



MEMORANDUM

DATE: 12-18-17

TO: Shanea Jones, County Manager

FROM: Taco E. Pope, AICP, PEO Director

CC: Justin Stankiewicz, Asst. County Manager
Kristina Wright, Asst. Director PEO

SUBJECT: PEO fy16/17 Accomplishments & fy17/18 Goals

Fiscal year 16/17 was challenging yet rewarding. Great strides were made in the areas of productivity, work efficiencies, accuracy, professionalism and overall level of sophistication in the application of core planning principles. While our goals for fy16/17 were ambitious, as expected, a team of classically trained professional planners did what professionals do, they rose to the occasion. In fy17/18, PEO's team of bright and motivated planning professionals will push the limits once more and unapologetically strive to improve the quality of life and quality of place for the citizens of Nassau County.

Fiscal Year 2016/2017 Prominent Accomplishments

National Flood Insurance Program - Community Rating System (NFIP-CRS):

- Successfully managed admittance to the NFIP-CRS. Nassau County was admitted at rating of 8. A rating of 8 = 10% discount of flood insurance premiums for Nassau County citizens who require flood insurance. In addition to the technical requirements of the application process, Nassau undertook the following outreach initiatives.
 - * Successfully launched the National Flood Insurance Program Information, Flood Hazard Designation, Flood Protection and Community Rating System (CRS) web pages on the County's website.
 - * Conducted Community Rating System public outreach in cooperation with the City of Fernandina Beach Community Development Department with informational booth at the 2017 Fernandina Beach Shrimp Fest.
 - * Successfully managed Community Rating System Outreach in the form of a Flood Awareness Poster Contest with Yulee Middle School 5th grade.
 - * Commenced work on a joint Program for Public Information (PPI) with the City of Fernandina Beach.

Development Projects of Interest:

- William Burgess Mixed-use Activity Center Overlay District
 - * Successfully created and facilitated the adoption of the William Burgess Mixed-use Activity Center Overlay District in the 2030 Comprehensive Plan.
 - * Created and facilitated the adoption of the William Burgess District Vision Book as the implementation vehicle of the William Burgess Mixed-use Activity Center Overlay District.
 - * Collaborated with Matovina and Company to create the Nassau Crossing PUD — the first development within the William Burgess District. The development program includes the reservation of land for a future transit facility, public recreation lands and improvements, an extensive publicly accessible multi-use trail system, redevelopment of William Burgess Boulevard, dedication of 15% of the total units as workforce housing at 80% of AMI, and creation of a walkable mixed-use community.
- Amelia River to Sea Trail (Simmons Trail)
 - * In conjunction with the design engineer and Nassau County's Engineering Services Department, completed the 90% plan set and held two public outreach sessions related to the Amelia River to Sea Trail (Simmons Road Trail).
- Three Rivers DRI
 - * In collaboration with OMB Staff, the County Attorney's office and Fire/Rescue staff, PEO has participated in ongoing discussion with the Three Rivers Development team regarding public park dedication, fire/rescue station construction and equipment purchase, infrastructure timing and general design parameters. Discussions have produced conceptual renderings of public recreation lands, fire station design, development sub-phasing schedule, and other design related items.
- Crane Island
 - * Completed review and execution of the Crane Island PUD Final Development Plan providing for a 5.75ac water front public park, fishing pier and multi-use trail system. When combined with the Amelia River to Sea Trail, there will be a continuous asphalt multi-use trail running from the referenced fishing pier on the Amelia River (ICW) to a public beach access on the Atlantic Ocean.
- ENCPA Sector Plan
 - * Worked with Raydient to execute the first development within the ENCPA — the North Commercial Village, Rayonier Corporate Headquarters, Tinker Town and Wildlight Elementary School. This area is generally referred to as Wildlight. Within Wildlight, PEO staff collaborated with Raydient's design team to adopt a unified signage program, modified the related Market Street PDP to create better design standards for development within the village center.
- Mills Creek Preserve PUD
 - * Ongoing collaboration with the Davis Company and CHW (design firm) to create the Mills

Creek Preserve PUD which includes 300 multi-family units, a public park, two youth soccer fields, two dog parks, public restrooms, parking area and extensive multi-use trails.

