



Office of Mayor-Elect Lenny Curry

Streamlining Growth & Opportunity Sub-Committee Meeting

June 15, 2015, 4:00 p.m.

Jacksonville University

Davis College of Business

Public Policy Institute

2800 University Blvd, Room 288

ATTENDANCE:

Mr. T.R. Hainline, Chair

Mr. Devin Reed, Member

Mr. Jon McGowan, Member

Mr. Steve Leggett, Member

Mr. Mike Field, Member

Mr. Andy Allen, Member

Ms. Denise Wallace, Member

Ms. Paige Johnston, OGC Representative

Mr. Folks Huxford, SME

Ms. Rena Coughlin, Transition Team Co-Chair

GUESTS

Ms. Susan Saltsgiver, COJ Planning

Mr. Gary Kresel, COJ

Mr. Tom Goldsbury, COJ

Mr. Mike Sands, COJ

Mr. Brian Roche, JEA

Ms. Gretchen Mitchell, Jacksonville Public Library

Ms. LaCree Carswell, COJ

Mr. Darrell Griffin, COJ

Ms. Sonia Johnson, COJ

Ms. Marlene Russell, Transition Staff

Ms. Wendy Jones, Recorder

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Meeting was called to order by Chair T.R. Hainline at 4:01 p.m., with a welcome and then everyone went around and introduced themselves.

Ms. Page Johnston, Representative from Office of General Council (OGC) gave the Committee an overview of the Sunshine Law and the Public Records Law.

Ms. Rena Coughlin, Co-Chair on the Transition Team, noted that she was here to assist the Committee as a resource. It is requested that they give their report to the Mayor-Elect by July 17th.

It is noted that a meeting was scheduled for July 1st which is inauguration date and that this will be changed and the Committee will be notified. It is noted the June 30th would be better than July 2nd and Chair Hainline will not be available on July 6th.

The Chair presented the charges to the group and noted that the first couple of meetings need to be used to learn about the subject matter. It was suggested that they hear from the Planning Commission (Chair and/or Vice Chair), Building Association representative, Member of NAOP (industrial park side), and possibly a group such as Riverside/Avondale Preservation for a neighborhood view. The other four (4) meetings would be to discuss what was learned and then pull together the proposals to meet the Charges. It was also suggested that they have someone from ABC (Karen Tucker) attend and explain the Commercial side of the process. Mr. Goldsbury said that he could reach out to ABC as he has the contact information. Mr. Carlton Robinson who is with the Chamber is to be on the Committee and he would be able to provide information as to what the small businesses face when dealing with the process.

Mr. Folks Huxford then began an overview of the Planning and Development Division as provided in the handout. He asked Mr. Tom Goldsbury to tell about what the Building Inspections Division is responsible for. Mr. Goldsbury went through the responsibilities and let the Committee know that his division was self funded through fees.

Mr. Mike Sands then gave an overview of his division which is Development Services. This division is funded through the general fund and has just begun generating revenue in the past few years.

The Committee would like to see the fee schedule for the Department and to know how the divisions are each funded (whether by general fund or enterprise fund).

The Committee will hear from the other divisions of the Department on Wednesday and also from the Planning Commission. They would like to hear from the Builders Association during the next Monday meeting.

Meeting was adjourned at 5:36 p.m.



Office of Mayor-Elect Lenny Curry

AGENDA

Date: June 15, 2015

Time: 4:00 p.m.

Committee: Streamlining, Growth & Opportunity

- | | | |
|-------------|--|-----------------------------|
| I. | Welcome and Introductions | T.R. Hainline, Chair |
| II. | Sunshine and Public Records Review | Paige Johnston |
| III. | Review of work to date for Mayor-elect's Transition | Rena Coughlin |
| IV. | Presentation – Planning Dept. – Structure & Processes | Folks Huxford |
| V. | Review of Subcommittee Work | T.R. Hainline |
| | A. Timeframe | |
| | B. Scope of Work | |
| | C. Deliverables | |
| | D. Scheduling | |
| VI. | Open Discussion | Committee |
| VII. | Public Comment | |

