

**Nassau County Board of County Commissioners**  
**Workshop Session, November 20, 2019, 9:00 A.M.**  
**Regular Session, November 20, 2019, 9:00 A.M.**  
**Commission Chambers, 96135 Nassau Place, Yulee, Florida**

Call to Order, Invocation and Pledge of Allegiance to the American Flag

**Commissioners:**

**Present:** Chairman Justin Taylor, Commissioners Daniel B. Leeper, Aaron C. Bell, Pat Edwards, and Thomas R. Ford.

**Other Officials Present:** Michael S. Mullin, County Attorney/County Manager and Taco Pope, Assistant County Manager.

**Staff Present:** Megan Diehl, Office of Management and Budget Director; and representing the Clerk's office, Brenda Linville and Melissa Lucey, Deputy Clerks.

**Official Agenda Summary:**

**WS191120 - 9:04:07 (Tab A)** Workshop Session regarding Canopy Road Ordinance.

**Motion:** Continue to January 15, 2020 at 9:00 a.m., or soon thereafter as the matter may be heard, discussion of Tab A as stated above.

**Maker:** Commissioner Leeper

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** Planning and Economic Opportunity

**WS191120 - 9:58:18 (Tab B)** Workshop Session to discuss Ordinance 99-17, Roadway and Drainage Standards.

**Discussion:** Robert Companion, County Engineer, came forward to provide a PowerPoint presentation regarding the proposed revisions to the current Nassau County Ordinance 99-17, Roadway and Drainage Standards. He reviewed the process for the recommended updates for each regulation as well as the proposed changes to the following sections: Driveway

Regulations, Sections 6, 8, 9, and 11; Easement and Access Regulations, Section 11; and Lot Grading Regulations, Section 10. (See Attachment "A" for changes to the Driveway Regulations; Attachment "B" for Easement and Access Regulations; and Attachment "C" for Lot Grading Regulations).

**Motion:** Schedule a Public Hearing on January 13, 2020 at 6:00 p.m., or soon thereafter as the matter maybe heard, consider Tab B as stated above.

**Maker:** Commissioner Edwards

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** Engineer Services, County Manager

**Audience Input: Non-Agenda Items**

**RS19201120 - 9:03:50**

None.

**RESOLUTION(S) :**

**RS191120 - 9:05:11 (Tab C)** Approve a Resolution of the Board of County Commissioners of Nassau County, Florida, proclaiming the month of November 2019 as National Adoption Month.

**Motion:** Approve Tab C as stated above and authorize the Chairman to sign Resolution 2019-165 regarding same.

**Maker:** Commissioner Leeper

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager

**PRESENTATION(S) :**

**RS191120 - 9:08:13 (Tab D)** Mike Mullin, County Manager regarding recognition of County employees for years of service.

**Discussion:** Mr. Mullin presented Certificates of Appreciation to County employees for their years of service to the County.

**RS191120 - 9:12:37 (Tab E)** Jim Tootle, Nassau County Senior Forester for the Florida Forest Services regarding the annual report.

**Discussion:** Mr. Tootle came forward to summarize the annual report regarding fire control, cooperative forestry assistance, and state lands program.

**CONSENT ITEM(S) :**

**RS191120 - 9:20:49** Approve the following: **(Tab F)** Authorization for the Chairman to sign the Equitable Sharing Agreement and Certification, contract number CM2776, as required by the Department of Justice for grant funds; **(Tab G)** Authorization for the Chairman to sign the Library's Annual Plan of Service, as required for the State Aid to Libraries Grant; **(Tab H)** Fiscal Year 2019/2020 Rate Grant Application and authorization for the Library Director to file the grant electronically, as well as the four remaining forms as the filing windows open; **(Tab I)** Finance Package 2019-32 and associated Resolution; **(Tab J)** Finance Package 2019-33 and associated Resolution; **(Tab K)** Finance Package 2020-02 and associated Resolution; **(Tab K)** Update to the Employee Policies and Procedures Manual to add Section 8.13, On-Call Pay; **(Tab L)** Board minutes from the regular sessions held on September 9, 2019 and September 23, 2019, and the regular and workshop session held on September 18, 2019; and **(Tab N)** 2020 Holiday Schedule.

**Motion:** Approve Consent Items (Tabs F through N) as stated above (see Attachment "D" for Tab I; Attachment "E" for J; and Attachment "F" for K).

**Maker:** Commissioner Leeper

**Second:** Commissioner Edwards

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager, Human Resources, Sheriff, Library, OMB, Clerk Staff, Finance

**REGISTER:**

The Chairman signed the register for the following warrants: Wire Transfer Nos. 2001431 dated 11-1-19 for a register total of \$430.00; and, Warrant Nos. 258942 thru 259032 dated 11-19-19 for a register total of \$420,482.86.

**BUILDING DEPARTMENT:**

**RS191120 - 9:21:16 (Tab O)** Monthly status update on Building Department activities. Informational only.

**FACILITIES MAINTENANCE BUSINESS:**

**RS191120 - 9:21:22 (Tab P)** Monthly status update on Code Enforcement activities. Informational only.

**FIRE RESCUE BUSINESS:**

**RS191120 - 9:21:29 (Tab Q)** Monthly status update on County Extension activities. Informational only.

**LIBRARY BUSINESS:**

**RS191120 - 9:21:38 (Tab R)** Monthly status update on Library activities. Informational only.

**PUBLIC WORKS BUSINESS:**

**RS191120 - 9:21:44 (Tab S)** Monthly status update on Facilities Maintenance and Parks & Recreation activities. Informational only.

**OLD BUSINESS:**

**RS191120 - 9:21:51 (Tab T)** Continue discussion regarding the Stewardship District and House Bill 1075. No action taken.

**RS191120 - 9:21:51 (Tab U)** Discussion on the status of paving, design and right-of-way acquisition of Crawford Road. No action taken.

**NEW BUSINESS:**

**RS191120 - 9:22:18 (Tab V)** Consider request to schedule a workshop session on December 9, 2019 for a presentation by Tischler Bise regarding the Impact Fee Study Update.

