

District # 3

Citizens Planning Advisory Committee

Chair: Jim Hill

Vice Chair: Debbie Johnson

MEETING SUMMARY

Location: St. Vincent's Southside
Main Hospital, Auditorium C
4201 Belfort Road
Jacksonville, FL 32216
Date: Monday, March 24, 2014

Attendance:

Organizations/Representatives

Members:

Akers, Jim – Royal Lakes Civic Association
Banks, George – Secret Cove Civic Association
Bollinger, George – City Council Appointment – District 4
Cornehl, Ernst – Deerwood Improvement Association
Dee, Dave – Lake Mandarin HOA
D'Onofrio, Carol – Deercreek Owners Association
Heesch-Gilman, Karen - Briarwood Neighborhood Association
Hill, James - Greater Hood Road Community Association
Hodges, Ralph – Englewood Full Service School
Howard-Murphy, Abby – Hampton Glen at Deerwood
Johnson, Debbie – The Gables Homeowners Association
Laner, Eric- East Hampton HOA
Lyons, Gamal - Tall Cypress Cove Homeowner Association
Rogers, Henry – Rose Creek Condo Association
Rothstein, Marj – Villa San Jose Civic
Shoaei, Taghie – Greater Englewood Neighborhood Association
Stephens, Gloria – Saddlebrook Homeowner Association
Waddell, John – East Hampton Homeowners Association
Weise, Gary – Secret Cove Civic Association
Wieger, Glen – San Marco Preservation Society
Wolfe, Elizabeth – Pickwick Park Civic Association
Yost, Mel – Edgewater at Sunbeam Condominium Association

Excused:

Becton, Daniel - Deercreek Homeowners Association
Corrado, Patrick, Mandarin Community Club
Perera, Kathleen – Alumni Civic Association

Elected Officials:

Boyer, Lori – City Council, District 5

Staff:

Crawford, Robert – Code Compliance, COJ
Glick, Aaron – Planning & Development Department
Green, James – FDOT
Santiago, Betzy – Mayor's Liaison
Shellhorn, John – Mayor's Liaison

Guests:

Clapp, Ann – G.E.N.A.

Worley, Jay - JEA

1. Call to Order/Verify Quorum

- Chair Hill called the meeting to order at 6:30 p.m.

2. Approval of the Previous Meeting Summary

- Chair Hill inquired if everyone had the opportunity to read the meeting summary and if there were any corrections, deletions or additions; there were none. Henry Rogers made a motion to approve the meeting summary and George Banks seconded the motion. The February 2014 meeting minutes were approved unanimously.

3. Staff Reports

- **JSO (Jacksonville Sheriff's Office)** – Not Present
- **Mayor's Liaison** – Betzy Santiago
Ms. Santiago informed the group that:
 - GradNation Community Education Summit will be held Monday, April 4, 2014 – 8:00 am to 5:30 pm in the Main Library, 303 N. Laura Street. This community summit will feature recognized education experts, panel discussions, examine local data, identify best practices and address challenges in Jacksonville's efforts to increase high school graduation rates.
 - One Spark will return to Downtown Jacksonville April 9 -13, 2014
- **Duval County Public Schools** –not present
- **FDOT (Florida Department of Transportation)** – Jim Green – stated that there are several projects underway: resurfacing of Baymeadows Blvd., San Jose Blvd., and University Blvd. should be completed by summer. The Mathews Bridge project has been completed.

There were a couple of comments/questions: *Overland Bridge Construction (I-95) is making it hard to see where the lanes are, can FDOT ask the contractors to mark the lanes clearer/better? When driving at night and/or in the rain through the construction area it is nearly impossible to identify the lanes.* Jim stated that he would pass that request on. *When will 9B be completed?* There are a lot of plans in place; FDOT is still looking to identify funding for the project. Once funding has been identified, the project will begin.

