



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: Planning and Zoning Commission **MEETING DATE:** October 26, 2021
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-21-003
CURRENT ZONING: Proposed for Institutional (INS) (currently C-2, General Business)
FUTURE LAND USE DESIGNATION: Proposed for Institutional (INS) (proposed currently Commercial High Intensity)

SURROUNDING LAND USE

NORTH: FLU: Commercial High Intensity (CHI)
ZONING: C-2
Use: Single Family Residential

SOUTH: FLU: CHI
Z: C-2
Use: Church

EAST: FLU: Commercial Medium Intensity (CMI)
Z: Gateway Corridor Neighborhood (GCN)
Use: Undeveloped

WEST: FLU: CHI
Z: C-2
Use: Undeveloped

BACKGROUND

The applicant is currently undergoing a Future Land Use Amendment and Rezoning to change the property to an Institutional land use and zoning district and has been approved for a Special Exception in order to have an emergency shelter pursuant to the requirements in City Code Sec. 117-796. The final decisions on the Future Land Use and Zoning applications will be rendered at the November 2nd Council meeting at the second reading of the ordinances.

Meanwhile, the Site Plan was received in September for review. Please note, the site development plan indicates the site area is 0.585 acres, but it is only 0.433 acres, which has been confirmed with Charles Sohm, Toco Engineering. The correction will be made on the plan along with any other required corrections.

DEVELOPMENT DESCRIPTION

The property consists of 0.433 acres with two existing buildings – (1) a one-story masonry building with 4,260 square feet and (2) a one-story masonry building with 811 square feet. The applicant proposes to use the smaller building as an office space and the larger building as a transitional living facility with 8 suites, an office, lobby / reception area, a laundry room, kitchen, and gathering room. Each suite has its own restroom and there is one accessibly designed suite, as well as an ADA toilet available from the hallway for any guests to use.

Building permits will be obtained to renovate the spaces as required.

PARKING

The plan shows 13 parking spaces plus 1 handicapped parking space. Per code they are required to have 12 parking spaces and 1 handicapped space.

DRAINAGE RETENTION

Due to the size of the proposed development, the applicant is going to apply for a waiver from the from the Water Management District from the stormwater requirements. 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 8 shade trees. The existing landscape buffer at the north and northwest property line shall be preserved.

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.

The previously provided conceptual floor plan does not provide the unit size, but the applicant indicated all parts of this section would be abided as part of their special exception application. At the time of building permit, they 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 8 beds, they must have three parking spaces.

b. One parking space for each employee.

There are 13 total parking spaces, three of which are required for the guests, leaving 10 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 were required by the Planning and Zoning Commission at the September 28th meeting:

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.

(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, 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.

The responsible party (John Sanders) will be noted minimally 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. Conceptual Floor Plan
4. Outstanding Staff Comments

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 prior to the approval by City Council.

RECOMMENDED MOTIONS:

Site Development Plan

Motion to recommend to City Council the approval of Vineyard Transition Center Site Development Plan on the condition that the site plan is revised to address the outstanding staff comments prior to the approval by City Council.