**Motion:** Schedule a workshop session for December 9, 2019 to consider Tab V as stated above.

**Maker:** Commissioner Leeper

**Second:** Commissioner Edwards

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** OMB

**RS191120 - 9:22:38 (Tab W)** Approve a Resolution of the Board of County Commissioners of Nassau County, Florida, relating to prohibiting through truck traffic on Amelia Road, Simmons Road, and Bailey Road; providing by findings by the Board of County Commissioners; providing for placement of both "No Thru Trucks" symbols and "Local Deliveries Only" signs on Amelia Road, Simmons Road, and Bailey Road; and providing for an effective date.

**Discussion:** Mr. Companion reviewed the request and discussion followed regarding concerns related to local deliveries.

**Motion:** Continue to January 15, 2020 consideration of Tab A as stated above, in order for staff to meet and address the Board's concerns and whether it needs to come back to the Board as a Resolution or an Ordinance.

**Maker:** Commissioner Leeper

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** Engineering Services

**RS191120 - 9:32:47 (Tab X)** Approve and authorize the Chairman to sign Work Authorization number CM2499-WA05 to EltonAlan, Inc., in the amount of \$272,582.24, for Design Services for the Pratt Siding Road Project. Funding source 63470541-563365 PRATT.

**Motion:** Approve Tab X as stated above.

**Maker:** Commissioner Ford

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** Contract Management, OMB, Finance, Engineering Services

**RS191120 - 9:33:10 (Tab Y)** Approve and authorize the Chairman to sign Work Authorization number CM2287-WA09 to Peters Yaffee, Inc., in the amount of \$284,991.23, for Construction and Design Work for the Henry Smith Road improvements. Funding source 63470541-563365 HSMTH.

**Motion:** Approve Tab Y as stated above.  
**Maker:** Commissioner Ford  
**Second:** Commissioner Edwards  
**Action:** Aye: Commissioners Leeper, Bell, Edwards,  
Ford, and Taylor  
**Follow Up:** Contract Management, OMB, Finance, Engineering  
Services

RS191120 - 9:33:33 (Tab Z) Discussion regarding the  
December 23, 2019 meeting.

**Motion:** Approve to cancel the December 23, 2019 meeting  
and schedule a special meeting if necessary.  
**Maker:** Commissioner Leeper  
**Second:** Commissioner Bell  
**Action:** Aye: Commissioners Leeper, Bell, Edwards,  
Ford, and Taylor  
**Follow Up:** County Manager, Board, Clerk Staff

**APPOINTMENTS:**

RS191120 - 9:34:20 (Tab AA) Consider appointment of Barry  
Holloway for a three-year term as the District 4 At Large  
Planning and Zoning Board representative.

**Motion:** Approve Tab AA as stated above.  
**Maker:** Commissioner Ford  
**Second:** Commissioner Leeper  
**Action:** Aye: Commissioners Leeper, Bell, Ford,  
and Taylor  
Nay: Commissioner Edwards  
**Follow Up:** Planning and Economic Opportunity

RS191120 - 9:34:43 (Tab AB) Consider appointment of John  
Stack for a three-year term as the District 5 Planning and  
Zoning Board representative.

**Motion:** Approve Tab AB as stated above.  
**Maker:** Commissioner Leeper  
**Second:** Commissioner Ford  
**Action:** Aye: Commissioners Leeper, Bell, Edwards,  
Ford, and Taylor  
**Follow Up:** Planning and Economic Opportunity

**INFORMATIONAL ITEM(S) :**

**RS191120 - 9:58:09 (Tab AC)** Informational only: monthly status update on all contract amendments, change orders, task orders, and work authorizations issued by the County Manager.

**RS191120 - 9:58:09 (Tab AD)** Informational only: authorized employee travel.

**COUNTY MANAGER BUSINESS:**

**RS191120 - 9:35:07**

**Discussion:** Mr. Mullin explained that at the November 18, 2019 meeting the Board continued discussion of the acquisition of the property adjacent to the Holly Point Boat Ramp, in order for him to provide the current appraisal for said property. He stated that the appraised value is \$43,100.00. He provided an update regarding the negotiation session that was held, stating that the property owner lowered the price for the property to \$65,000.00. Mr. Mullin indicated that the Nassau County Property Appraiser shows a value of \$52,000.00 for the property. Discussion followed.

**Motion:** Authorize staff to submit a counter offer of \$52,000.00 with the listing agent to acquire the property that is adjacent to the Holly Point Boat Ramp.

**Maker:** Commissioner Leeper

**Second:** Commissioner Edwards

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager

**EXPANSION ITEMS:**

**RS191120 - 9:04:40** (1) Discuss and adopt a Sole Source Designation for all advertising budget items for the Tourist Development Council (TDC). (2) Discuss and consider the following for the Amelia Island Convention and Visitor's Bureau as recommended at their October 10, 2019 meeting to approve the 2020 Budget; and the 2020 Marketing Plan. (3) Discussion regarding the Request for Proposal (RFP) for Beach Cleaning Services.

**Motion:** Expand the meeting to consider three (3) items as stated above.

**Maker:** Commissioner Edwards

**Second:** Commissioner Ford

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager

**RS191120 - 9:40:08 Expansion Item #1:** Discuss and adopt a sole source designation for all advertising budget items for the Tourist Development Council (TDC).

**Discussion:** Ms. Diehl reviewed the request.

**Motion:** Approve Expansion Item 1 as stated above.

**Maker:** Commissioner Leeper

**Second:** Commissioner Bell

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager, OMB, Tourist Development Council, Finance

**RS191120 - 9:41:55 Expansion Item #2:** Discuss and consider the following for the Amelia Island Convention and Visitor's Bureau as recommended at their October 10, 2019 meeting: (1) approve the 2020 Budget; and (2) approve the 2020 Marketing Plan.