Policy:

- Amelia Islands Parking Standards
 - * In conjunction with the Amelia Island Tree Protection Working Group and the Planning and Zoning Board, executed the adoption of supplemental parking standards for Amelia Island to encourage tree preservation and reduce unnecessary surface parking. For the first time, Nassau County set parking maximums, provided for administrative reductions in required parking, use of alternative surfaces and encouragement of Low Impact Development (LID) principles in design.
- Rural and Family Development
 - * In collaboration with the County Attorney's Office and Engineering Services Department, completed revisions to the Land Development Code, Subdivision Regulations and Roadway and Drainage Standards to create new development types and provide for related alternative design standards. Newly created development types include Minor Developments, Rural Developments and Family Hardship Developments.
- Other Ordinances amending the Land Development Code (LDC)/Subdivision Regulations (SR)/Code of Ordinances:
 - * Amended Sec. 28.02 LDC to clarify the number of homes that can placed on a parcel of land
 - * Amended the Lot of Record date
 - * Created incentives for the preservation of open space in the Residential Single-Family Two (RS2) zoning district
 - * Amended the LDC and SR to include a waiver provision related to certain residential development types/situations
 - * Created RV and Boat Storage Facility supplemental design standards
 - * Rewrote the Open Rural (OR) Homestead Exemption for division of land
 - * Updated the Open Rural (OR) zoning district to remove antiquated and conflicting language
 - * Created a Waiver of Road Frontage provision
 - * Amended 28.03 related road frontages to provide clarity and provide for a more expedited waiver provision
 - * Worked with the County Attorney's office and Planning & Zoning Board, to establish an ordinance governing Medical Marijuana Dispensaries.
 - * Commenced drafting of updates, revisions or new policy for or related to;
 - County's signage regulations
 - Landscape and tree planting
 - Amelia Islands tree protection and replacement standards
 - Development review procedures
 - PUD design standards

- PDP/DSAP review procedures and standards
 - Supplemental design standards for duplex and townhome development
- Comprehensive Plan
 - * William Burgess Mixed-use Activity Center Overlay District
 - * Updated the Schedule of Capital Improvements Element
 - * Removed now-redundant additional 25ft setback requirement in Future Land Use Element for properties with frontage on SR200/A1A
 - * Added definitions to Recreation and Open Space Element for neighborhood, community and regional parks matching new impact fee ordinance language.
 - * Adopted various text amendments to ensure compliance with Updates to Ch. 163 Including:
 - Added provisions to Regional Coordination Element for interlocal agreements between adjacent local governments regarding airport zoning regulations
 - Added criteria to the Future Land Use Element that will be used to achieve compatibility of lands near public use airports.
 - Added provisions to the Future Land Use Element regarding protection of fuel terminal facilities (as defined in Ch. 163)
 - * Completed Evaluation and Appraisal of Comprehensive Plan on schedule. Letter sent to DEO Sept. 25, 2017.

Studies:

- Fiscal Impact Model/Analysis Tool
 - * Commenced joint efforts with the NEFRC to create a fiscal impact analysis tool to be used in assessing development proposals.
- Development Review Standards
 - * In collaboration with VHB, benchmarked local land development provisions against other similarly situated jurisdictions in Florida to assist in regulatory updates.
- Residential Development Tracking Map
 - * Published 2nd annual RDT map showing current growth along Yulee's SR 200 corridor via GIS software. The 2nd edition incorporated JEA water/waste water/re-use resource information into the RDT.
- ENCPA CIVIC Facilities Study
 - * Commenced efforts to draft a scope of work for the ENCPA Civic Facilities Study in collaboration with VHB.
- Telecommunications Master Plan
 - * Contracted with CityScape Consultants Inc. to execute a Telecommunications Study and produce a model telecommunications ordinance for the PZB and BCC to consider and, if appropriate, adopt with the finalization of the study.
- Urban Land Institute Western Nassau TAP
 - * Contracted with the Urban Land Institute to convene a Technical Advisory Panel to study and

provide recommendations for development in western Nassau County. The analysis is complete and the final report is scheduled to be delivered in the first quarter of 2018.

- Affordable Housing Needs Assessment
 - * PEO staff was tapped with facilitating the County's Affordable Housing Advisory Committee. As part of the initiative PEO staff began coordinating with the University of Florida's Shimberg Center of Housing Studies and the Florida Housing Coalition. PEO staff is currently working on a scope of work that will be taken to the AHAC and County Manager for consideration.
- Sadler Road Road Diet
 - * Completed the road diet study for Sadler Road and the related concept design. Preparing to present to the BCC in 1st quarter of 2018. Efforts completed include: in-house conceptual design work, traffic model and simulation, artistic renderings, and land-use plan completed in conjunction with COFB staff. Waiting for phased cost estimate for implementation.
- Mobility Plan
 - * Worked with Engineering Services and the County Manager's office to write the scope of work for the mobility plan update.

