

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, OCTOBER 27, 2020 – 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 PAGES 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.

THIS WILL BE AN IN-PERSON MEETING. PLEASE FOLLOW SOCIAL DISTANCING PROTOCOLS

### ROLL CALL

### APPROVAL OF MINUTES

1. Review and approval of the 09-22-2020 Planning & Zoning Board Meeting Minutes

### PUBLIC HEARINGS

2. Review of a Special Exception for a duplex in an R-2 Medium Density Residential Zoning District located at 1096/1098 North Street, 018252-000-00
3. Review of Variance for the Master Site Development Plan for the Narducci Storage Office at 409 N Palmetto Avenue, 017639-001-00

### ACTION ITEMS

4. Review of a Master Site Development Plan for the Narducci Storage Office at 409 N Palmetto Avenue, 017639-001-00

### BOARD BUSINESS

5. Comprehensive Plan Update Draft RFP

BOARD DISCUSSION / COMMENTS

STAFF COMMENTS

ADJOURNMENT

**NEXT MEETING: To Be Determined**

---

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 Special Magistrate and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the Special Magistrate. The exchanges must be disclosed by the Special Magistrate



**MINUTES OF THE SEPTEMBER 22, 2020  
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, September 22, 2020, 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 5:00 p.m.

**ROLL CALL**

<b>Board Members Present:</b>				
Brian Cook; <i>Teams Call-In**</i>	Richard Hobbs;	Justin Hall;	Henrietta Francis, Chair;	
<b>Board Members Absent:</b>				
Gary Luke, Vice Chair;				
<b>Staff Members Present:</b>				
Heather Glisson, Dev. Services;	Michael Daniels, Dev. Services;	Steve Kennedy, City Manager;	L. J. Arnold III, City Attorney;	
<b>Staff Members Absent:</b>				
NONE;				
<b>Public / Applicants Present:</b>				
Mark Shelton, Kimley-Horn	Doug Smith, Ascension	Virginia Hall, Ascension	Michelle Martin, 1008 St. Johns Av	Eileen & Rick Ott, 1110 St. Johns Av
Clara Freeman, 1000 St. Johns Av				

\*\*Due to technical difficulties, Board Member Cook could hear the meeting but could not speak until the second item on the agenda.

**APPROVAL OF MINUTES**

**A MOTION WAS MADE BY BOARD MEMBER HOBBS TO APPROVE THE JULY 28, 2020 MINUTES. THE MOTION WAS SECONDED BY BOARD MEMBER HALL. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS COOK, HALL, HOBBS, AND CHAIRMAN FRANCIS. NAYES – NONE. THE MOTION PASSES 4-0.**

**ACTION ITEMS**

O-13-2020 – AN ORDINANCE TO CLOSE AND DISCONTINUE USE OF A PORTION OF MAGNOLIA AVENUE FROM THE NORTHERN RIGHT-OF-WAY LINE OF LAMONT STREET TO THE EASTERN RIGHT-OF-WAY LINE OF ORANGE AVENUE WITH THE CITY RETAINING OWNERSHIP OF SAID PORTION FOR THE PURPOSE OF PROVIDING LANDSCAPED OPEN SPACE AND OTHER GOVERNMENTAL USES.

Mr. Daniels presented the ordinance, explaining the request.

The Board had no questions in response to the presentation.

**Michelle Martin, 1008 St. Johns Ave.** Ms. Martin would like clarity about what is happening and feels heavily affected by development. She does not understand why the property needs the ingress/egress along Lamont St and Grove St, as a facility she feels is similar located at Paramour only has one ingress/egress.

**Mark Shelton, Kimley-Horn, 12740 Gran Bay Pkwy West, Jacksonville, FL** – the agent for the application for Ascension. Mr. Shelton’s team is currently working on the site development plan for this proposed development. FDOT is requiring this right-of-way (ROW) closure in order to reuse the existing driveway connection. This will allow limited usage of side streets for ingress / egress.

**Doug Smith, Real Estate Manager 2622 Oak St, Jacksonville, FL** – Facility at Paramour is not the same as the facility being done here. Mr. Smith explained this lot is larger and the proposed building is larger with differing uses.

Chairman Francis reminded all attendants we’re reviewing only the right-of-way closure tonight. She advised attendants will be able to address site concerns when the site development plan is under review.

**Eileen Ott, 1110 St Johns Ave, Green Cove Springs** – Ms. Ott expressed disappointment with the planning commission because the letter received only addressed the right-of-way closure, not the proposed development.

Chairman Francis explained it was not the intent of the commission to hide information.

Mr. Daniels and Attorney Arnold explained staff went above and beyond notice requirements as mandated by the state of Florida and the City’s code.

**Rick Ott, 1110 St Johns Ave, Green Cove Springs** – Mr. Ott expressed concern that the development will prompt medical professionals to develop near the facility. He asked whether there would be a traffic light added and how Grove Street and Lamont Street would be impacted.

Chairman Francis indicated a traffic impact analysis would be provided later in the process.

Mr. Daniels explained what sort of uses could potentially develop at 1050 N Orange Avenue other than this proposed medical facility. In terms of what they could do, the building could be larger, causing a higher level of traffic and impact.

Board Member Hall asked whether staff has numbers for how often this portion of Magnolia is used. Mr. Daniels expressed he does not presently have numbers but could provide them if the Board would like.

Ms. Martin asked if the existing cut is acceptable to FDOT. Mr. Daniels explained its not, that it would not be approved if the City asked to add it now.

Mr. Daniels explained, regarding adding signals, they typically look at having signals every quarter mile, but they occasionally require them closer. Board Member Hall agreed it needs to be looked at.

Chairman Francis called for a motion.

**A MOTION WAS MADE BY BOARD MEMBER HOBBS TO RECOMMEND TO CITY COUNCIL THE APPROVAL OF ORDINANCE O-13-2020 WITH THE FOLLOWING CONDITIONS:**

- 1. Applicant / Developer will remove the asphalt and lime rock within the portion of closed right-of-way, as well as sod and landscape the area, providing an average of 1 shade tree per 50 lineal feet and irrigating through the establishment period of said landscaping.**

2. **Applicant / Developer to add curb and gutter on Lamont Street to connect to existing curb and gutter on either side of Magnolia Avenue.**
3. **Said road closure will not take effect until there is an approved site development plan for 1050 N Orange Avenue.**

**THE MOTION WAS SECONDED BY BOARD MEMBER HALL. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS COOK\*, HALL, HOBBS, AND CHAIRMAN FRANCIS. NAYES – NONE. THE MOTION PASSES 4-0.**

**\*Via Teams Chat due to technical difficulties.**

#### APPROVAL OF CITY-WIDE TRAFFIC STUDY GUIDELINES.

Mr. Daniels presented the City's proposed guidelines. He explained staff had the guidelines reviewed by other city departments and by CHW and is still reviewing them, especially the peak hour number.

Board Member Cook expressed via meeting chat on Teams that he had no questions.

Board Member Hobbs asked how the City could get the state to do a study of the traffic along US 17. Mr. Daniels explained he is part of the technical coordinating committee North Florida Transportation Planning Authority ("TPO"), wherein there is an opportunity to discuss improvements being proposed and express issues the City has.

Mr. Daniels explained the County is currently doing a mobility plan and fee but is not charging any fees for failures on state roads. The City's proposed guidelines include state roads.

Board Member Hall asked when the last traffic study was done. Mr. Daniels estimated the last traffic study would have been Magnolia West, which at the time was done without guidelines. Providing guidelines will make the process better.

(Board Member Cook is audible as of this point)

Board Member Cook asks how the traffic study fits in with the comprehensive plan. Mr. Daniels indicated these guidelines implement the comprehensive plan which contains Level of Service standards. Mr. Daniels explained further that part of the traffic study would be identifying failures caused by a project versus existing failures; failures caused by the project would require the developer to pay their proportionate fair share of the cost of infrastructure improvement.

**Clara Freeman, 1000 St Johns Avenue** – Ms. Freeman expressed dislike of the audio system in the chambers and asked whether traffic studies have been done by the state or region for our area.

Mr. Daniels explained that traffic study requirements the City implements would be looking at new development.

Ms. Freeman asked if the traffic study has anything to do with the development proposed on US 17. Mr. Daniels clarified she was asking about 1050 N Orange. He specified this traffic study requirement is separate although the developer indicated they would provide traffic information. Ms. Freeman asked whether 1050 N Orange Avenue was going to be a hospital or medical facility. Mr. Daniels expressed it is a medical facility.

**A MOTION WAS MADE BY BOARD MEMBER HALL TO RECOMMEND TO CITY COUNCIL THE ADOPTION OF CITY-WIDE TRAFFIC STUDY GUIDELINES. THE MOTION WAS SECONDED BY BOARD MEMBER HOBBS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL: AYES – BOARD MEMBERS COOK, HALL, HOBBS, AND CHAIRMAN FRANCIS. NAYES – NONE. THE MOTION PASSES 4-0.**

## BOARD BUSINESS

### BOARD DISCUSSION / COMMENTS.

Board Member Hobbs expressed a desire for the developer to work with the community. Mr. Daniels responded he has spoken with Kimley-Horn about potentially having a Neighborhood Meeting, although the City does not require one within the land development code.

Ms. Martin expressed a desire for such a meeting, indicating the residents would attend future meetings. Board Member Cook explained that at a recent City Council meeting, there were multiple comments about the need for transparency and felt those comments were echoed tonight. He encouraged staff to practice a high level of transparency and inform the citizens as much as possible.

Ms. Martin expressed the City has poor zoning, with no buffer between the intense Gateway Corridor Commercial zoning and the least intense residential zoning. She requested the City consider implementing design guidelines to mitigate the aesthetics for commercial properties facing residential properties. Chairman Francis asked Ms. Martin if she could draw something like what she is looking for, since she is an architect.

Board Member Cook agreed with Ms. Martin's commentary. Attorney Arnold indicated the City could develop their rights-of-way. Ms. Freeman expressed appreciation for Board Member Cook's comments related to what he's doing for his property.

### STAFF COMMENTS.

Mr. Daniels informed the Board that Staff is completing the Community Development Block Grant application and will be submitting it to the state on October 5<sup>th</sup>. He explained the projects to which City Council agreed.

He also explained that City Council is approving the budget next week, which will include \$75,000 for the comprehensive plan, which staff will use to hire a consultant to complete the comprehensive plan update. He will bring the RFP to the board next month to ensure the board's concerns are being addressed.

Mr. Daniels informed the Board about CARES funds and what projects staff is doing with CARES funding, including the scanning of existing documents and having a document management system, as well as having a new permit tracking system with e-permitting. In the future, he would like to do a demo for the Board of the permitting system.

Chairman Francis asked Mr. Kennedy if he had heard anything about the governor giving additional CARES funding out for towns with populations under 500,000. Mr. Kennedy indicated he had not heard anything. He added that counties are experiencing difficulty getting the funds they were promised. He explained that counties got 25% of funds up front, and the state requires them to request additional funds from the 75%, and counties are having difficulty getting said requests approved.

## ADJOURNMENT

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 6:16 p.m.

City of Green Cove Springs, Florida

---

Henrietta Francis, Chairman

---

Michael Daniels, Planning & Zoning Director



# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Planning & Zoning Board **MEETING DATE:** October 27, 2020  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Review of a Special Exception for a duplex in an R-2 Medium Density Residential Zoning District located at 1096/1098 North Street, 018252-000-00

### PROPERTY DESCRIPTION

**APPLICANT:** Legacy In Action **OWNER:** Legacy In Action  
**PROPERTY LOCATION:** 1096/1098 North Street, previously 1100 North Street  
**PARCEL NUMBER:** 018252-000-00  
**FILE NUMBER:** 202000905  
**CURRENT ZONING:** R-2 Medium Density Residential  
**FUTURE LAND USE DESIGNATION:** Residential Medium Density (RMD)

### SURROUNDING LAND USE

<b>NORTH:</b> FLU: RMD Z: R-2 Use: Single Family Home	<b>SOUTH:</b> FLU: RMD Z: R-2 Use: Single Family Home
<b>EAST:</b> FLU: RMD Z: R-2 Use: Single Family Home	<b>WEST:</b> FLU: RMD Z: R-2 Use: Single Family Home

### BACKGROUND

#### **DEVELOPMENT DESCRIPTION:**

The applicant has submitted a Special Exception Application for the development of a Residential Duplex on .36 acres, located at 1096/1098 North Street.

The property currently has a vacant residential home on the property. The rest of the property has a perimeter chain link fence and a mixture of hardwood and palm trees.

The site will be served by the city water, sewer, and electric services. The sanitation service will be provided by the city.

A special exception for a duplex was unanimously approved by the Planning and Zoning Commission on 10/22/2019. The applicant submitted the building permit on 3/10/2020 but then determined that they would change from a site-built duplex to a modular built duplex. This change affected the floor plan, building size, and overall appearance of the duplex. Due to these changes, staff required that the applicant submit the revised duplex back to the Planning and Zoning Board for approval of the Special Exception.

### **Special Exception Review Criteria**

When deciding requests for special exceptions, the planning and zoning board shall make written findings that the special exception satisfied the following criteria:

- 1) Compliance with all elements of the comprehensive plan.  
*The proposed plan is consistent with Future Land Use Objective 1.6.1 (a)(2): "Medium Density Residential (>4 to 8 dwelling units per acre). This category consists primarily of duplex dwelling units and multi-family dwelling units. Single family dwellings, churches, group homes, housing for the elderly and similar uses shall also be included"*
- 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 be consistent with the existing neighborhood and 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.  
*Approving the development will allow for the removal of a declining structure. Proposed duplex shall be compatible with surrounding residential properties.*
- 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 development will be consistent with the existing neighborhood 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 development 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.  
*Access shall be provided off of North Street and a driveway will need to be constructed with the building permit.*
- 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 shall be provided off of North Street. Additional traffic will be minimal. A duplex would generate an additional 3 daily trips and 1 additional peak hour trip.*
- 9) Adequate screening and buffering of the special exception will be provided, if needed.  
*Screening is not required due to similar uses, however landscaping, including a canopy tree in the front yard on both units and proposed plantings shall be provided.*



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.

*Exterior lighting, signage will not be included in the proposed development.*

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

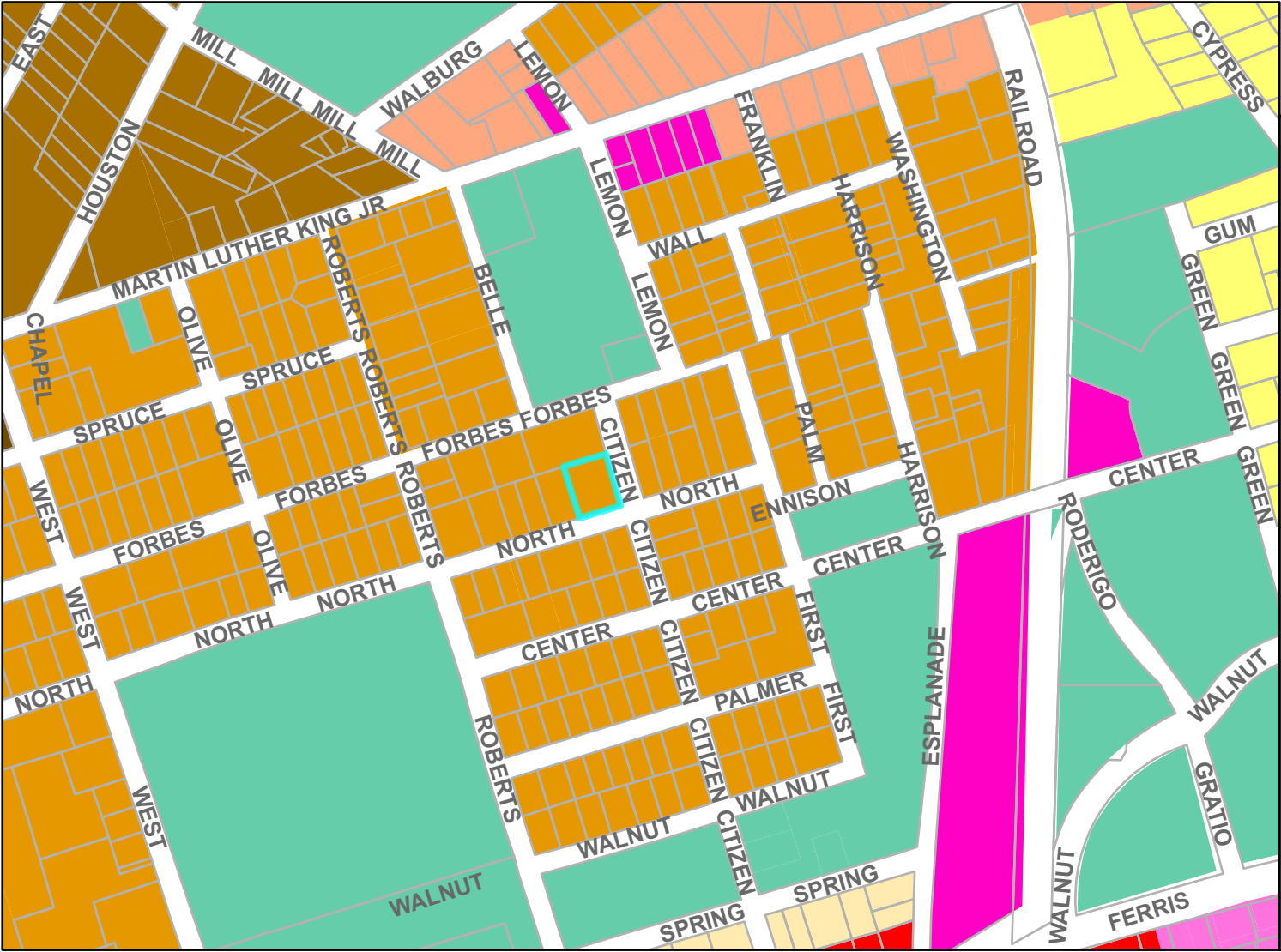
### STAFF RECOMMENDATION

Staff recommends approval of 202000905, to permit a Special Exception for a single family attached dwelling at 1096/1098 North Street subject to the following conditions:

1. The building shall be set back a minimum of 25' from North Street to allow for one vehicular parking space per unit in the front of the proposed garage.
2. All design and building materials shall be consistent with the submitted building plan.

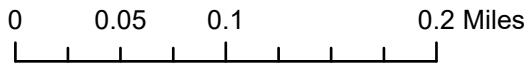
**Motion:** To approve 202000905, to permit a Special Exception for a single family attached dwelling at 1096/1098 North Street subject to the following conditions:

1. The building shall be set back a minimum of 25' from North Street to allow for one vehicular parking space per unit in the front of the proposed garage.
2. All design and building materials shall be consistent with the submitted building plan.



### Proposed\_Zoning

- R-1 - Single Family Residential
- R-2 - Single-Multi Family Residential
- R-3 - Multi-Family Residential
- RRF - Residential Riverfront
- PUD - Planned Unit Development
- RPO - Residential Professional Office
- C-1 - Neighborhood Commercial
- C-2 - General Commercial
- REC - Recreation
- CBD - Central Business District
- GCR - Gateway Corridor Re
- GCN - Gateway Corridor Neighborhood
- GCC - Gateway Corridor Comerical
- INS - Institutional
- M-1 - Light Industrial
- M-2 - Heavy Industrial
- M-2/C-2 (70%/30%)To Be Determined



# LEGACY IN ACTION NEW HOMES

The information below was calculated using the provisions of the 2017 Florida Building Code.

### Floor and Roof Live Loads

Attics: 20 psf w/ storage, 10 psf w/o storage  
 Habitable Attics, Bedroom: 30 psf  
 All Other Rooms: 40 psf  
 Garage: 40 psf  
 Roofs: 20 psf

### Wind Design Data

Ultimate Wind Speed: 130 mph Nominal Wind Speed: 101 mph  
 Risk Category: II Wind Exposure: B  
 Enclosure Classification: Enclosure End Zone Width: 4.00 ft.  
 Internal Pressure Coefficient: 0.18 +/-

**Components and Cladding Design Pressures**  
 Roof Zone 1: +17.5 psf max., -27.8 psf min.  
 Roof Zone 2: +17.5 psf max., -48.4 psf min.  
 Roof Zone 3: +17.5 psf max., -71.6 psf min.  
 Roof at Zone 2 Overhangs: -56.7 psf min.  
 Roof at Zone 3 Overhangs: -95.3 psf min.  
 Wall Zone 4: +30.4 psf max., -33.0 psf min.  
 Wall Zone 5: +30.4 psf max., -40.7 psf min.  
 9' X 7' OHGD: +26.9 psf max., -30.9 psf min.

Swinging Doors 3'-0" x 6'-8" +29.0 psf, -31.6 psf +29.0 psf, -38.0 psf

The Ultimate Wind Speed was used to determine the above Component and Cladding Design Pressures.

This Building is not in a Wind-Borne Debris Region, and opening protection is not required.

The site of this building is not subject to special topographic wind effects as per Section 1609.1.1.1 of the code.

### Geotechnical Information

Design Soil Load-Bearing Capacity: 2,000 psf

### Flood Design Data

Flood Zone: X

Drawing List	
Sheet Number	Sheet Name
0	COVER
1	SITE PLAN
2	ELEVATIONS
3	ROOF PLAN
4	FOUNDATION PLAN
5	FRAMING PLAN
6	SECTIONS & DETAILS
7	DETAILS

**NOTES:**  
 -DESIGN PER FLORIDA BUILDING CODE 2017  
 -CONCRETE IS 3000 PSI WITH FIBERMESH  
 -MASONRY UNITS ARE 8 X 16 X 8 SPLIT FACE UNITS  
 -REINFORCING IS GRADE 60 REBAR  
 -HURRICANE ANCHORS ARE SIMPSON STRONG-TIE  
 -SIDING IS HARDI LAP 6" WITH 4" HARDI TRIM

-DESIGN IS FOR FOUNDATION ONLY FOR MODULAR HOMES  
 REFER TO AFFINITY BUILDING SYSTEMS, LLC DRAWINGS  
 JOB NUMBER: MFT8164/ABS2094 DATED 4/29/20  
 DAVID R TOMPOS PE FOR FOUNDATION LOADS AND BUILDING DETAILS

-DESIGN IS FOR FOUNDATION AND FRAMING OF GARAGES

### CODE AND BUILDING INFO:

#### OWNER/PROJECT INFO:

OWNER: LEGACY IN ACTION  
 151 COLLEGE DRIVE, SUITE 17  
 ORANGE PARK, FL. 32065  
 PROJECT ADDRESS: 1100 NORTH STREET  
 GREEN COVE SPRINGS, FL 32043

#### BUILDING CODE REFERENCES:

2017 FLORIDA BUILDING CODE (WITH CURRENT UPDATES)  
 2017 FLORIDA RESIDENTIAL BUILDING CODE (WITH CURRENT UPDATES)  
 AND ALL APPLICABLE REFERENCED CODES

#### SITE INFORMATION (REFER TO SITE PLAN FOR ADDITIONAL INFORMATION):

PROPERTY IDENTIFICATION NUMBER (PIN): 38-06-26-018252-000-00  
 LOT NO: 1 & 2  
 TOTAL LOT AREA: 15,594 SF  
 TOTAL IMPERVIOUS AREA: .375%  
 ZONING: RS-1  
 FLOOD ZONE: X, NAVD 88  
 GARAGE ELEVATION: 00.0'  
 LOWEST CONDITIONED FLOOR ELEVATION: 8"

#### BUILDING INFORMATION:

**CONDITIONED BUILDING:**  
 AFFINITY BUILDING SYSTEMS LLC: 2,448SF  
 TOTAL CONDITIONED AREA: 2,448SF

**UNCONDITIONED BUILDING AREAS:**  
 GARAGE AREA: 525 SF  
 TOTAL UNCONDITIONED AREA: 525 SF

**TOTAL BUILDING AREA: 2,973 SF**

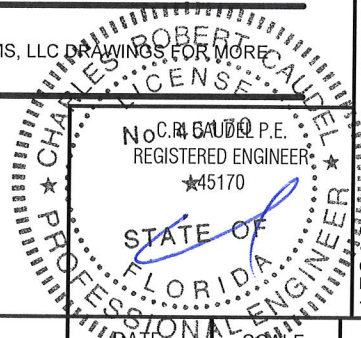
**BUILDING HEIGHTS:**  
 MAXIMUM BUILDING HEIGHT: 18'-3"  
 MEAN ROOF HEIGHT ABOVE GRADE: 12'- 10"

#### CONSTRUCTION CLASSIFICATION:

CONSTRUCTION TYPE - TYPE 5B UNPROTECTED  
 HOUSE IS DESIGNED FOR 1 STORY

#### ELECTRICAL SERVICE:

REFER TO AFFINITY BUILDING SYSTEMS, LLC DRAWINGS FOR MORE INFORMATION.



© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.

REV	DESCRIPTION OF CHANGES	DATE
1	ADDED SHEET 7	9/16/20
2	ADDED NOTES	10/12/20

**C.R. Caudel, P.E.**  
 151-17 College Drive Orange Park, Florida 32065  
 Phone (904) 272-5005

DRAWN BY: BC  
 JOB#: 20-018

8/20/2020

SHEET  
 COVER

LEGACY IN ACTION  
 1100 NORTH ST  
 GREEN COVE SPRINGS FL 32043

© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.

BOUNDARY SURVEY MAP  
 LOTS 1 AND 2, BLOCK W  
 SHANDS PLAT OF GREEN COVE SPRINGS

ACCORDING TO MAP RECORDED IN PLAT BOOK 2, PAGE 1  
 OF THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA

CERTIFIED TO: Legacy in Action Project III, LLC

SCALE: 1" = 20'

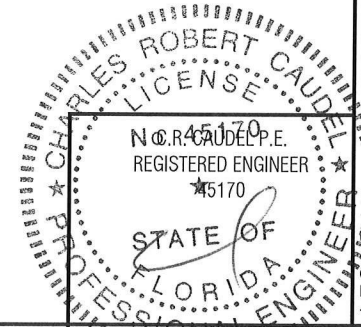
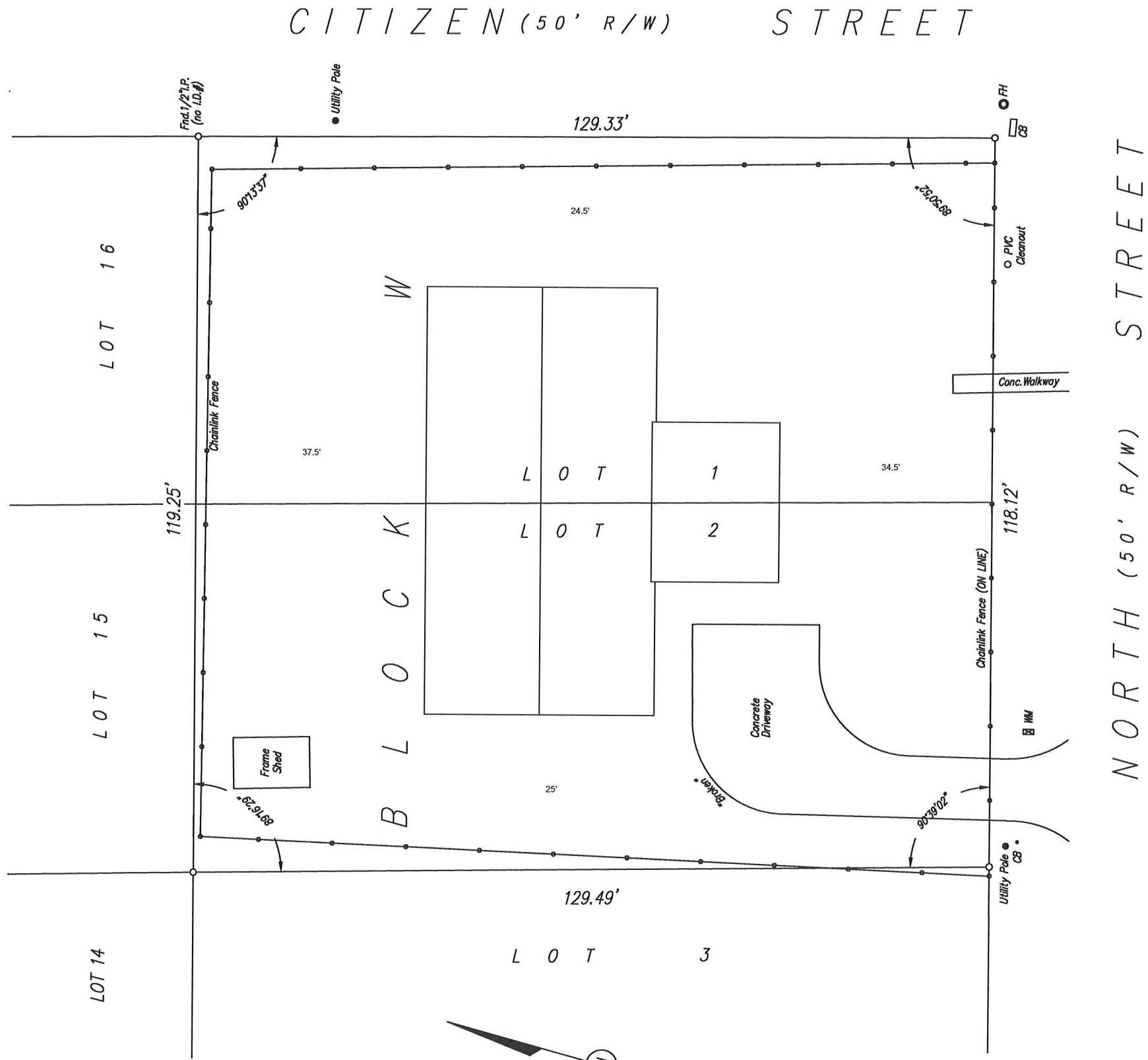
BASED ON SURVEY BY:

John M. McLaren, PSM  
 PROFESSIONAL SURVEYOR & MAPPER  
 Florida License LS 5979

SURVEY DATE: DEC. 12, 2019

JMM Surveying & Mapping, LLC  
 6431 CONNIE JEAN RD. JACKSONVILLE, FL 32222  
 P (904) 759-3570 ~ F (904) 777-8271

Not valid without the signature  
 and the original raised seal of a  
 Florida licensed surveyor and mapper



LEGACY IN ACTION	SITE PLAN
1100 NORTH ST	NEW DUPLEX HOME
GREEN COVE SPRINGS FL 32043	

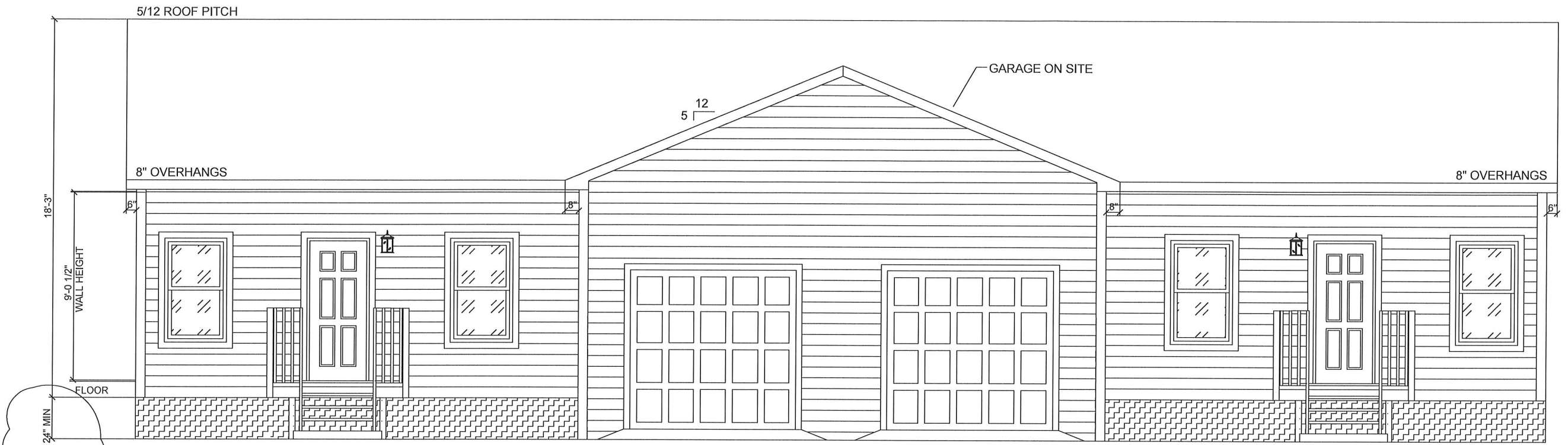
Item # 2.

REV	DESCRIPTION OF CHANGES	DATE

**C.R. Caudel, P.E.**  
 151-17 College Drive Orange Park, Florida 32065  
 Phone (904) 272-5005

DRAWN BY: BC	DATE: 8/20/2020	SCALE: 1"=20'	SHEET: 1
JOB#: 20-018			

© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.



UNIT -1

UNIT -2

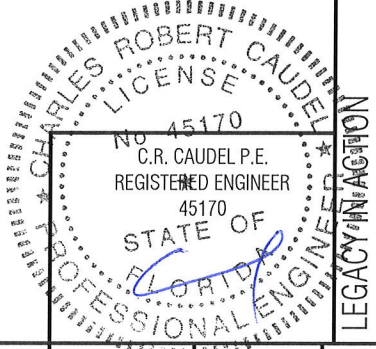
ELEVATIONS

NEW DUPLEX HOME

LEGACY IN ACTION  
1100 NORTH ST  
GREEN COVE SPRINGS FL 32043



UNIT -1



REV	DESCRIPTION OF CHANGES	DATE
1	ADDED DOOR	9/16/20
2	REVISED STEM WALL DIMENSION	9/29/20

**C.R. Caudel, P.E.**  
151-17 College Drive Orange Park, Florida 32065  
Phone (904) 272-5005

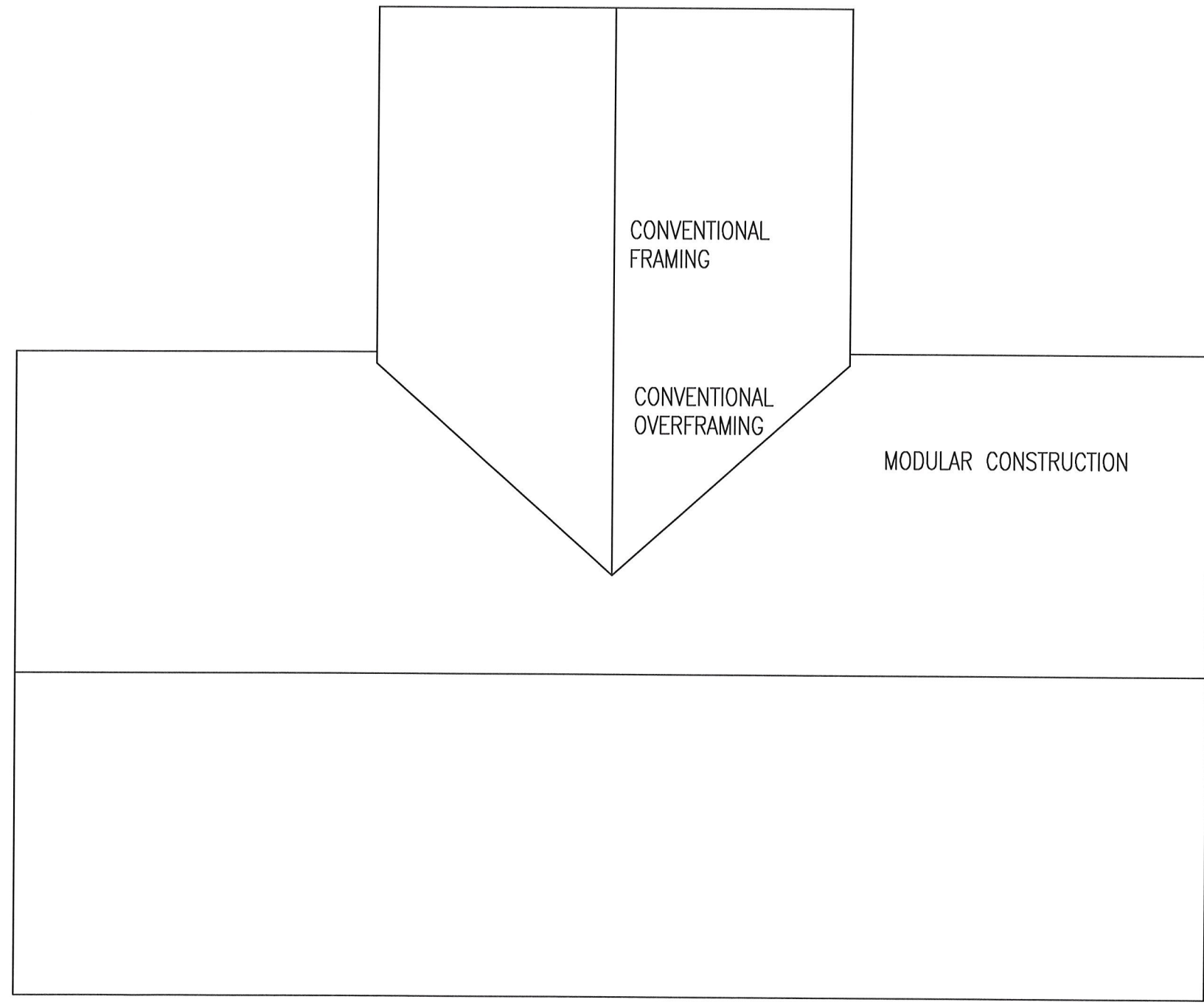
DRAWN BY: BC  
JOB#: 20-018

DATE  
8/20/2020

SCALE  
1/8" = 1'

SHEET  
2

© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.

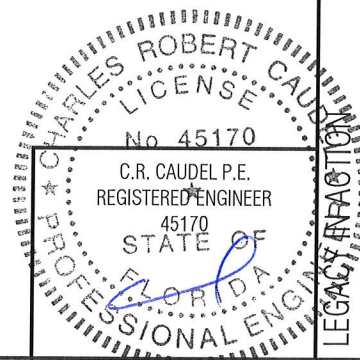


Item # 2.

ROOF PLAN

NEW DUPLEX HOME

LEGACY IN ACTION  
1100 NORTH ST  
GREEN COVE SPRINGS FL 32043



REV	DESCRIPTION OF CHANGES	DATE

**C.R. Caudel, P.E.**   
 151-17 College Drive Orange Park, Florida 32065  
 Phone (904) 272-5005

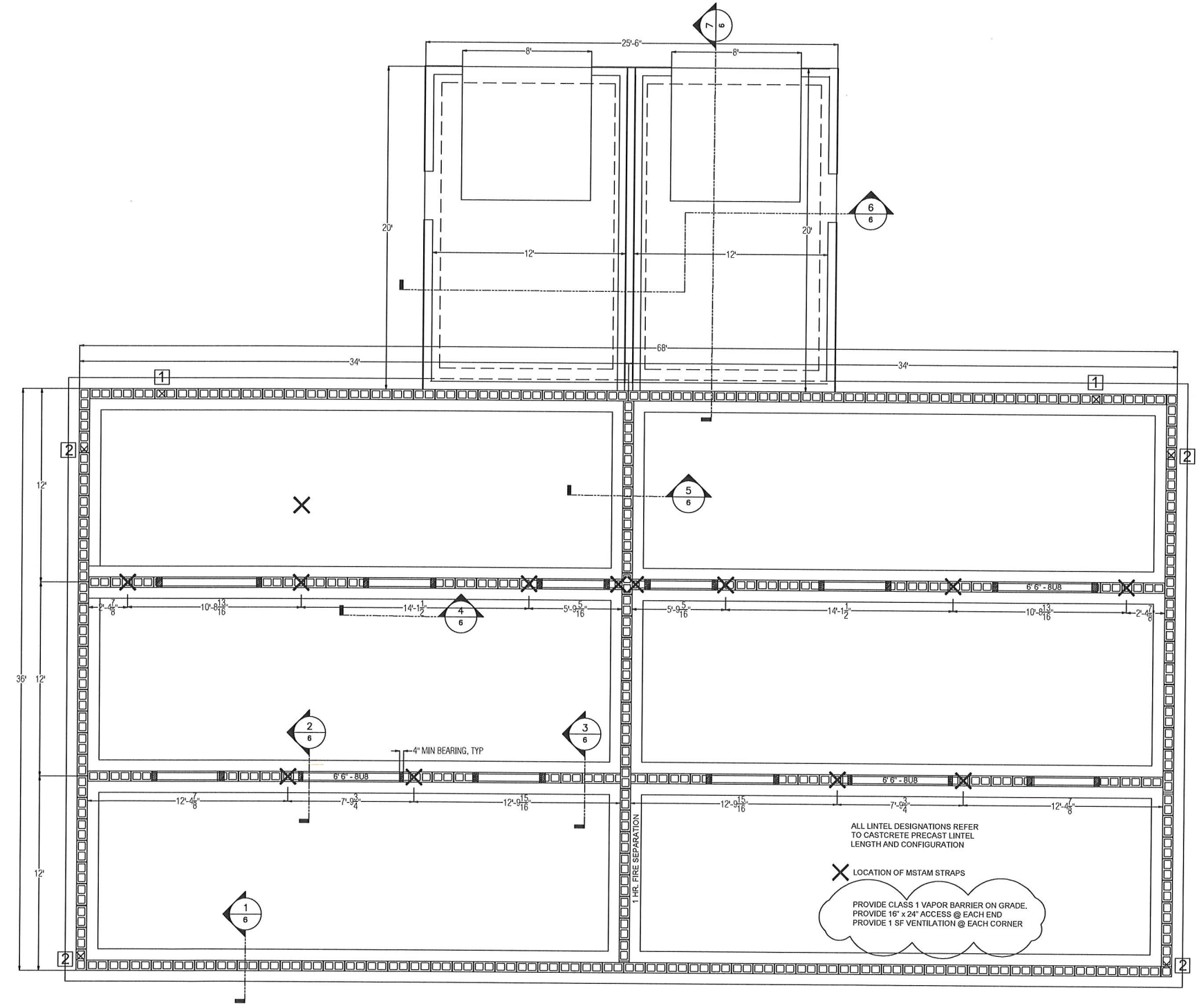
DRAWN BY: BC  
 JOB#: 20-018

DATE  
 8/20/2020

SCALE  
 1/8" = 1'

SHEET  
 3

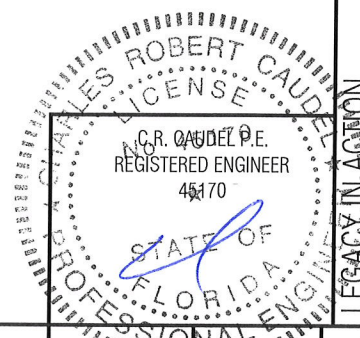
© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.



FOUNDATION PLAN

NEW DUPLEX HOME

LEGACY IN ACTION  
1100 NORTH ST  
GREEN COVE SPRINGS FL 32043



REV	DESCRIPTION OF CHANGES	DATE
1	REVISED FOR DOOR	9/16/20
2	ADDED NOTES	9/29/20

**C.R. Caudel, P.E.**  
151-17 College Drive Orange Park, Florida 32065  
Phone (904) 272-5005

DRAWN BY: BC  
JOB#: 20-018

DATE: 8/20/2020  
SCALE: 1/8" = 1'

SHEET: 4

**FRAMING NOTES:**

- BOTTOM PLATE** *No.2 SYP (PT @ 1ST LEVEL)*
- 1ST LEVEL BOTTOM PLT TO BE ANCHORED TO SLAB W/ 1/2"Ø x 6" LONG TITEN HD OR 1/2"Ø A36 (36ksi) ATR EPOXY ANCHOR W/ NUT AND 3" SQUARE x 0.229" WASHER
  - ANCHORS TO BE INSTALLED EACH SIDE OF OPENING (MIN 6" FROM JACK/KING GROUP), WITHIN 12" OF THE PLT BREAK AND @ MAX 48" OC, SEE NOTE 18 FOR SHEARWALL ANCHOR SPACING
  - MIN (2) ANCHORS PER PLT SEGMENT
  - 2ND LEVEL BOTTOM PLT TO RIBBON BOARD/TOP CHORD BELOW W/ 10d @ 6" OC, SEE NOTE 18 FOR SHEARWALL NAIL SPACING

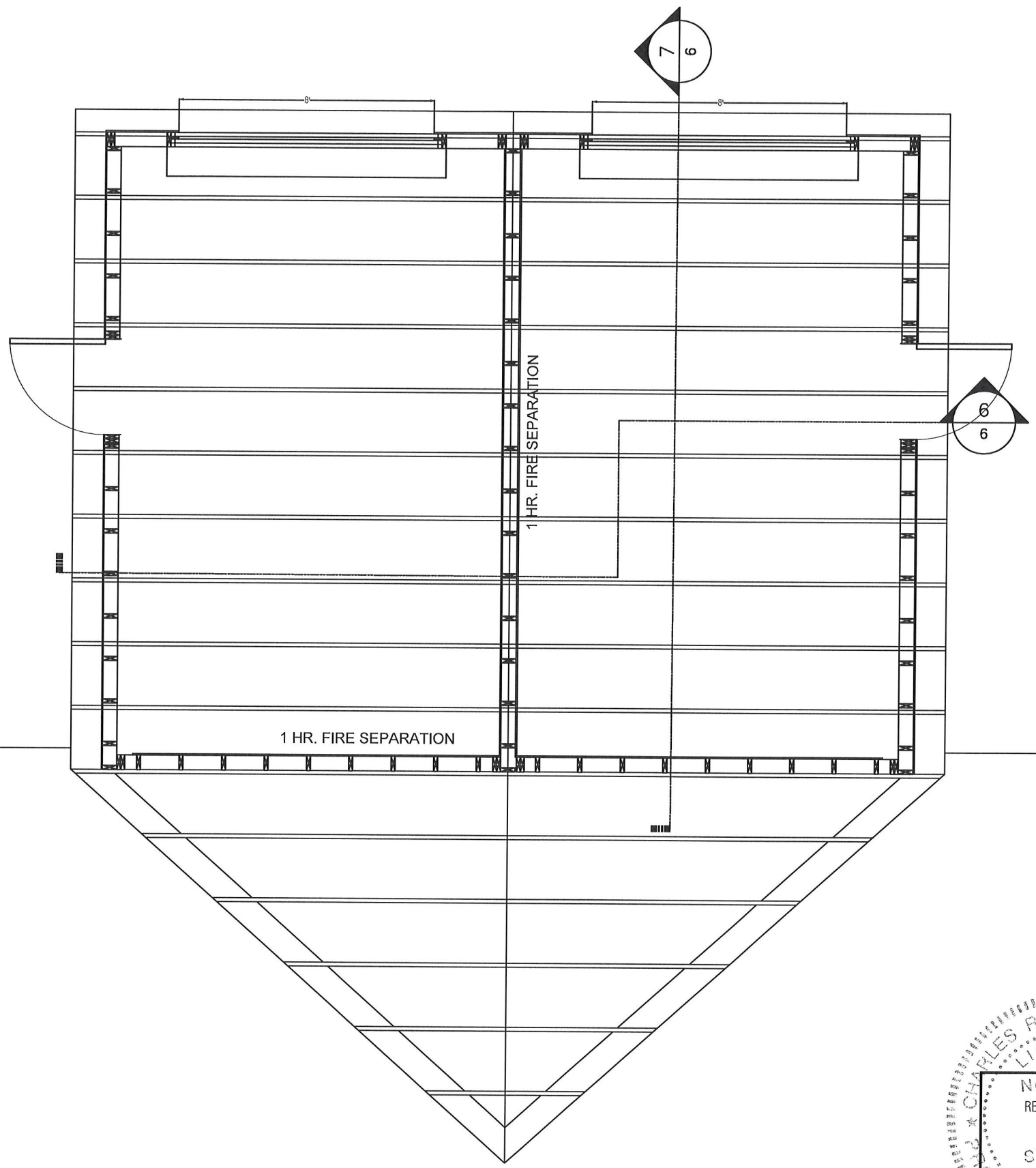
- DOUBLE TOP PLATE** *No.2 SYP*
- ALL TOP PLATES TO BE DOUBLED - FASTEN TOP PLATES TOGETHER W/ (2) ROWS 10d @ MAX 12" OC STAGGERED
  - END JOINTS OF DBL TOP PLT TO BE OFFSET MIN 48" AND SPLICED TOGETHER W/ MIN (2) ROWS 10d @ 6" OC STAGGERED, MIN (16) 10d ALONG SPLICE
  - LAP ALL TOP PLT AT CORNERS OF EXTERIOR WALLS AND INTERSECTIONS WITH INTERIOR LOAD BRG WALLS, FASTEN PLATES TOGETHER AT LAP W/ (3) 10d FACE-NAIls

- STUDS** *No.2 SPF OR No.2 SYP*
- FASTEN ALL STUDS TO TOP AND BOTTOM PLT W/ MIN (4) 10d TOE-NAIls OR (3) 10d FACE-NAIls
  - FASTEN ALL MULTI-STUD GROUPS TOGETHER W/ (2) ROWS 10d @ 12" OC STAGGERED

WALL TYPE	MAX WALL HEIGHT	STUDS REQUIRED
EXTERIOR	9' 1-1/8"	2x6 @ 16" O.C.
	10' 1-1/8"	2x6 @ 16" O.C.
INTERIOR FIRE WALL	ALL	2x6 @ MAX 16" OC
INTERIOR NON-LOAD BRG	ALL	2x_ @ MAX 24" OC
BALLOON FRAMED	21' 1"	(2) 2x6 @ 12" O.C.

- HEADER FRAMING** *No.2 SYP, LSL, OR LVL*
- SEE FRAMING PLAN FOR ALL HDR LOCATIONS, SIZING AND STRAPPING REQUIREMENTS. SEE HDR CALLOUT BELOW FOR ADDITIONAL INFORMATION
  - FASTEN ALL PLIES OF HDR TOGETHER W/ (2) ROWS 10d @ 12" OC STAGGERED
  - FASTEN HEADER TO KING STUDS PER THE FOLLOWING:
    - 2x4 OR 2x6 HEADER (4) 10d TOE-NAIls OR FACE-NAIls
    - 2x8 OR 2x10 HEADER (6) 10d TOE-NAIls OR FACE-NAIls
    - 2x12, LSL OR LVL HEADER (8) 10d TOE-NAIls OR FACE-NAIls
  - SEE WSP HEADER DETAIL C4/SD.1 FOR INSTALLATION SPECIFICATIONS
  - MIN (2) JACK STUDS REQ BETWEEN OPENINGS, SEE DETAIL B4/SD.1 FOR INSTALLATION SPECIFICATIONS

PLANK HDR SIZE	MAX CLEAR SPAN
2x4	4' 8"
2x6	6' 9"
(2) 2x4	6' 7"
(2) 2x6	9' 7"



GARAGE FRAMING PLAN

NEW DUPLEX HOME

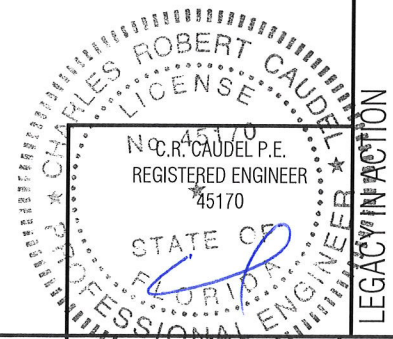
LEGACY IN ACTION  
1100 NORTH ST  
GREEN COVE SPRINGS FL 32043

© 2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.

