



NASSAU COUNTY
DEPARTMENT OF PLANNING
AND ECONOMIC OPPORTUNITY
FLORIDA

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MEMORANDUM

DATE: November 6, 2019

TO: Michael Mullin, Esq., County Manager/County Attorney
Taco Pope, AICP, Assistant County Manager

FROM: Adrienne Burke, AICP, Esq., PEO Director
Valerie Feinberg, AICP, PEO Assistant Director

SUBJECT: PEO and Code Enforcement FY18-19 Accomplishments

Nassau County Planning and Economic Opportunity (PEO) Department continues to work diligently to address land use and development challenges and opportunities throughout the County. Responding to continued growth, 2018-2019 proved to be productive as the PEO staff achieved multiple goals, initiated new projects and continued providing outstanding planning services. The following outlines major projects, updates on-going initiatives, summarizes development activity, and recaps department and staff achievements.

In Spring 2019, the County amended the Organizational Chart and reorganized several departments. As part of this change, Code Enforcement moved from Building Department administration to Code Enforcement administration.

Fiscal Year 2018/2019 Accomplishments

Selected Projects of Interest, Studies and Planning Activities

- **Amelia River to Sea Trail (Simmons Trail)**
 - The official opening of the trail commenced with a ribbon cutting on September 23, 2019.

- **American Beach Planning Activities**
 - Starting in 2018, Nassau County PEO staff have been working with the American Beach community on possible long-term planning strategies, including exploration of a Community Redevelopment Area. Multiple community meetings were held in 2019, with information captured at www.nassaucountyfl.com/americanbeach. Planning staff is also coordinating with Facilities to evaluate rehabilitation strategies for the County-owned Evans' Rendezvous building.

- **East Nassau Community Planning Area (ENCPA) Sector Plan**
 - Ongoing development and construction coordination with landowner Raydient and individual developers within the ENCPA central planning district (aka Wildlight). In addition to various commercial retail and service buildings, the Preliminary Development Plans (PDPs) for the Commerce Park and the ENCPA Mobility Fee Agreement was reviewed.

- **2019 Growth Trends Report**
 - Annual statistical update including existing and historical conditions in Nassau County and comparative trends in the region. Additionally, the report offers a status update to the twelve tools that were originally identified in the 2018 Growth Trends Report and it identifies three new, implementable tools. As initiatives are executed and new challenges arise, the toolbox will reconfigure and grow.

- **Historic Resource Survey**
 - PEO received a grant award from the Florida Division of Historical Resources to complete the first comprehensive Countywide historic resource survey. The grant award was accepted by the BOCC in August 2019. The project will be completed in FY19-20.

- **Land Conservation Acquisition and Management Program (CLAM)**
 - PEO was tasked by the BOCC with exploring implementation of a Conservation Land Acquisition and Management program. In FY18-19, PEO staff formed a Technical Advisory Group, coordinated and executed with the Trust for Public Land a financial feasibility analysis, and began work with the North Florida Land Trust to create a land acquisition program. In December 2019, the BOCC will vote on placing a referendum on the 2020 ballot regarding land conservation.

- **Mobility Planning**
 - The Mobility Plan addresses the changing transportation needs of County residents and businesses by identifying and coordinating future investments in transportation facilities. Over the past year and continuing into FY 19/20, criteria and performance measures will outline a standard that rank proposed mobility projects.
 - Along with Engineering Services reviewed a preliminary draft of a proposed Transportation Impact Analysis Guide for all development and redevelopment in Nassau County.
 - Participated on the Steering Committee for the North Florida Transportation Planning Organization's (TPO's) Long Range Transportation Plan (LRTP) 2045 update. The LRTP includes several Nassau County projects that align with the mobility plan projects. Also, participated on the Steering Committee for the TPO's Regional Greenways and Trails Master Plan to look at future trail connections throughout Nassau County.

- **Nassau Crossing Park**
 - A ground-breaking ceremony was held on September 27, 2019 for the 15-acre park adjacent to William Burgess Boulevard featuring 2.5 miles of multi-use trails, sport's fields, play equipment and other neighborhood amenities.

- **Nassau County Parks and Recreation System Master Plan**
 - Engaged Barth and Associates Public Realm Planning, Design and Facilitation Consulting to produce an Implementation Plan for County parks based on projected growth and development patterns. This effort includes standards and methods for operations and maintenance.

