



## A G E N D A

**GREEN COVE SPRINGS PLANNING & ZONING BOARD  
321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
REGULAR SESSION**

**TUESDAY, MAY 22, 2018 – 5:00 P.M.**

ANYONE WISHING TO ADDRESS THE PLANNING & ZONING BOARD REGARDING ANY TOPIC ON THIS EVENING'S AGENDA IS REQUESTED TO COMPLETE A CARD AVAILABLE AT THE CLERK'S DESK. SPEAKERS ARE RESPECTFULLY REQUESTED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.

THE PLANNING & ZONING BOARD PROHIBITS THE USE OF CELL PHONES AND PAGERS WHICH EMIT AN AUDIBLE SOUND DURING ALL MEETINGS WITH THE EXCEPTION OF LAW ENFORCEMENT, FIRE AND RESCUE OR HEALTH CARE PROVIDERS ON CALL. PERSONS IN VIOLATION WILL BE REQUESTED TO LEAVE THE MEETING.

### **ROLL CALL**

### **ELECTION OF CHAIR AND VICE CHAIR**

### **APPROVAL OF MINUTES FROM THE APRIL 24, 2018 MEETING**

#### **PUBLIC HEARING**

**NONE**

#### **BOARD BUSINESS**

- 1. REVIEW OF DRAFT GOALS AND POLICIES FOR THE ECONOMIC DEVELOPMENT ELEMENT OF THE GREEN COVE SPRINGS COMPREHENSIVE PLAN**
- 2. BOARD DISCUSSION / COMMENTS.**
- 3. STAFF COMMENTS.**
- 4. ADJOURNMENT.**

#### **NEXT MEETING**

**TUESDAY, JUNE 26, 2018 – 5:00 PM**

The Planning & Zoning Board meets the fourth Tuesday of each month beginning at 5:00 p.m., except when changed due to holidays. Meetings are held in City Hall at 321 Walnut Street and audio recordings of the meetings are posted in the City's website at [www.greencovesprings.com](http://www.greencovesprings.com). The City may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

**Public Participation:** Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**Exparte Communications:** Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Planning & Zoning Board Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Planning & Zoning Board. The exchanges must be disclosed by the Planning & Zoning Board so the public may respond to such comments before a vote is taken.

Minutes of the Planning & Zoning Board meetings can be obtained from the City Clerk's office. The Minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the Planning & Zoning Board with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
PLANNING AND ZONING MEETING  
MAY 22, 2018**



**SUBJECT: ELECTION OF CHAIR AND VICE CHAIR**

**BACKGROUND:** Staff has placed this item on the Agenda for Board action regarding the election of the Chair and Vice Chair for the Planning and Zoning Board. In 2012, the Board voted to rotate the chair and vice chair positions annually at the May meeting,

**STAFF COMMENTS:** Staff is presenting this item to the Board for your discussion and action.

  
\_\_\_\_\_  
**Jaris K. Fleet, AICP**  
**Development Services Director**

**MINUTES OF THE APRIL 24, 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, April 24, 2018, 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 5:01 p.m.

**ROLL CALL**

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

**Staff Members Present:** L.J. Arnold, III, City Attorney  
Janis Fleet, Development Services Director  
Micah O'Shields, Development Services Rep.

**Board Members Absent:** None

**Staff Members Absent:** Danielle Judd, City Manager

**BOARD BUSINESS**

Ms. Haddock requested the minutes be amended regarding her conversation with Van Royal related to the medical marijuana ordinance and to her comments related to signage for crossing U.S. 17 for Food Truck Fridays.

