



**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

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Henrietta Francis, Chairman

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Michael Daniels, Planning & Zoning Director