



City of Daytona Beach Shores

"Life is Better Here"

"A Premier, Friendly Place to Be"

AGENDA CITY COMMISSION MEETING JULY 1, 2025

**6:00 PM, Shores Community Center, 3000 Bellemead Drive
Daytona Beach Shores, FL 32118**

Upon being recognized, a member of the public shall proceed to the podium and give his or her name and address and may, thereafter, speak for a maximum of three minutes on any matter relevant to a specific agenda item. During "Audience Comments," a member of the public may speak on any matter relevant to City business which is not on the agenda, for a maximum of three minutes in accordance with Section 2-1.1(d) and 2-2 of the City Code. In accordance with Section 2-2, during periods set aside for public discussion any person desiring to speak shall secure a form located at the agenda table, complete the form and present it to the City Clerk so the speaker can be recognized by the presiding officer. The use of profanity, obscene language, threats or any violent or abusive conduct by any person shall constitute a violation of this section. It shall be the duty of the Director of Public Safety, upon the order of the presiding officer at any such meeting, to forcibly, if necessary, evict any person violating the provisions of this section from the Commission Chambers. Any such violation shall subject the offender, upon conviction thereof, to a fine and/or imprisonment as prescribed by Section 1-8.

- 1. CALL TO ORDER BY MAYOR**
- 2. ROLL CALL BY CITY CLERK**
- 3. PRAYER**
- 4. PLEDGE OF ALLEGIANCE**
- 5. CEREMONIAL ITEMS, PRESENTATIONS AND PUBLIC NOTICES:**
 - A. Service Award for Cindy Robinson 5-years
- 6. APPROVAL OF MINUTES**
 - A. City Commission Minutes June 3, 2025
- 7. CONSENT AGENDA:**
 - A. Executive Financial Report for May 2025

B. Community Services Department Monthly Report - May 2025

C. Public Safety Department May monthly report

8. OLD BUSINESS:

A. Ordinance 2025-05: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 3836 S. Atlantic Avenue

9. QUASI-JUDICIAL HEARING

A. Ordinance 2025-04: Rezoning application for recently annexed property located at 3836 S. Atlantic Avenue

10. NEW BUSINESS:

A. Ordinance 2025-08: Voluntary Annexation, 2920 S. Peninsula Drive

B. Ordinance 2025-09 Procurement Policy Updates

C. 2025 Annual Conference Voting Delegate

D. Discussion on City Manager's compensation

E. Adopted Calendar Update

F. Discussion on presentation of service awards

G. Discussion on Community Center activities during evening hours

11. CITY ATTORNEY COMMENTS

12. CITY MANAGER COMMENTS

13. COMMISSION COMMENTS:

14. AUDIENCE REMARKS/PUBLIC COMMENTS:

15. ITEMS RECOMMENDED FOR THE NEXT AGENDA:

16. ADJOURNMENT:

ANY PERSON WHO DECIDES TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE HE OR SHE MAY NEED TO ENSURE AT HIS OR HER OWN EXPENSE FOR THE TAKING AND PREPARATION OF A VERBATIM RECORD OF ALL TESTIMONY AND EVIDENCE OF THE PROCEEDINGS UPON WHICH THE APPEAL IS TO BE BASED.

NOTE: IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS PROCEEDING, YOU ARE ENTITLED, AT NO COST TO YOU, TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE CITY CLERK FOR THE CITY OF DAYTONA BEACH SHORES, 2990 S. ATLANTIC AVENUE, DAYTONA BEACH SHORES, FLORIDA 32118, TELEPHONE NUMBER 386-7635364, CSCHWAB@CITYOFDBS.ORG, AS FAR IN ADVANCE AS POSSIBLE, BUT PREFERABLY WITHIN 2 WORKING DAYS OF YOUR RECEIPT OF THIS NOTICE OR 5 DAYS PRIOR TO THE MEETING DATE. IF YOU ARE HEARING OR VOICE IMPAIRED, CONTACT THE RELAY OPERATOR AT 711 or 1 8009558771.

UPON REQUEST BY A QUALIFIED INDIVIDUAL WITH A DISABILITY, THIS DOCUMENT WILL BE MADE AVAILABLE IN AN ALTERNATE FORMAT. IF YOU NEED TO REQUEST THIS DOCUMENT IN AN ALTERNATE FORMAT, PLEASE CONTACT THE CITY CLERK WHOSE CONTACT INFORMATION IS PROVIDED ABOVE.

MINUTES
CITY COMMISSION MEETING
June 3, 2025
3000 Bellemead Drive, Daytona Beach Shores, FL 32118

1. CALL TO ORDER BY MAYOR

Present: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

Staff: City Manager Kurt Swartzlander, City Clerk Cheri Schwab, City Attorney Paul Waters, Community Services Director Stewart Cruz, Finance Director Lory Irwin, Economic Development and Public Affairs Director Nancy Maddox, and Public Safety Director Michael Fowler.

2. ROLL CALL BY CITY CLERK

3. PRAYER

4. PLEDGE OF ALLEGIANCE

5. CEREMONIAL ITEMS, PRESENTATIONS AND PUBLIC NOTICES:

A. Employee Service Award - Steve Wolf 10 years

Community Services Director Stewart Cruz announced Steve Wolf received a 10-year service award.

6. APPROVAL OF MINUTES

A. City Commission Minutes May 6, 2025

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to approve the City Commission Minutes of May 6, 2025.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

7. CONSENT AGENDA:

A. Executive Summary Financial Report for April 2025

B. Community Services Department Monthly Report - April 2025

C. Public Safety Department Monthly Report April 2025

D. Approval for Edward Byrne Memorial Justice Assistance Grant FY 2025-2026

- E. Approval of Tennis Courts Clay Resurfacing Project Independent Contractor's Agreement: J Courts, Inc.

COMMISSIONER STEPHAN DEMBINSKY moved, seconded by COMMISSIONER MARK CARD to Approve the consent agenda.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

8. OLD BUSINESS:

- A. Ordinance 2025-07: Towing And Prohibition Of Overnight Parking On City Properties

The City Attorney read the ordinance by title only. Director Cruz explained the issue with unauthorized vehicles parking overnight in city parking lots. Staff recommended approval.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Adopt Ordinance 2025-07 on second reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

- B. Ordinance 2025-05: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 3836 S. Atlantic Avenue

COMMISSIONER CHRIS CONOMOS moved, seconded by VICE MAYOR MICHAEL POLITIS to Continue Ordinance 2025-05 to the July 1, 2025, meeting.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

9. QUASI-JUDICIAL HEARING

- A. Ordinance 2025-04: Rezoning application for recently annexed property located at 3836 S. Atlantic Avenue

COMMISSIONER STEPHAN DEMBINSKY moved, seconded by VICE MAYOR MICHAEL POLITIS to Continue Ordinance 2025-04 to the July 1, 2025, meeting.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

10. NEW BUSINESS:

- A. Resolution 2025-06 Budget Amendment #3-Fire Truck Replacement

The City Attorney read the resolution by title only. Finance Director Lory Irwin stated that the resolution was both a budget amendment and a request to purchase a new one.

COMMISSIONER CHRIS CONOMOS moved, seconded by VICE MAYOR MICHAEL POLITIS to

Adopt Resolution 2025-06 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

B. Resolution 2025-07 Budget Amendment #1-Sewer Lift Station Upgrade Design Contract

The City Attorney read the resolution by title only. Director Irwin stated that the budget amendment encompassed three sewer projects that would be partially grant funded. Having the designs in place with shovel-ready projects would allow the city to apply for additional grant funding.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Adopt Resolution 2025-07 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

C. Approval of Sanitary Sewer Design Contract And Task Authorizations For Design Professional Services (RFQ2025-02): Mead & Hunt, Inc.

Director Cruz explained the three components of the design contract. They are: force main, master pump/lift stations and various improvements to manholes/lining gravity mains.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve the Sanitary Sewer Design Contract And Task Authorizations For Design Professional Services (RFQ2025-02): Mead & Hunt, Inc.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

D. Resolution 2025-08 HMGP Application Approval

The City Attorney read the resolution by title only. Director Irwin explained that FEMA funds this grant program. Staff will apply for funding to assist in the sewer upgrades.

COMMISSIONER CHRIS CONOMOS moved, seconded by VICE MAYOR MICHAEL POLITIS to Adopt Resolution 2025-08 on first reading.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

E. Economic Development Lease Subsidy Grant Application - Luna's Cocina LLC.

Director Maddox explained that Luna's was currently open. They do provide breakfast, lunch and dinner on their menu. The economic committee met recently, and provided two options for the lease subsidy funding to be awarded. The total amount that can be funded is \$20,000. The standard formula would only last 10 months. The alternate method of providing 15%, would last 19 months. The committee supported the 15% option to allow more time for rent assistance.

COMMISSIONER MARK CARD moved, seconded by COMMISSIONER STEPHAN DEMBINSKY to Approve the Economic Development Lease Subsidy Grant at 15% for Luna's Cocina LLC.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

F. Approval of Streetlight Poles Holiday Decoration Independent Contractor's Agreement/Lease Agreement: Rileighs Outdoor, LLC dba Holiday Outdoor Decor

Director Cruz explained that the lease agreement for holiday decorations had ended with the current contractor and the city went out for bid. There were five responses with prices ranging from \$17,400 to \$115,000 per year. The selection committee met, and after some discussion selected Rileighs Outdoor dba Holiday Outdoor Decor at a cost of \$23,500 per year. They were the previous contractor and staff never had an issue with their service. The contract would be for three years. The pole decoration is a snowflake with either white/blue lights or white/yellow lights. Samples were lit for the commission to view. It was decided to only choose one color to provide consistency on the poles. After a brief discussion, the snowflake with white/blue lights was chosen. Audience member Jennifer Card inquired if more decorations could be added instead of every third pole. Staff will look into the cost for this.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve the Lease Agreement with Rileighs Outdoor, LLC dba Holiday Outdoor Decor and to use the blue snowflake decoration.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

G. Approval Of Emergency Purchase Contract For Sewer Lift Station 5 Submersible Pump

Director Cruz reported that this pump at Station 5 was installed in 2004 and had been having problems for a while. A quote was obtained to only rehab the pump at a cost of \$102,000. To purchase a new one, the cost is \$129,000. Staff recommended purchasing a new one.

VICE MAYOR MICHAEL POLITIS moved, seconded by COMMISSIONER CHRIS CONOMOS to Approve the Emergency Purchase Contract For Sewer Lift Station 5 Submersible Pump.

Vote: Motion carried by unanimous roll call vote (**summary:** Yes = 5 No = 0).

Yes: Mayor Nancy Miller, Vice Mayor Michael Politis, Commissioner Chris Conomos, Commissioner Mark Card, Commissioner Stephan Dembinsky

H. Charter required annual review of City Manager performance and compensation.

Mayor Miller stated that the City Charter required that the city manager be evaluated on an annual basis. The average score this year was 4.925. VM Politis inquired if that included a cost of living adjustment. It was decided to put this on the next agenda. The city manager thanked the commission for their remarks and also thanked his management team for their support.

11. CITY ATTORNEY COMMENTS

Attorney Waters had no additional information to discuss.

12. CITY MANAGER COMMENTS

City Manager Kurt Swartzlander announced that Mayor Miller had received the Home Town Hero award for the fourth year in a row from the FLC. He reminded the city commission that their Form 1 is due by July 1st to the Ethics Commission. This year it is completely online. Finally, he noted that

two projects would be starting soon; the odor control system is being replaced for the city sewer near the Burger King and the City Hall parking lot is getting repaved.

13. COMMISSION COMMENTS:

Mayor Miller stated that the recent Armed Forces Day event was very successful. She announced tomorrow's evening event with staff providing an overview of their department. Other upcoming events were mentioned. Commissioner Card explained that as part of this economic development responsibility, he had been looking at vacant properties that were dilapidated. He reached out to the owners, but only two responded back. Of those two, one did spend time cleaning up the property. He mentioned that he had recently spent the day with the Public Works department learning their duties and responsibilities. He requested an item for the next agenda - he would like to have the community center available in the evening for seniors to gather and socialize.

14. AUDIENCE REMARKS/PUBLIC COMMENTS:

Kelly Moore from the PO/SD Chamber of Commerce thanked the commission for their support. She announced a few upcoming events, the mega mixer and casino night.

15. ITEMS RECOMMENDED FOR THE NEXT AGENDA:

The following items were requested for the next agenda: presenting service awards, City Manager compensation, community center activities.

16. ADJOURNMENT:

The meeting ended at 7:06 pm.

**MAYOR
NANCY MILLER**

**CITY MANAGER
KURT D. SWARTZLANDER**

ATTEST:

CITY CLERK, CHERI SCHWAB



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Lory Irwin, Finance Director

SUBJECT: Executive Financial Report for May 2025

SYNOPSIS:

As of May 2025 the city has collected 83.3% of its budgeted revenues for FY 24-25 and expensed 56.3% of budgeted expenditures.

The city setup a capital improvement fund this current fiscal year with planned projects totaling \$17,938,800. Grants accounted for \$11,146,500. The city has completed 37% of its projects for FY 24-25 that were not grant funded. Grant funded projects are in multiple processes currently: bidding for architectural/engineering services, undergoing architectural/engineering services, waiting for executed contracts and waiting for final approval.

Investments remain in US Treasuries while rates remain favorable. 96.3% of the portfolio remains in US Treasuries with maturities out to April 2026. Total investments in US Treasuries are \$27,639,130; General Fund \$18,299,843 and Sewer Fund \$8,920,442.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. MBR 24-25 Pd 08-May 2025

EXECUTIVE SUMMARY

Month Ending May, 2025

May, 2025

CURRENT YEAR OPERATIONAL PERFORMANCE				
Fund or Fund Segment	YTD Revenue	YTD Expense	Revenue Less Expense	Margin %
General Fund Operations	\$20,392,242	\$16,644,438	\$3,747,803	18%
General Fund Sub-Total	\$20,392,242	\$16,644,438	\$3,747,803	18%
Sewer Fund Operations	\$3,355,098	\$3,198,258	\$156,839	5%
Sewer Fund Restricted Impact Fee	\$3,441	\$1,996	\$1,445	42%
Sewer Fund Sub-Total	\$3,358,539	\$3,200,254	\$158,284	5%
TOTAL ALL FUNDS FISCAL YTD	\$23,750,780	\$19,844,693	\$3,906,088	16%

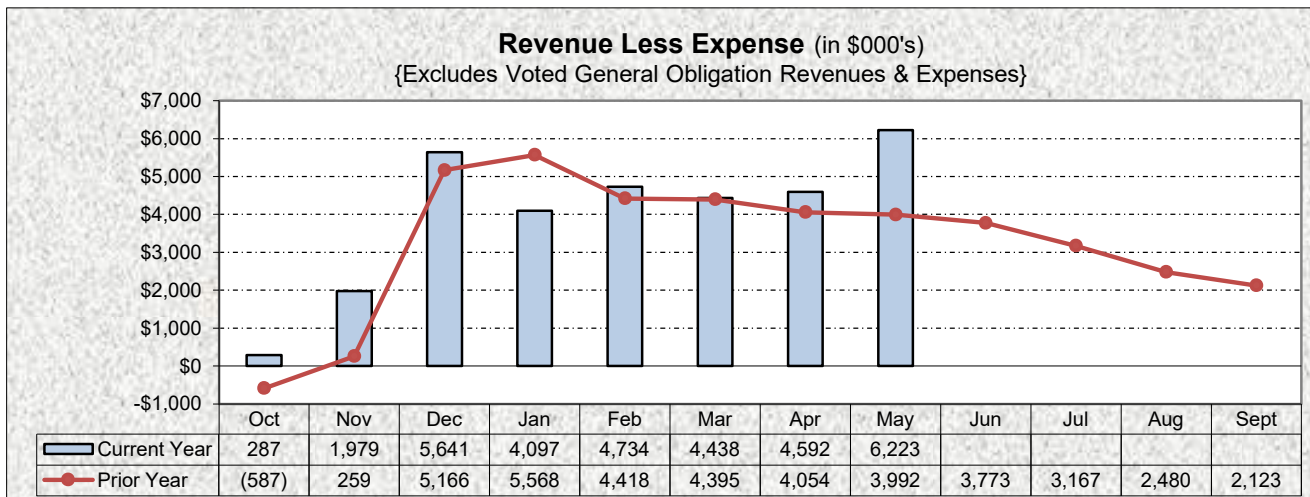
CASH / INVESTMENT POSITIONS PERFORMANCE				
	Current Month Current Year	Current Month Prior Year	12-Month Change	Percent Change
General Fund (excl. G.O. Funds)	\$28,371,510	\$24,585,735	\$3,785,775	15%
Sewer Fund	\$12,180,705	\$11,867,258	\$313,447	3%
Sub-Total Operating Funds	\$40,552,215	\$36,452,993	\$4,099,222	11%
TOTAL ALL FUNDS	\$40,552,215	\$36,452,993	\$4,099,222	11%

PROJECTED FISCAL YEAR END (FYE) CASH FLOW FROM NORMAL OPERATIONS**			
	General Fund	Sewer Fund	Total
Current Cash vs. Prior Year Ending Cash	(\$23,744)	\$359,659	
Add Back for Current Year CS Construction Expense	N/A	N/A	
Historical Mean Projected Remaining Cash Flow	\$1,959,982	\$260,631	
PROJECTED FYE NORMALIZED CASH FLOW	\$1,936,238	\$620,291	\$2,556,528

All Funds Budget Performance Summary Report (in 000's)

Month Ending May, 2025

NON-G.O. FUNDS	May, 2025		VERSUS PRIOR YEAR TO DATE		
	Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favorable / (Unfavorable)	% vs. Prior Year
Revenues ('000s)					
General Fund	\$17,788	\$15,576	\$13,504	\$2,072	15%
General Fund Capital	\$6,249	\$4,816	\$0	(\$4,816)	
Utility Fund	\$11,466	\$3,175	\$2,397	\$778	32%
Utility Fund Capital	\$11,690	\$181	\$0	(\$181)	
Total Revenues & Appropriations	\$47,193	\$23,747	\$15,901	(\$1,966)	-12%
Expenses ('000s)					
General Fund Less Capital	\$17,788	\$11,983	\$9,009	(\$2,974)	-33%
General Fund Capital	\$6,249	\$2,331	\$584	(\$1,747)	-299%
Utility Fund	\$11,466	\$3,020	\$2,317	(\$703)	-30%
Utility Fund Capital	\$11,690	\$181	\$0	(\$181)	
Total Expenses & Appropriations	\$47,193	\$17,514	\$11,910	(\$5,423)	-46%
Revenue Less Expense ('000s)					
General Fund	\$0	\$6,079	\$3,911	(\$2,648)	(\$1)
Utility Fund	\$0	\$155	\$80	\$75	94%
Revenue Less Expense	\$0	\$6,233	\$3,991	(\$2,574)	-64%



General Fund Detail Budget Report
Month Ending May, 2025

	May, 2025		VERSUS PRIOR YEAR TO DATE			
	Current Budget	Current YTD Actual	Prior YTD	Actual	Vs. Prior Yr. Favorable / (Unfavorable)	
Revenues/Sources						
Ad-Valorem Taxes	10,023,000	9,588,968	8,789,043	799,925	9.10%	
Business Taxes	99,000	105,677	75,954	29,724	39.13%	
Utility Taxes	1,071,800	667,150	655,129	12,022	1.83%	
Permits & Franchise Fees	1,144,600	716,245	678,168	38,078	5.61%	
Intergovernmental	2,148,200	306,276	393,851	(87,576)	-22.24%	
Donations	-	235	720	(485)	-67.39%	
Charges for Services	1,967,000	1,625,574	1,550,544	75,030	4.84%	
Fines & Forfeitures	105,000	35,245	102,679	(67,434)	-65.68%	
Non-G.O Interest	685,000	432,668	401,631	31,037	7.73%	
Unrealized Investment G/(L)	-	-	0	-		
Miscellaneous & Fixed Asset Sales	458,800	1,259,338	135,178	1,124,160	831.62%	
Internal Services	1,266,700	838,867	721,264	117,603	16.31%	
Non G.O. Transfer In-Fund Balance	5,067,500	4,816,000	0	4,816,000		
Non-G.O. Gen. Fund Revenue	\$ 24,036,600	\$ 20,392,242	\$ 13,504,160	\$ 6,888,082	51.01%	
Non-G.O. CAPITAL Revenue	6,248,800	4,816,000		4,816,000		
Total Non-G.O. Revenue	30,285,400	25,208,242	13,504,160	11,704,082		
Operating Expenditures						
Excluding CAPITAL Expense						
Legislative	234,600	114,524	105,010	9,514	9.06%	
Executive	829,800	478,614	529,479	(50,865)	-9.61%	
Finance	762,600	395,619	331,800	63,819	19.23%	
Legal Counsel	189,700	77,926	75,464	2,462	3.26%	
Comp. Planning	148,000	81,194	46,028	35,166	76.40%	
Information Technology	746,142	514,589	287,288	227,300	79.12%	
Other Gov't Services	59,000	4,995	2,058	2,937	142.71%	
Public Safety-Admin	1,700,200	1,022,700	926,141	96,559	10.43%	
Public Safety-Patrol/Rescue/CID	5,556,500	3,276,842	3,033,531	243,311	8.02%	
Public Safety-Auto Maint.	211,300	102,199	96,752	5,448	5.63%	
Public Safety Operations	7,468,000	4,401,741	4,056,423	345,317	8.51%	
Building Dept.	757,700	340,098	429,300	(89,202)	-20.78%	
Emergency Mgmt - Hurricanes	-	-	(134)	134	100.00%	
Phy. Envir. -- Solid Waste/Recycle	1,631,200	915,334	1,042,116	(126,782)	-12.17%	
Public Works-Admin	531,000	359,091	338,842	20,249	5.98%	
Public Works-Bldg. Maint.	789,356	310,281	190,314	119,967	63.04%	
Public Works-Streets	910,200	555,281	481,536	73,745	15.31%	
Public Works Operations	2,230,556	1,224,654	1,010,692	213,962	21.17%	
Inventory	-	-	0	-		
Human Resources	67,100	26	0	26		
Parks & Rec	599,639	345,108	379,135	(34,028)	-8.98%	
Community Center	690,644	399,458	426,877	(27,419)	-6.42%	
Senior Center	-	-	0	-		
Economic Development Programs	100,000	10,572	20,295	(9,723)	-47.91%	
Contingency/Transfers	7,296,261	4,816,000	0	4,816,000		
Long-Term Debt	225,658	193,171	267,293	(74,123)	-27.73%	
Non-G.O. Operations Expense	24,036,600	14,313,620	9,009,126	5,304,494	58.88%	
Non-G.O. CAPITAL Expense	6,248,800	2,330,818	583,617	1,747,201	299.37%	
Total Non-G.O. Expense	30,285,400	16,644,438	9,592,743	7,051,695	73.51%	
Non-G.O. Revenue Less Expense	\$ -	\$ 3,747,803	\$ 3,911,417	\$ (163,613)	-4.18%	

Utility Fund Detail Budget Report

Month Ending May, 2025

Fund 401	VERSUS PRIOR YEAR TO DATE				
	May, 2025 Current Budget	Current YTD Actual	Prior YTD Actual	Vs. Prior Yr. Favorable / (Unfavorable)	% vs. Prior Year
Operations Revenues					
Charges for Services	\$ 4,739,200	\$2,124,190	\$2,147,248	(\$23,058)	-1%
Interest	215,000	170,408	238,320	(67,912)	-28%
Grants	10,543,000	0		0	
Approp. Ret. Earnings & Debt Proc.	7,642,700	1,060,500		1,060,500	
		0	0	0	
Total Operating Revenues	\$ 23,139,900	\$3,355,098	\$2,385,568	\$969,530	-30%
Operations Expenditures					
Sewer Operating Incl. Depreciation	\$ 23,139,900	\$3,198,258	\$2,311,151	(\$887,107)	-38%
- Less Debt Service Principal [a]	0	0	0		
- Less Not Offset Capital Expense [b]	0	0	0		
Total Operating Expense	\$ 23,139,900	\$3,198,258	\$2,311,151	(\$887,107)	-38%
Operations Margin	\$ -	\$156,839	\$74,417		
% Gain/(Loss)		5%	3%		

Fund 402

Impact Fee Revenues					
Sewer Impact Fees	\$ 16,000	\$ 3,359	\$11,650	(\$8,291)	-71%
Impact Fee Interest	100	81	71	10	15%
I.F. Approp. Retained Earnings					
Total Impact Fee Revenue	\$ 16,100	\$ 3,441	\$ 11,721	\$ (8,280)	-71%
Impact Fee Expense					
Sewer Impact Fee Exp	\$ 16,100	\$ 1,996	\$5,736	\$ 3,740	65%
Total Impact Fee Expense	\$ 16,100	\$ 1,996	\$5,736	\$ 3,740	65%
Impact Fee Margin	\$ -	\$ 1,445	\$ 5,985	\$ (4,540)	-76%
% Gain/(Loss)		72%	104%		

TOTAL FUND PERFORMANCE

TOTAL FUND Revenue	\$ 23,156,000	\$3,358,539	\$1,907,667	\$1,450,872	
TOTAL FUND Expense	\$ 23,156,000	\$3,200,254	\$1,898,983	(\$1,301,271)	
FUND Revenue Less Expense		\$158,284	\$8,684	\$149,600	

FISCAL YEAR-TO-DATE CAPITAL BUDGET ACCOUNT REPORT

Month Ending May, 2025

Department	Description	Budgeted*	Paid
60645 Lease	Lease	10,800	-
30100 GF Improvements	Improvements	355,000	186,093
30200 GF Vehicles/Equipment	Equipment/Vehicles	170,000	139,747
30500 PS Vehicles/Equipment	Equipment/Vehicles	1,680,800	1,241,756
30800 GF Transportation	Improvements	299,400	113,710
31700 GF Facility Renew/Replace	Building, Land, Improvements	2,754,000	-
32200 GF Leisure Capital	Improvements, Machinery	978,800	649,511
GENERAL FUND TOTAL		6,248,800	2,330,818
40800 SWR Equipment	Equipment	166,000	-
40900 SWR Improvements	Improvements	11,524,000	180,500
	Capital Offset to Depreciation Exp	(11,690,000)	(180,500)
GRAND TOTAL		6,248,800	2,330,818

INVESTMENT REPORT
Month Ending May, 2025

Policy Restrictions

Investment	May, 2025	Must	Int.Cap	Class Cap	Current	In Limits
SBA	SBA			None	0.0%	
US Gov't Securities	USGS			100%	96.3%	Yes
Cash & CDs	CASH			None	3.7%	Yes
Money Market Funds	MMF			20%	0.0%	
Fed Instrum. & Agncy	FIA			30%	0.0%	
Collat. Mortg. Obligtns.	CMO			20%	0.0%	
Commercial Paper	CP			10%	0.0%	
FMIT	FMIT			None		

Performance @Period Ending:

Institution	Account	Maturity	Asset	Invest Class	Restriction	Account Value	Period Int. Rate	% of Portfolio
SBA: Prime	131031		Investment	SBA	General Fund	\$ 619	4.48%	0%
SBA: Prime	131032		Investment	SBA	Sewer Fund	\$ 619	4.48%	0%
TOTAL SBA						\$ 1,239		0.0%
U.S. Treasury Bill	912797NA1	10/30/2025	Investment	USGS	General Fund	\$ 2,814,059	4.02%	10%
U.S. Treasury Bill	912797NL7	11/28/2025	Investment	USGS	General Fund	\$ 2,137,792	3.98%	7%
U.S. Treasury Bill	912797NL7	11/29/2024	Investment	USGS	General Fund	\$ 5,821,883	3.13%	20%
U.S. Treasury Bill	912797LN5	6/12/2025	Investment	USGS	General Fund	\$ 3,949,631	4.15%	14%
U.S. Treasury Bill	912797NA1	10/30/2025	Investment	USGS	General Fund	\$ 3,945,971	4.08%	14%
U.S. Treasury Bill	912797NA0	10/30/2025	Investment	USGS	General Fund	\$ 2,816,024	3.10%	10%
U.S. Treasury Bill	912797NL7	11/28/2025	Investment	USGS	Sewer Fund	\$ 1,650,105	4.04%	6%
U.S. Treasury Bill	912797QD2	11/28/2025	Investment	USGS	Sewer Fund	\$ 2,810,966	3.82%	10%
U.S. Treasury Bill	912797LN5	4/16/2026	Investment	USGS	Sewer Fund	\$ 1,692,699	4.15%	6%
TOTAL US TREASURIES						\$ 27,639,130		96.3%
Bank of America	005562564351		Cash	CASH	Sewer Impact Fee	\$ 10,886	1.14%	0%
JP Morgan Chase	663652210		Cash	CASH	Working Cash	\$ 873,692	0.00%	3%
JP Morgan Chase CD	100079555936		Cash	CD	Pool Cash	\$ 110,336	1.85%	0%
Seacoast Bank	4810004966		Cash	CASH	Sewer Operating	\$ 22,693	0.15%	0%
Seacoast Bank	4810000706		Cash	CASH	Working Cash	\$ 36,933	0.15%	0%
Seacoast Bank	4810003566		Cash	CASH	Loan Reserve	\$ -	0.00%	0%
TOTAL BANKS						\$ 1,054,540		3.7%

