

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
1845 TOWN CENTER BLVD, STE 410, FLEMING ISLAND, FLORIDA  
October 20, 2021**

**AGENDA**

**CHAIR  
VICE-CHAIR  
TREASURER  
SECRETARY**

**KEITH WARD  
DANIEL VALLENCOURT  
TINA CLARY  
CHERESE STEWART**

- |   |                         |
|---|-------------------------|
| <b>1) Welcome/Call to Order 4:00 pm</b>   | <b>Keith Ward</b>       |
| <b>2) Roll Call</b>   | <b>Josh Cockrell</b>    |
| <b>3) Invocation &amp; Pledge</b>   | <b>Bruce Butler</b>     |
| <b>4) Installation of 2021 – 2022 Board Officers</b>  | <b>April Scott</b>      |
| <b>5) Comments from the Public</b>  | <b>Keith Ward</b>       |
| <b>6) Secretary’s Report</b><br>Approval of September 15, 2021 Minutes  | <b>Chereese Stewart</b> |
| <b>7) Treasurer’s Report</b><br>September 2021 Financials<br>Formal Adoption of FY 21/22 Budget & Resolutions | <b>Tina Clary</b>       |
| <b>8) Clay EDC Report</b>   | <b>Laura Pavlus</b>     |
| <b>9) Chair’s Report</b>  | <b>Keith Ward</b>       |
| <b>10) Executive Director’s Report</b><br>Grants Update   | <b>Josh Cockrell</b>    |
| <b>11) Attorney’s Report</b>  | <b>April Scott</b>      |
| <b>12) Old Business/New Business/Board Comments</b><br>College Drive Next Steps                               | <b>Keith Ward</b>       |
| <b>13) Adjournment</b>  | <b>Keith Ward</b>       |

**Dates of Upcoming CCDA Meetings:**

**October 20, 2021**  
**November 17, 2021**  
**December 15, 2021**  
**January 19, 2022**  
**February 16, 2022**  
**March 16, 2022**  
**April 20, 2022**  
**May 18, 2022**  
**June 15, 2022**  
**July 20, 2022**  
**August 17, 2022**  
**September 21, 2022**

**TIME: 4:00 PM**

**LOCATION: Clay County Chamber of Commerce  
Board Room  
1845 Town Center Blvd  
STE 410  
Fleming Island, FL 32003**

**NOTE: Items 6 through 12 above, are subject to discussion, consideration, and action by the Board of the Clay County Development Authority.**

**PUBLIC COMMENTS: Pursuant to F.S. s. 286.0114 (2021) [, and Clay County Development Authority policy], speakers intending to offer public comment must complete a provided speaker's card, turn in the same to the recording secretary for the public meeting, and may address the Board when recognized by the Chair of the meeting with their public comments for a period of not more than three (3) minutes. The Chair of the meeting has the authority and discretion to make special provisions for a group or faction spokesperson. The Chair of the meeting has all requisite authority and discretion to maintain orderly conduct or proper decorum of the public meeting.**

**CLAY COUNTY DEVELOPMENT AUTHORITY  
REGULAR SCHEDULED PUBLIC MEETING  
MINUTES**

**September 15, 2021**

**Present:** Keith Ward, Tina Clary, Joelle Marquis, Jim Horne, Amy Pope-Wells, Bruce Butler.

**Absent:** Daniel Vallencourt, Chereese Stewart, and Bruce Butler.

**Staff:** Josh Cockrell and April Scott (Legal Counsel)

**Guests:** Stephen Nebrat and Brittyn Perkins

**Call to Order:** **Keith Ward** called the Clay County Development Authority (“CCDA”) Public Meeting to order at 4:04 PM.

**Invocation:** **Josh Cockrell** provided the invocation and Pledge of Allegiance.

**Comments from the Public:** None.

**Secretary’s Report**

**Josh Cockrell** presented the meeting minutes from the August 18 meeting. **Amy Pope Wells** motioned for approval. **Jim Horne** seconded the motion. Motion approved.

**Treasurer’s Report**

**Josh Cockrell** presented the August Financial Report. The account balance at the end of July was \$757,000. **Joelle Marquis** asked why the balance of the real property wasn’t included in the report. **Josh Cockrell** mentioned reaching out to Coleman and Associates to add the real property at 1.2M approximately in the report. **Joelle Marquis** mentioned the approval of the August Financial Report, with the inclusion of the real property added. **Jim Horne** seconded the motion. Motion approved.

**2021-2022 Fiscal Budget**

**Josh Cockrell** presented the 2021-2022 fiscal year budget. **Josh Cockrell** explained that the budget may evolve as projects progress. **Joelle Marquis** asked if we can add a budget, expenses, etc. to the fiscal year budget for the properties acquired. **Josh Cockrell** suspects the budget may need to be flexible - allocating 10K as a buffer, totaling 60K for the property expense. **Joelle Marquis** asked if the 60K includes the cleaning and maintenance fees? **Keith Ward** explained that it does, without including the cost of removing the trees.

**Joelle Marquis** asked if there was a copy of the 2020-2021 fiscal year budget. **Josh Cockrell** presented the 2020-2021 fiscal year to the Board. **Jim Horne** questioned if we are in compliance with the grant money and how much of the grant money can be used towards the budget? **Josh Cockrell** explained that the grants require a quarterly expense report, where CCDA details where the grant money has been spent.

**Joelle Marquis** requested to see previous years' insurance budget to compare. **Josh Cockrell** presented the 2020-2021 fiscal year insurance budget.

**Josh Cockrell** mentioned that CCDA is struggling to get bigger projects because Clay County does not have big businesses that need the CCDA - especially with the current low-interest rates. **Josh Cockrell** asked the Board what bigger ideas and projects to expand the CCDA. **Jim Horne** asked what the CCDA's across Putnam county are doing? **Josh Cockrell** explained that some counties have more opportunities. They do not have the ability to do the same amount as CCDA - unique in that it's the only independent organization that can issue industrial revolution loans. Josh stated CCDA has to be creative to find more funds.

**Tina Clary** motioned for acceptance of the 2021-2022 fiscal year budget, with the discussed updates. **Jim Horne** seconded the motion. Motion Approved.

### **Chair's Report**

**Keith Ward** presented the demolition quotes. **Keith Ward** reported still awaiting **Daniel Vallencourt's** quote before discussing it with the Board. Keith Ward hopes to have a discussion next month to analyze the different quotes.

### **Executive Director's Report**

**Josh Cockrell** provided the grants update and reported to the CCDA of the DIG grant is \$366,666.66. **Josh Cockrell** updated on the College Drive Properties. Had a conference call to see how to move forward with the one property owner still struggling with COVID and is in Coma. Shortly after, the owner passed away. **Josh Cockrell** mentioned CCDA is awaiting a death certificate before proceeding with closing.

Stephen Nebrat explained the zoning within PUD. Stephen explained land developers go with PUD because it allows flexibility to the seller. Without knowing what to do with the land, Stephen suggests PUD allows flexibility, entitlement, and value to CCDA.

**Keith Ward** presented a question on **Daniel Vallencourt's** behalf: Why would we want to do a PUD rather than have the purchaser of the property? **Stephen Nebrat** explained that it's a matter of creating value and cutting time. **Amy Pope Wells** added that the PUD will cost less than 10K and open to a bigger market. **Stephen Nebrat** mentioned an example of a CR 220 property that a group purchased property, created a PID, and the group was able to take less than 100K/ acre and received 400-500K/acre. Steven reiterated the group had received their return because they worked on the property to add its value. **Joelle Marquis** questioned if the CCDA was pushing for a resolution in regards to the PUD. **Keith Ward** mentioned needing **Chereese Stewart** present before proceeding. **Keith Ward** suspects to revisit next month's board meeting.

