



TUESDAY, JUNE 16, 2026

CITY COUNCIL MEETING

City Hall – Council Chamber
405 Bagshaw Way, Edgewood, Florida
Tuesday, June 16, 2026 at 6:30 PM

AGENDA

Welcome! We are very glad you have joined us for today’s Council meeting. If you are not on the agenda, please complete an appearance form and hand it to the City Clerk. When you are recognized, state your name and address. The Council is pleased to hear relevant comments; however, **a five (5) minute limit** has been set by Council. Large groups are asked to name a spokesperson. **Robert’s Rules of Order** guide the conduct of the meeting. **Please silence all cellular phones and pagers during the meeting.** Thank you for participating in your City Government.

A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

B. ROLL CALL & DETERMINATION OF QUORUM

C. PRESENTATIONS AND PROCLAMATIONS

D. CONSENT AGENDA

Items on the consent agenda are defined as routine in nature, therefore, do not warrant detailed discussion or individual action by the Council. Any member of the Council may remove any item from the consent agenda simply by verbal request prior to consideration of the consent agenda. The removed item(s) are moved to the end of New Business for discussion and consideration.

1. May 19, 2026 City Council Meeting Minutes

E. ORDINANCES (FIRST READING)

F. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)

1. Ordinance 2026-02: Noise
2. Ordinance 2026-03: Parking

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Edgewood Park of Commerce (EPOC) Overnight Work Request
2. FY 26/27 Non-Ad Valorem Assessment
3. Disposal of Vehicle #70
4. Orange-Gatlin Pedestrian Signal Median
5. State Pre-emption of Modular and Mobile Buildings

I. GENERAL INFORMATION

J. CITIZEN COMMENTS

K. BOARDS & COMMITTEES

L. STAFF REPORTS

City Attorney Smith

Police Chief DeSchryver

- 1. Chief's Report May 2026

City Clerk Riffle

- 1. Clerk Riffle's Report 5-20 through 6-12-2026

Code Compliance Officer Zane

M. MAYOR AND CITY COUNCIL REPORTS

Mayor Dowless

Council Member Lomas

Council Member McElroy

Council Member Santurri

Council Member Steele

Council President Horn

N. ADJOURNMENT

UPCOMING MEETINGS

Monday, July 7, 2026.....Planning and Zoning Meeting (TBD) 6:30 PM

Tuesday, July 9, 2026.....First Budget Workshop FY 2026/27 6:00 PM

Tuesday, July 21, 2026.....City Council Regular Meeting 6:30 PM

Meeting Records Request

You are welcome to attend and express your opinion. Please be advised that **Section 286.0105**, Florida Statutes state that if you decide to appeal a decision made with respect to any matter, you will need a record of the proceedings and may need to ensure that a verbatim record is made.

Americans with Disabilities Act

In accordance with the American Disabilities Act (ADA), if any person with a disability as defined by the ADA needs special accommodation to participate in this proceeding, he or she should telephone the **City Clerk at (407) 851-2920**.

**CALL TO ORDER,
INVOCATION, & PLEDGE
OF ALLEGIANCE**

ROLL CALL & DETERMINATION OF QUORUM

PRESENTATIONS & PROCLAMATIONS

CONSENT AGENDA



TUESDAY, MAY 19, 2026 CITY COUNCIL MEETING

City Hall – Council Chamber
405 Bagshaw Way, Edgewood, Florida
Tuesday, May 19, 2026 at 6:30 PM

DRAFT MINUTES

A. CALL TO ORDER, INVOCATION, & PLEDGE OF ALLEGIANCE

Council President Horn called the meeting to order at 6:30 pm. He asked for a moment of silence and then led the Pledge of Allegiance.

B. ROLL CALL & DETERMINATION OF QUORUM

City Clerk Riffle confirmed a quorum with all elected officials present.

Elected Officials Present:

John Dowless, Mayor
Richard A. Horn, Council President
Susan Lomas, Council President Pro-Tem
Casey McElroy, Councilmember
Ryan Santurri, Councilmember
Beth Steele, Councilmember

Staff Present:

Sandra Riffle, City Clerk
Miguel Garcia, Deputy Police Chief
Scott Arellano-Zane, Officer
Ellen Hardgrove, City Planner
Drew Smith, City Attorney

C. PRESENTATIONS AND PROCLAMATIONS

1. Fiscal Year 2024/2025 Audit

Carr, Riggs and Ingram Partner Lindsay Aviles introduced herself and Senior Associate Jennifer Polk. Ms. Aviles then gave a review of the fiscal year 2024/2025 financial audit. Ms. Aviles said this was a clean audit.

Council President Horn moved to accept the 2024-25 fiscal year financial audit as presented. Seconded by Councilmember McElroy. The motion was approved by voice vote (5/0).

D. CONSENT AGENDA

1. April 21, 2026 City Council Meeting Minutes

City Clerk Riffle noted changes to the minutes made by Planner Hardgrove.

Councilmember Lomas moved to approve the April 21, 2026, meeting minutes with changes. Seconded by Councilmember Santurri. The motion was approved by voice vote (5/0).

E. ORDINANCES (FIRST READING)

1. Ordinance 2026-02: Noise Violation

City Attorney Smith read Ordinance 2026-02 by title only.

City Attorney Smith stated that the included table was cleaned up to eliminate confusion and that the “clearly audible” language was also added.

In response to Council President Horn, City Attorney Smith stated that a decibel reading could be used if there was an officer present to measure the noise level.

Deputy Chief Garcia told the City Council that the department has distance devices. Council President Horn noted that a cell phone can access Google Maps to measure distance.

City Attorney Smith explained that responses to complaints remain within the jurisdictional boundaries. Edgewood officers do not respond to Edgewood complaints about noise originating in Orange County; residents would have to call an Orange County deputy sheriff to collect evidence.

There was no public comment.

Councilmember Santurri made a motion to approve Ordinance 2026-02 upon first reading; seconded by Councilmember McElroy. The motion was approved (5/0) by roll call vote.

Councilmember	Vote
Councilmember Lomas	Approve
Councilmember McElroy	Approve
Councilmember Santurri	Approve
Councilmember Steele	Approve
Council President Horn	Approve

2. Ordinance 2026-03: Parking Regulations

Attorney Smith read Ordinance 2026-03 in title only.

City Planner Hardgrove stated that the proposed ordinance is the product of many months of work by the Planning and Zoning Board and reflects the standards of Edgewood, providing clearer and more practical guidelines for developers, businesses, and staff.

Councilmember Lomas noted that the report should list the Edgewood Central District (ECD) as the Chris Rader Edgewood Central District (CRECD). City Planner Hardgrove confirmed that this will be corrected. City Attorney Smith noted that while the CRECD was originally established by resolution, all references to the ECD in the code will be universally updated to CRECD upon the formal passage of a renaming ordinance.

Mayor Dowless reviewed the report thoroughly, raising questions and offering suggestions. He expressed concern that some requirements for a professional report, such as utilizing an

engineer to document parking operations, may not be needed for all projects. City Planner Hardgrove suggested requiring such reports when justified.

Related to unpaved parking for temporary events, City Planner Hardgrove clarified that while such parking is limited to twice per year, businesses are not restricted from hosting additional special events, provided those events use only paved parking areas.

City Attorney Smith added that this ordinance only addresses parking, not special event timing. He stated that businesses hosting special events would be subject to code enforcement if they park on the grass more than the allotted two times, with a violation issued for each vehicle.

Discussion ensued about whether to require certified flaggers versus volunteer flaggers. Councilmember Steele remarked that not all flaggers are certified for all events. City Planner Hardgrove clarified that the use of certified flaggers was intended for maintenance of traffic within the right-of-way and the ordinance would be amended to reflect this intent.

In response to Council President Horn related to his question whether a mobile food truck can be located in a parking space, City Attorney Smith stated that a mobile food truck can park in a parking space if that space is greater than the amount of parking required for that property.

Mayor Dowless voiced his concern about regulations that are over-burdensome.

Regarding parking lot conditions, City Planner Hardgrove explained that if a parking lot is currently deficient, it must be brought up to code. The ordinance proposes that all potholes must be repaired within 12 months from the effective date. Restriping landscape would be required to meet code within 24 months only if it does not meet the maintenance requirements of Code Section 134-162.

Mayor Dowless reminded the Council that staff will take the brunt of responding to these requirements.

Council President Horn expressed concern that Code Enforcement officers would find it difficult to visually determine whether a parking lot has adequate space during an event. City Planner Hardgrove confirmed to Councilmember McElroy that the burden of proof rests on the property owner to demonstrate compliance.

Regarding the dumpster requirements, Mayor Dowless stated there is a new steel-framed dumpster system that is less expensive than masonry dumpsters and looks good. City Planner Hardgrove stated she would look into it.

"City Planner Hardgrove noted that several commercial properties had previously been subdivided without City approval, creating an imbalance in required parking across the resulting parcels. City Attorney Smith explained that the Orange County Property Appraiser (OCPA) establishes tax parcels regardless of municipal zoning approval, and title companies typically do not verify local city codes. City Planner Hardgrove added that while the OCPA now

requires municipal sign-off before creating new tax parcels, this administrative step does not completely prevent unauthorized land divisions.

Councilmember Steele suggested adding "beer, or wine" to clarify applications where generic alcohol terms are used.

In response to Mayor Dowless, City Planner Hardgrove explained that the proposed Operational Parking Plan (OPP) requires the property owner to sign an affidavit that establishes an explicit administrative right for the City to inspect commercial properties for compliance, whereas current regulations limit the City's authority to enter private property.

Related to the time to bring a parking lots into compliance with the maintenance requirements, City Planner Hardgrove told Councilmember McElroy that a hardship clause could be added. City Attorney Smith stated that a variance would not address affordability but noted that this is where allowing more time to come into compliance would be relevant.

Related to the allowable reduction in parking quantity, City Attorney Smith stated that the three tiers are an opt-in mechanism. By setting time thresholds, people are invited to do provide more improvements to achieve a longer time for using a parking lot with substandard parking quantity.

There was no public comment.

Councilmember Lomas moved to approve Ordinance 2026-03 on 1st reading, incorporating the items discussed by the City Council; seconded by Councilmember Steele. The motion was approved (5/0) by roll call vote.

Councilmember	Vote
Councilmember Steele	Approve
Councilmember Santurri	Approve
Councilmember McElroy	Approve
Councilmember Lomas	Approve
Council President Horn	Approve

F. PUBLIC HEARINGS (ORDINANCES – SECOND READINGS & RELATED ACTION)

G. UNFINISHED BUSINESS

H. NEW BUSINESS

1. Resolution 2026-03: Budget Amendments

City Clerk Riffle briefly reviewed the exhibits relating to the proposed amendment. She stated the proposed amendments have a net-zero effect on the overall budget of the City. The adjustments primarily reflect the recognition of grant funds, rewards, and pass-through fees, with revenue received covering the associated costs.

There was no public comment.

Councilmember Santurri made a motion to approve Resolution 2026-03 as presented; seconded by Councilmember Lomas. The motion was approved (5/0) by roll call vote.

Councilmember	Vote
Councilmember Steele	Approve
Councilmember Santurri	Approve
Councilmember McElroy	Approve
Councilmember Lomas	Approve
Council President Horn	Approve

2. FY 2026/2027 TRIM Calendar

City Council reviewed the Truth in Millage (TRIM) calendar submitted by City Clerk Riffle. The first budget workshop date was changed from July 7, 2026, to July 9, 2026. There were no other changes at that time.

3. Review of City Contracts

City Clerk Riffle reviewed the list of City contractors and provided a positive review for each. The City Council reached a consensus to keep the contracted vendors the same.

There were no public comments

Council President Horn made a motion to extend current contractor agreements; seconded by Councilmember Lomas. The motion was approved (5/0) by voice vote.

I. GENERAL INFORMATION

J. CITIZEN COMMENTS

K. BOARDS & COMMITTEES

L. STAFF REPORTS

City Attorney Smith

Police Chief DeSchryver

1. Chief's Report April 2026

- Deputy Chief Garcia told the City Council that Chief DeSchryver was absent to attend an FBI National Command Course conference for training and networking. He stated there was no charge to the City for the attendance of the Chief.

- He stated that one of the officers of Edgewood confirmed he was transitioning to the Orange County Sheriff’s Office, and two more are planning to leave. He stated they are working on recruiting.
- In response to Councilmember Lomas, Mayor Dowless stated they are looking into securing reserve officers but noted it is difficult for a small agency to maintain.
- The perception on Stratemeyer Drive is that there is not enough traffic enforcement, so officers made a number of traffic stops and stop-sign enforcement stops in that neighborhood.
- In response to Council President Horn, Deputy Chief Garcia stated other agencies are driving with their red and blue cruise lights active to show presence. Edgewood does not do that because it confuses residents, but as people get used to it, it will become less confusing.

City Clerk Riffle – no report

Code Compliance Officer Zane – no report

M. MAYOR AND CITY COUNCIL REPORTS

- **Mayor Dowless**
Mayor Dowless updated City Council that PBA negotiations are still ongoing.
- **Council Member Lomas**
Councilmember Lomas, the liaison for the Orange County Community Action Board (CAB), stated the CAB has launched a new reporting system making it easier to see where they are spending money.
- Council Member McElroy – no report
- Council Member Santurri – no report
- Council Member Steele – no report
- Council President Horn – no report

N. ADJOURNMENT

The meeting adjourned at 8:37 pm.

Richard A. Horn, Council President

Attest:

Sandra Riffle, City Clerk

ORDINANCES (FIRST READING)

**PUBLIC HEARINGS
(ORDINANCES – SECOND
READINGS & RELATED
ACTION)**

Ordinance 2026-02

Noise Violations

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ORDINANCE 2026-02

AN ORDINANCE OF THE CITY OF EDGEWOOD, FLORIDA, AMENDING SECTION 134-919 OF THE CODE OF ORDINANCES RELATING TO NOISE VIOLATIONS; AMENDING THE TABLE OF MEASURED SOUND LEVEL LIMITS; ADDING A PROHIBITION AND MEASURING STANDARDS FOR NON-MEASURED PLAINLY AUDIBLE SOUNDS AND PROVIDING FOR DETECTION AND ENFORCEMENT OF SAME; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City of Edgewood City Council has determined it to be in the best interest of the City to review and update certain standards related to noise and enforcement of noise violations; and

WHEREAS, the City Council recognizes that certain sounds and certain circumstances impair the practicality of measurement by noise level meters; and

WHEREAS, “plainly audible” standards provide additional protection to the public from excessive noise by providing for standards that may be enforced without the need for measurement by a sound level meter; and

WHEREAS, in order to implement plainly audible standards, the City Council recognizes the importance of establishing observation criteria for determining when “plainly audible” noise rises to the level of a violation.

NOTE: Underlined words constitute the original text of the City of Edgewood Code of Ordinances, asterisks (***) indicate a deletion from the original text of the Code of Ordinances which is intended to remain unchanged, and ~~strike through~~ constitutes deletions from the original Code of Ordinances.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF EDGEWOOD, FLORIDA, AS FOLLOWS:

Section 1. Section 134-919, “Noise,” is hereby amended as follows:

* * *

(g) *Maximum permissible sound levels; receiving land use categories; times; adjustment for character of sound.*

(1) ~~Subject to subsections (g)(2) and (3) of this section, the following applicable sound level limits are established for the following applicable times when measured at or inside the property lines of the following applicable land use categories~~

44 No person shall create sound that, when measured with a sound level meter, shall
 45 exceed the applicable sound levels set forth below when measured from within a
 46 property located in the following land use zoning categories:

<u>Receiving Land Use Zoning Category</u>	<u>Time of Day</u>	<u>Sound Level Limit</u>
<u>Residential</u>	<u>7:00 a.m.10:00 p.m.</u>	<u>60 dBA</u>
	<u>10:01 p.m.6:59 a.m.</u>	<u>55 dBA</u>
<u>Non-Residential</u>	<u>7:00 a.m.9:00 p.m.</u>	<u>65 dBA</u>
	<u>9:01 p.m.6:59 a.m.</u>	<u>55 dBA</u>

<u>Receiving Land Use Category</u>	<u>Time</u>	<u>Sound Level Limit (dB(A))</u>
<u>Single family</u>	<u>7:00 a.m. 9:00 p.m.</u>	<u>60</u>
<u>Residential dwelling lot, any other lot zoned for residential use, or noise sensitive zone</u>	<u>9:00 p.m. 7:00 a.m.</u>	<u>55</u>
<u>Multifamily</u>	<u>7:00 a.m. 9:00 p.m.</u>	<u>55</u>
<u>Residential</u>	<u>9:00 p.m. 7:00 a.m.</u>	<u>45</u>

- 48
- 49 ~~(2) a.~~ For any source of sound which emits a pure tone, the sound level limits set forth in
 50 subsection (g)(1) of this section shall be reduced by five dB(A).
- 51 ~~(3) b.~~ The land use categories set forth in subsection (g)(1) of this section shall be subject
 52 to existing special exceptions, nonconforming uses and variances.
- 53 ~~(4) The measurement of sound shall be made with a sound level meter. Recorded~~
 54 ~~measurements shall be taken so as to secure and ensure an accurate representation of~~
 55 ~~the sound.~~
- 56 (2) No person shall create a sound that is plainly audible at the time and distance limits set
 57 forth below:

<u>Receiving Land Use Zoning Category</u>	<u>Time of Day</u>	<u>Distance</u>
<u>Residential</u>	<u>All days 7:00 a.m.—10:00 p.m.</u>	<u>100 feet or more</u>
	<u>All days 10:01 p.m.—6:59 a.m.</u>	<u>50 feet or more</u>
<u>Non-Residential</u>	<u>All days 7:00 a.m.—10:00 p.m.</u>	<u>200 feet or more</u>
	<u>All days 10:01 p.m.—6:59 a.m.</u>	<u>100 feet or more</u>

58 a. Sounds in violation of subsection 15-183(b)(1) shall be confirmed by the
 59 investigating officer. The investigating officer who hears a sound that might be plainly
 60 audible shall assess the sound by measuring the distance from the property line or
 61 right-of-way line of the source of the sound. The investigating officer shall measure
 62 such distance, according to the following standards, to determine whether the sound
 63 constitutes a noise disturbance:

64 1. The primary means of detection shall be the investigating officer's normal
65 hearing faculties, provided the investigating officer's hearing is not enhanced by
66 any mechanical or medical device, such as a hearing aid.

67
68 2. The investigating officer shall have a direct line of sight and hearing to the real
69 property that is the source of the sound so that the investigating officer can
70 identify the offending source of such sound and the distance involved.

71
72 3. The investigating officer shall use a distance measuring device to measure the
73 distances in subsection 15-183(b)(1).

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75 * * *

76 **Section 2. Severability.** It is the intent of the City Council of the City of Edgewood, and is hereby
77 provided, that if any section, subsection, sentence, clause, phrase or provision of this Ordinance is
78 held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or
79 unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining
80 provisions of this Ordinance.

81
82 **Section 3. Ordinances and Resolutions in Conflict.** All ordinances or resolutions or parts thereof,
83 which may be determined to be in conflict herewith, are hereby repealed.

