



# City of Green Cove Springs Florida

Phone: (904) 297-7500  
Fax: (904) 284-4849

321 Walnut Street  
Green Cove Springs, FL 32043

[www.greencovesprings.com](http://www.greencovesprings.com)  
Florida Relay - Dial 7-1-1

October 4, 2021

John Sanders, The Vineyard  
PO Box 523, Green Cove Springs, FL 32043  
(904) 305-4641 | [Johnsanders5728@yahoo.com](mailto:Johnsanders5728@yahoo.com)

RE: Application #s SPL-21-003 – Pre-SDRT Comments  
Site Development Plan for 518 N Pine Ave

Dear Mr. Sanders,

The City of Green Cove Springs Site Development Review Team (SDRT) reviewed the subject application today in advance of the scheduled October 5, 2021 SDRT meeting. Please review the comments below in preparation for the meeting.

1. Pursuant to the approved Special Exception: Please provide date of the approval of the Special Exception by the Planning and Zoning Commission (9/28/2021) and the following conditions on the front page of the site plan:
  - a) 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.
  - b) The maximum number of transitional housing units shall be limited to 8 units.
  - c) All outdoor activities shall be limited to no later than 8:00 pm.
  - d) Approval of the Special Exception is contingent upon the approval of the Future Land Use and Zoning Amendments by City Council.
2. On the plan, provide the parking requirements per Sec 117-796:
  - (1) A minimum of 300 square feet of private indoor living space shall be provided for each occupant of a structure.
  - (2) Minimum parking requirements shall be as follows:
    - a. One parking space for each three beds; and
    - b. One parking space for each employee.
3. Provide the duties of the responsible party specified in Sec. 117-796 (b)(3) on the site plan.
4. Show all lighting for the property. Parking lot illumination shall comply with 113-160(d).
5. The design and construction of the proposed stormwater management system shall be certified as meeting the requirements of this subpart by a professional engineer registered in the state.
  - a. Staff requests that a pond be added to the rear of the property to prevent runoff from encroaching on the property to the east.
6. Provide perimeter landscape calculation requirements per section 113-244(b)(1) in addition to interior landscape requirements. Natural buffers to the east and a portion of the north can be substituted for new plantings.
7. Replace live oaks in southern landscape islands with ornamental trees so as not to conflict with overhead lines.
8. Move live oak along Pine Avenue back a minimum of 20 so as not to conflict with power lines.
9. Show trees to be saved – Will palm tree along Pine Avenue be saved?
10. Provide sidewalk from handicapped space to residential units.

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11. Existing septic tanks must be abandoned per Health Department standards prior to issuance of a Certificate of Occupancy.
12. Please provide an Electric Service Load Form and, if available, electric drawings for the property to allow staff to complete the Verification Work Order submitted as part of the request for temporary power.

The current site development plan can be reviewed by the Planning & Zoning Board who may issue a conditional recommendation for approval based on satisfaction of staff comments.

Please submit revised site development plans by close of business October 21, 2021, in order for the site plan to stay on track for the November 2, 2021, City Council meeting. This allows for staff review of the resubmission and preparation of the agenda item. If revisions are not submitted in a timely manner, the final approval of the site development plan may be pushed to December or January, based on the submittal date.

**Payment of the advertising fees (\$233.10) for the future land use and rezoning is still required and must be completed in order to receive approvals on any projects related to this property.**

Please contact me directly at [mdaniels@greencovesprings.com](mailto:mdaniels@greencovesprings.com) if you have any questions.

Sincerely,

A handwritten signature in cursive script that reads "Michael Daniels".

Michael Daniels, AICP  
Planning and Zoning Director  
City of Green Cove Springs

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