



STAFF REPORT

CITY OF GREEN COVE SPRINGS, FLORIDA

TO: City Council **MEETING DATE:** July 15, 2025
FROM: Michael Daniels, AICP, Development Services Director
SUBJECT: Garage and Carport Ordinance Discussion *Michael Daniels*

BACKGROUND

Pursuant to City Council request at the July 1 meeting, staff has provided the existing ordinance regarding garage requirements for residential development. The City Council approved an ordinance in 2016, requiring new residential dwelling units to construct a garage subject to the conditions and exceptions provided in the attached ordinance. That same ordinance, also states that new residential carports are not permitted to be constructed except for in cases where existing carports are destroyed by a “calamity”, such as a fire or wind. In 2025, as part of the Affordable Housing Land Development Code amendments, additional language was added to this code section that would allow for affordable housing development to be exempt from the garage requirement.

The original ordinance (O-16-2026) and an excerpt from the Affordable Housing Ordinance (O-35-2025) have been attached for your information. In addition, the minutes from the January 12, 2016 City Council Special Session on garages and carports, April 28, 2016 Planning and Zoning Commission and May 17 and June 7, 2016 City Council meeting minutes are also enclosed.

RECOMMENDATION

For Discussion purposes

ORDINANCE NO. O-06-2016

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91 AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLINGS UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS; PROVIDING FOR CORRECTION OF SCRIVENERS ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

WHEREAS, the City desires to clarify the requirement that every dwelling unit within the City have a garage and that carports are prohibited.

NOW, THEREFORE BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA AS FOLLOWS:

Section 1. City Code Section 86-3 entitled "Definitions" as to the definition of Carports is amended to read as follows:

Sec. 86-3. – Definitions.

Carport means an accessory structure or portion of a principal structure, consisting of a roof and supporting members such as columns or beams, unenclosed from the ground to the roof on at least one side ~~two sides~~, and designed or used for the storage of motor driven vehicles owned and used by occupants of the building to which it is accessory.

Section 2. City Code Section 102-5 entitled "Enclosed garages required for all residential dwelling units," shall be amended to read as follows:

Sec. 102-5. – Enclosed garages required for all residential dwelling units.

All residential dwelling units within the city in any land use district or zoning category shall have an attached or detached enclosed garage of at least ten feet by 20 feet unless otherwise provided in the Code. ~~Existing dwelling units with a garage or carport that is enclosed to form a part of the living space of the dwelling unit shall comply with this [chapter].~~

ADDITIONAL CONDITIONS AND EXCEPTIONS

- a. The requirement for garages may be eliminated in multi-family dwelling units with a special Exception or by rezoning the property to a PUD. This requirement shall apply to all new construction.

- b. All existing carports as of this date in any residential zoning district shall be allowed. This shall not require construction of a garage at these properties. The size of a carport cannot be increased or another carport constructed on the site. A carport of the same size can be rebuilt on the site if it is destroyed by a calamity, such as fire or wind.
- c. Remodeling of an existing dwelling unit, including enclosing a carport to living space, without a garage would not trigger constructing a garage. This would also include remodeling of an existing dwelling unit without a garage that increases the square footage.
- d. converting an existing garage into living space is not permitted, unless a garage is added to site.
- e. Adding a carport to an existing residential site that has a garage is not permitted.
- f. New carports except as set forth in b. above, cannot be constructed in the City.
- g. Existing carports are permitted to be converted to a garage or living space.

Section 3. City Code Section 102-88 entitled “Special Exceptions” shall be amended to read as follows:

Sec. 102-88. – Special exceptions.

The following are special exceptions in the residential high density, (R-3) zoning category:

- (1) Special exceptions permitted in the residential medium density category, (R-2) zoning;
 - (2) Off-street parking lots;
 - (3) Nursing homes and convalescence facilities;
 - (4) Mobile home parks or subdivisions, provided;
 - a. Piers with adequate foundations shall be located a minimum of ten feet on center under the chassis of each unit;
 - b. Organic material shall be removed from under each unit;
 - c. Appropriate skirting shall be used around all coaches;
 - d. A minimum of three tie-downs shall be provided for each unit with adequate anchoring, however, all tie-downs shall be provided on the unit shall be anchored;
 - e. Each street shall be paved surface of a minimum of 22 feet in width curb to curb;
 - f. Engineering design of all construction shall be approved by the city public works director;
 - g. Individual laundry facilities shall be located within the main unit or within an approved utility structure;
 - h. All utilities shall be provided underground;
 - i. For a mobile or modular home subdivision, the design standard set forth in the city’s subdivision regulations shall apply;
 - j. The park or subdivision complies with all state and federal laws.

- (5) Group care homes.
- (6) Multi-family dwelling units with garages.

Section 4. City Code Section 102-91 entitled “Permitted Uses” shall be amended to read as follows:

Sec. 102-91. – Permitted uses.

The following are permitted uses in the Residential Riverfront, RRF land use category:

- (1) Single-family attached and detached dwelling units;
- (2) Duplexes;
- (3) Multi-family dwelling units with or without garages;
- (4) Churches.

Section 5. City Code Section 102-523 entitled “Special Exceptions” shall be amended to read as follows:

Sec. 102-523. – Special exceptions.

- (1) Establishments or facilities for automobile parts, sales and service without use of outdoor intercom or public address system or speakers, and no vehicle display racks that tilt vehicles in any way to show underside, unless they are located inside a show room.
- (2) Establishments or facilities for the retail sale and service of all alcoholic beverages for on-premises consumption.
- (3) Single-family detached dwelling units meeting the density requirements of the gateway corridor neighborhood zoning category.
- (4) Multi-family dwelling units without garages.

Section 6. The City Council hereby authorizes the City Manager and City Attorney to make any and all revisions necessary to codify this Ordinance. Changes necessary to correct scrivener’s errors are hereby authorized to be made by the City Manager, City Attorney or their designee.

Section 7. CODIFICATION. It is the intention of the City Council, and it is hereby ordained that the provisions of this Ordinance shall become and be made a part of the Code of the City of Green Cove Springs; that the sections of this Ordinance may be renumbered or relettered to accomplish such intentions; and that the word “Ordinance” shall be changed to “Section” or other appropriate word.

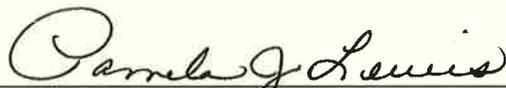
Section 8. REPEALER. Any Ordinances or parts thereof in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

Section 9. SEVERABILITY. The various parts, sections and clauses of this Ordinance are hereby declared severable. If any part, sentence, paragraph, section or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected thereby.

Section 10. EFFECTIVE DATE. This Ordinance shall become effective upon passage.

