Town of Orange Park
Planning and Zoning Board Meeting
Thursday, May 14, 2026
6:00 PM
Agenda

1. Call to Order / Verification of Quorum

2. Invocation and Pledge of Allegiance

3. Chair Comments

4. Approval of Minutes
   a. Approval of the PZB Minutes for the April 9, 2026 Regular Meeting

5. New Business
   a. Conditional Use (C-1-2026) for 1345 Park Avenue - Liquor Store in CG
   b. Site Plan Review (SP-2-2026) for 1324 Kingsley Avenue (St. John's Classical Academy Charter School)
   c. Small-scale Future Land Use Map Amendment (FLUM) from CMI to MDR for 1701 Park Avenue (Application CP-1-2026)
   d. Rezoning Application from CG to RG-1 for 1701 Park Avenue (Application R-1-2026)

6. Old Business
   a. Review of PUD Revisions (Staff)
   b. Comprehensive Plan (EAR) Update (Staff)
   c. Update on Subcommittee Meeting for Standing Rules (Chair)
   d. Article III Subdivisions Draft Update (Staff)
   e. LDR Update on Recovery Homes (Staff)

7. Audience Comment

8. Board Member Comments

9. Information
   a. The next regular meeting of the Planning and Zoning Board is on Thursday, June 11, 2026 at 6:00 P.M.

10. Adjournment

TOWN OF ORANGE PARK
PLANNING AND ZONING BOARD
THURSDAY, APRIL 9, 2026
6:00 P.M.

The Town of Orange Park Planning and Zoning Board meeting was called to order in the Town Council Chambers on Thursday, April 9, 2026 at 6:00 p.m. by Chairman Alex Hawkins. The following Board members were present: Mr. Pete Johnston, Mr. George Niles, Mr. Marc Jernigan and Mr. Paul Bement. Others present were Economic and Community Development Director Stephen Smith, Planning and Permitting Coordinator Maddie White and Town Attorney Lawsikia Hodges.

The invocation was given by Mr. Hawkins, followed by the Pledge of Allegiance.

CHAIR COMMENTS

Mr. Hawkins stated if you would like to ask a question, please fill out a comment card. He also asked to please silence your cell phones. Mr. Hawkins inquired whether any members of the public were present to speak on the conditional use request for a liquor store at 1345 Park Avenue. As the item had been deferred and no individuals were present to provide comment, the item remained deferred and is scheduled to be heard at a future meeting in May.

APPROVAL OF THE MINUTES FOR THE MARCH 12, 2026 REGULAR MEETING

Mr. Niles moved to approved the minutes and Mr. Bement seconded, which passed 5-0.

VARIANCE APPLICATION (V-1-2025) LOCATED AT 2528 RED FOX ROAD

Mr. Hawkins opened the quasi-judicial public hearing for Variance Application V-1-2025, which had been previously deferred. The request is to reduce the required side yard setback from 10 feet to 6 feet to allow for an attached carport. He requested disclosure of any ex-parte communications. Mr. Hawkins disclosed a conversation with a neighboring property owner regarding procedures for public comment, noting that the discussion did not involve the merits of the application. Prior to the staff presentation, Mr. Johnston recused himself from participation and voting on the item.

Mr. Smith presented an overview of the request, explaining that the variance is being sought for after-the-fact approval of a carport that was constructed without a permit. The existing structure is located approximately 20 inches from the side property line and would need to be modified to meet a 6-foot setback if the variance is approved. Staff also noted that any approval would be contingent upon subsequent review by the Design Review Board. Mr. Smith reviewed the applicable variance criteria and explained that the request does not appear to be based on any unique physical conditions of the property, but rather on the applicant’s desire to add a carport. He indicated that the hardship is self-created, as the structure was constructed without prior approval, and that granting the variance would provide a special privilege not afforded to other

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similarly situated properties. Mr. Smith further stated that the absence of a carport does not prevent reasonable use of the property, which is an existing single-family residence with other accessory improvements. Additionally, staff expressed concern that approval could establish a precedent for similar variance requests within the neighborhood. Based on this analysis, staff recommended denial of the variance application. Mr. Hawkins then invited Board members to ask any clarification questions before proceeding to the applicant's presentation.

Kenneth Vogel, 2528 Red Fox Road, addressed the Board and acknowledged the staff's efforts while expressing concerns with the staff report. He explained that he purchased the home without a garage or carport due to prior renovations and argued that he did not create the underlying condition. He stated that the vast majority of homes in the neighborhood—82 out of 83—have garages or carports, and that his request is intended to restore a common residential feature for vehicle protection and safety, particularly given Florida weather conditions. Mr. Vogel acknowledged the carport was constructed without a permit but noted that he has since submitted engineered plans and is seeking to bring the structure into compliance. He argued that the variance request is minimal, seeking only a four-foot reduction, and that he is willing to make modifications, including adjusting the structure and addressing drainage concerns. Mr. Vogel also raised concerns about inconsistencies in the staff report, particularly regarding the interpretation of variance criteria and references to precedent. He questioned the lack of identified "special conditions" and noted that similar structures appear to exist within the neighborhood. The applicant further argued that denying the variance would result in unequal treatment and an undue hardship, as his property would be one of the few without covered parking. He emphasized that the request aligns with the character of the neighborhood and would not negatively impact public welfare. Additionally, Mr. Vogel questioned the extent of staff's site evaluation, noting he was not contacted regarding the property inspection referenced in the report. He reiterated that the structure has been in place for nearly three years without incident and provided an example of a fallen tree branch impacting the carport as evidence of its practical benefit.

Following Mr. Vogel's presentation, Mr. Hawkins opened the floor for Board questions and indicated that discussion would proceed through the variance criteria. Attorney Hodges provided guidance on the legal standards for granting a variance, emphasizing that the burden of proof lies with the applicant to demonstrate an unnecessary and undue hardship based on specific conditions such as lot size, shape, or topography. The Board then began reviewing the criteria in detail, starting with whether unique physical conditions exist that would justify the variance.

The Board continued its discussion by closely examining the first variance criterion related to the existence of unique physical conditions. Mr. Smith reiterated that the subject property is generally consistent in size, shape, and topography with surrounding lots in the subdivision, with the exception of some waterfront properties that differ in character. Board members emphasized

that, in order to justify a variance, there must be a distinct physical condition unique to the property that creates a hardship. Mr. Vogel acknowledged that the property can still function as a single-family home but explained that past changes to the home—specifically the relocation of the driveway and enclosure of the original carport—reduced available space and contributed to the current situation. Despite this, the Board indicated that such circumstances did not meet the strict legal standard required to demonstrate a unique hardship tied to the land itself rather than to prior improvements.

Further discussion clarified that the variance process is not intended to address convenience or preferences but rather to resolve situations where strict application of the code would prevent reasonable use of the property. Mr. Hawkins expressed difficulty identifying any qualifying physical hardship and generally aligned with staff's assessment that the first criterion had not been satisfied.

The Board then moved on to the second criterion concerning whether the hardship was self-created. Staff explained that the request was driven by the applicant's desire to construct a carport and not by any inherent condition of the land. Attorney Hodges further clarified that, under established zoning law, hardships resulting from actions taken by either the current or previous property owner are considered self-created and therefore do not justify a variance. While Mr. Vogel noted that the original carport had been enclosed by a previous owner, the Board emphasized that such conditions transfer with the property and are still considered self-created from a legal standpoint. It was also noted that property owners are presumed to be aware of applicable zoning regulations, including setback requirements, at the time of purchase.

Throughout the discussion, the Board reinforced that the burden of proof rests with the applicant to demonstrate an unnecessary and undue hardship based on the specific legal criteria, and without meeting the foundational requirement of a unique physical condition, the remaining criteria could not be satisfied.

Attorney Hodges clarified that, under the law, property owners are presumed to have knowledge of zoning regulations when purchasing a home, regardless of whether they actually understand setbacks or other requirements. The Board is required to apply the law objectively, not based on assumptions about a homeowner's knowledge or intent. She emphasized that variance decisions must be supported by "competent substantial evidence," typically provided by qualified professionals such as engineers or surveyors, demonstrating that a property has unique conditions not shared by others in the area. Without such evidence, the board cannot legally justify approval. She also reiterated that all required criteria must be met in full—failure to satisfy even one prohibits approval—and that variances are intended to be rare, high-burden exceptions rather than routine allowances.

The discussion then shifted into a deeper examination of the variance criteria, particularly around "special privilege," "undue hardship," and "public welfare." Board members and staff clarified that the existence of similar structures in the neighborhood, whether conforming or not, does not justify granting a variance. Each application must stand on its own merits, and approval cannot be based on what others have done. The concept of "public interest" and "precedent" was also clarified, not as popularity or opinion, but as maintaining consistent enforcement of zoning rules, preserving neighborhood character, and ensuring fairness in land use decisions.

Mr. Vogel questioned the burden of proof, asking whether the Town also has a responsibility to produce expert analysis in response. Attorney Hodges explained that, in quasi-judicial proceedings, the burden lies entirely with the applicant, as they are the party seeking relief. The board's role is reactive, evaluating the evidence presented rather than independently developing a case for or against the request.

As the board reviewed additional criteria, members focused on whether a true hardship existed and whether the requested variance was the minimum necessary. It was noted that the property could still be reasonably used in compliance with zoning regulations, including the possibility of constructing a carport elsewhere on the lot, even if less convenient or more costly. This undermined the argument for undue hardship. The board also emphasized that inconvenience or financial burden alone does not meet the legal threshold required for a variance.

Further discussion reinforced that zoning regulations are designed to ensure consistent spacing, safety, and neighborhood character, and that granting a variance without meeting all criteria could erode public trust in fair enforcement. Mr. Jernigan expressed understanding of the applicant's position, they acknowledged they are bound to apply the law strictly and cannot base decisions on sympathy or subjective considerations.

Ultimately, after closing the public hearing, the board concluded that the applicant had not met the burden of proof for the required criteria, particularly regarding unique hardship and minimum necessary relief.

Mr. Bement stated based on the criteria for a variance, pursuant to Section 02.08.14.02(a) of the Zoning code, he recommend the variance be denied and Mr. Niles seconded, which passed 4-0.

Mr. Hawkins stated Mr. Vogel has the right to appeal. Attorney Hodges stated it would be appealed to Town Council and Mr. Smith can assist with the appeal process.

CONDITIONAL USE (C-1-2026) FOR 1345 PARK AVENUE

Mr. Hawkins opened the public hearing for Conditional Use Application C-1-2026, a request for a liquor store in the CG zoning district at 1345 Park Avenue. Mr. Hawkins stated ex-parte disclosures were noted as not applicable at this time.

Mr. Smith provided an overview stating that the applicant was requesting a deferral of the application in order to provide additional information and further discuss the item. It was noted that the applicant's attorney, who was not involved in the initial submittal, requested additional time to review and address the application prior to proceeding.

There were no board questions, no applicant comments beyond the request for deferral, and no public comment.

Mr. Bement moved to defer Conditional Use Application C-1-2026 to the May 14, 2026 meeting and Mr. Niles seconded, which passed 5-0.

SITE PLAN REVIEW APPLICATION (SP-2-2026) FOR 1324 KINGSLEY AVENUE

Mr. Hawkins opened the public hearing for Site Plan Review Application SP-2-2026 for the proposed expansion of St. Johns Classical Academy located at 1324 Kingsley Avenue.

At the outset of the hearing, Mr. Hawkins disclosed an ex-parte communication. He stated that they had viewed a public post made by Madison Hilt on the Orange Park Hub page referencing concerns regarding traffic congestion in the neighborhood behind the school. Mr. Hawkins clarified that the disclosure was made out of caution to avoid any appearance of prejudice and noted uncertainty regarding procedural requirements due to limited experience with this aspect of the process. It was also acknowledged that the individual who made the post may be present to speak on the matter during the hearing. No additional ex-parte communications were disclosed by the board. Mr. Hawkins requested that, except for clarification questions, staff and the applicant be permitted to present their testimony and evidence without interruption in order to maintain an orderly record.

Mr. Smith provided a brief report on the application. He explained that the proposal consists of additional modular classroom buildings associated with the planned expansion of St. Johns Classical Academy. The project supports the school's continued growth, including expansion of grade levels and enrollment capacity, and is located at 1324 Kingsley Avenue. Mr. Smith advised that the Florida Department of Transportation (FDOT) previously reviewed the revised traffic impact study and issued additional comments dated February 27, 2026, which were included in the staff report. He further stated that although the applicant submitted the site plan application, no formal response addressing the FDOT comments was provided prior to the hearing. As a result, staff had not completed their full review and was unable to provide a recommendation at that time. Mr. Smith also provided background on the traffic analysis history. The original traffic study evaluated conditions associated with an increase in enrollment of approximately 520 additional students, with existing enrollment at roughly 480 students and a projected long-term buildout of approximately 1,000 students by 2032. The study identified potential mitigation measures, including the possible need for a right-turn lane at the Orange

Avenue and Kingsley Avenue intersection and the use of staggered bell schedules to distribute traffic more evenly during arrival and dismissal periods. Mr. Smith noted that earlier FDOT comments dated August 6, 2025 identified deficiencies in the original traffic study, including missing analysis components, lack of proper engineering certification, and insufficient justification for the decision not to provide a right-turn lane. Additional technical concerns were also raised. He explained that the revised traffic study included updated analysis and again relied on staggered bell schedules as the primary mitigation strategy. FDOT's subsequent review dated February 27, 2026 expressed continued concern that a 30-minute separation between bell schedules may not be sufficient to fully process traffic volumes before the next wave of arrivals. FDOT further recommended consideration of additional improvements, including a right-turn lane into the site, potential westbound left-turn lane modifications, median closure adjustments east of Orange Avenue, and revisions to inconsistencies identified in the traffic analysis regarding site access and lane configuration.

Mr. Smith concluded by stating that due to unresolved FDOT comments and the incomplete nature of the review, no staff recommendation was available.

During board discussion, Mr. Johnston raised concerns regarding the timing of the application and the adequacy of review time. He noted that the application materials and supporting documents were received only approximately 24 to 25 hours prior to the meeting, which limited the ability of both staff and board members to thoroughly review the submission. He also expressed concern that FDOT had spent months reviewing the traffic study while the board was being asked to consider the application without comparable review time, particularly given that significant traffic concerns remained unresolved. Mr. Johnston indicated discomfort moving forward without additional time for analysis and suggested that a delay may be appropriate.

Mr. Smith responded that the purpose of the application at this time was to allow the project to proceed in alignment with the upcoming school year. Mr. Smith indicated that the applicant would be better positioned to address the urgency and timeline associated with the request.

Mr. Anthony Bradley, Headmaster of St. Johns Classical Academy, addressed the board and expressed appreciation for the opportunity to present the project. He referenced prior direction from the board during a previous hearing, which emphasized the importance of timely coordination with staff and agencies, including FDOT, and stated that the applicant had made extensive efforts to comply with those expectations. Mr. Bradley described a timeline of coordination efforts spanning several months, including meetings with Town staff, communication with traffic engineers, and discussions with FDOT representatives. He stated that the applicant believed they had been working in good faith and were surprised by the timing of FDOT's February 27, 2026 comments, which introduced additional concerns shortly before final application submission.

He further explained that the project relies on a phased expansion plan and that the traffic study reflects a full buildout scenario of approximately 1,000 students, while the immediate request pertains to a significantly smaller number of students for the upcoming school year. He emphasized that the school intends to implement a two-bell system, similar to operations at another campus, in which upper school and lower school students arrive and depart at staggered times to reduce peak traffic volumes. He noted that some lower school students are siblings of upper school students, which would further reduce the number of additional vehicles during peak periods. Mr. Bradley also addressed FDOT's recommendations regarding roadway improvements, stating that while such improvements may be beneficial from an engineering standpoint, they would be cost-prohibitive for the project. He emphasized that the school believes its operational model and staggered scheduling would adequately manage traffic demand at the current and near-term enrollment levels. He further noted that campus operations include the presence of school resource or police officers who assist with traffic management and that coordination with local law enforcement has indicated that traffic is being actively managed on-site. He stated that, in the applicant's view, current conditions do not indicate a significant traffic issue and that the proposed expansion would not worsen conditions given the planned scheduling adjustments.

The hearing continued with Mr. Johnston asking clarifying questions regarding traffic operations, FDOT recommendations, and at what point roadway improvements might be required as enrollment increases toward full buildout. Discussion also included concerns regarding reliance on staggered bell schedules, differences in professional engineering opinions, and whether the proposed mitigation measures would be sufficient under FDOT's standards.

Ms. Amy Miller with St. John's Classical Academy stated their traffic engineer was available remotely and could respond to technical questions if permitted by the board.

Following board discussion, Mr. Hawkins raised the possibility of temporarily recessing the meeting to allow the applicant's traffic engineer to join virtually. A brief recess was discussed to facilitate the engineer's participation. Board members expressed that several had not been able to fully review the materials in advance of the meeting and shared concerns that they were not adequately prepared to render a decision at that time.

Mr. Bement reiterated that the item appeared to have significant unresolved technical issues, particularly related to the FDOT traffic comments, and emphasized that those concerns should be addressed by a qualified traffic engineer rather than through informal discussion. He stated that, based on the staff report, staff had not completed its review and had not issued a recommendation, which further contributed to concern about proceeding.

The board discussed prior procedural history, including the July 2025 meeting, and expressed concern that previous expectations regarding traffic studies and mitigation planning had not been

fully realized or documented in the current application materials. It was noted that the board had previously anticipated receiving a traffic improvement plan and supporting analysis in a more complete and timely manner than what was provided for the current hearing.

Additional concerns were raised regarding FDOT's recent comments, which included recommendations for roadway improvements and further analysis of turning movements and intersection operations. Board members expressed uncertainty regarding whether those recommendations had been fully addressed in the submitted traffic study and noted that the absence of a clear staff recommendation made it difficult to proceed.

Mr. Hawkins also expressed concern regarding the timing of the agenda posting and the limited notice provided to the public and board members, stating that approximately 24 to 25 hours of review time was insufficient given the complexity of the application and the potential impacts to surrounding neighborhoods.

The applicant's traffic engineer, Mr. Rick Morrow with LJA Engineering Inc., was then brought into the meeting virtually. Mr. Morrow stated that he had been following the discussion and would provide clarification regarding coordination with FDOT and the development of the revised traffic study. He explained that the project team had engaged in discussions with FDOT representatives beginning in the October timeframe and had specifically coordinated regarding the proposed two-bell schedule. He further stated that, following those discussions, the team proceeded under the understanding that FDOT was generally in agreement with the proposed operational approach, although that understanding was not formally documented.

Mr. Morrow explained that subsequent FDOT review identified additional opportunities for roadway improvements, including turn lane enhancements and intersection modifications. He noted that while such improvements could improve traffic operations, they would not necessarily be required based on existing conditions and that the school's operational model, including staggered bell schedules, was intended to reduce peak traffic volumes and mitigate impacts. He emphasized that school traffic operates within a concentrated peak period and that separating arrival and dismissal times would reduce peak congestion compared to current conditions.

Mr. Morrow further stated that roadway modifications such as extended turn lanes or median changes would alter traffic flow characteristics and could shift operational patterns but would not necessarily eliminate peak-period congestion associated with school traffic activity. He also noted that Kingsley Avenue and surrounding corridors already contain varying roadway conditions and constraints, and that the proposed development would operate within that existing context.

During questioning, Mr. Johnston asked for clarification regarding the current level of service at the Orange Avenue and Kingsley Avenue intersection. The traffic engineer indicated he would

obtain that information. Discussion continued regarding FDOT's request for additional scenario modeling, including the addition of a northbound right-turn lane, and whether those requested analyses had been fully incorporated into the revised report.

Board members expressed continued concern that FDOT's February 2026 comments had not been fully resolved within the current submission and noted that the absence of a completed traffic engineering response made it difficult to evaluate compliance with agency expectations. Additional discussion took place regarding peak-hour conditions, school-related traffic congestion, and the distinction between short-duration peak impacts versus full-day roadway operations.

Mr. Morrow reiterated that, based on modeling assumptions and operational adjustments such as the two-bell schedule, the proposed expansion would distribute traffic more efficiently and reduce peak volumes compared to current conditions. He further stated that school traffic is fundamentally different from continuous commercial traffic because it is concentrated in defined peak periods.

The Board also discussed broader planning concerns, including the long-term buildout scenario through approximately 2032, and expressed interest in reviewing a comprehensive site plan showing full campus development, traffic circulation, and infrastructure requirements at full capacity. The Board stated that while near-term operations were important, they also needed clarity on long-term impacts and potential roadway improvement triggers.

Mr. Hawkins noted that the board continued to have unresolved concerns regarding traffic impacts, FDOT coordination, neighborhood effects, and the completeness of the submitted materials. A consensus began to form that additional coordination among staff, FDOT, the applicant, and the traffic engineer was necessary to achieve clarity before a final decision could be made.

Mr. Smith confirmed that a coordinated meeting or workshop-style discussion between the parties would be appropriate to resolve outstanding technical issues and potentially return to the board with a unified recommendation. Attorney Hodges clarified that such discussions between staff, consultants, and applicants could occur outside of a noticed public meeting, provided that no formal decisions were made during those discussions.

The board expressed support for convening a coordinated working session among staff, FDOT, and the applicant's engineering team to address outstanding issues, with the expectation that a clearer, more complete recommendation would be brought back to the board at a future meeting.

Mr. Hawkins invited Madison Hilt to speak.

Madison Hilt, 2272 Orange Avenue, expressed strong opposition and concern regarding the manner in which the application returned to the agenda, stating it felt rushed and unfair to the surrounding neighborhood. She acknowledged the school's need to prepare for the upcoming school year but argued that the process appeared to prioritize the applicant's timeline over adequate public input and neighborhood consideration. She stated that residents have not had a meaningful opportunity to provide input on the impacts of the school, particularly related to traffic conditions on Orange Avenue. She described existing congestion issues in the area, including difficulty exiting her residence due to traffic backups during school dismissal times and noted that nearby intersections and signage have been adjusted in response to pedestrian and traffic concerns. She also referenced perceived impacts from overlapping dismissal times between St. Johns Classical Academy and nearby schools, contributing to increased congestion on Orange Avenue. Ms. Hilt further argued that the traffic study area does not adequately reflect broader neighborhood impacts beyond the immediate vicinity of the school, noting that traffic patterns extend further along Orange Avenue and surrounding residential streets. She expressed concern that these downstream impacts were not fully analyzed or addressed in the application materials. She questioned statements suggesting the project could proceed based on "common sense," stating instead that proper decision-making should be based on complete data, full technical analysis, and direct engagement with affected residents. She also criticized the applicant for not having fully addressed FDOT's technical comments in advance of the hearing, suggesting that sufficient time had been available to prepare responses. Ms. Hilt additionally expressed frustration with what she characterized as an inequity in how regulations are applied, stating that private applicants are still required to comply fully with applicable codes and standards. She emphasized that any development must meet regulatory requirements regardless of financial feasibility and compared the situation to other regulated development scenarios within the Town. She concluded by reiterating that the neighborhood has experienced significant negative impacts and that the application process, in her view, has not adequately addressed those concerns before proceeding.

During final board discussion, members reiterated concerns regarding incomplete traffic analysis, unresolved FDOT comments, limited review time, and neighborhood impacts.

Mr. Johnston moved to defer SP-2-2026 to the May 16, 2026 meeting and Mr. Niles seconded, which passed 5-0.

DISCUSSION ON PUD REVISIONS

Mr. Smith explained that the Town's consultant has been delayed due to other assignments, and that only a limited number of relatively minor changes were identified for review. He indicated that staff anticipates bringing an updated version of the PUD revisions back to the board at the next meeting.

UPDATE ON SUBCOMMITTEE MEETING FOR STANDING RULES

Attorney Hodges reported that the Town Council is in the final stages of review after receiving public comments. The Council is currently working through those comments, and the item is expected to move forward once that process is completed.

ARTICLE III SUBDIVISIONS DRAFT UPDATE

Mr. Smith indicated there has been no significant change since the previous month. The update remains ongoing with no issues related to the timeline, and the draft will be brought back when ready.

LDR UPDATE ON RECOVERY HOMES

Mr. Smith stated this update is the same as the subdivisions draft update and is being worked through in a similar manner.

PUBLIC COMMENT

Madison Hilt, 2272 Orange Avenue, spoke regarding neighborhood cohesiveness and zoning disparities across the railroad tracks in Orange Park. She expressed concern that the area on her side of town has more restrictive commercial zoning, limiting uses largely to professional offices and small boutique-type businesses, which she feels reduces walkability and access to everyday services for residents, particularly those without vehicles. She noted that this part of Town has fewer accessible amenities and argued that residents are underserved in terms of nearby “third spaces” and walkable services, especially compared to other areas of the Town. She emphasized safety concerns when walking to more distant stores and suggested the zoning in this area should be reviewed to better support community connectivity and equity between neighborhoods.

The board acknowledged her comments positively and briefly noted the observation regarding the concentration of services on the other side of the railroad tracks.

BOARD MEMBER COMMENTS

Mr. Bement had no comment.

Mr. Johnston expressed concern about repeated deferrals and last-minute changes to agenda items, stating they can undermine public participation and make it difficult for both the board and residents to properly prepare. He raised questions about how FDOT requirements are applied in site plan decisions and cited perceived inconsistencies between projects. He also asked whether the Town could address issues he described as “construction blight,” where developments appear to stall after site work begins. He emphasized the need for clearer

understanding of regulatory requirements, particularly involving FDOT coordination and LDR interpretation, and suggested further clarification from staff or the Town attorney.

Attorney Hodges responded that some of the concerns fall within the board's planning and zoning authority, while others would be handled through code enforcement or meet with any Council member. Mr. Hawkins asked if the board would indulge to let another resident speak.

Desiree Allen, 1827 Smith Street, expressed concern about communication and consistency in the Town's permitting and development processes, stating that residents in areas such as Miller Street, Floyd Circle, and surrounding neighborhoods feel underserved and often confused by unclear or piecemeal permit requirements. She emphasized the need for better public education on zoning and permitting rules so residents fully understand what is required from the outset, rather than receiving information in stages. She also raised concerns about stalled or incomplete development projects, describing visible construction activity (such as cleared lots and infrastructure work) that has not progressed, and questioned how the Town addresses or prevents what she referred to as "construction blight." She argued that residents often lack access to clear answers and encouraged the Board to engage more directly with the community to better understand local needs.

Mr. Hawkins redirected the meeting back to the agenda and board members briefly discussed the need for additional training, particularly in quasi-judicial procedures. The Board also expressed interest in holding a workshop or training session to improve consistency and understanding of board processes moving forward.

Mr. Niles and Mr. Jernigan had no further comment.

INFORMATION

The next regular meeting of the Planning and Zoning Board is on Thursday, May 14, 2026 at 6:00 p.m.

ADJOURNMENT

Mr. Hawkins adjourned the meeting at 9:15 p.m.

STAFF REPORT - PLANNING AND ZONING BOARD
REVISED 5/14/2026

Agenda Item: 5a

Application Number: C-1-2026
Owner: Brian K. Lynn
Applicant: Roland Aldib
Location: 1345 Park Avenue, between Stiles Avenue and Blake Avenue.

Zoning District: Commercial General (CG)
Future Land Use Category: Commercial Medium Intensity (CMI)

Date: May 14, 2026

The Economic and Community Development Department hereby forwards to the Planning and Zoning Board its comments and recommendation regarding Application for Conditional Use C-1-2026.

REQUEST

The application is a request to consider a conditional use for the retail sale of all alcoholic beverages for off-premise consumption in the Commercial General (CG) zoning district, pursuant to Section 2.04.00.02 (Table II.1) of the Land Development Regulations.

NOTICES

Notices of this public hearing were mailed to all property owners within 300 feet of the subject property, as indicated in the public records of the Clay County Property Appraiser. The properties were posted with signs at least 15 days in advance of the public hearing. Legal notices were advertised in the Clay Today in conformance with Florida Statute and Town of Orange Park Code of Ordinances.

CRITERIA FOR REVIEW

Pursuant to the provisions of Article II, Section 02.08.14.01 of the Zoning Code, the Planning and Zoning Board may grant a conditional use and may provide such conditions and safeguards as may be appropriate and in harmony with the purpose and intent of Article II (Zoning Code). In order to authorize a conditional use from the terms of the

ordinance the applicant must show and the board must find that the use is consistent with the following definition:
Conditional use. A use that would not be appropriate generally or without restriction throughout the zoning division or district, but which, if controlled as to number, area, location, or relation to the neighborhood, would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare. Such uses may be permitted in such zoning division or district as conditional uses, if specific provision for such conditional use is made in the zoning ordinance.

(1) *Controlled as to number, area, location, or relation to the neighborhood;*

Location. The subject property is located at the northeast corner of Park Avenue (US 17/SR 15) and Stiles Avenue. Park Avenue is an Urban Principal Arterial with six to eight divided lanes. The existing one-story, 2,646-square-foot structure was previously used as a money-lending establishment. Two existing driveways provide access to the subject property; a right-in only from Park Avenue and one from Stiles Avenue.

Area. The liquor survey submitted with the application indicates there are no churches or schools within five-hundred (500) feet of the property. Additionally, according to town records, there are no other similar establishments located within 500 feet of the property.

Number. There is an existing retail liquor store in the area (1910 Park Avenue) that is within approximately one-half mile of the subject property. Additionally, the Sunshine Food Mart (located at 206 Park Avenue) was approved for the retail sale of all alcoholic beverages. However, it closed in last year or two. That leaves one remaining retail store on Park Avenue approved for the retail sale of all alcoholic beverages. Adding a second store along Park Avenue, which is predominately a commercial area, would not oversaturate the area with this type of use and is consistent with the intent of the Conditional Use criteria.