**A MOTION WAS MADE BY BOARD MEMBER HADDOCK TO APPROVE THE MARCH 27, 2018, MINUTES WITH REVISIONS SHE STATED. THE MOTION WAS SECONDED BY BOARD MEMBER LEWIS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS HADDOCK, SPURRIER, LEWIS, VICE CHAIRMAN GAW AND CHAIRMAN FRANCIS. MOTION PASSES 5-0.**

**REVIEW OF A SITE DEVELOPMENT PLAN FOR PHASE 1 AND PHASE 2 OF THE ST. JOHNS RIVER TRAIL.**

Ms. Fleet introduced the item. The City of Green Cove Springs has submitted an application for a Site Development Plan for Phase 1 and Phase 2 of the St. Johns River Trail. This would be a major development as it covers 9.184 acres, the plans dated March 29, 2018 are in the agenda packet.

Ms. Fleet informed the Board that the City of Green Cove Springs purchased the subject properties with Florida Communities Trust, FCT funds and has received 2 Recreational Trail Program grants to develop trails on the property. The St. Johns River Trail Phase 1 will begin on U.S. 17/Orange Avenue next to Oak Street and end at the St. Johns River. A kayak launch will be located at the end of the trail to access the St. Johns River. Fitness stations will be located at the beginning of the Phase 1 Trail with interpretative signage along the trail.

Phase 2 of the St. Johns River Trail will begin on S.R. 16 and end at the St. Johns River. Another leg of Phase 2 begins at that point and ends at U.S. 17/Orange Avenue. Fitness stations will be located at the beginning of the Phase 2 Trail with interpretative signage along the trail.

All required permits, other than the Building Permit have been applied for. A permit from the DEP has been attained.

Ms. Spurrier asked when this is expected to be completed.

Ms. Fleet responded by advising the original completion date was August. The City did not receive any bids when the project was originally bid. The City will rebid the project with some clarifications and is hoping to get good bids for the trails that are within the budget. Phase 1 should take about 120 days from the start date.

Mr. Gaw inquired if there was an issue with the pilings. Ms. Fleet responded that pilings were one of the issues.

Ms. Spurrier asked for clarification on Plan A at Oak Street.

Ms. Fleet responded that it will start on the parcel at the corner of U.S. 17 and Oak Street and go down to the river. Ms. Fleet explained this would all be boardwalk as the area is extremely mucky.

Mr. Gaw asked Ms. Fleet about parking being associated at either trail. Ms. Fleet responded that street parking exists on Oak Street and there is a wide area off U.S. 16 that can be utilized.

Ms. Haddock inquired as to the grant amount whether it was \$460,000 provided by the City and State. Ms. Fleet stated that it is a 50:50 match and the City's match is in the City's Capital Improvement Plan.

Ms. Haddock asked for clarification if this was boardwalk or dirt paths. Ms. Haddock expressed additional concern about the number of trees that are being removed on the plan. Ms. Haddock also added that we are a "Tree City" and in the summer it's nice to have the shade that the trees provide. Mr. Lewis advised that Plan A stated there will be 30 trees cut.

Ms. Fleet explained that we're only clearing the trees for the path and a few more trees for maneuvering during construction. The area where the trails are going in is very vegetative, there will be many trees remaining. Ms. Haddock asked Ms. Fleet if the path would provide shade, to which Ms. Fleet stated it would.

Ms. Haddock asked about the concrete path that goes along the river, passing in front of Bay 3 Condos, and along U.S. 16 and whether they will connect.

Ms. Fleet pointed to the map and commented that you will notice there is a future connection from the Bay 3 Condos to the former Pyramid site. The development of Magnolia Cove PUD on the former Pyramid site requires a continuation trail. Eventually, in the Trail Master Plan will connect these trails to Reynolds Park.

Ms. Francis inquired about the two properties in between that the City doesn't own and how those parcels may affect the trail.

Ms. Fleet referred to the trail map, she said the portion on the map with green dots notated is Phase 1. The strange angle that can be seen down towards U.S. 17 and S.R. 16 is Phase 2. The Department of Transportation was supposed to construct a trail on S.R. 16. Currently the project is out of the 5 Year work plan, but it is hoped eventually FDOT will construct the SR 16 trail.

