

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, JANUARY 26, 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 (arrived at 5:09 p.m.)  
Board Member Brian Cook  
Board Member Justin Hall

### ABSENT

Board Member Richard Hobbs

### APPROVAL OF MINUTES

1. *Review and approval of the meeting minutes for December 8, 2020.*

Motion to approve the minutes of the December 8, 2020 Planning & Zoning Board meeting.

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

**Motion passes 3-0.**

### PUBLIC HEARINGS

2. *Review of Special Exception Application for Alcohol Sales for Off-Site Consumption at 26 N Orange Avenue for Green Cove Liquors*

City Planner Daniels presented the application. Staff recommends approval of the application. The Board had no questions.

Chairman Francis opened the public hearing.

James Van Laere was present as the applicant; he confirmed he is the owner of the current business at 208 N Orange Ave. Chairman Francis inquired about the drive-through, which he thinks will be adequately provided by his other location at Magnolia Layne.

Chairman Francis closed the public hearing.

**Motion** to approve the Special Exception for Alcohol Sales at 26 N Orange Avenue for Green Cove Liquors.

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

**Motion passes 4-0.**

3. *Review and recommendation on Ordinance No. O-16-2020, amending Section 101-5 to add new definitions and revise definitions for lot width and setback, establishing Section 101-160 concerning flag lot requirements, and amending Sections 113-131 and 113-132 to revise access requirements.*

The Board heard this Public Hearing at 5:32 p.m., after the Site Plan Action Item, as a courtesy to meeting attendants waiting to listen to that item.

Mr. Daniels presented the proposed ordinance, providing answers to inquiries from the previous meeting. He explained the changes he made to the proposed ordinance since then.

Board Member Cook suggested amending 101-160(9) for clarity. City Attorney Arnold shared his research findings, that a development company created the Bishop flag lot in the 1980s.

Chairman Francis opened the public hearing. There being no comments, Chairman Francis closed the public hearing. Chairman Francis called for a motion.

**Motion** to recommend approval of Ordinance O-16-2020 to City Council.

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

**Motion passes 4-0.**

## **ACTION ITEMS**

4. *Review of Revised Site Development Plan for Harbor Road Wastewater Treatment Facility*

In consideration of the attendants of the meeting waiting on this item, the Board agreed to hear this item prior to the Public Hearing for Ordinance O-16-2020.

Mr. Daniels presented the application. Board Member Cook requested clarification on what is being reviewed and approved tonight. Mr. Daniels provided clarification using site plan pictures in his PowerPoint presentation.

Chairman Francis called Dan Nichols (1248 Travers Rd) to speak. Mr. Nichols inquired whether the berm on the property behind him will be removed and what the timeline is for the fence removal and replacement. Scott Schultz, the Water Utilities Director, explained the area will be cleaned off, the existing fence will be removed, and a new privacy fence will be installed. The fence contractor will tie into adjoining property fences where appropriate. Mr. Schultz offered to coordinate with Mr. Nichols.

Vice Chair Luke asked about impact to the sidewalk and about the tree removal and replacement. The trees to be removed are interior to the property, not part of the buffering. He added the look and feel will remain the same, continuing to hide the building.

Chairman Francis called for a motion.

**Motion** to recommend to City Council the approval of the revised site plan for 1277/1289 Harbor Road, the Harbor Road Wastewater Treatment Facility.

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

**Motion passes 4-0.**

## BOARD BUSINESS

### *BOARD DISCUSSION / COMMENTS*

Chairman Francis inquired where the City is with the Gustafson annexation. Mr. Daniels provided an update, including that staff is meeting with the applicants this week and believes we will move soon. Board Member Cook inquired how early they will be able to review the impact analysis and economic benefits, et cetera. He requested Mr. Daniels provide that information as well as information for what commission members should be looking at when they review the application.

Vice Chair Luke asked what the benefit for the applicant is to annex, which Mr. Daniels explained.

Chairman Francis inquired where the St. Vincent's application is. Mr. Daniels indicated the application has not yet been submitted. Chairman Francis then asked what needs to be done to get a WingStop into town.

### *STAFF COMMENTS*

Mr. Daniels provided an update on the Comprehensive Plan project. The proposals have been narrowed down to three, who will be called in to do a presentation.

## ADJOURNMENT

Meeting adjourned at 5:53 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