Streamlining Growth & Opportunity Sub-Committee

June 15, 2015

Name	Chair	Signature
Mr. T.R. Hainline	Member (May arrive late today)	Present
Mr. Devin Reed	Member	
Mr. Jon McGowan	Member	
Mr. Steve Leggett	Member	
Mr. Marc Padgett	Member	
Mr. Mike Field	Member	
Mr. Andy Allen	Member	
Mr. Carlton Robinson	Member	
Ms. Lynn Pappas	Member	
Ms. Denise Wallace	Member	
Ms. Kathy Barco	OGC Representative	
Ms. Paige Johnston	SME	
Mr. Folks Huxford	Transition Team	
Ms. Susan Saltsgiver GARY KRZEC	Planning on behalf of Director Huxford ZNA Director Dev Comm PAPPAS	
TOM GOLDSBURY	PDD BOUNDARY INSPI DIV	
MIKE SPARKS	PDD Dev SERVICES	
BRIAN ROCHE	JEA VP/SM Water/Wastewater SYSTEMS	
GREYHORN MITCHELL	JACKSONVILLE Public Library	
LACRA CARROLL	PDD - HEAD	
DANIEL BRIGGIN	PDD - HEAD	
Guests / Visitors:		

Planning and Development Department

WHAT WE DO

Building Inspection Division

Apply the Florida Building Code and local ordinances to building permits and plan review

- Landscaping
- Signs
- Building
- Electrical
- Mechanical
- Plumbing

Development Service Division

Civil plan review and inspections for subdivision, commercial, roadway and drainage projects

Issue and inspect right-of-way permits

Manage flood plain determination

Zoning counter review of permits, zoning verification requests, Certificates of Use, and zoning applications

Conduct quasi-judicial hearings for Administrative Deviation applications

Coordinate intake and review of all concurrency and mobility fee applications including testing for capacity of solid waste, storm water runoff, potable water, sanitary sewer, recreation and open space, and traffic

Coordinate 911 emergency addressing and assign all new addresses within the City of Jacksonville

Transportation Planning Division

Perform traffic and transit testing and analyses to determine mobility fee calculations

Review community transportation planning projects

Coordinate pedestrian and bicycling improvements

Community Planning Division

Comprehensive Planning Section maintains the Comprehensive Plan

Historic Preservation Section reviews Certificates of Appropriateness and serves as staff to the Historic Preservation Commission

Transportation Planning Section reviews transportation projects in lieu of the Transportation Planning Division

Geographic Information Systems (GIS) Section handles mapping needs and reviews legal descriptions

Brownfields Coordinator

Development of Regional Impact (DRE) Coordinator

Neighborhood Plans and Studies Coordinator

Inspect for compliance with designated Historic Districts and Landmarks

Current Planning Division

Administer the Zoning Code

Review, process, and prepare recommendations on zoning applications including Planned Unit Developments (PUDs), rezonings, exceptions, waivers, variances, and administrative deviations

Review proposed development for compliance with applicable Planned Unit Developments

Staff to the City Council (particularly the Land Use and Zoning Committee),
Planning Commission, Tower Review Committee, and Downtown Design Review
Board

Staff town hall and community meetings for City Council members

Provide subject matter experts in Zoning Code Enforcement cases

WHAT WE DON'T DO

We don't build anything (Public Works)

We don't legislate (City Council)

Property safety inspections such as unsafe structures and nuisance properties
(Municipal Code Compliance Division)

Zoning enforcement except in Historic Zoning Overlays (Municipal Code
Compliance Division)

Road closures (Real Estate Division)

Buy and sell land (Real Estate Division)

Environmental reviews (Environmental Quality Division)

Manage public property (Parks/Public Works Departments)

Parks (Parks Department)