- **Timber to Tides SR200/A1A Corridor Design Plan**
 - The Corridor Design Plan is close to completion as staff is working closely with the GAI consultant team. The long-term design plan for the corridor will establish a unique community identity; enhance the public realm and streetscape; encourage recreation, bicycle and pedestrian activity; promote compact mixed-use development pattern; and improve environmental quality and floodplain management.

- **Three Rivers DRI**
 - Ongoing development and construction coordination with and Three Rivers development team including monthly meetings with County Manager/County Attorney to monitor terms of the development agreement.

- **Vulnerability Assessment**
 - This project received funding from Department of Environmental Protection grant to complete Phase Two of the assessment for the remainder of the County, including Amelia Island. Phase One of the Vulnerability Assessment studied the areas east of I-95 on the mainland and west of I-95 south and west of A1A/SR 200/301 and was

completed in Spring 2019. A Vulnerability Assessment reviews future exposure to existing developed areas and future areas of development, financial exposure, and risks to significant environmental and cultural resources and will inform long-range planning efforts currently underway.

- **Western Nassau Heritage Preservation Project Vision Book**
 - On October 1, 2019, after a year and a half of community outreach and engagement, the draft Vision Book was presented to the Planning & Zoning Board. The Vision Book was approved by the WNHPC during the October 22nd regular WNHP meeting and will be presented to the community in a Town Hall meeting on November 12, 2019.
- **William Burgess District**
 - The William Burgess District Overlay District represents a shift in land-use and policy planning in Nassau County. The regulations governing development within the district are designed to create a community where people can live, work, play, and stay. In 2018-19, PEO Staff created a form-based code for the District as an overlay that was adopted by the BOCC as updates to the Comprehensive Plan and Land Development Code.

Policy Updates

- **Comprehensive Plan**
 - Adopted text amendments to address “peril of flood” requirements of Ch. 163, F.S. (CPA19-007)
 - Adopted text amendment and amended Map FLUMS-10 to enlarge the William Burgess Mixed-Use Overlay District and incorporated William Burgess Context & Connectivity Blueprint (CPA19-002)
- **Land Development Code (LDC)**
 - Updated the LDC sections regarding landscaping and standards within the SR200/A1A Overlay
 - Removed provisions for Minor Developments from Land Development Code
 - Added adult day care centers as a permitted or conditional use in both residential and commercial zoning district
 - Added assisted living facilities as a permitted or conditional use in commercial and Open Rural (OR) zoning districts
 - Added definitions of adult day care centers, child care facilities and assisted living facilities in conformance with state statutes
 - Adopted new standards for siting of wireless communication facilities in conjunction with Wireless Communications Master Plan
 - Adopted new standards for Accessory Dwellings- The Essential 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 EHAC and ultimately the full EHAC, members worked with PEO

staff to create new LDC language to facilitate the use of accessory dwellings in Nassau County

- Continue to work on update to Development Review Procedures and consolidation of Subdivision Regulations and Roadway and Drainage Standards into the Land Development Code (special workshop scheduled with Planning & Zoning Board November 2019)
- Created Article 43 to implement the William Burgess Overlay District Context and Connectivity Blueprint.

- **Other Ordinances**

- Adopted three Canopy Road designations for Karen Street, Anthony Street and Orange Ave.
- Sea Turtle Lighting/Protection Ordinance – PEO staff attended a workshop regarding sea turtle protection in 2019 with the Sea Turtle Conservancy and identified the need to update the County’s sea turtle lighting ordinance. Initial research was completed, and the ordinance will be updated in FY19-20.

Board/Committee/Ordinance Facilitation and Activities

- **Planning and Zoning Board Facilitation**

- **Meetings**
 - 23 regular meetings
 - 1 joint workshop w/BOCC 12/3/18 (Three Rivers DRI)
 - 1 special workshop 2/26/19 (WB District)
- **Comprehensive Plan Amendments (CPA)**
 - 9 applications (7 recommended for approval)
 - 5 small-scale (<10 ac) FLUM amendments
 - 2 (>10ac) FLUM amendments
 - 2 text amendments (see policy updates below)
- **Rezoning (R)**
 - 9 applications (7 recommended for approval)
 - 4 conventional rezonings
 - 3 new PUDs
 - 2 modifications to existing PUDs
- **Final Development Plans for PUDs (FD)**
 - 6 applications (5 recommended for approval)
- **Notice of Proposed Change to DRI Dev. Order (NOPC)**
 - 3 applications (2 recommended for approval)
- **Waiver of Road Frontage (WRF)**
 - 3 applications (3 approved)
- **Family Hardship Developments (FH)**
 - 3 applications (3 approved)
- **Lot Splits**
 - 73+ Single Lot Split Applications

