

District #2 – Greater Arlington Beaches Citizens Planning Advisory Committee

Chair: Patricia Schorr

Vice Chair: Eddi Parsons

MEETING SUMMARY

Location: Jacksonville Executive at Craig Airport

DATE: Monday, November 18, 2013

Attendance:

Organizations/Representatives

Members:

Anania, Michael, Arlington Business Society
Belge, Larry, River Woods – St. Johns Landing HOA
Davis, Michele, Council Appointee – District 1
Evans, Kacy, Caroline Forest Homeowners Association
Henry, David, Kensington Association
Hibbard, Sandi, Harbour North Civic Association
Jarnutowski, Sherrie, Walkers Glen HOA
Lowe, Marcella, Alderman Park Civic Association
Ludwig, Helen, St. Johns Woods HOA
Miller, Pete, Indian Springs Community Association
Parsons, Eddi, Monument Oaks HOA
Petoskey, Jerry, Old Mill Cove Community Org
Roberts, John, The Valley at Hidden Hills
Saadeh, Mary Anne, Oak Haven Preservation Association
Sanders, Patricia, Southern Grove Condo Association
Schorr, Patricia, Covington Creek HOA
Sprauge, Scott, Old Arlington Inc.
Swanner, Lamar, Covington Creek Homeowners Association
Tucker, Ben, Cypress Cove Good Neighbor Group

Excused:

Dickinson, Gary, Grove Park
Hawkins, Lad, Communities of East Arlington
Huffines, Carol, Mayport Village Civic Association
Kline, Jeanne, Arlington East Neighborhood Association
Maxted, Ed, Bentwater Place
Pougiouklidis, Nina, Ibis Point Owners Association

Elected Officials:

Staff: Roman, Dave; Davis, Paul; Green, Jim; Lancaster, Elaine; Lt. Amy, Simmons, Shaniqua;
Wesolowski, Rosemary

Guests:

Hipps, Alberta, JAA
Freeman, Terrance, Ellington Place
Gillem, Tiffany, JAXEX -JAA
Hunter-Nowak, Karen, Hawkins Cove
Mann, Rhonda

1. Call to Order/Verify Quorum

Chair, Patricia Schorr, called the meeting to order at 6:30 p.m. The meeting began with a Pledge of Allegiance followed by a moment of silence.

2. Approval of the Previous Meeting Summary

Chair Schorr verified that there was a quorum. Then Member Anania made a motion to approve the October meeting summary and Member Petoskey seconded; the members voted unanimously to approve the minutes.

3. Staff Reports

- JSO (Jacksonville Sheriff's Office) – Lt. Amy informed the CPAC that crime stats in every category are down year to date. JSO is preparing to focus on Holidays crimes. Everyone was encouraged to be careful and to be more vigilant than you normally are when you are out shopping. It is best to have your keys in your hand before you depart the store and head towards your car. Remember to keep your valuables and packages locked in your trunk. Never leave anything where it can be seen. Regency Square Mall has developed a bad reputation over the years, but crime is actually negligible there. In the past year crime has drop at Regency Square Mall. Most of the stores have been relocated to the east end of the mall.
It was brought to Lt. Amy's attention that there have been a number of break in during the day in Alderman Park, what can JSO do to prevent this? Lt. Amy stated that unfortunately, residential burglaries typically occur in the day time and commercial burglaries occur in the evening. When JSO see a pattern or a trend in a neighborhood, this makes it easier to apprehend the thief.
- Mayor's Liaison – Dave Roman, informed the CPAC that this week the City is opening a Veterans Resource and Re-Integration Center. The center will provide social services, housing assistance, emergency funds, and employment assistance; the center will also staff a social worker. A recommendation from the Jacksonville Journey Committee is pending approval from City Council to approve taking some of the Jacksonville Journey money and use it to fund a teen court and form a neighborhood accountability board for teens; probably in the Mayport area. The boards will look at offender youths to determine which would be better; to arrest the child or civil citation. If given a civil citation the board will determine what the consequences for offence should be. Each case will be handled individually. If the youth does not complete the reprimand, the youth will then be turned over to the State Attorney's Office to be prosecuted. The goal is to keep the kids out of the detention system. Studies have shown keeping kids out of the judicial system it prevents them from continuing a path of crime.
- Duval County Public Schools – not present
- FDOT (Florida Department of Transportation) – Jim Green – announced that the Mathews Bridge is open. Painting of the bridge will continue a bit longer, but additional closing will be kept to a minimum.
- Neighborhoods Department:
- Housing and Community Development Division - Rosemary Wesolowski inquired the group would like to handle the December meeting. The CPAC voted to hold a pot luck dinner and a sign-up sheet was circulated.
- Municipal Code Compliance Division – Elaine Lancaster, announced that as a result of the new budget, Municipal Code Compliance had 7 positions added to their budget. The new officers will start training on December 9th and should complete their training within 3

