



# Office of Mayor-Elect Lenny Curry

**Streamlining Growth & Opportunity Sub-Committee Meeting**

**June 24, 2015, 4:00 p.m.**

**Jacksonville University**

**Davis College of Business**

**Public Policy Institute**

**2800 University Blvd, Room 174**

## **ATTENDANCE:**

**T.R. Hainline, Chair**

**Devin Reed, Member**

**Jon McGowan, Member**

**Steve Leggett, Member**

**Marc Padgett, Member**

**Mike Field, Member**

**Andy Allen, Member**

**Lynn Pappas, Member**

**Denise Wallace, Member**

**Paige Johnston, OGC Representative**

**Folks Huxford, SME**

## **GUESTS**

**Chris Hagan, Planning Commission**

**Gary Kresel, COJ**

**Tom Goldsbury, COJ**

**Laurie Santana, COJ**

**Lisa King, Planning Commission**

**Todd Mackey, JEA**

**Stephen Smith, COJ**

**John James, COJ**

**Jessie Spradley**

**Nicole Padgett**

**Marlene Russell, Transition Staff**

**Wendy Jones, Recorder**

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**117 W. Duval Street, Suite 240**

**Jacksonville, Florida 32202**

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The meeting was called to order by Chair T.R. Hainline at 4:02 p.m. with everyone introducing themselves and the Chair giving an overview of past work of the Committee.

A handout was given to the Committee with responses from Tom Goldsbury that was sent to the Transition Team by Email.

Minutes of the June 22, 2015 were presented to the Committee. There was a motion and a second to approve the minutes as presented, the motion passed.

The Chair introduced the Chair and Vice Chair of the Planning Commission to the Committee. Lisa King, Vice-chair gave an overview of the Commission and their processes. Lisa is in her second term on the Commission which is a Mayoral appointment. The Commission fully vets the Land Use and Zoning requests prior to them going to City Council for approval. In the past few years the Commission opinions have held more weight when the legislation has gone before the Council's Land Use & Zoning Committee. One suggestion that she had to streamline the process is to have a Rocket Docket for the items that are not required by law to have legislation. She suggested removing them from having to go to City Council for full approval but could be appealable to City Council.

Chris Hagen, Chair of the Commission said that since there is a new Director over Planning and Development the process is moving more quickly as items are not getting held up on someone's desk. With a Rocket Docket they could open every meeting up with Consent agenda items, which already have everyone in agreement as this would help these items move quicker in the meetings. Sign Waivers and Road frontage waivers go straight to LUZ and bypass the Commission. They feel it would be beneficial if they also had to come through the Planning Commission to help save the City the cost of having to file legislation which takes 70 to 90 days to complete instead of about 45 days. There was some discussion on how the communication was handled with the CPAC's and the Commission.

John Jones from the Real Estate Division gave an overview of the process regarding closure, abandonment and/or disclaimer regarding streets, alley, easements and right of ways. He handed out copies of the required paperwork to handle this with the City. This is generally a fairly simple process. There are times that the process does get slowed down waiting on answers from other entities that have to approve e.g. Comcast.

Laurie Santana from the Transportation Planning Division passed out 2 handouts; the first being an overview of the Transportation Planning sections duties and a list of suggestions that she had. These were discussed and the recommendations will be considered by the Committee for their final report.

At this point the Chair called for the meeting to wrap as it was getting late. He asked Laurie to return on Monday, June 29<sup>th</sup> to present the information from the 2<sup>nd</sup> handout regarding the Mobility Plan. Also

since the Committee did not get to hear from Tom Goldsbury today he would be moved to first on the agenda for Monday.

The Chair suggested that everyone consider the information that they have heard the past 2 weeks and email him, Marlene Russell, and Paige Johnston by Monday at noon so that he can begin to assemble them into a report that he will hand out at the Monday meeting. There will be not communication back and forth on these emails.

There was a call for public comment and being there was none the meeting adjourned at 5:47 p.m.