INTRODUCED AND APPROVED AS TO FORM ONLY ON THE FIRST READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, ON THIS 17TH DAY OF MAY, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA



Pamela J. Lewis, Mayor

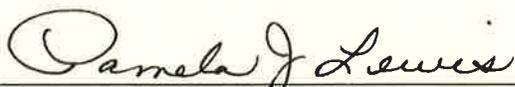
ATTEST:



Julia W. Clevinger, City Clerk

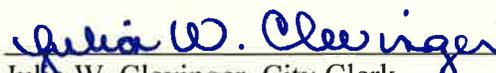
PASSED ON SECOND AND FINAL READING BY THE CITY COUNCIL OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, THIS 7TH DAY OF JUNE, 2016.

CITY OF GREEN COVE SPRINGS, FLORIDA



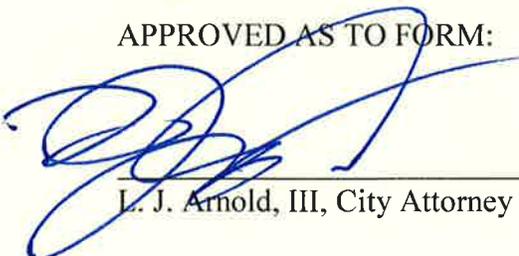
Pamela J. Lewis, Mayor

ATTEST:



Julia W. Clevinger, City Clerk

APPROVED AS TO FORM:



L. J. Arnold, III, City Attorney

SECTION 4. That Chapter 117 Section 117-5 be amended as follows:**Sec. 117-5. Enclosed garages required for all residential dwelling units.**

All residential dwelling units within the city in any land use district or zoning category shall have an attached or detached enclosed garage of at least ten feet by 20 feet unless otherwise provided in this Code. Additional conditions and exceptions are as follows:

- (1) The requirement for garages may be eliminated in multifamily dwelling units with a special exception or by rezoning the property to a PUD. This requirement shall apply to all new construction.
- (2) All existing carports as of the date of adoption of the ordinance from which this chapter is derived in any residential zoning district shall be allowed. This shall not require construction of a garage at these properties. The size of a carport cannot be increased or another carport constructed on the site. A carport of the same size can be rebuilt on the site if it is destroyed by a calamity, such as fire or wind.
- (3) Remodeling of an existing dwelling unit, including enclosing a carport to living space, without a garage would not trigger constructing a garage. This would also include remodeling of an existing dwelling unit without a garage that increases the square footage.
- (4) Converting an existing garage into living space is not permitted, unless a garage is added to site.
- (5) Adding a carport to an existing residential site that has a garage is not permitted.
- (6) New carports except as set forth in subsection (2) of this section, cannot be constructed in the city.
- (7) Existing carports are permitted to be converted to a garage or living space.
- (8) New and redevelopment of a residential dwelling for Affordable Housing for Low and Very Low Income persons as defined in Section 105-7 shall be exempt from this requirement. In order to apply for this exemption, an applicant shall submit an application meeting the requirements set forth in Section 105-17 (b) or confirmation that the residential new construction shall be funded pursuant to a governmental affordable housing program for low and very low income persons.

**MINUTES OF THE JANUARY 12, 2016 SPECIAL SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

A duly called Special Session of the Green Cove Springs City Council was called to order Tuesday, January 12, 2016, at 7:00 p.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Invocation and Pledge of Allegiance to the Flag

The invocation was given by Mayor Royal followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT:

C. Felecia Hampshire
Pamela J. Lewis
Roy M. Timberlake, Jr.
Vacant, Vice Mayor
B. Van Royal, Mayor

STAFF MEMBERS PRESENT:

L. J. Arnold, III, City Attorney
Julia W. Clevinger, City Clerk
Janis Fleet, Development Services Director
Danielle J. Judd, City Manager
Mike Null, Asst. City Mgr. / Public Works
Director / Interim Electric Utility Director

**Mayor to call on members of the audience wishing to address
the Council on matters not on the Agenda.**

There were none.

COUNCIL BUSINESS

1. City Council review of the Land Development Regulations relating to enclosed garages in any Land Use District or Zoning Category. Judd / Fleet

Discussion ensued with the City Council regarding the Land Development Regulations relating to enclosed garages in any Land Use District or Zoning Category as presented by Mr. Fleet in a PowerPoint presentation.

Council Member Lewis entered the meeting at 5:11 p.m.

The City Council made several inquiries regarding the options presented by Ms. Fleet. It was noted that the history of the "no carport" rule had been addressed by a previous City Council due to junk being stored in carports. They acknowledged that property owners who stored junk in their carports were and should be subject to code enforcement violations. In addition, clarification of the language, more detailed definitions, and examples of conditions, special exceptions, and variances were needed in the City Code. A specific clause regarding "grandfathering" of existing carports and garages would also need to be included.

City Manager Judd entered the meeting at 6:24 p.m.

Ms. Fleet advised she and the City Attorney would work together to draft an Ordinance for future consideration by the City Council.

The City Clerk requested a roll call be taken as it had not be conducted at the beginning of the meeting. All were present as noted above.

2. Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 6:33 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

B. Van Royal, Mayor

Attest:

Julia W. Clevinger, City Clerk



**MINUTES OF THE APRIL 28, 2016
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 Thursday, April 28, 2016 in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Vice-Chairman Haddock called the meeting of the Planning and Zoning Board to order at 5:00 p.m.

ROLL CALL

Board Members Present: Chester Austin
Robert Lewis, Sr.
Sara Spurrier
Marilyn Haddock, Vice-Chairman

Staff Members Present: Danielle Judd, City Manager
Janis Fleet, Development Services Director
Kimberley Farnsworth, Clerk Typist

Board Member Absent: James Smith

Staff Member Absent: L.J. Arnold, III, City Attorney

Present in Audience: None

APPROVAL OF MINUTES

A MOTION WAS MADE BY BOARD MEMBER SPURRIER TO APPROVE THE MINUTES OF MARCH 24, 2016. THE MOTION WAS SECONDED BY BOARD MEMBER LEWIS. THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – BOARD MEMBERS AUSTIN, LEWIS, SPURRIER, AND VICE-CHAIRMAN HADDOCK.

PUBLIC HEARING

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91, AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLING UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS; AND PROVIDING FOR SEVERABILITY, REPEALER, AND SETTLING AN EFFECTIVE DATE.

Ms. Fleet introduced the item. She explained that there have been some concerns from the Council concerning carports. The City has a history of requiring a garage for every dwelling unit which dates back to 2004. There were some issues that started in the fall of 2015. The Council had a few meetings and had a special workshop on January 12, 2016 that only discussed carports and garages. This ordinance was a result of the Council's directions.

Vice Chairman Haddock opened the public hearing. No public was at the meeting to address the item. Vice Chairman Haddock closed the public hearing.