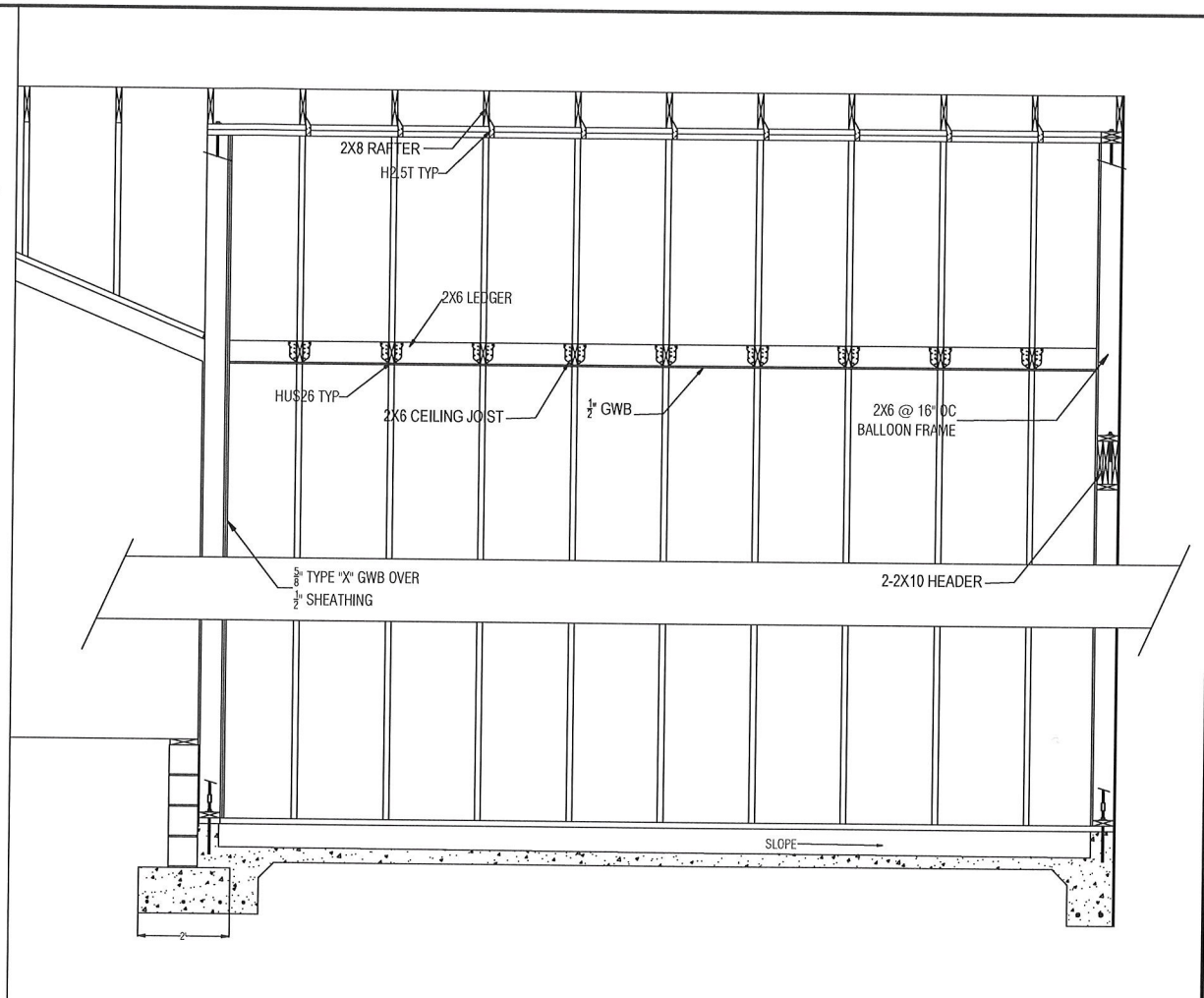
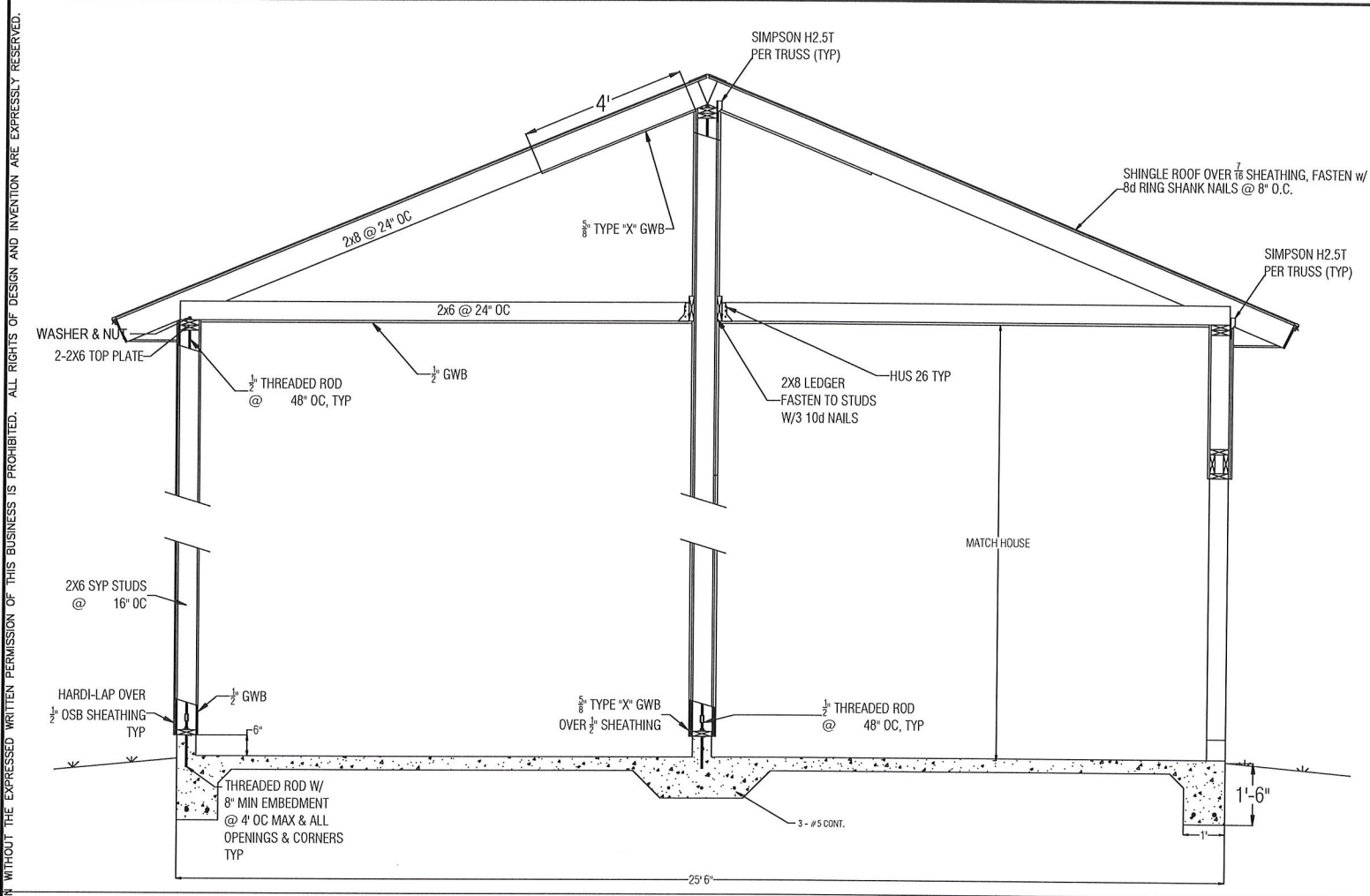
REV	DESCRIPTION OF CHANGES	DATE
1	ADDED DOOR	9/16/20

**C.R. Caudel, P.E.**  
151-17 College Drive Orange Park, Florida 32065  
Phone (904) 272-5005

DRAWN BY: BC  
JOB#: 20-018  
DATE: 8/20/2020  
SCALE: 1/4" = 1'  
SHEET: 5

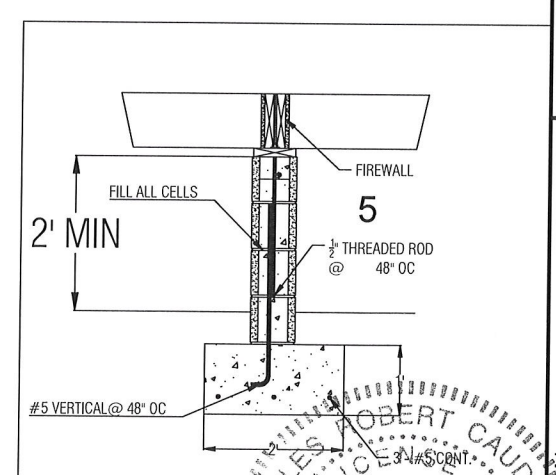
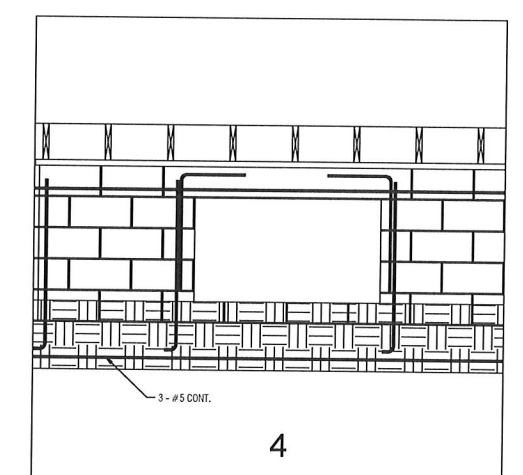
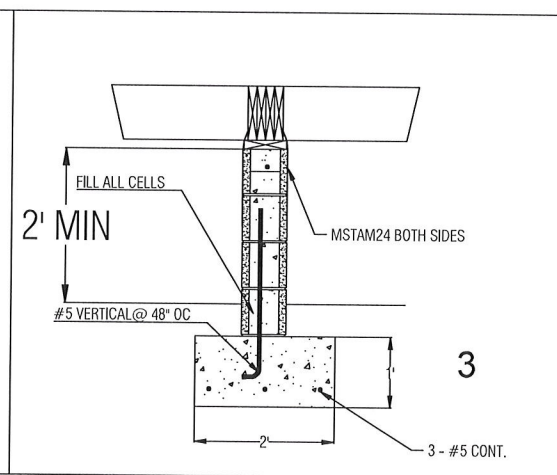
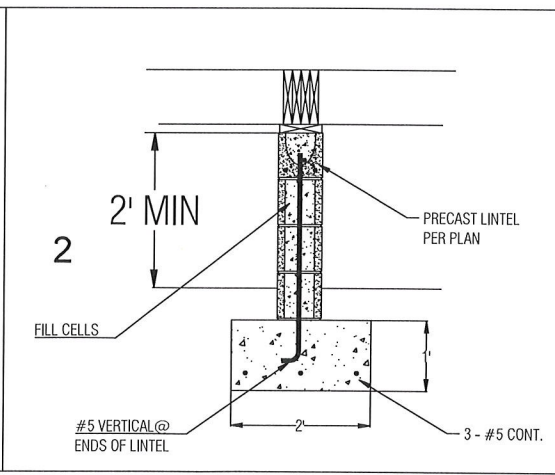
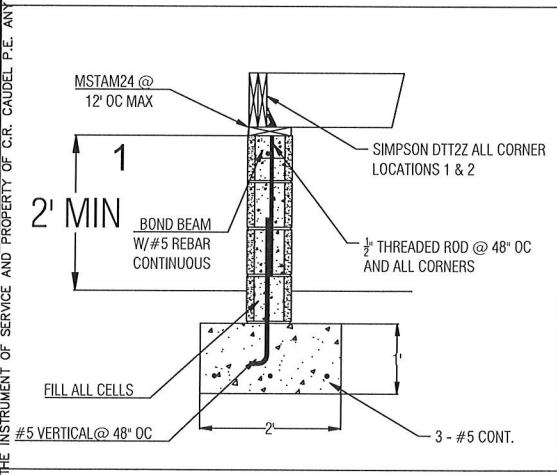






SECTIONS & DETAILS

NEW DUPLEX HOME



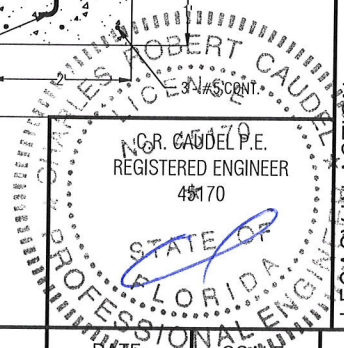
REV	DESCRIPTION OF CHANGES	DATE
1	ADDED DOOR	9/16/20

**C.R. Caudel, P.E.**  
 151-17 College Drive Orange Park, Florida 32065  
 Phone (904) 272-5005

DRAWN BY: BC  
 JOB#: 20-018

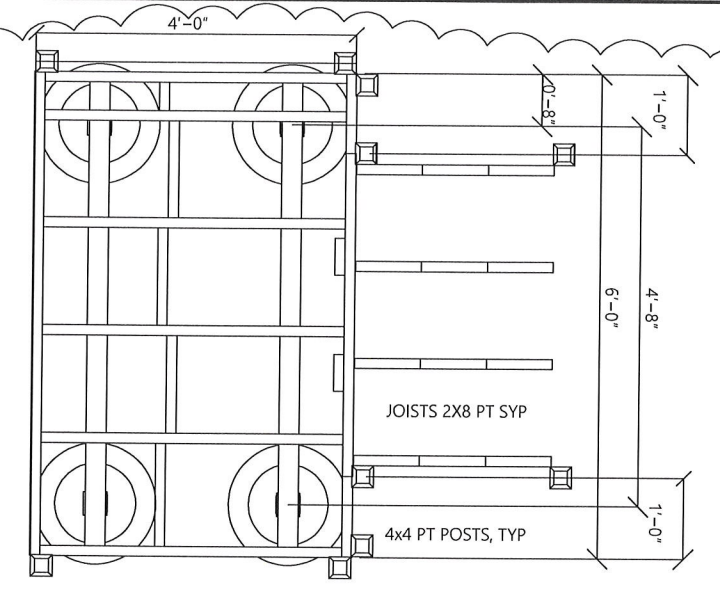
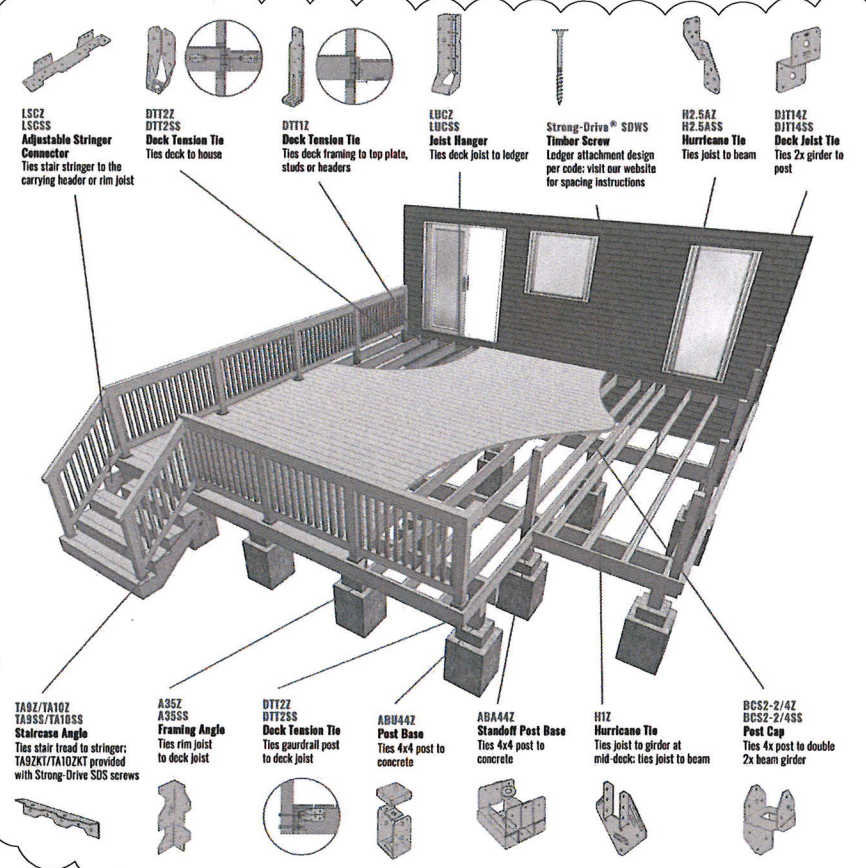
DATE: 8/20/2020  
 SCALE: NTS

SHEET  
 6



©2020 THIS DRAWING IS THE INSTRUMENT OF SERVICE AND PROPERTY OF C.R. CAUDEL P.E. ANY USE OR REPRODUCTION WITHOUT THE EXPRESSED WRITTEN PERMISSION OF THIS BUSINESS IS PROHIBITED. ALL RIGHTS OF DESIGN AND INVENTION ARE EXPRESSLY RESERVED.

Item # 2.

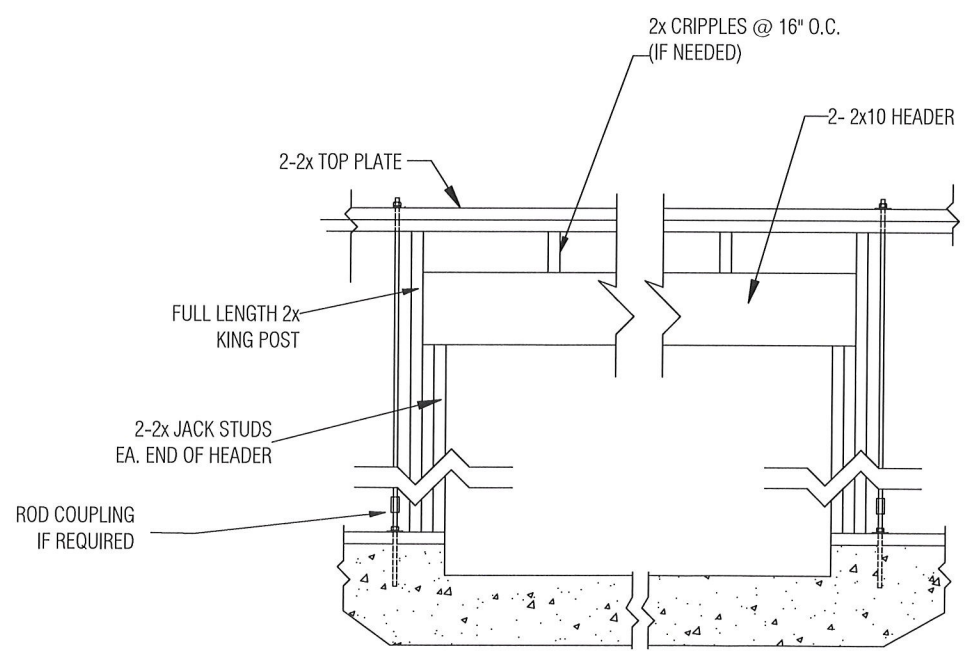


Top of deck above grade	36"
Max. joist span	36 7/8"
Max. joist cantilever	8 1/8"
Max. beam span	56 1/2"
Max. beam cantilever	6"
Footing depth	18"
Footing area (ea.)	1.2 ft <sup>2</sup>
Designed live load	40 lb/ft <sup>2</sup>
Designed dead load	10 lb/ft <sup>2</sup>

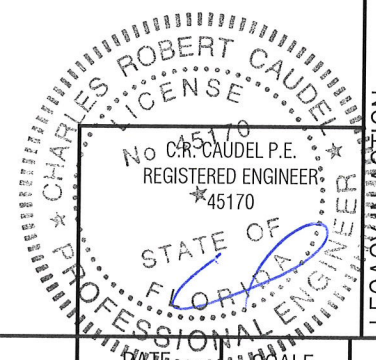
Set joists on top of beams, 16" center-to-center.

DETAILS

NEW DUPLEX HOME



**GARAGE DOOR HEADER DETAIL**  
1/2" = 1'-0"



LEGACY IN ACTION  
1100 NORTH ST  
GREEN COVE SPRINGS FL 32043

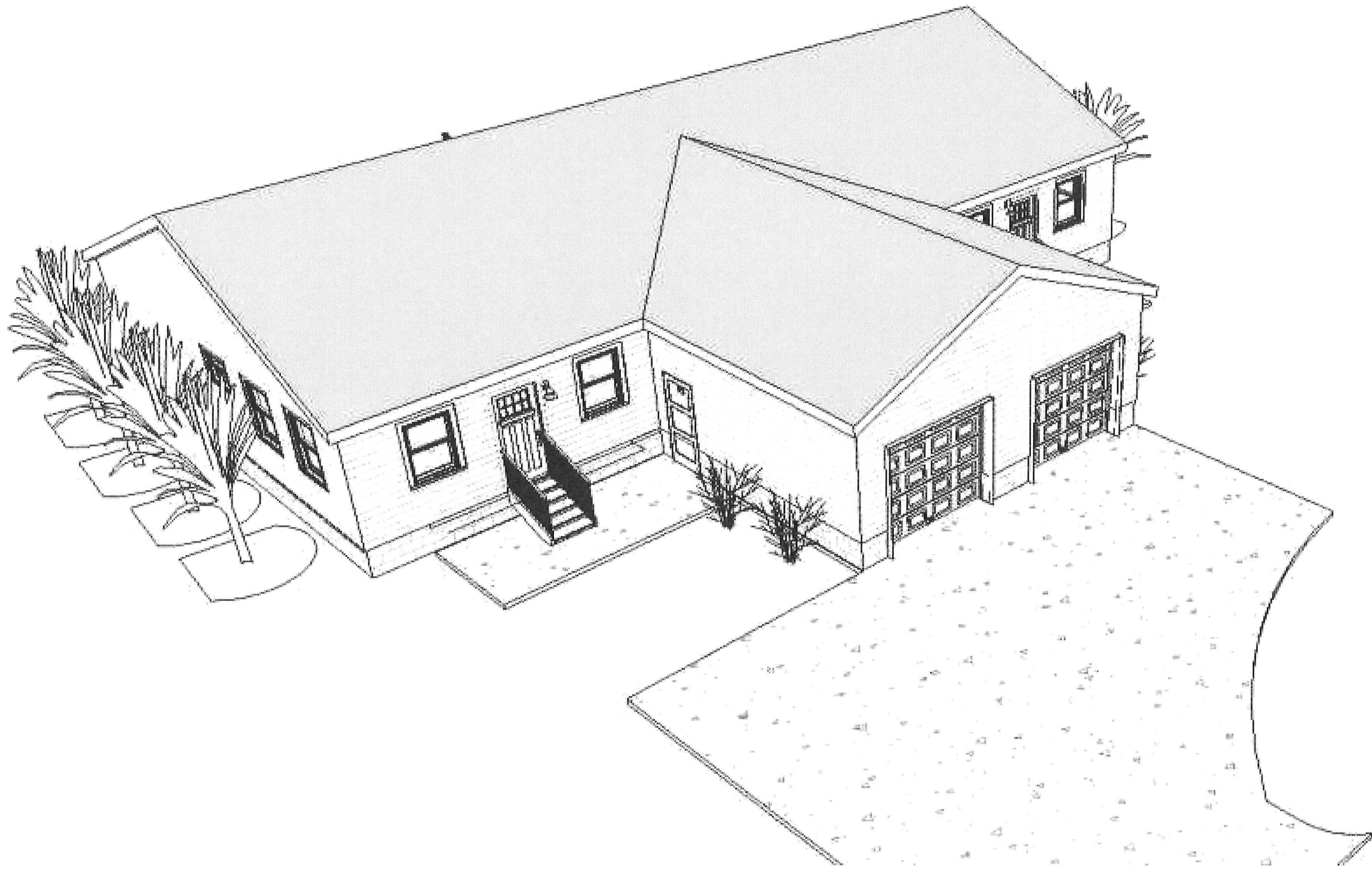
REV	DESCRIPTION OF CHANGES	DATE
1	NEW SHEET	9/16/20
2	ADDED DECK DETAILS	10/9/20

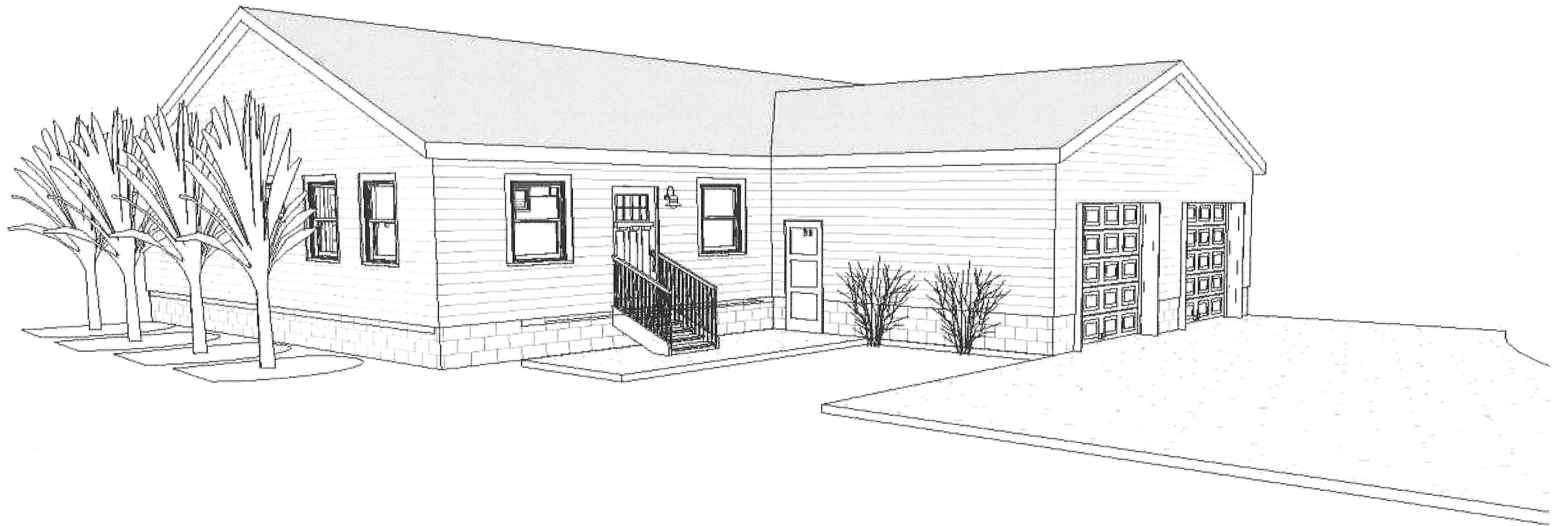
**C.R. Caudel, P.E.**  
151-17 College Drive Orange Park, Florida 32065  
Phone (904) 272-5005

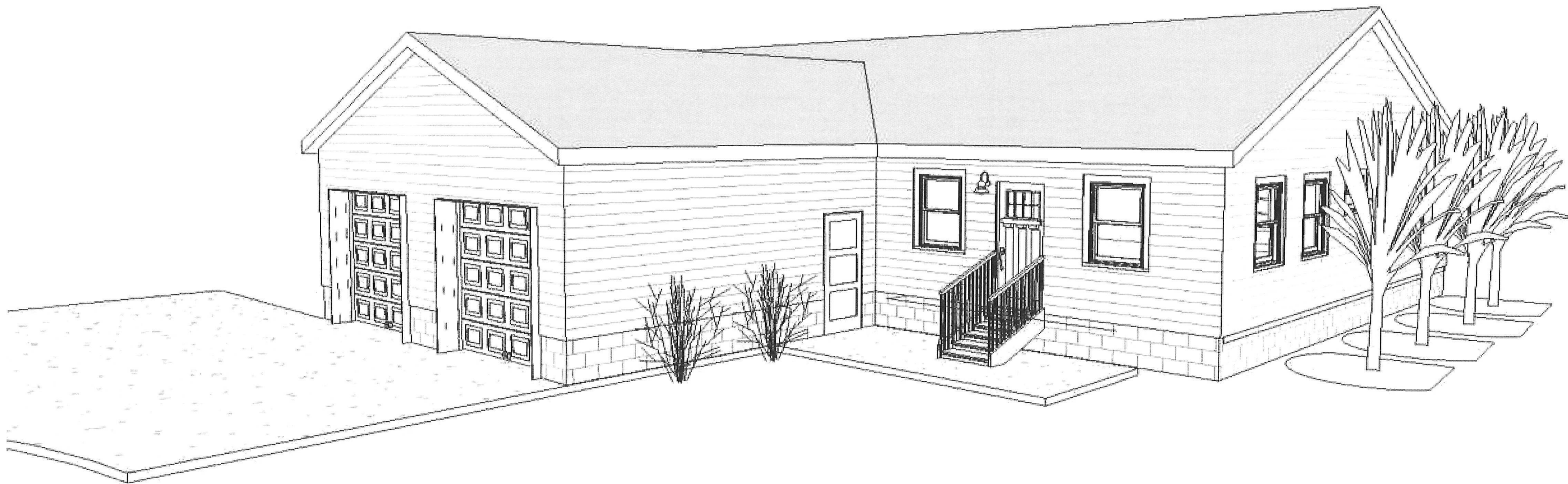
DRAWN BY: BC  
JOB#: 20-018

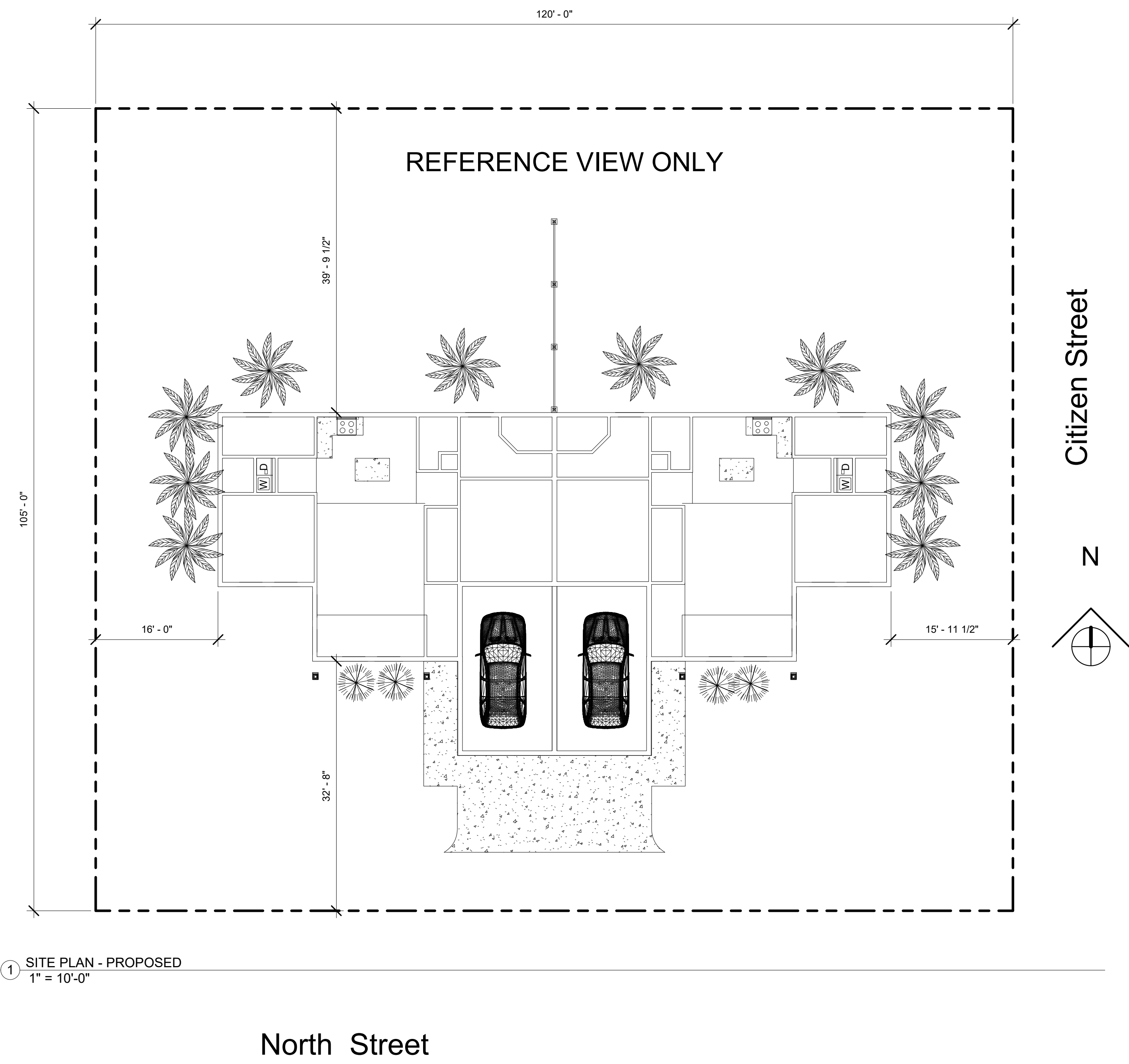
DATE: 8/20/2020  
SCALE: 1/2" = 1'-0"  
UNO

SHEET 7









① SITE PLAN - PROPOSED  
1" = 10'-0"

North Street

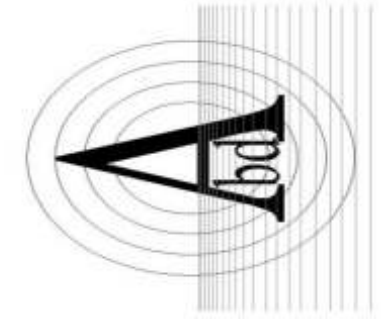
SITE PLANS

Project number 2017-142  
Date 6/20/17  
Drawn by SK  
Checked by BA  
Scale 1" = 10'-0"

?? RESIDENCE  
Private Residence

??  
Fernandina Beach, Florida 32034

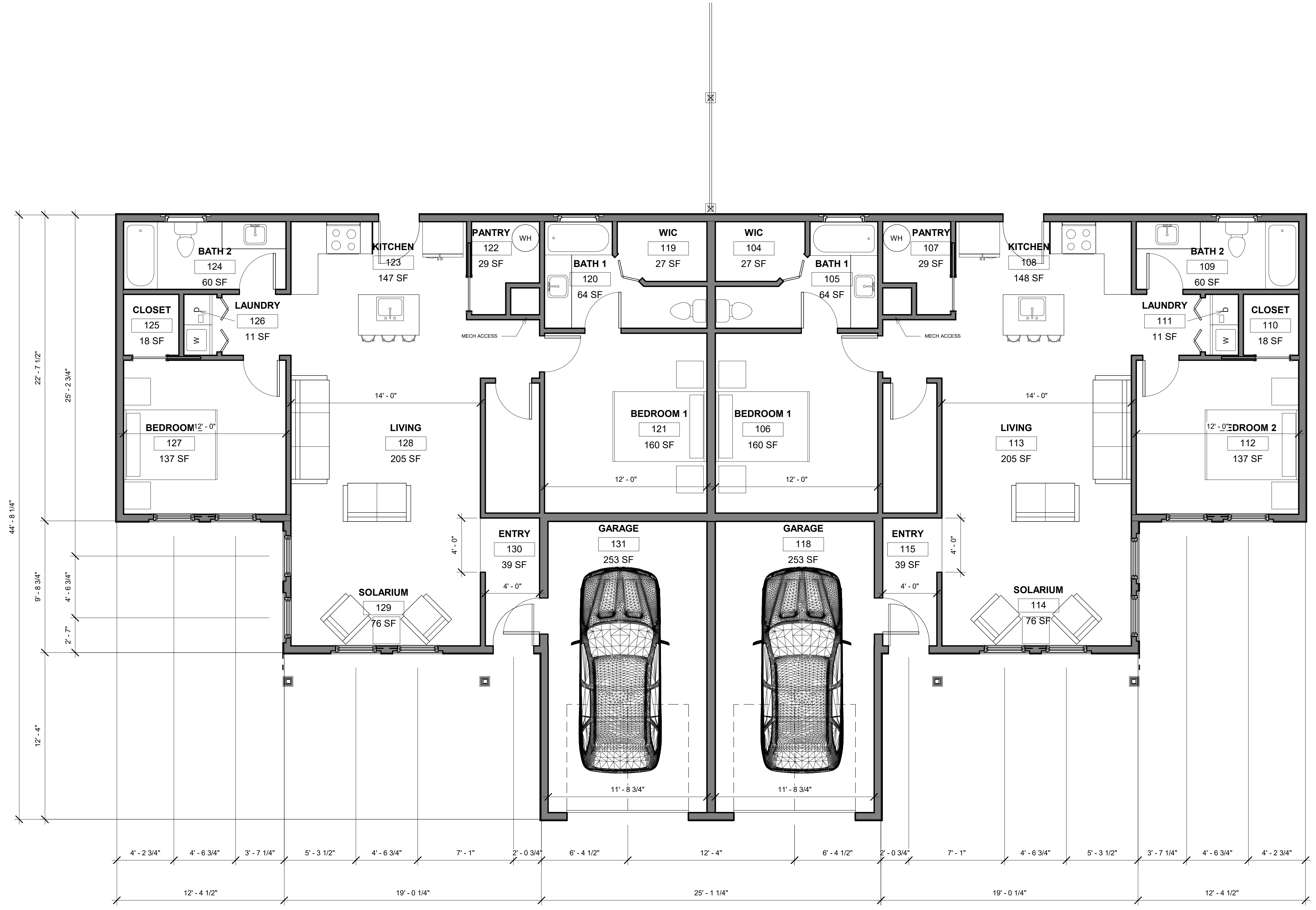
No.	Description	Date
4	Revision 4 - FRAMING CLAR.	6/13/17



Bruce D. Amalfitano,  
Architect, A.I.A.  
Jacksonville, Florida  
1-904-228-9337  
BAmalfi@aaim.com



1996 Pebble Point Dr.  
Green Cove Springs, FL 32043  
dennis@3sdesignstudio.net



1 FIRST FLOOR PLAN  
1/4" = 1'-0"

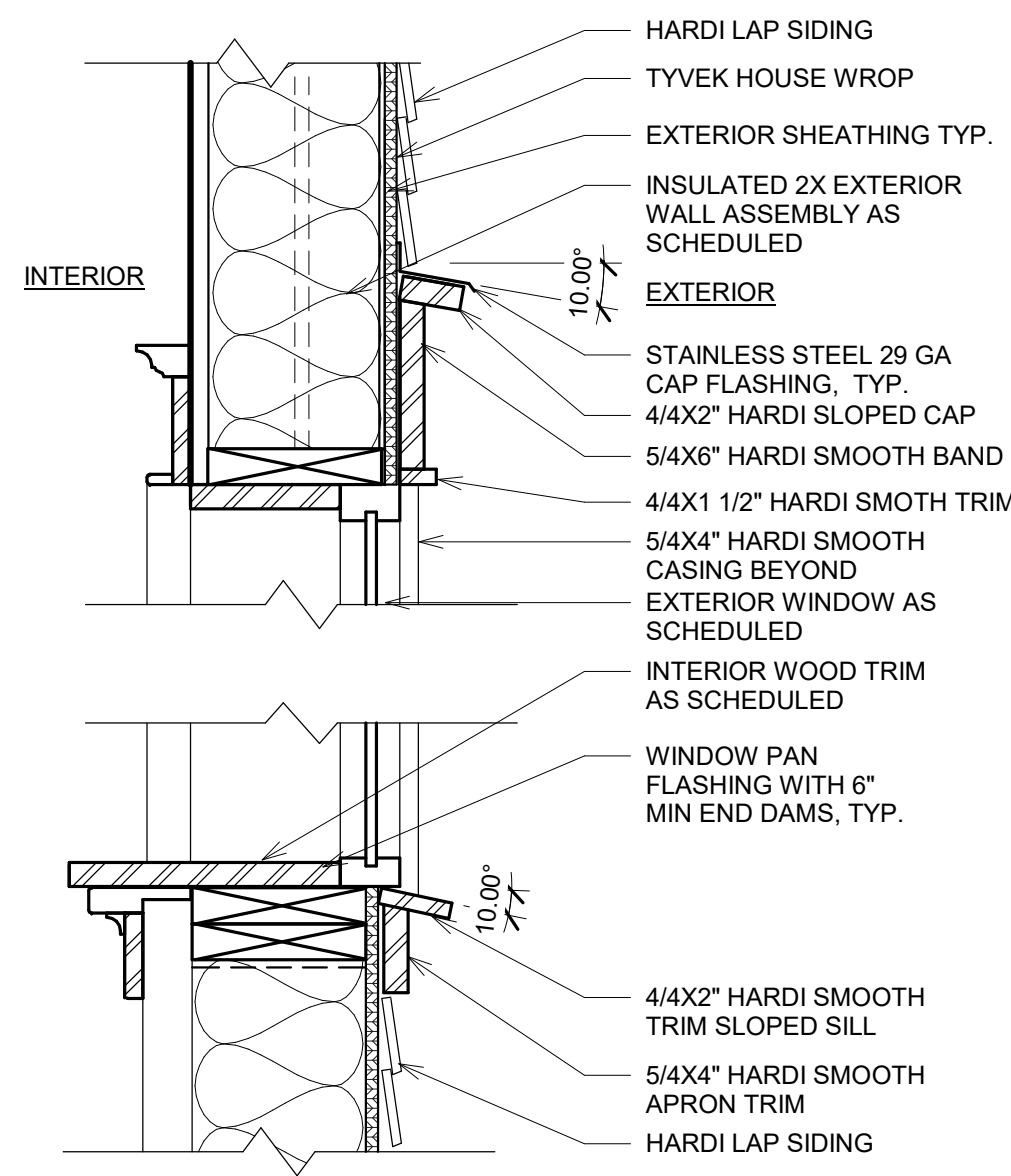
?? RESIDENCE  
Private Residence

Fernandina Beach, Florida 32034

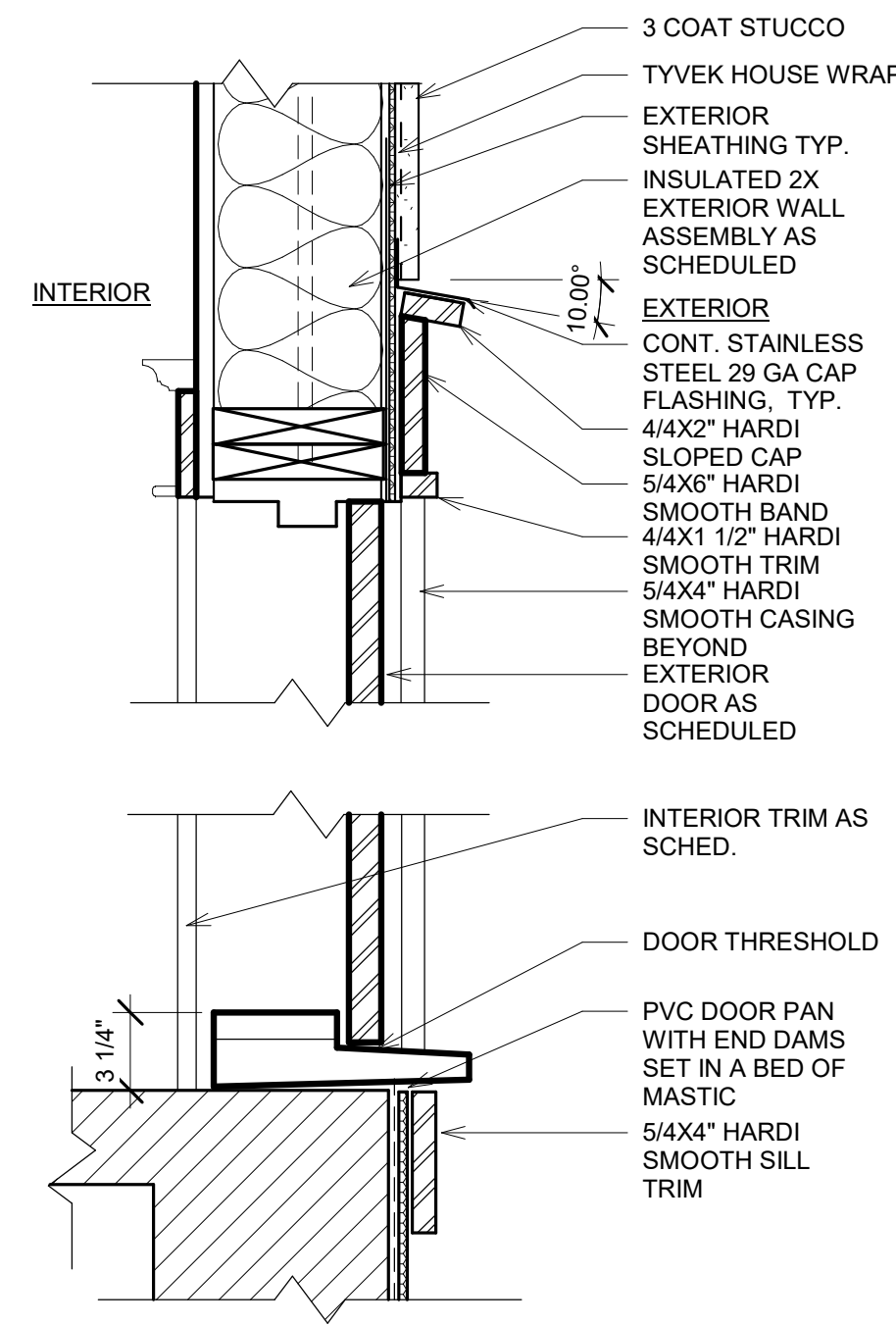
1ST FLOOR PLAN

Project number	2017-142
Date	6/20/17
Drawn by	SK
Checked by	BA
Scale	1/4" = 1'-0"

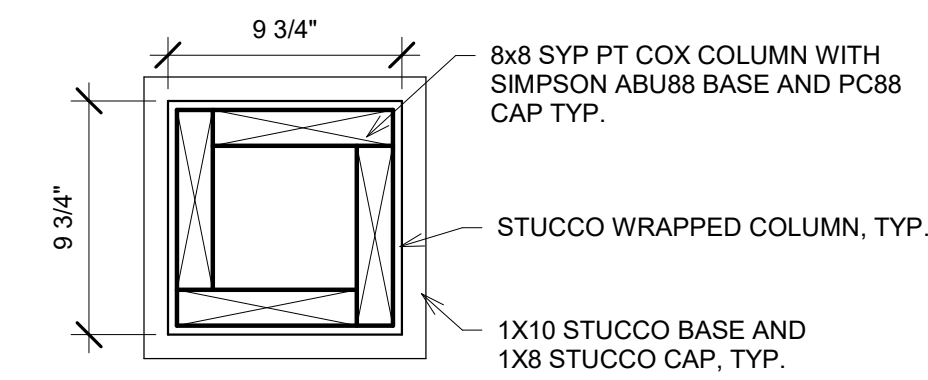
No.	Description	Date
4	Revision 4 - FRAMING CLAR.	6/13/17



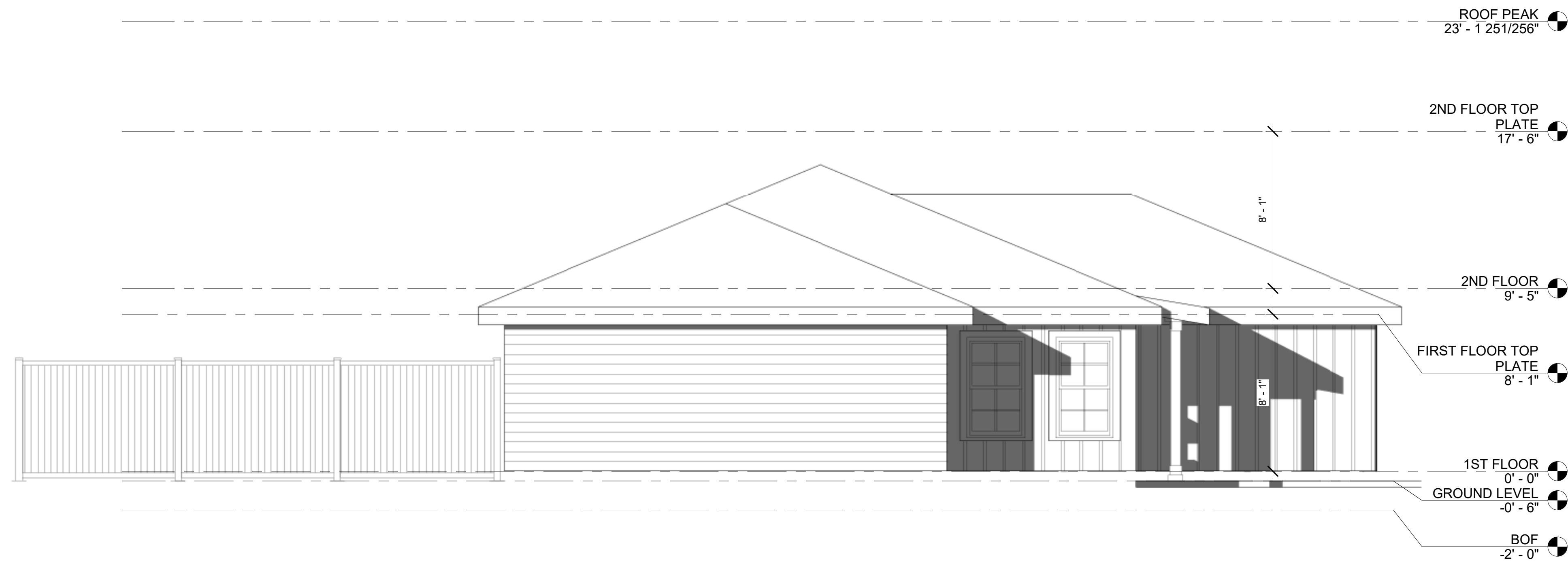
3 TYPICAL EXTERIOR WINDOW TRIM DETAIL  
1 1/2" = 1'-0"