Relation to the neighborhood. The subject property sits in close proximity to the neighborhood and Stiles Avenue is the primary access point for both. Additionally, the driveway along Stiles Avenue doesn't meet the Town's Standard Construction Details for driveway design and construction. Improvements such as adding a defined curb on Stiles Avenue adjacent to the subject property would promote vehicle safety and support public health for the proposed use and adjacent neighborhood.

The adjacent uses, zoning and land use categories are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use(s)
North	CMI	CG	Furniture store
South	CMI	CG	Car wash
East	CMI/LDR	CG/RG-2	Office/storage, single family residential
West	CMI	CG	Convenience store with gas pumps

If approved, the proposed development would be consistent with the Commercial Medium Intensity (CMI) functional land use category of the 2045 Comprehensive Plan to the extent that the CMI category consists primarily of retail and service establishments, medical and dental offices and clinics, shopping center, auto service stations, churches, and community sales and services.

(2) *Would promote the public health, safety, welfare, morals, order, comfort, convenience, appearance, prosperity or general welfare;*

Convenience. The proposed liquor store appears to satisfy the convenience requirement since there is only one other liquor store (1910 Park Avenue) on Park Avenue. Adding a second location would generally satisfy these criteria subject to the recommended conditions.

Appearance and Safety. The exterior appearance of the vacant building is generally kept up. However, there is an outstanding Code Compliance infraction (Case #20250626) for an abandoned sign. Additionally, the following activity was reported to the Police Department by the previous business:

5/2/24 - Fraud
6/10/24 - Grand Theft
2/28/25 - Trespassing

This does not appear to be a concern as it's associated with the previous use.

ANALYSIS

In summary, the proposed liquor store appears to be consistent with the definition of a conditional use primarily due to location including being located in an established commercial corridor, convenience and number which provides an additional store choice on Park Avenue. The recommended conditions assist with addressing additional factors such as public health, safety, welfare and appearance, and promote an improved transition from commercial to residential with the nearby neighborhood.

SUPPLEMENTAL INFORMATION

1. Upon visual inspection of the subject property on February 24, 2026 the required Notice of Public Hearing sign was posted.
2. A map (Exhibit A) depicting the approximate distance from an existing liquor store is attached.
3. Attached to this report is a copy of the application, including the site plan.
4. Unless otherwise approved, a conditional use shall be nontransferable and granted to the applicant only and shall commence within ninety (90) days from the effective date of the final order.

STAFF RECOMMENDATION

Based on the forgoing, it is the recommendation of the Economic and Community Development Department that Application for Conditional Use C-1-20126 be **APPROVED** subject to the following conditions:

1. All retail and non-employee parking shall be restricted to the parking lot located on Park Avenue.
2. A No parking sign shall be installed at the entrance of the Stiles Avenue driveway to prohibit parking in the rear parking lot for all retail and non-employees.
3. A landscape plan shall be submitted to the Economic and Community Development Department ("ECD"). Said landscape plan shall provide for perimeter landscaping within the existing strip of land along the public right-of-way adjacent to Park Avenue consistent with the planting requirements of Section 5.03.00.
4. The applicant shall coordinate with the ECD Department to design and construct a defined curb, driveway aprons, sidewalk, and landscaping along the property's frontage on Stiles Avenue subject to review and approval by the Public Works Department.
5. Hours of operation shall be limited to 7:00 a.m. to 9:00 p.m. for the store and 9:00 a.m. to 11:00 p.m. for the drive-through.



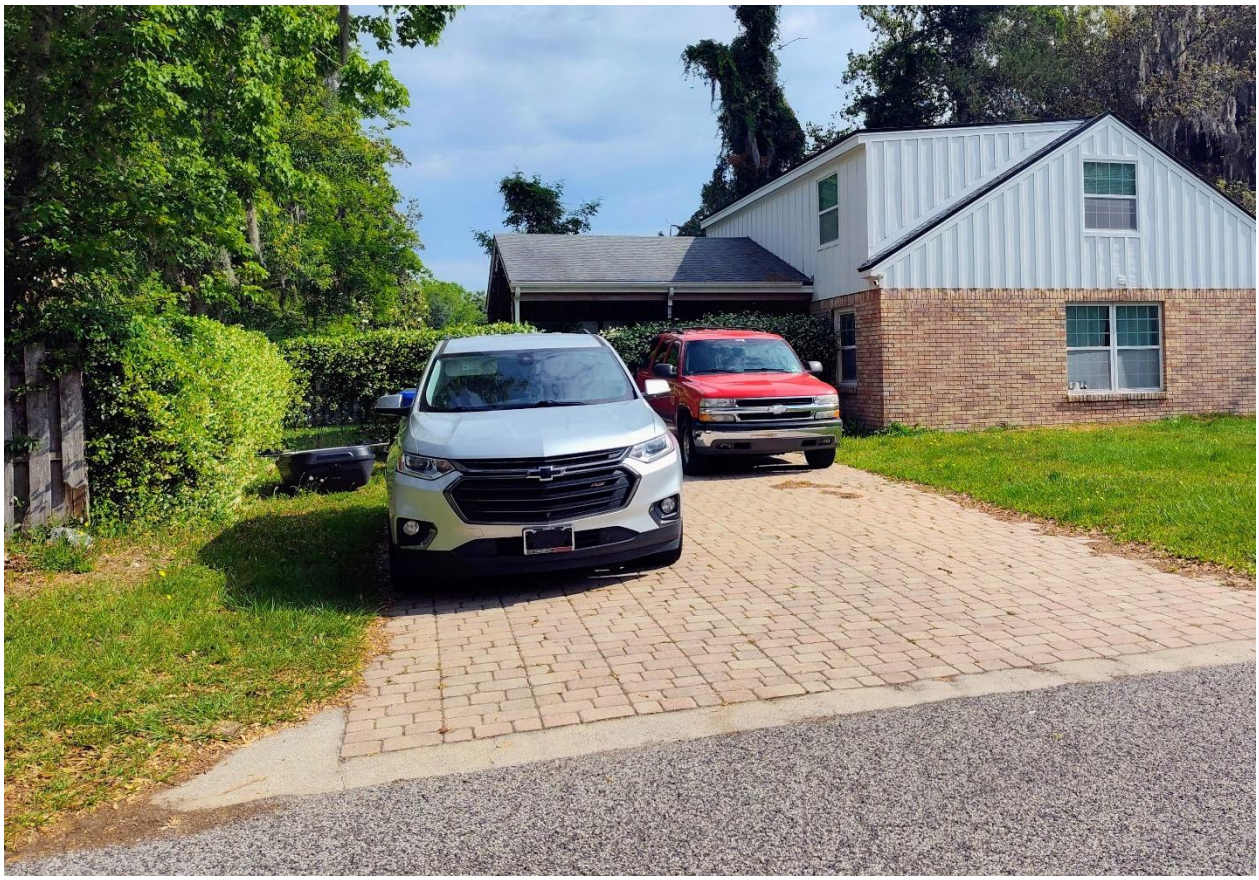
Posted Notice Sign



Area behind building on subject property.



Picture of easternmost driveway on lot behind the subject property.



Single family at residential 1346 Orange Circle South.

20250840

Pd. 2/19/26

FOR OFFICE USE ONLY	
Application No.	C-1-2026
Date Submitted:	1/17 20 24
Date Filed:	2/19 20 24
Set for Public Hearing on:	3/12 20 24

TOWN OF ORANGE PARK

APPLICATION FOR CONDITIONAL USE

A. PROJECT

1. Address of Subject Property: 1345 Park Avenue, Orange Park 32073
2. Between Streets: Park Ave And River RD
3. Parcel ID Number(s): 41-04-26-018654-000-00 and 41-04-26-018654-001-00
4. Existing Use of Property: closed
5. Zoning Designation: CG Future Land Use Designation: CMI
6. Land Area (Acres): Date lot was recorded:

B. OWNER/APPLICANT/AGENT INFORMATION

1. Name of Owner(s): Brian K. Lynn
   Address: 12276 San Jose blvd
   City: Jacksonville State: FL Zip: 32223
   Telephone: (904) 504-5205 Email: brian.lynn@lendingbear.com
2. Name of Authorized Agent(s): Roland Aldib
   Address: 8960 blaire Meadows Dr
   City: Jacksonville State: FL Zip: 32257
   Telephone: (904) 383-2093 Email: rolandaldib87@gmail.com

C. STATEMENT OF CONDITIONAL USE SOUGHT

1. Requested Conditional Use: Liquor store & craftbeer
2. Statement of facts for requested conditional use.

Section 02.08.14.01 of the Ordinance Code provides that the Planning and Zoning Board may grant a conditional use and may provide such conditions and safeguards as may be appropriate and in harmony with the purpose and intent of Article II (Zoning Code). Please provide any relevant information relating to the characteristics of the conditional use sought. You may attach a separate sheet if necessary.

Attached

D. ATTACHMENTS (One hard copy or one copy in PDF format)

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Survey or Site Plan.

E. FILING FEES

1. Application Fee: **$500.00 (Nonresidential)** **$250.00 (Residential)**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Signature of Owner

Signature of Authorized Agent

Brian K. Lynn, Managing Member, Lynn Investments II, LLC
Typed or printed name and title of applicant

Roland Aldib
Typed or printed name of authorized agent

12/15/25
Date

12.15.2025
Date

State of Florida County of Clay

The foregoing application is acknowledge before me this 15th day of Dec., 20 25

By Brian K. Lynn, who is/~~are~~ personally known to me or has/have produced _____ as identification.

NOTARY SEAL

KELLY JO MOSLEY
MY COMMISSION # HH 276329
EXPIRES: August 28, 2026

Kelly Jo Mosley
Signature of Notary Public, State of Florida

Applicant: Roland Aldib
Owner: Brian LLY
Property Address: 1345 Park Avenue, Orange Park, Florida 32073

The Applicant seeks approval of a Conditional Use to allow the operation of a package liquor store at the subject property. The proposed use consists of the retail sale of alcoholic beverages, including distilled spirits, wine, and craft beer, for off-premises consumption only. No on-site consumption, bar service, tasting room, or entertainment is proposed.

The requested Conditional Use is appropriate for the subject property due to its location within an established commercial corridor along Park Avenue and its compatibility with surrounding retail and service-oriented uses. The proposed use will operate entirely within an enclosed commercial space and will not create excessive traffic, parking demand, noise, or other adverse impacts.

The Applicant will comply with all applicable City of Orange Park ordinances, Clay County regulations, and Florida Department of Business and Professional Regulation (DBPR) requirements, including licensing, age verification, and operational standards. The business will be maintained in a safe, clean, and orderly condition and will operate during hours consistent with City regulations.

Based on these facts, the Applicant respectfully requests approval of the Conditional Use as it meets the intent and standards of the City's Land Development Code and will not be detrimental to the public health, safety, or welfare.

INSTR 09005725
OR BK 3031 Pages 1877 - 1878
RECORDED 02/06/09 10:22:55
JAMES B. JETT CLERK CIRCUIT COURT
CLAY COUNTY
DOC STMP-D: $1750.00
DEPUTY CLERK WESTA D#2

Prepared by, record and return to:

Liana Rothstein Hood
Adams, Rothstein & Siegel, P.A.
4417 Beach Boulevard, Suite 104
Jacksonville, Florida 32207

File Number: 08-0504
Parcel ID No: 410426-018654-000-00

Quit Claim Deed

Made this 15 day of December, 2008 A.D.by **BRIAN K. LYNN, a married man, and KATHRYN L. STRICKLAND, a married woman, FORMERLY KATHRYN H. LYNN, an unmarried woman, hereinafter called the Grantor, to LYNN INVESTMENTS II, LLC, a Florida Limited Liability Company, whose post office address is: 1345 Park Avenue, Orange Park, Florida 32073, hereinafter called the Grantee:**

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal re-presentatives 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 considerations, receipt whereof is hereby acknowledged, does hereby remise, release, and quit claim unto the Grantee forever, all the right, title, interest, claim and demand which the said Grantor has in and to, all that certain land situate in Clay County, Florida, viz:

A parcel of land situated in Orange Park, Clay County, Florida and being a portion of Lots 8 & 9, Block 7, Section 1, Orange Park, according to Plat Book 1, page 23, of the public records of Clay County, Florida; said parcel being more particularly described as follows:

Begin at the southwest corner of Mammoth Oaks Unit 1, according to map recorded in said records in Official Records Book 36, page 221; thence run on the north line of Stiles Avenue, South 88 degrees 19 minutes 15 seconds West, a distance of 123.11 feet to the Point of Beginning; Thence continue South 88 degrees 19 minutes 15 seconds West a distance of 115.24 feet to a point; Thence run North 46 degrees 23 minutes 22 seconds West a distance of 17.06 feet to a point; Thence run North 1 degrees 40 minutes 45 seconds West along the East right-of-way line of Park Avenue (S.R. No. 15) a distance of 87.87 feet to a point; Thence run North 88 degrees 19 minutes 15 seconds East a distance of 127.24 feet to a point; Thence run South 01 degrees 46 minutes 15 seconds East a distance of 100.00 feet to the Point of Beginning.

Said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon.

THIS DEED WAS PREPARED WITHOUT BENEFIT OF TITLE OF A TITLE SEARCH, TITLE EXAM OR TITLE INSURANCE AND THE PREPARER MAKES NO REPRESENTATIONS, EXPRESSED OR IMPLIED, REGARDING THE STATUS OF TITLE.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same together with all and singular the appurtenances thereunto belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the said Grantee forever.

In Witness Whereof, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Susan A. Clayton
Witness Printed Name SUSAN A. CLAYTON

Kimberly Tull
Witness Printed Name Kimberly Tull

BK
BRIAN K. LYNN (Seal)
Address 1828 REAR ADMIRAL LN
JACKSONVILLE, FL 32259

Witness Printed Name SUSAN A. CLAYTON

Witness Printed Name Kimberly Tull

(Seal)
KATHRYN L. STRICKLAND,
FORMERLY KATHRYN H. LYNN
Address: 1265 HARBOR VISTA CIRCLE
ST. AUGUSTINE, FL 32084

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____ day of December, 2008, by **BRIAN K. LYNN, a married man,** who is personally known to me or who has produced a Florida Driver's License as identification.

DOLORES A. SCOTT
Notary Public - State of Florida
My Commission Expires Jun 24, 2010
Commission # DD 530688
Bonded By National Notary Assn.

Notary Public
Print Name: DOLORES A. SCOTT
My Commission Expires: JUNE 24, 2010

STATE OF FLORIDA
COUNTY OF DUVAL

The foregoing instrument was acknowledged before me this ____ day of December, 2008, by **KATHRYN L. STRICKLAND, a married woman, FORMERLY KATHRYN H. LYNN, an unmarried woman,** who is personally known to me or who has produced a Florida Driver's License as identification.

DOLORES A. SCOTT
Notary Public - State of Florida
My Commission Expires Jun 24, 2010
Commission # DD 530688
Bonded By National Notary Assn.

Notary Public
Print Name: DOLORES A. SCOTT
My Commission Expires: JUNE 24, 2010

Lynn Investments, LLC
Attn: Brian Lynn
1345 Park Avenue
Orange Park, FL 32073
Phone: (904) 260-2224
Email: brian.lynn@lendingbear.com

Date: November 1, 2025

To:
Town of Orange Park
Economic & Community Development Department
2042 Park Avenue
Orange Park, FL 32073

Subject: Authorization Letter for Tenant to Apply for Building Permit

Dear Sir or Madam,

I, **Brian Lynn**, as the property owner and authorized representative of **Lynn Investments, LLC**, owner of the property located at **1345 Park Avenue, Orange Park, FL 32073**, hereby authorize my tenant, **Roland Aldib**, to act on my behalf to apply for and obtain all necessary **building and construction permits** from the Town of Orange Park.

This authorization includes, but is not limited to, permits related to:
- Remodeling and renovation of the existing store interior;
- Installation of a **walk-in cooler**;
- Construction of a **drive-thru window**;
- **Electrical, plumbing, tile, and lighting work** associated with the remodel.

Sincerely,

Brian Lynn
Owner / Lynn Investments, LLC
Signature: _____
Date: 10/29/25

Stephen Smith

From: Orange Park <wo@iworq.net>
Sent: Thursday, February 19, 2026 7:44 AM
To: ECD; Mark Crosier; Beth Anderson; Freda Hudson
Subject: A CC Payment was made for Permit # 20250840

ginated from outside of the organization. Do not click links or open attachments unless you recognize the sender an

A CC Payment was made for Permit # 20250840

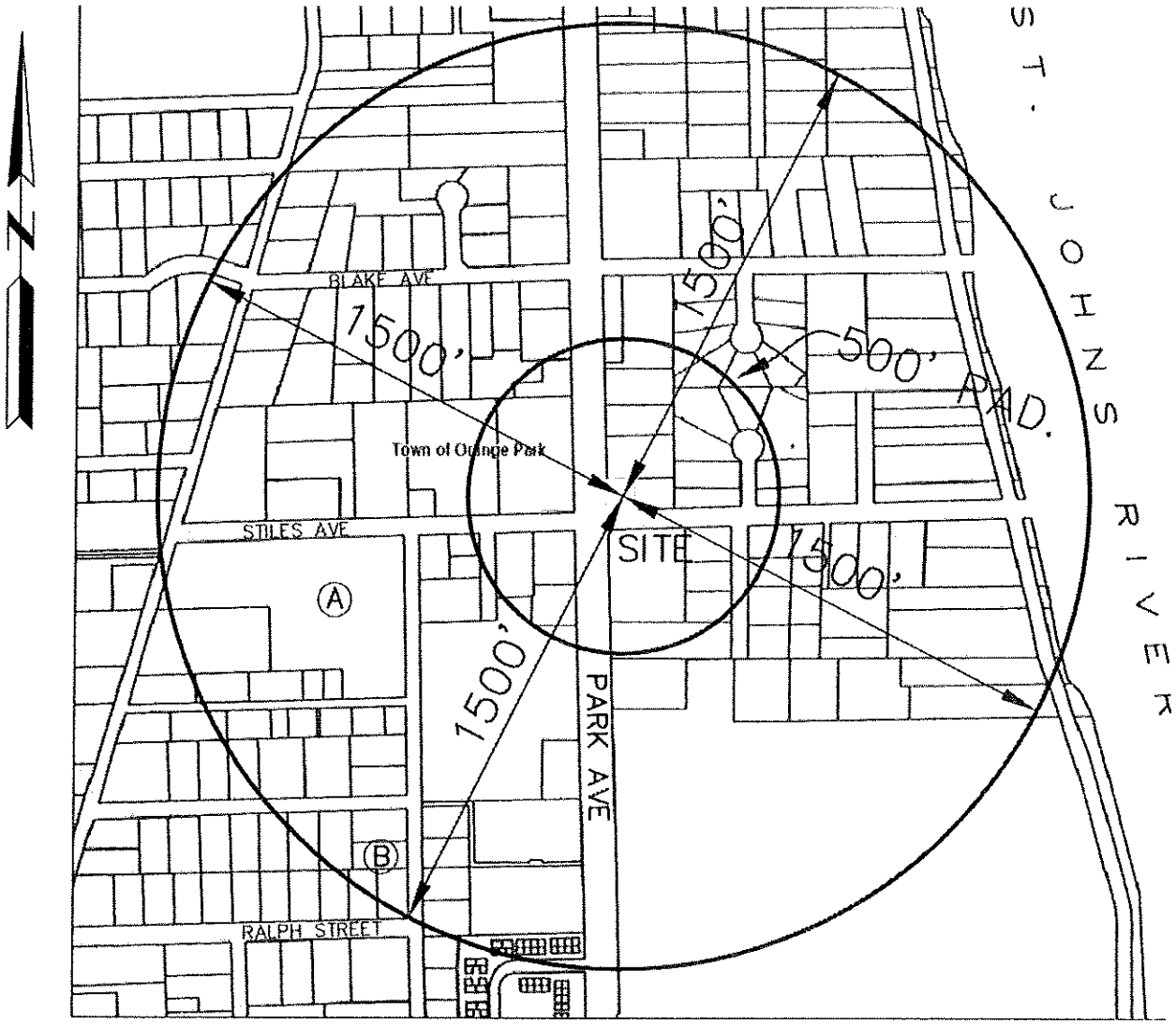
Click Here to open Permit # 20250840



Permit #: 20250840
Permit Type:
Address: 1345 PARK AVE
City: ORANGE PARK
State:
Zip: 32073
Owner: Lending Bear LYNN INVESTMENTS II LLC
Owner Address: 12276 SAN JOSE BLVD SUITE 534
Owner City: JACKSONVILLE
Owner State: FL
Owner Zip: 32223
Owner Phone: 904-264-2300
Owner Email:
Receipt #: 6428
Date: 02/19/2026
Paid By:
Description: 1569433
Payment Type: IBX CC
Payment Type Description:
Accepted By:

Fees Paid

Fee Name	Fee Type	Description	Factor	Total Fee Amount	Amount Paid
Rezoning	Land Development	Enter Fee Amount	500.00	500.00	500.00



Distances are measured by following a straight line from the nearest point of the building or portion of the building used as part of the proposed location to the nearest point of the grounds used as part of the churc school facilities, or adult entertainment facility.

A. ORANGE PARK ELEMENTARY SCHOOL – 1401 PLAINFIELD AVE	730 FEET
B. HAILE ACADEMEY OF HIGHER LEARNING – 1624 SMITH ST	1275 FEET

UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY, AND IS NOT VALID.

NOTES

1. *Bearings are assumed.*
2. *This is a MAP SHOWING SPECIFIC PURPOSE SURVEY*
3. *The specific purpose of this survey is to depict the location of any schools, churches or adult entertainment establishments within a 1,500 foot radius of the subject building.*
4. *Unless otherwise noted, any portion of the parcel that may be deemed as Wetlands by State or Governmental Agencies, has not been determined and any liability resulting therefrom is not the responsibility of the undersigned.*
5. *There may be Restrictions or Easements of Record evidenced by title examination that*

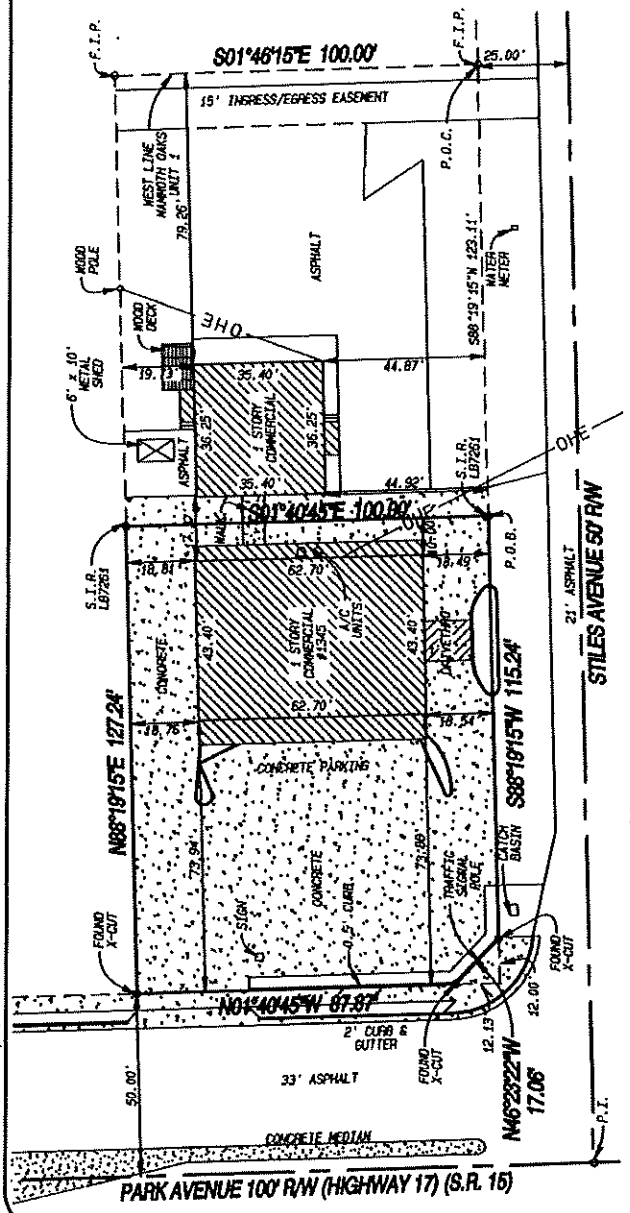
LEGEND

- ⊛ DENOTES CONCRETE MONUMENT
- x—x DENOTES FENCE
- ○ DENOTES FOUND "X-CUT" (NO I.D.)
- ● DENOTES IRON PIPE FOUND (AS NOTED)

DATE	1-2-
SCALE	1"=6
JOB No.	26-
F.B.	-
page	-
Comp. File	26-

MAP OF SURVEY
"BOUNDARY"

DESCRIPTION:
A PARCEL OF LAND SITUATED IN ORANGE PARK, CLAY COUNTY, FLORIDA AND BEING A PORTION OF LOTS 8 AND 9, BLOCK 7, SECTION 1, ORANGE PARK, ACCORDING TO PLAT BOOK 1, PAGE 23, OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA; SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCE AT THE SOUTHWEST CORNER OF MAMMOUTH OAKS UNIT 1 ACCORDING TO MAP RECORDED IN SAID RECORDS IN OFFICIAL RECORDS BOOK 36, PAGE 221; THENCE RUN ON THE NORTH LINE OF STILES AVENUE, S88° 19' 16" W A DISTANCE OF 123.11 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE S88°19'15"W A DISTANCE OF 115.24 FEET TO A POINT; THENCE RUN N46°23'22"W A DISTANCE OF 17.06 FEET TO A POINT; THENCE RUN N01°40'45"W ALONG THE EAST RIGHT-OF-WAY LINE OF PARK AVENUE (S.R. NO. 15) A DISTANCE OF 87.87 FEET TO A POINT; THENCE RUN N88°19'15"E A DISTANCE OF 127.24 FEET TO A POINT; THENCE RUN S01°46'15"E A DISTANCE OF 100.00 FEET TO THE POINT OF BEGINNING.



N

SCALE: 1" = 40'

SURVEY NOTES:

BEARINGS ARE BASED ON THE EAST R/W LINE OF S.R. NO. 15 BEING N01°40'45"W.

UNDERGROUND UTILITIES, FOUNDATIONS OR OTHER STRUCTURES WERE NOT LOCATED BY THIS SURVEY.

ACCORDING TO THE FEDERAL EMERGENCY MANAGEMENT AGENCY FIRM MAP PANEL NO. 120066 0005 B, EFFECTIVE 3/18/80, THE PROPERTY DESCRIBED HEREON LIES IN ZONE "C".

CERTIFIED TO AND FOR THE EXCLUSIVE BENEFIT OF:

BRIAN K. AND KATHRYN H. LYNN

ADDRESS: 1345 PARK AVENUE

I HEREBY CERTIFY THAT THE MAP OF SURVEY SHOWN HEREON IS IN ACCORDANCE WITH THE TECHNICAL STANDARDS AS SET FORTH BY THE BOARD OF PROFESSIONAL LAND SURVEYORS IN CHAPTER 61G17-6, FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

MICHAEL C. FLYNN NO. 3264
FLORIDA REGISTERED LAND SURVEYOR AND MAPPER. NOT VALID WITHOUT THE SIGNATURE & THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER.