BOARD DISCUSSION / COMMENTS

Mr. Lewis inquired about canopies and carports. Ms. Fleet stated that new carports will not be allowed but existing carports could be replaced even if they are completely destroyed by weather or fire. Awnings will still be allowed, but cannot be used as a carport. Motorized vehicles cannot be stored underneath awnings. Ms. Fleet explained the ordinance further.

Mr. Austin stated that he himself has a carport and knows he's grandfathered in. He feels that carports are the best alternative for some areas of the City.

Ms. Haddock passed around 3 picture examples of carports. She says the first is a nice carport that is conducive to the house. The second she says is filled with junk and is aware of complaints against them and feels that this is the minority of homes within the City. Most of the carports she has seen around town have cars, boats, and golf carts parked underneath. She feels the carports are a good way for the homeowner to protect their investments. The third picture she says that she would much prefer a nicely done carport over the car coverings that can get dirty and torn.

Ms. Judd stated that the first picture shown of the carport should not have been permitted and was done in error. She said that she has been around town and has noted that there are more than just a few homes with carports that are in Code Violation.

Ms. Spurrier stated that this has been an ongoing issue for many years and they have tried very hard to please the majority of the people and that it is very difficult to do.

A MOTION WAS MADE BY BOARD MEMBER SPURRIER TO APPROVE THE ORDINANCE AMENDING OF THE LAND DEVELOPMENT REGULATIONS AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91, AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLING UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS. MOTION WAS SECONDED BY VICE-CHAIR HADDOCK WITH THE EXCEPTION TO ALLOW ADDING CARPORTS IF THERE IS AN EXISTING GARAGE. THERE WAS NO SECOND TO THE AMENDED MOTION. BOARD MEMBER SPURRIER MADE ANOTHER MOTION TO APPROVE THE ORDINANCE AMENDING OF THE LAND DEVELOPMENT REGULATIONS AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91, AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLING UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS. THE MOTION WAS SECONDED BY BOARD MEMBER LEWIS. THE FOLLOWING WAS THE VOTE ON THE MOTION: AYES – BOARD MEMBERS LEWIS AND SPURRIER. NAYS – BOARD MEMBER AUSTIN AND VICE-CHAIR HADDOCK.

STAFF COMMENTS.

Ms. Judd stated that our Human Resources Director, Cynthia Hunter, will be retiring at the end of the month and there will be a luncheon for her on May 12. Also, the new Director, Ann Schulte, will be starting on May 11.

Ms. Felecia Hampshire's going away party will be May 17 before the City Council meeting. We will also be getting a new Mayor and Vice-Mayor that same night as well as Ms. Connie Butler will be taking her seat on the Council.

ADJOURNMENT

There being no further business to come before the Planning and Zoning Board, this meeting was adjourned at 5:42 p.m.

City of Green Cove Springs, Florida

Marilyn Haddock, Vice-Chairman

Janis K. Fleet, AICP
Development Services Director

**MINUTES OF THE MAY 17, 2016 REGULAR SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

The regular session of the Green Cove Springs City Council was called to order Tuesday, May 17, 2016, at 7:00 p.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Invocation and Pledge of Allegiance to the Flag

The invocation was given by Mayor Royal followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT:

Constance W. Butler,
Council Member Elect
C. Felecia Hampshire
Roy M. Timberlake, Jr.
Steven Kelley
Pamela J. Lewis, Vice Mayor
B. Van Royal, Mayor

STAFF MEMBERS PRESENT:

L. J. Arnold, III, City Attorney
Julia W. Clevinger, City Clerk
Janis Fleet, Development Services Director
Marlena Guthrie, Finance Director
Cynthia Hunter, Personnel Director
Danielle J. Judd, City Manager
Robert Musco, Chief of Police

STAFF MEMBERS ABSENT:

Mike Null, Asst. City Mgr. / Public Works Dir.

**Mayor to call on members of the audience wishing to address
the Council on matters not on the Agenda.**

Mayor Royal recognized William Brown, 1993 Colonial Drive, Green Cove Springs, who expressed his concerns regarding people trespassing into Magnolia Point from the construction area of Magnolia West, the lack of fencing between the Magnolia Point subdivision and the new construction in the Magnolia West subdivision, and what he believed to be the raising of the level of the land by the developer which he believed could cause possible flooding issues into Magnolia Point.

Mayor Royal recognized Eileen Brown, 1993 Colonial Drive, Green Cove Springs, who expressed her concerns regarding the lack of fencing between the Magnolia Point subdivision and the new construction in the Magnolia West subdivision and the winds blowing dirt over into Magnolia Point due to the removal of the trees.

Janis Fleet, Development Services Director, advised that she had contacted the Site Contractor regarding these concerns and would speak to the Site Contractor and Developer to expedite the erection of a fence.

At the request of the City Manager, Mayor Royal recognized Chris Eversole, Communications Coordinator, who advised the City Council on the progress of the video interviews.

AWARDS AND RECOGNITION

A MOTION WAS MADE BY COUNCIL MEMBER HAMPSHIRE TO APPROVE THE PROCLAMATIONS FOR MILITARY SERVICE DAY, NATIONAL SAFE BOATING WEEK, AND NATIONAL POLICE WEEK. THE MOTION WAS SECONDED BY COUNCIL MEMBER TIMBERLAKE. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS C. FELECIA HAMPSHIRE, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., PAMELA J. LEWIS, AND MAYOR B. VAN ROYAL. NAYS – NONE.

Proclamation – “National Safe Boating Week” (see Supplemental Agenda Item No. 1)

Vice Mayor Lewis read the Proclamation into the record (see attachment marked Exhibit “A”) and presented it to Chuck Whipple, Flotilla 14-05 VFC FSO-VE, National Boating Safety Week Coordinator, and Kathleen Fisk, who thanked the Council for the recognition.

Proclamation – “Military Service Day”

Council Member Hampshire invited anyone in the audience who was in the military or had served in the military to come forward. She read the Proclamation into the record (see attachment marked Exhibit “B”) and presented it to Kimberly Thomas, the coordinator for the Memorial Day RiverFest, who thanked the Council for the recognition.

Proclamation – “National Police Week” (see Supplemental Agenda Item No. 2)

Mayor Royal invited anyone in the audience who was a Law Enforcement Officer or Peace Officer to come forward. He read the Proclamation into the record (see attachment marked Exhibit “C”) and presented it to Chief Musco who thanked the Council for the recognition.

Recognition – Ann Schulte – Human Resources Director

Mayor Royal and the City Council recognized Ann Schulte. Mrs. Schulte is the new Human Resources Director.

Recognition – Theron Colbert, P.E., Electric Utilities Director

Mayor Royal and the City Council recognized Theron Colbert. Mr. Colbert is the new Electric Utilities Director.