## Office of Mayor-Elect Lenny Curry

# AGENDA

**Date:** June 24, 2015













**Time:** 4:00 p.m.

**Committee:** Streamlining Growth & Opportunity Subcommittee Meeting

- |      |                                      |                         |
|------|--------------------------------------|-------------------------|
| I.   | Review & Approval Minutes – 06.22.15 | T. R. Hainline, Chair   |
| II.  | Presentation                         | Planning Commission     |
| III. | Presentation                         | Transportation Planning |
| IV.  | Presentation                         | Real Estate Division    |
| V.   | Presentation                         | Tom Goldsbury           |
| VI.  | New Business                         | Committee               |
| VII. | Public Comments                      |                         |

# Streamlining Growth & Opportunity Sub-Committee

June 24, 2015

Name	Role	Signature
Mr. T.R. Hainline	Chair	
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	Member	
Ms. Paige Johnston	OGC Representative	
Mr. Folks Huxford	SME	
Ms. Rena Coughlin	Transition Team	
CHRIS HAGAN GARY KRESSEL	PLANNING COMMISSION - CHAIR PETER O'BRYEN	 
TOM COOPERBURY		
Laurie Santana	Planning & Development Dept -	
Lisa King	Planning Comm - Vicki	
JODD MACKAY	SEA	
Stephan Smith	Planning	
Paige Johnson	OAC	
John Jones	CITY REAR ESTIMATE	
Jessie Spadsky		
Guests / Visitors:		
Nicole Padgett	7 Summit.	



Questions posed by Mr. Andrew Allen  
6.19.25

1. How do you hire/fire (lay off)? What's the process?  
*For a civil service position it must be advertised through Human Resources (HR). Applicants for a building inspector or plans examiner must be able to provide affidavits from licensed contractors, engineers, or architects verifying 5 years of experience. Mechanical, electrical and plumbing (MEP) inspector applicants must also be a licensed journeyman. All inspectors and plans examiners must also pass state tests and become licensed. There after they must take 14 CEU's per two year period.*
2. If any, what training is ongoing and/or mandatory?  
*Other than the mandatory CEU's newly hired inspectors ride with experienced inspectors for several weeks until the supervisors are satisfied they are sufficiently trained. In addition, bi-weekly one hour training meetings are held.*
3. Is there a large picture in place for inspectors/reviewers/employees and how their day to day affect the large picture of growth within the city?  
*Construction for a new office, store, etc. will not start until the plans have been reviewed and approved. Similarly, the facility will not be allowed to be occupied until all the required inspections are passed. If our actions are slow and non-responsive to our customers, it can delay or stop a project, thus affecting growth. If our reviews and inspections are not thorough and proper someone could suffer damage to their property or themselves or others.*
4. Is there upward mobility within the departments?  
*Yes, but very limited. For an inspector, an Assistant Supervisor position in his trade must become vacant. In most disciplines there is only one. A building plans examiner must obtain a mechanical, electrical, and plumbing license in order to promote. This requires 200 hours of training in each discipline, plus passing a state test.*
5. What systems/processes are in place to hold accountability and to measure the efficiency for each person within your department? How is this measured? Are there surveys/questionnaires from clients (GC, architects, engineers, homeowners, biz owners) filled out? Do each department show merit/demerit?  
*The supervisors of each discipline provide Q/A checks on their inspectors. Records are kept showing if any deficiencies were found, and if any involved a life safety issue. There have been surveys in the past, none recently. There was a Building Inspection Division Advisory Committee established around 2006/2008. Bi-monthly meetings were held with representatives of the home builders, developers, commercial contractors, realtors, and MEP contractors where the division asked for input on "How are we doing?", and asked for other suggestions. Some of the suggestions we were able to incorporate into our processes, some we were not. After about a year the members were not attending, so I sent out an email telling the members that attendance had been very low and I was disbanding the committee as there had been no further suggestions made.*

*However, if anyone wanted to start it up again or had any other suggestions, please let me know.*

