



Greater Arlington Beaches Citizens Planning Advisory Committee **January 8, 2018 Meeting Summary**

Jacksonville Executive at Craig Airport, 855-1 Craig Drive, Jacksonville, FL 32225

Meeting Attendance

CPAC Members:

Queens Harbour POA - Dr. Ramsey Salem – Chair
Arlington Business Society – Mike Anania
Beachwood Civic Association – Sheila Litwhiler
Caroline Forest Homeowners Assoc. - Kacy Evans
Charter Point Community Association – Bob Barletta
Communities of East Arlington - Lad Hawkins
Council Appointee – District 1 – Michele Davis
Council Appointee – District 3 – Jose Cuetos
Covington Creek HOA – Joan Becker
Cypress Cove Good Neighbors – Harley Herndon
Grove Park – Gary Dickinson
Hawkins Cove HOA - Amita Agnihotri
Ibis Point Owners Association – Nina Pougiouklidis
Indian Springs Community Association – Pete Miller
Kensington Association – Tim Keeley
Lake Lucina Association – Kirk Armstrong
Monument Oaks HOA - Eddi Parsons
Old Mill Cove Community Organization – Jerry Petoskey
Queens Harbour POA – Will Messer
The Valley at Hidden Hills – John Roberts
University Park Civic Association – Shirley George

Excused:

Bentwater Place – Ed Maxted
Clifton Civic Association - Melody Shacter - Vice Chair
River Woods – St. Johns Landing HOA – Larry Belge

Staff and Elected Officials:

City Council District 1 – Joyce Morgan
City Council District 3 – Aaron Bowman
FDOT – Jim Green
JPL – Julie Spiritas
JSO- Adam Ardizzoni
JSO- Steve Mullen
JSO – David Oliver
Neighborhoods – Code Compliance – Elaine Lancaster
Neighborhood Services Office – Rosemary Wesolowski
Planning & Development – Connie Patterson
Public Works – Steve Long
JFRD – Chief Brown
Guests:
McInnis, Henrietta – Rive St. Johns HOA
Wanbaugh, Terry – Hickory Creek Inc.
Hauver, Lenette – Hickory Creek Inc.
DeCoursey, Nell – Hickory Creek Inc.
Edeward, Kristopher – Hawkins Cove
Baker, Richard – Covington Creek
Jones, Nedra - GMO

Call to Order/Verify Quorum- Chair Salem called the January 2018 GAB CPAC meeting to order at 6:30 pm. Rosemary Wesolowski verified that a quorum was present.

Approval of the Previous Meeting Summary – The November and December 2017 meeting summaries were unanimously approved by the CPAC membership.

Presentation(s): Alberta Hipps and Rolf Riechmann, Jacksonville Aviation Authority, Ms. Hipps introduced Rolf Riechmann, Director, General Aviation. Mr. Riechmann joined the Jacksonville Aviation Authority (JAA) team in 2004. In the past fourteen years, Mr. Riechmann has served in a number of different positions at JAA. In 2012, Mr. Riechmann became the Airport Manager for Herlong Recreational Airport. In the fall of 2017, Mr. Riechmann became the Director of General Aviation for Jacksonville Executive at Craig Airport in addition to his responsibilities at Herlong Recreational Airport.

Kirby Oberdorfer, Deputy Director, Ethics Oversight and Compliance, reviewed the following Ethics Code as it pertaining to boards and commissions:

All members of Boards and Commissions must know about and follow two important Florida laws: the Sunshine Law and Public Records Law. The purpose of these laws is to give the citizens of our community more transparency and information about their government.

Sunshine Law–(Florida Statute 286.011) - There are 3 major requirements of this law:

- 1) Your Board meetings must be open and accessible to the public
- 2) Reasonable advance notice of the meetings must be given
- 3) Written minutes must be taken and open for inspection

What is considered a "meeting"? A meeting is any time you communicate (phone, mail, email, talking) with another member of your commission and you are talking about subjects that are likely to come up in front of your commission/board. This includes sub-committee meetings. You cannot discuss any public business or matters connected with your board with another member of your board outside of a "noticed meeting". This

includes: casual gatherings, talking in the hall, chance meetings, emails, telephone conversations, and letters or emails that are used to develop a position.

