



NASSAU COUNTY
DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY
FLORIDA

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MEMORANDUM

DATE: December 10, 2018
TO: Michael Mullin, Esq., Interim County Manager/County Attorney
FROM: Taco E. Pope, AICP, PEO Director
CC: Adrienne Burke, Esq., PEO Assistant Director
SUBJECT: PEO FY17-18 Accomplishments and FY18-19 Goals

2017-2018 represented another busy and rewarding year for the Nassau County Planning and Economic Opportunity Department. Multiple goals set in last year's annual report were accomplished, including but not limited to:

- Getting the Amelia River to Sea Trail through the design phase to groundbreaking;
- Working with the Three Rivers DRI development team to bring the project to fruition - including negotiating improvements to the public community park, public school location, kayak launch and fire station construction;
- Coordinating a Countywide housing affordability assessment;
- Completing the NFIP-CRS mandatory recertification process, maintaining the County's CRS Class 8 rating, and conducting floodplain public outreach;
- Working with the Nassau Crossing and Nassau Station development team to implement the first projects in the William Burgess Overlay District;
- Continuing collaboration with Raydient to facilitate development projects within the ENCPA Sector Plan;
- Planning for a long-range vision plan for Western Nassau County; and
- Implementing tools to improve decision-making and processes including a fiscal impact analysis model, development review fee study, and departmental administration and organization updates.

More detailed information on 2017/2018 accomplishments follows, as do the PEO Department Goals for 2018/2019. PEO's dedicated, professional staff look forward to another year of success and proactive planning on behalf of Nassau County in FY 2018-2019.

Fiscal Year 2017/2018 Accomplishments

Awards

- Florida Chapter of the American Planning Association – Best Practices Award for William Burgess Overlay
- First Coast Chapter of the Florida Planning + Zoning Association – Master Planning of Land Areas Award for William Burgess Overlay
- Northeast Florida Regional Planning Council – Excellence in Planning + Growth Management for William Burgess Overlay

Development Projects of Interest

- Amelia River to Sea Trail (Simmons Trail)
 - Design is fully executed, contract awarded, and construction has commenced. The project has a 300 day construction timeframe.
- Three Rivers DRI
 - In collaboration with OMB Staff and the County Attorney's office, PEO has continued to work with the Three Rivers development team to reach consensus on a development agreement for construction of a new community park and subsequent changes to the DRI development order and associated Planned Unit Development (PUD) zoning in order to move forward with commencement of construction of the first phase in 2019.
- Nassau Crossing PUD Phase One and William Burgess Park
 - Phase one of the Nassau Crossing PUD includes construction of the first phase of the public community park fronting on William Burgess Blvd. The first phase of the park will include multi-use trails, a playground and cleared, graded and seeded open field space for free play and sports team practices.
- Westside Regional Park
 - PEO staff coordinated an update to the proposed master plan based on community feedback and input. The County was awarded a grant to begin initial work on trails within the regional park.
- ENCPA Sector Plan
 - Continued working with landowner Raydient and individual development entities to continue construction within the ENCPA central planning district (aka Wildlight), including UF health facility, the grocer parcel, various commercial retail and service buildings, FPU Corporate office, hotel (Marriott), multi-family parcel, private school, YMCA site, and buildout of the first phase on single-family and townhome Lots. In addition, Raydient and PEO staff are working to finalize approval of the site engineering plans and plat for the next residential phase of Wildlight which include an additional 240 dwelling units, multi-use trail extensions and several neighborhood scale social spaces.

Policy

- Ordinances amending the Land Development Code (LDC)/Subdivision Regulations (SR)/Code of Ordinances:
 - Updated the Open Rural (OR) zoning district to allow plant nurseries with a retail sales component, subject to established design guidelines (to be adopted January 2019).
 - Updated the LDC sections regarding landscaping and standards within the SR200/A1A Overlay.
 - Continued work on updates, revisions or new policy for or related to:
 - Development review procedures – significant undertaking merging sections of code, updating processes and development standards, and incorporating roadway and drainage standards into the LDC;
 - PUD design standards;
 - PDP/DSAP review procedures and standards; and
 - Supplemental design standards for duplex and townhome development.
 - Accessory Dwellings
 - The Affordable Housing Advisory Committee, following national best practices in recommendations for expanding housing opportunity, recognized that current LDC regulations needed updating. Through a subcommittee of the AHAC and ultimately the full AHAC, members worked with PEO staff on creating new LDC language to facilitate the use of accessory dwellings in Nassau County. Changes will be presented to the PZB in early 2019.
 - Amelia Island Tree Protection
 - PEO staff in conjunction with the Amelia Island Tree Protection Working Group continued work on updating the tree protection regulations for Amelia Island. Work will continue in 2019.
- Comprehensive Plan
 - Adopted various text amendments to update policies concerning:
 - Approval of and funding for a land acquisition program for recreation and open space.
 - Criteria for the review of proposed Future Land Use Map Amendments FLUM amendments.
 - Standards to avoid strip commercial development.
 - Standards for development in rural and transitioning areas.
 - Requirements to maintain adopted levels of service (LOS) for public facilities.
 - Permissible uses within the Agriculture (AGR) FLUM designation.
 - In collaboration with White Oak Conservation Foundation, adopted an update to the White Oak Plantation Limited Development Overlay.
 - Introduced text amendments to address “peril of flood” requirements of Ch. 163, F.S. (to be adopted January 2019).
- Recreation
 - PEO staff has been working with the County Manager, County Attorney, and OMB on addressing recreation needs in the County, both short- and long-term. This strategy involves evaluating recreation impact fees, updating the Comprehensive Plan, and Land Development Code. Work will continue into 2019.