REORGANIZATION

- 1. Swearing-in ceremony for three (3) year terms of office for Constance W. Butler, Seat 3, B. Van Royal, Seat 4, and Steven R. Kelley, Seat 5. Honorable Gary L. Wilkinson, Clay County Circuit Court Judge**

Mr. Arnold introduced Honorable Gary L. Wilkinson, Clay County Circuit Court Judge, for the swearing-in ceremonies.

Judge Wilkinson led B. Van Royal, Seat 4, in the Oath of Office (see attachment marked Exhibit “D”). He was joined by his wife, Sandra Royal, and his granddaughter, Marleigh Royal, who held the Holy Bible while he repeated the Oath of Office. The Judge congratulated Mr. Royal as he entered his second term as Council Member for the City of Green Cove Springs.

Judge Wilkinson led Steven R. Kelley, Seat 5, in the Oath of Office (see attachment marked Exhibit "E"). He was joined by his family and his wife, Valerie Kelley, who held the Holy Bible while he repeated the Oath of Office. The Judge congratulated Mr. Kelley as he entered his first term as Council Member for the City of Green Cove Springs.

Judge Wilkinson led Constance W. Butler, Seat 3, in the Oath of Office (see attachment marked Exhibit "F"). She was joined by her family and her son, Bruce Butler, who held the Holy Bible while she repeated the Oath of Office. The Judge congratulated Mrs. Butler as she entered her first term as Council Member for the City of Green Cove Springs.

After pictures were taken, the Council and City Attorney thanked Judge Wilkinson for conducting the swearing-in ceremonies, comments from Council Member Timberlake, Council Member Hampshire, Council Member Butler were made, and the new Council Members were seated at the Dias.

2. City Council selection of a Mayor and Vice Mayor to serve from May 17, 2016 to May 16, 2017.

Mayor Royal made comments and thanked the City Council as he closed out his year as Mayor. Mayor Royal passed the gavel to Vice Mayor Lewis.

A MOTION WAS MADE BY MAYOR ROYAL TO NOMINATE PAMELA J. LEWIS TO SERVE AS MAYOR AND ROY M. TIMBERLAKE, JR. TO SERVE AS VICE MAYOR OF THE CITY OF GREEN COVE SPRINGS FROM MAY 17, 2016 TO MAY 16, 2017. THE MOTION WAS SECONDED BY COUNCIL MEMBER TIMBERLAKE. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., PAMELA J. LEWIS, AND MAYOR B. VAN ROYAL. NAYS – NONE.

PUBLIC HEARINGS

1. Public Hearing and approval of Resolution No. R-13-2016, a Resolution relating to the provision of Stormwater Management Services provided by the City's Stormwater Utility; Imposing Stormwater Service Assessments against real property within the City of Green Cove Springs; Approving the Stormwater Assessment Roll; and Confirming the Initial Assessment Resolution.

Mr. Arnold introduced Heather Encinosa, the City's consulting attorney with Nabors, Giblin, & Nickerson, who gave a brief overview of the proposed Resolution.

Mayor Lewis opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE RESOLUTION NO. R-13-2016 (SEE ATTACHMENT MARKED EXHIBIT "G") [WHICH AUTHORIZES THE CITY TO COLLECT STORMWATER SERVICE ASSESSMENTS WITHIN THE ENTIRE CITY]. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

- 2. Public Hearing and approval of Resolution No. R-14-2016, a Resolution relating to the collection of Solid Waste and Recyclable Materials within the Magnolia West Assessment Area in the City of Green Cove Springs; Amending the Initial Assessment Resolution; Establishing the rate of assessment; Imposing Solid Waste Assessments against residential property located within the Magnolia West Assessment Area; Approving the Solid Waste Assessment Roll; and Confirming the Initial Assessment Resolution, as amended.**

Ms. Encinosa gave a brief overview of the proposed Resolution. She also noted that corrections were made to fully set out the legal description for Magnolia West CDD for properties that could be included now or in the future and it inserted the total assessment revenue estimate that was included in the notices.

Mayor Lewis opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE RESOLUTION NO. R-14, 2016 (SEE ATTACHMENT MARKED EXHIBIT "H") AUTHORIZING THE CITY TO COLLECT SOLID WASTE SERVICE ASSESSMENTS WITHIN THE MAGNOLIA WEST SUBDIVISION. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Mr. Arnold thanked Ms. Encinosa for her services and assistance to the City during this process.

CONSENT AGENDA

- 1. City Council approval of the minutes of the Regular Session on May 3, 2016.**
- 2. City Council approval of the executed Final Executed Contract with Hooper Corporation for Electric Distribution System Services.**
- 3. City Council approval of a Vehicle Lease Agreement with Hooper Corporation for rolling stock covering the period of May 2, 2016 through September 30, 2020 and authorization for the Mayor to execute said Vehicle Lease Agreement on behalf of the City.**
- 4. City Council approval of the submission of the Planning and Technical Assistance Grant to the DEO for an Annexation Report to prepare the required Comprehensive Plan Amendments.**
- 5. City Council approval of the purchase of a 2017 Ford Escape for the Code Enforcement Officer in the amount of \$18,298.00 and declare Vehicle #501 as surplus.**
- 6. City Council approval of the FY 2016 Revenues and Expenditures Report and the Quarterly Investment Report for the period ending March 31, 2016.**
- 7. City Council approval to declare items listed on Exhibit "A" (Police) as surplus and to dispose of accordingly.**
- 8. City Council approval of Amendment No. 4 to the Professional Services Agreement with Dr. Townsend & Associates, P.A. of St. Augustine, Florida and the Green Cove Springs Police Department for the period of June 1, 2016 through May 31, 2017 and authorization for the Mayor and City Manager to execute said Agreement on behalf of the City.**
- 9. City Council approval of an MOU between the Florida Department of Highway Safety and Motor Vehicles and the Green Cove Springs Police Department setting forth requirements for use of their DAVID System and authorization for the Chief of Police to execute said Agreement on behalf of the City and transmit to the DHSMV.**
- 10. City Council authorization of the submittal of a Community Oriented Policing Services (COPS) Grant Application for two (2) full-time Police Officers authorization for the Mayor, Chief of Police, and Finance Director to execute said Application and forms on behalf of the City.**