Activities that are permitted:

Talking with other board members about your family or sports; having a holiday party with other board members (but you cannot discuss board business at the party); speaking with another commission member on a panel at a community forum (but you can't talk back and forth on issues with the other member from your board); sending out an email on an article you find interesting (but you can't put in the email: "What do you think about this for our Board? Email your comments to me"). If you receive an email like this from another board member, do not respond to it. You can talk to city staff, but you cannot use the staff to go back and forth with other members to work something out. An email or letter sending a report as to what will be discussed at the meeting is ok, but do not interact with any of the members or talk to them about it or ask for comments. All of the discussion and comments should be at the noticed meeting. You can send out a statement of your position or future actions you intend on taking. Although this is ok, make sure you do not ask for comments or feedback or start a conversation with other board members about it. Check with your city liaison if you have any questions before sending something like this out. Avoid talking privately or whispering to another board member in an actual meeting. Don't chat about board matters right before the meeting officially starts or after the meeting has been officially adjourned.

Notice of meetings should be sent out at least 24 hours before the meeting, but it is much better to allow for 3 or more days. Your city liaison will send out the notice for you.

Minutes or summaries are usually completed by a city employee assigned to your board. If no one from the city is there, you must take minutes yourself. (This usually happens in sub-committee meetings.)

PENALTIES Violation of the above laws is a criminal offense with up to 60 days in jail; even if you didn't mean to do it (no intent), you can be fined a civil penalty of up to \$500. You can also be sued in a civil lawsuit if these laws are violated.

Public Records (Florida Statute section 119)

Documents generated by a commission or board are public records and must be open for public inspection and copying. If you receive any request for the records or documents of your board or commission, immediately forward them to your city liaison so it can be handled correctly and in a timely fashion.

1. What items are covered as "public documents"? Everything—all documents, papers, emails, letters, books, tapes, photos, software, videos, audio recordings, or other material regardless of how it is kept; if it is made in connection with the official business of your board or commission. This can even include non-final documents, such as draft documents or notes you take to remember events.
2. What documents are not covered? Personal notes used to prepare other documents, strictly personal emails or other personal writings; and notes given by you to someone else to type up a final document. In general, however, you should assume that all of your writings in connection with your board duties may become public records as you write them and that citizens can ask for copies of them.
3. Penalties: up to one year in jail and fines; or a civil fine of \$500 or civil law suits.

Bi-Monthly Ethics Training for Boards & Commissions:

As of May, 2015, there is now mandatory ethics training for all Boards and Commissions members (Ordinance 2015-268, section 50.109). Every Board and Commission member should attend at least one live training session every four years. The training classes are held bi-monthly and are one hour long. They are typically held at lunch time; everyone is encouraged to bring lunch or a drink.

If you plan to attend one of the training sessions you will need to register via email; please visit <http://www.coj.net/departments/ethics-office.aspx> to select a date. Please RSVP your selected training session date by sending an e-mail to Kirby Oberdorfer, Deputy Director of the Office of Ethics, Compliance and Oversight, at koberdorfer@coj.net. Please include your name, the name of the Board/Commission you represent and the date of the session you plan to attend.

James Hoffman, Inspector General, Office of the Inspector General, introduced himself to the CPAC and provided a brief overview of the duties of the Inspector General. The Office of the Inspector General duties are to identify fraud, waste, and abuse in order to ensure our consolidated government is as effective and efficient as possible. Currently, the Inspector General and his team have been working to review the procurement process, contract oversight and audits. Mr. Hoffman encouraged the CPAC members report any issues that may concern them to the Inspector General hotline: 904-630-8000.

Elected Officials Report:

Council Member Morgan announced with the unfortunate passing of former Councilmember and CRA Advisory Board Member Jim Tullis, Council President Anna Brosche has nominated Rajendra Adhikari to the CRA Advisory Board. Council Member Morgan discussed the intensified effort for more citizen-led clean-up efforts and Adopt a Road organizations not only in District 1 but the noticed meeting where other Council members are committed to the fight. Additionally, Council Member Morgan extended an invitation to the upcoming City Council meeting on January 9, 2018 at 5:00pm, City Hall, 117 West Duval Street, 32202. Council Member Morgan announced her January 2018 Town Hall Meeting will be held on January 22, 2018, 6:00 pm at the Regency Square Mall. Lastly, Council Member Morgan introduced her new Executive Council Assistant, Katrin MacDonald to the CPAC. Ms. MacDonald can be reached at KMacDonald@coj.net or 630-1674.

