



## OFFICE OF MAYOR LENNY CURRY

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**Storm Resiliency & Infrastructure Development Review Committee Meeting**  
**Approved Meeting Minutes for April 26, 2019**  
**Location: City Hall, 117 W. Duval Street, Suite 400, Mayor's Large Conference Room**

**Meeting Convened:** 1:30 PM

Mr. Mousa opened the meeting and asked everyone to introduce themselves for the record. For attendance purposes, the sign in sheet is attached to the minutes. Mr. Mousa stated that Bill Joyce would be representing John Pappas who was excused from the meeting.

**Review/Approval of Meeting Minutes 4.12.19**

Mr. Mousa asked for a motion to review/approval of minutes from April 12, 2019. CM Lori Boyer made the motion and CM Jim Love offered the 2<sup>nd</sup>. Mr. Mousa asked if there were any edits, comments or corrections or questions. Hearing none, the meeting minutes of April 12, 2019 were approved by the committee.

**Agency Presentations**

Hunter Bradshaw, FDEP for the Northeast District, gave the first presentation from FDEP. The first page of the handout is the summary sheet that describes the deliverables from the team meeting of the three agencies involved in the Kaizen Event. The team consisted of representatives from the City of Jacksonville, FDEP Northeast District and the St. Johns River Water Management District. The second page is the Northeast Florida Interagency Stormwater Jurisdiction Chart. Pages 3 and 4 are the DEP and STRWMD Agreement breakdown. The current DEP operating agreement can be found at <https://floridadep.gov/ogc/ogc/content/operating-agreements>. Page 5 is the Interagency Stormwater Process and page 6 is the Kaizen Event Charter. Hunter asked that we reference page 1 with the short-term solutions and the long-term solutions.

The short-term solutions determined by the team are:

Education and outreach between agencies

1. Training on different agencies GIS systems
2. Training on accessing different agencies permit files, databases, and other online resources
3. Create flow chart that outlines processes and procedures within and between agencies
4. Continue conversations between equivalent staff in each agency

Hunter will have a time-line for the short-term solutions that were presented today at the next meeting. Hunter will also have a final Northeast Florida Interagency Stormwater Jurisdictional Chart, Operating agreement breakdown chart, and the Interagency Stormwater Process chart.

The next presentation was by Marc May from FEMA. A copy of CFR 449.11 – Mitigation was included in the agenda package. The CFR provides information on the mitigation actions required for actions affecting a floodplain or wetland. The CFR also was used in the development of the Coastal Construction guidelines that FEMA produced.

CM Boyer and Bill Killingsworth started the next presentation of the following items:

- Information regarding Palm Coast CRS points for 25' setback – handout provided
- Recreational vehicles and manufactured homes
- Duration of temporary RV parking
- Design standard related to lot coverage impervious consumption
- National Flood Insurance Community Rating System – handout provided

CM Boyer stated that we need to be more involved when FEMA is on-site for the CRS rating. Mr. Mousa asked Bill Killingsworth to expand the group to include representatives from Emergency Management, Public Works and the Planning Department. Mr. Mousa asked Bill to also see if there is an entrance and exit conference and to engage our Consultant, CDM in the process.

Motion made by CM Boyer to reconfirm the Committee's previous decision to implement the 25' setback for development from a floodway. CM Love seconded this motion and there were no objections from the Committee. Item is reconfirmed and to be submitted as legislation.

Bill Killingsworth provided information on recreational vehicles and manufactured mobile homes with comparison to the Palm Coast Ordinance and City of Jacksonville Ordinance. With regards to manufactured homes, both Palm Coast and the City of Jacksonville treat these the same, except Palm Coast has a 25' setback requirement. Palm Coast does not allow manufactured homes in the floodway. Regarding recreational vehicles, Palm Coast only allows these types of vehicles in a flood hazard zone for 3 days.

CM Boyer suggested that we include the language regarding manufactured homes not being allowed within the 25 ft setback in our modification to Section 652- Floodplain Ordinance. There were no objections from the Committee to add this language.

Bill provided information on the design standard related to lot coverage impervious consumption. After much discussion, Bill is to confirm the site-wide impervious service ratio (ISR) vs ISR by use and the ISR recommendation for each zoning district and provide the update at the next meeting. There was discussion on pools in non-common residential subdivisions. It was determined that the pool surface water is insignificant and should not be included.

CM Boyer wanted to make sure that if we manage the permit process as discussed, there would be a standard by lot. The design standard for what the stormwater system must be upfront will include maximum buildout of impervious surface on all the lots. When the first home builder comes in the 10-set permit will verify they have not exceeded ISR at the time of construction.

The Design standard related to lot coverage impervious consumption remains open and will be discussed at the next meeting.