Ms. Haddock asked if there is a time frame for each Phase of the trail to be completed. Ms. Fleet responded that the hope is Phase 1 and 2 will be completed by the end of 2018.

Mr. Gaw inquired about the kayak launch at the end of the river. Ms. Fleet responded that this kayak launch would be our minor one. The larger kayak launch, will be built with the Land and Water

Conservation Grant that we submitted last year and recommended for funding at Spring Park.

**A MOTION WAS MADE BY BOARD MEMBER SPURRIER TO RECOMMEND TO CITY COUCIL APPROVAL OF 201800263, A SITE DEVELOPMENT PLAN FOR PHASE 1 AND PHASE 2 OF THE ST. JOHNS RIVER TRAIL. THE MOTION WAS SECONDED BY BOARD MEMBER LEWIS AND WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS HADDOCK, SPURRIER, LEWIS, VICE CHAIRMAN GAW AND CHAIRMAN FRANCIS. MOTION PASSES 5-0.**

### **BOARD REVIEW**

#### **REVIEW OF THE ALLOWABLE SPECIAL EXCEPTIONS IN THE RPO, RESIDENTIAL, PROFESSIONAL, OFFICES ZONING CATEGORY.**

Ms. Fleet introduced the item. This is the ordinance the Board recommended approval to City Council at the last meeting on medical marijuana. There was discussion at the City Council meeting if the Board was aware that a Medical Marijuana Treatment Dispensing Facility could be a Special Exception in the RPO, Residential, Professional, Offices Zoning Category. Some City Council members asked the Board to review the item related to the RPO Special Exception.

Ms. Fleet referred to the map and stated that the pink parcels are the RPO zoned properties. The circles are the schools within the city that are within 500 ft. of commercial property. Anywhere within the 500 ft. a Medical Marijuana Treatment Facility would not be permitted. The Council questioned the property, owned by Larry Sechrest which was recently rezoned to RPO. Currently, a medical marijuana treatment facility would not be permitted on that property due to the proximity to the Crossroads Christian School. If the school no longer rented space from the church, then a medical marijuana treatment facility could be placed on that property with a Special Exception.

Ms. Fleet provided photographs to the Board of a freestanding Medical Marijuana Treatment Facility located in Mandarin on San Jose Boulevard. She pointed out that you cannot see inside the building and made note of the required signage. The ordinance allows Medical Marijuana Treatment Facilities anywhere that drug and drug sales are permitted.

Mr. Arnold noted that you have to allow the Medical Marijuana Treatment Facilities wherever you allow pharmacies. Our code intends on drug and drug sales to mean a pharmacy. Council approved the ordinance at the first reading. The second and final reading is set for May 15, 2018.

Ms. Fleet mentioned to the Board that there is not an action they have to take.

Mr. Arnold stated this is just being brought to your attention by Ms. Fleet, there was no direction from Council to make any recommendation.

Ms. Haddock asked if these zoning areas would allow stand-alone Medical Marijuana Treatment Facilities.

Mr. Arnold stated you would approach it just as you would any other pharmacy coming into Green Cove Springs. You would not look at it as a Medical Marijuana Treatment Facility. It would be viewed like any proposed pharmacy coming into the pink areas with a Special Exception, with all Special Exception requirements being met.

Ms. Spurrier asked if Orange Park had one or two facilities. Ms. Fleet responded that she has been told about one. Mr. Lewis stated that there is one.

Mr. Lewis mentioned some of the costs involved in obtaining medical marijuana. Ms. Spurrier asked about insurance coverage. Mr. Lewis said there might be some insurance that cover it, but Medicare will not cover medical marijuana. Ms. Haddock added she is aware that the VA has told patients if they get Medical Marijuana they would not get their pain medication anymore.