Council Member Bowman stated that he was not aware of any major concerns or incidents in Council District 3 over the holidays. Council Member Bowman announced he has two traffic related updates. Council Member Bowman has requested:

1. A traffic study be conducted in front of The ARC Villages (off Hodges Boulevard) to determine if a traffic light and pedestrian crossing light/designation area would be beneficial to the residents.
2. An intersection improvement project will occur on Atlantic Boulevard between the intersections of JoAndy Road and Hodges Boulevard; details on the improvements will be forthcoming.

Staff Reports:

- **JSO (Jacksonville Sheriff's Office)** – Lieutenant Mullen announced JSO has ended the holiday shopping overtime; the holiday overtime began on Black Friday and ended December 24, 2017. Regency Square Mall and the Kernan/Atlantic Boulevard intersection are the shopping districts that generated the most calls for service. The following statistics were provided for the 30 days of the holiday shopping season: 11 retail thefts; 7 auto accidents; 30 disturbances; 1 robbery; 556 shopping assistance calls; 18 transient panhandling complaints; 230 motorist assistance calls; 535 business property checks; 15 traffic stops; 1 felony arrest; 2 misdemeanor arrests; 70 calls for service and 1246 on-view calls.

Sargent Oliver shared a current crime trend in business burglaries in Zone 2 and Zone 3. There is an individual that is targeting businesses that do not have alarm systems. This individual is throwing a large rock or cinder block through the window of a business. Once the window is broken the individual hides in a nearby location. If an alarm does not sound or if police does not respond, the individual enters into the building through the broken window and takes whatever they can find of value. Most of the businesses that have been targeted are small, independently owned ethnic restaurants. These burglaries have been occurring on Mondays and Tuesdays nights between 10:00 pm and 2:00 am. If you frequent any small ethnic restaurants, please encourage them to get an alarm system or at least make them aware of this crime trend.

Sargent Ardizzoni provided two handouts to all attendees. The first handout is in regard to the Jacksonville Alarm Program; is an easy guide that provides an overview of the alarm program. Sargent Ardizzoni reminded the CPAC members that it is mandatory that all alarm users must register their alarm system(s) with JSO; there is a minimal fee associated with the registration. The second handout was an alarm permit; this form can be used to register the alarm system(s). Sgt. Ardizzoni also explained the fees associated with JSO responding to a false alarm calls.

Zone 2 substation – 9501 Arlington Expressway – 904-726-5100

- **JFRD (Jacksonville Fire & Rescue Department)** – Chief Brown announced JFRD responded to 155,000 calls for service in 2017. JFRD will be adding four new rescue units to their emergency response system. One of the added rescue units will be housed at the Mount Pleasant station in Zone 2. Chief Brown also reminded the CPAC to careful in the cold weather when using space heaters to heat your home, office or business.
- **Mayor's Liaison** – not in attendance
- **Duval County Public Schools (DCPS)** – not in attendance
- **FDOT (Florida Department of Transportation)** – Jim Green – announced that he will be retiring later this month. Mr. Green reported FDOT will begin installing bike lanes and sidewalks on the westbound span of the Inner-coastal Bridge on Atlantic Boulevard; bicycle lanes only will be added to the eastbound side. FDOT will also add a 1 foot, 6 inch aluminum rail on top of the existing cement barrier walls that are located on existing westbound and eastbound spans of the bridge. This project should be completed soon. The Mathews Bridge will experience lane closures as construction begins to rehabilitate portions of the bridge deck; the project is scheduled to be completed in less than 60 days, weather permitting. In the near future, a U-turn lane will be added at the intersection of Atlantic Boulevard and Empire Point. Traffic signal upgrades are planned to be installed in the near future at the intersection of Southside Boulevard and Atlantic Boulevard.
Jim Green, 360-5684 or James.Green@dot.fl.us
- **Jacksonville Public Library** – Jackie Spiritas – introduced Michael Sullivan as the new Regional Manager for the four libraries in the Greater Arlington Beaches area. Ms. Spiritas also provided handouts that contained a number of events and activities at the area libraries.
Jackie Spiritas – spiritas@coj.net
- **JaxParks** – not in attendance
- **JEA** – Judi Spann – not in attendance