TOTAL CURRENT VALUE @ PERIOD END	\$28,694,909
WEIGHTED AVERAGE TOTAL RETURN FOR CURRENT MONTH	3.6213%

CHANGE IN CASH & INVESTMENTS (Incl. interfund transfers)	Current Value	Vs. Last Month	Vs. Prior Year To Date	Vs. Prior Fiscal Year End
General Fund (excl. G.O. Funds)	\$ 28,371,510	\$ 28,038,707	\$ 26,928,469	\$ 24,129,394
Sewer Fund	\$ 12,180,705	\$ 12,882,885	\$ 11,746,176	\$ 12,401,975
TOTAL	\$ 40,552,215	\$ 40,921,593	\$ 38,674,645	\$ 36,531,369
Percent Change for Current	N/A	-0.9%	4.9%	11.0%

Month Ending May, 2025

May, 2025

GENERAL FUND						
Agent	Security Type (Last Digits Account ID)	Cost Basis	Yield to Cost	Market Value	Gain / Loss	Annual Income @ Cur. Int%
SBA	Investment-General (031)		5.60%	\$ 619		\$35
BoA	Cash-Pool Cash Account (5882)		0.00%	\$ 10,022,266		\$469
	<i>Includes Contraband Pool Cash</i>			\$ 71,615		\$0
	<i>Includes Economic Development Cash</i>			\$ 545,289		\$0
	<i>Includes Capital Improvement Funds</i>			\$ 2,427,508		\$0
	<i>Less: Pool Cash Due to Sewer Funds</i>			\$ (1,146,718)		\$0
Seacoast	Cash-Pool Cash Account (0706)	\$36,933	0.15%	\$ 36,933	\$0	\$55
Chase	Cash-Pool Cash (2110)	\$873,692	0.00%	\$ 873,692	-	
	<i>Less: Pool Cash Due to Sewer Fund</i>			\$ (194,955)		\$0
	CD (5936)	\$110,336	1.85%	\$ 110,336	\$0	\$2,041
JP Morgan	US Treasury Securities	\$18,299,843	3.77%	\$ 18,669,336	\$369,493	\$690,254
ALL GENERAL FUND			3.40%	\$ 28,371,510	\$369,493	\$692,854
				PRIOR MONTH	\$ 28,339,304	

SEWER OPERATING						
SBA	Investment (032)	\$619	5.60%	\$ 619	\$0	\$35
BoA	Sewer Operating Fund (4319)	\$1,835,040	1.14%	\$ 1,835,040		\$20,919
Seacoast	Cash (4966)	\$22,693	0.15%	\$ 22,693	\$0	\$34
	<i>Add: Pool Cash Due From General Fund</i>			\$ 1,270,057		\$0
JP Morgan	US Treasury Securities	\$8,851,479	3.69%	\$ 8,969,794	\$118,315	\$326,648
ALL SEWER OPERATING FUND			4.35%	\$ 12,098,203	\$118,315	\$347,636
				PRIOR MONTH	\$ 12,687,936	

SEWER IMPACT FEES (Restricted)						
BoA	Sewer Impact Fees (4351)		1.14%	\$ 10,886		\$124
	<i>Cash-Pool Cash Due From Gen. Fund</i>			\$ 71,616		\$0
ALL SEWER IMPACT			0.15%	\$ 82,502	\$0	\$124
				PRIOR MONTH	\$ 83,480	

ALL FUNDS			2.57%	\$ 40,552,215	\$487,808	\$1,040,614
				PRIOR MONTH	\$ 41,110,720	
				MONTHLY CHANGE	\$ (558,505)	
				MONTHLY CHANGE %	-1.4%	

Month Ending May, 2025

May, 2025

GENERAL FUND												
Agent	Security Type (Last Digits Account ID)	Cusip	Purchase Date	Maturity Date	Par Value/Face Value	Coupon Rate	Cost Basis	Yield to Maturity	Market Value	Market G/L	Accrued Interest	Income to Maturity
J.P.Morgan	US Treasury Bill (12-month)	912797NA1	11/29/24	10/30/25	\$ 2,864,000		\$ 2,753,758	4.02%	\$ 2,814,059	\$ 60,301		\$ 110,242
J.P.Morgan	US Treasury Bill (12-month)	912797NL7	12/23/24	11/28/25	\$ 2,183,000		\$ 2,101,044	3.98%	\$ 2,137,792	\$ 36,747		\$ 81,956
J.P.Morgan	US Treasury Bill (12-month)	912797LN5	06/20/24	06/12/25	\$ 3,954,300		\$ 3,766,585	4.15%	\$ 3,949,631	\$ 183,046		\$ 187,715
J.P.Morgan	US Treasury Bill (12-month)	912797NA1	11/14/24	10/30/25	\$ 4,016,000		\$ 3,857,284	4.08%	\$ 3,945,971	\$ 88,687		\$ 158,716
J.P.Morgan	US Treasury Bill (6-month)	912797NL7	05/29/25	11/28/25	\$ 5,945,000		\$ 5,821,172	3.13%	\$ 5,821,883	\$ 711		\$ 123,828
ALL GENERAL FUND					\$ 18,962,300		\$ 18,299,843		\$ 18,669,336	\$ 369,493	\$ -	\$ 662,457
									PRIOR MONTH	\$ 18,548,066		3.77%

SEWER FUND												
Agent	Security Type (Last Digits Account ID)	Cusip	Purchase Date	Maturity Date	Par Value/Face Value	Coupon Rate	Cost Basis	Yield to Maturity	Market Value	Market G/L	Accrued Interest	Income to Maturity
J.P.Morgan	US Treasury Bill (12-month)	912797NL7	12/10/24	11/28/25	\$ 1,685,000		\$ 1,619,760	4.04%	\$ 1,650,105	\$ 30,345		\$ 65,240
J.P.Morgan	US Treasury Bill (6-month)	912797NA0	04/29/25	10/30/25	\$ 2,866,000		\$ 2,808,369	3.10%	\$ 2,816,024	\$ 7,655		\$ 57,631
J.P.Morgan	US Treasury Bill (12-month)	912797QD2	04/29/25	04/16/26	\$ 2,913,000		\$ 2,809,099	3.82%	\$ 2,810,966	\$ 1,867		\$ 103,901
J.P.Morgan	US Treasury Bill (12-month)	912797LN5	06/20/24	06/12/25	\$ 1,694,700		\$ 1,614,251	4.15%	\$ 1,692,699	\$ 78,448		\$ 80,449
ALL SEWER OPERATING FUND					\$ 9,158,700		\$ 8,851,479		\$ 8,969,794	\$ 118,315		\$ 307,221
									PRIOR MONTH	\$ 8,920,442		3.69%
										28,038,707		

ALL FUNDS												
					\$ 28,121,000		\$ 27,151,322		\$ 27,639,130	\$ 487,808		3.75%
									PRIOR MONTH	\$ 27,468,508		
									MONTHLY CHANGE	\$ 170,621		
									MONTHLY CHANGE %	0.6%		



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Stewart Cruz, Community Services Director

SUBJECT: Community Services Department Monthly Report - May 2025

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT:

1. CSD Planning & Building Divisions Montly Report - May 2025
2. CSD Public Works & Sewer Divisions Monthly Report - May 2025

City of Daytona Beach Shores

Planning & Building Division Statistics

Monthly Report – May, 2025

Planning Division

Site Plans - Submittals and Approvals:

- Submitted this Month: 0
- Submitted this Fiscal Year: 4
- Approved by Staff this Month: 0
- Approved by Staff this Fiscal Year: 2
- Approved by City Commission this Month: 0
- Approved by City Commission this Fiscal Year: 1
- Amendments Approved by Staff this Fiscal Year: 0

Building Division

Specific Large Projects (Over \$10,000) - Submitted This Month:

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Gjessing Residence	3718 Cardinal Boulevard	5/1	Replace 8 impact windows	\$15,000.00	\$170.66
Ashley Condo	3757 South Atlantic Avenue	5/1	Demo existing fire pump, install new fire pump	\$128,857.00	\$1,360.28
Hughes Residence	3145 South Atlantic Avenue, Unit 404	5/1	Install new guest bath vanity, 2 pocket doors	\$10,670.00	\$131.53
Pickett Residence	3013 South Atlantic Avenue, Unit 504	5/2	Replace impact window and sliding glass door	\$12,650.00	\$149.35
Magriples Residence	2425 South Atlantic Avenue, Unit 303	5/2	Install 5 motorized roll down hurricane shutters	\$21,453.00	\$230.19
Murphy Residence	3703 South Atlantic Avenue, Unit 603	5/2	Remodel kitchen and master bath, tub to shower	\$32,100.00	\$330.59
Wess Residence	3023 South Atlantic Avenue, Unit 704	5/2	Replace 4 sliding glass doors	\$19,553.00	\$212.67
McDonnell Residence	3757 South Atlantic Avenue, Unit 1605	5/2	Replace 1 sliding glass door	\$16,171.00	\$181.48
Ocean Vistas Condo	1925 South Atlantic Avenue	5/5	Replace 2 double doors, 1 single door, 1 door assembly	\$18,000.00	\$198.34
Laudato Residence	1925 South Atlantic Avenue, Unit 809	5/5	Change out 4 ton HVAC system	\$11,036.00	\$134.83
Surfside Club Condo	3601 South Atlantic Avenue	5/5	Repair spalled concrete, install reinforcing steel	\$13,788.00	\$159.60

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Prusi Residence	3311 South Atlantic Avenue, Unit 601	5/5	Replace 2 sliding glass doors, size for size	\$21,000.00	\$226.01
Oceans Eight Condo	2937 South Atlantic Avenue	5/5	Replace wire feeding panel to unit #2105	\$10,700.00	\$89.20
Royal Atlantic Condo	3743 South Atlantic Avenue	5/6	Replace 2 pressurization systems in stairwell	\$10,997.00	\$434.47
Pearce Residence	107 Florida Shores Boulevard	5/7	Replace tile roof	\$47,911.00	\$481.32
Sun Viking Lodge	2411 South Atlantic Avenue	5/7	Replace 2 doors and 10 windows	\$34,860.00	\$356.89
Kirkland Residence	3255 South Atlantic Avenue, Unit 605	5/8	Change out 3.5 ton A/C system	\$11,050.00	\$111.41
Charrette Residence	2545 South Atlantic Avenue, Unit 1603	5/9	Install 6 motorized roll down hurricane shutters	\$25,035.00	\$263.25
Parus Residence	2545 South Atlantic Avenue, Unit 2103	5/9	Install 6 motorized roll down hurricane shutters	\$27,355.00	\$285.36
Rubin-Dittemore Residence	2545 South Atlantic Avenue, Unit 1703	5/9	Install 4 motorized roll down hurricane shutters	\$16,095.00	\$180.76
Schnurr Residence	2545 South Atlantic Avenue, Unit 1403	5/9	Install 4 motorized roll down hurricane shutters	\$15,135.00	\$171.91
Porter Residence	2545 South Atlantic Avenue, Unit 2104	5/9	Install 2 motorized roll down hurricane shutters	\$10,550.00	\$130.45
Scafa Residence	2545 South Atlantic Avenue, Unit 706	5/12	Remodel kitchen, and 3 bathrooms, new island	\$28,200.00	\$293.42
Pidala Residence	2 Oceans West Boulevard, Unit 501	5/12	Kitchen remodel	\$19,300.00	\$210.33
Capri Home Inc Residence	2947 South Atlantic Avenue, Unit 603	5/12	Replace windows and sliding glass door	\$39,320.00	\$399.41
Lepisto Residence	2545 South Atlantic Avenue, Unit PH03	5/13	Install 6 motorized roll down hurricane shutters	\$24,075.00	\$254.37
McCormack Residence	2937 South Atlantic Avenue, Unit 505	5/13	Install 5 motorized roll down hurricane shutters	\$13,274.00	\$154.98
Carlin Residence	3003 South Atlantic Avenue, Unit 14B3	5/13	Replace 1 window and 4 sliding glass doors	\$37,800.00	\$384.93
Ocean Vistas Condo	1925 South Atlantic Avenue	5/14	Concrete repairs to elevated floors, ceilings, slab, columns	\$63,750.00	\$632.30
Hackett Residence	127 Key Colony Court	5/14	Replace 12 windows, size for size	\$31,488.00	\$324.76
Primicerio Residence	3851 South Atlantic Avenue, Unit 401	5/15	Replace cabinets and countertops	\$82,600.00	\$811.98
Fister Residence	3 Oceans West Boulevard, Unit 3D7	5/16	Remodel two bathrooms	\$20,000.00	\$216.79
City of Daytona Beach Shores	133 Atares Avenue	5/19	Reroof with shingle material	\$13,000.00	\$0.00
Delta Marriott	2505 South Atlantic Avenue	5/19	Install 72 manual roll down hurricane shutters	\$203,250.00	\$1,962.09
Dimucci Towers 14	3797 South Atlantic Avenue	5/19	Repair and extend beach access ramp	\$15,000.00	\$170.66

PROJECT	WORK ADDRESS	DATE	WORK DESCRIPTION	VALUE	REVENUE
Pirates Cove	3501 South Atlantic Avenue	5/19	Demo, replace drywall in 5 (G) units and front entrance	\$24,500.00	\$258.30
Blaustein Residence	1925 South Atlantic Avenue, Unit 704	5/19	Install 3 motorized rolldown hurricane shutters	\$15,966.00	\$179.58
Lee Residence	1925 South Atlantic Avenue, Unit 1104	5/19	Install 3 motorized rolldown hurricane shutters	\$15,966.00	\$179.58
Yee Residence	2917 South Atlantic Avenue, Unit 905	5/19	Install 2 accordion hurricane shutters	\$10,588.00	\$130.80
Abraham Residence	3815 South Atlantic Avenue, Unit 805	5/20	Kitchen and bathroom remodel	\$16,500.00	\$464.50
Best Western Aku Tiki	2225 South Atlantic Avenue	5/22	Replace fire pump and controllers	\$59,000.00	\$831.80
Oceans Atrium	3023 South Atlantic Avenue	5/22	Demo and replace beach stairs	\$15,000.00	\$170.66
Speed Residence	3008 South Peninsula Drive	5/22	Replace existing generator and transfer switch	\$15,822.00	\$178.25
9212-5087 Quebec LLC	1925 South Atlantic Avenue, Unit 602	5/22	Change out 3 ton straight cool system	\$12,049.00	\$143.94
Garrett Residence	2425 South Atlantic Avenue, Unit 1001	5/23	Replace 5 sliding glass doors, size for size	\$26,399.00	\$276.24
Benn Residence	2425 South Atlantic Avenue, Unit 502	5/23	Replace 2 sliding glass doors, size for size	\$23,000.00	\$244.46
Palm Bay Resort Condo	2525 South Atlantic Avenue	5/23	Rebuild beach stairs	\$22,000.00	\$235.24
Oceans Two Condo	3047 South Atlantic Avenue	5/27	Partial repipe of 8" supply and return on roof	\$52,000.00	\$346.86
Pirates Cove	3501 South Atlantic Avenue	5/28	Repair spalling, remove and replace balconies	\$1,187,333.00	\$11,342.87
Cross Residence	3703 South Atlantic Avenue, Unit 1003	5/28	Cut down bar, install new countertops	\$24,082.00	\$254.45
FLTR-LLC TR Residence	1925 South Atlantic Avenue, Unit 806	5/28	Change out 4 ton split system	\$12,801.00	\$150.72
South Shore Motel	3225 South Atlantic Avenue	5/29	Build a retaining wall 85 feet long, with footer at base	\$100,000.00	\$2,031.85
SQRL Property	1910 South Atlantic Avenue	5/29	Repair canopy frame structure	\$76,000.00	\$500.00
Freer Residence	2937 South Atlantic Avenue, Unit 601	5/29	Kitchen remodel	\$15,000.00	\$170.66
Oceans Cloverleaf South	3 Oceans West Boulevard	5/29	Miscellaneous concrete repairs	\$10,000.00	\$125.50
Oceans Three Condo	3043 South Atlantic Avenue	5/30	Pull fiber optic cable through new core drill slab	\$47,063.00	\$473.23
Palmer Residence	4 Oceans West Boulevard, Unit 807C	5/30	Change out 2 ton A/C system	\$10,650.00	\$131.35
TOTALS	WORK ADDRESS	DATE	WORK DESCRIPTION	\$2,912,742.00	\$30,627.41

Building Division Revenue by Permit Category:

PERMIT TYPE	MAY 2025	FISCAL YEAR-TO-DATE 2024 TO 2025	MAY 2024	LAST FISCAL YEAR-TO-DATE 2023 TO 2024
BUILDING	\$28,732.86	\$184,173.83	\$17,197.81	\$163,155.04
ROOF	\$1,636.37	\$35,090.45	\$698.30	\$24,478.46
DEMOLITION	\$0.00	\$0.00	\$0.00	\$340.00
ELECTRICAL	\$4,054.70	\$31,942.92	\$2,757.54	\$21,548.04
MECHANICAL	\$3,005.85	\$33,849.92	\$3,701.97	\$32,027.05
PLUMBING	\$4,543.94	\$22,341.64	\$6,431.55	\$38,732.63
SIGN	\$144.00	\$1,747.97	\$11.00	\$2,784.01
POLITICAL SIGN BONDS	\$0.00	\$0.00	\$220.00	\$440.00
STORMWATER MANAGEMENT	\$0.00	\$0.00	\$0.00	\$0.00
MISCELLANEOUS	\$328.50	\$2,656.47	\$350.55	\$2,253.62
DEVELOPMENT FEES	\$25.00	\$2,175.00	\$876.50	\$13,409.44
PROMOTIONAL ACTIVITIES	\$0.00	\$0.00	\$0.00	\$0.00
TOTALS	\$42,471.22	\$313,977.60	\$32,245.22	\$299,168.29

Building Division Activities:

ACTIVITY	MAY 2025	FISCAL YEAR-TO-DATE 2024 TO 2025	MAY 2024	LAST FISCAL YEAR-TO-DATE 2023 TO 2024
INSPECTIONS	{253} + [0] = 253	2,082	{21} + [298] = 321	2,556
FINAL CERTIFICATES OF OCCUPANCY ISSUED	0	0	0	1
TEMPORARY CERTIFICATES OF OCCUPANCY ISSUED	1	1	0	2
FINAL INSPECTIONS	{146} + [0] = 146	1,312	{21} + [197] = 218	1,686
FAILED INSPECTIONS	{28} + [0] = 28	135	{0} + [39] = 39	323

NOTE: { } indicates City inspection; [] indicates Universal Engineering Services inspection

Annual Totals, Large Projects (Over \$10,000):

Projects Begun Current Fiscal Year-to-Date – 2024 to Present: \$37,354,888.00

Projects Begun Last Fiscal Year – 2023 to 2024: \$53,732,123.00

Projects Begun Two Fiscal Years Ago – 2022 to 2023: \$88,785,455.00

COMMUNITY SERVICE DEPARTMENT PUBLIC WORKS & SEWER DIVISIONS MONTHLY REPORT - MAY 2025

FACILITIES MAINTENANCE DIVISION:

This division has four positions, two building maintenance employees and two custodial positions, as of the end of the month, this division was down one custodial position.

Normal monthly duties:

This division is responsible for the upkeep and maintenance of city buildings. The facilities staff assesses problems reported with the buildings and repairs as needed within the staff's capabilities. The facilities staff has an HVAC certification therefore certain related repairs can be performed in-house. Among other things, Staff pressure wash buildings, clean window exteriors, paint, lubricate the locks, deliver water jugs and perform any other general maintenance needed with the city buildings and city owned properties. Tasks outside the expertise of the staff are contracted to third party specialists. The custodial positions are responsible for assisting with setting up and cleaning rooms for all rentals at the Community Center, janitorial type duties like emptying trash, cleaning of bathrooms in all the buildings, vacuuming and mopping floors, dusting and taking care of whatever else is needed regarding the city buildings' cleaning needs.

Additionally, this month:

- Community Center: Trouble shoot for noise in ping pong room, trouble shoot water leak in Commission Chambers' ceiling, assisted with set ups and break downs, trouble shoot and cleaned up from

power issue causing ice machine and freezer to thaw, installed new AED machines

- Public Safety: Met with engineer to review chiller problems, assisted on replacing 2- ACs in the annex building, installed new AED machines
- City Hall: Assisted with bathroom floor steam cleaning, fixed door latch stairwell door, painted walls in IT, installed new AED machines
- Facility Building: Fixed shop compressor, worked on broken pressure washer, installed new AED machines

PARKS / STREETS DIVISION:

This division typically has eleven maintenance positions, one electrician position and one position that routinely assists the electrician, as of the end of the month, this division was down three Maintenance Worker positions.

Normal monthly duties:

This division performs maintenance, upkeep and general appearance of all the City parks, streets, sidewalks and medians daily, including, but not limited to, mowing, changing out lights, restocking supplies, replacing plants as needed, replacing or repairing street signs, checking and clearing storm drains, checking and repairing beach walkovers as well as any other related issue that may arise in the City. This department has also been assisting with set up and break downs for the Community Center events. Per the City-County Park Maintenance Agreement, this division also is responsible for the cleaning and upkeep of the new county parks. Although there are two units (parks & streets) within the division, all personnel share in the normal monthly duties.

Additionally, this month:

- Installed Veteran banners along SRA1A
- Repaired sprinkler damaged by concrete work

- Assisted with new flag pole install at the Court of Flags
- Put together and installed new benches at pickleball courts
- Replaced irrigation hand timer at Florida Shores Boulevard
- Installed new bollards at McElroy Park
- Set up and break down for Veterans Day event
- Installed new dog bag post at the dog park
- Levelled out dirt at the dog park
- Repaired water fountain
- Installed new grills Fornari Park
- Installed antenna at PS for IT

Electrician:

- Electrical Locates: 49
- Continued work on broken streetlights and light shields
- Finished up ground lights at the Court of Flags
- Discussed, planned for coax cable to be run at PS for radio antenna
- Assisted with tennis court lighting fix
- Changed light fixture and photocell at station 4, replaced light at Station 5
- Repaired control panel for lighting on Florida Shores Boulevard
- Removed broken tenon on 40' streetlight
- Started working on fixing pavilion rope lighting
- Ran CAT 6 cables in facility garage
- Fixed emergency lights in PS 1st floor hallway and lobby
- Replaced ceiling fans on bocce courts
- Added receptacle in PS for training TV
- Replaced fuses in mini split in fire bay gear room
- Added receptacle in IT office

SEWER DIVISION:

This division currently has all four positions

Normal monthly duties:

This division maintains and inspects all the sewer stations daily, performs all the general maintenance of the sewer stations, generators and the station properties, including, but not limited to, mowing and general outside maintenance, cleaning pump areas, wet wells and floats. The division also maintains and inspects city manholes, delivers past due sewer bill notices for the Finance Department every month, performs cooling tower readings, and quarterly grease trap inspections.

Additionally, this month:

- Sewer locates – 47
- Sewer credit meter read - 1
- Finished installing boxes and hooking up dialers and modems at stations 9, 10, 11
- Sewer break at 3746 Cardinal Blvd, excavated and repaired sewer clean out
- Located and verified a list of water meters for finance dept
- Repaired hydraulic cylinder and window on the track hoe
- Changed out electrical cabinet fan at master station
- Cleaned storm drain PS parking lot
- Investigated sewer back up at 2430 SRA1A



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Joanne Sweeney, Admin Asst

SUBJECT: Public Safety Department May monthly report

SYNOPSIS:

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. May PS monthly report



CITY OF DAYTONA BEACH SHORES
 DEPARTMENT OF PUBLIC SAFETY
 3050 South Atlantic Avenue
 Daytona Beach Shores, Florida 32118
Office of Director of Public Safety
 Office 386-763-5333 Fax 386-763-5341

MONTHLY REPORT FOR MAY 2025

	May-25	25/YTD	May-24	24/YTD
<i>Police Related Calls</i>	2,428	12,934	2,224	6,425
<i>Fire Related Calls</i>	45	377	84	316
<i>Rescue Related Calls</i>	68	323	59	279
<i>Fire Related Alarms Sounding</i>	19	106	22	107
<i>Traffic Citations</i>	265	1,154	356	891
<i>Written Warnings</i>	99	441	145	496
<i>Building Inspections</i>	68	359	68	245
<i>Arrests: Adults</i>	46	167	25	108
<i>Juveniles</i>	0	4	0	3
<i>City Ordinance Charges</i>	0	2	0	2
<i>Florida State Statute Charges</i>	53	198	29	129
<i>Accidents: Total</i>	15	95	16	62
<i>Street/Highway</i>	3	47	8	34
<i>Parking Lot</i>	12	48	8	28

Michael Fowler, Public Safety Director

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2025-05-01 through 2025-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
MISCELLANEOUS LE CALL	MISC	509	20.96 %	16.42
TRAFFIC STOP	TS	496	20.43 %	16.00
EXTRA PATROL	EP	475	19.56 %	15.32
PROPERTY CHECK	PRC	153	6.30 %	4.94
TELEPHONE HANDLE	THC	57	2.35 %	1.84
SUSP PERSON	SPER	52	2.14 %	1.66
MEDICAL EMERGENCY	MED1	42	1.73 %	1.35
ZONE ACCOUNTABILITY PATR	ZAP	42	1.73 %	1.35
SUSPECT STOP	SS	33	1.36 %	1.06
SUSP VEHICLE	SVEH	30	1.24 %	0.97
SUSP INCIDENT	SINC	28	1.15 %	0.90
TOWED VEHICLE	TOW	25	1.03 %	0.81
FIRE ALARM	ALARMF	23	0.95 %	0.74
FALL - NON EMERGENCY	TRAU3	22	0.91 %	0.71
RADAR	RADAR	22	0.91 %	0.71
WALK & TALK	WT	22	0.91 %	0.71
INVESTIGATION	INV	21	0.86 %	0.66
WALKUP	WALKUP	19	0.78 %	0.61
TEST LE CALL	TEST	18	0.74 %	0.58
TRESPASSERS	TRES	16	0.66 %	0.52
DISTURBANCE	DIST	14	0.58 %	0.45
ELEVATOR CALL	ELEV	14	0.58 %	0.45
SPECIAL DETAIL	SDL	14	0.58 %	0.45
911 CK/OPEN LINE	911CK	12	0.49 %	0.39
ANIMAL COMPLAINT	AC	12	0.49 %	0.39
RECKLESS DRIVER	RD	12	0.49 %	0.39
DRUNK DRIVER	DUI	11	0.45 %	0.35
FLAG DOWN	FLAG	11	0.45 %	0.35
FOUND PROPERTY	PROPF	11	0.45 %	0.35
WARRANT	WAR	11	0.45 %	0.35
DIRECTED PATROL REQUEST	DPR	10	0.41 %	0.32
NOISE	NOISE	10	0.41 %	0.32
BUSINESS ALARM	ALARMB	9	0.37 %	0.29
ILLEGAL PARKING	PARK	9	0.37 %	0.29
INFORMATION GIVEN	INFO	8	0.33 %	0.26
NARCOTICS	NARC	8	0.33 %	0.26
MVA	MV	7	0.29 %	0.23
NE ASST- FIRE REQ	LEO2	7	0.29 %	0.23
WELL BEING CHECK	WBC	7	0.29 %	0.23
MEDICAL NON-EMERG	MED2	6	0.25 %	0.19
DOMESTIC DISTURBANCE	DV	5	0.21 %	0.16
DRUNK PERSON	IP	5	0.21 %	0.16
HIT&RUN MVA	MVHR	5	0.21 %	0.16
BLS - MED/TRAUMA	BLS3	4	0.16 %	0.13
LOST PROPERTY	PROPL	4	0.16 %	0.13
ROAD OBSTRUCTION	RDOB	4	0.16 %	0.13

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2025-05-01 through 2025-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
SUICIDAL PERSON	SP	4	0.16 %	0.13
UNCONSCIOUS	UNC	4	0.16 %	0.13
WELL BEING CHECK MEDICAL	WBCF	4	0.16 %	0.13
911 CK/OPN LINE/MED HAZ	911MED	3	0.12 %	0.10
ATT TO CONTACT	ATC	3	0.12 %	0.10
CARBREAK	CB	3	0.12 %	0.10
DISABLED VEHICLE	DAV	3	0.12 %	0.10
FRAUD	FRAUD	3	0.12 %	0.10
MEDICAL UNKNOWN	ALARMM	3	0.12 %	0.10
MENTALLY ILL PER	MIP	3	0.12 %	0.10
MVA MAJOR	MVMI	3	0.12 %	0.10
MVA W/ INJURIES	MVI	3	0.12 %	0.10
REPOSSESSED VEH	REPO	3	0.12 %	0.10
BURGLARY	BURG	2	0.08 %	0.06
DANGEROUS COND FD	DCFD	2	0.08 %	0.06
ESCORT	ESCORT	2	0.08 %	0.06
FIGHT	FIGHT	2	0.08 %	0.06
HARRASSING CALLS	HCALL	2	0.08 %	0.06
JUVENILE	JUV	2	0.08 %	0.06
POWER LINES HAZARD	PL	2	0.08 %	0.06
STRUCTURE FIRE	SF	2	0.08 %	0.06
THEFT	THEFT	2	0.08 %	0.06
TRAUMA CRITICAL	TRAUE	2	0.08 %	0.06
ABANDONED VEH	AV	1	0.04 %	0.03
ACTIVE SHOOTER	ASHOOT	1	0.04 %	0.03
ALCOHOL VIOL	ALC	1	0.04 %	0.03
ALZHEIMERS	ALZ	1	0.04 %	0.03
ASSAULT/BATTERY	ABAT	1	0.04 %	0.03
BOAT ACCIDENT W/INJ	BOATAI	1	0.04 %	0.03
BOLO	BOLO	1	0.04 %	0.03
BURG/BUSINESS	BURGB	1	0.04 %	0.03
BURG/RESD	BURGR	1	0.04 %	0.03
BURGLARY ALARM	ALARM	1	0.04 %	0.03
CAR BREAK	CB1	1	0.04 %	0.03
CIVIL COMPLAINT	CIVIL	1	0.04 %	0.03
FLEEING DRIVER	FLEE	1	0.04 %	0.03
FOUND CHILD	CHILDF	1	0.04 %	0.03
HAZ COND/MAJOR INC	HZMMI	1	0.04 %	0.03
LOST/FOUND PET INFO	PET	1	0.04 %	0.03
MISSING PERSON	MP	1	0.04 %	0.03
MVA W/ HAZARD	MVH	1	0.04 %	0.03
RECOVERED SIG 10	SVR	1	0.04 %	0.03
SEX OFFENSE	SO	1	0.04 %	0.03
SHOPLIFTING	SHOP	1	0.04 %	0.03
SMOKE IN STR COMM/HIRISE	SMISCH	1	0.04 %	0.03
SMOKE INVESTIGATION	SMOKE	1	0.04 %	0.03

POLICE CALLS TOTALS BY TYPE (NO CIVIL)

DB SHORES POLICE

DATES: 2025-05-01 through 2025-05-31

LOCATION: ALL | ZONE: ALL | RD: ALL

DESCRIPTION	SIGNAL	TOTAL CALLS	% OF ALL CALLS	DAILY AVG
STOLEN VEHICLE	SV	1	0.04 %	0.03
THREATENING CALL	TCALL	1	0.04 %	0.03
TRAFFIC LITE OUT	TLO	1	0.04 %	0.03
TRAUMA EMERGENCY	TRAU1	1	0.04 %	0.03
TRESPASS WARNING	TPW	1	0.04 %	0.03
VANDALISM	VAND	1	0.04 %	0.03
VIOLATION OF PROBATION	VOP	1	0.04 %	0.03
WEAPONS COMPL	WC	1	0.04 %	0.03
TOTAL CALLS:		2,428	100.00%	78.32

NOTE: CAD-generated statistical reports are compiled from a live database of calls for service; this live database requires frequent call updating to ensure real time data is correct and maintained. When compiling and comparing statistics over time, minor discrepancies are inherent and should be expected. For final report information on crime, Uniformed Crime Reporting (UCR) statistics should be utilized.

