

INTERGOVERNMENTAL COORDINATION ELEMENT

INTRODUCTION

The City of Keystone Heights is located in Clay County, Florida. The City also owns and manages the Keystone Airpark located in Clay and Bradford counties, It is the purpose of this element to describe the relationships that exist between the City and other units of local, state and federal government including the School Board and utility providers. This element inventories the entities with which relationships are maintained,describes the existing intergovernmental coordination mechanisms, analyzes the effectiveness of the existing mechanisms, identifies new mechanisms and establishes goals objectives and policies to guide future coordination based on the comprehensive plan’s blueprint of the future growth within the City.

Intergovernmental Coordination Inventory

While there are several governmental entities that have close ties to the City of Keystone Heights, all the governmental entities listed form together a matrix of relationships which viewed comprehensively provide the services and facilities, regulate private activity and interrelate so that the quality of life in Keystone Heights will be maintained. The table identifies those units of government providing services but not having regulatory authority over the use of the land. Included are the adjacent counties, the Clay County School Board and utility providers which provide services within the City. Regional and State agencies with land use or environmental regulatory authority with whom the City coordinates are also identified. The coordinating office for the City is the City Manager’s Office.

Table 1.
Intergovernmental Coordination Matrix

Entity	Service	Relationship
Clay County	Fire Protection	Informal
	Police Protection	Informal
	Aviation	Informal
	Solid Waste Disposal	Formal
Division of Emergency Management	Emergency Management Preparedness	Formal
Bradford County	Aviation	Formal
	Fire Protection	Informal

School Board	Concurrency Review	Formal
Clay Habitat for Humanity	SHIP Program	Informal
Clay Council on Aging	Social Service Transit Service	Informal
Dept of Health	Indigent Care Septic Tanks WIC	Informal
Northeast Florida Regional Council	Development Review Dispute Resolution	Formal
St Johns River WMD	Water Management Development Review Land Management	Informal
Dept. of Community Affairs	Development Review Affordable Housing Emergency Management	Formal
Dept. of Corrections	Inmate labor	Formal
Dept. of Environmental Protection	Environmental Protection Development Review	Formal
Dept of Revenue	TRIM Millage	Formal
Dept of State	Historic Resources	Informal
Dept of Transportation	Concurrency Maintenance	Informal Informal
Division of Emergency Management	Emergency Management Preparedness	Formal
US ACOE	Environmental Protection	Informal
Clay Electric Cooperative	Development Review	Informal
Clay Utility Authority	Development Review Franchise	Informal Formal
Waste Hauler	Solid Waste Pickup	Formal

Intergovernmental Coordination Analysis

The effectiveness of existing intergovernmental coordination mechanisms in the City is evaluated below. The areas of general coordination are outlined first, with the analysis of specific problems and needs identified in the elements of the Comprehensive Plan following. For each, the analysis identifies if any problems or needs would benefit from improved or additional intergovernmental coordination. The last subsection evaluates the growth and development proposed in the Comprehensive Plan for consistency with the Comprehensive Regional Policy Plan adopted by the Northeast Florida Regional Council to determine if additional coordination would be appropriate.

Fire Protection

A state Mutual Aid Agreement provides for fire protection services on demand. Clay, Putnam and Bradford Counties as well as the City are parties to the agreement. This agreement allows each party to provide assistance in response to identified fire and rescue needs and has been found to be an effective coordination tool.

Police Protection

The existing informal agreements between Clay, Putnam, Alachua, and Bradford counties have been effective in providing police protection within the City.

Road Maintenance

The City maintains the local streets within its jurisdiction. It may receive assistance from Clay County on an incident basis using informal or formal contact.

The City has an effective formal arrangement for coordination with the Florida Department of Transportation concerning maintenance and improvements to SR 21 and SR 100 both inside and outside the City limits, within Clay County. The FDOT also reviews development proposals that require access to these two state roads and issues permits consistent with its Access Management standards.

The First Coast Transportation Planning Organization proposes to expand its planning boundary to include all of Clay County. Anticipated to occur after the 2010 Census, an expansion of the boundary will allow the City to more participate in the FCTPO to influence priorities for improvements to SR 100 and SR 21.

