TO FINDING CRITERIA (Section 46-223 (b))

The Planning and Zoning Commission will consider the following criteria when evaluating the amendment request. Please answer each as thoroughly as possible, keeping in mind that not all evaluation criteria will be applicable to all amendments. If a specific criterion is not applicable, please indicated so in the response box. Attach additional sheets if needed.

<p>(1) Conformity with the comprehensive plan and the effects upon the comprehensive plan.</p>	
<p>(2) The existing land use pattern.</p>	
<p>(3) The creation of an isolated district unrelated to adjacent and nearby districts.</p>	

PART D. RESPONSE TO FINDING CRITERIA CONTINUED

<p>(4) The impact of the proposed change upon population density pattern and the load on public facilities such as schools, utilities, streets, etc.</p>	
<p>(5) The existing district boundaries in relation to existing conditions on the property proposed for change.</p>	
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PART D. RESPONSE TO FINDING CRITERIA CONTINUED

<p>(7) The impact of the proposed change upon living conditions in the neighborhood.</p>	
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PART D. RESPONSE TO FINDING CRITERIA CONTINUED

<p>(10) The impact of the proposed change upon light and air to adjacent areas.</p>	
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PART D. RESPONSE TO FINDING CRITERIA CONTINUED

<p>(14) Substantial reasons why, if any, the property cannot be used in accordance with existing zoning.</p>	
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<p>(16) The availability of alternate adequate sites in the city in districts already permitting such use.</p>	

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PART C. PROPOSED AMENDMENT – (Provide the exact amendment to the Land Development Regulations being proposed. Preferably, use a strike through and underline format of existing code (where strike through represents code being deleted and underline represents language being added). If necessary, attach additional sheets.

Sec. 60-172. Permitted principal uses and structures.

Within an agricultural district shown on the "Zoning Map, City of Williston, Florida," the following use provisions regarding permitted principal uses and structures shall apply:

- (1) [Unchanged]
- (2) The processing, storage, and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughterhouses); provided that no building used for these activities shall be located within 300 feet of any side or rear lot line unless the building meets the buffer requirements of Section 60-341(1), in which case the building may comply with the minimum yard requirements of Section 60-177.
- (3) [Unchanged]
- (4) [Unchanged]
- (5) [Unchanged]
- (6) [Unchanged]
- (7) [Unchanged]

PART D. RESPONSE TO FINDING CRITERIA (Section 46-223 (b))

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PART D. RESPONSE TO FINDING CRITERIA CONTINUED

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PART D. RESPONSE TO FINDING CRITERIA CONTINUED

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PART C. PROPOSED AMENDMENT – (Provide the exact amendment to the Land Development Regulations being proposed. Preferably, use a strike through and underline format of existing code (where strike through represents code being deleted and underline represents language being added). If necessary, attach additional sheets.

Sec. 60-179. Maximum floor area ratio.

The maximum floor area ratio in the agricultural district shall be 35 percent. However, for parcels that include commercial greenhouses or plant nurseries, or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), the maximum floor area ratio shall be 80%.

PART D. RESPONSE TO FINDING CRITERIA (Section 46-223 (b))

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Sec. 60-180. Maximum lot coverage by all impervious surfaces.

The maximum lot coverage by all impervious surfaces in the agricultural district shall be ~~20-50~~ percent. However, for parcels that include commercial greenhouses or plant nurseries, or facilities used for the processing, storage and sale of agricultural products and commodities which are raised on the premises (but not including livestock or poultry slaughter houses), the maximum lot coverage by all impervious surfaces shall be 80%.

PART D. RESPONSE TO FINDING CRITERIA (Section 46-223 (b))

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PART C. PROPOSED AMENDMENT – (Provide the exact amendment to the Land Development Regulations being proposed. Preferably, use a strike through and underline format of existing code (where strike through represents code being deleted and underline represents language being added). If necessary, attach additional sheets.

Sec. 60-182. Minimum off-street parking requirements.

The minimum off-street parking requirements in the agricultural district shall be as follows:

- (1) Residential dwelling units: two spaces for each dwelling unit.
- (2) Elementary schools: two spaces for each classroom, plus one space for each staff.
- (3) Middle school: two spaces for each classroom or office room, plus one space for each staff member.
- (4) Senior high school: four spaces for each classroom or office room, plus two spaces for each three seats in any auditorium or gymnasium.
- (5) Churches or other houses of worship: one space for each four permanent seats in the main room.
- (6) Public buildings and facilities (unless otherwise specified): one space for each 300 square feet of floor area.
- (7) Clubs and lodges including fraternal organizations: one space for each 300 square feet of floor area.
- (8) Adult and child care centers, preschools: one space for each 300 square feet of floor area devoted to adult or child care activities and one space for each employee.
- (9) Group living facilities, group housing projects, foster care: one space for each bed.
- (10) Hospitals: one space for each bed, plus one for each employee on the maximum shift.
- (11) Convalescent and nursing homes: one space for each two beds, plus one for each employee on the maximum shift.
- (12) Adult congregate living facilities (ACLF): one space for each bed.
- (13) Commercial and service establishments (unless otherwise specified), agricultural fairs and fairgrounds; livestock auction arena: one space for each 350 square feet of floor area where applicable. One space for each 1,000 square feet of lot or ground area outside buildings used for any type of sale display or activity.
- (14) Livestock or poultry slaughterhouse; sawmills and planing mills; crematories; agricultural feed and grain packaging, blending, storage and sales; agricultural fertilizer storage and sales: one space for each 500 square feet of floor area.
- (15) Livestock auction arenas; agricultural equipment and related machinery sales; agricultural fairs and fairground activities; drive-in theaters; racetracks and speedways; golf and archery ranges; rifle, shotgun, and pistol ranges; commercial kennels; veterinary clinics; and animal shelters: Parking requirements will be approved through site plan approval process on a case-by-case basis.

(16) Commercial greenhouse or plant nursery: one space for each group of 20 employees (or portion thereof) plus one ~~one and 5/100 (1.05)~~ space for each employee per sq. ft. of nonstorage floor area.

(17) For other special exceptions as specified herein: To be determined by findings in the particular case.

See also article II of this chapter.

PART D. RESPONSE TO FINDING CRITERIA (Section 46-223 (b))

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