

May 9th, 2025

Levy County RFP_2025_008 Acting Zoning Official

Prepared By:

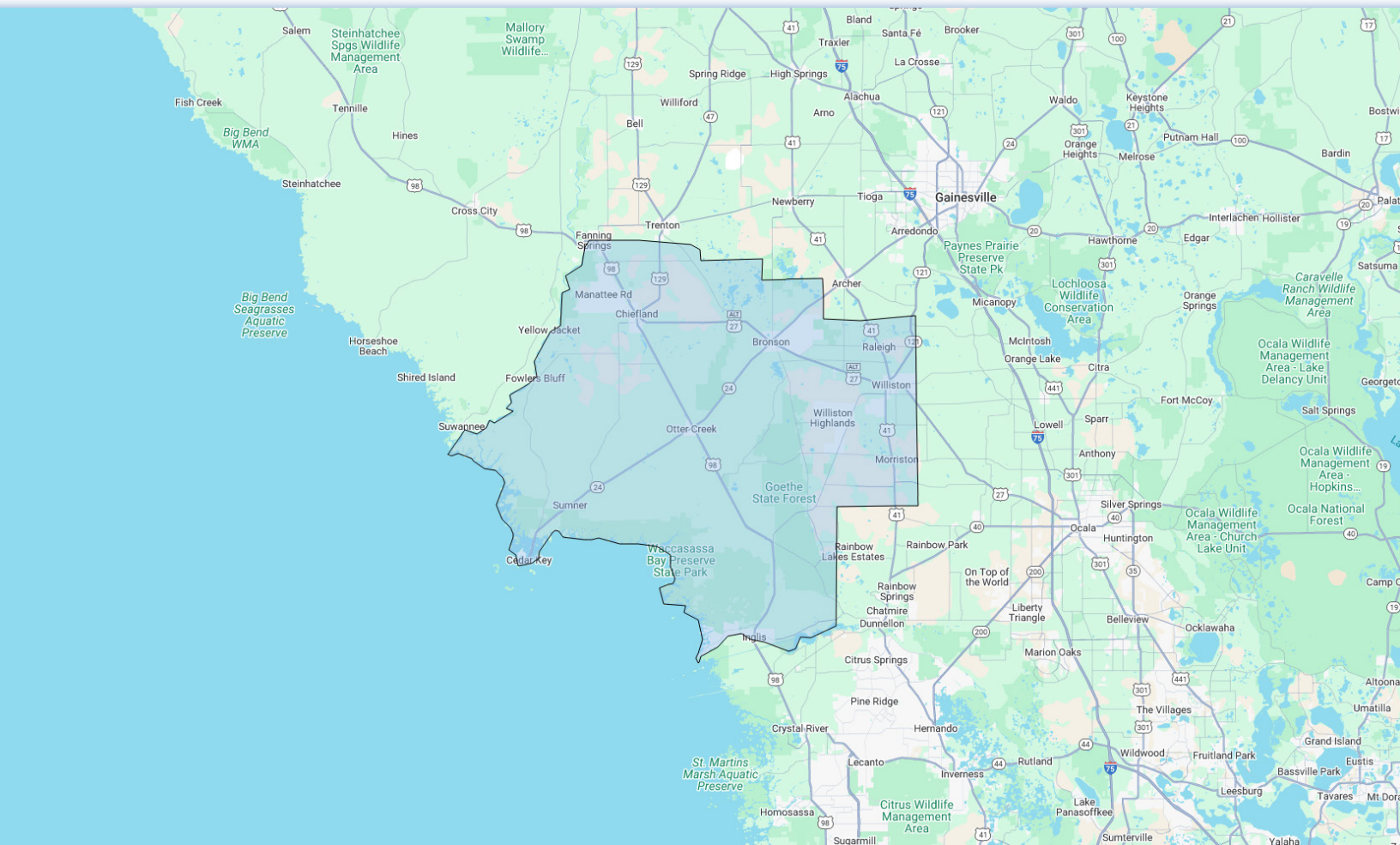
JBrown Professional
Group, Inc. dba JBPro
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Gainesville, FL 32606

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Prepared For:

Levy County Board of
County Commissioners
PO Box 310
Bronson, FL 32621



Part 1: Knowledge, Experience, and Qualifications of Personnel and the Firm

Project Management and Key Personnel

Eryn Mertens, JD, will serve as Project Manager and Acting Zoning Official, overseeing all day-to-day zoning responsibilities and serving as the point of contact for County leadership. Eryn holds a Juris Doctor and has a strong professional background in planning and land use policy. While not a licensed attorney, her legal education enhances her ability to interpret the County's code, guide quasi-judicial procedures, and prepare clear, well-reasoned recommendations. Supporting Eryn is a highly experienced team:

Kathie Ebaugh, FAICP, serves as JBPro's Planning Director and Principal-in-Charge, bringing over 28 years of leadership in Florida's public sector. Kathie provides high-level oversight, ensures adherence to planning best practices, and reviews all deliverables for quality and consistency.

Nick Hill, AICP, is a comprehensive planning and zoning specialist with deep experience in land use policy, future land use mapping, and zoning consistency. Nick contributes strategic analysis and policy guidance to ensure all planning work is aligned with statutory requirements and community objectives.

Resumes for each key team member can be found on the following pages 2-5.

Similar Projects Completed/In Progress by JBPro

JBPro has extensive experience with projects of a similar nature. Please see below for a list of relevant projects:

- ▶ **Town of Interlachen Continuing Services and Land Development Regulations (Ongoing):** JBPro serves as the dedicated planning consultant for the Town of Interlachen, actively supporting the Town's vision through updates to its Land Development Regulations and daily planning functions. In addition to ordinance updates, JBPro provides ongoing assistance with zoning administration, including managing zoning inquiries, guiding applicants through zoning and development processes, and maintaining consistency with adopted codes. JBPro reviews a variety of development applications such as variances, rezonings, site plans, and subdivisions, ensuring compliance with the Town's regulations and applicable State and Federal standards, as well as alignment with concurrency requirements. Comprehensive staff reports are developed and presented to the Planning Board and Town Council as part of the formal review process. JBPro also identifies and implements grant opportunities and works closely with Town staff, effectively functioning as an extension of the Town's Planning Department. *Involved Staff: Eryn Mertens, JD, Kathie Ebaugh, FAICP, Nick Hill, AICP*
- ▶ **City of Williston 2050 Comprehensive Plan, Land Development Regulations, Downtown Main Street Plan (Ongoing):** To preserve its small-town character while guiding future growth, JBPro is helping the City of Williston establish a comprehensive, strategic planning framework. As the City begins implementation of the Downtown Williston Main Street Master Plan and Reimagine Williston 2050 Vision, JBPro provides ongoing support and counsel to City leadership and staff on planning and zoning administration—offering guidance on ordinance interpretation, development review, code enforcement strategies, and coordination across departments to ensure alignment with long-range goals. JBPro serves as the principal planning and GIS technical consultant for the City of Williston, a rural community experiencing growing development pressure from surrounding regions in North-Central Florida. This work includes three major efforts: (1) updating and implementing the City of Williston 2050 Comprehensive Plan, (2) rewriting and modernizing the City's Land Development Regulations, and (3) developing a vision-based Downtown Williston Main Street Master Plan. *Involved Staff: Kathie Ebaugh, FAICP, Nick Hill, AICP*