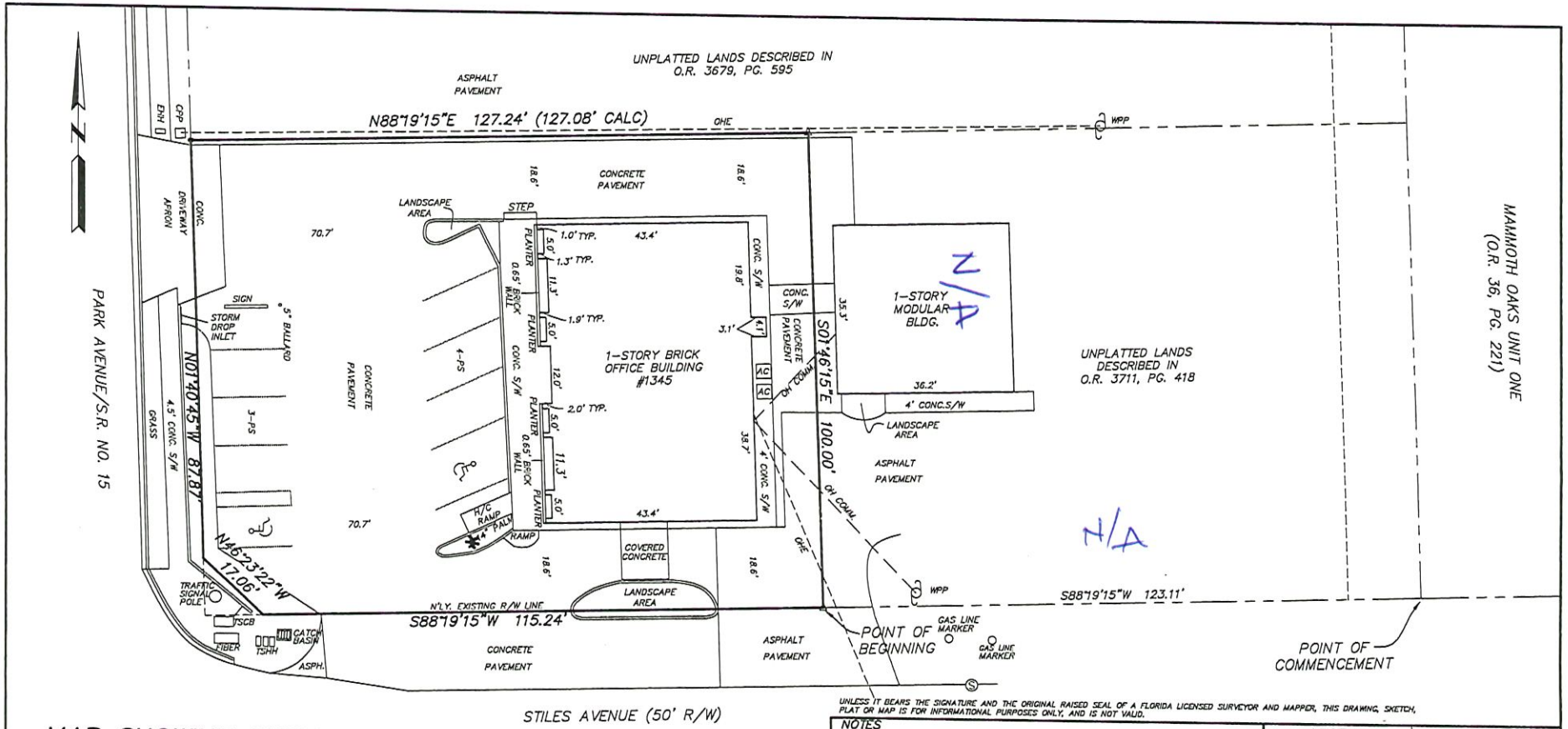
FCM	= FOUND CONCRETE MONUMENT	C.M.	= CONCRETE MONUMENT	D	= DELTA OR CENTRAL ANGLE	FEN	= FENCE
F.I.R.C.	= FOUND IRON ROD AND CAP	P.T.	= POINT OF TANGENCY	P.I.	= POINT OF INTERSECTION	CLR	= CLEAR
F.I.R.	= FOUND IRON ROD	P.C.	= POINT OF CURVATURE	A/C	= AIR CONDITIONING UNIT	FND	= FOUND
S.I.R.	= SET IRON ROD	U.E.	= UTILITY EASEMENT	R	= RADIUS	(P)	= PLAT
S.I.R.C.	= SET IRON ROD AND CAP	D.E.	= DRAINAGE EASEMENT	L	= ARC LENGTH	EL	= ELEVATION
F.N&D	= FOUND NAIL AND DISK	C & G	= CURB & GUTTER	NTS	= NOT TO SCALE	CONC.	= CONCRETE
(M)	= FIELD MEASUREMENT	R/W	= RIGHT OF WAY	(P)	= PROPOSED	ESMT	= EASEMENT
(C)	= CALCULATED MEASUREMENT	C/L	= CENTERLINE	(E)	= EXISTING	COR	= CORNER

FILE NAME: C:\Program Files\Trimble\Landers\3852B.pro

PREPARATION DATE
PLOT PLAN
BOUNDARY 9/3/2004
FORMBOARD
FOUNDATION
FINAL

FIRST COAST LAND SURVEYING, INC.
8096 BEAVER CREEK DRIVE, JACKSONVILLE, FL. 32210
PHONE (904) 779-2062 FAX (904) 779-7784
CERTIFICATE NO. LB 7261

PROJECT INFORMATION
ORDER NO. 3852 B
DRAWN BY: mcf
REVIEWED BY: MCF



UNLESS IT BEARS THE SIGNATURE AND THE ORIGINAL RAISED SEAL OF A FLORIDA LICENSED SURVEYOR AND MAPPER, THIS DRAWING, SKETCH, PLAT OR MAP IS FOR INFORMATIONAL PURPOSES ONLY, AND IS NOT VALID.

MAP SHOWING SURVEY OF

A parcel of land situated in Orange Park, Clay County, Florida and being a portion of Lots 8 and 9, Block 7, Section 1, Orange Park, according to Plat Book 1, page 23, of the public records of Clay County, Florida; said parcel being more particularly described as follows:

Begin at the southwest corner of Mammoth Oaks Unit 1, according to map recorded in said records in Official Records Book 36, page 221; thence run on the north line of Stiles Avenue, South 88 degrees 19 minutes 15 seconds West, a distance of 123.11 feet to the Point of Beginning; Thence continue South 88 degrees 19 minutes 15 seconds West, a distance of 115.24 feet to a point; Thence run North 46 degrees 23 minutes 22 seconds West, a distance of 17.06 feet to a point; Thence run North 1 degrees 40 minutes 45 seconds West, along the East right-of-way line of Park Avenue (S.R. No. 15) a distance of 87.87 feet to a point; Thence run North 88 degrees 19 minutes 15 seconds East, a distance of 127.24 feet to a point; Thence run South 01 degrees 46 minutes 15 seconds East, a Distance of 100.00 feet to the Point of Beginning.

NOTES

1. Bearings are based on the DEED OF RECORD.
2. This is a BOUNDARY SURVEY.
3. Elevations shown thus (15.0) refer to North American Vertical Datum of 1988, (NAVD 88).
4. By Graphic plotting only, the property shown hereon lies within Zone: "X" as shown on the Federal Emergency Management Agency (F.E.M.A.), National Flood Insurance Program, Flood Insurance Rate Map (F.I.R.M.) Community-Panel Number 12019C 0087 E Map Revised date : 3-17-14
5. Unless otherwise noted, any portion of the parcel that may be deemed as Wetlands by State or Governmental Agencies, has not been determined and any liability resulting therefrom is not the responsibility of the undersigned.
6. There may be Restrictions or Easements of Record evidenced by title examination that have not been shown hereon.

ABBREVIATIONS THAT MAY BE USED IN THIS SURVEY

ABBREVIATION	DEFINITION
P.C.P.	Permanent Control Point
P.R.M.	Permanent Reference Monument
P.O.B.	Point of Beginning
P.C.	Point of Curvature
P.T.	Point of Tangency
P.R.C.	Point of Reverse Curvature
P.I.	Point of Intersection
R/W	Right of Way
O.R.V.	Official Records Volume
D.B.	Deed Book
Pg.	page
B.R.L.	Building Restriction Line
Esmt	Easement

ABBREVIATION	DEFINITION
L.B.	Licensed Business
R.L.S.	Registered Land Surveyor
J.E.A.	Jacksonville Electric Authority
EQUIP	Equipment
A/C	Air Conditioner
C.A.T.V.	Cable Television
OHL	Overhead Lines
(F.M.)	Field Measured
R=	Radius equals
L=	Arc Lenth equals
CH.=	Chord Bearing & Distance equals
Δ=	Delta or Central Angle equals
I.P.	Iron Pipe
Conc.	Concrete

LEGEND

- ⊙ DENOTES CONCRETE MONUMENT
- x—x DENOTES FENCE
- ○ DENOTES 1/2" IRON PIPE SET WITH CAP, LB 8295
- ● DENOTES IRON PIPE FOUND (NOTED)
- △ DENOTES SET NAIL/DISK (L.B. 8295)

DATE	2-5-26
SCALE	1"=20'
JOB No.	26-15095
F.B.	1490
page	33
Comp. File	26-15095.dwg
Drawn by	WJM/W.L.

MELROSE SURVEYING AND MAPPING, INC.
PROFESSIONAL LAND SURVEYORS
11437 CENTRAL PARKWAY, SUITE 107
JACKSONVILLE, FLORIDA 32224
L.B. No. 8295
Tel. (904) 721-1226

THIS IS TO CERTIFY THAT THIS SURVEY IS A TRUE REPRESENTATION OF AN ACTUAL FIELD SURVEY, MADE UNDER MY SUPERVISION AND IN ACCORDANCE WITH THE MINIMUM TECHNICAL STANDARDS, AS OUTLINED AND SET FORTH BY THE FLORIDA BOARD OF PROFESSIONAL LAND SURVEYORS AND MAPPERS, IN CHAPTER 5J-17, (formerly CHAPTER 61G17-6), FLORIDA ADMINISTRATIVE CODE, PURSUANT TO SECTION 472.027, FLORIDA STATUTES.

BY: _____
WILLIAM J. MELROSE, STATE OF FLORIDA, REGISTERED LAND SURVEYOR, CERTIFICATE No. 3843

Item No. 5.b

Town of Orange Park
Agenda Memorandum

To:	Planning and Zoning Board
Agenda Date:	May 14, 2026
Submitting Department:	Economic Community Development

Item Title: Site Plan Review (SP-2-2026) for 1324 Kingsley Avenue (St. John's Classical Academy Charter School)

Check one:	
[ ] Consent Agenda	[X] Regular Agenda
Financial Impact if Applicable:	

Background Information: The applicant proposes additional modular classroom buildings (7-14) for the planned expansion of St. Johns Classical Academy (SJCA) Charter School located at 1324 Kingsley Avenue. The site is approximately 9.83 acres.

Staff previously requested Florida Department of Transportation (FDOT) to review the revised Traffic Impact Study that proposed a maximum program buildout for a K-12 school with approximately 1,000 students. They provided additional review comments on February 27, 2026 (see attached Exhibit "A"). In response to the FDOT comments and subsequent comments made at the last PZB meeting on April 9, 2026, the school made a request to their Board to cap enrollment to grades K-8, which was approved at their April 23, 2026 meeting. The meeting minutes are attached as Exhibit "B". Capping grades to K-8 would result in a significant decrease in the maximum number of students, which is estimated to drop from approximately 1,000 to 574. Town staff requested that our traffic engineering consulting firm, Alliant Engineering, review the traffic study and FDOT comments in light of this reduction. The consultants expressed no concerns with the proposal, provided that enrollment remains capped at K-8 and includes a student enrollment cap. These comments are summarized in an email from the Public Works Director attached to this report (Exhibit "C").

Other than adequately addressing the aforementioned traffic concerns, the site plan complies with the land development regulations. To mitigate future traffic impacts, staff recommends incorporating a two (2) bell system and capping both the student population and grade levels to K-8. This should adequately address traffic impacts.

Action Requested: Staff recommends approval of the site plan subject to the following conditions:

1. Beginning in the 2026 / 2027 school year, the school shall implement and maintain a two- bell system for student drop-off and pick-up, with a minimum of 30 minutes between the first and second bells for morning and afternoon sessions.
2. School grades shall be capped at K-8.
3. Total student enrollment shall not exceed five-hundred seventy-four (574) for grades K-8.

Information Attached:
SP-2-2026 St. Johns Class_Academy (Appl).pdf
Report Exhibits for SJCA.pdf

Site Plan Review Application

Sec. 4.08.00, Land Development Regulations

Project Name: _St Johns Classical Academy Orange Park_____ Size (acres):___9.83_____

Project Description: _Addition of classroom portables_____

Real Estate Number(s): ___41-04-26-019501-000-00_____

Property Address: _1324 Kingsley Ave, Orange Park, FL 32073_____

Applicant/Agent Name: __Tom Bartlett_____* Contact Phone: _904-593-8453_____

Address: _7 Waldo Street_____City:_St. Augustine_____State:_FL__Zip:_32084_____

Contact E-Mail: __tbartlett@dccm.com_____

Owner's Name: St. Johns Classical Academy Inc._____ Contact Phone: _904-832-5536_____

Address: _2233 Park Ave, Ste 105_____ City:_Orange Park_____State:_FL_____Zip:_32073_____

*Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

OFFICE USE ONLY	
	Fee Amount: $ 850.00 Payment (check no.): 10145 pd. 4/8/26
	Date Submitted: 3/9/2026 Date Deemed Complete: _____
	Zoning: CPO Project No. SP- 2 - 2026

It is recommended that all applicants schedule a pre-application meeting with the Economic and Community Development Department (ECDD) prior to submitting an application. Site plans or any portion thereof involving engineering shall be certified and prepared by and/or under the supervision of a professional engineer.

Schedule of Fees:		
	Development less than 10,000 square feet of land	$500
	Development 10,000 to 19,999 square feet of land	$700
	Development 20,000 or more square feet of land	$850

Note: Fees are to be paid at the time the submittals are made. Fees for more than two (2) reviews, including substantial amendments or revisions, shall be at the rate of one-half the above respective fees.

Checklist: The information listed on Pages 2 through 5 are the general development and proposed improvements that shall be contained in the plan submittal.

Number of copies: Two (2) copies for the pre-application meeting. Nine (9) large scale (24"x36") hard copies and one (1) electronic version (PDF) are to accompany all applications and resubmittals.

TOWN of ORANGE PARK
Closer To What Matters

Site Plan Review Application

Sec. 4.08.00, Land Development Regulations

Completeness Review: ECDD Staff shall have five (5) working days to determine if a submittal contains all information listed in the checklist. Incomplete applications shall be returned to the Applicant.

Insert an "X" in the box next to the required information if it's included on the site plan. Insert "N/A" if it's not applicable.

General Information *Sec. 4.08.00(a)*	
✓	Name of project
✓	Intended use of site
✓	Legal description of the property including size of parcel in acres or square feet
✓	Name, address, and telephone number of the owner(s) of record
✓	Name, address, and telephone number of the applicant and firm being represented
✓	Name, address, signature, and registration of the professional(s) preparing the site plan
✓	Date, north arrow, scale, and number of sheets
✓	Vicinity map showing relationship of proposed development to the surrounding streets
✓	Linear dimensions of the site and proposed improvements
✓	Existing topography with a minimum of one-foot contour intervals for the proposed site (NGVD)
✓	Finished grading elevation
✓	All existing and proposed building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way, and building setback lines, even if more restrictive than those specified by the zoning regulations)
✓	Any formal commitments, including, but not limited to contributions to offset public facilities impacts
Buildings and Structures *Sec. 4.08.00(b)*	
✓	Intended use
✓	Number of stories
✓	Height of building(s)
	Number of dwelling units and density for multifamily site plan
✓	Projected number of employees and number of company vehicles kept at site
✓	Number of seats and occupancy load (restaurants, entertainment or similar establishments only)
	Gross square footage for proposed development: Non-storage area: Enclosed square footage of each story: Gross square footage of sales area:
	Photographs or sketch of proposed sign(s)
✓	Type of construction

Streets, Sidewalks, Driveways, Parking Areas and Loading Spaces *Sec. 4.08.00(c)*	
✓	Engineering plans and specifications for streets, sidewalks, parking areas and driveways
✓	Dimensions (size) of all designated parking spaces
✓	Number of parking spaces required and number of spaces provided
✓	Number and location of handicapped (ADA) spaces
✓	Number and designation of loading spaces (if required)
✓	Number of square feet of paved parking and driveway area
✓	Surface materials of driveways
✓	Cross section of proposed street improvements
✓	Fire lanes
✓	Location of proposed driveway(s) and median cut(s)
✓	Internal traffic circulation plan, including directional arrows and signs to direct traffic flow
✓	Location of traffic-control signs and signalization devices
✓	Location of sidewalks
✓	Coordination of walkways, bikeways, driveways, etc., with facilities in adjacent developments
✓	All proposed streets and alleys
✓	Extension or construction of service roads and on-site access where applicable
✓	Traffic impact analysis consistent with Sec. 4.08.00(c)(17) prepared by a qualified traffic engineer
Design Standards for Drainage *Sec. 4.08.00(d)*	
	General requirements listed in Sec. 4.08.00(d)(1)
	Design basis listed in Sec. 4.08.00(d)(2)
	Rainfall and runoff criteria and SJRWMD permit
	Drainage map that includes the items listed in Sec. 4.08.00(d)(4)
✓	Addresses drainage during construction
	Addresses maintenance of drainage facilities after construction
	Stormwater management systems are utilized for landscape irrigation
	Permit for construction of new stormwater facilities meeting Chapter 40C, F.A.C. and Chapter 17-25.040, F.A.C. Permit for wetland stormwater discharge following Chapter 17-25.042, F.A.C.

Dredge and Fill *Sec. 4.08.00(e)*	
	Dredging or filling operation intended in development of the area. If yes, the developers and engineer shall consult with the town to ensure conformity with dredge fill requirements
Soils *Sec. 4.08.00(f)*	
	Soil analysis by a qualified soil engineer provided (if requested by ECDD)
Erosion Control *Sec. 4.08.00(g)*	
	Provisions for the adequate control of erosion and sediment, indicating the location and description of the methods to be utilized during and after all phases of clearing, grading, and construction
Limits of Floodplain *Sec. 4.08.00(h)*	
	Indicate flood elevation for the 100-year flood as established by FEMA. Include actual acreage above and below the 100-year flood elevation, plus the area below the antecedent water, reclaimed water level shall be listed numerically
Proposed Water, Reclaimed Water and Sewer Facilities *Sec. 4.08.00(i)*	
	Size, material, and location of water mains, valves and fire hydrants including engineering plans and specifications
	Size, material, and location of reclaimed water mains, valves and water hydrants including engineering plans and specifications
	Size, material, inverts of manholes, slope of the sewer and location of lines including engineering plans and specifications, with submittal of a profile where required
Solid Waste *Sec. 4.08.00(j)*	
	Location(s) and access provisions refuse service, including pad, screening, fencing and landscaping
Landscaping, Arbor, Recreation and Open Space *Sec. 4.08.00(k)*	
	Landscaping plan, irrigation system plan, and provision for maintenance, including size, type and location of all landscaping screens, walls, fences, and buffers
	Application for arbor permit (Required prior to permitting)
	Recreation and open space area
Irrigation System *Sec. 4.08.00(l)*	
	Irrigation plan that meets the requirements listed in Sec. 4.08.00(l)

	Existing Improvements *Sec. 4.08.00(m)*
	Driveways and median cuts within 150 feet of the site in both directions on both sides of street
	Width(s) and type(s) of sidewalks, streets, alleys, and easements
	Size, materials, and invert elevation of drainage system (both natural and structural)
	Size and location of nearest water mains, valves, and fire hydrants
	Size and location of valves and fire hydrants for reclaimed water mains
	Size, invert elevation, etc. of sanitary sewer systems
	Gas, power, and telephone lines
	Other *Sec. 4.08.00(n)*
	Additional data, maps, plans, or statements which are commensurate with the intent and purpose of the LDRs
	Development Agreement *Sec. 4.08.00(o)*
	Executed Development Agreement to secure the future performance of any conditions imposed by the Town or representations made by the Developer (if applicable)

Owner's Authorization

I, Keith Smith, on behalf of St. Johns Classical Academy, Inc., hereby certify that I am the owner of the property located at 1324 Kingsley Avenue, Real Estate Parcel Numbers 41-04-26-019501-000-00, Legal Description attached hereto. Said owner hereby authorizes and empowers Matthews | DCCM to act as agent to file an application for all Engineering and all Permitting for the above referenced property, and in connection with such authorization to file such applications, papers, documents, requests, and other matters necessary for such requested change.

Signed: Keith Smith

Printed Name: Keith Smith, St. Johns Classical Academy, Inc.

Address: 114 Canova Rd.

Fleming Island, FL 32003

Phone: 904-832-5536

STATE OF FLORIDA

COUNTY OF Clay

The foregoing affidavit was sworn and subscribed before me this 24th day of June, 2025 ~~2020~~, by Keith A. Smith who is personally known to me or ~~has produced~~ ~~as identification~~.

Michelle L Rencarge
Notary Public, State of Florida

08/25/2026
My Commission Expires:

Notary Public State of Florida
Michelle L Rencarge
My Commission HH 283006
Expires 8/25/2026

ARA S. GREEN Clerk of Court and Comptroller, Clay County, FL Rec: $44.00 Doc D: $28,700.00
puty Clerk SPADEAC

THIS INSTRUMENT PREPARED BY AND RETURN TO:

T. Luke Markham, Esq.
Johnson, Pope, Bokor, Ruppel & Burns, LLP
401 East Jackson Street, Suite 33602
Tampa, FL 33602

Folio Nos.: 41-04-26-019501-000-00

Space above this line for Recorder's use only

SPECIAL WARRANTY DEED

THIS INDENTURE is made this 23 day of January, 2023 between **PIV KINGSLEY, LLC**, a Florida limited liability company, whose principal address is 605 South Willow Avenue, Tampa, Florida 33606 (hereinafter called the "Grantor"), and **ST. JOHNS CLASSICAL ACADEMY, INC.**, a Florida corporation, whose address is 114 Canova Road, Fleming Island, Florida 32003 (hereinafter called the "Grantee").

WITNESSETH:

That the Grantor, for and in consideration of the sum of Ten and No/100 Dollars ($10.00) and other good and valuable consideration, to it in hand paid, the receipt whereof is hereby acknowledged, by these presents does grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee, its successors and assigns forever, all that certain parcel of land lying and being in the County of Clay, State of Florida, as more particularly described as follows (the "Property"):

See Exhibit "A" attached hereto and incorporated herein by reference.

TOGETHER WITH all the tenements, hereditaments, and appurtenances thereto belonging or in anywise appertaining, subject to the permitted encumbrances disclosed on Exhibit "B" attached hereto and by this reference made a part hereof (the "Permitted Encumbrances"), without the intention of reimposing the same.

TO HAVE AND TO HOLD the Property, with the tenements, rights, interests, hereditaments, and appurtenances thereto belonging or in anywise appertaining, unto the said Grantee, its successors and assigns, in fee simple forever.

And, except as set forth in the Permitted Encumbrances, the Grantor does fully warrant the title to said Property and will defend the same against the lawful claims of all persons claiming by, through or under the Grantor, but not otherwise.

NOTE TO RECORDER: Documentary stamp taxes in the amount of $28,700.00 are being paid on consideration of $4,100,000.00 in connection with this Deed as required pursuant to Section 201.02, Florida Statutes.

IN WITNESS WHEREOF, the Grantor has caused these presents to be duly executed in its name and by those thereunto duly authorized, the day and year first above written.

WITNESSES:

Print Name: Luke Markham

Print Name: Lauren R. Pack

GRANTOR:

PIV KINGSLEY, LLC, a Florida limited liability company

By: Oscar U. Mutz, III

Name: Oscar U. Mutz, III

Title: Authorized Signatory

STATE OF FLORIDA
COUNTY OF HILLSBOROUGH

The foregoing Special Warranty Deed was acknowledged before me by means of ☑ physical presence or ☐ online notarization, on this 19th day of January, 2023 by Oscar U. Mutz, III, as Authorized Signatory of PIV Kingsley, LLC, a Florid limited liability company, on behalf of said corporation, and he ☑ is personally known to me, or ☐ has produced _____ as identification.

LAUREN R. PACK
MY COMMISSION # HH 060470
EXPIRES: February 14, 2025
Bonded Thru Notary Public Underwriters

[Notary Seal]

Notary Public, State of Florida
Print Name: Lauren R. Pack
My Commission Expires: 2/14/2025

EXHIBIT "A"
Legal Description of Property
(Property in Clay County, Florida)

PARCEL 1:

That certain part of Lot 16, Section 4, Orange Park, according to plat thereof recorded in Plat Book 1, Page 23, Public Records of Clay County, Florida, being a tract or lot located in the Northeast corner of Lot 16, and being 115 feet in width on the South side of Kingsley Avenue and extending South for a depth of 200 feet, and being more particularly described as follows: Commence at the Northeast corner of said Lot 16, Section 4, Orange Park, which is the Point of Beginning; proceed thence Westerly along the South boundary line of Kingsley Avenue for a distance of 115 feet; thence South along a line parallel to the East line of said Lot 16 for a distance of 200 feet; thence Easterly for a distance of 115 feet and to the East line of said Lot 16; thence Northerly along the said East line of Lot 16 for a distance of 200 feet and to the South boundary of Kingsley Avenue and the Point of Beginning.

PARCEL 2:

That certain part of Lot 16, Section 4, Orange Park, according to plat thereof recorded in Plat Book 1, Page 23, Public Records of Clay County, Florida, being a tract or lot located in the Northeast corner of Lot 16, and being 107.7 feet in width on the South side of Kingsley Avenue and extending South for a depth of 200 feet, and being more particularly described as follows: Commence at the Northeast corner of Lot 16, Section 4, Orange Park, proceed thence Westerly along the South boundary line of Kingsley Avenue for a distance of 115 feet to the Point of Beginning; thence Westerly along South boundary line of Kingsley Avenue for a distance of 107.7 feet; thence South along a line parallel to the East line of said Lot 16 for a distance of 200 feet; thence Easterly parallel to South boundary line of Kingsley Avenue for a distance of 107.7 feet to an iron; thence Northerly parallel to the East line of Lot 16 for a distance of 200 feet and to the South boundary of Kingsley Avenue and the Point of Beginning.

PARCEL 3:

A part of Lot 15, Section 4, Orange Park, Clay County, Florida, as recorded in Plat Book 1, Page 23, (Florida Winter Home and Improvement Company Lands), being a parcel of land 44 1/2 feet by 208.7 feet deep and being further described as follows: Commencing at the Northwest corner of Lot 15, Section 4, Orange Park, and running East along Kingsley Avenue a distance of 44 1/2 feet to a Point of Beginning; from the Point of Beginning, run South and parallel to the West boundary line of Lot 15 a distance of 208.7 feet to a point; thence run East and parallel to Kingsley Avenue a distance of 44 1/2 feet; thence run North and parallel to the West boundary line of Lot 15 a distance of 208.7 feet; thence run West along Kingsley Avenue a distance of 44 1/2 feet to the Point of Beginning. All according to the Public Records of Clay County, Florida.

PARCEL 4:

A part of Lot 15, Section 4, Orange Park, Clay County, Florida, as recorded in Plat Book 1, Page 23, (Florida Winter Home and Improvement Company Lands), being a parcel of land 44 1/2 feet by 208.7 feet deep and being further described as follows: Beginning at the Northwest corner of Lot 15, Section 4, Orange Park, and proceed East along the North boundary line of Lot 15 and the South side of Kingsley Avenue a distance of 44.5 feet to a point; thence South and parallel to the West boundary line of Lot 15 a distance of 208.7 feet to a point; thence West a distance of 44 1/2 feet to a point; thence North along the West boundary line of Lot 15 a distance of 208.7 feet to the Point of Beginning. All according to the Public Records of Clay County, Florida.

PARCEL 5:

The South 395.0 feet of the North 595.0 feet of the East 222.7 feet of Lot 16, Section 4, Orange Park, according to map recorded in Plat Book 1, Page 23, of the Public Records of Clay County, Florida.

PARCEL 6:

Portions of Lot 16 and 17, Section 4, Town of Orange Park, Clay County, according to the plat recorded in Plat Book 1, Page 23, of the Public Records of said County, being more particularly described as follows: Beginning at the intersection of the Northwest corner of Lot 17, with the South line of Kingsley Avenue, (as now established as a 100 foot right of way); run thence East along the South line of Kingsley Avenue 417.50 feet; thence South along the East line of those lands as described and recorded in Deed Book 73, Page 166, and Deed Book 87, Page 290, of the Public Records of said County, 626.57 feet to the intersection with the North Line of Block 1 of the Montclair Unit One Orange Park, according to the plat recorded in Plat Book 9, Pages 25 to 29, of the Public Records of said County, said point also being the Northeast corner of Lot 5, Block 1, of said The Montclair Unit One; thence West along the last said North line of Block 1, and South line of those lands as described and recorded in Deed Book 87, Page 290 of the Public Records of said County, 417.50 feet to the intersection with the West line of Lot 17, aforementioned; thence North along the West Line of Lot 17, 626.57 feet to the Point of Beginning.

TOGETHER WITH THE East 25 feet of Orange Avenue closed by the Town of Orange Park in the Town of Orange Park, Ordinance No. 202, lying between the Westerly extensions of the North and South boundaries of the above-described property.

LESS AND EXCEPT FROM THE ABOVE-DESCRIBED PARCELS the land conveyed to the State of Florida Department of Transportation recorded in Official Records Book 2806, Page 1856, of the Public Records of Clay County, Florida.

TRAFFIC IMPACT STUDY

FOR

ST. JOHN'S CLASSICAL ACADEMY DEVELOPMENT

LJA Project No. 6700-2501.100

Project Location:
1324 Kingsley Avenue Orange Park, FL 32073

LJA Engineering, Inc.

1950 Summit Park Drive, Suite 600
Orlando, FL 32810
Phone: 407.644.4068
www.lja.com

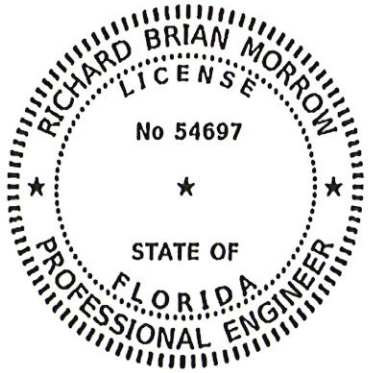
November 17, 2025

THIS ITEM HAS BEEN DIGITALLY SIGNED AND SEALED BY

Richard Morrow 2025.11.17 10:52:05-05'00'

ON THE DATE ADJACENT TO THE SEAL

PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND THE SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES.



Executive Summary

LJA Engineering, Inc. was retained to complete the Traffic Impact Study (TIS) report for the expansion of the **St. John's Classical Academy** in Orange Park (Clay County), Florida. This report documents the operational conditions for existing roadways near the academy and analyzes them for the potential to double the student body up to a maximum of 1,000 possible students.

An operational analysis was undertaken for the study roadways and intersections based on existing traffic counts and standard traffic engineering practices from the *Highway Capacity Manual – 7th Edition* (HCM7). For the analysis, the existing turning movement counts were compared to possible ITE Trip Generation Manual – 12th Edition volumes for a charter school (land use code 538) using the current student body of 480 students. The existing turning movement counts were identified to be higher than those proposed through typical trip generation, thus the existing turning movement counts were used and grown for comparison within the operational analysis. The analysis found that all intersections within the study area operate at LOS C or better for both the AM and PM peak hours regardless of the analysis year or time of day.

School arrival and dismissal activities were observed by professional engineers on a typical weekday to observe the existing arrival and dismissal patterns for the current 480 student enrollment in kindergarten through 7th grade. The drop-off and pick-up queues were observed to remain fully within campus drive aisles. The vehicle queues were well organized and the loading and unloading of students to and from vehicles was observed to be completed orderly and efficiently with a focus on student safety. While the arrival and dismissal of students and the associated traffic queues were contained on school property, it is recommended that the number of students arriving or dismissing at the same time should be limited to a total of 500 students. Thus, a separate bell schedule, separated by at least 30 minutes, should be used to limit arrival and dismissal periods to less than 500 students per bell schedule as the school expands past its current enrollment.

