

City of Jacksonville, Florida

Lenny Curry, Mayor

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October 21, 2021

The Honorable Samuel Newby, President
The Honorable Rory Diamond, LUZ Chair
And Members of the City Council
117 West Duval Street
Jacksonville, Florida 32202

RE: Planning Commission Advisory Report / Ordinance No. 2021-576/Application No. L-5573-21C

Dear Honorable Council President Newby, Honorable Council Member and LUZ Chairman Diamond and Honorable Members of the City Council:

Pursuant to the provisions of Section 650.405 *Planning Commission Advisory Recommendation and Public Hearing*, the Planning Commission **APPROVED** Ordinance 2021-576 on October 21, 2021.

P&DD Recommendation	APPROVE
PC Issues:	None
PC Vote:	7-0 APPROVE

David Hacker, Chair	Aye
Alexander Moldovan, Vice-Chair	Aye
Ian Brown, Secretary	Aye
Marshall Adkison	Aye
Daniel Blanchard	Aye
Joshua Garrison	Aye
Dawn Motes	Absent
Jason Porter	Aye

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If you have any questions or concerns, please do not hesitate to contact me at your convenience.

Sincerely,

Kristen D. Reed

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Report of the Jacksonville Planning and Development Department

Small-Scale Future Land Use Map Amendment – September 17, 2021

Ordinance/Application No.: 2021-576 / L-5573-21C

Property Location: 0 Main Street North (SR 5) and 0 Palm Lake Drive between Noah Road and Eastport Road

Real Estate Number(s): 109453-0000 and 109490-0100

Property Acreage: 19.71 Acres

Planning District: District 6; North

City Council District: District 7

Applicant: Steve Diebenow, Esq.

Current Land Use: Community/General Commercial (CGC) 5.31 acres and Light Industrial (LI) 14.40 acres

Proposed Land Use: Medium Density Residential (MDR)

Development Area: Urban Development Area

Current Zoning: Commercial Community/General-2 (CCG-2) and Industrial Light (IL)

Proposed Zoning: Planned Unit Development (PUD)

RECOMMENDATION: APPROVE

APPLICANT'S JUSTIFICATION FOR THE LAND USE MAP AMENDMENT

Applicant seeks to amend the land use to permit a multi-family development. Applicant seeks to convert this to a small scale land use amendment pursuant to HB 487.

BACKGROUND

The 19.71 acre subject site is located on the east side of Main Street North (SR 5) and west of Palm Lake Drive and between Noah Road and Eastport Road. According to the City's Functional Highways Classification Map, Main Street North is state road and a major arterial roadway.

The applicant seeks an amendment to the Future Land Use Map series (FLUMs) of the Future Land Use Element (FLUE) of the 2030 Comprehensive Plan from CGC and LI to MDR in order to develop the site for multi-family housing. A companion rezoning application is pending concurrently with the land use application via Ordinance 2021-577, which seeks to change the zoning district from CCG-2 and IL to PUD. Currently the site is undeveloped and has road frontage on Main Street North (SR 5) and Noah Road. However, the frontage on Main Street North is used for access to the I-295 Interchange and therefore cannot be used as access for the proposed land use amendment site. Access to the site can only be gained from Noah Road.

The adjacent land use categories, zoning districts and property uses are as follows:

North: Land Use: Public Buildings and Facilities (PBF)
Zoning: Public Buildings and Facilities-1 (PBF-1)
Property Use: JEA Utility Electric Substation

South: Land Use: CGC and LI
Zoning: CCG-2 and IL
Property Use: Warehouse, retail store, open storage, AT&T Utility and undeveloped land

East: Land Use: LI and MDR
Zoning: IL, Industrial Business Park (IBP) and PUD
Property Use: Warehouse, open storage, single family home and apartments

West: Land Use: CGC and Heavy Industrial (HI)
Zoning: CCG-2 and IL
Property Use: Warehouse, retail store, open storage, west of Main Street; railroad tracts and Anheuser Busch agricultural hop fields

IMPACT ASSESSMENT

Potential impacts of a proposed land use map amendment have been analyzed by comparing the Development Impact Standards for the subject site's existing vs. proposed land use categories unless maximum density/intensity is noted on the Annotated FLUM or is in a site specific policy. Development Impact Standards are detailed in FLUE Policy 1.2.16, *Development Standards for Impact Assessment*. These standards produce development potentials as shown in this section.

Where there is not an associated site specific policy or note on the Annotated FLUM, the impact assessment incorporates supplemental information for non-residential land use categories that permit residential uses in order to assess the potential impacts. Supplemental information related to these impacts are depicted as scenario 2 in the Impact Assessment Baseline Review Table and, as relevant, in the analysis following the table.

Land Use Amendment Impact Assessment

Development Analysis	CGC – 5.31 Acres & LI – 14.4 Acres	19.71 Acres
Development Boundary	Urban	
Roadway Frontage Classification / State Road	Main Street North (SR 5) – Major Arterial Road Noah Road – Local Road	
Plans and/or Studies	North Jacksonville Planned Vision and Master Plan North Jacksonville Dunn Avenue & Main Street Corridor Redevelopment Plan	
Site Utilization	Current: Vacant undeveloped	Proposed: Multi-family residential
Land Use / Zoning	Current: CGC & LI / CCG-2 & IL	Proposed: MDR / PUD
Development Standards for Impact Assessment	Current: Scenario 1: 0.35 FAR for CGC and 0.4 FAR for LI Scenario 2: 0.40 for LI 20% non-residential at 0.35 FAR and 80% residential at 30 multi-family DUs per acre in Urban Area for CGC	Proposed: 15 Multi-family DUs per acre
Development Potential	Current: Scenario 1: CGC-80,956 sq. ft. commercial space and LI-250,905 sq. ft. industrial space Scenario 2: CGC-16,191 sq. ft. commercial space and 127 multi-family DUs and LI-250,905 sq. ft. industrial space	Proposed: 295 Multi-family DUs
Net Increase or Decrease in Maximum Density	Scenario 1: Increase of 295 Multi-family DUs Scenario 2: Increase of 168 Multi-family DUs	
Net Increase or Decrease in Potential Floor Area	Scenario 1: Decrease of 331,861 sq. ft. of commercial and industrial space Scenario 2: Decrease of 267,096 sq. ft. of commercial and industrial space	
Population Potential	Current: Scenario 1: 0 people Scenario 2: 298 people	Proposed: 693 people
Special Designation Areas		
Aquatic Preserve	No	
Septic Tank Failure Area	No	

Development Analysis	CGC – 5.31 Acres & LI – 14.4 Acres	19.71 Acres
Airport Environment Zone	300' Height Restriction Zone for Jacksonville International Airport	
Industrial Preservation Area	Situational Compatibility Zone	
Cultural Resources	No	
Archaeological Sensitivity	Low and High Sensitivity	
Historic District	No	
Coastal High Hazard/Adaptation Action Area	No	
Groundwater Aquifer Recharge Area	No – Discharge area	
Wellhead Protection Zone	No	
Boat Facility Siting Zone	No	
Brownfield	No	
Public Facilities		
Potential Roadway Impact	Scenario 1: No new net daily trips Scenario 2: No new net daily trips	
Potential Public School Impact	Increase of 97 new students	
Water Provider	JEA	
Potential Water Impact	Scenario 1: Increase of 56,696 gpd Scenario 2: Increase of 30,089 gpd	
Sewer Provider	JEA	
Potential Sewer Impact	Scenario 1: Increase of 42,522 gpd Scenario 2: Increase of 22,567 gpd	
Potential Solid Waste Impact	Scenario 1: Decrease of 140.3 tons per year Scenario 2: Decrease of 366.9 tons per year	
Drainage Basin/Sub-basin	Broward River Basin and Sub-basin	
Recreation and Parks	San Mateo Neighborhood Park	
Mass Transit Access	No bus service at this location	
Natural Features		
Elevations	18 to 32 feet above mean sea level	
Land Cover	(4340) Upland mixed coniferous/hardwood and (4110) Pine flatwoods	
Soils	5% (69) Urban land 75% (32) Leon fine sand 20% (66) Surrency loamy fine sand, depressional	
Flood Zones	No	
Wetlands	Category III	
Wildlife (applicable to sites greater than 50 acres)	Not applicable	

Utility Capacity

The calculations to determine the water and sewer flows contained in this report and/or this spreadsheet have been by the City of Jacksonville Planning and Development Department and have been adopted by JEA solely for the purpose of preparing this report and/or this spreadsheet. The method of calculating water and sewer flows in order to properly size infrastructure established shall continue to be based on JEA's Water, Sewer and Reuse for New Development Projects document (latest edition). According to the

JEA letter dated September 2, 2021, there is an existing 12-inch water main and an existing 16-inch sewer force main along the Main Street North right-of-way.

Transportation

The Planning and Development Department completed a transportation analysis, which is on file with the Planning and Development Department, and determined that the proposed amendment from CGC and LI to MDR has the development potential for 295 multi-family DU's. Under scenario 1 as 100 percent non-residential would generate 5,322 daily trips and under scenario 2 as 80 percent residential, and 20 percent non-residential, 2,876 daily trips. If the land use is amended to MDR, development could result in no net new daily trips. This analysis is based upon the comparison of what potentially could be built on that site versus the maximum development potential. Trips generated by the new development will be processed through the Concurrency and Mobility Management System Office.