Part 1: Knowledge, Experience, and Qualifications of Personnel and the Firm

- ▶ **City of Palm Coast Vision and Comprehensive Plan Update (Ongoing):** JBPro served as the Prime Consultant and project manager for Imagine 2050: City of Palm Coast Vision Comprehensive Plan, an ambitious and community-driven planning effort that was recently adopted by the City. The plan establishes a long-term vision for growth, development, and quality of life through the year 2050, built on extensive public engagement, best-practice planning strategies, and clear, actionable goals. With the comprehensive plan now in place, JBPro is leading the next phase of work—developing strategies to update the City’s Land Development Code (LDC) to ensure that its regulatory framework aligns with and implements the adopted plan. This includes identifying priority areas for code reform, integrating new policy directives, and crafting standards that support the City’s vision for vibrant neighborhoods, economic opportunity, and resilient infrastructure. The LDC update is a critical step in bringing the Imagine 2050 plan to life and ensuring that the City’s day-to-day development decisions reflect its long-range goals. *Involved Staff: Kathie Ebaugh, FAICP, Nick Hill, AICP*
- ▶ **City of Palatka Comprehensive Plan Update and Community Planning Initiatives (Ongoing):** JBPro is leading the development of a comprehensive plan vision and implementation strategies for the City of Palatka, focused on guiding future development along the riverfront, revitalizing the historic downtown, supporting reinvestment in neighborhoods, and reinforcing the region’s agricultural and timber-based economy. These efforts are rooted in an inclusive community engagement process that ensures residents, stakeholders, and local leaders have a meaningful voice in shaping Palatka’s future. The resulting strategies provide a framework for updating the Comprehensive Plan, aligning CRA district goals, and supporting policies that balance growth with the preservation and enhancement of the area’s economic strengths. Through this work, JBPro is helping the City translate its vision into a coordinated, actionable path for long-term growth, economic opportunity, and community well-being. *Involved Staff: Kathie Ebaugh, FAICP, Nick Hill, AICP, Eryn Mertens, JD*
- ▶ **Town of Micanopy Planning Support (Ongoing):** JBPro provides strategic planning services to the Town of Micanopy, supporting the implementation of long-term goals through a vision framework grounded in the Town’s adopted Vision and Mission Statement. This framework—shaped through a comprehensive community engagement process led by JBPro—guides planning priorities, development decisions, and town programs. JBPro continues to assist the Town in aligning its Comprehensive Plan policies and Land Development Regulations with this vision by identifying practical implementation strategies and recommending regulatory updates. In addition to these strategic efforts, JBPro offers ongoing planning support and counsel to Town staff, providing guidance on development proposals, zoning reviews, and other day-to-day planning responsibilities. With deep experience in small, rural communities, the JBPro team serves as a trusted partner in helping Micanopy manage growth while preserving its unique character. *Involved Staff: Kathie Ebaugh, FAICP*
- ▶ **Deltona 2050: City of Deltona Vision and Comprehensive Plan (Ongoing):** JBPro is providing ongoing support for the implementation of the City’s Vision Deltona 2026 and Deltona 2050 Comprehensive Plan. This includes conducting current city data analysis, evaluating the alignment between the City’s adopted vision, existing policies, and evolving community needs, and leading a robust public engagement process to ensure resident and stakeholder input shapes future decisions. JBPro’s work focuses on identifying gaps between policy and public priorities, integrating feedback into planning strategies, and helping refine the City’s planning framework. In addition to engagement and analysis, JBPro is contributing to the development of updated land development regulations and supporting the creation of development standards and master plans for key economic centers. These efforts are designed to translate Deltona’s long-range vision into actionable strategies that guide growth, development, and reinvestment across the City. *Involved Staff: Kathie Ebaugh, FAICP, Nick Hill, AICP*

Part 1 Resumes: Eryn Mertens, JD, Project Manager & Acting Zoning Official

With over 9 years of legal experience and 3 years of planning and public speaking experience in local governments across Florida, Eryn provides valuable insight and a unique perspective on legal issues in planning projects she has engaged. As a strong advocate for small-town Florida, and garnering a passion for being a voice for communities with a need for strong policies and guidelines to support them as they field unprecedented growth, Eryn is puts her legal lens to perfect use in crafting and building guiding documents for both our rural and urban community partners, alike.

Project Experience

Town of Interlachen Land Development Code Update

Interlachen, FL (2024–2025)

Eryn currently serves as the Project Manager for the Town of Interlachen's Land Development Code Update. In this role, she is responsible for managing the overall project timeline and deliverables, coordinating closely with Town staff and leadership, and overseeing the drafting and revision of updated development regulations. As part of this effort, Eryn is leading a public workshops series to ensure that the updated code reflects local values and priorities, while also aligning with the Town's comprehensive plan and applicable state statutes. She is also managing the technical review of zoning districts, development standards, and administrative procedures to create a modern, user-friendly code that supports Interlachen's long-term vision for growth and preservation.

Development Review Planner

Marion County, FL (2023–2025)

Eryn previously served as a Development Review Planner for Marion County, Florida. In this role, she was responsible for reviewing and processing a variety of development applications, including rezonings, special use permits, subdivisions, site plans, and variances. She worked closely with applicants, County staff, and external agencies to ensure that proposed developments complied with the Marion County Comprehensive Plan, Land Development Code, and relevant state regulations. Eryn prepared staff reports, presented recommendations to the Planning & Zoning Commission and Board of County Commissioners, and provided technical guidance on zoning and land use issues. Her work contributed to a more consistent, transparent, and efficient development review process within the County.

Project Manager, Planner

Gainesville, FL (2024–Current)

Eryn currently serves as a Project Manager and Planner for JBPro in our Gainesville office, Florida. In this role, she is responsible for reviewing and researching a variety of development applications which enlist the assistance of our firm in a variety of stages. Eryn provides our clients with quality work in assembling application packages, coordinating Neighborhood Workshops, preparing and presenting at public hearings, putting her legal background to work to ensure our clients receive the best possible representation on a wide range of land use entitlement and development needs, including land use changes, rezonings, special use permits, special exceptions, annexations, and variances. She works closely with engineers and planners at all levels of our firm, as well as jurisdiction staff, and other external agencies to ensure that proposed developments comply with the applicable Comprehensive Plan, Land Development Code, and relevant state regulations.



