

MINUTES OF THE JUNE 26, 2018
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 Tuesday, June 26, 2018, in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

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

ROLL CALL

Board Members Present: Henrietta Francis
Robert Lewis
Sara Spurrier, Vice Chairman
Ed Gaw, Chairman

Staff Members Present: L.J. Arnold, III, City Attorney
John Cioffi, Building Official
Danielle Judd, City Manager
Mike Null, Assistant City Manager
Kimberley Farnsworth, Building Assistant
Heather Glisson, Development Services Representative

Board Members Absent: Marilyn Haddock

Staff Members Absent: None

APPROVAL OF MINUTES

A MOTION WAS MADE BY VICE-CHAIRMAN SPURRIER TO APPROVE THE MAY 22, 2018, MINUTES. THE MOTION WAS SECONDED BY BOARD MEMBER LEWIS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS FRANCIS, LEWIS, VICE CHAIRMAN SPURRIER AND CHAIRMAN GAW. AYES – NONE. THE MOTION PASSES 4-0.

PUBLIC HEARINGS

REVIEW OF WITHDRAWN ITEMS

201700664 - AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FUTURE LAND USE MAP FOR 1.88 ACRES OF PROPERTY BOUNDED BY MAGNOLIA AVENUE, CLAY STREET, ST. JOHNS AVENUE AND HOUSTON STREET, IDENTIFIED AS TAX ID # 017568-000-00, MORE PARTICULARLY DESCRIBED IN EXHIBIT "A" FROM RLD, RESIDENTIAL LOW DENSITY (4 UNITS PER ACRE) TO RMD, RESIDENTIAL MEDIUM DENSITY (8 UNITS PER ACRE).

201700665 - AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA REZONING FOR 1.88 ACRES OF PROPERTY BOUNDED BY MAGNOLIA AVENUE, CLAY STREET, ST. JOHNS AVENUE AND HOUSTON STREET, IDENTIFIED AS TAX ID # 017568-000-00, MORE PARTICULARLY

DESCRIBED ATTACHMENT “A” FROM R-1 TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT “B” WRITTEN DESCRIPTION AND ATTACHMENT “C”: SITE PLAN.

City Manager Judd introduced Public Hearing Items 1 & 2 together. Ms. Judd announced they were withdrawn by the new property owner of parcel 017568-000-00, Julie Cook. The property sale was completed in May 2018 and the deed recorded on June 15, 2018. The new property owner submitted a withdrawal request on June 25, 2018. No fees would be refunded to the original applicant, and future proposed development would need to be submitted with a new application.

REVIEW OF DEFERRED ITEMS

201800435 - SPECIAL EXCEPTION TO ALLOW AN AUTOMOBILE SALES LOCATION FOR ANDREWS AUTO BROKER AT THE CORNER OF IDLEWILD AVENUE AND FLORIDA COURT

City Manager Judd introduced the item. She announced the item was deferred for the following reasons: (1) the current owner is a corporation and the corporation is no longer valid, (2) the parcel has a stormwater basin parallel to SR16 which cannot be paved over, and (3) after further Staff review, it was determined a special exception may not be required as only Internet Sales are desired placing the business within an acceptable use category. Therefore, this request will not be presented until these items are addressed. The City Manager spoke with the applicant on June 28 and he understands what needs to occur.

201800436 - SPECIAL EXCEPTION TO ALLOW AN AUTOMOBILE SALES AND SERVICE LOCATION FOR DOUG BURNETTE AT 320 NORTH ORANGE AVENUE

City Manager Judd introduced the item. She announced the item was deferred for the following reasons: (1) the property had lost its previously granted right of non-conforming use due to the fact that it has not had electricity to it in years, and (2) the property requires clean-up, and more dialogue with the applicant is required to determine next steps before placing this item on the next Planning and Zoning Board meeting.

201800439 - AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AMENDING THE FUTURE LAND USE MAP FOR 1.043 ACRES OF PROPERTY LOCATED AT 915 BAY STREET, IDENTIFIED AS TAX ID # 017204-000-00, MORE PARTICULARLY DESCRIBED IN EXHIBIT “A” FROM RLD, RESIDENTIAL LOW DENSITY (4 UNITS PER ACRE) TO RHD, RESIDENTIAL HIGH DENSITY (12 UNITS PER ACRE).

201800441- AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA REZONING FOR 1.043 ACRES OF PROPERTY LOCATED AT 915 BAY STREET, IDENTIFIED AS TAX ID # 017204-000-00, MORE PARTICULARLY DESCRIBED ATTACHMENT “A” FROM R-1 TO PUD, PLANNED UNIT DEVELOPMENT, SPECIFICALLY DESCRIBED IN ATTACHMENT “B” WRITTEN DESCRIPTION AND ATTACHMENT “C”: SITE PLAN.

City Manager Judd introduced the last two items together. She announced the item was deferred for the following reasons: (1) the property is in contingent sale currently, (2) the applicant wants the ability to put up to 12 units per acre, and due to wanting the max density, other requirements will need to be met.

City Attorney Arnold asked if the deferred items would be re-advertised if they were brought before the Board again. City Manager Judd responded that they would be.