- **Neighborhoods Department:**

- **Housing and Community Development Division** – Rosemary Wesolowski

- Ms. Wesolowski informed the group that the CPAC member Kathleen Perera, father-in-law passed away; a card was circulated for everyone's signature. Craig Airport (Jacksonville Executive at Craig Airport) is looking for members for their Craig Airport Advisory Committee; these advisory committee meetings will be held quarterly and will begin at 9:00 am. If you are interested in participating, please contact Craig Airport manager, Tiffany Gillem, at 641-7666. Information about upcoming events at the local libraries was also provided.

- **Municipal Code Compliance Division** – Robert Crawford

- Mr. Crawford informed the group that Code Compliance has been busy working on the

Urban Blight Project; they have been focusing on East Jacksonville and the Phoenix area. Code Compliance has been busy handing out flyers for the Tire and Snipe Sign buy buyback program. Crawford stated that since January 1, 2014 to March 21, 2014, 6247 signs have been picked up by his department alone. He stated that he believed that buyback project will be beneficial and a big success. The CPAC was reminded that real estate signs, rental signs and signs for lawns that have been sprayed with chemicals are the only signs that are allowed on the city right away.

- **Planning & Development** – Aaron Glick, stated that a lot of concern has been associated with the redevelopment of the old Baymeadows Golf Course; the Master Plan PUD. Glick informed the CPAC that the applications are on hold right now while the applications are processed in Tallahassee; this process should take 2 to 3 months. During this time we will be looking at solutions and identifying who owns the various road, etc. It was confirmed that the Planning and Development Department is working with community leaders, Frank Morgan and Danny Becton in regard to this project.
- **Parks & Recreation** – Sherry Wilson
Ms. Wilson was not present, sent the following report:
 - Summer Camp registration and program information is now available on jaxparks.com
 - The Southside Tennis courts resurfacing project is set to be awarded so work can begin soon.
 - CM Schellenberg is providing the funds to resurface the tennis courts at Mandarin Park.

If anyone has any questions or needs to contact Ms. Wilson, she can be reached at sherry@coj.net or 255-7917

4. **Presentations** – Carla Miller, Office of Ethics, City of Jacksonville provided training on Ethics, Sunshine Laws and how they applied to the CPAC members. Ms. Miller informed the group that 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.

I. 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

****NOTICE MEETINGS; MAKE OPEN TO THE PUBLIC; AND TAKE MINUTES!!**

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 OK:

- 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! In other words, don't start a conversation about it.

--You can talk to city staff but you can't use the staff to go back and forth with other members to work something out (to staff member: Can you go ask the other board members what they think of this and get back to me? That is not OK!)

--an email or letter sending a report as to what will be discussed at the meeting is OK; 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.

--fact finding activity only (but check with your board liaison if any question on this); Because it can give the appearance to others that business is being discussed, try to 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 you are responsible for keeping the minutes of your meetings, but usually this is done for you 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)

Requirements: 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.

Penalties: up to one year in jail and fines; or a civil fine of \$500 or civil law suits.

OTHER ETHICS LAWS

The above laws are not the only ones that apply to Board and Commission members. There

are other laws that apply to you under Chapter 112 Florida Statutes and Chapter 602, Jacksonville Ordinance Code that cover the following:

GIFTS (Chapter 602, Part 7)

CONFLICTS OF INTEREST

DUAL OFFICE HOLDING

MISUSE OF PUBLIC POSITION

MISUSE OF CITY PROPERTY

Ms. Miller graciously answered questions and used scenarios to clarify Sunshine Laws to the attendees. It was confirmed that text messages and Facebook activity is also considered media communication and the Sunshine Laws apply to this form of communication too. Ms. Miller also shared the Ethics Hotline (630-1015) and encouraged the group to use the hotline if they witness any improper behaviors or actions.

John Crescimbeni, City Council District At-Large updated the group on the Southbank Riverwalk project. Councilman Crescimbeni stated that funding has been identified to complete the entire project.

