

CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, FEBRUARY 27, 2024 – 5:00 PM



AGENDA

GENERAL INFORMATION

Anyone wishing to address the Planning and 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 and 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 Professionals on call. Persons in violation will be requested to leave the meeting.

ROLL CALL

APPROVAL OF MINUTES

1. Approval of the Minutes of the January 23, 2024 Meeting

PUBLIC HEARINGS

2. Review of Special Exception Application for Alcohol Sales at 618 N Orange Avenue for Sunrise to Sunset

BOARD BUSINESS

Board Discussion / Comments

Staff Comments

ADJOURNMENT

NEXT MEETING: TUESDAY, MARCH 26, 2024 AT 5:00PM

Minutes of the Planning & Zoning Board Meeting 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.

ADA NOTICE

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.

EXPARTE COMMUNICATIONS

Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Planning and Zoning Board member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Planning and Zoning Board. The exchanges must be disclosed by the Planning and Zoning Board.

CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA
TUESDAY, JANUARY 23, 2024 – 5:00 PM



MINUTES

The meeting was called to order at 5:01pm by Chairman Hall

Board Members Present: Board Member Brian Cook, Board Member Henrietta Francis (joined virtually 5:18pm-7:00pm), Board Member Joshua Hobbs, Vice Chairman Josh Danley and Chairman Justin Hall

Staff Members Present: L.J. Arnold, III, City Attorney, Steve Kennedy, City Manager, Michael Daniels, Development Services Director, Lyndie Knowles, Development Services Representative, Gabriel Barro, Staff Planner

APPROVAL OF MINUTES

1. **Approval of the Minutes of the November 26, 2023 Meeting**

Motion made to approve the minutes from the November 26, 2023 meeting.

Motion made by Board Member Cook, Seconded by Board Member Hobbs.

Voting Yea: Board Member Cook, Board Member Hobbs, Vice Chairman Danley, Chairman Hall

Motion Passed

PUBLIC HEARINGS

2. **Special Exception for a Warehouse use in a C-2 Zoning District for property located on the south side of the 800 block of Cooks Lane for approximately 7.8 acres of parcel #016564-002-00.**

Development Services Director Michael Daniels presented the application for the special exception.

Staff recommends approval of the special exception subject to the following conditions:

1. Provide a 40' landscape buffer with required landscaping as set forth in the City LDC Section
2. Limit truck traffic to ingress and egress from US 17 by requiring access limitation.
3. All outdoor storage must be screened from public view.
4. Corrugated Metal, Styrofoam, and other foam-based products are prohibited on building exteriors.
5. Signal timing improvements as set forth in the Traffic Study Report shall be implemented prior to development approval.
6. Additional Right of Way as shown on the attached draft site plan shall be dedicated to the

City prior to development approval.

Quoc Mai with Mai Engineering Services was present and presented their proposed site plan for the site.

The owner, William Krieg, was also present along with Jeff Buckholz of JW Buckholz Traffic Engineering.

Board discussion followed.

The motion was made to approve the special exception with the staff recommended conditions with the update to condition #4 to read "Building frontage facing Cooks Lane shall be a brick façade."

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

Motion Passed

3. **Large Scale Future Land Use Map Amendment for property located at the Southeast corner of US 17 and SR 16 for approximately 58.12 acres of parcel #016451-000-00 and a portion of parcel #016451-003-00. Future Land Use Amendment: from: Mixed Use to: Industrial**

Development Services Director Michael Daniels presented the application for the Large Scale Future Land Use Map Amendment.

The applicant representative, Kelly Hartwig of Cypress Management and Design, was present and fielded questions from the board.

Board discussion followed.

Motion was made to recommend to City Council the approval of Ordinance O-01-2024 and the transmittal to the Florida Commerce Department a request to amend the Future Land Use Designation from Mixed Use to Industrial for property located at the Southeast corner of US 17 and SR 16 for approximately 58.12 acres of parcel #016451-000-00 and a portion of parcel #016451-003-00.

