



## BACKGROUND

### Existing Property Description

The property has two dilapidated structures on the property that are currently boarded and in disrepair. The site is sparsely wooded with hardwood trees to the east of the property and a palm tree between the building and the road. There is a concrete wall and concrete pavement area on the north side of the building and two septic tanks to the rear of the buildings which are no longer in use.

### Proposed Development Plan

The application is proposing to redevelop the site as an Emergency Shelter. An Emergency Shelter is defined below:

*a facility providing short-term housing not to exceed 90 consecutive days per person within a year, for one or more individuals who are otherwise homeless. Facility will be prohibited from housing individuals convicted of violent crimes. Ancillary activities may include:*

- *Onsite counseling services;*
- *Onsite career and life skills training;*
- *Onsite benefits application assistance (social security, food stamps, Medicare etc.).*

The applicant is proposing to rehabilitate the existing 4,260 square feet northern building to provide for:

- 8 transitional housing units and accessory uses
- Counseling service offices
- Outside tables for gathering will be provided on the north side of the building.

13 parking spaces shall be provided on the southern portion of the lot, in compliance with parking requirements of City Code requirements.

All site development requirements of the City Code shall be complied with including site plan, utility connections and landscaping pursuant to the City Code requirements. In addition, the building plans shall be permitted with City Code and Florida Building Code requirements.

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

### 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 (d): "This category consists of civic, cultural, government, religious, utilities, and other public necessity uses"*
- 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.

*Sec. 117-796 of the City Code was adopted in order to ensure that Emergency Shelters are operated to require that they do not endanger the general welfare and particularly of the surrounding areas. The following requirements will be met regarding the development:*

- All structures shall meet the city building code requirements, life safety code requirements, and housing code requirements pertaining to the intended use.
- 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.
- John Sanders has been named the responsible party for the development and he is responsible for the following:

respond to routine inspections, non-routine complaints, and other more immediate problems related to the emergency shelter of the property.

- 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;
  - 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;
  - 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, child care 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.
- 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 rehabilitation of two declining structures. Both structures shall be required to meet the Florida Building Code Standards and City Site Development Regulations.*
- 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.  
*Pursuant to the regulations set forth in Sec. 117-796 and the proposed conditions placed on the application, 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 Pine Avenue 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 Pine Avenue. Additional traffic will be less than 10 peak hour trips.*
- 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 and all of the regulations set forth in Sec. 117-796.

## Traffic Impact

Land Use <sup>1</sup> (ITE)	Units	Daily		AM Peak		PM Peak	
		Rate	Trips	Rate	Trips	Rate	Trips
<b>Proposed</b>							
General Office (ITE 230)	0.8	11.01	3	1.49	1	1.49	1
Congregate Care Facility (ITE 254)	8	2.15	17	0.06	1	0.17	1
			<b>20</b>		<b>2</b>		<b>2</b>

1. Source: Institute of Transportation Engineers: Trip Generation Manual 8<sup>th</sup> Edition

Attachments include:

1. Geometry Plan
2. Draft Building Plan
3. Section 117-796 of the City Code Regarding Emergency Shelter Requirements
4. Special Exception Application

## STAFF RECOMMENDATION

Staff recommends approval of SE21-001, to permit a Special Exception for an Emergency Shelter as defined by Section 101-5 and regulated by Sec. 117-796 subject to the following conditions:

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.
5. Approval of the Special Exception is contingent upon the approval of the Future Land Use and Zoning Amendments by City Council.

**Motion:** To approve SE 21-001, to permit a Special Exception for an Emergency Shelter at 518 N Pine Avenue subject to the conditions provided in the Staff Report.