84
85 **Section 4. Codification.** The provisions of this Ordinance shall be codified as and become and be
86 made a part of the *Code of Ordinances of the City of Edgewood*. The Sections of this Ordinance
87 may be renumbered or relettered to accomplish such intention and the word "Ordinance", or
88 similar words, may be changed to "Section," "Article", or other appropriate word. The Code
89 codifier is granted liberal authority to codify the provisions of this Ordinance.

90
91 **Section 5. Effective Date.** This Ordinance shall take effect immediately upon approval by the
92 City Council.

93
94 **SECTION SIX.** Effective date. This Ordinance shall take effect immediately upon
95 adoption as provided by the Charter of the City of Edgewood.

96 PASSED ON FIRST READING THIS _____ DAY OF _____ 2026.

97 PASSED AND ADOPTED THIS _____ DAY OF _____ 2026.

CITY OF EDGEWOOD, FLORIDA
CITY COUNCIL

Richard A. Horn, Council President

ATTEST:

Sandra Riffle, City Clerk

Ordinance 2026-03

Parking Regulations



Date: June 10, 2026
To: City Council
From: Ellen Hardgrove, City Planning Consultant
XC: Sandy Riffle, City Clerk
Drew Smith, City Attorney
Brett Sollazzo, Administrative & Permitting Manager
Allen Lane, City Engineer
Re: Proposed Parking Regulation Re-Write – Second Reading

This agenda item is the second reading of the revised parking regulations. The attached ordinance includes changes since the first reading; those changes are shown in **blue**. The changes include those requested at first reading and technical staff refinements as summarized below.

Changes Requested by Council at First Reading

- Line 270: Added "beer, or wine" to clarify applications where generic alcohol terms are used.
- Line 462: Modifies the requirement for a professional parking demand study from *mandatory* to *if needed* if the City Planner cannot determine a compatible parking ratio.
- Line 484 (Table) related to Assisted/Group Living Facility - Modifies the need for a professional parking study. Based on applicant documentation of comparable group living facilities, considering operations, resident capacity, and staffing levels.
- Line 501 Related to application for shared/complementary parking onsite - Modifies the need for a professional parking study.
- Line 709 Related to the dumpster requirement in Tier 2 – generalizes the requirement to accommodate potential modern enclosure alternatives. (Note: A comprehensive dumpster ordinance updating dumpster design standards will be presented to the Planning and Zoning Board in the near future).
- Line 754 Related to driveway throat length on a local street – Allows for the City Engineer to waive the standard throat length is connect to a local street when unique physical constraints exist on site.
- Line 872 Related to Traffic Control for special events using unpaved parking – Clarifies the use of off-duty police/certified flaggers) is on the public right-of-way and not onsite.
- Line 1016 Related to use of off-site parking - Alleviates automatic professional study requirements, allowing for administrative review of reliable baseline data.
- Line 1197 Related to required compliance with new regulations/amortization period – Allows City Council to grant a one-year extension for properties working toward compliance with the new regulations.

Technical Staff Refinements

- Line 142: Related to the definition of Convenience Store – Staff recommends replacing the definition with a cross reference to the Zoning Chapter definitions. A separate

ordinance is being prepared to add “Convenience Store” and “Tobacco Smoke Shop” to the definitions section of the Zoning Chapter, which will be first presented to the Planning and Zoning Board in July. In preparation of that ordinance, it became apparent that a change was needed to the definition presented in the Parking Regulation.

Line 335: Clarified the intent of “Services” in the “Personal Care/Health and Beauty Services” definition was “individual” services consistent with the appointment based intent and removed the reference to small scale instructional services, which are classified elsewhere, and added “tutoring/learning centers” to examples of the Instructional Services definition (Line 253).

Line 722: Exhibit of Minimum Parking Lot Standards. The table was modified to provide consistency with the illustration in the exhibit.

Line 1174: A new section is added to protect existing businesses from losing parking capacity during routine lot maintenance by allowing them to restripe using their legally established 9-foot stall width.

END

1 **ORDINANCE NO. 2026-03**

2
3 **AN ORDINANCE OF THE CITY OF EDGEWOOD,**
4 **ORANGE COUNTY, FLORIDA AMENDING CHAPTER**
5 **134, “ZONING;” AMENDING PROVISIONS RELATED TO**
6 **PARKING AND LOADING; PROVIDING FOR**
7 **SEVERABILITY; PROVIDING FOR CODIFICATION,**
8 **CONFLICTS, AND EFFECTIVE DATE.**
9

10 **WHEREAS,** the existing parking regulations of the City of Edgewood have become
11 outdated and insufficient to adequately address current and future parking demands within the
12 community; and

13 **WHEREAS,** a comprehensive review of the existing parking regulations has revealed
14 gaps that hinder public safety, traffic flow, economic vitality, and the overall quality of life
15 within the City of Edgewood; and

16 **WHEREAS,** effective parking management supports local businesses and contributes to
17 economic development by ensuring accessibility and convenience for customers; and

18 **WHEREAS,** the City desires to promote development and redevelopment within the
19 City’s commercial corridor; and

20 **WHEREAS,** there is a recognized need to modernize parking regulations to reflect best
21 practices in urban planning and transportation management; and

22 **WHEREAS,** the City of Edgewood desires to promote efficient use of private parking
23 resources, encourage alternative modes of transportation, and reduce traffic congestion; and

24 **WHEREAS,** the proposed new parking regulations aim to provide clear, concise, and
25 enforceable standards for parking throughout the City of Edgewood; and

26 **WHEREAS,** the City Council of the City of Edgewood finds that this Ordinance is in the
27 best interest of the health, safety, and welfare of citizens, businesses, and visitors to the City of
28 Edgewood.

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30 **NOW, THEREFORE, BE IT ENACTED** by the City Council of the City of
31 Edgewood, Florida as follows:
32

33 **SECTION 1.** Chapter 134, Article V, Division 5, Sections 134-605 through 134-640 of
34 the City of Edgewood Code of Ordinances are repealed and replaced with the following:
35

36 **DIVISION 5. –PARKING AND LOADING**

37 **Sec. 134-604. Intent and Purpose.**

38 The purpose of this Division is to regulate the design, capacity, and management of off-site
39 parking and loading facilities to promote the health, safety, and general welfare of the
40 community. These regulations are intended to:

- 41 • **Establish Clear Administrative Standards:** To provide a predictable framework for the
42 review of parking requirements, ensuring that all applicants are held to a consistent standard
43 of evidence when proposing changes to a site’s occupancy or configuration.

- 44 • **Ensure Site Safety and Functionality:** To promote orderly traffic flow and minimize
45 conflicts between vehicles and the public realm by requiring that all parking, loading, and
46 maneuvering occurs safely within the boundaries of the development site.
- 47 • **Synchronize Parking with Land Use Impacts:** To ensure that the amount of provided
48 parking is proportional to the actual demand generated by a business’s operational intensity,
49 turnover rate, and peak-period occupancy.
- 50 • **Promote Adaptive Reuse and Economic Resilience:** To provide flexible standards that
51 allow for the continued viability of existing and historic structures while ensuring that
52 significant changes in use or intensity trigger necessary safety and design improvements.

53
54 **Sec. 134-605. Applicability of Parking Regulation.** The following actions shall trigger a full
55 parking compliance review to ensure the site meets the standards of this Chapter.

- 56 **A. New Construction:** Construction of any new principal building.
- 57 **B. Building Expansion:** Any increase in a building’s Gross Square Footage (GSF).
- 58 **C. Increased Intensity of Existing Use:** Any operational change that increases parking demand
59 as defined as a net increase in the number of required spaces compared to the last legally
60 established use when the applicable parking ratio is employed.
 - 61 1. **Operational Changes:** Triggers include, but are not limited to, adding outdoor dining,
62 increasing guestrooms or dwelling units, or increasing approved capacity for grooming,
63 or daycare uses within an existing structure. Any resulting deficiency must be mitigated
64 through the provision of additional on-site stalls or an Operational Parking Plan approved
65 by the City Engineer or Planner. An increase in use intensity could change the category
66 used to calculate parking, for example, Shopping Center, Retail Anchor to Shopping
67 Center, High Intensity Anchor.
 - 68 2. **Burden of Proof:** The applicant shall bear the burden of establishing by competent
69 substantial evidence that no increase in parking demand shall result from any proposed
70 change of use or occupancy.
- 71 **D. Change in Use/Occupancy on a Developed Property to a use with an Increased Parking
72 Demand:** Any change in use or occupancy to a use with a higher parking ratio as identified
73 in Table 134-607-1 (e.g., Single Tenant Office to Medical Office) shall be prohibited unless
74 the required parking for the new use—calculated against the last legally established use—is
75 provided in accordance with this Chapter or a Parking Waiver is approved per Section 134-
76 607. Exemption: Legacy Shopping Centers (as defined in Section 134-606) are exempt from
77 this specific recalculation trigger, provided no physical expansion occurs.
- 78 **E. Rectification of Substandard Conditions from Parcel Division:** If a parcel or
79 configuration shown on an approved site plan has been divided or altered without official
80 City subdivision approval, resulting in a failure to meet minimum parking requirements on
81 one of the nonapproved parts, no permits for expansion, new construction, or any change of
82 use or occupancy that increases parking demand shall be issued until:
 - 83 • The parcel is legally unified via a Lot Joinder with the adjacent land from which it was
84 divided;
 - 85 • A Cross-Parking Agreement is recorded that restores the required parking count; or

- The parking regulations are otherwise fully satisfied.
- The applicant shall bear the burden of establishing by competent substantial evidence that no increase in parking demand shall result from any proposed change of use or occupancy.

89

90 **Sec. 134-606. Definitions.**

91 The terms used in this Division shall have the following definitions; in the event of any conflict
92 with any definition elsewhere, the following definitions shall control.

93 **Accessible Parking:** Synonymous with "handicap space," "ADA compliant parking
94 space," "accessible space," it is a specialized parking stall designed to accommodate individuals
95 with disabilities. Unlike a standard parking space, it features extra room for mobility devices
96 (wheelchairs, walkers, or lifts) and is legally required to be located on the shortest accessible
97 route to a building's entrance. The design is regulated by the Florida Building Code.

98 **ADA:** Americans with Disabilities Act

99 **Arterial:** A roadway that is functionally classified per FDOT (in accordance with Federal
100 Highway Administration guidelines) as part of a system of streets and highways characterized by
101 a capacity to quickly move relatively large volumes of traffic and provide a high degree of
102 mobility.

103 **Artisan food and personal goods manufacturing:** A business that produces food and/or
104 personal goods by non-industrialized methods, in quantities not intended for mass-output;
105 examples include cheese, charcuterie, coffee roasters, and soaps. Artisan food manufacturing
106 includes a retail component. Artisan personal goods manufacturing is typically visited by
107 appointment or for pick up.

108 **Automotive Repair and Services (Major/Minor):** An establishment primarily engaged in
109 the mechanical or electrical repair, maintenance, or finishing of motor vehicles. Primary
110 Examples: General mechanics, transmission shops, body shops, painting, detailing, and quick-
111 lube facilities.

112 **Commercial, Contractor & Fleet Service Shop:** This classification is for businesses
113 where the primary activity is the storage of equipment and vehicles used to provide off-site
114 services. Includes: Pressure washers, roofers, pool cleaners, HVAC technicians, plumbers,
115 electricians, and industrial cleaners.

116 **Commercial, Dual Use/One Building:** This applies to any single existing structure that
117 houses two distinct types of business operations (e.g., a hair salon and a coffee shop).

118 **Commercial, Heavy Equipment Sales, Repairs, Servicing:** An establishment primarily
119 engaged in the sale, rental, maintenance, or repair of specialized machinery and vehicles
120 typically used in construction, farming, industrial, or specialized transport operations. This
121 definition excludes Automotive Repair and Services, which is intended for consumer-grade
122 passenger vehicles and light-duty trucks.

123 **Convenience-Oriented Services:** A retail or personal service establishment primarily
124 engaged in providing quick-turnover transactions, item processing, or "over-the-counter"
125 services. These uses are characterized by a "stop-and-go" traffic pattern with short stays (e.g., 15
126 minutes or less). To qualify for this classification in parking calculations, the use must meet the
127 following criteria:

- 128 • **Primary Service Area:** The customer-accessible area is limited primarily to a transaction
129 counter and a small waiting/staging area.
- 130 • **No Long-Term Stay Amenities:** The establishment does not provide seating, dining areas, or
131 private service rooms (e.g., exam rooms or salon chairs).
- 132 • **High Turnover Ratio:** The use is designed for a high volume of vehicle trips relative to the
133 square footage.

134 **Included Uses:** This category includes, but is not limited to:

- 135 • **Laundry/Garment Services:** Dry cleaning drop-off and pick-up (excluding on-site self-service
136 laundromats).
- 137 • **Repair Services:** Shoe, watch, jewelry, or small electronic repair.
- 138 • **Shipping & Postal:** Private mail centers and shipping/parcel drop-off points.

139 **Exclusions:** This classification shall not include professional offices (medical, legal, or
140 financial), personal care services requiring appointments (barbers, salons, or spas), or any use
141 where the primary activity occurs over a duration exceeding 30 minutes.

142 **Convenience Store:** A retail establishment primarily engaged in the sale of essential daily
143 goods (such as milk, bread, and snacks) and a general line of pre-packaged food and household
144 items for off-site consumption. The sale of tobacco or nicotine products—limited to pre-
145 packaged commercial cigarettes, cigars, tobacco, and disposable e-cigarettes—is strictly
146 accessory to the primary retail use, shall occupy no more than 10% of the retail floor
147 area (inclusive of all floor, wall, and behind-the-counter display areas), and must be conducted
148 exclusively as "behind-the-counter" sales. This definition specifically excludes "Smoke Shops,"
149 "Vape Shops," or "Tobacco Specialty Stores," and prohibits the sale of smoking paraphernalia
150 such as water pipes, hookahs, or rebuildable atomizers.

151 **Critical Root Zone:** The area of ground included within the drip line (the outermost
152 extent of the tree canopy) or a circular area with a radius of one (1) foot for every one (1) inch of
153 tree diameter (DBH), whichever is greater.

154 **Eating and Drinking Establishments:** Any establishment where the primary business is
155 the sale of food or beverages for on-site or off-site consumption. This category specifically
156 includes, but is not limited to: full-service restaurants, fast-food establishments, bars, taverns,
157 lounges, coffee shops, cafes, juice bars, and craft bakeries with on-site seating.

158 **Encroachment, Parking:** The situation where a vehicle, when parked within a designated
159 stall, extends any portion of its body, bumper, or load over a property line, into a public right-of-
160 way, or onto a designated pedestrian path.

161 **Fleet/Company Vehicle:** Any motorized vehicle or trailer, including passenger cars,
162 vans, and trucks, that is owned, leased, or controlled by a single commercial or non-profit entity
163 rather than an individual. For the purposes of these regulations, a "fleet" consists of four or more
164 such vehicles parked or stored on the same property while not in active service. This definition
165 excludes "take-home" company vehicles assigned to a specific employee for residential use.

166 **FDOT:** Florida Department of Transportation

167 **Gross Square Feet (GSF):** The total area of all floors of a building measured to the
168 exterior faces of exterior walls, enclosed outdoor storage areas, and fenced or designated areas
169 for active inventory, or outdoor work stations. The GSF shall exclude covered sidewalks and

170 architectural transitions intended for weather protection or passenger loading, such as covered
171 entrances, porte-cochères, or drop-off areas at hotels, religious institutions, and medical facilities.
172 However, any such excluded areas shall be included in the GSF calculation if they are utilized
173 for outdoor dining, display of merchandise, or other commercial activities.

174 **Group Living Facility:** A residential structure or complex providing shared living
175 accommodations and often, support services, care, or supervision, for a group of individuals not
176 all related by blood, marriage, adoption, or guardianship, who typically live together as a single
177 housekeeping unit. This definition includes, but is not limited to, assisted living facilities,
178 nursing homes, recovery houses, residential treatment centers, and any facility operating as a
179 Community Residential Home (as defined and regulated by Florida Statute § 419.001). This
180 definition specifically excludes transient lodging such as hotels, motels, or short-term vacation
181 rentals.

182 **Gym/Fitness Center:** An establishment that provides facilities and equipment for
183 physical exercise, weightlifting, bodybuilding, and cardiovascular training.

- 184 • Distinguishing Characteristic: This use is characterized by "open-floor" access, where patrons
185 utilize equipment at their own pace rather than being restricted to a fixed, group-based class
186 schedule.
- 187 • Inclusions: This includes traditional gyms, 24-hour fitness clubs, and cross-training facilities
188 that offer general membership access.
- 189 • Exclusions: This does not include Instructional Services (scheduled group classes only) or
190 Personal Care (one-on-one personal training by appointment).

191 **High Intensity Use:** Any commercial or non-residential establishment characterized by
192 high-turnover traffic, concentrated peak-period demand, or "simultaneous occupancy" where a
193 large number of patrons arrive and depart within a condensed timeframe. According to the
194 standards set in this Division, these uses include:

- 195 • Eating and Drinking Establishments: Restaurants, bars, and cafes.
- 196 • Medical Offices/Clinics: Urgent care, diagnostic labs, and high-turnover healthcare providers.
- 197 • Large-Scale Instructional Services: Any facility 5,000 GSF or larger offering scheduled group
198 classes (e.g., martial arts, dance, or gymnastics).
- 199 • Places of Assembly: Religious institutions, event venues, and theaters.

200 **Industrial, Distribution/Logistics:** A high-velocity transit facility that serves as a
201 regional or local sorting and dispatch point for the rapid movement of goods. This use is
202 characterized by "cross-docking" or "last-mile" operations where packages or goods are
203 received, sorted, and transferred immediately to a local delivery fleet (vans, box trucks, or
204 courier vehicles). Unlike a traditional warehouse, goods are not stored for long periods, and the
205 site is characterized by high employee density per shift and the continuous staging of a dedicated
206 vehicle fleet. It is distinguished from Warehouse Storage by its high-turnover "active"
207 environment and from Warehouse, Wholesale by the lack of a customer-facing sales counter.

208 **Industrial, Flex Space:** A versatile light industrial use property where up to 33% of the
209 gross square feet includes commercial uses, most commonly office, showroom, or retail space,
210 all within a single building or group of units.

211 **Industrial, Light Assembly/Fabricating:** This category refers to low-intensity industrial
212 operations focused on the assembly, finishing, or packaging of pre-manufactured components.
213 Processes are primarily manual or utilize light-duty power tools at individual workstations,
214 generating minimal noise or vibration. The end products are typically smaller in size and less
215 intricate than those produced in heavy manufacturing. Primary examples include Electronics
216 assembly, garment sewing/embroidery, medical device packaging, and furniture finishing.
217 Light Assembly/Fabricating may include showrooms provided the showroom area does not
218 exceed 25% of the leased space in any one building or location. A showroom is defined as an
219 area for the display and sale of goods, products, or merchandise ancillary to the light
220 assembly/fabrication onsite. This use is intended for industrial/heavy commercial zones, not
221 ECD. In the ECD, see Artisan food and personal goods manufacturing definition for small-scale
222 production that includes a public-facing retail component.