Development Review and Related Efforts

- ENCPA MOU
 - * In conjunction with the County Manager's Office and County Attorney's office, commenced negotiating sessions with Raydient in regards to the execution of a memorandum of understanding related to civic facilities in the East Nassau Community Planning Area.
- Crawford Diamond
 - * Created a development manual for the Crawford Diamond Industrial Park.
 - * Participated in multiple work session with various potential development projects within the Diamond.
- Development Manual
 - * Created interim development review manual.
- Development Review Committee – PEO processed and managed the DRC through;
 - * 22 - New Preliminary Binding Site Plans
 - * 30 - New Site Engineering Plans
 - * 15 - New Preliminary Plats
 - * 19 - Final Plats
 - * 5 - Final Development Plans
 - * 31 - Single Lot Spit applications
 - * 56 - DRC Pre-application meetings
 - * 1 - Family Hardship Development
 - * For a total of - 265 - rounds of review

- Building Permits
 - * 814 - Individual building permit applications analyzed and reviewed
- Conditional Use (Zoning Exceptions) applications
 - * 19 – Individual applications analyzed and processed
- Comprehensive Plan Amendments
 - * 10 – Individual Applications analyzed, processed and presented at public hearing
- Rezoning Applications
 - * 13 – Individual Applications analyzed, processed and presented at public hearing
- Zoning Variance Applications
 - * 2 – Individual Applications analyzed, processed and presented at public hearing
- Represented PZB and CUV in two appeals to BCC.
 - * Plummer Creek FDP Amendment
 - * Blue Potato Variance
- Collaborated with a national hotel provider to add additional height to a proposed building thereby reducing the footprint allowing the structure to be moved away from the street and thus preserving old-growth Live Oak trees adjacent to Sadler Road on Amelia Island.

Grants, Candidate Selections and Certifications:

- Successfully secured the NFTPO's #1 priority for grant funding via the TAP program to construct a multi-use trail from 8th Street to Fletcher Avenue within the Amelia Island Parkway corridor (est. cost of 2.5mil).
- Successfully secured the NFTPO's #1 priority for grant funding via the TAP — School Safety Project to replace the sidewalk running along Citrona Avenue in front of FBMS and FBHS (est. cost of 212k).
- In conjunction with COFB, secured funding through the NFTPO to conduct a study to analyze context sensitive solutions to improve the 9th Street corridor.
- Successfully petitioned the NFTPO to include portions of A1A and the Amelia Island Parkway as priority corridors for consideration as context sensitive design candidates.
- Commenced efforts to secure Bicycle Friendly Community status from the American Bicycle Association for the entirety of Amelia Island.
- Successfully collaborated with the City of Fernandina Beach to implement the Loggerhead Marine Life Center's Project Shield at a Level 2.
- Assistant PEO Director Kristina Wright received her Florida Redevelopment Administrator Certification, FRA-RA, through the Florida Redevelopment Association and Florida League of Cities and was accepted into the PhD program at the University of Florida.

Accessibility to Information

- Created/updated multiple webpages related to PEO activity including:
 - * 2030 Comprehensive Plan
 - * Transportation Planning
 - Bicycle and Pedestrian

- * National Flood Insurance Program
 - Find your Flood Hazard Designation
 - NFIP Flood Protection Documents
 - Community Rating System
- * Telecommunications Plan
- * Urban Land Institute Technical Advisory Panel
- * Vision 2032
- * East Nassau Community Planning Area

Administrative

- Created an Organizational Booklet for the PEO Department.
- Created five year staffing plan
- Updated application forms and made available online
- PEO staff served as the Human Services Director in support of the Operations Chief during Hurricane Irma.
- Worked with County Manager's Office and Building Official to commence the restructuring of how Building Permits are routed and reviewed.

Board/Committee Facilitation:

- 21 - PZB Meetings
- 10 - CUVB Meetings
- 6 - AHAC Meetings
- 56 - DRC Meetings
- 4 - Amelia Island Tree Protection Working Group Meetings

Fiscal Year 2017/2018 Goals

National Flood Insurance Program - Community Rating System (NFIP-CRS):

- Complete NFIP-CRS mandatory recertification process.
- Explore and commence effort to maximize Community Rating System point total in order to improve the CRS classification and increase NCIP insurance discount. Goal for 17/18 is to maintain the County's rating at a level 8.
- Update the Special Flood Hazard Area (SFHA) maps to reflect changes due to 2017 hurricane season.
- Update Public Outreach Information documents to reflect changes in the 2017 Community Rating System handbook regarding protection of people, property and places.
 - * Know Your Flood Hazard
 - * Insure Your Property For Your Hazard
 - * Protect People From Hazard
 - * Protect Your Property From Hazard
 - * Build Responsibly

- * Protect Natural Floodplain Functions

- Expand post-emergency event public outreach in cooperation with Building Department inspectors.
- Expand department website information regarding CRS program, NCIP, Risk Management, Emergency readiness and outreach events, for example.
- Expand department social media regarding CRS program, NCIP, Risk Management, Emergency readiness and outreach events, for example.
 - * Purchase and place an information rack for flood awareness and flood readiness and awareness in Yulee Public Library.
 - * Explore potential for increasing preserved open space within county.
 - * Promote voluntary conversion of pre-FIRM structure to comply NCIP standards.