11. **City Council approval of the purchase of a 2016 Police Package Ford Interceptor Patrol Vehicle at the total cost of \$29,448.00.**
 12. **City Council approval of two (2) Memorandums of Understanding (MOU) with James L. Craft, Jr. and Kevin Matthew Craft for services related to the 2016 Memorial Day RiverFest Celebration and authorization for the Mayor to execute said MOUs.**
 13. **City Council approval of the renewal of the Vendor Payment Agreement for the Emergency Home Energy Assistance Program with the Council on Aging of Clay County for the period retroactive to April 1, 2016 through March 31, 2018.**
 14. **City Council approval of Resolution No. R-15-2016 (see attachment marked Exhibit "I") a Resolution amending the Personnel Policies and Procedures Manual, Section 8.15(c), Vehicle Use Policy, prohibiting employees with poor driving records from operating City-owned vehicles, City-owned equipment, and/or their personal vehicles for City business and establishing the definition of a Poor Driving Record.**
- S.A. 1. **City Council acceptance of the 2015 Annual Drinking Water Quality Report.**
S.A. 2. **Professional Services Agreement with Cypress Management and Design LLC in the amount of \$25,000 to provide Owner's Representative Services through the completion of the Historic Spring Park Pool Construction and to waive the procurement process as it is in the best interest of the City.**

Council Member Royal pulled Item No. S.A. 2 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE CONSENT AGENDA ITEMS 1 THROUGH 14 AND S.A. NO. 1 AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Item No. S.A. 2 – Council Member Royal advised he would recuse himself from the vote to avoid any appearance of possible conflicts of interest (see attached Form 8B marked Exhibit "J").

A MOTION WAS MADE BY COUNCIL MEMBER TIMBERLAKE TO APPROVE CONSENT AGENDA ITEM 2 FROM THE SUPPLEMENTAL AGENDA AS LISTED ABOVE. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE. ABSTAINED - B. VAN ROYAL.

COUNCIL BUSINESS

1. **Review of a Major Special Event Application, 2016-PZ-22, for the Green Cove Dragway at Reynolds Park for events covering the period of June 1, 2016 through May 31, 2017. *Fleet / Judd***

Mayor Lewis recognized the following for comments:

Amber Underwood, 611 Oakridge Avenue, Green Cove Springs, who spoke in favor of the Application.

Joe Sobotta, 212 North Street, Green Cove Springs, who spoke in favor of the Green Cove Dragway and the Application but against what he considered to be excessive noise levels.

Larlane Stutts, 25 S. Palmetto Avenue, Green Cove Springs, who spoke in favor of the Application.

Darren Stutts, 25 S. Palmetto Avenue, Green Cove Springs, who spoke in favor of the Application.

Peter Scalzo, 1010 Worthington Avenue, Green Cove Springs, who spoke in favor of the Application. Mr. Scalzo reminded the City Council that, at their request, he had installed a wall of storage containers to address the noise complaints and had received many compliments. In addition, he agreed to pay for a Police Officer to take noise decibel levels once a month. Richard Brinke, 4220 C.R. 15, Green Cove Springs, who spoke in favor of the Application. Thomas Wilson, Track Manager, 3929 C.R. 315, Green Cove Springs, who spoke in favor of the Application.

Discussion ensued with the City Council regarding review of a Major Special Event Application, 2016-PZ-22, for the Green Cove Dragway at Reynolds Park for events covering the period of June 1, 2016 through May 31, 2017.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE SPECIAL EVENT APPLICATION 2016-PZ-22 FOR THE GREEN COVE DRAGWAY AS PRESENTED IN THE BACK-UP MATERIAL. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER.

AN AMENDED MOTION WAS MADE BY MAYOR LEWIS TO KEEP TRACK OF THE DECIBEL LEVELS.

Vice Mayor Timberlake noted the special events category did away with the noise levels. He had no objection to adding something to request that they continue to monitor activities and look for ways to reduce the sound; however, it was a year-to-year agreement, and if, as a Council, they feel like things have gotten out of hand next year, they have the option to vote on it again. He was not in favor of keeping track of the decibel levels.

THE AMENDED MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, AND MAYOR PAMELA J. LEWIS. NAYS – ROY M. TIMBERLAKE, JR.

THERE BEING NO FURTHER DISCUSSION, THE ORIGINAL MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Ms. Judd requested clarification regarding the direction from the City Council. Chief Musco advised that a couple of Officers were certified to administer the noise calibrations. The process would take approximately 3.5 hours and would require overtime pay. He could not promise a dedicated Officer because if a call came in, they would have to leave. The City Council agreed to tracking the noise levels on a monthly basis. Mr. Arnold reminded the City Council that the City should not have to pay for this. The City Council had the legal right to make this a condition to make sure the applicant stays in compliance. Ms. Judd stated she had also received many complaints and they felt intimidated. She was unsure what was going to be accomplished at the end of the day. She requested further clarification. Council Member Royal stated it was a back-up record that says it is not any different from last year's levels.

Mr. Scalzo stated he had heard positive comments when and since the barriers had been installed. Council Member Royal noted that several factors could be contributory to the alleged increase in noise levels like the wind direction. He agreed to pay for the Officer to monitor the noise decibel levels. Chief Musco would coordinate with the City Manager and report back to the City Council.

2. **First Reading of Ordinance No. O-06-2016, an Ordinance amending Sections 86-3, 102-5, 102-88, 102-91, and 102-523 of the Land Development Regulations to modify the requirements that a garage is required for all dwelling units and clarifying the definition of a carport. *Arnold / Fleet***

Mr. Arnold read the title of Ordinance No. O-06-2016 into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91 AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLINGS UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS; PROVIDING FOR CORRECTION OF SCRIVENERS ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE ON FIRST READING ORDINANCE NO. O-06-2016 AND TO SET THE PUBLIC HEARING FOR THE SECOND AND FINAL READING ON JUNE 7. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER.

Ms. Fleet clarified for Council Member Royal that the language in the Ordinance was what the City Council had agreed to at a previous meeting and had since been presented to the Planning and Zoning Board.

THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

3. **Update on the 28th Annual Memorial Day RiverFest Celebration. *Thomas***

Discussion ensued with the City Council regarding the update on the 28th Annual Memorial Day RiverFest Celebration as presented by Kimberly Thomas.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO ACCEPT THE PROGRESS REPORT AS PRESENTED BY MS. THOMAS. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

4. **City Council appointments or re-appointments to the Planning and Zoning Board for City Council Seats 3, 4, and 5. *Fleet***

Discussion ensued with the City Council regarding appointments to the Planning and Zoning Board for City Council Seats 3, 4, and 5 as presented by Ms. Fleet. She reiterated the importance of having a quorum at the meetings.

Council Member Kelley, Seat 5, advised that he was still waiting on confirmation from his prospective appointee. He requested this item be listed on the June 7th Agenda.

Council Member Butler appointed Henrietta Francis.

Council Member Royal re-appointed Marilyn Haddock.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO ACCEPT THE NOMINATIONS FROM COUNCIL MEMBER BUTLER AND COUNCIL MEMBER ROYAL. THE MOTION WAS SECONDED BY COUNCIL MEMBER ROYAL. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, B. VAN ROYAL, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

5. City Manager and City Attorney Reports and/or Correspondence.

- a. Executive Summary – Development Services – April 2016.
- b. Executive Summary – Electric – April 2016.
- c. Executive Summary – Police – April 2016.
- d. Executive Summary – Public Works – April 2016.