**Discussion:** Mr. Mullin reviewed the request.

**Motion:** Approve Expansion Item 2 as stated above.

**Maker:** Commissioner Leeper

**Second:** Commissioner Edwards

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager, OMB, Tourist Development Council

**RS191120 - 9:44:18 Expansion Item #3:** Discussion regarding the Request for Proposal (RFP) for Beach Cleaning Services.

**Discussion:** Mr. Mullin reviewed the request stating that the RFP will include the incorporated and unincorporated areas of the beach; control and authority of the contract will be under the Nassau County Board of County



Commissioners; and funding expenditure is through the TDC.  
A brief discussion followed.

**Motion:** Direct staff to proceed with the RFP for Beach Cleaning Services.

**Maker:** Commissioner Bell

**Second:** Commissioner Leeper

**Action:** Aye: Commissioners Leeper, Bell, Edwards, Ford, and Taylor

**Follow Up:** County Manager, Contract Management

**DISCUSSION ITEMS:**

**RS191120 - 10:31:47** Commissioner Edwards' Business:

- Thanked Mr. Companion and his staff for their work on the Nassau County Ordinance 99-17, Roadway and Drainage Standards.

**RS191120 - 10:32:06** Commissioner Bell's Business:

- Thanked Mr. Companion and his staff for their work on the Nassau County Ordinance 99-17, Roadway and Drainage Standards.
- Thanked Mr. Podiak and his staff for their work on the Beach Cleaning Services RFP.

**RS191120 - 10:32:26** Commissioner Ford's Business:

None.

**RS191120 - 10:32:29** Commissioner Leeper's Business:

- Thanked Mr. Companion and Mr. Podiak for all of the hard work they do.
- Acknowledged that the TDC received seven (7) awards including for Community Outreach at the Tourism Conference.

**Request:** Authorize staff to research keeping Nectarine Street, because right now it is a construction entrance to the apartments being constructed at 14<sup>th</sup> Street and Lime Street.

**RS191120 - 10:34:18** Commissioner Taylor's Business:

- Thanked County staff for all of their hard work.

- Congratulated Gil Langley on the TDC receiving seven (7) awards at the Tourism Conference.

There being no further business, the workshop and regular sessions of the Nassau County Board of County Commissioners adjourned at 10:34 a.m.

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Justin Taylor, Chairman

Attest:

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John A. Crawford, Ex-Officio Clerk

## Driveway Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
Driveway permits are issued for 6-month duration with one free 6-month extension. Many applicants require more than 6 months to complete the construction. This requires added paperwork for requests to extend an additional 6-months.	6.1.2	Update the permit duration period to 12-months, with a 6-month extension period (total of 18 months) before new permit and fee are required.	Permit duration updated to 12 months, with no-cost 6-month extension.
The Board has requested that maintenance of driveway culverts (cable drains) be the responsibility of Nassau County. The regulations should be updated to ensure that the County is performing maintenance when needed to ensure the swales and drainage facilities are functioning correctly.	8.6.2	Maintenance of the culverts is only conducted when needed to maintain drainage functionality. Road crews should not respond to driveway surface crack issues.	Maintenance of residential culverts on public roadways maintained by Nassau County is the responsibility of Nassau County. Maintenance of any driveway connection, or any other access across public and private right-of-way or drainage facilities, for the purpose of protecting the integrity of the roadway edge is the responsibility of the owner. In the event one or more sections of a driveway connection is disturbed during maintenance to a drainage facility within a county road right-of-way, Nassau County shall repair, if able, or replace the disturbed section(s) using like material.

## Driveway Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
Existing driveways were being damaged, when used to access lots for proposed construction or mobile home installation. The culverts could be crushed requiring County funds be expended to reconstruct.	9.1.2	Create requirements for existing driveway inspections with an appropriate fee for an inspection before and after construction / installation is complete.	Any existing access point in use after redevelopment will require a right-of-way permit. Existing driveways shall be inspected before and after development activities by the engineering services director or his/her designee to determine that no damage has occurred to the drive surface, roadway edge, side drain, or end treatments due to development activities.
The distance requirements between driveways needed to be clarified.	9.2.1 (b) 9.2.2. (e)	Driveway separation distances are measured irrespective to property ownership / boundaries. DRC approved plans shall supersede.	The nearest adjacent driveway shall be defined as any existing access point regardless of whether the existing access point is used to access the right-of-way permit applicants parcel or a neighboring parcel or property.  Driveway locations and minimum distance requirements in platted subdivisions, shall be as specified in the Final Engineering Plans as reviewed and approved by the Development Review Committee.
Shared access driveways on Major and Minor Collectors, were being constructed by private owners after property conveyance at higher than average costs.	9.2.2 (a)	The construction of the shared access driveway should be the developer's responsibility.	Shared access easements shall be recorded on the development plat. Proposed access improvements may be subject to Development Review Committee review. Shared access driveway improvements within the County right-of-way shall be installed by the developer or a construction bond for shared access improvements shall be in place prior to final plat approval. Shared access driveways installed as well as any other development improvements will be bonded in accordance with the provisions of Article 12 of this Ordinance.

ATTACHMENT "A"

