

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, FEBRUARY 23, 2021 – 5:00 PM



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## MINUTES

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### ROLL CALL

The meeting was called to order at 5:00 p.m.

### PRESENT

Chairman Henrietta Francis  
Vice Chair Gary Luke (virtual, *Teams*)  
Board Member Brian Cook  
Board Member Justin Hall  
Board Member Richard Hobbs

### APPROVAL OF MINUTES

1. *Review and approval of minutes for the January 26, 2021 meeting.*

**Motion** to approve the minutes of the January 26, 2021 Planning & Zoning Board meeting.

**Motion** made by Board Member Hall, **Seconded** by Board Member Cook. **Voting Yea:** Chairman Francis, Vice Chairman Luke, Board Member Cook, Board Member Hall, and Board Member Hobbs.

**Motion passes 5-0.**

### PUBLIC HEARINGS

2. *Review of Special Exception Application for Doxa Church to operate at 112 Magnolia Avenue*

Mike Daniels, Planning & Zoning Director, presented the application to the board. The board inquired how this would affect alcohol sales in the area. Mr. Daniels explained the spacing requirements in the Central Business District (where this property is located) had been eliminated.

Chairman Francis opened the public hearing. There being no comments, Chairman Francis closed the public hearing.

**Motion** to approve the Special Exception for 112 Magnolia Ave, to allow a church to operate on said property, subject to the following conditions:

1. Applicant must provide a parking agreement between Doxa Church and The Treasure Box.
2. Applicant shall provide a minimum of two ADA compliant parking spaces. The applicant shall provide a survey and site sketch showing parking in front re-stripped to

provide a minimum of two ADA compliant spaces and the restriping shall be completed prior to opening.

3. Prior to occupancy, applicant must submit plans and complete work to bring the building up to current code for the new assembly use. Completion of work will allow issuance of a Certificate of Occupancy, which is required to use the space.

**Motion** made by Vice Chairman Luke, **Seconded** by Board Member Cook. **Voting Yea:** Chairman Francis, Vice Chairman Luke, Board Member Cook, Board Member Hall, and Board Member Hobbs.

**Motion passes 5-0.**

## BOARD BUSINESS

3. **INFORMATIONAL ONLY – Annexation of Parcel # 016515-000-00, located on County Road 15 A**

Mr. Daniels provided the board information about the forthcoming project, explaining the process the applicant will go through. The Board inquired about utility capacity, planning for public facilities to serve the area, expected population increase, location of main entry, and alternatives to the linear facility request.

4. **INFORMATIONAL ONLY - Award of Bid LC 2020-20 for an Urban Planning or Interdisciplinary Firm to complete the 2045 Comprehensive Plan Update.**

Mr. Daniels discussed with the Board what had been done to date for the comprehensive plan update, including the selection of S&ME, the establishment of tasks for S&ME and staff, and the upcoming public workshop. Daniel Vallencourt, 5627 Millie Way, expressed interest in supporting the Comprehensive Plan process, his concern with vacant buildings around town, fear of development bypassing the City, and the success of his and his wife, Andrea's, event venue, Clay Theatre.

## BOARD DISCUSSION / COMMENTS

Chairman Francis commended staff for doing an excellent job. Board Member Cook suggested having a booth for the comprehensive plan at Food Truck Friday. Board Members Cook and Hall highlighted the significance of technology in the plan update process.

## ADJOURNMENT

The meeting was adjourned at 6:00 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Henrietta Francis, Chairman

Attest:

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Heather Glisson, Planning & Zoning Clerk