2015 Schedule of Application / Reports Deadlines Meeting Dates

Exceptions, Waivers , Variances, Minor Mods, Cell towers ONLY

Application Processing / Deadline	Draft Reports Due	Final Reports Due	Carrier Pick-up / Distribution	Planning Commission Meeting Date
5:00 PM	Before 12:00 PM	Before 12:00 PM	12:00 PM	1:00 PM
December 18, 2014	December 26, 2014	December 31, 2014	January 2, 2015	January 8, 2015
December 31, 2014	January 9, 2015	January 15, 2015	January 16, 2015	January 22, 2015
January 15, 2015	January 23, 2015	January 29, 2015	January 30, 2015	February 5, 2015
January 29, 2015	February 6, 2015	February 12, 2015	February 13, 2015	February 19, 2015
February 12, 2015	February 20, 2015	February 26, 2015	February 27, 2015	March 5, 2015
February 26, 2015	March 6, 2015	March 12, 2015	March 13, 2015	March 19, 2015
March 19, 2015	March 27, 2015	April 2, 2015	April 3, 2015	April 9, 2015
April 2, 2015	April 10, 2015	April 16, 2015	April 17, 2015	April 23, 2015
April 16, 2015	April 24, 2015	April 30, 2015	May 1, 2015	May 7, 2015
April 30, 2015	May 8, 2015	May 14, 2015	May 15, 2015	May 21, 2015
May 14, 2015	May 22, 2015	May 28, 2015	May 29, 2015	June 4, 2015
May 28, 2015	June 5, 2015	June 11, 2015	June 12, 2015	June 18, 2015
July 2, 2015	July 10, 2015	July 16, 2015	July 17, 2015	July 23, 2015
July 16, 2015	July 24, 2015	July 30, 2015	July 31, 2015	August 6, 2015
July 30, 2015	August 7, 2015	August 13, 2015	August 14, 2015	August 20, 2015
August 13, 2015	August 21, 2015	August 27, 2015	August 28, 2015	September 3, 2015
August 27, 2015	September 4, 2015	September 10, 2015	September 11, 2015	September 17, 2015
September 17, 2015	September 25, 2015	October 1, 2015	October 2, 2015	October 8, 2015
October 1, 2015	October 9, 2015	October 15, 2015	October 16, 2015	October 22, 2015
October 15, 2015	October 23, 2015	October 29, 2015	October 30, 2015	November 5, 2015
October 29, 2015	November 6, 2015	November 12, 2015	November 13, 2015	November 19, 2015
November 12, 2015	November 20, 2015	November 24, 2015	November 25, 2015	December 3, 2015

YEAR 2015 SCHEDULE OF REZONING PUBLIC HEARING DATES

ZONING APPLICATION PAYMENT DEADLINE	INTRODUCED AT CITY COUNCIL MEETING ON:	PLANNING COMMISSION MEETING DATE:	CITY COUNCIL PUBLIC HEARING DATE:	LAND USE & ZONING (LUZ) PUBLIC HEARING DATE:
OCT 27, 2014	NOV 12, 2014 (WED)	DEC 4, 2014	DEC 9, 2014	JAN 6, 2015
NOV 17, 2014	NOV 26, 2014	JAN 8, 2015	JAN 13, 2015	JAN 21, 2015 (WED)
NOV 24, 2014	DEC 9, 2014	JAN 22, 2015	JAN 27, 2015	FEB 3, 2015
DEC 29, 2014	JAN 13, 2015	FEB 5, 2015	FEB 10, 2015	FEB 18, 2015 (WED)
JAN 12, 2015	JAN 27, 2015	FEB 19, 2015	FEB 24, 2015	MAR 3, 2015
JAN 26, 2015	FEB 10, 2015	MAR 5, 2015	MAR 10, 2015	MAR 17, 2015
FEB 9, 2015	FEB 24, 2015	MAR 19, 2015	MAR 25, 2015 (WED)	APR 7, 2015
FEB 23, 2015	MAR 10, 2015	APR 9, 2015	APR 14, 2015	APR 21, 2015
MAR 9, 2015	MAR 25, 2015 (WED)	APR 23, 2015	APR 28, 2015	MAY 5, 2015
MAR 23, 2015	APR 14, 2015	MAY 7, 2015	MAY 12, 2015	MAY 20, 2015 (WED)
APR 13, 2015	APR 28, 2015	MAY 21, 2015	MAY 26, 2015	JUN 2, 2015
APR 27, 2015	MAY 12, 2015	JUN 4, 2015	JUN 9, 2015	JUN 16, 2015
MAY 11, 2015	MAY 26, 2015	JUN 18, 2015	JUN 23, 2015	JUL 21, 2015
MAY 26, 2015	JUN 9, 2015	JUL 23, 2015	JUL 28, 2015	AUG 4, 2015
JUN 8, 2015	JUN 23, 2015	AUG 6, 2015	AUG 11, 2015	AUG 18, 2015
JUN 22, 2015	JUL 28, 2015	AUG 20, 2015	AUG 25, 2015	SEPT 1, 2015
JUL 27, 2015	AUG 11, 2015	SEPT 3, 2015	SEPT 8, 2015	SEPT 15, 2015
AUG 10, 2015	AUG 25, 2015	SEPT 17, 2015	SEPT 22, 2015	OCT 6, 2015
AUG 24, 2015	SEPT 8, 2015	OCT 8, 2015	OCT 13, 2015	OCT 20, 2015
SEPT 8, 2015	SEPT 22, 2015	OCT 22, 2015	OCT 27, 2015	NOV 3, 2015
SEPT 21, 2015	OCT 13, 2015	NOV 5, 2015	NOV 10, 2015	NOV 17, 2015
OCT 12, 2015	OCT 27, 2015	NOV 19, 2015	NOV 24, 2015	DEC 1, 2015
OCT 26, 2015	NOV 10, 2015	DEC 3, 2015	DEC 8, 2015	DEC 15, 2015