Motion made by Board Member Cook, Seconded by Board Member Hobbs.
Voting Yea: Board Member Cook, Board Member Hobbs, Vice Chairman Danley, Chairman Hall (Board Member Francis left the meeting at 7:00pm, prior to the vote)

Motion Passed

4. **Large Scale Future Land Use Text Amendment for property located at the Southeast corner of US 17 and SR 16 for approximately 58.12 acres of parcel #016451-000-00 and a portion of parcel #016451-003-00. Future Land Use Amendment: from: Mixed Use to: Industrial**

Development Services Director Michael Daniels presented the application for the Large Scale Future Land Use Text Amendment.

The applicant representative, Kelly Hartwig of Cypress Management and Design, was present and fielded questions from the board.

Board discussion followed.

Motion made to recommend to City Council the approval of Ordinance O-02-2024 and approve transmittal to the Florida Department of Commerce a Site-Specific Policy Amendment regarding development restrictions for the proposed Future Land Use Amendment in Ordinance O-01-2024 with the condition that text amendment #2 in the attached text amendment be revised as follows:

1. Prior to approval of a subsequent development order, such as but not limited a zoning, subdivision or site development plan, the property owner/developer will be required to provide an Access Management Plan and Traffic Impact Analysis to address site access and traffic capacity, the plan must be developed in cooperation with Florida Department of Transportation, Clay County and the City of Green Cove Springs.

a. Traffic Study shall be completed prior to issuance of building permits for new onsite development and certificate of occupancies (CO) are issued for expansion of existing development.

b. Traffic Study shall address truck traffic and rail traffic as part of their analysis.

c. Traffic Study methodology approval shall be secured prior to approval of a subsequent development order, such as but not limited to Zoning, Subdivision or Site Development Plan.

d. A Development Agreement shall be completed prior to issuance of building permits for new onsite development and certificate of occupancies (CO) are issued for expansion of existing development to address the timing and costs associated with offsite improvements.

Motion made by Board Member Cook, Seconded by Vice Chairman Danley.
Voting Yea: Board Member Cook, Board Member Hobbs, Vice Chairman Danley,
Chairman Hall

Motion Passed

5. **Ordinance O-36-2023, Adding Street Walls as an alternative design standard in the Gateway Corridor District as a special exception.**

Development Services Director Michael Daniels presented Ordinance O-36-2023.

Board discussion followed.

Motion was made to recommend to City Council the approval of O-36-2023, Adding Street Walls as an alternative design standard in the Gateway Corridor District as a special exception.

Motion made by Board Member Hobbs, Seconded by Board Member Cook.

Voting Yea: Board Member Cook, Board Member Hobbs, Vice Chairman Danley

Voting Nay: Chairman Hall

Motion Passed

ACTION ITEMS

6. **Review of Site Development application for The Vineyard Transitional Center located at 518 N Pine Ave**

Development Services Director Michael Daniels presented the application for the Site Development Plan for The Vineyard Transitional Center. The applicant was previously approved for a special exception to house an emergency shelter at this location. Applicant John Sanders was present.

Board discussion followed.

It was requested that for the record it be noted that Mr. Sanders will keep records and the City can review said records upon request.

Motion was made to recommend to City Council the approval of The Vineyard Transitional Center site development plan subject to staff comments being addressed prior to final approval.

Motion made by Board Member Cook, Seconded by Board Member Francis.

Voting Yea: Board Member Cook, Board Member Francis, Board Member Hobbs, Chairman Hall

Voting Nay: Vice Chairman Danley

Motion Passed

BOARD BUSINESS

There was further board discussion with staff regarding updates on the Walnut Street project and the Prelude project.

This meeting was adjourned by Chairman Hall at 8:12pm.

NEXT MEETING: TUESDAY, FEBRUARY 27, 2024

CITY OF GREEN COVE SPRINGS, FLORIDA

J. Justin Hall, Chairman

Attest:

Lyndie Knowles, Development Services Rep.