### **Old/New Business**

Election of 2021-2022 board officers

**Keith Ward** presented 2021-2022 Board Officers. The board discussed keeping the same officers, with the exception of the vacancy for Treasurer. **Keith Ward** proposed **Tina Clary** for Treasurer. **Joelle Marquis** motioned for the approval of the 2021-2022 board officers. **Amy Pope Wells** seconded the motion. Motion Approved.

**Attorney's Report**

**April Scott** did not have anything to discuss.

**Adjourned: 5:33 PM**



COLEMAN & ASSOCIATES  
Certified Public Accounting Firm

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## ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors of  
Clay County Development Authority  
Fleming Island, FL

Management is responsible for the accompanying government-wide balance sheets of Clay County Development Authority (a governmental organization) as of September 30, 2021 and 2020, and the related statements of revenues and expenses for the one month and year then ended which collectively comprise the Authority's financial statements in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. We do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit the management discussion and analysis, the governmental fund financial statements and substantially all the disclosures required by accounting principles generally accepted in the United States of America. If the management discussion and analysis and governmental fund financial statements and omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Authority's financial position, results of operations, and cash flows. Accordingly, the financial statements are not designed for those who are not informed about such matters.

Accounting principles generally accepted in the United States of America require that budget to actual statements for the one month and year ending September 30, 2021 be presented to supplement the financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. This information is the representation of management. This information was subject to our compilation engagement; however, we have not audited or reviewed the required supplementary information and, accordingly, do not express an opinion, a conclusion, nor provide any form of assurance on such information.

We are not independent with respect to the Clay County Development Authority.

*Coleman & Associates Cpa firm*

October 16, 2021

# Clay County Development Authority

## Governmentwide Balance Sheet

As of September 30, 2021

	TOTAL	
	AS OF SEP 30, 2021	AS OF SEP 30, 2020 (PY)
<b>ASSETS</b>		
Current Assets		
Bank Accounts		
100002 SouthState Bank Checking - 1484	46,316	11,679
100007 Investment - Florida Prime - A	163,144	162,890
100018 SouthState Bank MMKT -1493	184,592	1,846,016
<b>Total Bank Accounts</b>	<b>\$394,052</b>	<b>\$2,020,585</b>
Accounts Receivable		
115002 Revenue Receivable	346,650	49,366
<b>Total Accounts Receivable</b>	<b>\$346,650</b>	<b>\$49,366</b>
Other Current Assets		
120001 Investments - Real property	1,198,195	
<b>Total Other Current Assets</b>	<b>\$1,198,195</b>	<b>\$0</b>
<b>Total Current Assets</b>	<b>\$1,938,897</b>	<b>\$2,069,951</b>
Fixed Assets		
167900 Accum Depreciation	0	0
<b>Total Fixed Assets</b>	<b>\$0</b>	<b>\$0</b>
<b>TOTAL ASSETS</b>	<b>\$1,938,897</b>	<b>\$2,069,951</b>
<b>LIABILITIES AND EQUITY</b>		
Liabilities		
Current Liabilities		
Accounts Payable		
200000 Accounts Payable	(8,140)	(7,962)
<b>Total Accounts Payable</b>	<b>\$ (8,140)</b>	<b>\$ (7,962)</b>
Other Current Liabilities		
Dept of Revenue Payable	0	0
<b>Total Other Current Liabilities</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Current Liabilities</b>	<b>\$ (8,140)</b>	<b>\$ (7,962)</b>
<b>Total Liabilities</b>	<b>\$ (8,140)</b>	<b>\$ (7,962)</b>
Equity		
272000 Net Asset Balance	2,077,913	2,160,197
320000 Retained Earnings	0	0
Net Income	(130,876)	(82,284)
<b>Total Equity</b>	<b>\$1,947,037</b>	<b>\$2,077,913</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$1,938,897</b>	<b>\$2,069,951</b>

# Clay County Development Authority

## Statement of Revenues and Expenses

September 2021

		TOTAL
	SEP 2021	OCT 2020 - SEP 2021 (YTD)
Income		
331000 Grant Revenues	346,650	446,650
369000 Miscellaneous Revenues	32	2,089
<b>Total Income</b>	<b>\$346,682</b>	<b>\$448,739</b>
GROSS PROFIT	<b>\$346,682</b>	<b>\$448,739</b>
Expenses		
512200 Sponsorships		15,000
513300 Professional Fees	8,140	108,605
513440 Insurance		2,381
513460 Property binders / purchase deposits		0
513510 Office and Operating Expenses	261	6,978
559000 Grant Expense	346,650	446,650
<b>Total Expenses</b>	<b>\$355,052</b>	<b>\$579,616</b>
NET OPERATING INCOME	<b>\$ (8,370)</b>	<b>\$ (130,876)</b>
NET INCOME	<b>\$ (8,370)</b>	<b>\$ (130,876)</b>



# Clay County Development Authority

## Statement of Revenues and Expenses

October 2020 - September 2021

	TOTAL		
	OCT 2020 - SEP 2021	OCT 2019 - SEP 2020 (PY)	CHANGE
Income			
331000 Grant Revenues	446,650	839,366	(392,716)
369000 Miscellaneous Revenues	2,089	19,034	(16,945)
<b>Total Income</b>	<b>\$448,739</b>	<b>\$858,400</b>	<b>\$ (409,661)</b>
GROSS PROFIT	<b>\$448,739</b>	<b>\$858,400</b>	<b>\$ (409,661)</b>
Expenses			
512200 Sponsorships	15,000	64,866	(49,866)
513300 Professional Fees	108,605	108,780	(175)
513440 Insurance	2,381	2,961	(579)
513460 Property binders / purchase deposits	0		0
513510 Office and Operating Expenses	6,978	9,078	(2,099)
559000 Grant Expense	446,650	755,000	(308,350)
<b>Total Expenses</b>	<b>\$579,616</b>	<b>\$940,684</b>	<b>\$ (361,069)</b>
NET OPERATING INCOME	<b>\$ (130,876)</b>	<b>\$ (82,284)</b>	<b>\$ (48,592)</b>
NET INCOME	<b>\$ (130,876)</b>	<b>\$ (82,284)</b>	<b>\$ (48,592)</b>

# Clay County Development Authority

Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

September 2021

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		6,660	(6,660)	
330120 DIG #S0136 Roadway Resurfacing	346,650	0	346,650	
<b>Total 331000 Grant Revenues</b>	<b>346,650</b>	<b>6,660</b>	<b>339,990</b>	<b>5,205.00 %</b>
369000 Miscellaneous Revenues				
361000 Investment Earnings	32	2,000	(1,968)	2.00 %
<b>Total 369000 Miscellaneous Revenues</b>	<b>32</b>	<b>2,000</b>	<b>(1,968)</b>	<b>2.00 %</b>
<b>Total Income</b>	<b>\$346,682</b>	<b>\$8,660</b>	<b>\$338,022</b>	<b>4,003.00 %</b>
<b>GROSS PROFIT</b>	<b>\$346,682</b>	<b>\$8,660</b>	<b>\$338,022</b>	<b>4,003.00 %</b>
<b>Expenses</b>				
513300 Professional Fees				
513306 Admin Contract StellaRea Group	6,500	6,500	0	100.00 %
513310 Attorney Contract Tolson & Associates	1,140	1,140	0	100.00 %
513321 Accounting Coleman & Associates	500	475	25	105.00 %
513340 Attorney Ancillary Charges		285	(285)	
<b>Total 513300 Professional Fees</b>	<b>8,140</b>	<b>8,400</b>	<b>(260)</b>	<b>97.00 %</b>
513510 Office and Operating Expenses				
513490 Business Meeting		25	(25)	
513512 Office Supplies		25	(25)	
513516 Telephone	68	80	(12)	85.00 %
513519 Travel	193	100	93	193.00 %
513521 Advertising & Marketing		30	(30)	
<b>Total 513510 Office and Operating Expenses</b>	<b>261</b>	<b>260</b>	<b>1</b>	<b>100.00 %</b>
559000 Grant Expense				
559016 DIG #S0136 Roadway Resurfacing	346,650	0	346,650	
<b>Total 559000 Grant Expense</b>	<b>346,650</b>	<b>0</b>	<b>346,650</b>	
<b>Total Expenses</b>	<b>\$355,052</b>	<b>\$8,660</b>	<b>\$346,392</b>	<b>4,100.00 %</b>
<b>NET OPERATING INCOME</b>	<b>\$ (8,370)</b>	<b>\$0</b>	<b>\$ (8,370)</b>	<b>0%</b>
<b>NET INCOME</b>	<b>\$ (8,370)</b>	<b>\$0</b>	<b>\$ (8,370)</b>	<b>0%</b>

