

# **TOWN OF FORT WHITE, FLORIDA TOWN COUNCIL MEETING AGENDA**

DATE: April 15, 2024

TIME: 6:00 pm

ALL AGENDA BACKUP MATERIAL IS AVAILABLE ON THE TOWN WEBSITE UNDER THE GOVERNMENT TAB/AGENDAS AND MINUTES AT [www.fortwhitefl.com](http://www.fortwhitefl.com).

## **CALL TO ORDER**

## **PLEDGE OF ALLEGIANCE**

## **ROLL CALL**

### **MEMBERS:**

Mayor, Ronnie Frazier  
Councilman, Travis King  
Councilwoman, Mary Fleming  
Councilman, Bill Koon  
Councilman, Jason Florence

### **OTHERS:**

Town Clerk, Connie Brecheen  
Town Attorney, Lindsey Lander

## **ITEM 1 – ADDITIONS, DELETIONS, CHANGES, AND APPROVAL OF THE AGENDA**

**ITEM 2 – MEETING MINUTES---**Approval of minutes from March 15, 2024, meeting.

## **ITEM 3 – PUBLIC PARTICIPATION**

## **ITEM 4 – NEW BUSINESS**

1. Mark Rogers—High Mark Inspections  
Inspection results of The Fort.
2. Public Meeting---first reading of Ordinance 2024-01 text amendment of section 3.09.30 of the Land Development Code.
3. Mayor Frazier---Proclamation of April 2024 as Child Abuse Awareness Month in Fort White, FL.
4. Distribution of CRA Finding of Necessity Report from Doug Sanders.
5. Approval of FY 24-25 TRIM and Budget Calendar.
6. Resignation of Councilman Travis King.

## **ITEM 5 - CITIZEN COMMENT**

## **ITEM 6 – ADJOURNMENT**

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In accordance with Sect. 286.0105 Florida Statutes, notice is given that if a person wishes to appeal a decision made by the Town Council with respect to any matter considered at this meeting, they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.

Persons with disabilities needing special accommodation to participate in this meeting should contact the Mayor through the Town Clerk's office no later than 4:00 PM on the business day prior to the meeting.

**TOWN OF FORT WHITE, FLORIDA  
TOWN COUNCIL SPECIAL MEETING MINUTES**

DATE: March 15, 2024

TIME: 4:00 pm

**CALL TO ORDER**

**PLEDGE OF ALLEGIANCE**

**ROLL CALL**

**MEMBERS:**

Mayor, Ronnie Frazier  
Councilman, Travis King  
Councilwoman, Mary Fleming  
Councilman, Bill Koon---ABSENT  
Councilman, Jason Florence

**OTHERS:**

Town Clerk, Connie Brecheen  
Town Attorney, Lindsey Lander

**ITEM 1 – ADDITIONS, DELETIONS, CHANGES, AND APPROVAL OF THE AGENDA**

Remove #4 (3) and (5). Motion to approve amended agenda made by Councilman King and a second by Councilwoman Fleming. Motion passed unanimously.

**ITEM 2 – MEETING MINUTES---**Approval of minutes from February 19, 2023, meeting.

Motion to approve made by Councilman Florence and a second by Councilman King. Motion passed unanimously.

**ITEM 3 – PUBLIC PARTICIPATION**

None

**ITEM 4 – NEW BUSINESS**

1. Wayne Oelfke—STEM teacher, Fort White Middle School.  
Motion to donate \$1,000 to Fort White Middle School for state science fair participation made by Councilman Florence and a second by Councilman King. Motion passed unanimously.
2. Request from Straight from the Heart of North Central Florida.  
Motion to approve use of Ft. White Community Center on June 29<sup>th</sup> from 8am to 3pm at no charge and to move food give away to March 27<sup>th</sup> made by Councilman King and a second by Councilwoman Fleming. Motion passed unanimously.
3. FDOT Contract CA394 Two 50, 433993-2, Horton/Stillman sidewalk.  
Motion to approve survey costs for Horton/Stillman sidewalk project in the amount of \$6,541.93 to be paid from \$10,000 originally approved for Jordan Street resurfacing

made by Councilwoman Fleming and a second by Councilman King. Motion passed unanimously.

#### **ITEM 5 - CITIZEN COMMENT**

1. Maureen Thomas—requested Town Council proclaim April National Child Abuse Prevention Awareness Month in Fort White.
2. Jordan Boone---stated the Town has issued four (4) Business Tax Receipt Licenses so we should allow four (4) vendors to operate at The Collective.
3. Alexander Viega—stated if the Town of Fort White passes the proposed Ordinance 2024-01 as written he will sue the Town of Fort White.
4. Dana Pasguarella---doesn't seem like the Town of Fort White is willing to work with The Collective.
5. Pat Sinor---inquired as to why the Town of Fort White does not allow more food trucks to operate from The Collective.

#### **ITEM 6 – ADJOURNMENT**

Motion to adjourn made by Councilman Florence and a second by Councilman King. Motion passed unanimously.

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In accordance with Sect. 286.0105 Florida Statutes, notice is given that if a person wishes to appeal a decision made by the Town Council with respect to any matter considered at this meeting, they will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceeding is made, which record includes the testimony and evidence upon which the appeal is based.



### SUMMARY

305 SW Dortch St, Fort White, FL  
32038  
Town of Fort White  
03/04/2024

Mark Rogers  
FL Lic. #15819 | NACHI #22082939 |  
CCPIA-002447  
High Mark Inspections LLC  
(386) 361-8040  
info@highmarkinspections.com



[View our Standards of Practice.](#)

[View our Code of Ethics.](#)

#### 2.2.1 Coverings & Slope

##### TIN SHINGLES: RUST/DISCOLORATION



The tin shingles were exhibiting paint failure and or light rust over what appeared to be 50% or more of the tin shingles. The roofing system appeared to be serviceable at the time of inspection. An annual inspection of the roofing system is recommended.

##### Recommendation

Contact a qualified roofing professional.



#### 2.2.2 Coverings & Slope

##### DEBRIS ON ROOF

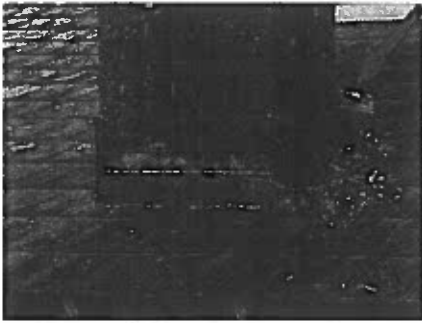


Maintenance Item

Built-up debris on the roofing system can lead to water ponding and possible water penetration. Removing debris is recommended.

##### Recommendation

Contact a qualified professional.



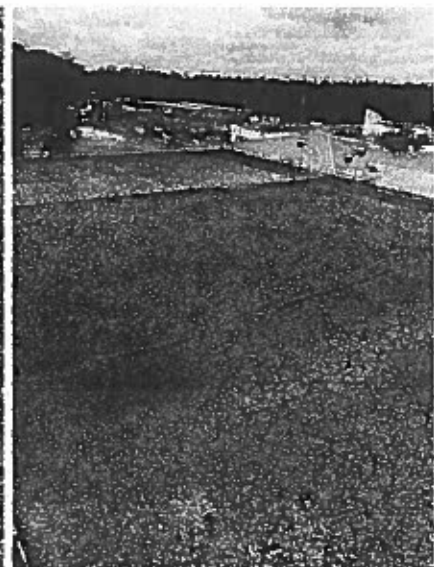
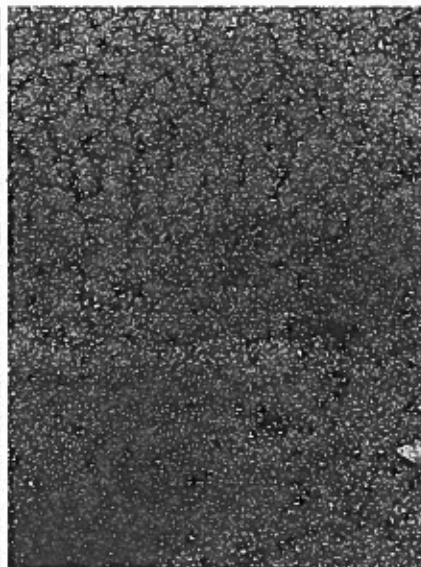
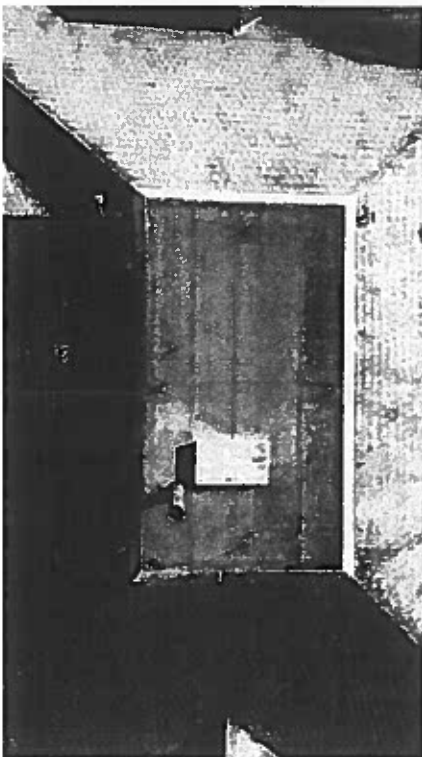
### 2.2.3 Coverings & Slope

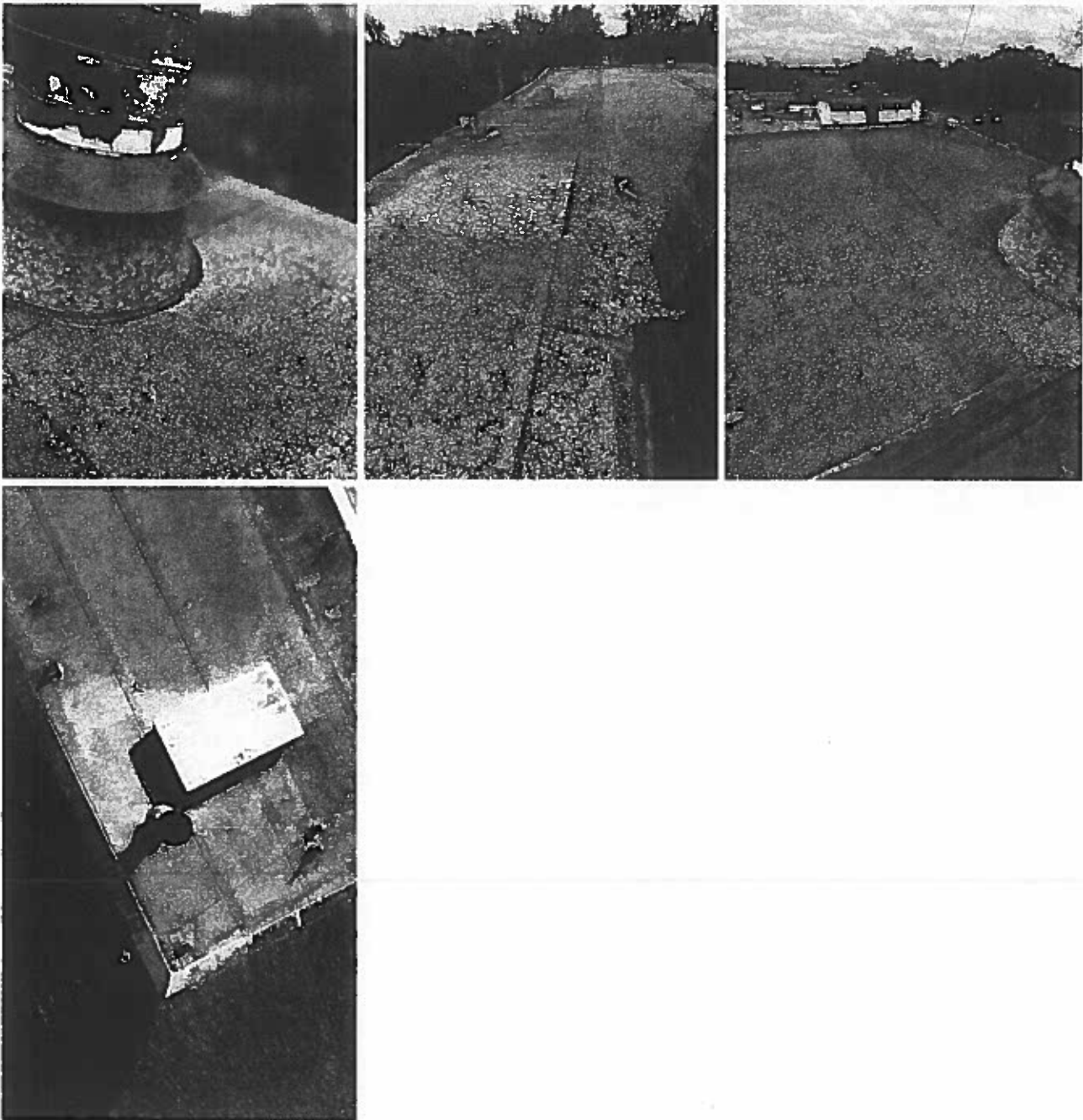
#### MODIFIED BITUMEN CRAZE CRACKING



Recommendation

**Craze Cracking:** Surface asphalt had cracked into large segments. It is caused by the drying out of the asphalt by the sun. If left unattended, this condition can develop into splits in the roof membrane, which in turn will allow water to enter the roofing system and then the interior of the building. Further evaluation by a qualified roofing contractor is recommended.