Transportation Element

Policy 1.2.1 The City shall use the Institute of Transportation Engineers *Trip Generation Manual*, latest edition, to determine the number of trips to be produced or attracted to a particular land use when assessing a traffic impact.

Capital Improvements Element

Policy 1.6.1 Upon adoption of the Mobility Plan implementing ordinance, the City shall cease transportation concurrency and use a quantitative formula for purposes of assessing a landowner's mobility fee for transportation impacts generated from a proposed development, where the landowner's mobility fee shall equal the cost per vehicle miles traveled (A); multiplied by the average vehicle miles traveled per Development Area (B); multiplied by the daily trips (C); subtracted by any trip reduction adjustments assessed to the development.

Objective 2.4 of the Transportation Element (TE) of the 2030 Comprehensive Plan requires that the City shall coordinate the mobility circulation system with the future land uses shown on the Future Land Use Map series in order to ensure that roads, road improvements and other mobility alternative improvements are provided as necessary to support development in an economically efficient and environmentally sound manner.

Policy 2.4.2 of the TE of the 2030 Comprehensive Plan requires that the City shall amend the adopted Comprehensive Plan to incorporate the data and analysis generated by a periodic regional transportation model and study and facilitate the implementation of the study recommendations.

These two Comprehensive Plan policies ensure that the transportation impact related to land use amendments are captured in the Long Range Transportation Plan (LRTP) that is conducted every 5 years. This analysis includes the cumulative effect of all land use amendments that were approved within this time period. This plan identifies the future

transportation needs and is used to create cost feasible roadway needs that can be funded by the City's Mobility Strategy Plan.

Mobility needs vary throughout the city and in order to quantify these needs, the city was divided into 10 Mobility Zones. The Mobility Strategy Plan identifies specific transportation strategies and improvements to address traffic congestion and mobility needs for each mode of transportation. The project site is located in Mobility Zone 3.

The subject site is accessible via Main Street North (SR 5). This segment of SR 5 between is a principal arterial facility. The proposed MDR development is generating significant daily trips and the Transportation Planning Division recommends ongoing coordinating efforts with FDOT to ensure that a traffic operational analysis is provided to address the specific external impacts as a result of this land use amendment. SR 5 is subject to FDOT review and access management requirements.

School Capacity

The Planning and Development Department determined that the proposed amendment from CGC and LI to MDR has the development potential to result in development of 295 multi-family dwelling units.

The proposed development was analyzed in accordance with the adopted level of service standards (LOS) for school capacity as established in the Interlocal Agreement (ILA) and the Public Schools and Facilities Element. The ILA was entered into in coordination with the Duval County Public School System (DCPS) and the other municipalities within Duval County.

School concurrency LOS is the methodology used to analyze and to determine whether there is adequate school capacity for each school type (elementary, middle, and high school) to accommodate a proposed development. The LOS (105% of permanent capacity) is based on Concurrency Service Areas (CSAs), not the closest school in the area for elementary, middle and high schools, as well as on other standards set forth in the City of Jacksonville School Concurrency Ordinance.

In evaluating the proposed residential development for school concurrency, the following results were documented:

- Elementary School
 - Concurrency Service Area (CSA) 7
 - 2020/2021 enrollment: 2,938
 - Current utilization: 82%
 - New student development from amendment: 49
 - 5-year utilization: 84%
 - Available seats in CSA 7: 456
 - Available seats in adjacent CSA(s): 1 and 8 is 8,715

- Middle School
 - CSA 1
 - 2020/2021 enrollment: 7,607
 - Current utilization: 89%
 - New student development from amendment: 21
 - 5-year utilization: 98%
 - Available seats in CSA 1: 617
 - Available seats in adjacent CSA(s): 2 and 7 is 606

- High School
 - CSA 7
 - 2020/2021 enrollment: 2,168
 - Current utilization: 98%
 - New student development from amendment: 27
 - 5-year utilization: 89%
 - Available seats in CSA 7: 491
 - Available seats in adjacent CSA(s): 1 and 8 is 1,096

The analysis of the proposed residential development reveals no deficiency for school capacity within the CSA and adjacent CSAs. Potential school capacity impacts will be addressed through the Concurrency and Mobility Management System Office.

Public School Facilities Element

Policy 2.3.2 The City will coordinate with DCPS to establish plan review procedures to manage the timing of Future Land Use Map amendments and other land use decisions so that these decisions coordinate with adequate school capacity.

Policy 2.3.3 The City will take into consideration the DCPS comments and findings on the availability of adequate school capacity in the evaluation of comprehensive plan amendments, and other land use decisions as provided in Section 163.3177(6)(a), F.S. and development of regional impacts as provided in 1380.06, F.S

Supplemental School Information

The following additional information regarding the capacity of the assigned neighborhood schools is provided by the Duval County School Board. This information is not based on criteria utilized by the City of Jacksonville School Concurrency Ordinance. Note that the percentage occupied may not appear correct due to ESE space requirements.

- San Mateo Elementary School
 - CSA 7
 - Amendment student generation: 49
 - School Capacity including permanent spaces and portables: 667
 - Current enrollment 20 day county for 2020/2021: 559
 - Percent Occupied: 84%

- 4-year projection: 89%
- Oceanway Middle School
 - CSA 1
 - Amendment student generation: 21
 - School Capacity including permanent spaces and portables: 1,009
 - Current enrollment 20 day county for 2020/2021: 1,052
 - Percent Occupied: 104%
 - 4-year projection: 83%
- First Coast High School
 - CSA 7
 - Amendment student generation: 27
 - School Capacity including permanent spaces and portables: 2,212
 - Current enrollment 20 day county for 2020/2021: 2,168
 - Percent Occupied: 98%
 - 4-year projection: 103%

Wetlands

Review of City data and the applicant's site plan indicates the existence of wetlands on the subject site and as such based upon the city's geographic information data, the Planning and Development Department has determined the general location, type(s), size, quality and functional value of all wetlands located within the boundaries of the application site. Based on the information noted below, the proposed amendment may be consistent with the Conservation/Coastal Management Element (CCME) wetlands policies

Wetlands Characteristics:

Approximate Size: 3.4 Acres

General Location(s): Wetlands are located on the southeast portion of the property.

Quality/Functional Value: The wetland has a low functional value for water filtration attenuation and flood water storage capacity due to its isolation, size and/or the lowering of the hydro-period due to nearby site grading or drainage/retention improvements. In addition the wetland has no clear or significant impact on the City's waterways.

Soil Types/ Characteristics: Surrency loamy fine sand, depressional (66) – The Surrency series consists of nearly level, very poorly drained soils that occur in depressions. These soils formed in thick sandy and loamy marine sediments. The soils are moderately permeable

moderately slowly permeable. Generally, the high water table is at or above the surface.

Wetland Category: Category III

Environmental Resource Permit (ERP): Not provided by the applicant

Wetlands Impact: Site plan shows all development activity is outside the wetlands.

Relevant Policies:

Conservation/Coastal Management Element
Policy 4.1.3

The following performance standards shall apply to all development, except public utilities and roadways, permitted within Category I, II, and III wetlands:

- (a) Encroachment
Encroachment in Category I, II, or III wetlands is the least damaging and no practicable on-site alternative exists; and
- (b) No net loss
Development is designed and located in such a manner that there is no net loss to the wetland functions including but not limited to:
 - i the habitat of fish, wildlife and threatened or endangered species,
 - ii the abundance and diversity of fish, wildlife and threatened or endangered species,
 - iii the food sources of fish and wildlife including those which are threatened or endangered,
 - iv the water quality of the wetland, and
 - v the flood storage and flood conveyance capabilities of the wetland; and
- (c) Floodplain protection
Buildings are built at an elevation of sufficient height to meet the designated flood zone standards as set forth by the Federal Emergency Management Agency. The design must be in conformance with Chapter 652 (Floodplain Regulations) of the Ordinance Code; and
- (d) Stormwater quality
In the design and review of developments which will discharge stormwater into the Category I, II, or III wetlands the following performance standards shall be used to protect water quality:

- i Issuance of a Management and Storage of Surface Waters permit pursuant to Chapter 40C-4 or 40C-40, F.A.C. or a stormwater permit issued pursuant to Chapter 40C-42, F.A.C., provides assurances necessary for compliance with subsections (i) - (iv) above provided the stormwater management system is constructed in accordance with the permit; and
 - ii Regular monitoring and maintenance program on an annual basis for the performance of stormwater treatment systems
- (e) Septic tanks
Septic tanks, drainfields and/or greywater systems are located outside the Category I, II , or III wetland area and not within 75 feet of the mean high water line of tidal bodies or within 75 feet of any wetland unless the Duval County Health Department grants a variance for a hardship case pursuant to the provisions of Section 381.0065, F.S. Where public utilities are available, development is required to connect to these facilities; and
- (f) Hydrology
The design of the fill shall include measures to maintain the wetlands hydrology of the site.

