



## PLANNING COMMISSION MINUTES

August 1, 2017

6:00 PM

Administration Building  
4th Floor, BCC Meeting Room, 477 Houston Street,  
Green Cove Springs, FL 32043

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### Call to Order

**Present** Belinda Johnson, Vice Chairman  
Ralph Puckhaber  
Scott Westervelt  
Michael Bourré  
Brenda Kicsak  
James Fossa, CCSB  
Major Ryan Leonard, Camp Blanding

**Absent** Joe Anzalone, Chairman  
Richard Fain

**Staff Present:** Courtney Grimm, County Attorney  
Holly Coyle, Director of Economic & Development Services  
Ed Lehman, Director of Planning & Zoning  
Carolyn Morgan, Chief Planner  
Beth Carson, Senior Planner  
Teresa Capo, Recording Secretary

### 1. Approval of Minutes

Commissioner Puckhaber made the motion to approve the minutes for July 6, 2017. Commissioner Westervelt seconded the motion which carried 6-0.

### Public Comment

No public comments were received.

### Old Business/New Business

#### 1. **Evaluation and Appraisal Report - Presentation of Data Analysis and Draft Policies**

Staff explained that the objective of tonight's meeting was to provide input from the Planning Commission on the proposed changes to the Goals, Objectives and Policies pertaining to the 2017 Evaluation and Appraisal Report Comprehensive Plan Update.

Specifically, staff provided input on the updated Conservation, Economic Development, Historical, Housing, Intergovernmental Coordination, Recreation

and Open Space, and Public School Facilities Elements as prepared by the Consultant, Prosser.

County staff, Beth Carson, Carolyn Morgan, and Consultants, Tony Robbins, Shaun Fountain, and Duncan Ross with Prosser, presented the proposed changes to the various elements.

### **Housing Element**

Tony Robbins, Prosser, presented changes to the Housing Element.

Commissioner Bourré asked questions about substandard housing.

Commissioner Puckhaber made reference to language within several of the Elements that need to be modified. Mr. Robbins suggested that Mr. Puckhaber provide those changes to staff for implementation into the Plan.

Commissioner Westervelt made comments about the timing of the 50% reduction of substandard housing. Mr. Robbins and Holly Coyle, Director of Economic & Development Services, responded to comments made by Mr. Westervelt.

Commissioner Puckhaber suggested changing the language in HOU Policy 1.1.2, to read; *The County will review at a minimum of every 5 years...*

### **Conservation Element**

Shaun Fountain, Prosser, presented changes to the Conservation Element.

Commissioner Puckhaber asked questions about the creation of Stormwater Management Plans.

Commissioner Puckhaber suggested adding verbiage under CON Policy 1.1.1 that would address specific landscaping requirements for all of the County's Development Agreements.

Commissioner Puckhaber suggested that language in CON Policy 1.3.7 be changed to read; *The County shall coordinate on a monthly or ongoing basis....*

### **Intergovernmental Coordination Element**

Beth Carson, Senior Planner, presented changes to the Intergovernmental Coordination Element.

Commissioner Puckhaber made comments about the airport located within Green Cove Springs and of the potential economic impact that it can have on the County.

In reference to language under Community Facilities Element, Aquifer Protection, Commissioner Puckhaber suggested changing ....*western portion of the County to southwest portion...*

### **Historic Preservation Element**

Carolyn Morgan, Chief Planner, presented changes to the Historic Preservation Element.

No questions/comments provided by the Commission.

### **Recreation - Open Space Element**

Shaun Fountain, Prosser, presented changes to the Recreation – Open Space Element.

Commissioner Bourré suggested adding language to the Comprehensive Plan that would promote County Parks to its citizens.

### **Economic Development Element**

Duncan Ross, Prosser, presented changes to the Economic Development Element.

Commissioner Bourré made comments that the County's Comprehensive Plan should reflect its community, which is made up of trades men and women, and should reflect that demographic. Discussion followed by the Commission who echoed comments made by Mr. Bourré.

### **Public School Facilities Element**

Beth Carson, Senior Planner, presented changes to the Public School Facilities Element.

James Fossa, Clay County School Board, addressed the Commission.

In closing, Ed Lehman, Director of Planning & Zoning, informed the Commission that staff will be presenting in September the Future Land Use, Community Facilities, Capital Improvements, Transportation, Branan Field and Lake Asbury Elements for the Boards consideration.

### **Public Hearings**

## **2. Public Hearing to Consider Revisions to Article XIII, Floodplain Management Regulations**

Holly Coyle, Director of Economic & Development Services, informed the Commission that since July 2, 1981, Clay County has participated in the National Flood Insurance Program. She added that to qualify, the County adopted a Flood Ordinance which regulated development in the Special Flood Hazard Areas as delineated in floodplain mapping provided by FEMA. She reported that in 2014, new Flood Insurance Rates Maps were issued and the ordinance was updated at that time, consistent with the model flood ordinance produced by the State of Florida.

Ms. Coyle stated that staff proposes several revisions to the Flood Ordinance to provide clarification and additional requirements for development within a floodplain and recommended adoption of the Flood Ordinance with the following revisions:

1. Add compensating storage requirements for filling in the floodplain and in flood-prone areas to assure that no blockage occurs in the floodplain.
2. Clarify the requirements of a no-rise certification analysis.
3. Provide regulations regarding commercial and industrial development within a designated flood zone.
4. Provide regulations for the placement of manufactured/mobile homes in a regulatory floodway.

Following a brief discussion, Commissioner Bourré made the motion to continue discussion of this item to the September 5<sup>th</sup> Planning Commission meeting so that the County Engineer could be present to address questions/comments generated by the Commission during discussion. Commissioner Puckhaber seconded the motion.

After a brief discussion, the Commission voted 5-0 to accept the recommendation given by Commissioner Bourré to continue discussion of this item to the September 5<sup>th</sup> Planning Commission meeting.

Following the vote, Vice Chairman Johnson opened the public hearing and receiving no request to speak closed the public hearing.

**3. Public Hearing to Consider Amendments to Land Development Code to Remove 750 S.F. Minimum Living Area in AG and AR Zoning Districts**

Ed Lehman, Director of Planning & Zoning, requested that discussion of this item be tabled and advertised for the September 5<sup>th</sup> Planning Commission meeting.

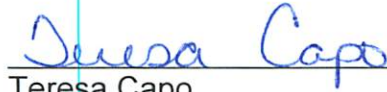
**Public Comment**

No public comments were received.

Commissioner Puckhaber reminded everyone that the September 5<sup>th</sup> Planning Commission meeting will begin at 6:00 P.M.

Commission Westervelt informed everyone that he will be unable to attend the September Planning Commission meeting.

With no further business, the meeting adjourned at 7:32 P.M.



Teresa Capo  
Recording Secretary



Joe Anzalone  
Chairman