6. Do the plan reviewers/inspectors have a process to go by? ABC mentioned consistency inspections needs work.  
*Plans examiners do have general checklists to go by, but projects vary significantly. Architects, engineers, and contractors design and build similar projects very differently which makes it difficult for us to be consistent. However, our bi-weekly meetings are also used to go over items where a supervisor may have noticed inconsistency.*
7. Private inspections are available, are private plan reviews available? If not, is this something that your department would find helpful in that it would take some workload off at a cost to eh private side? Is it more expensive for a private inspection? If so, would it make since to charge more for a private plan review?  
*Private plan review is available as well. I don't know what the private inspection firms charge.*
8. Would it make sense for a 'non construction' liaison be put in place to assist small business owners during build outs? If not, maybe a monthly seminar open to the public for educating them through the process?  
*We do have a person on staff that I have named "Dr. Know". He is there to assist the less knowledgeable of our process, but we need to be careful that the City doesn't take responsibility on a project.*



**CLOSURE, ABANDONMENT AND/OR DISCLAIMER  
(Street, Alley, Easement or Right of Way)**

**A. APPLICATION FORM**

Proposed Closure - \_\_\_\_\_

1. Applicant Information:

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Bus Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address: \_\_\_\_\_

2. Reason for Request:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. How was (Street, Alley, Easement or Right of Way) Established?

Subdivision Plat Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

Official Records Book No. \_\_\_\_\_ Page No. \_\_\_\_\_

Others: \_\_\_\_\_

4. Proposed Use of Area to be Closed and/or Disclaimed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If proposed development, give complete name:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**A. APPLICATION FORM**

6. Do public facilities now occupy area to be closed and/or disclaimed:  
Yes/No
- A. If yes, a current certified survey showing all existing conditions, including locations, and elevations of both open ditches and swales, and subsurface drainage facilities, is required. Also, if public facilities must be accommodated (such as the construction of turnarounds and drainage) the applicant is to submit the Professional Engineer's plan to the City Engineer for conditional approval prior to application.
7. If the request is a closure of right of way waterfront access, a legal description and sketch (survey) of the substitute property is to be submitted. Additional information and stipulations may be required of the substitute property.
8. A list of abutting Property Owners (with addresses), a copy of each signed Certified Return Receipt Mail and a copy of each letter sent to abutting property owners is required.
9. A location map which clearly identifies the location of the proposed closure in relation to the nearest public right of way and all affected properties is also required. The Disposition Agent can assist you with this.

**IF THIS IS A REQUEST TO CLOSE AND ABANDON AN EASEMENT, PLEASE ANSWER QUESTIONS 10 THRU 14:**

10. What is the Purpose of the Easement:
- \_\_\_\_\_ Drainage  
 \_\_\_\_\_ Utility  
 \_\_\_\_\_ Drainage and Utility  
 \_\_\_\_\_ Others – please specify \_\_\_\_\_

11. What are the dimensions of the Easement? \_\_\_\_\_

12. Is there an existing encroachment?

\_\_\_\_\_ Building  
\_\_\_\_\_ Pool  
\_\_\_\_\_ Other \_\_\_\_\_

- 13. If a building or mobile home encroachment is involved, the survey is to also show ties from the right-of-way and/or easement lines to the footing, building wall, and edge of eaves.
- 14. If a swimming pool encroachment is involved, the survey is to show complete locations and pertinent elevations of the pool and its appurtenances.
- 15. A completed checklist must be attached with the application form.

**Submitted by:** \_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Signature**

**Date:** \_\_\_\_\_

**Submit to:** Department of Public Works  
Real Estate Division  
10<sup>th</sup> Floor, Ed Ball Building  
214 Hogan Street  
Jacksonville, Florida 32202  
Telephone # (904)255-8700