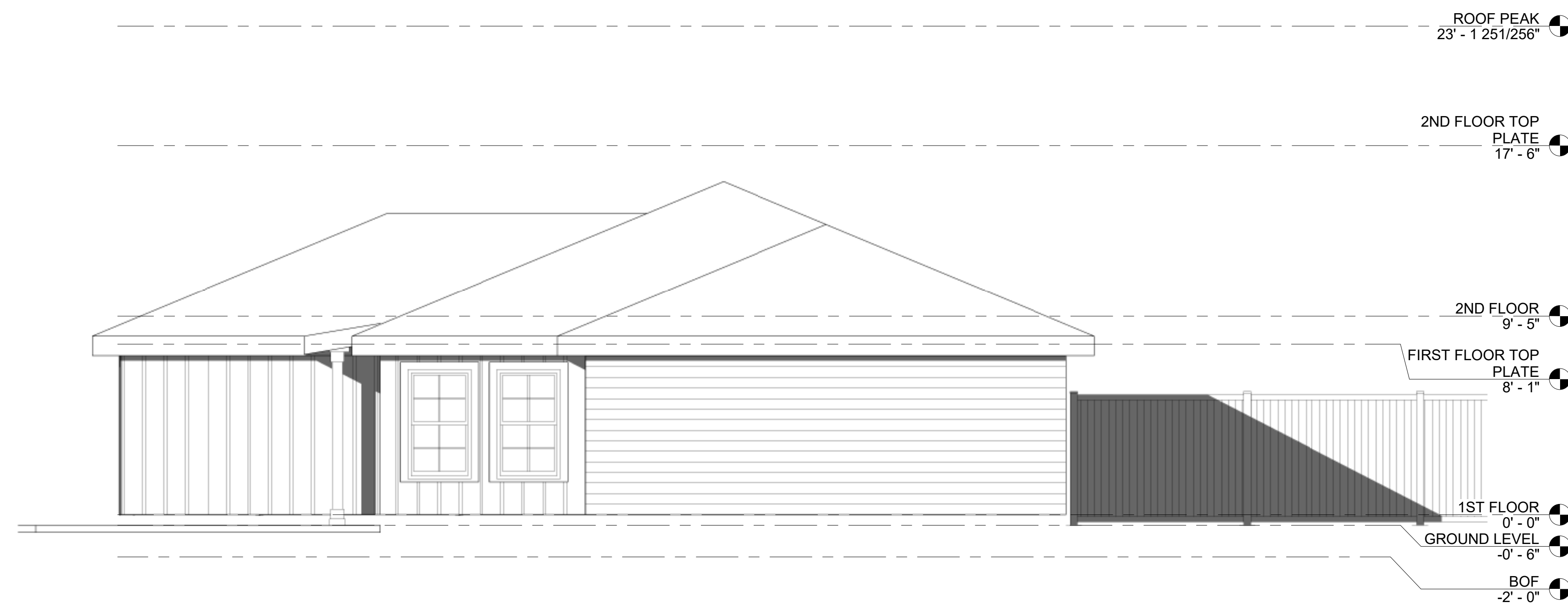
4 TYPICAL EXTERIOR DOOR AND TRIM DETAIL  
1 1/2" = 1'-0"



5 PORCH COLUMN PLAN DETAIL  
1 1/2" = 1'-0"



1 LEFT ELEVATION  
1/4" = 1'-0"

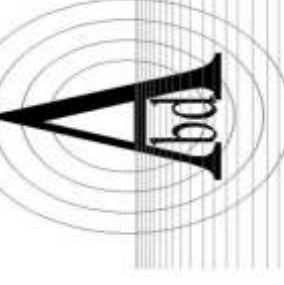


2 RIGHT ELEVATION  
1/4" = 1'-0"

**3S Design Studio**

1996 Pebble Point Dr.  
Green Cove Springs, FL 32043  
dennis@3sdesignstudio.net

Bruce D. Amalfitano,  
Architect, A.I.A.  
Jacksonville, Florida  
1-904-228-9337  
BAmalfi@aaim.com



No.	Description	Date
4	Revision 4 - FRAMING CLAR.	6/13/17

??? RESIDENCE  
Private Residence

???  
Fernandina Beach, Florida 32034

EXTERIOR ELEVATIONS

Project number	2017-142
Date	6/20/17
Drawn by	SK
Checked by	BA
Scale	As indicated

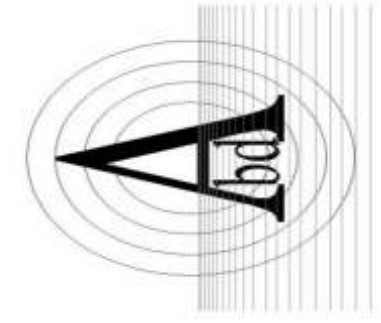
A10





1996 Pebble Point Dr.  
Green Cove Springs, FL 32043  
dennis@3sdesignstudio.net

Bruce D. Amalfitano,  
Architect, A.I.A.  
Jacksonville, Florida  
1-904-228-9337  
BAmalfi@aaim.com



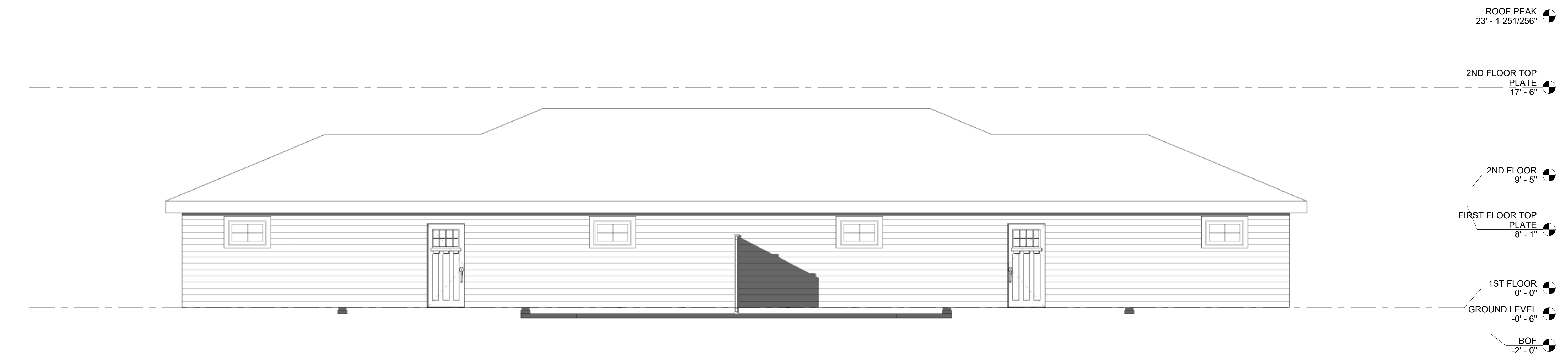
No.	Description	Date
4	Revision 4 - FRAMING CLAR.	6/13/17

?? RESIDENCE  
Private Residence

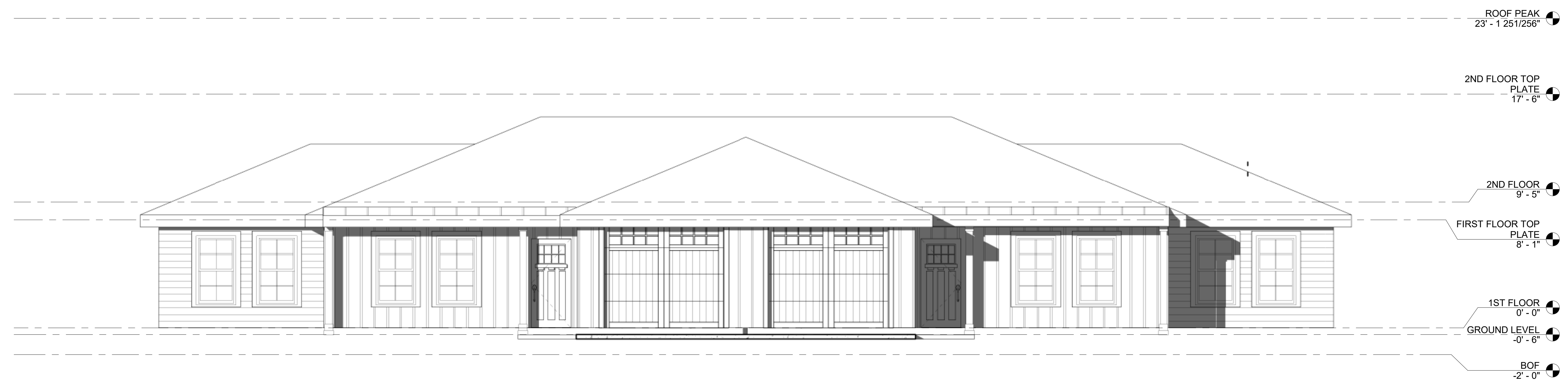
??  
Fernandina Beach, Florida 32034

EXTERIOR ELEVATIONS	
Project number	2017-142
Date	6/20/17
Drawn by	SK
Checked by	BA
Scale	1/4" = 1'-0"

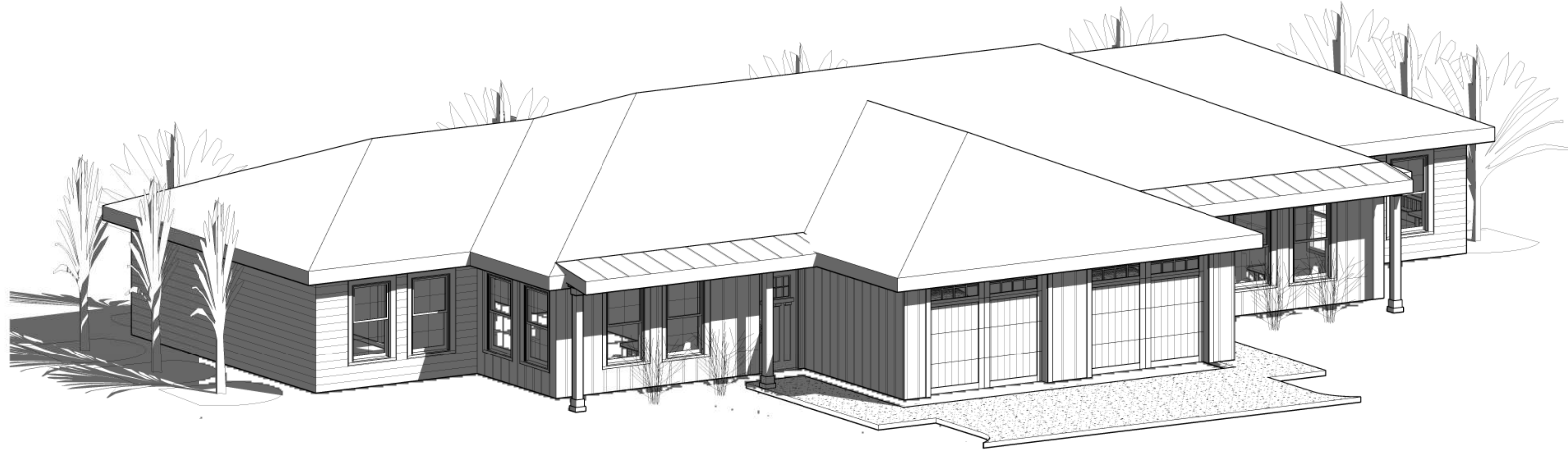
A11



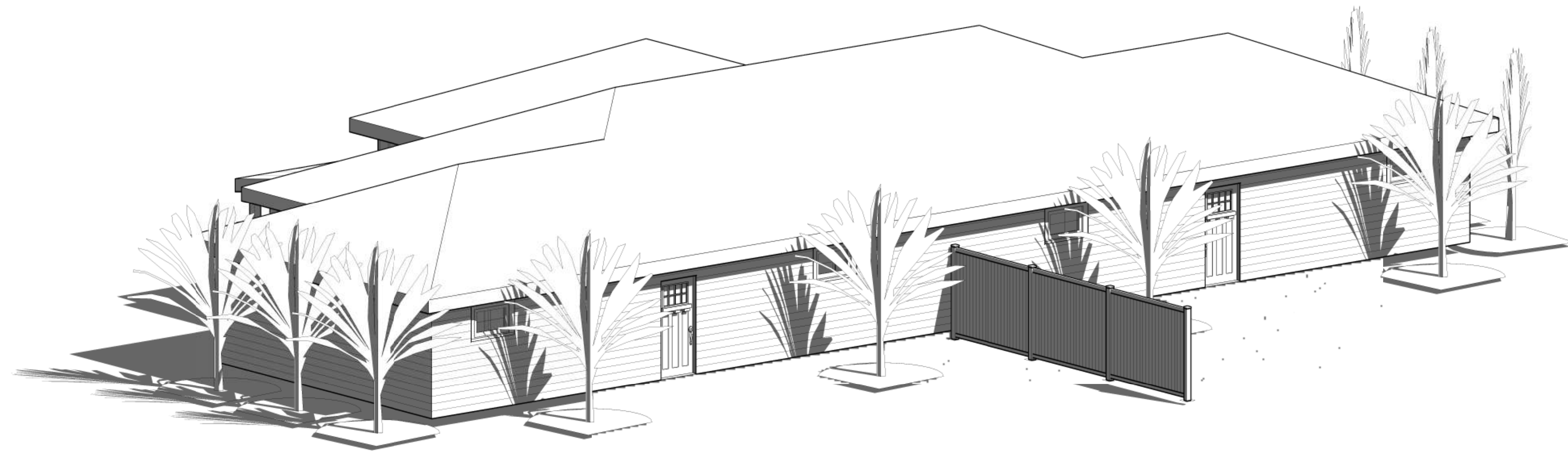
1 REAR ELEVATION  
1/4" = 1'-0"



2 FRONT ELEVATION  
1/4" = 1'-0"



1 FRONT PERSPECTIVE



2 REAR PERSPECTIVE

**3S Design Studio**

1996 Pebble Point Dr.  
Green Cove Springs, FL 32043  
dennis@3sdesignstudio.net

Bruce D. Amalfitano,  
Architect, A.I.A.  
Jacksonville, Florida  
1-904-228-9337  
BAmalfi@aiaa.com



Date

6/13/17

Description

Revision 4 - FRAMING CLAR.

No.

4

?? RESIDENCE

Private Residence

??  
Fernandina Beach, Florida 32034

COPYRIGHT © 2019 BY 3SSS DESIGN STUDIO, LLC.

EXTERIOR PERSPECTIVES

Project number 2017-142

Date 6/20/17

Drawn by SK

Checked by BA

Scale

A12



# City of Green Cove Springs Special Exception Application

**FOR OFFICE USE ONLY**

Item # 2.

P Z File # 202000905

Application Fee: 250

Filing Date: 9/29 Acceptance Date: \_\_\_\_\_

Review Type: SDRT  P & Z

**A. PROJECT**

- 1. Project Name: 1100 North St
- 2. Address of Subject Property: 1100 North st, Green Cove Springs, FL 32043
- 3. Parcel ID Number(s) 38-06-26-018252-000-00
- 4. Existing Use of Property: Single Family
- 5. Future Land Use Map Designation: RMD
- 6. Zoning Designation: R-2
- 7. Acreage: 0.358

**B. APPLICANT**

- 1. Applicant's Status  Owner (title holder)  Agent
- 2. Name of Applicant(s) or Contact Person(s): \_\_\_\_\_ Title: \_\_\_\_\_  
 Company (if applicable): Legacy in Action Project III LLC  
 Mailing address: 151 College Dr #17, Orange Park, FL  
 City: Orange Park State: FL ZIP: 32065  
 Telephone: (904) 272-5005 FAX: (904) 621-9006 e-mail: deborah@legacyclay.com

3. If the applicant is agent for the property owner\*:

Name of Owner (title holder): \_\_\_\_\_  
 Company (if applicable): \_\_\_\_\_  
 Mailing address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_  
 Telephone: (\_\_\_\_) \_\_\_\_\_ FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: \_\_\_\_\_

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

**C. ADDITIONAL INFORMATION**

- 1. 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: Change from single family to Multifamily Duplex
- 2. Section of Land Development Regulations under which the Special Exception is sought Sec 101-351
- 3. Reason Special Exception is requested: Construction of new duplex
- 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?

YES

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??

NA

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 LIA III.  
KENNETH MARQUIS  
Typed or printed name and title of applicant  
9/29/20  
Date  
State of FLORIDA County of CLAY

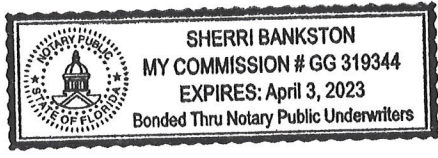
Signature of Co-applicant  
\_\_\_\_\_  
Typed or printed name of co-applicant  
\_\_\_\_\_  
Date  
\_\_\_\_\_

The foregoing application is acknowledged before me this 29 day of SEPT, 2020, by KENNETH

MARQUIS, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

Sherr Bankston  
Signature of Notary Public, State of FLORIDA



CFN # 2019035349, OR BK: 4209 PG: 362, Pages 1 / 2, Recorded 7/9/2019 8:19 AM, Doc: D  
 TARA S. GREEN Clerk Circuit Court, Clay County, FL Rec: \$18.50 Doc D: \$227.50  
 Deputy Clerk RODRIGUEZW

Prepared by and return to:  
 Terry Colavecchio, Esq.  
 Mellinger Title Services, LLC  
 1200 N. Federal Highway  
 Suite 200  
 Boca Raton, FL 33432  
 Parcel Identification Number: 38-06-26-018252-000-00

[Space Above This Line For Recording Data]

### WARRANTY DEED

This Warranty Deed Made this <sup>5<sup>th</sup></sup> day of July, 2019 by Golex Properties, LLC, a Florida Limited Liability Company, hereinafter called the Grantor, whose post office address is: 101 Plaza Real S, Suite 219, Boca Raton, FL 33432,

to: Legacy in Action Project III, LLC, a Florida Limited Liability Company, whose post office address is: 151 College Drive, Suite 17, Orange Park, FL 32065, hereinafter called the Grantee;

**WITNESSETH:** That said Grantor, for and in consideration of the sum of \$32,500.00 Dollars, and other variable considerations, receipt whereof is hereby acknowledged; hereby grants, bargains, sells, allens, remises, releases, conveys and confirms unto the Grantee, all that certain land situated in Clay County, Florida, viz:

Lots 1 and 2, in Block "W", of SHANDS PLAT OF GREEN COVE SPRINGS, according to the Plat thereof, as recorded in Plat Book 2, at Page 1, of the Public Records of Clay County, Florida.

This property is not the homestead of the Grantor.

**TOGETHER** with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

**To Have and to Hold**, the same in fee simple forever.

And the Grantor hereby covenants with said Grantee that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land; that the Grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to 12/31/2018, reservations, restrictions and easements of record, if any.

(The terms "Grantor" and "Grantee" herein shall be construed to include all genders and singular or plural as the context indicates)



# Clay County Property Appraiser's Office

## Parcel Summary

**Parcel ID** 38-06-26-018252-000-00  
**Location Address** 1100 NORTH ST  
 GREEN COVE SPRINGS 32043  
**Brief Tax Description\*** LOTS 1 & 2 BLK W SHANDS PLAT AS REC O R 4209 PG 362  
 \*The Description above is not to be used on legal documents.  
**Property Use Code** SINGLE FAM (000100)  
**Sec/Twp/Rng** 38-6-26  
**Tax District** GREEN COVE SPRINGS (District 2)  
**Millage Rate** 15.7769  
**Acreage** 0.358  
**Homestead** N

[View Map](#)

## Map



## Owner Information

**Primary Owner**  
 Legacy IN Action Proj III LLC  
 151 College Drive  
 Suite 17  
 Orange Park, FL 32065

## Land Information

Code	Land Use	Number of Units	Unit Type	Frontage	Depth
000110	RES LOT	1.00	LT	120	130

## Residential Buildings

**Building 1**  
**Type** SINGLE FAM  
**Total Area** 1,628  
**Heated Area** 900  
**Exterior Walls** SINGLE SID  
**Roof Cover** MIN/TIN  
**Interior Walls** PLASTER  
**Frame Type** N/A  
**Floor Cover** ASPH TILE  
**Heat** NONE  
**Air Conditioning** NONE  
**Bathrooms** 1  
**Bedrooms** 2  
**Stories** 1  
**Actual Year Built** 1952  
**Effective Year Built** 1952



# Clay County Property Appraiser Record Card 38-06-26-018252-000-00

This Clay County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation. The assessment information is from the working taxroll and is subject to change

LOTS 1 & 2 BLK W SHANDS PLAT JENKINS MARGARET ET AL Clay County 2018 R  
 AS REC PB 2 PG 1 O R 1493 PGS C/O WILBERT BRADLEY CARD 001 of 001  
 1815-1820,2074 PG 24 & 1119 SWEETBROOK WAY PRINTED 10/05/2018 11:03  
 2215 PG 1612 ORLANDO, FL 32828 APPR 5/29/2013 XDFR BY QSECCOFR

RUSE 000100 SINGLE FAM 900 HTD AREA 65.450 INDEX 3 GREEN COVE SPGS POSE 000100 SINGLE FAMILY  
 MOD 1 SFR 1.00 1135 EFF AREA 43.770 E-RATE 125.000 INDX STR 38- 6- 26  
 EXW 04 SINGLE SID FIXT 49,679 RCN 1952 AYB MKT AREA 02 17,387 BLDG  
 % N/A BDRM 35.00 %GOOD 17,387 B BLDG VAL 1952 EYB LLOC GCL06 151 XFOB  
 RSTR 03 GABLE/HIP RMS ?  
 RCVR 01 MLN/TLN UNITS ?  
 % N/A ?  
 INTW 03 PLASTER ?  
 % N/A ?  
 FLOR 05 ASPH TILE 1.0 ?  
 % N/A ?  
 H/WTP 01 NONE ?  
 A/C 01 NONE ?  
 QUAL 02 FAIR 69 ?

FNDN N/A N/A ?  
 SIZE N/A N/A ?  
 CELL N/A N/A ?  
 ARCH N/A N/A ?  
 FRME N/A N/A ?  
 KITCH N/A N/A ?  
 WNDO N/A N/A ?  
 CLAS N/A N/A ?  
 OCC N/A N/A ?  
 COND N/A N/A ?  
 SUB A-AREA % E-AREA ?  
 BAS93 900 100 13787 ?  
 UEP93 192 50 1471 ?  
 UCF93 440 25 1685 ?  
 USP93 96 30 444 ?

TOTAL 1628 1135 17387  
 EXTRA FEATURES 1135 17387  
 AE BN CODE DESC LEN WID HGT QTY QL YR ADJ FIELD CK  
 Y 0361 STORAGE L 12 8 1 1986 .90 96.000 UT UNITS UT PRICE ADJ UT PR SPCD % %GOOD XFOB VALUE  
 Y 0642 CONC 1'/1300 21 57 1 1952 1.00 1197.000 UT .001 40.00 43.00 43.00 151  
 Y 0650 SIDEWALK C 4 21 1 1952 1.00 84.000 UT .001 40.00 .001 40.00 40.00 151  
 Y 0655 CLF 4' 1 1952 1.00 416.000 UT .001 40.00 .001 40.00 40.00 151

LAND DESC ZONE ROAD CLAS {UD3 FRONT DEPTH FIELD CK:  
 AE CODE TOPO UTIL {UD2 {UD4 BACK DT ADJUSTMENTS UNITS UT PRICE ADJ UT PR LAND VALUE  
 Y 000110 RES LOT 120 130 1.00 1.00 1.00 1.00 1.000 LT 15000.000 15000.00 15.000



old

Item # 2.

FOR OFFICE USE ONLY

P Z File # 201900927

Application Fee: 275

Filing Date: 9/13/19 Acceptance Date:

Review Type: SDRT [ ] P & Z [ ]

City of Green Cove Springs Special Exception Application

A. PROJECT

- 1. Project Name: 1100 North St
2. Address of Subject Property: 1100 North St, Green Cove Springs, FL 32043
3. Parcel ID Number(s): 38-06-26-018252-000-00
4. Existing Use of Property: Single Family
5. Future Land Use Map Designation: RMD
6. Zoning Designation: R-2
7. Acreage: 0.358

B. APPLICANT

- 1. Applicant's Status: [x] Owner (title holder) [ ] Agent
2. Name of Applicant(s) or Contact Person(s): Title:
Company (if applicable): Legacy in Action Project III LLC
Mailing address: 151 College Dr #17, Orange Park,
City: State: FL ZIP: 32065
Telephone: (904) 272-5005 FAX: (904) 621-9006 e-mail: deborah@legacyclay.com

- 3. If the applicant is agent for the property owner\*:
Name of Owner (title holder):
Company (if applicable):
Mailing address:
City: State: ZIP:
Telephone: ( ) FAX: ( ) e-mail:

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

C. ADDITIONAL INFORMATION

- 1. Is there any additional contact for sale of, or options to purchase, the subject property? [ ] Yes [x] 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: Change from single family to multi-family Duplex
- 2. Section of Land Development Regulations under which the Special Exception is sought Sec 101-351
- 3. Reason Special Exception is requested: Construction of new duplex
- 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?

Yes

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??

NA

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

Signature of Co-applicant

KEN MARQUIS LIA III  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

9/10/19  
Date

\_\_\_\_\_  
Date

State of Florida County of Clay

The foregoing application is acknowledged before me this 10 day of sept, 2019 by \_\_\_\_\_

Lori A. Gunn, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

[Signature]  
Signature of Notary Public, State of Florida





# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Planning & Zoning Board **MEETING DATE:** October 27, 2020  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Review of Variance for the Master Site Development Plan for the Narducci Storage Office at 409 N Palmetto Avenue, 017639-001-00

### PROPERTY DESCRIPTION

**APPLICANT:** Matthew Phillips, ShayCore LLC **OWNER:** Fusilli Investments LLC

**PROPERTY LOCATION:** 409 N Palmetto Avenue

**PARCEL NUMBER:** 017639-001-00

**FILE NUMBER:** 202000732

**CURRENT ZONING:** Gateway Corridor Neighborhood (GCN)

**FUTURE LAND USE DESIGNATION:** Commercial Medium Intensity (CMI)

### SURROUNDING LAND USE

**NORTH:** FLU: Commercial Medium Intensity **SOUTH:** FLU: Commercial Medium Intensity  
 Z: Gateway Corridor Neighborhood Z: Gateway Corridor Neighborhood  
 Use: Undeveloped Use: Jesse's Auto Service

**EAST:** FLU: Commercial High Intensity (CHI) **WEST:** FLU: Residential Professional Office  
 Z: Gateway Corridor Commercial (GCC) Z: C-1, Neighborhood Commercial  
 Use: Wells Fargo Use: Undeveloped

### BACKGROUND

#### DEVELOPMENT DESCRIPTION:

The applicant has submitted a major Site Development Plan Application for the development of an Office/Storage Building on .14 acres, located at 409 Palmetto Avenue.

The property is fairly level with a gentle slope of about 1 and ½ feet of fall, sloping from west to east. The site is sparsely wooded including a 12" palm tree and a 40" camphor tree in the rear of the site and the remainder of the site consists of vegetated underbrush.

**PROPOSED**

The plan includes a 2,100 square foot office storage building and parking area.

**Parking**

The plan shows 1 parking spaces plus 1 handicapped parking space in addition to a garage door for loading and unloading provided onsite. Per code they are required to have 1 space per 5,000 square feet of storage area.

**Drainage Retention**

Due to the size of the proposed the applicant received a waiver from the Water Management District. That said, they still shall comply with City requirements. Roof drains have been provided to take the roof runoff which will be connected to the City's stormwater system.

**Traffic and Access**

Access will be provided off Palmetto Avenue. There will be minimal traffic to this location.

**Landscape, Buffer and Lighting Plan**

The plan is showing the planting of 9 trees on the site and 69 hedge plantings pursuant to City Code. They are providing a treed landscape buffer with a 6' fence along the rear of the property. There will be no li Avenue. The existing oak trees and magnolia will be removed. In order to provide a buffer up against the adjacent residential properties to the east, they are providing a 6' privacy fence on the property with three elm trees as a landscape buffer. The lighting plan shows lighting on the front of the building only.

The site will be served by the city water, sewer, and electric services. No dumpster will be provided onsite.

**REASON FOR VARIANCE REQUEST**

Code Section 117-656. - Design guidelines.

- (1) Orient nonresidential uses to face the street with parking behind or to the sides of buildings.

Code Section 117-542(3)(e)

- e. Minimum required side yard: 10 feet

As shown on the site plan on the site plan (sheet C200), the site plan is showing the parking located in the front of the building between the building and US 17 and a 5' side yard setback. As a result, the applicant is requesting a variance from this code requirements.

Variances are to be considered as part of the site plan review. The variance shall be granted or denied in conjunction with the approval for site plan review. The applicant shall state fully what grounds of hardship the request is made. The planning and zoning board may grant a variance varying terms of this subpart, providing such conditions and circumstances are:

- a. Peculiar to the specific land, structure or building;
- b. Do not apply generally to neighboring properties;
- c. That the strict application of the provisions of this subpart would deprive the applicant of the reasonable use of such land, structure or building;
- d. The peculiar conditions and circumstances are not the result of the actions of the applicant.

**Any variance granted will be the minimum variance that will make possible the reasonable use of such land, structure or building.**

The planning and zoning board shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved. If so, the planning and zoning board may grant the variance, based on the required findings, for that site alone. If, however, the condition is common to numerous sites so that requests for similar variances are likely to be received, the planning and zoning board shall make the required findings, based on the cumulative effect of granting the variance, to all who may apply.

The planning and zoning board shall not grant the variance varying the requirements of any provision of this subpart unless it makes a positive finding, based on substantial competent evidence, on each of the following:

- a. There are no reasonable uses of the property because of the practical or economic difficulties in carrying out the strict letter of the regulation and the hardship is not the result of the applicant's own actions.  
*Without the variance, the applicant would not reasonably to be able to develop the majority of permitted uses in the Gateway Corridor Commercial Zoning District.*
- b. If the applicant complies strictly with the provisions of this subpart, he is deprived of any rights that others in the district are allowed.  
*Without the variance the applicant would not be able to reasonably develop their property based on the lot size, setbacks, and site planning requirements with City Code.*
- c. The hardship is suffered only by the applicant rather than by neighbors or the general public.  
*The hardship/practical difficulty for this property is the narrowness of the lot width, which is measured at 45'. This lot width makes it very difficult, particularly for commercial development, to comply with all of the City regulations and still have room for a reasonably sized building and parking. The majority of properties along this corridor have additional lot width which allows code compliance. The most recent development along this corridor is the Stuart Electric site at 545 Palmetto which is similar to this site, in that it has narrow frontage and the Bearden Law Office at 415 Palmetto which is retrofitting an existing single-family home to an Office use. In both instances, applicants for the property had to apply and were approved for a variance or waiver from code requirements.*
- d. The hardship relates to the land, rather than personal circumstances.  
*The hardship relates to the narrow lot width, which limits the flexibility to move the building to the front of the site to be able to operate a business with parking Gateway Corridor Neighborhood Zoning District.*
- e. The variance requested is the minimum variance that will make reasonable use of the land, building or structure and will not result in the creation or extension of a nonconforming use or structure.  
*The variance requested is the minimum variance to reasonably operate a business and provide a parking lot with adequate turning movement space for traffic circulation.*
- f. The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire, or other hazard to the public.  
*The requested variance will not increase congestion or create any hazards to the public.*
- g. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site.



*The requested variance is not detrimental to adjacent lands. The project will comply with all other applicable Gateway Corridor Neighborhood Zoning District Development Standards.*

(3) *Imposition of conditions.* In granting the variance, the planning and zoning board shall prescribe any conditions and safeguards it deems necessary or desirable, and violation of such variance, when made a part of the terms under which a variance is granted, shall be deemed a violation of this subpart.

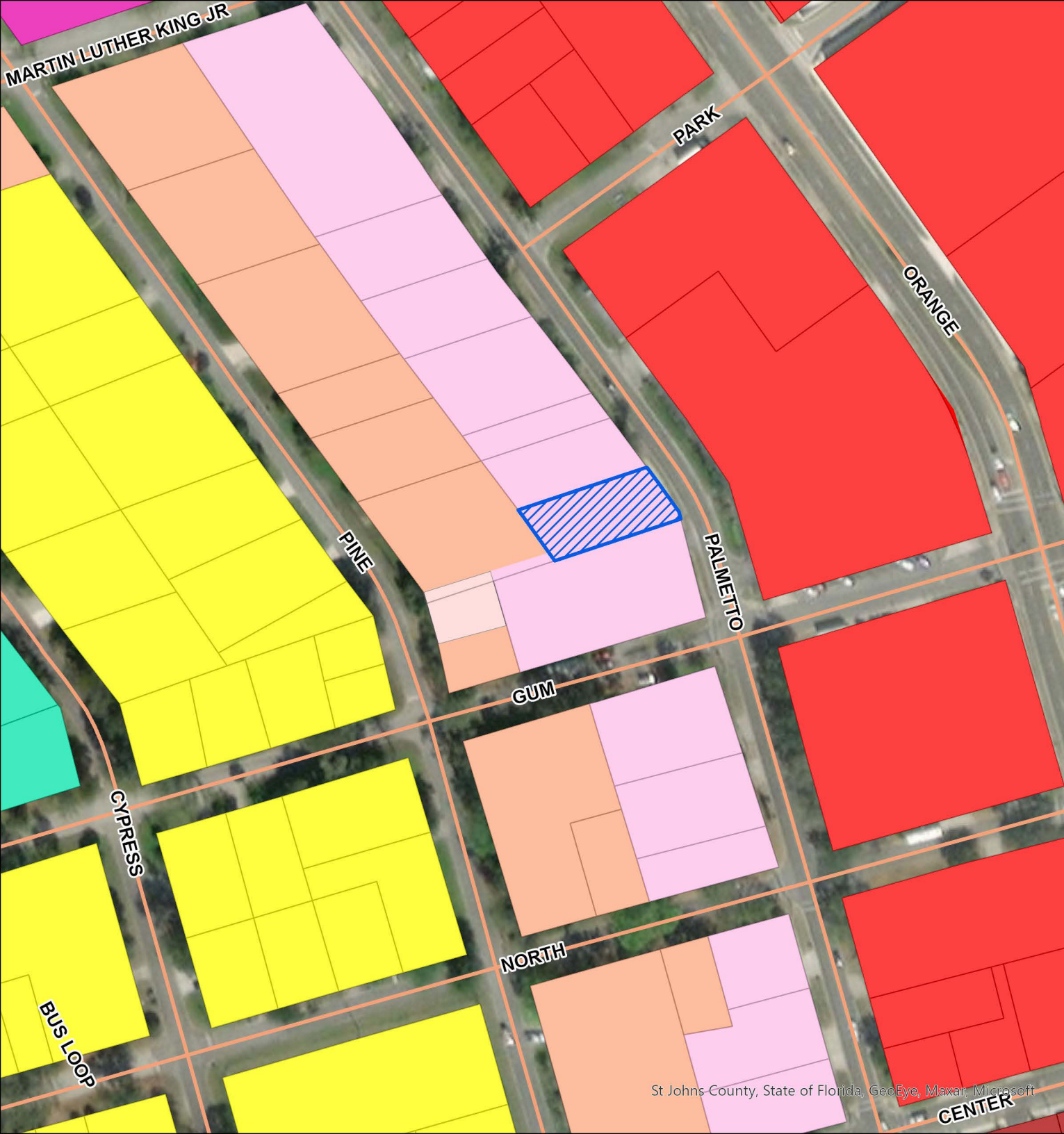
### STAFF RECOMMENDATION

Staff recommends approval of 202000732, to permit a variance from code section 117-656(1) to allow the placement of parking between Palmetto Avenue and the proposed building and reducing the side yard setback from 10' to 5' at 409 Palmetto Avenue.

1. The grading and drainage plan shall be modified to capture the stormwater runoff from parking lot and channel it into the City's stormwater system.

**Motion:** To approve application 202000732, to permit a variance from code section 117-656(1) to allow the placement of parking between Palmetto Avenue and the proposed building and code section 117-542(3)(e) to allow the side yard setback to be reduced from 10' to 5' at 409 N Palmetto Avenue subject to the following condition:

1. The grading and drainage plan shall be modified to capture the stormwater runoff from parking lot and channel it into the City's stormwater system.



Item # 3.

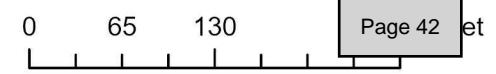
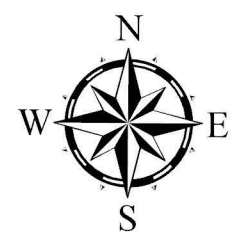
Parcels  
 Roads

**ZONING**

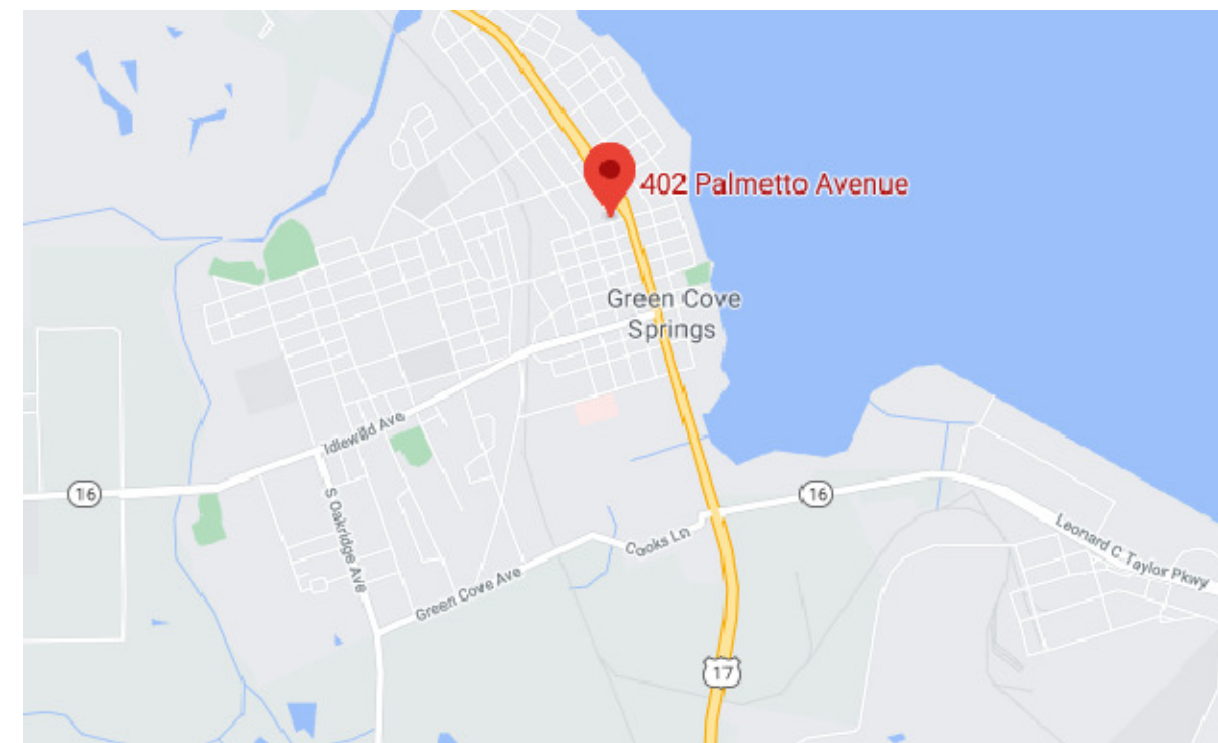
- R-1 Single Family Residential
- RPO Residential Professional Office
- C-1 Neighborhood Commercial
- C-2 General Commercial
- CBD Central Business District
- GCC Gateway Corridor Commercial
- GCN Gateway Corridor Neighborhood
- INS Institutional

**Project Site**

- Multiple Applications

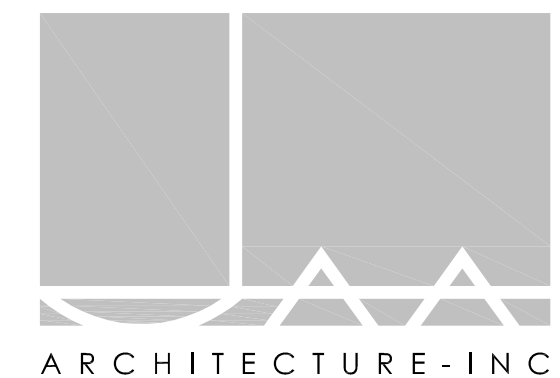


VICINITY MAP



PROJECT LOCATION

"NEW CONSTRUCTION"
OFFICE/WAREHOUSE
402 PALMETTO AVENUE
GREEN COVE SPRINGS, FLORIDA



JAA ARCHITECTURE

2716 ST. JOHNS AVENUE
JACKSONVILLE FL. 32205
AR 92748
(904)379-5108

GENERAL NOTES

A-INTENT & USE OF CONSTRUCTION DOCUMENTS

- 1. THE PURPOSE OF THESE DOCUMENTS IS TO CONVEY DESIGN INTENT ONLY. THE CONTRACTOR SHALL BE SOLELY RESPONSIBLE FOR COMPLIANCE WITH ORDERS OF ANY PUBLIC AUTHORITY BEARING ON THE PERFORMANCE OF THE WORK.
2. THE CONTRACTOR WILL BE PRESUMED TO HAVE INSPECTED THE SITE AND TO HAVE READ AND TO BE THOROUGHLY FAMILIAR WITH THE DRAWINGS AND SPECIFICATIONS.
3. THE CONTRACTOR SHALL PERFORM NO PORTION OF THE WORK AT ANY TIME WITHOUT CONTRACT DOCUMENTS, OR WHERE REQUIRED, APPROVED SHOP DRAWINGS, PRODUCT DATA OR SAMPLE FOR SUCH PORTION OF THE WORK.

B-PERMITS, FEES, TAXES, & NOTICES

- 1. THE CONTRACTOR SHALL PAY ALL SALES, CONSUMER, AND OTHER SIMILAR TAXES FOR THE WORK OR PORTIONS THEREOF PROVIDED BY THE CONTRACTOR WHICH ARE LEGALLY ENACTED AT THE TIME OF CONSTRUCTION.
2. UNLESS OTHERWISE PROVIDED IN THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL SECURE AND PAY FOR THE BUILDING PERMIT AND FOR ALL OTHER PERMITS AND GOVERNMENTAL FEES, LICENSES AND INSPECTIONS NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.

C-COORDINATION & SUPERVISION

- 1. ALL WORK TO BE SCHEDULED DURING REGULAR BUSINESS HOURS UNLESS NOTED OTHERWISE.
2. CONTRACTOR TO PROVIDE ADVANCE NOTIFICATION TO TENANT'S REPRESENTATIVE WHEN TENANT OR THEIR CONTRACTOR(S) ARE REQUIRED AT JOB SITE FOR COORDINATION MEETINGS OR INSTALLATIONS.
3. UPON COMPLETION OF THE WORK, THE CONTRACTOR TO NOTIFY BUILDING OWNER REPRESENTATIVE THAT THE PROJECT IS READY FOR INSPECTION.

D-LABOR, MATERIALS, & WARRANTY

- 1. UNLESS OTHERWISE PROVIDED IN THE CONTRACT DOCUMENTS, THE CONTRACTOR SHALL PROVIDE AND PAY FOR ALL LABOR, MATERIALS, EQUIPMENT, TOOLS, CONSTRUCTION EQUIPMENT AND MACHINERY, TRANSPORTATION, AND OTHER FACILITIES AND SERVICES NECESSARY FOR THE PROPER EXECUTION AND COMPLETION OF THE WORK.
2. THE CONTRACTOR SHALL AT ALL TIMES ENFORCE STRICT DISCIPLINE AND GOOD ORDER AMONG THE CONTRACTOR'S EMPLOYEES AND SHALL NOT EMPLOY ON THE WORK ANY UNFIT PERSON OR ANYONE NOT SKILLED IN THE TASK ASSIGNED TO THEM.

FIRE MARSHALL NOTES

- 1. ALL FINISH HARDWARE TO BE ADA COMPLIANT SHALL COMPLY WITH ALL APPLICABLE SECTIONS OF NFPA 101 LIFE SAFETY CODE (1.2.1.5)
2. CONTRACTOR SHALL PROVIDE EXIT DOOR TACTILE SIGNAGE (PER NFPA 101(1.10.1.3)), EXIT TACTILE SIGNAGE SHALL BE LOCATED AT EACH EXIT DOOR REQUIRING AN EXIT SIGN. SIGNAGE SHALL MEET ALL ACCESSIBLE REQUIREMENTS, TO BE MOUNTED ON LATCH SIDE OF DOOR, 60" AFF.
3. TACTILE SIGNAGE SHALL READ AS FOLLOWS: EXIT
4. TACTILE SIGNAGE SHALL COMPLY WITH ICC/ANSI A117.1, AMERICAN NATIONAL STANDARDS FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.

E- INSTALLATION NOTES (MAY NOT APPLY)

- 1. ALL INSTALLED PLUMBING, MECHANICAL AND ELECTRICAL EQUIPMENT TO OPERATE QUIETLY AND BE FREE OF VIBRATION.
2. UNLESS OTHERWISE NOTED IN MECHANICAL DRAWINGS OR SPECIFICATIONS, HOLD DUCTS AND MECHANICAL EQUIPMENT TIGHT TO STRUCTURE ABOVE.
3. THE CONTRACTOR SHALL NOT LOCATE CEILING DIFFUSERS OR REGISTERS WHERE FULL HEIGHT SHELVING, FILES OR STORAGE UNITS ARE INDICATED ON PLANS. (IF APPLICABLE)
4. ALL CEILING DIFFUSERS AND REGISTERS TO BE THE SAME COLOR AS THE CEILING UNLESS NOTED OTHERWISE.

FIRE MARSHALL NOTES

- 1. ALL FINISH HARDWARE TO BE ADA COMPLIANT SHALL COMPLY WITH ALL APPLICABLE SECTIONS OF NFPA 101 LIFE SAFETY CODE (1.2.1.5)
2. CONTRACTOR SHALL PROVIDE EXIT DOOR TACTILE SIGNAGE (PER NFPA 101(1.10.1.3)), EXIT TACTILE SIGNAGE SHALL BE LOCATED AT EACH EXIT DOOR REQUIRING AN EXIT SIGN. SIGNAGE SHALL MEET ALL ACCESSIBLE REQUIREMENTS, TO BE MOUNTED ON LATCH SIDE OF DOOR, 60" AFF.
3. TACTILE SIGNAGE SHALL READ AS FOLLOWS: EXIT
4. TACTILE SIGNAGE SHALL COMPLY WITH ICC/ANSI A117.1, AMERICAN NATIONAL STANDARDS FOR ACCESSIBLE AND USABLE BUILDINGS AND FACILITIES.

- 6. FIRE EXTINGUISHERS SHALL BE PROVIDED, INSTALLED, INSPECTED AND TAGGED BY A LICENSED FIRE EXTINGUISHER COMPANY.
7. ALL LOCKED DOORS WITHIN THE DESIGNED FACILITY IF PROVIDED WITH A LOCK, SHALL NOT REQUIRE THE USE OF A KEY, A TOOL, OR SPECIAL KNOWLEDGE OR EFFECT FOR OPERATION FROM THE EGRESS SIDE.

- 8. CONTRACTOR WILL PROVIDE AN EXTERIOR ELECTRICAL DISCONNECT IF ONE DOES NOT CURRENTLY EXIST.
9. THIS PROJECT DOES CONTAIN LIGHT FRAME TRUSS TYPE MATERIALS AND DOES NEED TO BE LABELED ACCORDING TO FAC 69A-60.0081.

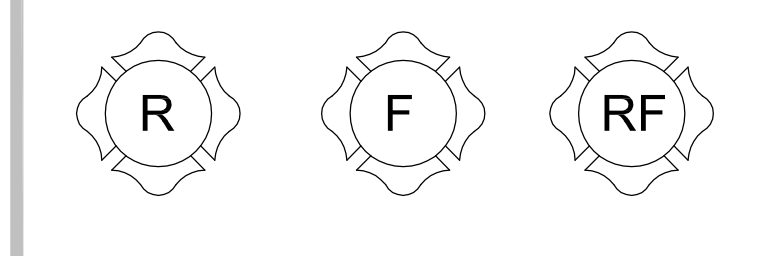


Table with 3 columns: CLASS, FLAME SPREAD INDEX, SMOKE-DEVELOPED INDEX. Rows include A (0-25, 0-450), B (26-75, 0-450), C (76-200, 0-450).

Table with 3 columns: INTERIOR EXIST. STAIRWAYS, CORRIDORS & ENCLOSURE FOR EXIT ACCESS, ROOMS & ENCLOSED SPACES. Rows include B-BUSINESS (A, B, C) and S-STORAGE (B, B, C).

- 5. PATCH ALL AREAS WHERE THE FLOOR IS NOT LEVEL OR TRUE PRIOR TO THE INSTALLATION OF SPECIFIED FLOOR FINISH-ES).
6. PROVIDE ALL NECESSARY CUT-OUTS FOR THE INSTALLATION OF ELECTRICAL AND VOICE/DATA OUTLETS, THERMOSTATS, SWITCHES AND OTHER DEVICES.
7. EXTEND ALL FIRE RATED PARTITIONS TO STRUCTURE, FILL ALL VOIDS WITH FIRE SAFING MATERIAL OR FIRE-RATED CAULK, CONTINUOUS AS REQUIRED BY CODE.

FBC 2017 CODE SUMMARY

Table with 3 columns: APPLICABLE CODES, FLORIDA BUILDING CODE 6TH EDITION 2017, and sub-headers for OCCUPANCY TYPE, CONSTRUCTION TYPE, SPRINKLERED Y/N, OCCUPANT LOAD, GROSS BUILDING AREA, GROSS AREA, MEANS OF EGRESS, MAX TRAVEL DISTANCE, PROPOSED TRAVEL DIST., COMMON PATH OF TRAVEL, REQUIRED EGRESS WIDTH, MIN. MEANS OF EGRESS WIDTH, PROP. MEANS OF EGRESS WIDTH, EXIT SIGNS TO BE READILY VISIBLE FROM ALL POINTS OF EGRESS PATH, EXIT DOOR TACTILE SIGNAGE AT ALL EXITS REQUIRING AN EXIT SIGN.

SHEET INDEX

Table with 2 columns: COVER, GENERAL NOTES, CODE SUMMARIES. Rows include AO.1 ARCHITECTURAL SITE PLAN, A1.1 FLOOR PLAN, A1.2 ROOF PLAN, A2.1 ELEVATIONS, A3.1 WALL SECTIONS, AD1 ROOF DETAILS, AD2 DOOR FLASHING DETAILS, AD3 WINDOW FLASHING DETAILS, AD4 DRIP FLASHING NOTES & DETAILS, DOOR/WINDOW HEAD/SILL/JAMB DETAILS.

FFPC 2017 CODE SUMMARY

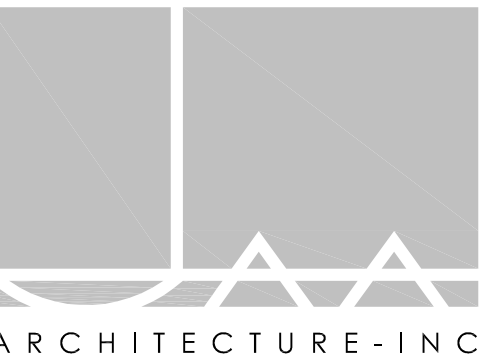
Table with 3 columns: APPLICABLE CODES, FLORIDA FIRE PREVENTION CODE 6TH EDITION, NFPA 101, and sub-headers for OCCUPANCY TYPE, SUBCLASSIFICATION, HAZARD CLASSIFICATION, HAZARD CATEGORY, CONSTRUCTION TYPE, BUILDING REHABILITATION, SPRINKLERED Y/N, OCCUPANT LOAD, GROSS BUILDING AREA, GROSS AREA, MEANS OF EGRESS, REQUIRED # OF EXITS, PROPOSED # OF EXITS, MAX TRAVEL DISTANCE, PROPOSED TRAVEL DIST., COMMON PATH OF TRAVEL, REQUIRED EGRESS WIDTH, MIN. MEANS OF EGRESS WIDTH, PROP. MEANS OF EGRESS WIDTH, EMERGENCY LIGHTING, EXIT SIGNS TO BE READILY VISIBLE FROM ALL POINTS OF EGRESS PATH, EXIT DOOR TACTILE SIGNAGE AT ALL EXITS REQUIRING AN EXIT SIGN.