Policy 4.1.6

The permitted uses within Category III wetlands shall be limited to the following land uses and associated standards, provided such use is consistent with the Future Land Use Map series (FLUMs)

- (1) Any use not otherwise listed below, provided all of the basic requirements outlined in Policy 4.1.3 above are met:
 - (a) Silvicultural uses, provided the following standards are met:
Best Management Practices: Silviculture
Such activities are conducted in compliance with the provisions of the "Silvicultural Best Management Practices Manual", as may be amended, published by the Florida Division of Forestry, Department of Agriculture and Consumer Services.
 - (b) Agricultural uses, provided the following standards are met:
Best Management Practices: Agriculture
Such activities are to be in compliance with Chapter 40C-44, F.A.C.
- (2) Any use that can be shown to be clearly in the public interest, subject to the requirements of (a), (b), (d) and (f) as noted in the performance standards outlined in Policy 4.1.3 above.

Airport Environment Zone

The site is located within the 300 foot Height and Hazard Zone for the Jacksonville International Airport. Zoning will limit development to a maximum height of less than 300 feet, unless approved by the Jacksonville Aviation Authority or the Federal Aviation Administration. Uses located within the Height and Hazard Zone must not create or increase the potential for such hazards as electronic interference, light glare, bird strike hazards or other potential hazards to safe navigation of aircraft as required by Section 656.1005.1(d).

Future Land Use Element

Objective 2.5 Support and strengthen the role of Jacksonville Aviation Authority (JAA) and the United States Military in the local community, and recognize the unique requirements of the City's other airports (civilian and military) by requiring that all adjacent development be compatible with aviation-related activities.

Archaeological Sensitivity

According to the Duval County Archaeological Predictive Model, the subject property is located within an area of low and high sensitivity for the presence of archaeological resources. Projects that move forward through the Site Review process may be required to perform a Professional Archaeological Reconnaissance Survey on the portion of the site that is in a high sensitivity area. If archaeological resources are found during future development/redevelopment of the site, Section 654.122 of the Code of Subdivision Regulations should be followed.

Historic Preservation Element

Policy 1.2.6 The Planning and Development Department shall maintain and update for planning and permitting purposes, a U.S.G.S. series of topographic maps upon which recorded archaeological sites are shown.

Evacuation Zone

The subject site is within Evacuation Zone D. As such, the land use application was routed to the City's Emergency Preparedness Division (EPD) for review and comment. EPD was provided with the land use application. Their complete analysis is on file with the department.

Summary of EPD Response:

The proposed property at 0 Palm Lake Dr. and 0 Main St. N. will be directly located off of Main St. N., a secondary evacuation route that provides road access to primary evacuation routes I-295 (0.44 road miles) and I-95 (1.25 road miles).

In consideration of the evacuation zone, nearest evacuation routes, and the estimate of 295 multi-family dwelling units, the development of the proposed property at 0 Palm Lake Dr. and 0 Main St. N. could create a localized impact to the traffic flow south on Main St. N during an emergency evacuation scenario. The changes proposed through land use amendment application L-5573-21C would have a minimal impact on countywide

evacuation clearance time within Duval County. Site design techniques that minimize disruption to existing traffic flow are encouraged.

Conservation /Coastal Management Element (CCME)

Policy 7.1.6 The City shall not amend the Future Land Use Element or the Future Land Use Map series unless; the requested change can be determined to not exceed the established hurricane evacuation times; the requested change is for a lower density; or the requested change for increased density provides adequate remedies to reduce impacts on hurricane evacuation times which exceed the acceptable standard.

Policy 7.1.8 The Emergency Preparedness Division shall review all development orders for projects located within Hurricane Evacuation Zones and recommend development conditions where necessary. The City shall develop a process to allow the adequate review of impacts of development orders by the Emergency Preparedness Division.

Industrial Zones

The subject property is located within the “Industrial Situational Compatibility” Zone. “Industrial Sanctuary” and “Industrial Situational Compatibility” Zones are areas identified on the Industrial Preservation Map (Map L-23) of the Future Land Use Map series of the Future Land Use Element of the 2030 Comprehensive Plan as strategically located industrial lands for future industrial expansion and economic development.

Future Land Use Element

Policy 3.2.29 The City shall continue to update its comprehensive inventory and mapping of Industrial lands to identify and protect existing strategically located industrial lands for future expansion and economic development. These areas are crucial to the long term economic well-being of the City and are identified on the Industrial Preservation Map (Map L-23) as “Industrial Sanctuary” or “Areas of Situational Compatibility”.

Policy 3.2.30 The area shown on the Industrial Preservation Map (Map L-23) as “Industrial Sanctuary” or “Areas of Situational Compatibility” are presumed to be appropriate for land use map amendments to industrial categories, subject to a case-by-case review of consistency with State and regional plans and the Comprehensive Plan.

Site access to industrial areas are preferred from roads classified as collector or higher on the Highway Functional Classification Map is preferred. According to the City’s Functional Highway Classification Map, Main Street North is a major arterial roadway. However, the Main Street North frontage of the application site is used as an access ramp to the I-295 Interchange and therefore, unavailable for access use for industrial development for the property. In addition, the applicant demonstrated through the

submitted March 24, 2021 Memorandum regarding the site being unsuitable for industrial development (page 21) which therefore satisfies Future Land Use Element (FLUE) Policy 3.2.23 below. The memorandum further testifies to FLUE Policy 3.2.34.

Policy 3.2.33 Where there is not an adopted neighborhood plan and/or study recommending the contrary, within the “Area of Situational Compatibility”, as shown on the Industrial Preservation Map (Map L-23), lands designated Heavy Industrial or Light Industrial on the Future Land Use Map that are strategically located to provide access to rail facilities or trucking routes; serve ports; or serve airport multi-modal requirements, shall not be converted to a non-industrial land use category unless the applicant demonstrates to the satisfaction of the City that the site cannot be reasonably used for any of industrial uses. Reasonable demonstration for suitability of industrial uses may include but is not limited to the following: Access to arterial road network, access to rail, proximity to existing residential, industrial vacancy rates in the vicinity, size of parcel and potential for redevelopment. Conversion of these lands shall only be permitted for construction of mixed use development consistent with the requirements for job creation as defined by Policy 3.2.34.

Policy 3.2.34 The City shall create a formula for the calculation of capital investment and direct and indirect job creation in various commercial and industrial land uses. This formula shall be used to ensure that the conversion of industrial lands in Situational Compatibility Areas will result in the creation of mixed use developments that shall have comparable potential for support of the industrial base in the City of Jacksonville.

PROCEDURAL COMPLIANCE

Upon site inspection by the Planning and Development Department on September 3, 2021, the required notices of public hearing signs were posted. Eighteen (18) notices were mailed out to adjoining property owners informing them of the proposed land use change and pertinent public hearing and meeting dates.

The Citizen Information Meeting was held on August 30, 2021 for the adoption of the small-scale land use amendment. Other than the applicant, one adjoining property owner was present. The adjoining property owner was concerned about water runoff onto his property from development and access to the site from the proposed multi-family development. The applicant stated that the development will have stormwater facilities to control water runoff. In addition access to the site will be from Noah Road since the frontage on Main Street North is blocked due to the access ramp to the I-295 Interchange.

CONSISTENCY EVALUATION

Consistency with 2030 Comprehensive Plan Goals, Objectives and Policies

Future Land Use Element (FLUE)

Development Area

Urban Area (UA): The UA is the second tier Development Area and generally corresponds with the densely developed portions of the City that have been in residential or employment generating uses prior to consolidation. It also includes major corridors which connect the other Development Areas. Similar to the UPA, the intent of the UA is to encourage revitalization and the use of existing infrastructure through redevelopment and infill development, but at moderate urban densities which are transit friendly. Also similar to the UPA, the UA is intended to support multi-modal transportation and the reduction of per capita greenhouse gas emissions and vehicle miles traveled. Development is encouraged to employ urban development characteristics as further described in each land use plan category.

Goal 1 To ensure that the character and location of land uses optimize the combined potentials for economic benefit and enjoyment and protection of natural resources, while minimizing the threat to health, safety and welfare posed by hazards, nuisances, incompatible land uses and environmental degradation.

Policy 1.1.5 The amount of land designated for future development should provide for a balance of uses that:

- A. Fosters vibrant, viable communities and economic development opportunities;
- B. Addresses outdated development patterns;
- C. Provides for sufficient land for future uses that allow for the operation of real estate markets to provide adequate choices for permanent and seasonal residents and businesses and is not limited solely by the projected population.

Policy 1.1.21 Future amendments to the Future Land Use Map series (FLUMs) shall include consideration of their potential to further the goal of meeting or exceeding the amount of land required to accommodate anticipated growth and the projected population of the area and to allow for the operation of real estate markets to provide adequate choices for permanent and seasonal residents and business consistent with FLUE Policy 1.1.5. The projected growth needs and population projections must be based on relevant and appropriate data which is collected pursuant to a professionally acceptable methodology. In considering the growth needs and the allocation of land, the City shall also evaluate land use need based on the characteristics and land development pattern of localized areas. Land use need identifiers include but may not be limited to, proximity to compatible uses, development scale, site

limitations, and the likelihood of furthering growth management and mobility goals.