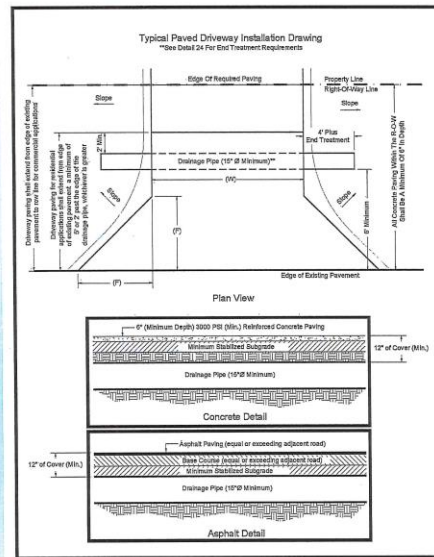
## Driveway Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
Commercial lot access from local roads should be allowed as approved by DRC and the County Engineer	9.2.2 (f) and Figure 1	Commercial lot access from local roads should be allowed as approved by DRC and the County Engineer	Commercial lots shall not receive access from local roads unless authorized by Development Review Committee approval or the County Engineer.
Driveway widths, flare sizes and radius do not provide enough flexibility for homes with three car garages or connections on roadways with higher speeds. Spacing should be reduced for subdivisions	9.3.1 tables and Figure 1	Allow up to 22' wide driveways with speed-based flare requirements to accommodate larger garages and turning movements from high speed roads.	Single Residence driveways can be constructed up to 22' wide. Flares are 5 ft for roadways with posted speed limits less than 35 mph, 10' for roadways at 35-50 mph, and 15' for roadways over 50 mph. Driveway separation spacing was reduced to 50' on local roads.
Discrepancies were found between the ordinance language and Figure 1	9.2.2, 9.3.1, and Figure 1	Language and figure should match	Figure 1 redrawn to match ordinance language
Discrepancies were found between the ordinance language, FDOT requirements, and Figure 2	9.2.2, 9.3.1, and Figure 2	Language, FDOT requirements, and figure should match	Figure 2 redrawn to match ordinance language

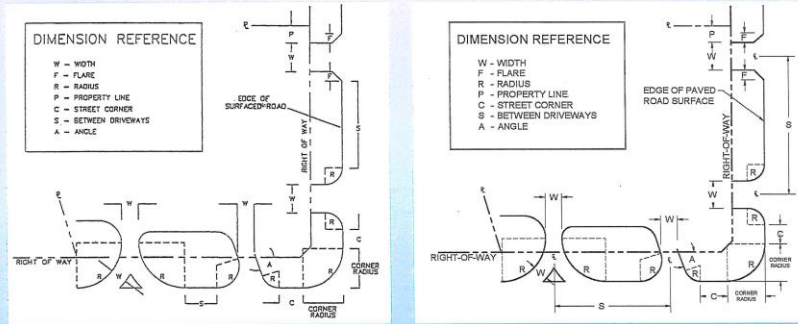
ATTACHMENT "A"

## Driveway Regulations

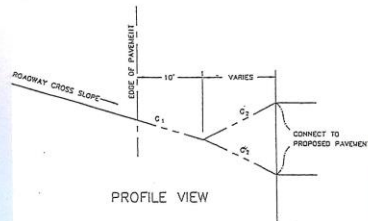




## Driveway Regulations



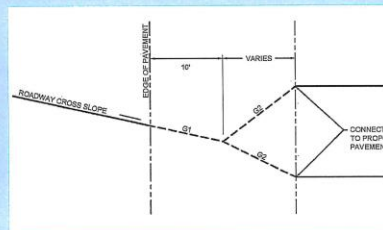
## Driveway Regulations



### MAXIMUM GRADE CHANGE FOR DRIVEWAY CONNECTIONS

LOCAL ROADS	8.0%
MINOR COLLECTOR	4.0%
MAJOR COLLECTOR	3.0%

$$\text{MAXIMUM GRADE CHANGE (D)} = G_1 - G_2$$



### MAXIMUM GRADES FOR DRIVEWAY CONNECTIONS

MAXIMUM GRADE = 12.0%

MAXIMUM GRADE CHANGE (A) = G1-G2

LOCAL ROADS	8.0%
MINOR COLLECTOR	6.0%
MAJOR COLLECTOR	4.0%

NOTE: GRADE CHANGES EXCEEDING THE VALUES LISTED ABOVE WILL REQUIRE A VERTICAL CURVE AT LEAST 10 FEET IN LENGTH TO CONNECT THE TANGENTS

ATTACHMENT "A"

## Driveway Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
End treatment requirements only allowed cast in place mitered end sections. Cast-in-place is more costly than pre-cast options	9.5.5	Complete rewrite of the end treatment language to allow more flexibility in using pre-cast mitered ends, while maintaining safe roadway and shoulder conditions for motorists.	Tables were created to detail when each end treatment is appropriate.
Paving depth requirements from the edge of the roadway are more stringent than FDOT requirements.	9.6.1	Paving requirements should protect motorists leaving the roadway, protect the roadway edge, and protect the culvert	Permanent pavement for commercial driveways shall extend at least to the end of the driveway curb radius, or to the right-of-way line, whichever is greater. Permanent pavement for residential driveways shall extend a minimum of five (5) feet from the edge of travel lane or 2' past the edge of the driveway culvert closest to the right-of-way line, whichever is greater.
Culvert pipe materials currently limited to RCP, and asphalt coated CMP	11.11.5.5	More flexibility in material choices for culvert pipe materials, by allowing certain materials in appropriate applications.	All of section 11.11.5.5 rewritten.

ATTACHMENT "A"

## Driveway Regulations



Driveway End Treatment Requirements	
Posted Roadway Speed	End Treatment Required*
30 mph or less	No end treatments required
31-44 mph	Pre-cast mitered end section with 4:1 slope (Detail No. 24) Cast-in-place mitered end section per Detail No. 24 & FDOT Standard Plans 430-022
45 mph or greater	Cast-in-place mitered end section per Detail No. 24 & FDOT Standard Plans 430-022. Pre-Cast mitered end with 4:1 slope may be used, in lieu of cast in place mitered ends only where the distance requirements meeting the requirements of Table 3, below, is present.

\* All erosion provisions set forth in Article 10 shall be met.

Design Speed	45 mph & less	50	55	60 & above
Distance From Edge of Travel Lane to Center of the Culvert	6 ft.	8 ft.	8 ft.	14 ft.

## Driveway Regulations



11.11.5.5. The following pipe materials and cross-sections are approved for use by the engineering services department as listed below. Pipe materials and material suppliers shall be FDOT approved:

### Pipe Material:

**a. Pipe materials permitted under paved County maintained roadways, County owned ROW (except residential side drains / driveway culverts), primary (as determined by County Staff) residential development roadways, and primary (as determined by County Staff) multi-family drive aisles:**  
Reinforced Concrete Pipe (RCP);  
Elliptical Reinforced Concrete Pipe (ERCP);  
Concrete Box Culvert.