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Planning and Zoning Board **MEETING DATE:** February 27, 2024
FROM: Gabriel Barro, Planning & Zoning
SUBJECT: Review of Special Exception Application for Alcohol Sales at 618 N Orange Avenue for Sunrise to Sunset

PROPERTY DESCRIPTION

APPLICANT: Justin Clark **OWNER:** SVC RE LLC
PROPERTY LOCATION: 618 N Orange Avenue
PARCEL NUMBER: 017599-000-00
FILE NUMBER: SE-24-001
CURRENT ZONING: GCC – Gateway Corridor Commercial
FUTURE LAND USE DESIGNATION: MU – Mixed-Use

SURROUNDING LAND USE

NORTH: FLU: Mixed Use (MU) Z: Gateway Corridor Commercial (GCC) Use: Vacant Non-Residential	SOUTH: FLU: MU Z: GCC Use: Vacant Residential
EAST: FLU: Neighborhood Z: Gateway Corridor Residential (GCR) Use: Residential (Single Family)	WEST: FLU: MU Z: GCC Use: Vehicle Sale

BACKGROUND

Justin Clark, owner of Sunrise to Sunset Restaurant, is requesting a special exception for alcohol sales at 618 N Orange Avenue. A provision exists within the Gateway Corridor Commercial for the on-site sale of alcoholic beverages as set forth in Sec 117-565 of the City Land Development that requires a special exception for alcoholic beverage sales shall require the approval of a Special Exception. Action taken on a special exception is made by the Planning and Zoning Commission at a public hearing.

The property at 618 N Orange Avenue is currently being used as a restaurant. The building is 2,449 ft². There are 29 available parking spaces and 1 handicapped parking space.

Special Exception Review Criteria

When deciding on special exception requests, the Planning and Zoning Board will ensure the following criteria are satisfied:

- (1) Compliance with all elements of the comprehensive plan.
The proposed request is consistent with the Comprehensive Future Land Use Policy 1.1.1(c), which allows the Gateway Corridor Commercial Zoning District within the Mixed Use Future Land use Designation. The Gateway Corridor Commercial District allows the sale of alcohol pursuant to a special exception.
- (2) The establishment, maintenance or operation of the special exception will not be detrimental to or endanger the public health, safety, or general welfare, and is not contrary to established standards, regulations or ordinances of other governmental agencies.
The proposed development will not negatively impact the area.
- (3) Each structure or improvement is so designed and constructed that it is not unsightly, undesirable or obnoxious in appearance to the extent that it will hinder the orderly and harmonious development of the city and the zoning district in which it is proposed.
No construction or improvements are being proposed as part of this special exception. Any building or site permits that are requested for the development of the site will be reviewed under a separate permit.
- (4) The special exception will not adversely impact the permitted uses in the zoning district nor unduly restrict the enjoyment of other property in the immediate vicinity nor substantially diminish or impair property values within the area.
The proposed use will be consistent with the existing uses in the gateway corridor and will not negatively impact the area.
- (5) The establishment of the special exception will not impede the orderly development and improvement of the surrounding property for uses permitted in the zoning district.
The proposed use will not impact the improvement of surrounding properties.
- (6) Adequate water supply and sewage disposal facilities will be provided in accordance with state and county health departments.
Water and sewer are available.
- (7) Adequate access roads, onsite parking, onsite loading and unloading berths, and drainage have been or will be provided where required.
Vehicular access is available to the front of the building from N Orange Ave and to the side of the building from Walburg St. 30 parking spaces are available onsite. The building is 1920 ft² (heated/cooled). Pursuant to the parking requirements, this meets the 1 parking space per 65 square feet of dining area.
- (8) Adequate measures have been taken to provide ingress and egress to the property, which is designed in a manner to minimize traffic congestion on local roads.
Access is provided off N Orange Ave and Walburg Street.
- (9) Adequate screening and buffering of the special exception will be provided, if needed.
Screening is not required for this use.
- (10) The special exception will not require signs or exterior lighting which will cause glare, adversely impact area traffic safety or have a negative economic effect on the area. Any signs or exterior lighting required by the special exception shall be compatible with development in the zoning district.
The special exception will not require signs specific to it, however, the business may have signage, as is allowed within the city's code. Such signage would have to be permitted through the Building Department and would be reviewed at that time.

- (11) The special exception will conform to all applicable regulations of the zoning district in which it is proposed.