to 4 months. Currently, there are 700 active cases in the GAB area.

- Planning & Development Department – Paul Davis – no report, but available for questions.
- Parks Department – Shaniqua Simmons informed the group that new hours have been established for community centers. It is encouraged that everyone double check the hours of operation before visiting your community center. Shaniqua also reminded the group that all the National Parks are closed due to the Federal Government Furlough.

4. Presentations:

Richard Beaudoin, Supervisor, Strategic Planning, Duval County Public Schools and Tyler Loehner, Director, Real Estate, Duval County Public Schools, stated that their Mission Statement is to plan, design, build, enhance and maintain a safe, equitable and stimulating educational environment that promotes success and motivates the students to their highest learning level. Duval County Public Schools (DCPS) is the 22nd largest school district in the nation and the sixth largest school district in Florida. DCPS has 183 schools with student enrollment at 124,918 and employs a full-time staff of 12,646 (8,441 are teachers) and employs a part-time staff of 1,413.

On or about May 30th of each year, City of Jacksonville Planning and Development Department will provide the DCPS with copies of the Annual Statistical Package, which includes information on population, residential building and demolition permits by type and general location, and economic statistics. The data will be current as of December of the previous year. This package will cover the cities of Jacksonville, Jacksonville Beach, Neptune Beach, Atlantic Beach, and the Town of Baldwin. Jacksonville Beach, Neptune Beach, Atlantic Beach, and Baldwin will provide information to the City of Jacksonville Planning and Development Department on development permits as required by the City of Jacksonville Comprehensive Plan.

Five-Year Capital Facilities Plan: Within 30 days of the approval of the Five-Year Capital Facilities Plan, the DCPS shall submit a copy of the adopted Plan to each of the chief planning officials of the Cities. The plan will contain existing and projected student enrollment, existing education facilities, their locations, the number of portables in use at each school, and projected needs. The plan will contain the DCPS approved Capital Improvement Plan including planned facilities and capital projects and funding for the next five years. The plan will also provide data for each individual school concerning school capacity based on Department of Education criteria and enrollment of each individual school based on actual counts. The plan will show the generalized locations in which new schools will be needed and planned renovations, expansions and closures of existing schools for the next 10 and 20 years. The plan will indicate properties the DCPS has already acquired through developer donation, or properties that a developer is obliged to provide to the DCPS at the School Board's discretion, or properties acquired through other means that are potential school sites. The DCPS officially adopted Five-Year Capital Facilities Plan will be forwarded to all parties as appropriate.

Within 90 days of approval of a significant renovation that affects capacity, school closure, or change in school attendance zones, the DCPS shall notify the appropriate City in which the school is located and the City of Jacksonville Planning and Development Department, and DCPS shall propose a strategy on how the adopted level of service will be maintained in the affected concurrency service area.