- Floodplain Management and Resiliency
 - In August 2018, PEO staff drafted a memo for County leadership on a variety of floodplain management and resiliency activities. PEO staff recognizes that due to Nassau County’s landscape, increasing growth pressures, and existing challenges related to flooding and drainage, planning for addressing flooding, stormwater and sea level rise are of utmost importance. To that end, PEO is integrating these issues into all planning activities as opposed to thinking about them in a silo.
- William Burgess Connectivity Blueprint
 - Capitalizing on the success of the William Burgess District plan created in 2017, PEO working in conjunction with landowners in the area are expanding long-range planning to the entire William Burgess area, encompassing the area between I-95, Hwy. 17, SR 200/A1A and the Nassau River. This proactive planning effort incorporates future transportation corridors, recreation, education, and a mix of residential and commercial land uses.

Studies and Planning Activities

Growth pressures facing the County dictate rapid planning action for future conditions. In FY 2017/2018, PEO staff initiated and/or continued work on numerous long-range planning studies and activities in order to prepare the County, including:

- Growth Trends Report
- Western Nassau Heritage Preservation Project
- SR200/A1A Corridor Design Plan
- Fiscal Impact Model/Analysis Tool
- Telecommunications Master Plan
- Housing Affordability Assessment
- Sadler Rd. Road Diet
- Mobility Plan
- Land Conservation and Acquisition Planning
- American Beach Community Redevelopment Area
- Residential Development Tracking Map

Board/Committee Facilitation

	Planning and Zoning Board	Western Nassau HPC	Conditional Use and Variance Board	Affordable Housing Advisory Committee	Development Review Committee	Amelia Island Tree Working Group
Meetings	21	6	12	*9 comm./9 sub.	51	2
Applications	17 – CP; 13 – Z; 5-PUD	N/A	23 – Conditional Use 2- Variance	N/A	**see notes below	N/A

*Affordable Housing Advisory Committee

- In 2018, PEO assumed staff responsibility for coordinating the Affordable Housing Advisory Committee. Activities completed by the AHAC in 2018 with staff assistance include:
 - Completed Countywide Housing Affordability Assessment with the City of Fernandina Beach. The study was conducted by the University of Florida Shimberg Center for Housing Studies.
 - Drafted updated LDC language for accessory dwellings.
 - Formed Incentives Subcommittee to review and complete County report related to affordable housing incentives.
 - Started Speaker Series and hosted four events in 2018.
 - Created housing page on PEO website with resources and information.

**Development Review Committee and Related Efforts

- Sampling of approved projects:
 - Wildlight Phase 1C-1 and 1C-2 with 240 single family homes and a civic center site for a possible library or park
 - Wildlight Multi-Family housing with 280 units and amenities
 - FPU Headquarters in Wildlight
 - Village Walk Phases 1-3 with 210 single family home sites and amenity center
 - Phase 2 of Crane Island infrastructure for 66 home sites and amenity center
 - Wildlight Commercial Parcel for 9000 sqft of non-residential uses with a public plaza space
 - Lasserre Commercial Development - including an Aldi, Panda Express, and Retail Store, with two additional non-residential parcels
 - Villages of Amelia Phase 2 - which now houses Home Goods, Five Below, and Rack Room Shoes - around 45,000 sqft of non-residential uses
- Development Review Committee – PEO processed and managed the DRC through:
 - 148 – Preliminary Binding Site Plan/Site Engineering Plan Reviews
 - 15 - Preliminary Binding Site Plans Approved
 - 34 - Site Engineering Plans Approved
 - 65 – Plat Reviews
 - 21 - Preliminary Plats Approved
 - 17 - Final Plats Approved
 - 21 - Final Development Plans (11 approved)
 - 61 - Single Lot Split applications
 - 76 - DRC Pre-application meetings
 - 4 - Family Hardship Development