**CHECKLIST**

- \_\_\_\_\_ 1. Completed Application Form
  - \_\_\_\_\_ 2. Check with the applicable amount payable to the Tax Collector
  - \_\_\_\_\_ 3. List of abutting property owners (with addresses)
  - \_\_\_\_\_ 4. Copy of each signed Certified Return Receipt Mail and Copy of each letter sent to abutting property owners
  - \_\_\_\_\_ 5. Location Map which clearly identifies the location of the proposed closure in relation to the nearest public right of way and all affected properties
  - \_\_\_\_\_ 6. A current certified survey is required if public facilities now occupy area to be closed or disclaimed
  - \_\_\_\_\_ 7. A current certified survey is required if encroachment exist
  - \* \_\_\_\_\_ 8. A legal description and sketch of the area you are requesting to close
- \* NOTE: Not required for initial application, required only when the request is ready for Legislation. The Disposition Agent will inform you when the request is ready for Legislation.**
- \_\_\_\_\_ 9. Disclosure of all Corporate Officers is required if property owner is a Corporation,
  - \_\_\_\_\_ 10. A Letter of Authorization authorizing representation of the property owner is required if the application is on behalf of a property owner
  - \_\_\_\_\_ 11. A legal description and sketch (survey) of the substitute property (and other requirements as stipulated) if this is a request for **closure of right of way waterfront access.**
  - \_\_\_\_\_ 12. Checklist attached with the application

**REQUIREMENTS**

- 1.) An individual desiring to close and abandon or have the City disclaim all or a portion of any street, alley or easement must make an application requesting the Department of Public Works, Real Estate Division, to investigate the feasibility of closing or disclaiming said portion of street, alley or easement. A completed application form and the necessary attachments must be submitted.
- 2.) The City of Jacksonville acknowledges the importance of maintaining public access to waterfront property and, therefore, will not consider closing right of way waterfront access unless such action is clearly in the best interest of the citizens of Duval County.
- 3.) All abutting property owners from intersection to intersection must be notified of the proposal. On a dead-end street, the owner located at the end of said street must be notified of the proposal. Notification must be by Certified, Return Receipt Mail. A signed letter of agreement is sufficient evidence from consenting property owners. A list of abutting property owners and a copy of each letter and signed return receipts, are to be submitted with the application.
- 4.) The request must also be accompanied by a check drawn in favor of the **Tax Collector** for payment of the applicable fee. Fees are as follows and are subject to change without prior notice:

\$1,688.00	Right-of-way
\$583.00	Easement
\$1,129.00	Easement with encroachment

**APPLICATION FEE IS NON-REFUNDABLE**

- 5.) A location map which clearly and legibly identifies the location of the proposed closure in relation to the nearest public right of way and all affected properties. (The Disposition Agent may assist you with this.)

- 6.) All applications with an encroachment must be accompanied by a current certified survey showing the distance by dimensions from the encroachment to the right of way or easement line, and by dimensions the location of all public works facilities within the right of way or easement. Sufficient elevations should be shown to determine depths of facilities and side slopes required for excavation.
- 7.) Survey/Sketch and Legal Description accurately drawn describing the street, alley, easement, or right of way to be abandoned is required, **to be submitted when request is ready for legislation.** The required Survey/Sketch and Legal Description must be prepared by a Registered Professional Land Surveyor and have the original signature and seal. Three (3) original copies and one (1) mylar copy on a 8½ x 11 or 8½ x 14 sheet must be submitted.

#### D. BRIEF SYNOPSIS:

- A. The Real Estate Division reviews the request and related data to determine if all necessary requirements are submitted.
- B. If the request is a closure of right of way waterfront access, the substitute property must meet the requirements of the City of Jacksonville.
- C. All requests are circulated to the applicable public and quasi-public agencies, which utilize public Rights of Way and/or Easements to determine if there are any objections to the proposal.
- D. The City Council Representative for the district in which the closure is located is notified of the proposal.
- E. **If objections or concerns arise pertaining to any closure and/or disclaimer, the applicant is responsible to resolve and address them. The applicant must advise the Real Estate Division, in writing, within a reasonable time, regarding their progress in resolving the objections.** An expression of present or anticipated need for the property from any agency reviewing the proposal constitutes sufficient cause to retain City interest in the property. The applicant is then notified that the request will not be presented to the City Council for consideration.
- F. Upon receipt of **favorable** replies from **all** public and quasi-public agencies, which utilize street and/or easement areas, the applicant is to submit a formal legal description and sketch prepared by a Registered Professional Land Surveyor describing the closure area. Upon receipt by Real Estate Division of the legal description and approved by the Topographical Section of Engineering Division, a request to obtain authorization for legislation is forwarded to the Mayor's Budget Review Committee (MBRC). Once authorization is obtained, a request is forwarded to the Office of the General Counsel to prepare legislation for Council consideration for the closure, abandonment or disclaimer.
- G. Signs are posted notifying the public of the proposed closure at least ten (10) days prior to consideration or public hearings by the full City Council and City Council Committee(s). The public hearings are where arguments may be presented for any proposal. Sign(s) are posted and dated photographs are recorded in the Real Estate Division files for evidence of constructive notification of affected property owners.
- H. The Real Estate Division represents the Department of Public Works on each proposal before the Committee(s) of the City Council.
- I. A closure file should not be held open longer than one year from date of application.
- J. When a platted street or alley is closed, title usually but not always, reverts to the adjacent property owners. **You may want to contact an attorney for legal advice concerning this and all title matters.**