Growth and Development Trends: On a regular basis, the Cities will provide the DCPS with data, including information regarding the type, number, and location of residential units which have received zoning approval, site plan approval, a building permit, or a Certificate of Occupancy and a draft Capital Improvements Plan (CIP) with the final version of the CIP to be submitted by

each local government to the DCPS after official adoption. Information regarding the conversion or redevelopment of housing or other structures into residential units that are likely to generate new students shall be provided.

The DCPS will be responsible for reviewing and recommending potential sites for new schools, proposed school closings, and significant school expansion projects to maximize school capacity usage; and making recommendations to the Superintendent. The Cities shall advise the DCPS as to the consistency of the proposed closure, renovation, or new site with the local comprehensive plan and any neighborhood or district plan adopted by the Cities during site reviews.

Joint use of facilities is important to the DCPS, the Cities, and the public. The DCPS and the Cities will continue to explore opportunities for joint use of existing and proposed school sites, public parks, and libraries. The DCPS will consider joint use when preparing its Educational Plant Survey and the Cities will consider joint use when preparing their Comprehensive Plan's schedule of capital improvements. For example, opportunities for joint use will be considered for libraries, parks, recreation facilities, community centers, auditoriums, learning centers, museums, performing arts centers, and stadiums. In addition, where applicable, the joint use of school and governmental facilities for health care and social services will be considered.

The Cities agree to provide an electronic copy, or otherwise make available electronically, to the DCPS, copies of all land use applications for development and redevelopment pending before them that may affect student enrollment, enrollment projections, or school facilities. This requirement applies to amendments to the comprehensive plan, future land use map amendments, rezonings, developments of regional impact, final subdivision approvals or plats, and site plans. Within 14 days after receipt of the application documents from the local government, the DCPS staff shall advise, in writing, the affected local government of the school enrollment, student transportation, or other school-related impacts anticipated to result from the proposed land use or development application, and whether sufficient school capacity exists at the affected schools to accommodate the impacts. This evaluation process shall be expressed in terms of the adopted level of service, and shall be coordinated with the concurrency management system.

In evaluating a proposed residential development for concurrency, any relevant improvements which are committed or planned in the Five-Year Capital Facilities Plan and the Capital Improvement Plan, shall be considered available capacity for the project and factored into the level of service analysis. Any relevant improvements which will commence construction after the 3rd year of the Five-Year Capital Facilities Plan shall not be considered available capacity for the project unless either: (i) funding and a schedule to accelerate the improvement into the first three years is assured through DCPS; (ii) funding for the improvements which are scheduled to commence in years four or five is provided through proportionate share mitigation; (iii) the developer and the DCPS agrees to accelerate the construction and funding of the facility to be moved into first three years; or (iv) some other means. Also, any projected reduction in the number of students enrolled in the CSA or adjacent CSA will be considered as additional available capacity. The City shall not deny an application for site plan, final subdivision approval, or the functional equivalent for a development or phase of a development authorizing residential development for exceeding the adopted level of service, where adequate school facilities will be in place or under construction within three years after the issuance of final subdivision or site plan approval, or the functional equivalent.

The Cities will transmit the application to DCPS for a determination of whether there is adequate school capacity, for each school type (elementary, middle, and high school), to accommodate

the proposed development, based on the LOS standards, CSAs, and other standards set forth herein and the Cities' School Concurrency Ordinances. The Cities shall process school concurrency determinations in a manner consistent with their other concurrency procedures. Within a reasonable time from the date of the initial transmittal as prescribed in the Cities' School Concurrency Ordinance and consistent with the respective Cities development review process, the DCPS will review the completed application, and, report in writing to the appropriate City, whether adequate school capacity exists for each school type (elementary, middle and high), based on the LOS standards set forth in this Agreement. If sufficient school capacity is not available, the DCPS shall specify in the Five- Year Capital Facilities Plan how it proposes to meet the anticipated student enrollment demand; alternatively, the DCPS, affected City, and developer may collaborate to find means to ensure sufficient school capacity will exist to accommodate the development, such as proportionate share mitigation, developer contributions, project phasing, and required facility improvements. If the DCPS and the appropriate local government determine that adequate capacity does not exist but that mitigation will be an acceptable alternative, the development application will remain active pending the conclusion of the mitigation negotiation period.

