

**MINUTES OF THE AUGUST 29, 2018  
REGULAR MEETING  
GREEN COVE SPRINGS PLANNING AND ZONING BOARD**



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**CALL TO ORDER**

The regularly scheduled meeting of the Green Cove Springs Planning and Zoning Board was held on Wednesday, August 29, 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 5:02 p.m.

**ROLL CALL**

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

**Staff Members Present:** Danielle Judd, City Manager  
Craig Brashier, Consultant Planner  
Heather Glisson, Development Services Representative

**Board Members Absent:** None

**Staff Members Absent:** Mike Null, Assistant City Manager  
L. J. Arnold III, City Attorney

**STAFF BUSINESS**

**REVIEW OF OUTLINE OF THE PROCEDURES FOR HEARING AND VOTING ON AGENDA ITEMS FOR THE AUGUST 29<sup>TH</sup> MEETING.**

Craig Brashier, Consultant Planner, explained to the Board the procedural outline provided with the agenda.

**APPROVAL OF MINUTES**

**A MOTION WAS MADE BY BOARD MEMBER LEWIS TO APPROVE THE JULY 31, 2018, MINUTES. THE MOTION WAS SECONDED BY BOARD MEMBER FRANCIS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS FRANCIS, HADDOCK, LEWIS, VICE CHAIRMAN SPURRIER AND CHAIRMAN GAW. NAYES – NONE. THE MOTION PASSES 5-0.**

**PUBLIC HEARINGS**

**201800439 – AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, RELATING TO THE SMALL SCALE AMENDMENT OF THE CITY OF GREEN COVE SPRINGS COMPREHENSIVE PLAN FUTURE LAND USE MAP; AMENDING THE FUTURE LAND USE MAP CLASSIFICATION FROM**

**RESIDENTIAL LOW DENSITY (0-4 UNITS PER ACRE) TO RESIDENTIAL MEDIUM DENSITY (>4-8 UNITS PER ACRE) ON SUBJECT PROPERTY TOTALING ±1.64 ACRES; LOCATED SOUTH OF SR 16 AND BAY STREET, WEST OF TUCKER STREET, NORTH OF COVE STREET, AND EAST OF THE CSX RAILROAD TRACKS; TAX PARCEL NUMBER 38-06-26-017204-000-00; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**201800441 –AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, RELATING TO THE AMENDMENT OF THE OFFICIAL ZONING MAP; AMENDING THE OFFICIAL ZONING MAP FROM SINGLE FAMILY RESIDENTIAL, R-1 TO PLANNED UNIT DEVELOPMENT, PUD ON APPROXIMATELY 1.64 ACRES; LOCATED SOUTH OF SR 16 AND BAY STREET, WEST OF TUCKER STREET, NORTH OF COVE STREET, AND EAST OF THE CSX RAIDROAD TRACKS; TAX PARCEL NUMBER 38-06-26-017204-000-00; REPEALING ALL ORDINANCES IN CONFLICT; PROVIDING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Brashier presented Public Hearing Items 1 and 2 together. He provided a summary of the applications for the Small-scale Comprehensive Plan Amendment and the Planned Unit Development (PUD) Rezoning, discussed the staff findings in regard to a needs analysis, urban sprawl analysis, comprehensive plan consistency, environmental conditions, public facility impacts, and compatibility with the surrounding neighborhood.

Tobi McGuigan, of 6005 West Shores Road in Fleming Island and Marla Newman, of 2233 South Brooke Drive of Fleming Island, represented Rae-Lynn Homes, the applicant. They presented their project goals to the Board and answered questions. The project engineer, Reynold Peterson of Alpha Southeast located at 7400 Baymeadows Way in Jacksonville, answered questions on the project as needed.

Board Member Spurrier expressed concern about the management of the proposed HOA. Mrs. Newman noted they're considering having it managed by a third-party property management company.

Board Member Haddock expressed concern regarding the availability of parking as well as the potential increase in stormwater run-off. Mr. Peterson assured the stormwater run-off would remain the same.