Policy 1.1.22 Future development orders, development permits and plan amendments shall maintain compact and compatible land use patterns, maintain an increasingly efficient urban service delivery system and discourage urban sprawl as described in the Development Areas and the Plan Category Descriptions of the Operative Provisions.

Policy 1.1.24 The City will encourage new development to locate in the Urban Core, Southwest, North, and Northwest planning districts through such measures as economic incentives, greater marketing assistance, etc.

Policy 1.2.9 Require new development and redevelopment in the Central Business District, Urban Priority Area, Urban Area, and Suburban Area to be served by centralized wastewater collection and potable water distribution systems when centralized service is available to the site. New septic tanks in this area maybe permitted only as interim facilities pursuant to the requirements of the Sanitary Sewer Sub-Element.

Goal 3 To achieve a well-balanced and organized combination of residential, non-residential, recreational and public uses served by a convenient and efficient transportation network, while protecting and preserving the fabric and character of the City's neighborhoods and enhancing the viability of non-residential areas.

Objective 3.1 Continue to maintain adequate land designated for residential uses which can accommodate the projected population and provide safe, decent, sanitary and affordable housing opportunities for the citizens. Protect single-family residential neighborhoods by requiring that any other land uses within single-family areas meet all applicable requirements described in the Development Areas and the Plan Category Descriptions of the Operative Provisions of the 2030 Comprehensive Plan and Land Development Regulations.

Policy 3.1.6 The City shall provide for development of a wide variety of housing types by area, consistent with the housing needs characteristics and socioeconomic profiles of the City's households as described in the Housing Element.

Objective 6.3 The City shall accommodate growth in Jacksonville by encouraging and facilitating new infill development and redevelopment on vacant, bypassed and underutilized land within areas that already have infrastructure, utilities, and public facilities, while addressing the needs of City residents.

Pending Property Rights Element (Ordinance 2021-334)

- Goal 1 The City will recognize and respect judicially acknowledged and constitutionally protected private property rights in accordance with the Community Planning Act established in Chapter 163, Florida Statutes.
- Objective 1.1 Local decision making shall be implemented and applied with sensitivity for private property rights and shall not be unduly restrictive.
- Policy 1.1.1 The City will ensure that private property rights are considered in local decision making.
- Policy 1.1.2 The following rights shall be considered in local decision making:
1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
 2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
 3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
 4. The right of a property owner to dispose of his or her property through sale or gift.

According to the Future Land Use Element (FLUE), Community/General Commercial (CGC) is a category intended to provide for a wide variety of retail goods and services which serve large areas of the City and a diverse set of neighborhoods. Uses should generally be developed in nodal and corridor development patterns. Nodes are generally located at major roadway intersections and corridor development should provide continuity between the nodes and serve adjacent neighborhoods in order to reduce the number of Vehicle Miles Traveled. CGC also allows for multi-family residential at densities up to 40 units per acre in the Urban Area, subject to the provision that residential uses shall not be the sole use and shall not exceed 80 percent of a development.

The LI land use category provides for the location of industrial uses which have fewer objectionable impacts than Heavy Industrial (HI) on residential areas such as noise, odor, toxic chemical and wastes. Site access to industrial areas are preferred from roads classified as collector or higher on the Highway Functional Classification Map is preferred.

The MDR land use category in the Urban Development Area is a category intended to provide compact medium density residential development. Plan amendment requests for new MDR designations are preferred in locations which are supplied with full urban services and in locations which serve as a transition between commercial and residential land uses. Residential uses are permitted at up to 20 dwelling units per acre.

The property is an undeveloped parcel surrounded by a mix of uses in the CGC and LI land use categories. Multi-family dwellings (apartments), are located southeast of application site on Palm Lake Drive. This site has access to urban services but not to mass transit. The infill development will continue the development trends in an area that has existing infrastructure. The proposed amendment promotes a pattern of compatible land uses with a well-organized combination of residential, industrial and commercial uses as recommended in FLUE Goal 1 and 3, Objective 6.3 and Policies 1.1.22 and 1.1.24.

The proposed amendment to MDR would allow for increased housing options within the Urban Development Area of the North Planning District, and as such, it is consistent with FLUE Objective 3.1 and Policy 3.1.6.

The 19.71 acre subject site will have a negligible impact on the amount of land needed to accommodate commercial uses or multi-family residential uses, and the proposed amendment from CGC and LI to MDR maintains a balance of uses in the area. For these reasons the proposed amendment is consistent with FLUE Policies 1.1.5 and 1.1.21.

The land use application for a proposed multi-family development will be served by sanitary sewer and water lines. According to the JEA letter dated September 2, 2021, there is an existing 12-inch water main and an existing 16-inch sewer force main along the Main Street North right-of-way. Therefore, the application is consistent with FLUE Policy 1.2.9.

The proposed amendment does not hinder the private property rights of the owner of record; has no impact on the right of the property owner to possess or control his or her interest in the property; maintains the owner's ability to use, maintain, develop and improve the property; protects the owner's right to privacy and security; and maintains the ability of the property owner to dispose of the property at their discretion. Therefore, the amendment is consistent with PRE Goal 1, Objective 1.1 and Policies 1.1.1 and 1.1.2.

North Jacksonville Dunn Avenue & Main Street Corridor Redevelopment Plan

The application site lies within the San Mateo District of the North Jacksonville Dunn Avenue & Main Street Corridor Redevelopment Plan. The plan makes several recommendations for the districts identified in the plan that have nodal opportunities which are areas of potential commercial development. However, the plan noted that the San Mateo District did not contain a nodal site. Therefore, no recommendations were made for the district.

North Jacksonville Shared Vision and Master Plan

The application site lies within the North Jacksonville Shared Vision and Master Plan area. The plan does not identify specific recommendations in the vicinity of the subject site. However, the site has access to Main Street North, a principal arterial road, and is adjacent to the I-295 Interchange that is near the I-95 / I-295 Interchange and within two miles of Max Leggett Parkway. The area north of I-295 near Max Leggett Parkway and I-95 is identified within the Plan as a town center site. Since the adoption of the Vision

Plan in 2003, this area has become a major commercial corridor and town center leading to the River City Marketplace. The proposed land use amendment for residential uses would have close access to the River City Marketplace commercial center at the Max Leggett Parkway / I-95 interchange to serve the future residents.

Future Land Use Element

Policy 4.1.8B The City shall evaluate all proposed amendments to the Comprehensive Plan as to their compliance with the area's vision plan and any existing neighborhood plans and studies. Priority shall be given to those amendments with the greatest potential to further the goals and objectives of the vision plans and neighborhood plans and studies.

Strategic Regional Policy Plan

The proposed amendment is consistent with the following Objective and Policy of the Strategic Regional Policy Plan, Regional Health Subject Area:

Objective: Housing Options That Provide Choices to All of Our Residents and Promote Demographic and Economic Diversity as One Way to Ensure that Our Communities are Viable and Interesting Places for the Long Term.

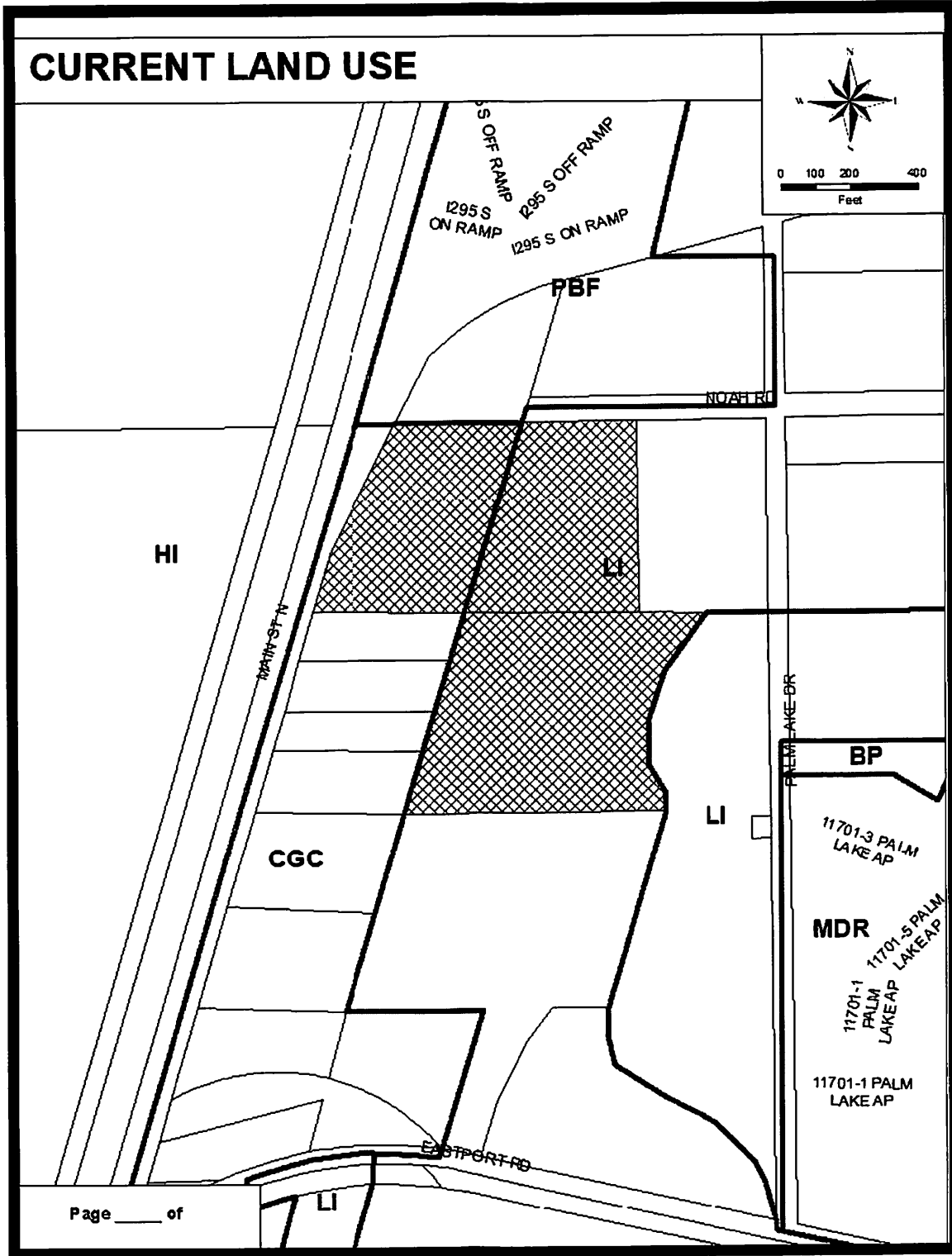
Policy 21: The Region supports diverse and sufficient housing stock to provide choices for all households, from single persons to extended families with children.