In 2010, the city passed a measure to tear down the decaying walkway and rebuild it, but construction didn't begin until this year. Once construction started, there was some confusion if the project was going to be completed in its entirety (the current length) due to funding and concerns by Duval County Public Schools. Councilmember Crescimbeni stated that additional funds have been identified and the school district sent out a statement expressing its full support to rebuild the entire Riverwalk.

Construction is underway on the Southbank Riverwalk. Workers are in the beginning stages near Friendship Fountain, and crews will work their way down to the Duval County School Board building. There are still some problems with the portion of Riverwalk that is directly in front of Crown Plaza; the hotel would like to keep the Riverwalk a wooden walkway instead of the new solid surface. Crescimbeni could not confirm if the City/Contractors are still discussing construction materials with the hotel. It was announced that the new Riverwalk construction will consist of the following construction materials:

- Approximately 3,000 linear feet of new pre-cast concrete piles and decking
- Approximately 53,000 square feet of colored brick pavers on top of a pre-cast concrete deck.
- 5,600 linear feet of new steel guardrails along the entire stretch of new boardwalk
- New light poles with energy-efficient LED lighting
- New in-ground lighting, new steel benches, trash receptacles, pet stations, flagpoles, bike racks and new drinking fountains
- Reconstruction of the Navy Memorial feature
- New floating docks
- ADA compliant

The project is expected to be finished by the fall. So far, things are moving along.

5. **Chairs report** - Chair Hill introduced and presented new members with their appointment letters: Eric Laner – East Hampton; Abby Howard-Murphy – Hampton Glen; Mel Yost – Edgewater at Sunbeam; Thomas Primosh & Valerie Remsen – Lighthouse Pointe Community Association and Glen Wright – San Marco Preservation Society.

Chair Hill updated the CPAC about his continued involvement with the Consolidated Government Task Force and the recommendations of the Neighborhoods, Infrastructure, Planning, Services and St. Johns River Subcommittee. Hill gave an overview of their

proposed recommendations: creative 30-40 neighborhood councils, hold meetings on a quarterly basis, include the neighborhood councils in the CIP process, electronic communication of ideas from the city to the citizenry should expand (the chairs agree with this) and to have the more involvement with the administration (the chairs agree with this too). Chair Hill informed the group that he and the 5 other CPAC chairs have continued to meet and jointly sent a letter to Councilmember Boyer and to the Subcommittee Chair, Rena Coughlin. A copy of the letter was provided to each of the attendees at the CPAC meeting. Chair Hill encouraged the CPAC members to read the minutes from the subcommittee meetings online. Chair Hill reiterated that he and the other CPAC Chairs have great concern that none of the CPAC Chairs or members were invited to participate on the task force; the chairs and members are subject matter experts and could have contributed a wealth of knowledge. Chair Hill also stated that none of the task force members are CPAC members and until recently, only one task force member ever attended a CPAC meeting. Chair Hill also announced that the 6 CPAC Chairs will be meeting with Mayor Brown on April 2, 2014 and they plan to discuss the Consolidated Task Force with him. Several CPAC members expressed concern about the recommendations of the task force; those concerns mirrored the concerns of the CPAC Chairs.

- 6. Elected Officials Reports** – Councilmember Boyer reminded the CPAC that the intent of the Consolidated Government Task Force was to determine if Consolidated Government was still able to serve the community well. Boyer stated that she and the task force have received comments from the community that indicated that the citizenry is not happy with how consolidated government has treated them. Councilmember Boyer said that the task force has heard from a variety of sources and they state that the information has not been supportive. It has been determined that the current planning districts are no longer in compliance with the comp plan, thus making the planning districts out of date.

Councilmember Boyer also updated the group on the proposed bikini bar on Baymeadows Road. New legislation will be introduced at full council tomorrow night with new language. The new language will target businesses that serve alcohol and feature women wearing very little. This change is due to U.S. District Judge Howard ruling that the city's original code regulating "dancing entertainment establishments" too broad to be enforced.