**b. Pipe materials permitted under non-County maintained roadways, secondary residential development roadways, and secondary multi-family drive aisles:**  
Reinforced Concrete Pipe (RCP);  
Elliptical Reinforced Concrete Pipe (ERCP);  
Concrete Box Culvert;  
Polypropylene Pipe (HP);

**c. Pipe materials permitted under green areas:**  
Corrugated Polyethylene Pipe (HDPE);  
Polypropylene Pipe (HP);  
Reinforced Concrete Pipe (RCP);  
Reinforced Concrete Elliptical Pipe (ERCP);  
Concrete Box Culvert.

**d. Pipe utilized for residential side drains / driveway culverts along paved roadways:**  
Reinforced Concrete Pipe (RCP);  
Reinforced Concrete Elliptical Pipe (ERCP);  
Polypropylene Pipe (HP);  
Corrugated Polyethylene Pipe (HDPE);  
Bituminous Coated Corrugated Steel Pipe (CMP);  
Bituminous Coated Elliptical Steel Pipe (ECMP)

**e. Pipe utilized for cross drains, side drains, and driveway culverts along dirt roadways:**  
Polypropylene Pipe (HP);  
Corrugated Polyethylene Pipe (HDPE);  
Bituminous Coated Corrugated Steel Pipe (CMP);  
Bituminous Coated Elliptical Steel Pipe (ECMP)

**f. Pipe materials permitted for use onsite for Non-residential Development:**  
Corrugated Polyethylene Pipe (HDPE);  
Polypropylene Pipe (HP);  
Reinforced Concrete Pipe (RCP);  
Reinforced Concrete Elliptical Pipe (ERCP);  
Concrete Box Culvert.



## Easement and Access Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
The current code requires all easements to be 60 feet in width, and that the roadway within said easement should be paved. This requirement does not agree with the provisions of the Land Development Code. The paving requirement also places a hardship on many property owners looking to construct a private residence.	11.2.2 11.2.3	Clarify language requiring all NEW easements to be 60' in width with an asphalt roadway. Provide provisions for stabilization and improvement, but not paving, for 30' & 60' easements that have existed prior to March 27, 2017 (same date as LDC), serving property that has existed prior to March 27, 2017, and for single lot splits. Multiple lot splits will require paving of the roadway.	Sections 11.2.2 and 11.2.3 rewritten

## Easement and Access Regulations



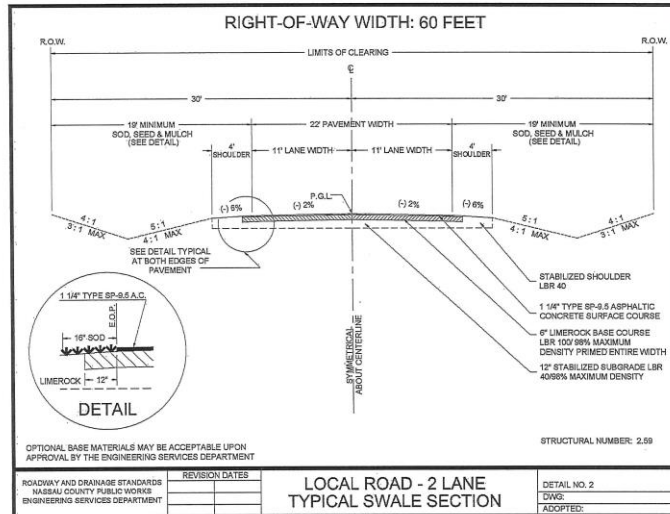
11.2.2. All NEW private access easements and existing private access easements used for non-residential access, except as set forth in section 28.03 of the Land Development Code, shall be a minimum width of sixty (60) feet. The roadway within said easement shall be paved unless in compliance with section 11.2.4 as per this ordinance, article 11, roadway design. A new residential access easement thirty (30) feet in width and/or having the roadway within said easement constructed to the alternate standards – Detail 23A – may be approved by the County Engineer if a determination is made that said easement will not be beneficial to future connectivity or execution of the County's Transportation plan.

11.2.3. All residential, private access easements recorded and named by the Property Appraiser prior to March 27, 2017, in accordance with the requirements and provisions set forth in section 28.03 of the Land Development Code, shall be in compliance with the minimum width and construction requirements listed below.

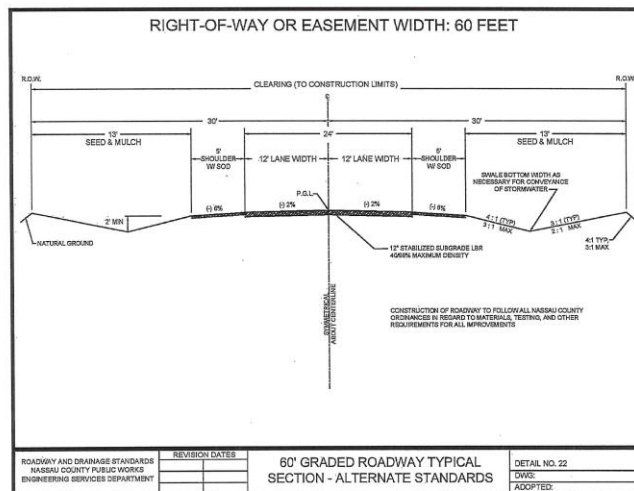
Easement Width and Construction Requirements for Easements Existing Prior to March 27, 2017		
Easement Width	Maximum number of lots served*	Minimum Construction Standards
30' Width	All lots existing prior to March 27, 2017	Roadway must meet the requirements set forth in the 30' Graded Roadway Typical Section (Alternate Standards) See Detail No. 22A of this Article. -Subject to inspection by County Staff
	Each additional lot created by a SINGLE lot split after March 27, 2017	Roadway must meet the requirements set forth in the 30' Un-Paved Private Road Typical Section (Alternate Standards) See Detail No. 23A of this Article or Roadway must be paved in accordance with Detail No. 2A of this Article. Subject to inspection by County Staff
	Each additional lot created by more than a single lot split after March 27, 2017	Roadway must be paved in accordance with Detail No. 2 of this Article. Subject to provisions of section 11.2.
60' Width	All lots existing prior to March 27, 2017	Roadway must meet the requirements set forth in the 60' Graded Roadway Typical Section (Alternate Standards) See Detail No. 22 of this Article. Subject to inspection by County Staff
	Each additional lot created by a SINGLE lot split after March 27, 2017	Roadway must meet the requirements set forth in the 60' Un-Paved Private Road Typical Section (Alternate Standards) See Detail No. 23 of this Article or Roadway must be paved in accordance with Detail No. 2 of this Article. Subject to inspection by County Staff
	Each additional lot created by more than a single lot split after March 27, 2017	Roadway must be paved in accordance with Detail No. 2 of this Article. Subject to provisions of section 11.2.4