Ms. Haddock inquired if this expands the location where a free-standing Medical Marijuana Treatment Facility could go. Ms. Fleet said this changes nothing from what you recommended, City Council just wanted to make certain this Board understood that the ordinance included RPO, as a Special Exception.

### **BOARD DISCUSSION**

Mr. Gaw had positive feedback on Food Truck Friday. He had three food trucks. The food trucks sold out of food and there was over 400 people in attendance. Mr. Gaw thanked the Board for the recommendation of the second off-duty officer. The officers talked to everyone, played with the children. The next event is May 11<sup>th</sup>, expectations are over 1000 people to attend. Mr. Gaw explained the plan is still for 4:30 pm to 8:30 p.m. but the time could change from 5 p.m. to 9 p.m. as the summer heat arrives. Mr. Gaw is having a meeting with the shop owners on Walnut Street as they really want to get involved. There will be 6 -7 food trucks for this next event. Mr. Gaw stated that Kurt Town has a wonderful music shop, and he has proposed having a few guitar players outside his shop. So when the main band takes a break, the attendees can be directed to the other side of Walnut Street for some music. To do that, the amount of off-duty officers will double to four, to task them with crossing the attendees over U.S. 17.

Ms. Haddock suggested combining events because the more that is offered, then more people will come. Sometimes it can be a boost to have more going on and families can visit different places during the event.

Mr. Gaw said that Ronnie's and La Casita have never had a better Friday night. Coolers are encouraged at the next event. Signage will be placed stating "No Alcohol Beyond this Point." The Chief also recommended the small part of Magnolia Avenue between Palmer and Walnut be closed. This is all progression towards closing Walnut for future events and having a band on the East and West side of Walnut.

Ms. Haddock mentioned escorting people over to the museum. Ms. Haddock stated that there is much to be offered on both sides of U.S. 17.

Mr. Gaw also stated that he would be asking City Council May 1, 2018, if the pool restrooms could be opened to get people over to the park.

Ms. Haddock inquired about the coolers and whether there is an ordinance that no alcohol is allowed on city property. Ms. Haddock understands his property is private but what about the people that walk around. Mr. Gaw stated that is why the "No Alcohol Beyond this Point" signs are being implemented.

Ms. Haddock mentioned the "Pow Wow" event being held at the Military Museum this weekend, which is a four day event. The Pow Wow will include different Native American tribes. They will have something for everyone; men, women and children.

Ms. Spurrier inquired as to how many Indian Tribes would be in attendance. Ms. Fleet replied that she has been told they expect 300 to 400 guests each night.

### **STAFF COMMENTS**

Ms. Fleet advised the Board that the St. Johns PUD has been deferred another 60 days. The FLUM amendment will come back with the PUD rezoning. Ms. Fleet stated she conferred with the City Attorney and removed the signs, with no specific date for a public hearing, there was no need to keep the signs up.

Ms. Haddock asked for clarification on what the St. Johns PUD was. Ms. Fleet stated it's the large parcel between Magnolia and St. Johns behind CVS. It's owned by Floribec. Mr. Arnold added that it is the one where the potential buyer showed up to the hearing.

Ms. Fleet advised the Board that the City has received the Visioning Report back. City Council will have a special Visioning Workshop on Friday, May 11<sup>th</sup> from 9 a.m. to 11 a.m. The next phase will be looking

at is implementation measures.

Ms. Fleet made introduction of Mr. James Fossa, Coordinator, for the Planning and Intergovernmental Affairs Operations at the Clay County District Schools. He has been provided an agenda packet.

Ms. Fleet mentioned the number of lot reconfigurations she's received. People have come into the office to inquire about purchasing vacant parcels and putting affordable housing on these parcels. Ms. Fleet stated there is interest in subdividing a parcel behind Napa.

Ms. Fleet also stated that Magnolia West Phase 3 will start construction when their drainage issues are resolved with the St. Johns Water Management District. The City has approximately 17 permits for new homes, once the drainage issues get resolved.