DAYTONA BEACH SHORES DEPARTMENT OF PUBLIC SAFETY

MAY 2025 STATISTICS

FIRE CALLS	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR
STRUCTURE FIRES	1	0	3
HAZARDOUS CONDITIONS	3	10	12
VEHICLE FIRES	0	1	0
BOAT FIRES	0	0	1
OTHER FIRES NOT LISTED	1	4	5
VEHICLE CRASHES W/ENGINE RESPONSE	2	5	6
SERVICE CALLS	69	189	292
FIRE ALARMS	19	58	124
CANCELLED EN ROUTE	18	40	93
TOTALS	113	307	536

INSPECTIONS	CURRENT MONTH		YEAR TO DATE		PRIOR YEAR	
	INITIAL	FOLLOW-UP	INITIAL	FOLLOW-UP	INITIAL	FOLLOW-UP
HIGH RISE	1	3	10	25	14	33
HOTEL/MOTEL	2	5	14	5	21	23
ASSEMBLY	0	0	3	1	0	0
MERCANTILE	5	6	12	11	26	10
RESTAURANT	1	2	6	0	6	5
BUSINESS	4	7	38	3	60	13
OTHER	8	8	65	1	66	0
CONSTRUCTION	0	0	0	0	0	0
OCCUPATIONAL LICENSES	0	0	0	0	0	0
APARTMENTS/CONDO	7	9	24	10	30	17
TOTALS	28	40	172	56	223	101

PLANS EXAMINATION HOURS: 11 HRS

DAYTONA BEACH SHORES DEPARTMENT OF PUBLIC SAFETY

APRIL 2025 STATISTICS

EMS CALLS	CURRENT MONTH	YEAR TO DATE	PRIOR YEAR
ALS CALLS	24	117	203
BLS CALLS	44	206	210
TOTALS	68	323	413



Daytona Beach Shores Department of Public Safety
Office of Director Michael Fowler
3050 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
Office 386-763-5333

TRAINING SEMINARS ATTENDED

Month of May 2025

<i>Brian Brueggemann Rachel Rizza</i>	<i>5/5-7</i>	<i>PEAF Conference Orlando</i>
<i>Anthony Compierchio Isaac McDowell</i>	<i>5/19-23</i>	<i>Advanced Report Writing DSC</i>
<i>Timothy Meineke</i>	<i>5/19-22</i>	<i>CWE Out of state fire Equivalency-Ocala</i>
<i>Whitney Egan</i>	<i>5/23</i>	<i>Shands care advances In critical care-Gainesville</i>



Daytona Beach Shores Department of Public Safety
Office of Director Michael Fowler
3050 S. Atlantic Ave.
Daytona Beach Shores, FL 32118
Office 386-763-5333

MONTHLY REPORT FOR MAY 2025

Vehicle Maintenance Division: 2 Positions Assigned: Conducted routine, scheduled maintenance checks and repairs on all city vehicles (includes oil changes and tire exchanges). Additional items were:

Replace battery	veh #168
Replace brake pad & rotors	veh #162
Program gas key	veh #206
Program gas key	veh #198
Program gas key	veh #194



CITY COMMISSION AGENDA MEMORANDUM JULY 1, 2025 AGENDA

TO: Honorable Mayor and Members of the City Commission

FROM: Gwyn Herstein, City Planner

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Ordinance 2025-05: Comprehensive Plan Future Land Use Map amendment for recently annexed single-family residential property located at 3836 S. Atlantic Avenue

SYNOPSIS:

Ordinance 2025-05, if adopted, would amend the City's Adopted Comprehensive Plan Update (2030) Future Land Use Map by assigning the residential low intensity future land classification to the recently annexed single-family residential property located at 3836 S. Atlantic Avenue (Exhibit "A"). The application (Exhibit "B") was submitted by Samuel and Janel Coffing, owners of the subject property. Applying a City future land use designation is a requirement of Florida Law when a property is annexed. The property is +/-0.181 acres and is occupied by a 5,018 sq ft residential structure. The proposed amendment is compatible with the current Volusia County future land use category and, as such, the use will remain single-family residential.

FISCAL IMPACT STATEMENT:

BACKGROUND:

GENERAL:

The subject property, located at 3836 S. Atlantic Avenue, was recently annexed into the corporate limits of the City of Daytona Beach Shores pursuant to the voluntary annexation process outlined in Section 171.044, Florida Statutes. Section 171.062, Florida Statutes, limits regulatory and development control over an annexed property if the area annexed was subject to a county land use plan and county zoning such that said regulations remain in full force and effect until the municipality adopts a comprehensive plan amendment and zoning change that includes the annexed area. The purpose of this application is to realize the former, amending the future land use of the property to Residential Low Intensity, which is consistent with the existing and surrounding land uses and the current Volusia County Urban Low Intensity future land use classification. Additionally, the property owner has also submitted an application to rezone the property to the City's RSF-2 Urban Single-Family Residential Detached District, consistent with the existing and surrounding land uses and current Volusia County R-9 District zoning classification. The rezoning will occur subsequent to the future land use amendment associated with the subject property.

PLANNING ANALYSIS:

See Exhibit "C" for Planning Analysis.

PUBLIC NOTICE:

Evidence of due public notice (Exhibit "D") has been submitted to the office of the City Clerk.

PLANNING AND ZONING BOARD:

The City's Planning and Zoning Board recommended approval of Ordinance 2025-05 on April 14, 2025.

CITY COMMISSION: The City Commission approved Ordinance 2025-05 at first reading on May 6, 2025.

VOLUSIA GROWTH MANAGEMENT COMMISSION (VGMC): Pursuant to Volusia County Charter, Sec. 202.3, application for Comprehensive Plan Consistency Certification was sent for review to the VGMC on June 2, 2025. Certification is anticipated to be granted prior to the second reading of this ordinance.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of Ordinance 2025-05 as presented.

SUGGESTED MOTION:

A City Commissioner may motion as follows:

1. "I move to approve Ordinance 2025-05 as presented."

OR

2. "I move to deny Ordinance 2025-05, on the basis of the following..."

ATTACHMENT:

1. Ord 2025-05 - FLUMA, 3836 S. Atlantic Avenue
2. Exhibit A
3. Exhibit A - FLUMA Location Map, 3836 S. Atlantic Avenue
4. Exhibit B
5. Exhibit B - FLUMA Application, 3836 S. Atlantic Avenue
6. Exhibit C
7. Exhibit C - FLUMA Planning Analysis, 3836 S. Atlantic Avenue
8. Exhibit D
9. Exhibit D - FLUMA Notice Requirements Met, 3836 S. Atlantic Avenue
10. Exhibit E
11. Exhibit E - FLUMA BIEF, 3836 S. Atlantic Avenue

ORDINANCE NO: 2025-05

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY FLORIDA, RELATING TO COMPREHENSIVE PLANNING; AMENDING *THE CITY OF DAYTONA BEACH SHORES COMPREHENSIVE PLAN*, AMENDING CHAPTER 1, “FUTURE LAND USE ELEMENT”, BY AMENDING MAP L-4 ENTITLED, “GENERALIZED FUTURE LAND USE MAP (2030)” ASSIGNING THE RESIDENTIAL LOW INTENSITY FUTURE LAND USE DESIGNATION TO ANNEXED SINGLE-FAMILY RESIDENTIAL PROPERTY GENERALLY LOCATED AT 3836 SOUTH ATLANTIC AVENUE, TAX PARCEL ID 6302 05 07 0190; PROVIDING FOR IMPLEMENTING ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Daytona Beach Shores is committed to planning and managing the future growth of the City; and

WHEREAS, the City of Daytona Beach Shores has the authority to amend its Comprehensive Plan pursuant to Part II, Chapter 163, *Florida Statutes*; and

WHEREAS, the proposed amendment to the *City of Daytona Beach Shores Comprehensive Plan* directly relates to small scale development activities as provided in Section 163.3187(1)(c), *Florida Statutes*; and

WHEREAS, the Volusia County Growth Management Commission has issued a determination of consistency in accordance with Section 202.3 of the *Charter of Volusia County, Florida*, for the proposed amendment to the *City of Daytona Beach Shores Comprehensive Plan*; and

WHEREAS, the Planning and Zoning Board, which is the local planning agency of the City, and City Commission of the City of Daytona Beach Shores have conducted public hearings and issued notices required by Florida law in the preparation and enactment of this Ordinance; and

WHEREAS, Samuel and Janel Coffing, owners of the real property bearing Volusia County Tax Parcel ID 6302 05 07 0190 and generally located at 3836 S. Atlantic Avenue, submitted an owner-initiated Comprehensive Plan/Future Land Use Map Amendment Application to the City of Daytona Beach Shores on April 30, 2024; and

Ordinance 2025-05

Page 1 of 4

WHEREAS, Samuel and Janel Coffing, owners of the subject property, are requesting the City of Daytona Beach Shores amends the future land use classification of the subject real property to Residential Low Intensity; and

WHEREAS, the City Commission of the City of Daytona Beach Shores declares that the purpose and intent of the proposed amendment to the *City of Daytona Beach Shores Comprehensive Plan* is to guide future growth and development; encourage the most appropriate use of the land, water and other resources, consistent with the public interest, promote and protect the public health, safety, comfort, good order, appearance, convenience, aesthetics, and general welfare; prevent the overcrowding of land and avoid undue concentration of population; provide adequate facilities and services; conserve and protect natural resources within the City, while protecting private property rights; and

WHEREAS, the City Commission of the City of Daytona Beach Shores finds that this Ordinance serves the best interest of the City of Daytona Beach Shores; and

WHEREAS, underlined words shall constitute additions to the original text of the Comprehensive Plan, *** shall constitute ellipses, and ~~strike through~~ shall constitute deletions to the Comprehensive Plan.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, AS FOLLOWS:

SECTION ONE: CHANGE IN FUTURE LAND USE ELEMENT/FUTURE LAND USE MAP. Chapter 1, “Future Land Use Element,” containing the Official Future Land Use Map (Map L-4) of the *City of Daytona Beach Shores Comprehensive Plan* is hereby amended to change the Future Land Use Designation of a +/-0.181 acre property from Volusia County Urban Low Intensity to Daytona Beach Shores Residential Low Intensity as to property as described in Exhibit “A” as follows:

Location Address	Tax Parcel ID	Daytona Beach Shores Future Land Use Designation
3836 S. Atlantic Avenue	6302 05 07 0190	Residential Low Intensity

SECTION TWO: IMPLEMENTING ADMINISTRATIVE ACTIONS. The Community Services Director is hereby authorized to transmit copies of the adopted amendment to the *City of Daytona Beach Shores Comprehensive Plan* to the appropriate agencies and to any other unit of local government who has filed a written request for a copy in accordance with the provisions of Section 163.3187(1)(c)2.b, *Florida Statutes* and *Volusia Growth Management Rules*.

SECTION THREE: CONFLICTS. All ordinances or parts of Ordinances in conflict with any of the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION FOUR: SEVERABILITY. If any section or portion of a section of this Ordinance, or application of any provision of this Ordinance, proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or part of this Ordinance.

SECTION FIVE: NON-CODIFICATION. This Ordinance shall be not be codified in the *City Code of the City of Daytona Beach Shores* or, the *Land Development Code of the City of Daytona Beach Shores*, or the *City of Daytona Beach Shores Comprehensive Plan* provided, however, that the actions taken herein shall be depicted in the *City of Daytona Beach Shores Comprehensive Plan* and on the Future Land Use Map of the City of Daytona Beach Shores by the City Manager, or designee.

SECTION SIX: EFFECTIVE DATE. This Ordinance shall become effective, in accordance with the provisions of Section 163.3187, *Florida Statutes*, thirty-one (31) days after enactment; provided, however, if this Ordinance is challenged within thirty (30) days after enactment, this Ordinance shall not become effective until the Florida Department of Community Affairs, acting as the State Land Planning Agency, or the Administration Commission, respectively, issues a final order determining that the small scale development amendment to the *City of Daytona Beach Shores Comprehensive Plan* set forth in this Ordinance is in compliance.

CITY OF DAYTONA BEACH SHORES, FLORIDA

By: _____
NANCY MILLER, MAYOR

ATTEST:

By: _____
KURT SWARTZLANDER, CITY MANAGER

CHERI SCHWAB, CITY CLERK

APPROVED AS TO FORM:

By: _____
GRETCHEN R.H. "BECKY" VOSE, CITY ATTORNEY

Passed on first reading this _____ day of _____, 2025.

Adopted on second reading this _____ day of _____, 2025.

EXHIBIT “A”

THE EASTERLY 105 FEET OF LOT 19 AND THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20, BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN MAP BOOK 11, PAGE 100, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

TOGETHER WITH THE WESTERLY 1/2 OF S. ATLANTIC AVENUE LYING SOUTHERLY OF THE NORTH LINE OF LOT 19 AND LYING NORTHERLY OF THE SOUTH LINE OF THE NORTH 1/2 OF LOT 20, SAID BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

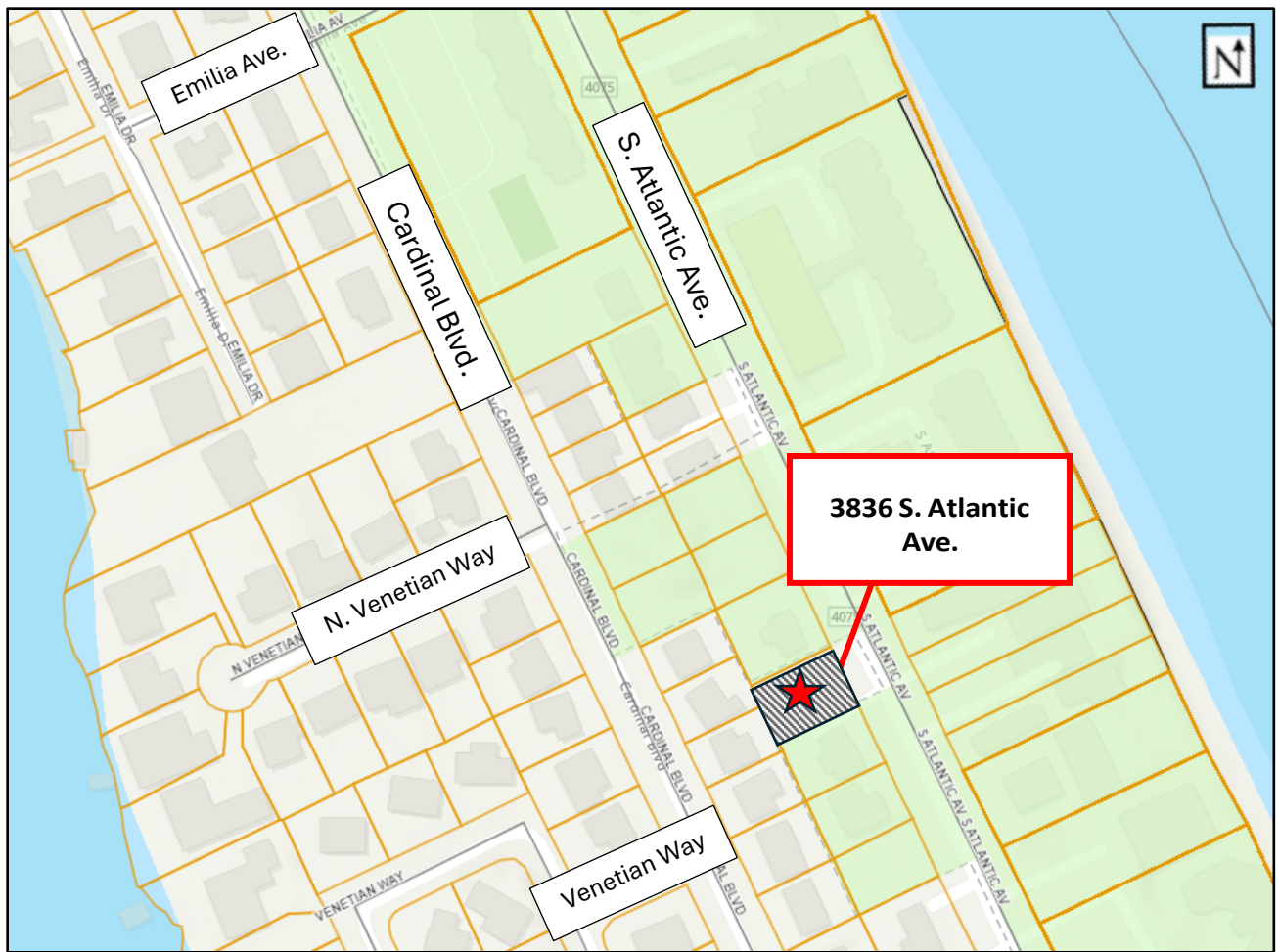
BEGIN AT THE INTERSECTION OF THE EASTERLY EXTENSION OF THE NORTH LINE OF LOT 19, BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, SAID PUBLIC RECORDS AND THE CENTERLINE OF S. ATLANTIC AVENUE, AN 80 FOOT RIGHT OF WAY AS NOW LAID OUT; THENCE SOUTHERLY ALONG SAID CENTERLINE TO THE EASTERLY EXTENSION OF THE SOUTHERLY LINE OF THE NORTH 1/2 OF LOT 20; THENCE WESTERLY ALONG SAID SOUTHERLY LINE OF THE NORTH 1/2 OF LOT 20 TO THE WESTERLY LINE OF THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20, THENCE NORTHERLY ALONG THE SAID WESTERLY LINE OF THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20 AND WESTERLY LINE OF THE EASTERLY 105 FEET OF LOT 19 TO THE NORTH LINE OF LOT 19; THENCE EASTERLY ALONG SAID NORTH LINE OF LOT 19 TO THE POINT OF BEGINNING.

Exhibit A
3836 S. Atlantic Ave.

FLUMA Location Map

Ord. 2025-04

(1 page)



Location Map: 3836 S. Atlantic Avenue

Exhibit B
3836 S. Atlantic Ave.

FLUMA Application

Ord. 2025-05

(1 page)

071541



City of Daytona Beach Shores
COMMUNITY SERVICES DEPARTMENT
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Phone (386) 763-5377 Fax (386) 763-5370

RECEIVED

APR 30 2024

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES

12024016

APPLICATION FOR COMPREHENSIVE PLAN/FUTURE LAND USE MAP AMENDMENT

The Undersigned Applicant requests the Planning and Zoning Board AND City Council to hear and decide upon this application in accordance with Sec. 2-2 of the Land Development Code and Florida Law.

Date Submitted: 4/30/2024

Applicable Section of the Comprehensive Plan: _____

Fees must be paid at the time the application is submitted.

Applicant's Name: Sam & Janel Coffing

Address: 3836 S. Atlantic Ave Phone #: 386-679-9128

Property Address: 3836 S. Atlantic Ave DB 32118

Existing Property Use: same as above

Representing Attorney (if any): _____

Address: _____ Phone #: _____

NOTES: 1) Notarized letter of authorization from owner MUST be submitted if application is filed by anyone other than the owner. 2) A completed application MUST be submitted at least 45 days prior to the anticipated Planning and Zoning hearing date.

Legal description of the property:

Description of your request:

Annex in Daytona Beach Shores

Janel Coffing
Applicant's Signature

04/30/2024
Date

Exhibit C

3836 S. Atlantic Ave.

FLUMA Planning Analysis

Ord. 2025-05

(9 pages)

PLANNING ANALYSIS
Ordinance 2025-05
Comprehensive Plan Future Land Use Map Amendment - 3836 S. Atlantic Avenue

A. INTRODUCTION

The subject application was submitted to the City on April 30, 2024, by the property owners, Samuel and Janel Coffing. The proposed amendment, if approved, would change the future land use designation of an annexed single-family residential property, located at 3836 S. Atlantic Avenue and having an acreage of 0.181+/-, from Volusia County *Urban Low Intensity (0.2-4.0 units/acre)* to Daytona Beach Shores *Residential Low Intensity (0-4.0 units/acre)*. The subject property has a single-family residential home on the site, and bears Volusia County Tax Parcel ID 6302 05 07 0190. Approval of the subject application would result in a small-scale comprehensive plan amendment for the City of Daytona Beach Shores in accordance with Section 163.3187, *Florida Statutes*.

B. PROPOSED AMENDMENT ITEM

Item 1: Map Amendment – Chapter 1, Future Land Use Element: amending L-4 entitled, “Generalized Future Land Use Map (2030),” to change future land use classification of the recently annexed property located at 3836 S. Atlantic Avenue from Volusia County *Urban Low Intensity* to Daytona Beach Shores *Residential Low Intensity*.

Overview:

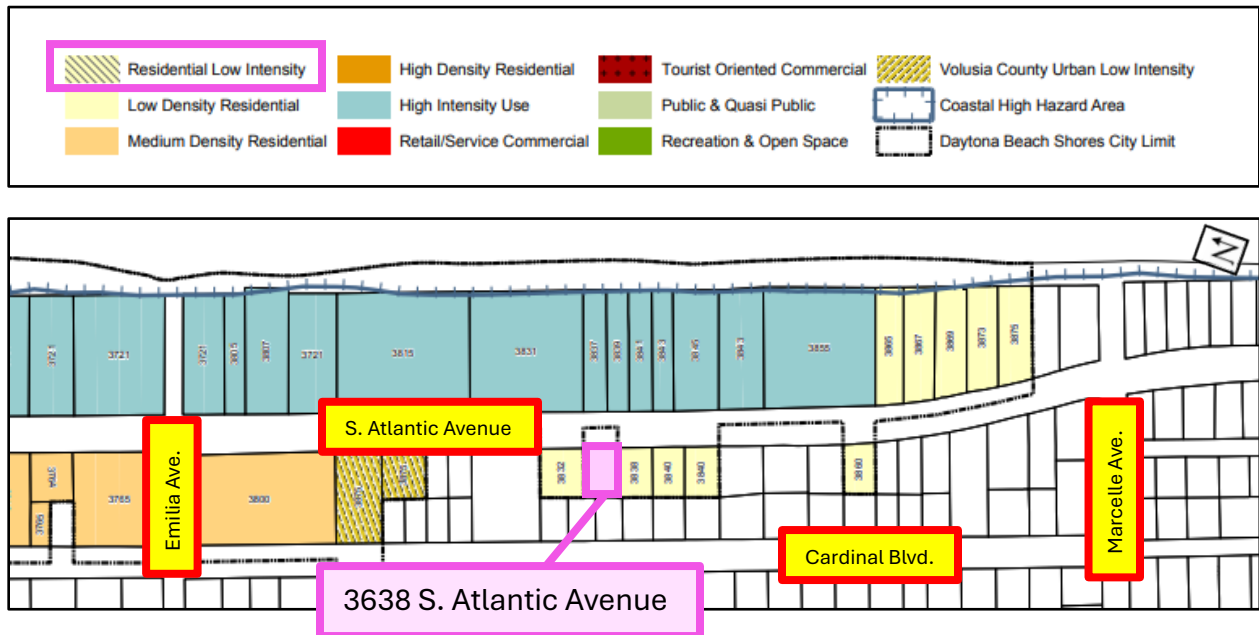
The property is currently occupied by a single-family residential structure (5,018 sq ft). The current Volusia County Future Land Use (FLU) and Zoning designations on the property are Urban Low Intensity (0.2-4 unit/acre) and *R-9 Urban Single-Family Residential District*, respectively. The surrounding future land use designations and zoning classifications are depicted in Table 1 below, while the future land use is illustrated in Figure 1. The subject request is to change the FLU designation to Daytona Beach Shores *Residential Low Intensity (0-4 units/acre)*.

Table 1: Abutting Zoning and Future Land Use Classification

Location	Zoning		Future Land Use	
	Existing	Proposed	Existing	Proposed
Subject Property	R-9	RSF-2	<i>Volusia County Urban Low Intensity</i>	<i>Residential Low Intensity</i>
North	RSF-2		Residential Low Intensity	
South	RSF-2		Residential Low Intensity	
East	T/RMF-1		High Intensity	
West	R-9		<i>Volusia County Urban Low Intensity</i>	

Notes: R-9 = Volusia County Urban Single-Family Residential District
 RSF-2 = DBS Urban Single-Family Residential Detached District
 T/RMF-1 = DBS Hotel/Motel District or Multi-Family Residential District (High Density)

Figure 1: 3836 S. Atlantic Avenue – Surrounding Future Land Use



Description, Data and Analysis:

The analysis conducted below demonstrates the amendment's compliance with the City's Comprehensive Plan and the Florida Administrative Code for future land use map amendments. Therefore, the analysis shows that there will be no significant impacts on the environment, roadways, public schools, and utilities as the allowable densities and use will remain the same.

C. IMPACTS OF PROPOSED AMENDMENT

The current Volusia County *Urban Low Intensity* Future Land Use (FLU) classification allows a maximum density of four (4) units per acre. Under the proposed Daytona Beach Shores FLU designation, *Residential Low Intensity*, the maximum density allowed is also four (4) units per acre. Therefore, the proposed land use amendment would not result in any change in residential density permitted. Given the +/-0.181-acre size of the property, the proposed amendment would allow only one (1) residential unit on site, which is the same as currently allowed under the Volusia County FLU classification.

The property is currently occupied by a single-family residential structure. Additionally, the proposed Daytona Beach Shores zoning for this property, RSF-2 *Urban Single-Family Residential Detached District*, would permit only one residential dwelling unit on site. So, from a practical and planning perspective the proposed future land use change will result in no net change in density and impacts.

In accordance with the Daytona Beach Shores Comprehensive Plan Update (2030) and standard practice from the Florida Department of Commerce and other review agencies, an impact comparison analysis of the proposed amendment has been completed based upon the theoretical maximum development potential under the current future land use designation versus the proposed designation (**Table 2** below). The following seven public facilities and services were examined and discussed briefly below: (1) Transportation, (2) Sanitary Sewer, (3) Potable Water, (4) Solid Waste, (5) Stormwater Drainage, (6) Recreation, and (7) Public Schools.

Table 2: Impact Analysis (Theoretical Maximums)

Development Variable	Current Future Land Use (0.2-4 units/acre)	Proposed Future Land Use (0.2-4 units/acre)	Change
Residential Units Allowed	1	1	None
Population ¹	1.6	1.6	None
AM / PM Peak Hour Trips ²	0.75/1.01	0.75/1.01	None
Sanitary Sewer (gallons/day) ³	250	250	None
Potable Water (gallons/day) ⁴	176	176	None
Solid Waste (lbs./person) ⁵	16	16	None
Stormwater Drainage ⁶	n/a	n/a	n/a
Recreation/Open Space	See summary below	See summary below	None
Public School Student(s)	0.396	0.396	None

Notes:

1. Population: 1.6 persons per dwelling unit in DBS
2. Transportation: Rates are for peak hour of adjacent street traffic
Single-family residential unit = 0.75 AM trips, 1.01 PM trips
3. Sanitary Sewer: 250 gallons per dwelling unit per day
4. Potable Water: 110 gallons per capita per day
5. Solid Waste: 10 pounds per capita per day
6. Stormwater Drainage: LOS standard = 25-year, 24-hour event. If property is redeveloped, drainage system will be designed to meet the requirements of the *Land Development Code*.
7. Public School: Generation rates = 0.396 per single-family unit.