The proposed land use amendment would create a location for the development of new housing stock for the area. Therefore, the proposed amendment is consistent with Policy 21 of the Strategic Regional Policy Plan, Regional Health Element.

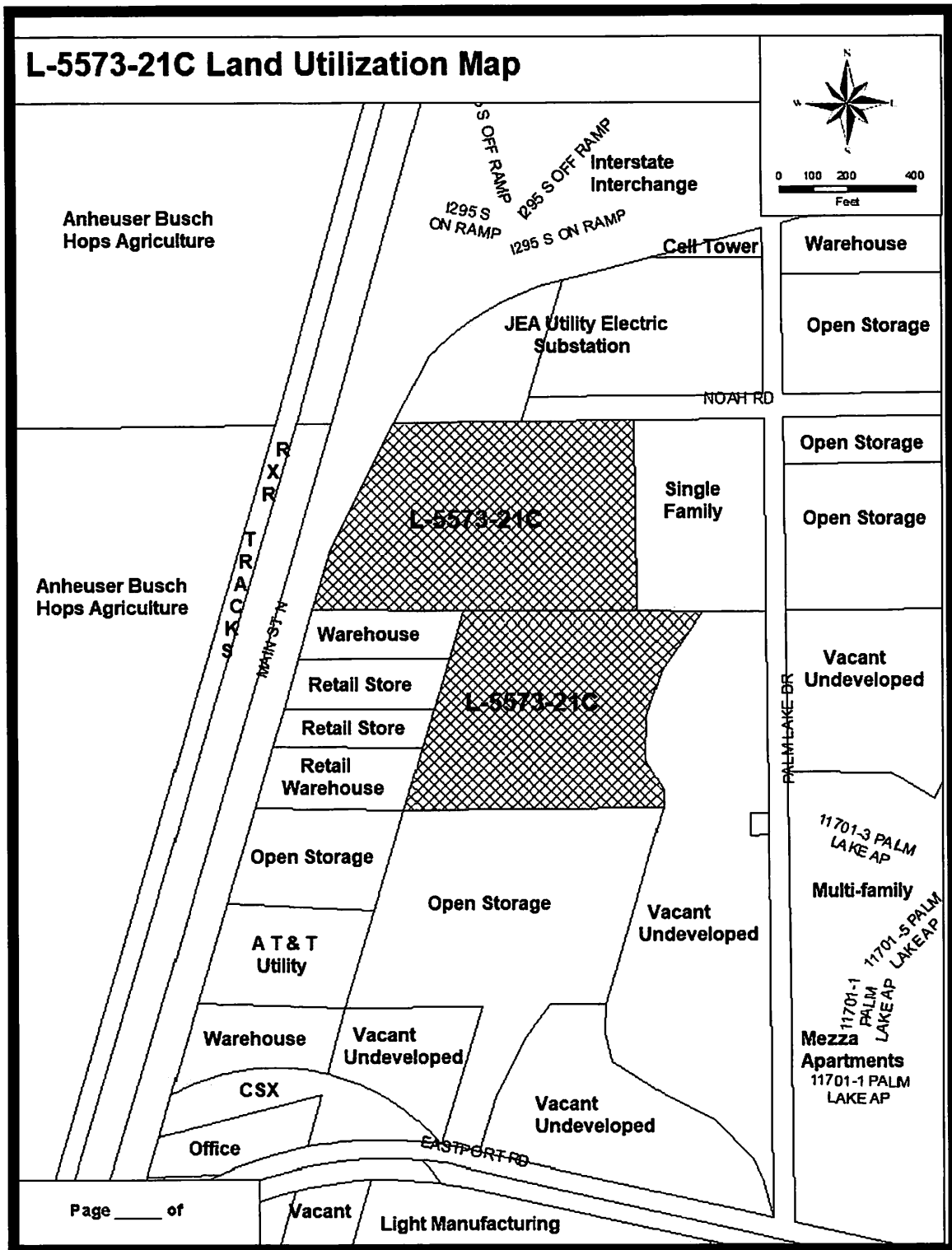
RECOMMENDATION

The Planning and Development Department recommends **APPROVAL** of this application based on its consistency with the 2030 Comprehensive Plan and the Strategic Regional Policy Plan.

LOCATION AND CURRENT LAND USE MAP



FIELD UTILIZATION MAP



MEMORANDUM

DMH D
DRIVER M'AFEE
HAWTHORNE DIEBENOW

One Independent Drive
Suite 1200
Jacksonville, Florida 32202

P (904) 301.1269
F (904) 301.1279
www.drivermcafee.com

MEMORANDUM

To: Jacksonville Planning and Development Department
From: Steve Diebenow
Re: 0 Main Street (RE# 109490 0100) – Area of Situational Compatibility
Date: March 24, 2021

The purpose of this memo is to analyze a proposed land use amendment at 0 Main Street (RE# 109490-0100) (the "Property") from Community General Commercial (CGC) and Light Industrial (LI) land uses to Medium Density Residential (MDR) land use. See **Exhibit 1**. In addition to being split planned, the approximately 10.8 acre Property is also split zoned CCG-2 and IL. See **Exhibit 2**.

The Property is located in an approximately 100 acre Area of Situational Compatibility (ASC) that is bound by Main Street to the west, I-295 to the north, Palm Lake Drive to the east and Eastport Road to the south. See **Exhibit 3**. An ASC signifies that this is a potential location where the "City [seeks] to protect and preserve existing industrial areas [] from premature fragmentation by intrusive residential and commercial uses and promote the expansion of industrial uses in those areas." See Section 656.399.38 of the Jacksonville Municipal Code (the "Code").

Conversion of industrially planned land within an ASC is evaluated by and subject to specific provisions of the City's Future Land Use Element in the Comprehensive Plan (FLUE) and the Code. See for example **Ordinance 2017-93**. Each of the relevant portions of the FLUE and the Code are analyzed below.

FLUE

The applicable Objective Policies regarding ASCs contained in the FLUE are outlined below with analysis following.

3.2.33

Where there is not an adopted neighborhood plan and/or study recommending the contrary, within the "Area of Situational Compatibility", as shown on the Industrial Preservation Map (Map L-23), lands designated Heavy Industrial or Light Industrial on the Future Land Use Map that are strategically located to provide access to rail facilities or trucking routes; serve ports; or serve airport multi-modal requirements, shall not be converted to a non-industrial land use category unless the applicant

MEMORANDUM, CONTINUED

demonstrates to the satisfaction of the City that the site cannot be reasonably used for any of industrial uses. Reasonable demonstration for suitability of industrial uses may include but is not limited to the following: Access to arterial road network, access to rail, proximity to existing residential, industrial vacancy rates in the vicinity, size of parcel and potential for redevelopment. Conversion of these lands shall only be permitted for construction of mixed use development consistent with the requirements for job creation as defined by Policy 3.2.34.

The North Jacksonville Dunn Avenue and Main Street Neighborhood Action Plan

The portion of the Property fronting Main Street (varying between 250' to 330' in depth) lies within the North Jacksonville Dunn Avenue and Main Street Neighborhood Action Plan (NAP). See Exhibit 4. The front 480' of the Property along Main Street is planned CGC, not industrial. See Exhibit 5. The entire Property is located entirely within the San Mateo District. See the map on page 9 of the NAP.