Total Experience:

12 years

Experience with Firm:

<1 year

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

Juris Doctor, Barry University
(2016)

B.A. Criminal Justice
Saint Leo University (2010)

A.A. Liberal Arts
College of Central Florida (2008)

Professional Registration:

Florida Registered Paralegal

Notary Public

Professional Affiliations:

American Planning Association

Part 1 Resumes: Kathie Ebaugh, FAICP, Director of Planning

With over 28 years of experience, Kathie is a proven planning professional experienced in facilitation, land development standards, capital budgeting, economic development, main street development, and intergovernmental coordination. She was the project manager for several vision-based comprehensive plans. Whether it be a discussion about public facilities and programs, community visioning, or City plans, Kathie has actively involved community members in the decision-making effort.

Project Experience

Palm Coast Vision and Comprehensive Plan Update

City of Palm Coast, FL (2023–Current)

Kathie serves as the project manager for a multidisciplinary approach to preparing the City of Palm Coast Comprehensive Plan Update 2050. The project emphasizes community engagement strategies that create a strong foundation of understanding, trust, and communication for the development and implementation of future planning initiatives. Kathie's passion for community planning is evident in the project's design which features multiple opportunities for community dialogue, a robust action agenda, and an illustrative planning document that intends to be more than a "pretty document" that sits on a shelf. Kathie's Palm Coast vision-based comprehensive planning process is successful because it: 1) keeps things simple; 2) makes the process relevant, educational, and relatable; and 3) builds a policy framework from a foundation of a shared community vision and sound technical components.

City of Williston Principal Planning Consultant

Williston, FL (2023–Current)

Kathie serves as the principal planning consultant for the City of Williston. As a rural community at the edge of two growing communities in North-Central Florida, the City of Williston is facing increased growth pressures that could change its small-town character. To help manage the growth pressures and support its unique quality of life, JBPro is working with the City to develop a comprehensive, strategic planning program. Through this effort, JBPro is leading three different planning efforts 1) the updating and implementation of the 2050 City of Williston Comprehensive Plan 2) updating Williston Land Development Regulations 3) the development of a vision base Downtown Williston Main Street Master Plan.

Interlachen General Planning Services

Interlachen, FL (2023–Current)

Kathie serves as the project manager for Interlachen's vision-oriented planning initiatives including efforts to promote the sustainable development of its rural lands, update its comprehensive plan and land use regulations, and assess its historic downtown. Through efforts designed to actively engage the community in planning discussions, Kathie provides community members with a real voice in Interlachen's future. These planning efforts are designed to ensure that every community member is provided with an opportunity to contribute to Interlachen's future. The results of these community efforts are the development of planning initiatives that promote the development of Interlachen's historic downtown, environmentally significant rural areas, and diverse neighborhoods.



Total Experience:

28 years

Experience with Firm:

2 years

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

M.S. Public Administration,
Florida Gulf Coast University
(2018)

M.S. City & Regional Planning
Morgan State University (2004)

B.S. Political Science
Towson University (1996)

Professional Registration:

American Institute of Certified
Planners, #020818

Professional Affiliations:

American Institute of Certified
Planners

American Planning Association

Florida Planning and Zoning
Association

Part 1 Resumes: Kathie Ebaugh, FAICP, Director of Planning *continued*

City of Palatka Vision-Based Comprehensive Plan and Continuing Planning Services

City of Palatka, FL (2022–Current)

Kathie serves as the project manager for Palatka’s vision-oriented planning initiatives including efforts to promote the sustainable development of its riverfront lands, update its comprehensive plan, and assess its CRA districts. Through efforts designed to actively engage the community in planning discussions, Kathie provides community members with a real voice in Palatka’s future. These community planning efforts are designed to ensure that every community member is provided with an opportunity to contribute to Palatka’s future. The results of these community efforts are the development of planning initiatives that promote the development of Palatka’s historic downtown, environmentally significant riverfront, and diverse neighborhoods.

Town of Micanopy Community Vision and Mission Framework

Micanopy, FL (2023–Current)

JBPro provides the Town of Micanopy strategic planning services, laying the groundwork for future planning and land development practices through a vision framework. This framework is built on the Town of Micanopy’s Vision and Mission Statement, which is developed through comprehensive community engagement. JBPro spearheads these community engagement initiatives, as well as events for stakeholders and elected officials. The Town’s Comprehensive Plan policies and Land Development regulations are reviewed to ensure alignment with the Town’s Vision and Mission Statement. A part of the vision framework involves a plan to preserve, protect, and promote the historic character of the town. With their broad and collaborative understanding of issues and planning processes in small, rural towns, the JBPro team aids the Town of Micanopy in planning practices, development projects, and town programs and is always available to support town staff with any planning requirements.

City of Deltona: Data Analysis & Public Engagement

Deltona, FL (2024–Current)

As part of a planning subconsultant contract with the City of Deltona, JBPro is assisting in the development of current city data analysis as it relates to the city’s Vision Deltona 2026, Delton 2040 Comprehensive Plan, land development regulations, and public engagement and outreach efforts. As part of this planning effort, JBPro is assessing data that reflects the engagement efforts in order to 1) ascertain how current city needs and concerns are addressed by current policies and city vision statements, 2) identify differences between the city’s current policies and vision statements and needs and concerns discussed in the public engagement and outreach efforts, and 3) incorporate the knowledge gained through the data and analysis into the public engagement and outreach efforts. Specifically, Kathie assists with the public engagement and outreach efforts that aim to identify critical planning issues; assess future needs, opportunities, and challenges; determine area and issues to be addressed through future planning efforts; and establish the process for moving forward and next step to address the critical planning issues.

Lee Plan: New Horizon 2035

Lee County, FL (2010–2014)

Project manager and lead planner for a long-range planning effort to update the county’s comprehensive plan. The planning process provided an opportunity to work with elected and policy leaders to address the county’s needs for and concerns about the future, establish a new development structure, and identify land use strategies to implement that structure. This planning effort focused on addressing two key concerns: 1) development pressures and opportunities and 2) how future growth would impact the county’s character. This project also addressed the county’s operational structure by establishing a framework for how the county’s departments could work better to address development issues and opportunities.