Sources:

- A. 2020 US Census
- B. ITE Trip Generation Manual, 8th Edition
- C. Policy 9-1.3 Daytona Beach Shores Comprehensive Plan Update (2030)

Transportation:

The subject property is a single-family property with vehicular transportation access to the abutting S. Atlantic Avenue, which connects to Dunlawton Boulevard (SR 421), a principal arterial road leading to the interstate system. These two roads are currently operating at acceptable levels of service. There will be no net change in vehicular trips as demonstrated in **Table 2** above and the allowed LOS standard will continue to be maintained.

Sanitary Sewer:

The City's adopted LOS standard for sanitary sewer is 250 gallons per dwelling unit per day. Using this standard, the proposed land use would theoretically generate a demand of 250 gallons per day consistent with the current future land use. However, since no increase in the number of entitled dwelling units would occur, there is no net change in theoretical demand. Regardless, it should be noted that the City of Port Orange sewer treatment facility is currently operating at an acceptable level of service.

Potable Water:

The City's adopted LOS standard for potable water is 110 gallons per capita per day. Using this standard, the proposed land use would theoretically create a demand of 176 gallons of water per day. No increase in number of theoretical dwelling units or demand will occur. In addition, the current potable water usage is already accounted for in Port Orange's current consumptive use permit (CUP).

Solid Waste Collection:

The proposed land use allows for one (1) residential unit that would be expected to support a population of 1.6 persons, which together would theoretically generate 16 pounds of solid waste per day. Solid waste generated within the City of Daytona Beach Shores is collected by Waste Pro, which delivers it to the Volusia County landfill. The 3,000-acre landfill is a Class I facility with a projected life span to the year 2050.

Stormwater Drainage:

The City's adopted LOS standard for stormwater is the 25-year, 24-hour storm event. More specifically, the stormwater facilities must be capable of treating and conveying the runoff from such a storm without causing flooding of adjacent properties or polluting any receiving water bodies. In addition, the Comprehensive Plan requires that there be no net loss of stormwater retention function as a result of development. Therefore, if the property is developed, the parcel must have the same ability to store and discharge water after development as it does before development occurs. The applicants would be required to address stormwater retention on the property in accordance with these City standards.

Recreation and Open Space:

The proposed amendment would theoretically add 1.6 residents to the City of Daytona Beach Shores. The City’s most recent population count was 5,179 (2020 US Census). Policy 7-1.2.1 and Policy 9-1.3.1 in the City’s Comprehensive plan establish the LOS standards for recreation facilities within the City. Considering the City’s population and the City’s recreational LOS standards, it may be concluded that Daytona Beach Shores currently has adequate capacity for all recreational facilities as required by the City’s Adopted Comprehensive Plan and seen in **Table 3** below.

Table 3: Recreation Facilities Analysis

Type of Park/ Recreational Facility	Unit of Measure/LOS Standard	Current LOS (Facilities)	Deficit
Playgrounds	one per 10,000 people	1	None
Neighborhood Park	one per 10,000 people	5	None
Community Park	one per 25,000 people	1	None
Children’s Play Areas	one per 10,000 people	1	None
Baseball/Softball Field	one per 15,000 people	1	None
Tennis Courts	one per 2,000 people	11	None
Community Center	one per 20,000 people	1	None
Playgrounds	one per 10,000 people	1	None
Neighborhood Park	one per 10,000 people	5	None

Public Schools:

Based on the Volusia County School District's student generation rate for a single-family dwelling unit, the proposed land use could generate at least one (1) full-time student. Due to the residential density neutrality of the proposed change, the same result could be generated by the existing Volusia County future land use due. Therefore, no increased impact on existing public school facilities is expected. Further, due to the aforementioned, the FLU amendment is exempt from the School District review.

D. LAND USE COMPATIBILITY

The land use of nearby properties on the west side of S. Atlantic Avenue is primarily single-family residential in character (**Figures 1 and 2**).

Figure 2: Aerial View of 3836 S. Atlantic Avenue and Surrounding Neighborhood



Source: Volusia County Property Appraiser, 2024

Considering above **Figures 1 and 2**, along with **Table 1** on Page 2 of this Planning Analysis, the proposed land use, which is a density-neutral land request, is consistent with the existing and future land use of the prevailing pattern of the neighborhood.

E. APPLICABLE PLANS, CODES AND REGULATIONS

Future Land Use Element (Daytona Beach Shores Comprehensive Plan):

Policy 1-1.1.5: (a) The City shall maintain at least a Level of Service standard "D" at all times on its roadway network throughout the City. This shall include Dunlawton Boulevard, including the bridge. The maintenance of this Level of Service standard is important to ensure that an efficient flow of traffic can be maintained on these primary roads in the event of a hurricane threat. (b) Maintain the clearance time of the population in the Hurricane Vulnerability Zone at sixteen (16) hours based on a level of service standard "D" during the time of a category 5-storm event as measured on the Saffir-Simpson scale. This policy is consistent with the stated objectives contained in the Coastal Management Element of the Volusia County Comprehensive Plan regarding hurricane evacuation and Section 163.3178 (9) (b), F.S. and based on the most current East Central Florida Regional Planning Council hurricane study.

Policy 1-1.2.2: The City's existing policy of requiring written assurance from any entity providing sewage treatment, potable water, or solid waste disposal shall be maintained throughout the planning period.

Objective 1-1.4: Land uses that are inconsistent with the character and overall Future Land Use Plan of the City shall be discouraged. This shall take the form of not allowing any objectionable uses (industrial, warehousing, etc.) in the new *Land Development Code* which will be adopted subsequent to this Comprehensive Plan.

Capital Improvement Element:

Policy 9-1.3: The City shall use the following Level of Service (LOS) standards in reviewing the impacts of new development and redevelopment on public facility provisions:

- (a) **Sanitary Sewers:** 250 gallons per dwelling unit per day
- (b) **Solid Waste:** 10 pounds per capita per day
- (c) **Drainage:** 25-year, 24-hour design storm
- (d) **Potable Water:** 110 gallons/capita/day (gcd) for Port Orange Service Area
150 gcd for Daytona Beach Service Area
- (e) **Roadways:** Arterials: LOS "D" at peak hour
Collectors: LOS "C" at peak hour
- (f) **Recreation:** See Table 3 above

F. REVIEW CRITERIA AND STAFF FINDINGS

1. The amendment shall not decrease the LOS Standard for hurricane evacuation routes below LOS Standard D and (b) the amendment shall not increase the clearance time for evacuation of the population in the Hurricane Vulnerability Zone above 16 hours.

Staff finding: The proposed land use amendment is density neutral. Consequently, no increase in traffic is anticipated as a result of the proposed change, therefore: (a) there will be no decrease in the adopted LOS Standard for S. Atlantic Avenue or Dunlawton Boulevard; and (b) considering the aforementioned, the hurricane evacuation clearance time shall remain the same for the subject roads in question.

2. Written assurances from service providers for sewage treatment, potable water, and solid waste shall be provided when there is a future land use map amendment result in an increase in density or intensity.

Staff finding: The proposed land use amendment is density-neutral, and the site is already developed. Therefore, no increase in demand is anticipated and no written assurances are needed from service providers since services are already being provided for at the accepted LOS standard.

3. The amendment shall not result in objectionable land use designations inconsistent with the character of the overall future land use plan.

Staff finding: The proposed amendment will not result in an incompatible land use designation with adjacent parcels, the neighborhood, or overall character of the future land use plan. The proposed *Residential Low Intensity* (0-4 units/acre) designation will provide for a single-family residence and is therefore compatible with the surrounding residential low-density (single-family) space land uses.

4. The amendment shall not decrease the LOS Standards for public facilities adopted in Policy 9-1.3 of the City's Comprehensive Plan.

Staff finding: The proposed land use amendment is density neutral, therefore, no increase demand on public facilities is anticipated.

G. CONCLUSION:

STAFF: The proposed land use amendment is consistent with overall goals, objectives, and policies of the Daytona Beach Shores Comprehensive Plan (2030).

PLANNING & ZONING BOARD: The Planning and Zoning Board recommended approval of Ordinance 2025-05 at a meeting held on April 14, 2025.

Exhibit D

3836 S. Atlantic Ave.

FLUMA Notice Requirements Met

Ord. 2025-05

(17 pages)



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763 -5376
Fax (386) 763 -5370

March 14, 2025

RE: 3836 S. Atlantic Avenue, Short Tax Parcel ID: 6302 05 07 0192
Future Land Use Map Amendment and Rezoning Hearings

Dear Property Owner:

This letter is to notify you that the City of Daytona Beach Shores has received a voluntary annexation application, future land use map amendment, and rezoning application from the owner of the above-subject address, which abuts your property. The City will hold Public Hearings on the future land use map amendment and rezoning applications as follows:

- **Planning and Zoning Board: April 14, 2025, at 8:30 a.m.**
- **City Commission (1st Reading): May 6, 2025, at 6:00 p.m.**
- **City Commission (Adoption): June 3, 2025, at 6:00 p.m.**

The public hearings will be held in the City Commission Chambers in the Daytona Beach Shores Community Center located at 3000 Bellemead Drive, Daytona Beach Shores. All interested parties may appear at the public hearings and will be given an opportunity to be heard. If it will be necessary to reschedule the public meetings to a later date, it will be your responsibility to obtain the time, date and place of the rescheduled meeting.

In accordance with the American with Disabilities Act (ADA), persons needing special accommodations to participate in the proceedings should contact the City Clerk's office no later than five days prior to the hearing. If you have any questions, please contact me at (386) 763-5376.

Sincerely,

Gwyn Herstein,
City Planner

CC: Cheri Schwab, City Clerk
Stewart Cruz, AICP/Community Services Director

Letters sent to:

North

Louise Spence Life Estate
3832 S. Atlantic Ave.
Daytona Beach Shores, FL 32118

East

Manager
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

President
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

3837 South Atlantic Ave, LLC
13662 Forest Road
Forest, VA 24551-2228

Donald W. Banker, as Trustee of the Banker Family Trusts: #2A & #2B
400 Washington Street
Lynchburg, VA 24504-2618

South

Charles Van Derven
3838 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

Karmen Coon Van Derven
3838 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

West

Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127

Robert A. Stewart
3839 Cardinal Blvd.
Port Orange, FL 32127

Cassandra Stewart
3839 Cardinal Blvd.
Port Orange, FL 32127

7020 0090 0000 0207 5569

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POSTAGE PAID PERMIT NO. 32118 DAYTONA BEACH, FL

POST OFFICE 3836
MAR 15 2025
POSTMARK HERE

Certified Mail Fee \$4.85

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$4.10
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.73

To \$9.68

Se
 St
 Cit

Louise Spence Life Estate
 3832 S. Atlantic Ave.
 Daytona Beach Shores, FL 32118

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
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Article Addressed to:

Louise Spence Life Estate
 3832 S. Atlantic Ave.
 Daytona Beach Shores, FL 32118

9590 9402 7813 2152 5099 53

2. 7020 0090 0000 0207 5569

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 Agent
 Addressee
Gary T. Spence

B. Received by (Printed Name)
Gary T. Spence

C. Date of Delivery
3/31/25

D. Is delivery address different from Item 1? Yes
 If YES, enter delivery address below: No

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Collect on Delivery Restricted Delivery	
<input type="checkbox"/> Insured Mail	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763-5376
Fax (386) 763-5370

VIA CERTIFIED MAIL

March 14, 2025

Manager
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

SUBJECT: NOTICE TO ABUTTING PROPERTY OWNERS

Dear Sir or Madam:

Pursuant to Sec. 2-2 of the City's *Land Development Code*, please be advised of the attached notice and post a copy of the same in a place where it will likely be seen by the occupants of the condominium. If you have questions, please feel free to contact me at (386) 763-5376.

Sincerely,

Gwyn Herstein,
City Planner



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
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Sincerely,

Gwyn Herstein,
City Planner

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to: Manager Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118		B. Received by (Printed Name) <i>Angela Page</i> C. Date of Delivery	
2. Article Number (Transfer from service label) 7020 0090 0000 0207 5590		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 84		3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
		<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	
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1. Article Addressed to: President Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118		B. Received by (Printed Name) <i>Angela Page</i> C. Date of Delivery	
2. Article Number (Transfer from service label) 7020 0090 0000 0207 5606		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 91		3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
		<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery	
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 Adult Signature Restricted Delivery \$0.00

Postage \$0.73
 Total \$9.68
 Sent 7

3830
 MAR 15 2025
 PORT ORANGE MAIN OFFICE
 Postmark Here

3837 South Atlantic Ave, LLC
 13662 Forest Road
 Forest, VA 24551-2228

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

7020 0090 0000 0207 5583

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1. Article Addressed to:
 3837 South Atlantic Ave, LLC
 13662 Forest Road
 Forest, VA 24551-2228


 9590 9402 7813 2152 5099 77

2. 7020 0090 0000 0207 5583

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X Carol Banka Agent Addressee

B. Received by (Printed Name) Carol Banka C. Date of Delivery 3/31/25

D. Is delivery address different from item 1? Yes No
 If YES, enter delivery address below:

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
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Tracking Number:

Remove X

70200090000002075576

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This is a reminder to arrange for redelivery of your item or your item will be returned to sender.

Delivery Attempt

Reminder to Schedule Redelivery of your item

April 1, 2025

Available for Pickup

COURTHOUSE LYNCHBURG
1100 CLAY ST
LYNCHBURG VA 24504-9998
M-F 0900-1700
March 27, 2025, 9:56 am

No Access to Delivery Location

LYNCHBURG, VA 24504
March 22, 2025, 3:05 pm

Departed USPS Regional Facility

ROANOKE VA DISTRIBUTION CENTER
March 22, 2025, 12:18 am

Arrived at USPS Regional Destination Facility

ROANOKE VA DISTRIBUTION CENTER
March 21, 2025, 1:21 pm

In Transit to Next Facility

Feedback

9255 2020 0000 0600 0201

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<input type="checkbox"/> Return Receipt (hardcopy)	\$4.10
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<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total	\$9.68
Postmark Here	
MAR 15 2025 3030	
ROANOKE VA MAIN OFFICE	
Donald W. Banker, as Trustee of the Banker Family Trusts: #2A & #2B	
400 Washington Street	
Lynchburg, VA 24504-2618	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

March 19, 2025

Departed USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 9:53 pm

Arrived at USPS Regional Origin Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 8:25 pm

USPS in possession of item

PORT ORANGE, FL 32127

March 15, 2025, 9:39 am

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<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.73

Total \$9.68

Sent to: Charles Van Derven
 Street: 3838 S. Atlantic Avenue
 City: Daytona Beach Shores, FL 32118

Postmark Here: MAR 15 2025
 3836 ORANGE MAIN OFFICE
 32127

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY																	
<ul style="list-style-type: none"> Complete Items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) _____ C. Date of Delivery _____</p> <p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p>																	
<p>1. Article Addressed to:</p> <p>Charles Van Derven 3838 S. Atlantic Avenue Daytona Beach Shores, FL 32118</p>	<p>3. Service Type</p> <table border="0"> <tr> <td><input type="checkbox"/> Adult Signature</td> <td><input type="checkbox"/> Priority Mail Express®</td> </tr> <tr> <td><input type="checkbox"/> Adult Signature Restricted Delivery</td> <td><input type="checkbox"/> Registered Mail™</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail®</td> <td><input type="checkbox"/> Registered Mail Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Certified Mail Restricted Delivery</td> <td><input type="checkbox"/> Signature Confirmation™</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery</td> <td><input type="checkbox"/> Signature Confirmation Restricted Delivery</td> </tr> <tr> <td><input type="checkbox"/> Collect on Delivery Restricted Delivery</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</td> <td></td> </tr> </table>		<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®	<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™	<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery	<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™	<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery	<input type="checkbox"/> Collect on Delivery Restricted Delivery		<input type="checkbox"/> Insured Mail		<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
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PS Form 3811, July 2020 PSN 7530-02-000-9053		Domestic Return Receipt																

Tracking Number:

Remove X

70200090000002075644

Copy

Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.

Moving Through Network

In Transit to Next Facility, Arriving Late

March 21, 2025

Arrived at USPS Regional Facility

LAKE MARY FL DISTRIBUTION CENTER

March 16, 2025, 10:08 pm

Departed USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 9:53 pm

Arrived at USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 7:56 pm

USPS in possession of item

PORT ORANGE, FL 32127

March 15, 2025, 9:37 am

Hide Tracking History

Feedback

7020 0090 0000 0207 5644

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ™.	
R2 010101 0000 0207 5644	
Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total	\$9.68
Sender	Karmen Coon Van Derven
Street	3838 S. Atlantic Avenue
City	Daytona Beach Shores, FL 32118
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

Postmark Here: 03/15/2025

USPS 32127

What Do USPS Tracking Statuses Mean? (<https://faq.usps.com/s/article/Where-is-my-package>)

Retail



32127

RDC 99

U.S. POST
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PORT OR
MAR 15, 2

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0003/20/25

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NIXIE

RETURN TO SENDER
REFUSED
UNABLE TO FORWARD

*0274-05579-15-40

BC: 32118600290

REF
32118600290

CERTIFIED MAIL



7020 0090 0000 0207 5613

Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127

City of Daytona Beach Shores
Community Services
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118



RECEIVED
MAR 24 2025

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES

RETURN RECEIPT
REQUESTED

020756130000902070

U.S. Postal Service™
CERTIFIED MAIL® RECEIPT

Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

PROFESSIONAL USE

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$4.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.73

\$9.68


Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127





7020 0090 0000 0207 5613


PS Form 3800, April 2015 PSN 7530-02-000-9047

See Reverse for Instructions

SENDER: COMPLETE THIS SECTION <ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	COMPLETE THIS SECTION ON DELIVERY A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee B. Received by (Printed Name) Cassandra Stewart C. Date of Delivery MAR 15 2025 D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No
Robert A. Stewart 3839 Cardinal Blvd. Port Orange, FL 32127	
 9590 9402 7813 2152 5099 22	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)
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PS Form 3811, July 2020 PSN 7530-02-000-9053	Domestic Return Receipt

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
Certified Mail Fee \$4.85 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$0.00 <input type="checkbox"/> Return Receipt (electronic) \$0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$0.00 <input type="checkbox"/> Adult Signature Required \$0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$0.00 Postage \$0.73 \$9.68	 Postmark Here MAR 15 2025 USPS 32127
Robert A. Stewart 3839 Cardinal Blvd. Port Orange, FL 32127	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
OFFICIAL USE	
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Cassandra Stewart 3839 Cardinal Blvd. Port Orange, FL 32127	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

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PS Form 3811, July 2020 PSN 7530-02-000-9053	Domestic Return Receipt

7020 0090 0000 0207 5637

7020 0090 0000 0207 5620

**CITY OF DAYTONA BEACH SHORES
NOTICE OF LAND USE CHANGE**

Pursuant to Section 163.3187, Florida Statutes, the City of Daytona Beach Shores, Florida, will hold Public Hearings to consider the following ordinance:

ORDINANCE NO: 2025-05

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY FLORIDA, RELATING TO COMPREHENSIVE PLANNING; AMENDING *THE CITY OF DAYTONA BEACH SHORES COMPREHENSIVE PLAN*, AMENDING CHAPTER 1, "FUTURE LAND USE ELEMENT", BY AMENDING MAP L-4 ENTITLED, "GENERALIZED FUTURE LAND USE MAP (2030)" ASSIGNING THE RESIDENTIAL LOW INTENSITY FUTURE LAND USE DESIGNATION TO ANNEXED SINGLE-FAMILY RESIDENTIAL PROPERTY GENERALLY LOCATED AT 3836 S. ATLANTIC AVENUE, TAX PARCEL ID 6302 05 07 0190; PROVIDING FOR IMPLEMENTING ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

The public hearings will be held as follows:

- **Planning and Zoning Board: April 14, 2025, at 8:30am**
- **City Commission (1st Reading): May 6, 2025, at 6:00pm**
- **City Commission (Adoption): June 3, 2025, at 6:00pm**

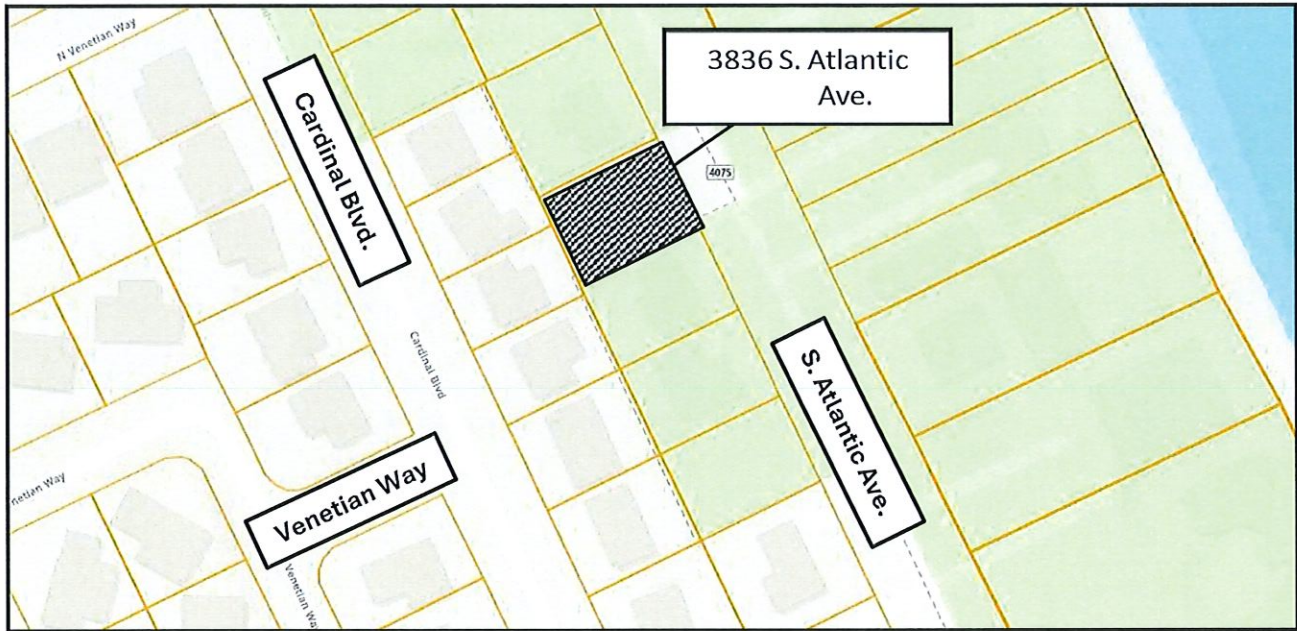
This is a property owner-initiated amendment by Samule and Janel Coffing. Please see the included location map.

The public hearings will be held in the City Commission Chambers in the Community Center located at 3000 Bellemead Drive, Daytona Beach Shores, Florida. All interested parties are invited to appear at these public hearings and submit oral or written objections or comments with respect to the proposed amendment. The amendment package is available for public inspection at the City of Daytona Beach Shores, Community Services Department, Planning Division, 2990 South Atlantic Avenue, Daytona Beach Shores, Florida.

Anyone who wishes to appeal any decision by the Planning and Zoning Board or City Commission with respect to any matter considered at said Public Hearings will need a record of Public Hearing proceedings, including all testimony and evidence, and should arrange in advance for the making of a verbatim transcript of the Public Hearing. The Public Hearing may be continued to one or more dates. The dates, times, and places of any continuation of the Public

Hearing will be announced at the Public Hearing and no further notice regarding said continuation is required to be published.

Individuals covered by the Americans with Disabilities Act of 1990 in need of accommodations for any of these public meetings should contact the office of the City Clerk at the telephone number and address noted at least seven working days prior to the meeting. Telephone (386)763-5364, City Hall, 2990 S. Atlantic Ave., Daytona Beach Shores, FL 32118



NOTES:

- 1. This ad should be placed in the Daytona News-Journal once at least 10 days prior to the Planning and Zoning Board hearing and again at least 10 days prior to the adoption hearing.**
- 2. Map above to be included.**



NOTICE OF PUBLIC HEARINGS

THE CITY OF DAYTONA BEACH SHORES WILL HOLD THE FOLLOWING PUBLIC HEARINGS AT THE DAYTONA BEACH SHORES COMMUNITY CENTER LOCATED AT 3000 BELLEMEAD DRIVE:

Planning & Zoning Board: APRIL 14, 2025 AT 8:30 AM

CITY COMMISSION (1st Reading): MAY 6, 2025 AT 6:00 PM

CITY COMMISSION (Adoption): JUNE 3, 2025 AT 6:00 PM

THE OWNER OF THIS PROPERTY HAS SUBMITTED THE FOLLOWING APPLICATIONS:

ZONING MAP AMENDMENT to RSF-2 - URBAN SINGLE-FAMILY RESIDENTIAL DETACHED DISTRICT

AND COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT

to RESIDENTIAL LOW INTENSITY

3036 S. ATLANTIC AVE., VOLUSIA COUNTY PARCEL ID #: 6302-0507-0190

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF DAYTONA BEACH SHORES PLANNING DEPARTMENT AT (386) 763-5376

Anyone who wishes to appeal any decision by the Planning and Zoning Board or City Commission with respect to any matter considered at said Public Hearings will need a record of Public Hearing proceedings, including all testimony and evidence, and should arrange in advance for the making of a verbatim transcript of the Public Hearing. The Public Hearing may be continued to one or more dates. If it will be necessary to reschedule this public meeting to a later date, it will be your responsibility to obtain the time, date and place of the rescheduled meeting.

In accordance with the Americans with Disabilities Act (ADA), persons needing special accommodations to participate in the proceedings should contact the City Clerk's Office no later than seven days prior to the hearing.

04/08/2025

Exhibit E

3836 S. Atlantic Ave.

Business Impact Estimate Form

Ord. 2025-05

(3 pages)

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of Sec. 166.041(4), Fla. Stat. If one or more boxes are checked below under “Applicable Exemptions”, this indicates that the City of Daytona Beach Shores has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by Sec. 166.041(4), Fla. Stat. will be provided in the “Business Impact Estimate” section below. In addition, even if one or more exemptions are identified, the City of Daytona Beach Shores may nevertheless choose to provide information concerning the proposed ordinance in the “Business Impact Estimate” section below. This Business Impact Estimate Form may be revised following its initial posting.

Proposed ordinance’s title/reference:

ORDINANCE 2025-05

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY FLORIDA, RELATING TO COMPREHENSIVE PLANNING; AMENDING *THE CITY OF DAYTONA BEACH SHORES COMPREHENSIVE PLAN*, AMENDING CHAPTER 1, “FUTURE LAND USE ELEMENT”, BY AMENDING MAP L-4 ENTITLED, “GENERALIZED FUTURE LAND USE MAP (2030)” ASSIGNING THE RESIDENTIAL LOW INTENSITY FUTURE LAND USE DESIGNATION TO ANNEXED SINGLE-FAMILY RESIDENTIAL PROPERTY GENERALLY LOCATED AT 3836 SOUTH ATLANTIC AVENUE, TAX PARCEL ID 6302 05 07 0190; PROVIDING FOR IMPLEMENTING ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY; PROVIDING FOR NON-CODIFICATION; AND PROVIDING AN EFFECTIVE DATE.

Applicable Exemptions:

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;

- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:
 - Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
 - Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - Section 553.73, Florida Statutes, relating to the Florida Building Code; or
 - Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Business Impact Estimate:

The City of Daytona Beach Shores hereby publishes the following information:

- 1. A summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

N/A

- 2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the municipality, including the following, if any:**

- (a) An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted:**

N/A

- (b) Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible:**

N/A

- (c) An estimate of the municipality's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:**

N/A

- 3. A good faith estimate of the number of businesses likely to be impacted by the ordinance:**

N/A

4. Additional information the governing body determines may be useful (if any):

None.

Note: *The City's provision of information in the Business Impact Estimate section above, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions below shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Sec. 166.041(4), Fla. Stat., Sec. 166.0411, Fla. Stat., or any other relevant provision of law.*



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM: Gwyn Herstein, City Planner

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Ordinance 2025-04: Rezoning application for recently annexed property located at 3836 S. Atlantic Avenue

SYNOPSIS:

Ordinance 2025-04, if adopted, would amend the City's Official Zoning Map by assigning the "*RSF-2 Urban Single-Family Residential Detached District*" to the recently annexed single-family residential property located at 3836 S. Atlantic Avenue (Exhibit "A"). The application (Exhibit "B") was submitted by Samuel and Janel Coffing, owners of the subject property. Rezoning is a requirement of Florida Law when a property is annexed. The property is +/-0.181 acres and is occupied by a 5,018 sq ft residential structure. The proposed amendment is consistent with the current Volusia County zoning district "*R-9 Urban Single-Family Residential District*."