- **Appeals (AP)**
 - 7 applications (7 approved)
- **Minor Developments (MD)**
 - 3 applications (1 approved, 2 still in review)
- **Land Development Code Amendments (LDC)**
 - 9 ordinances recommended for approval (see policy updates above)
- **Other Ordinances (ORD)**
 - 4 ordinances recommended for approval (see policy updates above)
- **Conditional Use and Variance Board**
 - 12 Regular Meetings
 - Processed 19 Conditional Use Applications – 16 recommended for approval; 1 withdrawn
 - Processed 7 Variance Applications – 7 recommended for approval
- **Essential Housing Advisory Committee**
 - 12 Regular Meetings
 - The committee was renamed Essential Housing Advisory Committee (EHAC) to better reflect the goals of the committee. Activities completed by the AHAC in 2019 with staff assistance include:
 - Presented Draft Single-Family Definitions
 - Compiled Surplus Land Inventory
 - Received Award from Florida Housing Coalition for SHIP Video, completed by SHIP Coordinator Carol Gilchrist
 - Drafted Impact Fee Withholding Ordinance
- **Development Review Committee**
 - 67 Regular Pre-Application Meetings
 - Summary of Applications Processed and Managed
 - 190 - Preliminary Binding Site Plan/Site Engineering Plan Reviews
 - 14 - Preliminary Binding Site Plans Approved
 - 32 - Site Engineering Plans Approved
 - 65 - Plat Reviews
 - 16 - Preliminary Plats Approved
 - 17 - Final Plats approved
- **Amelia Island Tree Ordinance Enforcement**
 - 25 Tree Protection Zone compliance site visits for permit approval
 - 6 Tree Protection Plan Revisions
 - Processed three (3) Tree Protection Code Violations including correspondence, documentation and mitigation plans in preparation for Code Violation Board hearings
 - Processed six (6) Tree Protection Plan Revisions

- **Code Enforcement and Appeals Board**
 - See information at the end of the memo

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

- Recertification of Nassau County as Community Rating System Class 8 to maintain 10% flood insurance savings for all residents who purchase flood insurance
- Update map of Repetitive Loss Areas in Nassau County from FEMA data for years 2016 to 2018
- Initial formation, attendance and management of quarterly Program for Public Information committee related to CRS Program
- Six (6) CRS Outreach events at Fernandina Beach Marketplace
- Average five (5) per month flood zone and CRS related phone or counter inquiries
- Prepare bimonthly social media CRS/flood-related outreach postings
- Attendance at quarterly 'Local Mitigation Strategy (LMS) Working Group' meeting
- Nassau County surplus land parcel review for Open Space calculation and documentation toward goal of increasing Higher Standards activity in the CRS Program (CRS Activity 330)

Grants

- Received Florida Department of Environmental Protection Resilience Planning Grant – Phase II Vulnerability Assessment
- Received Florida Division of Historical Resources Small Matching Grant – Countywide Historic Resource Survey
- Submitted National Trust for Historic Preservation Grant Application for African American Cultural Heritage Action Fund for Evans' Rendezvous in American Beach– Was invited to make full application but ultimately did not receive grant.
- Working with the National Park Service to explore grant opportunities through NPS for Evans' Rendezvous in American Beach.

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 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.):
 - 11 community outreach events for Timber to Tides
 - 14 community outreach events for Western Nassau Heritage Preservation
 - 3 community outreach meetings in American Beach
 - 3 community outreach meetings for the William Burgess District Context and Connectivity Blueprint.
- Issued multiple press releases related to planning initiatives, upcoming outreach events, awards, staff accomplishments
- Presentations to Organizations and Community Groups:
 - Countywide - Towns of Callahan and Hilliard, Bryceville Community Meeting, Amelia

- Island Rotary, Leadership Nassau, Nassau County School Board, Family Services, Republican Executive Committee
- Region - Northeast Florida Regional Council, Regional Leadership Academy, Institute of Transportation Engineers, Jacksonville Environmental Symposium, USGBC Regional Chapter, FPZA First Coast Chapter, First Coast APA Regional Chapter
- Completed updates to and/or creation of multiple webpages related to PEO activity including:
 - Essential Housing
 - American Beach
 - Parks and Recreation System Master Plan
 - Timber to Tides Corridor Design Plan
 - Tree Protection
 - Western Nassau Heritage Preservation Committee
 - William Burgess Overlay
- Updated PEO application and forms where applicable to improve clarity