#### 2.5.1 Skylights, Chimneys & Other Roof Penetrations



#### Recommendation

##### **ROOF ACCESS HATCH: LOCK DAMAGE**

The roof access hatch latch was frozen and was not lockable at the time of inspection. Correction and further evaluation are recommended.



Roof access hatch latch

### 2.6.1 Roof Structure

#### EVIDENCE OF WOOD DECAY FROM WATER INTRUSION



One or more rafters on the west side of the attic showed signs of water intrusion and wood decay, which could lead to more serious structural damage. Correction and further evaluation are recommended.

Recommendation

Contact a qualified general contractor.



Lower attic (West center)



Lower attic (West center)

### 3.2.1 Siding, Flashing & Trim

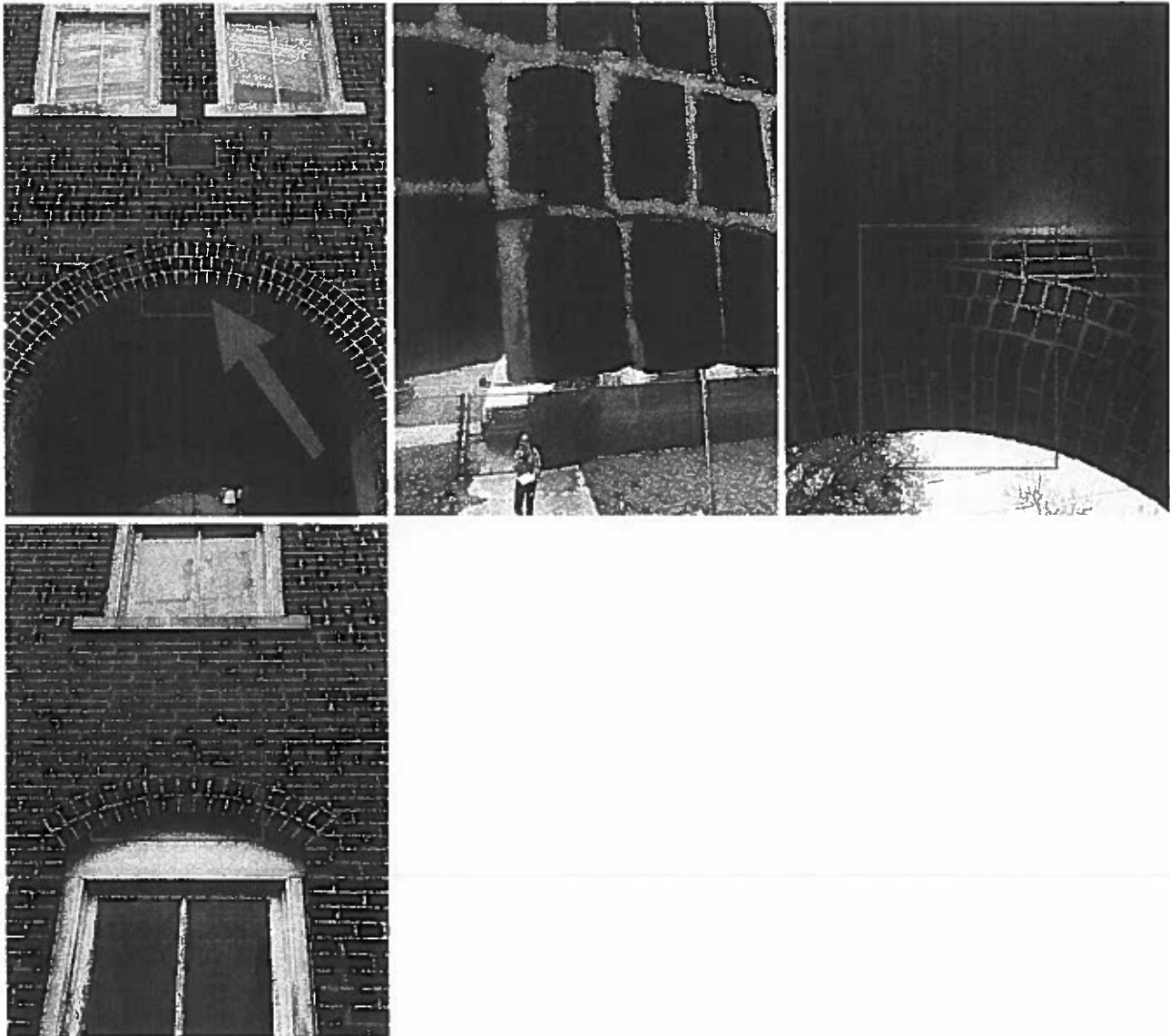
#### CRACKING - MODERATE TO MAJOR



Moderate to major cracking was observed at one or more points on the exterior. Recommend consulting with a masonry contractor.



Recommendation  
Contact a qualified masonry professional.



Rear wall right side

### 3.2.2 Siding, Flashing & Trim

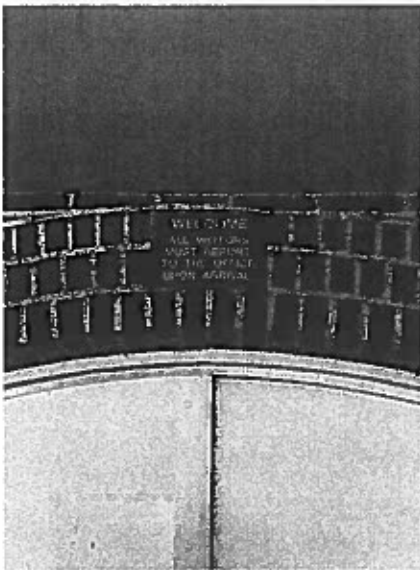
#### MOTOR CRACKING

The brick mortar showed cracking in one or more places. This is likely the result of age and environmental conditions. Consult with a masonry contractor.

Recommendation  
Contact a qualified masonry professional.



Maintenance Item



Above back door

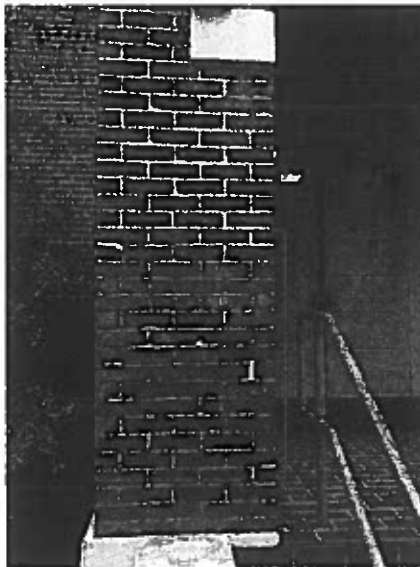
### 3.2.3 Siding, Flashing & Trim **MISSING, MORTAR**

Recommendation

Multiple areas were missing mortar and needed to be repointed. Correction and further evaluation are recommended.

Recommendation

Contact a qualified masonry professional.



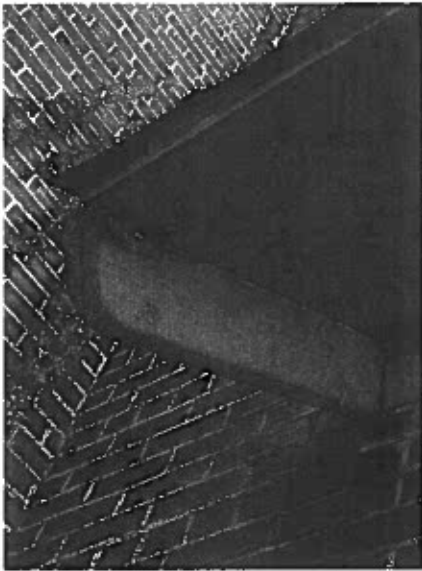
### 3.3.1 Eaves, Soffits & Fascia **EAVES - DAMAGED**

Safety Hazard

One or more sections of the eaves had visible signs of water damage/ decay. Recommend qualified roofer evaluate & repair.

Recommendation

Contact a qualified roofing professional.



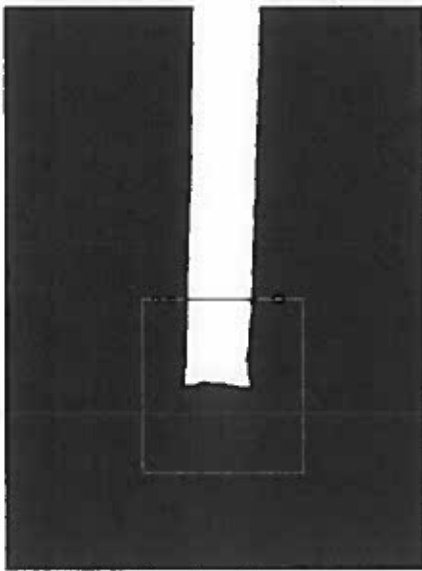
Left side of elevator mechanical room -  
Northeast corner



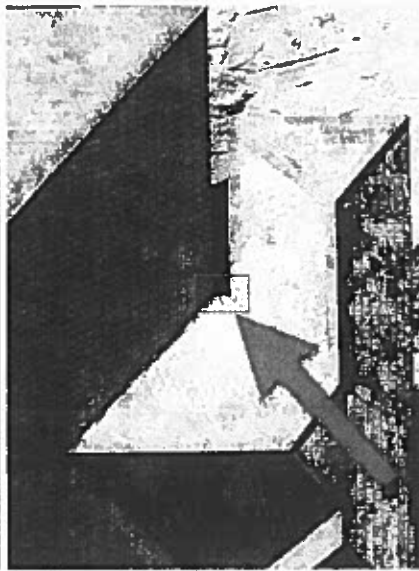
Right side of elevator mechanical room -  
Northeast corner



Northwest side



Northwest side of building



Northwest side of building

#### 3.4.1 Exterior Doors & Windows

##### **MINOR CRACKING WINDOWSILL**



Recommendation

The majority of masonry window sills on the exterior of the building appeared to have superficial cracks to more severe cracks. Further evaluation by a window installation contractor is suggested.

Recommendation

Contact a qualified window repair/installation contractor.



### 3.4.2 Exterior Doors & Windows

#### DOOR TRIM AND FRAME: WOOD DECAY



Recommendation

Wood decay was visible at one or more exterior doors. Correction and further evaluation are recommended.

Recommendation

Contact a qualified professional.



Left side door

### 3.4.3 Exterior Doors & Windows

#### WINDOW WOOD DECAY



Safety Hazard

Most of the windows had varying degrees of wood decay on the windows and or frames. Some more severe than others. Correction and further evaluation are recommended.

Recommendation

Contact a qualified window repair/installation contractor.



Front entrance right side window



We are left



Back left





Front left



Front left



Left side



Middle left



Back left

### 3.5.1 Exterior Stairs and Railings

#### LOOSE AND CHIPPED TILE

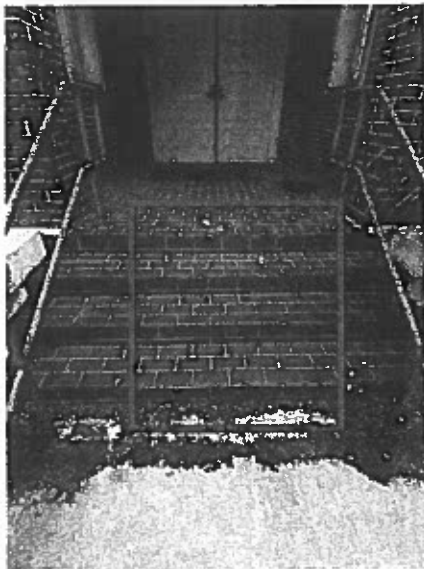
The tile on the front steps was loose and chipped in one or more areas. Correction and further evaluation are recommended.

Recommendation

Contact a qualified tile contractor



Recommendation



### 3.5.2 Exterior Stairs and Railings **MISSING RAILING**

The side door steps were missing a railing. If there is more than one step a railing is a good idea for safety reasons.

Recommendation  
Contact a qualified professional.

— Recommendation



### 3.5.3 Exterior Stairs and Railings **STEPS NOT LEVEL**

**Stair Steps: Excessively Sloped**

The exterior steps could potentially become a slipping hazard when wet. The steps had microbial growth, were in the opinion of the inspector excessively sloped, and did not have a handrail installed.

Outdoor stairway treads should be slightly sloped so water will not accumulate on the stairs. Typically 1/8 inch per foot is used to ensure water runoff but should not exceed 1/4 inch per foot in any direction.

Recommendation  
Contact a qualified general contractor.

— Recommendation



#### 4.4.1 Floor Structure

##### **EVIDENCE OF WOOD DECAY**

There was evidence of wood decay on one or more of the beams in the crawl space. Further evaluation by a qualified professional is recommended.

Recommendation

Contact a qualified professional.