BOARD BUSINESS

201800437 – REVIEW OF A SITE DEVELOPMENT PLAN FOR THE REDEVELOPMENT AND EXPANSION OF THE CLAY THEATRE

City Manager Judd introduced the item. She explained it is a Major Development, which would normally require at least one parking space per three seats. She discussed the Land Development Code, which does

not require off-street parking to be provided per normal standards within the Central Business District, CBD, as long as existing parking is maintained. She pointed out the Code does not mention what should occur if an applicant wishes to remove the existing parking. Clay Theatre currently has eight parking spots, seven standard and one ADA. Staff is recommending the approval of a binding Shared Parking Agreement with Vallencourt Construction to be recorded in the public record to replace the eight parking spots.

City Manager Judd further explained that a change to the Land Development Code will be necessary in the future to address the issue of an applicant removing existing parking in the CBD. She proposes this could be ameliorated by way of Shared Parking Plans or a Parking Mitigation Fund, to which the applicant would contribute and the fund would be used by the City to create more parking.

Al Tidball, 2276 Laurel Grove Lane, Orange Park, applicant, came to the podium to answer questions from the Board.

Chairman Gaw asks City Attorney Arnold how many Shared Parking Plans the City has at present. Mr. Arnold responds there are currently none, but that it is allowed by the Land Development Code.

Mr. Tidball explains renovations are occurring within the Clay Theatre and in place of the parking, they would like to build a heavily landscaped open courtyard that is walled in with a mock continuation of the windows present in the Clay Theatre front. They will be building a small enclosed addition in the rear to include a restroom and bride changing area.

Ms. Francis expressed excitement regarding the project.

Mr. Lewis notes the City uses loose Shared Parking Agreements for its own large events.

Chairman Gaw points out that this would be the first official Shared Parking Agreement and it will set a precedent. He refers to parking within Green Cove Springs as a finite resource. Mr. Tidball countered that there are many small areas around town that could be paved for parking, noting that the parking situation needs to be properly optimized.

City Manager Judd agreed the previous Police Department parking lot needs work but expressed that certain empty lots have current or future uses such as in town festivals. She suggested there are properties that could be short-term leased to provide surface parking, such as the Poole family property. She asserted it is a capital item for the next budget year.

A MOTION WAS MADE BY BOARD MEMBER FRANCIS TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF 201800437, A SITE DEVELOPMENT PLAN FOR THE RENOVATION AND EXPANSION OF THE CLAY THEATRE LOCATED AT 326 WALNUT STREET WITH THE FOLLOWING CONDITIONS:

- 1. A SHARED PARKING PLAN AGREEMENT SHALL BE EXECUTED BY CLAY THEATRE AND VALLENCOURT CORPORATE OFFICE IN A FORM ACCEPTABLE TO THE CITY ATTORNEY AND RECORDED IN THE PUBLIC RECORD TO MEET THE INTENT OF THE CODE THROUGH ALTERNATIVE COMPLIANCE MEASURES.**
- 2. ALL COMMENTS GENERATED BY CITY DEPARTMENTS MUST BE ADDRESSED PRIOR TO ISSUANCE OF THE BUILDING PERMIT.**

THE MOTION WAS SECONDED BY VICE CHAIRMAN SPURRIER. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS LEWIS, FRANCIS, VICE-CHAIRMAN SPURRIER, AND CHAIRMAN GAW. NAYES – NONE. THE MOTION PASSES 4-0.

BOARD DISCUSSION

Ms. Spurrier expressed excitement regarding the expansion of the Clay Theatre and new use as an event space. Chairman Gaw remarked it may affect current events in the City such as Food Truck Friday and concerts held in Spring Park. He questioned if the parking issue has just been pushed to be a future issue rather than planning to be ahead of the issue. Ms. Spurrier suggested the City cannot be afraid to expand and must learn to do so.

City Attorney Arnold stated that this decision is unlikely to open flood gates, noting that most places do not want to give up their parking but that citizens usually don't mind walking, if you consider town center shopping as an example.

City Manager Judd pointed out the City's code is more lenient with the Central Business District and has no provision for parking being taken away within CBD by building expansion. She remarks the provision will run in perpetuity with the land, not the owners. Chairman Gaw expressed concern on this matter. City Attorney Arnold explained it is necessary, so that should Vallencourt sell to new owners who decide they would like to put a new office over the eight agreed upon parking spaces, they are prohibited from doing so.

Mr. Lewis thanked the City Staff for maintenance of Spring Park and the Spring Park Pool. He shared a town south of Tallahassee had heard about our park and came to take pictures of it to see how they could beautify their own spring. The Board Members expressed excitement at being a good example for other jurisdictions.

Chairman Gaw announced the next Food Truck Friday would be held on Friday, July 13, 2018. He commented the last one had 400-500 attendants and that the rain did not ruin it. Ms. Judd offered to make City Hall available should it rain next time to allow attendants to take refuge.

STAFF COMMENTS

City Manager Judd introduced Heather Glisson, the new Development Services Representative. Ms. Judd reminded the Board and Staff of the Economic Development Corporation's luncheon being held on June 27 and noted who planned to attend.

Ms. Glisson informed the Board and Staff that the Council Chamber will be unavailable for the August Board meeting due to voting in the Chamber and requested input for what date the meeting should be moved to. Ms. Glisson promised to look into moving the meeting to either Monday or Wednesday of the same week. It was noted the next Board Meeting is being held Tuesday, July 31, 2018.

ADJOURNMENT

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 6:00 p.m.

City of Green Cove Springs, Florida

Ed Gaw, Chairman

Danielle Judd, City Manager