The San Mateo District is described on page 5 of the NAP as follows:

District # 5 - San Mateo District: The San Mateo District receives its name from the community located to the east and runs from the Broward River on the south to 9A. The west side of the roadway is dominated by the CSX Rail Road (no crossings) and a sod farm for spray irrigation of treated effluent from the beer manufacturing process. The east side of Main Street contains retail, mobile home park, gas station, office and commercial services. (emphasis added).

According to the **Profile of the Corridor** on page 6 of the NAP:

- The Dunn and Main Segments can be described as middle-income areas with median incomes of approximately \$50,000.
 - o Potential upside exists along and east of Main Street.
 - o This translates to current home affordabilities of \$150,000, possibly higher and a median rental apartment affordability of \$1,000 per month.
 - o The area household types are typically supportive of attached for-sale housing (townhouses or condominiums), smaller-lot homes and rental apartments.
- Over time, significant opportunities for attached and detached for sale housing, as well as rental apartments will occur. (emphasis added).

The NAP even proposes a specific transportation improvement on page 8 to facilitate growth of the San Mateo District by working around a transient industrial use, the railroad, that is almost exclusively located south of Eastport Road and entirely west of Main Street:

Main Street/Eastport Road Overpass – will eliminate the stopping of traffic on Main Street at Eastport Road by CSX trains moving cargo to

MEMORANDUM, CONTINUED

JaxPort, which is an inconvenience to area motorists and a possible hindrance to police, fire and rescue.

The only industrial uses contemplated anywhere in the NAP are limited exclusively to the Busch District which is south of the San Mateo District. See page 13 of the NAP. The NAP makes recommendations “contrary” to this ASC and therefore a proposed land use amendment consistent with the NAP is entirely appropriate.

Even assuming that no NAP existed, the Property does not have easy access to an arterial road network due to its proximity to the I-295 on ramp. The on ramp starts half-way along the Property’s western boundary line, virtually eliminating any controlled access to Main Street for industrial uses and slow-moving tractor trailers. While the Property does have access to Palm Lake Drive from Noah Road, any industrial use on the Property would be exiting the area only after passing a single-family residential use at 11912 Palm Lake Drive and a 440 unit multi-family development at 11701 Palm Lake Drive. The Property does not have access to any rail connections. See Exhibit 6 for all of the above.

3.3.34

The City shall create a formula for the calculation of capital investment and direct and indirect job creation in various commercial and industrial land uses. This formula shall be used to ensure that the conversion of industrial lands in Situational Compatibility Areas will result in the creation of mixed use developments that shall have comparable potential for support of the industrial base in the City of Jacksonville.

Although no specific formula has been developed to evaluate this criterion, the amount of capital invested in a 300+ unit multi-family development rivals most industrial developments. In this case the Property would be developed with a \$30-40 million +/- project and employ 10-20 employees. Furthermore, conversion of the eastern side of the Property from IL to MDR land use results in an area-wide development pattern containing a mix of residential and non-residential uses that positions residential in proximity to vacant industrially planned lands.

THE CODE

Sec. 656.399.42. - Criteria for establishing an industrial sanctuary and area of situational compatibility overlay zone.

(b) In order for an area to qualify for establishment as an area of situational compatibility overlay zone under this Subpart P, the area shall meet all of the following criteria:

(1) The area of situational compatibility is located in the Future Land Use Map series of the 2030 Comprehensive Plan designated for industrial use;

MEMORANDUM, CONTINUED

(2) The area of situational compatibility is presently zoned for industrial use;

(3) The area of situational compatibility consists of industrial uses;

(4) The area of situational compatibility may be described by a reasonably delineated boundary line.

(5) The area of situational compatibility is an area that may be suitable for industrial uses under certain circumstances. (emphasis added).

Contrary to 656.399.42(b)(2) above, a little less than half of the Property (~5.3 acres) is planned for Industrial Uses. See **Exhibit 1**. Furthermore, and contrary to 656.399.42(b)(2) and (3) above, the majority of the ASC is vacant and presently supports non-industrial uses. Compare **Exhibit 3 to Exhibit 6**. According to COJ GIS aerials, of the ~100 acre ASC:

~44.1 acres planned LI and vacant (including ~5.3 acres of the Property)

~25.0 acres planned CGC and developed as follows:

Vacant/timber (~5.5 acres of the Property)

Warehouse/Flex (1.45 acres)

Retail (1.45 acre & 1.16 acres)

Retail furniture warehouse (1.86 acres)

Open furniture storage (2.9 acres)

Utilities – Bell South (2.9 acres)

Warehouse storage (2 acres)

Vacant (5.7 acres)

~21.8 acres planned PBF including a JEA electric station, on ramp and retention for I-295

~4.9 acres planned LI but presently used as single family residential

~3.2 acres planned LI but include on ramp and retention for I-295

A small segment of railroad track is located in the southwest corner of the ASC near the intersection of Eastport Road and Main Street; however, it does not serve any parcels in the ASC. See **Exhibit 6**. Furthermore, the railroad track itself is planned CGC. Compare **Exhibit 1 to Exhibit 6**. The railroad tracks in this area are primarily located south of Eastport Road (outside of this ASC) and west of Main Street (adjacent to an Industrial Sanctuary). While the property across Main Street to the west lies within an Industrial Sanctuary, the existing uses are agricultural including: timber, water storage and a sod farm. This area, including the Property, does not even qualify as an ASC under the Code.

Sec. 656.399.46. - Area of situational compatibility overlay zone buffer requirements.

Table 399-2 requires 50' between RMD and IL/IH zoning districts.

(c) Within an area of situational compatibility overlay zone, the buffer requirements will not be required if the proposed use is adjacent to vacant property.

MEMORANDUM, CONTINUED

There are no actual IL uses located adjacent to the Property. See **Exhibit 6**. Land to the north is zoned PBF-1 and Noah Road is an existing 70' right-of-way which qualifies as a required buffer in accordance with 656.399.46(a) of the Code. See **Exhibit 2**. Land to the west is zoned IH and Main Street is an existing 100' right-of-way which also qualifies as a required buffer in accordance with 656.399.46(a) of the Code. See **Exhibit 2**. Land to the south is zoned IL but remains vacant so no buffer is required per 656.399.46(c) of the Code. See **Exhibit 2**. Land to the east is zoned IL but has existing residential uses. See **Exhibit 2 and Exhibit 6**. Any buffer requirement from the adjacent land to the east can be dealt with in the proposed rezoning or through a site-specific land use text amendment.

CONCLUSION

Although the Property technically lies within an ASC, the fact that the Property is located in an ASC is not a basis to deny a proposed land use amendment from CGC and LI to MDR. The existing NAP contains numerous recommendations contrary to this ASC. The FLUE policies support conversion of the eastern portion of the Property from LI to MDR. The criteria in the Code for establishing an ASC have not been met. Finally, all buffer requirements either have been met due to the existing surrounding conditions or can be met through the planning review and approval process.