STORAGE PLUMBING CALCULATIONS

Table with 2 columns: APPLICABLE CODES, FLORIDA PLUMBING CODE 2017. Rows include TOTAL OCCUPANT LOAD (92 OCCUPANTS), REQUIRED WATERCLOSETS (1 PER 100), PROPOSED WATER CLOSETS (2), REQUIRED LAVATORIES (1 PER 100), PROPOSED LAVATORIES (2), REQUIRED SERVICE SINKS (1), PROVIDED SERVICE SINK (1 EXISTING), REQUIRED DRINKING FOUNTAINS (1 PER 1000), PROVIDED DRINKING FOUNTAINS (1 NEW HI-LOW PROVIDED), TYPICAL PLUMBING CALC NOTES (MAY NOT APPLY).

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALLIAMS, ARCHITECT, ON USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AAI.

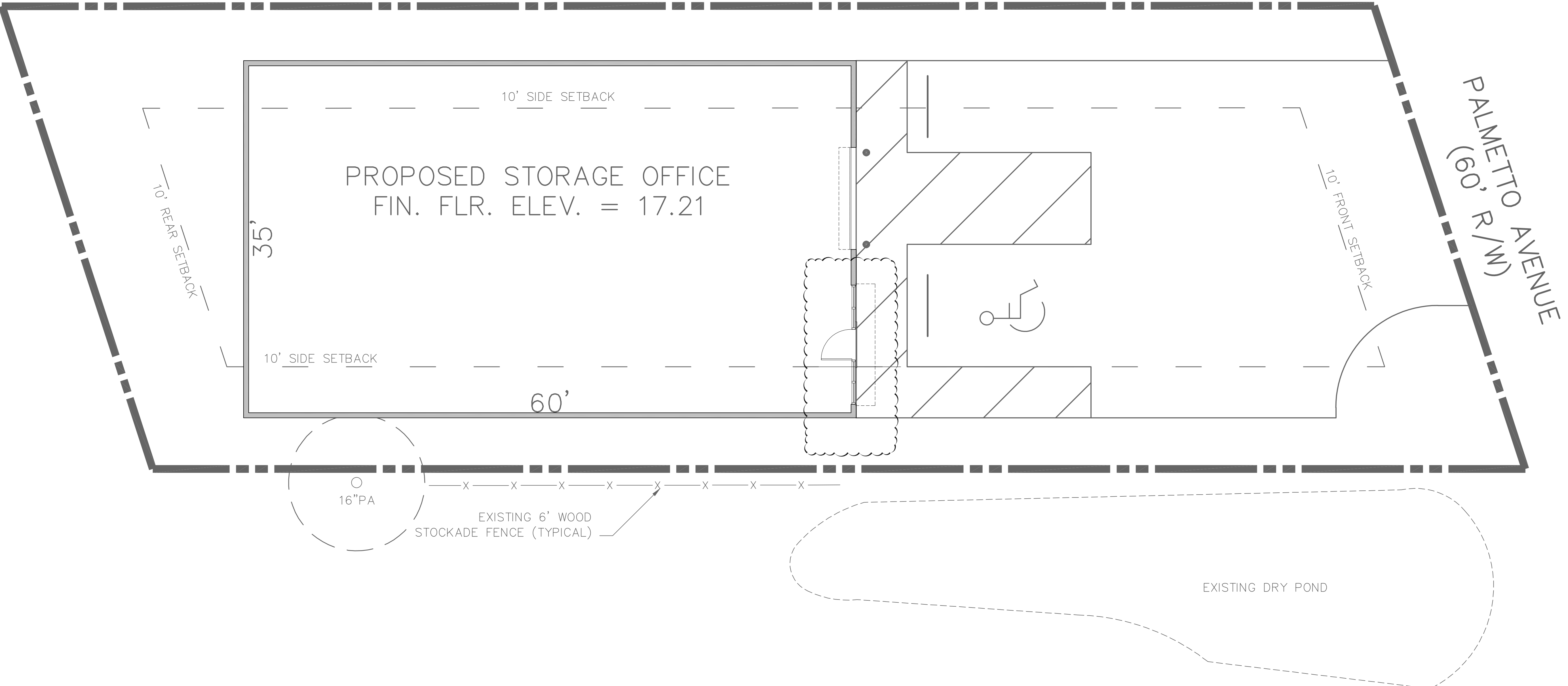




JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

- SITE PLAN NOTES
1. IT IS THE RESPONSIBILITY OF THE GENERAL CONTRACTOR TO STAKE-OUT PERIMETER OF STRUCTURE & FIELD VERIFY ALL SETBACKS PRIOR TO COMMENCEMENT OF CONSTRUCTION.
  2. FOOTPRINT PLACEMENT IS SHOWN FOR REFERENCE ONLY & IS SUBJECT TO CHANGE - REF: NEW SURVEY OR LANDSCAPE PLANS (FINAL HOUSE LOCATION TBD BY THE BUILDER OR G.C.)
  3. VERIFY EXIST. FLOOD ZONES & COORDINATE ALL REQUIRED DOCUMENTS/REQUIREMENTS W/ NEW BUILDING LOCATION IF APPLICABLE.
  4. VERIFY ALL CODES & RESTRICTIONS WITH STATE & LOCAL MUNICIPALITIES PRIOR TO CONSTRUCTION.
  5. G.C. TO VERIFY ANY EXISTING STRUCTURES, SEPTIC, GAS, ETC. DEMOLISH & RELOCATE AS REQUIRED PER LOCAL CODES OR FINAL LOCATION OF NEW HOUSE
  6. \*\*ALL SERVICES TO BE PROVIDED BY - CLAY ELECTRIC (WATER, SEWER, & ELECTRICAL)
- 1 \*\* HVAC PAD LOCATION - A MINIMUM 5 FOOT FROM THE PROPERTY LINE SHALL BE MAINTAINED\*\*



"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
 402 PALMETTO AVENUE  
 GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANSO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1	10.13.2020	CITY COMMENTS
2		
3		
4		
5		
6		
7		



DATE: 09.11.2020

PRJCT #: 20-099.00

SHEET

# A0.1

SCHEMATIC SET



JAA ARCHITECTURE INC.  
 2716 ST. JOHNS AVE.  
 JACKSONVILLE FL 32205  
 P: (904) 379-5108  
 E: JOHN@JAAARCHITECTURE.COM  
 LIC. AR92748

THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
 402 PALMETTO AVENUE  
 GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANSO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1	10.13.2020	CITY COMMENTS
2		
3		
4		
5		
6		
7		

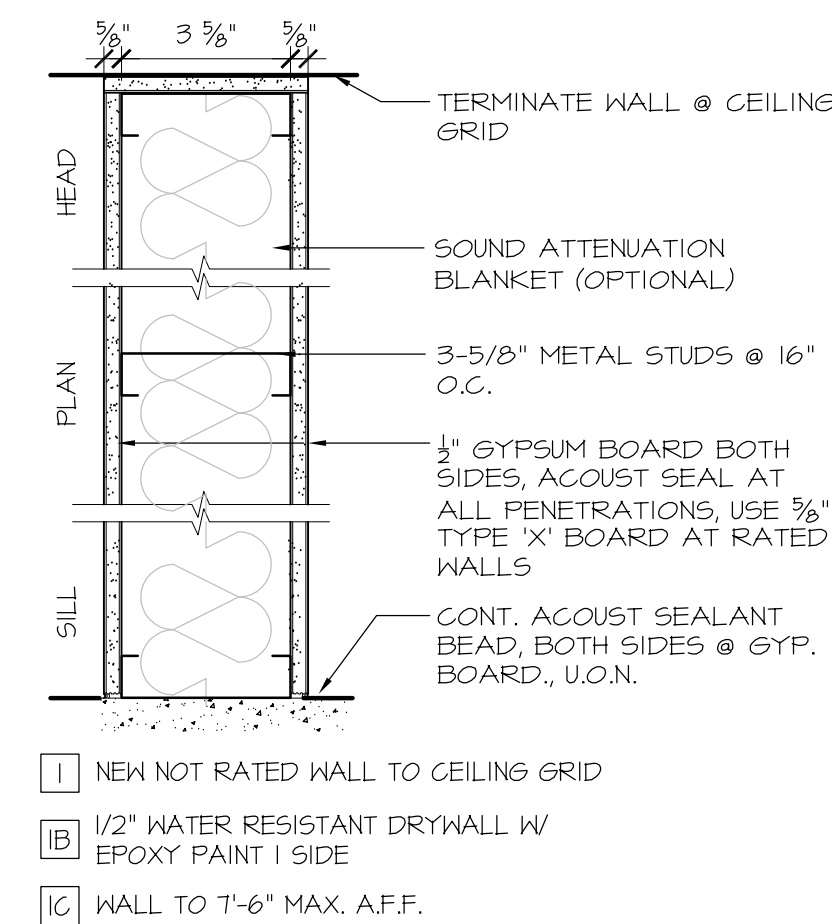


DATE: 09.11.2020  
 PRJCT #: 20-099.00

SHEET

**A1.1**

SCHMATIC SET

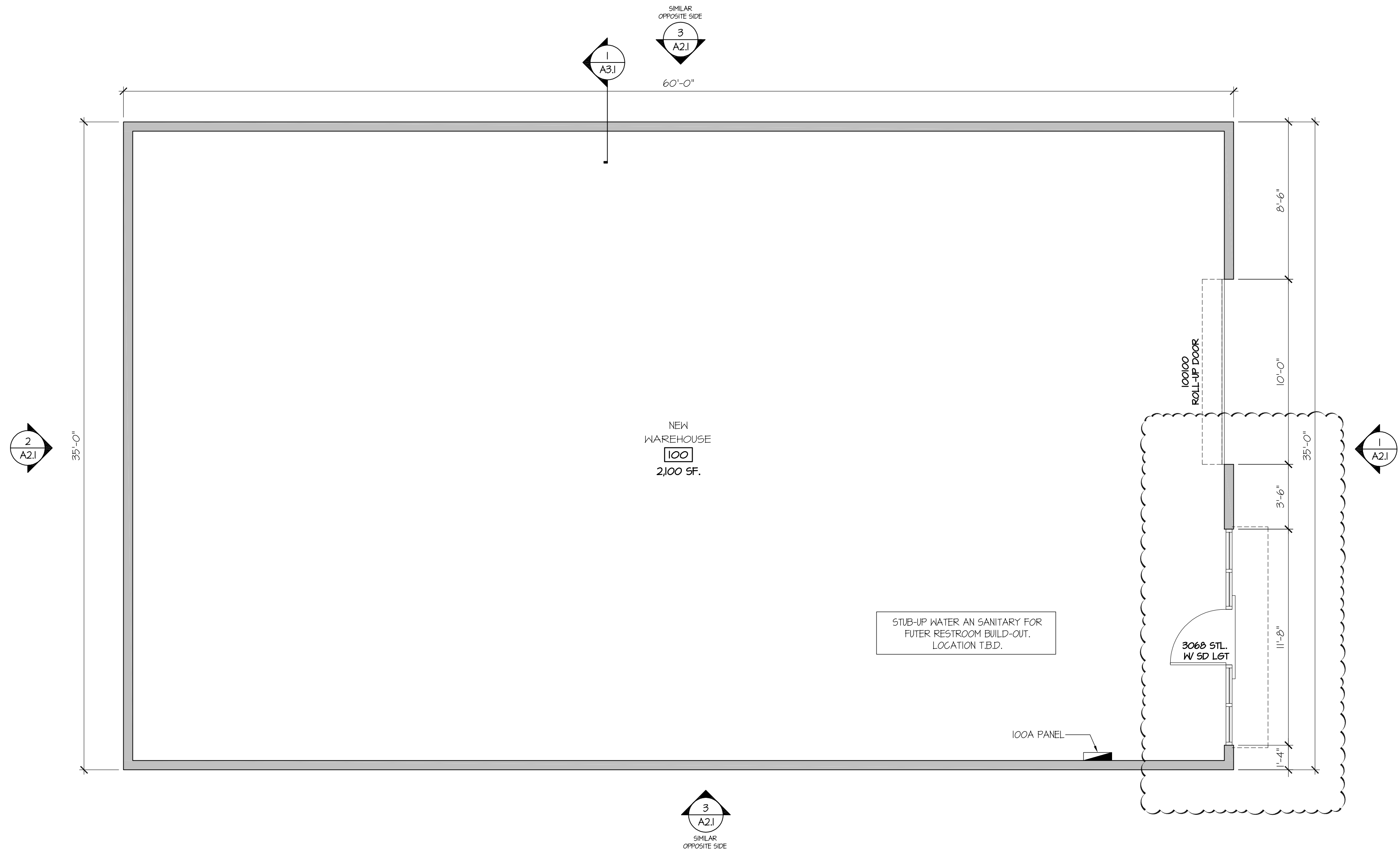


- 1 NEW NOT RATED WALL TO CEILING GRID
- 2 1/2" WATER RESISTANT DRYWALL W EPOXY PAINT 1 SIDE
- 3 WALL TO 7'-6" MAX. A.F.F.

TYPICAL PARTITION TYPES  
 SCALE : NTS

PARTITION LEGEND	
NEW WOOD FRAMED WALL	[Symbol]
NEW 6" PLUMBING WALL	[Symbol]

- DOOR HARDWARE NOTES
- ALL NEW HARDWARE TO BE ADA COMPLIANT. ALL HINGED SWINGING DOORS THE BE OF A LEVER-TYPE.
  - ALL INTERIOR HINGED DOORS SHALL HAVE NO MORE THAN 5 LBS. OF OPERATING FORCE. ALL EXTERIOR HINGED DOORS TO HAVE NO MORE THAN 8 1/2 POUNDS OF OPERATING FORCE.
  - ALL ADA REQUIRED OPERABLE HARDWARE TO BE NO LESS THAN 34" AND NO MORE THAN 48" ABOVE FINISHED FLOOR.
  - ALL ADA DOOR CLOSERS TO HAVE MINIMUM OF 5 SECONDS TO WHEN THE DOOR IS ATTACHED TO A 90° POSITION, WHEN IT GETS TO A 12° POSITION, AND TO THE LATCH.
  - ALL ADA DOOR AND GATE SPRING HINGES TO HAVE A MINIMUM OF 1 1/2 SECONDS FROM OPEN POSITION OF 10° TO A CLOSED POSITION.
  - QUANTITIES OF HARDWARE TO BE USED TO BE DETERMINED BY GENERAL CONTRACTOR.
  - HARDWARE MAY BE SUBSTITUTED WITH SIM. W/ OWNER/ARCHITECT'S PERMISSION.



1 FLOOR PLAN  
 A1.1 1/4" = 1'-0"



ARCHITECTURE-INC

JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

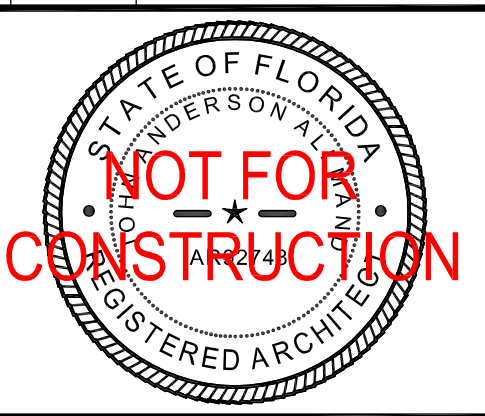
THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANSO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		



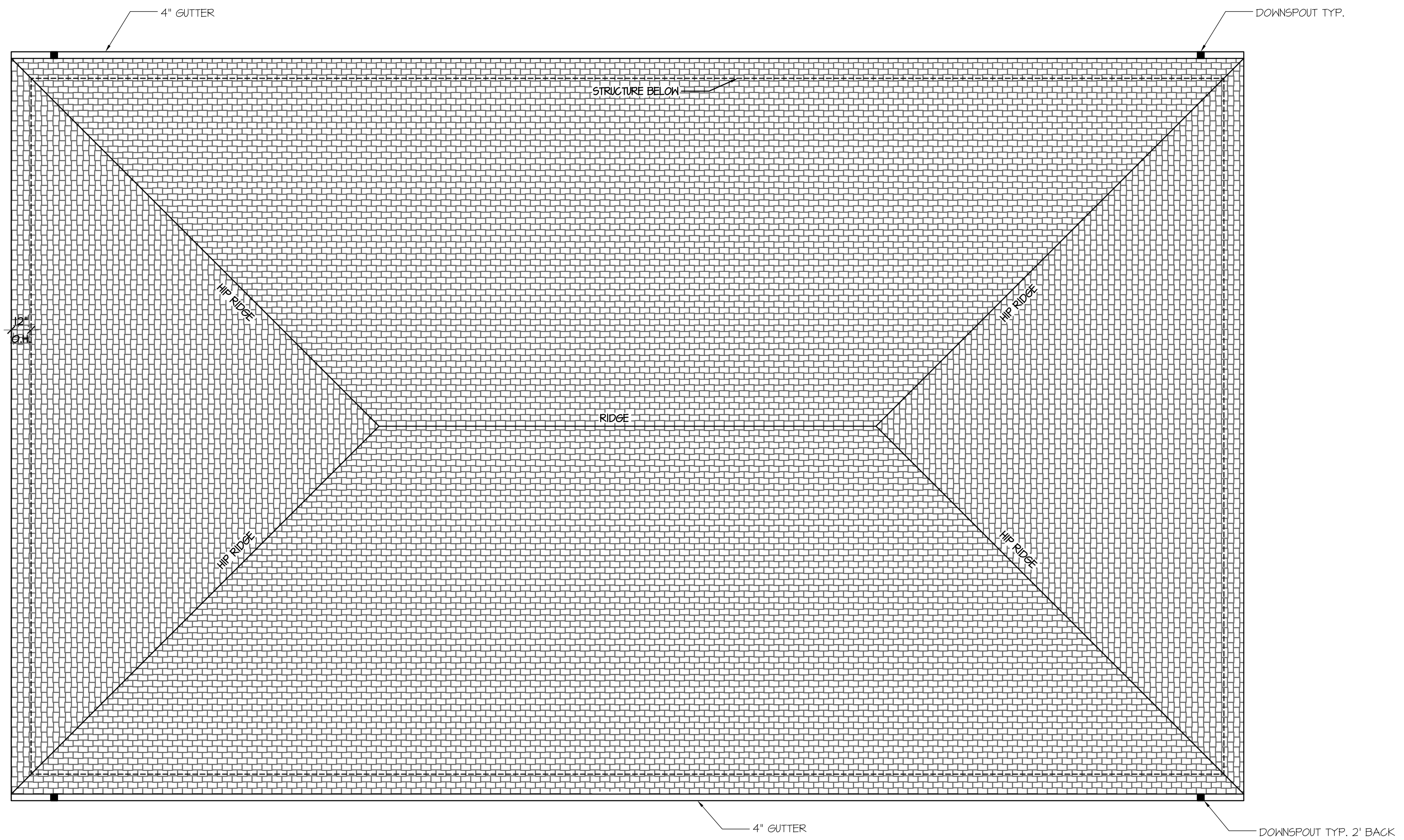
DATE: 09.11.2020  
PRJCT #: 20-099.00

SHEET

**A1.2**

SCHMATIC SET

- GENERAL ROOF NOTES**
1. THE ROOFING PLAN IS GENERAL IN NATURE AND INDICATES APPROXIMATE CONDITIONS AT THE PROJECT SITE AT THE TIME THE ROOFING IS READY TO BE INSTALLED. THE CONTRACTOR SHALL NOTIFY THE ARCHITECT AND/OR OWNER OF ANY DISCREPANCIES PRIOR TO PROCEEDING WITH THE WORK.
  2. GENERAL CONTRACTOR TO COORDINATE WITH TRUSS MANUFACTURER AND MECHANICAL CONTRACTOR THE PROVISION OF ALL A/C DUCT WORK OPENINGS THROUGH TRUSSES. SUBMIT SHOP DRAWINGS FOR APPROVAL.
  3. GENERAL CONTRACTOR AND TRUSS MANUFACTURER TO COORDINATE ALIGNMENT OF TRUSSES. IF ANY DISCREPANCIES CONTACT THE OWNER AND/OR ARCHITECT PRIOR TO FABRICATION OF TRUSSES.
  4. FOR COMPLETE ROOFING PLAN DETAILS REFER TO STRUCTURAL DRAWINGS BY OTHERS.
  5. ATTIC INSULATION TO BE AS INDICATED ON INDEX SHEET A21 AND PER THE PLAN NOTATIONS
  6. OWNER OPTION: PROVIDE ALUMINUM GUTTERS & DOWNSPOUTS IF SELECTED BY OWNER. GC TO INSTALL/COORDINATE.
  7. ROOFING MATERIAL COLOR TO BE SELECTED BY OWNER SELECTED MANUFACTURER
  8. METAL FLASHING TO BE 26 GA. G-90 GALVANIZED UNLESS NOTED OTHERWISE
  9. UNDERLAYMENT TO SELF-ADHERING UNDERLAYMENT MEMBRANE (POLYGLASS T1 PLUS OR EQUAL) OR OTHER CODE COMPLIANT UNDERLAYMENT AS SELECTED BY OWNER
  10. PROVIDE PRESSURE-TREATED WOOD BATTENS AS IF RECOMMENDED BY MANUFACTURER AND FOR ALL ROOFS w/ SLOPES GREATER THAN 1:12. WHEN BATTENS ARE USED PROVIDE BATTENS 4'-0" LONG MAX. w/ 1/2" SPACE BETWEEN ENDS OF BATTENS, FOR WATER DRAINAGE.
  11. ALL ROOFING TO BE ARCHITECTURAL SHINGLES UNLESS NOTED OTHERWISE.



1 ROOF PLAN  
A1.2 1/4" = 1'-0"

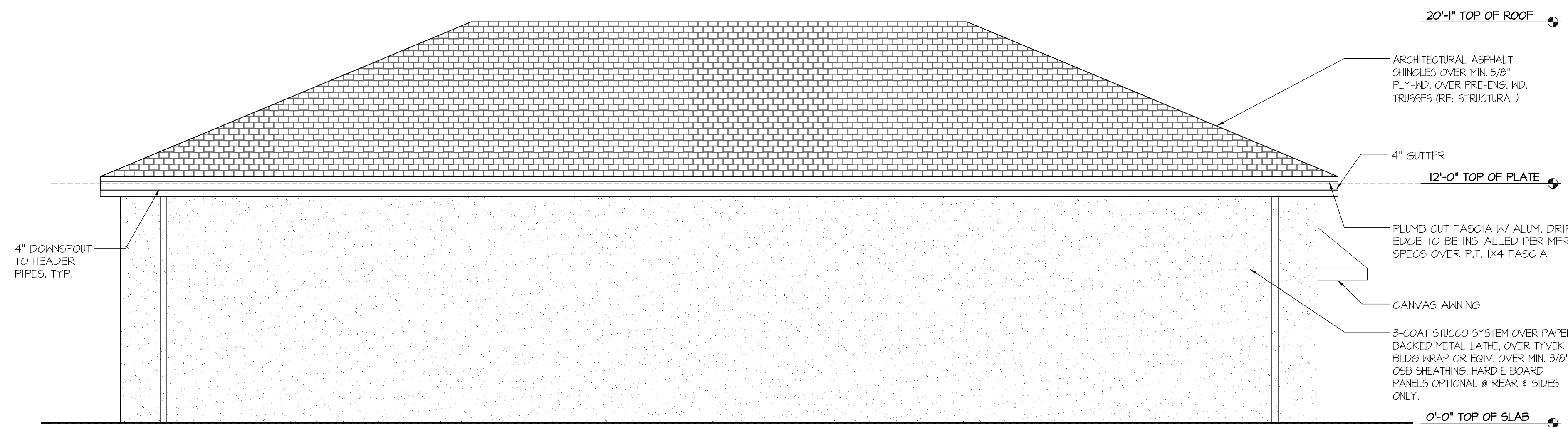


ARCHITECTURE - INC

JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

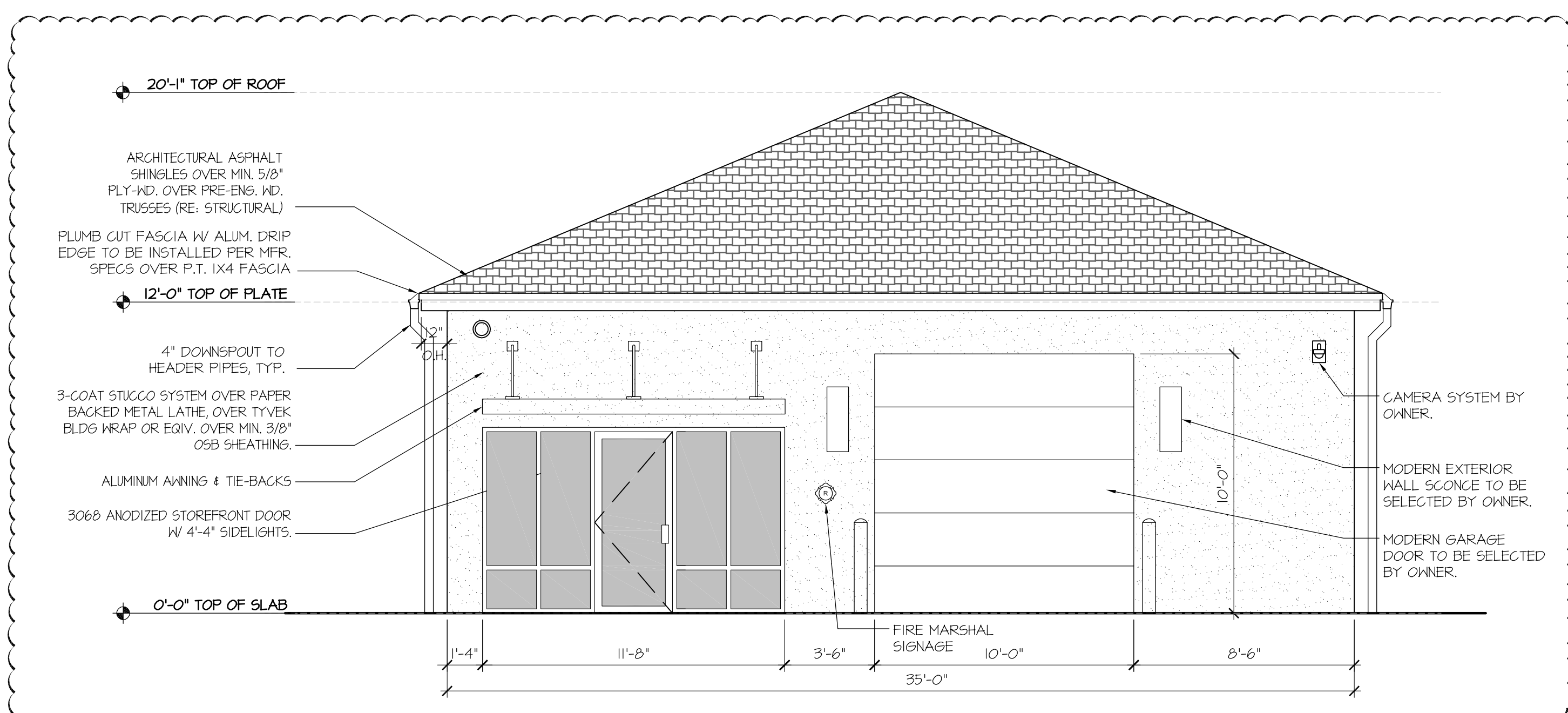
THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

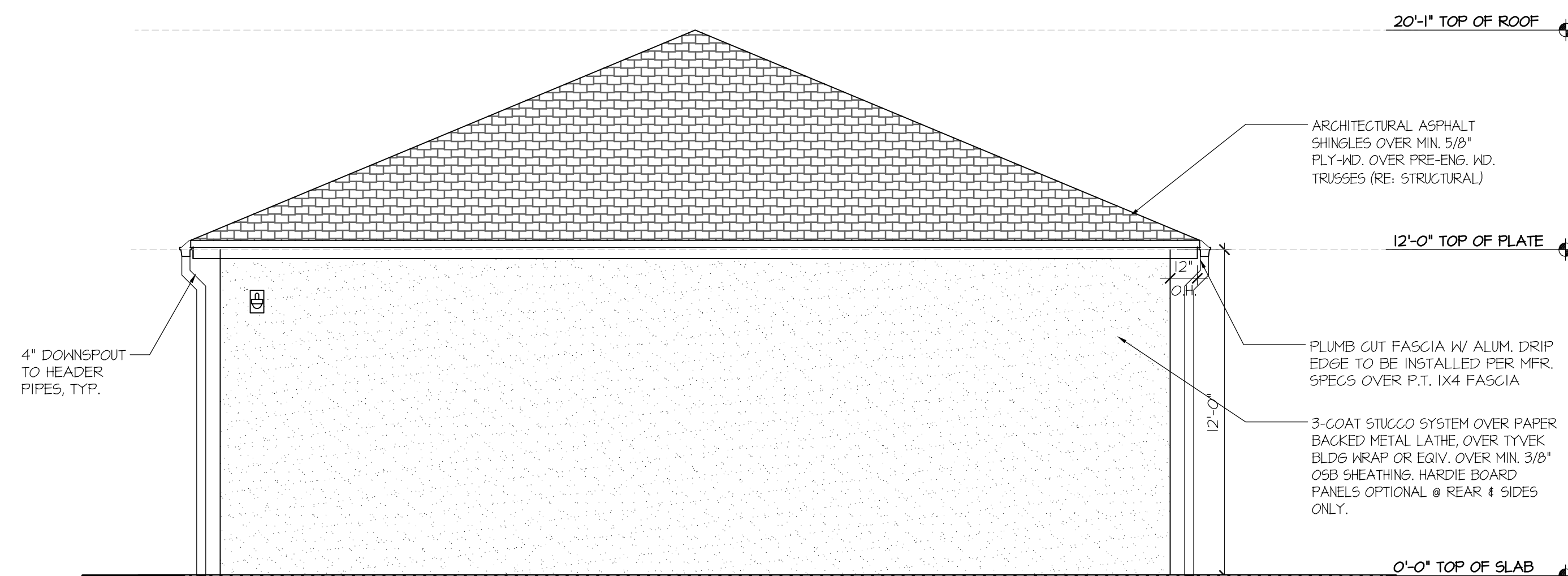


3 SIDE ELEVATION: HIP OPTION (SIMILAR OPPOSITE SIDE)  
A2.1 / 1/4" = 1'-0"

FRONT WALL = 408 SF.  
GLASS COVERAGE REQUIRED: 20% OF 408 SF. = 81.6 SF  
TOTAL GLASS PROPOSED: 81.7 SF.



1 FRONT ELEVATION: HIP OPTION  
A2.1 / 1/4" = 1'-0"

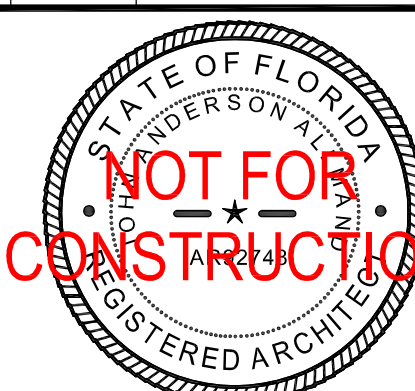


2 REAR ELEVATION: HIP OPTION  
A2.1 / 1/4" = 1'-0"

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANSO, ARCHITECT, ON 10/13/2020 USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1	10.13.2020	CITY COMMENTS
2		
3		
4		
5		
6		
7		



DATE: 09.11.2020

PRJCT #: 20-099.00

SHEET

**A2.1**

SCHEMATIC SET



JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

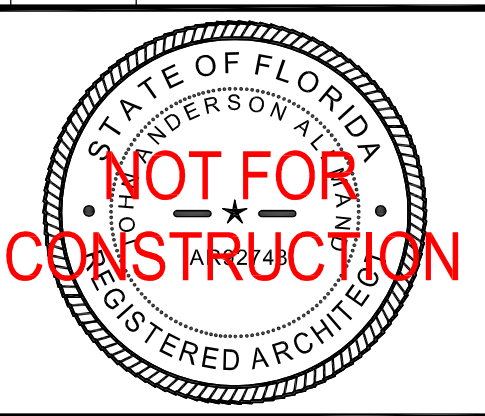
THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANSO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		



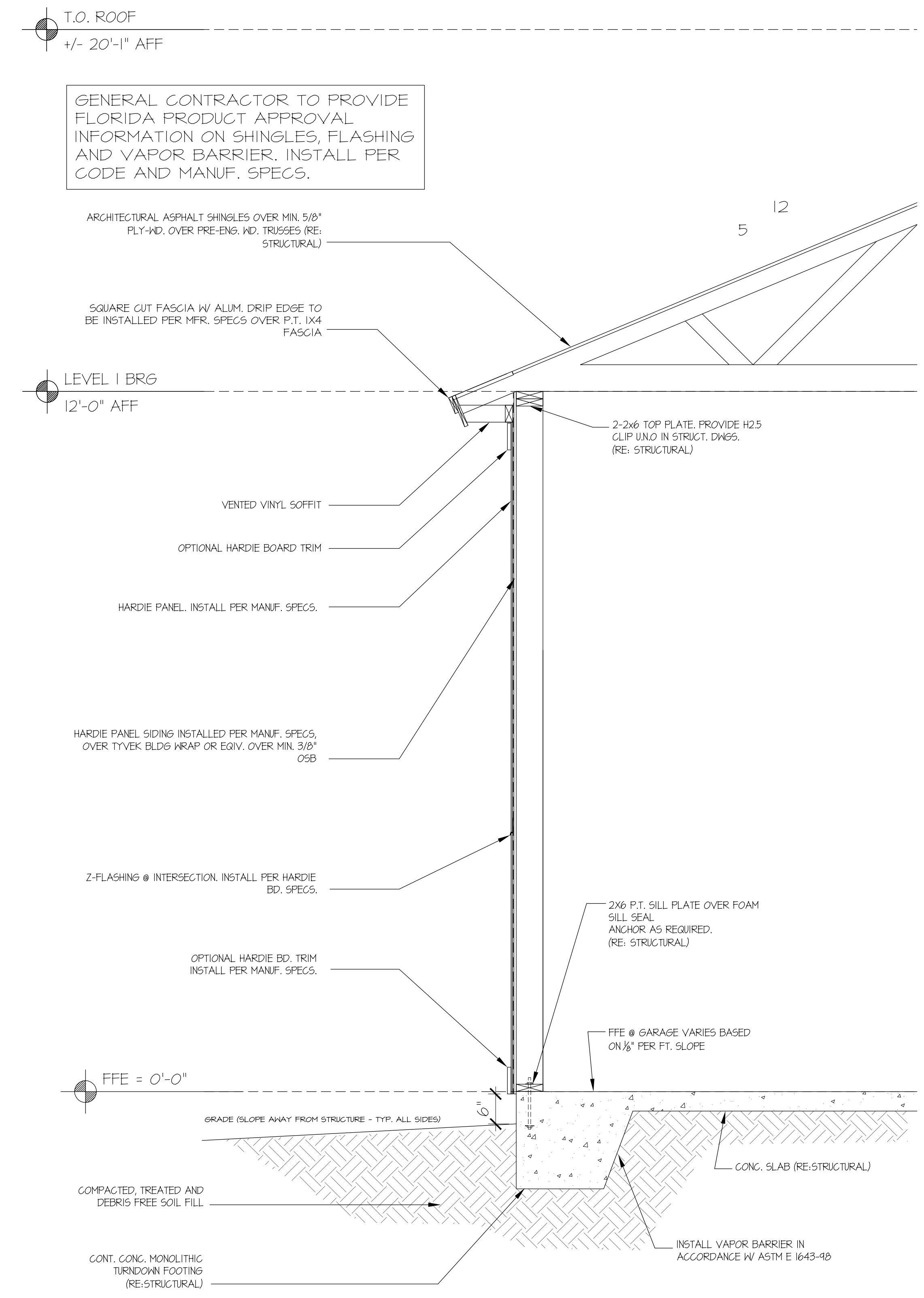
DATE: 09.11.2020

PRJCT #: 20-099.00

SHEET

**A3.1**

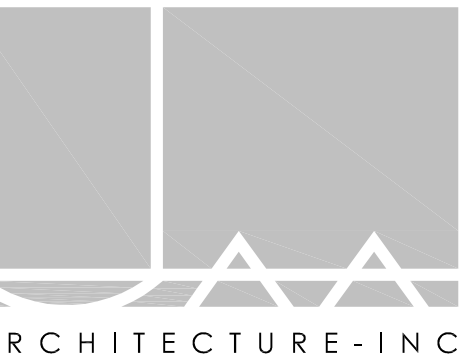
SCHEMATIC SET



GENERAL CONTRACTOR TO PROVIDE FLORIDA PRODUCT APPROVAL INFORMATION ON SHINGLES, FLASHING AND VAPOR BARRIER. INSTALL PER CODE AND MANUF. SPECS.

2 TYPICAL WALL SECTION  
A3.1 1" = 1'-0"





JA A ARCHITECTURE, INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAARCHITECTURE.COM  
LIC. AR92748

THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANO, ARCHITECT, ON USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS		
#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

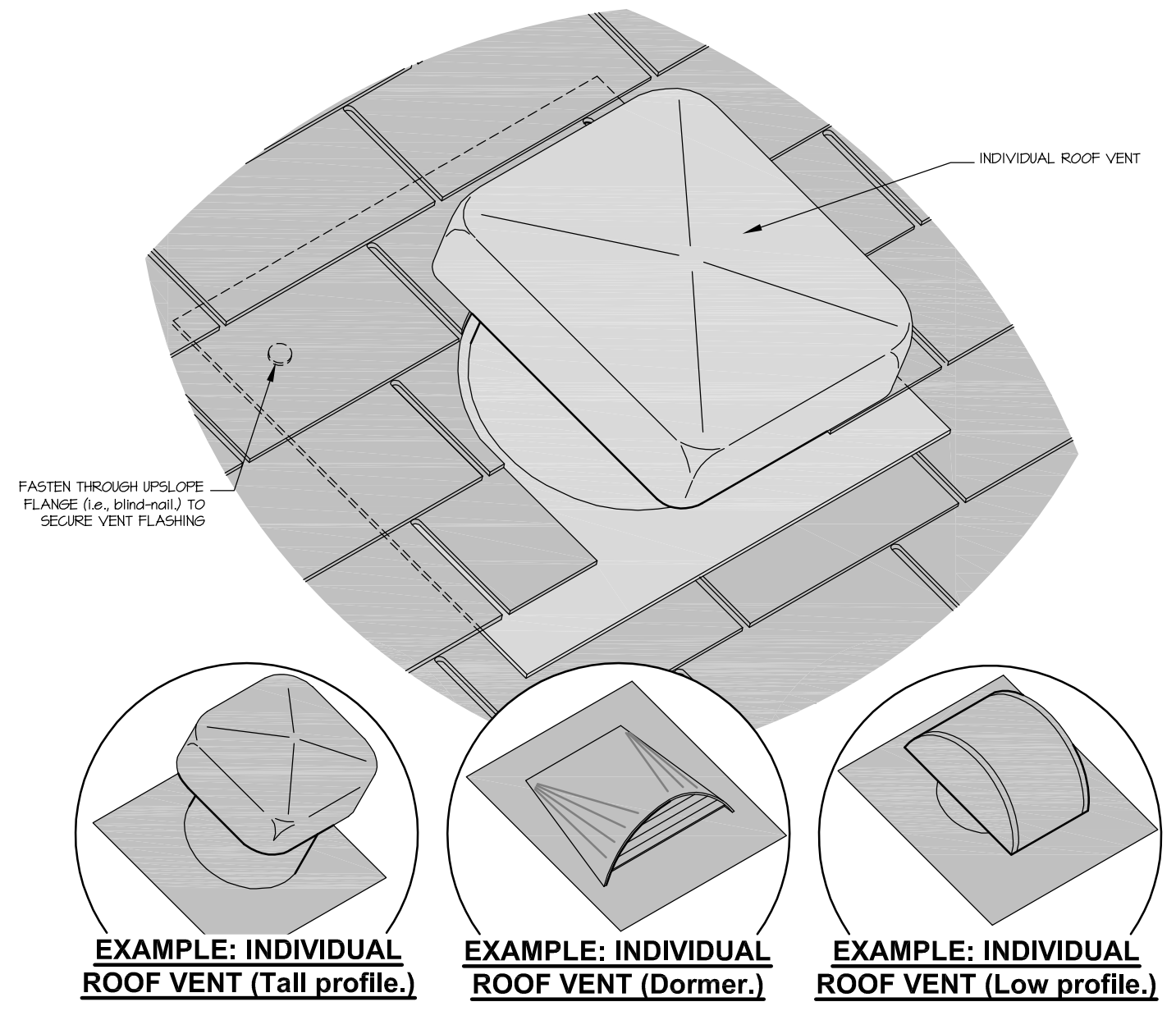


DATE: 09.11.2020  
PRJCT #: 20-099.00

SHEET

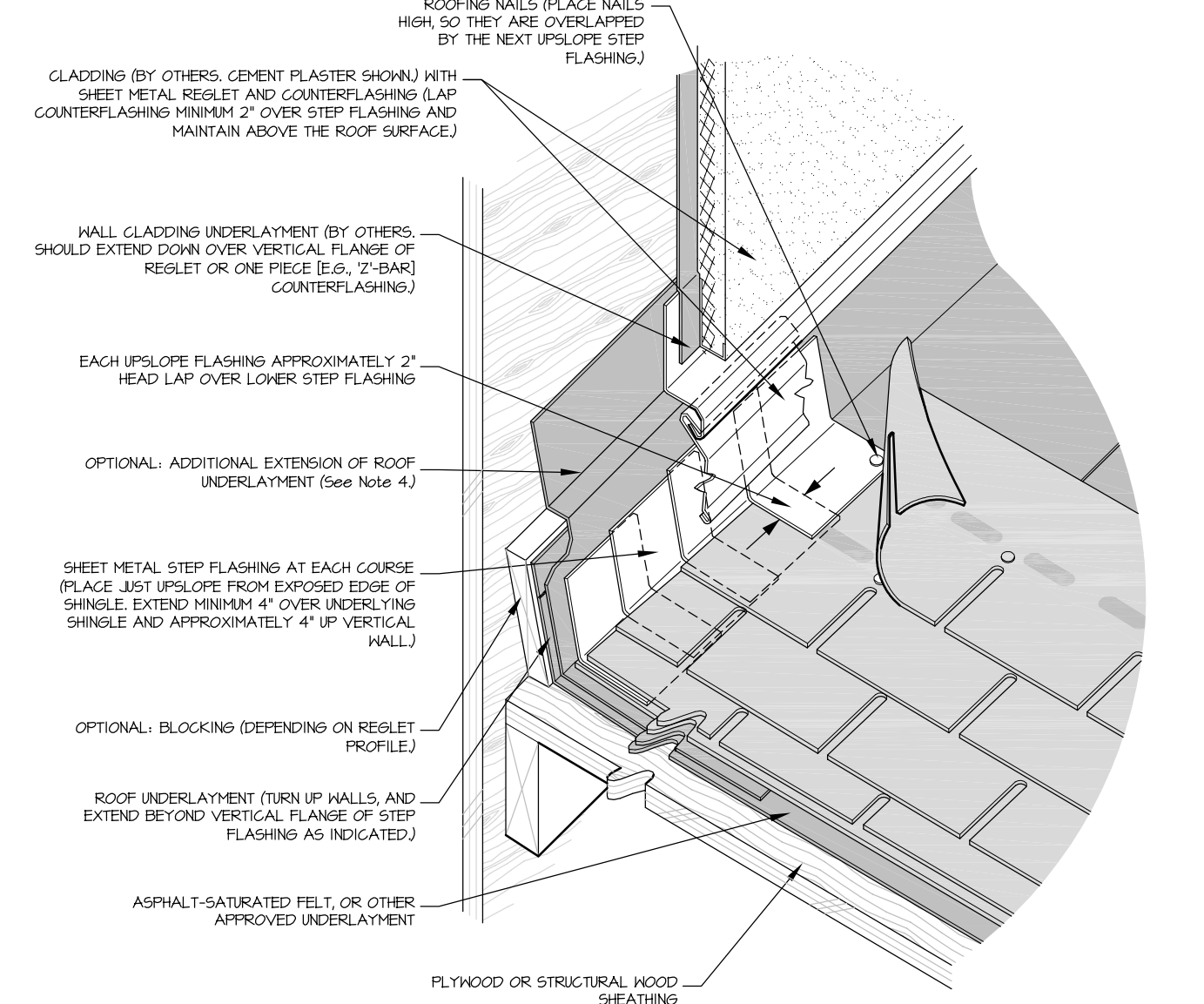
**AD1**

SCHEMATIC SET



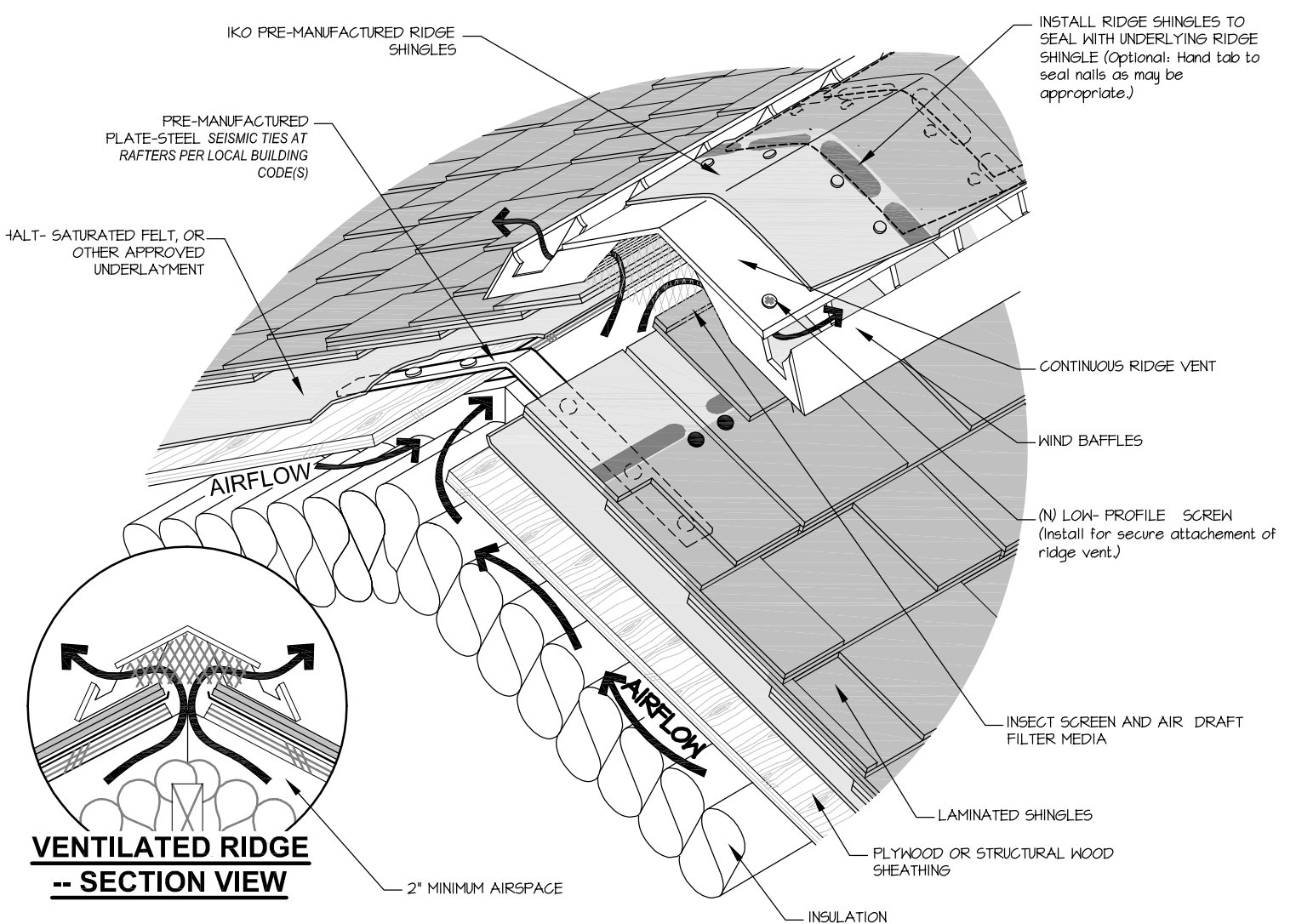
5 ROOF VENT DETAIL

ADI N.T.S.