223 **Industrial, Manufacturing (General/Heavy):** This category includes industrial
224 operations primarily engaged in the mechanical, physical, or chemical transformation of
225 materials, substances, or components into new products. These processes are typically large-
226 scale and are distinguished from Light Assembly by their intensity, infrastructure needs, and
227 external impacts.

228 • Primary Characteristics:

229 ○ Raw Material Processing: Involves the handling of bulk raw materials (metals, chemicals,
230 wood, or stone) rather than pre-manufactured components.

231 ○ Complex Tooling: Utilization of heavy-duty machinery, automated production lines,
232 furnaces, large-scale presses, or specialized chemical processing equipment.

233 ○ Infrastructure Intensive: Requires significant power, high-volume water/sewer capacity, or
234 specialized ventilation/waste-handling systems.

235 ○ External Impacts: May produce noise, vibrations, odors, or heat that require specialized
236 building design or significant setbacks from non-industrial uses.

237 • Primary Examples: Metal foundry/fabrication, plastic injection molding, commercial food
238 processing/canning, catering, chemical blending, and large-scale vehicle or machinery
239 production.

240 **Industrial, Technical/Creative:** This category encompasses specialized facilities
241 designed for technical, artistic, or scientific production rather than bulk storage or mass
242 manufacturing. Activities are characterized by low-turnover, high-skill project teams and the use
243 of specialized, often sensitive, equipment.

244 • Primary Examples: Radio and Television Broadcasting Studios, Film/sound stages, materials
245 testing labs, R&D "maker-spaces," and digital media hubs.

246 • Key Distinction: Unlike standard warehouse use, this category involves higher interior build-
247 out for climate control, acoustics, or laboratory standards, resulting in a higher employee-to-
248 square-foot ratio.

249 **Instructional Services:** A Place of Assembly that offers recreational, cultural, or personal
250 enrichment classes to the general public.

- 251 • Standard Examples: This category includes, but is not limited to: fine art schools, martial arts
252 studios (dojos), yoga and Pilates studios, dance academies, music schools, gymnastics centers,
253 [group tutoring/learning centers](#), and dog training facilities.
- 254 • Operational Characteristic: Instructional Services are characterized by Simultaneous
255 Occupancy, where the majority of patrons arrive and depart within a condensed timeframe
256 aligned with a fixed schedule. When such a facility exceeds 5,000 GSF, the concentrated peak
257 demand for parking and the resulting intensity of site circulation are functionally equivalent to
258 a Place of Assembly. Consequently, Large-Scale Instructional Services shall be regulated
259 under the Place of Assembly parking standards to ensure adequate capacity for these peak-
260 period surges.
- 261 • Classification by Scale:
 - 262 ○ Small-Scale Instructional Services: Facilities under 5,000 gross square feet.
 - 263 ○ Large-Scale Instructional Services: Facilities 5,000 gross square feet or larger.
 - 264 ○ Dog Training Facilities. To qualify for the Small Scale Instructional Service rate: Group
265 instruction shall be limited to a maximum of 12 students (handlers) per session. Use must be
266 primarily instructional. Facilities that include overnight boarding or unsupervised "daycare"
267 must be calculated under the Animal Care/Boarding ratio. Facilities designed for larger
268 "show" events or competitions with spectators shall be calculated at the Place of Assembly
269 rate.
- 270 • Special Exclusions: Any instructional facility that serves alcohol, [beer](#), or [wine](#), includes a
271 lounge/bar area, or functions as a for-profit event venue (e.g., renting the hall for parties) shall
272 be classified entirely as a Place of Assembly regardless of square footage.
- 273 • Gym/Fitness Center Distinction: Facilities providing "open-floor" access to weightlifting or
274 cardio equipment for general use (not exclusively tied to a scheduled class) shall be classified
275 as a Gym/Fitness Center.
- 276 **Live/Work Unit:** A single integrated space combining both residential and non-residential
277 uses. Unlike a home occupation, a live/work unit is a full-fledged commercial enterprise with a
278 storefront presence, visiting clients, and potential employees.
- 279 **Minimum Base Parking:** Three (3) total on-site parking spaces, regardless if the
280 calculation derived from the Table 134-607-1 is less.
- 281 **Multi-building property:** A development consisting of two or more buildings on a single
282 lot or contiguous lots under unified control that share common parking, access, and/or circulation
283 facilities, the total parking requirement is the sum of the requirements for each building use (e.g.,
284 shopping center and restaurant outparcel).
- 285 **Office, General:** Establishments in either stand-alone or multi-tenant buildings,
286 providing professional, administrative, or technical services.
- 287 • Ancillary Storage: Storage of materials, parts, or inventory is permitted as an accessory use
288 provided it does not exceed 25% of the gross floor area and is directly related to the primary
289 office function.
- 290 • Prohibition: This use excludes the on-site storage of heavy machinery, bulk hazardous
291 materials, or fleet vehicle dispatching.

292 **Offices, Medical:** Establishments where the primary activity is the diagnosis or treatment
293 of patients by licensed healthcare professionals, regardless of whether retail sales occur within
294 the building. This includes, but is not limited to, offices for physicians, dentists, optometrists,
295 and ophthalmologists; medical and diagnostic laboratories; ambulatory surgery centers; urgent
296 care centers; and offices for physical, occupational, and speech therapists.

297 **Operable Motor Vehicle:** A vehicle that is capable of being legally operated on public
298 streets, characterized by having inflated tires, all major glass components intact, and a current,
299 valid license plate and registration. The vehicle must be capable of moving under its own engine
300 power.

301 **Operational Parking Plan (OPP):** A site-specific management strategy, prepared by the
302 applicant and approved by the City's Planner or Engineer, that demonstrates how the parking
303 demand for a development will be met without creating hazardous traffic conditions or off-site
304 impacts. The plan must include:

- 305 • **Parking Demand Analysis and Management Strategy:** The plan must include a description
306 of how the property owner will actively manage the lot (e.g., specialized signage, valet
307 services, or parking attendants) to avoid hazardous traffic conditions or off-site impacts. For
308 uses claiming non-simultaneous occupancy (e.g., assembly areas in shopping centers), the OPP
309 must document the peak hours of operation for all uses on the site and demonstrate that the
310 peak periods of the different uses do not overlap.
- 311 • **Circulation and Queuing Logic:** If deemed necessary by the City's Engineer or Planner, a
312 diagram showing on-site vehicle ingress/egress queuing and turning radii. All queuing
313 maneuvers must be contained on-site without reversing into or otherwise utilizing an offsite
314 street for staging.
- 315 • **Notarized Affidavits and Acknowledgements:**
 - 316 ○ **Permission for Use of Shared Stalls:** A notarized statement from the property owner(s)
317 certifying the operational hours and, if applicable, legal documentation ensuring that one use
318 has access to another's stalls during specific time blocks.
 - 319 ○ **Agreement to Annual Certification:** A sworn statement by the applicant acknowledging the
320 requirement to submit an annual notarized affidavit certifying that peak-hour usage and
321 onsite operations remain consistent with the approved OPP.
 - 322 ○ **Acknowledgement of Violation Triggers:** A sworn statement acknowledging that any
323 instance of "spillover parking" onto unauthorized parcels, public rights-of-way, or
324 encroachment into required landscape buffers shall serve as *prima facie* evidence that the
325 establishment is exceeding the occupancy or schedule limits of the approved OPP.
 - 326 ○ **Right of Entry and Consent to Penalties:** Explicit acknowledgement that the property owner
327 grants onsite access to City officials to verify plan compliance. Failure to allow such
328 inspection, any deviation from the plan, or failure to resolve a parking conflict may result in
329 immediate code enforcement action, including the suspension or revocation of the OPP and
330 associated Use Permit.

331 **Pedestrian-Friendly Path:** A sidewalk designed and maintained to provide safe,
332 accessible travel for persons of all abilities. This route shall meet ECD, FDOT and ADA

333 standards, as applicable, with the required minimum clear vertical clearance no less than 8 feet
334 (including tree branches).

335 **Personal Care/Health & Beauty Individual Services:** Establishments providing non-
336 medical, appointment-based services typically involving extended customer stays and direct
337 interaction between a provider and a client.

338 • Standard Examples: Barber shops, hair/nail salons, spas, massage therapy, tanning salons, and
339 tattoo establishments.

340 • Individual Enrichment: 1:1 tutoring, private music lessons, individual personal fitness training,
341 and life coaching where services are strictly appointment-based and limited to a maximum of
342 one student/client per instructor at any given time.

343 • ~~Small-Scale Instructional services (yoga, martial arts, dance, etc.) with a total GSF of less than
344 5,000 square feet, provided they do not serve alcohol.~~

345 **Place of Assembly:** A building or a defined portion of a building where groups of people
346 gather for various purposes, typically involving a large number of individuals concentrating in
347 one area simultaneously. Examples: Religious institutions, funeral homes, civic and social
348 organizations, event venues, indoor recreation, bowling alleys, large scale instructional services,
349 and theaters.

350 **Playground Accessory to Commercial Use including Dog Park:** An outdoor recreational
351 amenity that serves as a secondary feature to a primary commercial use on the same parcel, such
352 as an area designated for children's play or dog exercise.

353 **Proximity to Transit:** Proximity to transit shall mean that the building's primary business
354 or residential entrance is within 0.25 mile of a transit stop, both the near side and far side of the
355 road, except on a one-way street pair. For properties situated on one-way street, proximity to
356 one transit stop within the 0.25-mile radius is acceptable, contingent upon the presence of a
357 parallel transit stop serving the opposing direction.

358 **Public Showroom Area:** Area accessible to the general public, excluding workshops,
359 storage, and loading.

360 **Retail:** An establishment primarily engaged in the sale of new or used goods,
361 merchandise, and products directly to the general public for personal or household consumption.

362 • Primary Characteristics: This use is characterized by a high degree of "merchandising,"
363 including window displays, interior shelving accessible to customers, and shopping carts or
364 baskets.

365 • Operational Distinction: Unlike Convenience-Oriented Services, the duration of stay is
366 typically longer than 15 minutes.

367 • Inclusions: This category includes, but is not limited to: clothing/apparel stores, gift shops,
368 bookstores, florists, hardware stores, pharmacies, and grocery stores.

369 **Shopping Center:** A planned and integrated multi-tenant commercial development under
370 unified management, sharing common facilities such as parking, walkways, and drive aisles.
371 Permitted Use Categories within a Shopping Center include: Retail Stores, Eating and Drinking
372 Establishments, Personal Care Services (e.g., hair/nail salons), Health and Beauty Services,
373 Professional Offices, Medical Offices (e.g., dentists, acupuncture), and Instructional Services.
374 Shopping Centers are further classified as follows:

- 375 • **Convenience Store Anchor:** A shopping center consisting of at least three (3) inline tenant
376 spaces where at least one tenant occupies at a convenience store.
- 377 • **High Intensity Anchor:** A shopping center consisting of at least three (3) inline tenant spaces
378 where:
- 379 1. At least one single tenant occupies 5,000+ GSF and engages in uses with high turnover or
380 peak-period demand, including but not limited to Eating and Drinking Establishments,
381 Large Instructional Services, Places of Assembly or Medical Offices/Clinics **OR**
 - 382 2. Collectively High-Intensity uses (including Eating and Drinking Establishments, Medical
383 Offices/Clinics, and Large-Scale Instructional Services) occupy 40% or more of the
384 development's total GSF.
- 385 • **Legacy:** A commercial site with associated parking lot constructed prior to November 5, 1974
386 and a minimum of 150 existing parking spaces on site: Edgewood Isle at 5601 S Orange Ave,
387 South Orange Shopping Center at 5416 Hansel Ave, and Fort Gatlin Shopping Center at 75
388 Gatlin Ave.
- 389 • **Outparcels:** All outparcels or standalone buildings within a Shopping Center development are
390 included in the overall GSF for calculating parking and use thresholds, except in the following
391 cases where the outparcel must be calculated as a Standalone Use:
- 392 Dissimilar Use: Any outparcel containing a use not explicitly listed in the Shopping Center
393 definition (e.g., Auto Repair, Industrial, or Residential).
- 394 Threshold Disruption: Any outparcel use that, if included, would cause the total development
395 to exceed the 65%, 50%, or 40% caps defined above.
- 396 When an outparcel meets these exceptions, it shall be calculated as a Standalone Use based on
397 its specific use-rate.
- 398 • **Retail Anchor:** A shopping center consisting of at least three (3) inline tenant spaces where a
399 business engaging primarily in the sale of general merchandise, soft goods, or groceries
400 occupies at least 10,000 GSF.
- 401 • **Unanchored:** A shopping center consisting of at least three (3) inline tenant spaces which is
402 not otherwise classified as a one of the Anchor Shopping Centers. Should a change in
403 occupancy or use result in the development meeting the threshold of an Anchor Shopping
404 Center, the parking requirement for the entire site shall be recalculated based on the new
405 classification.
- 406 **Showroom:** A finished, climate-controlled interior area dedicated to the display of goods,
407 samples, or merchandise for the purpose of soliciting orders or sales. A showroom is
408 distinguished from a warehouse by the presence of high-quality flooring, enhanced lighting, and
409 architectural finishes consistent with retail or office environments.
- 410 **Stand-alone Use:** A building containing a single tenant space that occupies its own
411 independent tax parcel or is located on a site where it does not share common parking facilities
412 with other principal buildings. Additionally, a building or outparcel shall be considered "Stand-
413 alone" for calculation purposes if its primary use is not an included use category of a Shopping
414 Center (as defined herein), or if it is specifically excluded from a Shopping Center's aggregate
415 parking calculation. A building shall be considered "Stand-alone" if its parking demand is met

416 entirely within its own dedicated parking area or if it is required to be calculated independently
417 due to the nature of the use.

418 **Unsafe Condition (Parking):** Any site configuration that fails to meet minimum City or
419 FDOT standards for sight distance, creates a direct conflict between vehicles and pedestrians on
420 a dedicated path, or obstructs the clear zone required for emergency vehicle access (Fire Lanes).

421 **Vocational/Trade and Technical Training:** A post-secondary institution or center that
422 provides specialized, hands-on instruction to prepare students for professional certification or
423 direct employment in a specific career or trade with the program leading to a diploma, license, or
424 industry-recognized credential. (e.g., HVAC, plumbing, electrical, nursing, coding, cosmetology,
425 or bartending).

426 **Warehousing/Storage:** Any building or structure primarily used for the long-term storage
427 or handling of goods, materials, or equipment. This category excludes Warehouse, Wholesale &
428 Trade as defined herein.

429 **Warehouse, Wholesale & Trade:** An establishment primarily engaged in the storage,
430 sale, or distribution of products to retailers, industrial, commercial, institutional users, or other
431 wholesalers. The focus is exclusively on business-to-business transactions.

- 432 • Primary Characteristics:
- 433 ○ Commercial Clientele Only: The establishment is not open to the general public for
434 personal or household consumption. Access and sales are restricted to licensed
435 contractors, business owners, and professional practitioners.
 - 436 ○ On-site Inventory: Includes significant floor area dedicated to the bulk storage of goods
437 and "will-call" pick-up areas.
 - 438 ○ Limited Display: While a "trade showroom" or sales counter may exist, it is ancillary to
439 the storage function of the facility and lacks traditional retail merchandising (e.g.,
440 shopping carts, window displays, or browsing aisles).
- 441 • Primary Examples: Electrical/plumbing supply houses, bulk building material distributors,
442 and professional restaurant supply stores.
- 443

444 **Sec. 134-607. Quantity of Parking.**

445 **A. Instructions for Calculating Required Parking.**

446 **1. Minimum Parking Requirements:** The minimum number of parking spaces required
447 for a development site is determined by its proposed use and intensity in accordance with
448 Table 134-607-1. In no case shall any nonresidential development provide fewer than the
449 Minimum Base Parking of three (3) total on-site parking spaces, regardless if the
450 calculations derived from the Table is less, with at least one (1) of the spaces meeting
451 ADA requirements. In all cases, the quantity, design, and location of such spaces shall
452 comply with the Florida Building Code, the ADA, and the design standards of this
453 Chapter.

454 **2. Interpretation of Multiple or Overlapping Classifications:** If a proposed use qualifies
455 under two or more parking classifications, the classification requiring the higher number
456 of parking spaces shall apply. In the event of a dispute, the City Planner shall determine

457 the applicable classification based on the use's primary function and anticipated parking
 458 demand.

459 **3. Unlisted Uses:** Uses not specifically listed in Table 134-607-1 shall meet the parking
 460 requirements of the use listed herein that the City Planner determines is most similar or
 461 compatible in terms of parking demand characteristics, based on the principles of the
 462 Institute of Transportation Engineers (ITE). **To assist the City Planner in making this**
 463 **determination, the applicant may submit documentation and operational data from**
 464 **comparable businesses. Should the City Planner be unable to determine a similar or**
 465 **compatible use from the information provided, a professional parking demand**
 466 **study prepared by a qualified traffic engineer or planner may be required to**
 467 **establish a project-specific parking ratio.**

468 **4. Determination of Building Area and Intensity:** The Gross Square Feet (GSF) of
 469 Building Area shall be the basis for calculating required parking. This measurement
 470 excludes covered sidewalks and pedestrian overhangs, unless such areas are utilized for
 471 outdoor dining, the display of merchandise, or other commercial or industrial activity
 472 (including but not limited to outdoor staging, assembly, or storage), in which case the
 473 square footage of the utilized area shall be included in the total GSF.

474 **5. Calculation Methodology.**

475 a. Rounding: When the computation of the number of required parking spaces results in
 476 a fraction, the fraction shall be rounded up to the next higher whole number.

477 b. Exclusions: The following types of spaces shall not be counted towards meeting the
 478 minimum parking requirements:

479 1. Loading spaces.

480 2. Parking spaces located within vehicle repair bays or car wash tunnels.

481 3. Stacking spaces within drive-through lanes.

482 4. Any parking space not meeting the required minimum dimensions per Code
 483 Section 134-608.