3. Analysis

3.1 Access Management Review

The proposed development has access through three driveways, along two different roads. Access 1 is located approximately 315 feet south from the SR 224/Kingsley Ave and Orange Ave intersection. Access 2 is located approximately 585 feet east from the SR 224/Kingsley Ave and Orange Ave intersection. Access 3 is located approximately 75 feet east from Access 2. **Figure 5** shows an aerial view of where the driveways are located.

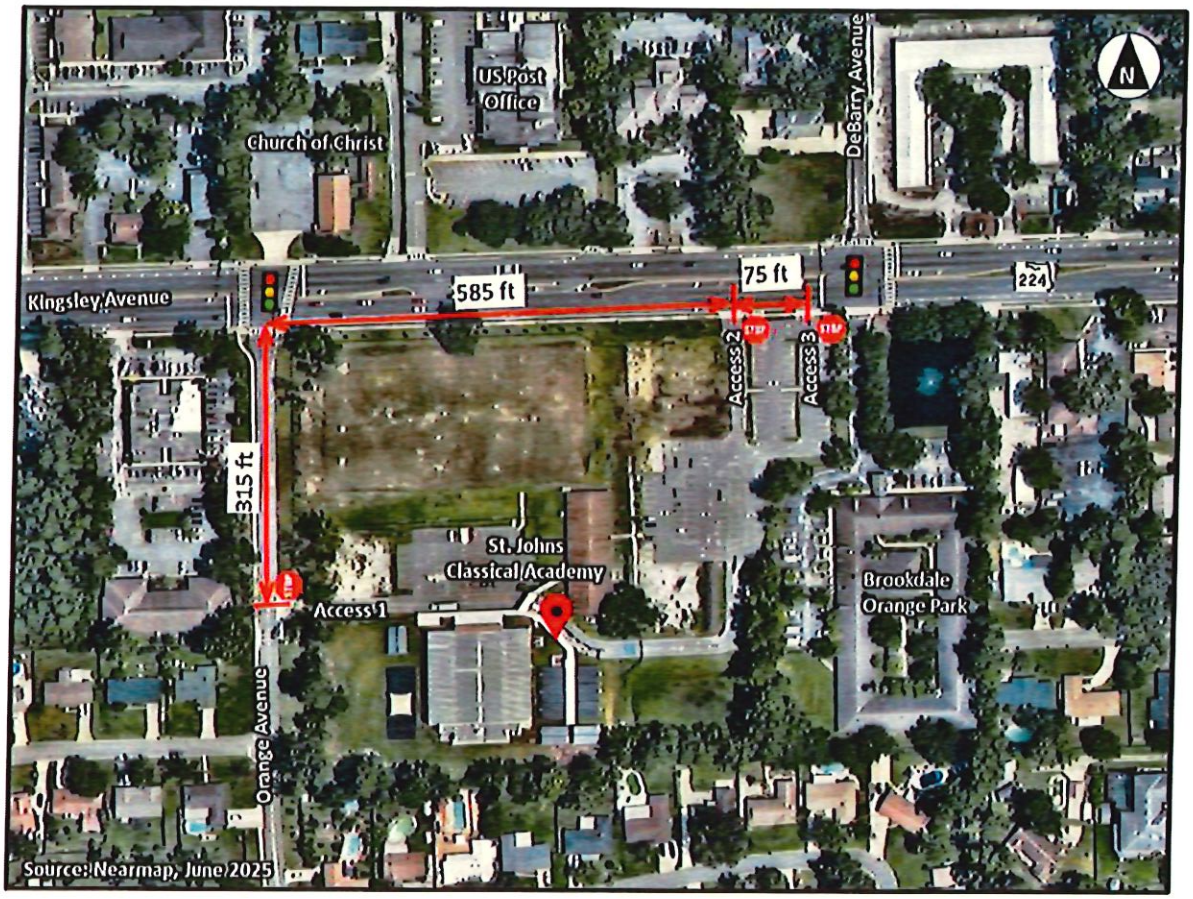


Figure 5 - Location of Access Driveways

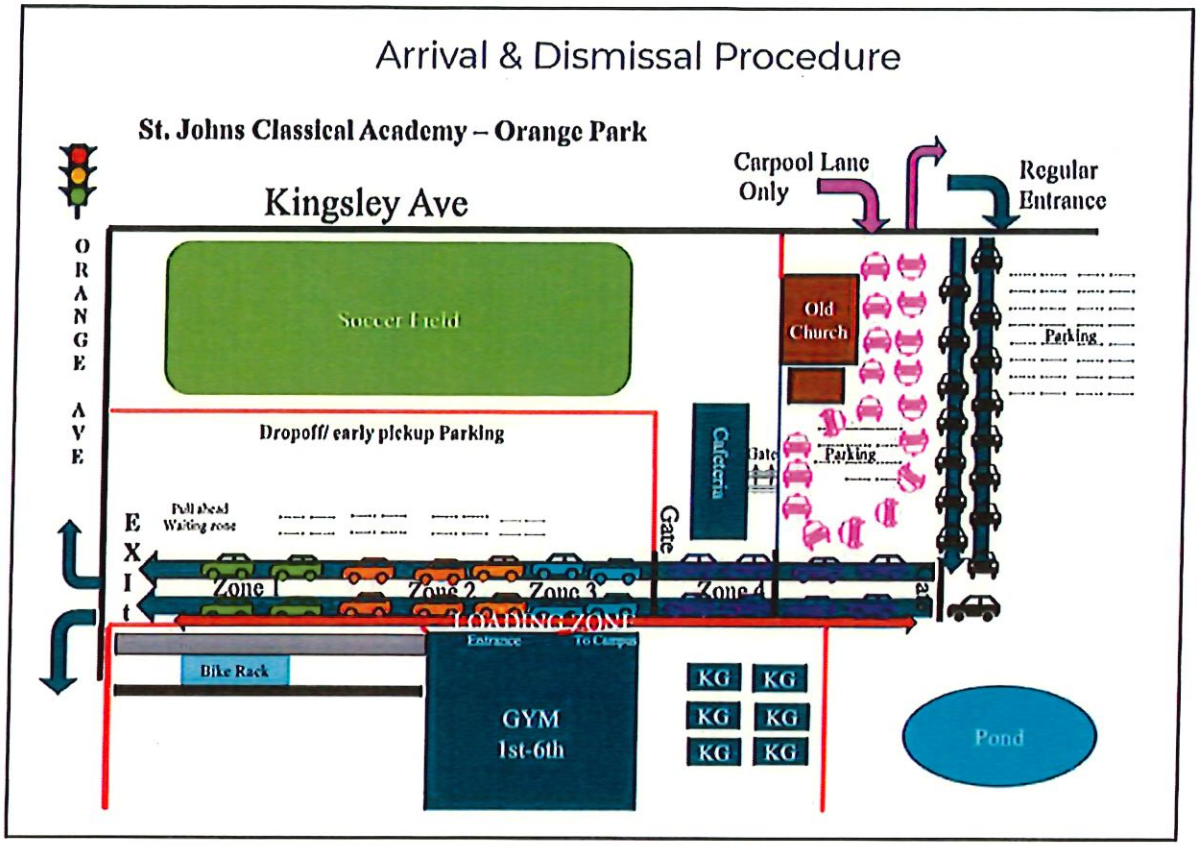


Figure 7 - Internal Site Circulation from St. John's Classical Academy

3.3 Trip Generation

The Institute of Transportation Engineers (ITE) *Trip Generation Manual – 12th Edition* was consulted to determine projected trips for 480 students at a charter school (land use code 538). Using the AM and PM peak-hour generator fitted curve equations and a total of 480 students, 343 total trips are projected in the AM, and 168 total trips are projected in the PM peak hours, respectively. The movement summary of these ITE projected trips compared to the actual TMC volumes are shown below in Table 1.

Table 1 - Trip Generation Summary

Land Use (ITE Code)	Units	AM Peak Hour			PM Peak Hour		
		In	Out	Total	In	Out	Total
Charter School (538)	480 Students	182	161	343	84	84	168
TMC Counted	480 Students	190	251	441	205	201	406

As shown above, the volumes of vehicles entering and exiting the school in the turning movement counts are considerably higher than those projected via ITE trip generation. Thus, the operational analysis of this study area will consist only of volumes provided in the turning movement counts. The ITE trip generation will not be used in the analysis.

The goal of this TIS is to evaluate the possible expansion of the existing school. 480 students are currently enrolled in kindergarten through 7th grade. Expansion plans to add one additional grade each year indicating a 2030 design year with the addition of 12th grade. A conservative estimate of new students onto campus would be double the existing volume but this analysis examined up to a maximum of 1,000 possible students. With regards to vehicles, this results in double the current volumes provided in the TMCs. It is understood it is not feasible to have these trips enter and exit the campus at one time. The process of loading and unloading students provides a limiting rate for the number of vehicles that can be processed through the system. With kindergarten through 7th grade currently being served, the school will need to separate the arrivals and dismissals into separate bell schedules to accommodate any significant increase in student loading or unloading. The school plans to move 7th and higher grades to a separate bell schedule beginning in the 2026-27 school year which will result in less students and vehicles arriving during the current bell schedule. The additional students will arrive and dismiss on a separate schedule that is separated by at least 30 minutes. The volume of students in the separate bell schedule will start out relatively low, but over time will grow year by year until all grades, K-12, are served. Even at full future capacity, the current on-site queuing capacity should remain sufficient with the arrival and dismissal times separated and effectively controlled between the upper and lower grades by the school and the bell schedule. While the daily trips will essentially be doubled, the vehicles per hour and queue lengths should remain below the current levels as the school reaches capacity.

3.4 Level of Service

All analyses in this study were completed using standard traffic engineering practices based on the methodology outlined in the HCM7, which provides procedures used to evaluate the operations of all types of transportation facilities, including both signalized and unsignalized intersections. Level of Service (LOS) analyses for intersections were completed using Synchro 12 traffic analysis software.

For signalized intersections and all-way stop-controlled intersections, a LOS is calculated for each of the lane groups/approaches at the intersection and an overall LOS for the intersection is calculated by averaging the delays (weighted average by traffic volume). For stop-controlled intersections, a LOS is calculated for each lane groups/approaches at the intersection. Table 2 shows the criteria for each of the levels of service as listed in the HCM7 for intersections and intersection lane groups for both unsignalized and signalized intersections.

Table 2 - Level of Service Criteria for Intersections and Intersection Lane Groups

Level of Service	Average Amount of Control Delay (sec/veh)	
	Unsignalized Intersections	Signalized Intersections
A	0 - 10	0 - 10
B	10 - 15	10 - 20
C	15 - 25	20 - 35
D	25 - 35	35 - 55
E	35 - 50	55 - 80
F	> 50	> 80

For this study, the LOS were analyzed for the AM and PM peak hours for the following scenarios:

- Existing Conditions
- Existing + Proposed Design Year Conditions (1% annual growth to background traffic to year 2030)

These scenarios were identified as the only ones necessary due to the anticipated separated bell schedule. As the student body doubles but is effectively controlled by the separate arrival and dismissal schedules, the peak hour vehicles per hour and queue lengths should remain below or near the existing conditions. The proposed 2030 design year conditions included a possible 1% annual growth to background traffic on the study roadways. No volume entering or exiting the surrounding driveways were grown. This was done to conservatively analyze the study area given some level of growth, provided historical AADT on SR 224/Kingsley Ave depicts a declining trend.

The peak hour traffic data was collected on May 8, 2025. **Appendix C** displays this peak hour traffic data with the applied 1.0% growth rate to a design year 2030. **Appendices D, E, F, and G** display movement diagrams for each of the analyzed conditions. **Table 3** summarizes the LOS for each condition in the AM peak hour. **Table 4** summarizes the LOS for each condition for the PM peak hour. **Appendices H, I, J, and K** provide the complete Synchro analysis output files for each of the analyzed conditions. The number of intersections analyzed within the study area are as follows:

- Orange Ave and Access 1 – Stop Controlled; 3-Leg Intersection
- SR 224/Kingsley Ave and Orange Ave/Church of Christ Dwy – Signalized; 4-Leg Intersection
- SR 224/Kingsley Ave and Access 2 – Stop Controlled; 3-Leg Intersection
- SR 224/Kingsley Ave and De Barry Ave/Brookdale Orange Park Dwy – Signalized; 4-Leg Intersection

Please note that the intersection of Orange Ave and Access 1 has a police officer directing traffic during morning drop off and afternoon pick up times. As such, the intersection was modeled as a stop-controlled intersection but was observed on site to operate with greater efficiency than a typical stop control intersection. Additionally, SR 224/Kingsley Ave at Access 3 only serves as a right-in entrance for drivers to enter the pickup line where they exit at Access 1. The intersection does not suffer any delay or conflict with drivers attempting to exit from it back onto SR 224/Kingsley Ave, thus Synchro results are not provided for this intersection.

The operational analysis results show the intersections within the study area operate with minor delays and Levels of Service of C or better regardless of the analysis year or time of day. Furthermore, even with a 1% increase in background traffic to the design year of 2030, the analysis results indicate that the intersections will continue to operate acceptably with only a minor increase in delay experienced at the traffic signals. Given an increase in student volumes will occur with a separated bell schedule, the results shown in the existing conditions analysis for the intersection peak hours are what would be expected for the second arrival and dismissal period.

3.5 Turn Lane Analysis

Evaluations for right-turn lanes for the proposed driveways were performed in accordance with section 6.2.1 of the FDOT Access Management Guidebook. The need for a right-turn lane is based on several criteria including:

- The number of right-turning vehicles per hour
- The major roadway approach volumes
- Speed limit of the major roadway

Even though the intersections of SR 224/Kingsley Ave and Accesses 2 and 3 have the traffic to warrant a right-turn lane, the corridor is built out without right-turn lanes and a continuous buffered bike lane. Entry without a right-turn lane is consistent with other developments along the corridor with greater entering volumes. Therefore, given the existing school arrival/dismissal activities are already contained within the confines of the driveways, and this is not expected to change, right-turn lanes into the accesses are not recommended at this time.

Left-turn lanes are already present in the eastbound and westbound directions for SR 224/Kingsley Ave at Orange Ave. For the eastbound direction, the left-turn lane length (with taper) is approximately 165 feet in length in which the Synchro results display minimal use and queues for this movement during the AM and PM peak hours. For the westbound direction, the left-turn lane length (with taper) is approximately 140 feet in length. Synchro predicted the maximum 95th percentile queue for this movement to be 97.5 feet for the PM peak hour and 115 feet for the 2030 design year PM peak hour, both of which would be expected to fit within the existing turn lane length given its existing taper (it is noted that HCM7 does not model U-turn movements). During on-site review, the westbound left-turn lane occasionally exceeded capacity and extended back into the inside through lane of westbound SR 224. This condition could be addressed by extending the westbound left-turn lane; however, this would require removing a median access point for the US Post Office on the north side of SR 224. Extending the westbound left-turn lane would create additional U-turns from the post office throughout the day while the school condition only exists occasionally. An expanded review of Signal4 crashes at this location revealed one crash associated with westbound U-turns at this location, however it was a sideswipe with a vehicle in the westbound inside lane, prior to making the U-turn. Based on the observations of vehicle operations, overall safe crash history, and desire to maintain current access to the post office, it is recommended that no geometric changes be made to the westbound left-turn lanes on SR 224.

4. Conclusion

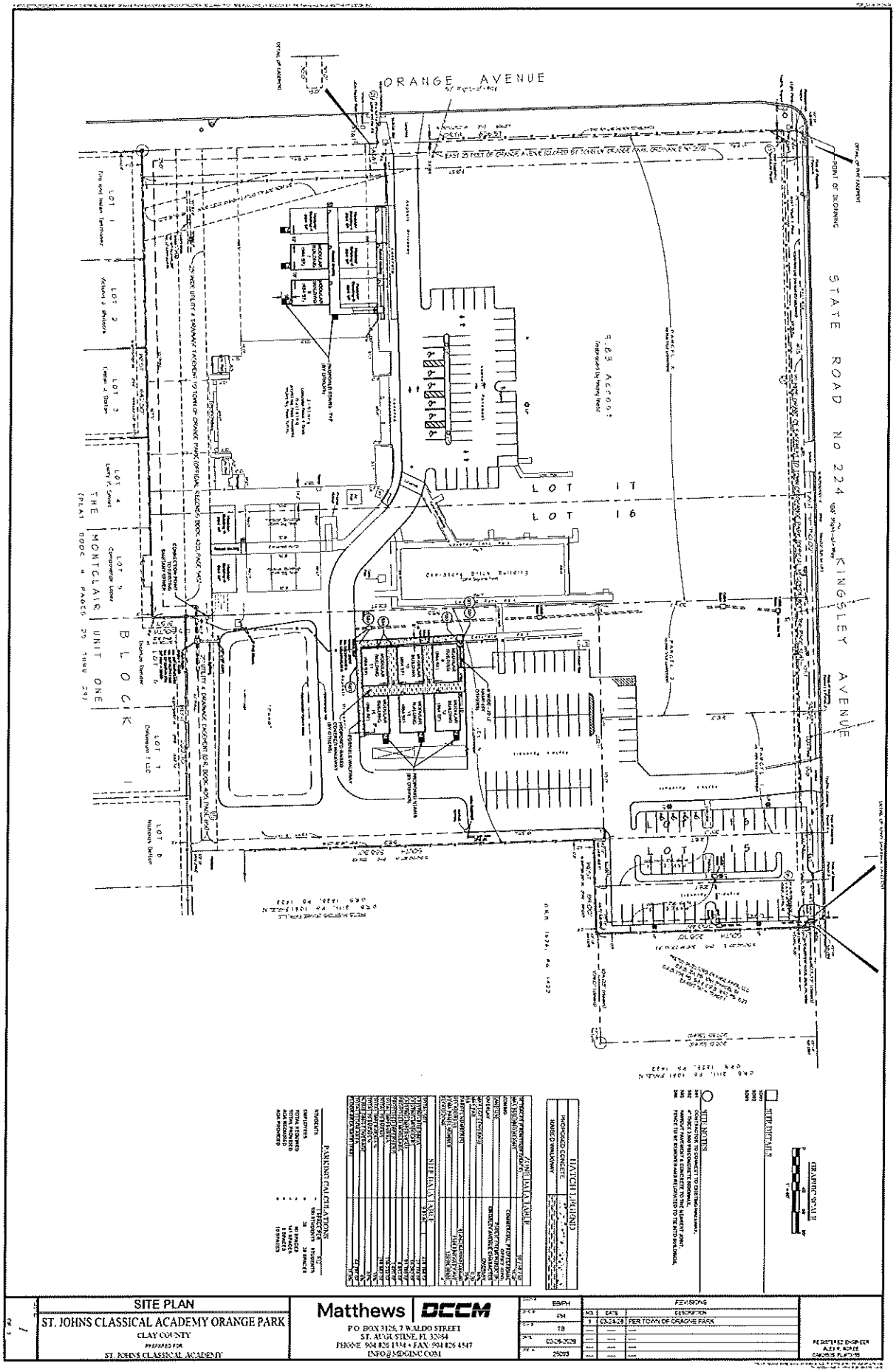
All analyses in this report were completed using standard traffic engineering practices based on the HCM7. The LOS analysis for intersections was completed using Synchro 12 analysis software.

The school currently operates on a single bell schedule for students in kindergarten through 7th grade. Beginning next school year (2026-27), the school will change to two bell schedules with one for kindergarten through 6th grade and another for 7th grade and up. This will effectively make the current 2025-26 traffic loading with eight grade levels on one bell schedule the maximum traffic loading expected for future operations. The analysis included in this study makes conservative assumptions for background traffic growth and project traffic that will grow on a prorated basis. In reality, the expansion of school grades is expected to see expanded car-pooling opportunities and a slight reduction in trips per student.

Turn lanes, driveways, and median access points were observed to operate safely and efficiently in a manner that is consistent along the corridor. No changes to travel speed limits, or geometric roadway changes are recommended as modifications to driveways or the modification of turn lanes would result in minimal, short-term value while reducing access to full-day use to the post office.

The expansion of the school will result in an extension of the morning arrival and afternoon dismissal periods which will be spread across two bell schedules, resulting in similar or less traffic flow rates and corresponding impacts to the surrounding roadway network. The LOS analysis found that all intersections within the study area will continue to operate acceptably for both the AM and PM peak hours.

It is recommended that St. Johns Classical Academy, Orange Park campus, can safely and efficiently continue with expansion up to 1,000 students serving kindergarten through 12th grade with the requirement of spreading the students across two bell schedules separated by a minimum of 30 minutes. The on-site queuing is sufficient to store vehicles for the required arrival and dismissal operations without any off-site mitigations.


ORANGE AVENUE
STATE ROAD No 224
KINGSLEY AVENUE
POINT OF BEGINNING
LOT 17
LOT 16
LOT 15
THE MONTCLAIR UNIT ONE
BLOCK
SITE PLAN
ST. JOHNS CLASSICAL ACADEMY ORANGE PARK
CLAY COUNTY
PREPARED FOR
ST. JOHNS CLASSICAL ACADEMY
Matthews | DCCM
P.O. BOX 3126, 7 WALDO STREET
ST. AUGUSTINE, FL 32084
PHONE 904.826.1334 • FAX 904.826.4547
INFO@MDCINC.COM
REVISIONS
NO. DATE DESCRIPTION
1 03-24-26 PER TOWN OF ORAGNE PARK
REGISTERED ENGINEER
ALEX M. BOYD
FLORIDA PE #75135

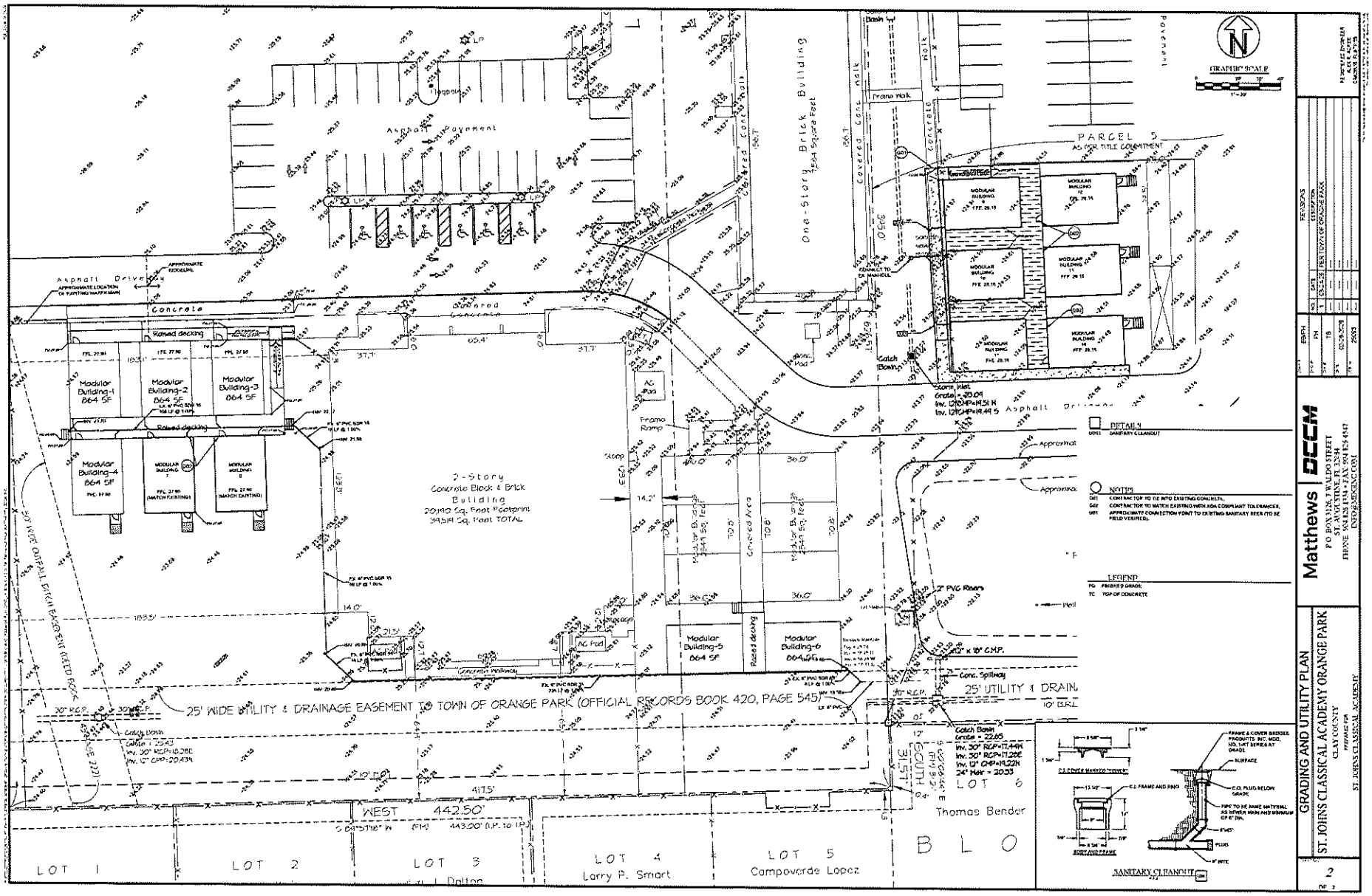

GRAPHIC SCALE
1" = 20'
PARCEL 5
AS PER TITLE COMMITMENT
One-Story Brick Building
8,864 Square Feet
Asphalt Pavement
Concrete
Raised decking
Modular Building-1 864 SF
Modular Building-2 864 SF
Modular Building-3 864 SF
Modular Building-4 864 SF
Modular Building-5 864 SF
Modular Building-6 864 SF
1-Story Concrete Block & Brick Building
20,192 Sq. Feet Footprint
39,514 Sq. Feet TOTAL
Covered Area
Ramp
AC Pad
Catch Basin
Storm Inlet
Asphalt Driveway
Concrete Walkway
Conc. Spillway
25' WIDE UTILITY & DRAINAGE EASEMENT TO TOWN OF ORANGE PARK (OFFICIAL RECORDS BOOK 420, PAGE 545)
25' UTILITY & DRAIN.
10' B.R.L.
30" RCP
12" x 18" C.M.P.
2" PVC Risers
Well
WEST 442.50'
S 84°57'18" W (M)
443.20' (M) TO I.P.
417.5'
LOT 1
LOT 2
LOT 3
LOT 4
Larry P. Smart
LOT 5
Campoverde Lopez
LOT 6
Thomas Bender
BLOCK 35
DETAILS
SANITARY CLEANOUT
NOTES
G01 CONTRACTOR TO TIE INTO EXISTING CONDUITS.
G02 CONTRACTOR TO MATCH EXISTING WITH ADA COMPLIANT TOLERANCES.
G03 APPROXIMATE CONNECTION POINT TO EXISTING SANITARY SEER (TO BE FIELD VERIFIED).
LEGEND
FG FINISHED GRADE
TC TOP OF CONCRETE
SANITARY CLEANOUT
REVISIONS
NO DATE DESCRIPTION
1 05/24/23 PER TOWN OF ORANGE PARK
Matthews | DCM
PO BOX 178, TWELPO STREET
ST. AUGUSTINE, FL 32084
PHONE 904 824 1114 • FAX 904 826 4147
INFO@MDCMCO.COM
GRADING AND UTILITY PLAN
ST. JOHN'S CLASSICAL ACADEMY ORANGE PARK
CLAY COUNTY
PREPARED FOR
ST. JOHNS CLASSICAL ACADEMY
2

Exhibit A

FDOT Review Comments

Stephen Smith

From: Scott, Jeffrey <Jeffrey.Scott@dot.state.fl.us>
Sent: Friday, February 27, 2026 1:55 PM
To: rmorrow@lja.com
Cc: Austin, Brian; Linton, Jacob; Kyle Croce; Stephen Smith
Subject: RE: Site Plan Review for 1324 Kingsley Avenue
Attachments: St Johns Academy TIS (11-17-2025) S&S.pdf

ginated from outside of the organization. Do not click links or open attachments unless you recognize the sender an

Rick,

I have reviewed the St. Johns Academy TIS and discussed the findings with the Town of Orange Park. I have the following comments on the revised study:

- Eastbound right turn lane at project driveways
  - I am concerned about the proposed 30-minute differential between the bell schedules. From experience, some parents arrive very early, while some will run late. I am concerned that 30 minutes will not be enough time to completely process one group before the next group arrives. For this reason, and because of the volume of right turning vehicles into the site, I think a right turn lane is into the project driveways is appropriate. I understand there are not many other right turn lanes on the corridor but the potential for queueing onto Kingsley Ave. would be mitigated if there were an eastbound right turn lane.
- Westbound left turn lane at Orange Ave.
  - The FDOT Traffic Operations office has received public concerns about the median opening east of Orange Ave. being used for U-turns. Field observation confirmed drivers using the median opening for westbound to eastbound U-turns. This unexpected maneuver without a deceleration lane, resulted in hard braking by following vehicles. I would like you to update the report with a scenario which includes the closure of the median east of Orange Ave. and includes the extension of the westbound left turn lane at Orange Ave.
  - Westbound U-turn movements at Orange Ave. should be included in the intersection operational analysis. It would be acceptable to include them in the left turn volume.
- Orange Ave. northbound right turn lane
  - Due to the heavy volume of vehicles exiting the school and heading north to the Kingsley/Orange signal, please run a scenario in the report which adds a northbound right turn lane at Orange Ave.
- The Synchro analysis provided indicates a two-lane egress at the Orange Ave. access, however, this contradicts both the traffic count data and aerial imagery

Jeff Scott, P.E.
Florida Department of Transportation | District 2
Traffic Services Program Engineer
2198 Edison Ave. | Jacksonville, FL 32204
(904) 360-5644
Jeffrey.scott@dot.state.fl.us

Exhibit B

School Board Meeting Minutes

BOARD MEETING MINUTES

Name of School: St. Johns Classical Academy, Inc.
Board Meeting Date: April 23, 2026
Board Meeting Location: St. Johns Classical Academy
Orange Park Campus, Cafeteria
1324 Kingsley Avenue, Orange Park, FL 32073

	NAME	TITLE	Present (in Person)	Present (virtual)	Absent
BOARD MEMBERS					
1	Keith Smith	Chairman	♦		
2	Geraldine Hartin	Vice-Chairman / Secretary			♦
3	Mandy Hidalgo	Treasurer	♦		
4	Carlyle Martin	Director	♦		
5	Lori Horne	Director			♦
SJCA REPRESENTATIVES					
	Anthony Bradley	Headmaster, Orange Park Campus	♦		
	Carole McCullough	Head of School, Fleming Island Campus			♦
	Melissa Taylor	Parent Liaison, Fleming Island Campus			♦
	Alicia Theisen	Parent Liaison, Orange Park Campus			♦

The minutes of Sunshine Law meetings need not be verbatim transcripts of the meeting. These minutes are a brief summary of the events of the meeting.