Exhibit 1



Exhibit 2



Exhibit 3



Exhibit 4

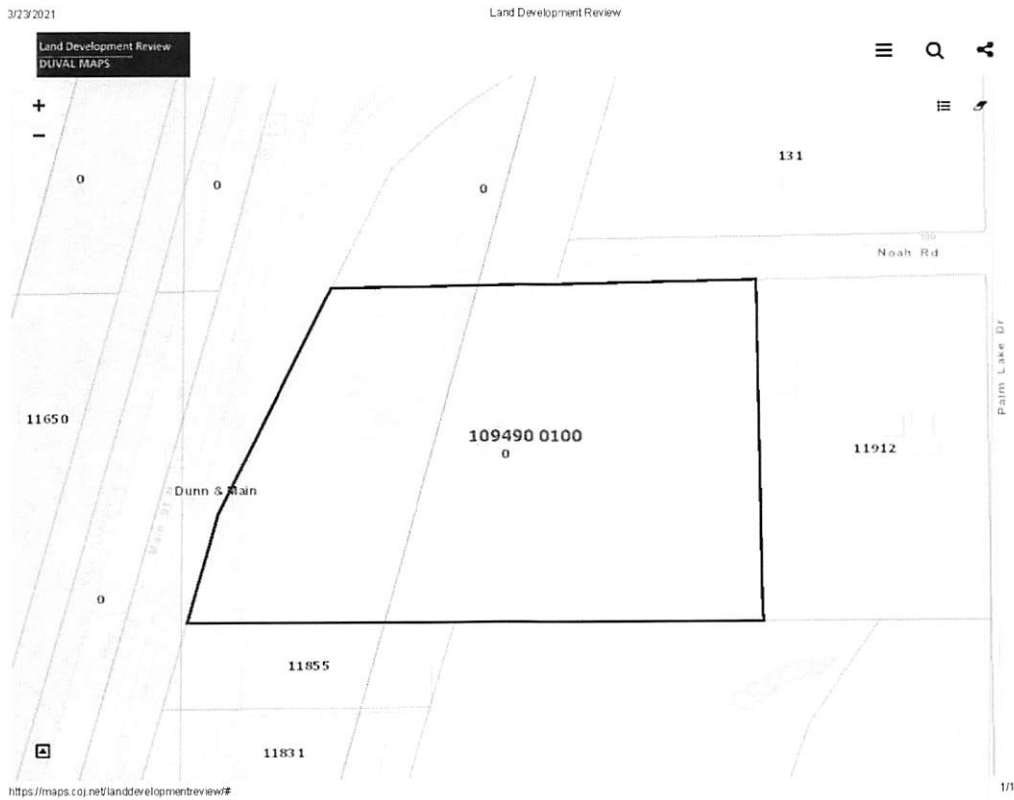


Exhibit 5

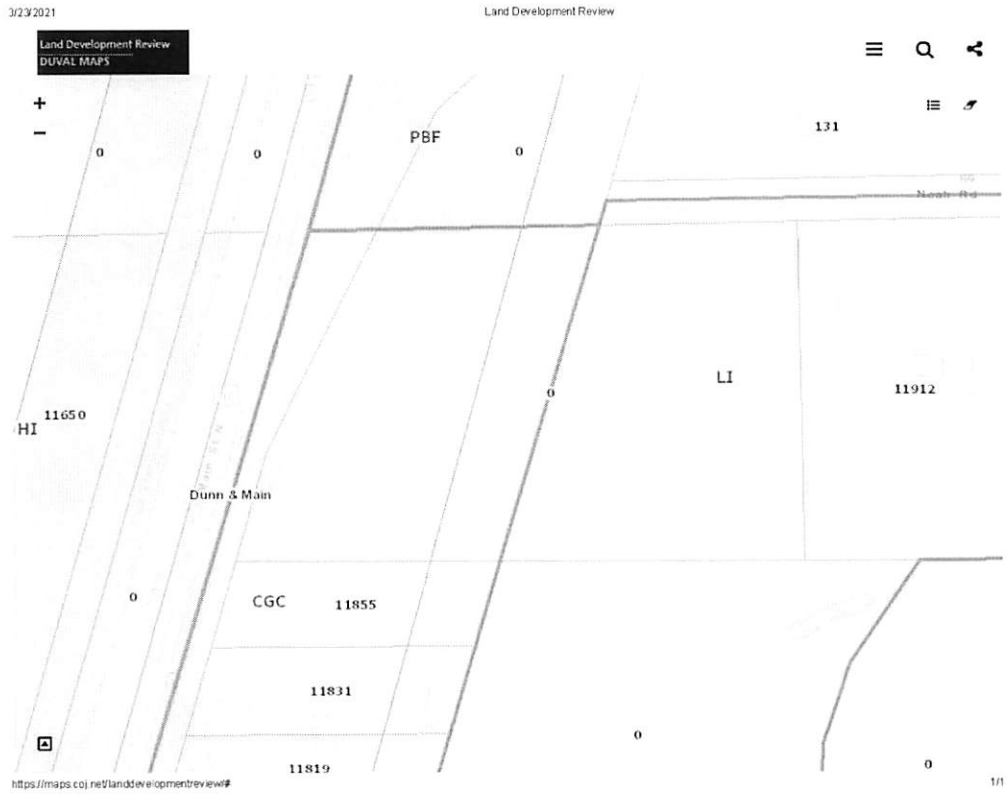


Exhibit 6



Sanchez, Maritza

From: Matthews, Jessica
Sent: Wednesday, October 27, 2021 8:29 PM
To: Sanchez, Maritza
Cc: Smith, Bernadette; Matthews, Jessica; Staffpou
Subject: Tasks for Marking Up LUZ Agenda

Email Jill
FIND
Agenda mail
file

leavy

Hello Maritza:

The **Planning Dept Report & Planning Commission** report goes into the Short title below of the location highlighted in yellow where I place the reports in short title:

2021-574

ORD Adopting a Small-Scale FLUM Amendmnt to 2030 Comp Plan at 901 Kennard St., btwn Kennard St. & Edgewood Ave West (9.90± Acres)- PBF to MDR-Owned by School Board of Duval County (Appl# L-5587-21C) (Dist.8-Pittman) (Reed) (LUZ) (PD & PC Apv) (NCPAC Deny)

(Rezoning 2021-575)

8/24/21 CO Introduced: LUZ

9/8/21 LUZ Read 2nd & Rerefer

9/14/21 CO Read 2nd & Rereferred: LUZ

9/28/21 CO PH Addnt'l 10/12/21

10/12/21 CO PH Cont'd 10/26/21

10/26/21 CO PH Cont'd 11/9/21

LUZ PH – 10/5/21, 11/2/21

Public Hearing Pursuant to Sec 163.3184(3), F.S. & Chapt 650, Pt 4, Ord Code -9/28/21 & 10/12/21,10/26/21,11/9/21

Another Training Note: **LUZ PH – 10/5/21, 11/2/21** -As you can see this bill has a companion bill which is its rezoning 2021-575 which means they ride together, so if you notice this bill has its reports ,however; last cycle on 10/5/21 the chair wanted it open & cont PH to 11/2/21.

Now the question is what do we do this cycle do we move it or open and cont PH, well you can put on your draft marked agenda for example they will tell you any updates of which way they will move forward.

“Are You Want **Ready to Move on this Bill? Applicant: Elizabeth** Rothenberg”

692-93 / 773-777/784 + 798
692- NO APP (REED)
693- PAUL HARDEN
773- No App - (REED)
774- CLIFFORD BAKER, JPA
775- SAME
776- CUATIS HART
777- SAME
784- NO APP - (GRANDIN)
798- NO APP (ZACK MILLER)

Normally if a bill is moved, but because last cycle the chair decided to open & cont its fair to update from staff mtg.

I hope this gives

Daily Quote of accomplishment Carnegie

ward a common vision. The ability to direct individual allows common people to attain uncommon results." --Andrew

Jessica B. Matthews, MPA-Chief of Legislative Services
City of Jacksonville | Legislative Services Division
117 W. Duval St, ste 430 Jacksonville, Fl 32202

LUZ Quick Reference for Marked Agenda & Proofing Files

- Planning Department: delivers LUZ book (usually on Thursdays or can be earlier)
- Take Preliminary LUZ agenda, start going through each legislative bill report as trained from the PC report and PD staff report and start marking the agenda.
- Scan the new PD Staff report and PC report at your desk and put it in the "O drive"
 - Click folder legdocs
 - Then click on Production folder
 - Then find that legislative bill folder to place those reports into the report folder
 - Title PC advisory report as PC report and Planning Dept report as PD Staff report
 - Make sure those recommendations from Planning Dept and Planning commission are also entered into LTS system
 - Also after scanning those reports file it into its legislative file
- Once this is all done and you have finished your pre-marked agenda, email it out only to Staff that attend the Pre-LUZ staff meetings
 - Shannon Eller
 - Bruce Lewis
 - Folks Huxford
 - Kristen Reed
 - Matt Schellenberg
 - Jessica Matthews
- Once that meeting is over update the pre-marked agenda with changes and change title of agenda to marked agenda to be emailed out to CITYC, make copies for meetings.
- After LUZ meeting is done, make sure to enter in the public hearing dates that were continued into LTS system
- Pull all LUZ files to be proofed & going to cart for City Council meeting
 - Bills that had action w/ballot –document action on file
 - Bills that had open/continue public hearing dates for LUZ to be documented on the file
 - Bills that will be heard at City Council with a upcoming public hearing date , regardless if LUZ deferred this bill or took no action if it has a ph date for council it goes into cart and has to be documented as ph open ph cont or ph closed
- Then finalize agenda after proofing and adding actions.

City Council Roster

Effective Date: 10/11/2021

Page 1 of 2

Name	Job Title	Email	Phone 255-	Email Group
Aikens, Chet	Executive Council Assistant, Dist. 1	CAikens@coj.net	5166	SS
Becton, Danny	Council Member, Dist. 11	DBecton@coj.net	5211	CM
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Boylan, Michael	Council Member, Dist. 6	MBoylan@coj.net	5206	CM
Brock, Carol	Executive Council Assistant, Dist. 3	CSBrock@coj.net	5131	SS
Brown, Cheryl	Council Secretary/Director	CLBrown@coj.net	5133	All Groups
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Ford-Hardin, Gerrie	Executive Council Assistant, AL-1	GerrieF@coj.net	5179	SS
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Hall Patrick, Rhonda	Legislative Assistant I	RHallPatrick@coj.net	5164	SEC
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Murray, Melodi	Legislative Assistant I	MAMurray@coj.net	5182	SEC

Name	Job Title	Email	Phone 255-	Email Group
Nelson, Sharyn	Admin Asst II to the Chief of Admin Svcs	SNelson@coj.net	5176	SS
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Pelegrin, Heather	VAB Operations Manager, VAB	Pelegrin@coj.net	5177	SEC
Pittman, Ju'Coby	Council Member, Dist. 8	JPittman@coj.net	5208	CM
Priestly Jackson, Brenda	Council Member, Dist. 10	BPJackson@coj.net	5210	CM
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Smith, Jessica	Legislative Assistant I	JessicaSmith@coj.net	5147	SEC
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White, Randy	Council Member, Dist. 12	RandyWhite@coj.net	5212	CM
Williams, Juliette	Legislative Assistant II	Juliette@coj.net	5187	SEC
Williams, Sirretta	Legislative Assistant I	WSirretta@coj.net	5193	SEC
Zimmerman, Joe	Executive Council Assistant, Dist. 7	JZimmerman@coj.net	5135	SS