# Clay County Development Authority

Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

October 2020 - September 2021

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
<b>Income</b>				
331000 Grant Revenues				
242000 Fund Balance - PY Carryforward		79,735	(79,735)	
330118 CON 20-101 Buffer Land Purchase	100,000		100,000	
330120 DIG #S0136 Roadway Resurfacing	346,650	346,667	(17)	100.00 %
330121 DIG #S0136 Roadway Resurfacing Admin Fees		20,000	(20,000)	
330122 CON 21-101 Buffer Land Purchase		485,000	(485,000)	
330123 CON 21-101 Buffer Land Purchase Admin Fees		15,000	(15,000)	
<b>Total 331000 Grant Revenues</b>	<b>446,650</b>	<b>946,402</b>	<b>(499,752)</b>	<b>47.00 %</b>
369000 Miscellaneous Revenues				
361000 Investment Earnings	2,058	24,000	(21,942)	9.00 %
369005 Miscellaneous Revenue	31		31	
<b>Total 369000 Miscellaneous Revenues</b>	<b>2,089</b>	<b>24,000</b>	<b>(21,911)</b>	<b>9.00 %</b>
<b>Total Income</b>	<b>\$448,739</b>	<b>\$970,402</b>	<b>\$ (521,662)</b>	<b>46.00 %</b>
<b>GROSS PROFIT</b>	<b>\$448,739</b>	<b>\$970,402</b>	<b>\$ (521,662)</b>	<b>46.00 %</b>
<b>Expenses</b>				
512200 Sponsorships				
512500 Funding to CEDC	15,000	15,000	0	100.00 %
512600 Clay Day Event Sponsor		500	(500)	
<b>Total 512200 Sponsorships</b>	<b>15,000</b>	<b>15,500</b>	<b>(500)</b>	<b>97.00 %</b>
513300 Professional Fees				
513306 Admin Contract StellaRea Group	78,000	78,000	0	100.00 %
513310 Attorney Contract Tolson & Associates	13,680	13,680	0	100.00 %
513320 Auditor Contract James Moore CPAs	10,500	10,500	0	100.00 %
513321 Accounting Coleman & Associates	6,000	5,700	300	105.00 %
513335 Accounting Ancillary Charges	425	850	(425)	50.00 %
513340 Attorney Ancillary Charges		3,420	(3,420)	
<b>Total 513300 Professional Fees</b>	<b>108,605</b>	<b>112,150</b>	<b>(3,545)</b>	<b>97.00 %</b>
513440 Insurance				
513443 General Liability Coverage		2,400	(2,400)	
513445 Commercial General Liability/Property	2,381	630	1,751	378.00 %
<b>Total 513440 Insurance</b>	<b>2,381</b>	<b>3,030</b>	<b>(649)</b>	<b>79.00 %</b>
513460 Property binders / purchase deposits	0		0	
513510 Office and Operating Expenses				
513490 Business Meeting	100	300	(200)	33.00 %
513494 Dues & Subscriptions	2,905	2,500	405	116.00 %
513512 Office Supplies		300	(300)	
513516 Telephone	882	960	(78)	92.00 %
513517 Licenses & Fees	175	175	0	100.00 %
513518 Website & IT expenses	1,080	1,860	(780)	58.00 %
513519 Travel	1,676	1,200	476	140.00 %

# Clay County Development Authority

Budget vs. Actuals: FY 20/21 Budget - FY21 P&L

October 2020 - September 2021

			TOTAL	
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
513520 Conferences		300	(300)	
513521 Advertising & Marketing	140	360	(220)	39.00 %
513522 Bank Service Charges	20		20	
513524 Recognition		100	(100)	
<b>Total 513510 Office and Operating Expenses</b>	<b>6,978</b>	<b>8,055</b>	<b>(1,077)</b>	<b>87.00 %</b>
559000 Grant Expense				
559015 CON 20-01 Buffer Land Purchase	100,000	485,000	(385,000)	21.00 %
559016 DIG #S0136 Roadway Resurfacing	346,650	346,667	(16)	100.00 %
<b>Total 559000 Grant Expense</b>	<b>446,650</b>	<b>831,667</b>	<b>(385,016)</b>	<b>54.00 %</b>
<b>Total Expenses</b>	<b>\$579,616</b>	<b>\$970,402</b>	<b>\$ (390,786)</b>	<b>60.00 %</b>
NET OPERATING INCOME	<b>\$ (130,876)</b>	<b>\$0</b>	<b>\$ (130,876)</b>	<b>0%</b>
NET INCOME	<b>\$ (130,876)</b>	<b>\$0</b>	<b>\$ (130,876)</b>	<b>0%</b>

**RESOLUTION NO. 2021/2022-01**

**RESOLUTION OF CLAY COUNTY DEVELOPMENT AUTHORITY (THE "AUTHORITY") FORMALLY ADOPTING BUDGET FOR FISCAL YEAR 2021/2022; AUTHORIZING THE AUTHORITY'S CONTRACTED ADMINISTRATIVE STAFF TO TAKE OTHER AND FURTHER ACTIONS REASONABLY NECESSARY OR HELPFUL IN FURTHERANCE OF THIS RESOLUTION; AND PROVIDING AN EFFECTIVE DATE.**

**BE IT RESOLVED, BY THE FORMAL ACTION OF THE AUTHORITY, THAT THE FOLLOWING ACTION IS HEREBY ADOPTED AS THE LEGAL AND BINDING ACTION AND RESOLUTION OF THE AUTHORITY, PERTAINING TO THE ABOVE SUBJECT MATTER SPECIFIED.**

**BACKGROUND RECITALS**

WHEREAS, it is necessary and appropriate for the Authority to formally adopt and publish its budget for Fiscal Year 2021/2022;

WHEREAS, the contracted administrative staff, accountant, and Treasurer for the Authority have prepared and provided such budget for formal adoption and approval;

WHEREAS, the Authority previously adopted such budget for the current fiscal year by its informal action at its regularly scheduled meeting on September 15, 2021; and

WHEREAS, the Authority desires to fully comply with the provisions of all applicable laws and auditor recommendations to implement and observe best practices in the adoption and amendment of its budgets.