Proposed mitigation must be directed toward school capacity improvement identified in the DCPS financially feasible Five-Year Capital Facilities Plan, which satisfies the demands created by the proposed development. Relocatable classrooms will not be accepted as mitigation. The following methodology shall be used to determine proportionate share within the CSAs:

- (a) The number of proposed housing units, multiplied by the Student Generation Rate by affected school type, multiplied by the Cost per Student Station by affected school type.
- (b) Applicable credits shall be deducted to determine the proportionate share mitigation amount.

5. **Chair's Report** – Chair Schorr shared with the CPAC that she and the other CPAC chairs met earlier in the day with Mayor Brown. All the CPAC chairs were present, as well as, Michelle Barth, Dave Roman, Betzy Santiago and others from the Mayors Staff. As a group they discussed getting the schools involved in the CPAC. There will be a test pilot held in the Northwest District involving students from area schools. Hopefully this will expand to all of the CPAC districts. The group also discussed partnering with the Mayor's newsletter, website or PSA's to help promote the CPAC's. The CPAC Executive Order/By-Laws were discussed; it is a possibility that the new documents will extend the term of a Chair / Vice-Chair to 3 consecutive years. They also discussed prevention of crime, vacant homes and adding more Neighborhood Coordinators to the staff. The Mayor stated that he wants to work with the CPAC's. Chair Schorr closed with expressing her appreciation and enjoyment as serving as CPAC Chair for the past 2 years.

6. **Elected Officials Reports** –
None

7. **Subcommittee/Liaison Reports**

- **LUZ (Land Use and Zoning)/Governmental Affairs** – Michael Anania
The Land Use and Zoning Subcommittee met at 5:00 p.m. The Land Use and Zoning Subcommittee reviewed a couple of applications, but no motions were made.
- **Beautification/Parks/Environment** – Larry Belge – Informed the group that Marshfest will be held at Dutton Island Park this coming weekend. Also, a number of the Community Centers citywide have had their hours revised due to the new budget. In Arlington, the Blue Cypress Center will be closed on weekends and due to the time change the hours at

Hanna Park will 8:00 am to 6:00 pm. The last car will be admitted into the park at 5:30 pm. The Arboretum held an amazing event with approximately 1200 attendees.

- **Membership** – Patricia Schorr – Introduced Scott Sprague as the new representative from Old Arlington Inc.
- **Nomination** – Helen Ludwig recognized and thanked the Nomination Subcommittee members (Marcella Lowe, Sandi Hibbard, Gary Dickinson and Pete Miller) for their work on the subcommittee. Helen Ludwig presented the slate of officers and made 3 requests for nominations from the floor. The vote was unanimous and the slate of officers was approved. Mike Anania will serve as Chair and Jerry Petoskey will serve as Vice Chair. It was announced that there will be a mandatory Chair & Vice Chair training class to be held on January 7, 2014, at 4:30 – 6:00 pm in the Ed Ball Building Downtown. Further details will be provided to the Chair & Vice Chair.
- **Transportation** – Ben Tucker – it was announced that the Mayport Ferry will be out of operation from December 3-27, 2013.