I. **CALL TO ORDER:**
- A. **Call to Order:** Pursuant to public notice, the meeting commenced at 6:06pm with a Call to Order by Chairman Keith Smith. A quorum was established.
- B. **Attendance:** Keith Smith
- C. **Pledge of Allegiance:** Keith Smith
- D. **Invocation / Prayer:** Anthony Bradley
- E. **Reading of the Mission Statement:** Anthony Bradley

II. **TIME CERTAIN ITEMS / PRESENTATIONS / RECOGNITION - NONE**

III. **PUBLIC COMMENTS:**
Orange Park Campus Teacher, Daniel Wright
Orange Park Campus Parent, Erica Simmons

IV. **APPROVAL OF THE MINUTES:** The motion to approve the board meeting minutes from March 26, 2026, was made by Mandy Hidalgo; seconded by Carlyle Martin. The motion passed 3-0.
- A. 2026.03.26 Monthly Governing Board Meeting Minutes

V. **CONSENT AGENDA:** The motion to approve Consent Agenda items A, B, C, D, and E, as listed below, was made by Carlyle Martin; seconded by. Mandy Hidalgo The motion passed 3-0.

- A. Selection of SJCA-OP Sports Mascot to move forward with school community input between SJCA-OP Griffins or SJCA-OP Patriots mascots starting in the 2026/2027 school year.
- B. Audit Engagement letters with King & Walker, CPAs for year end June 30, 2026, for Fleming Island Campus ($9,500), Orange Park Campus ($9,500); and combined audit ($6,500).
- C. Restricted Classical Certification Teaching Certificates
- D. Orange Park Campus Adjunct Teaching Certificate
- E. Orange Park Campus House System Designs (Hildegard, Boudicca, Aeneas, Sequoyah, Beowulf).

VI. **ANCORA REPORTS** (FYI only - No Action Required):
- A. Monthly Financial Reports
  1. Fleming Island Campus Financial Report (March 2026)
  2. Fleming Island Campus Credit Card Statements (March 2026)
  3. Orange Park Campus Financial Report (March 2026)
  4. Orange Park Campus Credit Card Statements (March 2026)
- B. Strategic Oversight Calendar
- C. Ancora Updates

VII. **HEAD OF SCHOOLS REPORTS** (FYI Only - No Action Required):
- A. Fleming Island Campus: Mrs. Carole McCullough
  1. Referral / Discipline Summary Report
  2. Enrollment / Withdrawal Reports
- B. Orange Park Campus: Mr. Anthony Bradley
  1. Referral / Discipline Summary Report
  2. Enrollment / Withdrawal Reports

VIII. **UNFINISHED BUSINESS:**
- A. Orange Park Campus – addition of eight (8) 24x36 used portable buildings. The motion to approve proceeding with the purchase of eight (8) 24x36 used portable buildings, as presented in the quote, from Creative Modular Buildings, along with the other work/contractors necessary for completion of the installation of these portables, not to exceed $800,000 from bond funding, was made by Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0.
- B. Orange Park Campus Enrollment. After discussion, the motion to approve the enrollment structure at the Orange Park Campus to a K-8 school was made by Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0.

IX. **NEW BUSINESS: NONE**

X. **BOARD MEMBER COMMENTS:**

- A. 2026/2027 Fleming Island Campus Proposed Budget - The motion to approve the 2026/2027 Fleming Island Campus Proposed Budget was made by Mandy Hidalgo; seconded by Carlyle Martin. The motion passed 3-0.
- B. 2026/2027 Orange Park Campus Proposed Budget - The motion to approve the 2026/2027 Orange Park Campus Proposed Budget was made by Mandy Hidalgo; seconded by Carlyle Martin. The motion passed 3-0.

XI. **UPCOMING MEETING:**

Monthly Governing Board Meeting
May 28, 2026, 6:00 p.m. – 8:00 p.m.
Location: SJCA Orange Park Campus, Cafeteria
1324 Kingsley Avenue, Orange Park, FL 32073

XII. **ADJOURNMENT:** Chairman Keith Smith called for a motion to adjourn the meeting, which was made by Carlyle Martin; seconded by Mandy Hidalgo. The motion passed 3-0; the meeting adjourned at 7:11 PM.

Geraldine Hartin, Board Secretary

May 28, 2026
Date

Exhibit C

Public Works Review Comments

From: Kyle Croce <kcroce@townop.com>
Sent: Friday, May 1, 2026 9:32 AM
To: Stephen Smith <ssmith@townop.com>
Cc: Joseph Taylor <JTaylor@townop.com>
Subject: RE: St. Johns Classical Academy's Revised Site Plan Request

Stephen,
Our consultants did not see a concern with the proposal as long as the cap enrollment to K-8 also did not exceed the student enrollment cap.
The concern is as we discussed. The issue would be if the number of classes in each grade increased, say 5 classes each grade K-8. That would be a significant increase in students/traffic.

Thank you.
Kyle

TOWN of ORANGE PARK
Closer To What Matters

Kyle Croce
Public Works Director

Phone 904 264-7411
Cell: 772 332-6942
Email kcroce@townop.com
700 Ash Street, Orange Park, FL 32073

REPORT OF THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT FOR SMALL SCALE FUTURE LAND USE MAP AMENDMENT APPLICATION CP-1-2026 MAY 14, 2026

SUMMARY INFORMATION

Location: 1701 Park Avenue between Stiles Avenue and McIntosh Avenue.

Real Estate Number: Portion of 41-04-26-018764-000-00

Current Future Land Use Category: Commercial Medium Intensity (CMI)

Proposed Future Land Use Category: Medium Density Residential (MDR)

Current Zoning District: Commercial General (CG)

Proposed Zoning District: Residential, General-1 (RG-1)

Applicant/Agent: Helen Taylor

Owner: Moosehaven, Inc.
1701 Park Avenue
Orange Park, FL 32073

Staff Recommendation: Approve

The Economic and Community Development Department hereby forwards to the Planning and Zoning Board and Town Council its comments and recommendation regarding Small-Scale Land Use Application CP-1-2026.

GENERAL INFORMATION

Application **CP-1-2026** is a proposed Small-Scale Future Land Use Map Amendment to the Future Land Use Map (FLUM) for approximately 8.63 acres of land. The application seeks to change the Future Land Use Category from Commercial Medium Intensity (CMI) to Medium Density Residential (MDR). In 2008 a FLUM amendment for the subject property was approved to change the land use category from MDR to CMI. This request would effectively restore it back to the MDR land use category to permit residential development. There is also a companion rezoning application (R-1-2026) requesting to rezone the property from CG to RG-1.

The subject property is vacant; however, it's part of a larger master parcel that's approximately 60.91 acres and developed as a senior residential living community. The

Moosehaven Community includes various housing types from single-and-multi-family to assisted living and memory care. Park Avenue (US 17/SR-15) is a six-lane divided highway classified as Principal Arterial roadway.

COMPREHENSIVE PLAN CATEGORY DESCRIPTION

The Medium Density Residential functional land use category as defined by the Future Land Use Element (FLUE) adopted as part of the 2045 Comprehensive Plan, consists primarily of duplex dwelling units and multi-family dwelling units. Single-family dwellings, group homes, housing for the elderly, churches, retirement homes and similar uses may also be included. Accessory dwelling units such as guest houses or garage apartments are permitted and shall not count toward density calculations.

CONSISTENCY WITH THE 2045 COMPEHENSIVE PLAN

Objective 1.1 states that in preparation of the Future Land Use Map and in all future amendments thereto, the Town shall ensure that all future land uses are consistent with existing environmental constraints including, but not limited to, topography, soils, vegetation, wetlands, drainage and aquifer recharge areas.

Policy 1.9.2

The Town will encourage infill development within its corporate limits by maintaining a high level of urban services, by cooperating with the private sector in promoting the Town to traditional retiree populations, by promoting other forms of economic growth, and by maintaining land development regulations that facilitate the sensitive integration of new development in older urban areas.

Objective 3.4

Adequate Sites for Special Residential Facilities. The Town shall continue to assist state agencies, private, and non-profit groups in locating suitable locations for group homes, foster care facilities, and similar special residential facilities.

Policy 1.1.1 requires that all future land use decisions be based on the analysis of the following items without regard to priority:

(a) Surrounding uses and zoning

The surrounding uses, land use categories and zoning are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use(s)
North	CMI	CG	Day care
South	CLI	CPO	Church
East	MDR	RG-1	Senior Living facility
West	MDR/CMI	RG-1/CG	Multi-family & Commercial

(b) Acreage

The subject property consists of approximately 8.63 acres and is under one ownership.

(c) Soils and topography

Soil types are:
1 – Albany fine sand, 0-5 percent slopes
0 - Ortega fine sand, 0-5 percent slopes.

Albany fine sand is limited to approximately the front 50 feet of the property; it exhibits a high-water table at a depth of 12 inches to 30 inches, 1 to 4 months off the year. Suitable fill on the site would address the limitations created by the water table. The Ortega series consists of nearly level to moderately sloping, moderately well drained soils that formed thick beds of sandy marine deposits.

(d) Description of site

The area subject to this request is currently vacant and consists of relatively flat terrain. Driveway access is available from the existing driveway on Park Avenue or from McIntosh Avenue.

(e) Flood zone

The subject property is in Flood Zone X. Properties in Zone X are at moderate risk of flooding under the National Flood Insurance Program, and flood insurance is not required.

(f) Impact on adopted levels of service

Adopted levels of service (LOS) include:

- Traffic Impacts

  The proposed amendment would result in less intense use and traffic impacts. Located on US 17, the redevelopment of this site will:
  - Maximize the use of existing infrastructure;
  - Optimize the trip length for future Moosehaven residents seeking grocery and service shopping;
  - Promotes trip reduction by providing commercial/personal services for recreation and dining, etc.
- Sanitary Sewer

  The wastewater LOS standard for sanitary sewer is 120 gallons per capita per day with a 1.29 peak factor. Because the Town's available sanitary sewer capacity exceeds 80%, there is ample capacity for the potential 69 residential units.

- Potable Water
  The LOS standard for Potable Water is 121 gallons per capita per day with 1.36 peak factor. Because the Town's available water capacity exceeds 70%, there is ample capacity for the potential 69 residential units.
- Solid Waste
  The Town maintains a service agreement with Waste Management (WM) for the provision of solid waste disposal. Clay County maintains solid waste disposal facilities on a countywide basis. The proposed amendment to the FLUM does not create a need for additional solid waste disposal capacity.
- Stormwater/Drainage
  The subject property will provide on-site stormwater facilities that meet the requirements and level of service standards adopted by the Town. Development will be subject to the permitting requirements of the St. John's River Water Management District.
- Recreation
  The LOS standard for Parks and Recreation facilities is 3-acres per 1,000 population. In addition to meeting the recreation and open space requirements for the proposed residential units, Moosehaven completed construction on a comprehensive multi-use recreation facility in 2025.
- School Impacts.
  The proposed amendment would increase school impacts generated by 69 residential units. The Town has an intergovernmental agreement with Clay County for Schools.

(g) Availability of adequate water supplies

The Town has adopted level of service standards of 121 gallons per capita per day for potable water supplies and 120 gallons per capita per day for wastewater treatment. Available water capacity exceeds 70% and available sanitary sewer capacity exceeds 80%.

SUMMARY

The proposed Future Land Use Amendment seeks to reclassify the property from CMI to MDR, which is consistent with the existing and future use of the parcel, and it meets external compatibility and level of service requirements.

SUPPLEMENTARY INFORMATION

1. Upon visual inspection of the subject property on May 1, 2026 the required Notice of Public Hearing signs were posted.
2. Notices of this public hearing were mailed to all property owners within 300 feet of the subject property, as indicated in the public records of the Clay County Property Appraiser. The properties were posted with signs at least 15 days in advance of the public hearing. Legal notices were advertised in the Clay Today in conformance with Florida Statute and Town of Orange Park Code of Ordinances.

STAFF RECOMMENDATION

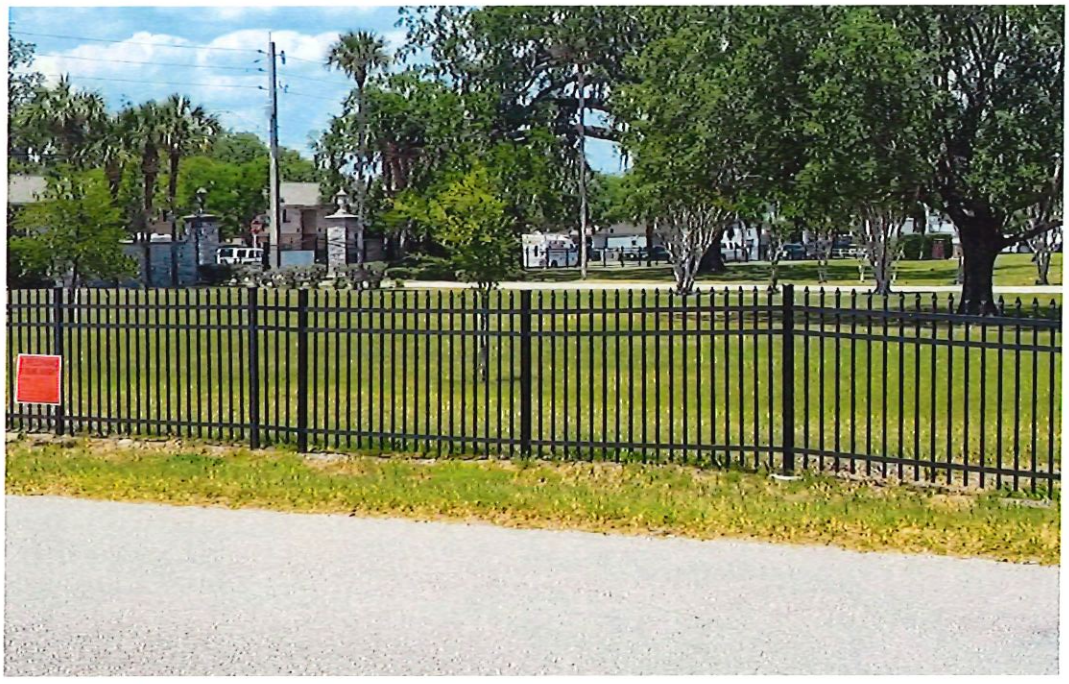
Based on the foregoing, the Economic and Community Development Department recommends that Small-Scale Land Use Application **CP-1-2026** be **APROVED.**



Picture of Sign Notice



View of subject property from McIntosh Avenue.



View of subject property from Park Avenue.



View of day care building to the north.



View of church at 242 McIntosh Avenue

TOWN of ORANGE PARK
Closer To What Matters

NOTICE OF PUBLIC HEARING SIGN POSTING AFFIDAVIT

I hereby attest that the NOTICE OF PUBLIC HEARING SIGN(S) for application CD-1-2026 were posted on the property/site located at:

Portion of 41-04-26-018764-000-00
Real Estate Number(s)

1701 Park Ave.
Address

Orange Park, FL
Address

Printed Name STEPHEN SMITH

Signature Stephen Smith

Dated this 6 day of May 2026.

STATE OF FLORIDA
COUNTY OF CLAY

The foregoing instrument was acknowledged before me this 6 day of May, 2026, by Stephen Smith (Applicant/Agent)

Such person(s): *(notary must check applicable box)*

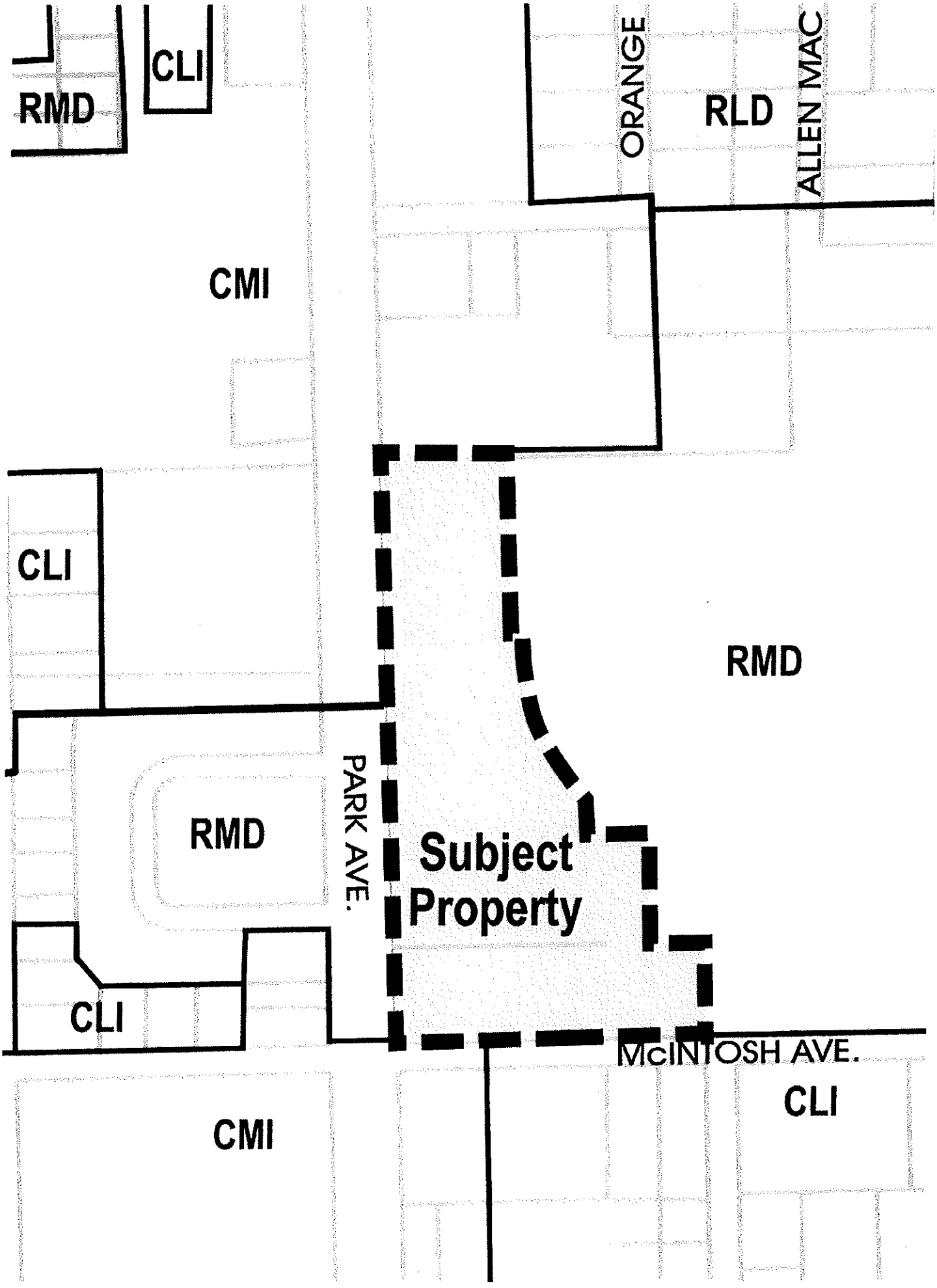
☒ is (are) personally known to me; or

☐ produced a current _____ driver's license as identification; or

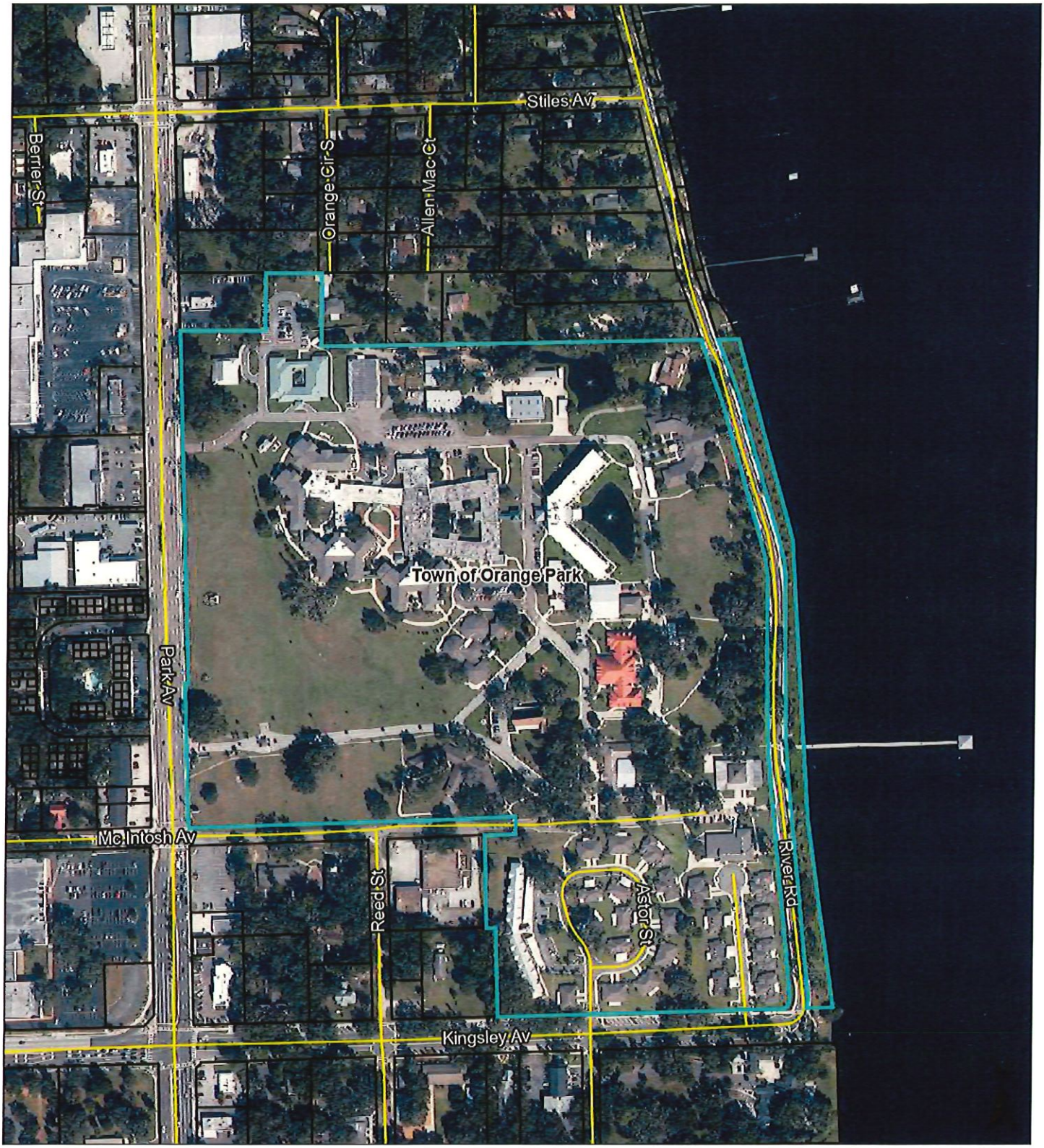
☐ produced _____ as identification.

Madison White
Signature
Notary Public, State of Florida at Large

MADISON WHITE
Notary Public
State of Florida
Comm# HH329830
Expires 11/7/2026


RMD
CLI
ORANGE
RLD
ALLEN MAC
CMI
CLI
RMD
RMD
PARK AVE.
Subject Property
CLI
McINTOSH AVE.
CLI
CMI

Clay County Property Appraiser's Office



TOWN of ORANGE PARK
Closer To What Matters

FOR OFFICE USE ONLY	
Application No.	CP - 1-2026
Date Submitted:	2/2 2026
Date Filed:	4/6 2026
P&Z PH:	5/14 2026
CC PH:	7/21 2026

TOWN OF ORANGE PARK

APPLICATION FOR SMALL SCALE FUTURE LAND USE MAP AMENDMENT

A. PROJECT

1. Address of Subject Property: 1701 Park Ave Orange Park Fl 32073
2. Between Streets: Stiles Ave And Mc Intosh Ave
3. Parcel ID Number(s): 41-04-26-018764-000-00
4. Existing Use of Property: Housing for the Aged
5. Current Land Use Category: CMI Proposed Land Use Category: MDR
6. Current Zoning : CMI
7. Land Area (must be 10 acres or less): 8.63 Date lot was recorded: _____
8. Reason/Justification for Land Use Amendment: Future - Build Housing for th Aged

B. APPLICANT

1. Name of Owner(s): Moosehaven
   Address: 1701 Park Ave
   City: Orange Park State: Fl Zip: 32073
   Telephone: (904) 278-1245 Email: Phamilton@Moosehaven.org
   HTaylor@Moosehaven.org
2. Name of Authorized Agent(s): Helen P Taylor
   Address: 1701 Park avenue
   City: Orange Park State: Fl Zip: 32071
   Telephone: (904) 278-1211 Email: htaylor@moosehaven.org

RECEIVED
FEB 09 2026 CK#180863
$1500.00
FINANCE DEPT
ZONE

C. ATTACHMENTS

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Boundary Survey
4. Application Fee

D. FILING FEES

1. Application Fee: **$1,500**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Helen P Taylor
Signature of Owner

Helen P Taylor
Signature of Authorized Agent

Executive Director
Typed or printed name and title of applicant

moosehave
Typed or printed name of authorized agent

1/19/2026
Date

1/19/2026
Date

State of Florida County of Clay

The foregoing application is acknowledge before me this 19th day of January, 2025

By Helen P. Taylor, who is/are personally known to me, or has/have produced _____ as identification.

NOTARY SEAL

Patricia Ann Horner
Signature of Notary Public, State of Florida

PATRICIA ANN HORNER
Notary Public
State of Florida
Comm# HH725321
Expires 1/2/2030

(2)

Prepared by and return to:
Richard T. Jones, Esq.
Jones, Carter & Drylie P.A.
P.O. Box 1526
Gainesville, FL 32602

Book: 1593
Page: 0949
Rec: 03/19/96
09:23 A.M.
File# 9610008
John Keene
Clerk Of Courts
Clay County, FL
FEE: $10.50
DOC: $0.70

QUIT-CLAIM DEED

This QUIT-CLAIM DEED executed this 28 day of February, 1996 by and between MOOSE INTERNATIONAL, INCORPORATED, f/k/a THE SUPREME LODGE OF THE WORLD, LOYAL ORDER OF MOOSE INC., an Indiana corporation, whose address is Supreme Lodge Building, Loyal Order of Moose, Mooseheart, Illinois, 60539 (Grantor) MOOSEHAVEN, INC., a Florida not-for-profit corporation, (Grantee) whose address is 1701 Park Avenue, Orange Park, Florida 32073.

WITNESSETH:

Grantor, in consideration of the sum of $10.00, paid by the Grantee, does hereby remise, release and quit-claim to the Grantee, forever, all the right, title, interest, claim and demand which the Grantor has in and to the following described property situate, lying and being in the County of Clay, State of Florida:

All of that parcel of land in Clay County, Florida, collectively known as "MOOSEHAVEN"; being all of the property owned by Grantor bordered on the west by U.S. Highway 17, on the east by the St. Johns River, on the south by Kingsley Avenue (State Road 224) and on the north by tax parcels 41-04-26-018725, 41-04-26-018724, 41-04-26-018727 and 41-04-26-018729-001; more particularly described as Clay County Tax Parcel Numbers 41-04-26-018764-000 and Clay County Tax Parcel Number 41-04-26-018873-000. The property has approximately 1,375 feet of frontage on U.S. Highway 17 and approximately 1,875 feet along the St. Johns River. All of the property is a portion of land platted as Orange Park and Ridgewood by Florida Winter Home and Improvement Company according to a plat recorded in Plat Book 1, Page 23, of the Public Records of Clay County, Florida and a portion of land in Washington G. Benedicts Orange Grove according to a plat recorded in the Public Records of Clay County, Florida in Deed Book "L" as a re-plat of a portion of the Florida Winter Home and Improvement Company Plat.

To have and to hold, together with all and singular the appurtenances thereunto belonging or in anyway appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee, forever.

In witness whereof, Grantor has executed this instrument the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness

Witness

(CORPORATE SEAL)

MOOSE INTERNATIONAL, INCORPORATED

By: _____
Frank Sarnecki
Its President

Attest: _____
Donald H. Ross
Its Secretary

STATE OF ILLINOIS

COUNTY OF KANE

The foregoing instrument was acknowledged before me this 28 day of February, 1996 by Frank A. Sarnecki and attested by Donald H. Ross, respectively the President and Secretary of Moose International, Incorporated, f/k/a The Supreme Lodge of the World, Loyal Order of Moose, an Indiana Corporation, on behalf of the corporation. They _____ are personally known to me; or _____ produced _____ as identification.