Board Member Haddock expressed concern about the lot sizes. Board Member Lewis believes the lot sizes are okay as long as setbacks are met.

Board Member Francis expressed concern about parking.

City Manager Judd recommended the Board address minimum house size in the PUD requirements.

Chairman Gaw opened the Public Hearing.

Grace Torsanko of 811 Cove St spoke in opposition to the project. Ms. Torsanko expressed concern over the potential increase in traffic, the loss of trees, the issue of parking, and the potential for the HOA to dissolve over time.

Carol Thomas of 418 S Palmetto Ave spoke in opposition to the project. Ms. Thomas expressed a desire to maintain Green Cove Springs as a resort town and encouraged the Board to build up the town accordingly. She would prefer the lot have no more than three (3) houses on it. Board Member Lewis advised development is necessary to keep a town alive.

Mr. Brashier noted someone could purchase the property and per the current land use and zoning on it, would be able to build up to six (6) homes.

Karen Kenney of 701 Cove St spoke in opposition to the project and contested the survey which cited 1.64 acres. Ms. Kenney would be in favor of four (4) homes, and she expressed concern regarding the HOA not maintaining the drainage pond properly in the future.

Carol Prevatt of 915 Cove St expressed concern about the increase in traffic with this new development. Ms. Prevatt would be in favor of three (3) homes on the lot.

Stephen King of 301 Tucker St shared concern about the density and consequential increase in impervious surface that would affect stormwater run-off, as well as the potential for the Homeowners' Association to dissolve itself in the future. He would be in favor of approximately six (6) homes on the lot. Mr. King appreciated the possibility of increased property values.

Chairman Gaw closed the Public Hearing.

Ms. Judd asked if any speakers were one of the heirs. No speakers were heirs to the property.

Chairman Gaw asked for comments from the Board. Vice Chairman Spurrier recounted her desire to see growth in the City. Board Member Haddock agreed growth is necessary. She further stated history should be retained and noted her concern with the density of the project. Board Member Francis advised the concerns of the public are the concerns of the Board, in regard to trees, parking, and the retention pond, but suggested compromise.

Chairman Gaw remarked the project could change the complexion of the neighborhood and noted the importance of properly managing the parking issue. He suggested preserving as many trees as possible, especially Live Oaks.

The Board and Ms. Newman discussed possible solutions to the parking issue.

**A MOTION WAS MADE BY BOARD MEMBER FRANCIS FOR 201800439, A SMALL-SCALE FLUM AMENDMENT: BASED UPON THE PRESENTATION BEFORE THIS BOARD AND STAFF'S RECOMMENDATION, THIS BOARD FINDS THE APPLICATION CONSISTENT WITH THE CITY OF GREEN COVE SPRINGS COMPREHENSIVE PLAN AND TRANSMITS THE APPLICATION TO THE CITY COUNCIL WITH A RECOMMENDATION OF APPROVE. THE MOTION WAS SECONDED BY VICE CHAIRMAN SPURRIER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS FRANCIS, HADDOCK, LEWIS, VICE CHAIRMAN SPURRIER AND CHAIRMAN GAW. NAYES – NONE. THE MOTION PASSES 5-0.**

Chairman Gaw requested Mr. Brashier explain how conditions should be made on the approval. Mr. Brashier explained conditions must be enforceable and not interpretive. He clarified conditions should be made for items not covered in the Land Development Code (LDC) or for items on which the Board would like to differ from the LDC. The Board and Staff discussed conditions for the PUD approval.