STAFF RECOMMENDATION

Staff recommends approval of the Special Exception Application for Alcohol Sales at 618 N Orange Avenue for Sunrise to Sunset for onsite consumption subject to the following condition:

1. Alcohol consumption shall be limited to within the enclosed building.
2. Provide Alcohol license from the State Division of Alcoholic Beverages and Tobacco within 30 days of Special Exception approval. No alcohol sales can take place on premises prior to the license being secured.

Recommended Motion:

Motion to approve Special Exception Application for Alcohol Sales at 618 N Orange Avenue for Sunrise to Sunset for offsite consumption subject to the following condition:

1. Alcohol consumption shall be limited to within the enclosed building.
2. Provide Alcohol license from the State Division of Alcoholic Beverages and Tobacco within 30 days of Special exception approval. No alcohol sales can take place on premises prior to the license being secured.



City of Green Cove Springs Special Exception Application

FOR OFFICE USE ONLY

Item # 2.

P Z File # _____

Application Fee: _____

Filing Date: _____ Acceptance Date: _____

Review Type: SDRT P & Z

A. PROJECT

- Project Name: The Florida Room @ Sunrise to Sunset
- Address of Subject Property: 618 North Orange Ave., Green Cove Springs, FL 32043
- Parcel ID Number(s) 38-06-26-017599-000-00
- Existing Use of Property: Restaurant
- Future Land Use Map Designation: Mixed Use
- Zoning Designation: GCC
- Acreage: .66

B. APPLICANT

- Applicant's Status Owner (title holder) Agent
- Name of Applicant(s) or Contact Person(s): Justin Clark Title: AMBR
 Company (if applicable): SVC Sunrise, LLC, the tenant of SVC RE, LLC (owner)
 Mailing address: 8833 Perimeter Park Blvd., Suite 603
 City: Jacksonville State: FL ZIP: 32216
 Telephone: () 904-537-7921 FAX: () n/a e-mail: justin@propertytheater.com
- If the applicant is agent for the property owner*:
 Name of Owner (title holder): Justin Clark
 Company (if applicable): SVC RE, LLC
 Mailing address: 8833 Perimeter Park Blvd., Suite 603
 City: Jacksonville State: FL ZIP: 32216
 Telephone: () 904-537-7921 FAX: () n/a e-mail: justin@propertytheater.com

* Must provide executed Property Owner Affidavit authorizing the agent to act on behalf of the property owner.

C. ADDITIONAL INFORMATION

- Is there any additional contact for sale of, or options to purchase, the subject property? Yes No
 If yes, list names of all parties involved: _____
 If yes, is the contract/option contingent or absolute? Contingent Absolute

D. STATEMENT OF SPECIAL EXCEPTION SOUGHT

- 1. Requested Special Exception: 2COP- beer and wine sales
- 2. Section of Land Development Regulations under which the Special Exception is sought Sec. 117-792. - Alcoholic beverages
- 3. Reason Special Exception is requested: sale of beer and wine
- 4. Statement of Facts for Requested Special Exception (Use additional pages if necessary)

(PLEASE ANSWER THE FOLLOWING QUESTIONS TO THE BEST OF YOUR ABILITY. THESE FACTS WILL BE USED BY THE STAFF TO MAKE A RECOMMENDATION AND THE PLANNING AND ZONING BOARD IN MAKING THEIR DECISION)

a. Is this exception in compliance with all elements of the Comprehensive Plan?
Yes.

b. Is the establishment, maintenance or operation of the special exception detrimental to or endanger the public health, safety or general welfare, or contrary to established standards, regulations or ordinances of other governmental agencies?
No.

c. Is the structure or improvement so designed and constructed that it is not unsightly, undesirable or obnoxious in appearance to the extent that it will hinder the orderly and harmonious development of Green Cove Springs and zoning district in which it is proposed?
No.

d. Will the special exception adversely impact the permitted use in the zoning district or unduly restrict the enjoyment of the other property in the immediate vicinity nor substantially diminish or impair property values within the area?
No.

e. Will the establishment of the special exception impede the orderly development and improvement of the surrounding property for uses permitted in the zoning district?
No.

f. Are adequate water and sewage disposal facilities provided?
Yes.

g. Are access roads adequate, on-site parking, on-site loading and loading berths, and drainage have been or will be provided where required?
Yes.

h. Have adequate measures been taken to provide ingress and egress to the property and design in a manner to minimize traffic congestion on local roads?