**FORMAL ADOPTION OF RESOLUTION NO. 2021/2022-01**

**NOW, THEREFORE, THE FOLLOWING ACTION IS HEREBY FORMALLY ADOPTED BY THIS RESOLUTION NO. 2021/2022-01, DATED EFFECTIVE THIS 20<sup>th</sup> DAY OF OCTOBER, 2021, AS FOLLOWS:**

**Section 1.** The Authority's official Budget for Fiscal Year 2021/2022, representing the budget for the current fiscal year of the Authority as currently projected, is hereby accepted, approved and adopted in the form attached hereto and herein incorporated by reference.

**Section 2.** The contracted administrative staff of the Authority shall take such other and further actions as may be reasonably necessary or helpful to the formal action authorized, approved, and adopted by this Resolution No. 2021/2022-01, and as may include, for purposes of illustration and not limitation, (a) informing the auditor of the Authority of the formal approval of the budget for Fiscal Year 2021/2022, (b) publishing the formally adopted budget for Fiscal Year 2021/2022 on the Authority's website, and (c) filing the same with the Clerk for the Board of County Commissioners for Clay County, Florida.

**Section 3.** This Resolution 2021/2022-01 and the formal action as set forth herein shall be effective immediately upon adoption.

**DULY ADOPTED THIS 20<sup>th</sup> DAY OF OCTOBER, 2021, BY THE CLAY COUNTY DEVELOPMENT AUTHORITY.**

**CLAY COUNTY DEVELOPMENT AUTHORITY**

**BY:** \_\_\_\_\_

**NAME: KEITH WARD**

**TITLE: CHAIR**

**ATTEST:**

\_\_\_\_\_  
SECRETARY  
CLAY COUNTY DEVELOPMENT AUTHORITY

MAP OF

Several parcels of land situated in the Northwest 1/4 of Section 35, Township 4 South, Range 25 East, Clay County, Florida.

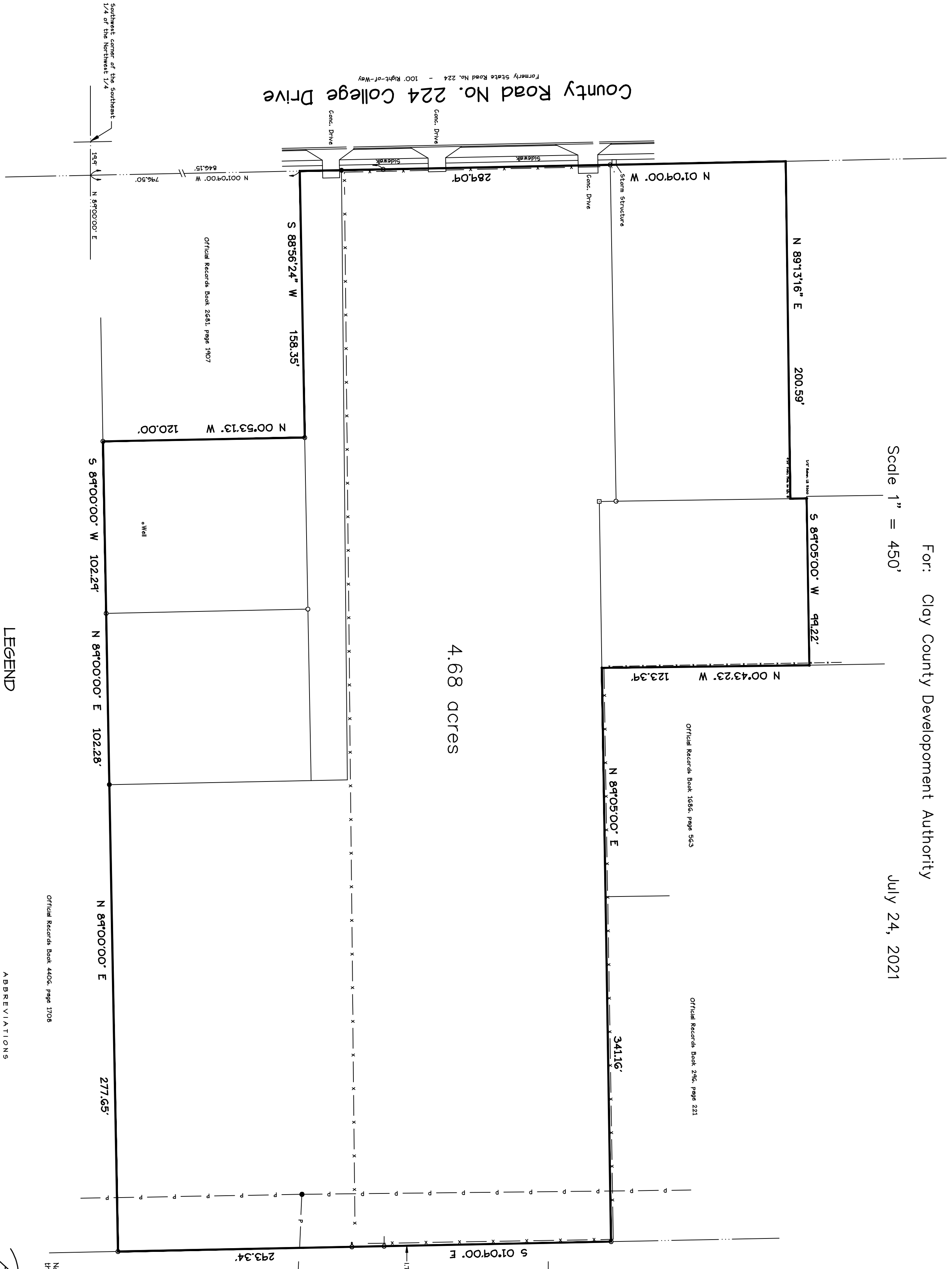
For: Clay County Development Authority

Scale 1" = 450'

July 24, 2021



County Road No. 224 College Drive



4.68 acres

GENERAL NOTES

1. Bearings shown hereon are based on the record bearing of N 01°04'00\"
2. This map represents a compilation of surveys for Clay County Development Authority and does not represent an actual survey of the compiled parcel.

LEGEND

- Found 4"x4" Concrete Monument
- Found Iron Pipe (no I.D. #)
- Set 1/2" Iron Pipe (LB 1361)
- X— Fence
- P— Powerline/Pole and Anchor
- T— Telephone Line
- C— Cable TV Line
- AC— Concrete Air Conditioner Pad
- E— Concrete Elec. Transformer Pad

ABBREVIATIONS

- AC Air Conditioner
- Bldg Building Restriction Line
- EL Field Measurements
- IP Iron Pipe

Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

*Harold T. Eiland*

Harold T. Eiland  
License No. LS 2518

Eiland & Associates, Inc.  
Professional Surveyors & Mappers  
Certificate of Authorization No. LB 1361  
615 Blanding Boulevard  
Orange Park, Florida 32073  
Telephone 904-272-1000

Official Records Book 3731, page 155

Official Records Book 2377, page 634

Official Records Book 246, page 221

Official Records Book 1686, page 563

Official Records Book 2681, page 1807

Official Records Book 4406, page 1708

Southeast corner of the Southwest 1/4 of the Northwest 1/4

Formerly State Road No. 224 - 100' Right-of-Way

Conc. Drive

Conc. Drive

Conc. Drive

Storm Structure

1/4" Scale, 1/4" = 100'

200.59'

S 84°05'00\"

99.22'

N 00°43'23\"

123.39'

N 84°05'00\"

341.16'

N 01°04'00\"

W 289.09'

N 89°13'16\"

E 200.59'

N 01°04'00\"

W 289.09'

S 88°56'24\"

W 158.35'

N 00°53'13\"

W 120.00'

S 84°00'00\"

W 102.24'

N 84°00'00\"

E 102.26'

N 84°00'00\"

E 277.65'

S 01°04'00\"

E 293.34'