Recommendation



#### 4.6.1 Ceiling Structure

##### **EVIDENCE OF WATER INTRUSION**

The attic ceiling structure showed signs of current or previous water intrusion, which could lead to more serious structural damage.

Recommend a qualified contractor to identify the source and repair if necessary.

Recommendation

Contact a qualified professional.



Safety Hazard





Attic, West side (mechanical floor)

#### 6.2.1 Cooling Equipment

##### **AC: OLD, FUNCTIONAL, PAST DESIGN LIFE**



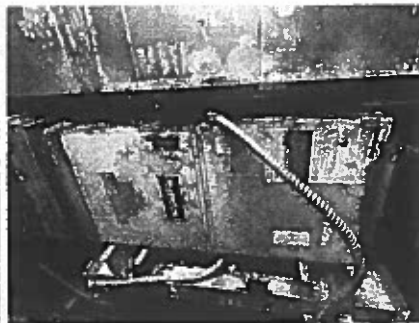
All of the air-conditioning systems appeared to be old, well past their design life but functional. A system at this point in its lifespan might need replacement at any time.

The systems were all manufactured between 1992 and 1993. On average, they would typically have been replaced around 2008 to 2013.

Recommended to start budgeting for the replacement of HVAC units.



Example of old but functional air conditioners



Example of old but functional air conditioners

#### 7.5.1 Water Supply, Distribution Systems & Fixtures

##### **CHILLED WATER FOUNTAIN: NOT COOLING**



At the time of inspection, the water cooler located on the second floor at the back of the building was running but not chilling water. Correction and further evaluation are recommended.



2nd floor



2nd floor

#### 7.8.1 Restrooms And Fixtures

##### **SINK LOOSE ON WALL**

The sink base was not tightly secured to the wall. Correction and further evaluation are recommended.

Recommendation

Contact a qualified plumbing contractor.



2nd floor girls restroom



2nd floor boys restroom

## 8.4.1 Branch Wiring Circuits, Breakers &amp; Fuses

**WIRE CONNECTIONS: OUTSIDE JUNCTION BOX** Recommendation

One or more locations in the mechanical room had exposed wire connections outside of a junction box.

In accordance with industry standards and safety regulations, it is recommended that all low-voltage wire connections be made and secured inside junction boxes. Junction boxes provide a secure and enclosed space for wire connections, protecting them from potential damage and reducing the risk of electrical hazards. Properly securing low-voltage wire connections inside junction boxes ensures a reliable and safe electrical system. It is important to follow these guidelines to maintain the integrity and safety of the wiring system in the property.

**Recommendation**

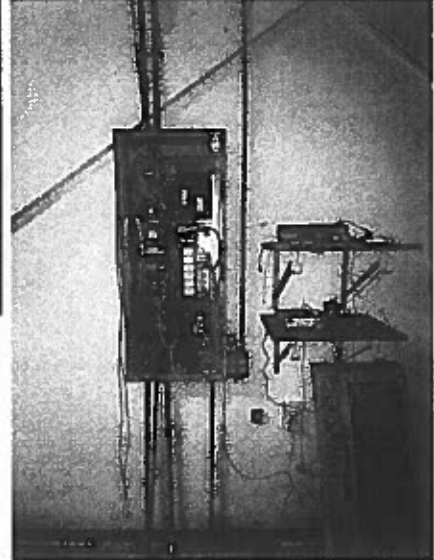
Contact a qualified HVAC professional.



Example Attic Mechanical Room



Example Attic Mechanical Room



Example Attic Mechanical Room



Example Room 07-109



Example Attic West side of mechanical room

## 8.5.1 Lighting Fixtures, Switches &amp; Receptacles

**LIGHT INOPERABLE** Recommendation

One or more lights are not operating. New light bulb possibly needed.

Recommendation

Contact a qualified electrical contractor.



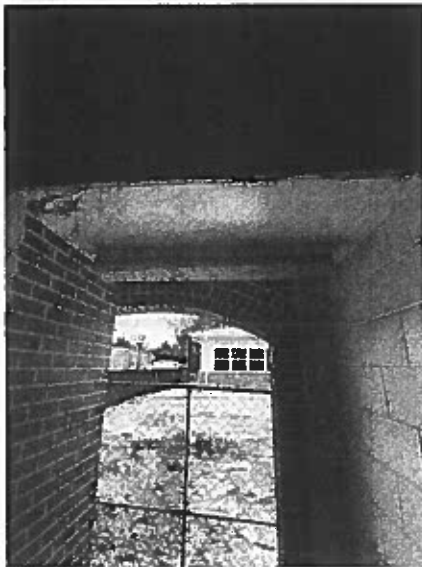
Attic light



Top of rear stairwell



Attic light



Bottom of rear stairwell

#### 8.5.2 Lighting Fixtures, Switches & Receptacles

##### **RECEPTACLE GROUND SOCKET PLUGGED**

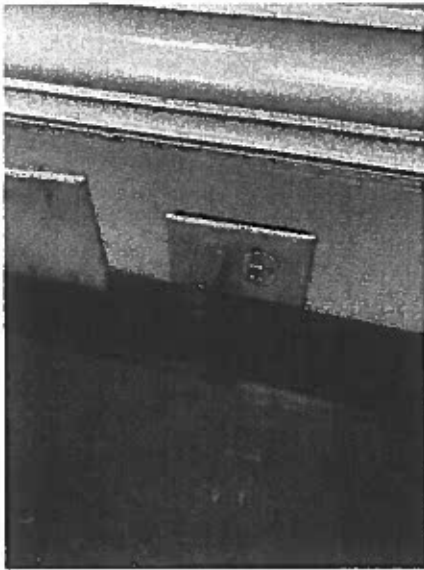
One or more electrical receptacles had plugged ground sockets and should be replaced by a qualified electrical contractor.

Recommendation

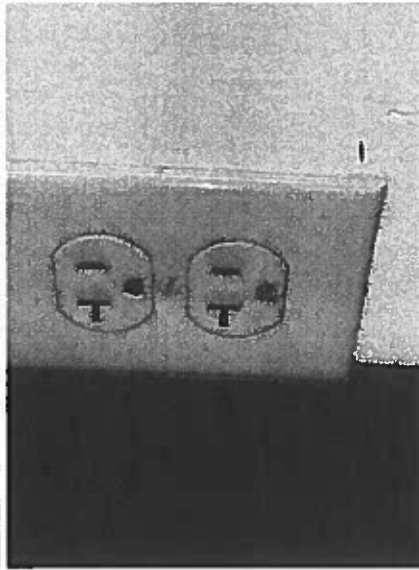
Contact a qualified electrical contractor.



Recommendation



Example Room 07-208



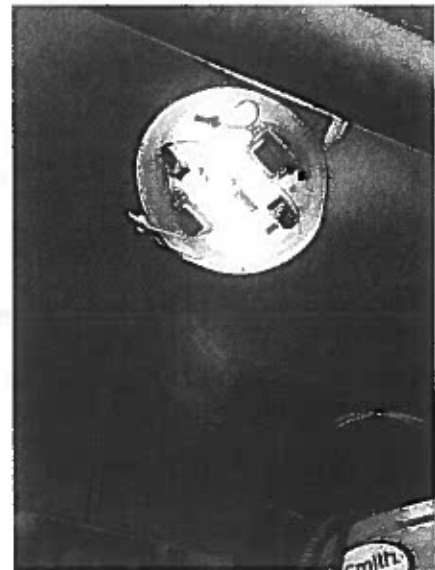
Example Room 07-207

### 8.5.3 Lighting Fixtures, Switches & Receptacles

#### **LIGHT FIXTURE COVER MISSING**

A light fixture was missing its cover or globe. Replace the globe or fixture suggested.

 Recommendation



Custodial closet.

### 8.6.1 GFCI & AFCI

#### **GFCI DEFECT**

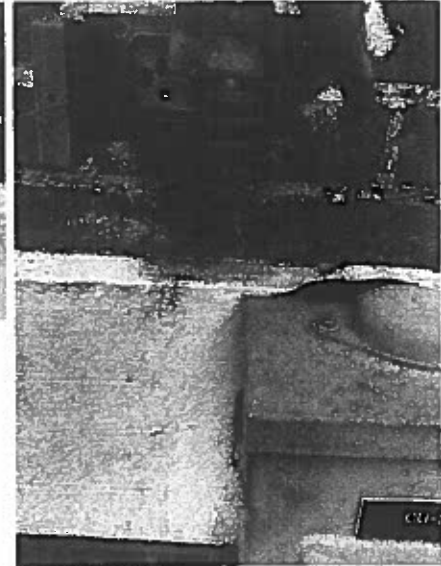
One or more GFCI receptacles did not trip when tested as expected. Correction and further evaluation are recommended.

Recommendation  
Contact a qualified professional.

 Recommendation



Front right side of building



Front right side



Center left side of building

#### 8.6.2 GFCI & AFCI

##### UNSECURED RECEPTACLE



Safety Hazard

One or more receptacles were not attached to the wall and were hanging by the live electrical wiring. This was a Hazard.

##### Recommendation

Contact a qualified electrical contractor.



Back right side

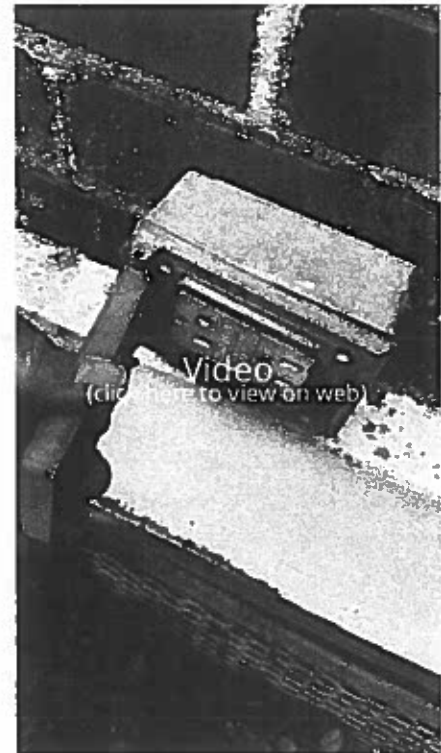
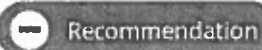
#### 8.6.3 GFCI & AFCI

##### **GFCI COVER PLATE LOOSE**

A GFCI cover plate was loose and should be secured to prevent small pests and moisture intrusion into the receptacle.

##### **Recommendation**

Contact a qualified electrical contractor.



#### 9.3.1 Attic Ventilation

##### **ATTIC VENT: DAMAGED OR LOOSE LOUVERS**

One or more attic vent louvers appeared to be loose or damaged. Repair is suggested to help prevent animal, insect, or moisture intrusion into the building.

##### **Recommendation**

Contact a qualified professional.



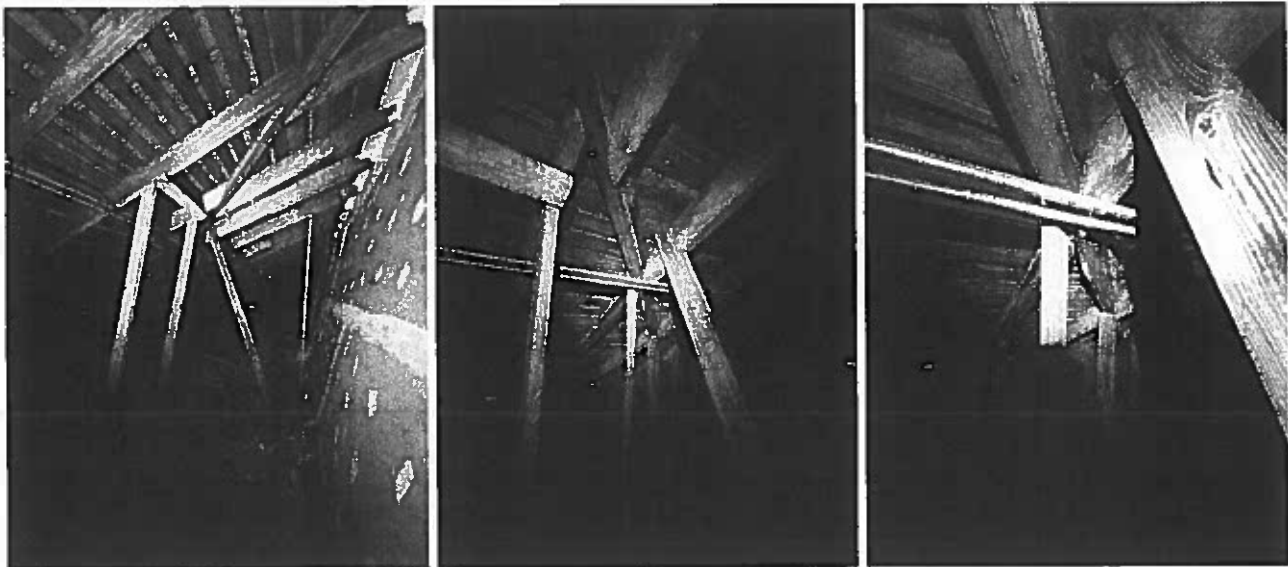


East facing vent

#### 9.4.1 Attic Structure **PREVIOUS REPAIR**

➔ Recommendation

We noticed a previous repair. Some bracing was put in place in an area that had wood decay. We suggest the evaluation of this repair by a qualified contractor.