**A MOTION WAS MADE BY VICE CHAIRMAN SPURRIER FOR 201800441, A PLANNED UNIT DEVELOPMENT REZONING: BASED UPON THE COMPETENT SUBSTANTIAL EVIDENCE PRESENTED AT THIS HEARING, THE PRESENTATION BEFORE THIS BOARD, AND STAFF'S RECOMMENDATION, THIS BOARD FINDS THE APPLICATION FOR A SITE SPECIFIC AMENDMENT TO THE OFFICIAL ZONING MAP FOR A PLANNED UNIT DEVELOPMENT TO BE CONSISTENT WITH THE GREEN COVE SPRINGS COMPREHENSIVE PLAN AND IN COMPLIANCE WITH THE LAND DEVELOPMENT REGULATIONS AND TRANSMITS THE APPLICATION TO THE CITY COUNCIL, WITH A RECOMMENDATION TO APPROVE, SUBJECT TO THE CONDITIONS PROVIDED IN THE STAFF REPORT AS WELL AS THE FOLLOWING SUPPLEMENTARY CONDITIONS:**

- 1. Minimum required living area: 1200 square feet**
- 2. City Council to consider adding a condition which requires additional parking for 4 bedroom home.**

**THE MOTION WAS SECONDED BY BOARD MEMBER HADDOCK. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS FRANCIS, HADDOCK, LEWIS, VICE-CHAIRMAN SPURRIER, AND CHAIRMAN GAW. NAYES – NONE. THE MOTION PASSES 5-0.**

Ms. Judd noted the first reading of the ordinances at City Council would be on September 18, 2018.

**201800674 – REQUEST FOR A VARIANCE TO EXCEED THE MAXIMUM SIGN AREA PERMITTED FOR AN INDIVIDUAL SIGN TO BE LOCATED AT 321 WALNUT STREET, IDENTIFIED AS TAX ID # 38-06-26-017521-000-00**

City Manager Judd presented the application. Mr. Brashier noted the Board's decision would be the final approval required.

Chairman Gaw opened the Public Hearing. There being no discussion, Chairman Gaw closed the Public Hearing.

Board Member Haddock asked how many bids were reviewed. Ms. Judd replied a couple of bids were reviewed by Council at the July 24 meeting.

The Board and Ms. Judd discussed the seal of the City remaining the same at the present time.

**A MOTION WAS MADE BY VICE CHAIRMAN SPURRIER TO APPROVE 201800674 FOR A VARIANCE TO EXCEED THE MAXIMUM SIGN AREA PERMITTED FOR AN INDIVIDUAL SIGN TO BE LOCATED AT 321 WALNUT STREET. THE MOTION WAS SECONDED BY BOARD MEMBER HADDOCK. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS FRANCIS, HADDOCK, LEWIS, VICE CHAIRMAN SPURRIER AND CHAIRMAN GAW. NAYES – NONE. THE MOTION PASSES 5-0.**

### **BOARD BUSINESS**

City Manager Judd asked if there were any new projects. Mr. Brashier reviewed recent zoning verifications he had provided applicants as well as noted O'Reilly Auto would be resubmitting plans soon. Ms. Judd mentioned Magnolia West had submitted their fourth phase for their final plat.

Board Member Haddock thanked Mr. Brashier for the procedure outline provided. Mr. Brashier offered to continue including it if the Board found it helpful.

Board Member Lewis expressed appreciation of the new swings the City had installed.

Board Member Haddock reminded Chairman Gaw speakers were meant to be limited to three (3) minutes. Chairman Gaw explained he wanted to show the speakers deference. Ms. Judd disclosed to the Board that all comments should go through Chairman Gaw as opposed to directly between speaker and Board Member.

In response to Board questions on the extent of information provided in the Agenda Packet, Mr. Brashier remarked that land use amendments and zoning changes must be made with an understanding of the maximum development allowed, as someone could come in and try to maximize it down the line.

### **STAFF COMMENTS**

Ms. Judd informed the Board the Police Department's Art Auction Fundraiser would be held Saturday, September 8. She noted tickets may still be available, and it would be held at the Elks Lodge. The Art Auction is a fundraiser for Trunk or Treat. Information for both the fundraiser and Trunk or Treat can be found on the Police Department's website or Facebook page. Vice Chairman Spurrier added last year, the deputies made a piece of art to auction and different groups in the area, such as Clay High School, contributed baskets to be auctioned.

### **ADJOURNMENT**

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 7:27 p.m.

City of Green Cove Springs, Florida

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Ed Gaw, Chairman

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Danielle Judd, City Manager