

City of Cedar Key
Special Commission Meeting Agenda
809 6th Street
April 9, 2026
5:00 PM

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. People with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at (352) 543- 5132 at least 48 hours in advance to request accommodation.

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:
 - Jolie Davis, Commissioner Seat 1
 - Jim Wortham, Commissioner Seat 3
 - Mel Beckham, Commissioner Seat 5
 - Nancy Sera, Commissioner Seat 2
 - Jeff Webb, Commissioner Seat 4
- **ACTION ITEM:** Approval of Meeting Agenda, as presented
- **ACTION ITEM:** Consent Agenda:
 - Minutes: 03-17-2026 Commission Meeting
- Public Comment
- **ACTION ITEM:** Approve the inclusion of 357 2nd Street/Parcel Number 0858700000 to the Local Register of Historic Places
- **ACTION ITEM:** Approve the inclusion of 709 5th Street/Parcel Number 0866400100 to the Local Register of Historic Places
- Meeting Adjourned _____ pm



City of Cedar Key
Commission Meeting Minutes
809 6th Street
March 17, 2026

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Cedar Key Commission, with respect to any matter considered at this meeting, such interested person will need a record of the proceeding, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. People with disabilities requiring accommodation to participate in the meeting should contact the City Clerk at (352) 543- 5132 at least 48 hours in advance to request accommodation.

- Call to Order
 - Invocation
 - Pledge of Allegiance
 - Roll Call:
Jolie Davis, Commissioner Seat 1 Nancy Sera, Commissioner Seat 2
Jim Wortham, Commissioner Seat 3 (absent) Jeff Webb, Commissioner Seat 4
Mel Beckham, Commissioner Seat 5

- ACTION ITEM: Approval of Meeting Agenda, as presented
Motion: Commissioner Davis
Second: Commissioner Sera
Vote: Passes Unanimously with the addition of a letter requesting a staging area from the CKWSD (Motion: Commissioner Davis, Second: Commissioner Beckham, Vote: Unanimous) and contract extensions for the Gulf Blvd Project (Motion: Commissioner Davis, Second: Commissioner Beckham, Vote: Unanimous)

- ACTION ITEM: Consent Agenda
 - Minutes: 02-26-2026 Special Commission Meeting
Motion: Commissioner Davis
Second: Commissioner Sera
Vote: Passes Unanimously

- Public Comment

- Cedar Key Water & Sewer District: General Manager's Report and (addition) Letter Requesting a Staging Area
Motion to Approve Staging Area: Commissioner Davis. Second: Commissioner Beckham.
Vote: Passes Unanimously

- **Non-Government Organizations:**
 - Lion's Club
 - Cedar Key Woman's Club
 - Chamber of Commerce
 - Cedar Key Aquaculture Association
 - Nature Coast Biological Station (NCBS)
 - Cedar Key Arts Center
 - Cedar Key Non-Profit Organizations

- **Important Dates:**
 - April 11-12, 2026 - Arts Festival

- **Presentation: Kimley-Horn CPTA Grant Marina Modernization Update**
 - Meetings\03-17-2026\Cedar Key Baseline Site Conditions Report - Final-app.pdf
 - Meetings\03-17-2026\Cedar Key Stakeholder Engagement and Marina Use Report - Final-app.pdf

Commissioner Webb requested a motion to approve Kimley-Horn to apply for an FBIP grant on the inner marina for the City's behalf. Motion: Commissioner Beckham. Second: Commissioner Davis. Vote: Passes unanimously.

- **Presentation: Congressional Appropriation Application by Anchor Consulting**

Motion to approve a Letter of Interest to be drafted by Commissioner Davis. Second: Commissioner Beckham. Vote: Passes unanimously.

- **Clerk's Office and Administration:**
 - **ACTION ITEM: Approval of the Application Narrative for the EDA Readiness Grant**
Motion: Commissioner Davis. Second: Commissioner Sera. Vote: Passes Unanimously.
 - **ACTION ITEM: Approval to Join Main Street America**
Motion: Commissioner Davis. Second: Commissioner Webb. Vote: Passes Unanimously.
 - **ACTION ITEM: Approval to Apply for Florida Main Street Program**
Motion: Commissioner Davis. Second: Commissioner Sera. Vote: Passes Unanimously.
 - **Discussion: Cedar Key Summer Program Update**

- **Public Works:**
 - **ACTION ITEM: Approval to issue an RFP to pave Marina Parking Lot**
Motion made by Commissioner Beckham to draft two separate RFPs, one to include the debris staging area only and another to cover the rest of the marina parking lot. Second: Commissioner Davis. Vote: Passes Unanimously.