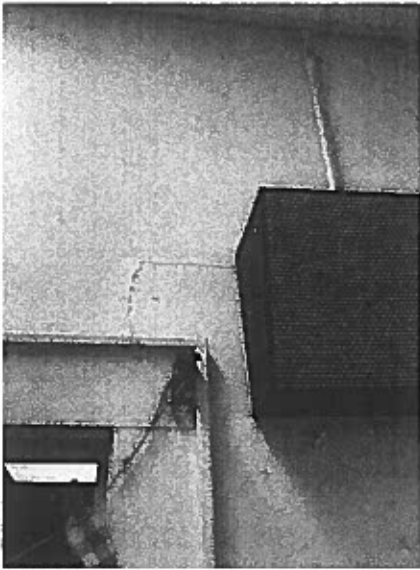
#### 10.2.1 Doors **WALL CRACKS ABOVE DOORS**

➔ Recommendation

One or more doors had wall and/or door trim cracks or loose trim. The cracks did not appear to be structural and were more likely due to age, settling, and hard usage. Correction and further evaluation are recommended.

Recommendation  
Contact a qualified professional.





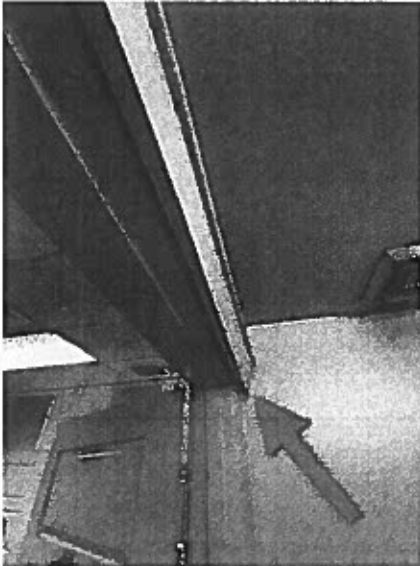
Example



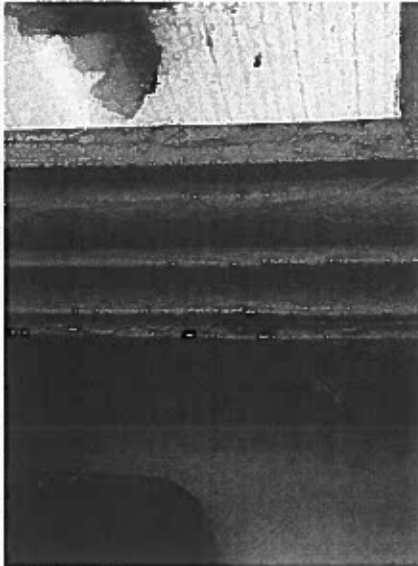
Example



Example



Restroom inside 07-103



Front door

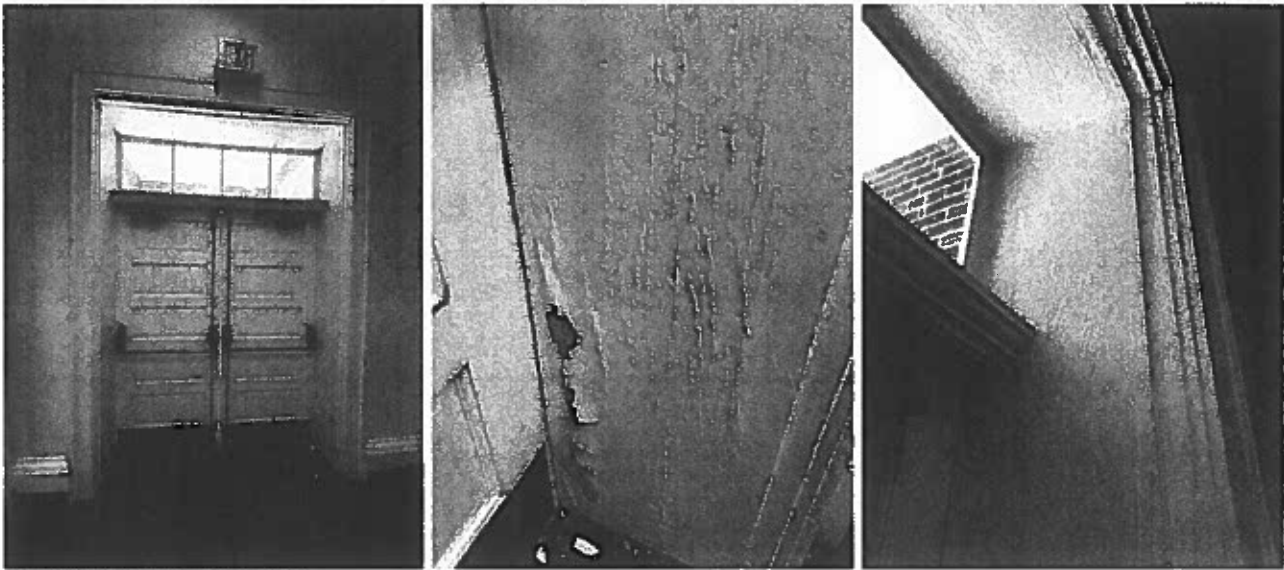
#### 10.2.2 Doors

##### PAINT FAILING

The paint was failing in one or more locations inside the building. Correction and further evaluation are recommended.



Recommendation



Example front entrance door

### 10.2.3 Doors

#### LEAD PAINT



Recommendation

Because of the age of the structure, there is a probability that some layers of exterior and interior paint are lead-based. As long as it is left alone, this paint should not be a hazard. Caution should be used when scraping or sanding areas with lead-based paint. Lead was removed from the paint almost 40 years ago. Any lead paint on the interior walls is probably several layers down. Call 1-800-424-LEAD for more information on lead paint.

### 10.6.1 Ceilings

#### STAINS ON DROP CEILING



Maintenance Item

At the time of inspection, there were multiple locations inside the building with stains on the drop ceiling tiles. Each location was checked for moisture and no moisture was detected via thermal imaging at the time of inspection. These stains appeared to be from previous HVAC and plumbing leaks over the years.

Recommendation

Recommend monitoring.



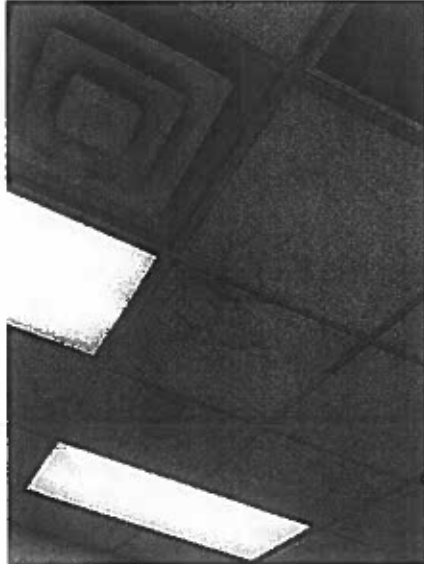
Room 07-206



Room 07-205



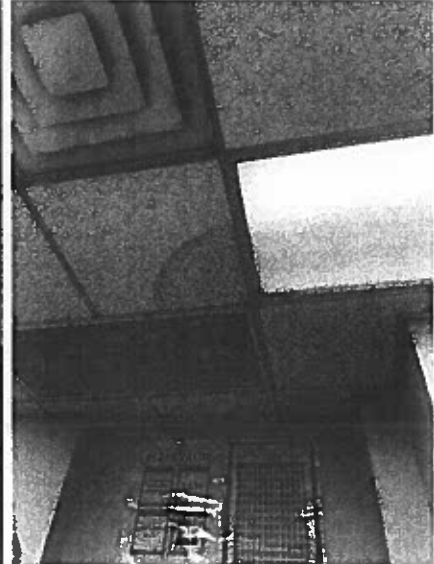
Room 07-209



Room 07-208



Room 07-105



Room 07-105

#### 10.6.2 Ceilings

##### **MISSING DROP CEILING TILES**



Maintenance Item

One or more drop ceiling tiles were missing at the time of inspection. Replacement suggested for aesthetic and energy conservation purposes.

Recommendation

Contact a qualified professional.



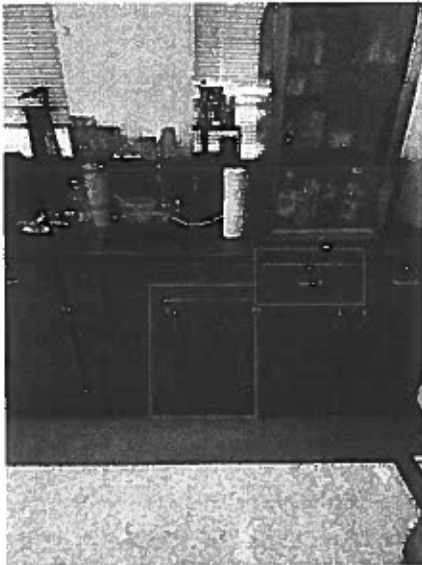
#### 10.9.1 Built-in Cabinets

##### GENERAL DAMAGE TO BUILT IN CABINETS



Safety Hazard

A majority of the classroom's built-in cabinets had damage. It was ranging from doors that did not close properly, loose hinges, and water damage. Further evaluation by a commercial cabinet contractor is recommended.



Example



Example



Example

#### 11.1.1 General

##### NO EMERGENCY LIGHTING PRESENT



Recommendation

At the time of inspection no emergency lighting was present in the building. Correction and further evaluation are recommended.

Recommendation  
Contact a qualified professional.

## 11.2.1 Fire Access Roads

**DORTCH STREET FIRE ACCESS ROAD  
ACCESS BLOCKED** Recommendation

The Dortch Street access was blocked by a locked gate.



## 11.7.1 Fire Alarm Systems

**SMOKE DETECTOR AND OR HEAT DETECTOR: LOOSE** Recommendation

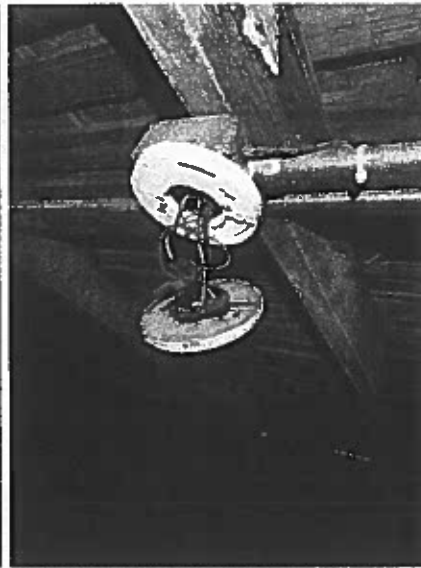
One or more smoke detectors were not properly secured. Rescuing and testing of smoke detectors is recommended.

Recommendation

Contact a qualified professional.



Upper attic



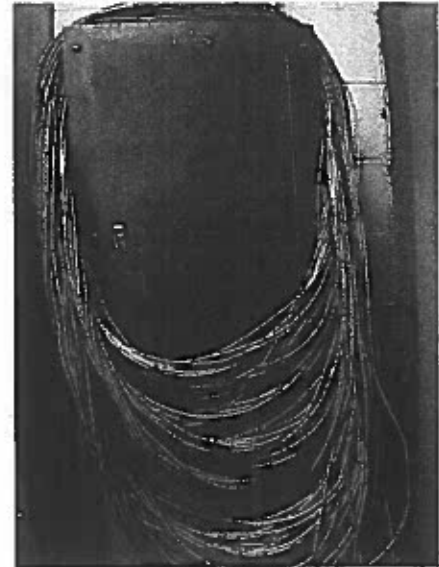
Attic, West side of mechanical room

## 11.7.2 Fire Alarm Systems

**FIRE SYSTEM ACCESS PANEL: BLOCKED** Recommendation

The fire system panel was blocked by wire. Keeping panel access free is recommended.

Recommendation  
Contact a qualified professional.



11.7.3 Fire Alarm Systems  
**FIRE SYSTEM INSPECTION  
RECOMMENDED**

We did not locate any tags or inspection paperwork to indicate the last inspection on the fire alarm system. An inspection of the fire safety systems in the building is recommended.



Recommendation



**ORDINANCE 2024-01**

**AN ORDINANCE OF THE TOWN OF FORT WHITE, AMENDING THE TOWN OF FORT WHITE LAND DEVELOPMENT CODE, AS AMENDED, PURSUANT TO AN APPLICATION, LDC 24-01, BY THE FORT WHITE TOWN COUNCIL; RELATING TO AN AMENDMENT TO THE TEXT OF THE LAND DEVELOPMENT CODE, PROVIDING FOR AMENDING SECTION 3.09.30, TITLED MOBILE FOOD VENDORS; AMENDING ORDINANCE 2021-221 IN ITS ENTIRETY; PROVIDING SEVERABILITY; REPEALING ALL ORDINANCE IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS,** Section 166.021, Florida Statutes, as amended, empowers the Town Council of Fort White, Florida, hereinafter referred to as Town Council, to prepare, adopt and enforce land development regulations;

**WHEREAS,** an application for an amendment, as described below, has been filed with the Town;

**WHEREAS,** Ordinance 2021-221 was previously approved October 25, 2021, and is hereby amended in its entirety as follows;

**WHEREAS,** the Town Council finds that the amendment of section 3.09.30 in its entirety, titled "Itinerant food vendor operations" to the Land Development Code, and Ordinance 2021-221, to provide for the regulation of itinerant food vendor operations to be amended, to be entitled Mobile Food Vendors, is in the best interests of the Town, is consistent with the purposes and objectives of the comprehensive plan, and will promote the public health, safety, morals, order, comfort, convenience, appearance, prosperity or general welfare.