FISCAL IMPACT STATEMENT:

BACKGROUND:

GENERAL:

The subject property, located at 3836 S. Atlantic Avenue, was recently annexed into the corporate limits of the City of Daytona Beach Shores, pursuant to the voluntary annexation process outlined in Section 171.044, Florida Statutes. Section 171.062, Florida Statutes, limits regulatory and development control over annexed property if the area annexed was subject to a county land use plan and county zoning such that said regulations remain in full force and effect until the municipality adopts a comprehensive plan amendment and zoning change that includes the annexed area. The purpose of this application is to realize the latter, re-zoning the property to the City's RSF-2 Urban Single-Family Residential Detached District, consistent with the existing and surrounding land uses and current Volusia County R-9 District zoning classification. The property owners have also submitted an application to amend the future land use classification of the property in question to Residential Low Intensity, which is consistent with the existing and surrounding land uses and the current Volusia County Urban Low Intensity future land use classification. The zoning change will be adopted subsequent to the formal future land use amendment of the subject property.

PLANNING ANALYSIS:

See Exhibit "C" for Planning Analysis.

PUBLIC NOTICE:

Evidence of due public notice (Exhibit "D") has been submitted to the office of the City Clerk.

PLANNING AND ZONING BOARD:

The City's Planning and Zoning Board recommended approval of Ordinance 2025-04 on April 14, 2025.

CITY COMMISSION:

The City Commission approved Ordinance 2025-04 at first reading on May 6, 2025.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of Ordinance 2025-04 as presented.

SUGGESTED MOTION:

A City Commissioner may motion as follows:

1. "I move to approve Ordinance 2025-04 as presented."

OR

2. "I move to deny Ordinance 2025-04, on the basis of the following..."

ATTACHMENT:

1. Ordinance 2025-04 - Rezone, 3836 S. Atlantic Avenue
2. Exhibit A
3. Exhibit A - Rezone Location Map, 3836 S. Atlantic Avenue
4. Exhibit B
5. Exhibit B - Rezone, 3836 S. Atlantic Avenue
6. Exhibit C
7. Exhibit C - Rezone Planning Analysis, 3836 S. Atlantic Avenue
8. Exhibit D
9. Exhibit D - Rezone Notice Requirements Met, 3836 S. Atlantic Avenue
10. Exhibit E
11. Exhibit E - Rezoning BEIF, 3836 S. Atlantic Avenue

ORDINANCE NO. 2025-04

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY, FLORIDA, ASSIGNING THE RSF-2 URBAN SINGLE-FAMILY RESIDENTIAL DETACHED DISTRICT ZONING CLASSIFICATION TO ANNEXED SINGLE-FAMILY RESIDENTIAL PROPERTY GENERALLY LOCATED AT 3836 SOUTH ATLANTIC AVENUE, TAX PARCEL ID 6302 05 07 0190; PROVIDING MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR NON-CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Daytona Beach Shores is committed to planning and managing the future growth of the City; and

WHEREAS, the property described in Section One herein was annexed into the City of Daytona Beach Shores on April 1, 2025, and an appropriate City zoning classification must be assigned to the real property in accordance with the requirements of controlling law; and

WHEREAS, the City Commission of the City of Daytona Beach Shores has received a recommendation from staff and the Planning and Zoning Board for the assignment of zoning classification to said annexed property and has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance; and

WHEREAS, the City Commission of the City of Daytona Beach Shores finds such rezoning consistent with the *City of Daytona Beach Shores Comprehensive Plan* and deems it in the best interest of the inhabitants of said City to amend the Official Zoning Map as hereinafter set forth,

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, as follows:

SECTION ONE: REZONING OF REAL PROPERTY. The property described hereinafter which was annexed into the City of Daytona Beach Shores pursuant to Ordinance 2025-03 is hereby rezoned and assigned the Daytona Beach Shores zoning classification as follows:

This property, bearing Volusia County Tax Parcel ID 6302 05 07 0190, as described in attached Exhibit "A," is assigned the RSF-2, Urban Single-Family Residential Detached District Zoning Classification.

SECTION TWO: AMENDMENT OF OFFICIAL ZONING MAP. The Official City Zoning Map is hereby amended to conform with the rezoning assigned herein.

SECTION THREE. IMPLEMENTING ADMINISTRATIVE ACTIONS. The City Manager, or designee, is authorized to take any and all required administrative actions to implement the provisions of this Ordinance including, but not limited to, providing notice of this rezoning to the Volusia County Council in accordance with applicable law.

SECTION FOUR. NON-CODIFICATION. This Ordinance shall not be codified in the *City Code of the City of Daytona Beach Shores* or the *Land Development Code of the City of Daytona Beach Shores*; provided, however, that the actions taken herein shall be depicted on the Official Zoning Map of the City of Daytona Beach Shores by the City Manager, or designee.

SECTION FIVE: EFFECTIVE DATE. This Ordinance shall take effect immediately upon enactment.

CITY OF DAYTONA BEACH SHORES, FLORIDA

By: _____
NANCY MILLER, MAYOR

ATTEST:

By: _____
KURT SWARTZLANDER, CITY MANAGER

CHERI SCHWAB, CITY CLERK

APPROVED AS TO FORM:

By: _____
GRETCHEN R.H. "BECKY" VOSE, CITY ATTORNEY

Passed on first reading this _____ day of _____, 2025.

Adopted on second reading this _____ day of _____, 2025.

EXHIBIT "A"

THE EASTERLY 105 FEET OF LOT 19 AND THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20, BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, ACCORDING TO THE MAP OR PLAT THEREOF, AS RECORDED IN MAP BOOK 11, PAGE 100, PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA.

TOGETHER WITH THE WESTERLY 1/2 OF S. ATLANTIC AVENUE LYING SOUTHERLY OF THE NORTH LINE OF LOT 19 AND LYING NORTHERLY OF THE SOUTH LINE OF THE NORTH 1/2 OF LOT 20, SAID BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGIN AT THE INTERSECTION OF THE EASTERLY EXTENSION OF THE NORTH LINE OF LOT 19, BLOCK 7, OCEAN VIEW SECTION OF HALIFAX ESTATES, SAID PUBLIC RECORDS AND THE CENTERLINE OF S. ATLANTIC AVENUE, AN 80 FOOT RIGHT OF WAY AS NOW LAID OUT; THENCE SOUTHERLY ALONG SAID CENTERLINE TO THE EASTERLY EXTENSION OF THE SOUTHERLY LINE OF THE NORTH 1/2 OF LOT 20; THENCE WESTERLY ALONG SAID SOUTHERLY LINE OF THE NORTH 1/2 OF LOT 20 TO THE WESTERLY LINE OF THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20, THENCE NORTHERLY ALONG THE SAID WESTERLY LINE OF THE EASTERLY 105 FEET OF THE NORTH 1/2 OF LOT 20 AND WESTERLY LINE OF THE EASTERLY 105 FEET OF LOT 19 TO THE NORTH LINE OF LOT 19; THENCE EASTERLY ALONG SAID NORTH LINE OF LOT 19 TO THE POINT OF BEGINNING.

Exhibit A
3836 S. Atlantic Ave.

Rezone Location Map

Ord. 2025-04

(1 page)



Location Map: 3836 S. Atlantic Avenue

Exhibit B
3836 S. Atlantic Ave.

Rezone Application

Ord. 2025-04

(6 pages)



City of Daytona Beach Shores
 Community Services Department
 2990 South Atlantic Avenue
 Daytona Beach Shores, FL 32118
 Telephone (386) 763-5377

277431
RECEIVED
 MAY 30 2024
 BUILDING AND CODES DIVISION
 CITY OF DAYTONA BEACH SHORES

12024019

APPLICATION TO AMEND ZONING MAP

The Undersigned Applicant requests the Planning and Zoning Board and City Council to decide upon this application in accordance with Section 14-66 and 14-67 of the Land Development Code.

FEEES MUST BE PAID AT THE TIME THE APPLICATION IS SUBMITTED

Date Submitted: 5/30/2024 Current Zoning: _____

Requested Zoning: _____

Applicant's Name: Samuel + Janel Coffing

Address: 3836 S Atlantic Ave Phone #: 386.679.9128

Representative: _____

Address: _____ Phone #: _____

Property Address & Parcel ID: 3836 S. Atlantic Ave 6302-05-07-0190

Property Owner: applicant Daytona Beach FL 32118

NOTE: If applicant is not property owner, attach a notarized statement of authorization

Legal Description of Property: see attached warrants deed

Applicant's Signature [Signature]

Date 5/30/2024

THE PLANNING & ZONING BOARD WILL APPLY THE CRITERIA IN SECTION 14-66(4) OF THE LAND DEVELOPMENT CODE WHEN CONSIDERING ZONING MAP AMENDMENTS. PLEASE EXPLAIN HOW YOUR REQUEST MEETS THE FOLLOWING CRITERIA: (YOU MAY ATTACH ADDITIONAL SHEETS)

1. The proposed zoning will have a favorable or unfavorable impact on the environment and natural resources of the area affected.

Staff to respond

2. The proposed zoning will have a favorable or unfavorable impact on the economy of the area affected.

Staff to respond

3. The proposed zoning will efficiently use or unduly burden water, sewer, solid waste disposal or other necessary public facilities, including schools.

Staff to respond

4. The proposed zoning will efficiently use or unduly burden transportation facilities.

Staff to respond

5. The proposed zoning will favorably or adversely affect the ability of people to find adequate housing reasonably accessible to their places of employment.

Staff to respond

6. The proposed zoning is basically consistent with the comprehensive land use plan.

Staff to respond

7. Have conditions relative to the property in question and the surrounding area so changed as to require zoning classification boundaries be amended to reflect new conditions?

Staff to respond

8. Was there a mistake in the original zoning of the property so that such zoning does not properly reflect the actual or developing conditions of the area?

Staff to respond

9. Will the proposed change promulgate or encourage a physical benefit or have a stabilizing effect on the surrounding areas?

Staff to respond

10. Would the proposed changes constitute "spot zoning"?

Staff to respond

11. Is the proposed change a singling out of a small parcel of land, allowing a use totally different from that of the surrounding area, and would such use violate the integrity of the zoning classification?

staff to respond

12. Is the change solely for the benefit of the owner and to the detriment of the community?

staff to respond

13. Will the proposed change especially suit the applicant's own special purpose rather than serve the community?

staff to respond

14. Would the requested change materially diminish the value of surrounding properties or substantially alter the characteristics of the neighborhood?

staff to respond

4

Prepared by and Return To:
Stacey Tutunjian
Professional Title Agency, a division of LandCastle
Title Group, LLC
747 S. Ridgewood Ave, #204
Daytona Beach, FL 32114

Order No.: DB [REDACTED]

APN/Parcel ID(s): 630205070190

WARRANTY DEED

THIS WARRANTY DEED dated September 21, 2020, by Pinar Tabakci Recel, a single person, hereinafter called the grantor, to Samuel C. Coffing and Janel I. Coffing, husband and wife, whose post office address is 6118 Half Moon Drive, Port Orange, FL 32127, hereinafter called the grantee:

(Wherever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the grantor, for and in consideration of the sum of Ten And No/100 Dollars (\$10.00) and other valuable consideration, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys, and confirms unto the grantee, all the certain land situated in the County of Volusia, State of Florida, to wit:

The Easterly 105 feet of Lot 19, and the Easterly 105 feet of the North 1/2 of Lot 20, Block 7, all in Ocean View Section of Halifax Estates, according to the plat thereof, recorded in Map Book 11, Page 100, of the Public Records of Volusia County, Florida, TOGETHER WITH a permanent non-exclusive easement for the benefit of the above described parcel for passageway to and from the Atlantic Ocean over the Southerly 5 feet of Lot 21, Block 6, all in the Ocean View Section of Halifax Estates as recorded in Map Book 11, Page 100, Public Records of Volusia County, Florida.

Subject to easements, restrictions, reservations and limitations of record, if any.

TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in any wise appertaining.

TO HAVE AND TO HOLD the same in Fee Simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2019.

WARRANTY DEED
(continued)

IN WITNESS WHEREOF, the undersigned have executed this document on the date(s) set forth below.

Signed, Sealed and Delivered in the presence of:

Michael Smolletsky
Witness Signature
Michael Smolletsky

Print Name

Stacey Tutunjian
Witness Signature

STACEY TUTUNJIAN

Print Name

[Signature]

Pinar Tabakci Recel

Address: 4688 S Atlantic Ave
Ponce Inlet, FL 32127

State of FLORIDA
County of Volusia

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this 21 day of September, 2020 by Pinar Tabakci Recel, to me known to be the person(s) described in or who has/have produced driver's license as identification and who executed the foregoing instrument and he/she/they acknowledged that he/she/they executed the same.

Stacey Tutunjian
NOTARY PUBLIC
My Commission Expires: 9-16-2024

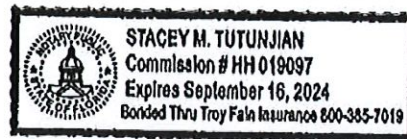


Exhibit C

3836 S. Atlantic Ave.

Rezone Planning Analysis

Ord. 2025-04

(10 pages)

PLANNING ANALYSIS
Ordinance 2025-04
Rezone 3836 S. Atlantic Avenue

A. INTRODUCTION

The subject application was submitted to the City on May 30, 2024, by the property owners, Samuel and Janel Coffing. The application/proposed ordinance, if approved, would change the zoning district classification of the annexed single-family residential property, located at 3836 S. Atlantic Avenue from Volusia County *R-9 Urban Single-Family Residential District* to Daytona Beach Shores *RSF-2 Urban Single-Family Residential Detached District*. The subject property contains an acreage of 0.181+/-, has a single-family residential home on the site, and bears Volusia County Tax Parcel ID 6302 05 07 0190.

B. EXISTING ZONING AND CURRENT LAND USE

Subject Property:

RSF-2 (Urban Single-Family Residential Detached District): Single-Family Residence, 0.181 acre

Table 1: Surrounding Properties:

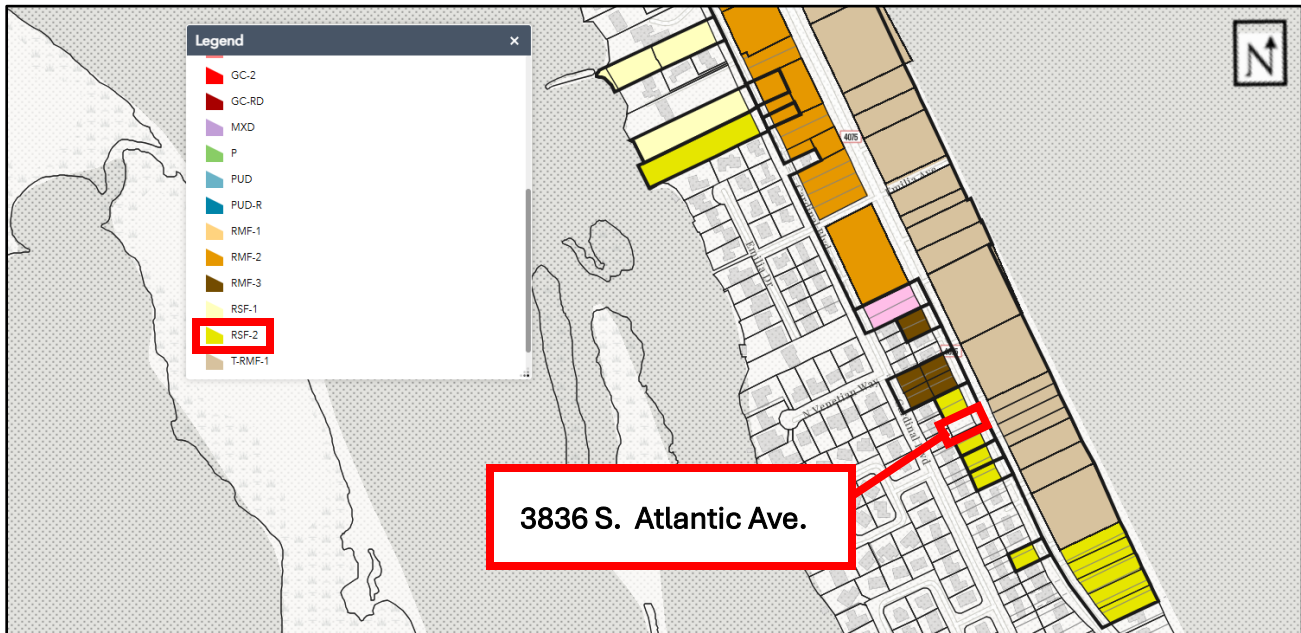
Location	Zoning	Current Land Use
Subject Property	V. County Residential Zoning R-9	Single-Family Residence
North	RSF-2 (Urban Single-Family Residential District)	Single-Family Residence
South	RSF-2 (Urban Single-Family Residential District)	Single-Family Residence
East (Northerly)	T/RMF-1 (Hotel/Motel District) / (Multi-Family Residential (High Density)	52-Unit Blue Surf Residential Condominium
East	T/RMF-1 (Hotel/Motel District) / (Multi-Family Residential (High Density)	Legal Non-Conforming Single-Family Residence
East (Southerly)	T/RMF-1 (Hotel/Motel District) / (Multi-Family Residential (High Density)	Legal Non-Conforming Single-Family Residence
West (Northerly)	V. County Residential Zoning R-9	Single-Family Residence
West (Southerly)	V. County Residential Zoning R-9	Single-Family Residence

Figure 1: Aerial View of 3836 S. Atlantic Avenue and Surrounding Neighborhood



Source: Volusia County Property Appraiser, 2024

Figure 2: 3836 S. Atlantic Avenue and Surrounding Area Zoning Map



Source: Esri Community Maps, ArcGIS, 2025

Figure 3: 3836 S. Atlantic Avenue Street View



As noted in **Table 1** above, the subject property is currently zoned Volusia County *R-9 Urban Single-Family Residential District*. According to the Volusia County Land Development Code, the purpose, intent and permitted uses of the existing zoning district is as follows:

“R-9 Urban Single-Family Residential District”:

Purpose and intent: The purpose and intent of the R-9 Urban Single-Family Residential classification, is to provide for continued medium-density single-family dwelling residential development on existing platted lots.

Permitted principal uses and structure: In the R-9 Urban Single-Family Residential Classification, no premises shall be used except for the following uses and their customary accessory uses or structures:

Communication towers not exceeding 70 feet in height above ground level.

Essential utility services.

Exempt excavations (refer to subsection 72-293(15)) or those which comply with division 8 of the Land Development Code of Volusia County [article III] or final site plan review procedures of this article.

Exempt landfills (refer to subsection 72-293(16)).

Fire stations.

Home-based business (refer to section 72-283).

Houses of worship.

Parks and recreational areas accessory to residential developments.

Public schools.

Publicly owned parks and recreational areas.

Publicly owned or regulated water supply wells.

Single-family standard or modular dwelling.

C. PROPOSED ZONING

The proposed Daytona Beach Shores zoning for the subject property is RSF-2 Urban Single-Family Residential Detached District. According to the Daytona Beach Shores *Land Development Code*, the purpose, intent and permitted uses of the proposed zoning district is as follows:

“RSF-2 Urban Single-Family Residential Detached District”:

Purpose and Intent: The purpose and intent of the RSF-2 Urban Single-Family Residential Detached District is to provide medium residential density for the purpose of preserving the character of existing residential neighborhoods and generally implementing the city's land use plan within, but not necessarily limited to, those areas shown for single-family use.

14-17.2. Permitted Principal Uses and Structures:

Single-family dwelling.

Telecommunication towers and antennas, subject to compliance with section 14-60.1 et seq.

14-17.3. Permitted Accessory Uses and Structures.

Home occupations regulated by section 14-45 and other accessory uses or structures customarily incidental to the permitted principal use or structure.

D. COMPREHENSIVE PLAN

The City is in the process of amending its Adopted Comprehensive Plan (2030) Future Land Use Map to assign the City's *Residential Low Intensity* future land use (FLU) classification to the subject property. This FLU classification allows up to four (4) residential units per acre, which is same as the current Volusia County *Urban Low Intensity* FLU for the property in question. Therefore, the existing acreage and proposed zoning will restrict the use to one (1) single-family residential unit.

Objective 1-1.4 of the Comprehensive Plan states that land uses which are inconsistent with the character and overall Future Land Use Plan of the City shall be discouraged through the prohibition of objectionable uses such as industries and warehousing. The proposed future land use and proposed zoning are not objectionable or inconsistent with the future land use map and surrounding neighborhood. Therefore, the proposed zoning classification is consistent with the City's Adopted Comprehensive Plan (2030) and proposed FLU classification.

E. REVIEW AND COMMENTS

The subject application was initiated by the property owners, Samuel and Janel Coffing. The subject property is located at 3836 S. Atlantic Avenue and has an acreage of 0.181 +/- . The site has vehicular and pedestrian access to the abutting South Atlantic Avenue.

The proposed zoning change will be consistent with previous Volusia County zoning and adjacent zoning district classifications. The property is currently occupied with a single-family residential structure, and the proposed change is density neutral.

Since the application in question regards a single-family residential property, it is exempt from the City's Concurrency Review Process as it does not substantially impact any of the City's public facilities or infrastructure. Further, adequate potable water, sewer, solid waste, recreation, public school and transportation facility capacities are currently available and serve the subject property.

F. FINDINGS OF FACT

When considering a request to change zoning, the Planning and Zoning Board shall consider the following criteria pursuant to Section 14-66 of the Land Development Code. Below are staff's findings considering each criterion outlined in the aforementioned section of the Code.

1. The proposed zoning will have a favorable or unfavorable impact on the environment and natural resources of the area affected.

The proposed zoning change will not have an unfavorable impact on the environment or natural resources of the area. The property in question is currently developed with a single-family residential structure. If redeveloped, consistency with the City's Land Development Code will be required. Further, the proposed zoning change would not permit hazardous uses such as industrial uses which could have an unfavorable impact on the environment and natural resources of the area.

2. The proposed zoning will have a favorable or unfavorable impact on the economy of the area affected.

The proposed zoning will generally have a neutral impact on the economy of the area as the property is currently developed and no redevelopment or change in entitlement is sought. The zoning is also consistent with the Volusia County Zoning District classification and the proposed zoning change is density and use neutral.

3. The proposed zoning will efficiently use or will unduly burden water, sewer, solid waste disposal or other necessary public facilities, including schools.

The subject property is currently developed as a single-family residence. This existing use will not unduly burden public facilities. The subject property is currently being served with or has access to transportation, public schools, water, sewer, and solid waste disposal services. All existing public facilities have adequate capacity and the proposed rezoning will not provide any more impact on said facilities than the Volusia County Zoning currently permits (see **Table 2** below) as the change sought is density neutral.

Table 2: Impact Analysis (Theoretical Maximums)

Development Variable	Current Future Land Use (0.2-4 units/acre)	Proposed Future Land Use (0.2-4 units/acre)	Change
Residential Units Allowed	1	1	None
Population ¹	1.6	1.6	None
AM / PM Peak Hour Trips ²	0.75/1.01	0.75/1.01	None
Sanitary Sewer (gallons/day) ³	250	250	None
Potable Water (gallons/day) ⁴	176	176	None
Solid Waste (lbs./person) ⁵	16	16	None
Stormwater Drainage ⁶	n/a	n/a	n/a
Recreation/Open Space	See summary below	See summary below	None
Public School Student(s)	0.396	0.396	None

Notes:

1. Population: 1.6 persons per dwelling unit in DBS
2. Transportation: Rates are for peak hour of adjacent street traffic
Single-family residential unit = 0.75 AM trips, 1.01 PM trips
3. Sanitary Sewer: 250 gallons per dwelling unit per day
4. Potable Water: 110 gallons per capita per day
5. Solid Waste: 10 pounds per capita per day
6. Stormwater Drainage: LOS standard = 25-year, 24-hour event. If property is redeveloped, drainage system will be designed to meet the requirements of the *Land Development Code*.
7. Public School: Generation rates = 0.396 per single-family unit.

Sources:

- A. 2020 US Census
- B. ITE Trip Generation Manual, 8th Edition
- C. Policy 9-1.3 Daytona Beach Shores Comprehensive Plan Update (2030)

4. The proposed zoning will efficiently use or not unduly burden transportation facilities.

The proposed zoning will not unduly burden transportation facilities. There is already adequate vehicular access from the abutting S. Atlantic Avenue and the existing system of local, collector, and arterial road network. The adjacent transportation network currently operates above the adopted level of services.

5. The proposed zoning will favorably or adversely affect the ability of people to find adequate housing reasonably accessible to their places of employment.

The proposed zoning change involves a single-family residential property being rezoned to a Daytona Beach Shores compatible single-family residential zoning district classification. Hence, the rezoning will not impact the ability of people to find adequate housing since the change will neither create new housing nor eliminate existing housing stock.

6. The proposed zoning is basically consistent with the comprehensive land use plan.

The City is in the process of amending its Adopted Comprehensive Plan (2030) Future Land Use Map to assign the City's *Residential Low Intensity* future land use (FLU) classification to the subject property. This FLU classification allows up to four (4) residential units per acre, which is same as the current Volusia County *Urban Low Intensity* FLU for the property in question.

Objective 1-1.4 of the Comprehensive Plan states that land uses which are inconsistent with the character and overall Future Land Use Plan of the City shall be discouraged through the prohibition of objectionable uses such as industries and warehousing. The existing single-family residence proposed future land use and proposed zoning are not objectionable or inconsistent with the future land use map and surrounding neighborhood. Therefore, the proposed zoning classification is consistent with the City's Adopted Comprehensive Plan (2030) and proposed FLU classification.

7. Have conditions relative to the property in question and the surrounding area so changed as to require zoning classification boundaries be amended to reflect new conditions?

The physical, economic or environmental conditions relative to the property in question and the surrounding area have not changed so as to require a zoning change. However, the subject property was annexed into the City through the voluntary annexation process pursuant to Section 171.044, *Florida Statutes*. However, Section 171.062, *Florida Statutes* limits regulatory and development control over an annexing property if the area annexed was subject to a county land use plan and county zoning and said regulations remain in full force and effect until the municipality adopts a comprehensive plan amendment that includes the annexed area, hence, the purpose of this application to amend the zoning classification of the subject property.

8. Was there a mistake in the original zoning of the property so that such zoning does not properly reflect the actual or developing conditions of the area?

There was no mistake made in the original zoning of the property. The property was annexed into the City from unincorporated Volusia County; therefore the appropriate City zoning classification must be assigned so that the City may provide developmental and regulatory control.

9. Will the proposed change promulgate or encourage a physical benefit or have a stabilizing effect on the surrounding areas?

The proposed zoning change is consistent with the existing Volusia County zoning district classification and is density and use neutral. Therefore, the proposed change will maintain a stabilizing effect on the surrounding areas.

10. Would the proposed changes constitute "spot zoning"?

Spot zoning generally occurs when an individual parcel is assigned a zoning classification that is inconsistent with the surrounding area. However, the proposed zoning change is consistent with the existing Volusia County zoning district classification in the area and the amendment is density and use neutral. Further, the proposed zoning classification will provide an existing use that is identical to the City's and County's zoning classification in the neighborhood. Therefore, the proposed change does not constitute spot zoning.

11. Is the proposed change a singling out of a small parcel of land, allowing a use totally different from that of the surrounding area, and would such use violate the integrity of the zoning classification?

The proposed change involves rezoning one individual property which was annexed into the City's corporate limits. The proposed zoning classification is consistent with the existing neighborhoods use, future land use and zoning classifications. Therefore, the proposed change is not the singling out of a small parcel of land allowing a use that is totally different from that of the surrounding area.

12. Is the change solely for the benefit of the owner and to the detriment of the community?

The proposed change involves rezoning one individual property which was annexed into the City's corporate limits. The proposed zoning classification is consistent with the existing neighborhood uses, future land use and zoning classifications. Therefore, the proposed change would not be solely for the benefit of the owner and to the detriment of the community but instead the change would benefit the entire community by maintaining the existing land use of the property and the integrity of the neighborhood.

13. Will the proposed change especially suit the applicant's own special purpose rather than serve the community?

The proposed change is consistent with the neighborhood's existing and future land uses, especially on the west side of S. Atlantic Avenue, and therefore serves the entire community by maintaining the neighborhood's overall characteristics.

14. Would the requested change materially diminish the value of surrounding properties or substantially alter the characteristics of the neighborhood?

The rezoning will not materially diminish the value of the surrounding properties or substantially alter the characteristics of the neighborhood since the proposed rezoning will ensure the single-family nature of the community is maintained.

G. CONCLUSION:

STAFF: The proposed rezoning is consistent with overall goals, objectives, and policies of the Daytona Beach Shores Comprehensive Plan (2030).

PLANNING & ZONING BOARD: The Planning and Zoning Board recommended approval of Ordinance 2025-04 at a meeting held on April 14, 2025.