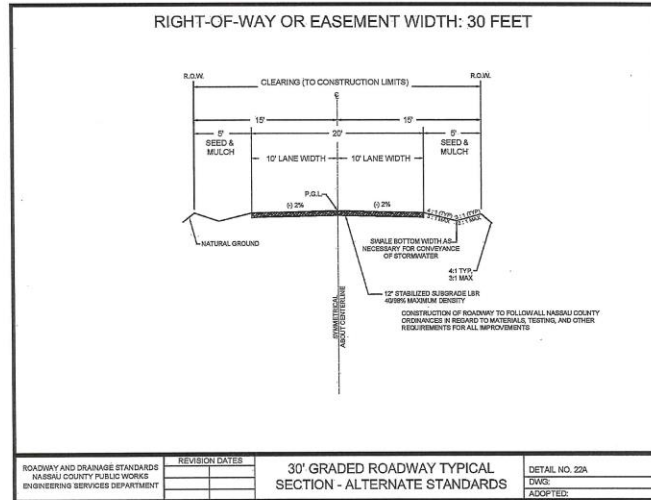
## Easement and Access Regulations



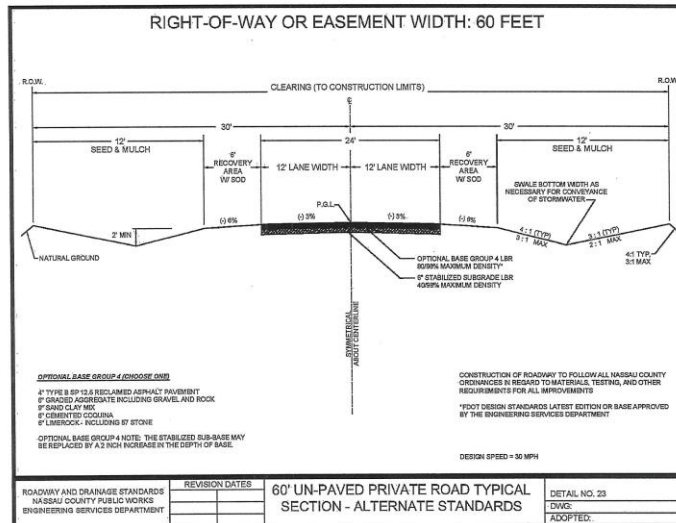
## Easement and Access Regulations



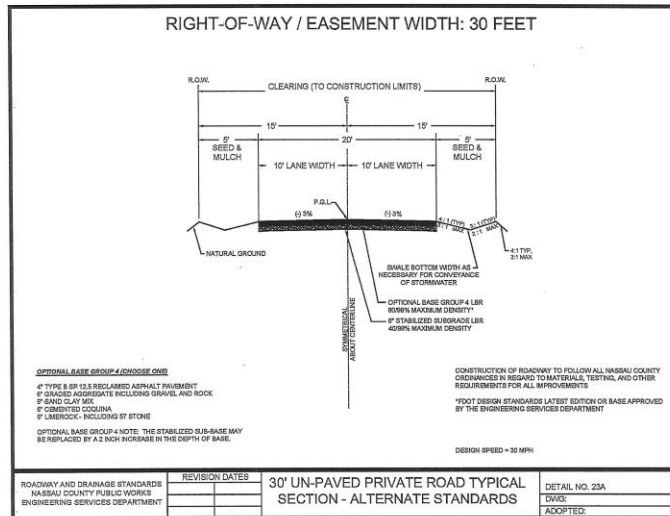
## Easement and Access Regulations



## Easement and Access Regulations



## Easement and Access Regulations



## Lot Grading Regulations



Current Issue	Section(s)	Desired Outcome	Proposed Updates / Language
Finished floor elevation (FFE) requirements are dictated by road elevation on larger parcels. May require property owners to bring in excessive fill.	10.8.3 10.8.4	Provide some flexibility for approval of FFE changes on the engineering staff level when appropriate.	10.8.3. If no drainage plan exists, or if the plan predates this chapter, the floor level shall be at least eighteen (18) inches above the centerline roadway. <u>This floor level requirement may be reduced on lots greater than five (5) acres, if approved by engineering services.</u>  The maximum floor elevation shall not exceed six (6) inches more than specified in the engineer of record's county approved drainage plan <u>on lots less than one acre.</u>
There are currently no requirements for single family dwellings to consider stormwater runoff and the effects said runoff will have on neighboring parcels. Many issues have been noted on Amelia Island specifically, related to excessive fill being brought in on new home sites. Runoff concerns, complaints, and litigation has occurred as a result of this issue.	10.8.9.	Lot grading will be planned by a design professional, and all runoff will be required to be treated on site if there is not master drainage plan already in place. If a stormwater system is already engineered (as in most subdivisions), these requirements will not apply.	Section 10.8.9 added
There are currently no County regulations regarding illicit discharges into stormwater treatment systems. We have little to no recourse for enforcement or cleanup. We are encouraged by DEP to add language in our code to address. Once we reach the requirements for MS4 we will be required to add this language.	10.9	Utilize DEP's standard language to address illicit discharges into stormwater systems allowing for enforcement.	Section 10.9 added

## Lot Grading Regulations



### 10.8.9. Stormwater, Drainage, Storage and Treatment Requirements for Single Family Dwellings

The terms and provisions of this section shall apply as specified herein to all developments and redevelopments, and government agencies located within the unincorporated areas of Amelia Island.