# **Planning and Development Department**

## **Transportation Planning Section Responsibilities**

6/24/2015

Laurie Santana- Planning Services Manager-Transportation  
904-255-7857

### Daily Tasks

- Process, record and track Mobility Fees for applications for development
- Analyze Traffic impacts for Amendments to the Comprehensive Plan
- Monitor Developments of Regional Impact (DRI) Development Activity and Notices of Proposed Change (NOPC)
- Review traffic impact, parking and trip generation studies for developments
- Provide Customer Service

### Provide City Representation

The Transportation Division represents the City at the following Regional agencies for coordination with Transportation Projects:

- Florida Department of Transportation (FDOT)- This is our State transportation representative
- North Florida Transportation Planning Organization (TPO)- This is our Regional Metropolitan Planning Organization (MPO)
- North Florida Regional Council (RC) – This is our regional council of governments
- Jacksonville Transportation Authority (JTA) – This is our local transit agency
- Transportation Energy and Utilities Committee (TEU) – We provide staff support to this City of Jacksonville Council Committee

### Annual Tasks

- Prepare a list of projects for the Transportation Improvement Plan (TIP) that feeds into the TPO's Transportation Improvement Plan
- Prepare a list of projects for the Capital Improvement Element (CIP). This is the list of projects required for the annual update of the Comprehensive Plan.
- Collect and report Traffic Count Data on all COJ Functionally Classified Roads
- Review University/College Master Plans (UNF)

### Cyclical Tasks

- Preparation of the Evaluation Appraisal Report (EAR) - Provide updates to the Comprehensive Plan for the Transportation and Transit Elements every seven years to maintain compliance with state and local growth management requirements

### Long-Range Transportation Planning

- Provide/initiate update to the Mobility Plan 2040
- Prepare Long-Range Bike/Ped Master Plan
- Update and Maintain databases and inventories of our Transportation System
  - Bike Lanes
  - Sidewalks
  - Roadways – Functional Class, number of lanes, traffic volumes, levels of service



## **Recommendations to Improve the Transportation Section**

1. Provide consistent leadership and attendance at the North Florida Transportation Planning Organization (TPO) as a representative of Duval County.
2. Create a City of Jacksonville Transportation Coordination Team (TCT) to include representatives of the Public Works Department, the Transportation Division of the Planning and Development Department and the Jacksonville Transportation Authority (JTA) in order to identify a master multi-modal transportation projects list needed to supply projects to the Transportation Improvement Program (TIP) of the Transportation Planning Organization (TPO) from the City in a unified manner.
3. Consider Partnering with JTA for transportation improvements. Cost sharing and construction coordination would get more projects done sooner and faster.
4. Coordinate and Partner with our local transportation agencies such as the FDOT and JTA for plan review, project prioritization, data sharing in order to eliminate duplication of effort and to enhance efficiency.
5. The City of Jacksonville has been identified as a Pedestrian Focus City by the Federal Highway Administration (FHWA) due to the high number of pedestrian fatalities. Recommend that we move the position of the Bike/Ped Coordinator within the Transportation Section in order to provide seamless data, Geographic Information System (GIS) mapping and analytical support for this position.
6. Consolidate remaining Fair Share dollars with Mobility Zone revenues to be used for transportation projects.
7. Create an online Mobility Fee calculator application to assist the public in determining their base (worst case) Mobility Fees themselves.
8. Create a Geocoded Road Links database for ease of mapping City of Jacksonville roadway network data.
9. Create a repeatable Project Rating System for transportation project prioritization to include safety as a criterion.
10. Establish measurable City of Jacksonville Performance Measures for performance based transportation planning in order to comply with and support Federal, State and Regional funding requirements.