Part 1 Resumes: Nick Hill, AICP, Senior Planner

Nick Hill is an experienced practitioner specializing in community-driven planning and a specialist in GIS. His expertise encompasses public engagement, visioning, comprehensive planning, research and analysis, affordable housing, community redevelopment, and land development code rewrites. As a strong believer in the importance of citizen and stakeholder feedback, Nick serves as a steward for the community's voice in every project he takes on.

Project Experience

Palm Coast Vision and Comprehensive Plan Update

City of Palm Coast, FL (2023–2024)

Nick served as a senior planner and policy analyst for the City's recent comprehensive plan update. The primary goals of the update was to ensure the plan was reflected the community's vision for its future, reflected changes in local conditions since the plan received its last major update, and was consistent with recent changes in Florida Statutes. Nick's primary responsibilities on the project was to draft, review, and revise goals, objectives, and policies within the plan and assist with the adoption process.

City of Williston Vision and Comprehensive Plan Update

Williston, FL (2024–Current)

Nick currently acts as the project manager for City Reimagined: Williston 2050—a vision-based update the City's comprehensive plan. As part of this effort, Nick facilitates an extensive public engagement process including workshops, board briefings, and community events that will ultimately culminate in a vision plan which will serve as the primary framework for updating the comprehensive plan. Nick is also completing the data and analysis portion of the plan, which will serve as the factual basis for the policy-crafting process.

Palm Bay 2045 Comprehensive Plan

City of Palm Bay, FL (2021–2022)

Nick served as the Deputy Project Manager for the City's 2045 Comprehensive Plan Update. In this role, Nick led the development of both the Goals, Objectives, & Policies and the Data & Analysis for the Future Land Use, Housing, Coastal Management, and Conservation Elements. As part of this effort, Nick also performed the GIS analysis required for his respective elements and revised all maps included within the plan. Mr. Hill also helped program and implement an extensive community engagement process, which included a project website, an iterative three-part public workshop series, and an online survey.

Wildwood 2050 Comprehensive Plan

City of Wildwood, FL (2021–2022)

As the Deputy Project Manager for the Wildwood 2050 Comprehensive Plan Update, Nick helped lead a community-driven effort to update the comprehensive plan for one of the fastest-growing jurisdictions in the state. Nick's responsibilities included amending the Goals, Objectives, & Policies for several Elements and producing the Data & Analysis for the Future Land Use, Housing, Intergovernmental Coordination, and Property Rights Elements. He also created the Future Land Use Map Series for the project, as well as several ancillary maps needed to support new policy provisions within the document. Additionally, Mr. Hill developed and managed the project website and helped facilitate a series of public engagement events.



Total Experience:

8 years

Experience with Firm:

<1 year

Firm Location:

3530 NW 43rd Street
Gainesville, FL 32606

Education:

Master's in Urban & Regional
Planning, University of Florida
(2019)

B.A. Public Administration
and Minor in Urban & Regional
Planning, University of Central
Florida (2015)

Professional Registration:

American Institute of Certified
Planners, #33455

Professional Affiliations:

American Institute of Certified
Planners

American Planning Association

Advisory Board Positions:

Gainesville City Plan Board
Vice Chair
March 2023 – Current

Part 2: Approach to Services

JBPro offers Levy County a highly qualified, multidisciplinary team with extensive experience in zoning administration, development review, comprehensive planning, public engagement, GIS analysis, and land use policy. We have built our reputation on being a trusted partner to local governments throughout Florida—especially in rural and transitioning communities like Levy County.

We understand that successful local planning is not just about policy—it's about relationships, responsiveness, and day-to-day execution. Our team is structured to support Levy County as an extension of staff, working collaboratively with administrators, planners, legal counsel, and the public to provide timely, accurate, and well-informed recommendations.

Our Approach to Local Government Planning

At JBPro, we view local planning as a service—not a product. Our work begins by listening to staff, understanding how internal processes work, and identifying the small efficiencies that make a big difference in daily operations. We don't operate from a distance. We embed ourselves in the workflow, offer guidance and technical support, and help carry out the responsibilities that staff would otherwise shoulder alone.

We recognize that in rural counties, planning staff often wear many hats. That's why we take a comprehensive, responsive, and team-oriented approach, supporting everything from applicant inquiries and permit review to complex policy discussions and code interpretation. We help County governments strike a practical balance between private property rights, economic development, infrastructure limitations, and community expectations.

Our local government planning philosophy emphasizes:

- ▶ **Clarity** – Making regulations understandable for staff, elected officials, and the public.
- ▶ **Consistency** – Ensuring that decisions align with adopted policies and can be replicated fairly
- ▶ **Capacity Building** – Leaving behind tools, templates, and policies that strengthen the County's long-term ability to administer its planning program.
- ▶ **Responsiveness** – Being available when needed—whether for public meetings, staff consultations, or time-sensitive reviews.
- ▶ **Legal and Procedural Integrity** – Making sure each recommendation is defensible, well-documented, and consistent with Florida statutes and the County's LDC.

Whether assisting with a zoning verification or preparing for a Planning Commission hearing, we approach every task with professionalism, humility, and a commitment to the public good.

Zoning and Planning Services Grounded in Rural Values and Regional Experience

At JBPro, our understanding of rural and transitioning communities is both professional and personal. We live and work in North Central Florida and have spent decades supporting towns, cities, and counties across the region—including Levy, Putnam, Marion, and Alachua. From daily staff coordination to long-range planning and code updates, we've partnered with rural communities to help manage growth, protect community character, and support practical, place-based development.

We know that in rural counties like Levy, planning is not just about enforcing rules—it's about preserving identity, honoring property rights, and creating systems that work for residents, businesses, and staff alike. These communities often face complex, layered challenges: balancing agricultural and timber economies with new development pressures, addressing infrastructure constraints, preserving environmental assets, and protecting the values tied to generational landownership. Our work is shaped by this reality and informed by our direct experience as both local practitioners and community members.

Part 2: Approach to Services

JBPro understands that effective rural planning requires a thoughtful balance between protecting individual property rights and advancing shared community goals. This balance is especially critical in communities where personal landownership is not only a legal right but a deeply held cultural value. At the same time, we recognize the responsibility local governments have to guide growth in ways that support infrastructure, protect natural resources, and ensure a high quality of life for all residents.

We bring this balanced, community-first approach to every aspect of our zoning and planning work by:

- ▶ **Listening first** – We engage landowners, neighbors, and stakeholders early and with respect. Our outreach is built around transparency, clarity, and trust—ensuring residents have a voice in decisions that affect their property and their future.
- ▶ **Applying the law consistently and fairly** – We base recommendations on clear code interpretation and legal precedent, supported by defensible staff reports and presentation materials that withstand public and legal scrutiny.
- ▶ **Offering practical solutions within the code** – Whether through special exceptions, variances, or creative interpretations, we help applicants find workable, rights-respecting paths forward.
- ▶ **Framing planning as predictability, not restriction** – We help landowners see how consistent standards support property value, reduce conflict, and provide certainty for future investment.
- ▶ **Supporting local goals with local context** – We reject one-size-fits-all planning. Our work in communities like Williston, Interlachen, Palatka, and Micanopy reflects our ability to tailor planning strategies to local values—whether that means preserving farmland, guiding new subdivisions, or revitalizing small downtowns.