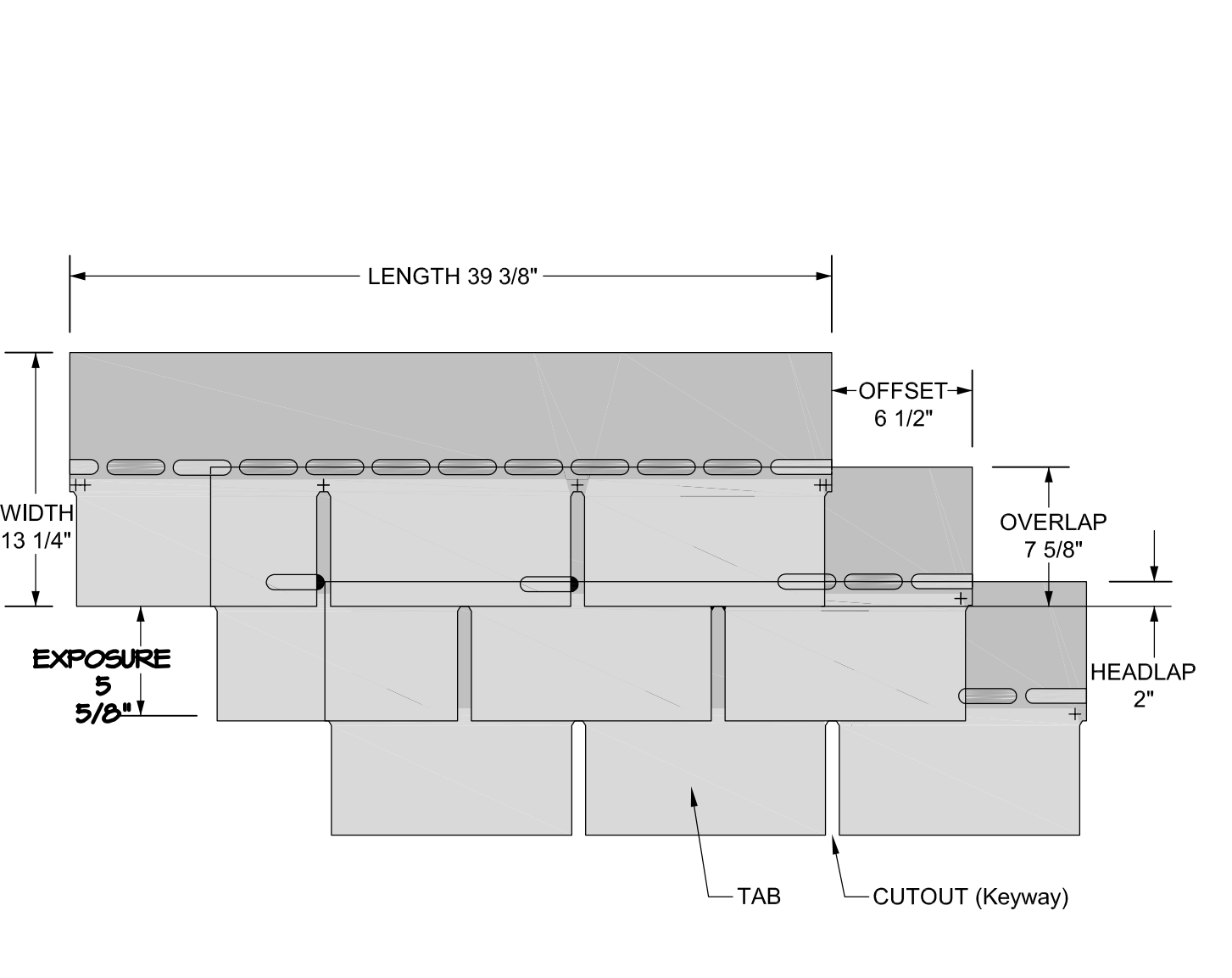
1 STEP FLASHING DETAIL

ADI N.T.S.



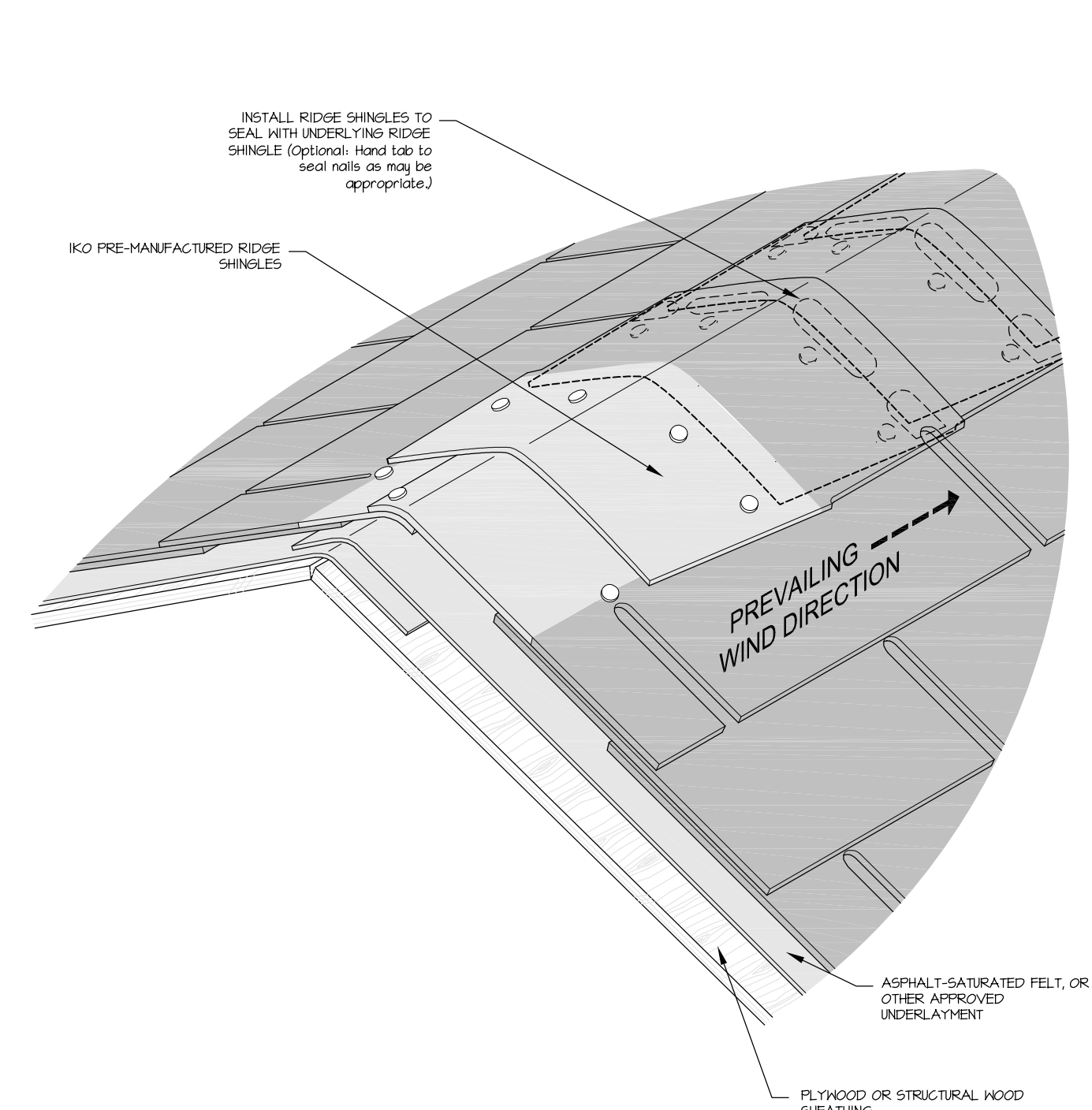
6 VENTED RIDGE DETAIL (OPTIONAL)

ADI N.T.S.



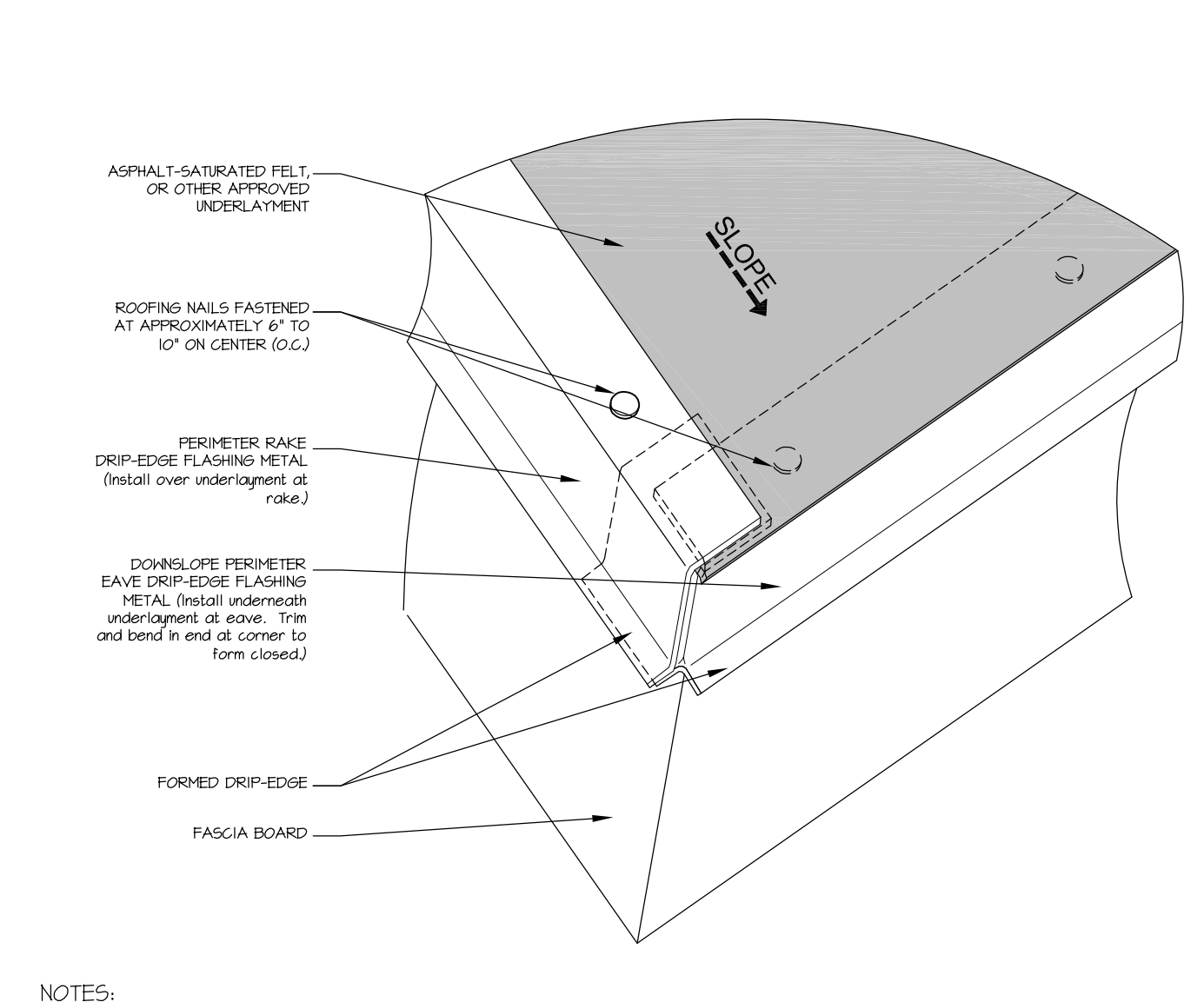
2 STANDARD 3-TAB SHINGLE DETAIL

ADI N.T.S.



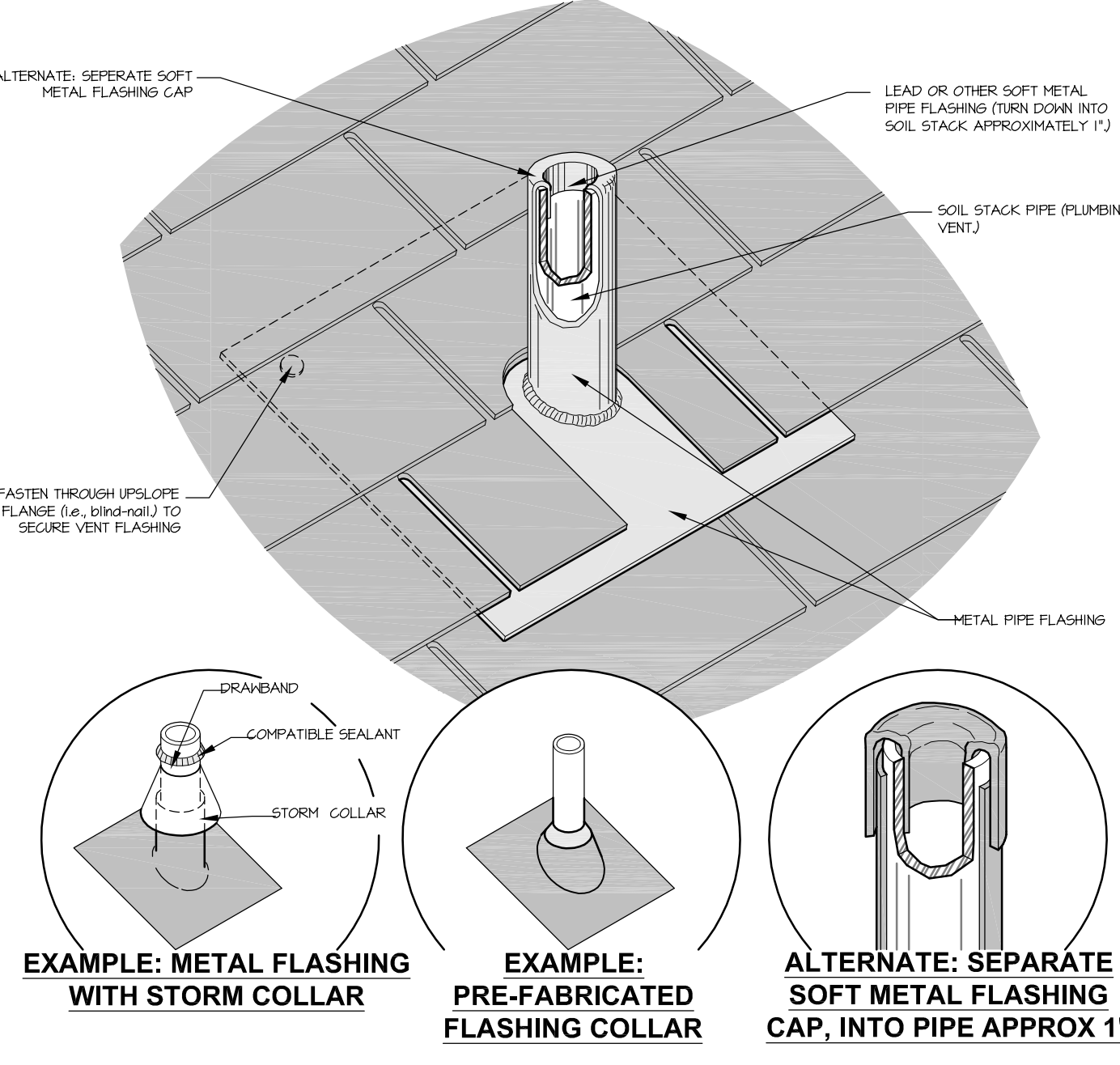
7 NON-VENTED RIDGE DETAIL

ADI N.T.S.



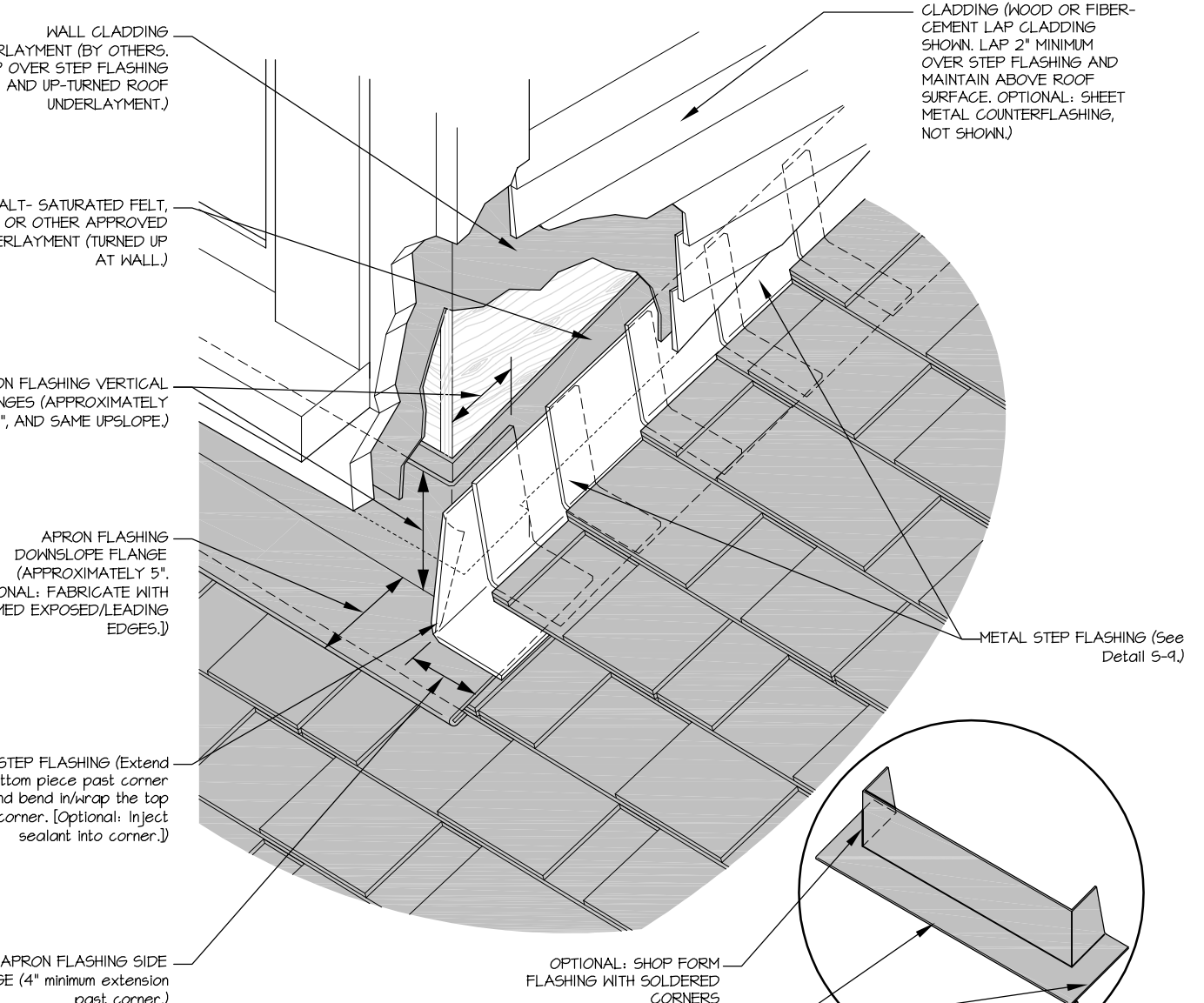
3 DRIP EDGE DETAIL

ADI N.T.S.



4 HEADWALL FLASHING DETAIL

ADI N.T.S.



4 HEADWALL FLASHING DETAIL

ADI N.T.S.

NOTES:  
1. DETAIL DRAWN SHOWING MARATHON. ALSO APPLIES TO OTHER STYLES.  
2. IN COLD CLIMATES, WHERE SNOW AND ICE ARE COMMON, AN ICE 4 WATER PROTECTOR MEMBRANE, IS RECOMMENDED AS AN ICE-DAM PROTECTION MEMBRANE AT ALL POTENTIAL ICE DAMMING LOCATIONS SUCH AS DOWNSLOPE EAVES, VALLEYS, CRACKETS, AROUND PENETRATIONS, AND RAKE EDGES. CONSULT LOCAL BUILDING CODE REQUIREMENTS.  
3. SOIL PIPE STACKS SHOULD EXTEND A MINIMUM OF 6" ABOVE ROOF SURFACE.  
4. IF EXPOSED FASTENERS ARE PLACED THROUGH VENTS/DOWNSLOPE FLANGE, THEY SHOULD BE HEATHTIGHT, GASKETED FASTENERS (E.G. RING-SHANK NAILS OR SCREWS).  
5. DIMENSIONS SHOWN ARE RECOMMENDED MINIMUMS AND ARE INTENDED TO BE APPROXIMATE TO ALLOW FOR REASONABLE TOLERANCES DUE TO FIELD CONDITIONS.  
6. THE PROFILE OF SPECIFIC COMPONENTS, THEIR CONFIGURATION OR SEQUENCING, CAN VARY WITH THE ROOF SYSTEM, WITH CLIMATIC DIFFERENCES, AND REGIONAL OR AREA PRACTICES.  
7. IT MAY BE THAT THE LAYOUT OF THE SOIL PIPE PENETRATION OCCURS IN SUCH A WAY THAT AN ASPHALT SHINGLE BUTT-END JOINT, OR SHINGLE TAB CUTOUT, ALIGNS WITH THE EDGE AND/OR BACK OF THE METAL FLASHING'S FLANGE. IN THIS CASE, IKO RECOMMENDS INSTALLING A PRESSURE-SENSITIVE SELF-ADHERED MODIFIED-ASPHALT MEMBRANE, OR OTHER MEMBRANE, TO STRIP-IN THE SIDES AND BACK OF THE METAL FLASHING'S FLANGE TO EFFECTIVELY EXTEND THESE FLANGES.

NOTES:  
1. IN COLD CLIMATES, WHERE SNOW AND ICE ARE COMMON, AN ICE 4 WATER PROTECTOR MEMBRANE, IS RECOMMENDED AS AN ICE-DAM PROTECTION MEMBRANE AT ALL POTENTIAL ICE DAMMING LOCATIONS SUCH AS DOWNSLOPE EAVES, VALLEYS, CRACKETS, AROUND PENETRATIONS, AND RAKE EDGES. CONSULT LOCAL BUILDING CODE REQUIREMENTS.  
2. TO DETERMINE AIRFLOW REQUIREMENTS AND/OR VENTILATION, INCLUDING VENT SIZES/NEEDS, REFER TO LOCAL BUILDING CODES.  
3. SHEET METAL VENTILATORS ARE SUGGESTED TO BE A MINIMUM OF 26-GAUGE PRE-FINISHED/PAINTED GALVANIZED STEEL, 16 OZ. COPPER, .032-INCH THICK PRE-FINISHED ALUMINUM, OR AN EQUIVALENT LONGEVITY NON-CORROSIVE METAL SUITABLE FOR HEATHTIGHT JOINTING OR SOLDERED FABRICATION.  
4. IF EXPOSED FASTENERS ARE PLACED THROUGH THE RIDGE VENTILATOR'S DOWNSLOPE FLANGE, THEY SHOULD BE HEATHTIGHT, GASKETED FASTENERS (E.G. RING-SHANK NAILS OR SCREWS).  
5. NOTE THAT THE ABOVE ILLUSTRATION OF A RIDGE VENT DEPICTS ONE TYPE OR STYLE OF SHINGLE-OVER RIDGE VENTILATOR, BUT THERE ARE NUMEROUS DIFFERENT TYPES AND PROFILES ON THE MARKET.  
6. DIMENSIONS SHOWN ARE RECOMMENDED MINIMUMS AND ARE INTENDED TO BE APPROXIMATE TO ALLOW FOR REASONABLE TOLERANCES DUE TO FIELD CONDITIONS.  
7. THE PROFILE OF SPECIFIC COMPONENTS, THEIR CONFIGURATION OR SEQUENCING, CAN VARY WITH THE ROOF SYSTEM, WITH CLIMATIC DIFFERENCES, AND REGIONAL OR AREA PRACTICES.  
8. ILLUSTRATION OF COMPONENTS (E.G. HEAVY-PLATE STEEL RIDGE TIE) FASTENERS, FASTENER NUMBER, SPACING, ETC. IS A GENERIC EXAMPLE OF ONE OPTION TO ALLOW FOR RIDGE VENTILATION AND NOT INTENDED TO DEPICT ANY PARTICULAR PRODUCT, ARCHITECTURE, NOR ENGINEERING. SEE LOCAL BUILDING CODE AND STRUCTURAL ENGINEER AS MAY BE REQUIRED.

NOTES:

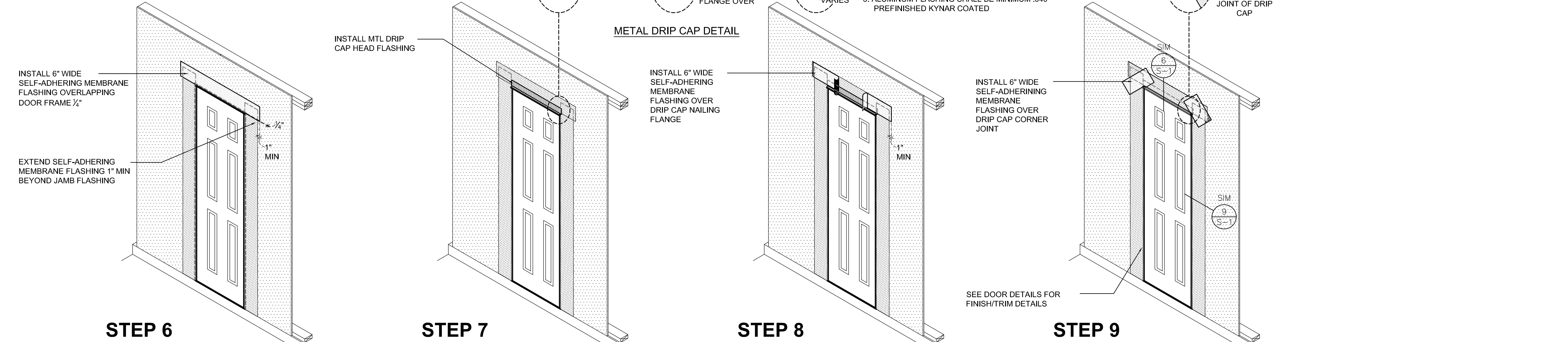
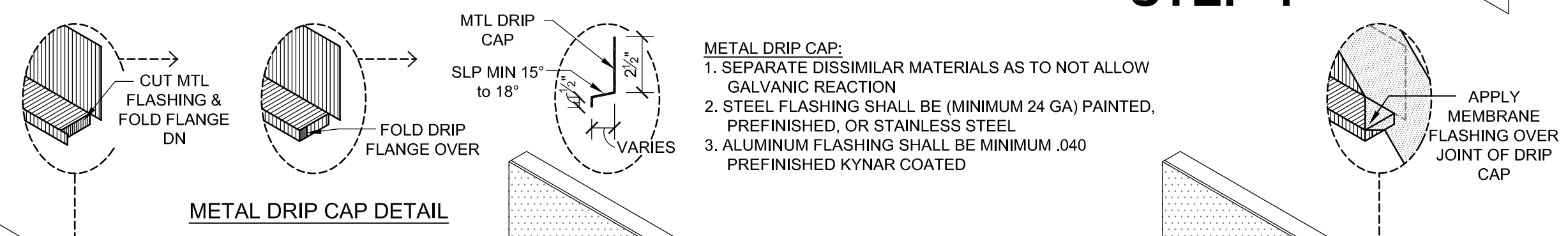
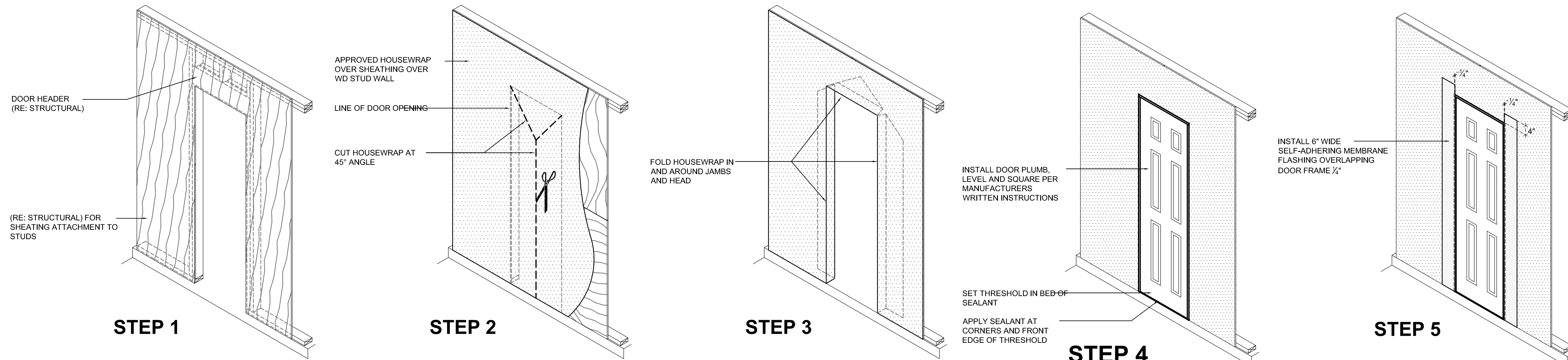
1. DETAIL DRAWN SHOWING MARATHON. ALSO APPLIES TO OTHER STYLES.  
2. IN COLD CLIMATES, WHERE SNOW AND ICE ARE COMMON, AN ICE 4 WATER PROTECTOR MEMBRANE, IS RECOMMENDED AS AN ICE-DAM PROTECTION MEMBRANE AT ALL POTENTIAL ICE DAMMING LOCATIONS SUCH AS DOWNSLOPE EAVES, VALLEYS, CRACKETS, AROUND PENETRATIONS, AND RAKE EDGES. CONSULT LOCAL BUILDING CODE REQUIREMENTS.  
3. IN COLD CLIMATES, CONSIDER HIGH PROFILE ("SHAKE-TYPE") ROOF VENTS AS THEY ARE TALLER THAN REGULAR SHINGLE-TYPE ROOF VENTS AND PROVIDE BETTER PROTECTION IN AREAS OF SNOW AND ICE ACCUMULATION. IN ADDITION, THEY BETTER PROMOTE THE STACK-EFFECT TO FACILITATE VENTILATION.  
4. IF EXPOSED FASTENERS ARE PLACED THROUGH VENTS/DOWNSLOPE FLANGE, THEY SHOULD BE HEATHTIGHT, GASKETED FASTENERS (E.G. RING-SHANK NAILS OR SCREWS).  
5. DIMENSIONS SHOWN ARE RECOMMENDED MINIMUMS AND ARE INTENDED TO BE APPROXIMATE TO ALLOW FOR REASONABLE TOLERANCES DUE TO FIELD CONDITIONS.  
6. THE PROFILE OF SPECIFIC COMPONENTS, THEIR CONFIGURATION OR SEQUENCING, CAN VARY WITH THE ROOF SYSTEM, WITH CLIMATIC DIFFERENCES, AND REGIONAL OR AREA PRACTICES.  
7. IT MAY BE THAT THE LAYOUT OF THE ROOF VENT PENETRATION OCCURS IN SUCH A WAY THAT AN ASPHALT SHINGLE BUTT-END JOINT, OR SHINGLE TAB CUTOUT, ALIGNS WITH THE EDGE AND/OR BACK OF THE METAL FLASHING'S FLANGE. IN THIS CASE, IKO RECOMMENDS INSTALLING A PRESSURE-SENSITIVE SELF-ADHERED MODIFIED-ASPHALT MEMBRANE, OR OTHER MEMBRANE, TO STRIP-IN THE SIDES AND BACK OF THE METAL FLASHING'S FLANGE TO EFFECTIVELY EXTEND THESE FLANGES.



JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

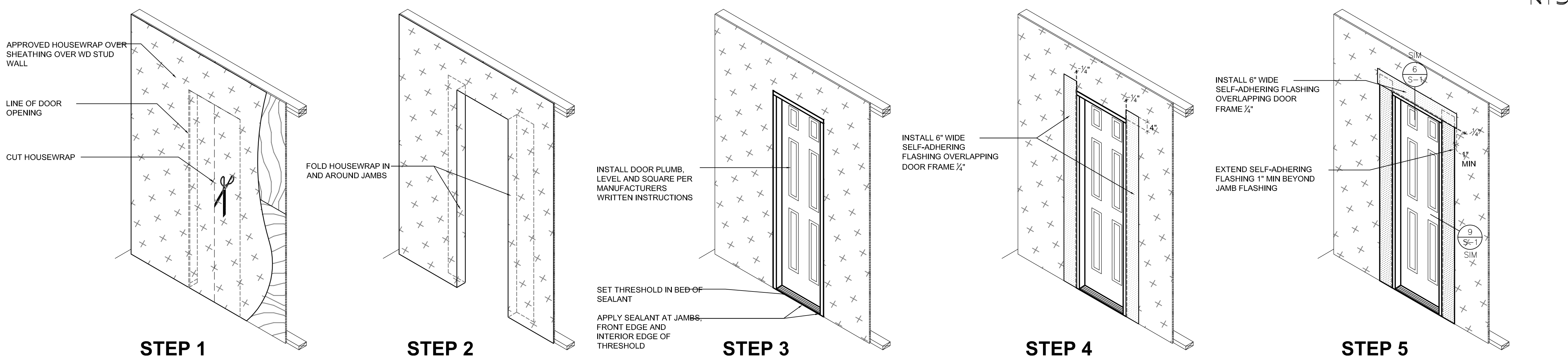
THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA



EXTERIOR DOOR TAPING/FLASHING INSTALLATION DETAILS - OUTSWING W/ EXPOSED OPENING

NTS

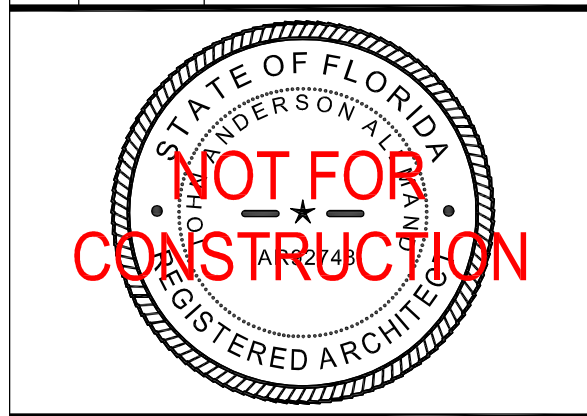


EXTERIOR DOOR TAPING/FLASHING INSTALLATION DETAILS - INSWING W/ COVERED OPENING

NTS

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMADA, ARCHITECT, C.O. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS		
#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		



DATE: 09.11.2020  
PRJCT #: 20-099.00

SHEET

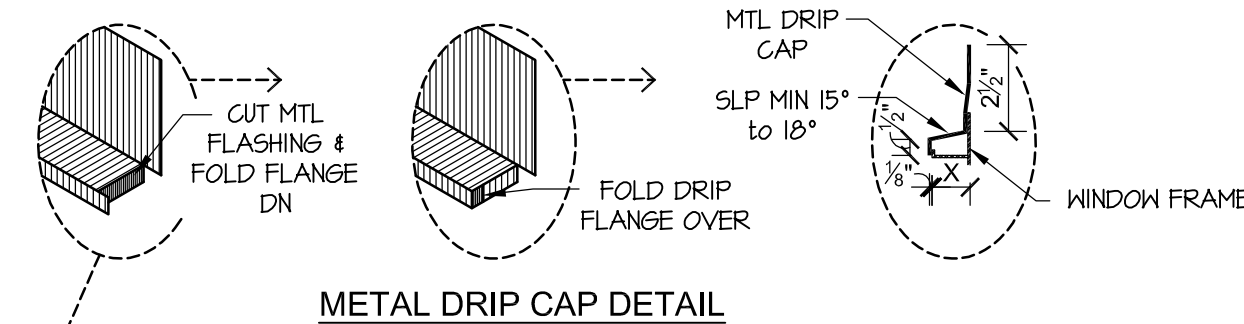
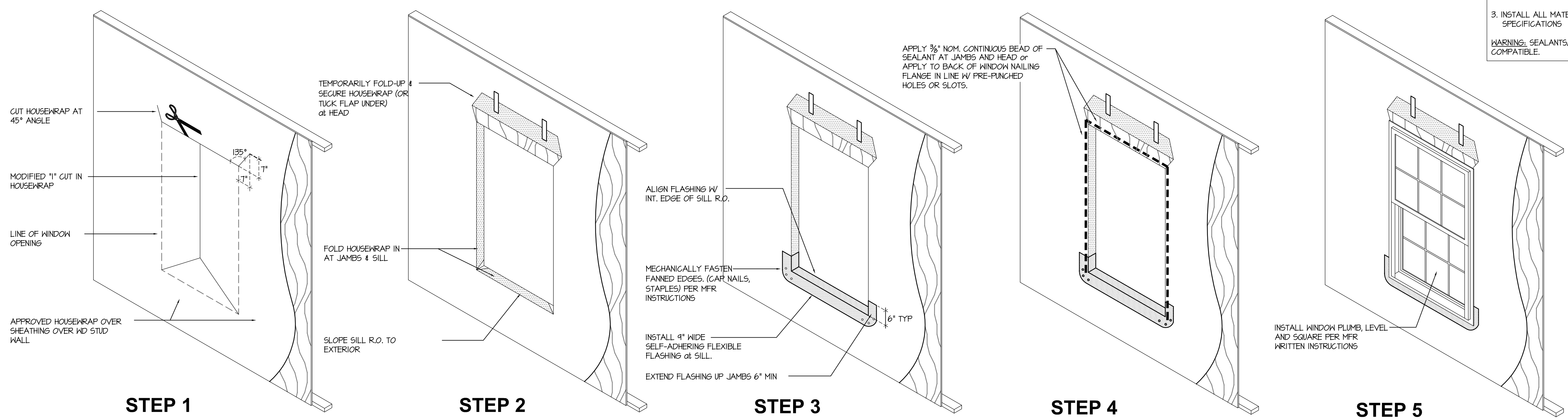
**AD2**



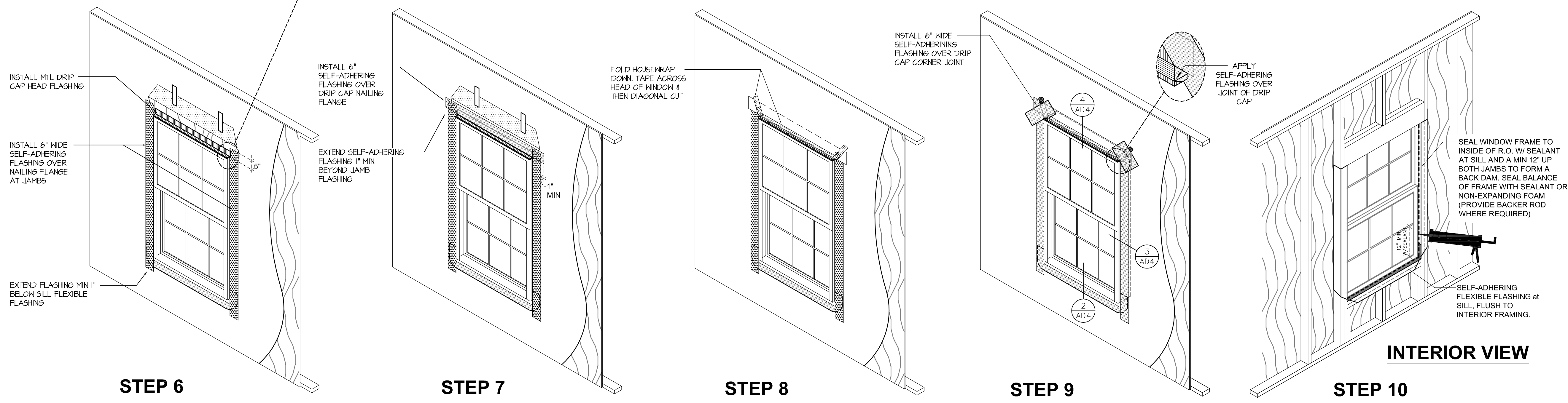
JAA ARCHITECTURE INC.  
2716 ST. JOHNS AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS WRITTEN PERMISSION OF THE DESIGNER.

**NOTE:**  
1. WINDOW INSTALLATION AND FLASHING DETAILS ARE CONSISTENT WITH ASTM E 2112 METHOD A-1 EXCEPT SELF-ADHERING FLASHINGS ARE USED  
2. IT IS THE CONTRACTOR'S RESPONSIBILITY TO VERIFY THE COMPATIBILITY OF ALL PRODUCTS INCLUDING HOUSEWRAP, SEALANTS & SELF-ADHERING FLASHING MATERIALS USED DURING CONSTRUCTION.  
3. INSTALL ALL MATERIALS PER MANUFACTURERS WRITTEN SPECIFICATIONS  
**WARNING:** SEALANTS/FLASHINGS MAY REACT ADVERSELY IF NOT COMPATIBLE.



**METAL DRIP CAP:**  
1. SEPARATE DISSIMILAR MATERIALS TO PROHIBIT GALVANIC REACTION.  
2. STEEL FLASHING SHALL BE (MINIMUM 24 GA) PAINTED, PREFINISHED, OR STAINLESS STEEL.  
3. ALUMINUM FLASHING SHALL BE MINIMUM .040 PREFINISHED KYNAR COATED.

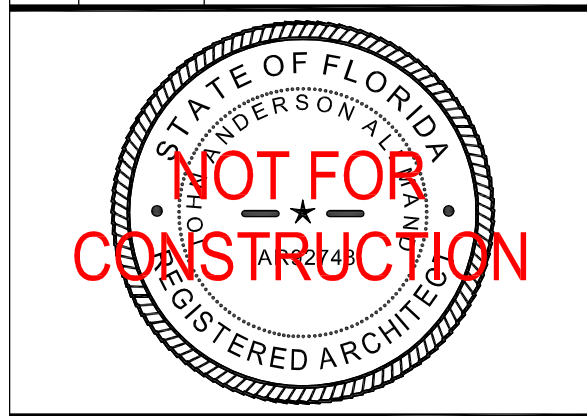


"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALVARADO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

REVISIONS

#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		

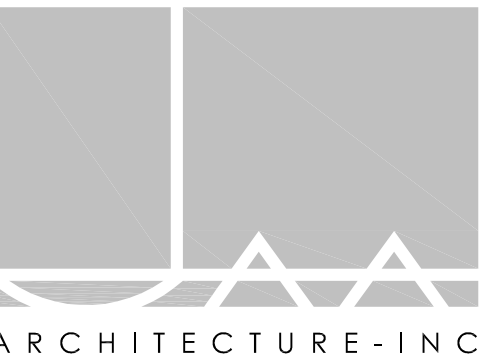


DATE: 09.11.2020  
PRJCT #: 20-099.00

SHEET  
**AD3**  
SCHEMATIC SET

WINDOW FLASHING INSTALLATION DETAILS

NTS



JAA ARCHITECTURE INC.  
2716 ST. JOHN'S AVE.  
JACKSONVILLE, FL 32205  
P: (904) 379-5108  
E: JOHN@JAAARCHITECTURE.COM  
LIC. AR92748

THIS DOCUMENT, ALONG WITH ASSOCIATED DOCUMENTS, IS AN INSTRUMENT OF DESIGNER'S SERVICE FOR THE EXCLUSIVE USE AT THE PROJECT TITLED HEREIN. INFORMATION DERIVED FROM THIS DOCUMENT, AND/OR ASSOCIATED DOCUMENTS, MAY NOT BE USED FOR OTHER WORK(S) OR PROJECT(S) WITHOUT THE EXPRESS PERMISSION OF THE DESIGNER.

"NEW CONSTRUCTION"  
**OFFICE/WAREHOUSE**  
402 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

THIS ITEM HAS BEEN DIGITALLY SEALED BY JOHN ALMANO, ARCHITECT, INC. USING A DIGITAL SIGNATURE. PRINTED COPIES OF THIS DOCUMENT ARE NOT CONSIDERED SIGNED AND SEALED AND SIGNATURE MUST BE VERIFIED ON ANY ELECTRONIC COPIES. APPROVED CONSTRUCTION DOCUMENTS ON SITE SHALL BEAR THE "APPROVED" SEAL FROM THE AHI.

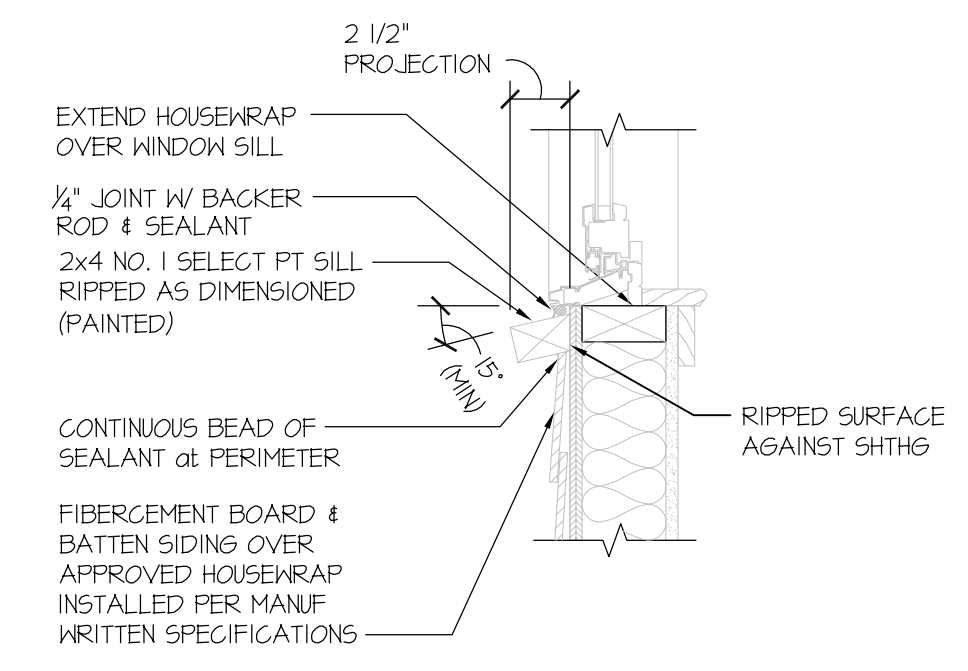
REVISIONS		
#	DATE	DESCRIPTION
1		
2		
3		
4		
5		
6		
7		



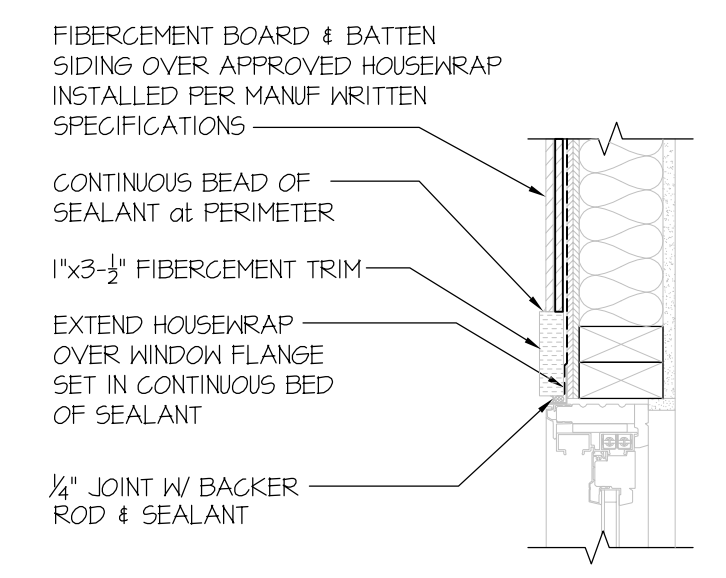
DATE: 09.11.2020  
PRJCT #: 20-099.00

SHEET

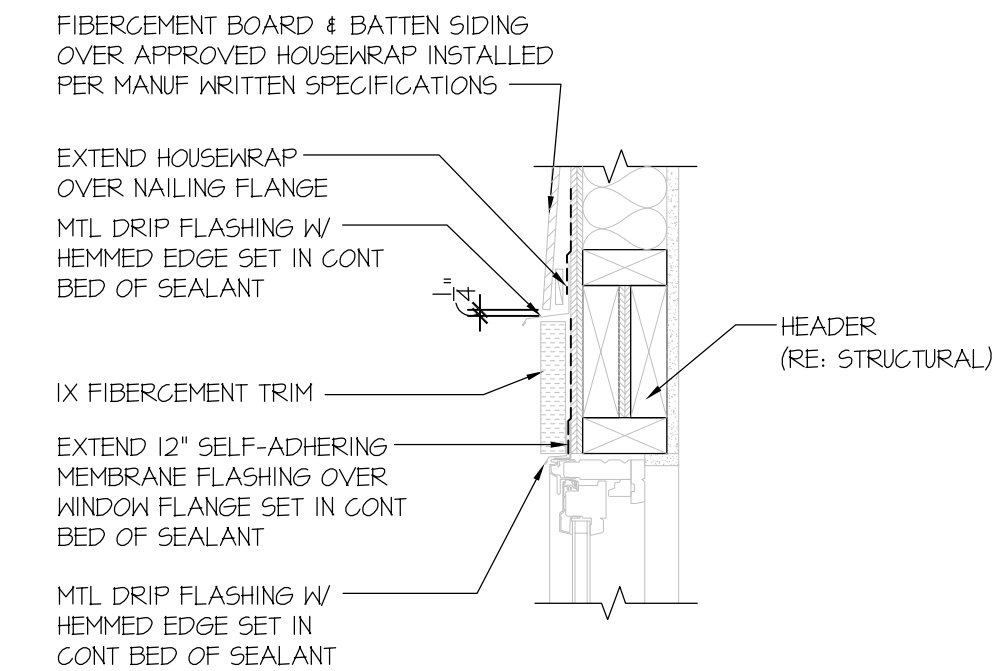
**AD4**



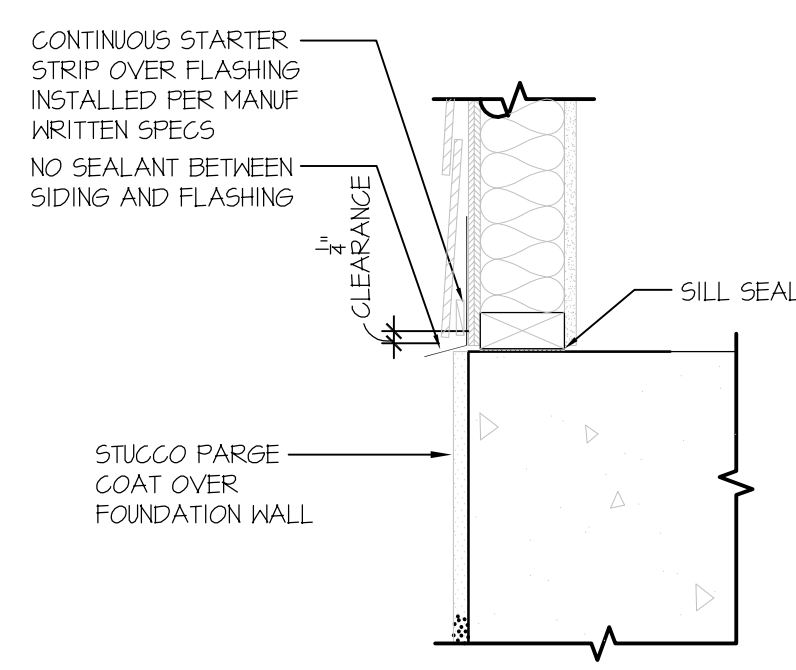
4 WINDOW SILL, TYP.  
AD3 1-1/2" = 1'-0"



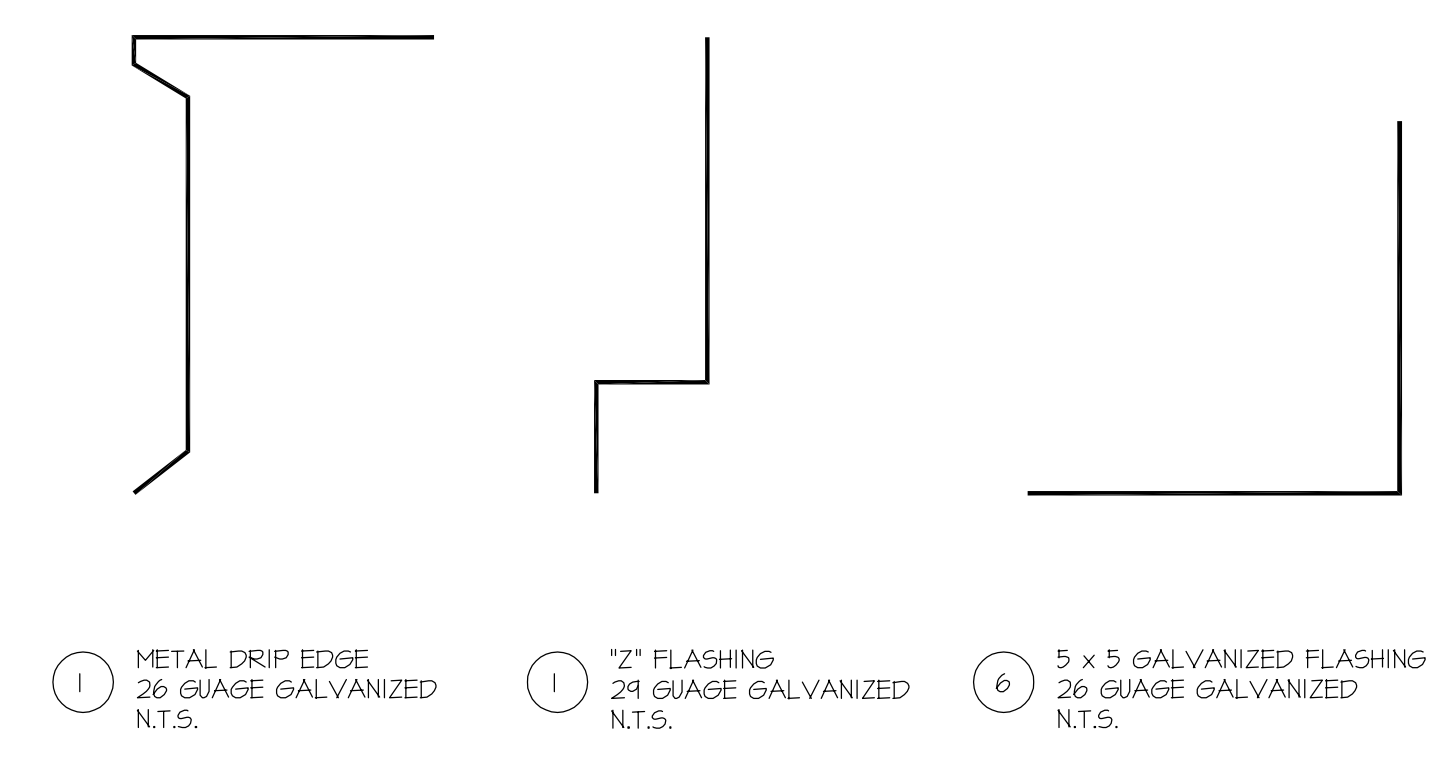
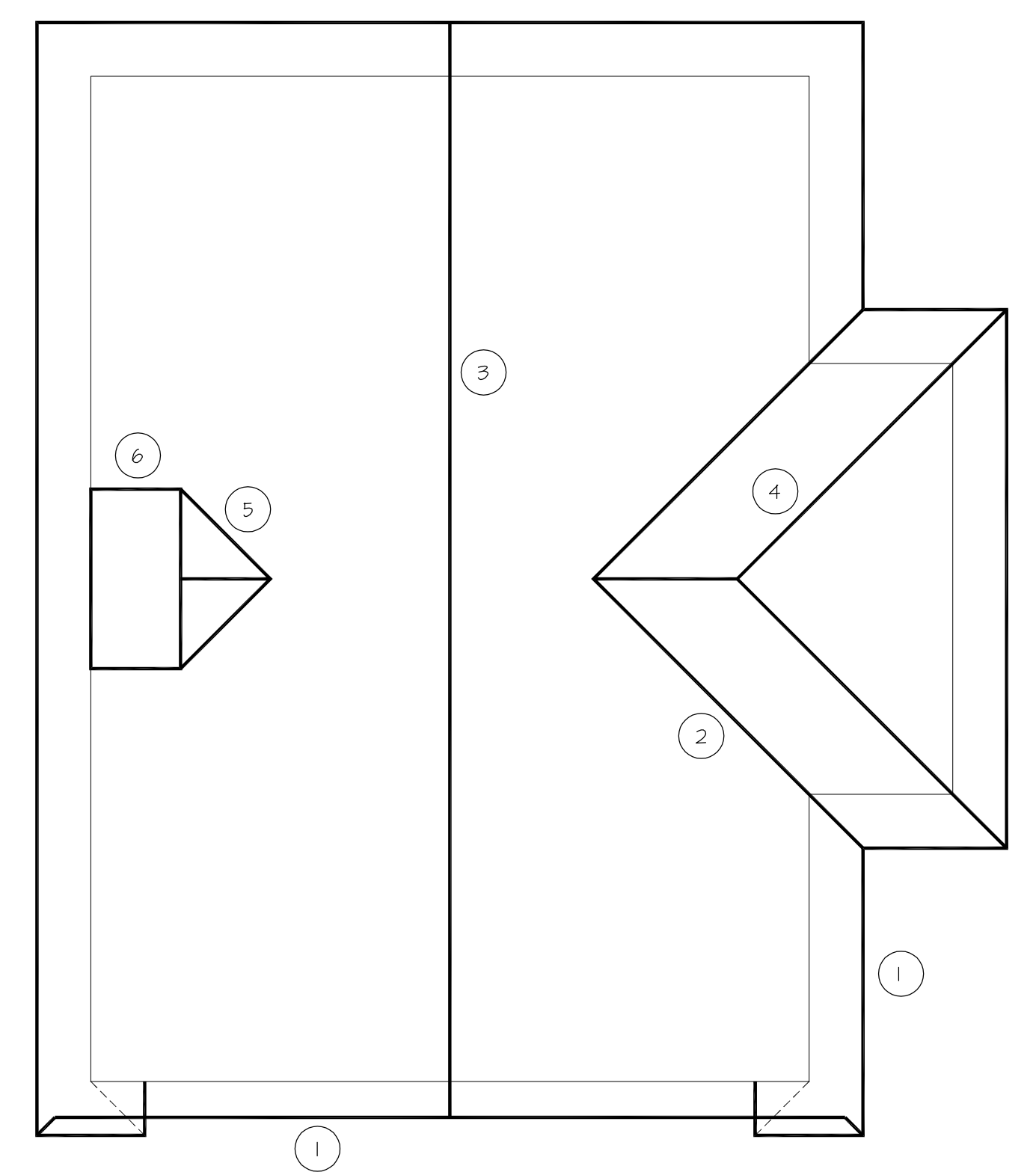
3 WINDOW JAMB, TYP. (DOOR SIMILAR)  
AD3 1-1/2" = 1'-0"



2 WINDOW HEAD, TYP. (DOOR SIMILAR)  
AD3 1-1/2" = 1'-0"



1 SILL PLATE, TYP.  
AD3 1-1/2" = 1'-0"



TYPICAL FLASHING LOCATIONS / NOTES  
SCALE: N.T.S.