Development Projects of Interest

- Amelia River to Sea Trail (Simmons Trail)
 - * In conjunction with the design engineer and Nassau County's Engineering Services Department, complete the design phase and commence construction.
- Mills Creek Preserve
 - * Ongoing collaboration with the Davis Company and CHW (design firm) to create the Mills Creek Preserve PUD which includes 300 multi-family units, a public park, two youth soccer fields, two dog parks, public restrooms, parking area and extensive multi-use trails.
- Three Rivers DRI
 - * In collaboration with OMB Staff and the County Attorney's office, continue to work with the Three Rivers development team to reach consensus on moving forward with commencement of construction.
- ENCPA
 - * Continue collaboration with Raydient in bringing the ENCPA on-line and addressing relevant issues.

Studies

- Mobility Plan
 - * In collaboration with County staff, update the Nassau County Mobility Plan and correlating Mobility Fee Ordinance.
- Affordable Housing Needs Assessment
 - * Commence affordable housing needs assessment and related policy updates, and implementation tools.
- William Burgess District CRA
 - * Present cost, schedule and benefits of creating a Community Redevelopment Agency/Area related to the William Burgess District and related US 17/William Burgess Boulevard corridor.
- Telecommunications Master Plan
 - * Complete Telecommunications Master Plan and related policy adoption

- Urban Land Institute Western Nassau TAP
 - * Complete the ULI's Western Nassau TAP/study
- SR200/A1A Visioning Exercise
 - * If time allows, write scope and commence a visioning exercise and corridor plan for Sr200/A1A from Edwards Road to Lime Street on Amelia Island.
- Western Nassau Visioning Plan
 - * Work with the County Manager's office to determine best approach to promote citizen engagement in western Nassau:
 - Creating subcommittee of the Planning and Zoning Board
 - Creating CPACs
 - Westside Visioning Plan
 - Series of small area plans
 - Rural Community Preservation Plan
 - Rural Lands Stewardship Area
- ENCPA Civic Facilities Study
 - * If a MOU can be executed, commence efforts to undertake a Civic Facilities Study for the ENCPA
- Sadler Road – Roadway Reconfiguration (Road Diet)
 - * Obtain cost estimates and the road diet study for Sadler Road and the related concept design. Preparing to present to the BCC in 1st quarter of 2018. Efforts completed include: in-house conceptual design work, traffic model and simulation, artistic renderings, and land-use plan completed in conjunction with COFB staff. Waiting for phased cost estimate for implementation.
- Residential Development Tracking Map
 - * Publish 3rd annual RDT map showing current growth along Yulee's SR 200 corridor via GIS software.
- Development Review Fees
 - * Work with OMB, Eng. Services, Fire/Rescue, Building Department and others to perform a study updating the fee schedule for development review activity.

Policy

- Work with the County Manager's office to execute an interim Ordinance to address recreation demand.
- Continue to update and refine the 2030 Comprehensive Plan to align with best practices and legislative policy.
 - * Commence conversation related to creating a mixed-use land use category in the Comprehensive Plan and correlating standards for compact communities in the Land Development Code.
 - * Expand and further define indicators of sprawl and propose policy preventing sprawl.

- Continue to update the Land Development Code of Nassau County to be consistent with current best practices. Specifically, among many others, commence/continue work on:
 - * Revise Section 5.07 and Articles 25 and 27 of the LDC to enhance speed and certainty of standards and procedures for development.
 - * Sign regulations
 - * Duplex and townhome supplemental design standards
 - * Complete Streets and context sensitive design standards
 - * Landscape and tree planting
 - * Amelia Islands tree protection and replacement standards
 - * Development review procedures
 - * Supplemental design standards for duplex and townhome development
 - * General clean-up of LDC

Grants, Candidate Selections and Certifications:

- SunTrail/Amelia Island Trail
 - * Submit Amelia Island Trail Phase II and Phase III to the FDOT a FDOT SunTrail funding candidate.

Development Review and Related Efforts

- ENCPA MOU
 - * In conjunction with the County Manager's Office and County Attorney's office, continue negotiating sessions with Raydient in regards to the execution of a memorandum of understanding related to civic facilities in the East Nassau Community Planning Area.
- Crawford Diamond
 - * Continue discussions with the County Manager's office regarding the creation of an area plan for the Diamond and surrounding area.
- ENCPA
 - * Continue to coordinate with Raydient to clarify civic facilities phasing, location and funding.
- Development Manual
 - * Continue to work on a comprehensive development review manual

Accessibility to Information

- Create new webpages for:
 - * Affordable Housing Advisory Committee
 - * William Burgess District

Administrative

- Work with County Manager to explore appropriateness of obtaining continuing service contracts with planning firms.
- Work with County Manager's Office and Building Official to restructure the means by which Building Permits are routed and reviewed internally.
- Work with the County Manager to continue separating Planning functions from Development Services functions.