**NOW THEREFORE BE IT ENACTED BY THE TOWN COUNCIL OF THE TOWN OF FORT WHITE, FLORIDA, AS FOLLOWS:**

**Section 1.** The foregoing recitals are adopted as being true and correct.

**Section 2.** Pursuant to an application LDC 24-01, by the Fort White Town Council, to amend the text of the Land Development Code, Section 3.09.30, entitled "Mobile Food Vendors" is hereby repealed in its entirety and replaced to read, as follows:

## **Section 3.09.30 MOBILE FOOD VENDORS**

### **A. PURPOSE AND INTENT**

The purpose and intent of this section is to establish land use and zoning regulations for real property upon which a mobile food dispensing vehicle and Food Truck Parks, as well as food trucks that are providing food service within public rights of way, are authorized to operate within the jurisdictional limits of the Town. Mobile food dispensing vehicles and Food Truck Parks, except for those operating on real property authorized in this section, are prohibited and unlawful on other real property not so authorized, which also includes the operation on public rights of way. The operation of the food truck on rights of way shall have the authorization of the government or agency maintaining such street or road. This section is neither intended to prohibit mobile food dispensing vehicles or Food Truck Parks from operating within the entirety of the Town nor regulate the licensing, registration, permitting and fees of mobile food dispensing vehicles preempted by the state.

### **B. DEFINITIONS**

As used in this section, the following words and phrases shall have the following meanings, unless the context clearly indicates that different meaning is intended:

1. Accessory: Shall mean clearly incidental or subordinate to and customary in connection with the principal building or use on a developed site and which is located on the same lot or parcel with such principal building or use.
2. Developed site: Shall mean real property upon which a building and/or other permanent improvements have been legally constructed and which is currently in compliance with all land development code regulations.
3. Food: Shall mean all substances commonly used for human consumption as food, beverage, confectionery, or condiments, whether simple, mixed, or compound, and all substances or ingredients used in preparation thereof.
4. Food truck pad: Shall mean an area designated within a food truck park that is designated/designed for food truck use with provisions for applicable utilities, including water, sewer, electricity, grease interceptors, and solid waste.
5. Food truck park: Shall mean a parcel(s) of land containing more than one (1) food truck pad where food truck(s) serve as the principal use of the parcel(s). This definition does not include any parcel(s) where food trucks or vending carts serve as a secondary or accessory use. The total number of food trucks permitted within a food truck park shall be determined by inspection of the Columbia County Fire Department to ensure the safety and well-being of all parties and compliance with all applicable federal, state and local fire safety, fire statutes, regulations,



- ordinances and codes to a maximum of four (4) mobile food vendors per one-half acre. The decision of the Columbia County Fire Department shall determine how many food trucks will be allowed on the property and shall be binding.
6. Mobile food dispensing vehicle: Shall have the same meaning as that term as defined in Section 509.102(l), Florida Statutes, and upon the effective date of this Section means any vehicle that is a public food service establishment and that is self-propelled or otherwise moveable from place to place and includes self-contained utilities, including, but not limited to gas, water, electricity, or liquid waste disposal.
  7. Mobile food vendor: Shall mean a person(s) who prepares, dispenses, or otherwise vends food or beverages from a food truck.
  8. Public road: Shall mean any public right-of-way for cars and trucks in the Town.
  9. Restrooms shall mean a public bathroom with wash stand(s) and toilet(s) in the minimum number required by the Florida Building Code. The restroom shall have received a permit from the Columbia County Environmental Health Department for a septic tank or shall be connected to the Town sanitary sewer system if available. A restroom may be a portable unit with wash stands and toilets of the minimum number prescribed in the Florida Building Code, as long as connected to a permitted septic tank or Town sanitary sewer lateral.
  10. Special event: Shall mean any organized, temporary public or private celebration or gathering of people which requires a Town special or temporary use permit including by way of example, events relating to athletic contests, carnival, fairs, cook-offs, entertainment, dancing, music concert, dramatic productions, art exhibitions, parades, fundraisers, sale of merchandise, food, farmers market, or any combination of the foregoing.

### **C. PERMITTING**

1. Any person engaged in the selling, preparation, or dispensing of food from a mobile truck or trailer must purchase a Town of Fort White Business Tax Receipt.
2. All mobile food truck and trailer vendors must display the Florida Division of Corporations (Division of Hotels and Restaurants) Mobile Food Truck and Trailer Vendor Permit and the Town's Business Tax Receipt, issued by the Town in a prominent and visible manner.
3. Applications for a Town of Fort White Business Tax Receipt may be obtained from Fort White Town Hall.
4. The property owner shall require that the mobile food truck and trailer vendor meets all applicable federal, state, and local statutes, regulations, laws, ordinances, rules, and codes including the permission of the government or agency having jurisdictional authority of the rights of ways on which the food truck is selling food; including

but not limited to permitting requirements regarding the specific business.

5. The property owner shall acknowledge that he/she understands the regulations regarding mobile food truck and trailer vendors and operation of mobile food trucks and trailers and will be held responsible, along with the mobile food truck and trailer vendor for any code violations.

#### **D. FOOD TRUCK PARKS**

1. Location. Food truck parks may be located on property within zoning districts that allow restaurants.
2. Food truck parks must apply for Special Use Permit for approval by the Planning and Zoning Board depicting the following information:
  - a. Total square footage of the property;
  - b. Location and square footage of the existing principal and accessory use(s), where applicable;
  - c. Proposed location for the mobile food truck(s) and/or trailer(s);
  - d. Location of ingress/egress to the site;
  - e. Minimum setbacks in compliance with the appropriate zoning district;
  - f. Location and dimensions of solid waste disposal site;
  - g. Location of water and sewer;
  - h. Location of restroom facilities;
  - i. Location of electric utility service; and
  - j. Landscaping to be determined by site plan review and location.
3. Upon approval by the Planning and Zoning Board of the Special Use Permit, a development order will be issued stipulating conditions of operation.
4. Construction standards. Food truck pads and associated facilities may be constructed with alternatives to asphalt and cement as part of the Special Use Permit approval if the applicant demonstrates that the site will meet acceptable stormwater management practices and will not accumulate mud or debris on public right-of-way.
5. Food truck parks must provide connections to electric utility services.
6. Food truck parks must provide restroom facilities that are connected to water and sewer utility services and have plumbing facilities in the minimum number as required by the Florida Building Code for classification of "restaurants, banquet halls, and food courts."
7. Food trucks operating within a food truck park must not operate a generator at the site, except when necessary in the case of an emergency.
8. Food truck parks must provide central solid waste disposal in accordance with applicable standards.
9. A food truck park shall provide a central septic system to include a grease interceptor system, permitted for the maximum number of food trucks allowable on the site to dispose of all wastewater. If a municipal

- sewer system becomes available the food truck park will be required to provide access to the municipal system for all food trucks on site and to ensure all state, federal, local regulations are followed.
10. Food truck parks shall provide two (2) off-street parking spaces per food truck pad.
  11. Food truck parks shall not allow the sale of or consumption of alcoholic beverages on site.
  12. The Special Use Permit must clearly designate all areas that will be used, including provision for off-street parking using the number and dimensions for restaurant use. The off-street parking surfaces may be pervious or impervious as specified within the approved development order. Accessory activity areas must comply with all applicable regulations, such as noise regulations.
  13. Each food truck park must have and register with the Town a designated agent or team with management responsibility and authority to address and resolve issues of permitting, code compliance, operations, and site management.
  14. Outdoor dining consisting of two (2) tables with four (4) chairs each, (2) picnic tables, or two (2) standup counters, and two (2) umbrellas are allowed per mobile food truck. Umbrellas must be taken down at the close of business each day. Outdoor dining shall be permitted during regular business hours and during special events. If the food truck park is adjacent to residential uses, the Town Planning and Zoning Board issuing the development order for the special use permit may restrict the business hours to provide compatibility with the adjacent residential uses.
  15. Accessory uses may be permitted, if there are no precluding impediments on the site or the Town Code or Land Development Code preventing such an accessory use. Accessory uses may include a farmer's market excepting a flea market, meeting and picnic space, exercise space, karaoke and music which maintains that the sound as measured from the property line is within ambient ranges and does not impact surrounding residential uses. These accessory uses will require a business license from the Town, but not a Special Temporary Use Permit. All uses not specified herein shall be considered special events, which will require a temporary use permit from the Town. Special events shall not exceed four (4) per month, unless so permitted by the Town Council in advance.

#### **E. MOBILE FOOD DISPENSING VEHICLES—other than Mobile Food Truck Parks**

1. The intent of this section is to allow and provide regulations for food trucks as temporary use on property. This section does not apply to food trucks that are located within a food truck park.
2. Authorized Locations:

- a. As a temporary use on property which allows restaurant use as specified within the Town's Land Development Code.
  - b. Upon approval of a Special Use Permit within a clearly delineated area on Town property or a public road which has been specifically and temporarily set aside for a mobile food dispensing vehicle to operate during a special event which is open to the public, and any mobile food dispensing vehicle has been contractually arranged by the event organizer to be part of the event.
  - c. Within a clearly delineated area on private property which has been specifically and temporarily set aside for a mobile food dispensing vehicle to operate during a special event held entirely on private property which is open to the public, provided the event has been lawfully permitted by Special Use Permit and any mobile food dispensing vehicle has been contractually arranged by the event organizer to be part of the event.
3. Conditions of Land Use and Operational Standards for a Special Use Permit. The following land use and operational standards shall apply to all mobile food dispensing vehicles operating on private property within the Town (this section does not include mobile food dispensing units that operate on public right of ways, which shall obtain the appropriate State of Florida licenses and a Town Business Receipt before operating within the Town):
- a. When the mobile food dispensing vehicle is operating on private property, a notarized affidavit signed by the property owner indicating that the vehicle has permission to operate and vend on the property. The affidavit must also indicate that the property owner acknowledges the following requirements:
    - i. The property owner shall comply with all ordinances regarding solid waste disposal and must provide the vehicle access to solid waste collection on the subject property.
    - ii. The property owner shall require that the vehicle meet all applicable federal, state, and local statutes, regulations, laws, ordinances, rules, and codes including, but not limited to applicable land use and zoning requirements regarding the subject property including site plan requirements;
    - iii. The property owner shall acknowledge that the property owner understands the regulations governing mobile food dispensing vehicles and will be held responsible, along with the vehicle owner for any code violations; and
    - iv. The property owner shall ensure that the property will be continuously maintained in a neat, clean, and orderly manner, and that the mobile food dispensing vehicle shall be limited to operating as a temporary accessory use on the subject property.
  - b. The subject property must be a developed site. The subject property must not be vacant or unimproved.

- c. No more than one (1) mobile food dispensing vehicle shall be parked or in operation on a single property at any given time, except multiple mobile food dispensing vehicles may be allowed by Special Use Permit during an authorized special event.
- d. A mobile food dispensing vehicle may operate at a single location up to a maximum of four (4) days per week, except as permitted as part of a Special Use Permit with the express written permission outlined within the Special Use Permit.
- e. Except with the express written permission outlined within the Special Use Permit, the hours of operation shall be limited between 7 am and 10 pm. The person in charge of the mobile food dispensing vehicle when in operation on the developed site must always be present during the hours of operation.
- f. Outdoor dining areas are prohibited including but not limited to, tables, chairs, booth, bar stools, benches, and standup counters, except if dining areas are allowed with express permission contained within the Special Use Permit.
- g. Mobile food dispensing vehicles and all materials associated with such vehicles must physically be moved at least daily and cannot remain on the subject property outside the approved hours of operation unless otherwise allowed by Special Use Permit. Overnight parking of mobile food dispensing vehicles is prohibited unless located within an enclosed garage or on property zoned for authorized open storage use.
- h. Mobile food dispensing vehicles shall not sell or distribute alcohol.
- i. No additional signage shall be permitted on the developed site related to the mobile food dispensing vehicle except as to signage permanently affixed and displayed on the vehicle.
- j. The operation of a mobile food dispensing vehicle must not obstruct or interfere with vehicular or pedestrian traffic, building access, fire lanes, crosswalks, driveways, fire hydrants, loading areas, stormwater drainage systems, landscape buffers, associated with the principal use.
- k. Mobile food dispensing vehicles must not enter or park upon any "no parking" area, loading zone, driveway, handicapped parking space, or designated public safety lane (e.g. fire lanes) or within twenty (20') feet of a crosswalk or within fifteen (15') feet of a fire hydrant or storm drainage structure, or within 75 feet of a brick-and-mortar restaurant.
- l. Mobile food dispensing vehicles must not enter or park upon playgrounds, playing fields and courts, sidewalks, footpaths, bicycle paths or other town-owned property without a Special Use Permit.
- m. Amplified music or other sounds from any mobile food dispensing vehicle or from audio equipment installed on the developed site by the property owner or person in charge of the vehicle for purposes of vending, attracting, or encouraging the congregation of customers is

not allowed to exceed the required decibel unit (D.U.) limitation to uses off-site and is not allowed within 500 feet of any residential neighborhood.