Ms. Haddock asked Ms. Fleet where the interchanges are going to be on the expressway. Ms. Fleet said there will be one about a mile south of the city limits and then another one up S.R. 16 at the entrance to the bridge. Ms. Fleet suggested going on the First Coast Expressway website, where more current information is located. The website has an aerial of the project.

Ms. Fleet advised the Board that a meeting in July had to be changed due to a change in the July City Council meetings. She provided the Board with an updated schedule.

Ms. Francis inquired about Burger King. Ms. Fleet said they're getting the contractor selected. She anticipates they will break ground in May or June. The owner has submitted plans for permitting.

#### **ADJOURNMENT**

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 5:53 p.m.

City of Green Cove Springs, Florida

---

Henrietta Francis, Chairman

---

Janis K. Fleet, AICP  
Development Services Director

**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
PLANNING AND ZONING MEETING  
MAY 22, 2018**



**SUBJECT: REVIEW OF DRAFT GOALS, OBJECTIVES, AND POLICIES FOR THE ECONOMIC DEVELOPMENT ELEMENT OF THE GREEN COVE SPRINGS COMPREHENSIVE PLAN**

**STAFF COMMENTS:** The Florida Department of Economic Opportunity (DEO) announced that Competitive Florida Economic Development Project Grants will be available for FY 2017-2018. Staff submitted a grant application to prepare an Economic Development Element to the Comprehensive Plan. An Economic Development Element is optional for the City's Comprehensive Plan but is required if the City is going to apply for a Community Development Block Grant (CDBG) in the Economic Development category. The City was awarded the grant and the grant agreement was signed by the Mayor in March.

To meet the grant requirements, a draft Economic Development Element must be submitted to DEO by June 1<sup>st</sup>, with a proposed schedule for adoption. To meet the grant time schedule, the City contracted with the UCF Institute of Government to prepare the draft Economic Development Element. Attached is a draft of the goals, objectives, and policies for the Economic Development Element for review and comment. The Planning and Zoning Board will be required to hold a public hearing at a later date on the element as part of the adoption process.

  
\_\_\_\_\_  
Janis K. Fleet, AICP  
Development Services Director



***Economic Development Element***

Goal 1: Expand economic base by promoting a diversified economy that reflects the City’s geographic location, transportation, public facilities and natural resources.

Objective 1.1: Develop an Economic Development Strategy for the City of Green Cove Springs.

Policy 1.1.1: Develop complete list of community assets including “shovel ready” sites and existing commercial/industrial properties.

Policy 1.1.2: The Development Services Department shall be responsible to implement this Element and coordination of economic development initiatives.

Policy 1.1.3: Utilize the city’s website for economic development education, outreach and attraction efforts.

Policy 1.1.4: Promote a business-friendly environment throughout the City.

Policy 1.1.5: Hold an Economic Development Summit in the City with local and regional business leaders and elected officials to engage community in the economic development process.

Policy 1.1.6: Coordinate infrastructure and CIP projects with economic development initiatives for seamless integration of major projects.

Policy 1.1.7: Seek opportunities to coordinate through JAXUSA and Clay County EDC for grants and funding opportunities; from agencies such as the Economic Development Administration (EDA) and USDA Rural Development Economic Development Initiatives.

Policy 1.1.8: Continue collaboration through the Clay County EDC with Florida Chamber of Commerce and Enterprise Florida Inc for sector strategy development, regional incentive updates and statewide attraction and site selection programs.

Policy 1.1.9: Continue to coordinate efforts with North East Florida Planning Council Comprehensive Economic Development Strategy (CEDS).

Policy 1:1:10: Engage and cultivate First Coast Manufacturing Association to develop global competitive presence and international industry investment.

Objective 1:2: Enhance connectivity and transportation projects to attract commercial/industrial business and create jobs.

Policy 1:2.1: Continue support of the First Coast Expressway with an interchange exit to Green Cove Springs.