- 1) An applicant shall be required to provide onsite storage of stormwater for all development and redevelopment projects not part of a subdivision with a designed stormwater system and for any addition or modification that increases the impervious surface area on a developed lot by more than 20%.
  - a. Projects located outside of a subdivision, but in an area with an available engineered stormwater system shall ensure that stormwater is properly routed to the stormwater structures.
  - b. Any modification or replacement of driveway and sidewalk areas on a developed lot shall not require onsite storage improvements provided the modification or replacement does increase the impervious area of the existing driveway or sidewalk area.
- 2) Where possible, utilize low impact development (LID) techniques such as rainwater harvesting, roof downspout disconnection, rain gardens, green roofs, trenches and chambers, bioretention, vegetated filter strips, permeable pavement, enhanced grass swales, dry swales, and perforated pipe systems. These systems will need to be in a recorded maintenance agreement to follow the deed on the lot.
- 3) All lots and development sites shall be constructed and graded in such a manner that the stormwater drains to the adjacent street, an existing natural element used to convey stormwater, or county drainage structure after meeting onsite storage requirements.
- 4) Except as required to meet coastal construction codes as set forth within a valid permit from the Florida Department of Environmental Protection; or as required to meet applicable flood zone or stormwater regulations as set forth herein, the elevation of a development or redevelopment site shall not be altered.
- 5) An as-built approved by Nassau County Engineering Services shall be provided before issuance of final certificate of occupancy including any lot grading.
- 6) Volume calculations for any projects that require onsite storage shall be based on the following calculation:
 

$V = CAR/12$ , where  
 $V$  = volume of storage in cubic feet,  
 $A$  = total impervious area,  
 $R$  = mean annual rain event  
 $C$  = runoff coefficient is 0.92, the difference between impervious area ( $C = 1.0$ ) and undeveloped conditions ( $C = 0.08$ ).

  - a. This volume must be stored at least one (1) foot above the wet season water table and below the overflow point to offsite (in many cases this may be the adjacent road elevation). As an option, and as approved by Nassau County Engineering Services, an applicant may implement, at the applicant's cost, offsite storage and necessary conveyance to control existing flood stages offsite, provided documentation showing appropriate authorization for the off-site use and meeting the requirements of this section is submitted and approved by the county.



## Lot Grading Regulations



- 7) There shall be no net loss of storage for areas in a Special Flood Hazard Area and Shaded X zones. Site grading shall create storage onsite to mitigate the filling of volume onsite. This storage is in addition to the storage required for the increase in impervious surface area. The applicant shall provide signed and sealed engineering plans and calculations documenting that this "no net loss" requirement is met.
  - a. This excludes fill brought in for STEM wall stabilization.
  - b. Engineering Services shall have the right to exempt any project from the no net loss requirements which borders on and discharges directly into tidally influenced bodies of water.
- 8) Subsequent to approval of a property owner's final grading, including onsite and/or floodplain storage and stormwater treatment and closeout of the applicable permit or issuance of certificates of occupancy, the improvements shall be maintained by the property owner and recorded in a maintenance agreement.
  - a. In order to ensure compliance with the provisions of this section and the requirements to maintain onsite stormwater improvements over time, the County is authorized to conduct inspections of property, upon reasonable notice and at reasonable times, for the purpose of inspecting said property and/or onsite storage improvements for compliance with this section and with any applicable conditions of previously issued permits.
  - b. Failure to maintain the improvements will require restoration upon notification by engineering service or code enforcement, within a stipulated time frame.
  - c. If restoration is not completed within Nassau County's Code requirements, the county shall have the right to complete the restoration, and the county's actual cost incurred, together with a charge of one hundred (100) percent of said costs to cover the county's administrative expenses, shall be charged to the then owner of the property.
- 9) Applicants shall provide documents and calculations to demonstrate compliance. The submittal of application for construction shall be completed by an engineer.
- 10) Impervious surface requirements shall not be eligible for relief via waivers from the Planning and Zoning Board.

## Lot Grading Regulations



### 10.9 Illicit Discharge and Connection

#### 10.9.1. Purpose

The purpose of this article is to provide for the health, safety, and general welfare of the citizens of the County of Nassau through the regulation of non-stormwater discharges to the storm drainage system to the maximum extent practicable as required by federal and state law. This ordinance establishes methods for controlling the introduction of pollutants into the municipal separate storm sewer system (MS4) in order to comply with requirements of the National Pollutant Discharge Elimination System (NPDES) permit process. The objectives of this article are:

- (1) To regulate the contribution of pollutants to the municipal separate storm sewer system (MS4) by stormwater discharges by any user.
- (2) To prohibit illicit connections and discharges to the municipal separate storm sewer system.
- (3) To establish legal authority to carry out all inspection, surveillance and monitoring procedures necessary to ensure compliance with this article.

#### 10.9.2 Applicability

This article shall apply to all water entering the storm drain system generated on any developed and undeveloped lands unless explicitly exempted by an authorized enforcement agency.

#### 10.9.3 Ultimate Responsibility

The standards set forth herein and promulgated pursuant to this article are minimum standards; therefore, this article does not intend nor imply that compliance by any person will ensure that there will be no contamination, pollution nor unauthorized discharge of pollutants.

#### 10.9.4 Control of pollutant contributions from interconnected MS4s

Interconnected MS4s, including MS4s not owned by the county, shall be controlled so that they do not impair the operation of or contribute to the failure of the receiving MS4 to meet any applicable local, state or federal law or regulation. Owners of sections of the interconnected MS4 shall be responsible for the quality within their portion of the system and shall coordinate with the owners of the downstream segments.