- n. Mobile food dispensing vehicles must not discharge waste, fat, oil, grease, grey water, or other similar substances from the vehicle. All such substances related to or generated from the vehicle shall be taken with the vehicle when leaving the subject property and shall be disposed of at an appropriate facility which is licensed to receive such waste and grease.
- o. Mobile food dispensing vehicles must comply, as applicable, with the standards specified by Chapter 5K-4.002, Florida Administrative Code and the U.S. Food and Drug Administrative 2001 Food Code, as such codes may be amended from time to time. It is also prohibited and unlawful for a mobile food dispensing vehicle to fail to comply with all state and Town traffic, parking, stopping and starting laws, codes, ordinances, rules, and regulations.
- p. A copy of the appropriate license(s) issued from the Florida Department of Business & Professional Regulation (Division of Hotels and Restaurants) shall be always maintained on the mobile food dispensing vehicle when the vehicle is in operation on real property located within the Town and shall be made available for inspection upon request by the Town's law or code enforcement officers.
- q. The grounds around the mobile food dispensing vehicle and within the vending space shall be kept free of litter, trash, paper and waste at all times. Waste containers shall be provided, and all trash shall be taken with the vehicle when the vendor leaves or with the permission of the property owner, placed inside a commercial dumpster in use and located on the developed site.
- r. All food service equipment utilized by the mobile food truck, cart, or trailer shall be maintained in good repair and in clean condition.
- s. Mobile food trucks and trailers shall not exceed twenty-four feet (24') in length and ten feet (10') in width including the length of any trailer hitch, the trailer, or other extensions.
- t. If a mobile food vendor is located on Town of Fort White owned property, proof of business insurance, issued by an insurance company that is licensed to do business in the State of Florida, protecting the applicant, and Town from all claims for damages to property and bodily injury including, but not limited to, death, which may arise from operations, under or in connection with mobile food trucks and trailer vending is required. Such insurance shall name the Town of Fort White as an additional insured, and shall meet the following minimum limitations of coverages; Worker's compensation and employer's liability – Coverage applicable to all employees at statutory limits in compliance with state and federal laws; and

Commercial General Liability – Coverage must be afforded under a per occurrence form policy for limits not less than \$1,000,000 General Aggregate, \$1,000,000 Products, \$1,000,000 each Occurrence, \$1,000,000 Fire Damage Liability, and \$1,000,000 Medical Expense; and

Automobile Liability – Coverage including coverage for Bodily Injury and Property Damage of not less than \$1,000,000 combined single limit each accident.

#### **F. PENALTIES**

1. If at any time the Florida Department of Business and Professional Regulation revokes or suspends the mobile food truck and trailer vendor's license, the Town's Mobile Food Truck and Trailer Vendor Permit shall be deemed to have been simultaneously revoked or suspended.
2. Owners and operators of mobile food dispensing vehicles, and property owners on which such vehicles operate, shall be joint and severally liable for any violations of the section and subject to the Town's code enforcement citation procedures.
3. The Town Council may also levy a fine against the property owner in the following increments, upon finding that a mobile food dispensing vehicle was operating on the subject property in violation of any section(s) of this Ordinance:
  - a. First offense: \$500.00
  - b. Second offense: \$1,000
  - c. Third offense: permanent ban

Prior to being fined or revoking any permits, the Town Council shall:

  - a. Afford the property owner notice of the violation(s) and a reasonable, informal opportunity to be heard regarding the violation(s);
  - b. Consider the property owner's past record of compliance with this Ordinance and related laws; and
  - c. Consider the degree of risk to public health, safety, and welfare arising from the alleged violation(s) in evidence.
4. The Town Council's decision under subsection 3 above shall be rendered in writing and shall be deemed final.
5. Any site plan approval or special event permit suspended or revoked pursuant to this subsection shall immediately be void and of no further use and effect to any person. If revoked, the property owner shall be prohibited from seeking subsequent approval for accessory temporary outdoor sales or a special event permit for the subject property for a period of one (1) year from the date of revocation.
6. The operation of a mobile food dispensing vehicle without approval by the Town of Fort White shall subject the owner of the property and the owner of the vehicle and operator thereof to code enforcement action, civil action, or action as otherwise allowed by state law or the Town Ordinance.

**Section 3.** It is the intent of the Town Council that the provisions of this Ordinance become and be made a part of the Code of Ordinances of the Town of Fort White, and that the sections and paragraphs of the Code of Ordinances may be renumbered or re-lettered to accomplish such intent.

**Section 4.** Severability. If any provision or portion of this ordinance is declared by any court of competent jurisdiction to be void, unconstitutional or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full force and effect.

**Section 5.** Conflict. All ordinances or portions of ordinances in conflict with this ordinance are hereby repealed to the extent of such conflict.

**Section 6.** Effective Date. This ordinance shall become effective upon adoption.

**Section 7.** Authority. This ordinance is adopted pursuant to the authority granted by Section 166.021, Florida Statutes, as amended, and Sections 163.3161 through 163.3248, Florida Statutes as amended.

**PASSED UPON FIRST READING** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**NOTICE PUBLISHED** on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**PASSED AND DULY ADOPTED UPON SECOND AND FINAL READING** in regular session with a quorum present and voting by the Town Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

**TOWN OF FORT WHITE, FLORIDA**

**By:** \_\_\_\_\_  
**Ronnie Frazier, Mayor**

**ATTEST:**

**APPROVED AS TO FORM AND  
LEGALITY:**

\_\_\_\_\_  
Connie Brecheen, Town Clerk

\_\_\_\_\_  
Lindsey Lander, Town Attorney





## Town of Fort White, Florida

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*P.O. Box 129  
118 SW Wilson Springs Rd  
Fort White, FL 32038  
(386) 497-2321  
[www.fortwhitefl.com](http://www.fortwhitefl.com)*

**PROCLAMATION  
TOWN OF FORT WHITE  
COLUMBIA COUNTY, FLORIDA**

**WHEREAS**, child abuse continues to be a nationwide problem in the United States of America affecting all ethnicities and socio-economic groups.

**NOW, THEREFORE**, be it proclaimed that by virtue of the authority vested in me as Mayor of the Town of Fort White, Florida hereby proclaim the month of April, 2024 as Child Abuse Awareness month in Fort White, Florida.

**PROCLAIMED BY THE TOWN COUNCIL OF THE TOWN OF FORT WHITE, FLORIDA ON THE 15<sup>TH</sup> DAY OF APRIL, 2024.**

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Ronnie Frazier, Mayor

**ATTEST AND CERTIFIED BY:**

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Connie Brecheen, Town Clerk

# Finding of Necessity Report

## Local Community Redevelopment Area



**Andy Easton**  
& ASSOCIATES

April 15, 2024

## **Finding of Necessity Report**

### **Local Community Development Area**

- 1.0 Background
  - 1.1 Legal Findings and Requirements
  - 1.2 Finding of Slum and Blight
  - 1.3 Substandard Housing
  - 1.4 Deteriorated Site Conditions
  - 1.5 Hazardous or Inadequate Right-of-Way
  - 1.6 Local Economic Distress Conditions
- 2.0 Findings
  - 2.0A Tax Increment Financing
  - 2.0B Wastewater Treatment Plant
  - 2.0C Small Tax Base
  - 2.0D No Ad Valorem Tax
- 3.0 Notifications
  - 3.1 Columbia County Manager
  - 3.2 Columbia County Property Appraiser
  - 3.3 Columbia County Tax Collector
  - 3.4 First Public Hearing
  - 3.5 Second Public Hearing
  - 3.6 Third Public Hearing
  - 3.7 Resolution R2024-001
  - 3.8 Ordinance 002 (CRA)
  - 3.9 Ordinance 003 (TIF)
- 4.0 Sources





## **Finding of Necessity Report Local Community Development Area**

### **Legislative Review**

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Various documents and sources have been referenced to obtain data relative to the statutory definitions of slum or blight conditions as provided in Chapter 163, Part III, Florida Statutes (FS).

Section 4.0 lists the sources that have been reviewed and are incorporated in this report by reference. Several field surveys were conducted on different days to record certain observable conditions of slum or blight.

Section 163.335, FS, declares that slum and blighted areas in Florida:

- i. Are a serious and growing menace, injurious to the public health, safety, morals and welfare;
- ii. Can spread and contributes to the spread of disease and crime;
- iii. Are an economic and social liability imposing onerous burdens which decrease the tax base and reduce tax revenues;
- iv. Impairs or arrests sound growth, retards the provision of housing accommodations, aggravates traffic problems and substantially hampers the elimination of traffic hazards and the improvement of traffic facilities.



## Finding of Necessity Report Local Community Development Area

A Finding of Necessity is a necessary prelude for the creation, modification or expansion of the boundaries of the local community redevelopment area (CRA). Section 163.355 prescribes that a county or municipality must adopt a resolution finding that:

- One or more slum or blighted areas of one or more areas in which there is a shortage of housing affordable to residents of low or moderate income, including the elderly, exists in such county or municipality; and
- The rehabilitation, conservation, or redevelopment or a combination thereof, of such area or areas, including, if appropriate, the development of housing which residents of low or moderate income, including the elderly, can afford, is necessary in the interest of public health, safety, morals, or welfare of the residents of such county or municipality.

It is important to note that only one of the stated conditions need to be found for the county or municipality to make a Finding of Necessity, and that there is broad discretion in making this determination. Field inspections indicate slum conditions and the presence of deteriorated structures in one or more blighted areas in the Town of Fort White.



## Finding of Necessity Report

### Local Community Development Area

#### Legislative Review

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Section 163.340(7), FS, defines a slum area as:

- An area in which there is a predominance of buildings or improvements, whether residential or commercial, which by reason of dilapidation, deterioration, age or obsolescence, inadequate proviso for ventilation, light, air, sanitation, or open spaces, high density of population and overcrowding; and with the existence of conditions which endanger life or property by fire or other cause; and any combination of such factors that is conducive to ill health, transmission of disease, infant mortality, juvenile delinquency, or crime and is detrimental to the public health, safety, morals, or welfare.



## **Finding of Necessity Report**

### **Local Community Development Area**

#### **Legislative Review**

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

Section 163.340(8), FS, defines a blighted area as:

- An area in which there are substantial number of slum, deteriorated, or deteriorating structures and conditions that lead to economic distress or endanger life or property by fire or other causes or which substantially impairs or arrests the sound growth of a county or municipality and is a menace to the public health, safety, morals, or welfare in its present condition and use; and
- An area in which there exists faulty or inadequate street layout; inadequate parking facilities; or roadways, bridges, or public transportation facilities incapable of handling the volume of traffic into or through the area, either at the present or following proposed construction.





## **Finding of Necessity Report Local Community Development Area**

### **Legislative Review**

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

Photographs are included in this report for the Town of Fort White 2024 housing stock for the following conditions of slum and blight:

1. Substandard structural conditions;
2. Conditions which endanger life or property;
3. Deterioration of site or other improvements and land use conflicts;
4. A deficiency of safe and sanitary low and moderate income housing; and
5. Predominance of defective or inadequate street layout.





## Finding of Necessity Report Local Community Development Area

### Legislative Review

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

The Finding of the Necessity Report recommends formation of a local CRA and the establishment of TIF based primarily on the following local conditions as documented by the 5-Year estimates (2022-2027) of the U. S. Census and other sources:



Per Capita Income for the Town of Fort White was \$22,114—80% of the Lake City, FL Micro Area: \$28,317, and about three-fifths of the amount in the State of Florida: \$38,850.



Median Household Income for the Town of Fort White was \$48,935—90% of the Lake City, FL Micro Area: \$53,501 2, and at about three-quarters of the amount in the State of Florida: \$67,917.



Persons Below Poverty Line for the Town of Fort White was 20.8%—at about 1.3 times the rate in the Lake City, FL Micro Area: 15.7%, and about 1.5 times the rate in the State of Florida: 12.9%.



Median Value of Owner-Occupied Housing Units for the Town of Fort White was \$201,000—at about 25% higher than the Lake City, FL Micro Area: \$165,300, but about two-thirds in the State of Florida: \$292,200.



## Finding of Necessity Report Local Community Development Area

### Legislative Review

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

### 2.0A Tax Increment Financing

Section 163.355(5) states that the preservation or enhancement of the tax base is essential to its existence and financial health. Additionally, the use of TIF for the funding of redevelopment activities is an effective method of achieving such preservation and enhancement in areas where the tax base is stagnant or declining.

### 2.0B Wastewater Treatment Plant

Currently the Town of Fort White has on-going plans for the construction of municipal wastewater treatment facilities. This will greatly enhance a local CRA and future development.