- 1 **DRIP EDGE FLASHING:**  
A DRIP EDGE SHALL BE PROVIDED AT EAVES AND GABLES OF TILED ROOFS, AND SHALL OVERLAP A MINIMUM OF 3" (76 mm). LEAVE DRIP EDGES SHALL EXTEND 1/2" (13 mm) BELOW THE SHEATHING, AND EXTEND BACK ON THE ROOF FOR A MINIMUM OF 2 INCHES (51 mm). THE DRIP EDGE SHALL BE MECHANICALLY FASTENED A MAXIMUM OF 6" (152 mm) INCHES O.C.  
THE DRIP EDGE AT EAVES SHALL BE INSTALLED OVER THE UNDERLAYMENT, THERE SHALL BE A MINIMUM 4 INCH (102 mm) WIDTH OF ROOF CEMENT INSTALLED OVER THE DRIP EDGE FLANGE.  
WHERE THE BASIC WIND SPEED PER FIGURE R301.2(4) IS 110 mph (171 km/h) OR GREATER OR THE MEAN ROOF HEIGHT EXCEEDS 33 FEET (10050 mm), DRIP EDGES SHALL BE MECHANICALLY FASTENED A MAXIMUM OF 4 INCHES (102 mm) ON CENTER.  
INSTALL A MINIMUM 8" WIDE ANTI-PONDING METAL FLASHING TO ENSURE POSITIVE DRAINAGE OVER FASCIA/STARTER STRIP. NAIL TOP EDGE OF FLANGE ONTO ROOF.  
THE UNDERLAYMENT SHALL CONFORM WITH ASTM D 226, TYPE I OR TYPE II, OR ASTM D 4064, TYPE I OR TYPE II. THE UNDERLAYMENT SHALL BE INSTALLED IN WATER-SHEDDING FASHION, STARTING WITH THE EAVE EDGE AND ROLLED HORIZONTALLY. UNDERLAYMENT SHALL OVERLAP A MINIMUM OF (14) INCHES AND BE MECHANICALLY FASTENED AT (36) INCHES O.C. MAXIMUM.
- 2 **VALLEY FLASHING:**  
VALLEY LININGS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS, BEFORE APPLYING TILES. VALLEY LININGS OF THE FOLLOWING TYPES SHALL BE PERMITTED:  
1. FOR CLOSED VALLEYS: INSTALL PREFORMED CLOSED VALLEY METAL - EITHER A MIN. WIDTH OF 16" (24" STRETCH OUT) W/ A MIN. 2 1/2" HIGH CENTER DIVERTER AND A MIN. 1" METAL EDGE RETURNS OR A RIBBED DESIGN W/ 1" CENTER DIVERTER, A MIN. (4) 3/8" RIBS SPACED 3 1/2" W/ 3 3/4" FLANGE. LAP JOINTS A MIN. 6" AND APPLY A COATING OR SEPARATOR SHEET.  
2. FOR OPEN VALLEYS: INSTALL PREFORMED OPEN VALLEY WITH A MIN. OF 16" (24" STRETCH OUT) WITH A MIN. OF 1" HIGH THIN CENTER DIVERTER AND A MIN. 1" METAL EDGE RETURNS. LAP JOINTS A MIN. 6" AND APPLY A COATING OR SEPARATOR SHEET.  
3. WHEN USING VALLEY METAL WITH RETURNS:  
A. SECURE W/ CLIPS FABRICATED FROM SIMILAR OR COMPATIBLE MATERIAL. CLIP 1" METAL EDGE RETURNS TO BATTEN STRIP W/ ROOFING NAIL THROUGH METAL STRIP.  
B. TRIM METAL AT ALL VALLEY/RIDGE JUNCTIONS, ENSURING WATER SHEDDING CAPABILITIES ONTO THE VALLEY.  
C. INSTALL LEAD SOAKER AT ALL VALLEY/RIDGE JUNCTIONS. TURN LEAD UP A MIN. OF 1" TO CREATE A WATER DIVERTER, ENSURING WATER SHEDDING CAPABILITIES ONTO THE VALLEY.  
D. OUTER EDGE OF THE VALLEY METAL SHALL OVERLAP DECK FLANGE OF DRIP EDGE A MIN. OF 1". CENTER OF VALLEY FLASHING SHALL EXTEND A MIN. OF 2" BEYOND DRIP EDGE.
- 3 **RIDGE FLASHING:**  
THE UNDERLAYMENT SHALL BE INSTALLED IN WATER-SHEDDING FASHION. THE LAST LAYER APPLIED AT THE RIDGE SHALL BE FOLDED OVER THE RIDGE AND MECHANICALLY FASTENED AT (36) INCHES O.C. MAXIMUM TO THE OPPOSING SIDE OF THE ROOF. REPEAT THE PROCEDURE FOR THE OPPOSING SIDE OF THE ROOF. WHEN COMPLETED, THERE WILL BE TWO LAYERS OF UNDERLAYMENT OVERLAPPING THE RIDGE.
- 4 **HIP FLASHING:**  
THE UNDERLAYMENT SHALL BE INSTALLED IN WATER-SHEDDING FASHION. AT THE HIP LINE, FOLD THE UNDERLAYMENT OVER THE HIP AND MECHANICALLY FASTEN AT (36) INCHES O.C. MAXIMUM TO THE OPPOSING SIDE OF THE ROOF. REPEAT THE PROCEDURE FOR THE OPPOSING SIDE OF THE ROOF. WHEN COMPLETED, THERE WILL BE TWO LAYERS OF UNDERLAYMENT OVERLAPPING THE HIP.
- 5 **CRICKETS AND SADDLES FLASHING:**  
A CRICKET OR SADDLE SHALL BE INSTALLED ON THE RIDGE SIDE OF ANY CHIMNEY GREATER THAN (30) INCHES (762 mm) WIDE. CRICKET OR SADDLE COVERINGS SHALL BE SHEET METAL OR OF THE SAME MATERIAL AS THE ROOF COVERING.  
THE RIDGE AND VALLEY FLASHING OF CRICKETS OR SADDLES SHALL BE THE SAME AS THE RIDGE AND VALLEY FLASHING ON THE MAIN ROOF.
- 6 **BASE AND COUNTER FLASHING:**  
BASE AND COUNTER FLASHING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS, OR A CONTINUOUS METAL - MIN. 4 INCH BY 4 INCH "L" FLASHING SHALL BE SET IN APPROVED FLASHING CEMENT AND SET FLUSH TO THE BASE OF THE WALL, AND OVER THE UNDERLAYMENT. BOTH HORIZONTAL AND VERTICAL METAL FLASHINGS SHALL BE FASTENED 6 INCHES (152 mm) ON CENTER WITH APPROVED FASTENERS.  
ALL LAPS SHALL BE A MIN. OF 4 INCHES (102 mm), FULL SEALED IN APPROVED FLASHING CEMENT. FLASHING SHALL START AT THE LOWER PORTION OF THE ROOF TO ENSURE WATER-SHEDDING CAPABILITIES OF ALL METAL LAPS. THE ENTIRE EDGE OF THE HORIZONTAL FLANGE SHALL BE SEALED, COVERING ALL NAIL PENETRATIONS WITH APPROVED FLASHING CEMENT AND MEMBRANE. SHINGLES SHALL OVERLAP THE HORIZONTAL FLANGE, AND SHALL BE SET IN APPROVED FLASHING CEMENT.  
BASE FLASHING SHALL BE OF EITHER CORROSION-RESISTANT METAL PROVIDED IN SECTION R029.2.3.1 OR MINERAL SURFACE ROLL ROOFING, WEIGHING A MIN. OF (17) POUNDS PER (100) SQUARE FEET (3.76 kg/m<sup>2</sup>).  
COUNTER FLASHING SHALL BE CORROSION-RESISTANT METAL WITH A MIN. THICKNESS PROVIDED IN TABLE 403.1 IN THE FLORIDA BUILDING CODE 2015 5TH EDITION.  
**NOTE:**  
REFER TO THE FLORIDA ROOFING, SHEET METAL AND AIR CONDITIONING CONTRACTORS (FRSA), CONCRETE AND CLAY ROOF TILE INSTALLATION MANUAL FOR MORE INFORMATION.



# City of Green Cove Springs Variance Application

**FOR OFFICE USE ONLY**

Item # 3.

P Z File # \_\_\_\_\_

Application Fee: \_\_\_\_\_

Filing Date: \_\_\_\_\_ Acceptance Date: \_\_\_\_\_

Review Type: SRDT  P & Z  CC

**A. PROJECT**

- 1. Project Name: Green Cove Springs Storage Office
- 2. Address of Subject Property: 409 Palmetto Avenue, Green Cove Springs, FL 32043
- 3. Parcel ID Number(s) 38-06-26-017639-001-00
- 4. Existing Use of Property: Vacant
- 5. Future Land Use Map Designation : Commercial Medium Intensity (CMI)
- 6. Zoning Designation: Gateway Corridor Neighborhood (GCN)
- 7. Acreage: 0.14

**B. APPLICANT**

- 1. Applicant's Status             Owner (title holder)             Agent
- 2. Name of Applicant(s) or Contact Person(s): Matthew Phillips            Title: Vice President  
Company (if applicable): ShayCore, LLC  
Mailing address: 11235 St. Johns Industrial Parkway North, Suite 4  
City: Jacksonville            State: Florida            ZIP: 32246  
Telephone: (\_\_\_\_) 904-385-3920            FAX: (\_\_\_\_)            e-mail: mphillips@shaycore.com

- 3. If the applicant is agent for the property owner\*:  
Name of Owner (title holder): Jessica Narducci  
Company (if applicable): Fusilli Investments, LLC  
Mailing address: 2801 St. Johns Bluff Road South, Suite 201  
City: Jacksonville            State: Florida            ZIP: 32246  
Telephone: (\_\_\_\_) 904-626-6023            FAX: (\_\_\_\_)            e-mail: jnarducci@narduccidental.com

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

**C. ADDITIONAL INFORMATION**

- 1. 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 VARIANCE SOUGHT**

- 1. Requested Variance: Parking in front of building and reduction of side setback from 10' to 5'
- 2. Section of Land Development Regulations under which the variance is sought 117-656(1) & 117-542(3)(e)
- 3. Reason Variance is requested: Narrow lot width prohibits strict compliance with regulations
- 4. Statement of Facts for Requested Variance (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. Extraordinary and Exceptional Conditions-** What are the extraordinary and exceptional conditions (such as topographic conditions, narrowness, shallowness, or the shape of a parcel of land) pertaining to the particular piece of land for which the variance is sought, that do not generally apply to other land or structures in the same district?

The lot is only 45' wide which does not allow for vehicular access behind the building nor a functional building width at the required side yard setbacks.

**b. Not Result of Action by Applicant-** Why are the special circumstances not the result of the actions of the applicant?

The property was platted prior to ownership by the applicant. They did not create they non-conforming lot width.

**c. No Special Privilege-** Does the granting of the variance confer any special privilege on the applicant that is denied to other lands or structures in the same zone district?

No. The requested variances are the minimum required to allow development of the property. The site cannot be improved in accordance with current regulations.

**d. Strict Application Deprives Use-**Would the strict interpretation of the Land Development Regulations to this property effectively prohibit or unreasonably restrict the utilization of the land and result in unnecessary and undue hardship?

Yes. The site cannot be developed without these variances. A variance would be required even if we were proposing a home since the lot is so narrow.

**e. Minimum Variance-** Is the variance the minimum action that will make possible the reasonable use of the land or structure which is not contrary to the public interest, and which would carry out the spirit of these Land Development Regulations?

Yes. All other aspects of the code are being met or exceeded.

**f. Not Detrimental-**Is the granting of the variance detriment to the adjacent land, and the character of the zone district in which the land is located?

No. The building will meet architectural standards and landscaping regulations, and is a non-offensive use with no noise, traffic, or lighting being generated by the building.

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

- 1. Copy of Warranty Deed or other proof of ownership
- 2. Legal description
- 3. Survey or plot diagram indicating setbacks, proposed construction and requested variance.

F. FEE.

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.

**All 3 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:

Matthew J. Phillips  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Matthew J. Phillips  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

9/14/20  
Date

\_\_\_\_\_  
Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 14 day of September, 2020 by Matthew

Phillips, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

Malynda Sturgell  
Signature of Notary Public, State of Florida





# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Planning & Zoning Board **MEETING DATE:** October 27, 2020  
**FROM:** Michael Daniels, AICP, Planning & Zoning Director  
**SUBJECT:** Review of a Master Site Development Plan for the Narducci Storage Office at 409 N Palmetto Avenue, 017639-001-00

### PROPERTY DESCRIPTION

**APPLICANT:** Matthew Phillips, ShayCore LLC **OWNER:** Fusilli Investments LLC  
**PROPERTY LOCATION:** 409 N Palmetto Avenue  
**PARCEL NUMBER:** 017639-001-00  
**FILE NUMBER:** 202000732  
**CURRENT ZONING:** Gateway Corridor Neighborhood (GCN)  
**FUTURE LAND USE DESIGNATION:** Commercial Medium Intensity (CMI)

### SURROUNDING LAND USE

<p><b>NORTH:</b> <b>FLU:</b> Commercial Medium Intensity  <b>Z:</b> Gateway Corridor Neighborhood  <b>Use:</b> Undeveloped</p>	<p><b>SOUTH:</b> <b>FLU:</b> Commercial Medium Intensity  <b>Z:</b> Gateway Corridor Neighborhood  <b>Use:</b> Jesse’s Auto Service</p>
<p><b>EAST:</b> <b>FLU:</b> Commercial High Intensity (CHI)  <b>Z:</b> Gateway Corridor Commercial (GCC)  <b>Use:</b> Wells Fargo</p>	<p><b>WEST:</b> <b>FLU:</b> Residential Professional Office  <b>Z:</b> C-1, Neighborhood Commercial  <b>Use:</b> Undeveloped</p>

### BACKGROUND

**DEVELOPMENT DESCRIPTION:**

The applicant has submitted a major Site Development Plan Application for the development of an Office/Storage Building on .14 acres, located at 409 Palmetto Avenue.

The property is fairly level with a gentle slope of about 1 and ½ feet of fall, sloping from west to east. The site is sparsely wooded including a 12” palm tree and a 40” camphor tree in in the rear of the site and the remainder of the site consists of vegetated underbrush.



## PROPOSED PLAN

The plan includes a 2,100 square foot office storage building and parking area.

### Parking

The plan shows 1 parking spaces plus 1 handicapped parking space in addition to a garage door for loading and unloading provided onsite. Per code they are required to have 1 space per 5,000 square feet of storage area.

### Drainage Retention

Due to the size of the proposed the applicant received a waiver from the Water Management District. That said, they still shall comply with City requirements. Roof drains have been provided to take the roof runoff which will be connected to the City's stormwater system.

### Traffic and Access

Access will be provided off Palmetto Avenue. There will be minimal traffic to this location.

### Landscape, Buffer and Lighting Plan

The plan is showing the planting of 9 trees on the site and 69 hedge plantings pursuant to City Code. They are providing a treed landscape buffer with a 6' fence along the rear of the property. There will be no li Avenue. The existing oak trees and magnolia will be removed. In order to provide a buffer up against the adjacent residential properties to the east, they are providing a 6' privacy fence on the property with three elm trees as a landscape buffer. The lighting plan shows lighting on the front of the building only.

The site will be served by the city water, sewer, and electric services. No dumpster will be provided onsite.

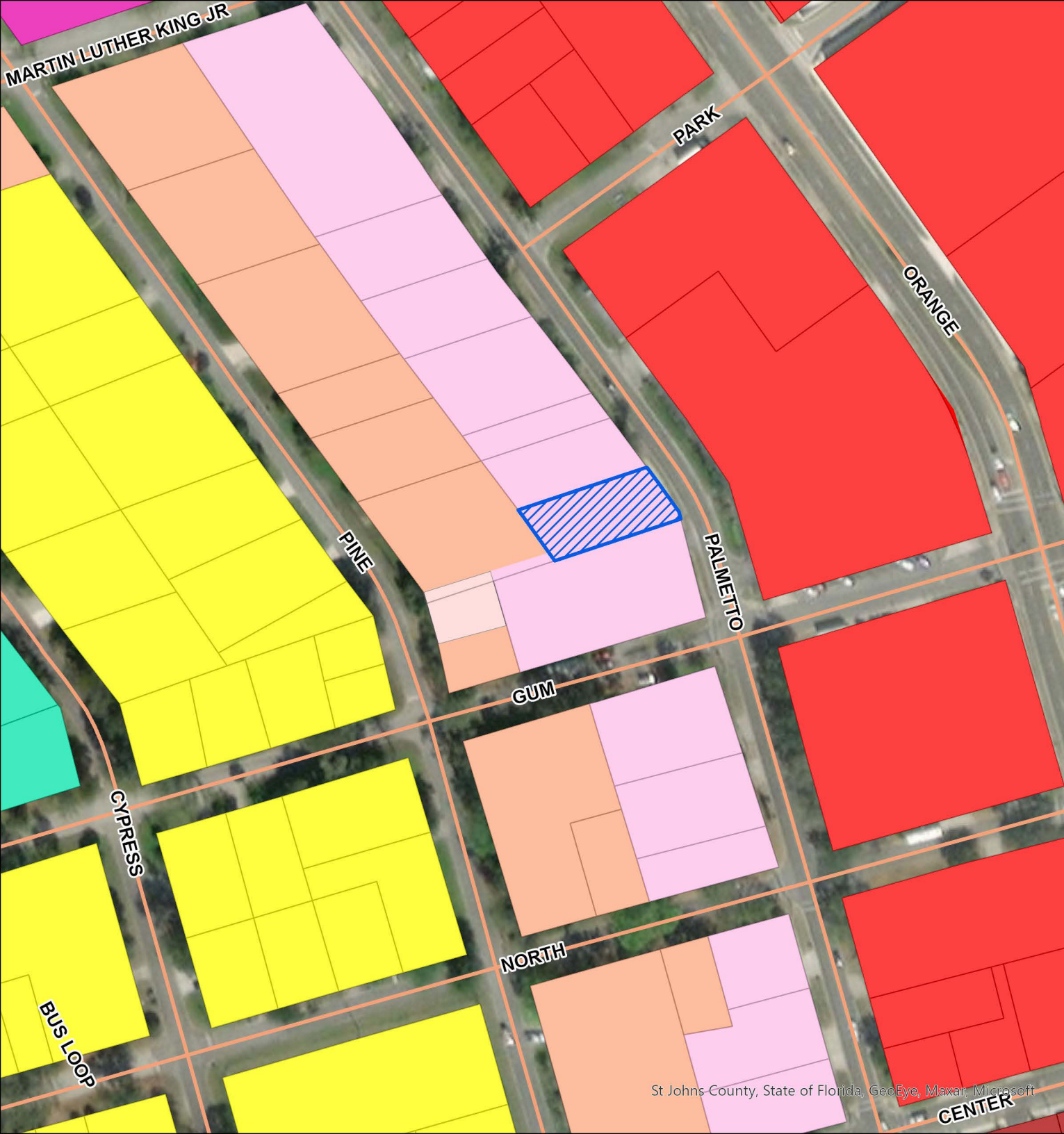
## STAFF RECOMMENDATION

Staff recommends approval of 202000857, to approve the Master Site Development Plan for a storage office at 409 N Palmetto Avenue subject to the following condition:












1. The grading and drainage plan shall be modified to capture the stormwater runoff from parking lot and channel it into the City's stormwater system.

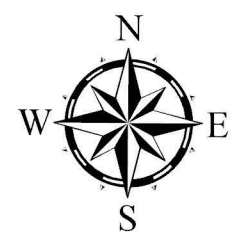
**Motion:** To recommend to City Council approval of 202000857, to approve the Master Site Development Plan for a storage office at 409 N Palmetto Avenue subject to the following condition:

1. The grading and drainage plan shall be modified to capture the stormwater runoff from parking lot and channel it into the City's stormwater system.



Item # 4.

-  Parcels
-  Roads
- ZONING**
-  R-1 Single Family Residential
-  RPO Residential Professional Office
-  C-1 Neighborhood Commercial
-  C-2 General Commercial
-  CBD Central Business District
-  GCC Gateway Corridor Commercial
-  GCN Gateway Corridor Neighborhood
-  INS Institutional
- Project Site**
-  Multiple Applications



# GREEN COVE STORAGE OFFICE PROPOSED WAREHOUSE

## 409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL

**CIVIL ENGINEERING LEGEND**

EXISTING	PROPOSED	DESCRIPTION
---	---	PROPERTY LINE
---	---	RIGHT-OF-WAY LINE
---	---	CENTERLINE
---	---	FENCE
---	---	RETAINING WALL
---	---	BUILDING
---	---	PAVEMENT LINE/SIDEWALK LINE
---	---	CURB, CURB AND GUTTER
25.50	25.50	SPOT ELEVATIONS
25	25	CONTOURS
6"SA	6"SA	SANITARY SEWER/CLEANOUT
6"PW	6"PW	PROCESS WASTE
RD	RD	ROOF DRAIN
ST	ST	STORM SEWER
6"W	6"W	DOMESTIC WATER
6"F	6"F	FIRE MAIN
6"G	6"G	GAS MAIN
6"FM	6"FM	FORCE MAIN
UE	UE	UNDERGROUND ELECTRIC
OHE	OHE	OVERHEAD ELECTRIC
UT	UT	UNDERGROUND TELEPHONE
OT	OT	OVERHEAD TELEPHONE
UD	UD	UNDERDRAIN
Y	Y	FIRE HYDRANT
DCVA	DCVA	DOUBLE CHECK VALVE ASSEMBLY
RPB	RPB	RED. PRESSURE BACKFLOW PREVENTER
P	P	POST INDICATOR VALVE
V	V	VALVE
V&B	V&B	VALVE & BOX
M	M	MANHOLE
SR	SR	SPRINKLER RISER
WM	WM	WATER METER
CB	CB	CATCH BASIN
CI	CI	CURB INLET
FE	FE	FLARED END
ME	ME	MITERED END
CF	CF	CONCRETE FLUME
EW	EW	ENDWALLS
CS	CS	CONTROL STRUCTURE
CP	CP	CONCRETE POWER POLE
WP	WP	WOOD POWER POLE
LP	LP	LIGHT POLE
TR	TR	TRANSFORMER
V	V	VAULTS
DS	DS	DRAINAGE STRUCTURE
SS	SS	SANITARY SEWER STRUCTURE
SC	SC	SECTION CUT
DR	DR	DETAIL REFERENCE
CN	CN	CURVE NUMBER
SF	SF	SILT FENCE
HB	HB	HAYBALE BARRIER
SB	SB	SOIL BORING LOCATION/NUMBER

**LEGAL DESCRIPTION**

THE SOUTH 48 FEET OF THE EAST 1/2 OF LOT 1, BLOCK 20, NORTH SUBURBS OF GREEN COVE SPRINGS, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 10, IN THE PUBLIC RECORDS OF CLAY COUNTY, FLORIDA.



LOCATION MAP (NOT TO SCALE)

**CIVIL DRAWING INDEX**

C000	COVER SHEET
C050	CIVIL NOTES AND SPECS
C100	CLEARING, DEMOLITION, AND EROSION CONTROL PLAN
C200	SITE GEOMETRY PLAN
C300	SITE GRADING PLAN
C400	SITE DRAINAGE AND UTILITIES PLAN
C500	CIVIL DETAILS I
C510	CIVIL DETAILS II
L-1	TREE REMOVAL / PROTECTION PLAN
L-2	LANDSCAPE / IRRIGATION PLAN
L-3	LANDSCAPE DETAILS

**PROJECT DESIGN TEAM**

OWNER/DEVELOPER:	FUSILLI INVESTMENTS, LLC 2801 ST. JOHNS BLUFF ROAD, SUITE 201 JACKSONVILLE, FL 32246
SURVEYOR:	PERRET AND ASSOCIATES, INC. 1484 MONTICELLO ROAD JACKSONVILLE, FL 32207 (904) 805-0030
LANDSCAPE ARCHITECT:	A & K LAND PLANNING & DESIGN 416 TORTOISE TRACE SAINT JOHNS, FL 32259 (904) 476-9692
GEOTECHNICAL ENGINEER:	AGES OF JAX, INC. 9556 HISTORIC KINGS ROAD SOUTH, SUITE 201 JACKSONVILLE, FL 32257 (904) 886-0766

48 HOURS BEFORE YOU DIG  
CALL SUNSHINE  
1-800-432-4770  
IT'S THE LAW IN FLORIDA

**GREEN COVE STORAGE OFFICE  
PROPOSED WAREHOUSE**  
409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

**COVER SHEET**

REV.	DATE	BY	DESCRIPTION

JOB NO.	20ENG010
DRAWN:	MJP
CHECKED:	MJP
SCALE:	NONE

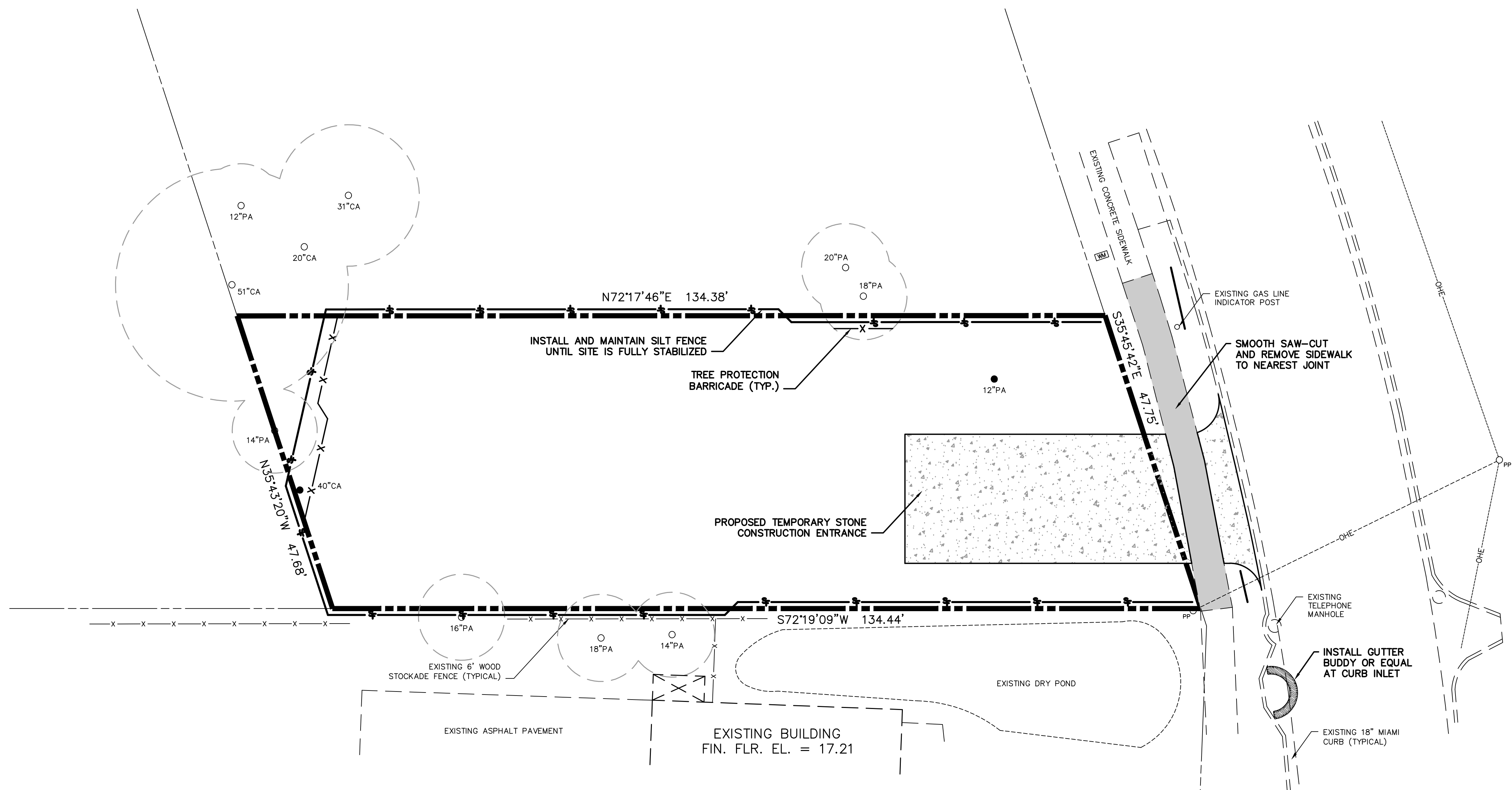
**C000**  
DRAWING NO.



REPRESENTS  
EXISTING  
IMPROVEMENTS  
TO BE REMOVED

**TREE LEGEND**

- CA CAMPHOR
- PA PALM
- TREE TO REMAIN
- TREE TO BE REMOVED



**ShayCore**  
 11235 ST. JOHNS INDUSTRIAL PARKWAY NORTH, SUITE 4  
 JACKSONVILLE, FLORIDA 32246  
 P: (904) 251-2992 F: (904) 239-3027  
 WWW.SHAYCORE.COM

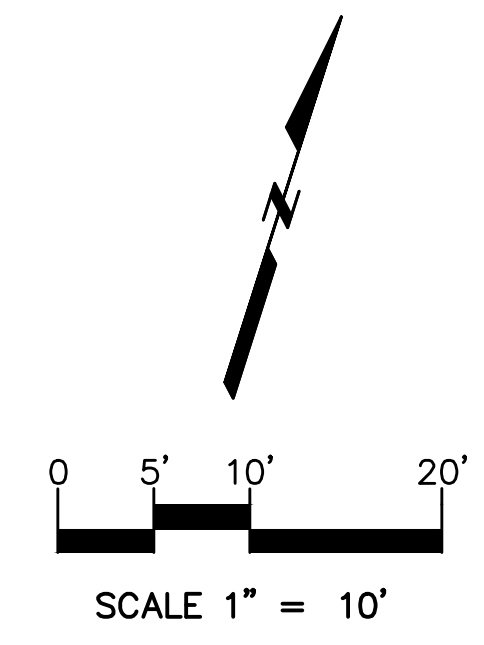
**GREEN COVE STORAGE OFFICE  
 PROPOSED WAREHOUSE**  
 409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

**CLEARING,  
 DEMOLITION,  
 AND  
 EROSION  
 CONTROL  
 PLAN**

REV.	DATE	BY	DESCRIPTION
B	10-19-20	MJP	REVISED PERMIT ISSUE
A	08-02-20	MJP	PERMIT ISSUE

JOB NO. **20ENG010**  
 DRAWN: **MJP**  
 CHECKED: **MJP**  
 SCALE: **1" = 10'**

**C100**  
 DRAWING NO.



STATISTICAL SUMMARY

PROPERTY IDENTIFICATION NO.: 38-06-26-017639-001-00  
ZONING DESIGNATION: GATEWAY CORRIDOR NEIGHBORHOOD (GCN)  
FUTURE LAND USE DESIGNATION: COMMERCIAL MEDIUM INTENSITY (CMI)

SITE AREA: 6,098 SF = 0.14 AC  
BUILDING AREA: 2,100 SF (34%)  
MINIMUM PERVIOUS AREA: 1,829 SF (30%)  
PROVIDED PERVIOUS AREA: 2,122 SF (35%)

PARKING REQUIRED - 1 SPACE / 5,000 SF: 1 SPACE  
PARKING PROVIDED: 2 SPACES

**GREEN COVE STORAGE OFFICE  
PROPOSED WAREHOUSE**  
409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

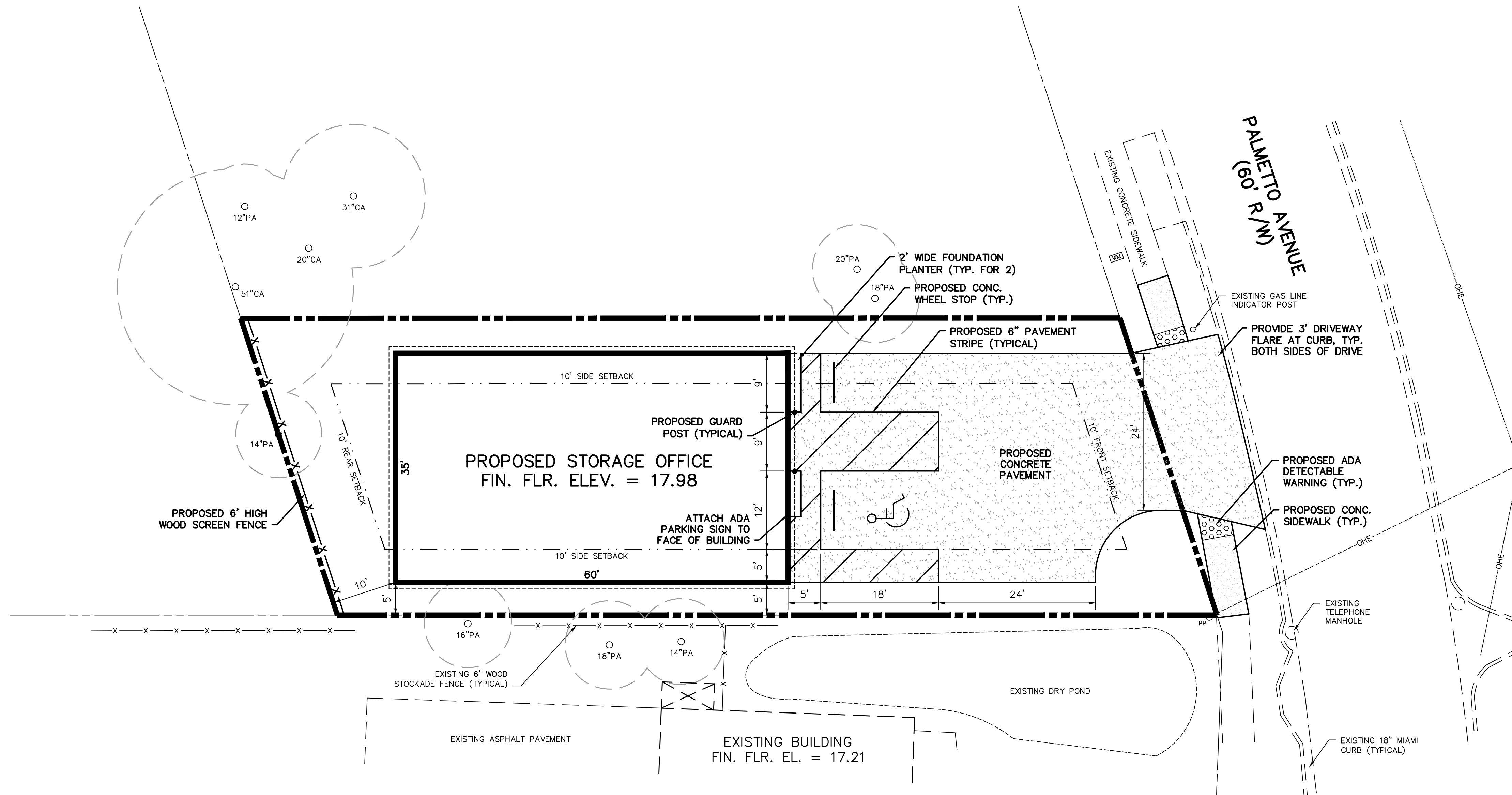
**SITE  
GEOMETRY  
PLAN**

REV.	DATE	BY	DESCRIPTION
B	10-14-20	MJP	REVISED PERMIT ISSUE
A	08-18-20	MJP	PERMIT ISSUE

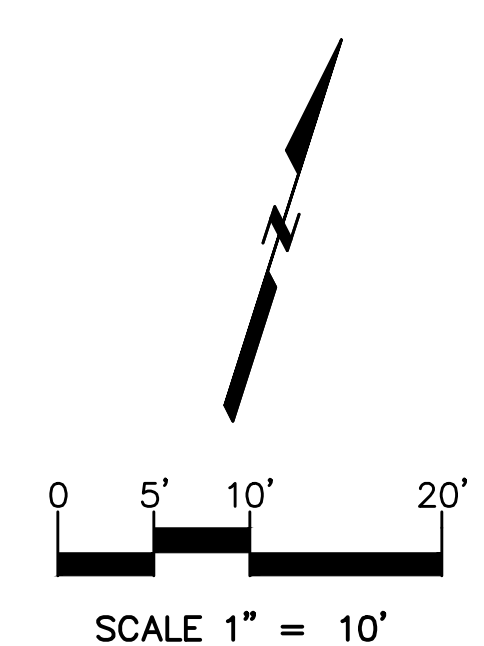
JOB NO. 20ENG010  
DRAWN: MJP  
CHECKED: MJP

SCALE: 1" = 10'

C200  
DRAWING NO.



NOTE: EXISTING FIRE HYDRANT LOCATED AT THE CORNER OF PALMETTO AND GUM STREET, APPROXIMATELY 80' SOUTH OF THE SITE.



## GREEN COVE STORAGE OFFICE PROPOSED WAREHOUSE

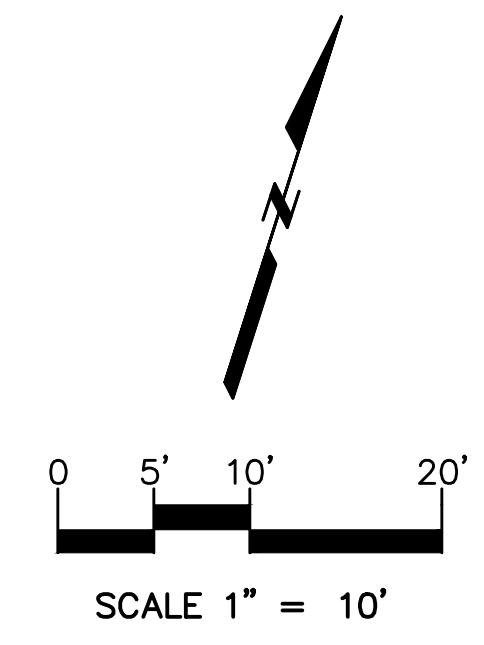
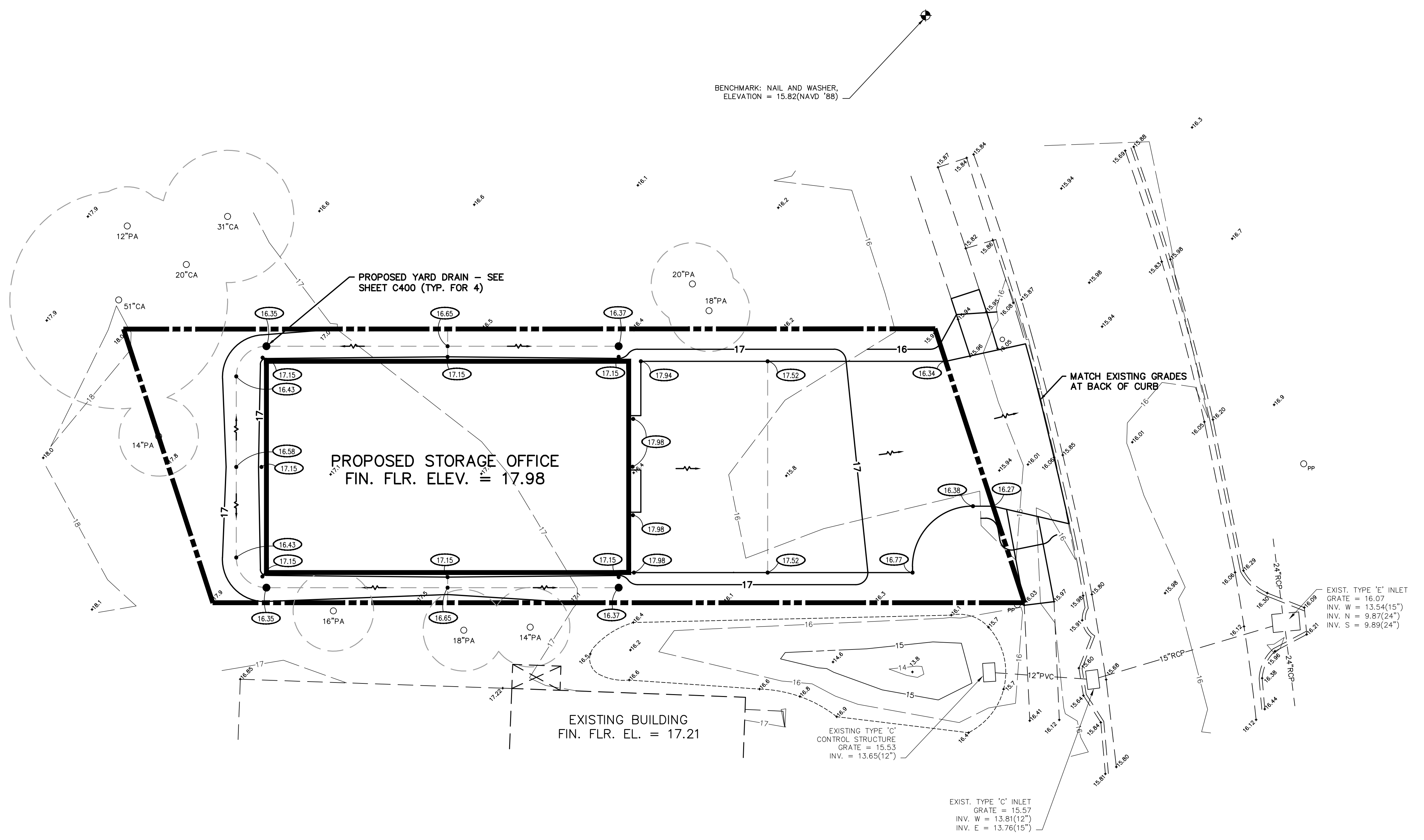
409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

### SITE GRADING PLAN

REV.	DATE	BY	DESCRIPTION
B	10-14-20	MJP	REVISED PERMIT ISSUE
A	08-18-20	MJP	PERMIT ISSUE

JOB NO. 20ENG010  
 DRAWN: MJP  
 CHECKED: MJP  
 SCALE: 1" = 10'

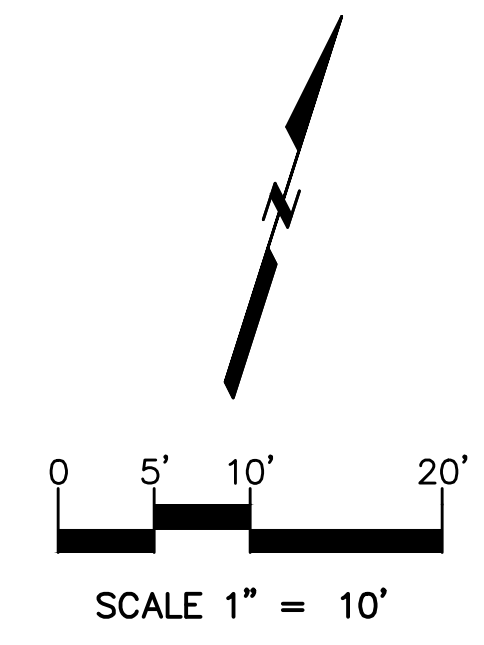
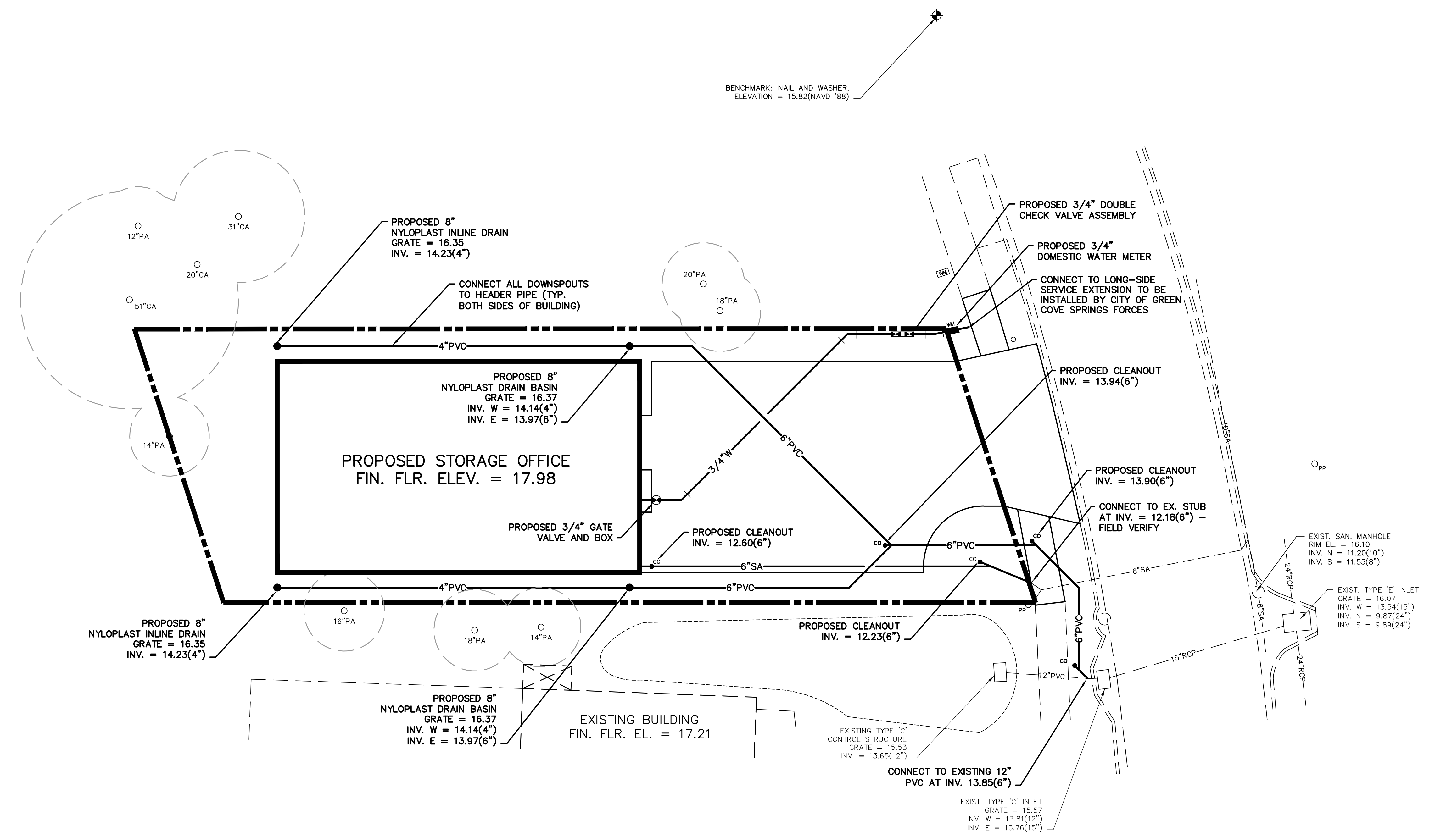
**C300**  
 DRAWING NO.