We also recognize that planning in rural counties often goes beyond formal processes—it's about being available when questions arise, responding quickly to changing priorities, and understanding how each decision can shape a community's future. Our team is equipped to step in wherever needed, whether that's assisting at the front counter, preparing for a public hearing, responding to a code interpretation request, or helping craft a response to a legislative change. This operational flexibility allows us to support Levy County in a way that feels seamless and responsive—like an extension of your own team.

As communities like Levy County continue to evolve, we understand that local governments must be proactive in aligning planning practices with shifting needs and opportunities. Our approach includes not only maintaining day-to-day planning functions but also identifying ways to enhance internal workflows, improve clarity in code language, and modernize tools that support staff and public understanding. We bring experience in digital application tracking, code crosswalks, public presentation tools, and GIS-integrated reporting—solutions that can strengthen both internal consistency and external communication.

JBPro's ability to scale up or down depending on the assignment also means the County benefits from a right-sized team for every task. If a work order involves complex GIS analysis or coordination with legal counsel, we bring in the right subject matter experts. If it's a more routine zoning determination, we provide efficient, accurate responses with minimal overhead. This dynamic staffing model helps the County keep costs predictable while still accessing top-tier expertise across multiple disciplines.

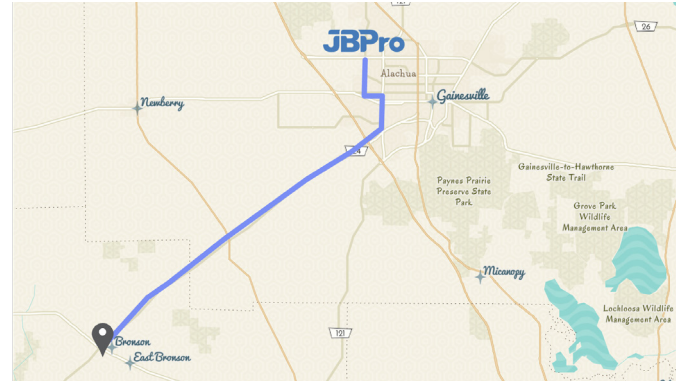


Part 2: Approach to Services

Finally, we believe the strength of our service lies in our long-standing commitment to building relationships—not just with County staff, but with the citizens, boards, and agencies we serve alongside. Whether coordinating with public works on infrastructure needs, collaborating with building officials on site compliance, or engaging with residents at a community workshop, we treat every interaction as an opportunity to reinforce trust in the planning process. That people-first mindset is what drives the quality, care, and reliability that JBPro brings to every task.

Familiarity with Levy County and Readiness to Serve

Our team has ongoing, active involvement in Levy County, including current planning services for the City of Williston and prior mapping work for the County and School Board. We are familiar with local codes, the Comprehensive Plan, and department workflows. Our office is located just 30 miles from Bronson, and all staff are within an hour's drive. We are available for in-person meetings, hearings, and public coordination with 24-hour notice.



Full Scope of Zoning and Planning Services

JBPro is prepared to perform the full range of zoning and planning services, including:

- ▶ **Zoning determinations and verification letters** – Provide timely and accurate written determinations of zoning classifications, permitted uses, and development standards. These services are especially important in rural areas where records may be limited, and where decisions often depend on clear, staff-level interpretation.
- ▶ **FLUM and zoning map amendments** – Guide applicants and staff through the amendment process, including analysis of consistency with the Comprehensive Plan, infrastructure capacity, and community character.
- ▶ **Site plan, subdivision, and development order reviews** – Coordinate multi-department reviews of development proposals to assess layout, access, drainage, buffering, and environmental impact.
- ▶ **Lot splits, replatting, and conditional use evaluations** – Evaluate land division requests and special use permits in the context of rural infrastructure, land history, and zoning compatibility.
- ▶ **Variances, special exceptions, and compliance checks** – Conduct site visits, review findings of fact, and prepare defensible recommendations for quasi-judicial boards.
- ▶ **Staff reports and public hearing presentations** – Prepare clear, well-organized reports and deliver presentations that support informed decision-making by County boards and officials.
- ▶ **Code interpretation and policy research** – Assist staff and applicants with consistent code interpretation, legal research, and regulatory clarification.
- ▶ **GIS updates and legal parcel verification** – Maintain zoning and land use GIS layers and confirm parcel eligibility for development or rezoning.
- ▶ **Interdepartmental coordination with County teams** – Streamline communication and collaboration between planning, public works, legal, fire, building, and other departments.

Part 2: Approach to Services

Our Commitment to Going Above and Beyond

We are committed to serving not just as a contractor but as a true partner to the County. JBPro proactively clarifies policies, improves workflow, and provides high-quality, defensible staff recommendations. Our ongoing work in communities throughout North Central Florida has shown that personal property rights and community well-being can and should be mutually reinforcing. The key is responsiveness, fairness, local knowledge, and respect—for land, for people, and for the places they call home.

We bring tested tools, strong relationships, and a ready-to-serve mindset to help Levy County maintain confidence, continuity, and compliance.

Work Orders Tailored to County Priorities

JBPro understands that no two planning tasks are exactly the same. Whether a work order involves reviewing a single variance application, preparing a comprehensive code interpretation, or supporting a full development review cycle, we tailor our approach to meet the specific needs, scope, and priorities of each assignment. Our goal is to ensure that every task—no matter how routine or complex—receives the level of attention, expertise, and care it deserves.

To provide predictability and accountability, we have structured each work order with a Not-to-Exceed (NTE) billing amount. This approach ensures that the County has a clear and upfront understanding of the expected work effort and associated costs. The NTE model allows for flexibility in execution while capping the maximum fee, providing both transparency and financial control. In many cases, the final billing may come in under the NTE amount if the work requires less time than anticipated—an added value that reflects our efficiency and respect for public resources.

We work closely with County staff to define the scope of each task, estimate time commitments, and agree on deliverables and expectations. This collaborative and transparent process minimizes surprises and builds confidence that each project will be delivered on time, on budget, and in full alignment with County goals.

Part 3: Price Proposal

JBPro proposes to provide Acting Zoning Official and planning and GIS support services on an hourly, not-to-exceed (NTE) basis, allowing Levy County the flexibility to adjust staffing levels and task assignments based on actual workload while maintaining predictable, transparent billing.