The City Manager acknowledged the above reports provided to the City Council for information.

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

6. City Council Reports and/or Correspondence.

The City Council made comments regarding various city activities, events, operations, and projects.

Council Member Butler thanked the City Manager, City Clerk, and City Attorney for their assistance in her transition to the City Council.

7. Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 9:34 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Pamela J. Lewis, Mayor

Attest:

Julia W. Clevinger, City Clerk

**MINUTES OF THE JUNE 7, 2016 REGULAR SESSION
GREEN COVE SPRINGS CITY COUNCIL**

Call to Order

The regular session of the Green Cove Springs City Council was called to order Tuesday, June 7, 2016, at 7:00 p.m. in the City Council Chambers, 321 Walnut Street, Green Cove Springs, Florida.

Invocation and Pledge of Allegiance to the Flag

The invocation was given by Council Member Butler followed by the Pledge of Allegiance to the Flag of the United States of America.

Roll Call

COUNCIL MEMBERS PRESENT:

Constance W. Butler
Steven Kelley
Roy M. Timberlake, Jr., Vice Mayor
Pamela J. Lewis, Mayor

COUNCIL MEMBERS ABSENT:

B. Van Royal

STAFF MEMBERS PRESENT:

L. J. Arnold, III, City Attorney
Janis Fleet, Development Services Director
Marlena Guthrie, Finance Director
Danielle J. Judd, City Manager
Robert Musco, Chief of Police
Mike Null, Asst. City Mgr. / Public Works Dir.
Ann Schulte, Personnel Director
Kimberly Thomas, Executive Assistant

STAFF MEMBERS ABSENT:

Julia W. Clevinger, City Clerk

AWARDS AND RECOGNITION

Recognition – Retirement of Sam Weaver, IT Specialist

Mayor Lewis recognized Sam Weaver, IT Specialist, who would retire on June 9, 2016 after 38 years of service.

Recognition – Green Cove Springs Police Department Marine Patrol Unit

This item would be rescheduled for the June 21st City Council meeting.

**Mayor to call on members of the audience wishing to address
the Council on matters not on the Agenda.**

See the comments after the Public Hearings.

PUBLIC HEARINGS

1. **Second and Final Reading of Ordinance No. O-05-2016, an Ordinance authorizing the City to borrow up to \$2,600,000.00 for future improvements to Spring Park and possibly refinancing of the Police Station and Emergency Operations Center Loan.**

Mr. Arnold read the title of Ordinance No. O-05-2016 (see attachment marked Exhibit "A") into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AUTHORIZING THE CITY TO BORROW UP TO \$2,600,000.00 FOR FUTURE IMPROVEMENTS TO SPRING PARK AND POSSIBLY REFINANCING OF THE POLICE STATION AND EMERGENCY OPERATIONS CENTER LOAN; PROVIDING THAT DETAILS OF THE LOAN BE APPROVED BY SUBSEQUENT RESOLUTION OF THE CITY COUNCIL; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

Mayor Lewis opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE [ORDINANCE NO. O-05-2016 ON SECOND AND FINAL READING]. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND , MAYOR PAMELA J. LEWIS. NAYS – NONE.

2. Second and Final Reading of Ordinance No. O-06-2016, an Ordinance amending Sections 86-3, 102-5, 102-88, 102-91, and 102-523 of the Land Development Regulations to modify the requirements that a garage is required for all dwelling units and clarifying the definition of a carport.

Mr. Arnold read the title of Ordinance No. O-06-2016 (see attachment marked Exhibit “B”) into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA, AMENDING CITY CODE SECTIONS 86-3, 102-5, 102-88, 102-91 AND 102-523 TO MODIFY THE REQUIREMENTS THAT A GARAGE IS REQUIRED FOR ALL DWELLINGS UNITS; CLARIFYING THE DEFINITION OF A CARPORT AND RELATED CLARIFICATIONS; PROVIDING FOR CORRECTION OF SCRIVENERS ERRORS; PROVIDING FOR CODIFICATION; PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

Mayor Lewis opened the Public Hearing. There being no comments, the Public Hearing was closed.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE ORDINANCE NO. O-06-2016 [ON SECOND AND FINAL READING]. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Mayor to call on members of the audience wishing to address the Council on matters not on the Agenda.

Mayor Lewis recognized the following citizens for comments:

- William Brown, 1993 Colonial Drive, Green Cove Springs, who inquired about the construction of the new fence and the large mounds of dirt at the construction site in the Magnolia West subdivision. He requested “No Trespassing” signs be placed on the property. He thanked the City Council listening to his concerns at the last meeting.
- Eileen D. Brown, 1993 Colonial Drive, Green Cove Springs, who echoed her husband’s concerns regarding trespassers. She also thanked the City Council.

- Eugene Francis, 615 Walburg Street, Green Cove Springs, who advised the City Council of historical documents from 1900 and 1902 found during the renovation of a home in St. Augustine that provided information about the schools in the area. He stated he would provide copies to the City and the VIA.
- Susan Callahan, 3620 Shinnecock Lane, Green Cove Springs, who distributed a flyer for the documentary movie "Vaxxed".

CONSENT AGENDA

1. **City Council approval of the minutes of the Regular Session on May 17, 2016.**
2. **City Council approval of Resolution No. R-16-2016 (see attachment marked Exhibit "C"), a Resolution cancelling the regularly scheduled City Council meeting on July 5, 2016.**
3. **City Council approval to declare items listed on Exhibit "A" (Misc.) as surplus and to dispose of accordingly.**
4. **City Council approval of a Site Development Plan, 2016-PZ-18, for Zaxby's Restaurant to be located at 1211 N. Orange Avenue.**
5. **City Council approval of the purchase of a 2017 Ford F-150 Pick-up Truck for use in the Right-Of-Way Maintenance Department from Duval Ford under Florida Sheriff's Association Contract No. 1513.0904 in the amount of \$20,788 and declaration of Vehicle #600 as surplus to be disposed of in the best interest of the City upon receipt of the new vehicle.**
6. **City Council approval of the purchase of a 2017 Ford Expedition for use in the Public Works Department from Duval Ford under Florida Sheriff's Association Contract No. 1513.0904 in the amount of \$30,525 and declaration of Vehicle #212 as surplus to be disposed of in the best interest of the City upon receipt of the new vehicle.**
7. **City Council approval of Pay Request No. 1 to CORE Construction in the amount of \$44,550, under Contract Value of \$2,202,397, for Construction of the Historic Spring Park Pool & Interactive Water Feature Project.**
8. **City Council approval of Pay Request No. 1 to Cypress Management and Design, LLC in the amount of \$5,000 under Contract Value of \$25,000 for Owner's Representative Services during construction of the Historic Spring Park Pool & Interactive Water Feature Project.**