17'

194'

746.50'

846.15'

194'

194'

194'

194'

194'

194'

194'

194'

194'

194'

194'

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194'

194'

194'

194'

194'

## Quotation

Conner Services, LLC  
Conner Construction and Demolition RG291103652  
Conner Roofing RC29027634  
4839 Highway 17 South  
Green Cove Springs, FL 32043  
(904) 810-8615  
[dsbconner@gmail.com](mailto:dsbconner@gmail.com)

Contact:  
Mr. Keith Ward  
Chair, Clay County Development Authority

Job:  
College Drive Properties

Description	Amount
<p>We propose to furnish all labor, materials, equipment, insurance, permits, and expertise required to demolish, haul off, and dispose at landfill at our expense the following:</p> <p>Debris Pile at 407 College Drive SFD, Contents, Pole Barn, Debris, etc. at 411 College Drive SFD, Contents, etc. at 419B College Drive SFD, Contents, Accessory Structure, etc. at 419C College Drive Dilapidated structure in woods at 419D College Drive (Some trees may need to be removed to access debris)</p> <p>This will include foundations, slabs, blocks, wall framing, roof trusses, sheathing, shingles, contents, etc. All material to hauled offsite and disposed of legally by Contractor. The area will be cleaned and rough graded prior to completion. All utility disconnects will be coordinated and completed by Conner Construction and Demolition as part of the Pre-demo inspection. All inspections will be performed by the Clay County Building Division and coordinated by Conner Construction and Demolition.</p>	<p>\$42,186</p>

Exclusions: Tree Barricades, Silt Fence, turbidity, inlet protection, survey or layout work, no new work is included in this proposal. Septic demos are not included per the direction but can be added if needed. No fill or finish gradework is provided in this proposal. Any and all of these exclusions can be provided under separate proposal if needed. No provisions have been made to assess or remove in any special way any environmentally sensitive materials including but not limited to asbestos or lead. Thank you so much for the opportunity to provide this quote. If you have any questions, please do not hesitate to contact me.

Sincerely,

David Conner  
Conner Construction and Demolition  
RG 291103652  
(904) 810-8615





CGC1529585

October 1st, 2021

Vallencourt Construction Inc

Dan Vallencourt

Re: College Drive Site Demo, Clay County, FL

JimCo proposes to demolish the improvements as discussed:

- 1) Demolish and remove the existing houses (3), associated footers, buildings PADs where present, and sheds (2) found within the limits of the local site. **No work in public ROW.** Disposal of all building materials will be at Local State permitted landfills and recyclers.
- 2) Provide all labor and equipment needed to complete the work as required. Limits of the work are the local site shown in exhibits provided from Clay County Development Authority, **no offsite demolition is included.**
- 3) Owner/General Contractor is responsible for all permits, notifications, and site access required to start the work, water will be required for dust measures, to be provided by the GC. Project will be completed in +/- 10 working days.
- 4) Jimco Site Services will dispose of all materials at State of Florida Licensed Facilities per State of Florida Guidelines.
- 5) Times for the work will be 7:30am till 5:30 pm daily except Sat and Sunday, TBD.
- 6) Demolition includes all salvageable materials on site at the time of the bid including Electrical components, HVAC and mechanical along with structural components of the building.
- 7) Jimco will provide standard insurance coverage's (1,000,000.00 GL and WC) as needed. This includes additional insured certificates. Bonds and special coverage's beyond the industry standards are extra.



CGC1529585

**REMOVAL OF ASBESTOS MATERIALS IS NOT INCLUDED IN THE PRICE FOR DEMOLITION. REMEDIATION, FREON, ACM, OILS ECT, PER STATE OF FLORIDA REGULATIONS ARE SEPARATE. AN ASBESTOS SURVEY HAS NOT BEEN PROVIDED AND IS REQUIRED TO START DEMOLITION ON COMMERCIAL BUILDINGS AND INCLUDES A 10 BUSINESS DAY WAIT.**

**RELEVANT PROJECTS:**

**BRUMOS LEXUS, BRUMOS MERCEDES, ERNIE PALMER TOYOTA, DUVAL FORD, MURRAY FORD**

Base price to perform the work as stated in item 1: \$32,250.00

Septic Tank (Permit/Pump/Abandon) per tank: \$1,500.00

Asbestos Survey Per Structure: \$1,750.00

**Illegal dumping is not covered in this scope.**

Add for erosion control (Silt Fence), and Tree protection is additional.

**Please call me with any questions at 904-392-3784 or E-mail at [Walker@jimcositeservices.com](mailto:Walker@jimcositeservices.com)**

Sincerely,

Walker L Adams,

Lead Estimator



This page is included for additions and questions if needed. Final scope notes and clarifications during negotiations if required.

#### NOT INCLUDED IN THE BASE DEMOLITION PRICE

Permitting for Clay County, requires complete permit forms, site survey that shows buildings and setbacks including trees to remain, 7-10 days submittal process. Utilities hidden and not identified are not covered by the work.

Removal of topsoil, fill dirt or stabilized basecourse material underneath the structures/surfaces are not included in the price.

Removal of a vault/other unknown reinforced structures is not included in the base price and is subject to a change order.

Removal of hazardous materials (as classified by State of Florida), railroad ties, contaminated soils, etc.

No specialty tree work or tree surgery is included in the price for clearing or demolition. No pulling of stumps that will impact utilities or public ROW.

Removal of site utilities.

Abandonment of septic tanks, grease traps etc, shoring setting or bracing of the structure.

G/C will provide water hook up for dust control.

#### INCLUDED IN THE DEMOLITION PRICE

Demolish and remove the items as detailed in our scope of work (Page 1 Item 1).

Jimco will notify Sunshine Locates as required for Utility notices, 48 hr. notice to start demo.

Items not listed in the proposal or included on this page signed are not included in the work.

Filing of FL DEP Air Quality Notice





October 1st, 2021

Vallencourt Construction

Daniel Vallencourt

Re: Clear, Grub, and Haul, Clay Count Development, Clay County, FL.

JimCo proposes to complete the project as follows:

- 1) Jimco will provide labor and equipment as needed to, Clear, Grub and Haul away debris from the site to allow construction. Jimco will provide equipment as necessary to complete work described herein.
- 2) Access to the site will be provided by the owner.
- 3) Jimco maintains various OSHA qualifications and training. OSHA 40, HAZWOPER. Jimco will provide all equipment needed to complete the work as stated above.
- 4) The Owner will file the required permits to start the work if needed, water will be required for dust measures, to be provided by the Owner. Silt fence is required to eliminate erosion at the site and is not included in the line-item price for the Clearing work.
- 5) The Owner/ Contractor agrees to indemnify Jimco against any and all claims arising from the work, noise, vibration and dust.
- 6) Materials at the site will be sorted by Jimco to meet the requirements of the grinder, some material will not be suitable for the Grinder due to excessive size and sheared to allow grinding, some material will remain. **Palmettos, Palm Trees and oversize trees are not included in the work. No work near OH Power Lines, buried utilities, or in public ROW.**
- 7) Time for the work is Monday - Friday 7:30- 4:30 pm. Some weather delays should be expected due to high winds and rain this time of year.
- 8) Jimco will provide standard insurance coverage's (1,000,000.00 GL and WC) as needed. This includes additional insured certificates. Bonds and special coverages beyond the industry standards are extra.