484 **B. Required Parking Quantity by Use.**

Table 134-607-1: Minimum Parking Ratios by Use	
CATEGORY: Residential Uses	
Single-Family and Duplex Residential Units:	2 spaces per dwelling unit
Multifamily/3 or more attached units– Efficiency/Studio and One-Bedroom Units:	1.25 spaces per dwelling unit plus a minimum of 0.25 guest spaces per unit which are clearly identified by signage or pavement markings as "Visitor" or "Guest" parking.
Multifamily/3 or more attached units – Two bedroom units:	1.50 spaces per dwelling unit plus a minimum of 0.25 guest spaces per unit which are clearly identified by signage or pavement markings as "Visitor" or "Guest" parking.
Multifamily/3 or more attached units –Three or more bedroom units:	1.75 spaces per dwelling unit plus a minimum of 0.25 guest spaces per unit which are clearly identified by signage or pavement markings as "Visitor" or "Guest" parking.
Live/Work units	One (1) space for the residential component, plus additional parking consistent with the type of non-residential use based on the GSF of the non-residential component.
Assisted/Group Living Facility:	Based on applicant documentation of comparable

	group living facilities, considering operations, resident capacity, and staffing levels. A professional parking study may be required by staff due to project scale, complexity, or insufficient data.
CATEGORY: Commercial Stand-alone Buildings	
Artisan food manufacturing	3.3 spaces per 1,000 GSF
Artisan personal goods manufacturing	2.5 spaces per 1,000 GSF, 2.0 spaces per 1,000 GSF if the public showroom area is < 20% of the total GSF.
Stand-alone Retail	4.0 spaces per 1,000 GSF
Stand-alone Convenience Oriented Service	6.0 spaces per 1,000 GSF
Stand-alone Convenience Store	5.0 spaces per 1,000 GSF
Stand-alone Personal Care/Health and Beauty	5.0 spaces per 1,000 GSF
Instructional Services, small scale and dog training with a maximum of 12 students (handlers) on-site at any one time and no overnight boarding	4.5 spaces per 1,000 GSF
Instructional Services, large scale	Tiered approach: First 5,000 GSF, 4.5 spaces per 1,000 GSF; the excess above 5,000 GSF shall be considered Place of Assembly rate.
CATEGORY: Commercial Multi-Tenant/Building Parcels	
Shopping Center, Retail Anchor ^{1,2,3}	4.5 spaces per 1,000 GSF; Places of Assembly in a shopping center will be calculated separately
Shopping Center, High Intensity Anchor ^{1,2,3}	6.0 spaces per 1,000 GSF
Shopping Center, Convenience Store Anchor ^{1,2}	5.0 spaces per 1,000 GSF
Shopping Center, Unanchored ^{1,2}	4.0 spaces per 1,000 GSF
Dual-Use/One Building	When a building contains two distinct categories of uses (e.g., a professional office and a retail shop), the total number of required parking spaces shall be the sum of the individual uses calculated separately, unless a Shared Parking Agreement is approved.
Multi Building Property that is not a Shopping Center	When a parcel contains two or more independent buildings, the total number of required parking spaces shall be the sum of the independent uses calculated separately, unless a Shared Parking Agreement is approved.
Planned Mixed-Use Parcel	When a building or parcel contains two or more distinct categories of uses (e.g., a professional office and a retail shop on the same lot), the total number of required parking spaces shall be the sum of the individual uses calculated separately, unless a Shared Parking Agreement is approved.
¹Outdoor Seating Exemption: For any Shopping Center , each individual Eating and Drinking Establishment shall be granted an exemption from parking requirements for the first 500 GSF of outdoor seating area. Any outdoor seating GSF exceeding the 500 GSF threshold per establishment shall be calculated at the Eating and Drinking Establishment (Outdoor) rate and added to the total required parking for the center. All outdoor seating areas must be shown on an approved site plan and physically delineated	

on the ground via permanent pavement changes or markers (e.g., medallions or brass discs). All customer seating, table placement, fixtures (e.g., signage, Maître d' station, lighting, heat lamps, umbrellas), and active service activities—including server staging and clearing—must be contained entirely within the delineated area. No portion of the restaurant operation, furniture, or fixtures may encroach a pedestrian path. Compliance shall be measured from the edge of the delineated medallions to the nearest path edge, ensuring a minimum clear width as required by ADA, FDOT, or ECD standards (whichever is greater). Furthermore, all outdoor seating areas shall be separated from parking stalls and drive aisles by a permanent or semi-permanent barrier (e.g., planters, railings, or bollards). Unused portions of the 500 GSF exemption from one establishment may not be transferred or "stacked" to increase the exemption of another establishment on the same parcel.

²**Places of Assembly are generally calculated separately** from the Shopping Center ratio. However, a Place of Assembly may utilize an Operational Parking Plan (OPP), as defined in Section 134-606, to justify a reduction in required parking based on non-simultaneous peak demand.

³**Legacy Shopping Center Exemption:** Legacy Shopping Centers (as defined in 134-606) are exempt from this re-classification. These centers may maintain their unified Shopping Center parking ratio regardless of the percentage of high-intensity tenants, provided no physical expansion of the building GSF occurs.

CATEGORY: Office⁴

Single-Tenant Office (Professional/Admin and non-medical)	4.0 spaces per 1,000 GSF
Medical Office/Clinic (Single-Tenant or Specialty Clinic):	5.0 spaces per 1,000 GSF
Multi-Tenant Office Building ≤50% of the GSF are medical office suites	4.5 spaces per 1,000 GSF; however, any medical tenant suite exceeding 5,000 GSF shall be calculated at a rate of 5.0 spaces per 1,000 GSF for that specific suite, while the remainder of the building's suites continue to be calculated at the 4.5 spaces/1,000 GSF rate
Multi-Tenant Office Building >50% of the GSF are medical office suites	5.0 spaces per 1,000 GSF

⁴Office buildings are allowed to include ancillary retail, or convenience oriented or personal care services provided such does not occupy more than 15% of the total building GSF. In such situations these ancillary uses are calculated at the corresponding office rate (general or medical). If ancillary uses are ≥15% of the GSF, the total ancillary use shall be calculated at the corresponding parking ratio. The 15% "Ancillary Use" exception for Office buildings does not apply to Restaurants/Eating Drinking Establishments, Places of Assembly, Gyms/Fitness Centers, or Day Care Centers, these must be calculated at their specific high parking demand rates unless they occupy less than 10% of the total building GSF; they have no direct exterior customer entrance (access must be through the main lobby or internal corridors); and no exterior signage is permitted for the amenity.

CATEGORY: Bank and Financial Institutions

Banks with Walk-in Lobby/Branch:	3.5 spaces per 1,000 GSF
Stand-alone ATM:	“Walk-up only” ATM, 2 per ATM plus at least one accessible space; ATM “drive up only”, 3 stacked spaces in the drive-up lane per ATM, plus one parking space, at least one accessible space, and bypass lane is required. Walk-up ATMs located within a shopping center or multi-tenant lot or attached to the bank may share existing parking and are exempt from a separate count.

Drive-up tellers only/no lobby:	4 stacked spaces in the drive up lane, plus one parking space per drive up lane and at least one accessible space. A bypass lane shall also be provided.
CATEGORY: Eating and Drinking Establishments Restaurants, Bars, Lounges, Cafes, and Coffee Shops (excludes event venues which are classified as Places of Assembly)	
Indoor Seating	10.0 spaces per 1,000 GSF
Outdoor Seating ⁵	8 spaces per 1,000 GSF (<i>First 500 GSF is exempt</i>)
Drive-Through ⁶ /Walk-Up Only(<i>No seating</i>)	4.0 spaces per 1,000 GSF, subject to a minimum of four (4) total spaces provided on-site. This minimum count includes one (1) required Accessible Space. No GSF exemptions for outdoor seating are permitted for this use category.
<p>⁵Outdoor Seating Delineation: To qualify for the lower "Outdoor Seating" parking ratio, the area must remain open-air. The use of temporary or "roll-down" clear plastic/vinyl curtains is permitted for wind or rain protection, provided they are not used to facilitate permanent climate control. Any outdoor area that is fully enclosed or provided with permanent heating, ventilation, and air conditioning (HVAC) shall be classified as "Indoor Area" for the purpose of parking calculations. All outdoor seating must be physically delineated by a permanent or semi-permanent barrier (e.g., planters, railings, or bollards) to prevent the expansion of the seating area.</p>	
<p>⁶Stacking and Queuing Requirements</p> <ul style="list-style-type: none"> ▪ Minimum Stacking: Any establishment providing drive-through service must provide a minimum stacking lane of 180 linear feet (approx. 9 cars) measured from the service window to the entrance of the drive-up lane. ▪ Administrative Adjustments: The City Planner or Engineer may reduce stacking requirements by up to 30% for sites under 0.5 acre, provided no off-site impacts will be generated as documented in a Certified Operational Plan or a Professional Queuing Study. ▪ Operations and Safety: Approval of any drive-through or walk-up window is contingent upon a site plan demonstrating that vehicle queuing or pedestrian lines will not create an Unsafe Condition. <ul style="list-style-type: none"> 1. Obstructions Prohibited: In no case shall vehicle queuing or pedestrian lines be permitted to obstruct public rights-of-way, fire lanes, internal drive aisles, or parking or loading stalls. 2. Professional Study: The City Planner or City Engineer may require a professional stacking or queuing study if the site configuration poses a potential safety risk. ▪ Compliance: Failure to maintain the queue on-site may result in the revocation of the Operational Plan and require a re-evaluation of the site's parking and stacking configuration. 	
CATEGORY: Commercial, Other	
Automotive repair and services	<p>2.0 spaces per 1,000 square feet of GSF, plus 2.0 spaces for each service bay or work station.</p> <p>Of the provided onsite parking, a minimum of one (1) reserved visitor space for every two (2) service bays or work stations (rounded up to the nearest whole number) shall be clearly signed for visitor parking and shall not be used for the storage of vehicles awaiting service, parts, or customer pickup. In no case shall more than four (4) reserved visitor spaces be required.</p> <p>Service bays (the indoor area where a vehicle is positioned for repair)</p>

	<p>shall not be counted toward the required parking total.</p> <p>All vehicles awaiting repair or pickup must be parked exclusively within striped parking spaces. The staging or parking of vehicles in drive aisles, fire lanes, landscaped areas, or unpaved surfaces is strictly prohibited. Any repair work conducted outside of an enclosed structure must occur in an area specifically designated for such activity on an approved site plan and shall not interfere with required parking or vehicle circulation.</p>
Contractor & Fleet Service Shop	1.0 space per 1,000 GSF of building area, plus 0.50 space per 1,000 square feet of outdoor storage (as delineated on a site plan), plus Fleet Storage maximum as listed on the City's Zoning Use Approval or approved site plan. All vehicles onsite shall be parked in striped parking spaces.
Heavy equipment sales, repairs, and servicing	1.5 spaces per 1,000 GSF of area used for the sales, repairs, etc., plus 1.0 space per 5,000 sq. ft. on any outdoor storage space as designated on a site plan.
Micro-brewery/winery	Calculated by applying the Manufacturing ratio to the production and storage areas, and the Eating and Drinking Establishment ratio to the tasting room and retail areas. The applicant must provide a floor plan clearly delineating these areas. Any future conversion of production space to tasting/retail space shall be considered a Change in Occupancy and require a parking re-evaluation.
Vehicle rental	1.0 space per 1,000 GSF for building, plus at least 3 designated spaces for customers, plus 1.25 spaces/slots for each vehicle in the maximum inventory listed on the City Zoning Use Approval.
CATEGORY: Places of Assembly	
Places of Assembly	<p>1 space per 75 GSF of the combined areas intended for simultaneous public congregation (e.g., church sanctuary and classrooms, auditorium, theater, meeting halls) or 1 space per 3 persons based on the maximum capacity of combined assembly spaces as established by the Orange County Fire Department. For any site containing multiple assembly and/or instructional areas, the total parking requirement is assumed to be based on the maximum simultaneous occupancy of all spaces.</p> <ul style="list-style-type: none"> ▪ Exemption of Simultaneous Use of Assembly Areas: A claim of non-simultaneous use of the spaces may be submitted with the application for the Zoning Use Permit (ZUP); issuance of the ZUP shall be conditioned upon the approval of an Operational Parking Plan (OPP) as defined in Section 134-606. ▪ Shopping Center Integration: When a Place of Assembly is located within a shopping center or other multi-tenant building, the minimum number of required parking spaces shall be calculated separately. The GSF of the Place of Assembly will be excluded from the remainder of the building for the parking calculation; the final parking total shall be the sum of these two separate calculations. Alternatively, an

	Operational Parking Plan (OPP), as defined in Section 134-606, may be used to ensure adequate parking spaces are available if the OPP is approved by the City's Planner or Engineer.
CATEGORY: Accommodations/Lodging Uses	
Hotels, Motels, and other vacation/transient lodging:	1 space per 1 guest room, plus 1 space per 200 GSF administrative/office area (minimum 2 spaces for the administrative/office use, with one being an Accessible Space). Any Eating or Drinking Establishment, conference/ banquet rooms, or retail use associated with the lodging facility that is open to the general public (beyond providing complimentary breakfast solely for registered guests) shall be considered a separate use for the purpose of calculating parking requirements, based on its respective use category.
Conference/Meeting Space/Event Space:	Per Places of Assembly requirement
CATEGORY: Animal Care Uses	
Animal Grooming:	1.25 spaces per grooming table as recorded on the Zoning Use approval, plus 1 space per 300 GSF of reception/waiting area or 3.5 spaces per 1,000 GSF (whichever is greater)
Animal Day Care:	1 space per 6 animals plus 1 space per staff member on largest shift as recorded on the Zoning Use Approval
Veterinarian (without boarding):	4.0 spaces per 1,000 GSF (with boarding add the overnight boarding requirement)
Overnight Animal boarding:	1 space per 1,000 GSF of boarding area
CATEGORY: Industrial/Warehouse/Wholesale (To ensure safe operations, parking stalls are prohibited within the functional area of any loading or dock bay to allow for the unimpeded movement of trucks).	
Industrial, Flex Space ⁷ (see definition)	2.5 spaces per 1,000 GSF
Industrial, Distribution/Logistics	1.5 spaces per 1,000 GSF
Industrial, Light Assembly/Fabrication	1.75 spaces per 1,000 GSF
Industrial, Manufacturing (General/Heavy)	1.5 spaces per 1,000 GSF
Industrial, Technical/Creative	2.5 space per 1,000 GSF
Warehousing/Storage	0.7 space per 1,000 GSF (includes outdoor storage area which shall be delineated on the site plan)
Warehouse, Wholesale & Trade	1 space per 1,000 GSF (includes outdoor storage area which shall be delineated on the site plan)
Mini-warehouses (Personal Self-Storage Facilities)	1 space per 100 units, with a minimum of four (4) spaces located at the office or primary entrance.
⁷ Industrial Flex Space may include up to 33% of GSF as showroom or retail space. For the purpose of parking, a weighted calculation shall apply: the showroom/retail area shall be calculated at the Retail rate and the remaining area shall be calculated at the Industrial Flex rate. Commercial Floor Tape or Safety Floor Signs shall be used to mark the internal boundary between the two uses during the CO inspection.	
CATEGORY: Education /Day Care	
Children and Adult Day Cares	1 space per 6 clients of allowable capacity as established by the Florida Department of Children and Families (DCF) or

	Agency for Health Care Administration (AHCA), or as licensed for care; plus 1 space per staff member on largest shift
K—9 th grades	1 space per 8 students (design capacity)
10 th —12 th grades	1 space per 3 students (design capacity)
Vocational/Trade	1 space per 2 students, plus 1 space per employee
CATEGORY: Recreation Uses	
Athletic Fields and Courts:	For fixed seats for spectators, twenty (20) spaces per field or court; OR one (1) space per three (3) seats of spectator capacity, whichever is greater. For fields without fixed seating, capacity shall be determined by the City Planner based on the maximum anticipated simultaneous occupancy of all active play areas.
Batting cages	3 spaces per 1,000 GSF or 2.25 spaces per cage/lane, whichever is greater
Gyms, health spas, fitness centers, indoor playgrounds	5 spaces per 1,000 GSF or 1 space per 3 persons of Maximum Occupancy Load as determined by the Fire Marshal, whichever is greater
Playground and Dog Parks (Accessory to Commercial Use)	No separate parking or minimum required; parking demand shall be accommodated by the principal commercial use.
CATEGORY: Car Wash	
Car Wash (full service):	3.5 spaces per 1,000 GSF of building including wash tunnel and/or detail bays
CATEGORY: Hospital, Skilled Nursing / Extended Care Facility	
Hospital	3 spaces per authorized patient bed
24/7 medical/clinical care; skilled nursing care; often post-surgery or long-term chronic care.	1 space per 3 authorized beds

485

486 **C. Allowed Reduction of Minimum Parking Requirements.**

487 **1. Tree Preservation:** The preservation of any Historic or Specimen tree, as defined in
 488 Chapter 130 of this Code, may be considered as a basis for a reduction in the number of
 489 required parking spaces. The applicant shall provide evidence demonstrating that the
 490 proposed parking reduction is directly necessary for the preservation of healthy Specimen
 491 and/or Historic trees, as determined by the City’s Landscape Architect, Planner, or a
 492 certified arborist. To further facilitate tree preservation, minor modifications to parking
 493 lot design standards (such as stall dimensions or aisle widths) may also be considered,
 494 provided such modifications are approved by the City Engineer and do not compromise
 495 the functionality or safety of the parking facility. The maximum reduction in required
 496 parking spaces granted under this subsection for tree preservation shall not exceed ten
 497 percent (10%) of the total number of spaces otherwise required.

498 **2. Shared Parking and Complementary Demand:** Developments incorporating the
 499 integration of complementary land uses that allow for the internal capture of trips and
 500 demonstrate a reduced overall parking demand may apply for a reduction in the minimum
 501 parking otherwise required. **The applicant shall provide documentation**

demonstrating that the peak parking demands of the different uses occur at varying times. A detailed parking demand study prepared by a qualified traffic engineer or planner may be required if determined necessary by City staff due to the scale, complexity, or unique operational characteristics of the proposed development. If the applicant disagrees with staff's determination requiring a detailed study, the applicant may appeal that specific requirement to the City Council for a final determination. The documentation shall be the basis for the Planning and Zoning Board's and City Council's consideration of approval of the request. Such consideration shall be at a public meeting. Any approval may include specific conditions to preserve the complementary nature of the land uses and ensure ongoing parking adequacy.

3. Proximity to Transit: When a development meets the criteria for "Proximity to Transit," a reduction in the required number of parking spaces may be requested. Eligibility for this reduction is contingent upon the existence of a Pedestrian-Friendly Path (as defined in Section 134-606) that satisfies the following safety standards:

- **Lighting:** The path from the primary building entrance to the transit stop must be illuminated to ensure visibility. Portions of the path on the subject property shall be lighted to standards approved by the City Engineer.
- **Arterial Crossings:** Any path requiring the crossing of an arterial road must utilize a designated crosswalk equipped with accessible pedestrian signals or flashing beacons.
- **Disqualification:** If the required pedestrian signals or beacons are not installed—regardless of whether the omission is due to a jurisdictional denial by FDOT or Orange County—the path shall be disqualified from the parking reduction.

The reduction amounts are as follows:

- Bus stop: 5% reduction.
- Commuter rail or bus transfer station: 20% reduction.

D. Eminent Domain Nonconformity: In cases where a legally existing structure's on-site parking was reduced or eliminated due to an eminent domain action or a voluntary dedication of land for public right-of-way, the City shall utilize the total number of spaces existing prior to said land loss as the baseline for the compliance review. This credit shall be granted provided that the site still meets the "Minimum Base Parking" established in Section 134-607. The property owner shall bear the sole responsibility for providing the documentation necessary to qualify for an Eminent Domain credit, which shall include:

- **Historical Site Plan:** Sealed survey or City or County approved site plan.
- **Verification of Land Loss:** Official court records, recorded deeds of dedication, or FDOT construction plans showing the specific land area acquired through eminent domain or public taking.
- **Aerial Evidence:** In the absence of a site plan, the City may consider high-resolution historical aerial photography to verify the pre-existing number of parking spaces, provided the parking configuration is clearly identifiable.
- **Staff Discretion:** The City reserves the right to reject any documentation that is illegible, unverified, or insufficient to establish the historical baseline of the property.