Vice Mayor Timberlake pulled Item No. 4 for discussion.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO APPROVE CONSENT AGENDA ITEMS 1, 2, 3, 5, 6, 7, AND 8 AS LISTED ABOVE. THE MOTION WAS SECONDED BY VICE MAYOR TIMBERLAKE. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Item No. 4 – Council Member Kelley inquired about the dock on the Site Development Plan and the timeline for completion of the construction. Ms. Fleet acknowledged that the dock had been on the Plan since the conception and the project should be completed within 6 months to a year. Vice Mayor Timberlake noted that this would be a nice addition to the City and complemented City Staff for their hard work on bringing a company like Zaxby's to Green Cove Springs.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE ITEM NO. 4 ON THE CONSENT AGENDA. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

COUNCIL BUSINESS

At this time, Mayor Lewis advised that items from the Agenda would be addressed in the following order:

7. City Council approval of LDR Interpretation 2016-01 related to locating retail establishments for the sale of e-cigarettes and vape stores in the C-2 Zoning District. Fleet

Discussion ensued with the City Council regarding approval of LDR Interpretation 2016-01 related to locating retail establishments for the sale of e-cigarettes and vape stores in the C-2 Zoning District as presented by Ms. Fleet.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO ACCEPT LDR INTERPRETATION 2016-01. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

S.A.1. Award of Loan Provider and Loan Option for City Pool/Spring Park and Police Station/Emergency Operations Center. Judd / Guthrie / Public Financial Management

Discussion ensued with the City Council regarding award of the Loan Provider and Loan Option for the City Pool/Spring Park and Police Station/Emergency Operations Center as presented by Ms. Judd and Ms. Guthrie. Ms. Judd noted the Council would need to decide at this meeting if they wanted to include the refinancing of the Police Station/Emergency Operations Center. If the City refinances this debt, it would free up approximately \$220,000± in the General Fund for this year for various capital projects. She also advised that the City had a request in to the County for another \$300,000 for the Spring Park Renovation Project and the grant award of \$250,000 from the State had been received.

Ms. Guthrie introduced Jeremy Niedfeldt and J.P. Jakes from Public Financial Management. Two Options, A and B, were presented for the City Council review. Option A was for the financing of Spring Park and refinancing of the Police Station up to \$2.6 million. Option B was only for Spring Park. Mr. Niedfeldt explained the proposals received and the associated interest rates.

In response to Council Member Butler's inquiry, Ms. Judd explained that if the City Council chose to finance the Spring Park Project only, the current loan for the Police Station would continue as is for the final three (3) years at \$420,000 per year. Several options were being explored by the City Staff and further explained by Mr. Niedfeldt.

Although he would not spend money on something when he did not have the money, Vice Mayor Timberlake compared the proposed loans to a private citizen making the investment and holding a mortgage on their home. With the backlog of Capital Projects in the City, it was his recommendation to move forward with the Option to put both the Police Station and Spring Park in a single funding source over a 15-year period of time. He believed it was prudent to free up some money to put on General Government Capital Projects that have been delayed over the last several years and those that would be delayed this year if the City did not do something like this.

Council Member Kelley concurred with Vice Mayor Timberlake's position.

Further discussion ensued with Mr. Niedfeldt's explanation of possible options, interest rates and payments, and other extraneous costs. The proposed loans were for a 10-year loan at 1.8% through Hancock Bank for the refinancing of the Police Station debt and a 15-year loan at 2.25% through BB&T for the financing of the Spring Park Project.

Mayor Lewis cautioned that the City would need to be very specific about how the City spent the money and attend to the needs of the City.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO STAFF TO PROCEED WITH ARRANGING THE LOAN / DEBT SERVICE ON THE SPRING PARK PROJECT ON A 15-YEAR NOTE AND TO REFINANCE THE POLICE DEPARTMENT NOTE WITH HANCOCK AT THE 1.8% OVER A FIXED 10-YEAR FIXED PERIOD AND NO BALLOON PAYMENTS AT THE END OF TIME . THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER.

Ms. Judd clarified that the principal loans for Spring Park would be \$1.1 million and the loan for the Police Station would be \$1.6 million.

THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

2. City Council approval of the FMPA Monthly Report – June 2016. Page

Discussion ensued with the City Council regarding the FMPA Monthly Report for April as presented by Ms. Judd.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO ACCEPT THE REPORT AS PRESENTED AND ENCOURAGE MR. PAGE TO REPRESENT A POSITION ON THE CITY'S BEHALF THAT WE FOCUS ON NON-FMPA CANDIDATES RATHER THAN THOSE FROM WITHIN. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

S.A.2. Update on Priorities and Electric Outages. Judd / Hooper Corp.

Discussion ensued with the City Council regarding the update on Priorities and Electric Outages as presented by Ms. Judd.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE THE REPORT OF THE ELECTRIC SYSTEM. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

1. Approval of Resolution No. R-17-2016, a Resolution approving the Water Facilities Plan (WFP) with associated recommendations and authorization for Staff to submit an updated Request for Inclusion (RFI) to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program. Judd / Null / Schultz / Shepler

Discussion ensued with the City Council regarding approval of Resolution No. R-17-2016 (see attachment marked Exhibit "D"), a Resolution approving the Water Facilities Plan (WFP) with associated recommendations and authorization for Staff to submit an updated Request for Inclusion (RFI) to the Florida Department of Environmental Protection (FDEP) State Revolving Fund (SRF) loan program as presented by Mr. Null, Mr. Schultz, and Jason Shepler and Greg Lang, Mittauer and Associates. Mr. Null reviewed the following highlights regarding the process to construct an Advanced Wastewater Treatment Facility (WWTF):

- Submit a Request for Inclusion to FDEP for planning, design, and construction funds through the SRF Program;
- The Council amended the Capital Budget to mirror what was submitted;
- Ask Council to address Trust Fund Fees which was an ongoing project being conducted by Mr. Shepler;
- The Reclaimed Water System Master Plan project was now in draft format and was referenced in the Water Facilities Plan documents to be approved by the City Council. The Final Draft of the Reclaimed Water System Master Plan would be presented to the City Council within the next two (2) months for approval.
- Ask Council to address Wastewater Rates by October 2016; and
- Ask Council to make policy decisions regarding a transfer of funds utilizing retained earnings.

In addition, the following items that would need to be addressed:

- Consolidate the Advanced WWTF at the Harbor Road site;
- Relocating and rerouting some force mains through the City;
- Decommission the South WWTF; and
- Expansion of Reclaimed water for residences within the Magnolia Point subdivision.

Mr. Null continued with the scenarios, timeline, future, and funding of the project. He requested direction from the Council regarding the scenarios he discussed.