This flexible structure ensures that Levy County can access the appropriate level of expertise for each task—from zoning administration, GIS mapping, and development review to comprehensive plan amendments, land development code amendments, and community engagement or neighborhood workshops—without exceeding defined budget thresholds. JBPro is committed to clear communication, prompt response times, and providing only the level of service actually required.

Task Initiation Process

To ensure transparency, accountability, and efficient coordination, the process for initiating each work effort will be as follows:

1. Levy County will submit a written description of the needed work effort to JBPro. This may include zoning determinations, staff reports, FLUM or LDC amendments, GIS analysis, comprehensive plan support, or community engagement activities such as neighborhood meetings or workshop facilitation.
2. JBPro will review the request and determine the appropriate staff assignment, estimated hours, and level of support required. Considerations will be made according to the following staff responsibilities: Our team is organized around functional roles that align with Levy County's needs. These include:
 - ▶ Planning Director / Oversight – Provides policy direction, coordination with County leadership, and strategic guidance on plan consistency and code interpretation.
 - ▶ GIS Director / Oversight – Provides direction and guidance on land use and zoning mapping, FLUM analysis, redistricting support, and GIS database management.
 - ▶ Zoning Official – Responsible for day-to-day zoning determinations, permit reviews, applicant meetings, and public hearing preparation.
 - ▶ Planning Project Management – Oversees more complex tasks such as comprehensive plan amendments, LDC updates, and coordination of multi-departmental planning efforts.
 - ▶ GIS Project Management – Oversees GIS-based projects such as annexation analysis, utility overlays, or concurrency tracking.
 - ▶ Planning & GIS Technical Support – Delivers production tasks including staff report formatting, parcel analysis, mapping exhibits, public notice documentation, and online engagement tools.
3. Within 3 business days, JBPro will provide a written task outline, including a proposed schedule, assigned personnel, and a not-to-exceed (NTE) budget for the requested work.
4. Work will begin upon receipt of a Notice to Proceed (NTP) or written authorization from the County.

Part 3: Price Proposal

Task Rate Structure

All services will be billed in accordance with JBPro's approved fee schedule, effective January 1, 2025:

| Role/Task Description | Billing Title | Hourly Rate |
|-------------------------------|----------------------------------|-------------|
| Planning Director / Oversight | Principal Planner | \$225.00 |
| GIS Director / Oversight | Principal Planner (GIS Director) | \$225.00 |
| Zoning Official | Senior Planner | \$170.00 |
| Planning Project Management | Senior Planner | \$170.00 |
| GIS Project Management | Senior Planner | \$170.00 |
| Planning Project Production | Planner | \$130.00 |
| GIS Project Production | Planner | \$130.00 |
| Planning Production Support | Intern | \$80.00 |
| GIS Production Support | Intern | \$80.00 |

Additional Billing Terms

- ▶ Mileage will be reimbursed at the standard GSA rate (currently \$0.70/mile).
- ▶ No markup will be added to reimbursable expenses.
- ▶ Detailed billing records will accompany each invoice, and invoices will be submitted monthly unless otherwise requested.
- ▶ This structured process ensures that Levy County retains full control over budget and scope while receiving timely and professional support aligned with immediate and long-term planning needs.

Part 4: Forms and Documents

PROPOSAL SIGNATURE FORM

ITB_2025_008 - Acting County Zoning Official

The undersigned ("Authorized Signatory") confirms each of the following statements on behalf of the Proposer:

- They are authorized to submit this proposal and to bind the Proposer to the terms and conditions of this RFP.
- They have read the entire RFP package and any other documentation related to the RFP, including specifically any addenda issued by the County; and have made any inquiries they deem necessary to determine conditions prior to submission of this proposal.
- This proposal is submitted with full knowledge and understanding of the terms and conditions of this RFP

The proposal submitted includes all of the following signed forms and required documents:

- ☒ COMPLETE PROPOSAL IN THE FORMAT SPECIFIED IN PART 1 SECTION 4
- ☒ SWORN STATEMENT ON PUBLIC ENTITY CRIME
- ☒ NON-COLLUSION AFFIDAVIT
- ☒ DRUG-FREE WORKPLACE FORM (Note: this form is optional, but may be used to break a tie)
- ☒ CONFLICT OF INTEREST DISCLOSURE STATEMENT
- ☒ VENDORS ON SCRUTINIZED COMPANIES LIST FORM
- ☒ CERTIFICATES OF INSURANCE OR OTHER PROOF OF INSURANCE COVERAGES REQUIRED IN PART 1

Is Proposer a small or minority business, women's business enterprise, or labor surplus area firm? ☒ Yes ☐ No

Name of Proposer: JBrown Professional Group, Inc. dba JBPro

If Proposer is an entity, list type: S Corporation

Proposer Street Address: 3530 NW 43rd Street

City, State, Zip: Gainesville, FL 32606

Name of Authorized Signatory: Anthony J. Brown Jr., PE

Email Address: jay.brown@jbpro.com Telephone: (352) 375-8999

Signature:  Date: 5/8/2025

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

SWORN STATEMENT ON PUBLIC ENTITY CRIME

Sworn Statement Pursuant to Section 287.133(3)(a), Florida Statutes

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL
AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to Levy County
By Anthony J. Brown Jr., PE; President
(Print individual name and title)
For JBrown Professional Group, Inc. dba JBPro
(Print name of entity submitting statements)
Whose business address is 3530 NW 43rd Street, Gainesville, FL 32606
and if applicable whose Federal Employer Identification Number (FEIN) is 46-3710755.
If the entity has no FEIN, include Social Security Number of the individual signing this Sworn Statement:
_____.
2. I understand that a "public entity crime" as defined in paragraph 287.133(1)(a), Florida Statutes, mean violation of any state or federal law by a person with respect to and directly related to the transactions of business with any public entity or with an agency or political subdivision of any other state or with the United States including, but not limited to any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or conviction of a public entity crime, with or without adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a Jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 - a. A predecessor or successor of a person convicted of public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which proposals or applies to proposal on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Part 4: Forms and Documents

6. Based on information and belief, the statement which I have marked below is true in a relation to the entity submitting this sworn statement. (Please indicate which statement applies).

☒ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or any affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months.

☐ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months AND (Please indicate which additional statement applies).

☐ The entity submitting the sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime within the past 36 months. However, there has been a subsequent proceeding before a Hearing Officers of the State of Florida, Division of Administrative Hearings and the Final Order by the Hearing Officer determined that it was not in the public interest place the entity submitting this sworn statement on the convicted vendor list. (Attached is a copy of the final order).