544 **E. Pre-1974 Development Waiver.**

545 **1. Intent and Purpose.** The purpose of this section is to provide a mechanism for the
546 approval of uses on parcels developed prior to modern land development regulations that
547 have insufficient on-site parking. The primary focus is to facilitate the transition from a
548 car-centric land use pattern to the Edgewood Central District (ECD) vision by allowing
549 temporary occupancy in the interim transition period, but can be used for similar
550 developed parcels in other parts of the City. This waiver mechanism is administered as a
551 component of the standard Zoning Permit review process.

552 **2. Eligibility and Applicability.**

553 **a. Existing Structures:** Application shall be limited to only legally existing structures
554 built prior to November 5, 1974

555 **b. Universal Ineligibility:** The following are ineligible for any parking waiver:

556 1) Places of Assembly.

557 2) Any property with an active code enforcement case, a recorded lien, or a pending
558 hearing before the Code Enforcement Magistrate.

559 **c. Residential Adjacency/Access:** Consideration of a waiver for any structure on a site
560 with any portion of its vehicular access, including secondary or service drives,
561 connected to a non-arterial street that provides ingress/egress into a residential
562 neighborhood shall require:

563 1) **Public Hearings:** A public hearing before the Planning and Zoning Board for a
564 recommendation and a subsequent public hearing before the City Council for final
565 action, with both hearings advertised in accordance with the standards for special
566 exception applications.

567 2) **Mitigation Plan:** A mitigation plan detailing measures to prevent negative impacts
568 on nearby residential areas, such as specific operational limits, enhanced
569 buffering, or traffic calming measures. Any Mitigation Plan proposing the closure
570 of the access onto the non-arterial road shall require physical removal of the
571 access point/driveway apron and full restoration of the vertical curb to City
572 Engineering Standards to maintain uniformity with the rest of the street.
573 Furthermore, the restoration and modification shall be constructed such that no
574 negative drainage impacts, including ponding or diversion of stormwater, occur
575 on the subject property, within the public right-of-way, or on adjacent properties
576 as a result of the closure.

577 3) Waiver issuance is dependent on a City Council approved mitigation plan.

578 **3. Burden of Proof and Documentation Requirements:** The property owner shall bear the
579 sole responsibility for providing the documentation necessary to establish eligibility
580 under this section. The City shall not be responsible for researching historical records,
581 site plans, or verifying past conditions.

582 **4. General Conditions of Issuance.** All waivers issued under this section shall comply with
583 the following "Universal Conditions":

584 **a. Quantity Cap:** Administrative issuance of parking waivers is capped at 50% of the
585 standard minimum parking requirement (rounded up). Applications seeking a

586 reduction greater than 50% must be authorized by the City Council. City Council's
587 consideration shall be at a public hearing that follows a public hearing with the
588 Planning and Zoning Board. The procedural requirements for the public hearings
589 shall be identical to those required for a Special Exception. The City Council may
590 impose supplemental conditions of approval to mitigate the impact of the increased
591 parking deficit.

592 **b. Minimum On-Site Count:** No waiver shall be granted that reduces the total number
593 of on-site parking spaces to fewer than three (3). Of these three required spaces, at
594 least one (1) shall be designated and constructed as an accessible ADA space.

595 **c. ADA Compliance:**

596 1) **Calculation of ADA Stalls:** A parking waiver shall not reduce the number of
597 accessible (ADA) spaces required by the Florida Building Code. All required
598 accessible spaces must be provided on-site. If the site cannot physically
599 accommodate the minimum required number of accessible spaces while also
600 meeting the Minimum Base Parking requirement for the site, the property shall be
601 deemed ineligible for a waiver under this Section.

602 2) **Site Rehabilitation:** Issuance of any parking waiver is contingent upon the site
603 achieving full exterior ADA accessibility. This includes, but is not limited to,
604 compliant accessible stalls, access aisles, and a continuous "accessible route"
605 from the parking area to the building entrance.

606 3) **Interior Compliance:** Requirements for interior building accessibility shall be
607 governed by the Florida Building Code and are not modified by the issuance of a
608 parking waiver.

609 **5. Footprint Expansion Prohibited After Waiver Issued:** Waivers are limited to the
610 existing gross building square footage. Any expansion of the building footprint voids the
611 waiver. Expansion of any outdoor commercial areas (e.g., dining), service, or storage area
612 requires City Council approval.

613 **6. Change of Use After Waiver Issued.** Waivers are issued for the specific use category
614 (per Table 134-607-1) identified at the time of application.

615 **a. Change to a use with equal or less parking demand:** A change to a different use
616 with a parking demand equal to or less than the use for which the waiver was
617 originally issued is permitted during the waiver period without a new application.
618 However, the change of occupancy or use shall not reset, stay, or extend the original
619 waiver expiration date. The original waiver term continues to run from the date of the
620 original issuance.

621 **b. Change to a use with a higher parking requirement:** Any change of use that results
622 in a higher parking requirement under the City Code shall require a new waiver
623 application prior to the issuance of a City Zoning Permit. The approval of a higher-
624 demand use shall not reset, stay, or extend the original waiver expiration date
625 established by the first application.

- 626 **7. Tiered Process, Conditions of Approval and Duration.** All granted waivers shall
627 comply with the specific investment, operational, and administrative requirements
628 associated with the requested waiver duration as established in Table 134-607-2.
- 629 **a. Inspection & Initial Review:** Upon application for a City Zoning Permit, if a parking
630 waiver is determined to be needed, the City Planner (or designee) shall inspect the
631 site and provide the applicant a list of site improvements necessary for the requested
632 waiver to be issued per Table 134-607-2.
- 633 **b. Deviations:** Any proposed deviation from the Table 134-607-2 requirements shall
634 require approval from City Council. Consideration of deviations shall occur at public
635 hearings before both the Planning and Zoning Board and the City Council. Such
636 hearings shall be conducted in accordance with the standards and advertising
637 requirements established for Special Exception applications.
- 638 **c. Conditions of Issuance:** Issuance of the requested waiver requires formal City
639 verification that all requirements have been satisfied. The applicant shall request a
640 final City inspection when the site is ready; all waiver conditions must be fully met
641 prior to the issuance of a Certificate of Occupancy. Should an applicant fail to
642 complete and obtain final inspection approval for all required improvements within
643 12 months from the date of waiver application, the waiver application shall be
644 deemed null and void. Any subsequent request for occupancy shall require a new
645 waiver application, a re-evaluation of the site for compliance with current regulations,
646 and the payment of all applicable review and inspection fees.
- 647 **d. Non-Compliance & Cure Period:** If the site is found non-compliant during the final
648 inspection, the applicant shall be granted a one-time, 30-day cure period to achieve
649 full compliance. This cure period shall apply even if it extends beyond the 12-month
650 life of the waiver application period. Failure to remediate all cited deficiencies within
651 this 30-day timeframe shall result in the automatic forfeiture of the waiver application
652 by operation of law. No further extensions shall be granted administratively beyond
653 this 30-day window. Any subsequent request for occupancy shall require a new
654 waiver application, a re-evaluation of the site for compliance with current regulations,
655 and the assessment of a new review fee to cover administrative costs and site re-
656 inspection.
- 657 **e. Continued Compliance:** Continued Compliance with waiver requirements is
658 required through the duration of the waiver period. If the site is found non-compliant
659 during the waiver duration, the applicant will be given a 30-day cure period from the
660 date of the inspection to achieve full compliance. Failure to remediate all cited
661 deficiencies within the allotted timeframe shall be presented to the Code Enforcement
662 Magistrate and may result in the suspension of the waiver and a fine of up to a \$250
663 per day imposed for each day of continued operation of the site until compliance is
664 restored. The cure period does not extend the waiver expiration date.
- 665 **f. Waiver Expiration & Cessation of Use:** The City will provide a courtesy "Notice of
666 Expiration" to the property owner 90 days prior to the waiver's date of expiration via
667 U.S. Mail to the owner of record listed in the Orange County Property Appraiser's

668 database. However, it remains the sole responsibility of the property owner to track
669 the expiration date; the failure of the City to provide, or the owner to receive, a
670 courtesy notice shall not invalidate the expiration. Upon expiration of the waiver, the
671 authorized use shall immediately cease unless a Tier Transition Application has been
672 received by the City. Continued operation of a use beyond the waiver expiration date
673 without a valid Tier Transition Application shall constitute a violation of this Chapter
674 and may be subject to a fine of up to \$250 per day as determined by the Code
675 Enforcement Special Magistrate.

676 **g. Election of Waiver Extension/Tier Transition:** To ensure continuous operations and
677 avoid a lapse in authorization, a Tier Transition Application should be submitted at
678 least 60 days prior to the current waiver's expiration.

679 1) **The Reprieve:** Operation of the use may continue past the waiver expiration date
680 provided a Tier Transition Application is under active review or the site is within
681 an approved Transition Improvement Deadline.

682 2) **Failure to Complete:** If the required Tier Transition improvements are not
683 completed and verified by City inspection within the applicable Transition
684 Improvement Deadline, the use becomes "unauthorized" and the property owner
685 shall be referred to the Code Enforcement Special Magistrate. The owner may be
686 subject to a fine of up to \$250 per day, accruing retroactively from the date the
687 original waiver expired until the use is discontinued or the improvements are
688 verified.

689 **h. Tier 1 to Tier 2 Waiver Transition Improvement Deadline:** The owner is granted a
690 12-month construction window, measured from the date of the original waiver's
691 expiration, to complete all required Tier 2 physical improvements and requirements.

692 **i. To Tier 3 Waiver Transition Improvement Deadline:** Transition to a Tier 3 Waiver
693 requires full public hearings as identified in Table 134-607-2 with deadline for full
694 compliance established at the hearing, but never longer than two years from the City
695 Council approval.

696 **j. General Tier Transition Requirements:**

697 1) The City shall not process any Tier Transition Application unless the subject
698 property is in full compliance with all requirements of the currently active tier at
699 the time of submittal. Any outstanding code enforcement violations or unfulfilled
700 conditions of the existing waiver must be cured prior to tier transition application
701 acceptance and within the 60 day established application period.

702 2) The existence of code violations, maintenance deficiencies, or the owner's failure
703 to pass a full compliance audit shall not stay, toll, or extend the Tier Transition 60-
704 day application deadline or the waiver expiration date. It is the sole responsibility
705 of the owner to ensure the site is in a "review-ready" condition prior to the
706 application window. Any delay in processing resulting from the owner's failure to
707 maintain the site shall not be grounds for an administrative extension or a claim of
708 City-induced delay.

Table 134-607-2: Tiered Waiver Requirements

Feature	Tier 1: Interim Use 2 Years Duration	Tier 2: Transitional Use 5 Years Duration	Tier 3: Permanent Waiver Indefinite Duration
Property Stewardship	<ul style="list-style-type: none"> ▪ Fresh paint on the building(s). Neon, day-glow/bright colors, highly reflective colors, or similar colors are prohibited on all building exteriors. ▪ Landscaping with irrigation shall be re-established, at a minimum, according to formerly approved site plan. Without a site plan, landscaping requirements shall be consistent with the applicable codes corresponding to building date. ▪ All unpaved areas must be landscaped freshly mulched and "edged" (defined borders). 	<ul style="list-style-type: none"> • All Tier 1 requirements. • Construction of permanent, dumpster enclosure(s) per code requirements. 	All Tier 2 requirements.
Vehicular Use Area Repair & Safety Compliance	<ul style="list-style-type: none"> ▪ The vehicular use area surface shall be paved, uniform, stable, and smooth; free of cracks, potholes, or loose aggregate; and resurfaced as necessary to achieve these conditions. ▪ Parking spaces shall be restriped to re-establish parking spaces in accordance with the formerly approved site plan or consistent with current code design standards. Without site plan availability, parking requirements from the applicable codes (corresponding to building date) shall apply, although in no case shall the parking provided be less than the "Minimum Base Parking." ▪ Regardless of any historical site plan approval or previous configuration, any on-site parking and loading areas that necessitate reverse maneuvers from the parking or loading area onto a public road, or that present unsafe conditions (parking) as identified by the City Engineer, shall be eliminated. The remediation shall be achieved through the physical removal of the driveway apron, the full restoration of the vertical curb per City Engineering Standards, and the installation of code-compliant landscaping within the vacated area. All such remedial actions must be engineered to ensure no negative drainage impacts, such as ponding or stormwater diversion, occur on the subject property, within the public right-of-way, or on adjacent properties. 	<ul style="list-style-type: none"> ▪ All Tier 1 requirements. 	All Tier 2 requirements.

Feature	Tier 1: Interim Use 2 Years Duration	Tier 2: Transitional Use 5 Years Duration	Tier 3: Permanent Waiver Indefinite Duration
Access Management:		Elimination of redundant or oversized driveways, unless determined by City Engineer to be necessary for onsite vehicular circulation. The remediation shall be achieved through the physical removal of the driveway apron, the full restoration of the vertical curb per City Engineering Standards, and the installation of code-compliant landscaping within the vacated area. All such remedial actions must be engineered to ensure no negative drainage impacts, such as ponding or stormwater diversion, occur on the subject property, within the public right-of-way, or on adjacent properties. If cross access is available from adjacent property and the connection to the subject property is practical, elimination of driveway connection to State Road 527 may be required.	All Tier 2 requirements.
Cross access Easement		If located within the ECD, an easement to facilitate cross access to adjacent non-residential zoned property, as determined by the city engineer, shall be identified on a site plan and recorded in Orange County Records unless cross access is deemed unfeasible by the City Engineer due to severe physical, environmental, or safety constraints.	All Tier 2 requirements.
Structure & Aesthetics	If in ECD, all glass facing a public road right-of-way shall remain transparent or be used for active displays. Opaque window tints, heavy curtains, or "blacked-out" vinyl wraps, boarded-up windows, or situating interior fixtures/furniture or storage that will block a window is prohibited.	All Tier 1 requirements. If located in ECD, installation of ECD-standard sidewalk in the People Space shall be provided, which may include the establishment of a pedestrian easement if the existing right-of-way is insufficient. If located in ECD, the facade shall be refreshed to work towards the ECD building design standards to the extent possible as determined by the City Planner (or designee).	All Tier 1 requirements. If located in ECD, installation of ECD-standard sidewalk in the People Space shall be provided, which may include the establishment of a pedestrian easement if the existing right-of-way is insufficient. If in ECD, Façade Rehab shall be required such as removal of non-contributing false facades, non-sandblasting building cleaning, stucco restore, painting, replacement or reconstructive woodwork, new doors and windows. Professional stormwater management assessment and retrofit to the maximum extent practicable as determined by the City Engineer.

Feature	Tier 1: Interim Use 2 Years Duration	Tier 2: Transitional Use 5 Years Duration	Tier 3: Permanent Waiver Indefinite Duration
Alternative Transportation Modes	If in ECD, bike parking shall be provided consistent with Code Section 134-471.	Same as Tier 1	Same as Tier 2 If in the ECD, a permanent paved/concrete 6 feet wide pedestrian path shall be provided to connect the building entrance to the public sidewalk along the road.
Fencing & Walls			If in the ECD, with the exception of decorative railings for outdoor cafes, fences are not allowed forward of the building on any street side. Decorative railings for cafes shall not exceed three feet in height. Fences/walls onsite shall not create a barrier to existing or future cross access easements. Maximum height of fences/wall will be 48 inches, except along the property lines shared with a residential lot, where the ECD required wall shall be provided. Chain link fencing, when allowed, must be black vinyl-coated and not be visible from a road public right-of-way.

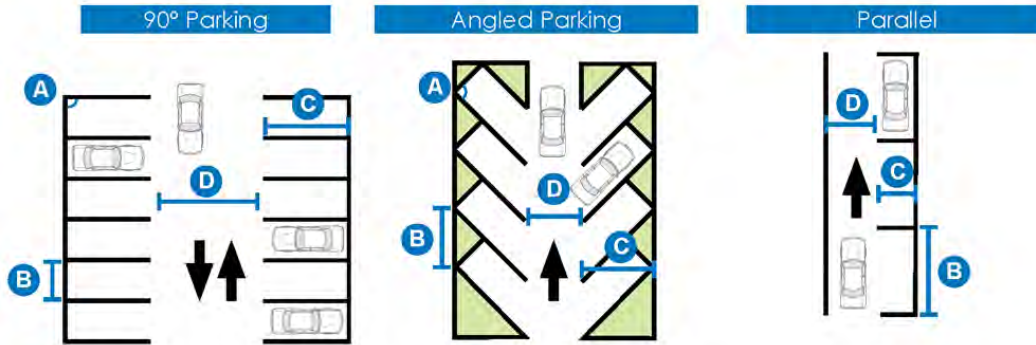
Feature	Tier 1: Interim Use 2 Years Duration	Tier 2: Transitional Use 5 Years Duration	Tier 3: Long Term Duration
<p>Administrative Requirements</p>	<p>1. Future Intent Sworn Affidavit: The property owner must sign a "Future Intent" notarized affidavit, in a form approved by the City Attorney, acknowledging that if a subsequent waiver tier is not granted, the use of the property shall cease at the waiver expiration date.</p> <p>2. Notarized Affidavit for Continued Compliance: The property owner (and lease, if applicable) must acknowledge the continuous obligation of maintaining the requirements of the waiver. Any failure in compliance shall constitute a violation of the waiver conditions and may lead to the immediate revocation of the waiver.</p> <p>3. Towing and Enforcement Notarized Affidavit: The property owner (and lessee, if applicable) shall execute an affidavit and restrictive covenant, in a form approved by the City Attorney, expressly authorizing the City—including Law Enforcement and Code Enforcement officers—to enter the subject property to enforce Code requirements, including, but not necessarily limited to, parking and traffic codes. This authorization specifically empowers the City to cite or remove (tow) vehicles parked outside of designated, striped parking stalls, including those in drive aisles, fire lanes, or on unpaved, landscaped, or stormwater management areas.</p> <p>4. Conditions of Approval Notarized Affidavit: If a public hearing was required, acknowledgement of any conditions of approval, if applicable.</p>	<p>1. All Tier 1 Affidavits.</p> <p>2. Binding Site Plan + Façade Plan: Staff approved site plan demonstrating site investments and Façade Improvement Plan with renderings (including colors) of all building sides facing a public ROW.</p>	<p>1. Public Hearing Approval (Per Special Exception Procedures): Planning and Zoning Board and City Council with decision criteria being parking spillover potential, operational safety, and, if within the ECD, demonstration that the site and building, with proposed improvements, will be a "Permanent Asset" to the ECD. Specific conditions and mitigation measures, including limits on occupancy, hours, or mandatory valet/rideshare plans, may be attached to approval.</p> <p>2. Binding Site Plan + Façade Plan: Submittal of site plan demonstrating investments and façade improvement plan with renderings (including colors) of all building sides facing a public ROW.</p> <p>3. If in ECD, provision of a narrative demonstrating that the proposed site improvements provide a net benefit to the ECD that outweighs the impact of the parking deficiency.</p> <p>4. Sworn Affidavits</p> <ul style="list-style-type: none"> a. All Tier 1 Affidavits b. Expiration Affidavit: Acknowledging that the Tier 3 waiver remains valid for the life of the structure except shall automatically expire upon: <ul style="list-style-type: none"> •Damage or destruction of the building exceeding 50% of its assessed value. •Any request to increase the building’s gross square feet. •A change to a use with a higher parking demand. c. Conditions of Approval Notarized Affidavit: Acknowledging any and all conditions of approval established by City Council. d. Shared Parking Agreement Notarized Affidavit: If a Shared Parking agreement is used for mitigation, an affidavit stating a breach of the agreement automatically terminates the waiver unless a replacement agreement is provided within 30 days.

