

**MINUTES OF THE JUNE 22, 2017
REGULAR MEETING
GREEN COVE SPRINGS PLANNING AND ZONING BOARD**



CALL TO ORDER

The regularly scheduled meeting of the Green Cove Springs Planning and Zoning Board was held on Thursday, June 22, 2017 in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Chairman Francis called the meeting of the Planning and Zoning Board to order at 5:00 p.m.

ROLL CALL

Board Members Present: Marilyn Haddock
Robert Lewis
Sara Spurrier
Ed Gaw, Vice-Chairman (entered at 5:02)
Henrietta Francis, Chairman

Staff Members Present: Danielle Judd, City Manager
L.J. Arnold, III, City Attorney
Janis Fleet, Development Services Director
Kimberley Farnsworth, Development Services Rep.

Board Members Absent: None

Staff Members Absent: None

Ms. Fleet stated that minutes from the previous meeting would be available for approval at the next meeting.

Ms. Francis asked if there has been any ex parte communications, to which there were none.

PUBLIC HEARING

201700345 - A SPECIAL EXCEPTION TO ALLOW A HOME OCCUPATION FOR A HOME BASED BUSINESS TO BE LCOATED AT 1703 SPRUCE STREET.

Ms. Fleet introduced the item. She went over conditions for the Special Exception as well as site compliance and part of the code pertaining to Home Occupation and feels this business meets all of the criteria. She stated that staff does recommend approval of the Special Exception for the home occupation. However, the site does have some Code violations that the applicant has been working with the City as well as the Code Enforcement Officer to resolve. He has complied with all but one violation and she made note that the City will not issue the business license until compliance has been achieved.

Chairman Francis opened the Public Hearing.

Chairman Francis closed the Public Hearing.

Since the applicant was not present Ms. Francis asked the other Board Members how they would like to proceed with this Agenda item.

Ms. Spurrier stated that she would like to speak with the applicant before any decision is made and would like to make a motion to defer this hearing until the applicant could be present.

Mr. Gaw stated that according to Sunbiz.com, his wife appears to be listed as the owner / president of the company and the applicant is listed as the vice-president.

A MOTION WAS MADE BY BOARD MEMBER SPURRIER TO DEFER 201700325, A SPECIAL EXCEPTION TO ALLOW A HOME OCCUPATION FOR A HOME BASED BUSINESS TO BE LOCATED AT 1703 SPRUCE STREET. THE MOTION WAS SECONDED BY VICE-CHAIRMAN GAW. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS HADDOCK, LEWIS, SPURRIER, VICE-CHAIRMAN GAW AND CHAIRMAN FRANCIS. NAYS – NONE.

STAFF COMMENTS

Ms. Spurrier asked if there was any good news from the staff regarding new businesses coming to the City.

Ms. Fleet stated that the old Ace Hardware site has been sold to Vallencourt and will become their new corporate headquarters. Also, Burger King is looking at the old Rich's site. There is also a possibility of an O'Reilly's. All of these projects would have to come before the Board at a later date.

City Attorney Arnold gave the Board members some current information as well as discussed issues regarding medical marijuana and the active moratorium.

Ms. Francis let the Board know about a community meeting being held at the Supervisor of Elections offices on June 27 at 4:30pm regarding the State Rd 16 and Shands Bridge intersection.

Mr. Gaw stated that if there are any questions regarding public safety at any of the Planning and Zoning Board Public Hearings, we should speak directly to the police force. Ms. Judd made note that if there are any issues that may require an expert witness, we can have one readily available to speak to the Board and answer questions.

Ms. Haddock asked about a follow up to a previous applicant that came before the Board. She wanted to know about where the checks and balances are when it comes to the convenience store that has been approved to serve alcohol on site. Ms. Fleet responded by saying that with the kind of license that they owner of this location has, we will need to do a little more policing. When are officers go by they will need to make sure that the food is being served as well as the alcohol. Currently, that applicant is still working with the state to acquire their alcohol license. The building does have a separate space to serve alcohol from where they sell other items. City Attorney Arnold made comment that the Planning and Zoning Board cannot set the hours for which alcohol is sold within the city limits. That time frame is set by the City Council and should be consistent throughout.

Ms. Fleet went over some training materials for the Board Members and said she would go over this with the Board when there isn't anything on the agenda.

Ms. Fleet also stated that she spoke with Black Creek Outfitters, they might possibly like to open an outfitters here in the City and have access to our waterways.

Ms. Fleet said she just submitted for an Economic Development Grant for our comp plan. She also submitted for a Technical Assistance Grant.

ADJOURNMENT

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 5:45 p.m.

City of Green Cove Springs, Florida

Henrietta Francis, Chairman

Janis K. Fleet, AICP
Development Services Director