

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

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



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## MINUTES

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

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

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

### APPROVAL OF MINUTES

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

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

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

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

*Motion Passed*

### PUBLIC HEARINGS

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

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

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

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

City prior to development approval.

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

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

Board discussion followed.

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

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

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

*Motion Passed*

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

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

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

Board discussion followed.

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

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

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

*Motion Passed*

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

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

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

Board discussion followed.

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

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

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

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

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

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

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

*Motion Passed*

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

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

Board discussion followed.

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

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

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

Voting Nay: Chairman Hall

*Motion Passed*

## **ACTION ITEMS**

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

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

Board discussion followed.

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

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

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

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

Voting Nay: Vice Chairman Danley

*Motion Passed*

## **BOARD BUSINESS**

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

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

**NEXT MEETING:** TUESDAY, FEBRUARY 27, 2024

CITY OF GREEN COVE SPRINGS, FLORIDA

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J. Justin Hall, Chairman

Attest:

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Lyndie Knowles, Development Services Rep.