909 Leonard C Taylor Pkwy, Green Cove Springs. Florida. 32043

[www.jimcositeservices.com](http://www.jimcositeservices.com)

904-863-6002

**Illegal Dumping and Regulated materials are not included in the price for Clearing or Grinding. Building debris, fence, concrete and other items will be sorted out.**

PRICING

Prices for the Grinding work as follows:

Mobilization to the site: \$1,500.00

Clear, grub and Haul Tree Debris (approx. 1.76 ac): \$15,250.00

Construction Entrance: \$3,000.00 (*generic spec*)

Install 2,101 LF of Erosion Control: \$3,151.50

Additional trucking sorted debris (trash and oversize wood) \$770.00 per load of debris can be added. Permitting cost for the grinding is not included in the work.

Issues with the work are required in writing within 24 hours of discovering the deficiency. Payment is due within 30 days of the Invoice date.

**Please call me with any questions at 904-392-3784 or E-mail at Walker@jimcositeservices.com**

Sincerely,

Walker L. Adams

Lead Estimator

This page is included for additions and questions if needed. Final scope notes and clarifications during negotiations if required.

#### NOT INCLUDED IN THE CLEAR/GRUB/GRIND PRICE

Permitting for Clay County, requires complete permit forms, site survey that shows buildings and setbacks including trees to remain, 7-10 days submittal process. Utilities hidden and not identified are not covered by the work.

Improved Truck Access must be provided for clearing debris to be exported, purchasing fill dirt and grading activity related to the improvements are not included for the price for the work.

Removal of hazardous materials (as classified by State of Florida), railroad ties, contaminated soils, etc.

No specialty tree work or tree surgery is included in the price for clearing. (Stump grinding, removal of stumps near utilities such as overhead powerlines or buried pipe, no work that will affect ROW are not included in base price)

Removal of site utilities.

G/C will provide water hook up for dust control.

#### INCLUDED IN THE CLEAR/GRUB/HAUL PRICE

Clear Grub and Haul off the site per the plans provided.

Jimco will notify Sunshine Locates as required for Utility notices, 48 hr. notice to start demo.

Items not listed in the proposal or included on this page signed are not included in the work.

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**Sec. 3-26.1. COMMUNITY BUSINESS DISTRICT (ZONE BB-2)**

- (a) *Area.* All lands designated as Zone BB-2 are subject to the regulations of this Section and Sec. 20.3-10. Such areas are established to provide for the shopping and limited service and recreational needs of several neighborhoods, a community, or a substantial land area. Retail stores are intended to include general merchandise, fashion, durable goods, and personal service. A site plan shall be submitted to the Development Review Committee for review and approval prior to obtaining a building permit for all uses within this District.
- (b) *Uses Permitted.*
- (1) All uses permitted in Sec. 20.3-24.
  - (2) Appliance sales and services; automotive parts; automobile rental; business machine sales and services; convenience store with the sale of gasoline; department store; drug store; fruit and vegetables (inside building.); furniture store; grocery store; hardware store (no outside display); heating, ventilation, and air conditioning (indoor only, no outside storage); medical supply; retail meat markets; and health spa and window tinting and stereo installation (indoor only) (amended 1/07).
  - (3) Adult entertainment establishments and sexually oriented businesses as defined in the Adult Entertainment Regulations established under Chapter 2.3 of the Clay County Code, subject to the provisions of Sec. 3-48.
- (c) *Conditional Uses.* The following uses are permitted in the BB-2 zoning district subject to the conditions provided in Section 20.3-5.
- (1) Mini-warehouses.
  - (2) Public assembly.
  - (3) Sales from vehicles.
  - (4) Radio, television, microwave relay stations or towers and accessory equipment buildings.
  - (5) Residential dwelling.
  - (6) Communication Antennas and Communication Towers, including accessory buildings, tower support and peripheral anchors as governed by the provisions of Section 20.3-46 of the Clay County Land Development Code.
  - (7) Land Clearing Debris Disposal Facility.
  - (8) Indoor Skating Rinks and Indoor Skate Parks (amended 07/06, ord. 2006-38)
  - (9) Recreation Vehicle and Boat Storage *Rev. 04/22/08*
  - (10) Day Care Centers.



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(11) Medical Marijuana Treatment Center Dispensing Facility

(d) *Uses Not Permitted.*

(1) Any use not allowed in (b) or (c) above.

(2) Any use which would create any obnoxious, corrosive or offensive noise, gas, odor, smoke, dust, fumes, vibration or light, and which would be detrimental to other surrounding properties or to the welfare and health of the citizens in the area.

(e) *Lot and Building Requirements.* The principal building(s), accessory structures and other uses shall be located so as to comply with the following minimum requirements.

*Rev. 04/22/08*

(1) Side Lot Setbacks:

(i) Side lot setbacks on property which abuts residential or agricultural districts shall be not less than twenty-five (25) feet from side property lines. If said lot is a corner lot, then setbacks should be the same as the front setback.

(ii) Where the adjoining lot is also zoned for business, the building may be placed up to the side lot line, providing the building is constructed in accordance with the regulations of the applicable Building Code; in all other construction, the minimum side setback shall be fifteen (15) feet.

(2) Rear lot line setbacks shall not be less than twenty (20) feet from rear property line, or not less than twenty-five (25) feet when adjacent to multi-family and single-family residences. If the rear yard does not abut a public street, then access over private property shall be provided. Access shall be not less than fifteen (15) feet in width, and shall be unobstructed at all times.

(3) Front lot line setbacks shall comply with Section 19, Subsection 4, Ordinance 82-45, as amended, and shall in no case be less than twenty-five feet from front property line.

(4) All structures shall be set back a minimum of 50 feet landward from the ordinary high water line or mean high water line, whichever is applicable; for waters designated as Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These setbacks shall not apply to structures on lots or parcels located landward of existing bulkheads permitted by the St. Johns River Water Management District or Florida Department of Environmental Protection.

(5) Where a business district is adjacent to a lot line of property of a residential or agricultural classification, no materials, garbage containers or refuse shall be allowed nearer than thirty (30) feet to such a residential or agricultural district. Garbage or refuse shall be containerized and such containers shall be enclosed or screened so as not to be readily visible.

(6) *Lighting.* Artificial lighting used to illuminate the premises and/or advertising copy

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shall be directed away from adjacent residential or agricultural districts.

- (7) *Density Requirements.* The maximum density of development of land with a BB-2 zoning classification shall correspond to an FAR of forty (40) percent.
- (8) No outside amplification of sound shall be permitted which can be heard off-site.
- (9) *Visual Barrier.* Proposed non-residential development shall be buffered from adjacent land within the residential land use categories identified in Section 20.3-8 with a ten (10) foot landscaped area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting thirty (30) feet on center. For all development commenced on or after January 28, 2003, the provisions of this subsection shall not apply. For developments that commence after this date, the provisions of Article VI of the Clay County Land Development Code (the Tree Protection and Landscaping Standards) will apply. (Rev. 02/08/11)

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**Sec. 3-24. NEIGHBORHOOD BUSINESS DISTRICT (ZONE BA)**

- (a) *Purpose and Intent.* This District is to provide a limited commercial facility of a convenience nature, servicing persons residing in adjacent residential areas, and to permit primarily such uses as are necessary to satisfy those basic shopping and service needs which occur frequently and so require retail and service facilities in relative proximity to places of residence.

This district is further designed to accommodate commercial development on a scale that is less intensive than that permitted in a BB District.

- (b) *Area.* All land designated as Zone BA is subject to the regulations of this Section and Sec. 20.3-10. Such areas are designed and included to provide local services to contiguous neighborhoods and locations and are anticipated to be on major local streets, but still in close proximity to residential properties and shall, therefore, be limited in scope and size. A site plan conforming to the requirements of this chapter shall be submitted to the Planning and Zoning Department for administrative review and approval prior to obtaining a building permit for all uses within this District.