Ad-Hoc:

- **Craig Airport** – David Henry – deferred to Tiffany Gillem (Jacksonville Executive at Craig Airport Manager) for the report ~ Ms. Gillem informed the group that the airport has had the Ford Tri-Motor Plane here for repairs; there may be an opportunity for public rides. PSS World Medical has been a long time tenant and owned of a hanger at Craig airport. Recently the business (PSS) was purchased by McKesson. The appropriate paperwork has been completed and approved and the hanger ownership has now transferred to Malone. Jacksonville Aviation Authority's Board of Directors recently approved an agreement with Hampton Golf, Inc. to overhaul and operate the existing golf course (formerly Mill Cove Golf) located at Jacksonville Executive at Craig Airport (JAXEX). The company will invest approximately \$1 million in upgrades to the facility over the next 18 months of the lease term. Currently, the golf course is closed for nine months for ongoing renovations. The facility will reopen in July 2014.
- **North Florida TPO** – Roger Sharp – no report
- **TRUE** (Taxation, Revenue, and Utilization of Expenditures) Commission – Marcella Lowe informed the group that the monthly meeting they looked at the new set of standard operating procedures for use of the Northwest Jacksonville Economic Development Fund that should be promulgated shortly and should resolve the various issues raised by the Council Auditor's report. It was stated that so many changes had taken place since the inception of the fund by the BJP and how things are done today, there aren't many records available. But a list and status report of all projects funded through the NWJEDF to date was distributed. The fund was originally established with an allocation of \$25 million from the Better Jacksonville Plan bond issue for business development in the Northwest area, primarily by means of providing capital funding for infrastructure and facilities. The fund cannot be used to subsidize operating expenses, and no more than 25% of the project's budget may be comprised of City funding. The fund is governed by a 7 member appointed board and currently has approximately \$7 million remaining to be disbursed (\$3 million in unspent funds from the original BJP allocation and \$4 million in proceeds from repayment of loan principal and interest). The Northwest area is defined as the area west of I-95 and north of I-10.

Commissioner Lowe reported that the committee is still working on #737 – Council Auditor's Follow-up Report and should be ready to report in December, having heard the presentation today by the representatives of the Neighborhoods Department on one of the outstanding issues (the Northwest Trust Fund). Audit #736 – Police and Fire Pension

Fund is being reviewed by Commissioners Wendler and Johnson. #740 – Information Technologies Billing Audit is being reviewed by Commissioner Johnson. #741 – Council Auditor’s Office Annual Report is being reviewed by Commissioner Lowe.

Cash management and financial SOPs continue to be a troubling finding in many audits and the commission believes that more scrutiny and attention is needed. Employees and managers need to be reminded of their responsibilities to safeguard the public’s funds. The Audit Committee has arranged to have representatives of the City administration attend the December meeting to discuss this issue and expects to have a recommendation to make for the January meeting. The Commission is preparing a resolution to present to Mayor Brown that recommends that the various departments start enforcing the Executive Order on Cash Management. In the Executive Order it states that the person that is not handling the cash is the person making the mistake. The Supervisor & managers are responsible to make sure this is properly handled and following the guidelines in the SOP.

Commissioner Lowe announced to the group that her term on the T.R.U.E. Commission is ending in June and she will not serve another term. Lowe encouraged the CPAC to become involved; the meetings are held on the 1st Thursday of the month at 4:00 pm in City Council Chambers. The GAB CPAC will need a new representative.

8. **Unfinished Business** - Chair Schorr brought up that the GAB CPAC had previously made a motion to table a motion in regard to getting students involved in the CPAC’s. Due to the test pilot that is being implemented in the NW CPAC district a motion was made to dismiss the previous motion by Larry Belge and seconded by Sherry Jarnutowski. The motion passed unanimously.

9. **New Business** –

Mike Anania thanked the CPAC for electing him as Chair.

Jerry Petoskey informed the group that his Doctor has a wide variety of services and he has offered to speak to the group.

10. **Public Comments/Announcements (3-minute time limit)** –

Motion to Adjourn – Meeting adjourned at 8:40 p.m.

NEXT MEETING: January 13, 2014 ~ 6:30 p.m.
LOCATION: Jacksonville Executive at Craig Airport
855-1 Craig Drive, Jacksonville, FL 32225