715 **Sec. 134-608. - On-site Parking Lot Design Requirements.**

716 **A. Site Plan Required:** For any new construction, modification, or restriping of an existing
 717 parking lot, a professionally drawn site plan shall be submitted for review and approval by
 718 the City Engineer. This plan shall clearly depict all parking and loading areas and
 719 demonstrate compliance with the minimum design standards set forth in Exhibit 134-608-1.

720 Exhibit 134-608-1: Minimum Parking Lot Design Standards

721 Figure 1. Off-Street Parking Design Standards



722

A	B	C	D	
	Stall Width (feet) (measured parallel to the aisle)	Stall Depth (feet) (measured perpendicular to aisle)	Drive Aisle Width	
Parking Angle (degrees)			One-Way Travel Lane (feet)	Two-Way Travel Lane (feet)
0 (Parallel)	22	8	12	24
30	18	17	12	24
45	12	19	18	24
60	10	20	18	24
90	10	18	20	24

723

724 **B. Paved surface.**

725 1. Except where allowed in this code section, all parking areas shall have durable all-
 726 weather surfaces for vehicle use areas, shall be properly drained and shall be designed
 727 with regard to pedestrian safety. For purposes of this article, a durable, all-weather
 728 surface shall consist of an improved surface, including concrete, asphalt, and other
 729 permanent surfaces.

730 2. No impervious paving shall be located within the Critical Root Zone (CRZ) of any tree.
 731 The CRZ is defined as the area of ground included within the drip line (the outermost
 732 extent of the tree canopy) or a circular area with a radius of one (1) foot for every one (1)
 733 inch of tree diameter (DBH), whichever is greater. For trees twelve (12) inches or more
 734 in diameter, or where site constraints make full CRZ protection infeasible, the City's
 735 Landscape Architect or a certified arborist may approve the use of permeable paving
 736 systems or alternative protection measures, provided an Operational Tree Protection Plan
 737 is submitted and approved by the City's Landscape Architect.

738 **C. Curbing:** Parking lot perimeters, driveways, and parking row landscaping breaks shall be

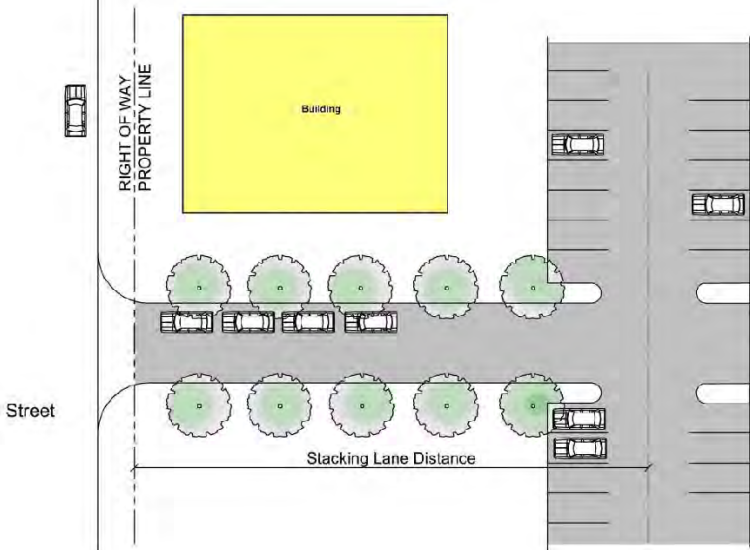
739 constructed with continuous curbing to prevent unauthorized vehicular encroachment onto
740 unpaved or landscaped areas or adjacent right-of-way or pedestrian path. Wheel stops will
741 be required in addition to the curbing where necessary to protect landscaping, pedestrian
742 walkways and structures. Where authorized by the City Engineer, wheel stops may be used in
743 lieu of curbing.

744 **D. Access Management.**

745 **1. Driveway Spacing.** Driveway connection spacing shall be consistent with the FDOT
746 Design Manual. The City Engineer may waive the required driveway spacing from an
747 intersection on a road that is not under State or County jurisdiction when compliance with
748 the standards is not feasible. For waivers regarding State and County roads, approval
749 must be obtained directly from the FDOT or Orange County, as applicable.

750 **2. Minimum Driveway Stacking.** Driveways of nonresidential and multi-family residential
751 developments connecting to the street rights-of-way shall provide a minimum of 37 feet
752 between the edge of the street right-of-way and entrances into parking areas (aka throat
753 distance). Additional stacking length may be required due to other Code requirements or
754 recommendation by the City Engineer. **The City Engineer may reduce the throat
755 distance where the driveway connects to a road that is not under State or County
756 jurisdiction, provided that a unique physical constraint, such as exceptional shallow
757 lot depth or the location of existing structural brick buildings, prevents full
758 compliance. In no instance shall the City Engineer reduce the throat distance to less
759 than 25 feet on a local street.** Stacking lane distance is measured from the intersection
760 of the driveway with the street right-of-way, along the centerline of the stacking lane, to
761 its intersection with the centerline of the first entrance into a parking area or other
762 internal intersecting driveway (See Exhibit 134-608-2). For parallel parking spaces,
763 the minimum distance from the first parallel space to the stop sign/intersection driveway
764 shall be 25 feet.

766 Exhibit 134-608-2: Example of Driveway Entrance Stacking Lane Measurement



767

- 768 **3. Addition to Existing Development Access Standards.** Additions to existing
769 development shall be required to meet access management requirements to the extent
770 determined feasible by the City Engineer. This includes, but is not limited to, requirement
771 to reduce the width of existing driveways or consolidating multiple driveways.
- 772 **4. Safe Onsite Maneuvering.** Parking and loading area design must provide sufficient on-
773 site turning and maneuvering space so that no vehicle is required to back onto or from
774 any public street. This standard applies to all lots, including additions and redevelopment.
- 775 **5. Mandatory Bypass Lane for Drive Up Windows.** A bypass lane is required for any use
776 designed with a drive-up window.
- 777 **E. Pedestrian circulation requirement.** An adequate and safe pedestrian circulation system
778 shall be provided for all multi-family and nonresidential development ensuring the
779 following:
- 780 **1. On-Site Connectivity:** Direct pedestrian paths shall connect all parking areas and the
781 primary entrances of all buildings. Pedestrian crossings at driveways or internal travel
782 lanes shall be signed and physically delineated with variations in pavement materials
783 (e.g., pavers or stamped concrete) or high-visibility markings.
- 784 **2. Public System Connectivity:** On-site pedestrian paths shall connect to the adjacent
785 public pedestrian system (sidewalks and transit stops) at a minimum ratio of one access
786 point for each public vehicular access point. This requirement excludes access points
787 intended primarily for service, delivery, or employee vehicles.
- 788 **3. Sidewalk Width and Materials:** Unless a greater width is required by the specific
789 zoning district, all internal pedestrian walkways shall be a minimum of five feet in width.
790 Materials shall consist of concrete, brick, or other durable, slip-resistant surfaces as
791 approved by the City Engineer. A reduction to four feet may be authorized by the City
792 Engineer for short distances where physical site constraints exist, provided ADA passing
793 space requirements are met.
- 794 **F. Vehicular and Pedestrian Cross Access Required.** Vehicular and Pedestrian cross-access
795 shall be provided between adjacent properties used for multifamily and/or nonresidential
796 uses, consistent with sound engineering principles. This connection must consist of a
797 minimum 22-foot wide paved drive aisle extending to the property line. A recorded
798 easement, granting the right of vehicular cross-access, must be recorded in the official county
799 public records.
- 800 **G. Landscape requirements.** Landscaping must meet the requirements of the City landscaping
801 regulations set out in Chapter 114, as amended from time to time.
- 802 **H. Residential Compatibility.** When vehicular use areas (including driveways and parking lots)
803 are adjacent to residential zoned property, an opaque screening wall shall be required to be
804 constructed on or within five feet from the shared property line in order to eliminate
805 problems of noise and lights with respect to adjacent residential uses. Such wall shall be of
806 concrete, masonry or other permanent material, shall be maintenance free, and shall be at
807 least seven (7) feet in height. For the purpose of this subsection, "adjacent" shall mean that
808 no intervening building or permanent, substantial structure is located between the vehicular
809 use area and the residential property line.

- 810 **I. Unpaved Parking Regulations.**
- 811 **1. General Prohibition:** Parking on unpaved, vegetated surfaces, or non-designated
- 812 circulation aisles is generally prohibited.
- 813 **2. Limited Exceptions:** Notwithstanding this general prohibition, the City recognizes two
- 814 specific instances where unpaved surfaces may be permitted: Temporary Event Parking
- 815 when tied to an approved Special Event Permit and for Permanent Protection for the
- 816 Specimen and Historic trees as defined in Code Chapter 130 and their critical root zones.
- 817 Neither exception shall be used to circumvent requirements for permanent, paved parking
- 818 for routine or recurring uses.
- 819 **a. Temporary Event Parking.**
- 820 1) Applicability and Limitations
- 821 a) Event-Specific Only: Unpaved parking is permitted only in conjunction with a
- 822 valid, City-issued Special Event Permit.
- 823 b) Frequency Cap: No parcel, property or business shall utilize or be authorized
- 824 to have unpaved parking more than two (2) times per calendar year. Each
- 825 occurrence shall not exceed seventy-two (72) consecutive hours.
- 826 c) Ineligible Uses: This Section shall not be used to satisfy the minimum parking
- 827 requirements for any permanent or recurring use. "Recurring use" is defined
- 828 as any activity occurring more than twice in a 12-month period, including but
- 829 not limited to weekly or monthly religious services/conferences, or overflow
- 830 parking for established businesses.
- 831 d) Surface Condition Standards: The area must have existing stabilized land with
- 832 established, drought-tolerant sod or other ground cover. The use of bare dirt,
- 833 loose sand, or any area with less than 90% vegetative cover is strictly
- 834 prohibited.
- 835 2) Application and Site Plan Requirements: A complete application signed by the
- 836 user of the unpaved parking and the property owner of the unpaved parking
- 837 location must be submitted at least thirty (30) days prior to the event. The
- 838 application shall include:
- 839 a) Event Location: The property address and tax parcel ID where the special
- 840 event will be taking place.
- 841 b) Aerial Image/Sketch: A clear map (e.g., a marked-up Google Earth image)
- 842 identifying the specific area of the parcel to be used for parking and proposed
- 843 ingress and egress routes. The parking area shall not include,
- 844
 - The Critical Root Zone (CRZ) of any tree onsite;
 - Landscaped Buffers: Any area within an approved or required landscaped
 - 846 buffer; or
 - Stormwater Infrastructure: Any designated stormwater management area
 - 848 or swale.
- 849 c) Use Estimate: The maximum number of vehicles expected.
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- d) Notarized Affidavits:
 - i. Owner Liability: All applications for temporary unpaved parking must include a signed statement from the property owner acknowledging joint and severally liability with the applicant for the maintenance of site conditions, adherence to all requirements, and the restoration of the site per this Code section. The property owner further acknowledges responsibility for any outstanding violation fees incurred due to non-compliance of temporary parking requirements or failure to restore the site.
 - ii. Right-of-Entry & Remediation Notarized Affidavit: authorizing Law Enforcement and Code Enforcement to enter the property without a warrant to check compliance and restoration and to place a lien if necessary for restoration.
 - iii. Agent Authorization: If the applicant is not the fee simple owner of the property (such as a tenant or event organizer), the application must include a notarized affidavit of authorization signed by the property owner. This affidavit shall expressly grant the applicant permission to utilize the site for temporary unpaved parking and shall confirm the owner's awareness of the joint and several liability requirements set forth in this Section.
 - 3) Operational and Safety Standards
 - a) Traffic Control: For events expecting more than 50 vehicles, professional traffic control (off-duty police or certified flaggers) shall be provided **within the adjacent public right-of-way** at the applicant's sole expense **to manage traffic if determined necessary by the City. In making this determination, the City shall consider the speed limit and geometry of the adjacent roadway, available sight distances, the configuration of the site access points, projected peak arrival times, and the volume and safety of pedestrian crossings within the public right-of-way.** Such traffic control shall be detailed on the application.
 - b) Lighting: If the unpaved parking area is proposed to be utilized after sunset, the applicant shall provide temporary lighting sufficient to ensure pedestrian and vehicular safety. All lighting shall be shielded and downward-directed to prevent light spillage or glare onto adjacent properties or public rights-of-way.
 - c) Parking is permitted only within the area identified in the application.
 - d) A clear path (minimum 20 feet wide) must be maintained at all times to allow Fire and Emergency vehicles to reach any part of the property.
 - e) ADA Compliance: Grass or unpaved areas shall not be used to meet ADA/ Accessible Space requirements.
 - f) Restoration Liability: The property owner and applicant shall be held jointly and severally liable for restoring the site to its pre-event condition within 48 hours of the event's conclusion. Restoration shall include, but is not limited to: the complete removal of all debris and temporary structures; the repair of turf

893 ruts or soil compaction; and the professional mechanical cleaning of any
894 sediment or track-out deposited into the public right-of-way.

895 4) Enforcement and Penalties

- 896 a) If the owner or applicant fails to remediate impacts to the public right-of-way
897 within the required timeframe, the City is authorized to implement all
898 necessary mitigation measures. All costs associated with such City-led
899 remediation shall be the sole responsibility of the property owner and may be
900 recovered by the City through all available legal means, including the
901 placement of a municipal lien against the property
- 902 b) Immediate Cease and Desist: Any unpaved parking occurring without an
903 active Special Event Permit, or in violation of the specific location and
904 quantity standards of an issued permit, shall be subject to an immediate Cease
905 and Desist order. Upon issuance of such an order, all unauthorized parking
906 activity must terminate immediately, and the site must be cleared of vehicles
907 as directed by Law Enforcement or Code Enforcement.
- 908 c) Fines: Each vehicle parked in violation of this Section, or in excess of the
909 quantity authorized by a Special Event Permit, shall constitute a separate and
910 individual violation. Such violations shall be subject to the maximum
911 cumulative penalty authorized by Florida Statute Chapter 162. Furthermore,
912 each day the site remains out of compliance shall constitute a separate
913 violation for each vehicle, and such violations will be subject to daily fines
914 until compliance is achieved.

915 **b. Permanent Unpaved Parking for Preservation of Specimen and Historic trees**

916 This section shall be strictly construed to favor the protection of Specimen and
917 Historic trees and their associated Critical Root Zones (CRZ) over the convenience of
918 standard pavement vehicle storage through the use of specialized permeable systems
919 as authorized by the City's Landscape Architect or a certified arborist to ensure long-
920 term tree viability while preventing soil compaction.

921 1) Design Requirements

- 922 a) Reinforced Turf System: All approved areas shall utilize a structurally
923 reinforced pervious paving system (e.g., geocells or permeable pavers).
924 Standard unreinforced grass, gravel, wood chips, and mulch are strictly
925 prohibited.
- 926 b) Drainage Standard: The reinforced turf system shall be designed to remain
927 free of standing water for more than 48 hours following a rain event.
- 928 c) Stormwater Management: The City Engineer shall make a finding that, as
929 proposed, pollutants will be captured/treated and that the design prevents
930 "ponding" or runoff onto adjacent properties.
- 931 d) Delineation and Striping: The boundaries of all unpaved parking spaces and
932 drive aisles must be clearly and permanently delineated in a manner that
933 protects the root systems of significant trees. Non-invasive, surface-mounted
934 delineation methods shall be required within the CRZ; these include fixed

935 bollards, timber headers, or recycled plastic/composite curbing pinned to the
936 surface without sub-grade excavation. Invasive alternatives, such as concrete
937 curbing and inset pavers, are permitted only in areas located entirely outside
938 the drip line or CRZ of protected trees. Heavy-duty rubber or concrete wheel
939 stops anchored with surface pins may be used to define individual stalls.
940 Natural barriers, such as large decorative boulders or landscape groupings as
941 approved by the City's Landscape Architect, may be used to prevent vehicle
942 encroachment into landscape buffers or tree protection areas.

943 e) Site Plan Review: Unpaved areas must meet all Code requirements for
944 setbacks, dimensions, and landscaping.

945 2) Maintenance and Administrative Requirements

946 a) Maintenance Plan: A detailed ongoing maintenance plan shall be submitted to
947 and approved by the City Engineer, the terms of which shall serve as a
948 perpetual covenant binding upon the property owner and all successors in
949 interest. The plan shall include:

- 950 • Notarized Signature: A notarized signature by the property owner
951 acknowledging that the maintenance and restoration requirements are a
952 condition of the site's approval and that it is incumbent on the property
953 owner to maintain records of the required maintenance and to make the
954 maintenance records available for inspection by the City upon request.
- 955 • Cleaning Schedule: Acknowledgment that the permeable system shall be
956 vacuumed or pressure-cleaned at least once annually, or more frequently
957 as recommended by the manufacturer, to remove accumulated sediment
958 and debris.
- 959 • Structural Integrity Commitment: A commitment that the surface must be
960 maintained in a stable, level condition and that the property owner is
961 responsible for the prompt repair of any damaged reinforced turf, broken
962 geocells, or sunken pavers to prevent soil compaction and ensure safe
963 vehicle movement.

964 b) Administrative Compliance and Enforcement:

- 965 • Verification: The property owner shall maintain records of the required
966 maintenance and make them available for inspection by the City upon
967 request. If a deficiency is suspected, the City reserves the right to require a
968 letter signed and sealed by a licensed professional engineer certifying the
969 system is functioning as designed.
- 970 • Notice to Cure and Penalties: Failure to adhere to the approved
971 maintenance plan or performance standards shall constitute a violation of
972 this Section. Upon discovery of a deficiency (e.g., clogged pavers,
973 damaged geocells, or lack of certification), the City shall provide a 15-day
974 Notice to Cure or a City-approved remediation schedule. If the deficiency
975 is not remediated within the required cure period, the matter shall be
976 referred to the Code Enforcement Special Magistrate. Upon a finding of

977 non-compliance, a fine of up to \$250 per day may be imposed until the
978 system is restored and verified by the City Engineer.
979

980 **Sec. 134-609. Off-site Parking Option.**

981 **A. Intent:** To facilitate efficient land use, support economic vibrancy, and enhance walkability
982 and community character, required parking may be provided on property other than the lot
983 containing the principal use (off-site parking), subject to the provisions of this subsection.
984 Off-site parking may be established under two primary conditions:

- 985 **1. Off-site use has complementary hours:** On property occupied by uses with
986 complementary hours, meaning the peak parking demands of the different uses occur at
987 distinct times, resulting in no overlap of their respective demands for shared spaces; OR
- 988 **2. Off-Site use has excess parking:** On property that has parking spaces exceeding the
989 minimum required for its existing uses. For such sites, only the number of parking spaces
990 that exceed the minimum required for the use on the off-site property shall be available
991 for sharing.