Exhibit D

3836 S. Atlantic Ave.

Rezone Notice Requirements Met

Ord. 2025-04

(15 pages)



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763-5376
Fax (386) 763-5370

March 14, 2025

RE: 3836 S. Atlantic Avenue, Short Tax Parcel ID: 6302 05 07 0192
Future Land Use Map Amendment and Rezoning Hearings

Dear Property Owner:

This letter is to notify you that the City of Daytona Beach Shores has received a voluntary annexation application, future land use map amendment, and rezoning application from the owner of the above-subject address, which abuts your property. The City will hold Public Hearings on the future land use map amendment and rezoning applications as follows:

- **Planning and Zoning Board: April 14, 2025, at 8:30 a.m.**
- **City Commission (1st Reading): May 6, 2025, at 6:00 p.m.**
- **City Commission (Adoption): June 3, 2025, at 6:00 p.m.**

The public hearings will be held in the City Commission Chambers in the Daytona Beach Shores Community Center located at 3000 Bellemead Drive, Daytona Beach Shores. All interested parties may appear at the public hearings and will be given an opportunity to be heard. If it will be necessary to reschedule the public meetings to a later date, it will be your responsibility to obtain the time, date and place of the rescheduled meeting.

In accordance with the American with Disabilities Act (ADA), persons needing special accommodations to participate in the proceedings should contact the City Clerk's office no later than five days prior to the hearing. If you have any questions, please contact me at (386) 763-5376.

Sincerely,

Gwyn Herstein,
City Planner

CC: Cheri Schwab, City Clerk
Stewart Cruz, AICP/Community Services Director

Letters sent to:

North

Louise Spence Life Estate
3832 S. Atlantic Ave.
Daytona Beach Shores, FL 32118

East

Manager
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

President
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

3837 South Atlantic Ave, LLC
13662 Forest Road
Forest, VA 24551-2228

Donald W. Banker, as Trustee of the Banker Family Trusts: #2A & #2B
400 Washington Street
Lynchburg, VA 24504-2618

South

Charles Van Derven
3838 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

Karmen Coon Van Derven
3838 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

West

Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127

Robert A. Stewart
3839 Cardinal Blvd.
Port Orange, FL 32127

Cassandra Stewart
3839 Cardinal Blvd.
Port Orange, FL 32127

7020 0090 0000 0207 5569

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 3836
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 03/15/2025
 32127

Certified Mail Fee \$4.85

Extra Services & Fees (check box, add fee as appropriate)

<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

Postage \$0.73

To \$9.68

Postmark Here

Louise Spence Life Estate
 3832 S. Atlantic Ave.
 Daytona Beach Shores, FL 32118

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Louise Spence Life Estate
 3832 S. Atlantic Ave.
 Daytona Beach Shores, FL 32118

2. 7020 0090 0000 0207 5569

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 Gary T. Spence Agent Addressee

B. Received by (Printed Name) C. Date of Delivery
 Gary T. Spence 3/31/25

D. Is delivery address different from Item 1? Yes
 If YES, enter delivery address below: No

3. Service Type

<input type="checkbox"/> Adult Signature	<input type="checkbox"/> Priority Mail Express®
<input type="checkbox"/> Adult Signature Restricted Delivery	<input type="checkbox"/> Registered Mail™
<input type="checkbox"/> Certified Mail®	<input type="checkbox"/> Registered Mail Restricted Delivery
<input type="checkbox"/> Certified Mail Restricted Delivery	<input type="checkbox"/> Signature Confirmation™
<input type="checkbox"/> Collect on Delivery	<input type="checkbox"/> Signature Confirmation Restricted Delivery
<input type="checkbox"/> Collect on Delivery Restricted Delivery	
<input type="checkbox"/> Insured Mail	
<input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	

PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763 -5376
Fax (386) 763 -5370

VIA CERTIFIED MAIL

March 14, 2025

Manager
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

SUBJECT: NOTICE TO ABUTTING PROPERTY OWNERS

Dear Sir or Madam:

Pursuant to Sec. 2-2 of the City's *Land Development Code*, please be advised of the attached notice and post a copy of the same in a place where it will likely be seen by the occupants of the condominium. If you have questions, please feel free to contact me at (386) 763-5376.

Sincerely,

Gwyn Herstein,
City Planner



City of Daytona Beach Shores
Community Services Department
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763 -5376
Fax (386) 763 -5370

VIA CERTIFIED MAIL

March 14, 2025

President
Blue Surf Condominium Association
3831 S. Atlantic Avenue
Daytona Beach Shores, FL 32118


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Sincerely,


Gwyn Herstein,
City Planner

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to: Manager Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118	B. Received by (Printed Name) <i>Angela Page</i>	C. Date of Delivery
2. Article Number (Transfer from service label) 7020 0090 0000 0207 5590	D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 84	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
		<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery


PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt


7020 0090 0000 0207 5590

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Certified Mail Fee \$4.85 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$0.00 <input type="checkbox"/> Return Receipt (electronic) \$0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$0.00 <input type="checkbox"/> Adult Signature Required \$0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$0.00 Postage \$0.73 Total Postage and Fees \$9.68	Sent To Manager Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118

7020 0090 0000 0207 5606

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
	
Certified Mail Fee \$4.85 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$0.00 <input type="checkbox"/> Return Receipt (electronic) \$0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$0.00 <input type="checkbox"/> Adult Signature Required \$0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$0.00 Postage \$0.73 Total \$9.68	Sent To President Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	A. Signature <input checked="" type="checkbox"/> Agent <input type="checkbox"/> Addressee	
1. Article Addressed to: President Blue Surf Condominium Association 3831 S. Atlantic Avenue Daytona Beach Shores, FL 32118	B. Received by (Printed Name) <i>Angela Page</i>	C. Date of Delivery
2. Article Number (Transfer from service label) 7020 0090 0000 0207 5606	D. Is delivery address different from Item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 91	3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
		<input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Signature Confirmation Restricted Delivery

PS Form 3811, July 2020 PSN 7530-02-000-9053

Domestic Return Receipt

**U.S. Postal Service™
CERTIFIED MAIL® RECEIPT**
Domestic Mail Only

For delivery information, visit our website at www.usps.com®.

PROHIBITED FOR OFFICIAL USE

Certified Mail Fee \$4.85
 Extra Services & Fees (check box, add fee as appropriate)
 Return Receipt (hardcopy) \$
 Return Receipt (electronic) \$
 Certified Mail Restricted Delivery \$
 Adult Signature Required \$
 Adult Signature Restricted Delivery \$

Postage \$0.73

Total \$9.68

Sent to 3837 South Atlantic Ave, LLC
 Street 13662 Forest Road
 City, State, ZIP+4® Forest, VA 24551-2228



7020 0090 0000 0207 5583

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 	<p>A. Signature X <u>Carol Banker</u> <input type="checkbox"/> Agent <input checked="" type="checkbox"/> Addressee</p> <p>B. Received by (Printed Name) <u>Carol Banker</u> C. Date of Delivery <u>3/31/25</u></p>
<p>1. Article Addressed to:</p> <p>3837 South Atlantic Ave, LLC 13662 Forest Road Forest, VA 24551-2228</p>	<p>D. Is delivery address different from Item 1? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If YES, enter delivery address below:</p>
<p>3. Service Type</p> <p><input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)</p>	<p>Barcode: 9590 9402 7813 2152 5099 77</p>
<p>2. 7020 0090 0000 0207 5583</p>	<p>PS Form 3811, July 2020 PSN 7530-02-000-9053 Domestic Return Receipt</p>

Tracking Number:

70200090000002075576

Remove X

Copy Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

This is a reminder to arrange for redelivery of your item or your item will be returned to sender.

Delivery Attempt

Reminder to Schedule Redelivery of your item

April 1, 2025

Available for Pickup

COURTHOUSE LYNCHBURG
1100 CLAY ST
LYNCHBURG VA 24504-9998
M-F 0900-1700
March 27, 2025, 9:56 am

No Access to Delivery Location

LYNCHBURG, VA 24504
March 22, 2025, 3:05 pm

Departed USPS Regional Facility

ROANOKE VA DISTRIBUTION CENTER
March 22, 2025, 12:18 am

Arrived at USPS Regional Destination Facility

ROANOKE VA DISTRIBUTION CENTER
March 21, 2025, 1:21 pm

In Transit to Next Facility

Feedback

7020 0090 0000 0207 5576

U.S. Postal Service™	
CERTIFIED MAIL® RECEIPT	
Domestic Mail Only	
For delivery information, visit our website at www.usps.com .	
LYNCHBURG VA 24504	
RZFBPLUMA	
Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$4.10
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00
Postage	\$0.73
Total	\$9.68
Postmark Here	
MAR 15 2025	
3834	
ORANGE MAIN OFFICE	
03/15/2025	
Donald W. Banker, as Trustee of the Banker Family Trusts: #2A & #2B	
400 Washington Street	
Lynchburg, VA 24504-2618	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

March 19, 2025

Departed USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER
March 15, 2025, 9:53 pm

Arrived at USPS Regional Origin Facility

ORLANDO FL DISTRIBUTION CENTER
March 15, 2025, 8:25 pm

USPS in possession of item

PORT ORANGE, FL 32127
March 15, 2025, 9:39 am

Hide Tracking History

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (https://faq.usps.com/s/article/Where-is-my-package)

Text & Email Updates



Product Information



See Less

Track Another Package

Enter tracking or barcode numbers

Need More Help?

Contact USPS Tracking support for further assistance.

FAQs

U.S. Postal Service™
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RESTRICTED MAIL USE

Certified Mail Fee \$4.85
 Extra Services & Fees (check box, add fee as appropriate)
 Return Receipt (hardcopy) \$0.00
 Return Receipt (electronic) \$0.00
 Certified Mail Restricted Delivery \$0.00
 Adult Signature Required \$0.00
 Adult Signature Restricted Delivery \$0.00

Postage \$0.73

Total \$9.68

Sent to: Charles Van Derven
 3838 S. Atlantic Avenue
 Daytona Beach Shores, FL 32118



7020 0090 0000 0207 5651

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:
 Charles Van Derven
 3838 S. Atlantic Avenue
 Daytona Beach Shores, FL 32118



2. 7020 0090 0000 0207 5651

COMPLETE THIS SECTION ON DELIVERY

A. Signature
 X *[Signature]* MAR 15 2025 PM Agent
 Addressee
 B. Received by (Printed Name) C. Date of Delivery

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
- Adult Signature
 - Adult Signature Restricted Delivery
 - Certified Mail®
 - Certified Mail Restricted Delivery
 - Collect on Delivery
 - Collect on Delivery Restricted Delivery
 - Insured Mail
 - Insured Mail Restricted Delivery (over \$500)
 - Priority Mail Express®
 - Registered Mail™
 - Registered Mail Restricted Delivery
 - Signature Confirmation™
 - Signature Confirmation Restricted Delivery

Remove X

Tracking Number:

70200090000002075644

Copy Add to Informed Delivery (<https://informedelivery.usps.com/>)

Latest Update

Your package will arrive later than expected, but is still on its way. It is currently in transit to the next facility.

Moving Through Network

In Transit to Next Facility, Arriving Late

March 21, 2025

Arrived at USPS Regional Facility

LAKE MARY FL DISTRIBUTION CENTER

March 16, 2025, 10:08 pm

Departed USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 9:53 pm

Arrived at USPS Regional Facility

ORLANDO FL DISTRIBUTION CENTER

March 15, 2025, 7:56 pm

USPS in possession of item

PORT ORANGE, FL 32127

March 15, 2025, 9:37 am

Hide Tracking History

Feedback

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R2 00000000000002075644

Certified Mail Fee	\$4.95		
Extra Services & Fees (check box, add fee as appropriate)			
<input type="checkbox"/> Return Receipt (hardcopy)	\$3.00		
<input type="checkbox"/> Return Receipt (electronic)	\$0.00		
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00		
<input type="checkbox"/> Adult Signature Required	\$0.00		
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00		
Postage	\$0.73		
Total	\$9.68		

Postmark Here

3836

15 2025

03/15/2025

USPS 32127

Sel Karmen Coon Van Derven	
Str 3838 S. Atlantic Avenue	
City Daytona Beach Shores, FL 32118	

PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions

[What Do USPS Tracking Statuses Mean?](https://faq.usps.com/s/article/Where-is-my-package) (<https://faq.usps.com/s/article/Where-is-my-package>)

Retail



32127

RDC 99

U.S. POST
FCM LETT
PORT OR
MAR 15, 2

\$9.6

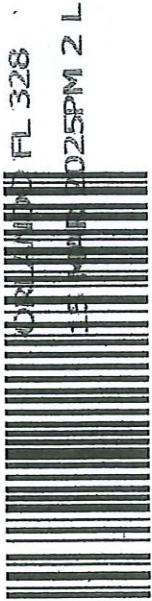
S2324D50

NIXIE 339 DE 1 0003/20/25

RETURN TO SENDER
REFUSED
UNABLE TO FORWARD

BC: 32118600290 *0274-05579-15-40

CERTIFIED MAIL



7020 0090 0000 0207 5613

Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127

REF
32118600290

City of Daytona Beach Shores
Community Services
2990 South Atlantic Avenue
Daytona Beach Shores, FL 32118



RECEIVED
MAR 24 2025

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES

RETURN RECEIPT
REQUESTED

7020 0090 0000 0207 5613

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OFFICIAL USE

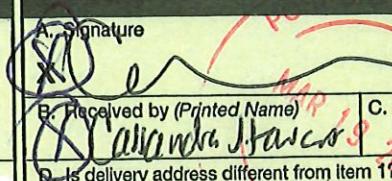
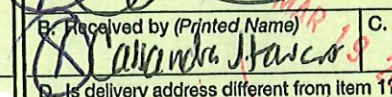

Certified Mail Fee	\$4.85
Extra Services & Fees (check box, add fee as appropriate)	\$4.00
<input type="checkbox"/> Return Receipt (hardcopy)	\$0.00
<input type="checkbox"/> Return Receipt (electronic)	\$0.00
<input type="checkbox"/> Certified Mail Restricted Delivery	\$0.00
<input type="checkbox"/> Adult Signature Required	\$0.00
<input type="checkbox"/> Adult Signature Restricted Delivery	\$0.00

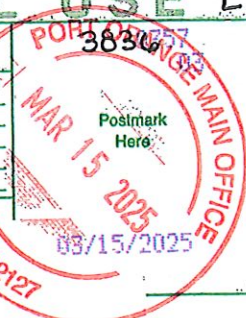
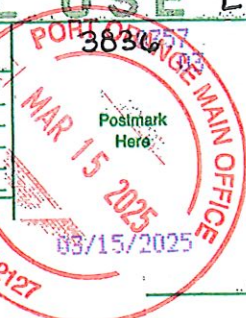
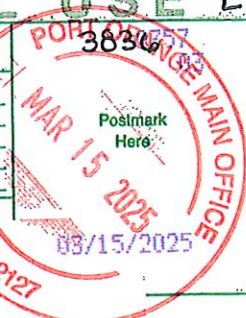
Postage \$0.73




\$9.68

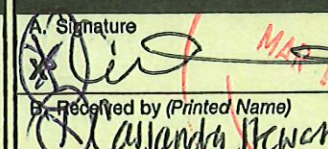
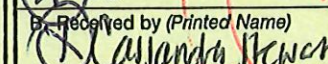

Ann T. Malon
3841 Cardinal Blvd.
Port Orange, FL 32127



SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee 	
Robert A. Stewart 3839 Cardinal Blvd. Port Orange, FL 32127		B. Received by (Printed Name) 	C. Date of Delivery MAR 15 2025
		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 22		3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
2. 7020 0090 0000 0207 5637		Domestic Return Receipt	
PS Form 3811, July 2020 PSN 7530-02-000-9053			

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
RESTRICTED OFFICIAL USE Certified Mail Fee \$4.85 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$0.00 <input type="checkbox"/> Return Receipt (electronic) \$0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$0.00 <input type="checkbox"/> Adult Signature Required \$0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$0.00 Postage \$0.73 Total \$9.68   	
Robert A. Stewart 3839 Cardinal Blvd. Port Orange, FL 32127	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

U.S. Postal Service™ CERTIFIED MAIL® RECEIPT Domestic Mail Only	
For delivery information, visit our website at www.usps.com ®.	
RESTRICTED OFFICIAL USE Certified Mail Fee \$4.85 Extra Services & Fees (check box, add fee as appropriate) <input type="checkbox"/> Return Receipt (hardcopy) \$0.00 <input type="checkbox"/> Return Receipt (electronic) \$0.00 <input type="checkbox"/> Certified Mail Restricted Delivery \$0.00 <input type="checkbox"/> Adult Signature Required \$0.00 <input type="checkbox"/> Adult Signature Restricted Delivery \$0.00 Postage \$0.73 Total \$9.68   	
Cassandra Stewart 3839 Cardinal Blvd. Port Orange, FL 32127	
PS Form 3800, April 2015 PSN 7530-02-000-9047 See Reverse for Instructions	

SENDER: COMPLETE THIS SECTION		COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> Complete items 1, 2, and 3. Print your name and address on the reverse so that we can return the card to you. Attach this card to the back of the mailpiece, or on the front if space permits. 		A. Signature <input type="checkbox"/> Agent <input type="checkbox"/> Addressee 	
Cassandra Stewart 3839 Cardinal Blvd. Port Orange, FL 32127		B. Received by (Printed Name) 	C. Date of Delivery MAR 19 2025
		D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No	
 9590 9402 7813 2152 5099 15		3. Service Type <input type="checkbox"/> Adult Signature <input type="checkbox"/> Priority Mail Express® <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Registered Mail™ <input type="checkbox"/> Certified Mail® <input type="checkbox"/> Registered Mail Restricted Delivery <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Signature Confirmation™ <input type="checkbox"/> Collect on Delivery <input type="checkbox"/> Signature Confirmation Restricted Delivery <input type="checkbox"/> Collect on Delivery Restricted Delivery <input type="checkbox"/> Insured Mail <input type="checkbox"/> Insured Mail Restricted Delivery (over \$500)	
2. 7020 0090 0000 0207 5620		Domestic Return Receipt	
PS Form 3811, July 2020 PSN 7530-02-000-9053			

7020 0090 0000 0207 5637

7020 0090 0000 0207 5620



04/03/2025



04/04/2025

NOTICE OF PUBLIC HEARINGS

THE CITY OF DAYTONA BEACH SHORES WILL HOLD THE FOLLOWING PUBLIC HEARINGS AT THE DAYTONA BEACH SHORES COMMUNITY CENTER LOCATED AT 3000 BELLEMEAD DRIVE:

Planning & Zoning Board: APRIL 14, 2025 AT 8:30 AM

CITY COMMISSION (1st Reading): MAY 6, 2025 AT 6:00 PM

CITY COMMISSION (Adoption): JUNE 3, 2025 AT 6:00 PM

THE OWNER OF THIS PROPERTY HAS SUBMITTED THE FOLLOWING APPLICATIONS:

ZONING MAP AMENDMENT to RSF-2 - URBAN SINGLE-FAMILY RESIDENTIAL DETACHED DISTRICT

AND COMPREHENSIVE PLAN FUTURE LAND USE MAP AMENDMENT

to RESIDENTIAL LOW INTENSITY

3036 S. ATLANTIC AVE., VOLUSIA COUNTY PARCEL ID #: 6302-0507-0190

FOR MORE INFORMATION, PLEASE CONTACT THE CITY OF DAYTONA BEACH SHORES PLANNING DEPARTMENT AT (386) 763-5376

Anyone who wishes to appeal any decision by the Planning and Zoning Board or City Commission with respect to any matter considered at said Public Hearings will need a record of Public Hearing proceedings, including all testimony and evidence, and should arrange in advance for the making of a verbatim transcript of the Public Hearing. The Public Hearing may be continued to one or more dates. If it will be necessary to reschedule this public meeting to a later date, it will be your responsibility to obtain the time, date and place of the rescheduled meeting.

In accordance with the Americans with Disabilities Act (ADA), persons needing special accommodations to participate in the proceedings should contact the City Clerk's Office no later than seven days prior to the hearing.

04/08/2025

Exhibit E

3836 S. Atlantic Ave.

Business Impact Estimate Form

Ord. 2025-05

(3 pages)

Business Impact Estimate Form

This Business Impact Estimate Form is provided to document compliance with and exemption from the requirements of Sec. 166.041(4), Fla. Stat. If one or more boxes are checked below under “Applicable Exemptions”, this indicates that the City of Daytona Beach Shores has determined that Sec. 166.041(4), Fla. Stat., does not apply to the proposed ordinance and that a business impact estimate is not required by law. If no exemption is identified, a business impact estimate required by Sec. 166.041(4), Fla. Stat. will be provided in the “Business Impact Estimate” section below. In addition, even if one or more exemptions are identified, the City of Daytona Beach Shores may nevertheless choose to provide information concerning the proposed ordinance in the “Business Impact Estimate” section below. This Business Impact Estimate Form may be revised following its initial posting.

Proposed ordinance’s title/reference:

ORDINANCE 2025-04

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY, FLORIDA, ASSIGNING THE RSF-2 URBAN SINGLE-FAMILY RESIDENTIAL DETACHED DISTRICT ZONING CLASSIFICATION TO ANNEXED SINGLE-FAMILY RESIDENTIAL PROPERTY GENERALLY LOCATED AT 3836 SOUTH ATLANTIC AVENUE, TAX PARCEL ID 6302 05 07 0190; PROVIDING MODIFICATION OF THE OFFICIAL ZONING MAP; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR NON-CODIFICATION; PROVIDING FOR AN EFFECTIVE DATE.

Applicable Exemptions:

- The proposed ordinance is required for compliance with Federal or State law or regulation;
- The proposed ordinance relates to the issuance or refinancing of debt;
- The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant, or other financial assistance accepted by the municipal government;
- The proposed ordinance is an emergency ordinance;
- The ordinance relates to procurement; or
- The proposed ordinance is enacted to implement the following:

- Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements, and development permits;
- Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

Business Impact Estimate:

The City of Daytona Beach Shores hereby publishes the following information:

- 1. A summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):**

N/A

- 2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the municipality, including the following, if any:**

- (a) An estimate of direct compliance costs that businesses may reasonably incur if the ordinance is enacted:**

N/A

- (b) Identification of any new charge or fee on businesses subject to the proposed ordinance, or for which businesses will be financially responsible:**

N/A

- (c) An estimate of the municipality's regulatory costs, including an estimate of revenues from any new charges or fees that will be imposed on businesses to cover such costs:**

N/A

- 3. A good faith estimate of the number of businesses likely to be impacted by the ordinance:**

N/A

4. Additional information the governing body determines may be useful (if any):

None.

Note: *The City's provision of information in the Business Impact Estimate section above, notwithstanding an applicable exemption, shall not constitute a waiver of the exemption or an admission that a business impact estimate is required by law for the proposed ordinance. The City's failure to check one or more exemptions below shall not constitute a waiver of the omitted exemption or an admission that the omitted exemption does not apply to the proposed ordinance under Sec. 166.041(4), Fla. Stat., Sec. 166.0411, Fla. Stat., or any other relevant provision of law.*



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM: Gwyn Herstein, City Planner

PREPARED BY: Gwyn Herstein, City Planner

SUBJECT: Ordinance 2025-08: Voluntary Annexation, 2920 S. Peninsula Drive

SYNOPSIS:

Andrew E. Melville, Jr. and Bonnie Jean Melville, property owners of the unincorporated Volusia County single-family residential property located at 2920 S. Peninsula Drive (Exhibit 1), has petitioned the City of Daytona Beach Shores for voluntary annexation into the City's corporate limits (Exhibit 2) pursuant to Section 171.044, Florida Statutes. The owners purchased the property in early 2025. If adopted, Ordinance 2025-08 will annex the subject property and adjacent right-of-way (to its opposite edge) into the City limits of Daytona Beach Shores (Exhibit 3).

FISCAL IMPACT STATEMENT:

No fiscal year 2024-25 impact.

BACKGROUND:

The subject property is approximately 0.283 acres with dimensions 91.42' x 135'. The property contains a one-story single-family residential structure with a total building area of 3,800 sq ft. (Exhibit 4). Pursuant to Section 171.062, Florida Statutes, the owners have also submitted applications to amend the future land use and zoning classifications of the property in question to those of the City. The future land use amendment and rezoning ordinances will be adopted subsequent to the formal annexation of the subject property.

Exhibit 5, attached, provides a general description of the subject property, while Exhibit 6 demonstrates compliance with the voluntary annexation requirements prescribed in Section 171.044, Florida Statutes.

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of Ordinance 2025-08 as presented.

SUGGESTED MOTION:

A City Commissioner may motion as follows:

"I move to approve Ordinance 2025-08 as presented."

ATTACHMENT:

1. Ord 2025-08-Voluntary Annexation
2. Annexation Staff Report Exhibits 1 through 6, Ord 2025-08

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, VOLUSIA COUNTY, FLORIDA, RELATING TO VOLUNTARY ANNEXATION OF REAL PROPERTY LOCATED AT 2920 S. PENINSULA DRIVE (TAX PARCEL IDENTIFICATION NUMBER 5327 09 00 0160) TOGETHER WITH ASSOCIATED RIGHTS-OF-WAY IN ACCORDANCE WITH SECTION 171.044, *FLORIDA STATUTES*; PROVIDING FOR LEGISLATIVE AND ADMINISTRATIVE FINDINGS; REDEFINING THE BOUNDARIES OF THE CITY; PROVIDING FOR LEGAL EFFECT AND IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR CONFLICTS; PROVIDING FOR SEVERABILITY, PROVIDING FOR NON-CODIFICATION AND SETTING AN EFFECTIVE DATE.

WHEREAS, Andrew E. Melville, Jr. and Bonnie Jean Melville, property owners, applied for annexation of property into the City of Daytona Beach Shores and are hereby determined to be the fee simple title owners of the real property described below; and

WHEREAS, the said applicants petitioned the City of Daytona Beach Shores, pursuant to Section 171.044, *Florida Statutes*, for annexation of said property into the municipal limits of the City of Daytona Beach Shores; and

WHEREAS, the subject property is currently addressed 2920 S. Peninsula Drive; and

WHEREAS, the subject property currently has a Tax Parcel Identification Number 5327 09 00 0160; and

WHEREAS, the City of Daytona Beach Shores has determined that all of the property which is proposed to be annexed into the City of Daytona Beach Shores is within an unincorporated area of Volusia County, is reasonably compact and contiguous to the corporate areas of the City of Daytona Beach Shores, Florida and it is further determined that the annexation of said property will not result in the creation of any enclave (and, indeed, logically fills in the City Limits of the City and is consistent with sound principles and practices relating to the delineating of jurisdictional boundaries thereby furthering sound management in terms of the provision of public facilities and services as well as sound land use planning), and it is further determined that the property otherwise fully complies with the requirements of State law and has, further, determined that associated rights-of-way should be annexed hereby; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida has taken all actions in accordance with the requirements and procedures mandated by State law; and

WHEREAS, the City Commission of the City of Daytona Beach Shores, Florida hereby determines that it is to the advantage of the City of Daytona Beach Shores and in the best interests of the citizens of the City of Daytona Beach Shores to annex the aforescribed property; and

WHEREAS, the provisions of Section 166.031(3), *Florida Statutes*, provide that [a] municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State pursuant to the provisions of subsection (2); and

WHEREAS, the provisions of Section 171.091, *Florida Statutes*, provide as follows:

Recording.—Any change in the municipal boundaries through annexation or contraction shall revise the charter boundary article and shall be filed as a revision of the charter with the Department of State within 30 days. A copy of such revision must be submitted to the Office of Economic and Demographic Research along with a statement specifying the population census effect and the affected land area.

; and

WHEREAS, the map attached hereto as Exhibit “A” shows, describes, and depicts the property and named associated rights-of-way which are hereby annexed into the City of Daytona Beach Shores said Exhibit being incorporated into the substantive provisions of this Ordinance as if fully set forth herein verbatim.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, as follows:

SECTION ONE: LEGISLATIVE AND ADMINISTRATIVE FINDINGS/ANNEXATION OF PROPERTIES.

(a). The City Commission of the City of Daytona Beach Shores hereby finds that the recitations set forth are true and correct and that the requirements of Section 171.044, *Florida Statutes*, as well as all other requirements of controlling law, have been complied with in every respect.

(b). Under the authority of Section 166.031 (3), *Florida Statutes*, relating to city charter amendments, “[a] municipality may amend its charter pursuant to this section notwithstanding any charter provisions to the contrary. . . . A municipality may, by ordinance and without referendum, redefine its boundaries to include only those lands previously annexed and shall file said redefinition with the Department of State . . .” This Ordinance shall amend the boundaries of the City to include the property annexed in this Ordinance.

SECTION TWO: ANNEXATION INTO THE CITY. The real property depicted and described by metes and bounds in Exhibit "A" appended hereto, which Exhibit is made part hereof and which property is owned by the petitioning property owners, and further described as set forth below, together with the associated rights-of-way as described below, is hereby annexed into the City Limits of the City of Daytona Beach Shores, said property being described as follows:

LOT 16 RIVER POINT SUBDIVISION, AS RECORDED IN MAP BOOK 34 PAGES 113, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA. LOCATED IN SECTION 27, TOWNSHIP 15 SOUTH, RANGE 33 EAST. VOLUSIA COUNTY FLORIDA BEING DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID LOT 16, THENCE RUN S62°38'00"W, ALONG THE SOUTHERLY LINE SAID LOT 16, A DISTANCE OF 135.00 FEET TO THE WESTERLY LINE OF SAID LOT 16; THENCE N27°22'00"W ALONG SAID WESTERLY LINE, 91.42 FEET TO THE NORTHERLY LINE OF SAID LOT 16; THENCE N62°38'00"E, ALONG SAID NORTHERLY LINE, 135.00 FEET TO THE EASTERLY LINE OF SAID LOT 16; THENCE S27°22'00"E ALONG SAID EASTERLY LINE, 91.42 FEET TO THE POINT OF BEGINNING.

