



## OFFICE OF THE CITY COUNCIL

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JACKSONVILLE, FLORIDA 32202

### MEETING MINUTES

**Meeting Location:** Lynwood Roberts Room, City Hall

**Meeting Date:** March 8, 2024

**Meeting Time:** 11:30 A.M.

**Meeting Attendance:** Council Member Tyrona Clark-Murray, District 9; Council Member Michael Boylan, District 6; Mary Staffopoulos, Deputy General Counsel of Legislative Affairs and Land Use Department; Jason Teal, Senior Assistant General Counsel; Arimus Wells, City Planner Supervisor; Erin Abney, Chief of Current Planning; Scott Wilson, Council Liaison; Bill Delaney, Council Liaison; Jessica Denson, Executive Council Assistant to Council Member Tyrona Clark-Murray, District 9; Amber Lehman, Executive Council Assistant to Council Member Nick Howland, At-Large Group 3; Merriane Lahmeur, Chief of Council Legislative Services; Carol Register, Executive Council Assistant to Council Member Chris Miller, At-Large Group 1

**Audio Link:**

[https://www.jacksonville.gov/getmedia/ea071200-0db7-4490-921f-8a15b4e0fd04/240308\\_124440\\_MZ001.aspx](https://www.jacksonville.gov/getmedia/ea071200-0db7-4490-921f-8a15b4e0fd04/240308_124440_MZ001.aspx)

**Meeting Convened:** 11:34 a.m.

**I. Call to Order**

Council Member Tyrona Clark-Murray welcomed the attendees and explained the purpose of the notice meeting. Council Member Clark-Murray called the workshop to order.

**II. Overview of the City Council Appeal Procedure Process**

Mary Staffopoulos, Deputy General Counsel of Legislative Affairs and Land Use Department informed the Council Members that the two appeals pending for the City Council decision will not be discussed at the Workshop.

Mary Staffopoulos provided the participants with a copy of the Land Use & Quasi-Judicial Proceedings book and Resolutions 2022-446 and 2023-014 memorandum and supporting documents.

The Office of General Counsel Legislative Affairs and Land Use Department prepares the memorandum for appeals that come before the Jacksonville City Council. Initially, the memo is distributed to the City Council Land Use & Zoning Committee members since the appeal goes before the committee first. At the Land Use & Zoning Committee Meeting before the appeal public hearing, Jason Teal or Mary Staffopoulos will explain the appeal memo that outlines the following:

- Procedure for Appeal
- The decision must be based upon "competent, substantial evidence."
- Potential Motions/Recommendations by the LUZ Committee
- Criteria for Decision/Recommendations to City Council

The Office of General Counsel Legislative Affairs and Land Use Department will forward the appeal memo to the full council before the City Council meeting and provide a brief overview of the memo at the meeting before the Council Members make their final decision.

Mary Staffopoulos provided a brief overview of the different types of appeals that may or may not come before the City Council.

Jason Teal, Senior Assistant General Counsel, reminded the Council Members that the appeals are Quasi-Judicial and that their decisions must be based on competent, substantial evidence. Jason Teal used Resolution 2023-14 as an example of what council members should look for as competent, substantial evidence.

The City Council Members' decision on the appeal is the final action by the City of Jacksonville unless the applicant decides to file a lawsuit in Circuit Court.

Jason Teal explained the difference between how the Circuit Court bases its decision versus the City Council decision.

### III. **Q&A- Council Members**

Mary Staffopoulos and Jason Teal, Office of General Counsel and Erin Abney and Arimus Wells, Planning Department answered questions from Council Members and attendees.

**Meeting Adjourned:** 12:32 PM

Meeting Summary Completed by Jessica Denson, ECA District 9

The written meeting summary minutes for this meeting are only an overview of what was discussed. For verbatim comments for this meeting, please listen to the attached audio link.

The following items were submitted for public record and can be accessed by contacting the Legislative Services:

20240308 Minutes Meeting Noticed re Workshop on City Council Appeal Procedure Process  
 20240308 Agenda Meeting Noticed re Workshop on City Council Appeal Procedure Process  
 20240308 Meeting Notice re Workshop on City Council Appeal Procedure Process  
 20240308 Sign in Sheet Notice Meeting re Workshop on City Council Appeal Procedure Process  
 20240308 Handouts Meeting Noticed re Workshop on City Council Appeal Procedure Process

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[ADAAccommodationRequest@coj.net](mailto:ADAAccommodationRequest@coj.net)

cc: Council Members and Staff  
Margaret "Peggy" Sidman, Director/Council Secretary  
Merriane Lahmeur, Chief Legislative Services  
Yvonne Mitchell, Chief, Administrative Services Division  
Jeff Clements, Chief, Research Division  
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