Staff Accomplishments, Continuing Education and Professional Engagement

- Sun Ann Alleger
 - Attended Annual Florida Floodplain Managers Conference
 - Attended Adaptation Planning for Coastal Communities at GTM Research Reserve, Sea Turtle Lighting Workshop for Code Enforcement and Building Officials, and South Atlantic Coastal Study Field Workshop
 - Attended 'Trees for Trails Working Group' by Amelia Island Tree Conservancy and Friends of the Amelia Island Trail
- Naomi Braff
 - Awarded Scholarship to Attend Florida American Planning Association Conference
 - Adaptation Planning for Coastal Communities NOAA
 - Attended Annual Florida Floodplain Managers Conference
- Adrienne Burke
 - Received American Institute of Certified Planners (AICP) Designation
 - Participated in American Planning Association Community Planning Assistance Team (CPAT)
 - Served as judge for City of Fernandina Beach Historic Preservation Awards
 - Speaker at Jacksonville Environmental Symposium, FPZA First Coast Chapter, First Coast APA Regional Chapter, USGBC Regional Chapter Event
 - Attended Public Lands Management Partnership Summit
 - Wrote Viewpoint article for national *Planning* magazine
- Valerie Feinberg
 - Hired as Assistant Planning Director
 - Presented at National Safe Routes to School Summit
- Alyssa Neil
 - Awarded Scholarship to Attend Florida American Planning Association Conference
- Doug McDowell
 - Attended the Annual Conference of the Florida American Planning Association Chapter
- Kailey Saver

- Promoted to Senior Planner
- Received American Institute of Certified Planners (AICP) Designation
- Presented to The Institute for Transportation Engineers (ITE), the American Planning Association, and the Regional Council
- Attended a Safe Routes to School Workshop
- Participated in the Shop with Cops event
- Abby Weiss
 - Received American Institute of Certified Planners (AICP) Designation
 - Serves on Regional Boards for both Florida Planning and Zoning Association and Florida Chapter of the American Planning Association
- Mike Favors
 - Attended Sea Turtle Lighting Workshop in July 2019
- Robert Bostick
 - Attended Sea Turtle Lighting Workshop in July 2019
 - Received Level 1 Certification in Code Enforcement in February 2019
 - Received Storm Water Management Inspector Certification in September 2019

Other Activities and Events Attended by PEO and Code Staff

- Various Association Chapter Meetings – Florida Chapter of American Planning Association, Florida Planning and Zoning Association, North Florida Urban Land Institute, Women’s Transportation Symposium, Northeast Association of Code Enforcement; EOC required Emergency Management workshops/webinars for Nassau County response improvement offered by FEMA Emergency Management Institute (remote)
- All Code staff are members of F.A.C.E. (Florida Association of Code Enforcement) and N.E.A.C.E. (Northeast Association of Code Enforcement) and attend the bi-monthly training for Continuing Education credits

Administrative

- Continued work on improving PEO processes, both internal and external, including file management systems and operational efficiencies. Completed office organization to accommodate two future staff members.
- Staff transitions:
 - Valerie Feinberg, AICP joined the department as Assistant Director
 - Abby Weiss joined the department as Planner I
 - Laurie Goltry joined the department as Administrative Specialist

Intergovernmental and Interdepartmental Coordination Activities

- School Board
 - PEO continues work the School Board’s Land and Growth Committee to identify future school sites, address transportation issues and address concurrency requirements.
- Health Department
 - Participate on Partnership for a Healthier Nassau to implement strategies resulting from Health Department’s Community Health Improvement Plan (CHIP) process

- Economic Development Board
 - PEO Director and staff coordinate with the NCEDB as needed relative to potential economic development projects, and will be involved in any future economic development plan activities as directed by the BOCC and NCEDB
- Emergency Management
 - PEO participates on Local Mitigation Strategy Task Force
 - Adrienne Burke, Doug McDowell, Naomi Braff, Abby Weiss, and Kailey Saver served at the Emergency Operations Center during Hurricane Dorian in the Human Services Branch
- Animal Services Department
 - Continuing coordination with Animal Services regarding animal sheltering and boarding facilities and compliance with the Land Development Code
- Building Department
 - 400 - Individual building permit applications analyzed and reviewed for compliance with site plan and LDC requirements

