



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Planning and Zoning Commission **MEETING DATE:** January 23, 2024
FROM: Michael Daniels, Planning and Zoning Director
SUBJECT: Review of Site Development application for The Vineyard Transitional Center located at 518 N Pine Ave

PROPERTY DESCRIPTION

APPLICANT: True Vine Fellowship **OWNER:** True Vine Fellowship
PROPERTY LOCATION: 518 N Pine Ave
PARCEL NUMBER: 017656-000-00 and 017659-000-00
FILE NUMBER: SPL-23-008
CURRENT ZONING: Institutional (INS)
FUTURE LAND USE DESIGNATION: Public

SURROUNDING LAND USE

NORTH: FLU: Neighborhood ZONING: C-1 Use: Single Family Residential	SOUTH: FLU: CHI Z: C-2 Use: Church
EAST: FLU: Mixed Use (CMI) Z: Gateway Corridor Neighborhood (GCN) Use: Undeveloped	WEST: FLU: Mixed Use Z: C-2 Use: Undeveloped

BACKGROUND

The applicant was approved for a Special Exception in November 2021 to have an emergency shelter pursuant to the requirements in City Code Sec. 117-796 with conditions.

DEVELOPMENT DESCRIPTION

The property consists of 0.433 acres and is vacant. The applicant proposes to build a 3,300 square foot transitional living facility with 6 beds and a 1,000 square foot office. There will be two restrooms available from the hallway for any guests to use.

PARKING

The plan shows 10 parking spaces plus 1 handicapped parking space. Per code they are required to have 6 parking spaces and 1 handicapped space.

DRAINAGE RETENTION

Due to the size of the proposed development, the applicant's stormwater engineer has self-certified with the Florida Department of Environmental Protection, which is enclosed. That said, the applicant will provide a small retention pond in the rear of the property to ensure compliance with the City Comprehensive Plan requirements that post retention runoff shall be reduced from pre retention runoff.

TRAFFIC AND ACCESS

Access will be provided off Pine Avenue. There will be minimal traffic to this location. As part of the site development, a 6' sidewalk shall be constructed from the property line to the southwestern side office building as well as from the parking lot to the northeastern side of the office building.

UTILITY CONNECTIONS AND SOLID WASTE

The buildings are connected to City Water and Sewer. The existing septic tanks on the site are not active and shall be removed. An on-site dumpster shall be provided.

LANDSCAPE PLAN

The plan is showing the installation of 3 new trees. The existing landscape buffer at the north and northwest property line shall be preserved and shall count towards meeting exterior landscaping requirements.

COMPLIANCE WITH SEC. 117-796 – EMERGENCY SHELTERS

(a) An emergency shelter shall be permitted in the Institutional Zoning District as a special exception, subject to the following provisions:

(1) A minimum of 300 square feet of private indoor living space shall be provided for each occupant of a structure.

At the time of building permit submittal, the applicant will have to provide a finalized floor plan showing compliance with this item.

(2) Minimum parking requirements shall be as follows:

a. One parking space for each three beds; and

For 6 beds, they must have three parking spaces.

b. One parking space for each employee. There are four parking spaces available for employees.

There are 10 total parking spaces, two of which are required for the guests, leaving 8 spaces for employees, plus an ADA space.

(3) All structures shall meet the city building code requirements, life safety code requirements, and housing code requirements pertaining to the intended use.

This will be determined at the time of building permit.

(4) If a license to operate the facility is required by federal, state or local law, the applicant must either be in possession of such a license to operate such a facility or be in the posture to receive a license. Under no circumstances will permits or occupational licenses be issued by any city department until such license is presented to the building official.

The applicant must receive a license pursuant to Florida Administrative Code (FAC) G2.002, to the best of staff knowledge, as well as passing requisite county health department inspections. Minimally, a business tax receipt and possibly a Certificate of Occupancy shall not be provided until such items are complete. A temporary Certificate of Occupancy could be provided up to the point in time assurance is received that the license has been issued.

(5) No emergency shelter shall be located within 1,000 feet of any other emergency shelter. The distance requirements between two emergency shelters shall be measured from property line to property line.

No other emergency shelter exists in town at this time.

(6) The planning and zoning commission may place any reasonable special conditions, in addition to those provided in this subsection, on the special exception to ensure that the proposed use conforms with the character of the surrounding neighborhood; especially concerning: the prevailing dwelling unit density, the anticipated number of nonresident employees, lighting, service facilities, the background and history of the applicant/organization, approval can be limited to the owner/applicant, the type of activities and time limits regarding outdoor activities. In addition, the planning and zoning commission can evaluate and limit approval to the applicant/organization.

The following conditions are required:

1. Approval of the Special Exception is limited to the applicant / owner: John Sanders/The Vineyard. Any transfer of ownership will require a new Special Exception application.
2. Post the responsible party contact information at a visible location in the front interior of both buildings.
3. The maximum number of transitional housing units shall be limited to 8 units.
4. All outdoor activities shall be limited to no later than 8:00 pm.

(7) An emergency shelter shall adhere to all site plan requirements as per article IV of this chapter.

The site development plan has been reviewed by staff and the outstanding comments are enclosed.

(8) This special exception shall be limited to the proposed applicant or owner to whom the special exception is granted and shall be subject to the requirements of this subsection. Any changes in ownership or to the use of the property will require a new special exception application.

This requirement was a condition of the SE approval.

(b) *Emergency shelter responsible party.*

(1) The purpose of the responsible party is to respond to routine inspections, non-routine complaints, and other more immediate problems related to the emergency shelter of the property.

(2) The property owner shall serve in this capacity or shall otherwise designate in writing to the city an emergency shelter responsible party to act on the property owner's behalf. Any person 18 years of age or older may be so designated provided they can perform the duties listed in subsection (c).

(3) The duties of the emergency shelter responsible party, whether the party is a property owner or an agent, are to:

- a. Be available at a listed phone number 24 hours a day, seven days a week and capable of legally handling any issues arising from the emergency shelter use;

b. Ensure all tenants have undergone a police background check. Individuals found guilty of violent crimes are prohibited from being tenants in an emergency shelter regardless of the length of stay. Failure to comply with this requirement shall result in revocation of the business tax receipt;

c. Ensuring sexual offenders/predators as defined in F.S. §§ 775.21, 943.0435, 944.607, or 985.4815 register at the Clay County Sheriff's Office and the Green Cove Springs Police Department, following the process set forth in F.S. § 775.21, 48 hours prior to arrival at an emergency shelter, regardless of the length of stay. The property owner or agent shall comply with F.S. § 775.215, as amended from time to time, pertaining to the distance separation of homes with a sexual offender/predator residing within the emergency shelter and any business, school, childcare facility, park, playground, or other places where children regularly congregate. Failure to comply with this requirement shall result in revocation of the business tax receipt.

The responsible party (John Sanders) will be noted in the Business Tax Receipt File and is in alignment with state requirements for licensing of the facility.

Attachments Include:

1. Special Exception Staff Report
2. Submitted Site Development Plan and Landscape Plan
3. Outstanding Staff Comments-Deficiency Report

STAFF RECOMMENDATION

Staff recommends approval of the proposed Site Development Plan on the condition that the site plan is revised to address the outstanding staff comments.

RECOMMENDED MOTIONS:

Site Development Plan

Motion to recommend approval of the Vineyard Transitional Center Site Development Plan on the condition that the site plan is revised to address the outstanding staff comments noted in the attached deficiency report.