PLANNING AND DEVELOPMENT

Director Folks Huxford

Budget 179,279,999.11

	Count	Pending Legislation	Y/N
Employees	178	Local	Y
Active Projects/Programs	11	State	N
Pending Projects/Programs	11	Federal	N

Overview

Department Vision: We strive to create a city of distinctive, healthy, and sustainable neighborhoods and to be a recognized leader in efficient and effective planning.

Department Mission: Provide sound planning services, a simplified regulatory and permitting process, and a shared city-wide vision for our natural and built environment.

The Building Inspection Division is responsible for ensuring that existing and future developments and construction comply with the Florida Building Code and the City of Jacksonville's building ordinances. The Division's primary roles are to ensure the safety of buildings and related landscapes by performing inspections and enforcing building, electrical, plumbing, mechanical, and other related City codes. In addition, the Division performs reviews of various permit applications and plans examination.

The Community Planning Division's primary purpose is to maintain, amend, and monitor the Comprehensive Plan of the City of Jacksonville. This role includes many diverse planning efforts in the areas of capital facilities, land use, parks, brownfields, transportation, historic preservation, and neighborhoods. These broad-range planning efforts produce the Comprehensive Plan of the City of Jacksonville including amendments thereof, short and long-term land use plans, neighborhood plans, historic studies and designations, short and long-range transportation plans, and other plans required or desired to support the Comprehensive Plan. The Division also reviews Developments of Regional Impacts (DRI), and reviews exterior work in local historic districts or affecting local landmarks.

The Current Planning Division addresses short-term growth and development issues through the review of proposed zoning changes. To that end, the Division is responsible for administering the Zoning Code (Chapter 656) and site plan reviews pursuant to Subdivision Regulations (Chapter 654). The Division accepts and reviews applications for Planned Unit Development (PUD) rezonings and PUD verification, conventional rezonings, exceptions, variances, waivers, administrative deviations, cell tower review, amendments to final orders, and amendments to Chapters 656 and 654 of the Municipal Code. The Division provides technical and support staff to the Land Use and Zoning Committee, Planning Commission, and the Tower Review Committee. The Division is actively involved in all Zoning Code re-write committees and assists the general public with questions relating to the Zoning Code, zoning verification, development and permitting, and zoning application processes.