- (c) *Uses Permitted.*

- (1) All uses permitted in Sec. 20.3-23.
- (2) Retail stores and shops reasonably related to the day-to-day needs of the area to be serviced limited to: antique; artist's studios; bait and tackle; bakery with baking on premises; bicycle sales and repair; billiard, game or pool room; dance academies (soundproofed and air conditioned); curio; fruit and vegetable retail (packing permitted); hardware; retail clothing; interior decorating; dry cleaners, laundries and laundromats; leather goods; luggage; meat markets (no processing plant); music; newsstands; optical; office supplies; photographic galleries; printing; shoe; sporting goods; stationery and books; travel agencies; restaurants without the sale of beer and wine; restaurants selling alcoholic beverages limited to beer and wine; drapery; paint and wallpaper; clock sales; rentals; palm reading; banks; financial institutions; animal clinics; veterinary hospitals; drugstores; and grocery stores; provided that no outdoor sales, display, preparation or storage is permitted. (amended 10/12/93 - Ord 93-36)
- (3) Banks and financial institutions with drive-in facilities; drive-in restaurants; the sale of gasoline without garage, car repair, or car wash facilities.
- (4) Retail sales of beer and wine at establishments commonly known as convenience stores only pursuant to licensure by the Division of Alcoholic Beverages and Tobacco of the Florida Department of Business Regulation, for off-premises consumption only.

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- (5) The above are uses subject to the following limitations:
- (i) Sale, display, preparation and storage to be conducted within a completely enclosed building.
  - (ii) Products to be sold only at retail.
- (d) *Conditional Uses.* The following uses are permitted in the BA District subject to conditions provided in Section 20.3-5.
- (1) Bed and Breakfast Inns.
  - (2) Public Assembly.
  - (3) Residential Dwelling.
  - (4) Communication Antennas and Communication Towers, including accessory buildings, tower support and peripheral anchors as governed by the provisions of Section 20.3-46 of the Clay County Land Development Code, provided that said towers are 200 feet from adjacent residentially zoned property. (Amended 11/26/96 - Ord. 96-58)
  - (5) Seasonal outdoor sales (amended Ord. 93-36, Oct. 1993)
  - (6) Land Clearing Debris Disposal Facility (Amended 6/98 - Ord. 98-27)
  - (7) Day Care Centers.
  - (8) Medical Marijuana Treatment Center Dispensing Facility

Medical Marijuana Treatment Center Dispensing Facility

- (e) *Uses Not Permitted.*
- (1) Any use not allowed in (c) or (d) above.
  - (2) Any use which would create any obnoxious, corrosive, or offensive noise, gas, odor, smoke, dust, fumes, vibration, or light, and which would be detrimental to other surrounding properties or to the welfare and health of the citizens in the area.
- (f) *Density Requirements.* The maximum density of development for land in the BA zoning classification shall correspond to a floor area ratio (FAR) of forty (40) percent.
- (g) *Lot and Building Requirements.* The principal building(s), accessory structures and other uses shall be located so as to comply with the following minimum requirements.  
*Rev. 04/22/08*
- (1) Front lot line setbacks shall in no case be less than twenty-five (25) feet.
  - (2) All structures shall be set back a minimum of 50 feet landward from the ordinary high water line or mean high water line, whichever is applicable; for waters designated as Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These

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setbacks shall not apply to structures on lots or parcels located landward of existing bulkheads permitted by the St. Johns River Water Management District or Florida Department of Environmental Protection.

(3) *Side lot line setbacks.*

- (i) For one story building height up to a maximum of twenty-two (22) feet on property which abuts any residential or agricultural district shall be no less than twenty-five (25) feet. If said lot is a corner lot, then setbacks shall be the same as the front setback.
- (ii) For two story building height up to a maximum of thirty-five (35) feet on property which abuts any residential or agricultural district shall be no less than thirty-five (35) feet. If said lot is a corner lot, then setbacks shall be the same as the front setback.
- (iii) Where the adjoining lot is also zoned for business, a one story building at a maximum height of twenty-two (22) feet may be placed anywhere within the required side setback area up to the side lot lines providing that the building is constructed in accordance with the regulations of the applicable Building Code. A two story building with a maximum height of thirty-five (35) feet shall provide the maximum side setback of fifteen (15) feet.

(4) *Rear lot line setbacks.*

- (i) In one story building height up to a maximum of twenty-two (22) feet on property which abuts any zoning district shall be no less than twenty-five (25) feet when adjacent to multi-family and single-family residences.
- (ii) In two story building height up to a maximum thirty-five (35) feet on property which abuts any zoning district shall be no less than thirty-five (35) feet, and no less than twenty-five (25) feet when adjacent to multi-family and single-family residences.

(5) Rear lot line setbacks shall be twenty (20) feet. If the rear yard does not abut a public street, then access over private property shall be provided. Access shall not be less than fifteen (15) feet in width and shall be unobstructed at all times.

(6) Where a district is adjacent to a lot line of property of a residential or agricultural classification, no materials, garbage containers or refuse shall be allowed nearer than fifteen (15) feet to such a residential or agricultural district. Garbage or refuse shall be containerized and such containers shall be enclosed or screened so as not to be readily visible.

(7) *Height limitations.*

- (i) One story construction shall not exceed the building height of twenty-two (22) feet.

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- (ii) Two story construction shall not exceed the building height of thirty-five (35) feet.
  - (8) *Lighting.* Artificial lighting used to illuminate the premises and/or advertising copy shall be directed away from adjacent residential or agricultural property.
  - (9) No outside amplification of sound shall be permitted which can be heard off-site.
  - (10) **Visual Barrier:** Proposed non-residential development shall be buffered from adjacent land within the residential land use categories identified in Section 20.3-8 with a ten (10) foot landscaped area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting thirty (30) feet on center. For all development commenced on or after January 28, 2003, the provisions of this subsection shall not apply. For developments that commence after this date, the provisions of Article VI of the Clay County Land Development Code (the Tree Protection and Landscaping Standards) will apply. (*Rev. 02/08/11*)

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**Sec. 3-23. LIGHT NEIGHBORHOOD BUSINESS DISTRICT (ZONE BA-1)**

- (a) *Area.* All land designated as Zone BA-1 is subject to the regulations of this Section and Sec. 20.3-10. Such areas are established to provide for the development of business facilities designed to accommodate the immediate neighborhood needs. A site plan shall be submitted to the Planning and Zoning Department for review and approval prior to obtaining a building permit for all uses within this District.
- (b) *Uses Permitted.*
- (1) Uses permitted in Sec. 20.3-22.
  - (2) Retail stores and shops having a gross area of no more than two thousand five hundred (2,500) square feet per building offering merchandise reasonably related to the day-to-day needs of the neighborhood similar but not limited to: hobby and bric-a-brac; bake; ceramic; florist; cigar; locksmith; gun repair; shoe repair; retail pharmacy; wearing apparel; toys; sundries and notions; books and stationery; art supplies; cameras or photographic supplies (including camera repair); sporting goods; television and radio (including repair); gift; service establishments such as barber or beauty; artist or photographic studio; dance or music studio (soundproofed and air conditioned); tailor or dressmaker; jewelry and convenience; office and business machines. (Amended 5/04 – Ord. 04-27)
  - (3) Establishments similar to the above demonstrating a reasonable relationship to needs of the immediate neighborhood and not oriented to drawing vehicular traffic from other areas.
  - (4) The above are uses subject to the following limitations:
    - (i) Sale, display, preparation and storage to be conducted within a completely enclosed building.
    - (ii) Products to be sold only at retail.
- (c) *Conditional Uses.* Subject to the conditions of Section 20.3-5.
- (1) Public assembly.
  - (2) Residential Dwellings. (Amended 8/27/96 - Ord. 96-35)
  - (3) Land Clearing Debris Disposal Facility (Amended 6/98 - Ord. 98-27)
  - (4) Day Care Centers.
  - (5) Medical Marijuana Treatment Center Dispensing Facility
- (d) *Uses Not Permitted.*
- (1) Any use not allowed in (b) or (c) above.