## **Information Regarding the Mobility Plan**

### **7 mobility strategies were originally outlined in the Plan:**

- Location-based Land Use and Transportation Connection;
- Funding Mobility;
- Providing for a Variety of Transportation Modes;
- Incorporating Urban Design;
- Incentivizing an Appropriate Land Use Mix;
- Control Intensity and Density; and
- Support Network Connectivity

Fee was based on  $A \times B \times C$

A = \$24.13

B = Average Vehicle Miles Traveled (VMT) by Development Area

C = Daily Trip Generation minus trip reduction credits

Over the first 5 years of the Mobility Plan, JPDD was responsible for collecting data and establishing baselines needed to evaluate the long range goal of reducing vehicle miles traveled.

- JPDD needs to conduct the Mobility Plan Update at this time
- The Moratorium affected the amount of data available
- Trends and effects of the Plan need to be evaluated from available data
- Long-range travel demand modeling to determine needs is required to do this
- This plan identifies the projects on our TIP project list
- Need to invest in better modeling hardware (from 8 core to 16 core computer) in order to be able to run the regional Activity Based Travel Demand Model in-house.

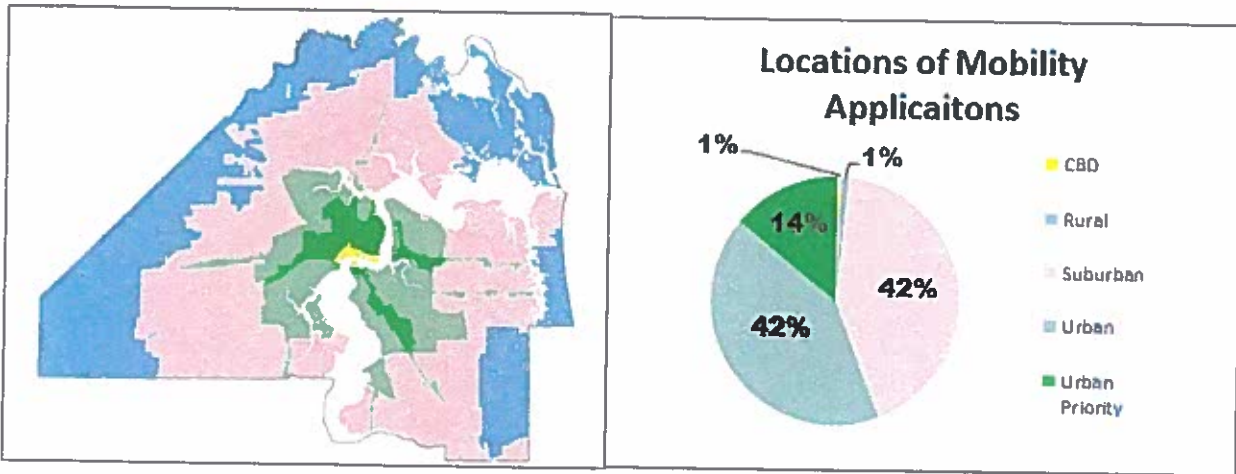
**Mobility Facts Gathered**

Concurrency and Mobility Management System Office (CMMSO) received approximately 580 Mobility Applications since the implementation of the Mobility Fee (September 2011-May 2015)

Development occurred mostly in the Urban and Suburban areas.

Fees collected to date total \$4.6 million. Zone 8 (purple) collected the most revenue.

11% was earmarked for Bicycle and Pedestrian facilities (both during and after the moratorium).



The amount of money deferred by the moratorium totaled \$6 million.

The area affected by the majority of that revenue loss was Zone 2.