- 1 – Waiver of Road Frontage
- 1 – Minor Development
- 23 – Zoning Certifications

National Flood Insurance Program - Community Rating System

- PEO CRS Coordinator, Sue Ann Alleger, achieved Certified Floodplain Manager certification.
- Staff CFM attended and completed 14 classes and webinars toward certification and Continuing Education Credit (CEC) from FEMA and Cooperating partners
- Successful completion of CRS Annual Recertification
- Update of 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
- Manage distribution of Flood and CRS-related public information in Public Works building, local libraries, and the Tax Collector’s office.
- Conducted Community Rating System public outreach in cooperation with the City of Fernandina Beach Community Development Department with informational booth at the 2018 Fernandina Beach Shrimp Fest.
- Annual CRS outreach event at a Northeast Florida Building Association (NEFBA) annual gathering.
- Continued preliminary efforts to create a joint Program for Public Information (PPI) with the City of Fernandina Beach. Once developed this will expand outreach efforts in cooperation with various stakeholder and interest groups within the county.
- Average of five (5) phone calls or walk-ins per month specifically for flood zone or surge determinations

Grants

- Successfully applied for and was awarded a Florida Department of Environmental Protection Resilience Planning Grant to conduct a Phase I Vulnerability Assessment.
- Applied for Florida Division of Historical Resources Small Matching Grant to conduct a historic resources survey for the County; ranked #25 and awards are pending 2019 legislative session.

Outreach and Community Engagement

- Significant community outreach initiatives including community events, open house-style meetings, press releases, social media and roundtable events for Western Nassau Heritage Preservation, William Burgess District, Sadler Road and Affordable Housing. Public outreach events included (these numbers do not include number of meetings with additional interested parties such as property

owners, nonprofits, state agencies, media, etc.):

- 18 community outreach events for Western Nassau Heritage Preservation.
- 4 speaker series events for Affordable Housing Advisory Committee.
- 7 community outreach events for Sadler Road.
- 2 community outreach events for William Burgess.
- Issued multiple press releases related to planning initiatives, upcoming outreach events, awards, staff accomplishments.
- Presentations to Organizations and Community Groups:
 - Florida Chapter of the American Planning Association – Annual Conference Session (West Palm Beach)
 - Florida Planning + Zoning Association – Statewide Educational Event (Fernandina Beach)
 - Towns of Callahan and Hilliard, Amelia Island Rotary, Leadership Nassau, Urban Land Institute-North Florida Chapter
- Completed updates to and/or creation of multiple webpages related to PEO activity including:
 - Affordable Housing
 - Western Nassau Heritage Preservation Committee
 - William Burgess Overlay
 - Tree Protection
- Updated PEO application and forms where applicable to improve clarity.
- Added PEO bulletin board to Public Services lobby to share information.
- Helped the Friends of the Amelia Island Trail/North Florida Bike Club to hand out bicycles to children at the Shop With Cops Christmas event.

Staff Accomplishments and Continuing Education

- Sue Ann Alleger – passed Certified Floodplain Manager exam and earned CFM designation.
- Adrienne Burke – passed American Institute of Certified Planners exam and earned AICP designation. Promoted to Assistant Director position upon Kristina Wright's departure.
- Kailey Saver – Promoted to Planner II. Participated in "Architecture in Education" where she assisted in the teaching of elementary students about planning, architecture, and engineering.
- Alyssa Neil – promoted to Planning Technician from Administrative Specialist position.
- Kailey Saver and Stephanie Kurtz – awarded scholarships to attend the annual Florida APA Chapter conference by the First Coast Section of the Florida APA.
- Various members of PEO staff attended the following educational events: Annual Conference of the Florida American Planning Association chapter, Florida Floodplain Managers Conference, Public Lands Acquisition and Management Conference, AARP Livable Communities Conference, Florida Trust for Historic Preservation Annual Conference, Safe Streets Summit.

Administrative

- Managed Development Review Fee Study, reviewing fees for services provided by Planning, Building, and Engineering.
- Continued work on improving PEO processes, both internal and external. Working on file management, office organization, and improving operational efficiencies.
- Updated COOP plan for Planning Department.
- Staff transitions:
 - Kristina Wright departed for the director position in High Springs.
 - Adrienne Burke joined the department as Policy Planner.
 - Naomi Braff joined the department as Planner I.
 - Laurie Goltry joined the department as Administrative Specialist.

