

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, MARCH 25, 2025 – 5:00 PM



---

## MINUTES

---

The meeting was called to order by Chairman Danley at 5:00pm.

### ROLL CALL

Board Members Present: Board Member Henrietta Francis, Board Member Justin Hall, Vice Chairman Joshua Hobbs, Chairman Josh Danley

Board Members Absent: Board Member Phil Vetter

Staff Members Present: Lyndie Knowles, Development Services Representative, Gabriel Barro, Planner 1, Heather Fincher, Public Information Officer, Erin West, City Clerk, Michael Daniels, Development Services Director, Jim Arnold, City Attorney, Mike Null, Assistant City Manager, Steve Kennedy, City Manager

### APPROVAL OF MINUTES

1. Approval of the Minutes of the February 25, 2025

**Motion was made to approve the minutes of the February 25, 2025 meeting.**

Motion made by Board Member Francis, Seconded by Vice Chairman Hobbs.

Voting Yea: Board Member Francis, Board Member Hall, Vice Chairman Hobbs, Chairman Danley

*Motion passed.*

### PUBLIC HEARINGS

2. Ordinance No. O-5-2025 regarding Affordable Housing Related Land Development Code Changes **Michael Daniels**

Michael Daniels, Development Services Director, presented the ordinance regarding affordable housing. This ordinance would exempt affordable housing projects from the current garage requirement, would reduce minimum building sizes in all residential zoning districts, allow additional dwelling unit to be built on a homesteaded property and add a modification of street requirements to allow for narrower right of ways to allow for a greater density of development.

Chairman Danley opened the public hearing.

Erick Saks of Operation Lifeline, Carolina Morrow of Clay County Habitat, and Joe Wiggins of Wiggins Construction spoke in support of the ordinance. Mr. Saks asked that the

City explore using proof of restrictive funding as proof of the affordable housing qualification. Ms. Morrow noted that all of Clay Habitat's builds are affordable housing and that the elimination of the garage requirement would be very beneficial for them. Mr. Wiggins asked the board to consider increasing the percentage of the ADUs to allow for a larger living space.

Mr. Daniels agreed that the percentage and the lot area requirements should likely be increased to allow for larger ADUs.

Chairman Danley closed the public hearing.

Board discussion followed. The board asked staff to review an increase of the allowable percentage for the Additional Dwelling Units (ADUs) related to the Primary Structure and to review the language for the affordable housing exemption for the enclosed garage requirement for new residential development.

City Attorney, Jim Arnold, noted the homestead requirement and how the city might need to go about ensuring properties with ADUs are under homestead exemption. Mr. Daniels said he would look into options. Further board discussion followed.

**Motion was made to recommend to City Council the approval of Ordinance No. O-5-2025, amending City Code Chapter 113 Article II, Chapter 117 Article I, II, and establishing Chapter 117, Article XI, Section 117-798 Accessory Dwelling Units with staff comments.**

Motion made by Board Member Hall, Seconded by Vice Chairman Hobbs.

Voting Yea: Board Member Francis, Board Member Hall, Vice Chairman Hobbs, Chairman Danley

*Motion passed.*

## ADJOURNMENT

Chairman Danley adjourned the meeting at 5:37pm.

**NEXT MEETING: TUESDAY, APRIL 22, 2025 AT 5:00PM**

CITY OF GREEN COVE SPRINGS, FLORIDA

---

Joshua Danley, Chairman

Attest:

---

Lyndie Knowles, Development Services Rep.