Aviation

The City has a formal interlocal agreement with Bradford County concerning land use and zoning in and adjacent to the Keystone Airpark. This agreement is mutually beneficial, protecting the Airpark from incompatible uses on adjacent lands located within Bradford County and providing for notice to Bradford County if any change in use at the Airpark is contemplated by the City or the Airpark Authority.

There is an informal agreement between the City and Clay County to collaboratively work to control the operation of the Airpark and the adjacent uses. This informal approach has been effective. A formal agreement will be developed by 2012.

Social Services

The City has arrangements with the following agencies to provide social services within the City including WIC:

Clay County Council on Aging
State Housing Initiatives Partnership (SHIP) Program
Department of Health

The existing coordination mechanisms are effective in meeting the needs of the citizens of the City.

Development Review

The City has historically experienced limited requests for new development or for redevelopment; in 2009 the rezoning and site plan for the first new residential subdivision in almost 100 years was approved by the City. Previously platted lots are further subdivided on a very infrequent basis; these divisions do not include the construction of any new infrastructure.

The mechanisms are in place to address the review of new development and/or redevelopment; most are informal due to the infrequency of requests from the City for review, however the informal process was determined to be effective in the review of the 2009 subdivision/ rezoning. These informal processes will continue until such time as the City experiences a significant growth in development proposals; or they are found to provide inadequate or inefficient coordination.

A formal agreement does exist between the City and the Clay County School Board in the area of concurrency for schools. An Interlocal Agreement between the two provides for formal review and approval of concurrency for any development that will impact the public school system that is not otherwise vested from such review. Further opportunity for coordination between the School Board and the City is afforded by the appointment of a School Board representative as a non-voting member to the City's Planning & Zoning Board. This appointment allows the School Board to receive information about planned development in advance of a request for a permit to construct; this allows all parties to understand any issues related to school capacity prior to approval of final development orders.

The informal process employed in the review of a 2009 plan amendment and rezoning for a residential subdivision was effective. Further review of the development plans (engineering and plat) will be performed on an informal basis, with the review expanded to include the Florida Department of Transportation, St. Johns River Water Management District, Clay County, and utility providers. State and Federal Environmental Permit coordination has not been historically necessary, however the City will monitor that required permits are obtained prior to the commencement of construction within the City. An informal agreement can be utilized due to the infrequency of such reviews with formal agreements adopted as determined to be necessary by the City and the applicable agency.

The City works with the Department of Health in the development review process to evaluate the suitability of soils on a residential lot for new septic tanks proposed for locations not required to connect to the central wastewater treatment system. This informal agreement for review becomes a formal approval by the Health Department if the installation of a new or the replacement of an existing septic tank is determined to be appropriate. The coordination has been effective.

The City has a formal relationship established by statute with the Northeast Florida Regional Council to perform development of regional impact review and to serve to facilitate dispute resolution and mediation of growth management issues as such may be required; the City has not had to utilize these services of the NEFRC to date.

Development of vacant land in the unincorporated areas surrounding the City limits occurs within the area of urban services established by ~~with the County's Urban Service Area designations~~ Clay and Bradford Counties. Historically, this development has been infill, on vacant lots within platted subdivisions as individual homes. ~~continues to have a~~ Historically the rate and scale of development adjacent to the City has been such that there is not a direct impact on the land and residents within the City; this is not projected to change during the planning period.

Infrastructure

Solid Waste

Through an Interlocal Agreement, Clay County provides landfill space to meet the needs of the City's population and businesses. The City utilizes the County to perform its building permit inspections; records of all development activity in the City is readily available to the County for use in projecting solid waste demand within the City.

Water Supply

The City does not currently lie within the St. Johns River Water Management's Priority Water Caution Area. The SJRWMD has initiated the development of its 2010 Water Supply Plan and all of Clay County lies within a potential priority water resource caution area. The City will continue to coordinate with the SJRWMD on the issue of water supply and to meet provisions as required to comply with the water supply planning requirements of Chapter 163.3177, F.S.