Fiscal Year 2019/2020 Goals

Projects of Interest, Studies and Planning Activities

- Continued Implementation of Developments
 - William Burgess District
 - Nassau Crossing
 - Nassau Station Phase 1
 - William Burgess Civic Center and River Village
 - Three Rivers
 - Wildlight Commerce Park
- Planning Projects
 - American Beach Planning Activities
 - Countywide Historic Resources Survey
 - Crawford Diamond Small Area Plan
 - Land Conservation Acquisition Planning
 - Mobility Plan
 - Parks and Recreation System Master Plan
 - Tide to Timbers (SR200/A1A) Corridor Design Plan
 - Vulnerability Assessment
 - Western Nassau Heritage Preservation Project Implementation

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
- 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

Community Outreach and Engagement

- CRS and Floodplain Management
- Essential Housing
- Healthy Communities/Age Friendly Communities
- Parks and Recreation System Master Plan
- Safe Routes to School
- Timber to Tides SR200/A1A Design Study
- Western Nassau Heritage Preservation Project
- William Burgess District Overlay

Print and Social Media

- Increase social media presence
- Continue press releases
- Continue updates to the Planning and Code websites

Administrative and Staff Goals

- Create PEO/Code Enforcement Department Strategic Plan
- Update PEO Organizational Booklet
- Identify and move towards software deployment to improve internal PEO and Code processes, ensuring coordination with related County departments
- Continue to streamline internal processes and organize office for improved efficiency and operations

Intergovernmental and Interdepartmental Coordination Activities

- Assist County Manager's office with organizational planning
- Continue to serve on the School Board Growth Committee
- Coordinate with City of Fernandina Beach on Joint Planning Activities as directed by Joint Boards - Safe Routes to School and Trail Planning, Roadways, Signage, Trees, etc.
- Participate in Partnership for a Healthier Nassau
- Continue coordination with Emergency Management Department

Code Enforcement Statistics: *(see next page)*



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Month	Complaints Received	Initial Inspection	Re-inspect	Complied Complaint	Unsafe Structure Inspect.	Unsafe complied	M/H Replace. Inspect.	M/H Replace. Complied	Vehicles Inspection Conducted	Presented to Board	Board Cases Continued	Admin fee assessed	Admin Fee Collected	Fines collected or Liens Released
October' 18	46	89	123	66	0	0	15	15	0	2	0	\$367.25		
November' 18	33	54	88	28	0	0	2	2	0	5	1	\$ 1,088.97	\$ 542.24	\$ -
December' 18	56	85	135	34	0	0	0	0	0	0	0	\$ -	\$ -	\$ -
1st quarter total	135	228	346	128	0	0	17	17	0	7	1	\$1,456.22	\$ 542.24	\$ -
January' 19	66	64	118	29	0	0	0	0	3	2	1	\$ -	\$ -	\$ -
February' 19	63	47	93	27	0	0	0	0	1	1	0	\$ 281.10	\$ 1,770.91	\$ 15,500.00
March' 19	82	83	144	77	0	0	0	0	29	0	0	\$ -	\$ -	\$ -
2nd quarter total	211	194	355	133	0	0	0	0	33	3	1	\$ 281.10	\$ 1,770.91	\$ 15,500.00
April' 19	66	93	202	73	0	0	0	0	23	0	0	\$ -	\$ -	\$ -
May' 19	72	90	210	65	0	0	0	0	15	0	0	\$ -	\$ -	\$ -
June' 19	65	83	177	46	0	0	0	0	4	2	0	\$ 811.87	\$ -	\$ -
3rd quarter total	203	266	589	184	0	0	0	0	42	2	0	\$ 811.87	\$ -	\$ -

PEO/Code Enforcement FY18-19 Accomplishments

Month	Complaints Received	Initial Inspection	Re-inspect	Complied Complaint	Unsafe Structure	Unsafe complied	M/H Replace.	M/H Replace.	Vehicles Inspection	Presented to Board		Admin fee assessed	Admin Fee Collected	Fines collected or Liens
July'19	108	89	163	55	0	0	0	0	9	1	0	\$ 412.66	\$ 914.71	\$ 9,950.00
August' 19	88	98	162	62	0	0	0	0	9	2	0	\$ 776.78	\$ -	\$ -
September' 19	77	85	140	51	0	0	0	0	7	0	0		\$ 671.45	
4th quarter total	273	272	465	168	0	0	0	0	25	3	0	\$ 1,189.44	\$ 1,586.16	\$ 9,950.00
TOTAL	822	960	1,755	613	0	0	17	17	100	15	2	\$3,738.63	\$ 3,899.31	\$ 25,450.00

TOTAL REVENUE \$ 29,349.31