Council added language that would apply bikini-bar regulations to any establishment where during its hours of operation any worker wearing sexually provocative attire dances erotically. The city's bikini-bar regulations limit operating hours, set building designs and put some limits on employee behavior.

A hearing is scheduled for April 3, 2014 when the city will ask U.S. District Judge Howard to stay her February ruling, pending the appeal.

7. Subcommittee/Liaison Reports -

LUZ (Land Use and Zoning)/Governmental Affairs- Jim Hill, Subcommittee Chair

The group met and reviewed 28 applications. No motions were made, but the subcommittee remembered one of the applications from a couple of years ago. Hill recognized that the application was in the Greater Englewood Neighborhood Association (GENA) boundaries and inquired if the CPAC representative from the Greater Englewood Neighborhood Association had any concerns about this application. The representative stated that he was not aware of any concerns, but would bring it to the attention of the association.

Beautification/Parks/Environment – Dick Cardell, Subcommittee Chair
Not present

Economic Development – Gloria Stephens, Subcommittee Chair

Ms. Stephens informed the group that Jacksonville continues to make medical firsts. With the arrival of the proton accelerator, (the proton accelerator arrived Saturday, March 15, 2014) First Coast Oncology becomes the first private treatment site in the world to offer Proton Therapy. There are a total of 16 proton accelerators in the United States; now Jacksonville has 2 of them. The other proton accelerator is located at UF Healthcare (formerly Shands Jacksonville).

Also, Jacksonville Beach Surgery Center is the first and only provider in Florida to offer new colon cancer detection technology capable of detecting a significantly higher number of pre-cancerous lesions during a colonoscopy. The Fuse™ endoscope system uses three small cameras at the tip of a flexible GI endoscope, broadening the viewing range of a traditional colonoscope from 170 degrees to 330 degrees and allowing doctors to see nearly twice as much surface area on three screens. In a recent study, Fuse found 69% more pre-cancerous lesions than traditional forward-viewing endoscopes, which use a single camera.

Adecco S.A. will relocate its North American headquarters from Melville, N.Y., to Jacksonville, adding 185 jobs to the 364 already here, the company said Friday. The average pay of the new jobs: \$64,000. The company, which is expected to stay in its Deerwood Park campus, said it would invest \$3.4 million in capital projects.

Education – George Banks / John Waddell

Co-Chair Banks informed the group that he continues to work with School board member, Ashley Smith-Juarez to introducing and involving high school students at CPAC meetings.

Government Affairs – Jim Akers

Informed the group that he felt the Southbank Riverwalk project was important and timely; that is why he extended an invitation to Councilmember Crescimbeni to speak to us tonight. Akers also shared that after completing some research, it appears that the Crown Plaza may be having some financial difficulties due to poor occupancy. He stated that it has been determined that Public Works and the Riverwalk contractors have been in constant communication with Crown Plaza.

Membership – No Subcommittee Chair

Chair Hill inquired if anyone would volunteer to be the Subcommittee Chair for the Membership Subcommittee and new member Abby Howard-Murphy volunteered.

Transportation – Growth Management – No Subcommittee Chair

Once again, Chair Hill inquired if anyone would volunteer to be the Subcommittee Chair for the Transportation Subcommittee; there were no volunteers.

Safety – Betty Wolfe, Subcommittee Chair

Informed the group that the ShAdCo held a joint meeting and the presenter spoke on shooting in public places. Unfortunately, the highest incidents of public shootings are occurring in schools. JSO is supposed to share a video with the ShAdCo members; Ms. Wolfe will share that video with the CPAC once she receives it.

Ad-Hoc:

TRUE (Taxation, Revenue, and Utilization of Expenditures) Commission – Danny Becton
No present

8. Unfinished Business – None

9. **New Business** – None

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

John Waddell made a motion to adjourn and the motion was seconded by George Banks

NEXT MEETING: April 28, 2014 ~ 6:30 p.m.

LOCATION: St. Vincent's Southside
Main Hospital, Auditorium C
4201 Belfort Road
Jacksonville, FL 32216