CONTAINING 12342 SQ. FEET, OR 0.283 ACRES MORE OR LESS.

TOGETHER WITH A PORTION OF SOUTH PENINSULA DRIVE AS DESCRIBED IN OFFICIAL RECORDS BOOK 1823, PAGE 366, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, BEING IN SECTION 27, TOWNSHIP 15 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

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CONTAINING 7314 SQ. FEET, 0.168 ACRES MORE OR LESS.

SECTION THREE: CHANGE IN CITY BOUNDARIES/LEGAL EFFECT OF ANNEXATION.

The boundary lines of the City Limits of the City of Daytona Beach Shores are hereby redefined and, upon the effective date of this Ordinance shall also encompass the annexed property as described herein and depicted in Exhibit “A”. Upon this Ordinance becoming effective, the property owner of the annexed property shall be entitled to all the rights and privileges and immunities as are from time-to-time granted to property owners of the City as further provided in Chapter 171, *Florida Statutes*, and shall further be subject to the responsibilities of ownership as may from time-to-time be determined by the governing authority of the City and the provisions of said Chapter 171, *Florida Statutes*.

SECTION FOUR: ADMINISTRATIVE IMPLEMENTING ACTIONS.

(a). Within seven (7) days of the adoption of this Ordinance, the City Clerk shall file a copy of said Ordinance with the Clerk of the Court (Land Records/Recording), with the Chief Administrative Officer of Volusia County (the County Manager), with the Florida Department of State, and with such other agencies and entities as may be required by law or otherwise desirable.

(b). The City Manager, or designees within City management staff, shall ensure that the property annexed by this Ordinance is incorporated into the City of Daytona Beach Shores *Comprehensive Plan* and the *Official Zoning Map* of the City of Daytona Beach Shores in an expeditious manner and, in accordance with, and pursuant to, the provisions of Under the authority of Section 166.031(3), *Florida Statutes*, the City Manager, or designees, shall amend the boundaries of the City to include the property annexed in this Ordinance and all previously annexed properties in all maps and geographical data relating to the City Limits said properties to include, but not be limited to, annexed rights-of-way and natural features.

SECTION FIVE: CONFLICTS. Any and all ordinances and parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION SIX: SEVERABILITY. If any section, subsection, sentence, clause, or phrase of this Ordinance, or the particular application thereof shall be held invalid by any court, administrative agency, or other body with appropriate jurisdiction, the remaining section, subsection, sentences, clauses, or phrases under application shall not be affected thereby.

SECTION SEVEN: NON-CODIFICATION. This Ordinance shall not be codified in the *City Code of the City of Daytona Beach Shores*, or the *Land Development Code of the City of Daytona Beach Shores*, or the *City of Daytona Beach Shores Comprehensive Plan* provided, however, that the actions taken herein shall be depicted on the pertinent maps of the City of Daytona Beach Shores by the City Manager, or designee.

SECTION EIGHT: EFFECTIVE DATE. This Ordinance shall take effect immediately upon its passage and adoption.

CITY OF DAYTONA BEACH SHORES, FLORIDA

By: _____
NANCY MILLER, MAYOR

ATTEST:

By: _____
KURT SWARTZLANDER, CITY MANAGER

CHERI SCHWAB, CITY CLERK

APPROVED AS TO FORM:

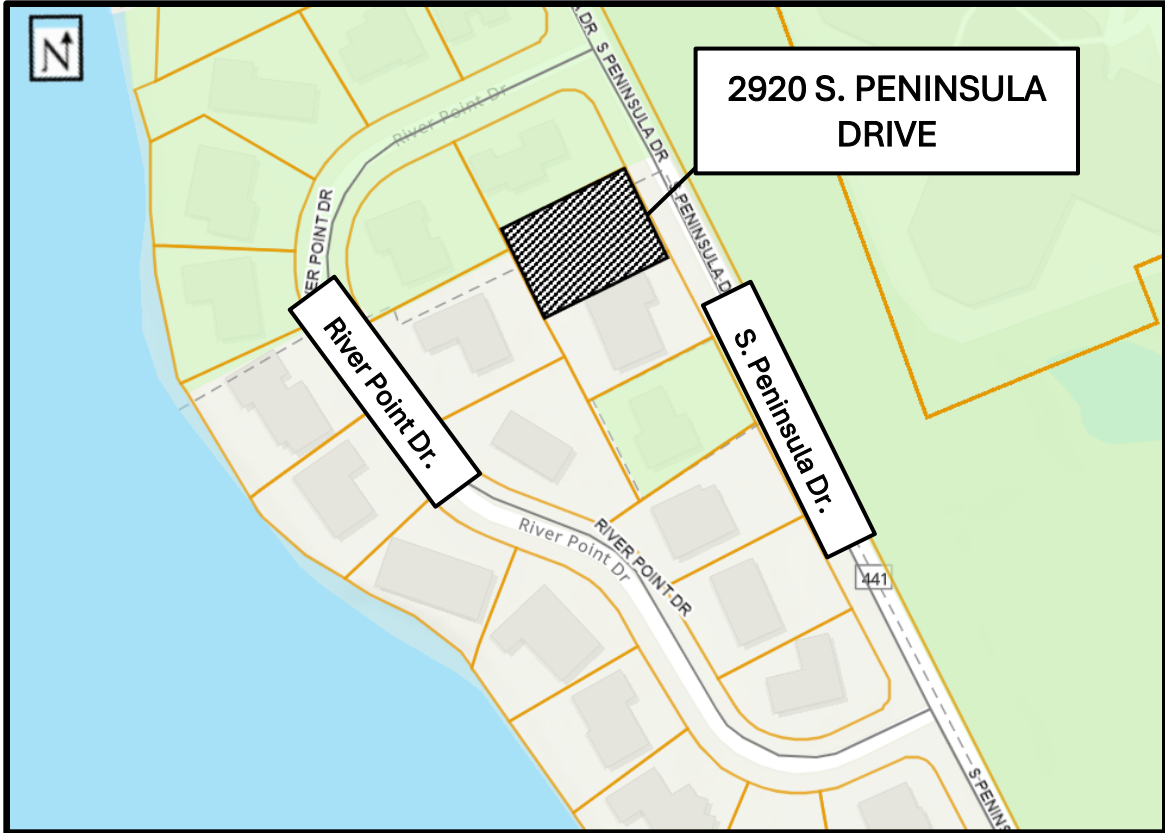
By: _____
GRETCHEN R.H. "BECKY" VOSE , CITY ATTORNEY

Passed on first reading this _____ day of _____, 2025.

Adopted on second reading this _____ day of _____, 2025.

EXHIBIT A

(1) Location Map of Annexing Property (2920 S. Peninsula Drive)



Source: Volusia County Property Appraiser Website, 2025

(2) Metes and Bounds Description/Sketch (Attached)

EXHIBIT 1: Location Map of Annexing Property (2920 S. Peninsula Dr.)



Source: Volusia County Property Appraiser Website, 2025

EXHIBIT 2.A: Annexation Application



City of Daytona Beach Shores
Building & Codes Division
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118
Telephone (386) 763-5377 Fax (386) 763-5370

RECEIVED

MAR 17 2025

BUILDING AND CODES DIVISION
CITY OF DAYTONA BEACH SHORES
173595

REQUEST FOR ANNEXATION

3-17-25
(Date)

I (We) the undersigned am the sole property owner(s) of 2920 S. Peninsula, Volusia County, Florida.
(Street Address)

By this letter, I (We) am requesting annexation into the City of Daytona Beach Shores, Florida. It is my (our) understanding that the fee for legal advertising has been waived by the City and that I (we) will not incur any costs for annexation.

Signed

Signature

Andrew E Melville, Jr 612-860-4841
Name (Printed or typed) Telephone

Signature

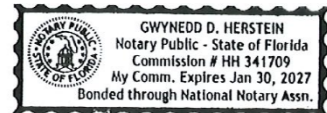
Bonnie J Melville 612-770-4111
Name (Printed or typed) Telephone

Signature

Name (Printed or typed) Telephone

SWORN to and subscribed before me this 17th day of March, 2025 by Andrew E Melville, Jr. and Bonnie J. Melville, are, who is personally known to me or produced Identification ✓. Type of Identification provided 2 Florida Drivers Licenses

Notary Public - State of Florida
My Commission Expires:



Please return this form to: Annexation Committee
c/o Planning Department
City of Daytona Beach Shores
2990 S. Atlantic Avenue
Daytona Beach Shores, FL 32118

EXHIBIT 2.B: Property Appraiser Website Owner Information



Volusia County Property Appraiser
123 W. Indiana Ave., Rm. 102
DeLand, FL. 32720
Phone: (386) 736-5901 Web: vcpa.vcgov.org

AltKey: 3434374

Parcel ID: 532709000160

MELVILLE ANDREW E JR

2920 S PENINSULA DR, DAYTONA BEACH, FL

Parcel Summary

Alternate Key:	3434374
Parcel ID:	532709000160
Township-Range-Section:	15 - 33 - 27
Subdivision-Block-Lot:	09 - 00 - 0160
Owner(s):	MELVILLE ANDREW E JR - TE - Tenancy in the Entirety - 100% MELVILLE BONNIE JEAN - TE - Tenancy in the Entirety - 100%
Mailing Address On File:	2920 S PENINSULA DR DAYTONA BEACH FL 32118 5929
Physical Address:	2920 S PENINSULA DR, DAYTONA BEACH 32118
Property Use:	0100 - SINGLE FAMILY
Tax District:	200-UNINCORPORATED - NORTHEAST
2024 Final Millage Rate:	17.5839
Neighborhood:	3101
Subdivision Name:	RIVER POINT
Homestead Property:	No

<https://vcpa.vcgov.org/parcel/summary/?altkey=3434374>

Page 1

EXHIBIT 3: Metes and Bounds Sketch of Description, Page 1 of 3

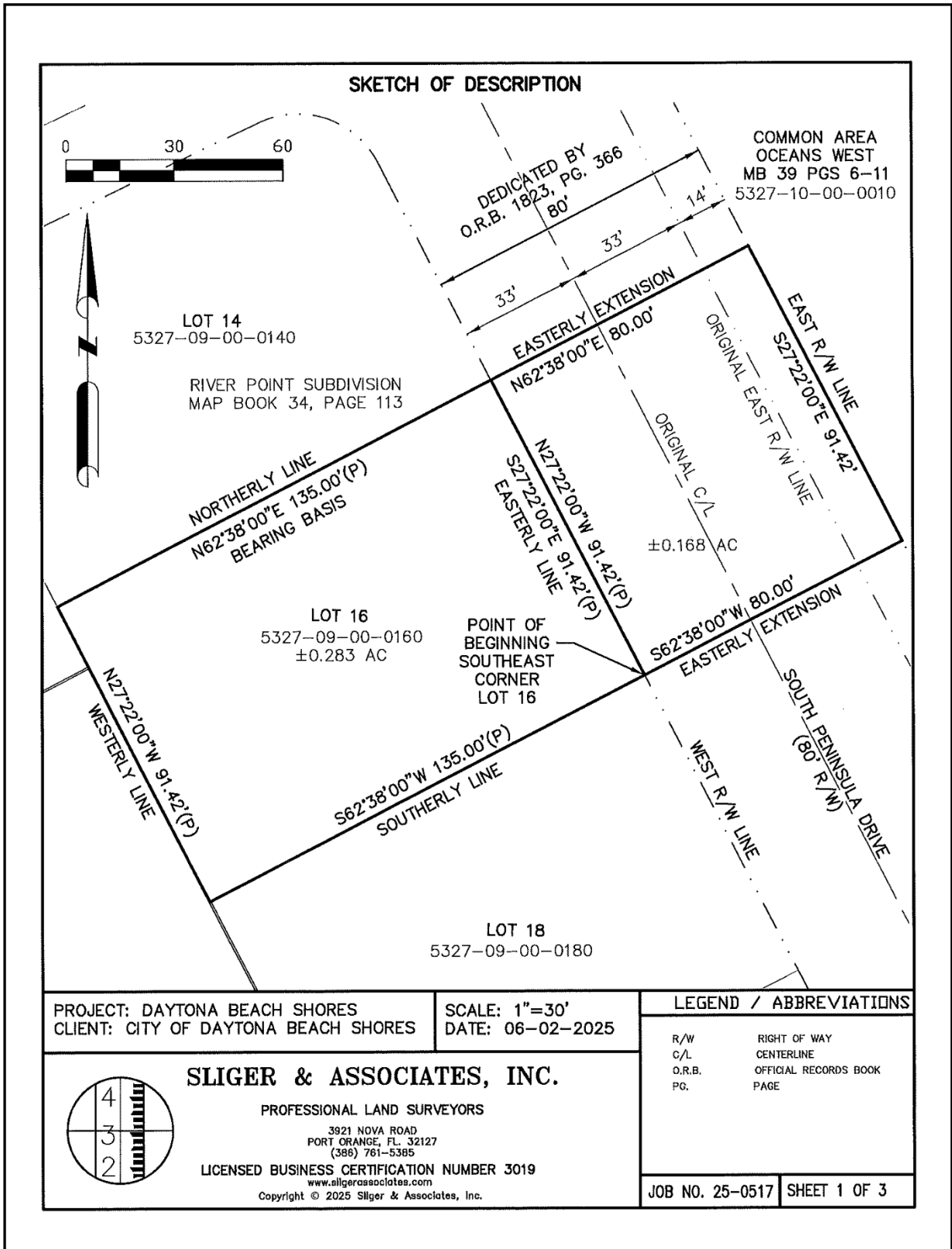


EXHIBIT 3: Metes and Bounds Sketch of Description, Page 2 of 3

SKETCH OF DESCRIPTION

DESCRIPTION: (BY SLIGER & ASSOCIATES, INC.)

LOT 16 RIVER POINT SUBDIVISION, AS RECORDED IN MAP BOOK 34 PAGES 113, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA. LOCATED IN SECTION 27, TOWNSHIP 15 SOUTH, RANGE 33 EAST. VOLUSIA COUNTY FLORIDA. BEING DESCRIBED AS FOLLOWS:

BEGIN AT THE SOUTHEAST CORNER OF SAID LOT 16, THENCE RUN S62°38'00"W, ALONG THE SOUTHERLY LINE SAID LOT 16, A DISTANCE OF 135.00 FEET TO THE WESTERLY LINE OF SAID LOT 16; THENCE N27°22'00"W ALONG SAID WESTERLY LINE, 91.42 FEET TO THE NORTHERLY LINE OF SAID LOT 16; THENCE N62°38'00"E, ALONG SAID NORTHERLY LINE, 135.00 FEET TO THE EASTERLY LINE OF SAID LOT 16; THENCE S27°22'00"E ALONG SAID EASTERLY LINE, 91.42 FEET TO THE POINT OF BEGINNING.
CONTAINING 12342 SQ. FEET, OR 0.283 ACRES MORE OR LESS.

TOGETHER WITH A PORTION OF SOUTH PENINSULA DRIVE AS DESCRIBED IN OFFICIAL RECORDS BOOK 1823, PAGE 366, OF THE PUBLIC RECORDS OF VOLUSIA COUNTY, FLORIDA, BEING IN SECTION 27, TOWNSHIP 15 SOUTH, RANGE 33 EAST, VOLUSIA COUNTY, FLORIDA, BEING DESCRIBED AS FOLLOWS:

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Containing 7314 Sq. Feet, 0.168 Acres more or less.

PROJECT: DAYTONA BEACH SHORES
CLIENT: CITY OF DAYTONA BEACH SHORES

SCALE: N/A
DATE: 06-02-2025

DRAWN BY: J. MOLLER
JOB NO. 25-0517 SHEET 2 OF 3

EXHIBIT 3: Metes and Bounds Sketch of Description, Page 3 of 3

SKETCH OF DESCRIPTION

SURVEYOR'S NOTES:

1. THIS IS NOT A BOUNDARY SURVEY. THIS IS A SKETCH OF DESCRIPTION.
2. THE BEARINGS SHOWN HEREON ARE PLAT BEARINGS. WITH A BEARING OF N62°38'00"E, ALONG NORTHERLY LINE OF LOT 16.
3. THIS SKETCH IS BASED SURVEY INFORMATION PREPARED BY THIS FIRM, JOB NUMBER 09-0652 FOR S. BELGRADE, DATED JULY 20, 2009.
4. THIS SKETCH IS NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL RAISED SEAL OR A VALID ELECTRONIC SIGNATURE OF A FLORIDA LICENSED SURVEYOR AND MAPPER.
5. THIS DESCRIPTION HAS BEEN CREATED BY SLIGER & ASSOCIATES INC., PER CLIENT REQUEST.
6. THIS SKETCH IS A SET AND IS NOT VALID WITHOUT ALL SHEETS INCLUDING SHEETS 1 THROUGH 2..

THIS SKETCH OF DESCRIPTION IS CERTIFIED TO AND PREPARED FOR THE SOLE AND EXCLUSIVE BENEFIT OF THE ENTITIES AND OR INDIVIDUALS LISTED BELOW, ON THE MOST CURRENT DATE, AND SHALL NOT BE RELIED UPON BY ANY OTHER ENTITY OR INDIVIDUAL WHOMSOEVER.

I HEREBY CERTIFY THAT THIS SKETCH MEETS THE STANDARDS OF PRACTICE SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL SURVEYORS AND MAPPERS IN CHAPTER 5J-17, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

CERTIFIED TO:
CITY OF DAYTONA BEACH SHORES

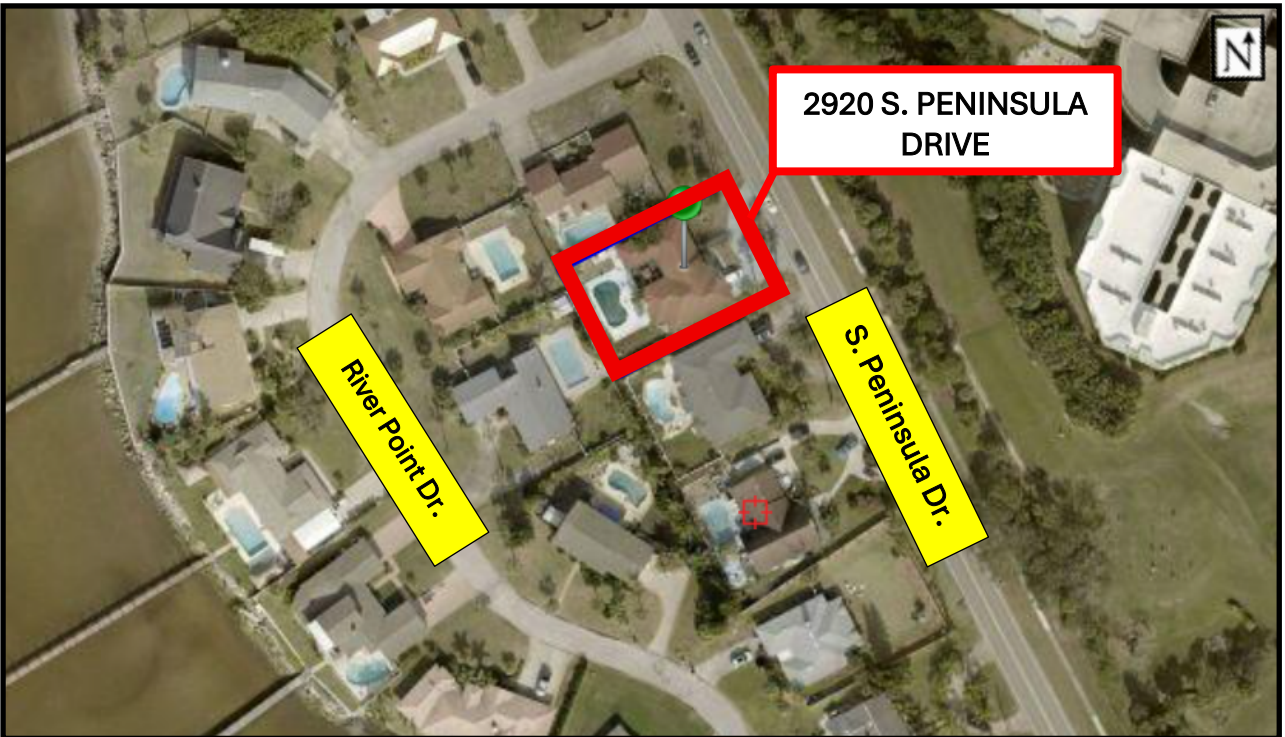
Jeffrey S
Hattendorf

Digitally signed by Jeffrey S
Hattendorf
Date: 2025.06.25 07:52:54 -04'00'

JEFFREY S. HATTENDORF P.S.M. NO. 6193

PROJECT: DAYTONA BEACH SHORES CLIENT: CITY OF DAYTONA BEACH SHORES	SCALE: N/A DATE: 06-02-2025	DRAWN BY: J. MOLLER JOB NO. 25-0517 SHEET 3 OF 3
---	--------------------------------	---

EXHIBIT 4.A: Aerial View of Annexing Property (2920 S. Peninsula Dr.)



Source: Eagleview CONNEXplorer, 2023

EXHIBIT 4.B: Street View of Annexing Property (2920 S. Peninsula Dr.)



Source: Daytona Beach Shores, 2025

EXHIBIT 5: PRE-ANNEXATION FORM

Name of Property Owners: Andrew E. Melville, Jr. and Bonnie Jean Melville

Property Address & Tax Parcel ID: 2920 S. Peninsula Drive & 5327 09 00 0160

Lot Size: 91.42' x 135' = 12,342 sq ft (0.283 acres)

According to Volusia County property records, does this property appear to meet Section 171.044 of Florida Statutes? Yes No

How is property contiguous? East West North South

Property Appraiser Just/Market Value: \$510,137 (2025 Working Value)

Homesteaded Property: Yes No

Special Flood Hazard Area: Yes No

Improved Lot: Unimproved Lot (Vacant):

Existing Use: Single Family Residential

Conforming Land Use: Non-Conforming Land Use: Explain:

Existing County Zoning: R-9 Urban Single-Family Residential District

Existing County Land Use: Urban Low Intensity

Condition of Property: Poor Average Good

Water Supplier: Port Orange Daytona Beach

Sanitary (include provider): Sewer (Port Orange) Septic Tank

If septic tank on site, is sewer available? Yes No N/A

Metes and Bounds Survey conducted? Yes No

Property Subject to Code Enforcement Action? Yes No

Prepared by: Gwyn Herstein, City Planner

Date: June 19, 2025

EXHIBIT 6: Voluntary Annexation Criteria pursuant to Section 171.044, *Florida Statutes*

Section	Annexation Criteria	Criteria Met	Comments
171.044(1)	Property must be contiguous to the City.	Yes	Per Sec. 171.031(11), subject property is contiguous to the City to the North and East.
171.044(1)	Property must be reasonably compact.	Yes	Per Sec. 171.031(12), subject property is reasonably compact and will not create new enclaves, pockets or finger areas in serpentine patterns. In addition, the annexation will aid in reducing the larger county enclave in the vicinity.
171.044(2)	Petition bears the signatures of all owners of property.	Yes	Yes.
171.044(2)	Meet publication requirements.	Yes	Evidence filed with the Office of the City Clerk.
171.044(3)	Ordinance shall be filed per statute.	Pending	Ordinance filing will occur per statutory deadline subsequent to the Ordinance's adoption.
171.044(3)	Ordinance shall include a map and legal description by metes and bounds.	Yes	See Ordinance 2025-08
171.044(4)	Annexation method shall be supplemental to any other procedure provided by general law.	N/A	
171.044(5)	Annexation shall not create enclaves.	Yes	Per Sec. 171.031(13), subject property does not create an enclave.
171.044(6)	Provision of notice to Volusia County Council members per statute.	Yes	Notice provided via certified mail per statutory requirement.



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission
FROM: Lory Irwin, Finance Director
PREPARED BY: Lory Irwin, Finance Director
SUBJECT: Ordinance 2025-09 Procurement Policy Updates

SYNOPSIS:

Ordinance 2022-13 was approved by City Commission on July 27, 2022 enacting a city procurement policy. This policy went into effect in November 2022 after city voters approved to have Section 7.08-Bids, contracts, and expenditures removed from the City Charter. This allowed City Commission to govern over purchasing by approving city purchasing policies.

Since Ordinance 2022-13 was approved, the purchasing policy has needed to be updated to account for the lack of qualified vendors in the market, the lack of necessary supplies available to suppliers and buyers, and the increase in the costs associated with all supplies and services. Staff has accessed the needs of the city's current purchasing objectives and have made changes to the current policy to assist in alleviating or at least simplifying current buying inadequacies.

FISCAL IMPACT STATEMENT:

Policy update, will assist in budgeted expense management.

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

Staff recommends approval of first reading of Ordinance 2025-09 as written.

SUGGESTED MOTION:

Motion to approve Ordinance 2025-09 as written.

ATTACHMENT: 1. DBS Procurement Ordinance 2025-09 Revised

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE CITY OF DAYTONA BEACH SHORES, FLORIDA, AMENDING THE *MUNICIPAL CODE OF ORDINANCE*, SECTION 2-9 PROCUREMENT; AMENDING ORDINANCE 2022-13 RELATING TO INCREASING PURCHASING AUTHORITY LIMITS; PROVIDING FOR AN INCREASE IN EMERGENCY PURCHASES THRESHOLDS; ADDING FEDERAL AND STATE PROCUREMENT LANGUAGE; PROVIDING FOR LEGISLATIVE FINDINGS AND INTENT;; PROVIDING FOR IMPLEMENTING ADMINISTRATIVE ACTIONS; PROVIDING FOR SEVERABILITY; PROVIDING FOR CODIFICATION AND SCRIVERNRE'S ERRORS; PROVIDING FOR CONFLICTS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, city commission is authorized pursuant to Chapter 12566, Florida Statutes, to enact Ordinances necessary in the exercise of its powers; and

WHEREAS, the City Commission adopted Ordinance 2022-13 on July 26, 2022, establishing the city Procurement Ordinance; and

WHEREAS, the City Manager is the chief administrative officer of the city, responsible to the City Commission for the administration of all city affairs placed in the City Manager's charge by or under the Charter; and

WHEREAS, the City of Daytona Beach Shores desires to amend Chapter 2 Section 9, Procurement, of the City of Daytona Beach Shores Code of Ordinances increasing the City Manager's authority limit due to the increase in costs of equipment, services, materials, and supplies for the operation of municipal government; and,

WHEREAS, the City desires to enhance and further its goals as outlined herein by increasing its purchasing limits during times of emergencies as set forth by local, county, state and federal agencies; and

WHEREAS, the City has determined that the provisions of this Ordinance advance a legitimate public purpose and promote and protect the health, safety and welfare of the public.

WHEREAS, the City Commission of the City of Daytona Beach Shores desires to amend and restate the Procurement Ordinance as stated herein; and

WHEREAS, the City of Daytona Beach Shores has complied with all requirements and procedures of Florida law in processing and advertising this Ordinance; and

WHEREAS, for purposes of this Ordinance, when text is being amended, strikethrough text represents deletions from the current text of the Code of Ordinances of the City of Daytona Beach Shores while underlined text represents additions.

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF DAYTONA BEACH SHORES, FLORIDA, that:

SECTION ONE: LEGISLATIVE FINDINGS AND INTENT.

The City Commission of the City of Daytona Beach Shores hereby adopts and incorporates into this Ordinance the recitals (whereas clauses), City staff report and City Commission agenda memorandum relating to this Ordinance as the legislative and administrative findings and intent of the City Commission.

SECTION TWO: AMENDMENT TO CHAPTER 2 ADMINISTRATION ARTICLE I IN PROCUREMENT. *Section 2-9 of the City of Daytona Beach Shores, Florida* is hereby amended and replaced with the following:

Sec. 2-9. Procurement.

- (a) *In general.* The general purchasing policy of the City of Daytona Beach Shores is that the acquisition of all goods and services shall be conducted on the basis of full and open competition, to the greatest extent possible, with the contract award being made to:
 - (1) The best value proposer under qualitative solicitations that involve pricing as a competitive selection factor.
 - (2) The highest ranked technical proposer with whom a fair and reasonable price may subsequently be negotiated under solicitations that do not involve pricing as an initial competitive selection factor.

