



A NEW DAY.

City of Jacksonville, Florida

Donna Deegan, Mayor

Planning Department
214 N. Hogan St., Suite 300
Jacksonville, FL 32202
(904) 630-CITY
Jacksonville.gov

August 7, 2025

The Honorable Kevin Carrico
The Honorable Joe Carlucci, LUZ Chair
And Members of the City Council
City Hall
117 West Duval Street
Jacksonville, Florida 32202

**RE: Planning Commission Advisory Report
Ordinance No.: 2025-0536**

Dear Honorable Council President Carrico, Honorable Council Member and LUZ Chairperson Carlucci and Honorable Members of the City Council:

Pursuant to the provisions of Section 30.204 and Section 656.129, *Ordinance Code*, the Planning Commission respectfully offers this report for consideration by the Land Use and Zoning Committee.

Planning Department Recommendation: **Approve w/ Amendment**

- (b) An adversely affected person receiving a Written Decision or Written Interpretation of the Director may appeal said Written Interpretation or Written Decision to the **SSPAC City Council** by filing a Notice of Appeal of Written Interpretation or Written Decision, as applicable, with the Legislative Services Division.

Planning Commission Recommendation: **Approve w/ Amendment**

- (b) An adversely affected person receiving a Written Decision or Written Interpretation of the Director may appeal said Written Interpretation or Written Decision to the **SSPAC City Council** by filing a Notice of Appeal of Written Interpretation or Written Decision, as applicable, with the Legislative Services Division.

Planning Commission Commentary: There were no speakers in opposition. The Public Work proposed amendment places the Written Interpretation and appeal process in a posture similar to that for requested interpretations of Zoning Code Chapter 656. The Commissioners sought clarification that appeals of SSPAC decisions would then go to City Council. Public Works confirmed that City Council would be the final appeal authority, but the amendment would allow SSPAC to review these interpretation appeals in a manner similar to how the Planning Commission reviews appeals related to the Written Interpretation of the Zoning Code.

Planning Commission Vote: **5-0**

Mark McGowan, Chair	Aye
Tina Meskel, Vice Chair	Aye
Mon'e Holder, Secretary	Absent
Lamonte Carter	Aye
Amy Fu	Absent
Charles Garrison	Aye
Ali Marar	Absent
Dorothy Gillette	Aye

If you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Erin L. Abney', with a stylized flourish at the end.

Erin L. Abney, MPA

Chief, Current Planning Division
Planning Department
214 North Hogan Street, 3rd Floor
Jacksonville, FL 32202
(904) 255-7817; EAbney@coj.net

REPORT OF THE PUBLIC WORKS DEPARTMENT

The Public Works Department hereby forwards to the Planning Commission; Land Use and Zoning Committee; and City Council its comments and recommendations on:

ORDINANCE 2025-536

AN ORDINANCE CREATING A NEW SECTION 654.143 (WRITTEN DECISIONS, INTERPRETATIONS AND APPEALS), CHAPTER 654 (CODE OF SUBDIVISION REGULATIONS), ORDINANCE CODE, TO PROVIDE A PROCESS FOR WRITTEN DECISIONS, INTERPRETATIONS AND APPEALS OF WRITTEN DECISIONS AND INTERPRETATIONS OF CHAPTER 654 OF THE CODE; PROVIDING FOR CODIFICATION INSTRUCTIONS; PROVIDING AN EFFECTIVE DATE.

GENERAL INFORMATION

This bill creates a new Section 654.143 (Written Decisions, Interpretations, and Appeals), Chapter 654 (Code of Subdivision Regulations), Ordinance Code, to provide a process for written decisions, interpretations and appeals of written decisions and interpretations of Chapter 654 of the Code.

The purpose of this bill is to codify the process for residents, landowners, or any person or entity with contractual interest in City lands who may be adversely affected by implementation of the Code of Subdivision regulations to appeal decisions or interpretations made by the Director of Public Works. It provides the process and timeline for those wishing to request a Written Interpretation or Decision of the Director as well as the process and timeline for filing a Notice of Appeal. The new section also provides the process and timeline for actions for relevant City personnel once they receive the Notice of Appeal.

EVALUATION

A. The need and justification for the ordinance

Where the Department finds that compliance with the regulations set forth in this Chapter would cause unusual or extraordinary difficulties because of exceptional and unique conditions of the site, it may grant a deviation from this Chapter so that substantial justice may be done and the public interest secured; provided that the public interest is protected and the development is in keeping with the general spirit and intent of these regulations. The deviation may be granted upon written request of the developer setting forth the reasons for each deviation and subject to any conditions the Department may impose. No deviation may be granted solely on the basis of economic hardship or if it would have the effect of nullifying the intent and purpose of Chapter 654.

However, Chapter 654 does not provide an appeal process for deviation decisions, and the Department agrees that a process for appeal of the interpretation of Chapter 654 is needed. The Department has no concerns about providing a written interpretation for residents, landowner, or any person or entity who is adversely impacted by the Code of Subdivision regulations.

However, the Department believes that appeals to such interpretations should be heard by the Subdivision Standards and Policy Advisory Committee (hereinafter referred to as the SSPAC) rather than the City Council.

Reasons for this include:

- It is established that appeals to written interpretations of Chapter 656 are heard by the Planning Commission. Assigning Chapter 654 appeals to SSPAC is consistent with this established procedure.
- The SSPAC was created to review and revise standards and policy and to implement the objectives of Chapter 654. The committee is made up of builders, engineers, surveyors, and other experts in the field of the City's development standards. This panel of industry professionals is qualified to evaluate such deviation requests.
- The SSPAC is composed of 13 members. Four members are appointed by the Council President and three members are appointed by the Mayor. The remaining six members are composed of city staff.
- The SSPAC has a clear knowledge of Chapter 654 and the Land Development Procedures Manual, and the intent behind such regulations.
- City Council may be designated with authority to appeal the SSPAC decision, if desirable.

RECOMMENDATION

The Public Works Department recommends that Ordinance 2025-0536 be **APPROVED with Amendment**.

Proposed Amendment:

Amend language of 2025-536 changing City Council to SSPAC