992 **B. Criteria for Approval:** In both cases, the use of off-site parking shall be meet the following
993 criteria.

- 994 **1. Arterial Crossing Prohibition:** Parking spaces located across an arterial road from the
995 principal building they are intended to serve are prohibited from being counted toward
996 the minimum required parking.
- 997 **2. Proximity and Pedestrian Access:** An off-site parking space may be utilized to fulfill
998 the minimum parking requirements, provided it is located within 1,320 feet of the
999 principal entrance of the building it is intended to serve. The distance shall be measured
1000 along a Pedestrian-Friendly Path (as defined in Section 134-606) from each parking space
1001 to the principal entrance with the path crossing a non-arterial street at a designated
1002 crosswalk with ADA compliant ramps.
- 1003 **3. Lighting:** The portion of the Pedestrian-Friendly Path located on the subject property and
1004 the associated off-site parking property shall be illuminated to ensure pedestrian visibility
1005 during low-light conditions, consistent with standards approved by the City Engineer.
- 1006 **4. On-Site Minimum:** At least 30 percent of the total parking spaces required by Section
1007 134-607, or any other provision of this Code of Ordinances, shall be provided on-site.
1008 Any onsite parking, except Accessible Parking, shall be signed for short-term/visitor
1009 parking only.
- 1010 **5. Accessible Parking Spaces:** No required Accessible Parking Spaces may be provided
1011 off-site as calculated by the total square footage of the use.
- 1012 **6. Approved Parking Area:** Off-site parking spaces may only be counted toward required
1013 parking if such spaces are located on a paved and lined/striped parking area which has
1014 been approved, permitted, and inspected by the City for use as a parking area.

1015 **C. Application Requirements**

- 1016 **1. Parking Study for Non-Excess Parking:** **For proposals that are not using excess**
1017 **parking on an offsite property, an operating schedule shall be submitted**
1018 **demonstrating how the distinct operational schedules and peak parking demands of**

1019 participating uses can operate together efficiently without conflict, ensuring no
1020 overlap of the maximum combined parking need at any given time. If determined
1021 necessary by City staff due to the scale, complexity, or unique operational
1022 characteristics of the proposed development or offsite business, a comprehensive
1023 parking study, prepared by a qualified traffic engineer licensed in the State of
1024 Florida, will be required. If the applicant disagrees with staff's determination
1025 requiring the engineering study, the applicant may appeal that specific requirement
1026 to the City Council for a final determination. The documentation shall be the basis
1027 for the consideration of approval of the request.

- 1028 2. **Shared Parking Agreement:** A draft shared parking agreement shall be submitted to the
1029 city no later than submission of an application for site plan review for new development
1030 and no later than submission of an application for the Zoning Use Approval for a new
1031 business in an existing building. City legal staff must approve the fully executed
1032 agreement prior to City staff issuing Zoning Use Approval. The parking agreement shall
1033 include the following.

1034 **a. Parties and Properties:** Legal names of all property owners involved (and lessee of
1035 the space that will use the shared parking if applicable) and precise legal descriptions
1036 (including Property Tax Parcel ID numbers and address) of the properties.

1037 **b. Maintenance Responsibility:** Identification of which party is responsible for the
1038 maintenance of parking area.

1039 **c. Specifics of Use:** Specificity as to the number of shared spaces, days and hours when
1040 the shared parking spaces may be used by the party granted use of the shared parking
1041 spaces (note: the identified times/days shall match the operational hours of the
1042 business requesting the shared spaces).

1043 **d. Duration of the agreement.**

1044 **e. Termination and Modification:** Provision that the agreement shall not:

1045 1) Be terminated without cause; nor,

1046 2) Allow the number of the hours of availability of shared parking spaces to be
1047 reduced for the length of the agreement without at least 180 days' notice in
1048 writing delivered to all parties including the City.

1049 **f. Acknowledgment of Risk:** Acknowledgment and agreement by the grantee of the
1050 shared parking spaces that if such shared parking spaces become unavailable for any
1051 reason, the grantee must immediately reduce its use of the property benefitted by the
1052 shared parking agreement in a manner that existing available parking shall be
1053 sufficient to meet the parking requirements of this Code. The grantee shall
1054 acknowledge that it understands the loss of shared parking spaces may have negative
1055 financial impacts to it and that it accepts the risk of such impacts and shall hold the
1056 City harmless from any lawful action taken by the City to cause compliance.

1057 **g. City as Party:** Inclusion of the city as a party to the agreement for the purpose of
1058 enforcing any of the above required provisions.

1059 **h. Attestation:** Notarized or attested signatures of all parties.

1060 **3. Annual Verification:** Any property owner or grantee utilizing an off-site shared parking
1061 agreement shall verify that such shared parking agreement remains in full force and effect
1062 at the time of renewing its local business tax receipt. Should a shared parking agreement
1063 be found to be no longer in effect, the property owner is obligated to demonstrate
1064 alternate provision of parking that fully complies with existing Code requirements.
1065 Failure to provide such proof will result in the initiation of Code violation proceedings.
1066 Failure to submit annual verification shall automatically suspend the validity of the
1067 Zoning Use Approval until compliance is restored.
1068

1069 **Sec. 134-610. On-Site Loading and Unloading requirements.**

1070 There shall be provided on the same lot with each nonresidential building or structure adequate
1071 space for loading, unloading and the maneuvering of vehicles as determined by the City
1072 Engineer. There shall be no loading or unloading of vehicles in a public right-of-way.
1073 Maneuvering space shall be provided so that no backing onto or from a public street is required.
1074 All loading and maneuvering areas shall be a hard, paved surface properly drained; shall be
1075 designed with regard to pedestrian safety; shall have direct access to public streets; and shall be
1076 screened from adjacent residentially zoned property per code requirements.
1077

1078 **Sec. 134-611. Use of Parking and Loading Areas.**

1079 **A. Permanent Reservation.** The area reserved for parking or loading in accordance with the
1080 requirements of this article shall not be reduced in area or changed to any other use unless the
1081 permitted use which it serves is permanently discontinued; or modified such that the required
1082 parking or loading is reduced in accordance with the standards of this Article; or equivalent
1083 parking or loading space, meeting all applicable requirements of this Article, is provided
1084 elsewhere on the same lot or through an approved off-site arrangement. No parcel shall be
1085 divided, subdivided, or otherwise reconfigured if such action results in any resulting lot
1086 having fewer than the minimum required parking and loading spaces for the existing or
1087 proposed use. Each resulting parcel must independently satisfy the minimum parking
1088 required and all applicable site design standards (including access and maneuverability)
1089 within its own boundaries, unless a shared parking agreement or restrictive covenant is
1090 approved by the City and recorded in the Public Records.

1091 **B. Permitted Use of Parking Spaces.** Required parking spaces shall be used solely for the
1092 parking of licensed, motorized vehicles in operating condition.

1093 **C. Prohibited Uses and Activities.** Except as specifically authorized by a Special Event Permit
1094 or an approved site plan, required parking spaces shall not be used for:

1095 **1. Commercial Storage:** The storage, display, or sale of merchandise, inventory, or
1096 equipment.

1097 **2. Mobile Vending:** The placement of mobile food dispensing vehicles (food trucks) or
1098 trailers.

1099 **3. Refuse & Containers:** The location of shipping containers, dumpsters, or portable
1100 storage units.

1101 **4. Vehicle Service:** The repair, dismantling, or servicing of vehicles is prohibited within
1102 required parking spaces, with the exception of minor emergency services such as flat tire
1103 changes or battery jumps; the areas shall not be used for the storage of vehicles awaiting
1104 or undergoing repair.

1105 **5. General Obstruction:** Any other commercial activity that renders the space unavailable
1106 for its intended purpose of vehicle parking.

1107 **D. Prohibition of Standalone or Commercial Parking as a Principal Use.** The use of any
1108 parcel as a standalone, commercial, or fee-based parking lot as a principal use is prohibited.
1109 Parking lots shall only be permitted as an accessory use to a primary building or a new
1110 principal use. No permit shall be issued for the construction or operation of a parking facility
1111 that is not designed to serve a specific, concurrent primary use on the same or a legally
1112 unified parcel. The absence of a primary building or active principal use on a site shall render
1113 any permanent vehicle parking on that site a violation of this Chapter, regardless of whether a
1114 fee is charged.

1115 **E. Authorized Parking Areas.** Except as otherwise provided for in these parking regulations, all
1116 vehicles onsite shall be parked exclusively within striped parking spaces on an improved,
1117 permanent surface.

1118 **F. Continuous Availability.** All required parking spaces must remain unobstructed and
1119 accessible for vehicle use during the business hours of the primary use. This includes
1120 ensuring that valet operations or "reserved" markings do not reduce the total number of
1121 spaces available to the public below the minimum required by this Chapter (unless otherwise
1122 approved).

1123
1124 **Sec. 134-612 Maintenance of Parking and Unloading/Loading Areas.**

1125 **A. General Maintenance.** The property owner shall ensure parking and loading areas and
1126 associated maneuvering aisles, access drives, and landscaping shall be continuously
1127 maintained in a safe, functional, and aesthetically pleasing condition. This includes, but is not
1128 limited to, maintenance of the paved surface, drainage, lighting, and landscaping. All
1129 surfaces shall remain free of "alligator cracking," deep ruts, or structural failure. All required
1130 landscaping shall be maintained in a healthy, weed-free, and trimmed state.

1131 **B. Striping and Markings.** All parking stall stripes, directional arrows, "No Parking" fire lane
1132 designations, and ADA-compliant signs and symbols per the approved site plan must remain
1133 free from significant fading, accumulated debris, or physical obstructions. All markings shall
1134 be free of gaps exceeding four (4) inches in any solid stripe. Any conditions to the contrary
1135 shall be rectified within 90 days of written notice from the City.

1136 **C. Changes in Parking Layouts.**
1137 1. Any modification to a parking layout, configuration, or design shall require the
1138 submission of a revised site plan in accordance with current design standards and must be
1139 approved by the City Engineer or City Planner.

1140 2. In lieu of a full engineered site plan, the City may accept a Parking Compliance Survey
1141 prepared and sealed by a registered surveyor. This sketch must document the existing
1142 "as-built" conditions by including:

- 1143 • Layout & Dimensions: A scaled drawing showing the number of spaces and the
1144 measurements of stall widths, depths, and drive-aisle clearances.
- 1145 • Surface Type: Identification of the existing surface material (e.g., asphalt, concrete, or
1146 gravel) and the location of existing curbing or wheel stops.
- 1147 • ADA Elements: The location and dimensions of existing accessible stalls, their access
1148 aisles, and the location of the connecting path to the building entrance.

1149 Upon submission of the Parking Compliance Survey, the City Engineer shall review the
1150 data to verify the facility's substantial compliance with this Code. If the City Engineer
1151 determines the layout demonstrates compliance, the survey shall be recorded as the new
1152 Approved Site Plan for parking purposes. The City Engineer retains the authority to
1153 require a full engineered site plan should the survey reveal non-conforming conditions or
1154 safety concerns.

1155 3. Required ADA Retrofit: Any restriping of the parking lot shall require compliance with
1156 all current applicable accessibility standards as set forth by the ADA, Florida Building
1157 Code and any other applicable federal, state, and local regulations. This includes, but is
1158 not limited to, the dimensions, location, and number of accessible parking spaces, access
1159 aisles, and signage.

1160
1161 If, in the process of retrofitting a parking lot to provide Accessible Parking Spaces in
1162 accordance with ADA requirements, the total number of parking spaces on the property
1163 falls below the minimum number otherwise required by this Chapter, the reduced number
1164 spaces shall be considered a legal nonconformity for the current development
1165 intensity/use. This nonconformity shall not be deemed a violation of this Code, provided
1166 that the reduction is solely attributable to the provision of Accessible Parking and the
1167 maximum feasible number of overall parking spaces is maintained. The reduction in total
1168 parking for compliance with ADA requirements shall be taken into consideration when
1169 evaluating any future changes to the property or use that would typically trigger a
1170 requirement for additional parking, with the intent of minimizing further parking
1171 deficiencies while upholding ADA compliance. In such cases, the applicant shall
1172 demonstrate that all reasonable efforts are being made to address any new parking
1173 demand while maintaining the existing legal nonconformity status.

1174 **4. Grandfathering of Pre-Existing Stall Dimensions During Routine Maintenance and**
1175 **Restriping:**

1176 a. Stall Width Exception: Existing parking facilities legally established under prior
1177 codes that allowed a minimum stall width of nine (9) feet may be maintained and
1178 restriped using the pre-existing nine (9) foot stall width, provided that the restriping
1179 matches an approved site plan or an approved Parking Compliance Survey as outlined
1180 in Section 134-612(C)(2).

- 1181 b. Retaining Space Counts: Restriping under this exception shall maintain or increase
 1182 the total number of parking spaces (except where reductions are strictly required for
 1183 ADA compliance) and shall not diminish existing drive-aisle widths or safe
 1184 directional circulation patterns.
- 1185 c. Triggers for Full Compliance: This dimensional exception shall vanish, and the
 1186 parking facility must be brought into full compliance with the current stall width
 1187 standard, if the property triggers a full parking compliance review under Section 134-
 1188 605, or if physical alterations to the geometry or outer borders of the parking lot are
 1189 proposed.

1190

1191 **Sec. 134-613. Non-Conforming Parking Facilities Amortization**

1192 All parking areas existing at the time of the adoption of this Ordinance must be brought into full
 1193 compliance with the updated surfacing, striping and marking standards. To allow for the
 1194 reasonable recovery of existing investments and to provide adequate time for capital planning,
 1195 the following compliance windows apply from the Effective Date of this Ordinance:

Compliance Window	Improvement Category	Specific Requirements
12 Months	Safety & ADA	Repair of all potholes, installation or replacement of required ADA signage, and compliant blue-and-white striping.
24 Months	Maintenance & Aesthetics	Sealcoating of entire lot, re-striping of all stalls to meet high-contrast standards, and installation of required perimeter landscaping.

1196

1197 **City Council may, upon written application submitted at least 60 days prior to the**
 1198 **applicable amortization deadline, grant a one-time extension of the compliance window. To**
 1199 **grant an extension, the Council must find that the applicant has demonstrated a severe**
 1200 **logistical disruption beyond their control. In no instance shall an extension exceed 12**
 1201 **months. Council’s decision on the extension shall be considered at a public meeting. The**
 1202 **filing of an extension request shall temporarily stay code enforcement actions for that**
 1203 **specific category until the City Council renders a final decision on the extension request.**

1204

1205 Failure to meet the established Amortization deadlines shall result in the withholding or denial of
 1206 any newly requested Certificate of Occupancy (CO) for new or expanding tenants until the
 1207 facility is brought into full compliance. Furthermore, non-compliant properties shall be referred
 1208 to the Special Magistrate for code enforcement action, which may include daily fines.

1209

1210 **Secs. 134-614—134-640. - Reserved.**

1211

1212 **SECTION 2.** Chapter 134, Article IV, Division 12, Section **Sec. 134-**
 1213 **471(4) Access/parking design. (ECD)** of the City of Edgewood Code of Ordinances is modified
 1214 for consistency as follows.

1215 (4) *Shared parking.* See Chapter 134, Article V, Division 5 ~~When any land or~~
1216 ~~building accommodates two or more categories of uses (e.g., residential and commercial), the~~
1217 ~~minimum total number of required parking spaces for each use may be reduced through shared~~
1218 ~~parking as allowed by section 134-607. Reduction in required parking spaces also may be~~
1219 ~~approved if one of the following is met:~~

1220 a. ~~A parking study is submitted as part of the site plan approval process justifying the requested~~
1221 ~~reduction and accepted by city council. This could include provision rideshare/transportation~~
1222 ~~network company drop-off zones. Drop-off zones shall not interfere with transit stops and~~
1223 ~~any designated freight loading zones curbside.~~

1224 b. ~~Developments within a one-quarter mile from a transit stop, as measured from the building to~~
1225 ~~the transit stop along the most direct pedestrian path/sidewalk (which would include a~~
1226 ~~crosswalk if across a road), are eligible for the following:~~

1227 1. ~~The minimum number of parking spaces may be reduced by up to five percent for sites~~
1228 ~~where the closest portion of the building on the requested parcel is no more than a one-~~
1229 ~~fourth of a mile (1,320 linear feet) from a bus stop as measured along the public sidewalk~~
1230 ~~from the bus stop to the primary entrance to the building.~~

1231 2. ~~The minimum number of parking spaces may be reduced by up to 20 percent for sites in~~
1232 ~~which the closest portion of the building on the requested parcel is no more than a one-~~
1233 ~~fourth of a mile (1,320 linear feet) radius from a commuter rail or bus transfer station as~~
1234 ~~measured along the public sidewalk from the bus stop to the primary entrance to the~~
1235 ~~building.~~

1236
1237 **SECTION 3.** The provisions of this Ordinance shall be codified as and become and be
1238 made a part of the Code of Ordinances of the City of Edgewood.

1239
1240 **SECTION 4.** If any section, sentence, phrase, word or portion of this ordinance is
1241 determined to be invalid, unlawful or unconstitutional, said determination shall not be held to
1242 invalidate or impair the validity, force or effect of any other section, sentence, phrase, word or
1243 portion of this Ordinance not otherwise determined to be invalid, unlawful or unconstitutional.

1244
1245 **SECTION 5.** All ordinances that are in conflict with this Ordinance are hereby repealed.

1246
1247 **SECTION 6.** This Ordinance shall become effective immediately upon its passage and
1248 adoption.

1249
1250 **PASSED AND ADOPTED** this _____ day of _____, 2026, by the City
1251 Council of the City of Edgewood, Florida.

1252
1253 PASSED ON FIRST READING: _____

1254
1255 PASSED ON SECOND READING: _____

1256

1257 _____
1258 Richard A. Horn, Council President
1259
1260 *ATTEST:*
1261
1262 _____
1263 Sandy Riffle
1264 City Clerk

UNFINISHED BUSINESS

NEW BUSINESS

Edgewood Park of Commerce (EPOC) Overnight Work Request



MEMO:

To: Honorable Council President and Members of the City Council

From: Sandra Riffle, City Clerk

Date: June 4, 2026

Subject: EPOC Project – Request for Extended/Overnight Construction Hours for Concrete Placement

Executive Summary

The construction team managing the EPOC project (ARCO Murray) has requested authorization to perform large-scale concrete pours outside of the City's standard permitted construction hours. Specifically, they are requesting to operate between **12:00 AM and 7:00 AM** several times per week from **June through September 2026**.

Because current City Code limits standard construction activity to a 9:00 PM curfew and given the potential for significant noise and light disruptions to adjacent residential zones, Mayor Dowless has directed that this item be placed on the June City Council agenda for public awareness, deliberation, and formal determination.

Background

On June 2, 2026, ARCO Murray submitted a formal request to extend working hours for the EPOC project. Per the Edgewood City Code, the Mayor has the administrative authority to approve construction variations on weekends and holidays—typically granted for low-impact, quiet work. However, because this request entails high-intensity, overnight operations over a multi-month period, staff determined that a full Council review is required to address jurisdiction, code alignment, and community impact.