Yes.

i. Is adequate screening and buffering signs of the special exception provided, if needed??

n/a

j. Will the special exception require signs or exterior lighting, which will cause glare, adversely impact area traffic safety or have a negative economic effect on the area? Any signs or exterior lighting required by the special exception shall be compatible with development in the zoning district?

No.

k. Will the special exception conform to all applicable regulations of the zoning district in which it is proposed?

Yes.

E. ATTACHMENTS (One hard copy or one copy in PDF format)

- 1. Copy of Warranty Deed or other proof of ownership
- 2. Legal description

F. FEE.

Home Occupation - \$150
Residential property - \$250
Non- residential - \$500

- a. The Cost of postage, signs, advertisements, and outside consultants are in addition to the application fee.
- b. The applicant is responsible to pay the cost of the advertisement and signs.
- c. All applications are subject 10% administrative fee and must pay the cost of any outside consultants' fees.

No application shall be accepted for processing until the required application fee is paid in full by the applicant. Any fees for advertising, signs, necessary technical review or additional reviews of the application by a consultant will be billed to the applicant at the rate of the reviewing entity. The invoice shall be paid in full prior to any action of any kind on the development application.

Both attachments are required for a complete application. A completeness review of the application will be conducted within five (5) business days of receipt. If the application is determined to be incomplete, the application will be returned to the applicant.

I/We certify and acknowledge that the information contained herein is true and correct to the best of my/our knowledge:

Signature of Applicant

Justin Clark AMGR

Typed or printed name and title of applicant

1/3/24

Date

Signature of Co-applicant:

Typed or printed name of co-applicant

Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 3rd day of January, 2024 by Justin

Clark, who is/are personally known to me, or who has/have produced FLDLC46243672270 as identification.

NOTARY SEAL

Signature of Notary Public, State of Florida





Planning & Zoning
321 Walnut Street, Green Cove Springs, FL 32043 904-297-7051

APPLICATION DEFICIENCY NOTICE

DATE: February 05, 2024

APPLICATION REFERENCE: SVC Sunrise LLC dba Sunrise to Sunset, SE-24-001 - 618 ORANGE Ave

Dear Applicant:

The items you submitted for the above-referenced permit have been reviewed by the City representatives responsible for approving different aspects of your application. Attached to this notice is a list of comments in response to the materials submitted.

Each of the items on the attached list require responses and revised materials be created and re-submitted before any further action can be taken on this permit. A hold is placed on this application and the time it takes you to respond to this list of items is excluded in calculating permit processing timeframes. Once corrected and/or new materials are submitted, your permit processing timeframe will begin again.

A complete response to each of the items on the attached list is required to be submitted **at the same time**. As applicable, a complete response is required to include:

1. A written document addressing all of your responses (one paper copy).
2. New and/or updated technical reports (one paper copy).
3. New and/or corrected plans. Please note that revisions to previously submitted plans are required to be identified by clouding, must be noted in a revision list on the plan sheet(s), and are required to be incorporated into a full set of revised plans (one paper copy).
4. A transmittal that itemizes everything being resubmitted (one paper copy).
5. A copy of the entire resubmittal must be provided electronically (either on a thumb drive or uploaded via the permit portal).

Your response must be received by our Department within 180 days of the date noted on this letter to avoid this application being withdrawn from consideration. Withdrawn application must be resubmitted as new applications requiring repayment of all applicable fees and processing requirements.

Thank you for your anticipated cooperation in submitting the items requested by staff. We look forward to working with you as this application continues to be processed.

APPLICATION DEFICIENCY NOTICE

DATE: February 05, 2024

APPLICATION REFERENCE: SVC Sunrise LLC dba Sunrise to Sunset, SE-24-001

PLANNING DIVISION COMMENTS - contact Michael Daniels (mdaniels@greencovesprings.com)

1. see attached staff report