## GREEN COVE STORAGE OFFICE PROPOSED WAREHOUSE

409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

### SITE UTILITIES AND DRAINAGE PLAN



REV.	DATE	BY	DESCRIPTION
B	10-14-20	MJP	REVISED PERMIT ISSUE
A	08-02-20	MJP	PERMIT ISSUE

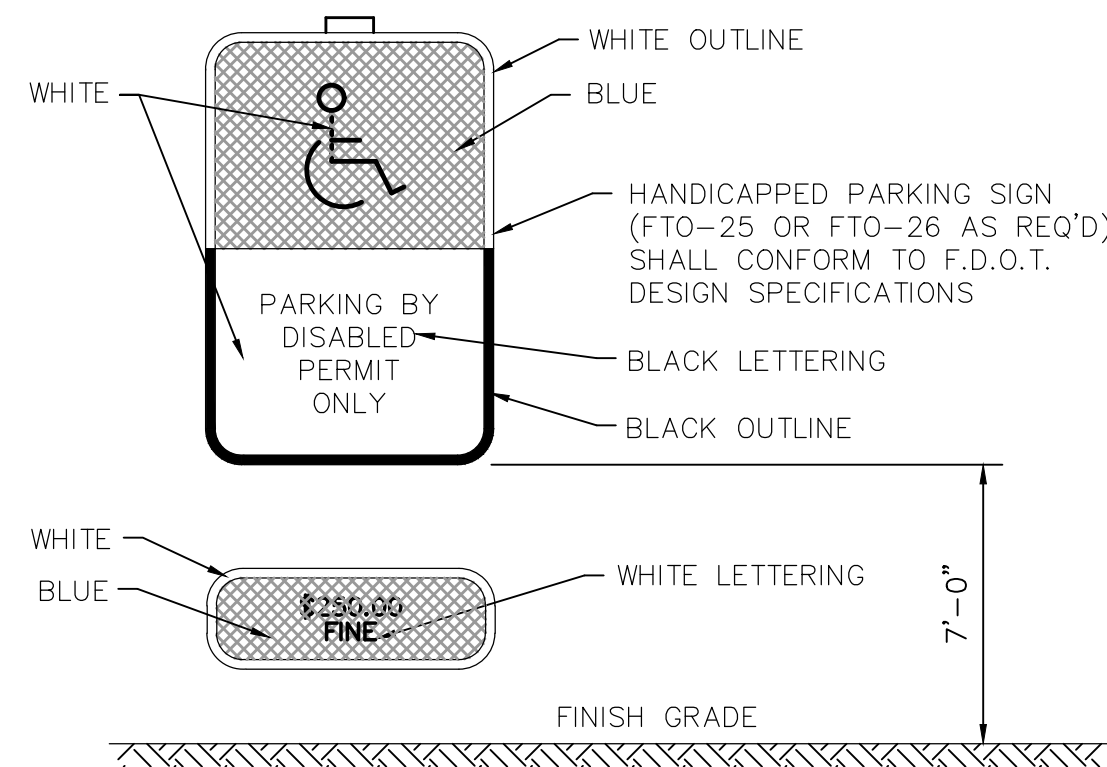
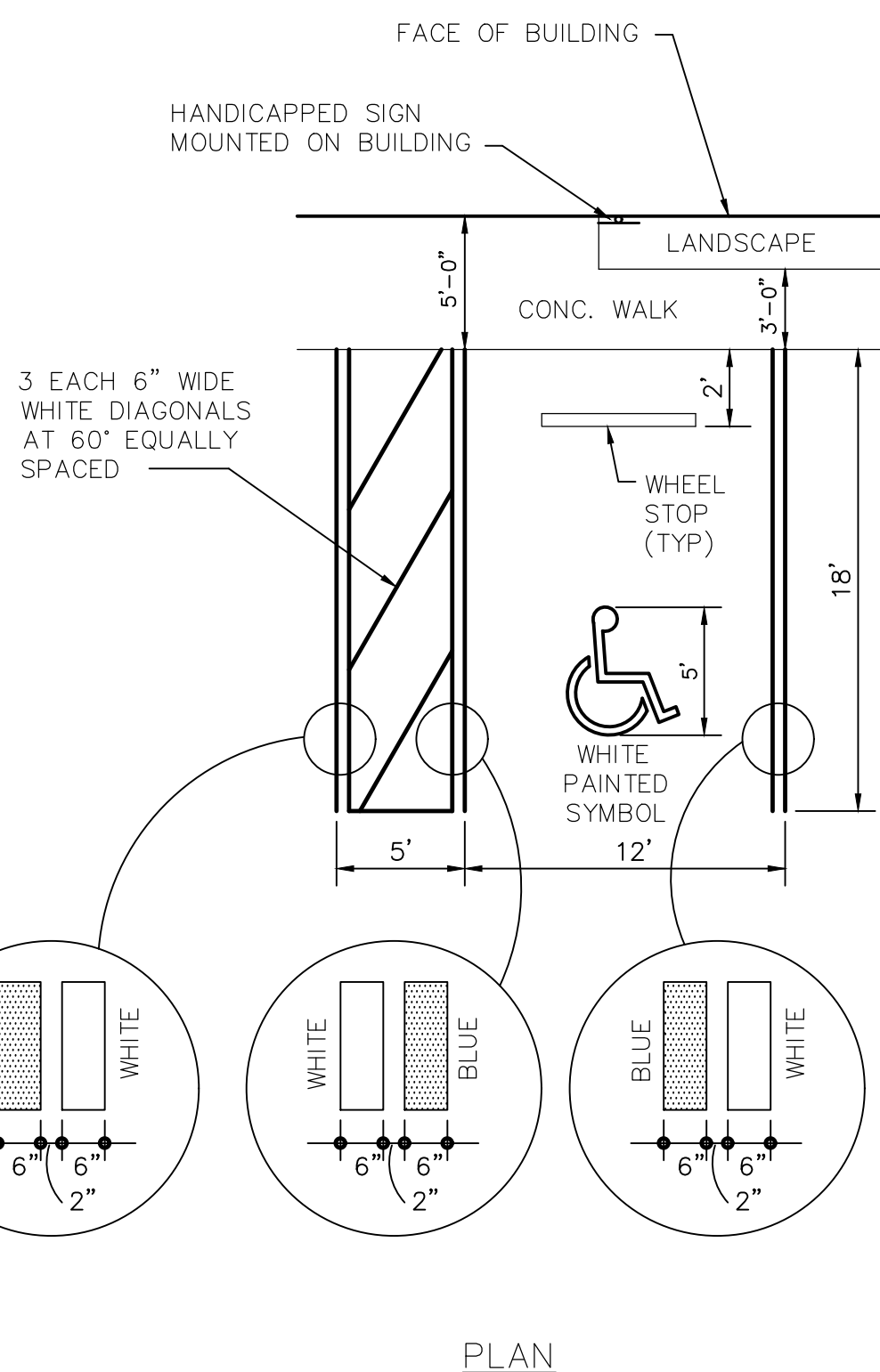
JOB NO. 20ENG010  
 DRAWN: MJP  
 CHECKED: MJP  
 SCALE: 1" = 10'

C400  
 DRAWING NO.



NOTES:

- MEASURE THE 12' AND 5' WIDTHS FROM THE CENTERLINE OF EACH SIDE 6" WIDE BLUE STRIPE.
- LEFT SIDE ACCESS AISLE SHOWN, RIGHT SIDE ACCESS AISLE IS TYPICAL TO OPPOSITE SIDE OF PARKING SPACE.

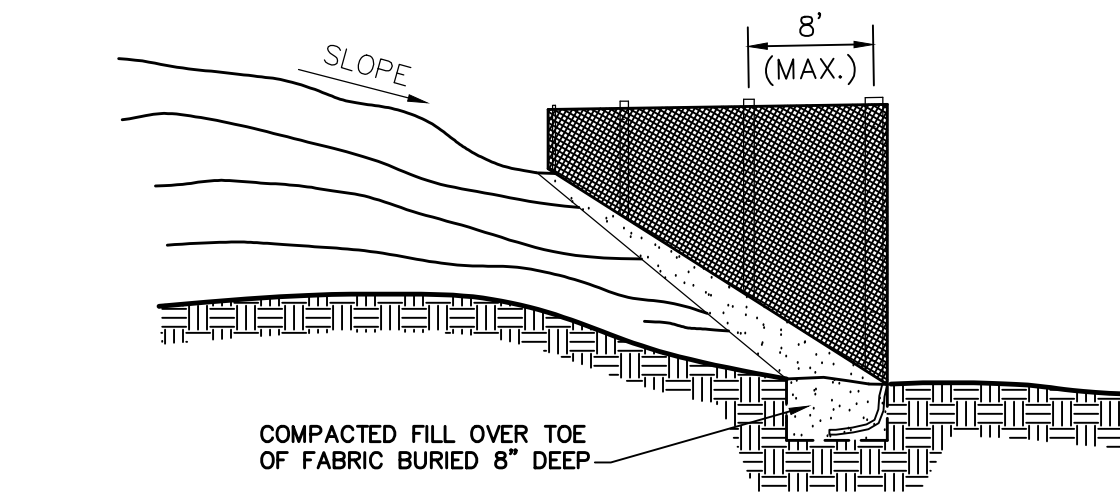


SIGN DETAIL

HANDICAPPED PARKING

1

CONCRETE JOINT LAYOUT (1" = 10')



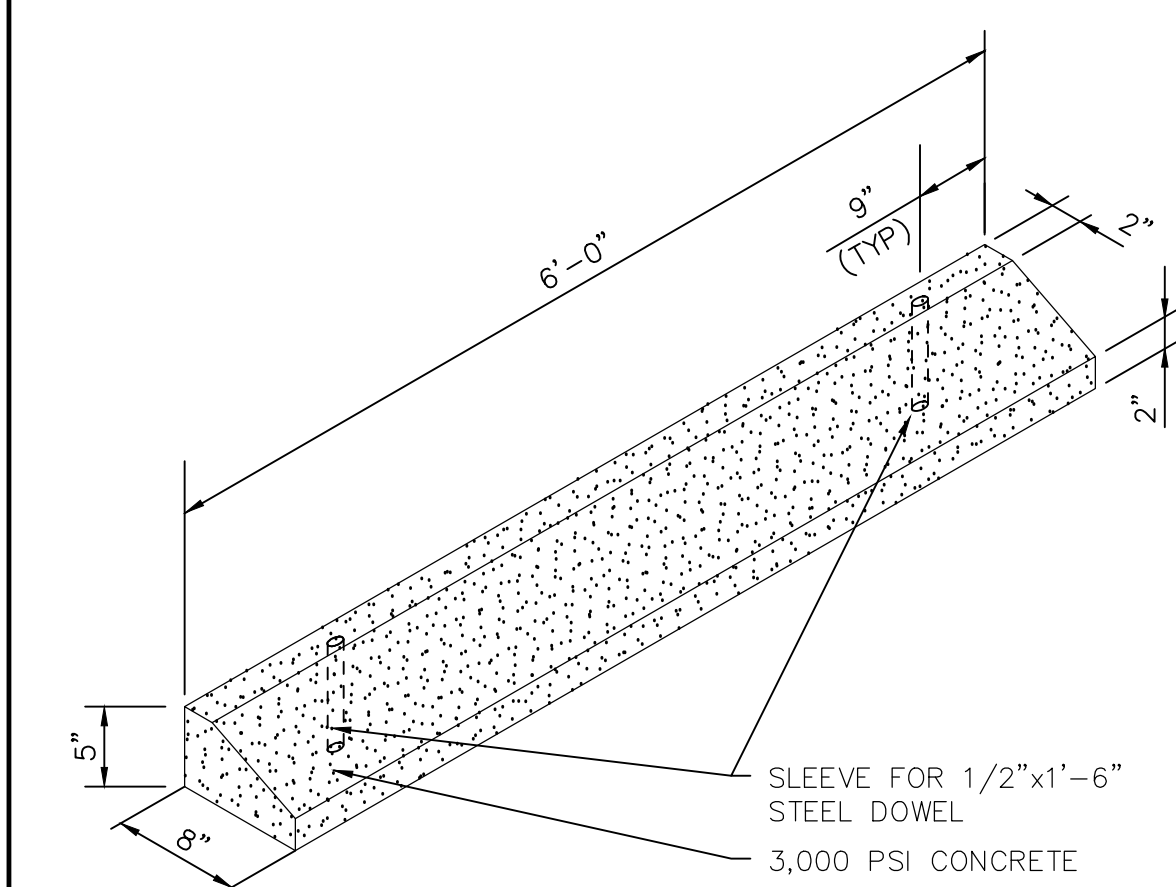
NOTES:

- POSTS TO BE 1" x 2" PINE WITH A MINIMUM LENGTH OF 4 FEET; LOCATE POSTS ON DOWNSLOPE SIDE OF FILTER FABRIC.
- BURY TOE OF FENCE APPROXIMATELY 8" DEEP TO PREVENT UNDERCUTTING.
- WHEN JOINTS ARE NECESSARY, SECURELY FASTEN THE FABRIC AT A SUPPORT POST WITH OVERLAP TO THE NEXT POST.
- FILTER FABRIC TO BE NYLON, POLYESTER, PROPYLENE OR ETHYLENE YARN WITH EXTRA STRENGTH - SOLB/LIN. IN. (MINIMUM) - AND WITH A FLOW RATE OF AT LEAST 0.3 GAL./SQ. FT./MINUTE. FABRIC SHOULD CONTAIN ULTRAVIOLET RAY INHIBITORS AND STABILIZERS.

SILT FENCE

1

WHEEL STOP



WHEEL STOP

2

CONCRETE PAVING SPECIFICATIONS:

- FORMS SHALL BE MADE OF STEEL, WOOD, OR OTHER MATERIALS CAPABLE OF SUPPORTING MECHANICAL CONCRETE PLACING EQUIPMENT WITHOUT SETTLING VERTICALLY, BOWING INWARD OR OUTWARD, OR CRUSHING. FORMS SHALL BE CLEAN AND FREE OF DIRT, RUST, AND HARDENED CONCRETE.
- AGGREGATES SHALL CONFORM TO ASTM C-33. MAXIMUM AGGREGATE SIZE SHALL NOT EXCEED 1/3 OF THE PAVEMENT THICKNESS. AGGREGATES SHALL BE TESTED FOR SOUNDNESS IN ACCORDANCE WITH ASTM C-88 AND FOR POTENTIAL REACTIVITY IN ACCORDANCE WITH ASTM C-289.
- MEMBRANE FORMING CURING COMPOUNDS SHALL COMPLY WITH ASTM C-309.
- ESTABLISH GRADES AND MAKE ALLOWANCE FOR EXISTING IMPROVEMENTS, PROPER DRAINAGE, ADJOINING PROPERTY RIGHTS, GOOD APPEARANCE, AND OTHER PERTINENT CONSIDERATIONS. CONSTRUCT SUB-GRADE TO ENSURE THAT THE REQUIRED PAVEMENT THICKNESS IS OBTAINED IN ALL LOCATIONS. RE-GRADE AND RE-COMPACT ANY SUB-GRADE DISTURBED BY CONCRETE DELIVERY VEHICLES OR OTHER CONSTRUCTION EQUIPMENT. DO NOT USE SAND OR LOOSE MATERIAL TO OBTAIN FINAL SUB-GRADE ELEVATION.
- FINE GRADE THE AREA TO BE PAVED TO WITHIN PLUS OR MINUS 0.05 FEET OF THE DESIGN SUB-GRADE ELEVATIONS, AND REMOVE ALL EXCESS MATERIAL FROM THE SITE. CONSTRUCT SUB-GRADE TRUE TO GRADE, HARD, UNIFORM AND SMOOTH, USING SUCH METHODS AND EQUIPMENT AS REQUIRED. FINAL COMPACTION SHALL MEET THE REQUIREMENTS OF THE GEOTECHNICAL REPORT. PROPERLY MOISTURIZE DRY SUB-GRADES WITH WATER PRIOR TO PLACING THE CONCRETE.
- COAT SURFACES OF FORMS WITH BOND-BREAKING COMPOUND PRIOR TO PLACEMENT OF CONCRETE. PROVIDE COMMERCIAL FORM-COATING COMPOUNDS THAT WILL NOT BOND WITH, STAIN, OR ADVERSELY AFFECT CONCRETE SURFACES, AND WILL NOT IMPAIR SUBSEQUENT TREATMENT OF CONCRETE SURFACES REQUIRING BOND OR ADHESION. THE EDGE OF PREVIOUSLY PLACED CONCRETE MAY BE USED AS A FORM. DO NOT APPLY FORM RELEASE AGENT TO PREVIOUSLY PLACED CONCRETE.
- PLACE REINFORCEMENT AT LOCATIONS SHOWN ON THE DRAWINGS. SUPPORT JOINT OPERATIONS.
- PLACE THE CONCRETE ON MOIST SUB-GRADE FOR THE FULL DEPTH CALLED FOR ON THE PLANS. DO NOT PLACE CONCRETE ON FROZEN SUB-GRADE. BRING TO THE REQUIRED CROWN AND CROSS SECTION BY MEANS OF SCREEDS OR TEMPLATES AND THOROUGHLY VIBRATE. DO NOT MOVE CONCRETE HORIZONTALLY WITH VIBRATOR. FINISH CONCRETE BY FLOATING AND TROWELING UNTIL THE SURFACE IS DENSE AND SMOOTH, TRUE TO CROWN AND GRADE, AND FREE FROM HUMPS OR DEPRESSIONS.
- PROVIDE THE FINAL FINISH BY LIGHTLY BROOMING THE SURFACE IMMEDIATELY BEFORE THE CONCRETE TAKES ITS FINAL SET. BROOM ALL AREAS OF PANEL IN THE SAME DIRECTION.
- JOINTS SHALL BE CONSTRUCTED AT THE LOCATIONS, DEPTHS, AND DIMENSIONS SHOWN ON THE DRAWINGS. JOINTS IN ATTACHED CURBS SHALL BE ALIGNED WITH JOINTS IN PAVEMENT. CONTRACTION JOINTS SHALL BE CONSTRUCTED BY ONE OF THE FOLLOWING METHODS:
  - CONSTRUCT CONTRACTION JOINTS IN FRESH CONCRETE AFTER CONCRETE HAS SET SUFFICIENTLY TO MAINTAIN THE FORMED JOINT TO THE SPECIFIED DEPTH AND WIDTH.
  - SAW-CUT CONCRETE AFTER CONCRETE HAS HARDENED SUFFICIENTLY TO PREVENT AGGREGATE BEING DISLODGED AND SOON ENOUGH TO CONTROL PAVEMENT CRACKING. IF CONTRACTION JOINT SAWING CAUSES A CRACK, DISCONTINUE SAWING THAT CONTRACTION JOINT AND CONTINUE SAWING OTHER CONTRACTION JOINTS.
- AS SOON AS FINISHING HAS BEEN COMPLETED, COVER THE CONCRETE WITH A CURING COMPOUND. DO NOT ALLOW TRAFFIC ON THE SURFACE FOR A PERIOD OF 72 HOURS.

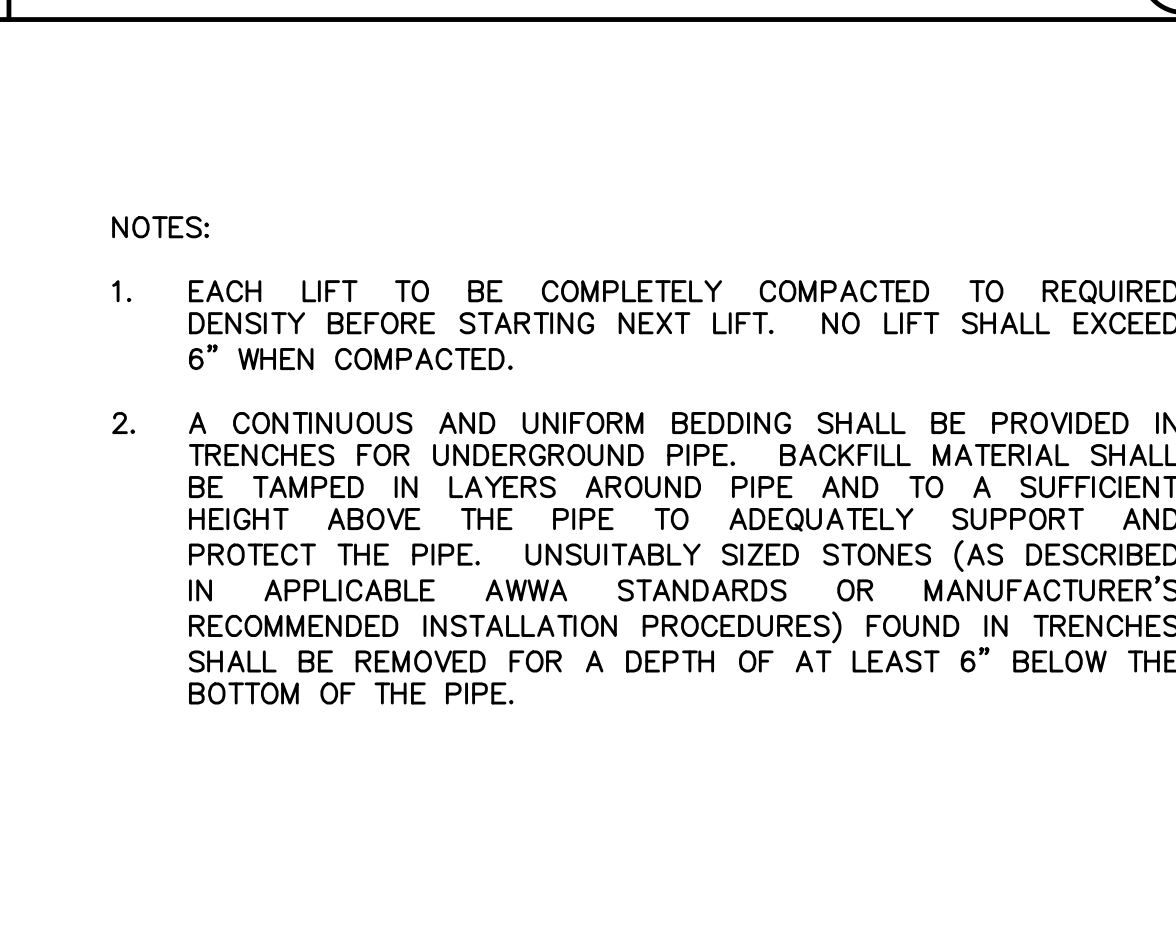
CONCRETE THICKENED EDGE

5

CONCRETE PAVEMENT

6

CONCRETE THICKENED EDGE



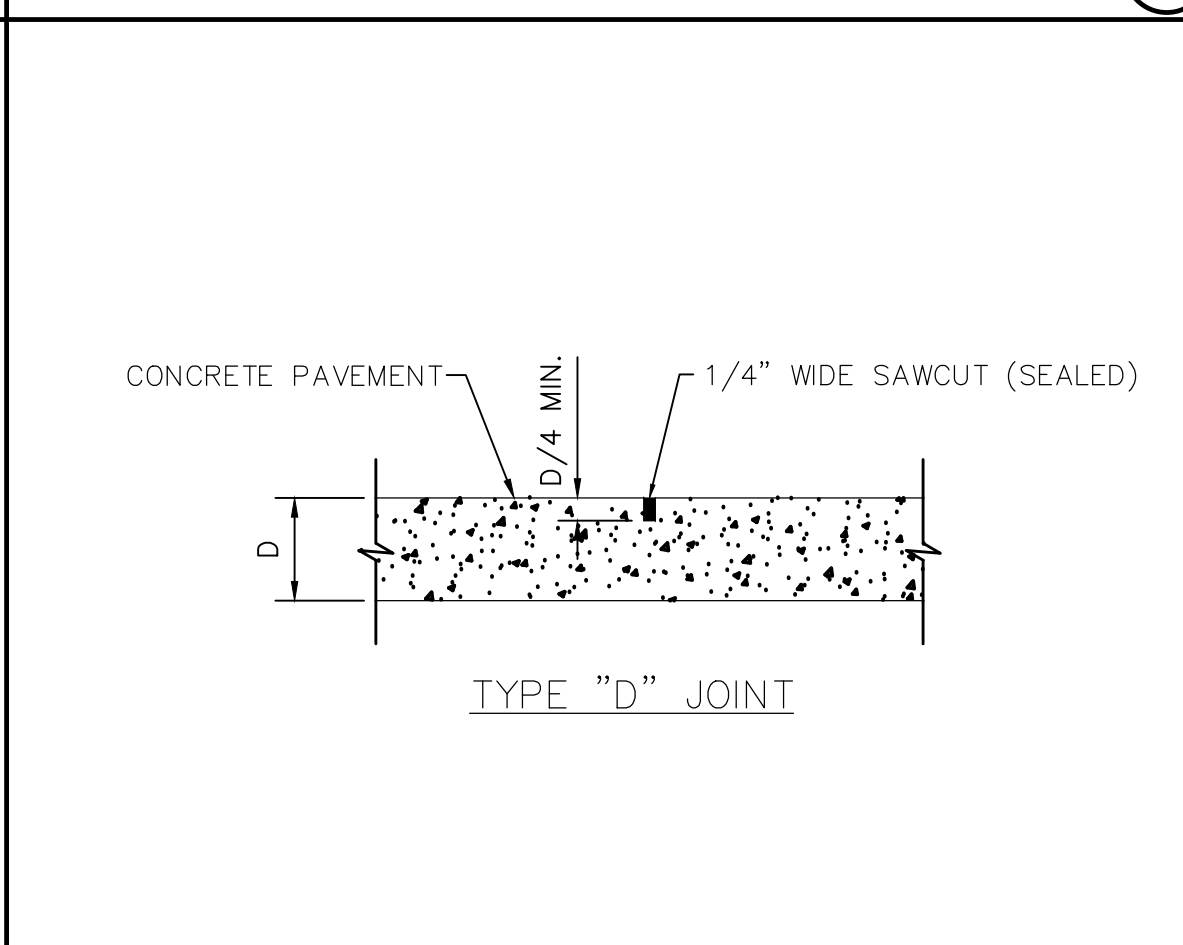
NOTES:

- EACH LIFT TO BE COMPLETELY COMPACTED TO REQUIRED DENSITY BEFORE STARTING NEXT LIFT. NO LIFT SHALL EXCEED 6" WHEN COMPACTED.
- A CONTINUOUS AND UNIFORM BEDDING SHALL BE PROVIDED IN TRENCHES FOR UNDERGROUND PIPE. BACKFILL MATERIAL SHALL BE TAMPED IN LAYERS AROUND PIPE AND TO A SUFFICIENT HEIGHT ABOVE THE PIPE TO ADEQUATELY SUPPORT AND PROTECT THE PIPE. UNSUITABLY SIZED STONES (AS DESCRIBED IN APPLICABLE AWWA STANDARDS OR MANUFACTURER'S RECOMMENDED INSTALLATION PROCEDURES) FOUND IN TRENCHES SHALL BE REMOVED FOR A DEPTH OF AT LEAST 6" BELOW THE BOTTOM OF THE PIPE.

CONCRETE PAVEMENT

6

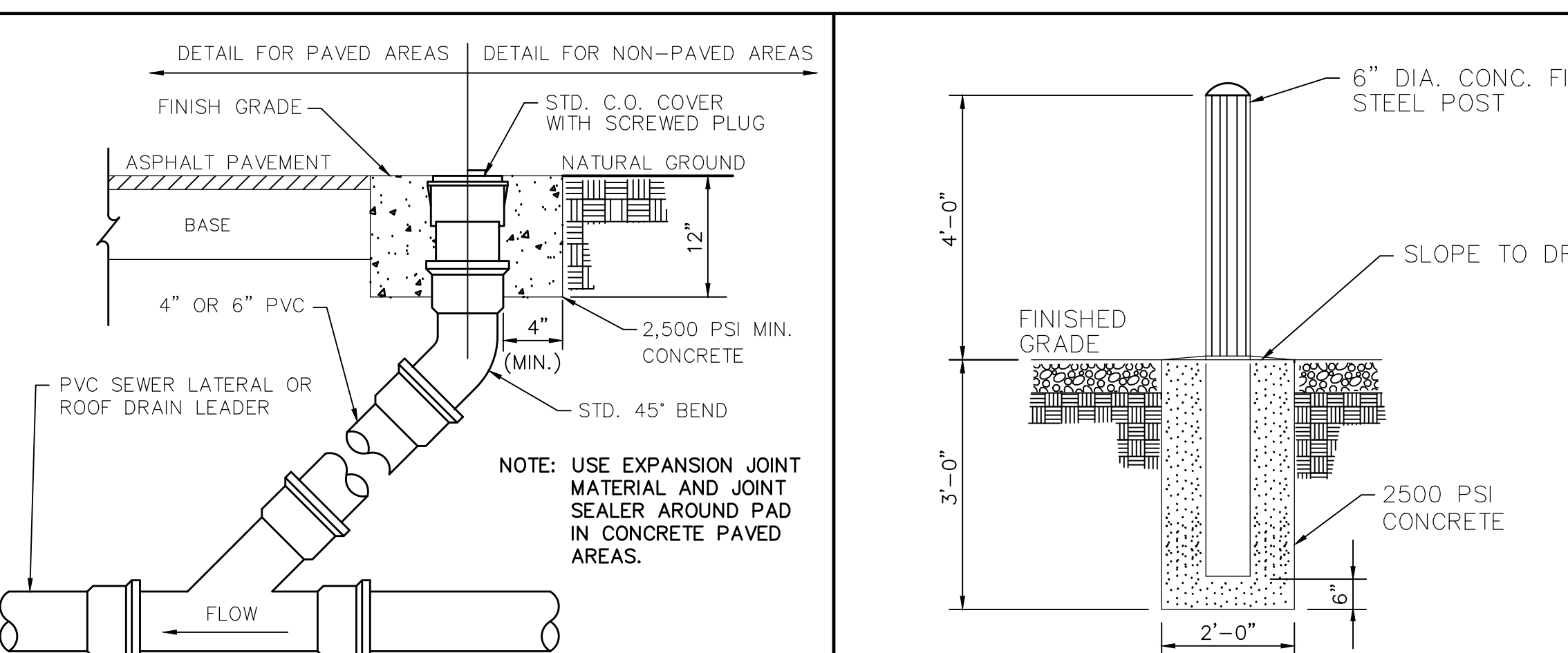
CONCRETE PAVEMENT



TYPE 'D' CONTROL JOINT

10

SIDEWALK CONSTRUCTION



NOTE: SIDEWALK SLOPE IS 1/4" PER FOOT UNLESS SPOT ELEVATIONS SHOWN ON THE GRADING PLAN DICTATE A DIFFERENT SLOPE IN SPECIFIC AREAS.

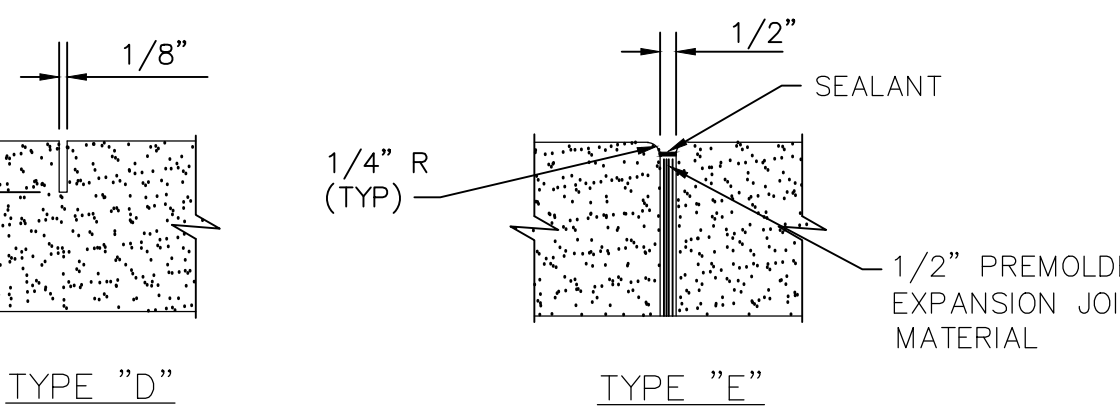


TABLE OF SIDEWALK JOINTS	
TYPE	LOCATION
"D"	TRANSVERSE JOINT AT INTERVALS EQUAL TO THE SIDEWALK WIDTH EXCEPT EVERY FOURTH JOINT WHICH IS A TYPE "E" JOINT.
"E"	EVERY FOURTH TRANSVERSE JOINT, P.C AND P.T. OF CURVES, ABRUPT CHANGES IN DIRECTION, AND WHERE NEW SIDEWALK ABUTS EXISTING SIDEWALK OR OTHER EXIST. CONCRETE SURFACE STRUCTURES.

NOTE: TYPE "D" JOINT MAY BE EITHER TOOLED IN WET CONCRETE OR SAWCUT WITHIN 18 HOURS OF PLACEMENT OF CONCRETE.

SILT FENCE

3

WHEEL STOP

4

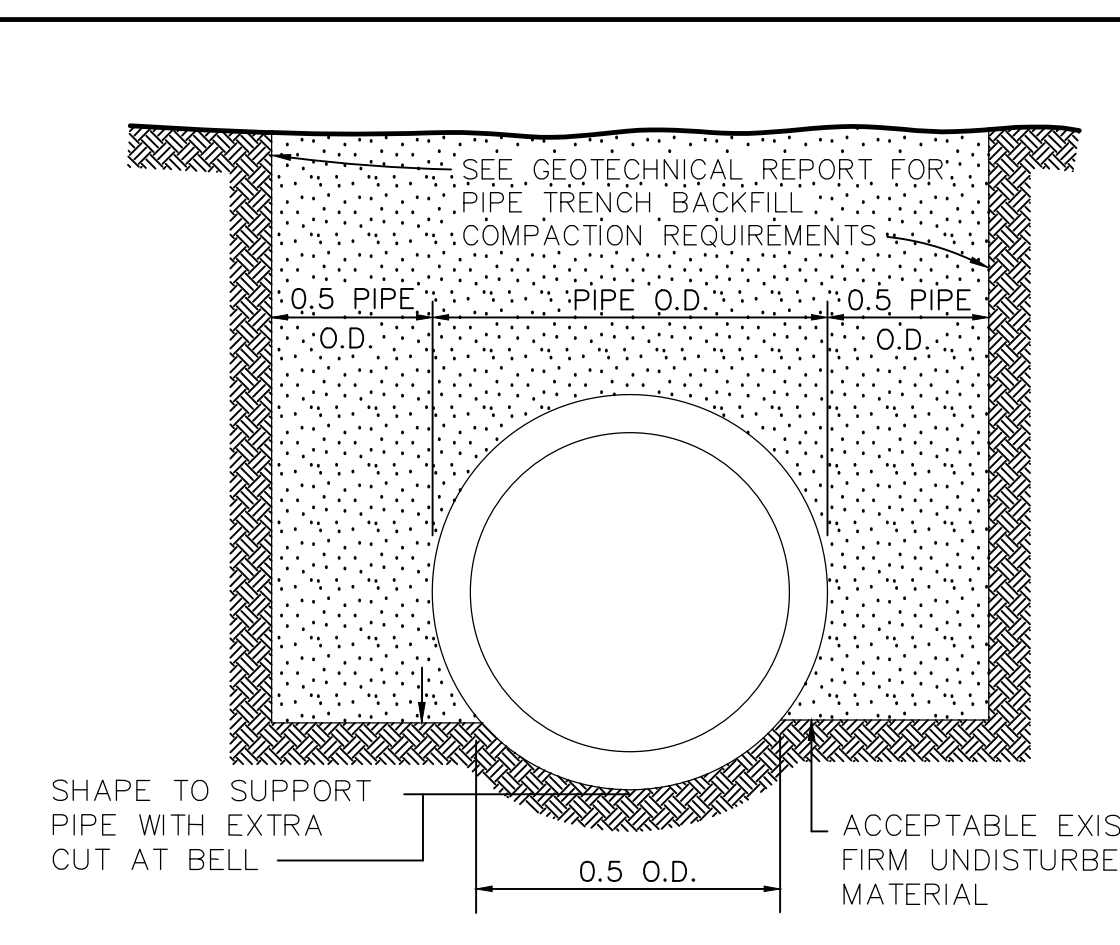
CLEANOUT

8

GUARD POST

9

PIPE BEDDING



CONCRETE THICKENED EDGE

5

CONCRETE PAVEMENT

6

TYPE 'D' CONTROL JOINT

11

**ShayCore**  
 11235 ST. JOHNS INDUSTRIAL PARKWAY NORTH, SUITE 4  
 JACKSONVILLE, FLORIDA 32246  
 P. (904) 251-2992 F. (904) 239-3027  
 WWW.SHAYCORE.COM

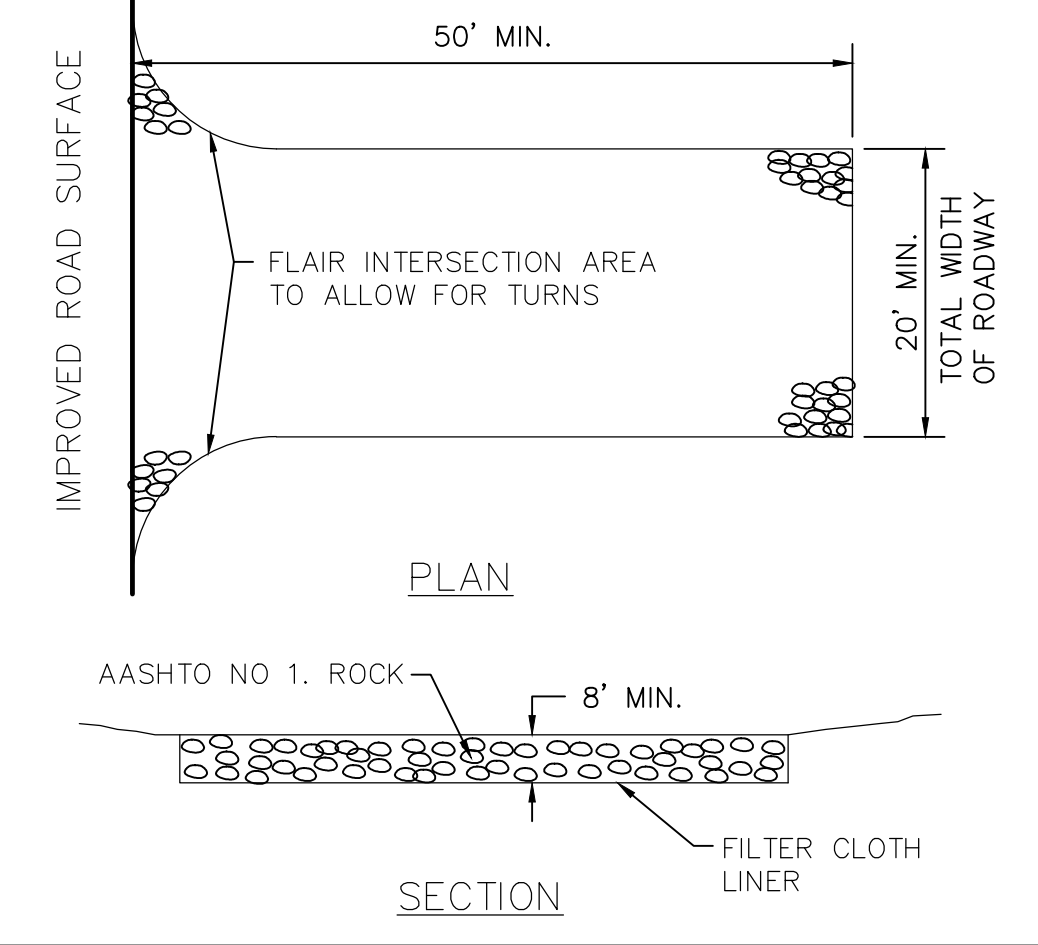
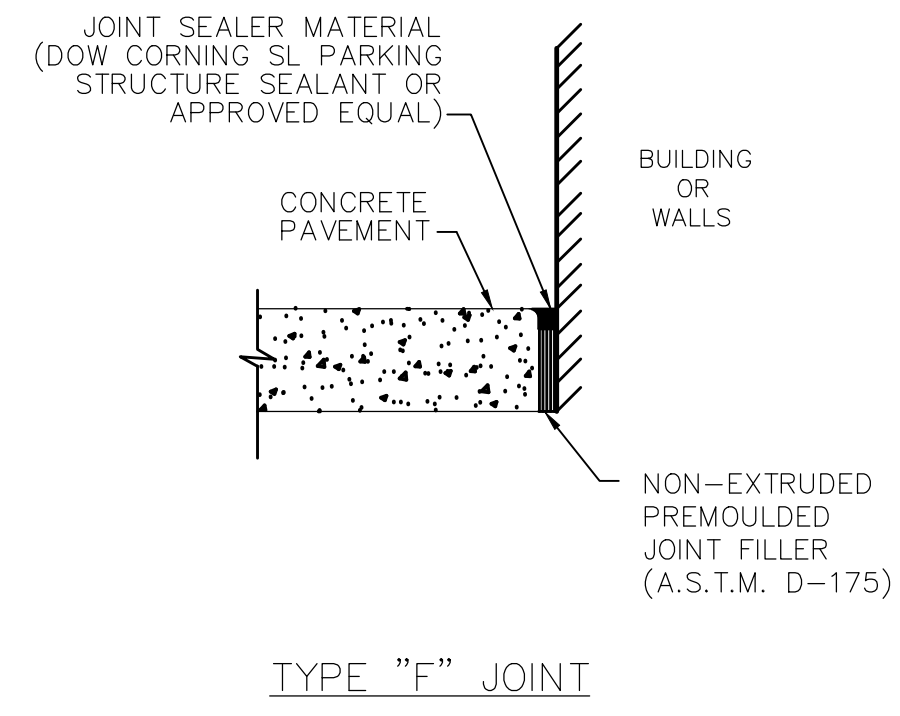
**GREEN COVE STORAGE OFFICE**  
**PROPOSED WAREHOUSE**  
 409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

SITE DETAILS

REV.	DATE	BY	DESCRIPTION
B	10-19-20	MJP	REVISED PERMIT ISSUE
A	08-02-20	MJP	PERMIT ISSUE

JOB NO. 20ENG010  
 DRAWN: MJP  
 CHECKED: MJP  
 SCALE: NONE

**C500**  
 DRAWING NO.

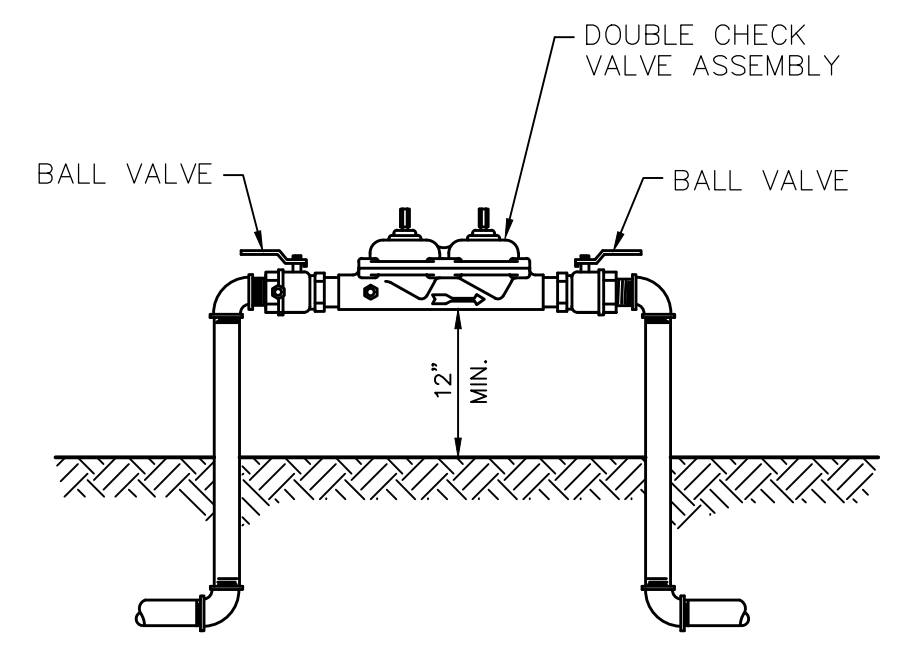


TYPE 'F' ISOLATION JOINT

1

STONE CONSTRUCTION ENTRANCE

2



NOTE: INSULATE ALL ABOVE GROUND FITTINGS FOR COMPLETE INSTALLATION.

DOUBLE CHECK VALVE ASSEMBLY

3

**ShayCore**

11235 ST. JOHNS INDUSTRIAL PARKWAY NORTH, SUITE 4 JACKSONVILLE, FLORIDA 32246  
o: (904) 351-2992, F: (904) 239-3027  
WWW.SHAYCORE.COM

GREEN COVE STORAGE OFFICE  
PROPOSED WAREHOUSE  
409 PALMETTO AVENUE, GREEN COVE SPRINGS, FL 32043

SITE  
DETAILS  
II

REV.	DATE	BY	DESCRIPTION
A	10-18-20	MJP	PERMIT ISSUE

JOB NO. 20ENG010  
 DRAWN: MJP  
 CHECKED: MJP  
 SCALE: NONE

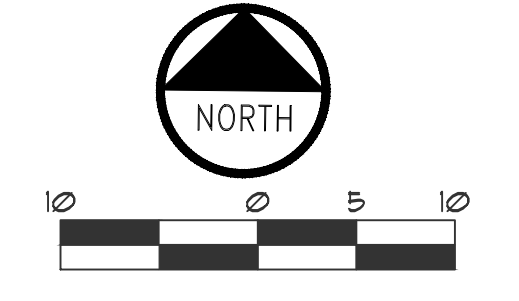
C510  
DRAWING NO.