(Notary Seal)

"OFFICIAL SEAL"
DONNA J. WOMACK
Notary Public, State of Illinois
My Commission Expires 4/27/99

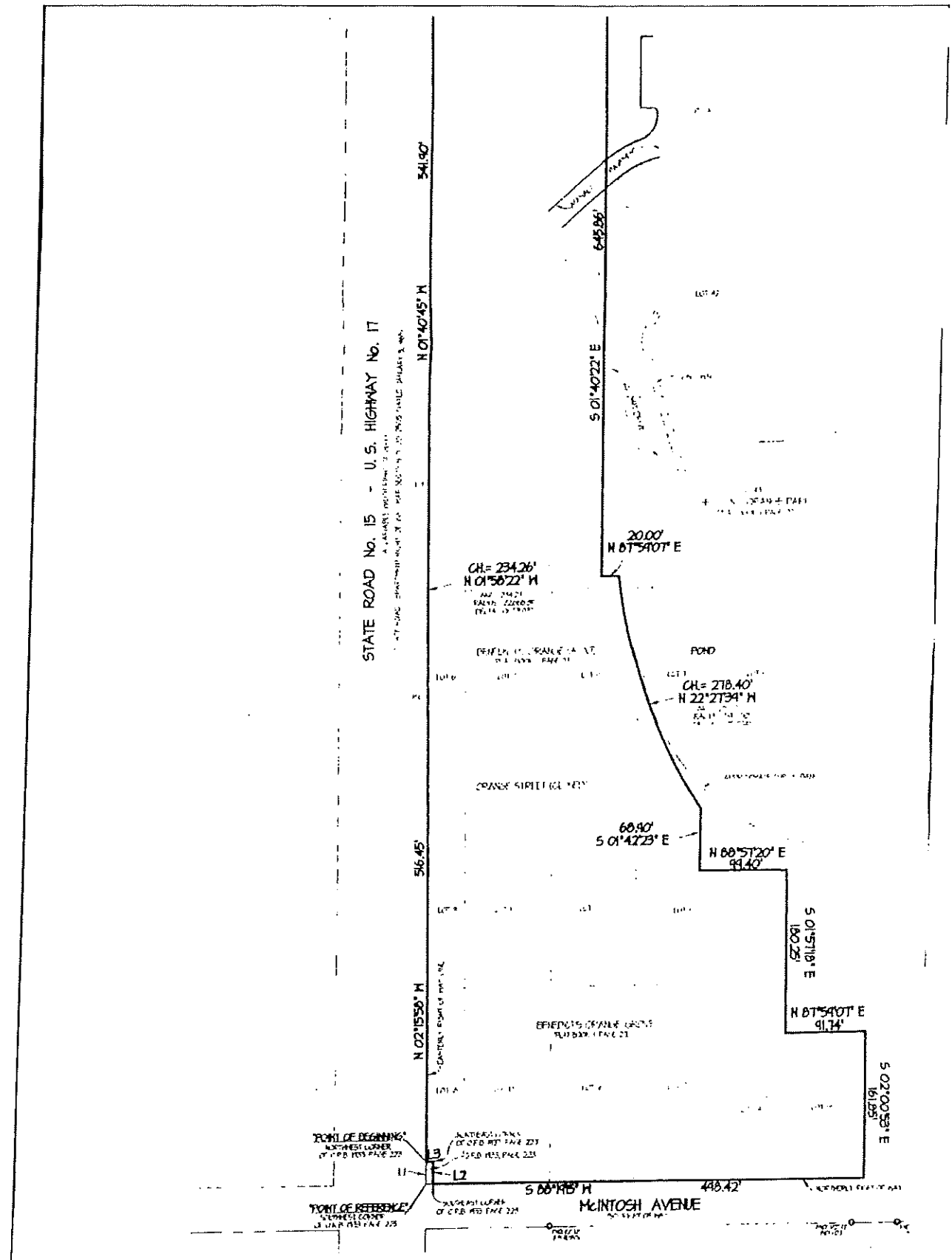
_____
Notary Public
My Commission Expires: 4/27/99

MAP SHOWING SPECIFIC PURPOSE SURVEY OF

A PORTION OF LOTS 40, 41, 42 AND 43, SECTION 1, ORANGE PARK AS RECORDED IN PLAT BOOK 1, PAGE 23 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, TOGETHER WITH A PORTION OF BENEDICT'S ORANGE GROVE, AS RECORDED IN PLAT BOOK 1, PAGE 27 OF THE PUBLIC RECORDS OF SAID COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE INTERSECTION OF THE NORTHERLY RIGHT OF WAY LINE OF McINTOSH AVENUE (A 50 FOOT RIGHT OF WAY), WITH THE EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15 (U.S. HIGHWAY NO. 17, A VARIABLE WIDTH RIGHT OF WAY, ACCORDING TO STATE ROAD DEPARTMENT RIGHT-OF-WAY MAP SECTION 71020-2505, DATED JANUARY 5, 1965), SAID POINT ALSO BEING THE SOUTHWEST CORNER OF THOSE CERTAIN LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1933, PAGE 223 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 02°15'58" WEST, ALONG SAID EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15 AND THE WESTERLY LINE OF SAID LAST MENTIONED LANDS, A DISTANCE OF 25.00 FEET TO THE NORTHWEST CORNER OF SAID LANDS AND THE POINT OF BEGINNING; THENCE ALONG SAID EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES; COURSE NO. 1: NORTH 02°15'58" WEST, A DISTANCE OF 516.45 FEET, TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT, BEING CONCAVE EASTERLY AND HAVING A RADIUS OF 22,868.31 FEET; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE A DISTANCE OF 234.27 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 01°58'22" WEST, 234.26 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 01°40'45" WEST, A DISTANCE OF 541.90 FEET; THENCE NORTH 88°19'15" EAST, ALONG A LINE THAT IS 40 FEET SOUTHERLY AND PARALLEL WITH THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1631, PAGE 864 OF THE PUBLIC RECORDS OF SAID COUNTY, A DISTANCE OF 201.41 FEET; THENCE SOUTH 01°40'22" EAST, A DISTANCE OF 645.86 FEET; THENCE NORTH 87°59'07" EAST, A DISTANCE OF 20.00 FEET, TO A POINT ON A CURVE, SAID CURVE BEING CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 540.00 FEET; THENCE SOUTHEASTERLY, ALONG AND AROUND THE ARC OF SAID CURVE A DISTANCE OF 281.05 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 22°27'59" EAST, 278.40 FEET; THENCE SOUTH 01°42'29" EAST, A DISTANCE OF 68.90 FEET; THENCE NORTH 88°57'20" EAST, A DISTANCE OF 99.40 FEET; THENCE SOUTH 01°57'18" EAST, A DISTANCE OF 180.25 FEET; THENCE NORTH 87°54'07" EAST, A DISTANCE OF 91.74 FEET; THENCE SOUTH 02°00'53" EAST, A DISTANCE OF 161.85 FEET, TO THE AFORESAID NORTHERLY RIGHT OF WAY LINE OF McINTOSH AVENUE; THENCE SOUTH 88°19'15" WEST, ALONG LAST SAID LINE, A DISTANCE OF 498.42 FEET, TO THE SOUTHEAST CORNER OF AFORESAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1933, PAGE 223 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 02°15'58" WEST, ALONG THE EASTERLY LINE OF SAID LANDS, A DISTANCE OF 25.08 FEET, TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 87°44'02" WEST, ALONG THE NORTHERLY LINE OF SAID LANDS, A DISTANCE OF 8.00 FEET, TO THE NORTHWEST CORNER OF SAID LANDS AND THE POINT OF BEGINNING.

CONTAINING 375,921 SQUARE FEET AND/OR 8.63 ACRES, MORE OR LESS.


STATE ROAD No. 15 - U.S. HIGHWAY No. 17
N 01°40'45" W
341.90'
645.86'
S 01°40'22" E
20.00'
N 87°54'07" E
CH.= 234.26'
N 01°58'22" W
POND
CH.= 218.40'
N 22°27'34" W
68.90'
S 01°42'23" E
N 88°51'20" E
99.40'
S 01°57'18" E
180.25'
N 87°54'07" E
91.74'
S 02°00'53" E
191.65'
546.45'
N 02°15'56" W
L3
L1
L2
"POINT OF BEGINNING"
"POINT OF REFERENCE"
S 88°48'W
448.42'
McINTOSH AVENUE

Paul Hamilton

From: Paul Hamilton
Sent: Monday, December 1, 2025 4:23 PM
To: Paul Hamilton
Subject: Zone

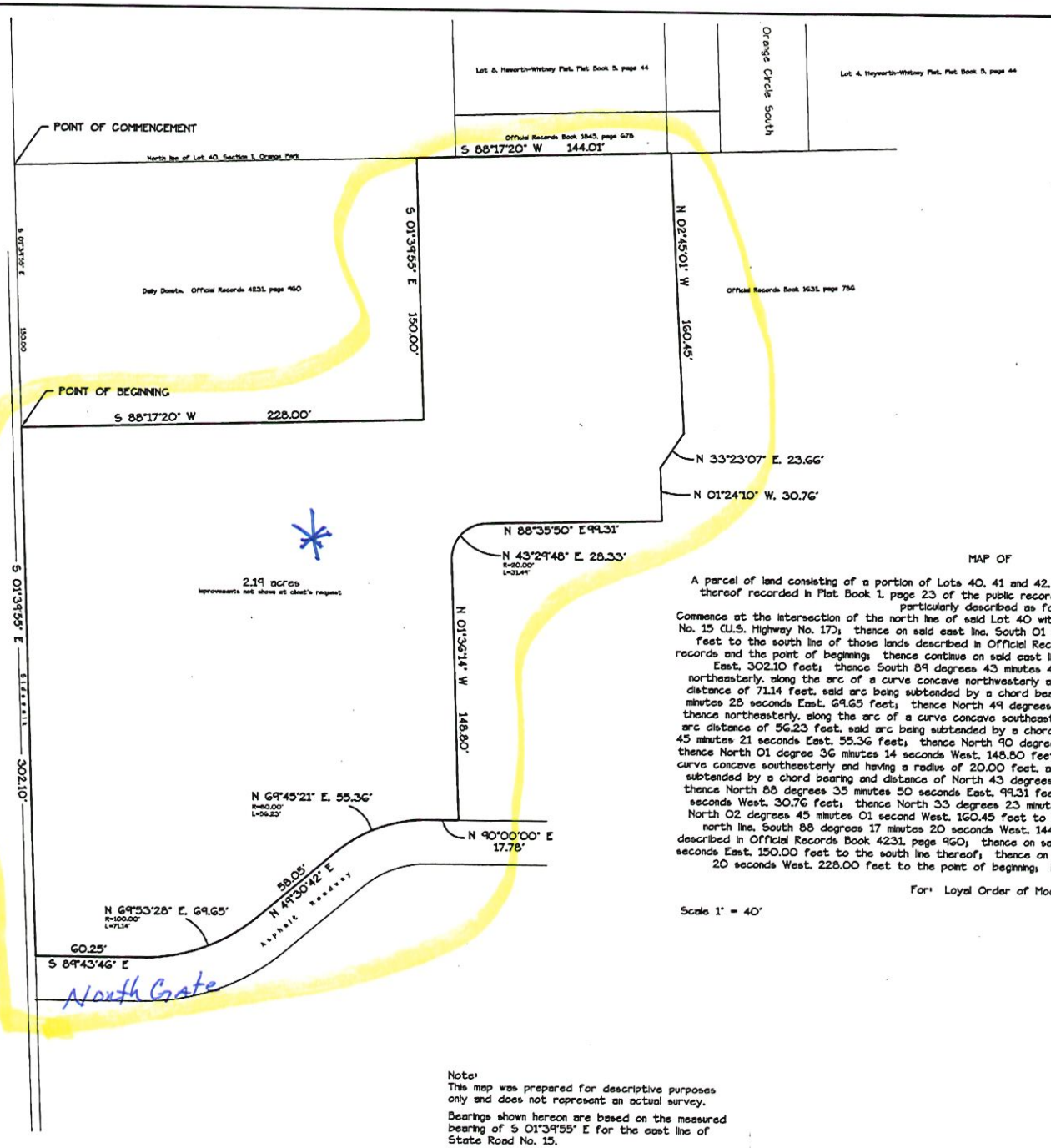


Paul Hamilton CHFM, CHC

This AREA to REMAIN Commercial See SURVEY

FF 49:136 FB N/A Job No. 45859-B

State Road No 15 - U.S. Highway No. 17



MAP OF

A parcel of land consisting of a portion of Lots 40, 41 and 42, Orange Park, Section 1, according to plat thereof recorded in Plat Book 1, page 23 of the public records of said county, said parcel being more particularly described as follows:

Commence at the intersection of the north line of said Lot 40 with the east right-of-way line of State Road No. 15 (U.S. Highway No. 17); thence on said east line, South 01 degree 39 minutes 55 seconds East, 150.00 feet to the south line of those lands described in Official Records Book 4231, page 960 of said public records and the point of beginning; thence continue on said east line, South 01 degrees 39 minutes 55 seconds East, 302.10 feet; thence South 89 degrees 43 minutes 46 seconds East, 60.25 feet; thence northeasterly, along the arc of a curve concave northwesterly and having a radius of 100.00 feet, an arc distance of 71.14 feet, said arc being subtended by a chord bearing and distance of North 69 degrees 53 minutes 28 seconds East, 69.65 feet; thence North 49 degrees 30 minutes 42 seconds East, 58.05 feet; thence northeasterly, along the arc of a curve concave southeasterly and having a radius of 80.00 feet, an arc distance of 56.23 feet, said arc being subtended by a chord bearing and distance of North 69 degrees 45 minutes 21 seconds East, 55.36 feet; thence North 90 degrees 00 minutes 00 seconds East, 17.78 feet; thence North 01 degree 36 minutes 14 seconds West, 148.80 feet; thence northeasterly, along the arc of a curve concave southeasterly and having a radius of 20.00 feet, an arc distance of 31.49 feet, said arc being subtended by a chord bearing and distance of North 43 degrees 29 minutes 48 seconds East, 28.33 feet; thence North 88 degrees 35 minutes 50 seconds East, 99.31 feet; thence North 01 degree 24 minutes 10 seconds West, 30.76 feet; thence North 33 degrees 23 minutes 07 seconds East, 23.66 feet; thence North 02 degrees 45 minutes 01 second West, 160.45 feet to said north line of Lot 40; thence on said north line, South 88 degrees 17 minutes 20 seconds West, 144.01 feet to the east line of said lands described in Official Records Book 4231, page 960; thence on said east line, South 01 degree 39 minutes 55 seconds East, 150.00 feet to the south line thereof; thence on said south line, South 88 degrees 17 minutes 20 seconds West, 228.00 feet to the point of beginning; being 2.19 acres, more or less, in area.

For: Loyal Order of Moose

Scale 1" = 40'

February 3, 2026

Note:
This map was prepared for descriptive purposes only and does not represent an actual survey.

Bearings shown hereon are based on the measured bearing of S 01°39'55" E for the east line of State Road No. 15.

AREA to Remain Commercial

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

Harold T. Elland
License No. LS 2518

Elland & Associates, Inc.
Professional Surveyors & Mappers
Certificate of Authorization No. LB 1381
615 Blanding Boulevard
Orange Park, Florida 32073
Telephone 904-272-1000

REPORT OF THE ECONOMIC AND COMMUNITY DEVELOPMENT DEPARTMENT FOR REZONING APPLICATION R-1-2026

MAY 14, 2026

SUMMARY INFORMATION

Location: 1701 Park Avenue between Stiles Avenue and McIntosh Avenue

Real Estate Number: Portion of 41-04-26-018764-000-00

Property Acreage: 8.63 +/- acres

Current Zoning District: Commercial General (CG)

Proposed Zoning District: Residential, General-1 (RG-1)

Current Land Use Category: Commercial Medium Intensity (CMI)

Proposed Land Use Category: Medium Density Residential (MDR)

Applicant/Agent: Helen Taylor

Owner: Moosehaven, Inc.
1701 Park Avenue
Orange Park, FL 32073

Staff Recommendation: Approve

The Economic and Community Development Department hereby forwards to the Planning and Zoning Board and Town Council its comments and recommendation regarding an Application for Rezoning.

GENERAL INFORMATION

Application for Rezoning **R-1-2026** seeks to rezone approximately 8.63 +/- acres of land from CG to RG-1. The subject property is vacant; however, it's part of a larger master parcel that's approximately 60.91 acres. The subject property was rezoned from RG-1 to CG in 2008 but was not developed. This rezoning request would effectively restore it back to the previous RG-1 zoning district and permit future residential development. The master parcel is developed as a retirement community including various housing types from single-and-multi-family to assisted living and memory care.

Additionally, the companion Small-Scale Land Use Amendment (CP-1-2026) to the Future Land Use Map (FLUM) requests to change the land use category from Commercial Medium Intensity (CMI) to Medium Density Residential (MDR). The requested amendment would eliminate future strip commercial development along Park Avenue.

STANDARDS, CRITERIA AND FINDINGS

The applicant for a proposed rezoning bears the burden of proving, by substantial competent evidence, that the proposed rezoning is consistent with the Town's comprehensive plan for future development of the subject parcel. In determining whether a proposed rezoning is consistent with the 2045 Comprehensive Plan, the Economic and Community Development Department considers several factors, including (a) whether it is consistent with the functional land use category identified in the Future Land Use Element (FLUE); (b) whether it furthers the goals, objectives and policies of the Comprehensive Plan; and (c) whether it conflicts with any portion of the Town's land use regulations. Thus, the fact that a proposed rezoning is permissible within a given land use category does not automatically render it consistent with the 2045 Comprehensive Plan, as a determination of consistency entails an examination of several different factors.

1. ***Is the proposed rezoning consistent with the 2045 Comprehensive Plan?***

   Yes. There is a companion Application for a Small-Scale Land Use Amendment to the Future Land Use Map that seeks to change the land use category from CMI to MDR.

   The MDR land use category consists primarily of duplex dwelling units and multi-family dwelling units. Single-family dwellings, group homes, housing for the elderly, churches, retirement homes and similar uses may also be included.

   Therefore, if proposed Application for Small-Scale Land Use Amendment CP-1-2026 is approved, then the proposed rezoning would be consistent with the FLUM.

2. ***Does the proposed rezoning further the goals, objectives and policies of the 2045 Comprehensive Plan?***

   Yes. The proposed rezoning to RG-1 is consistent with the 2045 Comprehensive Plan and furthers the following goals, objectives and policies contained herein, including:

   Policy 1.9.2
   The Town will encourage infill development within its corporate limits by maintaining a high level of urban services, by cooperating with the private sector in promoting the Town to traditional retiree populations, by promoting other

forms of economic growth, and by maintaining land development regulations that facilitate the sensitive integration of new development in older urban areas.

Objective 3.4
Adequate Sites for Special Residential Facilities. The Town shall continue to assist state agencies, private, and non-profit groups in locating suitable locations for group homes, foster care facilities, and similar special residential facilities.

3. ***Does the proposed rezoning conflict with any portion of the Town's land use regulations?***

No. The proposed rezoning does not appear to conflict with any portion of the Town's land use regulations.

The surrounding uses, land use categories and zoning are as follows:

Adjacent Property	Land Use Category	Zoning District	Current Use(s)
North	CMI	CG	Day care
South	CLI	CPO	Church
East	MDR	RG-1	Senior Living Facility
West	MDR/CMI	RG-1 / CG	Multi-family & general commercial

The proposed rezoning to RG-1 is consistent and compatible with the surrounding uses in the area, which generally consists of senior living development (Moosehaven), multi-family, church, day care and commercial to the west across US 17.

SUPPLEMENTARY INFORMATION

1. Upon visual inspection of the subject property on April 30, 2026 the required Notice of Public Hearing signs were posted.
2. Notices of this public hearing were mailed to all property owners within 300 feet of the subject property, as indicated in the public records of the Clay County Property Appraiser. The properties were posted with signs at least 15 days in advance of the public hearing. Legal notices were advertised in the Clay Today in conformance with Florida Statute and Town of Orange Park Code of Ordinances.

STAFF RECOMMENDATION

Based on the foregoing, it is the recommendation of the Economic and Community Development Department that Application for Rezoning **R-1-2026** be **APPROVED**.



Public Notice Sign



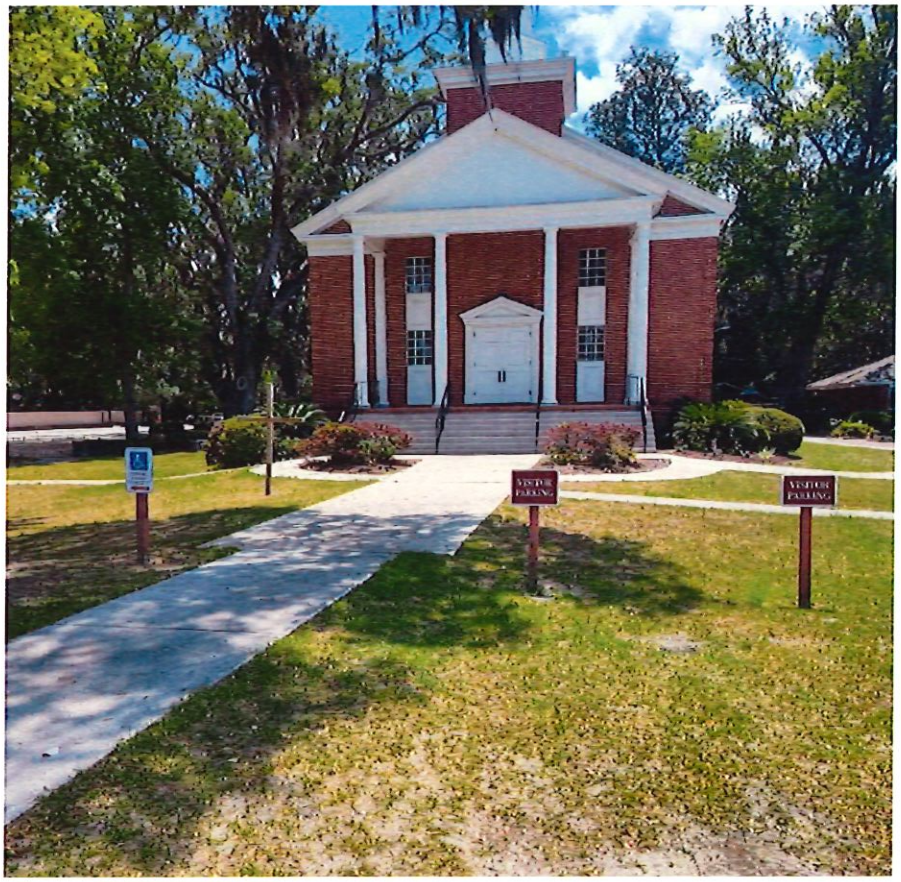
View of subject property from McIntosh Avenue.



View of subject property from Park Avenue.



View of day care building to the north.



View of church at 242 McIntosh Avenue

TOWN of ORANGE PARK
Closer To What Matters

NOTICE OF PUBLIC HEARING SIGN POSTING AFFIDAVIT

I hereby attest that the NOTICE OF PUBLIC HEARING SIGN(S) for application R-1-2026 were posted on the property/site located at:

Portion of 41-04-26-018764-000-00
Real Estate Number(s)

1701 Park Ave
Address

Orange Park, FL
Address

Printed Name STEPHEN SMITH

Signature Stephen Smith

Dated this 6 day of May 2026.

STATE OF FLORIDA
COUNTY OF CLAY

The foregoing instrument was acknowledged before me this 6 day of May, 2026,
by Stephen Smith (Applicant/Agent)
Such person(s): *(notary must check applicable box)*

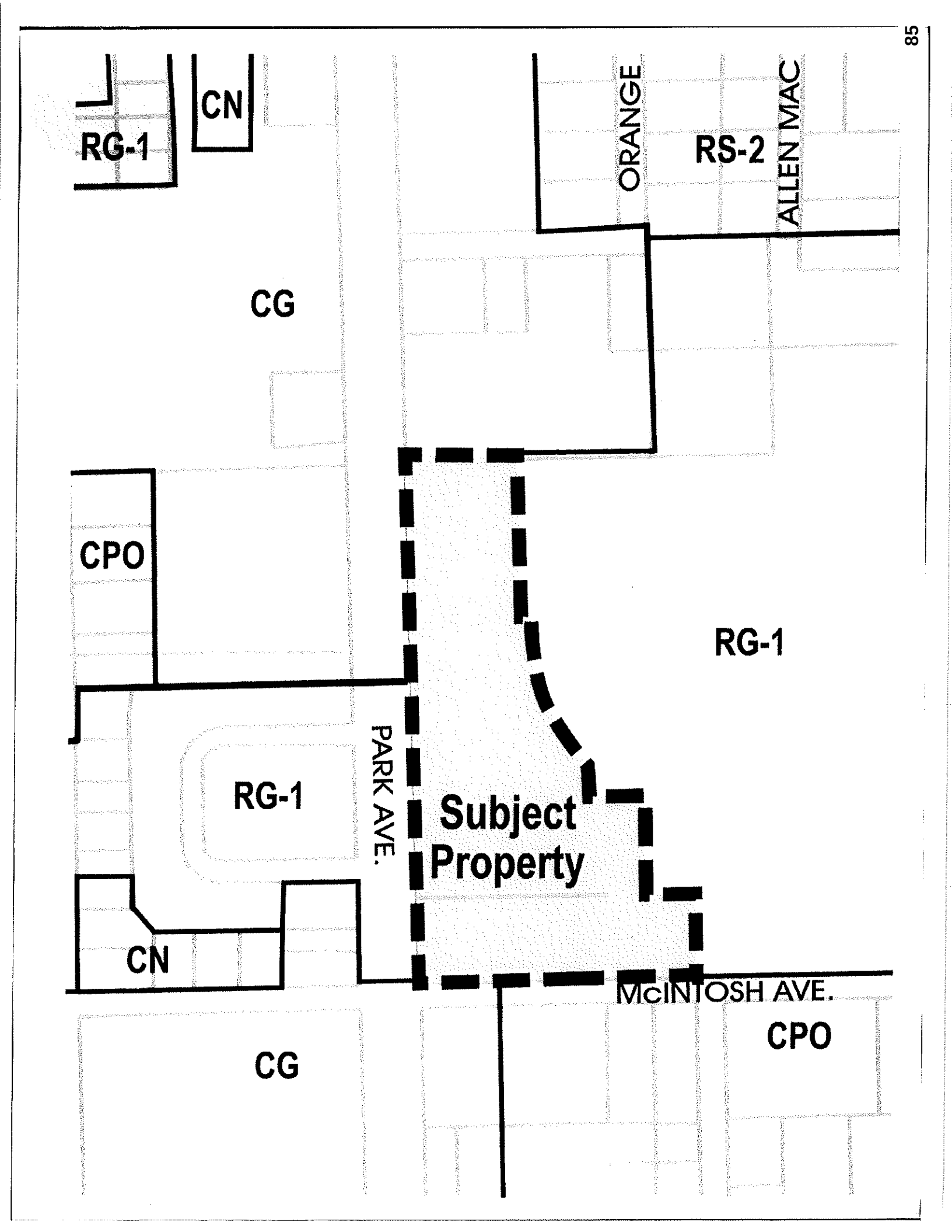
☒ is (are) personally known to me; or

☐ produced a current _____ driver's license as identification; or

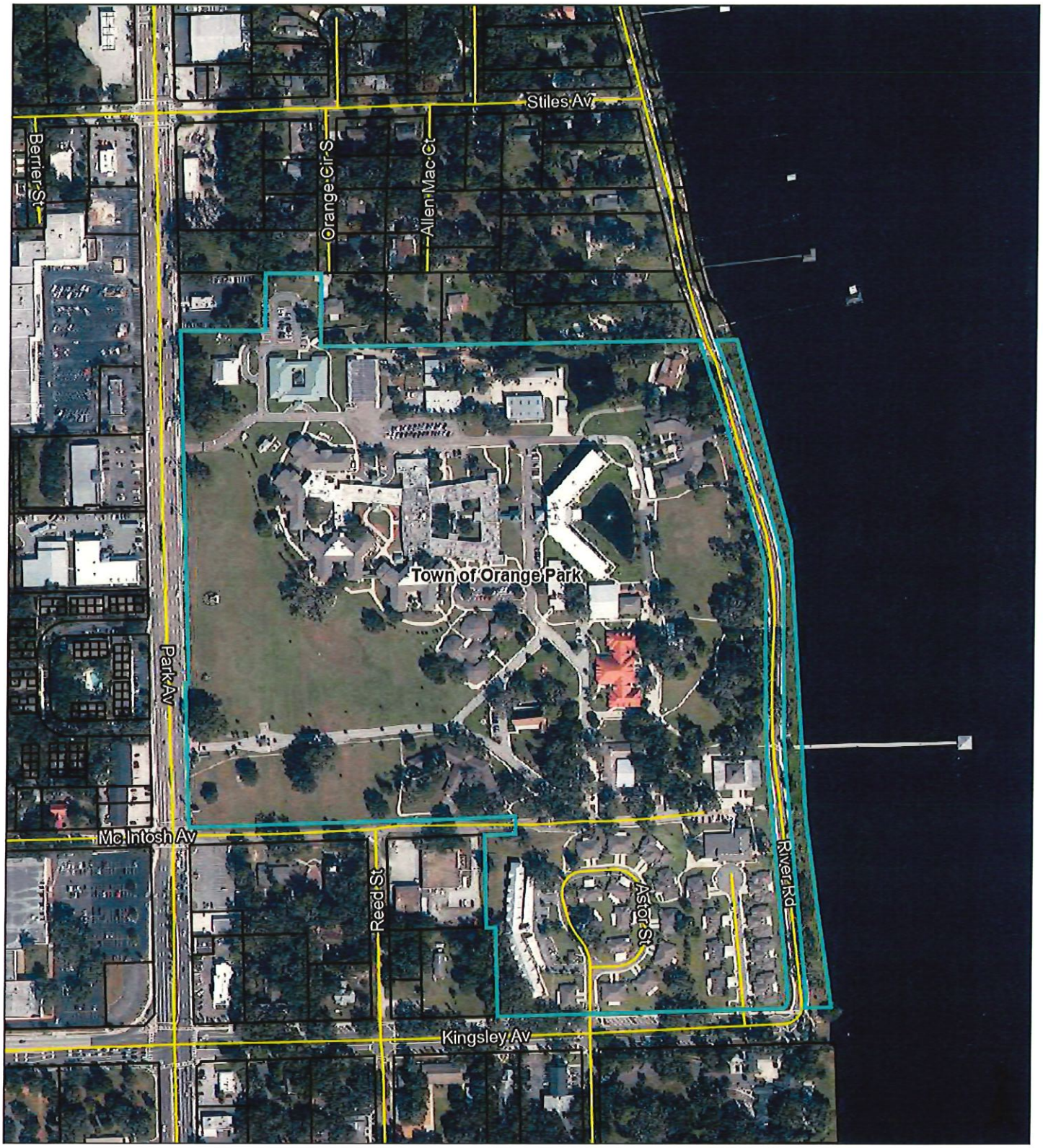
☐ produced _____ as identification.