- **Fire Department/Emergency Management:**

- **Police Department:**
 - **ACTION ITEM: RESOLUTION 497 OF THE CITY COMMISSION OF THE CITY OF CEDAR KEY, FLORIDA, AMENDING SECTION 305 (HOLIDAYS), PAGE 16 OF 64, OF THE CITY OF CEDAR KEY EMPLOYEE POLICY MANUAL TO CLARIFY HOLIDAY PAY AND COMPENSATORY TIME PROVISIONS FOR FULL-TIME POLICE OFFICERS; PROVIDING FOR CONSISTENCY WITH THE CITY'S OVERTIME AND COMPENSATORY TIME POLICY; PROVIDING FOR AN UPDATE TO THE AMENDMENT TABLE; PROVIDING FOR IMPLEMENTATION; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Motion: Commissioner Davis. Second: Commissioner Sera. Vote: Passes unanimously.

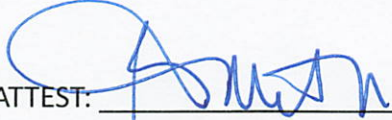
- **Attorney Items:**
 - **ACTION ITEM: FIRST READ - AN ORDINANCE 2026-04 OF THE CITY OF CEDAR KEY, FLORIDA, PROVIDING FOR THE VOLUNTARY ANNEXATION OF CERTAIN REAL PROPERTY LOCATED AT 12171 SW 165 TERRACE, CEDAR KEY, FLORIDA; LEGALLY DESCRIBED AS CEDAR KEY SHORES NO. 1, BLOCK F, LOT 21, AS RECORDED IN OFFICIAL RECORDS BOOK 1291, PAGE 649, PUBLIC RECORDS OF LEVY COUNTY, FLORIDA; PARCEL NUMBER 0895000400; PURSUANT TO SECTION 171.044, FLORIDA STATUTES; PROVIDING FOR LAND USE AND ZONING ASSIGNMENT; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**
Motion: Commissioner Davis. Second: Commissioner Sear. Vote: Passes 3-0. Commissioner Beckham recused himself (Form 8B attached).

- **ACTION ITEM: Approval of 5% Administrative Program Management for the Resilient Florida Gulf Blvd Hydrological Restoration Project**
Motion: Commissioner Davis to combine the two action items and approve. Second: Commissioner Sear. Vote: Passes unanimously.

- ACTION ITEM: Approval to issue an RFP for Nature-Based Solutions: Gulf Blvd Hydrological Restoration Project
Combined with the other Action Item above.

Addition to Agenda: Expended State Contracts for Gulf Blvd Project
Motion: Commissioner Davis. Second: Commissioner Sear. Vote: Passes unanimously.
- ACTION ITEM: Market in the Park Continuation
Motion to approve for another 4 months at current implementation by Commissioner Davis. Second: Commissioner Sera. Vote: Passes unanimously.
- ACTION ITEM: Special Action 2026-04 to include 357 2nd Street on the Historic Registry
Action Item was pulled from agenda due to procedural needs. Commissioner Webb requested the addition of a Special Commission Meeting on April 9th at 5 pm to address adding this property to the historic registry meeting requirements of public notice. Commission consented.
- Discussion - Commissioners Concerns/Information:
 - Discussion: Potential Transfer of the corner lot on Dock Street (near the bathrooms) from Levy County to the City of Cedar Key
Motion: Commissioner Davis. Second: Commissioner Sear. Vote: Passes unanimously.
- Discussion - Commissioner Focus Areas:
 - Environmental and Shoreline Restoration/Protection - Commissioner Wortham
 - City Processes and Process Improvement - Commissioner Davis
 - Financial and Economic Development – Commissioner Beckham
 - Public Relations and Community Engagement – Commissioner Sera
- Meeting Adjourned 7:21 PM

Commissioner Webb, Mayor

ATTEST: 
Prepared by Brooke Smith, City Clerk

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Walter M Beckham II, hereby disclose that on March 17, 20 26 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of _____, by whom I am retained; or
- inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

The acceptance of annexation into the city of 12171 SW 165th Terrace, Cedar Key, FL 32625. This is a property I recently purchased.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

March 20, 2026
Date Filed

Walter M Beckham II
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 04/09/2026

Subject:

Approval of Inclusion of 357 2nd Street on the Local Register of Historic Places

Discussion:

The property located at 357 2nd Street has been formally nominated for inclusion on the City of Cedar Key Local Register of Historic Places in accordance with Land Development Code §4-3.01.03 and Appendix A.

The nomination has undergone the required review process and has received formal approval and recommendation from both the Cedar Key Historic Preservation Board and the Cedar Key Historical Society. These recommendations affirm the property's historical and/or architectural significance and its contribution to the cultural heritage of the community.

Inclusion on the Local Register supports the City's ongoing commitment to historic preservation, protection of community character, and alignment with established preservation standards and practices.

Fiscal Impact:

None

Attachments:

- Nomination Letter for 357 2nd Street
- Historic Preservation Board Recommendation
- Cedar Key Historical Society Recommendation

Possible Commission Action:

Approve the inclusion of 357 2nd Street on the City of Cedar Key Local Register of Historic Places.