- (3) That all specifications or statements of work included in city purchasing actions accurately describe the essential needs of the city and contain no artificial or arbitrary requirements that limit competition.
 - (4) That each purchasing action is conducted in accordance with the best interests of the city, and with the highest level of integrity and fairness to all involved parties throughout the procurement cycle.
 - (5) That all city purchasing operations be conducted in compliance with federal, state, and local laws, as applicable, and ensure the highest degree of ethical standards.
 - (6) That transparency be sustained throughout the purchasing process.
- (b) *Purchasing agent.* The city manager is the purchasing agent for the city, with ultimate responsibility for all procurement, purchasing, and contracting functions. The city manager may delegate some or all purchasing authority, except the authority to make the final decision regarding administrative actions such as bid protests, to any city employee. The city manager shall have the authority to do as follows:
- (1) Serve as the chief procurement officer of the city.
 - (2) Adopt operational procedures governing the internal function of procurement.
 - (3) Purchase or contract for the purchase of commodities, services, or construction for the city.
 - (4) Negotiate and recommend execution of contracts for the purchase of commodities, services, or construction.
 - (5) Act to procure for the city the needed quality in commodities, services, or construction at best value.
 - (6) Discourage uniform bidding and encourage full and open competition on all purchases.
 - (7) Prepare revisions and amendments to the purchasing ordinances set forth herein, as necessary, and recommend such revisions and amendments to the city commission.
 - (8) Adopt policies and procedures governing the procurement, management, and control of commodities, services, and construction procured by the city.
 - (9) Keep informed of current developments in the field of procurement, purchasing, prices, market conditions and new processes.
 - (10) Prescribe and maintain such forms as may be reasonably necessary for procurement and other rules and regulations.
 - (11) Establish and maintain programs for the inspection, testing, and acceptance of commodities, services, and construction purchased to ensure conformance with specifications.
 - (12) Transfer surplus tangible personal property between city departments or facilities as needed.

- (13) Sell, trade, or otherwise dispose of surplus tangible personal property which has become unnecessary or unfit for the city's use.
 - (14) Ensure compliance with this Code and other policies and procedures by reviewing and monitoring procurements conducted by any designee, department, or city employee.
- (c) *Quotes and formal solicitations.*
- (1) *Informal quotes (\$5,000.00 to \$30,000.00).* Except as provided in this policy, procurement of goods or services (including leases) with an estimated value greater than or equal to \$5,000.00 but less than or equal to \$30,000.00 require two or more written quotes in accordance with the procedures adopted by the city.
 - (2) *Formal request (\$30,000.01 to \$50,000.00).* Except as otherwise provided in this policy, procurement of goods or services (including leases) with an estimated value greater than or equal to \$30,000.01 but less than or equal to \$50,000.00 require a formal request for quotes which shall be posted for a minimum of two weeks on the city's website and/or e-procurement platform in an attempt to obtain two or more written quotes. The requesting department shall submit the required specifications to the city clerk or add the request for quote into the e-procurement platform.
 - (3) *Request for formal sealed competitive solicitation (\$50,000.01 or greater).* Except as otherwise provided in this policy, procurement of goods or services (including leases) with an estimated value greater than or equal to \$50,000.01 shall require a formal sealed competitive solicitation. Such solicitations may be in the form of an invitation to bid (ITB), request for proposal (RFP), request for statement of qualifications (RFSQ), request for information (RFI) or any other formal solicitation process.
 - (4) Correction or withdrawal of inadvertently erroneous bids are permitted up to the time of bid opening. After bid opening, no changes in bid prices or other provisions are permitted.
 - (5) Purchases may not be divided to avoid the monetary threshold for competitive solicitation.
 - (6) The solicitation of competitive bids or proposals for professional services covered by the Consultants Competitive Negotiation Act (CCNA) shall be accomplished in accordance with the provisions of Florida Statutes.
 - (7) The solicitation of competitive bids or proposals for any city construction project that is projected to cost more than \$200,000.00, (\$75,000.00 for electrical work) shall be accomplished in accordance with the provisions of Florida Statutes.
 - (8) The solicitation of competitive bids or proposals for city utility projects shall be accomplished in accordance with the provisions of Florida Statutes.
- (d) *Grants.* Grants may be used to procure goods and services.
- (1) All grant applications must be approved by the city manager prior to submission.
 - (2) Matching grants must have matching funds budgeted for in year of grant award expenditure.

- (e) *Waiver of irregularities.* The city commission grants the city manager the authority to waive any and all non-substantial or minor irregularities in any and all formal bids. Any waiver will be noted in any award recommendation to the commission.
- (f) *Integrity of the competitive solicitation process; no-contact period; public records and meetings.* From the time a competitive solicitation is posted until such time as the contract is awarded by the city or the solicitation is cancelled, all bidders, offerors, respondents, including their employees, representatives, and other individuals acting on their behalf, shall be prohibited from lobbying city officers, city employees, and evaluation committee members. Violation of this section may result in rejection/ disqualification from award of the contract arising out of the competitive solicitation. All questions regarding the competitive solicitation must be directed to the city manager or designee, who will respond in writing and post such response to ensure that all respondents receive the same information during the no-contact period. The penalty for violating the no-contact period may include suspension or debarment.
- (g) *Authority to debar or suspend.*
 - (1) *Debarment or suspension.* After reasonable notice to the vendor involved and reasonable opportunity for that vendor to be heard, the purchasing agent is authorized to debar or suspend a vendor for cause from further consideration for award of contracts with the city. The debarment or suspension shall not be for a period of more than three years.
 - (2) The causes for debarment or suspension include one of the following:
 - a. Conviction for commission of a criminal offense as an incident to obtaining or attempting to obtain a public or private contract or subcontract, or in the performance of such contract or subcontract.
 - b. Conviction under state or federal statutes of embezzlement, theft, forgery, bribery, falsification, or destruction of records, receiving stolen property, or any other offense indicating a lack of business integrity or business honesty which seriously and directly affects responsibility as a city vendor.
 - c. Conviction under state or federal anti-trust statutes arising out of the submission of bids or proposals.
 - d. Violation of contract provisions, as set forth below, of a character which is regarded by the purchasing agent to be so serious as to justify debarment action:
 - 1. Deliberate failure without good cause to perform in accordance with the specifications or within the time limit provided in the contract; and
 - 2. Recent failure to perform or unsatisfactory performance in accordance with the terms of one or more contracts; provided that failure to perform or unsatisfactory performance caused by acts beyond the control of the vendor shall not be considered to be a basis for debarment.
 - e. Any other cause the purchasing agent determines to be so serious and compelling as to affect responsibility as a city vendor, including debarment or suspension by another governmental entity for any cause listed in this section.

(h) *Debarment procedures.*

- (1) The city manager shall issue a written decision to debar. The decision shall state the reasons for the action taken and inform the debarred vendor of the right to appeal to the city commission. A copy of the decision of the city manager shall be mailed or furnished immediately to the debarred vendor and the city commission.
- (2) A decision to debar shall be final and conclusive unless within ten days after receipt of the decision the debarred vendor files a written notice of appeal to the city commission.
- (3) Upon a written notice of appeal to the city commission, the city manager shall schedule a hearing before the city commission as soon as reasonably possible, and shall provide written notice of the date and time of the hearing to the debarred vendor. The debarred vendor shall have the opportunity to be heard by the city commission.
- (4) The decision of the city manager shall be deemed final and conclusive if affirmed by the city commission by a majority vote of the members present.

(i) *Exemptions to quotes and formal solicitations.*

- (1) *Small purchases.* All purchases of goods or services under \$5,000.00.
- (2) *Emergency purchase.* An emergency exemption occurs when:
 - a. Certain conditions might adversely affect the life, health, safety and welfare of city employees, or citizens of the city,
 - b. When city property or equipment are endangered,
 - c. When it is necessary to maintain or restore vital services, or
 - d. Situations arise which may cause major financial impact to the city should immediate action not be taken.

In the case of an emergency, the city manager, or designee may authorize certain imminent needs purchases. Those delegated the authority to implement emergency purchases are authorized to waive the bid process within twice their authority. A report listing all emergency purchases and the circumstances of the emergency shall be submitted to the city commission at the next commission meeting after the purchase and the termination of the emergency. It shall be the responsibility of all authorized personnel implementing this exemption to ensure such emergency purchase is accomplished in accordance with city policy and that emergency purchase procedures are invoked properly and not used solely to circumvent the regular established purchasing procedures.

- (3) *Piggybacking.* Piggybacking is a procedure of procuring goods or services without the formal solicitation process by means of utilizing another public entities' entity's award of an invitation for bid or request for proposal or any other formal solicitation process consistent with law. This procedure includes but is not limited to piggybacks of state contracts with the State of Florida, department of management services, and division of purchasing, and Federal GSA contracts.

- a. The city may forego the formal solicitation process by piggybacking. The award will be in accordance with all the terms and conditions, prices, time frames, and other criteria as included in the other public entities' invitation for bid or request for proposal. Additional options may be included in a procurement unless the total dollar value of the options is in excess of the city's bid limit. Expired bids cannot be piggybacked.
 - b. The city manager, or his designee may make purchases/awards, utilizing other public bids, provided the contract being piggybacked is approved by city commission, if applicable, the amounts are within the city commission approved budget and the purchase is made in the best interests of the city. For amounts within the city manager's approval authority, the city manager must approve the piggyback or contract after review by the finance director. For amounts within the department head's approval authority, the department head must approve the piggyback or contract after review by the finance director.
- (4) *Sole source.* Sole source purchasing is when there is only one person or company that can provide the goods and/or services needed because of the specialized or unique characteristics of the goods and/or services.
- a. The following criteria must be met in order to procure goods and services that are a sole source.
 1. It is the only item that will produce the desired results (or fulfill the specific need) and,
 2. The item is available from only one source of supply, or
 3. The item is available from more than one vendor, but due to other circumstances (such as exclusive sales territory by manufacturer, prohibitive delivery time and cost, etc.), only one vendor is suited to provide the goods or services.
 - ~~b. Any purchase of goods and/or services with an estimated value greater than the limits set by subsection (m) 2-9(c) of this section that is intended to be purchased from a sole source, must be electronically posted for at least 15-7 business days, in accordance with Florida Statutes. The notice must include a request that potential vendors provide information regarding their ability to supply the goods and/or services described.~~
 - ~~b.~~ Purchases of goods and/or services from a sole source are exempt from competitive requirements upon written approval of the city manager, or designee and other appropriate city personnel within their expenditure authority.
 - ~~c.~~ The request for sole source purchases shall set forth the purpose and need, an explanation why the item will exclusively produce the desired results (or fulfill the specific need) and the criteria. Compatibility to existing equipment shall be an acceptable justification for this exemption, provided the item is only available from a sole source of supply.

- ed. The requesting department and/or the buyer shall attempt to locate competition (alternate sources of supply).
 - fe. The requesting department shall keep a log of sole source purchases, which includes the vendor's name, the amount, item description, justification, and the purchase order number, which shall be reported quarterly to the city commission by the requesting department.
 - gf. The requesting department shall conduct negotiations, as appropriate, as to price, delivery, and terms.
- (5) *Cooperative purchasing.* The city manager may elect to purchase through or join with other governmental units in cooperative purchasing ventures when the best interest of the city would be served thereby, provided the same is in accordance with all applicable laws. If the city manager should elect to purchase through or join with other governmental agencies in cooperative purchasing ventures, all purchases in excess of ~~\$50,000.00~~ the city manager's purchasing authority would require commission approval before the purchasing contracts are entered into.
- (6) *Direct purchase.* Procurement of supplies or materials may be made without competitive selection where the supplies or materials are procured by the city as an owner direct purchase for incorporation into a public work as defined by applicable state law, and the contract for the project was previously awarded by the city and included the cost of the supplies or materials. In such event, the city will procure the supplies or materials in accordance with Florida Statutes and regulations related to owner direct purchases by governmental entities.
- a. The city commission finds that an exception is warranted for the city manager's purchase order authority when it is necessary to purchase materials pursuant to the direct purchase sales tax savings of a public works construction project.
 - b. The city manager shall have the authority to issue a purchase order for materials that will be incorporated into a public works project of the city, the purchase is pursuant to the owner direct purchase sales tax savings and the funds for the project, including the materials to be purchased, are included in the city's budget for the project.
 - c. The city manager will report all purchase orders to the city commission that are issued pursuant to this exception at the next commission meeting.
- (7) *Special circumstances.* Under circumstances where, after competitive bidding, no bids meeting bid requirements are received, all bids are rejected for failure to meet bid requirements, or no bids are submitted the city commission may re-solicit bids, solicit competitive proposals, or make the required purchase by any other legal means.
- (8) *Additional exemptions.* The purchase of the following goods and services is exempt from quotes and formal solicitations:
- a. Water, sewer, gas, electrical and other utility services; telecommunication services including, but not limited to, cable television, telephone lines, internet connectivity,

data and voice circuits, voice over internet protocol ("VOIP"), cellular/wireless phones, wide area network ("WAN") connectivity, pagers, and wireless adapters for cellular data ("air cards").

- b. Postage.
 - c. Advertisements.
 - d. Membership fees.
 - e. Subscriptions.
 - f. Any items covered under the city's travel policy.
 - g. Software/technology maintenance and support renewal fees for existing software or technology licenses. (Does not include new purchases.)
 - h. Goods and/or services provided by governmental and quasi-governmental entities.
- (9) Competition is favored even though this section may allow an exemption. Such exemptions shall be submitted as formal requests from the requesting department and include a detailed justification for the exemption. The city manager may establish procedures that support the competitive process regardless of the exemption status.
- (j) *Single response to solicitation.* If only one response is received for a solicitation, then an award may be made to such respondent pursuant to the following requirements:
- The city manager will determine:
- (1) That the price and other terms as submitted are fair and reasonable
 - (2) That other prospective respondents had a reasonable opportunity to respond; and
 - (3) That the purchase is in the best interest of the city.
- (k) *Contract renewals.* The city manager shall have the authority to exercise, in subsequent years, any renewal options initially included in the bid solicitation, provided they are approved by commission at the initial award of the contract, and the terms and conditions as well as current market conditions are favorable for the city. Such renewals are subject to the availability of funds. This shall include all contracts executed by city commission prior to adoption of the ordinance from which this section is derived.
- (l) *Alterations or modifications of contracts.*
- (1) Where in the opinion of the department head it becomes necessary for the prosecution of any work or improvement under contract to make alterations or modifications in such contract, such alterations or modifications may only be affected as follows:
 - a. *Unforeseen conditions allowance.* The city manager, or his designee as set forth in writing, shall have the authority to approve expenditures up to the total amount of the allowance for unforeseen conditions if established upon award of the contract.
 - b. *Change orders by city manager authority.* The city manager, or his designee as set forth in writing, shall have the authority to approve change orders up to ten percent of the original contract amount or ~~\$50,000.00~~ up to the city manager's purchasing

limit per occurrence if an allowance is not included in the contract, but not to go over his authority threshold. Any change order above the city manager's approval threshold must be approved by commission.

- c. *Emergency event.* The city manager or his designee as set forth in writing, shall have the authority to approve and execute change orders that increase the contract price beyond the unforeseen conditions allowance only for an emergency event that occurs during the performance of the contract and requires immediate resolution to avoid one or more of the following:

1. Additional costs that were not reasonably anticipated;
2. Delay to the project that increases costs; or
3. Endangerment to the public.

Each change order issued because of an emergency event shall be brought to the city commission for ratification at the next available meeting if the approval authority of the city manager has been exceeded or if the allowance has been exceeded.

- d. *Scope and time.* City commission approval shall be required for changes in project time over 30 days

- (2) Except as expressly modified in a change order, all other terms and conditions of the modified contract shall remain in full force and effect.

(m) *Approval requirements.*

- (1) City commission approval shall be required for all contracts and bid awards, piggybacking awards, and sole source awards with an estimated value greater than ~~\$50,000.00~~ the city manager's purchasing authorization limit.

- (2) The city manager or designee shall have approval authority as follows: up to and including the

a. ~~Any purchases less than or equal to \$50,000.00~~ amount as set forth by resolution; or

b. ~~Any purchases of capital items, goods, and services pursuant to contracts and bid awards, piggybacking awards, and sole source awards approved by city commission and/or as set out in the annual budget as adopted by the city commission.~~

- (3) Department heads or their designee shall have authority to approve purchases of capital items, goods, and services up to and including the amount approved by the city manager, where such purchase does not exceed the item and/or department budget limit.

- (4) Emergency purchases shall be accomplished in accordance with subsection (i)(2).

(n) *Performance and payment bonds.*

- (1) A contractor or vendor may be required to provide a corporate surety bond from a surety company authorized to do business in Florida to guarantee the full and faithful performance of the contract obligations and the payment of labor and material expended pursuant to the contract whenever and in such amounts as are deemed

necessary by the city manager. All such bonds shall be approved as to form by the city attorney.

- (2) The city commission delegates to the city manager the authority to waive in whole or in part, the payment and performance bond requirements on city projects for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work, unless otherwise required by law, and when the cost of the work to be completed is estimated to be less than or equal to the city manager's authority threshold.

(o) *Disposal of surplus property.*

- (1) The city manager has authority to dispose of surplus city tangible personal property by trade, sealed bid, donation, or sale at public auction depending on the item, its value, or other factors all as may be in accordance with law and city policy.
- (2) If the surplus property is determined to be only of scrap value or have no commercial value, the city manager is authorized to sell the surplus property as scrap if possible or dispose in any other manner.
- (3) The city manager may transfer surplus items to another department which has need of it.
- (4) City commission approval is required prior to disposal of any real property. Commission shall adopt an ordinance to convey or lease or authorize the conveyance or lease of any city real property. Commission may authorize the city manager to dispose of the surplus real property by the method or methods deemed most advantageous, convenient, and economical.

(p) *Bid protest procedures.*

- (1) In any case where a bidder or interested bidder wishes to protest either the results of or intended disposition of any bid, the following action is required:
 - a. The bidder or interested bidder must file a written notice with the city clerk explaining in detail the nature of the protest and the grounds on which it is based. This notice must be received by the city clerk no later than three business days after the city's notice of intent to award. At that time, the final bid award shall be delayed until the protest procedure, herein described, has been completed.
 - b. The city clerk shall respond in writing to the written protest in a timely manner, determine whether the protest is with or without merit, and revise the administrative decision or recommendation, if necessary.
- (2) In any case where a bidder, or interested bidder wishes to appeal the determination by the city clerk, the following action is required:
 - a. The bidder or interested bidder must file a written appeal to the city manager explaining in detail the nature of the appeal and the grounds on which it is based. This notice must be received by the city manager no later than three business days after the city clerk's written response. At that time, the final bid award shall be delayed until the protest procedure, herein described, has been completed. Each

written appeal must be accompanied by a bid protest appeal bond in the form of a certified check, cashier's check or money order made payable to the City of Daytona Beach Shores, in the amount not less than five percent of the lowest responsible bid and in an amount to secure any city damages or costs arising from the appeal, to be determined by the city clerk.

- b. Upon timely receipt of the formal written protest and bid protest appeal bond, the city manager shall respond in writing to the written appeal, determine whether the appeal is with or without merit, and revise the administrative decision or recommendation, if necessary.
- (3) In any case where a bidder, or interested bidder wishes to appeal the determination by the city manager, the following action is required:
- a. The bidder or interested bidder must file a written appeal to city commission, addressed to the city clerk, explaining in detail the nature of the appeal and the grounds on which it is based. This notice must be received by the city clerk no later than three business days after the date of the city manager's written response. At that time, the final bid award shall be delayed until the protest procedure, herein described, has been completed.
 - b. The city clerk shall schedule the bid protest appeal to be heard at an upcoming city commission meeting and provide all relevant documents in the agenda package.
 - c. The bidder or interested bidder must attend the scheduled city commission meeting. City staff and the bidder or interested bidder will be provided an opportunity to present evidence related to the bid protest appeal.
 - d. At the scheduled city commission meeting, city commission will determine whether the appeal is with or without merit, and revise the administrative decision or recommendation, if necessary.
- (4) The bid bond protest bond shall be forfeited to the city if one of the following occurs:
- a. The bid protest appeal is determined to be without merit or non-valid by the city manager and no further appeal is filed.
 - b. The bid protest appeal is determined to be without merit or non-valid by the city commission, or
 - c. The bidder or interested bidder who filed the appeal did not attend the scheduled city commission meeting.
- (a) *Procurement by lease and multi-year procurements.*
- (1) A procurement contract may be entered into for any period of time deemed to be in the best interest of the city unless otherwise prohibited by law. Threshold spending limits are based on the life of the contract (excluding extensions) not on the individual annual amounts.
 - (2) Unless the city commission expressly approves otherwise or the contract states otherwise, every contract for procurement of goods by lease will provide the city the

right to terminate without cause on 90 or fewer days' notice or the right to terminate based on non-appropriation.

- (3) Unless the city commission expressly approves otherwise or the contract states otherwise, every contract for a multi-year procurement will provide the city the right to terminate without cause on 90 or fewer days' notice, or the right to terminate based on non-appropriation; and will further provide that in the event of termination as described above the maximum reimbursement available to the contractor will be the reasonable value of goods and services delivered and accepted through the termination date.
- (r) *Indefinite quantity contracts.* The city commission may award indefinite quantity contracts whenever it is impractical to determine in advance the precise quantities of goods or services needed. In approving an indefinite quantity contract, the city commission may authorize the city manager to make expenditures up to a maximum stated amount or to expend such sums as may be budgeted and appropriated for purchase orders under the contract.
- (s) *Conflicts of interest.* No employee of the city shall contract with or for any business dealing with the city whereby he may derive income or benefits other than those provided as remuneration from the city for his employment except when the city commission has made a prior determination that such dealings are in the best interest of the city.
- (t) *Encumbrance of funds.* Except in cases of emergency, the city manager shall not issue any order for delivery on a contract or purchase, unless there is to the credit of the department concerned a sufficient funds on deposit to defray the amount of such an order, or a budget amendment/transfer is in process for approval by the city commission.
- (u) *Appropriations lapse at end of year.* All appropriations shall lapse at the end of the budget year to the extent they shall not have been expended.
- (v) *Federal and state law requirements when federal or state funds are to be received or expended as applicable.*
- (1) Procurement procedures authorized or required by federal or state law are deemed authorized by this subsection when federal or state funds are to be received or expended, as applicable.
- (2) Where the procurement involves the expenditure of federal assistance or contract funds, the procurement will be conducted in accordance with applicable federal law and regulations.
- (3) Where the procurement involves the expenditure of state assistance or contract funds, the procurement will be conducted in accordance with applicable state law and regulations.
- (4) If there is any conflict between the provisions of this purchasing policy and any applicable provision of federal or state law, the provisions of the federal or state law apply when federal or state funds are to be received or expended, as applicable.

SECTION THREE: Implementing Administrative Actions. The City Manager, or designee, is hereby authorized and directed to implement the provisions of this Ordinance and to take

any and all necessary administrative actions to include, but not be limited to, the adoption of administrative policies.

SECTION FOUR: Severability. If for any reason any provision, paragraph, word, section, or article of this Ordinance is invalidated by any court of competent jurisdiction, the remaining provisions, paragraphs, words, and sections shall not be affected and shall continue in full force and effect.

SECTION FIVE: Codification. This Ordinance shall be incorporated into the City of Daytona Beach Shores Code. Any section, paragraph number, letter and/or any heading may be changed or modified by the code codifier as necessary to effectuate the foregoing. Grammatical, typographical and similar or like errors may be corrected, and additions, alternations, and omissions not affecting the construction of meaning of this Ordinance or the City Code may be freely made.

SECTION SIX: Conflicts. All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed.

SECTION SEVEN: Effective Date. This Ordinance shall become effective immediately upon enactment.

CITY OF DAYTONA BEACH, FLORIDA

NANCY MILLER, MAYOR

KURT D. SWARTZLANDER, CITY MANAGER

CHERI SCHWAB, CITY CLERK

Approved as to form and legality:

VOSE LAW FIRM, CITY ATTORNEY

Passed on first reading this ____ day of _____, 2025.

Adopted on second reading this ____ day of _____, 2025.



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: 2025 Annual Conference Voting Delegate

SYNOPSIS:

The City Commission must choose a voting delegate for the 2025 Annual Conference.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

I move that XX is our voting delegate at the Annual conference.

ATTACHMENT: 1. 2025 Voting Delegate Memo



To: Key Official

From: Eryn Russell, Florida League of Cities

Date: June 17, 2025

Subject: 2025 Annual Conference Voting Delegate Information

The Florida League of Cities Annual Conference will be held at the Signia by Hilton Orlando Bonnet Creek in Orlando, Florida, from August 14-16, 2025. This conference will provide valuable educational opportunities to help Florida's municipal officials serve their citizenry more effectively.

We ask that each member municipality sending delegates to the Annual Conference **designate one elected official to serve as its Voting Delegate** and cast the municipality's votes at the Annual Business Meeting which will be held on **Saturday, August 16, 2025**. The Voting Delegate designated by each municipality will vote on all official business matters brought before the League membership and requiring a vote during the Business Meeting. Matters such as the election of League leadership, adoption of resolutions and any other official business matters affecting the League may be voted on during the Business Meeting.

In accordance with the League's by-laws, the number of votes allocated to each municipality is determined based upon population. The League will use the latest Florida Estimates of Population as published by the University of Florida, Bureau of Economic and Business Research.

Annual Conference registration materials were sent to each municipality via the League's e-newsletter and are available online at flcities.com.

If you have any questions about voting delegates, please email erussell@flcities.com.
Voting delegate forms must be received by the League no later than July 31, 2025.

Attachments: Form Designating Voting Delegate

**2025 Annual Conference
Florida League of Cities, Inc.
August 14-16, 2025
Orlando, Florida**

It is important that each member municipality sending delegates to the Annual Conference of the Florida League of Cities designate one of its elected officials to cast the municipality's votes at the Annual Business Meeting. League By-Laws require each municipality to select one person to serve as the municipality's Voting Delegate.

Municipalities do not need to adopt a resolution to designate a voting delegate. Instead, please fill out this form and return it to the League office so that your voting delegate may be properly identified. **Voting delegate forms must be received by the League no later than July 31, 2025.**

Designation of Voting Delegate

Name of Voting Delegate: _____

Title: _____

Delegate Email: _____

Municipality of: _____

AUTHORIZED BY:

Name

Title

Return this form to:

Eryn Russell
Florida League of Cities, Inc.
Post Office Box 1757
Tallahassee, FL 32302-1757
Email: erussell@flcities.com



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on City Manager's compensation

SYNOPSIS:

Per Commission request from the June 4th City Commission meeting.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. Current City Manager Compensation

Exhibit #4: City Manager Total Compensation Analysis

City/Municipality	County	Population	Incumbent Salary	Retirement	Medical	Dental	Vision	Allowances	Total Compensation
New Smyrna Beach	Volusia	33,402.00	\$233,000.00	\$34,950.00	\$10,433.00	\$343.00		\$9,000.00	\$267,950.00
Daytona Beach	Volusia	85,887.00	\$291,905.00	\$100,766.00	\$9,269.00	\$301.00			\$392,671.00
Daytona Beach Shores	Volusia	5,217.00	\$170,414.40	\$63,939.48	\$9,396.00			\$8,400.00	\$234,353.88
DeBary	Volusia	23,509.00	\$200,492.00	\$20,049.00	\$14,441.00	\$308.00	\$85.00	\$6,000.00	\$220,541.00
DeLand	Volusia	44,607.00	\$203,000.00	\$24,360.00	\$7,764.00			\$9,600.00	\$227,360.00
Deltona	Volusia	100,304.00	\$215,000.00	\$74,218.00					\$289,218.00
Edgewater	Volusia	23,800.00	\$176,363.00	\$21,164.00	\$8,841.00	\$414.00			\$197,527.00
Holly Hill	Volusia	13,108.00	\$181,578.00	\$62,681.00	\$7,433.00	\$392.00	\$58.00	\$6,000.00	\$244,259.00
Orange City	Volusia	15,670.00	\$180,102.00	\$62,171.00	\$10,167.00	\$402.00			\$242,273.00
Ormond Beach	Volusia	44,663.00	\$213,046.00	\$19,174.00	\$8,622.00	\$493.00	\$53.00	\$5,646.00	\$232,220.00
Ponce Inlet	Volusia	3,476.00	\$154,159.00	\$53,216.00	\$8,482.00	\$395.00	\$105.00	\$6,000.00	\$207,375.00
Port Orange	Volusia	67,045.00	\$195,000.00	\$23,400.00	\$7,767.00	\$406.00		\$6,000.00	\$218,400.00
South Daytona	Volusia	14,049.00	\$175,361.00	\$60,534.00	\$9,224.00	\$563.00	\$108.00	\$7,200.00	\$235,895.00

Average Volusia			\$199,186	\$47,740	\$9,320	\$402	\$82	\$7,094	\$246,926
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**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Adopted Calendar Update

SYNOPSIS:

This calendar amends the previously adopted calendar and extends through the end of the calendar year.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: 1. Dates to Remember updated 6-25-25

Dates to Remember

July 1st 6:00 pm City Commission Meeting

July 29th tentative 4:00 pm Budget Workshop

**July 29th 5:00 pm Special City Commission Meeting

August 5th 6:00 pm City Commission Meeting

September 8th tentative 6:00 pm City Commission Meeting

September 23rd tentative 6:00 pm City Commission Meeting

October 7th 6:00 pm City Commission Meeting

November 4th 6:00 pm City Commission Meeting

December 2nd 6:00 pm City Commission Meeting



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on presentation of service awards

SYNOPSIS:

Per Commission request from the June 4th City Commission meeting.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: None



**CITY COMMISSION AGENDA MEMORANDUM
JULY 1, 2025 AGENDA**

TO: Honorable Mayor and Members of the City Commission

FROM:

PREPARED BY: Cheri Schwab, City Clerk

SUBJECT: Discussion on Community Center activities during evening hours

SYNOPSIS:

Per Commission request from the June 4th City Commission meeting.

FISCAL IMPACT STATEMENT:

BACKGROUND:

LEGAL REVIEW:

RECOMMENDATION:

SUGGESTED MOTION:

ATTACHMENT: None