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- (2) Any use which would create any obnoxious, corrosive, or offensive noise, gas, odor, smoke, dust, fumes, vibration or light, and which would be detrimental to other surrounding properties or to the welfare and health of the citizens in the area.
- (e) *Density Requirements.* The maximum density of development for land in the BA-1 zoning classification shall correspond to a floor area ratio (FAR) of forty (40) percent.
- (f) *Lot and Building Requirements.* The principal building(s), accessory structures and other uses shall be located so as to comply with the following minimum requirements.  
*Rev. 04/22/08*
- (1) Side lot line setbacks.
- (i) Side lot line setbacks on property which abuts residential or agricultural districts shall be not less than twenty-five (25) feet. If said lot is a corner lot, then setback shall be the same as the front setback.
- (ii) Where the adjoining lot is also zoned for business, the building may be placed up to the side lot line, providing the building is constructed in accordance with the regulations of the applicable Building Code; in all other construction, the minimum side setback shall be fifteen (15) feet.
- (2) Rear lot line setbacks shall be twenty-five (25) feet. In all business districts the rear lot area shall be accessible from a public street for emergency vehicles. If the rear yard does not abut a public street, then access over private property shall be not less than twenty (20) feet in width and shall be unobstructed at all times.
- (3) Front lot line setbacks shall not be less than twenty-five (25) feet.
- (4) All structures shall be set back a minimum of 50 feet landward from the ordinary high water line or mean high water line, whichever is applicable; for waters designated as Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These setbacks shall not apply to structures on lots or parcels located landward of existing bulkheads permitted by the St. Johns River Water Management District or Florida Department of Environmental Protection.
- (5) Where a business district is adjacent to a lot line of property of a residential or agricultural classification, no materials, garbage containers or refuse shall be allowed nearer than fifteen (15) feet to such a residential or agricultural district. Garbage or refuse shall be containerized and such containers shall be enclosed or screened so as not to be readily visible.
- (6) Height and size limitations.
- (i) One story construction not higher than twenty-two (22) feet except where the second story will be used as residence, the height shall not exceed thirty-five (35) feet.



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- (ii) First story gross retail floor area limited to two thousand (2,000) square feet per shop.
  - (7) No outside amplification of sound shall be permitted which can be heard off-site.
  - (8) Visual Barrier: Proposed non-residential development shall be buffered from adjacent land within the residential land use categories identified in Section 20.3-8 with a ten (10) foot landscaped area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting thirty (30) feet on center. For all development commenced on or after January 28, 2003, the provisions of this subsection shall not apply. For developments that commence after this date, the provisions of Article VI of the Clay County Land Development Code (the Tree Protection and Landscaping Standards) will apply. *(Rev. 02/08/11)*

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**Sec. 3-22. COMMERCIAL AND PROFESSIONAL OFFICE DISTRICT (ZONE BA-2)**

- (a) *Area.* All land designated as Zone BA-2 is subject to the regulations of this Section and Sec. 20.3-10. Such areas are established to provide for the development of commercial and professional offices and to facilitate the change from residential to commercial usage. A site plan shall be submitted to the Planning and Zoning Department for review and approval prior to obtaining a building permit for all uses within this District.
- (b) *Uses Permitted.*
- (1) Commercial and professional offices having a gross floor area limited to twenty-five hundred (2,500) square feet per building including, but not limited to, offices for doctors, dentists, osteopaths, chiropractors, medical and dental laboratories, attorneys, engineering offices, accounting, auditing and bookkeeping services, real estate sales, insurance companies, finance offices.
  - (2) Building and uses immediately and exclusively accessory to the uses permitted in above, including automobile parking facilities, central heating and cooling systems, emergency generating plants, storage of documents and other property, training schools for employees, living quarters for a custodian or caretaker of the office building or buildings.
  - (3) The above are uses subject to the following limitations:
    - (i) Sale, display, preparation and storage to be conducted within a completely enclosed building.
    - (ii) Products to be sold only at retail.
- (c) *Conditional Uses.* Subject to conditions provided in Section 20.3-5.
- (1) Public assembly.
  - (2) Residential dwelling.
  - (3) Land Clearing Debris Disposal Facility (Amended 6/98 - Ord. 98-27)
  - (4) Day Care Centers.
- (d) *Uses Not Permitted.*
- (1) Any use not allowed in (b) or (c) above.
  - (2) Any use which would create any obnoxious, corrosive, or offensive noise, gas, odor, smoke, dust, fumes, vibration or light, and which would be detrimental to other surrounding properties or to the welfare and health of the citizens in the area.
- (e) *Density Requirements.* The maximum density of development for land in the BA-2 zoning classification shall correspond to a floor area ratio (FAR) of forty (40) percent.

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- (f) *Lot and Building Requirements.* The principal building(s), accessory structures and other uses shall be located so as to comply with the following minimum requirements.

*Rev. 04/22/08*

- (1) Side lot line setbacks on property which abuts residential or agricultural districts shall not be less than twenty-five (25) feet. If said lot is a corner lot, then setback shall be the same as the front setback.
- (2) Where the adjoining lot is also zoned for business, the building may be placed up to the side lot line, providing the building is constructed in accordance with the regulations of the applicable Building Code; in all other construction, the minimum side setback shall be fifteen (15) feet.
- (3) Rear lot line setbacks shall be twenty-five (25) feet. The rear lot area shall be accessible from a public street for emergency vehicles. If the rear yard does not abut a public street, then access over private property shall be provided and shall be not less than twenty (20) feet in width and shall be unobstructed at all times.
- (4) Front lot line setbacks shall in no case be less than twenty-five (25) feet.
- (5) All structures shall be set back a minimum of 50 feet landward from the ordinary high water line or mean high water line, whichever is applicable; for waters designated as Aquatic Preserves or Outstanding Florida Waters, the setback will be 100 feet. These setbacks shall not apply to structures on lots or parcels located landward of existing bulkheads permitted by the St. Johns River Water Management District or Florida Department of Environmental Protection.
- (6) Where a BA-2 district is adjacent to a lot line of property of a residential or agricultural classification, no materials, garbage containers or refuse shall be allowed nearer than fifteen (15) feet to such a residential or agricultural district. Garbage or refuse shall be containerized and such containers shall be enclosed or screened so as not to be readily visible.
- (7) Height and size limitations.
  - (i) One story construction not higher than twenty-two (22) feet.
  - (ii) Gross floor area limited to twenty-five hundred (2,500) square feet per building.
- (8) Lot and building requirements and height and size limitations in the Subsections above shall not be applicable where there are existing structures at the time of rezoning; however, additions and alterations shall comply with the requirements of this Section.
- (9) Lighting. Artificial lighting used to illuminate the premises and/or advertising copy shall be directed away from the adjacent residential or agricultural districts.
- (10) No outside amplification of sound shall be permitted which can be heard off-site.

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- (11) Visual Barrier: Proposed non-residential development shall be buffered from adjacent land within the residential land use categories identified in Section 20.3-8 with a twenty-five (25) foot building setback, ten (10) foot landscaped area, minimum six (6) foot high opaque barrier (fence or vegetation) and tree planting thirty (30) feet on center. ( Ord. 94-26 - 4/26/94)