### 2.0C Small Tax Base

The Town of Fort White has a small tax base with the number of housing units at 269 for a population of 620 people. The incorporated limits include 2.4 square miles with 238.6 people per square mile. A local CRA and TIF will aide development and re-development projects.

### 2.0D No Ad Valorem Tax

There is currently no local property tax. Only sales from gas sales and other revenue sharing from the state are available to Fort White.



## Finding of Necessity Report Local Community Development Area

### Legislative Review

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

Chapter 163.346 Part III, FS  
Taxing Authorities



### Section 163.346,FS:

Before the governing body adopts any resolution or enacts any ordinance required under s. 163.355, s. 163.356, s. 163.357, or s. 163.387; creates a community redevelopment agency; approves, adopts, or amends a community redevelopment plan; or issues redevelopment revenue bonds under s. 163.385, the governing body must provide public notice of such proposed action pursuant to s. 125.66(2) or s. 166.041(3)(a) and, at least 15 days before such proposed action, mail by registered mail a notice to each taxing authority which levies ad valorem taxes on taxable real property contained within the geographic boundaries of the redevelopment area.



(stationary)

Via Certified U.S. Mail  
Return Receipt Requested

May 1, 2024

Mr. David Kraus  
Columbia County Manager  
Box 1529  
Lake City, FL 32055

**Re: Fort White Community Redevelopment Agency**

Dear Mr. Kraus:

The Town of Fort White will consider Resolution R2024-001 on May 20, 2024, to adopt a Finding of Necessity Report for a local Community Redevelopment Area (CRA). A final public hearing will be held on September 16, 2024.

If adopted a proposed list of parcels would serve as the base year for any tax increment from property taxes paid in the Fort White CRA redevelopment area. However, parcels owned by churches or government agencies are exempt.

Please feel free to contact me if you have any additional questions.

Sincerely,

Connie Brecheen  
City Clerk





(stationary)

Via Certified U.S. Mail  
Return Receipt Requested

May 1, 2024

Mr. Jeff Hampton  
Columbia County Property Appraiser  
135 NE Hernando Avenue  
Suite #238  
Lake City, FL 32055

**Re: Fort White Community Redevelopment Agency**

Dear Mr. Hampton:

The Town of Fort White will consider Resolution R2024-001 on May 20, 2024, to adopt a Finding of Necessity Report for a local Community Redevelopment Area (CRA). A final public hearing will be held on September 16, 2024.

If adopted a proposed list of parcels would serve as the base year for any tax increment from property taxes paid in the Fort White CRA redevelopment area. However, parcels owned by churches or government agencies are exempt.

Please feel free to contact me if you have any additional questions.

Sincerely,

Connie Brecheen  
City Cle



(stationary)

Via Certified U.S. Mail  
Return Receipt Requested

May 1, 2024

Mr. Kyle Keen  
Columbia County Tax Collector  
135 NE Hernando Avenue  
Suite #125  
Lake City, FL 32055

**Re: Fort White Community Redevelopment Agency**

Dear Mr. Keen:

The Town of Fort White will consider Resolution R2024-001 on May 20, 2024, to adopt a Finding of Necessity Report for a local Community Redevelopment Area (CRA). A final public hearing will be held on September 18, 2024.

If adopted a proposed list of parcels would serve as the base year for any tax increment from property taxes paid in the Fort White CRA redevelopment area. However, parcels owned by churches or government agencies are exempt.

Please feel free to contact me if you have any additional questions.

Sincerely,

Connie Brecheen  
City Clerk





THE LAKE CITY REPORTER  
Lake City, Columbia County, Florida

Legal Copy  
As Published

STATE OF FLORIDA,  
COUNTY OF: COLUMBIA COUNTY

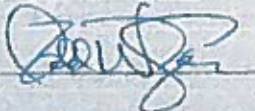
Before the undersigned authority personally  
appeared Todd Wilson, who on oath says that he or  
she is Publisher of the Lake City Reporter, a  
newspaper published at Lake City in Columbia  
County, Florida; that the attached copy of  
advertisement, being a

in the matter of Legal First Public Notice

in the Court, was published  
in said newspaper by print in the issues of  
March 21, 2024

or by publication on the newspaper's website if  
authorized, on March 21, 2024

Affiant further says that the newspaper  
complies with all legal requirements for  
publication in chapter 50, Florida Statutes.



Sworn to and subscribed before me this 21 day of  
March, A.D. 2024, by Todd Wilson  
who is personally known to me.

  
(Signature of Notary Public)

#### FIRST PUBLIC NOTICE

Notice is hereby given that the Town of Fort White, Florida,  
will hold a Public Hearing on the presentation of a Finding  
of Necessity Report for a Community Redevelopment Area  
during the 6:00 p.m. Town Council meeting of April 15,  
2024, at 118 Southwest Wilson Spring Road, Fort White, FL  
32044.

The Finding of Necessity Report and supporting documents  
will be available at Town Hall for public inspection between  
the hours of 9:00 a.m. and 4:00 p.m. Monday through Friday.  
Comments may be voiced at the above-mentioned meeting  
or in writing addressed to the Town Clerk, 118 Southwest  
Wilson Spring Road, Fort White, FL 32044.

Be advised that any person wishing to appeal any decision  
made by the Commission on any matter considered during  
the meeting will need a record of the proceedings and  
may need to ensure that a verbatim record is made, which  
includes the testimony and evidence upon which the appeal  
is to be based.

(s)

Cristie Bruckner  
Town Clerk



#### SECOND PUBLIC NOTICE

Notice is hereby given that the Town of Fort White, Florida, will hold a Public Hearing on the consideration of Resolution R2024-001 during the 6:00 p.m. Town Council meeting of May 20, 2024, at 118 Southwest Wilson Spring Road, Fort White, FL 32044.

Resolution R2023-001 includes the following:

WHEREAS, Section 163.355, Florida Statutes (FS), requires a Finding of Necessity Report prior to the creation, modification or expansion of the boundaries of a local Community Redevelopment Area; and

WHEREAS, a Resolution must adopt said Report for one or more slum or blighted areas as defined by Section 163.340(7), Florida Statutes, and Section 163.340(8), Florida Statutes, respectively; and

WHEREAS, the rehabilitation, conservation, or redevelopment or a combination thereof, of such area or areas, including, if appropriate, the development of housing which residents of low or moderate income, including the elderly, can afford, is necessary in the interest of the public health, safety, morals, or welfare of the residents of Fort White, Florida.

Resolution R2023-001 and the Finding of Necessity Report are available at Town Hall for Public Inspections between the hours of 10:00 a.m. and 4:00 p.m. Monday through Friday. Comments may be voiced at the above-mentioned meeting or in writing addressed to the Town Clerk, 118 Southwest Wilson Spring Road, Fort White, FL 32044.

Be advised that any person wishing to appeal any decision made by the Commission on any matter considered during the meeting will need a record of the proceedings and may need to ensure that a verbatim record is made, which includes the testimony and evidence upon which the appeal is to be based.

(s)

Connie Bracheen  
City Clerk





### THIRD PUBLIC NOTICE

Notice is hereby given that the Town of Fort White, Florida, will hold a Public Hearing on the consideration of Ordinance 2024-002 during the 6:00 p.m. Town Council meeting of July 15, 2-024, at 118 Southwest Wilson Spring Road, Fort White, FL 32044.

Ordinance 2024-002 includes the following:

**WHEREAS**, the Town of Fort White, Florida, has determined that a local Community Redevelopment Agency (CRA) should be created to implement the local Community Redevelopment Plan; and

**WHEREAS**, in order to implement the CRA Plan, the Town Council shall establish certain regulations to govern the membership, duties and powers of the local CRA.

Ordinance 2024-002 and the CRA records are available at Town Hall for Public Inspections between the hours of 10:00 a.m. and 5:00 p.m. Monday through Friday. Comments may be voiced at the above-mentioned meeting or requesting electronic files in writing addressed to the Town Clerk, 118 Southwest Wilson Spring Road, Fort White, FL 32044.

Be advised that any person wishing to appeal any decision made by the Town Council on any matter considered during the meeting will need a record of the proceedings and may need to ensure that a verbatim record is made, which includes the testimony and evidence upon which the appeal is to be based.

(s)

Connie Brecheen  
Town Clerk



**TOWN COUNCIL RESOLUTION NO. R2024-001**

**A RESOLUTION OF THE CITY COMMISSION OF LAKE BUTLER, FLORIDA,  
ADOPTING A FINDING OF NECESSITY REPORT AND INCLUDING AN ADOPTING  
RESOLUTION.**

**WHEREAS**, Section 183.361, Florida Statutes (FS), requires a Finding of Necessity Report prior to the creation, modification, or expansion of the boundaries of a local Community Redevelopment Area (CRA); and

**WHEREAS**, Section 183.370 (h) 3, FS, authorizes the costs to secure appraisals, title searches, surveys, studies, and other plans and work necessary to prepare for the undertaking of community redevelopment and related activities.

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED** by the City Commission of Lake Butler, Florida, as follows:

**Section 1.** The City Commission for the City of Lake Butler, Florida, hereby adopts Resolution R2024-001 and is attached and adopted as part of the Finding of Necessity Report.

**Section 2.** The Finance Director for said City or the designee is hereby directed to forward copies of the adopting Resolution and the Finding of Necessity Report to the Coordinator, Property Appraiser, and Tax Collector for Union County, Florida.

**PASSED AND ORDAINED** this 20<sup>th</sup> day of May 2024, by the City Commission for the City of Lake Butler, Florida.

**CITY OF LAKE BUTLER, FLORIDA**

By: Ronnie Frazier, Mayor

Attest:

Approved as to Form:

Connie Brecheen  
Finance Director

Lindsey Lander  
City Attorney





**ORDINANCE NO. 002**

**AN ORDINANCE OF THE TOWN OF FORT WHITE, FLORIDA, CREATING THE LOCAL COMMUNITY REDEVELOPMENT AGENCY, PROVIDING FOR CODIFICATION, PROVIDING FOR CONFLICT, PROVIDING FOR SEVERABILITY, AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS, the Town of Fort White, Florida, has determined that a local Community Redevelopment Agency (CRA) should be created to implement the local CRA Plan as provided by Section 163.361, Florida Statutes (FS); and**

**WHEREAS, the Town Council shall serve as members of the local CRA with regulations to govern the membership, duties and powers of the local CRA as provided by Section 163.357, Part III, FS.**

**NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Town of Fort White, Florida, as follows:**

**Section 1. The Town Council of Said Town is hereby established as the local CRA.**

**Section 2. All duties and powers of the local CRA shall be prescribed as required under the statutory provisions of Section 163.370, Part III, FS, and enumerated as Exhibit A and made a part of this Ordinance.**

**Section 3. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.**

**Section 4. If any section or phrase of this Ordinance is held to be invalid by a Court or competent jurisdiction, then said holding shall in no way affect the meanings of the remaining sections or phrases of this Ordinance.**

**Section 5. Sections #1 and #2 of this Ordinance shall be codified in the Town Codes of Ordinances.**

**Section 6. This Ordinance shall take effect upon second and final public reading by the Town Council of Fort White, Florida.**

**1 of 2**



PASSED AND ORDAINED this 19<sup>th</sup> day of August 2024, by the Town Council of  
Forth White, Florida.

TOWN COUNCIL  
FORT WHITE, FLORIDA

(SEAL)

ATTEST:

\_\_\_\_\_  
Connie Brecheen, Town Clerk

\_\_\_\_\_  
Ronnie Frazier, Mayor

First Reading: July 15, 2024  
Second Reading: August 19, 2024

APPROVED AS TO FORM:

\_\_\_\_\_  
Lindsey Lander, Town Attorney

2 of 2





**ORDINANCE NO. 003**

AN ORDINANCE OF THE TOWN OF FORT WHITE, FLORIDA, PROVIDING FOR THE ESTABLISHMENT AND FUNDING OF A LOCAL REDEVELOPMENT TRUST FUND TO FINANCE AND REFINANCE COMMUNITY REDEVELOPMENT WITHIN THE LOCAL COMMUNITY REDEVELOPMENT AREA; PROVIDING FOR ADMINISTRATION OF THE TRUST FUND; DETERMINING THE TAX INCREMENT TO BE DEPOSITED IN THE LOCAL REDEVELOPMENT TRUST FUND; ESTABLISHING THE BASE YEAR FOR DETERMINING ASSESSED VALUES OF PROPERTY IN THE LOCAL COMMUNITY REDEVELOPMENT AREA FOR TAX INCREMENT PURPOSES; PROVIDING FOR THE APPROPRIATION OF THE TAX INCREMENT BY COLUMBIA COUNTY IN THE LOCAL COMMUNITY REDEVELOPMENT AREA; APPOINTING THE TOWN COUNCIL AS THE TRUSTEES OF THE LOCAL REDEVELOPMENT TRUST FUND; PROVIDING FOR CODIFICATION; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Town of Fort White, Florida, shall establish a local redevelopment trust fund as provided under Section 163.356, Florida Statutes (FS); and

WHEREAS, tax increment financing is an effective method of achieving the preservation and enhancement of the local tax base in the local community redevelopment area in which increased tax revenues result from local community redevelopment activities.