Madison White
Signature
Notary Public, State of Florida at Large

MADISON WHITE
Notary Public
State of Florida
Comm# HH329830
Expires 11/7/2026


RG-1
CN
ORANGE
RS-2
ALLEN MAC
CG
CPO
RG-1
RG-1
PARK AVE.
Subject Property
CN
McINTOSH AVE.
CPO
CG

Clay County Property Appraiser's Office



20260007

TOWN of ORANGE PARK

FOR OFFICE USE ONLY	
Application No.	R - 1 - 2026
Date Submitted:	1/5 20 26
Date Filed:	2/9 20 26
P&Z PH:	5/14 20 26 CC PH: 7/21 20 26

TOWN OF ORANGE PARK

PAID JAN 06 2026 By CK#2608

APPLICATION FOR REZONING

A. PROJECT

1. Address of Subject Property: 1701 Park Ave Orange Park Fl 32073
2. Between Streets: Park Ave And River Road
3. Parcel ID Number(s): 41-04-26-018764-000-00
4. Existing Use of Property: Moosehaven, ILF, SNF, Residents Retirement
5. Current Zoning: CG Proposed Zoning: RG-1
6. Current Land Use Category: CMI.
7. Land Area (Acres): 8.63 Date lot was recorded:
8. Justification for Rezoning Application: Housing for the Aged

B. APPLICANT

1. Name of Owner(s): Moosehaven Inc
   Address: 1701 Park Ave
   City: Orange Park State: Fl. Zip: 32073
   Telephone: (904) 278-1245 Email: phamilton@moosehaven.org

2. Name of Authorized Agent(s): Helen Taylor
   Address: 1701 Park Ave
   City: Orange Park State: Fl Zip: 32073
   Telephone: (904) 278-1211 Email: htaylor@moosehaven.org

RECEIVED JAN 06 2026 FINANCE DEPT CK#2608

C. ATTACHMENTS

1. Copy of Warranty Deed or other proof of ownership
2. Legal Description (may be either lot and block or metes and bounds)
3. Boundary Survey
4. Application Fee

D. FILING FEES

1. Application Fee: **$750.00**
2. The applicant is responsible to pay the cost of notifications (per addressee within 300 feet of the subject property), advertising and signs.

NOTICE TO THE APPLICANT / OWNER

No application will be accepted as "Complete and filed" until all the requested information has been supplied and the required fee has been paid.

A completeness review of the application will be conducted within five (5) business days of receipt. The applicant will be notified if the application is determined to be incomplete.

The required signs will be posted on the property at least 15 days prior to the public hearing. The Sign(s) must remain posted and maintained until a final determination has been made on the application.

I/We hereby certify and acknowledge that I have read and understand the information contained in this application, that I am the owner or authorized agent for the owner with authority to make this application and that all of the information contained in this application, including the attachments, is true and correct to the best of my knowledge.

Helen P Taylor
Signature of Owner

Helen P Taylor
Signature of Authorized Agent

Helen P Taylor, Executive Director/VP
Typed or printed name and title of applicant

Helen P. Taylor
Typed or printed name of authorized agent

12/18/2025
Date

12/18/2025
Date

State of Florida County of Clay

The foregoing application is acknowledge before me this 18th day of December, 2025

By Helen P. Taylor, who is/are personally known to me, or has/have produced _____ as identification.

NOTARY SEAL

PATRICIA ANN HORNER
Notary Public
State of Florida
Comm# HH725321
Expires 1/2/2030

Patricia Ann Horner
Signature of Notary Public, State of Florida

(2)

Prepared by and return to:
Richard T. Jones, Esq.
Jones, Carter & Drylie P.A.
P.O. Box 1526
Gainesville, FL 32602

Book: 1593
Page: 0949
Rec: 03/19/96
09:23 A.M.
File# 9610008
John Keene
Clerk Of Courts
Clay County, FL
FEE: $10.50
DOC: $0.70

QUIT-CLAIM DEED

This QUIT-CLAIM DEED executed this 28 day of February, 1996 by and between MOOSE INTERNATIONAL, INCORPORATED, f/k/a THE SUPREME LODGE OF THE WORLD, LOYAL ORDER OF MOOSE INC., an Indiana corporation, whose address is Supreme Lodge Building, Loyal Order of Moose, Mooseheart, Illinois, 60539 (Grantor) MOOSEHAVEN, INC., a Florida not-for-profit corporation, (Grantee) whose address is 1701 Park Avenue, Orange Park, Florida 32073.

WITNESSETH:

Grantor, in consideration of the sum of $10.00, paid by the Grantee, does hereby remise, release and quit-claim to the Grantee, forever, all the right, title, interest, claim and demand which the Grantor has in and to the following described property situate, lying and being in the County of Clay, State of Florida:

All of that parcel of land in Clay County, Florida, collectively known as "MOOSEHAVEN"; being all of the property owned by Grantor bordered on the west by U.S. Highway 17, on the east by the St. Johns River, on the south by Kingsley Avenue (State Road 224) and on the north by tax parcels 41-04-26-018725, 41-04-26-018724, 41-04-26-018727 and 41-04-26-018729-001; more particularly described as Clay County Tax Parcel Numbers 41-04-26-018764-000 and Clay County Tax Parcel Number 41-04-26-018873-000. The property has approximately 1,375 feet of frontage on U.S. Highway 17 and approximately 1,875 feet along the St. Johns River. All of the property is a portion of land platted as Orange Park and Ridgewood by Florida Winter Home and Improvement Company according to a plat recorded in Plat Book 1, Page 23, of the Public Records of Clay County, Florida and a portion of land in Washington G. Benedicts Orange Grove according to a plat recorded in the Public Records of Clay County, Florida in Deed Book "L" as a re-plat of a portion of the Florida Winter Home and Improvement Company Plat.

To have and to hold, together with all and singular the appurtenances thereunto belonging or in anyway appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said Grantor, either in law or equity, to the only proper use, benefit and behoof of the Grantee, forever.

In witness whereof, Grantor has executed this instrument the day and year first above written.

Signed, sealed and delivered in the presence of:

Witness

Witness

(CORPORATE SEAL)

MOOSE INTERNATIONAL, INCORPORATED

By: _____
Frank Sarnecki
Its President

Attest: _____
Donald H. Ross
Its Secretary

STATE OF ILLINOIS

COUNTY OF KANE

The foregoing instrument was acknowledged before me this 28 day of February, 1996 by Frank A. Sarnecki and attested by Donald H. Ross, respectively the President and Secretary of Moose International, Incorporated, f/k/a The Supreme Lodge of the World, Loyal Order of Moose, an Indiana Corporation, on behalf of the corporation. They _____ are personally known to me; or _____ produced _____ as identification.

(Notary Seal)

"OFFICIAL SEAL"
DONNA J. WOMACK
Notary Public, State of Illinois
My Commission Expires 4/27/99

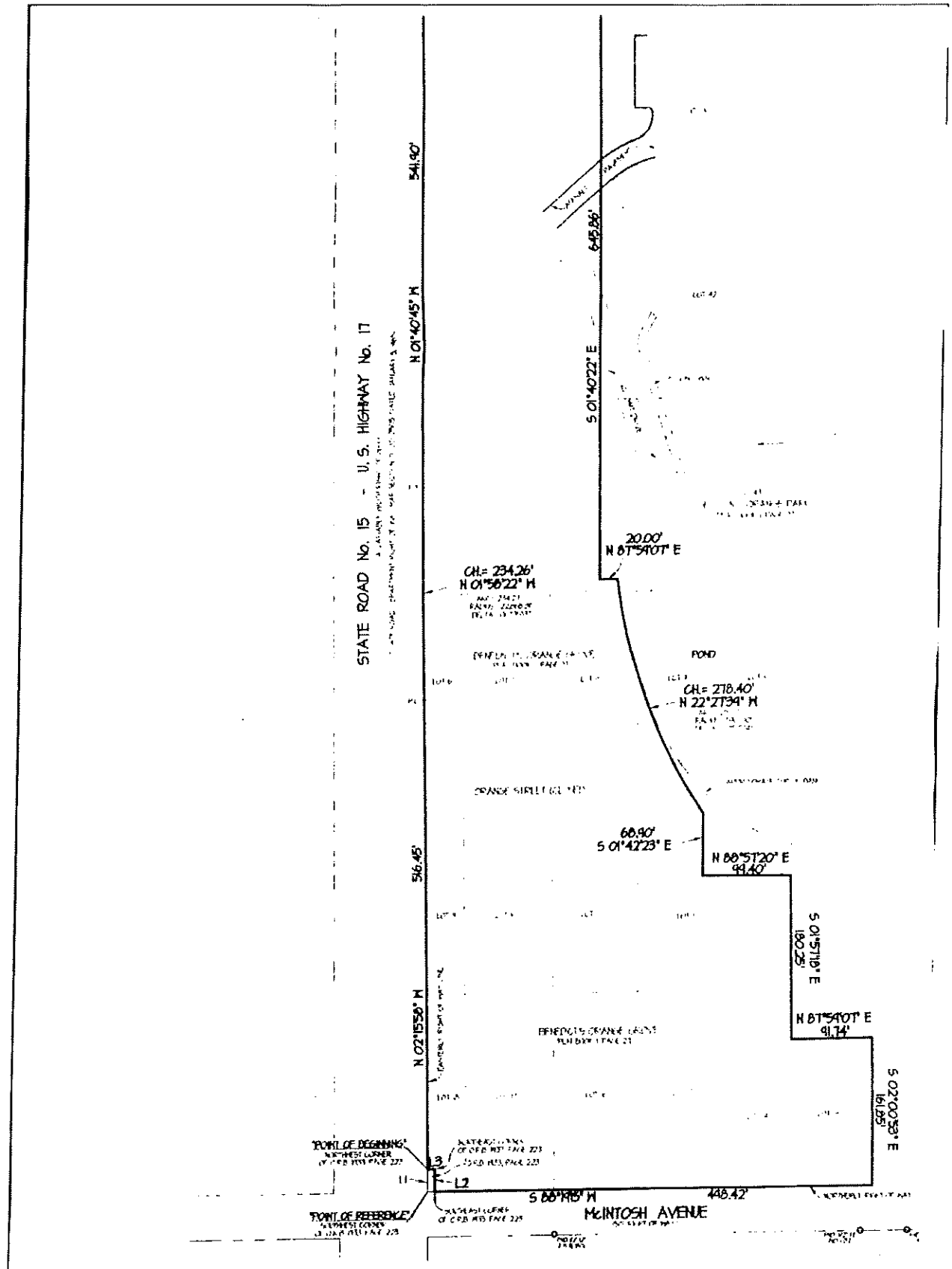
_____
Notary Public
My Commission Expires: 4/27/99

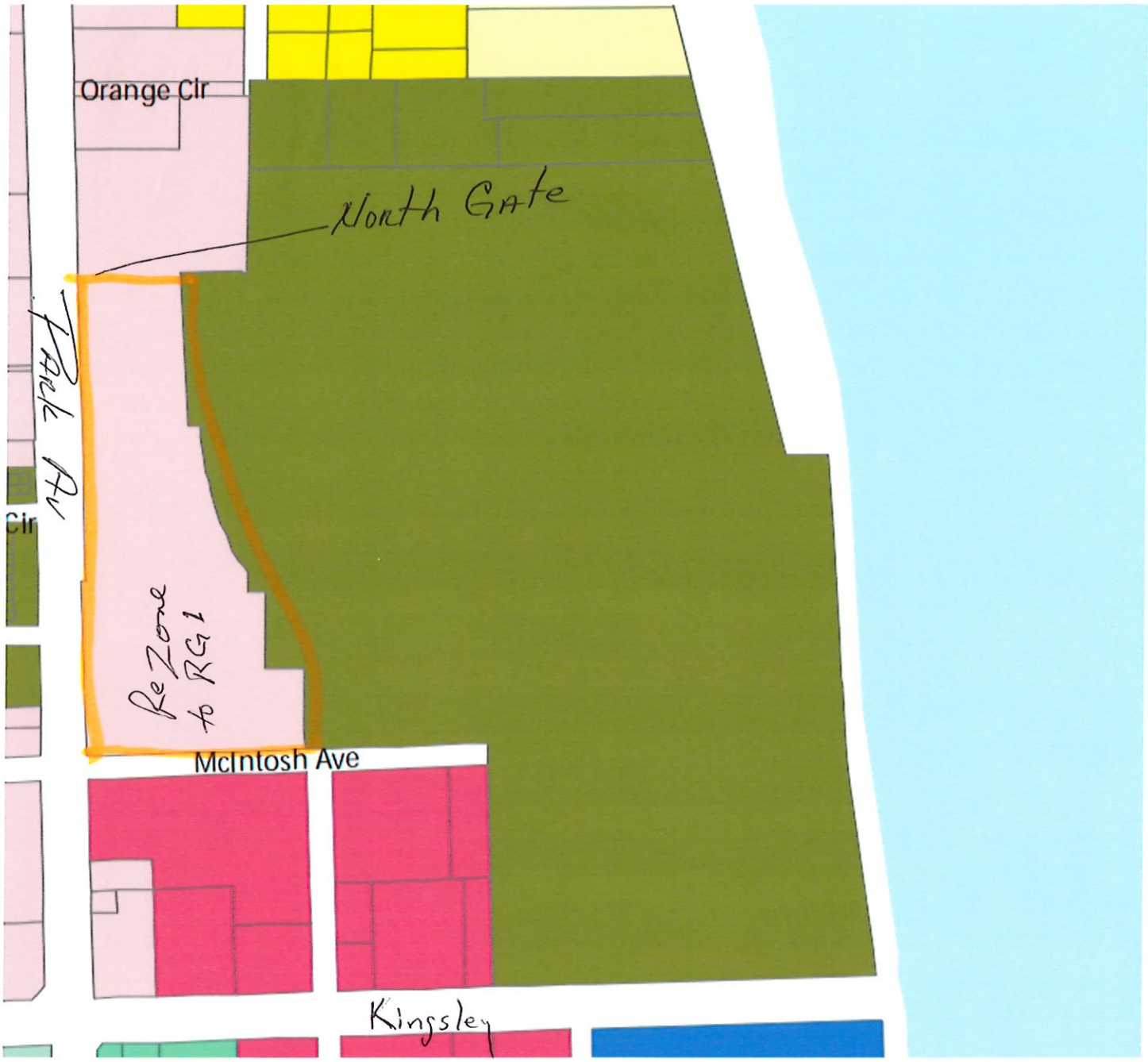
MAP SHOWING SPECIFIC PURPOSE SURVEY OF

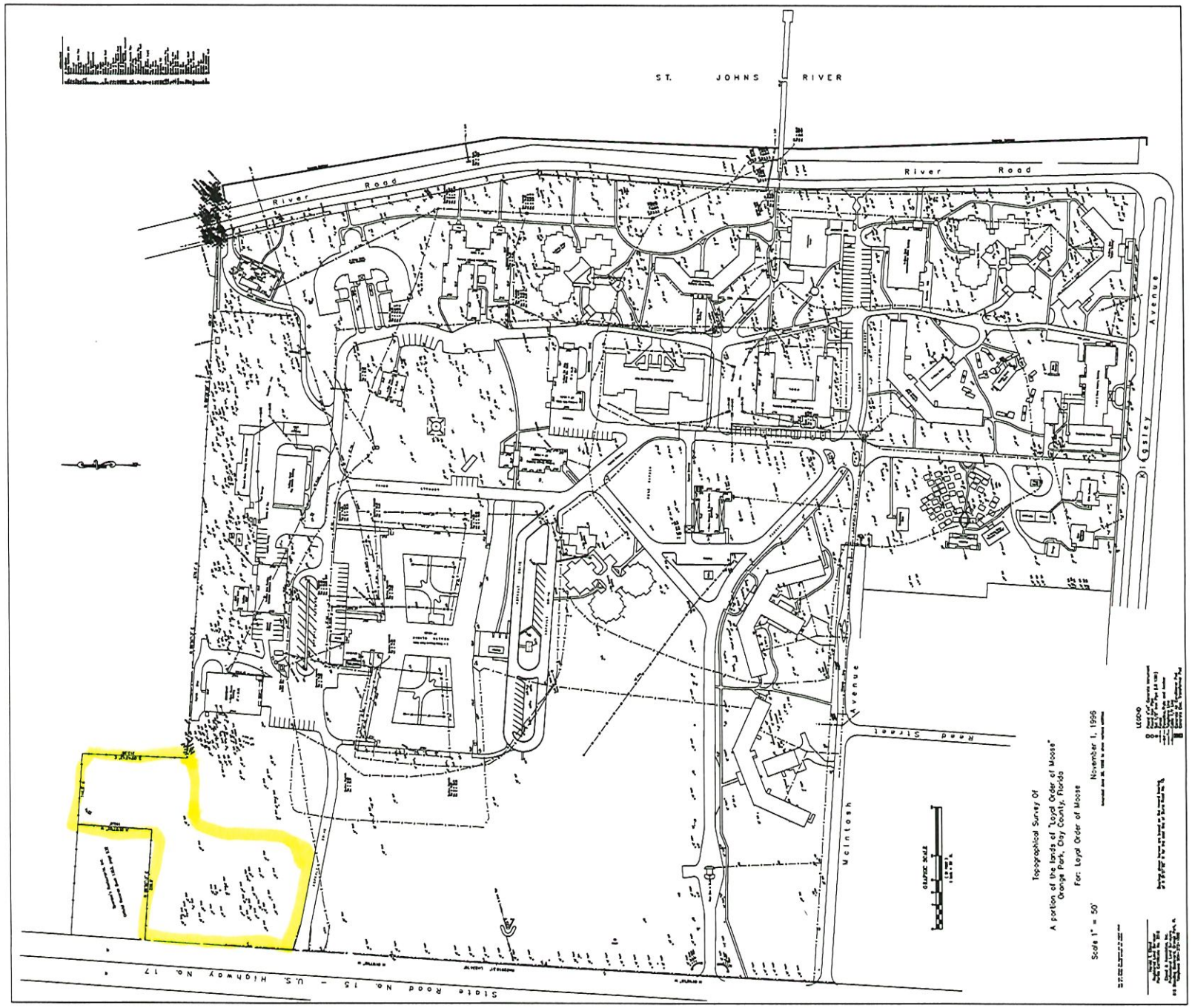
A PORTION OF LOTS 40, 41, 42 AND 43, SECTION 1, ORANGE PARK AS RECORDED IN PLAT BOOK 1, PAGE 23 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA, TOGETHER WITH A PORTION OF BENEDICT'S ORANGE GROVE, AS RECORDED IN PLAT BOOK 1, PAGE 27 OF THE PUBLIC RECORDS OF SAID COUNTY, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FOR A POINT OF REFERENCE, COMMENCE AT THE INTERSECTION OF THE NORTHERLY RIGHT OF WAY LINE OF McINTOSH AVENUE (A 50 FOOT RIGHT OF WAY), WITH THE EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15 (U.S. HIGHWAY NO. 17, A VARIABLE WIDTH RIGHT OF WAY, ACCORDING TO STATE ROAD DEPARTMENT RIGHT-OF-WAY MAP SECTION 71020-2505, DATED JANUARY 5, 1965), SAID POINT ALSO BEING THE SOUTHWEST CORNER OF THOSE CERTAIN LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1933, PAGE 223 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 02°15'58" WEST, ALONG SAID EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15 AND THE WESTERLY LINE OF SAID LAST MENTIONED LANDS, A DISTANCE OF 25.00 FEET TO THE NORTHWEST CORNER OF SAID LANDS AND THE POINT OF BEGINNING; THENCE ALONG SAID EASTERLY RIGHT OF WAY LINE OF STATE ROAD NO. 15, RUN THE FOLLOWING THREE (3) COURSES AND DISTANCES; COURSE NO. 1: NORTH 02°15'58" WEST, A DISTANCE OF 516.45 FEET, TO THE POINT OF CURVATURE OF A CURVE TO THE RIGHT, BEING CONCAVE EASTERLY AND HAVING A RADIUS OF 22,868.31 FEET; COURSE NO. 2: NORTHERLY, ALONG AND AROUND THE ARC OF SAID CURVE A DISTANCE OF 234.27 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF NORTH 01°58'22" WEST, 234.26 FEET, TO THE POINT OF TANGENCY OF SAID CURVE; COURSE NO. 3: NORTH 01°40'45" WEST, A DISTANCE OF 541.90 FEET; THENCE NORTH 88°19'15" EAST, ALONG A LINE THAT IS 40 FEET SOUTHERLY AND PARALLEL WITH THE SOUTHERLY LINE OF THOSE LANDS DESCRIBED IN OFFICIAL RECORDS BOOK 1631, PAGE 864 OF THE PUBLIC RECORDS OF SAID COUNTY, A DISTANCE OF 201.41 FEET; THENCE SOUTH 01°40'22" EAST, A DISTANCE OF 645.86 FEET; THENCE NORTH 87°59'01" EAST, A DISTANCE OF 20.00 FEET, TO A POINT ON A CURVE, SAID CURVE BEING CONCAVE NORTHEASTERLY AND HAVING A RADIUS OF 590.00 FEET; THENCE SOUTHEASTERLY, ALONG AND AROUND THE ARC OF SAID CURVE A DISTANCE OF 281.05 FEET, SAID ARC BEING SUBTENDED BY A CHORD BEARING AND DISTANCE OF SOUTH 22°27'54" EAST, 278.40 FEET; THENCE SOUTH 01°42'29" EAST, A DISTANCE OF 68.90 FEET; THENCE NORTH 88°57'20" EAST, A DISTANCE OF 99.40 FEET; THENCE SOUTH 01°57'18" EAST, A DISTANCE OF 180.25 FEET; THENCE NORTH 87°59'01" EAST, A DISTANCE OF 91.74 FEET; THENCE SOUTH 02°00'53" EAST, A DISTANCE OF 161.85 FEET, TO THE AFORESAID NORTHERLY RIGHT OF WAY LINE OF McINTOSH AVENUE; THENCE SOUTH 88°19'15" WEST, ALONG LAST SAID LINE, A DISTANCE OF 498.42 FEET, TO THE SOUTHEAST CORNER OF AFORESAID LANDS DESCRIBED AND RECORDED IN OFFICIAL RECORDS BOOK 1933, PAGE 223 OF THE PUBLIC RECORDS OF SAID COUNTY; THENCE NORTH 02°15'58" WEST, ALONG THE EASTERLY LINE OF SAID LANDS, A DISTANCE OF 25.08 FEET, TO THE NORTHEAST CORNER THEREOF; THENCE SOUTH 87°44'02" WEST, ALONG THE NORTHERLY LINE OF SAID LANDS, A DISTANCE OF 8.00 FEET, TO THE NORTHWEST CORNER OF SAID LANDS AND THE POINT OF BEGINNING.

CONTAINING 375,921 SQUARE FEET AND/OR 8.63 ACRES, MORE OR LESS.


STATE ROAD No. 15 - U.S. HIGHWAY No. 17
541.90'
N 01°40'45" W
645.86'
S 01°40'22" E
20.00'
N 87°54'07" E
CH.= 234.26'
N 01°58'22" W
POND
CH.= 278.40'
N 22°27'34" W
60.90'
S 01°42'23" E
N 88°57'20" E
99.40'
546.45'
S 01°57'19" E
180.25'
N 02°15'58" W
N 87°54'07" E
91.74'
S 02°00'53" E
161.85'
"POINT OF BEGINNING"
NORTHWEST CORNER
"POINT OF REFERENCE"
L1
L2
S 88°48'18" W
448.42'
McINTOSH AVENUE

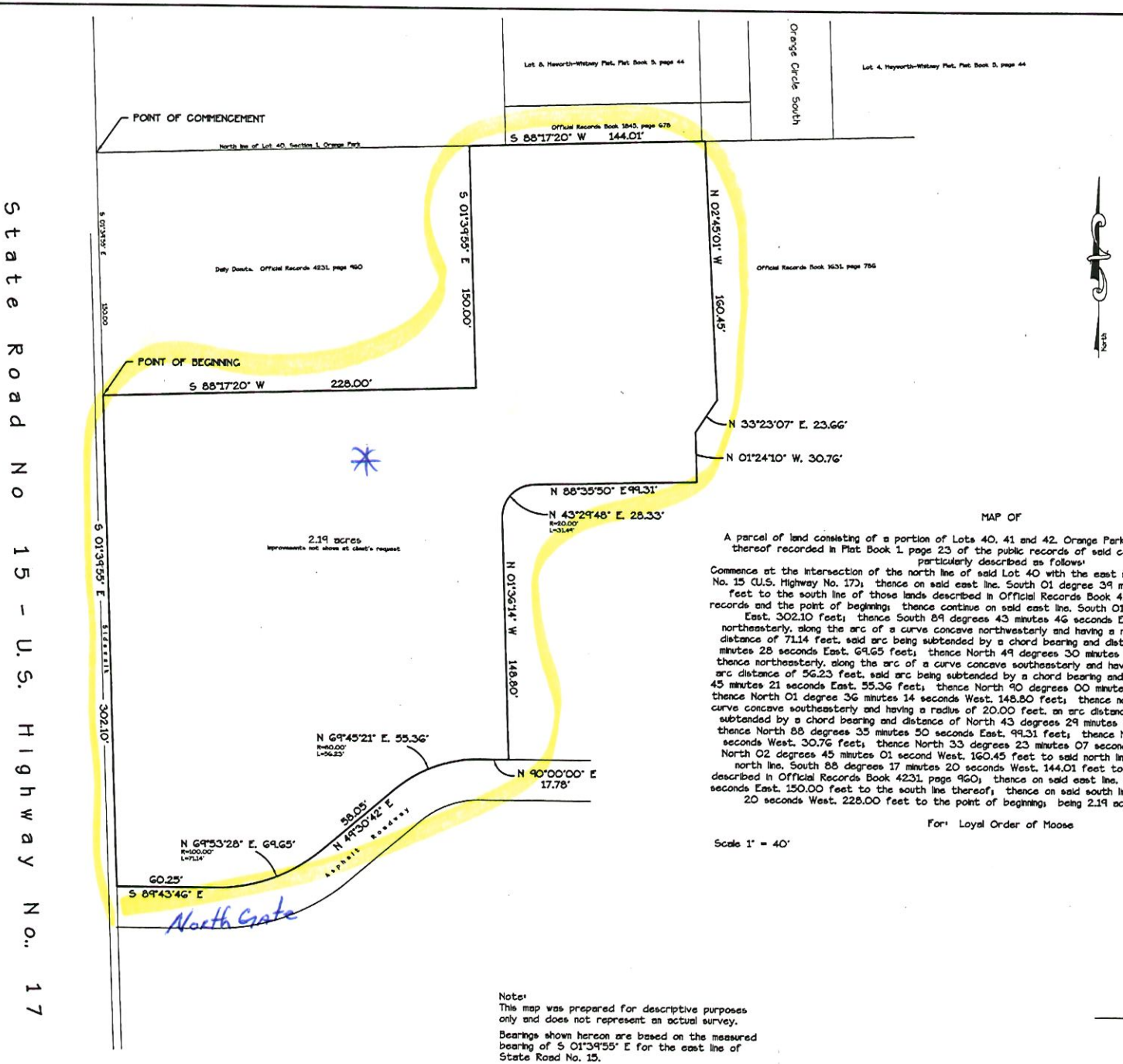

Orange Cir
North Gate
Park Av
Cir
ReZone to RG1
McIntosh Ave
Kingsley



AREA to Remain Commercial

FF 44:136 FB N/A Job No. 45859-B

State Road No 15 - U.S. Highway No. 17



MAP OF

A parcel of land consisting of a portion of Lots 40, 41 and 42, Orange Park, Section 1, according to plat thereof recorded in Plat Book 1 page 23 of the public records of said county, said parcel being more particularly described as follows:

Commence at the intersection of the north line of said Lot 40 with the east right-of-way line of State Road No. 15 (U.S. Highway No. 17); thence on said east line, South 01 degree 39 minutes 55 seconds East, 150.00 feet to the south line of those lands described in Official Records Book 4231, page 960 of said public records and the point of beginning; thence continue on said east line, South 01 degrees 39 minutes 55 seconds East, 302.10 feet; thence South 89 degrees 43 minutes 46 seconds East, 60.25 feet; thence northeasterly, along the arc of a curve concave northwesterly and having a radius of 100.00 feet, an arc distance of 71.14 feet, said arc being subtended by a chord bearing and distance of North 69 degrees 53 minutes 28 seconds East, 69.65 feet; thence North 49 degrees 30 minutes 42 seconds East, 58.05 feet; thence northeasterly, along the arc of a curve concave southeasterly and having a radius of 80.00 feet, an arc distance of 56.23 feet, said arc being subtended by a chord bearing and distance of North 69 degrees 45 minutes 21 seconds East, 55.36 feet; thence North 90 degrees 00 minutes 00 seconds East, 17.78 feet; thence North 01 degree 36 minutes 14 seconds West, 148.80 feet; thence northeasterly, along the arc of a curve concave southeasterly and having a radius of 20.00 feet, an arc distance of 31.49 feet, said arc being subtended by a chord bearing and distance of North 43 degrees 29 minutes 48 seconds East, 28.33 feet; thence North 88 degrees 35 minutes 50 seconds East, 99.31 feet; thence North 01 degree 24 minutes 10 seconds West, 30.76 feet; thence North 33 degrees 23 minutes 07 seconds East, 23.66 feet; thence North 02 degrees 45 minutes 01 second West, 160.45 feet to said north line of Lot 40; thence on said north line, South 88 degrees 17 minutes 20 seconds West, 144.01 feet to the east line of said lands described in Official Records Book 4231, page 960; thence on said east line, South 01 degree 39 minutes 55 seconds East, 150.00 feet to the south line thereof; thence on said south line, South 88 degrees 17 minutes 20 seconds West, 228.00 feet to the point of beginning; being 2.19 acres, more or less, in area.

