



RENEW ARLINGTON CRA ADVISORY BOARD

Hybrid Virtual & In-Person Meeting
City Hall, 117 West Duval Street
OED Suite 250, Large Conference Room
Jacksonville, FL 32202
Wednesday, October 8, 2025 – 3:30 p.m.

MEETING MINUTES

Location: The RA/CRA Advisory Board meeting was held as a hybrid virtual and in-person meeting. The RA/CRA Advisory Board Members met in person at City Hall, 117 West Duval Street, OED Suite 250, Large Conference Room

RA/CRA Advisory Board Members Present: Advisory Board Chair Matt Tuohy, Advisory Board Vice-Chair Stephen Matchett, Advisory Board Members Bandele Onasanya, Monty Selim, Ramsey Salem, and Trish Kapustka

RA/CRA Advisory Board Members Not Present: Advisory Board Members Wade Alliance, Dedee Harper and Danyuell Newkirk.

Staff Present: Karen Nasrallah, Redevelopment Manager; and Krista Fogarty, CRA Coordinator

Representing the Office of General Counsel: Carla Schell

Representing the Office of City Council: Councilman Ken Amaro, District 1 and Councilman Ken Amaro's ECA Joe Johnson, District 1

Others Present: Erin Abney, Planning Department; Hayden Phillips, Esq., Rodgers Towers, P.A.

I. CALL TO ORDER

Chair M. Tuohy called the meeting to order at 3:34 p.m. A quorum was present.

II. ACTION ITEMS

CONSIDERATION OF MEETING MINUTES FOR AUGUST 13, 2025

A MOTION WAS MADE BY BOARD MEMBER SELIM TO APPROVE THE AUGUST 13, 2025, MEETING MINUTES. BOARD MEMBER ONASANYA SECONDED THE MOTION. THE MOTION WAS UNANIMOUSLY APPROVED (5-0).

CONSIDERATION OF ZONING APPLICATION FOR ADMINISTRATIVE DEVIATION Z-6471

Mr. Wheeler gave background on the proposed Administrative Deviation and explained that the property is a daycare that abuts a residential use, which requires a 5ft minimum landscape buffer and fence. Due to the existing site conditions, the site cannot meet these requirements for a landscape buffer. He stated that the proposed plan was approved by the RADR committee.

Vice Chair Matchett stated that he was concerned with the buffer on the western boundary of the site, and requested a further explanation of the buffering that would be added. Mr. Wheeler stated that there would be a 6 foot fence installed, as well as a 5 foot landscape buffer, which includes trees being planted every 25 ft. Additionally, there is coordination between the current property owners.

Councilmember Amaro stated that it sounds like the deviation is required to meet the ADA parking requirement.

Mr. Wheeler confirmed, but it needs to get the AD to be a complaint.

Board Member Salem asked for clarity on the request written in the AD which states reducing from 10 feet of frontage to 5ft. Is the 10 feet the minimum requirement? Mr. Wheeler explained that if it was new construction it would be required to meet the 10 ft minimum. However, it's a box that the applicant checked and the 5ft buffer with fence is what is allowed in the ordinance.

Board Member Selim asked about the maximum driveway size. Mr. Wheeler stated that no change to the driveway size was made.

Board Member Salem asked if the adjacent house was zoned commercial, but has a single-family residential use? Mr. Wheeler explained that it is considered non-conforming but explained the provisions in the Comprehensive Plan that allow it to maintain that use.

A MOTION WAS MADE BY BOARD MEMBER ONASANYA TO APPROVE ADIMINISTRATIVE DEVIATION Z-6471. BOARD MEMBER SALEM SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY (6-0).

CONSIDERATION OF ZONING APPLICATION FOR REZONING TO CONVENTIONAL ZONING DISTRICT Z-6552

Ms. Abney gave background information on the proposed conventional rezoning application, explaining that request on this site is for a change from Commercial Residential Office (CRO) to Commercial Neighborhood (CN) to allow for additional signage options.

Chair Tuhoy asked if this zoning change is something that should have been applied for prior to the construction of the project, since this site is currently under construction. Ms. Abney stated that the

use and setbacks are all the same, but the only difference is the signs, so it's not uncommon for this be noticed until someone goes to pull permits for signs.

Chair Tuhoy asked about the progress of the intersection alignment. Mr. Wheeler stated that while that has not been cleared up yet, that does not affect the request that is before the board today.

Board Member Salem asked if the change in zoning would allow for two signs on the property? Ms. Abney stated that it would still allow only one sign on monument sign on the property, and wall signs will continue to be regulated by the normal City regulations.

Councilmember Amaro asked for clarification on a similar situation in the CRO zoning district. Ms. Abney explained the signage limitations between the CRO and CN zoning districts and noted that the overlay requirements would still be met.

Mr. Phillips, the representative for the applicant, explained why the applicant didn't request the change to CN in the beginning of the project in 2023.

A MOTION WAS MADE BY VICE CHAIR MATCHETTE TO APPROVE REZONING TO CONVENTIONAL ZONING DISTRICT Z-6552. BOARD MEMBER SALEM SECONDED THE MOTION. THE MOTION WAS APPROVED UNANIMOUSLY (6-0).

GENERAL INFORMATION

Board Member Kapustka reminded the board that the Arlington Home Tours are this upcoming weekend.

Vice Chair Matchett wanted to follow up on the COU issues the public had spoken about last meeting and let the board know that the issues have been resolved. Ms. Nasrallah explained that the path forward with these properties was to sign a letter of assurance confirming the intent to comply with the overlay.

Councilmember Amaro explained that there was also an interpretation issued by the Planning Department that clarified the questions regarding window coverings. Ms. Nasrallah will make sure the board members get this memo.

Ms. Nasrallah asked the board to choose how they want to meet in November and December due to the upcoming holiday season, including a conflict due to the Veteran's Day holiday. The board tentatively agreed to move the meeting to November 13th for next month but will confirm through an email poll.

III. NEW BUSINESS

There was no new business.

IV. OLD BUSINESS

There was no old business.

VI. PUBLIC COMMENTS

There were no public speakers

VII. ADJOURNMENT

There being no further business, Chair Tuohy adjourned the RA/CRA Advisory Board Meeting at approximately 4:02 p.m.

The written minutes for this meeting are only an overview of what was discussed. For verbatim comments of this meeting, an audio file of the meeting is available in its entirety and is available upon request. Please contact Karen Nasrallah at (904) 255-5449, or by email at karenn@coj.net.