Next, a PowerPoint from Public Works, Bill Joyce provided an update on comments from Subdivision Standards and Policy Advisory Committee (SSPAC) regarding items this committee approved at the last meeting. The items discussed with the SSPAC were:

- Soil permeability on filled lots – Require AASHTO Class A-3 Soil for fill or allow for a Pre vs Post analysis by a Certified Geotechnical Engineer to ensure that the fill material will not adversely impact groundwater levels. All fill should be placed and compacted in accordance with the Developer’s Engineer.
- Maintenance of drainage plans – Plans submitted for review shall include a proposed “Maintenance of Drainage” (MOD) plan which identifies the site-specific method to maintain stormwater drainage patterns during the construction phase of a project.
- Backyard drainage swales – All rear-lot drainage systems shall be included as a part of the ongoing development’s stormwater management certification requirements. A public access easement shall be recorded to allow city and or state official’s access to the systems for inspection.
- 6-month site development inspection – Once a project begins (issuance of site permit or notification from the developer) a formal 6-month inspection report will be required to be submitted to the city. Formal inspection reports will be required to be submitted every 6-months until construction is complete.

The handout provided by Public Works includes the discussion and concerns that SSPAC provided. SSPAC voted in support of the items listed above with clarifications. Bill Killingsworth stated that the expectations of the SSPAC was to see the changes that are being and where the changes are made, either by Ordinance or to the Red Book. Land Development Procedures Committee make changes to the Land Development Procedures Manual – referred to as the “Red Book”.

Shannon Eller, Office of General Counsel stated that currently there would be two ordinance changes, one is the floodway setback and the fill which is in Chapter 652. The second ordinance will address the impervious surface percentage language. The Committee agreed that the 2-foot finished floor above flood hazard area would be added to the current ordinance draft.

Bill Joyce stated that the Forestry water consumption documented per tree size on existing property report is not ready. The Chair asked Bill to expedite the finalization of the report.

The last handout was the Draft Conceptual Long-Term Strategic Plan Outlining Infrastructure Resiliency and Hardening Improvement presented by Bill Joyce. The Chair stated this would require more time and resources beyond those than the City can provide. The City attempted to

utilize JEA's Consultant, Jacobs who completed the sea level rise evaluation related to water and sewer installations. The City is unable to piggy back on JEA's contract with Jacobs. The Consultants Competitive Negotiation Act does not allow piggybacking of design contracts. We will need to put out an RFP and provide funding for the RFP to seek professional assistant in developing a concert strategic plan for hardening of our future infrastructure.

The RFP timeline was discussed. Bill Joyce agreed he could have the RFP developed by May 31, 2019. The Army Corp of Engineers agreed to help Bill and provide a contact to obtain a copy of the Ft. Lauderdale RFP. The Chair asked Bill to establish a group to work on the RFP and the first item would be to develop the scope. Deryle Calhoun from JEA will provide a copy of the RFP documents from the Jacobs contract to Bill.

The Chair, Sam Mousa brought up the next item which was the establishment of a sub-committee to start drafting a report to disclose the results of this committee. Bill Killingsworth was assigned to be the lead. The report should be ready by the last Council meeting in June, which is June 25<sup>th</sup>, and should be in PowerPoint format. The Chair will ask the Council President to allow a presentation of the report from this committee. CM Boyer, Bill Joyce will assist Bill Killingsworth on the subcommittee to work on the committee's report.

CM Love discussed information he located in the CRS Coordinator's Manual for opportunities for additional reductions in the CSR. the City of Jacksonville. CM Love will provide additional information to Marlene to share with the Committee.

The Chairman recapped the items to be discussed at the next meeting:

- Bill Joyce, Public Works, status of existing infrastructure hardening RFP development
- CM Boyer - Ordinance Draft regarding the impervious lot coverage
- Bill Joyce - status of Forestry report
- Bill Killingsworth - Design standard related to lot coverage impervious consumption
- Bill Joyce - Final elements to be included in the Red Book

### **Public Comments**

Speakers included:

Shannon Blankenship – St. Johns River Keeper

Sarah Boren – U.S. Green Building Council

Kay Ehas – Ground Works

Ms. Boren had provided information for the committee prior to the meeting via email. The information was not received in time to distribute to the committee. Mr. Mousa invited Ms. Boren to present her information at the next meeting on May 10, 2019 and she accepted.

### **Next Meeting**

The next scheduled meeting is Friday, May 10, 2019, 1:30 pm.

**Meeting Adjourned:** 3:45 PM

The written minutes for this meeting are only an overview of what was discussed, for any questions please contact Marlene Russell at [marlener@coj.net](mailto:marlener@coj.net).

**Attachments:**

Meeting package April 26, 2019:

- Agenda
- Sign in Sheet
- Approved Minutes – April 12, 2019
- Copies of presentations:
  - FDEP Hunter Bradshaw, Northeast Florida Interagency Stormwater responsibility/draft jurisdictional chart
  - CM Lori Boyer/Bill Killingsworth – Palm Coast 25' setback, National Flood Insurance Community Rating System
  - Public Works, Bill Joyce – SSPAC comments on approved items from last meeting and timeline for the long-term strategic plan outlining resiliency and hardening improvements