For: Loyal Order of Moose

Scale 1" = 40'

February 3, 2026

Note:
This map was prepared for descriptive purposes only and does not represent an actual survey.

Bearings shown hereon are based on the measured bearing of S 01°39'55" E for the east line of State Road No. 15.

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

Harold T. Elland
License No. LS 2518

Elland & Associates, Inc.
Professional Surveyors & Mappers
Certificate of Authorization No. LB 1381
615 Blanding Boulevard
Orange Park, Florida 32073
Telephone 904-272-1000

* AREA to Remain Commercial

Item No. 6.a

Town of Orange Park
Agenda Memorandum

To:	Planning and Zoning Board
Agenda Date:	May 14, 2026
Submitting Department:	Economic Community Development

Item Title: Review of PUD Revisions (Staff)

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable:

Background Information: The Planning and Zoning Board previously discussed a proposed draft (Draft 1) amendment to the PUD zoning district regulations at its 2/12/2026 meeting and recommended additional changes. The attached draft (Draft 2) includes changes added since the last PZB discussions and are highlighted in yellow.

Action Requested: Discussion on proposed changes to the Planned Unit Development Zoning District.

Information Attached:
Revised_LDR_2.04 DRAFT.pdf
Revised_LDR_2.08 DRAFT 2.pdf

2.04.12 Planned Unit Development (PUD)

Intent. The application of flexible land use controls to the development of land is often difficult or impossible within traditional zoning district regulations. In order to permit the use of more flexible land use regulations and to facilitate use of the most advantageous techniques of land development, it is often necessary to establish planned unit developments (PUD) in which development is in harmony with the general purpose and intent of this Article and with the Town's general planning program and such comprehensive plans as may from time to time be adopted by the Town Council; but in which such development differs in one (1) or more respects from the usual application of provisions of this Article. The objective of a PUD is to encourage ingenuity, imagination and design efforts on the part of builders, architects, site planners and developers, to produce developments which are in keeping with overall land use intensity and open space objectives of this Article, while departing from the strict application of use, setback, height and minimum lot size requirements of the several zoning districts. The intent of this part is to permit such flexibility and provide performance criteria for planned unit developments which:

a) Permit a creative approach to the development of land by promoting more design compatibility among buildings and groups of buildings; and,
b) Accomplish a more desirable environment that would be possible through the strict application of minimum requirements of this Article; and,
c) Promote high-quality and compatible mixed-use development and redevelopment; and,
d) Provide for an efficient use of land, resulting in small networks of utilities and streets and thereby lower development costs; and,
e) Enhance the appearance of the area through preservation of natural features, the provision of underground utilities and the provision of recreation areas and open space in excess of existing zoning and subdivision requirements; and,
f) Provide an opportunity for new approaches to ownership; and,
g) Provide an environment of stable character compatible with surrounding areas; and,
h) Retain property values over the years and stimulate investment in, and strengthen the economic vitality of the Town; and,
i) Foster development that respects pedestrian and bicycle activity, while still accommodating automobile and truck traffic.

2.04.12.01 Defined

For the purpose of this Article, a planned unit development (PUD) shall mean the development of land under unified control which is planned and developed as a whole in a single or programmed series of operations with uses and structures substantially related to the character of the entire development. In addition to the open space requirement, ~~A~~a PUD must consist of a minimum of ~~three (3) distinct~~ two (2) additional land uses ~~(i.e., residential, commercial, industrial, recreation,)~~ such as residential, commercial, industrial, recreation, institutional or civic. A PUD must also include a program for the provision, maintenance, and operation of all areas, improvements, facilities, and necessary services for the common use of all occupants thereof.

2.04.12.02 Permissible Uses

Any use which is permitted or permissible by conditional use in any zoning district may be included and approved in a PUD.

2.04.12.03 Procedures

2.04.12.03.01 Application for Rezoning to PUD

An application for rezoning to PUD shall proceed in general as for other applications for rezoning; and, in addition to the information usually required for such applications, the following shall be required:

a) Plats and/or metes and bounds legal description of the ~~area~~ property within the PUD.
b) The name and address of the owner and, if applicable, evidence of the assignment of an agent who represents the owner.
c) Evidence of unified control of the entire area within the PUD with all owners within the area of same identified.
d) An agreement by all owners within the PUD which includes their commitment to:

1) Proceed with the proposed development in accordance with the PUD ordinance and such conditions and safeguards as may be set by the Town Council in such ordinance; and,
2) Provide a written statement of a proposal for completion of such development according to plans approved by such ordinance, and for continuing operating and maintenance to such areas, functions and facilities as are not to be provided, operated or maintained by the Town of Orange Park pursuant to written agreement; and,
3) To bind their successors in title to any commitments made in their application.

2.04.12.03.02 Materials to Accompany Applications

An application for rezoning to PUD shall be accompanied by the following, in sufficient copies as deemed necessary by the Economic and Community Development Department for referrals and recommendations:

a) Plans, maps, studies and reports, as may reasonably be required by the Economic and Community Development Department in order to make the findings, and determinations and recommendations; and,
b) Written description of the intended plan of development, clearly indicating where approval of the PUD will benefit the future occupants of the proposed development and the Town in general and shall clearly describe all the following:

1) Permitted uses and structures, permitted accessory uses and structures, permissible uses by exception, minimum lot requirements (width/area), maximum lot coverage by all buildings and structures, minimum and/or maximum yard requirements, maximum height of structures and any limitations on permitted and/or permissible uses by exceptions.
2) The name of the project and the names of the professional project planners(s), architect(s), engineer(s), developer(s) and quantitative data as follows: size in acres of the total development; total number of dwelling units and/or nonresidential floor area or both; total amount of recreation and/or open space; amount of public and/or private right-of-way, and the proposed land coverage of all buildings and structures.
3) A schedule indicating the approximate date(s) when construction of the phases within the proposed Planned Unit Development are to be initiated and completed.
4) A written statement of the intent for the continued operation and maintenance of those areas and functions described herein and facilities which are not to be provided, operated or maintained by the Town.

All required and supplementary data, exhibits, information, site plan(s), etc. submitted as part of an application for rezoning to the Planned Unit Development district, including any additional data, exhibits, information, site plan(s), etc. and amendments thereto, shall be clearly identified by title, name, date, exhibit and/or other notation acceptable to the Economic and Community Development Department.

c) A sketch plan at an appropriate scale supporting the above statement illustrating:

1) The preliminary location, grouping, and height of all uses and facilities.
2) In the case of residential development, the number of residential units proposed, their general location, number of stories, indicating those area's to be owner occupied and those to be renter occupied.
3) A preliminary vehicular and pedestrian circulation system including driveways, walkways, parking areas, and streets to be dedicated.
4) ~~A system of open space and recreational uses, with estimates~~ Estimates of acreage for each use to be dedicated and that to be retained in common ownership.
5) A topographic map at an appropriate scale showing contour lines, including all existing building and wooded areas.
6) A buffer from adjacent properties along the entire perimeter of the property. The natural and/or landscaped buffer shall be not less than twenty (20) feet in width. The landscaped buffer qualifies as part of the required open space so long as it contains any combination of lawns, trees, shrubbery, and/or decorative features including sculpture, patterned walks, and fountains. Trees and shrubs suitable for the town are listed in the Preferred Plant List, Section 5.21.00.

d) Preliminary statements indicating how the problems of maintenance and ownership of common facilities will be resolved.
e) Preliminary schedules of development, including the staging and phasing of:
   1) Areas to be developed in order of priority; and,
   2) The construction of streets, utilities and other improvements necessary to serve the proposed development; and,
   3) The dedication of land to public use.
f) Each of the above elements shall be listed as to their relative order of improvement with an estimated time schedule for their accomplishment. It is, among other things, the intent of this requirement that the schedule of development be such that a staged implementation of the planned unit development would not result in land use conditions which would establish a precedent for the use of adjoining undeveloped property for purposes other than that shown on the approved planned unit development.
g) Application(s) for rezoning to PUD meeting all requirements of this Section shall be referred by the Economic and Community Development Department to the Planning and Zoning Board and Town Council for public hearing(s) and consideration of the application(s).

2.04.12.03.03 Action by the Planning and Zoning Board and the Orange Park Town Council

Following the public hearing as required for all applications for rezoning, the Planning and Zoning Board may recommend and the Town Council may enact an ordinance establishing a PUD, including any special conditions related thereto, based upon findings that:

~~a) The proposed PUD does not affect adversely the orderly development of the Town, as embodied in this Article and in any comprehensive plan or portion thereof adopted by the Town Council.~~ The proposed PUD does not adversely affect the orderly development of the town and is consistent with the Comprehensive Plan;

~~b) The proposed PUD will not affect adversely the health and safety of residents in the area and will not be detrimental to the natural environment or to the use or development of adjacent properties or the general neighborhood.~~ The proposed PUD will not adversely affect public health, safety, or welfare, or the natural environment, and will be compatible with adjacent land uses.

c) The proposed PUD will accomplish the objectives and will meet the standards and performance criteria of section 2.04.12.05.

~~d) The proposed PUD offers a proper relation between the proposed development and surrounding uses.~~

~~e) The proposed PUD does not adversely impact the capacity of existing and proposed streets, utilities and other public services to serve the development.~~ The proposed PUD is consistent with the Concurrency Management System and the adopted level of service standards in the Comprehensive Plan.

f) The proposed PUD offers a character, design and ~~appropriateness~~ appropriate blending of the proposed land uses, encourage desirable living conditions, provides separation and screening between uses where desirable, and preserves the natural amenities of the property.

~~f)~~g) The proposed PUD shall identify how it addresses or chooses not to address public comments contained in the written summary of the public workshop (see Section 2.04.12.05.07).

~~g)~~h) ~~The proposed PUD provides adequate open space areas and, if necessary, recreation facilities.~~All decisions of the Planning and Zoning Board shall be based upon findings of fact supported by competent and substantial evidence contained in the public record.

2.04.12.03.04 Deviations from Ordinance Creating PUD

In order to facilitate minor adjustments to the plans approved as part of the ordinance creating a PUD, the Planning and Zoning Board may approve changes in such plans which comply with the following criteria:

a) There are the same or fewer number of dwelling units and/or floor area; or,
b) The open space is in the same general location and in the same general amount, or a greater amount; or,
c) There is no change to any condition(s) set forth by the Town Council in the ordinance which approved the Planned Unit Development district; or,
d) The roads and drives follow approximately the same course; and have the same public or private rights therein.

2.04.12.03.05 Expiration of Time Limits Provided in Ordinance Creating a PUD

If development actions required by the ordinance creating a PUD are not taken within any time limits set by the Town Council in such ordinance, the approval of a PUD as provided in such ordinance shall become invalid and no further action shall be permitted under same unless extended by the Town Council following a public hearing. Any such expired PUD shall revert back to the conventional zoning classification(s) that existed prior to the rezoning to PUD.

2.04.12.04 Implementation of a PUD

2.04.12.04.01 Development Plan

Following the enactment of an ordinance creating a PUD, a detailed development plan of all or part of the PUD shall be submitted to the Planning and Zoning Board for review in accordance with the schedule of development, as contained in the ordinance, which shall include:

a) All materials, drawings, information, and other documentation, as required by the Planning and Zoning Board in accordance with section 2.04.12.05 to certify substantial compliance with the PUD ordinance.
b) Agreements, contracts, deed restrictions and sureties acceptable to the Town of Orange Park for completion of such development according to plans approved in the ordinance, and for continuing operation and maintenance to such areas, functions and facilities as are not to be provided, operated, or maintained by the Town of Orange Park pursuant to written agreement.

2.04.12.04.02 Record Plans

If the PUD ordinance requires the recording of record plats, such plats shall accompany the submission of the development plan to the Planning and Zoning Board and shall be included in its approval of such plan, and plats so approved shall be recorded, as provided by law.

2.04.12.04.03 Approval of Development Plan

The Planning and Zoning Board shall review the final development plan; and, if found in compliance with this Article, the PUD ordinance and standards established pursuant to section 2.04.12.05, shall approve same and forward an approved copy thereof to the Economic and Community Development Department Director.

2.04.12.04.04 Permits Required

All construction in the development of a PUD shall proceed only under applicable permits, issued by the Economic and Community Development Department Director; and no building permit, certificate, or other document authorizing construction or occupancy within a PUD shall be issued, except in accordance with the approved development plan.

2.04.12.05 Standards and Criteria for Review

In evaluation and consideration of an application for rezoning to the Planned Unit Development district, the Economic and Community Development Department, Planning and Zoning Board and the Town Council shall evaluate and consider the following criteria in addition to the findings set forth in Section 2.04.12.03.03:

a) *Consistency with the Comprehensive Plan.* No Planned Unit Development may be approved unless it is consistent with the Comprehensive Plan.
b) *Consistency with the Concurrency Management System.* The established levels of service standards adopted in the Comprehensive Plan.
c) *Internal compatibility.* All land uses proposed within a proposed Planned Unit Development should be compatible with other proposed uses and not have any undue adverse impact on any neighboring use. An evaluation of the internal compatibility of a proposed Planned Unit Development shall be based on the following factors:

    1) The streetscape;
    2) The ~~existence or absence of, and the~~ location of at least 30% of the gross acreage being open spaces, which may include plazas, recreational areas and common areas;
    3) The use of existing and proposed landscaping;
    4) Traffic and pedestrian circulation pattern;
    5) Sidewalks, trails, and bikeways;

6) The use and variety of building setback lines, separations and buffering;
7) The use and variety of building groupings;
8) The particular land uses proposed and the conditions and limitations thereon;
9) The use and variety of building sizes and architectural styles;
10) The form of ownership proposed for various uses;
11) Compatible relationship between land uses in a mixed-use project; and
12) Any other factor deemed relevant to privacy, safety, preservation, protection or welfare of any use within the proposed Planned Unit Development.

d) *External compatibility.* All land uses within a proposed Planned Unit Development should be compatible with existing and planned uses of properties surrounding the proposed Planned Unit Development and not have any avoidable or undue adverse impact on existing or planned surrounding uses. An evaluation of the external compatibility of a proposed Planned Unit Development shall be based on the following factors:

1) Those areas of the proposed Planned Unit Development located on or near its perimeter and the conditions and limitations thereon;
2) The type, number and location of surrounding external uses;
3) The Comprehensive Plan and existing zoning on surrounding lands;
4) Any other factor deemed relevant to the privacy, safety, preservation, protection or welfare of lands surrounding the proposed Planned Unit Development which includes any existing or planned use of such lands.

e) *Off-Street parking including loading and unloading areas.* Sufficient off-street parking, including loading and unloading areas for vehicles, including bicycles shall be provided.

2.04.12.05.01 Density and Intensity of Developments

The total number of residential units shall not exceed the maximum density allowed in the designated Future Land Use category. The development intensity for nonresidential uses shall not exceed the allowed intensity of the designated Future Land Use category.

2.04.12.05.02 Open Space

The PUD may include residential lots of smaller size than would be permitted by the zoning regulations otherwise applicable to the site, provided the overall density is not increased. ~~The excess land~~ Not less than thirty (30) percent of the total ~~ground~~ acreage within the PUD shall be ~~utilized~~ designated as open space. The open space area shall be recorded upon the final development plan of the PUD. The open space shall be utilized as a park, for either passive or active recreation or as a conservation area. The open space shall either be dedicated to the Town of Orange Park or be maintained by a community association composed of residents of the PUD. Land recorded as open shall not be encroached upon by any residential, commercial or industrial primary or accessory use.

2.04.12.05.03 Waiver of Yard, Dwelling Unit, Frontage Criteria, and Use Restriction

Minimum yard, lot size, type of dwelling unit, height and frontage requirements and use restrictions are waived for the PUD, provided the spirit and intent of the zoning ordinance is complied with the total development of the PUD. However, the Orange Park Town Council may, at its discretion, require adherence to minimum zone requirements within certain portions of the site if deemed necessary in order to maintain the spirit and intent of the zoning ordinance.

2.04.12.05.04 Support Legal Documents for Open Space

Legal documents which assure adequate management and maintenance of the open space area must be provided by the developer for all areas proposed for common ownership by the residents of the PUD. Legal instruments provided for dedications, covenants, community associations, and subdivision controls shall:

a) Place title of common property in a form of common ownership by the residents of the PUD; e.g., a duly constituted and legally responsible community association, cooperative, etc.
b) Appropriately limit the use of common property.
c) Place responsibility for management and maintenance of common property. The Orange Park Town Council, at is discretion, may require the applicant to enter into a contract with Orange Park for maintenance of commonly held properties.
d) Place responsibility for enforcement of covenants.
e) Permit the subjection of each lot to assessment for its proportionate share of maintenance costs.

2.04.12.05.05 Access

Access to each single-family dwelling unit shall be provided via either a public right-of-way or a private vehicular or pedestrian way owned by the individual lot owner in fee or in common ownership with the residents of the PUD.

2.04.12.05.06 Community Facilities

a) All utility facilities proposed for dedication to Orange Park must be acceptable by the Town as to the size, shape, location, and shown by the applicant to be of benefit to the general public.
b) All requirements for off-street parking and loading (2.06.00) shall apply to the PUD unless otherwise waived or modified.
c) Access and circulation shall adequately provide for firefighting equipment, furniture moving vans, fuel trucks, refuse collection, deliveries and debris removal.
d) All PUD's shall provide for underground installation of utilities, including telephone, power and cable television in both public and private rights-of-way. Provisions shall be made for acceptable design and construction of storm sewer facilities including grading, gutters, piping and treatment of turf to handle storm waters, prevent erosion and formation of dust.
e) Specifications for street design shall conform to the rules and regulations adopted by the Town of Orange Park.

2.04.12.05.07 **Public Participation Required**

The public participation process provides for the ability of citizens of the Town to actively participate in the Town's development procedures and allows the Town's citizens to play an essential role in shaping the direction of the Town's development, thereby enhancing the welfare of the community.

Proposed rezonings to PUD shall provide for meaningful community participation by conducting at least one public workshop. The purpose of the workshop is for the applicant to present the PUD intended plan of development and identify how it complements the surrounding neighborhood. The public would be provided an opportunity to ask questions and offer comments. The workshop shall be conducted at least sixty (60) days prior to any Planning and

Zoning Board public hearing where the rezoning application is to be considered. Participants shall be defined at the pre-application meeting and shall involve the applicant, the landowner, Town Staff, owners of adjacent property, and residents of the Town.

a) The applicant shall be responsible for providing notice of the workshop by (i) mailing notifications to all property owners located within three hundred (300) feet of the proposed PUD property; (ii) posting a sign on the PUD property with the date, time and location of the workshop; and (iii) place a public notice of the workshop in the Clay Today at least one month prior to the workshop.

b) Prior to sending mailed notices of the proposed application to property owners, the applicant shall be required to submit a copy of the proposed notice and application summary to Town Staff for review and approval. Once the notice is deemed acceptable, Town Staff shall provide the applicant a list of property owners to which the notice must be mailed;

c) Town Staff shall attend the public workshop(s) to observe public reaction to the proposed PUD; and

d) Within one week ~~of~~ following the public workshop, the applicant must provide the Town with a list of attendees and a written summary of major observations, and a concise statement of how the proposed rezoning will benefit the town ~~from the workshop~~. Failure to provide the summary within one week ~~of~~ following the public workshop shall result in postponement of the Planning and Zoning Board's consideration of the application.

2.08.15 Amendment of Article II and rezoning of land

2.08.15.01 General

This Article may from time to time be amended, supplemented, changed or appealed and the Zoning Map may from time to time be revised by the rezoning of land as provided in this Article.

2.08.15.02 Initiation of Proposals

a) **Rezoning**. An ordinance for the rezoning of land may be proposed by the Orange Park Town Council, the Planning and Zoning Board or by application of the owners of fifty-one (51) percent or more of the area involved in the proposed change. In the latter case the petitioners may be required to assume the cost of public notice and other costs incidental to the holding of public hearings. Said owners of subject property may authorize in writing that attorney or duly authorized agent of owners may sign petition for rezoning.

b) **Other amendments**. An amendment to this Article may be proposed for adoption by the Orange Park Town Council, the Planning and Zoning Board or by application of the owners of fifty-one (51) percent or more of the area involved in the proposed change. In the latter case, the petitioners may be required to assume the cost of public notice and other costs incidental to the holding of public hearings. All proposals shall be submitted in writing accompanied by all pertinent information which may be required by Town Council for proper consideration of the matter.

2.08.15.03 Public Hearing

A public hearing shall be held by the Planning and Zoning Board to consider a proposal for an amendment to Article II or for rezoning of land. Notice of such public hearing shall be made as provided in section 2.08.07.00 and any party shall be heard in person or by agent or attorney.

2.08.15.04 Nature and Requirements of Planning and Zoning Board Report

The report and recommendations to the Town Council as required by Subsection 2.08.15.05 hereof, shall show that the Planning and Zoning Board has studied and considered:

a) The need and justification for the change; and
b) The relationship of the proposed amendment or rezoning to the Town's general planning program and such comprehensive plans as may from time to time be adopted by the Town Council.

2.08.15.05 Planning and Zoning Board Report to Town Council

Unless a longer time be mutually agreed upon by the Town Council and the Planning and Zoning Board, in the particular case, the Planning and Zoning Board shall submit its report and recommendation to the Town Council no later than within forty-five (45) days from the date the Board held a public hearing on a proposed amendment and/or application for rezoning. For purposes of this subsection, the adopted minutes of the Planning and Zoning Board shall constitute the Board’s report to the Town Council.

Failure of the Planning and Zoning Board to submit a report within the prescribed time shall be deemed to be a recommendation for approval of the amendment or application for rezoning. The

report and recommendation of the Planning and Zoning Board shall be advisory only and shall not be construed to be binding upon the Town Council.

If the report and recommendation of the Planning and Zoning Board is adverse to the proposed change, such change shall not become effective except by an affirmative vote of a majority of the entire membership of the Town Council, after due public notice as provided in Section 2.08.07.

2.08.15.06 Limitations on Rezoning of Land

a) No ordinance to rezone land shall contain conditions, limitations or requirements not applicable to all other land in the zoning district to which the particular land is rezoned, except as provided in section 2.04.12, "planned unit development."

b) An applicant for a proposed rezoning has the burden of proving by substantial, competent evidence that the proposed rezoning:

(1) Is consistent with the Comprehensive Plan;

(2) Furthers the goals, objectives and policies of the Comprehensive Plan; and

(3) Is not in conflict with any portion of the Town's Land ~~Use~~ Development Regulations.

Upon the applicant proving the proposed rezoning complies with the criteria set forth in subsections (b)(1)—(3) of this Section, the Council shall grant such rezoning request unless the Council determines that there is substantial, competent evidence that maintaining the current zoning district accomplishes a "legitimate public purpose," as such terms are defined in subsection (c) of this Section.

(c) A "legitimate public purpose" may be one or more of the following criteria, or such other criteria as may be determined by law from time to time:

(1) ~~The proposed rezoning and the development permitted thereunder is premature or otherwise creates or contributes to an urban sprawl pattern of development;~~

(2) The proposed rezoning will constitute "spot zoning," that is an isolated zoning district unrelated to adjacent and nearby districts;

(3) Uses permitted under the proposed rezoning will not be consistent or compatible with the existing and proposed land uses and zoning of adjacent and nearby properties or the general area or will deviate from an established or developing logical and orderly development pattern;

(4) The proposed rezoning and the development permitted thereunder will result in significant adverse impacts upon property values of adjacent or nearby properties or in the general area more than the types of uses currently permitted;

(5) The proposed rezoning and the development permitted thereunder will detract from the character and quality of life in the general area or neighborhood by creating excessive traffic, noise, lights, vibration, fumes, odors, dust, physical activities or other detrimental effects or nuisances.

d) Whenever the Town Council has, by ordinance, changed the zoning classification of land, the Planning and Zoning Board shall not then consider any application for rezoning of any part or all of the same land for a period of one (1) year from the effective date of such ordinance.

e) Whenever the Town Council has denied an application for the rezoning of land, no further application shall be filed for the same rezoning of any part, or all of the same land for a period of one (1) year from the date of such action. In the event that two (2) or more

applications for the same rezoning for any part or all of the same land has been denied, no further application shall be filed for the same rezoning of any part or all the same land for a period of two (2) years from the date of such action denying the last application filed.

f) Whenever an application for rezoning, conditional use or variance shall have been withdrawn by or at the direction of the applicant at any time prior to denial or approval or prior to final disposition of any appeal taken therefrom, no further application shall be filed for the same rezoning, conditional use or variance of any part or all of the same land for a period of twelve (12) months from the date of such withdrawal.

2.08.15.07 Town Council Action and Appeals

Except in cases where an application for rezoning, conditional use or variance has been withdrawn by the owner or the owner's agent, upon receipt of the report of the Planning and Zoning Board required by Section 2.08.15.05, the Town Council shall set the matter for public hearing in the manner prescribed in Section 2.08.07.01. At the conclusion of the public hearing the Town Council shall either deny the proposed amendment or rezoning, or by ordinance adopt such amendment or rezoning.

Any amendment to Article II or rezoning of land established by ordinance by the Town Council shall be subject to appeal to the circuit court within thirty (30) days of the date of the council action which is subject to appeal by any person aggrieved by such action.

Item No. 6.b

Town of Orange Park
Agenda Memorandum

To:	Planning and Zoning Board
Agenda Date:	May 14, 2026
Submitting Department:	Economic Community Development

Item Title: Comprehensive Plan (EAR) Update (Staff)

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable:

Background Information: Attached is the FloridaCommerce letter for the Town of Orange Park Comprehensive Plan Amendment.

Action Requested: None

Information Attached:
FlaCommerce_Approval_Ltr 25-01ER (A).pdf

May 1, 2026

The Honorable Randy Anderson
Mayor, Town of Orange Park
2042 Park Avenue
Orange Park, Florida 32073

Dear Mayor Anderson,

FloridaCommerce has completed its review of the comprehensive plan amendment for the Town of Orange Park adopted by Ordinance No. 02-26 on March 3, 2026 (Amendment No. 25-01ER), which was received and determined complete on March 10, 2026. We have reviewed the amendment in accordance with the state coordinated review process set forth in sections 163.3184(2) and (4), Florida Statutes (F.S.), and have determined that the adopted amendment meets the requirements of Chapter 163, Part II, F.S., for compliance, as defined in section 163.3184(1)(b), F.S. FloridaCommerce is therefore issuing a Notice of Intent to find the comprehensive plan amendment "In Compliance." A copy of the Notice of Intent is enclosed and will be posted on FloridaCommerce's website. You may access the Notice of Intent at: http://floridajobs.force.com/orc.

FloridaCommerce's Notice of Intent to find a plan amendment "In Compliance" is deemed to be a final order if no timely petition challenging the amendment has been filed. If this plan amendment is challenged by an affected person, the amendment will not become effective until FloridaCommerce or the Administration Commission enters a final order determining the amendment to be "In Compliance."

If you have any questions concerning this review, please contact Christina Nazaire, Regional Planning Administrator, by telephone at (850)-717-8532 or by email at Christina.Nazaire@Commerce.fl.gov.

Sincerely,

James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/cn

Enclosure: Notice of Intent

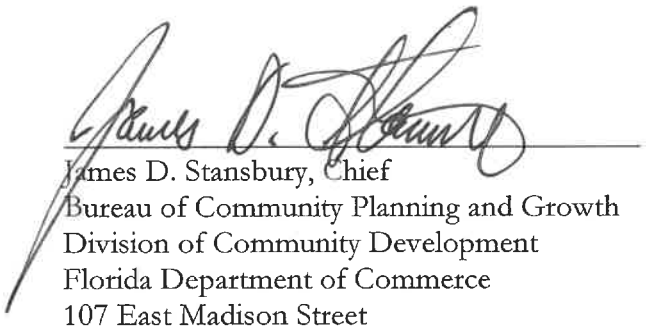
cc: Patrick Murphy, MPA, Indian River County Chief of Long-Range Planning
Thomas Lanahan, Executive Director, Treasure Coast Regional Planning Council
Stephanie Heidt, Deputy Executive Director, Treasure Coast Regional Planning Council

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FLORIDA DEPARTMENT OF COMMERCE
THE STATE LAND PLANNING AGENCY
NOTICE OF INTENT TO FIND THE
TOWN OF ORANGE PARK
COMPREHENSIVE PLAN AMENDMENT
IN COMPLIANCE
DOCKET NO. 25-01ER-NOI-10-04-(A)-(I)

The Florida Department of Commerce ("Department") gives notice of its intent to find the Amendment to the Comprehensive Plan for the Town of Orange Park, adopted by Ordinance No. 02-26 on March 3, 2026, IN COMPLIANCE, pursuant to Section 163.3184(4), F.S.

If a timely petition challenging the Amendment is not filed within thirty (30) days after the local government adopted the Amendment, the Amendment become effective upon the posting of this Notice of Intent on the Department's Internet Website. If a timely petition is filed, the Amendment does not become effective until the Department or the Administration Commission enters a final order determining that the Amendment is in compliance.



James D. Stansbury, Chief
Bureau of Community Planning and Growth
Division of Community Development
Florida Department of Commerce
107 East Madison Street
Tallahassee, Florida 32399