A & X LAND PLANNING & DESIGN  
PHONE: 604.476.9682  
46 TORTOISE TRAIL, SAINT JOHN'S, FLORIDA 32289  
EMAIL: ALEXANDER@LANDPLANNING-DESIGN.COM  
www.landplanning-design.com

NARDUCCI WAREHOUSE  
409 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

REVISIONS :	
9-3-2020	per City Comments
10-12-2020	per City Comments



DATE : August 27, 2020  
 PROJECT NO. : 202051  
 DESIGNED BY : KSR  
 DRAWN BY : KSR  
 CHECKED BY : KSR  
 SCALE : 1" = 10'

SHEET TITLE  
 TREE REMOVAL /  
 PROTECTION PLAN

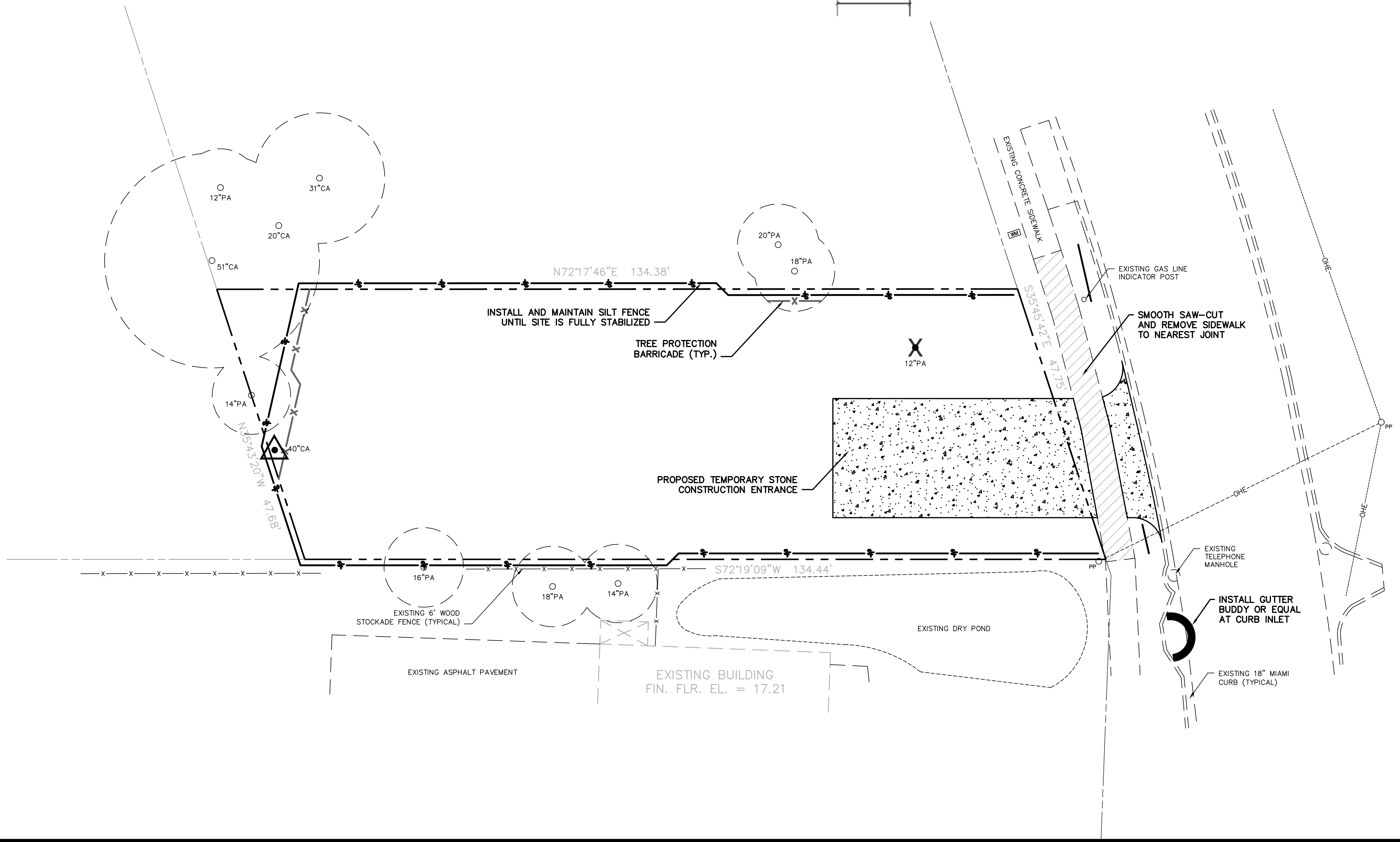
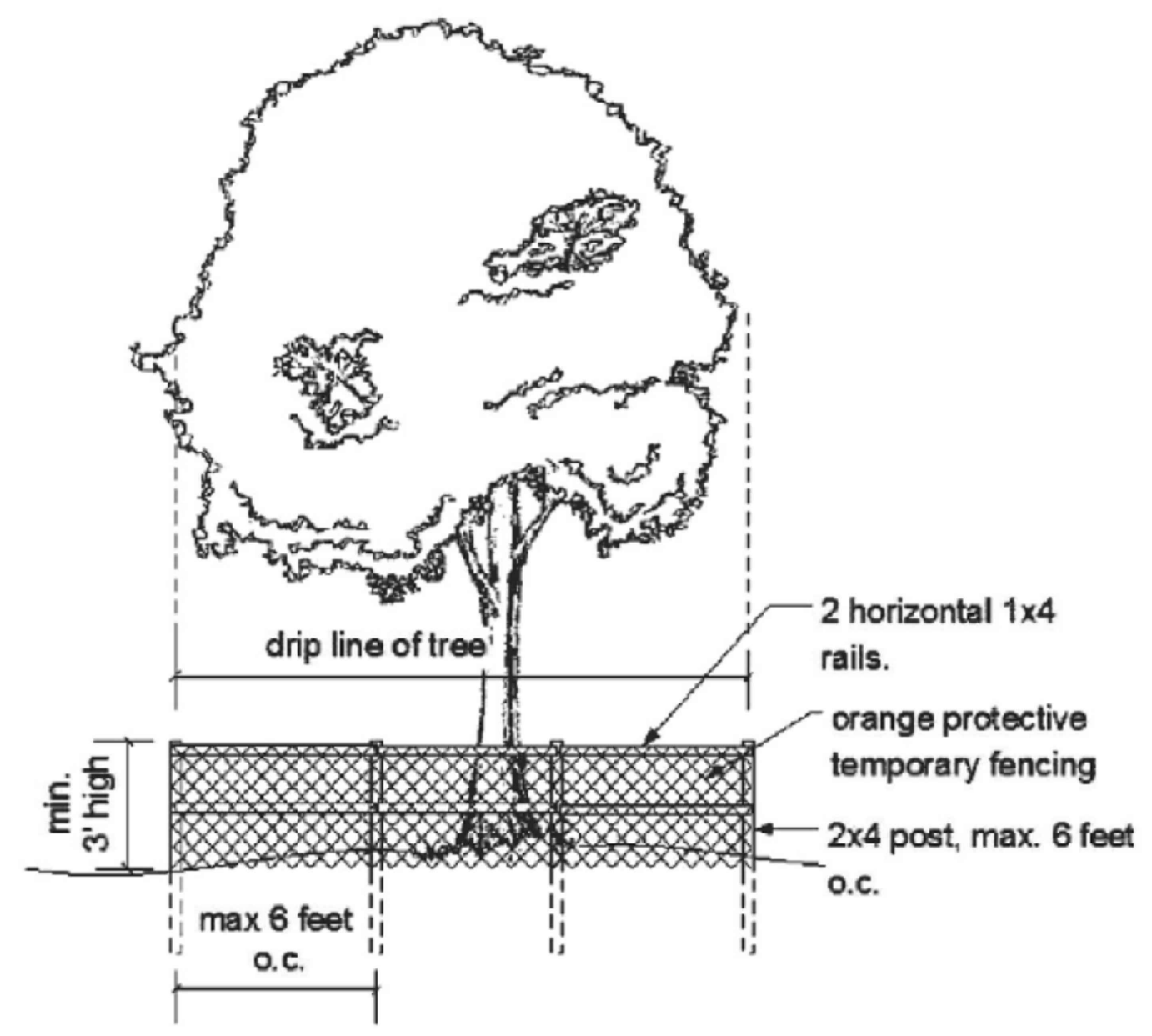
L-1  
 SHEET

**NOTE:**  
 • ALL MATERIALS REMOVED FROM SITE TO BE DISPOSED OF PROPERLY OFF SITE.

**KEY:**

21" PINE X PROTECTED TREE TO BE REMOVED WITH MITIGATION REQUIREMENTS.

40" CA ▲ NONPROTECTED TREE TO BE REMOVED WITH NO MITIGATION REQUIREMENTS.



NARDUCCI WAREHOUSE, 409 PALMETTO AVENUE, GREEN COVE SPRINGS, FLORIDA



A & X LAND PLANNING & DESIGN, INC.  
PHONE: 604.476.9682  
48 TORTOISE TRAIL, SAINT JOHNS, FLORIDA 32259  
FAX: 604.476.9682  
WWW.AXLANDDESIGN.COM

NARDUCCI WAREHOUSE  
409 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

REVISIONS :

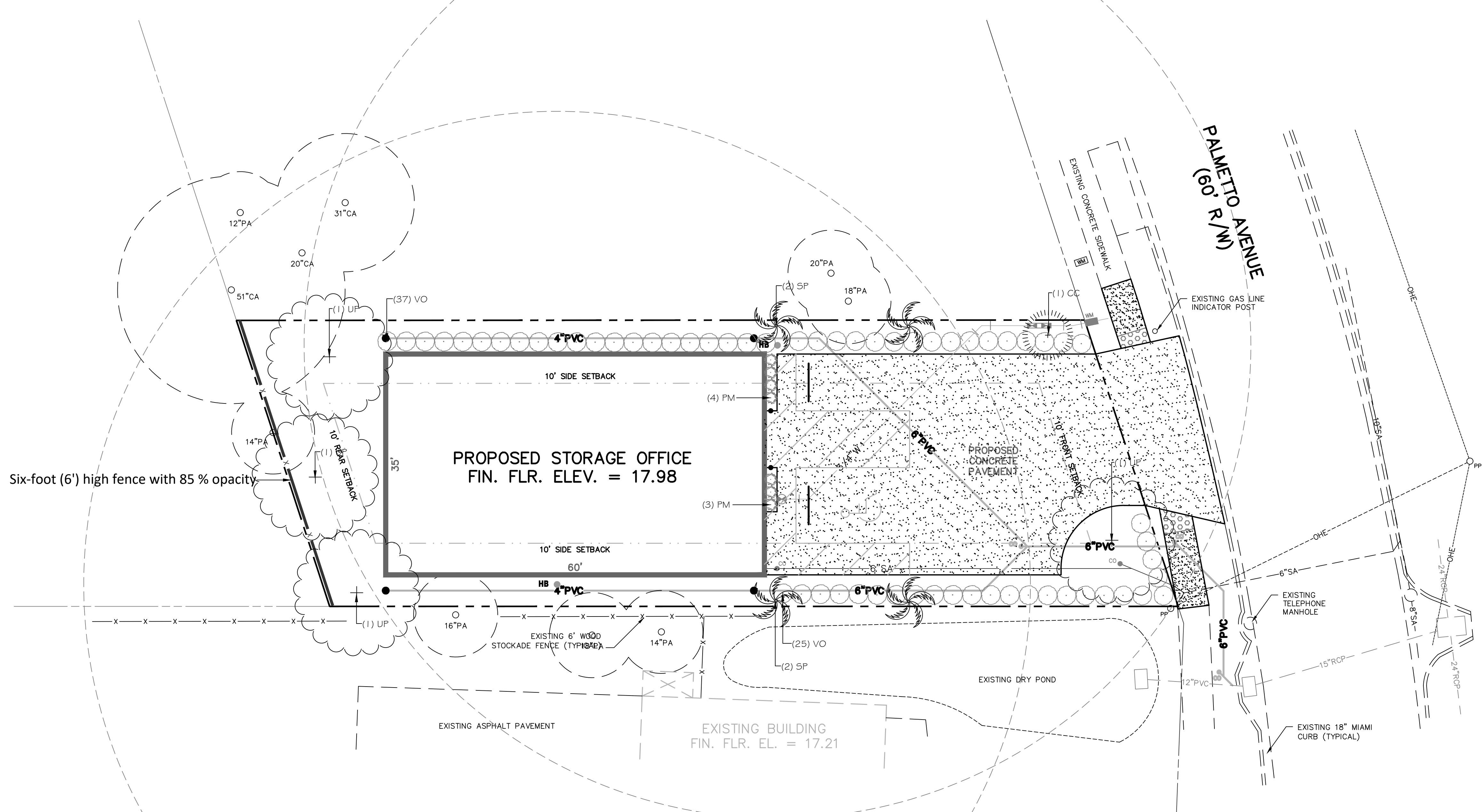
9-3-2020	per City Comments
10-12-2020	per City Comments



DATE : August 27, 2020  
 PROJECT NO. : 202051  
 DESIGNED BY : KSR  
 DRAWN BY : KSR  
 CHECKED BY : KSR  
 SCALE : 1" = 10'

SHEET TITLE  
 LANDSCAPE /  
 IRRIGATION PLAN

L-2  
 SHEET



LANDSCAPE CALCULATIONS:

TOTAL AREAS:	6,091 SF.
ZONING:	Commercial
VIA: PUBLIC AREA:	1,032 SF.
10% VIA REQ. LANDSCAPE AREA	103 SF.
LANDSCAPE AREA PROVIDED:	109 SF.
15% TOTAL SITE LANDSCAPE AREA	
AREA REQUIRED:	915 SF.
AREA PROVIDED:	2,131 SF.

PERIMETER AREA REQUIREMENT BREAKDOWN

PERIMETER AREA NORTH SIDE:	134 L.F.
5 SF. / L.F. = 5' x 134 L.F.	
AREA REQUIRED:	670 SF.
AREA PROVIDED:	670 SF.
PERIMETER AREA SOUTH SIDE:	134 L.F.
5 SF. / L.F. = 5' x 134 L.F.	
AREA REQUIRED:	670 SF.
AREA PROVIDED:	670 SF.
PERIMETER AREA EAST SIDE:	225 L.F.
10' SF. / L.F. = 10' x 225 L.F.	
AREA REQUIRED:	225 SF.
AREA PROVIDED:	225 SF.
PERIMETER AREA WEST SIDE:	48 L.F.
5' SF. / L.F. = 5' x 48 L.F.	
AREA REQUIRED:	240 SF.
AREA PROVIDED:	240 SF.

PERIMETER AND INTERIOR TREE/SHRUB REQUIREMENT BREAKDOWN

SITE AREA:  
 1 TREE / 1500 SF. FOR 1st 10,500 = 6,091 SF.  
 THEN 1 TREE / 4,000 SF. = 0 SF. / 4,000 SF.  
 TREES REQUIRED: 1  
 TREES PROVIDED: (50% Understory)

PERIMETER TREES / SHRUBS NORTH SIDE:	134 L.F.
1 TREE / 50 L.F. + 9 SHRUBS / 100 L.F.	
TREES / SHRUBS REQUIRED:	3T + 135
TREES / SHRUBS PROVIDED:	3T + 135
PERIMETER TREES / SHRUBS SOUTH SIDE:	134 L.F.
1 TREE / 50 L.F. + 9 SHRUBS / 100 L.F.	
TREES / SHRUBS REQUIRED:	3T + 135
TREES / SHRUBS PROVIDED:	3T + 135
PERIMETER TREES / SHRUBS EAST SIDE:	23 L.F.
1 CANOPY TREE / 50 L.F. + 4 UNDERSTORY / 100 L.F. + 24\"/>	

CODE SECTION 113-246  
 (4) Maintenance of planted areas.  
 a. Irrigation shall be provided for all new planting. Hose bibs may be installed as an alternative, one hose bib within 75 feet of all landscaped areas.  
 b. Maintenance shall be the responsibility of the developer and/or landowner.  
 c. Failure to maintain landscaped areas shall be considered a violation of this subpart and subject to code enforcement.

General Notes and Specifications

- Prior to construction the landscape contractor shall be responsible for locating all underground utilities and shall avoid damage to all utilities during the course of the work. The landscape contractor is responsible for repairing any and all damage to utilities, structures, site appurtenances, etc., which occurs as a result of the landscape construction.
- When conditions detrimental to plant growth are encountered, such as rubble fill, adverse drainage conditions or obstructions, notify owner's representative before planting.
- All plants must be healthy, vigorous material, free of pests and disease.
- All trees, palms, and shrubs shall be grade "Florida Fancy" per Grades and Standards For Nursery Plants (parts one and two), available through Florida Dept. of Agriculture and Consumer Services.
- All plant material must be approved by the Landscape Architect before the plant material is installed.
- Any changes to the plant material (size, type, etc.), irrigation or any other deviations from the plans must be approved by the Landscape Architect prior to the change being implemented by the contractor. The contractor must provide written proof of authorization for any changes.
- All plants to be field grown or container grown as indicated on plant list. Store plants in shade and protect from weather. If plants cannot be planted immediately upon delivery, properly protect them with soil, wet peat moss, or in a manner acceptable to owner's rep. Do not remove container grown stock from containers until planting time. Protect roots of plant from drying or other possible injury. Keep plant ball moist at all times.
- All plants shall be triangular spaced.
- Obtain agronomic soils test for all planting areas and tree pits prior to excavation of tree pits. Tests shall be performed by an approved soils testing laboratory and shall include fertility and suitability analysis with written recommendations for soil amendments, fertilizer and chemical conditioner application rates for soil preparation, planting backfill mix, and post maintenance fertilization program. Submit a copy of soils report to owner's rep. and landscape architect.
- Add soil amendments as recommended by soil test in quantities necessary to bring soil mixture to pH rating of between 5.5 and 6.0. Minerals used for pH correction shall be commercially produced for this purpose.
- All plants and planting areas must be completely mulched as specified with three (3) inches of organic mulch. Provide 4" minimum clearance of mulch from all shrub trunks and 6" minimum clearance from all tree trunks.
- The landscape contractor is responsible for verifying all quantities shown on these plans, before pricing the work.
- The planting shall be done in accordance with acceptable horticultural practices. This is to include proper planting mix, plant and tree pit preparation, pruning, staking or guying, wrapping, spraying, fertilization, planting, and adequate maintenance throughout the required maintenance period.
- The landscape contractor is responsible for fully maintaining all planting (including but not limited to: pruning, watering, fertilizing, cultivating, weeding, mowing, mulching, tightening and repairing of guys, resetting plants to proper grade or upright position, restoration of plant saucer, and furnishing and applying such sprays as necessary to keep free of insects and diseases. The landscape contractor's responsibility for maintenance (exclusive of replacement within the guarantee period) shall terminate one year from the date of final acceptance by owner and landscape architect.
- All trees, palms, shrubs and plant material shall be warranted for a period of one year after date of completion and acceptance of the entire project. Final acceptance of all landscaping under this contract shall constitute the beginning of the guarantee period. Replace, in accordance with the drawings and specifications, all plants that are dead or, as determined by the owner's representative, are in an unhealthy or unsightly condition, and have lost their natural shape due to dead branches, or other causes due to the contractor's negligence. Furnish and plant replacements which comply with requirements shown and specified. Warrant all replacement plants for one year after installation. The cost of such replacement(s) is at the contractor's expense.
- All plants are subject to approval by the owner's representative. Prior to planting, all trees and palms must be approved by the owner or owner's rep.
- Standards set forth in "American Standard for Nursery Stock" represent guideline specifications only and shall constitute minimum quality requirements for plant material.
- At the conclusion of this planting, if the owner's rep. or owner has reason to believe that the plants are not of the specified grade, he will request a re-grading or inspection, and such evidence will be the basis for requesting replacement of plants and for legal or other action according to law, should this become necessary.
- All planting beds to be treated with pre-emergent weed control prior to planting.
- Contractor is to check the site weekly to insure all plant material is healthy and well watered.
- All disturbed areas to be sodded or seeded with *Paspalum notatum* as noted.

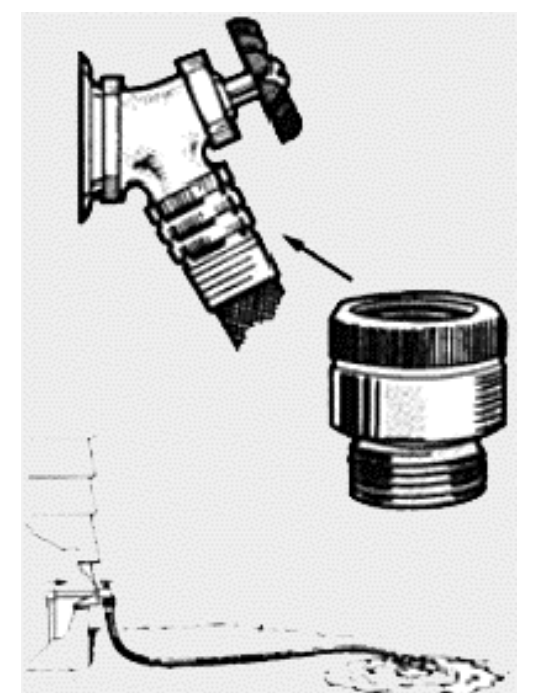
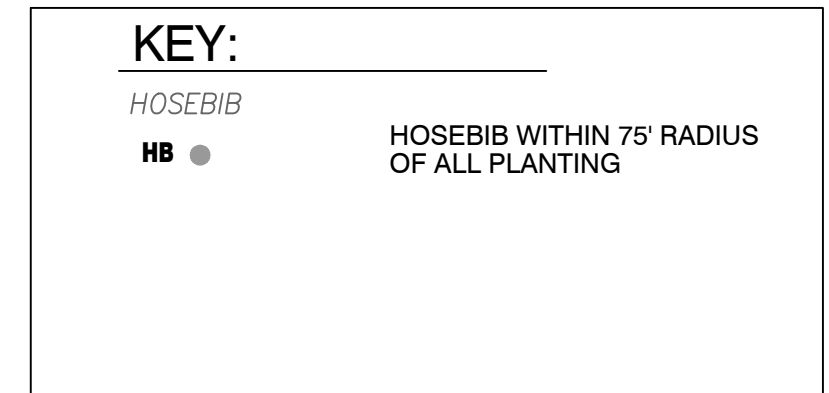
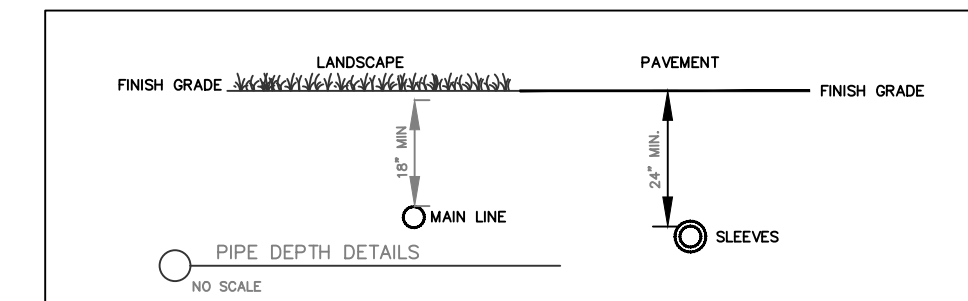
PLANT SCHEDULE				
TREES	QTY	COMMON / BOTANICAL NAME	SPACING	SPECIFICATIONS
CC	1	Bottlebrush / <i>Callistemon citrinus</i>	AS SHOWN	10'-12' height x 5'-6' Spread minimum, 2.5" caliper
SP	4	Cabbage Palmetto / <i>Sabal palmetto</i>	AS SHOWN	10'-12' clear trunk, x 5'-6' Spread minimum
UP	4	Drake Elm / <i>Ulmus parvifolia 'Drake'</i>	AS SHOWN	10'-12' height x 5'-6' Spread minimum, 2.5" caliper
SHRUBS	QTY	COMMON / BOTANICAL NAME	SPACING	SPECIFICATIONS
PM	7	Podocarpus / <i>Podocarpus macrophyllus</i>	24" o.c.	36" ht. x 24" spd. minimum full & dense
VO	62	Dwarf Walter's Viburnum / <i>Viburnum obovatum 'Dwarf Walter's'</i>	36" o.c.	36" ht. x 24" spd. minimum full & dense

NOTES:

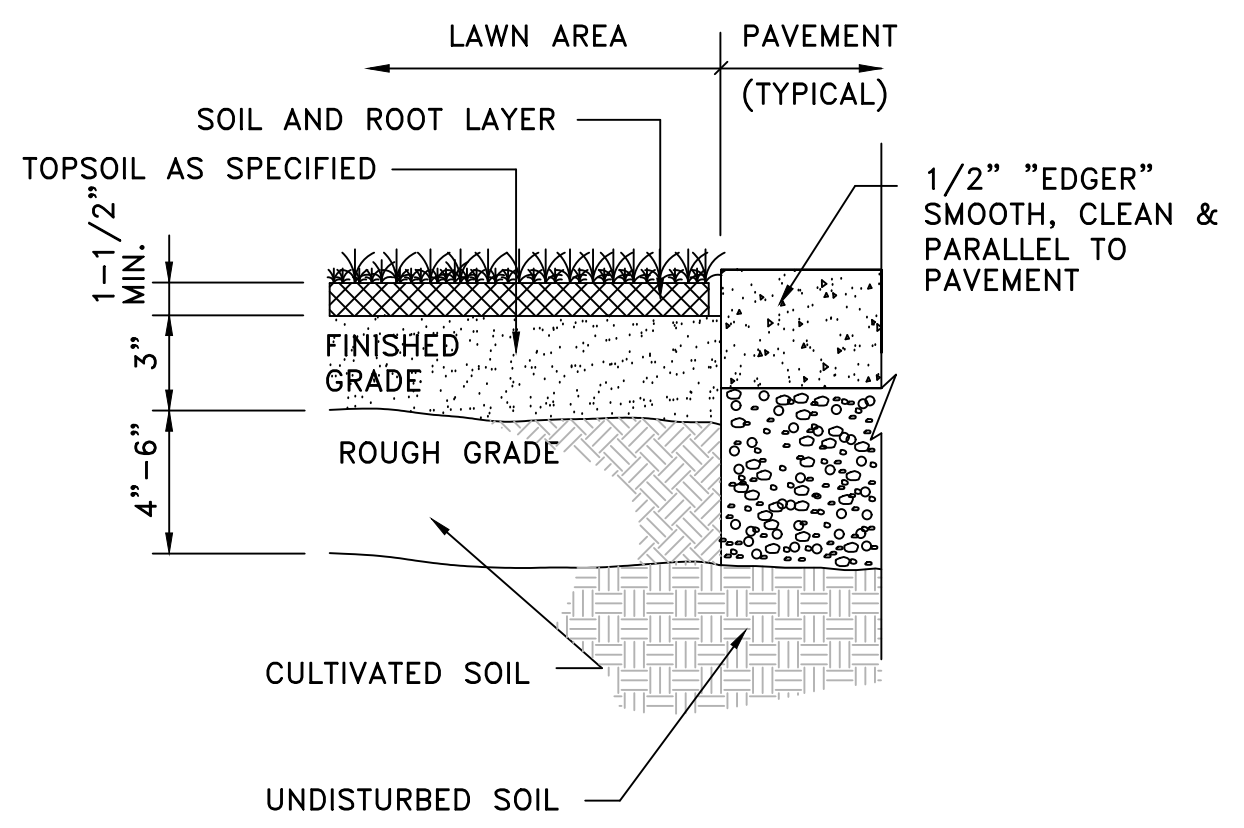
- MULCH ALL PLANTING BEDS WITH 3" ORGANIC MULCH.
- ALL DISTURBED AREAS NOT OTHERWISE LANDSCAPED SHALL BE SODDED WITH BAHIA SOD.
- ALL PLANT MATERIAL TO BE FLORIDA NO. 1 QUALITY OR BETTER.
- NO SUBSTITUTIONS WITHOUT PRIOR WRITTEN CONSENT OF THE LANDSCAPE ARCHITECT.
- ALL TREES AND PLANTS SHALL MEET MINIMUM SPECIFIED SIZES IN INCHES AND FEET, REGARDLESS OF CONTAINER SIZE INDICATED. WHERE DIFFERENCES OCCUR, THE LARGER SPECIFICATION SHALL PREVAIL.
- CONTRACTOR TO VERIFY ALL QUANTITIES
- CALIPER TO BE MEASURED AT D.B.H.

ORDINANCE CHAPTER 366 SCHEDULE AND IRRIGATION REQUIREMENTS:

- |  |  |
|--|--|
| <b>MARCH-NOVEMBER (DAYLIGHT SAVINGS TIME)</b>  | <b>NOVEMBER - MARCH (STANDARD TIME)</b>  |
| <ul style="list-style-type: none"> <li>NO WATERING FROM 10AM TO 4 PM</li> <li>ODD NUMBER ADDRESSES OR THOSE ENDING WITH N-Z OR NO ADDRESS MAY WATER ON WEDNESDAY AND SATURDAY</li> <li>EVEN NUMBER ADDRESSES OR THOSE ENDING WITH A-M MAY WATER ON THURS. AND SUNDAY</li> <li>NON-RESIDENTIAL ADDRESSES MAY WATER ON TUESDAY AND FRIDAY</li> <li>APPLY UP TO 3/4 - INCH OR LESS OF WATER EACH CYCLE</li> </ul> | <ul style="list-style-type: none"> <li>NO WATERING FROM 10 AM TO 4 PM</li> <li>ODD NUMBER ADDRESSES OR THOSE ENDING WITH N-Z OR NO ADDRESS MAY WATER ON SATURDAY</li> <li>EVEN NUMBER ADDRESSES OR THOSE ENDING WITH A-M MAY WATER ON SUNDAY</li> <li>NON-RESIDENTIAL ADDRESSES MAY WATER ON ONLY ON TUESDAY</li> <li>APPLY UP TO 3/4 - INCH OR LESS OF WATER ONE TIME PER WEEK</li> </ul> |

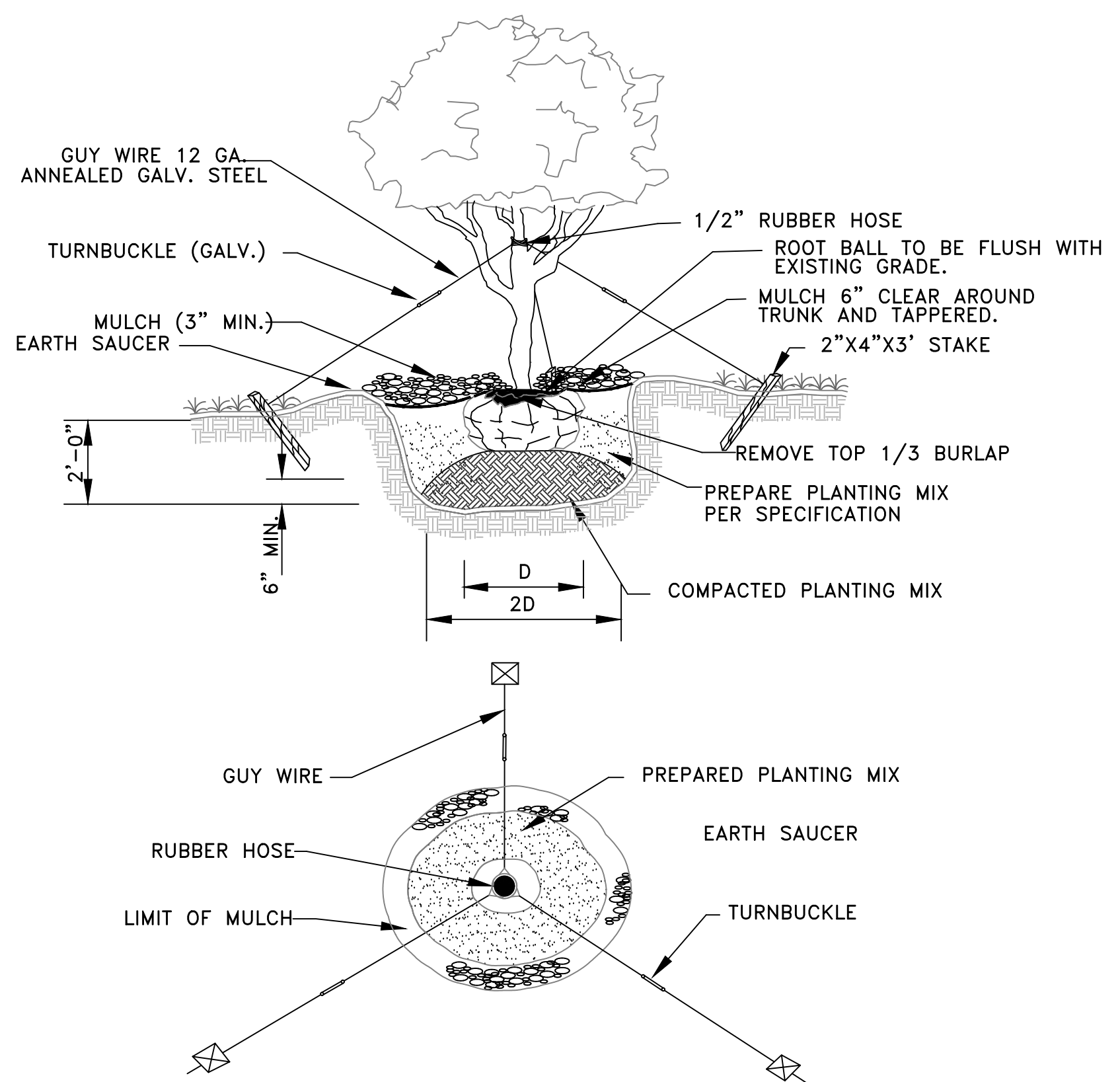


HOSEBIB MUST HAVE VACUUM BREAKER PER COJ CODE.

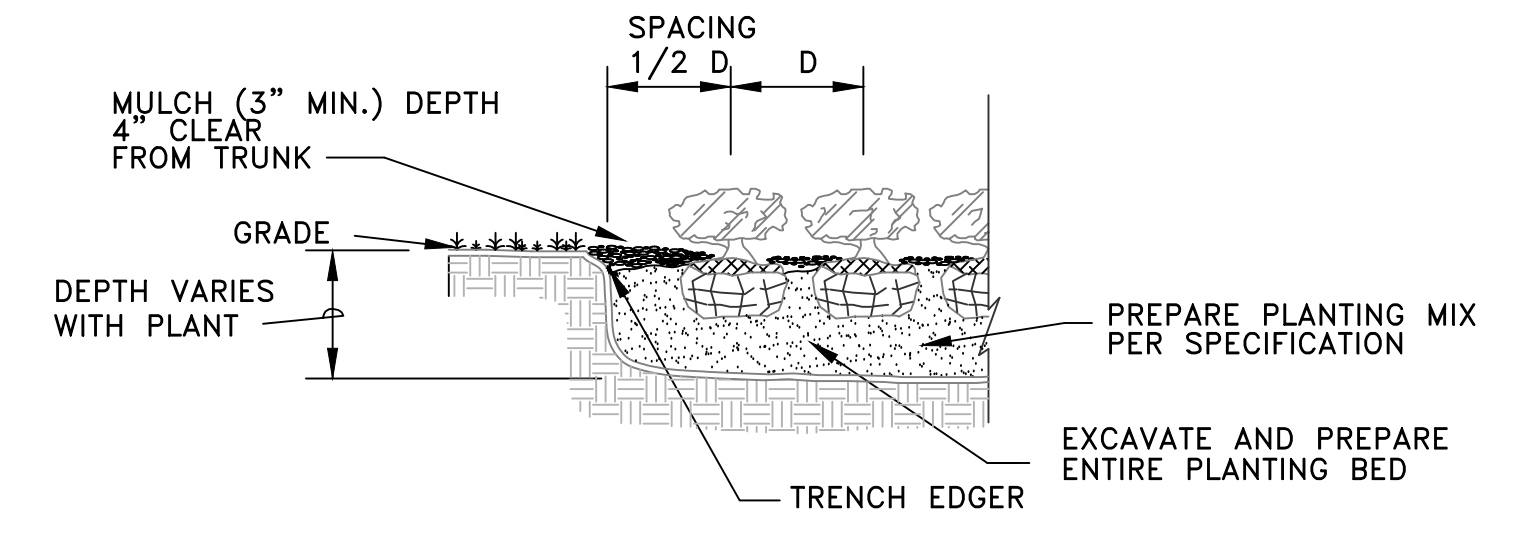


NOTE: INSTALL SOD SUCH THAT TOP OF SOIL & ROOT LAYER IS LEVEL WITH TOP OF PAVEMENT

SOD DETAIL



TREE PLANTING DETAIL



SHRUB & GROUNDCOVER PLANTING DETAIL

Item # 4

**A & K LAND PLANNING & DESIGN Inc.**

PHONE: 604.476.9682  
400 FORTUNE DRIVE, SAINT JOHN'S, FLORIDA 32280  
FAX: 604.476.9682  
WWW.A&KLANDPLANNING.COM/CONTACT

**NARDUCCI WAREHOUSE**  
409 PALMETTO AVENUE  
GREEN COVE SPRINGS, FLORIDA

REVISIONS :

9-3-2020	per City Comments
10-12-2020	per City Comments

DATE : August 27, 2020  
PROJECT NO. : 202051  
DESIGNED BY : KGR  
DRAWN BY : KGR  
CHECKED BY : KGR  
SCALE : N.T.S.

SHEET TITLE  
**LANDSCAPE DETAILS**

**L-3**  
SHEET



# City of Green Cove Springs Site Plan Application

<b>FOR OFFICE USE ONLY</b>	Item # 4.
P Z File # _____	
Application Fee: _____	
Filing Date: _____ Acceptance Date: _____	
Review Type: SRDT <input type="checkbox"/> P & Z <input type="checkbox"/> CC <input type="checkbox"/>	

**A. PROJECT**

- Project Name: Green Cove Storage Office
- Address of Subject Property: 409 Palmetto Avenue North, Green Cove Springs, FL 32043
- Parcel ID Number(s): 38-06-26-017639-001-00
- Existing Use of Property: Vacant
- Future Land Use Map Designation: Commercial Medium Intensity (CMI)
- Zoning Designation: Gateway Corridor Neighborhood (GCN)
- Acreage: 0.14

**B. APPLICANT**

- Applicant's Status  Owner (title holder)  Agent
- Name of Applicant(s) or Contact Person(s): Matthew Phillips Title: Vice President  
 Company (if applicable): ShayCore, LLC  
 Mailing address: 11235 St. Johns Industrial Parkway North, Suite 4  
 City: Jacksonville State: Florida ZIP: 32246  
 Telephone: (\_\_\_\_) 904-385-3920 FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: mphilips@shaycore.com
- If the applicant is agent for the property owner\*:  
 Name of Owner (title holder): Jessica Narducci  
 Company (if applicable): Fusilli Investments, LLC  
 Mailing address: 2801 St. Johns Bluff Road South, Suite 201  
 City: Jacksonville State: Florida ZIP: 32246  
 Telephone: (\_\_\_\_) 904-626-6023 FAX: (\_\_\_\_) \_\_\_\_\_ e-mail: jnarducci@narduccidental.com

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

**C. ADDITIONAL INFORMATION**

- Is there any contract 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. ATTACHMENTS** (One copy reduced to no greater than 11 x 17, plus one copy in PDF format)

1. Site Plan and Survey including but not limited to:
  - a. Name, location, owner, and designer of the proposed development.
  - b. Vicinity map - indicating general location of the site and all abutting streets and properties.
  - d. Complete legal description.
  - e. Statement of Proposed Uses.
  - f. Location of the site in relation to adjacent properties, including the means of ingress and egress to such properties and any screening or buffers along adjacent properties.
  - g. Location of nearest fire hydrant, adjacent pedestrian sidewalks and bicycle paths.
  - h. Date, north arrow, and graphic scale (not to exceed one (1) inch equal to fifty (50) feet).
  - i. Area and dimensions of site.
  - j. Location of all property lines, existing right-of-way approaches, sidewalks, curbs, and gutters.
  - k. Access and points of connection to utilities (electric, potable water, sanitary sewer, gas, etc.).
  - m. Location and dimensions of all existing and proposed parking areas, loading areas, curb cuts.
  - n. Location and size of any lakes, ponds, canals, or other waters and waterways.
  - o. Structures and major features – fully dimensioned – including setbacks, distances between structures, floor area, width of driveways, parking spaces, proposed surface materials of driveways and parking areas, property or lot lines, and floor area ratio.
  - p. Required buffers.
  - q. Location of existing trees, identifying any trees to be removed.
  - r. Landscaping plan depicting type, size, and design of landscaped areas, buffers, and tree mitigation calculations.
  - s. Percent of pervious surface.
  - t. Lighting plan.
  - u. Location, design, height, and orientation of signs.
  - v. Location of dumpsters and detail of dumpster enclosure.
  - w. For development consisting of Multi-family residential;
    - i. Tabulation of gross acreage.
    - ii. Tabulation of density.
    - iii. Number of dwelling units proposed.
    - iv. Location and percent of total open space and recreation areas.
    - v. Floor area of dwelling units.
    - vi. Number of proposed parking spaces.
    - vii. Street layout.
2. Stormwater management plan - including the following:
  - a. Existing contours at one (1) foot intervals.
  - b. Proposed finished floor elevation of each building site.
  - c. Existing and proposed stormwater management facilities with size and grades.
  - d. Proposed orderly disposal of surface water runoff.
  - e. Centerline elevations along adjacent streets.
3. Legal description with tax parcel number.
4. Warranty Deed or other proof of ownership.
5. Permit or Letter of Exemption from the St. Johns River Water Management District.

6. Fee.

a. Based on size of site:

- i. For sites <10,000 s.f. - \$500
- ii. For sites >10,000 s.f.- \$1,000 + \$20 per acre

b. 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 necessary for 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.

**All 6 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:

Matthew J. Phillips  
Signature of Applicant

\_\_\_\_\_  
Signature of Co-applicant

Matthew J. Phillips  
Typed or printed name and title of applicant

\_\_\_\_\_  
Typed or printed name of co-applicant

9/14/20  
Date

\_\_\_\_\_  
Date

State of Florida County of Duval

The foregoing application is acknowledged before me this 14 day of September, 2020 by Matthew

Phillips, who is/are personally known to me, or who has/have produced \_\_\_\_\_  
as identification.

NOTARY SEAL

Malynda Sturgell  
Signature of Notary Public, State of Florida

Signature of Notary Public, State of Florida







# STAFF REPORT

## CITY OF GREEN COVE SPRINGS, FLORIDA

**TO:** Planning and Zoning Commission **MEETING DATE:** October 27, 2020  
**FROM:** Michael Daniels, AICP, Planning and Zoning Director  
**SUBJECT:** Comprehensive Plan Update Draft RFP

### BACKGROUND

- Pursuant to the City's new budget, \$75,000 has been allocated to update the City's Comprehensive Plan.
- The City's Current Comprehensive Plan was adopted by City Council on November 21, 2006 pursuant to the Florida statutory requirements.
  - The Plan was updated through the Evaluation and Appraisal Report (EAR) in 2011. In keeping with Florida Statutes, the Plan needs to go through the EAR process every seven years or notify the Department of Economic Opportunity (DEO) that no update is needed.
- In 2017, the City embarked on a City-wide Visioning Workshop conducted by the Florida Institute of Government located at the University of Central Florida. The participants were asked to identify the treasures and values of the City, which were then used to formulate Vision Goals.
- In 2018, the City determined that no updates were needed to the Comprehensive Plan and subsequently notified the DEO as required per the EAR process.
- Pursuant to discussion with the Planning and Zoning Board at the June 23, 2020 meeting and later discussions with City Council as part of the budget process, \$75,000 has been allocated to hire a planning consulting firm to assist staff in updating the City's Comprehensive Plan.
- To move forward with the update, the next step is for city staff to draft a Request for Proposals (RFP) in order to secure a planning consultant firm through the City's procurement process.
- Staff has provided a draft RFP to the Planning and Zoning Board for discussion and comment.

### FISCAL IMPACT

The City has budgeted \$75,000 for a Planning Consultant to assist staff with the update to the Comprehensive Plan

### RECOMMENDATION

For Discussion purposes, no action is necessary

# REQUEST FOR PROPOSAL

## 2045 Comprehensive Plan Update

October 21, 2020

### PURPOSE

The City of Green Cove Springs is seeking proposals from a planning or interdisciplinary firm with pertinent experience in comprehensive planning, urban design consulting, and economic development strategies for the housing, commercial and industrial sectors. The consultant shall draft the Future Land Use and Transportation Elements of the Comprehensive Plan and assist staff with the preparation of all other elements of the Comprehensive Plan as part of the 2021 Evaluation and Appraisal Report (“EAR”).

### Community Profile

Green Cove Springs is situated on the West Bank of the St. Johns River. Originally, Governors Creek was the northern City limit and the St. Johns River was the City limit on the west and north. The City limits were extended beyond its original limits with the annexation of Reynolds Industrial Park to the south and Magnolia Point to the north. The City is centrally located on the eastern edge of Clay County midway between the Duval and Putnam County boundaries. It is located on U.S. Hwy. 17, Orange Avenue and is 12 miles south of Orange Park and 18 miles south of Jacksonville Naval Air Station. U.S. Hwy. 17 and S.R. 16 intersect in Green Cove Springs. S.R. 16 East provides access to the east bank of the St. Johns River and St. Johns County via the Shands Bridge. S.R. 16 West is a main artery through the City westward toward Penney Farms and Starke. Green Cove Springs is the seat of government in Clay County.

The City’s population, as of 2019, is 8,577, a 23% increase from 2010.

### Key Components

The City’s comprehensive plan is designed to guide and provide confidence in development of the city, in part through limitations on amendment and requirements for financial feasibility. It is also designed to react to changes within the local jurisdiction. The City’s plan included the elements required by the State of Florida (Section 163.3187, F.S.).

Changes to the comprehensive plan come through amendments, revisions to methods of implementation, and in large part through a periodic evaluation of the plan.

An update to the Comprehensive Plan is needed to ensure that Green Cove Spring’s quality of life is enhanced and protected as the City grows. The forthcoming construction of the First Coast Expressway, which will ultimately connect from Interstate 95 to Interstate 10 and will be located just to the south and west of the City, will have a major impact on growth in and around the City. Due to the potential growth, it is important that the City explore innovative growth management and

development strategies that will encourage economic prosperity and increase quality of life opportunities for future generations. The City is striving to encourage economic growth and establish better land use management policies and strategies focusing on Land Use and Transportation. Some of the critical issues and choices that are facing the City include:

- Growth and Annexation: analyze undeveloped areas within the City’s Electric and Water and Sewer Service areas to determine appropriate land use and infrastructure needs
- Development of Reynolds Park
- Downtown
  - Identify the Boundary
  - Policies and strategies for the Development of a Form Based Code
- Standards that improve the visual character of the City’s entry corridors: US 17 and SR 16
- Working with the North Florida Transportation Planning Organization (TPO) and the Florida Department of Transportation (FDOT) to develop a context sensitive design for US 17 through the City limits.
- Adding a Future Land use designation of Traditional Neighborhood Design (TND), to provide for an interconnected, mixed use development through specific site and design standards that create pedestrian and bicycle friendly communities.
- Creation of Historic Districts
- Managing Traffic Congestion
- Developing an interconnected Bike/Pedestrian Trail system

**SCOPE OF SERVICES DELIVERABLES**

Task I – Citizen Engagement and Data Collection

- Public and Stakeholder Engagement. The consultant should include a plan for public engagement in their proposal. A variety of methods shall be used to encourage broad and diverse public involvement, some of which could include stakeholder interviews, advisory committee, an interactive website, presentations to the Planning and Zoning Board and City Commission, open houses and public workshops or meetings. The consultant is encouraged to propose other innovative public engagement methods. Comments and suggestions made through the participatory process should be summarized in a report format.
- Existing Conditions. The consultant should analyze key current conditions in the City. The existing conditions analysis should include a market study to address recent changes in the housing market and economic conditions along with an examination of demographics, land use and zoning, transportation, the natural environment, community services and infrastructure, and image and identity.

Task II –Draft Comprehensive Plan Elements

- Draft EAR-Based Future Land Use Element Goals, Objectives and Policies
- Draft EAR-Based Transportation Element Goals, Objectives and Policies
- Review of EAR-Based Amendments for other Comprehensive Plan Elements
- Draft Maps and Exhibits for Future Land Use and Transportation Elements

Task III – Draft Presentation/review

- Draft Plan. The consultant should provide a draft of the Future Land Use and Transportation Element to be reviewed by City staff, the Advisory Committee, Planning and Zoning Board, and City Council in order to analyze information and data from the existing conditions research, the public engagement process, and the response to the presentation of key recommendations. Preparation of all other Comprehensive Plan elements shall be completed by staff using the same time frame and in coordination with the Future Land Use and Transportation Elements.

Task IV – Revision to Draft Plan

- Once input has been provided at the various levels of participation, the consultant shall make appropriate changes to the plan and submit to the City.

Task V – Final Plan

- The consultant will provide one (1) printed color copy and one (1) digital copy with print- ready graphics in .pdf format. The digital copy shall not be protected or prevent future editing. The final plan shall include both documents for the Future Land Use and Transportation elements, all maps and exhibits to staff for presentation to the Advisory Committee and subsequently to the Planning and Zoning Commission for a recommendation to forward the final plan to the City Council for transmittal to DEO for comments. All maps included in the plan shall also be provided separately in .pdf format. All maps shall be prepared using GIS software and all component files (i.e. shapefiles, geodatabases) shall be provided digitally. The consultant will address any outstanding comments from state agencies and provide any needed documentation. Once all comments are satisfied, the City Council will adopt the final plan.
- Any other documents or files, as agreed upon by both parties.

<b>Task</b>	<b>Estimated Timeline</b>
Citizen Engagement and data collection	February – April 2021
Draft Comprehensive Plan Amendments	February – July 2021
Advisory Group Meetings	March -- July 2021
Public Meetings*	March – July 2021
LPA Commission Transmittal Hearing	August 2021
City Council Transmittal Hearing	September 2021
State (DEO) Review	October – December 2021-22
LPA Commission Adoption	January 2022
City Council Workshop	February 2022
City Council Adoption	February 2022

## PROPOSAL SUBMISSION REQUIREMENTS

Each proposal shall include the following information:

- **Primary contact** - Provide the name and title of the person who will be the primary contact and manager for the contract, plus contact phone number, email and mailing address.
- **Company information** - Provide an overview of the history of the company, range of services typically provided, expertise, number of employees and states in which company operates.
- **Consultant qualifications** - Provide a summary of three (3) projects or related work that the consultant has recently completed. Include similarities in scope of work and other relevant information as it pertains to this RFP. List key personnel and role for each example, as well as client reference contact information and a link to the completed product, if available. A list of additional similar projects beyond three may be provided without the inclusion of summaries.
- **Proposed approach** - Review the scope of services and provide a detailed approach for completing the services and providing the deliverables requested. Review the scope of services and provide a detailed approach to and methodology for completing the services and providing the deliverables requested. This section will also evaluate the quality of the oral presentation and of the submitted example products. This section shall also include a preliminary proposed timeline, initial cost estimate and hourly rates for the key personnel identified.
- **Available capacity** - The consultant shall provide a statement confirming that it has the available capacity within its current personnel and workload to complete the scope of work within this RFP. Professional resumes of key personnel and any relevant previous work product as deemed appropriate by the consultant shall be included. Consultants that anticipate subcontracting portions of the project must state this fact in the proposal and clearly identify the subcontracting consultant(s). Following the award of contract, no additional subcontracting will be allowed without the prior written consent of The City. The consultant shall provide a statement noting any conflicts of interest that may exist with other clients or projects currently underway.

## ECONOMY OF PRESENTATION

Each proposal package shall be prepared simply and economically, providing a straightforward, concise description of the respondent's capabilities to satisfy the conditions and requirements of this RFP. Emphasis in each proposal package must be on accuracy, completeness and clarity of content. To expedite the evaluation of proposal packages, it is mandatory that respondent follow the format and instructions contained herein. If the respondent's proposal package deviates from these instructions, such proposal package may, in the City of Green Cove Springs's sole discretion, be rejected. The City of Green Cove Springs is not liable or responsible for any costs incurred by any

respondent in responding to this RFP including, without limitation, costs for presentations and/or demonstrations if requested.

Indexing - Each section may contain a more detailed table of contents to delineate the subsections within that section. Tab indexing shall be used to identify sections.

Page Size and Format - Page size shall be 8.5 x 11 inches, not including foldouts. Pages shall be single-spaced. The text size shall be 11 point or larger. Pages shall be numbered sequentially by section.

Legible tables, charts, graphs and figures shall be used wherever practical to depict organizations, systems and layouts, implementation schedules, plans, etc. These displays shall be uncomplicated, legible and shall not exceed eleven (11) by seventeen (17) inches in size. Foldout pages shall fold entirely within the section, and count as a single page. Foldout pages may only be used for large tables, charts, graphs, diagrams, and schematics; and not for pages of text.

Responses must be limited to eighty (80) pages. Covers, tables of contents and divider tabs will not count as pages, provided no additional information is included on those pages. Work product samples (reports, schedules, etc. provided in response) will not be counted in the eighty (80) page limit. Package the work product samples separately from the proposal, labeling the sample clearly.

**EVALUATION PROCEDURES**

Each proposal will be evaluated to determine the ability to provide the required services and have the proper fit with the City. The proposal should follow all the procedures in this document and send the sealed RFP information to the City of Green Cove Springs by the due date and time. Once the RFP's are received, the selection committee members will independently review each submittal and score each RFP based on the evaluation criteria. The City's decision to select a consultant will be based upon the following criteria, plus any other relevant factors that would further demonstrate a consultant's qualifications:

Consultant qualifications	0-30 points
Proposed approach	0-40 points
Available capacity	0-30 points
<b>Total available</b>	<b>100 points</b>

## **PROCEDURE REQUIREMENTS**

Proposal submittals will be reviewed and ranked by the City's selection committee. Oral presentations/interviews shall be requested from a shortlist of finalists selected by the committee as a result of their evaluation of the initial proposals. The committee can re-rank the proposals after the oral presentations. The committee will recommend its ranking of the top vendor to the City Council for approval. The City of Green Cove Springs reserves the right to revise and/or limit the scope of professional services and to reject any and all proposals.