NOW, THEREFORE, BE IT ENACTED AND ORDAINED by the Town Council of Fort White, Florida, as follows:

Section 1. There is established in accordance with Florida Statutes a local redevelopment trust fund for the Town of Fort White Community Redevelopment Agency, which shall be utilized and expended for the purposes of and in accordance with the local Community Redevelopment Plan, including any amendments or modifications thereto approved by the Town Council as trustees of the local redevelopment trust fund.

Section 2. The local redevelopment trust fund shall exist for the duration of the local community redevelopment undertaken by the trustees pursuant to the local Community Redevelopment Plan. Monies shall be disbursed from the trust fund by the City Clerk or designee as enumerated in Exhibit A and made a part of this Ordinance.

Section 3. That there shall be paid into the local trust fund by Columbia County a sum equal to ninety-five percent (95%) of the difference between the amount of ad valorem taxes which would have been produced by the rate upon which the tax is levied each year upon the total of the assessed value of the taxable real property in the geographic boundaries of the local Community Redevelopment Area as shown on the assessment roll used in connection with the taxation of such property by the County prior to the effective date of this Ordinance.

1 of 4



Section 4. That the base year used in connection with the taxation of real property in the local Community Redevelopment Area as provided for in Section 183.387, FS, shall be the ad valorem tax roll of Columbia County, Florida, filed by the Property Appraiser of Columbia County, Florida, with the State Department of Revenue on or before September 30, 2024, pursuant to Section 193.1142, FS, and shall reflect the amount of tax increment calculated as provided in Section 3.

Section 5. That pursuant to Section 183.387(2), FS, Columbia County shall appropriate and pay by direct deposit a sum which is no less than the tax increment as defined and determined by the applicable Florida Statutes and Section 3 of this Ordinance. The obligation of Columbia County shall commence on the effective date of the public notice submitted via certified mail (return receipt requested) by the Town of Fort White to the Columbia County Tax Collector's Office and continue to an extent permitted by Florida Statutes until all loans, advances and indebtedness, if any, and interest thereon, as well as project expenses incurred by the trustees per annual plan budgetary appropriations have been paid.

Section 6. That the local redevelopment trust fund shall be established and maintained as a separate trust fund by the trustees pursuant to Florida Statutes and this Ordinance, and shall be promptly and effectively administered and utilized by the trustees without undue delay.

Section 7. That the obligation of the Town of Fort White to fund the local redevelopment trust fund annually shall continue only to the extent that the tax increment described in Section 4 of this Ordinance accrues. The Town Council shall not be a guarantor of the obligations of Columbia County levying ad valorem taxes in the local Community Redevelopment Area.

Section 8. That the Town Council as trustees may, in their respective discretion, authorize the deposit of such other legally available or awarded funds into the local redevelopment trust fund as may be approved by motion or resolution on or after the effective date of this Ordinance.

Section 9. That the Town Council may delegate the routine program and fiscal management and operation of the local redevelopment trust fund to the Town Clerk or designee.

Section 10. All ordinances or parts of ordinances in conflict herewith, be, and the same are hereby repealed.

Section 11. If any section or phrase of this Ordinance is held to be invalid by a Court or competent jurisdiction, then said holding shall in no way affect the meanings of the remaining sections or phrases of this Ordinance.

Section 12. That sections #1 through #9 of this Ordinance shall be codified in the Town Codes of Ordinances.

Section 13. This Ordinance shall take effect upon second and final public reading by the Town Council of Fort White, Florida.

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PASSED AND ORDAINED this 16<sup>th</sup> day of September, 2024, by the Town Council of Fort White, Florida.

TOWN COUNCIL  
FORT WHITE, FLORIDA

(SEAL)

ATTEST:

Connie Brecheen, Town Clerk

Ronnie Frazier, Mayor

First Reading: August 19, 2024  
Second Reading: September 16, 2024

APPROVED AS TO FORM:

Lindsey Lander, Town Attorney

3 of 4



# Finding of Necessity Report Local Community Development Area

## Legislative Review

Chapter 163.335 Part III, FS  
Slum and Blight Conditions

Chapter 163.335 Part III, FS  
Slum Areas 340 (7)

Chapter 163.335 Part III, FS  
Blighted Areas 340 (8)

Chapter 163.346 Part III, FS  
Taxing Authorities

Chapter 163.353 Part III, FS  
Powers and Duties

Chapter 163.355 (5)  
Part III, FS  
Tax Increment Financing

Chapter 163.355 Part III, FS  
Finding of Necessity Report



FLORIDA DEPARTMENT OF  
**ECONOMIC OPPORTUNITY**

PRESS RELEASE

[www.FloridaJobs.org](http://www.FloridaJobs.org) | [Media@deo.myflorida.com](mailto:Media@deo.myflorida.com)



**UF** | Shimberg Center  
for Housing Studies  
UNIVERSITY of FLORIDA

United States<sup>®</sup>  
**Census**  
Bureau





**TOWN OF FORT WHITE**  
**FY24-25 TRIM and BUDGET CALENDAR**  
**DETAILED CRITICAL EVENTS SCHEDULE**

Meeting times: 3<sup>rd</sup> Monday @ 6 p.m.

RESPONSIBLE PARTY	EVENT	DATE	REFERENCES and NOTES
City Council	Approval of FY 2024-25 Budget Calendar	April 15, 2024	
Clerk and City Council	Optional Budget Workshop	May 20, 2024	
Clerk	Preparation of Tentative Budget for FY 24-25	May 21, 2024-September 16, 2024	Section 29, Town Charter
Property Appraiser	Estimate of 2024 Assessed Values	By June 1, 2024	\$200.065(8), F.S.
Clerk and City Council	Optional Budget Workshop	June 17, 2024	
Property Appraiser	2024 Certified Taxable Values (Form DR-420)	By July 1, 2024*	§§ 193.023 and 200.065(1), F.S. *TRIM Dates determined based on date of actual certification or July 1, whichever is later, as Day 1.
Clerk and City Council	Optional Budget Workshop Proposed Budget Delivered to Town Council	July 15, 2024	*Proposed Millage rate to be based on 95% of the certified taxable

	Town Council Establishes Maximum Millage Rate*		value per §200.065(2)(a), F.S.
Clerk	<p>Completed DR-420, DR-420MMP submitted to Property Appraiser, which includes:</p> <ul style="list-style-type: none"> <li>-Prior year millage rate</li> <li>-proposed millage rate for 2024</li> <li>- current year rolled-back rate</li> <li>-date, time, and place of tentative budget hearing*</li> </ul>	By August 4, 2024**	<p>§200.065(2)(b), F.S.</p> <p>*Town to Coordinate Hearing Dates with Other Taxing Authorities in the County because cannot hold Tentative Hearings on same date as School District or BoCC</p> <p>**Due within 35 days of certification of taxable values from Property Appraiser</p>
Property Appraiser	TRIM Mailed	By August 24, 2024*	<p>§§200.065(2)(b) and 200.069, F.S.</p> <p>*TRIM may be sent earlier; Deadline is 55 days after certification of taxable values</p>
Clerk	Post Tentative Budget on City website	At least 2 days before Tentative Budget Hearing*	<p>§166.241(3), F.S.</p> <p>*Must remain on website for 45 days</p>

Town Council	<p>Conduct Public Hearing to Adopt Tentative Millage Rate and Tentative Budget for FY24-25 by Town Resolution</p> <p>Town Council must publicly announce the tentative millage rate, the percentage, if any, by which the millage rate exceeds rolled-back rate (Note: Town has no rolled back rate) AND that the Town will "impose a new property tax levy of \$[amount] per \$1,000 value"</p> <p>Millage rate cannot exceed rate noticed on TRIM.</p> <p>First substantive issue discussed must be the new millage rate and purpose for which the ad valorem revenues are being increased</p> <p>Millage rate must be adopted before budget</p>	<p>TBD – 5:01 p.m. on _____, 2024*</p>	<p>§200.065(2)(c), F.S.</p> <p>*Tentative Hearings must be held between September 3 and 18 (65 to 80 days from certification of taxable values)</p> <p>Date, time, and place must match that provided on TRIM Notice</p> <p>Must take place M-F after 5:00 p.m. or anytime on Saturday</p> <p>Cannot be held on same date as School District or BoCC</p>
Clerk	<p>Advertise NOTICE OF PROPOSED TAX INCREASE and adjacent BUDGET SUMMARY AD in a newspaper of general circulation within the County</p> <p>Ad will notice date, time, and place of final</p>	<p>Within 15 days after adopting Tentative Millage Rate and Budget</p> <p>Final Millage and Budget Hearing must</p>	<p>§200.065(2)(d), F.S.</p> <p>See §200.065(3)(a), F.S. for required form for Notice of Proposed Tax Increase, but it must be modified to</p>

	<p>hearing</p> <p>Must be no less than ¼ page in size and headline must be no smaller than 18 point type.</p> <p>Ad cannot appear in legal or classified notice section.</p> <p>Should be run in a newspaper published at least weekly.</p>	<p>be held not less than 2 days nor more than 5 days after publication of these notices</p>	<p>replace "increase its property tax levy by [percentage of increase over rolled-back rate] percent" with the phrase "impose a new property tax levy of \$[amount] per \$1,000 value" per subsection (3)(k)</p> <p>See §§200.065(3)(l) and 129.03(3)(b), F.S. for requirement to publish budget ad and the contents:</p> <p>"Statement summarizing all of the adopted tentative budgets. The summary statement must show, for each budget and the total of all budgets, the proposed tax millages, balances, reserves, and the total of each major classification of receipts and expenditures,</p>
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			classified according to the uniform classification of accounts adopted by the appropriate state agency. The board shall cause this summary statement to be advertised one time in a newspaper of general circulation published in the county, or by posting at the courthouse door if there is no such newspaper, and the advertisement must appear adjacent to the advertisement required pursuant to s. 200.065."
Town Council	Conduct Public Hearing to Adopt Final Millage Rate and Final Budget for FY24-25 by Town Resolution  Town Council must publicly announce the name of Town, tentative millage rate, the percentage, if any, by which the millage rate exceeds rolled-back rate (Note: Town has no rolled back rate) AND that the Town will	TBD ~ 5:01 p.m. on September __, 2024*	<p>§§200.065(2)(d) and 200.065(2)(e), F.S.</p> <p>*Final Hearings must be held between September 18 and October 3, but generally before October 1</p>

	<p>"impose a new property tax levy of \$[amount] per \$1,000 value"</p> <p>Millage rate cannot exceed tentative millage rate</p> <p>Adoption of Millage rate and Budget must be by separate vote</p> <p>First substantive issue discussed must be the new millage rate and purpose for which the ad valorem revenues are being increased</p> <p>Millage rate must be adopted before budget</p> <p>Millage rate may be adopted by majority vote as §200.065(5)(b), F.S. exempts municipalities that have levied ad valorem taxes for less than 5 years from the maximum millage voting requirements in subsection 5(a).</p>		<p>Must take place M-F after 5:00 p.m. or anytime on Saturday</p> <p>Cannot be held on same date as School District or BoCC</p>
Clerk	Transmit resolution adopting final millage rate to property appraiser, tax collector, and	Within 3 days of adoption	<p>§200.065(4), F.S.</p> <p>Must be submitted</p>

	DOR (TRIM@floridarevenue.com)			within 101 days of July 1 certification of value
Clerk	Post Adopted Budget on Town website		Within 30 days of adoption	§166.241(3), F.S. Must remain on website for at least 2 years
Clerk	Electronically submit required budget information to Office of Economic and Demographic Research		By October 15, 2024	§166.241(7), F.S.
Property Appraiser	Send Form DR-422 to Town		Before Extension of Rolls	
Clerk	Complete and Return DR-422 to Property Appraiser and DOR Property Tax Oversight program		Within 3 days of Receipt of DR-422	
Clerk	Complete Certification of Compliance, Form DR-487, to DOR Property Tax Oversight program In addition to a statement of compliance, such certification shall include a copy of the resolution so adopted; a copy of the certification of value showing rolled-back millage and proposed millage rates, as provided to the property appraiser pursuant to s. 200.065(1) and (2)(b); maximum millage rates calculated pursuant to s.		Within 30 days of adoption of final millage and budget	§200.068, F.S.

	200.065(5), together with values and calculations upon which the maximum millage rates are based; and a certified copy of the advertisement, as published pursuant to s. 200.065(3).		
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Distribution List:

Connie Brecheen, City Clerk ([clerk@fortwhitefl.com](mailto:clerk@fortwhitefl.com))  
Lindsey Lander, City Attorney ([llanderlaw@gmail.com](mailto:llanderlaw@gmail.com))  
Heather Encinosa, NGN ([hencinosa@ngnlaw.com](mailto:hencinosa@ngnlaw.com))  
Greg Stewart, NGN ([gstewart@ngnlaw.com](mailto:gstewart@ngnlaw.com))



Town of Ft. White,

Please accept this letter as my resignation from the town council as of 3/22/2024. As the town grows and needs full-time board members. I as of now cannot give what is needed for time and concentration. As I will still be involved in this community and town as needed as a property and business owner. I regret that I must step down. However, it is what is best for my family, our businesses, and the town.

With regrets,

Travis King