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THE PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED AND FOR THE PERIOD OF THE CONTRACT ENTERED INTO, WHICHEVER PERIOD IS LONGER. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Anthony J. Brown Jr.
(Signature)

State of Florida
County of Alachua

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 6th day of May, 2025, by Anthony J. Brown Jr.
(name), as President (title) for JBrown Professional Group, Inc. dba JBPro
(name of proposer) Personally known ☒ OR Produced Identification ☐
(type of identification).

Camryn Figueroa
(Signature) Notary Public
My Commission expires 12-11-2028



CAMRYN FIGUEROA
Notary Public
State of Florida
Commission # HH662301
Expires 12/11/2028

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

NON-COLLUSION AFFIDAVIT

I, Anthony J. Brown Jr. of the County of Alachua

According to law on my oath, and under penalty of perjury, depose and say that:

1. I am President of the firm of JBrown Professional Group, Inc. dba JBPro providing that I executed the said proposal with full authority to do so.
2. This response has been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition, as to any matter relating to qualifications or responses of any other responder to induce any other person, partnership or corporation to submit, or not to submit, a response for the purpose of restricting competition;
3. The statements contained in this affidavit are true and correct, and made with full knowledge that Levy County relies upon the truth of the statements contained in this affidavit in awarding contracts for any services resulting from this ITB for said project.

Anthony J. Brown Jr. 5/6/2025
(Signature of Proposer Representative) (Date)

State of Florida

County of Alachua

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 6th day of May, 2025, by Anthony J. Brown Jr. (name), as President (title) for JBrown Professional Group, Inc. dba JBPro (name of proposer) Personally known ☒ OR Produced Identification ☐ (type of identification).

Camryn Figueroa
(Signature) Notary Public

Camryn Figueroa
(Printed, typed or stamped commissioned name of notary public)



CAMRYN FIGUEROA
(SEAL)
Notary Public
State of Florida
Comm# HH662301
Expires 12/11/2028

My Commission expires 12/11/2028

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

DRUG-FREE WORKPLACE FORM

The undersigned Proposer in accordance with Section 287.087, Florida Statutes hereby certifies that the Proposer JBrown Professional Group, Inc. dba JBPro (name of firm or individual) does:

1. Publish a statement notifying employees that the unlawful manufacture, distributions, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United State or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

Name of Proposer: Anthony J. Brown Jr., PE

Signature: 

Title: President

Date: 5/6/2025

THIS DOCUMENT IS OPTIONAL, BUT MAY BE USED TO BREAK A TIE, SO IT IS RECOMMENDED TO BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The award hereunder is subject to the provisions of Chapter 112, Florida Statutes. All proposers must disclose with their proposals whether any officer, director, employee or agent is also an officer or an employee of the Board of County Commissioners. All proposers must disclose whether any officer, partner, director or proprietor is the spouse or child of one of the members of the Board of County Commissioners. All proposers must disclose the name of any County officer or employee who owns, directly or indirectly, an interest of five percent (5%) or more in the firm or any of its branches or affiliates. All proposers must also disclose the name of any employee, agent lobbyist, previous employee of the Board, or other person, who has received or will receive compensation of any kind in connection with the response to this ITB. All proposers are also required to include a disclosure statement of any potential conflict of interest that the proposer may have due to other Clients, contracts, or interest associated with the performance of services under this ITB and any resulting agreement. Use additional sheets if necessary.

Names of Officer, Director, Employee or Agent that is also an Employee of the Board:

Names of Officer, Partner, Director or Proprietor who is spouse or child of Board Member:

Names of County Officer or Employee that owns five percent (5%) or more in Proposers Firm:

Names of applicable person(s) who have received compensation:

Description of potential conflict(s) with other Clients, contracts or interests:

None of the above applicable: ☒

Signature: _____

Printed Name: Anthony J. Brown Jr.

Proposer Name: JBrown Professional Group, Inc. dba JBPro

Date: 5/6/2025

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

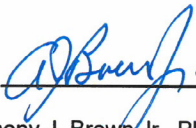
VENDORS ON SCRUTINIZED COMPANIES LIST

By executing this Certificate, the proposal proposer, certifies that it is not: (1) listed on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, Florida Statutes, (2) engaged in a boycott of Israel, (3) listed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, created pursuant to section 215.473, Florida Statutes, or (4) engaged in business operations in Cuba or Syria. Pursuant to section 287.135(5), Florida Statutes, the County may disqualify the proposal proper immediately or immediately terminate any agreement entered into for cause if the proposal proposer is found to have submitted a false certification as to the above or if the Contractor is placed on the Scrutinized Companies that Boycott Israel List, is engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List, or has been engaged in business operations in Cuba or Syria, during the term of the Agreement. If the County determines that the proposal proposer has submitted a false certification, the County will provide written notice to the proposal proposer. Unless the proposal proposer demonstrates in writing, within 90 calendar days of receipt of the notice, that the County's determination of false certification was made in error, the County shall bring a civil action against the proposal proposer. If the County's determination is upheld, a civil penalty shall apply, and the proposal proposer will be ineligible to proposal on any Agreement with a Florida agency or local governmental entity for three years after the date of County's determination of false certification by proposal proposer.

As the person authorized to sign this statement, I certify that this firm complies fully with the above requirements.

DATE: 5/6/2025
 COMPANY: JBrown Professional Group,
Inc. dba JBPro
 ADDRESS: 3530 NW 43rd Street
Gainesville, FL 32606

 PHONE NO.: (352) 375-8999

SIGNATURE: 
 NAME: Anthony J. Brown Jr., PE
 (Typed or Printed)
 TITLE: President
 E-MAIL: jay.brown@jbpro.com

