

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, MAY 25, 2021 – 5:00 PM



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## MINUTES

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### ROLL CALL

#### PRESENT

Chairman Henrietta Francis  
Vice Chair Gary Luke  
Board Member Brian Cook  
Board Member Justin Hall  
Board Member Richard Hobbs

#### 1. *Election of Chair and Vice Chair*

Board Member Cook suggested continuing with the current Chair and Vice Chair.

Motion to elect Henrietta Francis as Chair and motion to elect Gary Luke as Vice Chair.

**Motion** made by Board Member Cook, **Seconded** by Board Member Hobbs. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

**Motion passes 5-0.**

### APPROVAL OF MINUTES

#### 2. *Review and approval of the minutes for the April 27, 2021 meeting.*

**Motion** to approve the minutes for the April 27, 2021 meeting.

**Motion** made by Board Member Hobbs, **Seconded** by Vice Chair Luke. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

**Motion passes 5-0.**

### PUBLIC HEARINGS

#### 3. *Future Land Use Amendment from Residential Medium Density (RMD) to Residential Professional Office (RPO) for property located at 3 West St*

Mr. Daniels introduced items three and four, which would be presented concurrently since they are for the same property. Motions / votes will occur separately for each item.

Mr. Daniels presented the applications.

Chair Francis opened the public hearing.

Carolyn Edwards, 1717 Blanding Blvd, thanked the Board for their consideration and explained they would like to set up an administrative office here. Ms. Edwards introduced Mike Youngblood, the Board Chair.

Vice Chair Luke inquired what the square footage of the office would be and the approximate number of employees. Ms. Edwards indicated the office would be approximately 5,000 square feet with 10 employees.

Board Member Cook thanked Ms. Edwards for all the work Habitat does. He then asked Mr. Daniels about parking requirements. Habitat would be required to provide approximately 20 parking spaces on-site, as well as drainage. These items would be handled during site development.

**Motion** to recommend to City Council to approve Ordinance O-09-2021, amending the future land use from Residential Medium Density to Residential Professional Office for property located at 3 West St.

**Motion** made by Board Member Hall, **Seconded** by Vice Chair Luke. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

**Motion passes 5-0.**

4. ***Rezoning from R-2 to Residential Professional Office (RPO) for property located at 3 West St***

Chairman Francis opened the public hearing.

There being no comment, Chairman Francis closed the public hearing.

Motion to recommend to approve Ordinance O-10-2021, amending the zoning from R-2 to Residential Professional Office for property located at 3 West St.

**Motion** made by Board Member Hobbs, **Seconded** by Vice Chair Luke. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

**Motion passes 5-0.**

5. ***Proposed Changes to the Riverfront Residential Zoning District***

Mr. Daniels presented the proposed code amendment.

Vice Chair Luke inquired about the residential Certificate of Occupancy (CO) requirement.

Board Member Hall inquired about how amending this would be handled if an applicant was just shy of approved commercial square footage and requested a variation from the code. Staff explained an additional ordinance change would be required.

Board Member Cook inquired whether Staff feel 10% is sufficient. Mr. Daniels indicated he would look at providing avenues for variation.

Vice Chair Luke suggested amending Sec 117-147(3) to clarify its meaning.

Board Member Cook expressed 10% may be too small and not capitalizing on this mixed use opportunity. Vice Chair Luke requested additional data to support the 10% or show what percentage commercial is needed.

Mr. Daniels explained right now that the land use is a residential category. Changing it through the comprehensive planning process would ultimately change the zoning, but this amendment is built based on the existing future land use.

Mr. Kennedy explained the Council's desire to maintain the small town charm. Mr. Kennedy suggested not planning the development for them but keeping it at 10% and allowing developers to request code amendments if needed. Board Member Cook and Luke expressed disagreement, feeling that more commercial space is needed. Mr. Daniels explained that additional commercial could be achieved by amending the land use and rezoning. Board Member Hall expressed support ordinance as is.

City Attorney Arnold suggested making a recommendation on the percentage and letting Council decide. Board Member Cook suggested 15%.

Chairman Francis opened the public hearing. There being no comments, Chairman Francis closed the public hearing and called for a motion.

**Motion** to recommend to City Council approval of Ordinance No. O-11-2021 amending City Code Chapter 117, Article II, Division 5 with the following revisions:

1. As to sub-paragraph 1, the percentage should be amended from 10% to 15% of the gross floor area.
2. As to sub-paragraph 3, it should read as "building permits for commercial uses may be issued at the percentage of gross floor area of residential units that have received their Certificate of Occupancy."

**Motion** made by Vice Chair Luke, **Seconded** by Board Member Cook. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs

## BOARD BUSINESS

### STAFF COMMENTS

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6. ***Comprehensive Plan Progress Report***

Mr. Daniels updated the Board on progress made with the Comprehensive Plan. He informed the Board what meetings have been had to date and discussed what comments have been received. He discussed the meaning of a 15 minute city, ensuring that residences are within 15 minutes walking distance of a park. He explained the importance of data and analysis.

Board Member Cook requested a checkpoint after the data and analysis. Mr. Daniels indicated we can have a checkpoint at the June Planning & Zoning Board meeting. Mr. Cook requested receiving data as soon as possible to review ahead of the meeting.

Vice Chair Luke asked if improvements were planned for Augusta Savage Friendship Park.

Board Member Cook requested information about PZB involvement with the ARP funds.

**Motion** to recommend to City Council to consider upgrading and investing in two parks, the Vera Hall Francis Park and Augusta Savage Friendship Park, and that we divert resources to improve these existing locations within the City.

**Motion** made by Vice Chair Luke, **Seconded** by Board Member Hobbs. **Voting Yea:** Chairman Francis, Vice Chair Luke, Board Member Cook, Board Member Hall, Board Member Hobbs.

**Motion passes 5-0.**

**ADJOURNMENT**

The meeting was adjourned at 6:30 p.m.

CITY OF GREEN COVE SPRINGS, FLORIDA

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Henrietta Francis, Chairman

Attest:

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Heather Glisson, Planning & Zoning Clerk