COMPUTER GROUP ASSIGNMENTS	
CM	Council Members
	Office of the Director/Council Secretary
	Administrative Services
SS	Executive Council Assistants
	Information Systems
	Secretary to the Council President
SEC	Legislative Services
	Value Adjustment Board
RES	Research
CAUDIT	Council Auditor's Office
TDC	Tourist Development Council

IMPORTANT CONTACT NUMBERS	
City Council Main Line, Suite 425	255-5200
City Council Main Line Fax, Suite 425	255-5230
City Council TTY (for the Hearing Impaired)	255-5223
Council Auditor's Office, Suite 200	255-5500
Legislative Services Main Line, Suite 430	255-5122
Legislative Services Fax Line, Suite 430	255-5232
Research Fax Line, Suite 425	255-5229
Security (Front), Duval Street	255-5574
Security (Back), Duval Street	255-5641
VAB Main Line, Suite 305	255-5124
VAB Fax Line, Suite 305	630-0576

PHONE NUMBERS - ROOMS	
Basement Storage Room	5190
Front Desk (Station 2)	5126
Kitchen/Breakroom, Suite 425	5191
Kitchen/Chamber, 1st Floor	5149
Supply Room, Suite 425	5128

Sanchez, Maritza

From: Matthews, Jessica
Sent: Thursday, October 14, 2021 11:43 AM
To: Williams, Juliette; Sanchez, Maritza; Smith, Jessica; Ireland Hobson, Barbara; Smith, Bernadette; Murray, Melodi
Cc: Matthews, Jessica
Subject: Insite Training S. O. P.

Follow Up Flag: Follow up
Flag Status: Flagged

Hello team:

Step 1 click here:<https://jaxcityc.legistar.com/SignIn.aspx?ReturnUrl=TXIBY2NvdW50LmFzcHg%3d>

- Sign in using the same sign in and password you use for Legistar
- Click on Tab titled calendar
- Locate your meeting date and name of meeting you will be uploading your meeting minutes and handouts, attendance sheet, presentations, speaker cards and that's exactly how when uploaded it will be titled for each document referenced. Once you located the meeting click meeting details and it brings you to the screen to upload these docs.
- Click on add Attachments: add new file to upload and name each document & then your task is done!

Meeting Name:	Rules Committee	Agenda status:	Preliminary
Meeting date/time:	10/19/2021 2:00 PM	Minutes status:	Draft
Meeting location:	Council Chambers 1st Floor, City Hall		
Published agenda:	– Agenda Delete	Published minutes:	Not available
Meeting video:	Not available	eComment:	Not available
Attachments:	Add New File Add New Hyperlink		

I will also train this week on it,thx

Daily Quote of the Day: "Teamwork is the ability to work together toward a common vision. The ability to direct individual accomplishments toward organizational objectives. It is the fuel that allows common people to attain uncommon results." --*Andrew Carnegie*

Jessica B. Matthews, MPA-Chief of Legislative Services
City of Jacksonville | Legislative Services Division
117 W. Duval St, ste 430 Jacksonville, Fl 32202
[904-255-5122/jmatthews@coj.net](mailto:jmatthews@coj.net)

"Please note that under Florida's very broad public records law, e-mail communications to and from city officials are subject to public disclosure."

Sanchez, Maritza

From: Matthews, Jessica
Sent: Wednesday, October 20, 2021 2:50 PM
To: Sanchez, Maritza
Cc: Smith, Bernadette; Matthews, Jessica
Subject: FW: 10.12.21 Passed Legislation Directives
Attachments: Passed Legislation Template.doc

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Maritza here is another bill do the same process below with this bill as well 2021-300-A

Section 2. **Notice. Legislative Services** is hereby directed to mail a copy of this Resolution, as adopted, to the appellant, the applicant for Certificate of Appropriateness COA-21-25095, and any other parties who testified before the Land Use and Zoning Committee, or who otherwise filed a qualifying written statement as defined in Section 307.202(c), *Ordinance Code*.

From: Matthews, Jessica <JMatthews@coj.net>
Sent: Wednesday, October 20, 2021 2:10 PM
To: Sanchez, Maritza <MSanchez@coj.net>
Cc: Smith, Bernadette <BDSmith@coj.net>; Matthews, Jessica <JMatthews@coj.net>
Subject: 10.12.21 Passed Legislation Directives

Hello Maritza:

The bill below has a directive, please use my template to send with copy to all affected parties as stated below, then make sure a signed copy of document is in file to

2021-580-E

Section 3. **Notice. Legislative Services** is hereby directed to mail a copy of this legislation, as enacted, to the applicant and any other parties to this matter who testified before the Land Use and Zoning Committee or otherwise filed a qualifying written statement as defined in Section 656.140(c), *Ordinance Code*.

Thank you,

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**OFFICE OF CITY COUNCIL
LEGISLATIVE SERVICES DIVISION**

JESSICA B. MATTHEWS
CHIEF OF LEGISLATIVE SVCS.
OFFICE (904) 255-5122
FAX (904) 255-5132
E-MAIL: jmatthews@coj.net

117 WEST DUVAL STREET, SUITE 430
4TH FLOOR, CITY HALL
JACKSONVILLE, FLORIDA 32202

October 6, 2021

To: Whom it may Concern

Re: Ordinance 2021-550-E

As required by the enacted Ordinance 2021-550-E, we are hereby notifying you that the referenced legislation was passed by the City Council on September 28, 2021. My office has been directed to provide a copy of this enacted ordinance which is enclosed.

If you have any questions, please feel free to contact us at (904) 255-5122.

Sincerely,

Jessica B. Matthews,
Chief of Legislative Services

JBM

Enclosure

Sanchez, Maritza

From: Matthews, Jessica
Sent: Thursday, October 21, 2021 2:33 PM
To: Sanchez, Maritza
Cc: Smith, Bernadette; Matthews, Jessica
Subject: LUZ Quick reference for marked agenda
Attachments: LUZ Quick Reference for Marked Agenda.pdf

Hello Maritza- I provided a quick synopsis of LUZ workflow for you to read over, as stated in this attachment rest is hands on training and reviewing old marked agendas to get an idea of how to mark a LUZ agenda.

We are here to assist, thanks.

Jessica B. Matthews, MPA-Chief of Legislative Services
City of Jacksonville|Legislative Services Division
117 W.Duval St, ste 430 Jacksonville, Fl 32202
904-255-5122/jmatthews@coj.net

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LUZ Quick Reference for Marked Agenda & Proofing Files

- **Planning Department: delivers LUZ book (usually on Thursdays or can be earlier)**
- **Take Preliminary LUZ agenda, start going through each legislative bill report as trained from the PC report and PD staff report and start marking the agenda.**
 - **Sometimes the Staff Recommendation (Planning Dept.) and Planning Commission have different recommendations. Usually 9 times out of 10, we go with the Planning Commission recommendation.**
 - Example: Staff recommendation: Deny
Planning Commission: Approve
Short title Example: (PD Deny) (PC Apv)
 - On Marked agenda- We put it as PD/PC Reports Differ on left side column of bill on agenda
 - We add the Amendment or Substitute Language on the Marked Agenda & Final Agenda, as we are the Auditors of this committee
 - If the bills have their reports then a bill normally is ready to be moved unless otherwise advised by Attorney or at Staff meeting how to mark the bill with recent updates from PD dept if bill needs to be open/continued.
 - If bill is on 2nd reading, you mark it as such Read 2nd and rerefer
 - If bill has its public hearing dates pushed out a future date then it's a defer until next cycle
 - Its staff task to always touch base with Council Member if bill was deferred last cycle to see if that's their intent future cycles to be also noted on marked agenda
 - The Key to Marking up the agenda is reading PD and PC reports and on the job training. Review previous marked agendas as well.
- **Scan the new PD Staff report and PC report at your desk and put it in the Legistar System**
 - **Title PC advisory report as PC report and Planning Dept report as PD Staff report to be placed under each bill file in Legistar under attachment tab**
 - **Make sure those recommendations from Planning Dept and Planning commission are also entered into short title of Legistar**
 - **Also after scanning those reports file it into its legislative file**
- **Once this is all done and you have finished your pre-marked agenda, email it out only to Staff that attend the Pre-LUZ staff meetings**
 - **Mary Staffopoulos**
 - **Bruce Lewis**
 - **Folks Huxford**
 - **Kristen Reed**

- Chair of LUZ
- Legislative Svcs Managers

- Once that meeting is over update the pre-marked agenda with changes and change title of agenda to marked agenda to be emailed out to CITYC, make copies for meetings.

- After LUZ meeting is done, make sure to enter in the public hearing dates that were continued into Legistar-short title of each bill

- Pull all LUZ files to be proofed & going to cart for City Council meeting
 - Bills that had action w/ballot –document action on file
 - Bills that had open/continue public hearing dates for LUZ to be documented on the file
 - Bills that will be heard at City Council with a upcoming public hearing date , regardless if LUZ deferred this bill or took no action if it has a ph date for council it goes into cart and has to be documented as ph open ph cont or ph closed

- Then finalize agenda after proofing and adding actions.



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Enclosure