- **JTA** – Cheryl Riddick - not in attendance
- **Military Affairs and Veterans Department** – not in attendance
- **Neighborhoods Department (Municipal Code Compliance)** – Elaine Lancaster announced there are 751 active cases in Zone 2; this is the first time since 2010 that the case load has been this low. In November 2017, Code Compliance conducted a systematic inspection in Southside Estate and that inspection netted 160 new cases. In December, a systematic inspection was conducted in Arlington Manor, this netted 84 new cases. Code compliance will conduct a systematic inspection in the Lake Lucina area in January and a systematic inspection in the Sandalwood area in February.
Elaine Lancaster, 255-7007 or ElaineL@coj.net
- **Planning & Development Department** – Connie Patterson informed the CPAC that the Planning and Development Department is currently working on the draft of the Arlington Overlay CRA; copies will be provided once the information is completed.
Connie Patterson, 255-7822 or Constancep@coj.net
- **Public Works** – Steve Long informed the CPAC that due to the cold/rainy weather last week, Public Works had crews out working to sand the street on January 2 and 3, 2018 at night to prevent or minimize any ice accumulation on the roadways. Public Works started working on a number of drainage projects around Thanksgiving. Many of the projects are near completion, but crews cannot pour concrete until the temperature is 35 degrees or warmer. Tree trimming is underway; there are multiple agencies that have been contracted to complete the trimming.
Steve Long, 255-4283 or Slong@coj.net

Subcommittee/Liaison Reports (3 minute time limit)

- **LUZ (Land Use and Zoning)/Governmental Affairs** – Mike Anania announced the LUZ Subcommittee reviewed three applications and one motion was made. The motion presented was:
Support with Conditions for Administrative Deviation AD-17-82 at 2009 Mayport Road – This ordinance requests relief from the landscaping requirement and the maximum limit on the driveway on the north side of the site near Clearview Lane. The motion passed unanimously.
- **Beautification/Parks** – Larry Belge – not in attendance
- **Environment** – Lad Hawkins – informed the CPAC on the south side of Mill Cove may be getting a park with a boardwalk and kayak launch area. Mr. Hawkins stated he has observed an increase of litter throughout District 2. Mr. Hawkins inquired if anyone is aware if any of the old official city or state litter fine signs are still posted? Mr. Hawkins shared that he has looked for the signs along the roadways and cannot find any of the old litter signs. Mr. Hawkins inquired if the littering fines are still in effect and if someone could speak on litter at a future meeting?
- **Membership** – Jose Cuetos – no report
- **Transportation** – vacant

Ad-Hoc:

- **TRUE (Taxation, Revenue, and Utilization of Expenditures) Commission** – John Roberts – stated the commission discussed a trend that land owners/developers are zoning their land as agricultural; this is a significantly lower tax rate than other zoning classifications. The TRUE Commission expressed their concern to the Jerry Holland, Tax Collector. The commission discussed how the Office of Economic Development calculated their rate of return. Their current method does not account for inflation or the time value of money. Lastly, the commission discussed how the City of Jacksonville tracks/maintains their contracts. At this time all contracts are distributed to the various departments/divisions and are not tracked with a unified tracking system.
- **North Florida TPO** – Will Messer shared a study will be conducted on the Arlington Expressway focusing on the east bound lanes in effort to widen the sidewalks to improve safety for pedestrians and cyclists. A study will be conducted to review the proposed traffic circle at Merrill Road and University Boulevard N. in front of Jacksonville University.

Neighborhood Coordinator Report – Rosemary Wesolowski presented a 2017 Certificate of Appreciate to Chair Salem for serving as the GAB CPAC Chair.

Chairs Report – Ramsey Salem – presented the various subcommittee chairs with a 2018 Certificate of Appreciation for their extra work on the various subcommittees. Additionally, Chair Salem informed the CPAC that there are two special committees in place to compile information for the special task Council President Brosche charged the CPAC with. Additional information will be sent to the CPAC in regard to the special committee meeting(s) in the near future from Rosemary.

Unfinished Business - none

New Business - none

Public Comments, Concerns or Announcements (3-minute time limit)-

Motion to Adjourn

**The next meeting of the District 2 CPAC will be *Monday, February 12, 2018 at 6:30 pm*
at the Jacksonville Executive at Craig Airport, 855-1 Craig Drive, Jacksonville FL, 32225**