City Senior Project Manager Allen Lane, Jr., PE (CPH Consulting) has reviewed the contractor's specific construction schedule and held a follow-up briefing with ARCO Murray's project manager, Mo, to determine the exact scope of the request.

Discussion & Key Considerations

1. Contractor's Justification for Overnight Pours

The contractor outlined six primary technical and logistical reasons for the overnight request. City Engineering (CPH) has reviewed and verified items 1 through 4 as legitimate, standard industry conditions, while items 5 and 6 were deemed less applicable to the specific extension request:

- **Traffic & Delivery Logistics:** Large volume deliveries must occur before daytime traffic gridlocks, ensuring an uninterrupted flow of concrete trucks.
- **Batch Plant Availability:** Securing early morning priority slots guarantees a consistent material supply.
- **Florida Summer Weather:** Extreme afternoon heat negatively impacts concrete curing, and unpredictable afternoon thunderstorms can ruin finished surfaces.
- **Finishing Curfew Limitations:** Large pours require hours of follow-on work (testing, curing compounds, and joint saw-cutting). Starting during normal daylight hours inevitably pushes finishing work past the City's 9:00 PM curfew.

2. Phased Scope and Scale of Overnight Operations

A review of the contractor's detailed project schedule reveals that the overnight work is divided into three distinct, high-impact construction phases across the 6-building site:

Construction Phase	Description & Estimated Duration	Anticipated Overnight Pours
<p>Phase 1: Building Slabs</p>	<p>Pouring the foundational floors for all six buildings.</p>	<p>* Buildings E & F: 2 consecutive nights each.</p> <p>* Remaining 4 Buildings: 3 consecutive nights each.</p> <p><i>(Total: 16 nights of slab pours)</i></p>

Construction Phase	Description & Estimated Duration	Anticipated Overnight Pours
Phase 2: Tilt-Up Walls	Wall sections are formed on the ground and poured in panels before being erected by cranes. Due to the 640-foot length of the buildings, walls must be poured in sections. This phase takes ~30 days per building.	<p>* Anticipated Minimum: At least 4 night pours required per building.</p> <p><i>(Total: Estimated 24 nights of wall pours)</i></p>
Phase 3: Truck Courts	Final paving of the heavy-use concrete areas situated between the buildings.	* Per Section: Likely 2 nights required per truck court area.

3. Site Lighting & Environmental Impacts

- Light Spillage:** Night operations require heavy, high-intensity light plants. City Planning and Engineering has noted that without strict mitigation measures, the necessary overnight illumination risks will subject adjacent residential neighborhoods to excessive and intrusive light pollution
- Status of Mitigation Plans:** CPH Engineering has already formally requested a lighting plan and a photometric plan from the contractor to measure and map potential light spillage onto residential properties. As of June 4, 2026, the City is still waiting on the contractor to submit these documents.

Staff Recommendations & Framework for Council Consideration

Should Council choose to consider or approve this variance, staff recommends attaching the following strict conditions and mitigation frameworks to the approval:

- Withhold Final Approval Pending Engineering Review:** Do not grant final authorization until the contractor submits the requested photometric and lighting plans, and CPH Engineering verifies that light spillage into residential areas is properly mitigated.
- Cap the Number of Overnight Allowances:** Instead of a blanket 4-month variance, Council should bind the approval to the specific phased numbers provided (e.g., capping slab pours at 2 to 3 consecutive nights per building as defined by the schedule).

3. **Mandatory Proactive Notification:** The contractor must be required to distribute direct notification letters to all adjacent property owners and residents detailing the exact dates and times of the scheduled overnight work *before* heavy equipment arrives on site.
4. **Weather Contingency Plan:** If the contractor cannot provide an acceptable light and noise mitigation plan, they should be directed to delay these major pours until October, when cooler, seasonal daytime temperatures allow compliance with standard code hours.

Fiscal Impact

There is no direct fiscal impact to the City of Edgewood; however, increased staff monitoring or code enforcement presence may be required during overnight hours to ensure compliance.

Requested Action

Review the request from ARCO Murray, hear public comment, and provide direction regarding the approval, denial, or conditional approval of the extended overnight construction hours.

June 2, 2026

The City of Edgewood
405 Bagshaw Way
Edgewood, FL 32809

Re: Foundry Edgewood Park of Commerce – Concrete Night Pours

To Whom it May Concern,

According to the email sent by the City of Edgewood on 6/2/2026 “Construction activities authorized by a City-issued development permit or order, as defined by Florida Statutes, are permitted between 7:00 a.m. and 9:00 p.m. on weekdays, provided noise levels do not exceed 86 dB(A). Construction activities on weekends or holidays require approval from the Mayor.”

In recognition of the City of Edgewood’s guidelines mentioned above, ARCO would like to note the following for consideration:

The typical jobsite hours will abide by the City of Edgewood’s Guidelines. However, concrete pours will need to be conducted outside of normal operating hours. The scope of work outside the hours of 7:00 AM and 9:00 PM will be limited to early morning concrete pours only. The noise generated by these pours is limited to concrete truck traffic, a concrete pump truck, and a laser screed. There will be no significant use of power tools, hammering, drilling, etc.

Early morning concrete pours are an industry standard and are required for several reasons, including the following:

- Large concrete placements must be completed early to ensure traffic does not delay concrete trucks en route to the site.
- Large concrete placements must be completed early to ensure availability from the batch plant and that a consistent amount of material can be supplied in an uninterrupted manner.
- Large concrete placements must be completed early to ensure the concrete can be placed prior to weather which can ruin concrete pours. This includes both high heat that affects concrete curing as well as afternoon rain events that can ruin concrete finishes.
- Large concrete placements must be completed early to ensure there is adequate time to complete the subsequent finishing work, quality control testing, application of curing compounds, control joint saw cutting, etc. If concrete pours were not allowed to commence with an early pour time, it would require evening work that may extend beyond the 9:00 PM cutoff.
- Large concrete placements must be completed early so as limit interruptions to other trades on site. If daytime pours were required, it would not only affect the quality of the construction but would also cause an increased schedule duration, increasing the time in which adjacent sites are affected.
- Large concrete placements are completed early to assist in worker safety, as placement later in the day forces the concrete crews to complete high intensity work in dangerous high heat working conditions.

For the above reasons, ARCO requests that a special exemption be issued for the construction of the Foundry Edgewood Park of Commerce and associated early morning concrete pours.

Please note that ARCO anticipates early morning concrete pours to occur at a frequency of two (2) to four (4) times per week between the months of late June 2026 through September 2026. Early morning concrete placements would commence at 12:00 AM EST and be ongoing through the 7:00 AM permissible window.

ARCO genuinely desires to act in a responsible manner, but the enforcement of this specific code section would be a significant detriment to the project and the ability to deliver this job creating facility within the City Edgewood. ARCO intends to continue coordinating with the City of Edgewood and the neighboring sites throughout construction but must be able to proceed with concrete placements prior to 7:00 AM.

If anyone would like to discuss further, please feel free to reach out for further discussion.

Respectfully,

ARCO Murray Construction Company



Mo Farahat
Project Manager

FY 26/27 Non-Ad Valorem Assessment



Memo

To: Mayor Dowless, Council President Horn,
Council Members Lomas, McElroy, Santurri, and Steele

From: Sandra Riffle, City Clerk

Date: June 11, 2026

Re: 2026-2027 FY Non-ad Valorem Assessment

I have received the Orange County Property Appraiser's request to update our parcel file and to confirm the per-unit rate for the City's solid waste service.

- **Collection Rates:** The collection rate is the fee FCC charges the City for residential waste pickup.

The City's contract with FCC caps the annual collection rate increase to 3%. Based on their increasing costs, FCC is requesting an increase of **3.84%**. Reminder: the City and FCC agreed to a one-year extension to the contract.

- **Disposal Rate:** The disposal rate refers to the rate that Orange County landfill charges FCC. It is a pass-through rate and is not capped in the contract.

FCC anticipates a 4% increase in Orange County's disposal rate for the next fiscal year. The letter below states that the expected increase will be at least 12%, but FCC has since spoken with Orange County, and they stated they will propose a 4% increase for the budget. The exact increase may not be announced until after Edgewood's first budget hearing.

In the chart below, I have calculated 3% and 3.84% to show how these percentages will affect the budget.

Historical Information:

Fiscal Year	Parcels	Units	Non-ad Valorem Rate
2024/2025	876	887	\$322.23
2025/2026	905	916	\$345.00
2026/2027	921	932	TBD

Monthly and Annual Totals

Rate Scenario	Combined Monthly Rate (Per Unit)	Total City Cost (Per Month)	Total City Cost (Per Year)
3% Collection + 4% Disposal	\$24.71	\$23,029.72	\$276,356.64
3.84% Collection + 4% Disposal	\$24.85	\$23,160.20	\$277,922.40
3% Collection + 12% Disposal	\$25.22	\$23,505.04	\$282,060.48
3.84% Collection + 12% Disposal	\$25.36	\$23,635.52	\$283,626.24

Final Non-Ad Valorem Rate Assessment Options (Including \$36,000 Storm Reserve)

This table shows what the final rate would look like.

Rate Scenario	Total Annual Cost + Storm Reserve	Billed per Unit (932 Units)
3% Collection + 4% Disposal Rate	\$312,356.64	\$335.15
3.84% Increase + 4% Disposal Rate	\$313,922.40	\$336.83
3% Collection + 12% Disposal Rate	\$318,060.48	\$341.27
3.84% Collection + 12% Disposal Rate	\$319,626.20	\$342.95

Recommendation and Action Needed:

- **Approve FCC’s Corrected 3.84% Collection Increase:** Accept FCC's revised rate adjustment to \$18.18 per unit/month, as shown in their May 8, 2026 correspondence.
- **Budget Safely for a 12% County Disposal Spike:** Adopt the conservative 12% disposal rate projection (\$7.18 per unit/month) to insulate the city from unannounced county budget increases.
- **Establish the FY 2026-2027 Assessment Rate:** Set the final Non-Ad Valorem rate at **\$342.95 per unit**.

This approach protects the city's financial liability, fully funds our storm reserve, and keeps residential fees almost entirely stable.

May 8, 2026

City of Edgewood

Attn: Sandy Riffle, MMC, CPM, CBTO, City Clerk

Residential Solid Waste Collection Services

Subject: 10.3 Adjustments to Rates

FCC is requesting in accordance with 10.3 (A-1) to adjust current collection rates, beginning on October 1, 2026, and continuing until the next adjustment period. Pursuant to the item (a-1) we have determined the following calculation in the table provided below and the link published by the United States Bureau of Labor Statistics. The change in base period is 3.84%; this meets the requirement and does exceed beyond the capped 3% threshold.

Year	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	HALF1	HALF2
2019	475.687	477.474	478.569	479.449	480.865	480.984	482.138	483.987	484.346	486.133	486.485	486.708	478.838	484.966
2020	491.003	494.429	495.288	494.432	494.946	496.679	498.564	500.882	501.756	503.315	504.970	508.190	494.463	502.946
2021	512.722	517.270	518.505	518.579	516.440	517.202	521.185	524.408	529.934	530.114	529.053	532.538	516.786	527.872
2022	533.078	538.313	540.719	542.564	544.546	547.554	548.187	548.706	558.254	561.090	563.816	565.185	541.129	557.540
2023	570.412	575.697	576.773	580.124	587.431	589.812	596.167	597.347	596.997	597.569	601.631	602.164	580.042	598.646
2024	606.773	610.551	610.015	611.073	609.538	611.946	614.089	615.880	619.640	621.632	627.127	627.807	609.983	621.029
2025	629.803	641.938	642.053	643.063	646.507	648.477	652.682	656.067	652.831	-(X)	655.705	658.242	641.974	655.105
2026	661.093	665.893	667.754											

X : Data unavailable due to the 2025 lapse in appropriations

Series Id: CUUR0000SEHG02
Not Seasonally Adjusted
Series Title: Garbage and trash collection in U.S. city average, all urban consumers, not seasonally adjusted
Area: U.S. city average
Item: Garbage and trash collection
Base Period: DECEMBER 1983=100

CPI Index Base Month April 2025: 643.063

CPI Index Base Month March 2026: 667.754

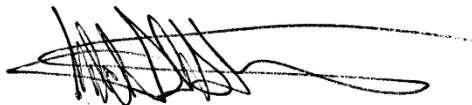
Calculation (667.754-643.063)/643.063 = 3.84%

Source: <https://data.bls.gov/PDQWeb/cu>

Item (a-1) currently, our collection element rate is \$17.51 per hhld/month and with the new change of 3.84%, would calculate to \$18.18 plus the current disposal element of \$6.41, our new monthly rate beginning October 1, 2026, would be \$24.59 per hhld/month

FCC is anticipating a disposal increase, but at this time, it hasn't been announced; once received FCC will request in accordance with 10.3 (A-2) to adjust current disposal rates, beginning on October 1, 2026, and continuing until the next adjustment period. For budgeting purposes, you could anticipate at least a 12% increase.

FCC respectfully requests your review and approval of the change. Please let us know if you would like to discuss further, or if you have any questions



Mitchell Dahlstrom
Vice President of Collections
FCC Environmental Services Florida, LLC

Disposal of Vehicle #70



CITY OF EDGEWOOD POLICE DEPARTMENT

Dean A. DeSchryver – Chief of Police

June 10, 2026

MEMORANDUM

TO: Mayor John Dowless
Council President John Horn
Council Member Susan Lomas
Council Member Beth Steele
Council Member Casey McElroy
Council Member Ryan Santurri

FROM: Dean A. DeSchryver 
Chief of Police

SUBJECT: Decommissioning of Vehicle #70

This memorandum serves to request approval for the **decommissioning and auction** of Police Vehicle #70, a 2017 Ford Interceptor (Explorer).

Justification: Vehicle #70 has approximately 90,000 miles and recently experienced a costly engine failure (timing belt issue) with a repair cost of over \$6,000. Due to the high cost relative to the remaining service life of the vehicle, it is recommended that the vehicle be removed from service.

Replacement Funding: The Police Department will utilize Police Vehicle Capital Outlay account to fund the purchase of a replacement police vehicle.

I request your **approval** to move forward with the decommissioning and subsequent vehicle replacement.

5565 S. Orange Avenue
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Orange-Gatlin Pedestrian Signal Median

State Pre-emption of Modular and Mobile homes



Date: June 10, 2026
To: City Council
From: Ellen Hardgrove, City Planning Consultant
XC: Sandy Riffle, City Clerk
Drew Smith, City Attorney
Brett Sollazzo, Administrative Project Manager
Re: State Preemption of Local Zoning Control Over Off-Site Constructed Residential Dwellings (Amended Chapter 553, Florida Statutes)

SUMMARY

Recent amendments to Chapter 553 of the Florida Statutes (Section 553.385, F.S.) explicitly preempt local governments from treating single-family homes built off-site any differently than traditional, site-built homes. Local governments **must permit** state-approved **modular buildings and HUD-compliant manufactured homes as of right in any zoning district** where site-built single-family detached homes are allowed.

KEY CITY IMPACT

Currently, the city does not allow off-site constructed dwellings in single family districts, such as R-1A and R-1AA. The permitted use in the City's R-1A/R-1AA district is "Single Family dwellings and their customary accessory uses." Code Section 134-1 defines "dwelling" as "*a building or portion thereof, designed or used exclusively for residential occupancy, **but not including** hotels, lodging houses, **modular homes**, motels, or mobile homes.*"

Under the new law, **this definition is invalid.** An "off-site constructed residential dwelling" is now legally classified as a single-family dwelling. Consequently, an applicant can now place a certified modular or qualifying manufactured home on any vacant R-1A or R-1AA lot via standard administrative building permit review.

While the state has preempted local control over *where* these homes can go, the City can establish architectural and structural standards **to ensure neighborhood compatibility**, provided those same rules apply to traditional site-built homes in that district. This could include roof pitch, siding materials, minimum square footage, permanent foundation, and connection to utilities.

STAFF RECOMMENDATION

Because our current Code is now in direct conflict with state law, leaving the City vulnerable to legal challenge, staff recommends drafting an ordinance to bring our code into statutory compliance. Staff also recommends including uniform aesthetic controls as permitted under the law to provide neighborhood compatibility.

END

GENERAL INFORMATION

CITIZEN COMMENTS

BOARDS AND COMMITTEES

STAFF REPORTS

City Attorney Smith

Police Chief DeSchryver

**Edgewood Police Department
City Council Report
May 2026**

	April	May
Assault/Battery	0	0
Auto Burglaries	1	0
Code Compliance Reports	6	11
Commercial Burglaries	0	0
DUI Arrests	1	1
Felony Arrests	4	1
Homicides	0	0
Misdemeanor Arrests	0	1
Residential Burglaries	0	0
Robbery	0	0
Sexual Battery	0	0
Theft	3	1
Traffic Accident	12	6
Traffic Arrests	1	1
Traffic Citations	145	182
Traffic Warnings	141	106
Warrant Arrests	1	0

Department Highlights:

- Block training
- Ace Wrecker brought sandwich rings for Police Week
- Officer White’s last day was 5/31/2026, as he accepted a position with the Volusia County Sheriff’s Office
- Chief attended the FBI National Command Course in Virginia.
- PBA negotiations

City Clerk Riffle



Memo

To: Mayor Dowless and
City Councilmembers Horn, Lomas, McElroy, Santurri, and Steele

From: Sandra Riffle, City Clerk

Date: June 12, 2026

Re: December 17, 2025 – January 20, 2026 City Clerk Report

Landscaping & Public Works

- Appreciation goes to Jerry and Sande Reynolds for their exceptional efforts in revitalizing our city landscaping at City Hall. The updated areas feature vibrant color choices and essential new irrigation points, significantly enhancing our public spaces. They will work on the Police Department's landscaping in the near future.

Statutory Compliance & Administration

- **Municipal Insurance Renewal:** The comprehensive Florida Municipal Insurance Trust (FMIT) renewal package for the October 1, 2025 – October 1, 2026 coverage period is on track. All finalized execution documents are being submitted ahead of the June 18, 2026 deadline to ensure seamless liability and property coverage.
- **Financial Disclosure Coordination (Ethics Form 1):** Administrative oversight of the state's electronic financial disclosure process is currently underway. As a reminder to our Councilmembers, the state-mandated filing deadline is **July 1st**.

To ensure the City remains in full regulatory compliance and to help our officials avoid the State's automatic daily non-filing fines, this is a reminder that you complete your Form 1 submission as soon as possible. Please let me know if you need any assistance logging into the electronic portal.

Records Management & Information Technology

- **Permanent Records Digitization:** The city is continuing its systematic transfer of permanent records to InStream for professional digitization and integration into our electronic file cabinet. Transitioning away from legacy paper systems actively protects these vital historical documents from physical deterioration and damage. Furthermore, this initiative ensures strict long-term compliance with public records laws while significantly driving efficiency, allowing staff to quickly retrieve documents for internal planning, engineering needs, and external public records requests.

Code Compliance Officer Zane

MAYOR & CITY COUNCIL REPORTS

Mayor Dowless

Council Member Lomas

Council Member McElroy

Council Member Santurri

Council Member Steele

Council President Horn

ADJOURN