The Development Services Division encompasses various activities involved in regulating local land development. The major activities include the Review Group, Zoning Counter, Concurrency and Mobility Management System Office, and the Addressing Office. The Review Group receives and provides civil plan review and inspection services for subdivisions, commercial, roadway and drainage projects, issues and inspects right-of-way permits, and is responsible for flood plain determination. The Zoning Counter ensures applicants apply for allowable uses of the property and accepts applications for zoning variances, administrative deviations and other waivers. The Zoning Counter conducts regular quasi-judicial public hearings for all administrative deviation requests. The Concurrency and Mobility Management System Office coordinates the intake of all concurrency and mobility fee applications and transmits information electronically to the various testing agencies and departments. Concurrency is tested for solid waste, storm water runoff, potable water, sanitary sewer, and recreation and open space. Mobility reviews encompass traffic circulation and mass transit public facilities. The Addressing Office takes the lead role in coordinating 9-1-1 emergency addressing and issues new addresses and adds them to the City's GIS system.

The Transportation Planning Division performs traffic and transit testing and analyses to determine mobility fee calculations for infrastructure improvements due to new development. The Division also performs transportation related planning and GIS analyses for community transportation planning projects. The Division also coordinates pedestrian and bicycling improvements for the City.

The Housing and Community Development Division administers and operates Jacksonville's affordable housing programs. The division is designated as the official housing agency for the city for affordable housing and all other similar matters except those for which the Jacksonville Housing Authority is responsible. The Division supports neighborhood development in the city and assists with a variety of structural and organizational improvements. The division rehabilitates and redevelops slums and blighted areas, fosters town center initiatives and is responsible for relocating people displaced by these activities. The division also coordinates activities with six Citizen's Planning Advisory Committee (CPACs). The division administers the Community Development Block Grant (CDBG) program awarded annually to the City of Jacksonville through the U.S. Department of Housing and Urban Development (HUD). CDBG program funds are sub-granted annually to public and private non-profit agencies that are responsible for developing and implementing programs that principally benefit low and moderate-income citizens or aid in the prevention or elimination of slums and blight. Awards are made to projects that best meet program eligibility requirements and address prioritized needs.

City of Jacksonville Scorecard Report



% of Civil Eng plan reviews completed within established timeframes - From Development Services	30	85%	90%	95%	93%	86%	20	Prelim Civil Eng plan reviews in 21 days; Final Review in 14 days. Formula +(# of prelim plans * % of completed on time + # of final * % completed on time)/# of prelim final
% of Zoning apps processed and forwarded to Current Planning Division within 3 working days - From Development Services	30	80%	85%	90%	100%	100%	30	Measures effectiveness of Zoning Counter employees
% of Certificate of Use apps accepted and processed within 15 calendar days - From Development Services	30	75%	80%	85%	20%	20%	5	Measures effectiveness of Zoning Section employees as well as the communication level between different sections involved in the process
Customer Satisfaction	70							
Annual Customer Satisfaction Survey	35	3.00	3.50	3.75	3.75	3.75	35	Div participating in survey: Housing & Community Development
First response turnaround time for CARE issues	35	90%	95%	100%	98%	100%	35	
Process Improvement	200							
% of GIS Projects completed within five (5) business days from the date the project details/format are confirmed and there are no revisions	50	90%	95%	100%	100%	100%	50	Goal is to have 100% projects completed within 5 business days - Community Planning Division
Improve Planned Unit Development (PUD) process by conducting a preapplication conference prior to processing a PUD application	50	80%	85%	95%	100%	80%	25	
Number of Quality Inspections completed by the BID Quality Assurance Program on a monthly basis	100	52.00	64.00	80.00	43.00	43.00	33	Building Inspection Division
Financial Metrics	100							
Cost Savings	50	\$250000	\$500000	\$1160000	\$0	\$5900000	50	
Budget Management at or under budget	50	0%	1%	2%	2%	2%	50	
Talent Management	150							
% of employees set up in Employee Perf Mgmt system with SMART goals by Nov. 1st, 2014	50	90%	95%	100%	94%	94%	36	
% of employees mid year review completed by Mar. 1st, 2015	50	90%	95%	100%	96%	97%	44	
% of employees year end review completed by Nov. 1st, 2015	25	90%	95%	100%	100%	100%	25	
% of Departmental personnel trained during FY 14-15	25	60%	80%	100%	100%	100%	25	Building Inspection Division and Mobility Section only
Total	1000						803	

City of Jacksonville Scorecard Report



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