Utilities

The Clay County Utility Authority (CCUA) provides potable water to the residents of Keystone Heights. The utility provides water services to its designated service area, which includes Keystone Heights and unincorporated portions of Clay and Bradford Counties. The CCUA also operates a wastewater treatment plant within the City, serving the non-residential development within the City with planned expansions to allow service to be provided to new residential development in the future.

The City has a formal agreement with the CCUA to provide service and revenue to the City. Concurrency review of proposed development is coordinated with the CCUA, with

verification of available capacity or the identification of funded improvements that would meet the demand of the proposed development required prior to approval of a final development order. Further, the City is required to coordinate with the CCUA as the water supplier to the City to insure that prior to approval of a building permit or its functional equivalent, adequate water supplies to serve the new development will be available no later than the anticipated date of issuance by the City of a certificate of occupancy or its functional equivalent.

The individual elements of the City's comprehensive plan focus on the impacts of additional growth on the City; each represents an opportunity to evaluate specific problems and needs for additional or enhanced intergovernmental coordination. This section summarizes the problems and needs that would benefit from additional or enhanced intergovernmental coordination to resolve problems and needs identified.

Future Land Use Element

The development of land adjacent to an near the City could adversely affect or change the character of the City. Additional coordination and notice of proposed changes to land use and zoning as well as an understanding of site plan or construction approvals is desirable between the City and Clay, Bradford and Putnam counties.

Additional and enhanced participation in the maintenance of minimum flows and levels by the St Johns River Water Management District is necessary for the City to protect the natural resource and recreational value associated with Lakes Brooklyn, Keystone and Geneva and to represent the importance these resources play in the character of the City.

Traffic Circulation Element

State Road 100 is an Emerging Strategic Intermodal System (SIS) facility and as such, is subject to the level of service standard established by the Florida Department of Transportation for SIS facilities. Additional coordination with the FDOT will be required if impacts to SR 100 from development within the City causes the level of service to be exceeded in the PM Peak Hour.

Housing Element

No issues require additional or enhanced intergovernmental coordination.

Recreation and Open Space Element

No issues require additional or enhanced intergovernmental coordination.

Community Facilities Element

No issues require additional or enhanced intergovernmental coordination.

Conservation Element

The Conservation Element identifies that the City will ensure an adequate supply of water to serve new development is available no later than the issuance by the local government of a certificate of occupancy or its functional equivalent. The availability of adequate water

supply is a function of the Consumptive Use Permit issued to the Clay County Utility Authority for facilities it operates that serve the City and surrounding unincorporated Clay and Bradford Counties. The review of concurrency applications will be expanded to include a confirmation of adequate water supply from the CUA.

If the St Johns River Water Management District determines in its 2010 Water Supply Plan that the City must address projected water supply deficiencies, the City will work with the SJRWMD to identify the appropriate plans to address the projected deficiencies.

Capital Improvements Element

No issues require additional or enhanced intergovernmental coordination.

Public School Facilities Element

Adoption of the Public School Facilities Element by the City in 2008 was accompanied by amendments to the Intergovernmental Coordination Element establishing the mechanisms for review of new development under school concurrency. These policies adequately address the mechanisms currently necessary to insure adequate school capacity to accommodate the impacts of new development in the City.

Coordination with the Strategic Regional Policy Plan

The historic rate of growth in the City is anticipated to increase somewhat through the 2025 planning period because of the availability of central wastewater services. The availability of this essential infrastructure allows residential development at densities that exceed the traditional density of the City and increases the attractiveness of land within the City for non-residential development over those lands within the unincorporated areas around the City.

A comparison of the City's comprehensive plan with the Northeast Florida Regional Council's Strategic Regional Policy Plan (SRPP) reveals that there are no inconsistencies between the two. As the NEFRC moves to update its SRPP, the City will participate in its development and ensure that issues of importance to the City are considered by the Regional Council.

If growth within the City increases to the extent that additional coordination with the NEFRC is indicated the City will initiate discussion with the Regional Council to coordinate implementation of appropriate mechanisms.

Area of Critical State Concern

The City does not include any area of critical state concern within its boundary.