## Lot Grading Regulations



### 10.9.5 Prohibitions

(a) *Illicit/Illegal Discharges.* No person shall drain, deposit, place or otherwise discharge into any natural outlet or stormwater system within the county, or to cause or permit to be drained, deposited, placed or otherwise discharged into such waters, any organic or inorganic matter which causes or tends to cause pollution. Polluting matter includes, but is not limited to, the following:

- (1) Petroleum products, including, but not limited to oil, grease, and gasoline;
- (2) Solid waste;
- (3) Pet waste;
- (4) Chemicals;
- (5) Paints;
- (6) Steam cleaning waste;
- (7) Soaps;
- (8) Laundry waste;
- (9) Pesticides, herbicide or fertilizers;
- (10) Degreasers, solvents;
- (11) Sanitary sewage;
- (12) Chemically treated cooling water;
- (13) Antifreeze and other automotive products;
- (14) Lawn clippings, leaves, branches, etc.;
- (15) Animal carcasses;
- (16) Recreational vehicle waste;
- (17) Dyes;
- (18) Construction materials;
- (19) Wash waters;
- (20) Any liquids in quantity or quality that are capable of causing a violation of the county's NPDES stormwater permit; and
- (21) Solids in such quantities or such size capable of causing interference or obstruction to the flow of the county's storm sewer system.

## Lot Grading Regulations



### 10.9.8 Authorized exemptions

The commencement, conduct or continuance of any illicit or illegal discharge to the storm drain system is prohibited except as described as follows:

- (1) Water main flushing;
- (2) Flushing of reclaimed water lines;
- (3) Street cleaning;
- (4) Construction dust control;
- (5) Landscape irrigation;
- (6) Diverted stream flows;
- (7) Rising ground waters;
- (8) Foundation and footing drains;
- (9) Dechlorinated swimming pool discharges;
- (10) Uncontaminated ground water infiltration (as defined in 40 CFR 35.205(20));
- (11) Uncontaminated pumped ground water;
- (12) Discharges from potable water sources;
- (13) Air conditioning condensate;
- (14) Irrigation water;
- (15) Springs;
- (16) Lawn watering;
- (17) Individual residential car washing;
- (18) Flows from riparian habitat and wetlands; and
- (19) Discharges or flows from emergency firefighting activities and emergency response activities done in accordance with an adopted spill response/action plan

The prohibition shall not apply to any non-stormwater discharge permitted under an NPDES permit, waiver or waste discharge order issued to the discharger and administered under the authority of the Florida Department of Environmental Protection, provided that the discharger is in full compliance with all requirements of the permit, waiver or order and other applicable laws and regulations, and provided that written approval by the county engineer has been granted for any discharge to the storm drain system.

**ATTACHMENT "D"**

Finance Package 2019-32

Budget Transfer(s):

1. In the General Fund in the amount of \$104,004.00 for Hurricane Dorian expenditures.

**ATTACHMENT "E"**

Finance Package 2019-33

Resolution(s):

1. Resolution 2019-166, regarding budget amendment in the General Fund in the amount of \$164.00 to increase budget to cover expenditures in Fiscal Year 2018/2019, first quarter (July through September 2019), of the State Fiscal Year 2019/2020 Emergency Management Grant.



**ATTACHMENT "F"**

Finance Package 2020-02

Budget Transfer(s) :

1. In the General Fund in the amount of \$5,000.00 to provide funding for the Veterans' Suicide Prevention Program.
2. In the General Fund in the amount \$27,800.00 to provide funding for retention of Florida Government Utilities Authority (FGUA) for water/wastewater utility acquisition services.

Resolutions(s) :

1. Resolution 2019-167, regarding reducing budget amendment in the General Fund in the amount of \$167.00 to adjust remaining balance of the Emergency Management grant from Fiscal Year 2018/2019 to Fiscal Year 2019/2020.
2. Resolution 2019-168, regarding budget amendment in the General Fund in the amount of \$1,600.00 for a donation received by the Nassau County Library System.
3. Resolution 2019-169, regarding budget amendment in the Municipal Service Fund in the amount of \$19,710.00 to carry forward a remaining balance of the Petco grant from Fiscal Year 2018/2019 to Fiscal Year 2019/2020.

Other Items for Consideration:

1. Approve signing authority for Suzanne Fontes, Facilities Maintenance and Public Works, up to \$5,000.00 in the General Fund (Facilities Maintenance), Account Numbers 010725, 010735, 010747, 010755, 010765 and 010775; General Fund (Solid Waste), Account Numbers 013405, 013445, 013575, 013615, 013625, 013635, 013645, and 013695; and County Transportation (Road Department and Drainage), Account Numbers 034005, 034045, 034065, 034915, 034935, 034025, 03000000-115493.
2. Approve signing authority for William Stonebreaker, Facilities Maintenance Department, up to \$5,000.00 in

the General Fund (Facilities Maintenance), Account Numbers 010725, 010735, 010747, 010755, 010765, and 010775.

Inventory Deletion/Changes:

Public Defender's Office, 7573, 2010 Dell Optiplex 9020, VIN No. G6R2GZ1.

Public Defender's Office, 7572, 2010 Dell Optiplex 9020, VIN No. G650GZ1.

Public Defender's Office, 6660, 2010 Dell Optiplex 780, VIN No. 648VNN1.

Facilities Maintenance Department, 2036, 1998 6x12 Utility Trailer, VIN No. not available.

Facilities Maintenance Department, 8934, 1995 Air Conditioner, VIN No. K275F17CF.

Facilities Maintenance Department, 6255, 2009 VES2/3 Versamatic Upright Carpet Vacuum 18 inches, VIN No. not available.

Facilities Maintenance Department, 7273, Video equipment 16 Channel digital video record, VIN No. not available.

Road Department, 1597, 2003 Ford Escape, VIN No. 1FMYU92133KD89822.