CITY OF CEDAR KEY, FLORIDA
OFFICE OF THE CITY CLERK
809 6th Street
Cedar Key, Florida 32625
Phone: (352) 543-5132

March 18th, 2026

RE: Nomination for Inclusion on the Local Register of Historic Places

Property Address: 357 2nd Street, Cedar Key, FL 32625

Parcel Identification Number: 08587-000-00

Dear City Commission,

On behalf of the property owner, Mr. George Carrothers, I hereby submit this formal nomination request for the inclusion of the above-referenced property on the City of Cedar Key Local Register of Historic Places, pursuant to Section 4-3.01.03 of the City's Land Development Code.

The subject property, located at 357 2nd Street, is a residential structure constructed in 1951, making it approximately 75 years old. The age of the structure, along with its continued presence within the community, contributes to its historical significance and relevance to Cedar Key's architectural and cultural heritage.

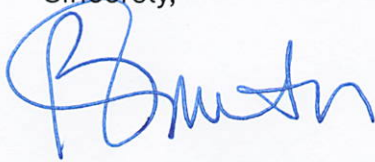
Mr. Carrothers formally presented this request for historic designation during the Historic Preservation Board meeting held on Tuesday, March 10, 2026. During that meeting, the Board reviewed the request, engaged in discussion regarding the property's historical significance and integrity, and provided verbal approval for the residence to proceed forward in the process for consideration of inclusion on the Local Register of Historic Places.

The next step in the process will include review and recommendation by the Cedar Key Historical Society, consistent with the procedures outlined in the Land Development Code. Additionally, public notice for a Special City Commission Meeting scheduled for April 9, 2026, at 5:00 p.m. has been duly provided. The City Commission will consider this nomination and render a final decision at that meeting.

In accordance with the procedures outlined in the Land Development Code, this nomination is respectfully submitted for consideration by the City Commission. Supporting documentation and any additional materials will be provided as part of the official record for review.

Should you require any additional information or documentation, please do not hesitate to contact my office.

Sincerely,

A handwritten signature in blue ink, appearing to read "Brooke Smith". The signature is fluid and cursive, with the first name "Brooke" being more prominent and larger than the last name "Smith".

Brooke Smith
City Clerk
City of Cedar Key, Florida
(352) 543-5132

Re: Nominated Properties for the Historic Registry

From The Cedar Key Historical Society Museum <cedarkeyhistory@gmail.com>

Date Tue 3/31/2026 2:52 PM

To Brooke Smith <cityclerk@cedarkeyfl.us>

Hello Brooke,

Thank you for your email.

After researching the properties at 709 5th Street and 357 2nd Street, it is clear that both are historically significant.

If you need a detailed explanation, please let me know.

Best,

Anna White Hodges

Executive Director

Cedar Key Historical Society Museum

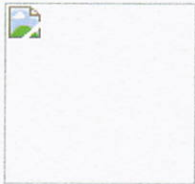
P.O. Box 222, Cedar Key,

Florida, 32625

www.cedarkeyhistory.org

Phone: (352) 949-2733

Email: cedarkeyhistory@gmail.com



On Fri, Mar 20, 2026 at 10:49 AM Brooke Smith <cityclerk@cedarkeyfl.us> wrote:

Hey there,

We have 2 properties requesting to be added to the historic registry and have scheduled a special commission meeting to address them. They have approval from the Historic Review Board, but the city also needs approval from the Historical Society to move forward.

The 2 properties are:

709 5th Street

**City of Cedar Key
Commission Meeting
Agenda Item**

Submitted By: Brooke Smith

Meeting Date: 04/09/2026

Subject:

Approval of Inclusion of 709 5th Street on the Local Register of Historic Places

Discussion:

The property located at 709 5th Street has been formally nominated for inclusion on the City of Cedar Key Local Register of Historic Places in accordance with Land Development Code §4-3.01.03 and Appendix A.

The nomination has undergone the required review process and has received formal approval and recommendation from both the Cedar Key Historic Preservation Board and the Cedar Key Historical Society. These recommendations affirm the property's historical and/or architectural significance and its contribution to the cultural heritage of the community.

Inclusion on the Local Register supports the City's ongoing commitment to historic preservation, protection of community character, and alignment with established preservation standards and practices.

Fiscal Impact:

None

Attachments:

- Nomination Letter for 709 5th Street
- Historic Preservation Board Recommendation
- Cedar Key Historical Society Recommendation

Possible Commission Action:

Approve the inclusion of 709 5th Street on the City of Cedar Key Local Register of Historic Places.

Cedar Key Historic Review Board
Cedar Key City Commission
PO Box 339
Cedar Key, FL 32625

RE: 709 5th Street
Cedar Key, FL 32625
LCPA Parcel #0866400100

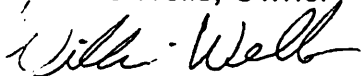
I would like to request that the above-referenced property be listed as a contributing structure on the Historic Register for Cedar Key.

This building qualifies in both age and in historic significance for the community.

I appreciate your consideration.

Sincerely,

Willis Wells, Owner



7202 SE 176th Street
Hawthorne, FL 32640

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Executive Director

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