THIS DOCUMENT MUST BE COMPLETED AND RETURNED WITH YOUR SUBMITTAL

Part 4: Forms and Documents

Certificate of Insurance

| | | JBROPRO-01 GHYSLOP DATE (MM/DD/YYYY) 1/6/2025 | | | | | | | | | | | | | | |
|---|--|---|-------------------------------|--------|--|--------------|--|--------------|--|--------------|--|--------------|-------------|--|-------------|--|
| CERTIFICATE OF LIABILITY INSURANCE | | | | | | | | | | | | | | | | |
| THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER. | | | | | | | | | | | | | | | | |
| IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s). | | | | | | | | | | | | | | | | |
| PRODUCER Hub International Florida 2811 NW 41st Street Gainesville, FL 32606 | CONTACT NAME: PHONE (A/C, No, Ext): (352) 377-2002 FAX (A/C, No): (352) 376-8393 E-MAIL ADDRESS: <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : Westfield Companies</td> <td>24112</td> </tr> <tr> <td>INSURER B : National Union Fire Insurance Company of Pittsburgh, PA</td> <td>19445</td> </tr> <tr> <td>INSURER C : Employers Preferred Insurance Company</td> <td>10346</td> </tr> <tr> <td>INSURER D : QBE Insurance Corporation</td> <td>39217</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Westfield Companies | 24112 | INSURER B : National Union Fire Insurance Company of Pittsburgh, PA | 19445 | INSURER C : Employers Preferred Insurance Company | 10346 | INSURER D : QBE Insurance Corporation | 39217 | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | | |
| INSURER A : Westfield Companies | 24112 | | | | | | | | | | | | | | | |
| INSURER B : National Union Fire Insurance Company of Pittsburgh, PA | 19445 | | | | | | | | | | | | | | | |
| INSURER C : Employers Preferred Insurance Company | 10346 | | | | | | | | | | | | | | | |
| INSURER D : QBE Insurance Corporation | 39217 | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | | |
| INSURED JBrown Professional Group 3530 NW 43 Street Gainesville, FL 32606 | | | | | | | | | | | | | | | | |

| COVERAGES | CERTIFICATE NUMBER: | REVISION NUMBER: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|-----------------------------------|-----------|----------------------|-------------------------|-------------------------|--|--------|----------|---|--|--|-------------------|------------------|------------------|--|----------|--|--|--|-------------------|------------------|------------------|---|----------|--|--|--|---------------------|-----------------|-----------------|--|----------|--|-----------------------------------|-------|----------------------|------------------|------------------|--|----------|---------------------------------|--|--|--------------------|-------------------|-------------------|---------------------------------------|--|--|
| THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 5%;">INSR LTR</th> <th style="width: 45%;">TYPE OF INSURANCE</th> <th style="width: 10%;">ADDL INSD</th> <th style="width: 10%;">SUBR WVD</th> <th style="width: 20%;">POLICY NUMBER</th> <th style="width: 10%;">POLICY EFF (MM/DD/YYYY)</th> <th style="width: 10%;">POLICY EXP (MM/DD/YYYY)</th> <th style="width: 10%;">LIMITS</th> </tr> <tr> <td style="text-align: center;">A</td> <td> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: </td> <td></td> <td></td> <td style="text-align: center;">CWP0754997</td> <td style="text-align: center;">10/1/2024</td> <td style="text-align: center;">10/1/2025</td> <td> EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ </td> </tr> <tr> <td style="text-align: center;">A</td> <td> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY </td> <td></td> <td></td> <td style="text-align: center;">CWP0754997</td> <td style="text-align: center;">10/1/2024</td> <td style="text-align: center;">10/1/2025</td> <td> COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000 </td> </tr> <tr> <td style="text-align: center;">B</td> <td> <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ 0 </td> <td></td> <td></td> <td style="text-align: center;">EBU020544198</td> <td style="text-align: center;">8/9/2024</td> <td style="text-align: center;">8/9/2025</td> <td> EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 Prdts & Cmp Ops \$ 3,000,000 </td> </tr> <tr> <td style="text-align: center;">C</td> <td> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below </td> <td style="text-align: center;">Y / N <input type="checkbox"/></td> <td style="text-align: center;">N / A</td> <td style="text-align: center;">EIG5721818-00</td> <td style="text-align: center;">10/1/2024</td> <td style="text-align: center;">10/1/2025</td> <td> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 </td> </tr> <tr> <td style="text-align: center;">D</td> <td>Errors & Omissions/P</td> <td></td> <td></td> <td style="text-align: center;">ANE49684-05</td> <td style="text-align: center;">12/30/2024</td> <td style="text-align: center;">12/30/2025</td> <td> Ea Clm & Agg Each \$ 1,000,000 </td> </tr> </table> | INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: | | | CWP0754997 | 10/1/2024 | 10/1/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ | A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CWP0754997 | 10/1/2024 | 10/1/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000 | B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ 0 | | | EBU020544198 | 8/9/2024 | 8/9/2025 | EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 Prdts & Cmp Ops \$ 3,000,000 | C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below | Y / N <input type="checkbox"/> | N / A | EIG5721818-00 | 10/1/2024 | 10/1/2025 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 | D | Errors & Omissions/P | | | ANE49684-05 | 12/30/2024 | 12/30/2025 | Ea Clm & Agg Each \$ 1,000,000 | | |
| INSR LTR | TYPE OF INSURANCE | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER: | | | CWP0754997 | 10/1/2024 | 10/1/2025 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| A | AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY | | | CWP0754997 | 10/1/2024 | 10/1/2025 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP \$ 10,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$ 0 | | | EBU020544198 | 8/9/2024 | 8/9/2025 | EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000 Prdts & Cmp Ops \$ 3,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| C | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below | Y / N <input type="checkbox"/> | N / A | EIG5721818-00 | 10/1/2024 | 10/1/2025 | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| D | Errors & Omissions/P | | | ANE49684-05 | 12/30/2024 | 12/30/2025 | Ea Clm & Agg Each \$ 1,000,000 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) *For Information Only | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| | |
|--|--|
| CERTIFICATE HOLDER <div style="border: 1px solid black; height: 80px; display: flex; align-items: center; justify-content: center;"> *For Information Only </div> | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|--|--|

ACORD 25 (2016/03)

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Part 4: Forms and Documents

Certifications

Please see below for copies of our key personnel certifications.



This certificate hereby qualifies

Nickolas Hill

as a member with all the benefits of a Certified Planner and a commitment to the AICP Code of Ethics and Professional Conduct.

Certified Planner Number: 33455

Joel Albizzo
Joel Albizzo, FASAE, CFP®
Chief Executive Director

Mitchell J. Silver
Mitchell J. Silver, FAICP
President



American Institute
of Certified Planners
Creating Great Communities for All

Verify: <https://www.aicp.org/aicp/verify/33455>

The American Institute of Certified Planners

The Professional Institute of the American Planning Association

hereby qualifies

Kathleen D. Wilson-Ebaugh

as a member
with all the benefits
of a Certified Planner and
responsibility to the
AICP Code of Ethics
and Professional Conduct.

Certified Planner Number: 020818

July 25, 2006

Joe Schmitt
PRESIDENT

Paul Farn
EXECUTIVE DIRECTOR

American Institute of Certified Planners
declares


Kathleen Wilson-Ebaugh

A Member of the College of Fellows of AICP

In recognition of exemplary leadership, high standards,
outstanding achievements, and distinguished contributions to the
advancement of the art and science of the planning profession.

Joel Albizzo
Joel Albizzo, FASAE, CFP®
Chief Executive Officer

Karen A. Auer
Karen A. Auer, CFP®
AICP President



American Institute
of Certified Planners
Creating Great Communities for All