

# CITY OF GREEN COVE SPRINGS PLANNING & ZONING BOARD MEETING

321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
TUESDAY, DECEMBER 08, 2020 – 4:30 PM



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## MINUTES

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### ROLL CALL

#### PRESENT

Chairman Henrietta Francis  
Vice Chair Gary Luke (*via Microsoft Teams*)  
Board Member Brian Cook  
Board Member Justin Hall  
Board Member Richard Hobbs (*arrived at 4:47PM*)

### APPROVAL OF MINUTES

1. *Review and approval of the 11/17/2020 Planning & Zoning Board Meeting Minutes*

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

**Motion passes 4-0.**

### PUBLIC HEARINGS

2. *Review of Special Exception Application for an Enclosed Garage exceeding 12 Feet in Height*

Mr. Daniels presented the application to the board. To comply with the compatibility requirement, the applicant has proposed hardiboard siding and metal roofing for the primary structure. Mr. Daniels stated the garage meets the Special Exception criteria. In response to a question from City Attorney Arnold, Mr. Daniels indicated the building does not have to be attached, but if it were, a special exception would not be required.

Chairman Francis opened the public hearing. The applicant, Richard Gambill, was present. She asked if there are any questions for Mr. Gambill. Board Member Cook asked whether the RV Mr. Gambill would like to store is currently on the property. Mr. Gambill indicated it is not.

Chairman Francis closed the public hearing.

Vice Chair Luke asked whether the siding of the principal structure and accessory structure would be the same. Mr. Daniels felt the requirement would be met by the metal roof. Vice

Chair Luke asked if the two structures would be the same color. Mr. Gambill indicated they would be.

Chairman Francis requested a motion.

**Motion** to approve 202001017 to permit a Special Exception for an accessory structure greater than 12 feet in height at 1514 Thomas Street subject to the following conditions:

1. The accessory structure must have architectural finishes compatible with the principal structure within one year of approval of the Special Exception, including the proposed matching metal roofs.

*Board Member Hobbs arrived at 4:47PM.*

Chairman Francis called for any additional discussion. With no further discussion, Chairman Francis called for the vote.

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

**Motion passes 5-0.**

3. ***Review and recommendation on Ordinance No. O-16-2020, amending Section 101-5 to add new definitions and revise definitions for lot width and setback, establishing Section 101-160 concerning flag lot requirements, and amending Sections 113-131 and 113-132 to revise access requirements.***

Mr. Daniels explained the purpose behind the ordinance and presented the proposed ordinance to the Board. In response to questions from Vice Chair Luke, Mr. Daniels explained there are about 20 flag lots and explained how their creation may have been justified in the past based on an interpretation of the code. Vice Chair Luke asked for City Attorney Arnold's opinion. Mr. Daniels added an explanation that the City had closed Hazel Street in 1974, which is the road the Bishop lot would have fronted if it hadn't been closed.

Chairman Francis called for additional questions. Vice Chair Luke requested additional time to review the ordinance. Mr. Daniels indicated it could be tabled to the January meeting.

Mr. Daniels asked if Vice Chair Luke would like any additional information for review. He indicated he will review the deeds for the existing flag lots. He would also like to review the land development regulations to ensure there is a problem and this ordinance fixes it.

Board Member Cook requested clarification that the ordinance being proposed is to remove ambiguity from the code, that it will not allow additional flag lots to be created. He asked what's in the best interest of the community, to leave the lots undevelopable or allow them to develop through these proposed ordinance changes. Board Member Cook expressed support for tabling the motion.

Board Member Hall asked if we know how many of these lots are undeveloped. Mr. Daniels indicated we could review it and provide that information. Board Member Cook asked if it could be done as a Special Exception. City Attorney Arnold agreed a Special Exception could work and specific criteria that must be met could be established. Mr. Daniels explained that was the point of 101-160, although more requirements could be added. Board Member Cook added that they should be a Special Exception so they undergo review on a case-by-case basis due to the concerns related to flag lots Mr. Daniels mentioned in his presentation, such as safety and access. Board Member Cook also mentioned the importance of neighbors being able to be heard.

Mr. Kennedy explained benefits to the proposed ordinance - cleaning up ambiguity, encouraging in-fill development.

Mr. Daniels suggested adding the requirement to get a Special Exception if they meet the flag lot criteria. Board Member Cook indicated support for that and requested Vice Chair Luke's opinion. Vice Chair Luke requested additional time to review changes and inconsistencies, and he would like to see the Special Exception language added.

**Motion** to table the ordinance to the January meeting with the provision that the requirement to get a Special Exception be added.

**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.**

## BOARD BUSINESS

### 4. *Comprehensive Plan Discussion*

Mr. Daniels let the Board know the RFP was sent out on 11/25/2020. Mr. Daniels went over the evaluation criteria and the process for the Selection Committee. After completion of consultant interviews, the selection committee could vote and then an agreement be drafted and taken to Council.

Mr. Daniels explained for the selection committee, it would be best to have a Planning & Zoning Board member, a Council member, and three staff members. Board Member Cook expressed interest in being on the committee.

Board Member Cook, Mr. Daniels, and Mr. Kennedy discussed the budget for the project. Mr. Kennedy added that some CARES Act funding may be allocated toward the process due to changes in the regulations.

Board Member Cook suggested a Work Breakdown structure to provide clarity as to what we expect of the consultant.

***STAFF COMMENTS***

Mr. Daniels discussed receiving an annexation application for the Gustafson property from D.R. Horton.

**ADJOURNMENT**

5:57PM

**NEXT MEETING:** TUESDAY, JANUARY 26, 2021 AT 5:00PM

CITY OF GREEN COVE SPRINGS, FLORIDA

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Henrietta Francis, Chairman

Attest:

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Heather Glisson, Planning & Zoning Clerk