Intergovernmental and Interdepartmental Coordination Activities

- School Board
 - PEO staff were asked to be a part of the School Board's Land and Growth Committee. Meeting quarterly, PEO staff assists with technical information and planning assistance.
- Health Department
 - In addition to working with the Health Department on the Development Review Committee, PEO staff took part in the Health Department's Community Health Improvement Plan (CHIP) process. Adrienne Burke was asked to be on the CHIP steering committee, and is chairing the Housing subcommittee, as housing was identified as a priority for the CHIP 2019-2021 plan.
 - PEO staff were invited to work with the Health Department on a project in the Evergreen community related to health planning.
- Economic Development Board
 - PEO Director and staff coordinate with the NCEDB as needed relative to potential economic development projects, attend NCEDB meetings, and will be involved in any future economic development plan activities as directed by the BOCC and NCEDB.
- Emergency Management
 - PEO participation on Local Mitigation Strategy Task Force
 - Assisted EOC on update of Post Development Redevelopment Plan
- Code Enforcement Department
 - 3 – Cases with significant collaboration sent to Code Enforcement Board
 - 3 – Cases with significant collaboration with Property Owners to resolve code violations
 - Ongoing routine collaboration with Code Enforcement Department regarding signage and sales tent violations
- Building Department
 - 561 - Individual building permit applications analyzed and reviewed for compliance with site plan and LDC requirements

Fiscal Year 2018/2019 Goals

Development Projects of Interest

- Nassau Crossing Phase 2 and 3
- Nassau Station Phase 1
- Wildlight Phase 1c-1 and 1c-2
- Wildlight Commerce Park
- William Burgess Civic Center and River Village
- William Burgess Boulevard extension

Studies and Planning Activities

Numerous projects will continue into 2019, with special emphasis on:

- William Burgess Connectivity Blueprint
- Western Nassau Heritage Preservation Project
- SR200/A1A Corridor Design Plan
- Fiscal Impact Model/Analysis Tool
- Mobility Plan
- Land Conservation and Acquisition Planning
- American Beach Community Redevelopment Area

Policy

- Continue to update and refine the 2030 Comprehensive Plan to align with best practices and legislative policy, especially as relates to long-range planning initiatives such as Western Nassau HPC and William Burgess Blueprint.
- Continue to update the Land Development Code of Nassau County to be consistent with current best practices, especially:
 - Development Review Procedures and consolidation of Subdivision Regulations and Roadway and Drainage Standards into the Land Development Code.

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

- Complete NFIP-CRS mandatory recertification process.
- Continue development of the Program for Public Information (PPI) within the CRS program in conjunction with the City of Fernandina Beach.
- Continue Community Rating System Outreach in the form of a Flood Awareness Poster Contest with Yulee Middle School 5th grade.
- 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 18/19 is to maintain the County's rating at a class level 8.

- Increase awareness of high-risk areas.
- Continue to expand post-emergency event public outreach in cooperation with Building Department inspectors.
- Continue to expand information in physical locations around the County, on department website and on social media regarding CRS program, NCIP, Risk Management, emergency readiness and outreach events.
- Explore potential for increasing preserved open space within county.
- Promote voluntary conversion of pre-FIRM structure to comply with NCIP standards.
- Support staff CFM in continuing education efforts.

Grants

- Initiate and complete Phase I Vulnerability Assessment under DEP Resilience Planning Grant (by June 2019).
- If awarded, begin Florida Division of Historical Resources grant for a Countywide historic resources survey (July 2019).

Community Outreach and Engagement

- William Burgess Context + Connectivity Blueprint
- Affordable Housing
- Western Nassau Heritage Preservation Project
- CRS and Floodplain Management
- SR200/A1A Design Study
- Increase social media presence
- Continue press releases

Administrative and Staff Goals

- Create PEO Department Strategic Plan.
- Update PEO Organizational Booklet.
- Identify and move towards software deployment to improve internal PEO processes, ensuring coordination with related County departments.
- Continue to streamline internal processes and organize office for improved efficiency and operations.
- Specific staff goals:
 - Kailey Saver sit for AICP exam.
 - Stephanie Kurtz for AICP exam.
 - PEO staff to be more engaged in North Florida ULI and First Coast Chapter of the APA.

Intergovernmental and Interdepartmental Coordination Activities

- Assist County Manager's office with organizational planning.
- Coordinate and serve as project manager for organization-wide efforts related to fee study, mobility plan, and other interconnected initiatives.
- Continue to serve on the School Board Growth Committee.
- Continue working with the Health Department related to development review and Community Health Improvement Plan.
- Continue coordination with Emergency Management Department.