Policy 1:2.2: Support JAXPort Foreign Trade Zone and Enterprise Zone initiatives.

Policy 1:2.3: Support of ClayPort/Reynolds Park to become a designated as “Strategic Intermodal System” (SIS) as an economic driver to the City and strengthen it as a transportation hub within the region.

Policy 1:2.4: Continue support of ClayPort/Reynolds Park and Clay County EDC to market the port as a location for bulk, container or vehicle shipments to and from the city and the region.

Policy 1:2.5: Continue participating and collaborating with TPO to insure alignment and cooperation of First Coast Beltway Expressway and other roadway projects.

Policy 1:2.6: Collaborate with the TPO to utilize the Moving Ahead for Progress in the 21<sup>st</sup> Century Act for potential funding and support programs.

Objective 1.3: Implement key elements of the “GREENING GREEN COVE SPRINGS” plan. The plan will include an activation plan to incorporate the Riverfront, Spring Park and Walnut Street as a destination.

Policy 1.3.1: Engage the community through outreach efforts to work with City officials and staff as a community-wide Action Plan.

Policy 1.3.2: Develop an eco-tourism focus as key component of City’s comprehensive plan.

Policy 1.3.3: Conduct brand identity, marketing strategy and development strategy in conjunction with Clay County Tourism Department.

Policy 1.3.4: Design and protect river and environmental resources to support commerce and eco-tourism industry.

Policy 1.3.5: Continue to maintain exceptional recreational facilities along the river including Spring Park and parks throughout the City.

Policy 1.3.6: Encourage cooperative programs with Clay County Tourism, Tourism Development Council, Clay County Chamber of Commerce to market and promote Green Cove Springs as a tourist destination.

Policy 1.3.7: Support a program to cultivate and market a Professional District within and around the Clay County Administrative building and promoting the City as the “County Seat”.

Objective 1.4: Promote and market quality of life amenities like parks, cultural arts and historic charm.

Policy 1.4.1: Incorporate Greening Green Cove Springs Activation Plan, included in Goal 3, to include utilizing open space, parks, trails and historic elements of the City.

Policy 1.4.2: Celebrate history and culture of the Green Cove Springs “story” to attract visitors, establish destination brand and promote local businesses.

Policy 1.4.3: Develop a historic preservation program with an emphasis on renovating streets, lighting, historic buildings and the “story” of the City.

Policy 1.4.4: Explore creating a Main Street Program to collaborate with Greening Plan and other City initiatives.

Policy 1.4.5: Partner with the St. Johns River State College, the University of North Florida (UNF) and arts organizations to create a Public Art Program for the City.

Policy 1.4.6: Research creation of Business Improvement District (BID) as a revenue option for the projects in the Greening Green Cove Springs plan.

Objective 1.5: Collaborate economic development efforts with state, regional and local partners to foster a system of enhanced communication and partnerships within the Northeast Florida region.

Policy 1.5.1: Continue to participate in regular meetings and workshops with representatives from local, regional and state economic development organizations to share information, challenges and trends.

Policy 1.5.2: Foster and cultivate a working relationship with Clay County Economic Development Corporation (EDC) and JAXUSA to provide a unified, business-friendly voice and message for the region.

Policy 1.5.3: Incorporate social media platforms like LinkedIn, Facebook, Instagram, Twitter and others to share information about Green Cove Springs opportunities and successes.

Policy 1.5.4: Remain involved and coordinate efforts with state and federal agencies like Enterprise Florida, Inc (EFI), Clay County Economic Development Council (EDC) and Economic Development Administration (EDA) to ensure accurate and relevant information.

Policy 1.5.5: Engage St. Johns River State College, UNF, the Small Business Development Councils (SBDC) and JAXPORT to enhance partnerships.

Policy 1.5.6: Gain understanding of the Florida Chamber of Commerce's Sector Strategy Initiative as an economic development research tool.