Mr. Shepler reviewed a PowerPoint presentation. Ms. Judd gave a brief overview of the necessity of the Advanced WWTF.

Mayor Lewis recognized the following for comments:

- Joe Sobotta, 212 North Street, Green Cove Springs, who inquired about the Magnolia Point Subdivision already being piped for reclaimed water and the process for piping other areas of the Subdivision and the City including new developments within the service area.
- Susan Callahan, 3620 Shinnecock Lane, Green Cove Springs, who inquired about how the WWTF would look from Harbor Road.

Further discussion with the City Council included the following points:

- The risks involved with the current 60+ year old vitreous clay pipes located throughout the City and the unknown conditions of these lines;
- Choices available if the City were to choose to downgrade the scale of the project;
- The City's past reactive vs. proactive approach to building and improving the City's infrastructure;
- A large portion of the funding for the reclaimed water infrastructure would be paid by the sewer enterprise fund;

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE SCENARIO NO. 3 AUTHORIZING THE TRANSMITTAL OF THE RFI INCLUDING [WATER FACILITIES PLANNING] DOCUMENTS AND APPROVE RESOLUTION NO. R-17-2016. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

2. City Council approval of the FMPA Monthly Report – June 2016. Page

See discussion above.

3. First Reading of Ordinance No. O-07-2016, an Ordinance rezoning 3.4 acres of property located off of Energy Cove Court and U.S. Highway 17 South, identified as part of Tax ID No. 016564-000-00 from R-2 to M-2. Arnold / Fleet

Mr. Arnold read the title of Ordinance No. O-07-2016 into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA REZONING 3.4 ACRES OF PROPERTY LOCATED OFF OF ENERGY COVE COURT AND US HIGHWAY 17 SOUTH, IDENTIFIED AS TAX ID #016564-000-00 AND MORE PARTICULARLY DESCRIBED, ATTACHMENT "A", FROM R-2 TO M-2, PROVIDING FOR REPEALER, SEVERABILITY, AND SETTING AN EFFECTIVE DATE.

Discussion ensued with the City Council regarding Ordinance No. O-07-2016 as presented by Ms. Fleet.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE ORDINANCE NO. O-07-2016 ON FIRST READING AS TO FORM ONLY AND SET THE PUBLIC HEARING FOR THE SECOND AND FINAL READING FOR JULY 19, 2016. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

4. First Reading of Ordinance No. O-08-2016, an Ordinance rezoning 4.3 acres of property located off of Energy Cove Court and U.S. Highway 17 South, identified as part of Tax ID No. 016564-000-00 from R-2 to C-2. Arnold / Fleet

Mr. Arnold read the title of Ordinance No. O-08-2016 into the record as follows:

AN ORDINANCE OF THE CITY OF GREEN COVE SPRINGS, FLORIDA REZONING 4.3 ACRES OF PROPERTY LOCATED OFF OF ENERGY COVE COURT AND US HIGHWAY 17 SOUTH, IDENTIFIED AS PART OF TAX ID #016564-000-00 AND MORE PARTICULARLY DESCRIBED IN ATTACHMENT "A", FROM R-2 TO C-2, PROVIDING FOR SEVERABILITY; REPEALER; AND SETTING AN EFFECTIVE DATE.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPROVE ORDINANCE NO. O-08-2016 ON FIRST READING AS TO FORM ONLY AND SET THE PUBLIC HEARING FOR THE SECOND AND FINAL READING FOR JULY 19, 2016. THE MOTION WAS SECONDED BY COUNCIL MEMBER KELLEY. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

5. Designation of a voting delegate the 90th Annual Florida League of Cities Conference on August 11-13, 2016, and direction to Staff regarding submission of Resolutions for consideration by the FLC. Clevinger

Discussion ensued with the City Council regarding the designation of a voting delegate for the 90th Annual Florida League of Cities Conference on August 11-13, 2016 and direction to Staff regarding submission of Resolutions for consideration by the FLC.

A MOTION WAS MADE BY VICE MAYOR TIMBERLAKE TO APPOINT THE MAYOR AS THE VOTING DELEGATE TO THIS YEAR'S FLORIDA LEAGUE OF CITIES MEETING. THE MOTION WAS SECONDED BY COUNCIL MEMBER BUTLER. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

Ms. Judd inquired about appointing an alternate but was advised this had not been done in the past.

Mayor Lewis inquired about the Resolutions but was advised by the City Manager that had to do with the annual Legislative Priorities.

6. City Council appointment to the Planning and Zoning Board for City Council Seat 5. Fleet

Discussion ensued with the City Council regarding the appointment to the Planning and Zoning Board for City Council Seat 5 as presented by Ms. Fleet. Council Member Kelley nominated Ed Gaw.

A MOTION WAS MADE BY COUNCIL MEMBER KELLEY TO APPOINT ED GAW TO THE PLANNING AND ZONING BOARD TO SERVE FOR COUNCIL SEAT 5. THE MOTION WAS SECONDED BY VICE MAYOR TIMBERLAKE. THERE BEING NO FURTHER DISCUSSION, THE MOTION WAS APPROVED BY THE FOLLOWING ROLL CALL VOTE: AYES – COUNCIL MEMBERS CONSTANCE W. BUTLER, STEVEN R. KELLEY, ROY M. TIMBERLAKE, JR., AND MAYOR PAMELA J. LEWIS. NAYS – NONE.

7. City Council approval of LDR Interpretation 2016-01 related to locating retail establishments for the sale of e-cigarettes and vape stores in the C-2 Zoning District. Fleet

See discussion above.

8. City Manager and City Attorney Reports and/or Correspondence.

The City Manager and City Attorney made comments regarding various city activities, events, operations, and projects.

Mr. Null gave a brief overview of Tropical Storm Colin. He also commended the Public Works "Team" for their hard work on the various projects.

9. City Council Reports and/or Correspondence.

The City Council made comments regarding various city activities, events, operations, and projects.

Mayor Lewis recognized Joe Sobotta, 212 North Street, Green Cove Springs, who recalled a conversation he had with a World War II military veteran who expressed his appreciation at being able to speak and tell his story at the Memorial Day RiverFest. He thanked the Council for recognizing and allowing the veterans to speak.

Ms. Judd advised she had received a note via the City Clerk that, due to time constraints, information related to the Resolutions referenced in Council Business Item No. 6 did need to be addressed by the City Council at this meeting. The Council unanimously agreed to draft the same Resolutions from last year regarding Mooring Fields and Designation of the St. Johns River as a Marine Highway. The Resolutions would be drafted and presented on the June 21st Agenda for approval.

10. Adjournment.

There being no further business to come before the City Council, the meeting was adjourned at 10:44 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

Pamela J. Lewis, Mayor

Attest:

Julia W. Clevinger, City Clerk