

# S U P P L E M E N T A L   A G E N D A

GREEN COVE SPRINGS CITY COUNCIL  
321 WALNUT STREET, GREEN COVE SPRINGS, FLORIDA  
REGULAR SESSION  
TUESDAY, DECEMBER 8, 2015 – 7:00 P.M.



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## ITEM NO.

### AWARDS & RECOGNITION

Recognition – New Employee – Carl DeSha – Building Official

### CONSENT AGENDA

1. City Council approval of Pay Request No. 3 to Heart Utilities in the amount of \$188,000 under Contract Value of \$537,000 for the Highway 17 Reconductoring Project.
2. City Council approval to declare a Baby Grand Knabe Piano as surplus and to dispose of accordingly.

### COUNCIL BUSINESS

1. Review of Carport Addition at 106 Walburg Street. *Judd / Fleet*

The City Council meets the first and third Tuesday of each month beginning at 7:00 p.m. Meetings are held in City Hall at 321 Walnut Street and audio recordings of the meetings are posted in the City's website at [www.greencovesprings.com](http://www.greencovesprings.com).

The City may take action on any matter during this meeting, including items that are not set forth within this agenda.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 p.m. on the day prior to the meeting.

**Public Participation:** Pursuant to Section 286.0114, Florida Statutes, effective October 1, 2013, the public is invited to speak on any "proposition" before a board, commission, council, or appointed committee takes official action regardless of whether the issue is on the Agenda. Certain exemptions for emergencies, ministerial acts, etc. apply. This public participation does not affect the right of a person to be heard as otherwise provided by law.

**Exparte Communications:** Oral or written exchanges (sometimes referred to as lobbying or information gathering) between a Council Member and others, including staff, where there is a substantive discussion regarding a quasi-judicial decision by the City Council. The exchanges must be disclosed by the City Council so the public may respond to such comments before a vote is taken.

Minutes of the City Council meetings can be obtained from the City Clerk's office. The Minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be at the expense of the requesting party.

Persons who wish to appeal any decision made by the City Council with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is based.

**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
FOR MEETING OF DECEMBER 8, 2015**



**SUBJECT:** Approval of Pay Request #3 to Heart Utilities of Jacksonville, Inc. for \$188,000.00 under Final Contract Value of \$537,000.00 for overhead installation on the Highway 17 reconductoring project.

**BACKGROUND:** During the duration of this project, pay requests will be periodically provided to the City Council for approval prior to payment. Pay request #3 is for overhead installation in the amount of \$188,000.00. The pay request has been reviewed by all parties and is recommended for approval.

**MOTION:** Approve Pay Request #3 in the amount of \$188,000.00 to Heart Utilities of Jacksonville, Inc. for overhead installation.

**SUBMITTED BY:**

Danielle J. Judd, City Manager

Mark Schultz, Director of Electric Utility

Heart Utilities of Jacksonville, Inc.

# Invoice

2203 Hamilton Street  
 Jacksonville, FL 32210

Date	Invoice #
12/4/2015	106342

<b>Bill To</b>
City of Green Cove Springs 321 Walnut St. Green Cove Springs, FL 32043 Mark Schultz

<b>Ship To</b>
City of Green Cove Springs 321 Walnut St. Green Cove Springs, FL 32043 Greg Griffin

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
BIId No 09-15-06	Net 15		12/4/2015			15-169 Electrical Distribution ...

Quantity	Item Code	Description	Price Each	Amount
1	Overhead Installation	Making Clearance and Installing New Conductor	188,000.00	188,000.00

			<b>Total</b>	\$188,000.00
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**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
FOR MEETING OF DECEMBER 8, 2015**



**SUBJECT:** Surplus of a Baby Grand Knabe Piano

**BACKGROUND:** In 2015, a Baby Grand Knabe Piano was graciously donated to the City by Stella Ferrer, the widow of former actor, Jose Ferrer. Because the City does not have the means to properly display or utilize the piano, Staff requests authorization to surplus the piano and auction/sell it with the revenues being deposited into the General Fund.

**FISCAL IMPACT / FUNDING SOURCE:** Unknown at this time.

**RECOMMENDATION:** Staff recommends that the City Council declare the Bay Grand Knabe Piano as surplus and authorize Staff to auction/sell in the best interest of the City with the revenues being deposited into the General Fund.

<p><b><u>MOTION:</u></b> Declare the Knabe Piano as surplus and authorize Staff to auction/sell in the best interest of the City with the revenues being deposited into the General Fund.</p>
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SUBMITTED BY:

  
Julie Clevinger, City Clerk

APPROVED BY:

  
Danielle J. Judd, City Manager

**CITY OF GREEN COVE SPRINGS, FLORIDA  
STAFF REPORT  
FOR MEETING OF DECEMBER 8, 2015**



**SUBJECT: REVIEW OF THE CARPORT ADDITION AT 106 WALBURG**

**BACKGROUND:** On November 3<sup>rd</sup> the matter of a pending permit for a carport as well as the ongoing construction of a new carport was presented to the Council. The meeting concluded with a majority of the council reiterating its position and intent with regards to requiring a garage for single family residential dwelling units.

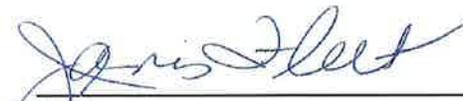
Given that the City permitted a carport to be constructed which is not allowed under current Land Development Code, the City Manager recommended that the Council make the property owner whole to remedy the situation. (See November 17, 2015 Staff Report for details.) At that time, a minimal estimate of \$5,000 was provided. This estimate was done prior to receiving three (3) quotes which are now attached. They range from \$24,810 to \$25,760.

**FISCAL IMPACT:** Based on Council direction, the estimates are being brought forward to the Council for approval, since the expense is above the \$15,000 limit.

**RECOMMENDATION:** Receive the three estimates and authorize an expense of \$24,810. Funding source shall be the Building Fund.

**MOTION: Receive Administration's recommendation and direct the manner in which to proceed.**

**SUBMITTED BY:**

  
\_\_\_\_\_  
Janis K. Fleet, AICP  
Development Services Director

**APPROVED BY:**

  
\_\_\_\_\_  
Danielle J. Judd, City Manager

# **KBI CONSTRUCTION COMPANY, INC. PROPOSAL FOR CONSTRUCTION OF THE NEW GARAGE AT 106 WALBURG STREET**

Date: November 24, 2015

## **OVERVIEW**

KBI CONSTRUCTION COMPANY, INC. is pleased to submit this proposal for services to The City of Green Cove Springs in converting the existing Carport located at 106 Warburg Street to a Garage to match the existing new construction thus achieving its goal. We have been in Business since 1974, and have successfully completed more than \$75,000,000.00 of projects. We can provide a timely completion with the highest quality on this project.

KBI is pleased to have this opportunity to offer this proposal to the City of Green Cove Springs and look forward to providing our services.

### **The Objective**

- Provide all required building permits
- Provide insurance to include, General Liability, and Workers Compensation as required
- We will provide the best quality Materials available to complete the "New Garage" as detailed in the Construction drawing C-1 provided by Kelly Hartwig
- The Construction will match the existing new construction in all details to provide a "Seamless" façade with the very best curb appeal, which will be an asset to the neighborhood as well as the City.
- The details of the construction will be as follows:
- Provide two courses of Split Face concrete block topped with one course of smooth face half high block to provide the base of the new walls.
- Framing shall be 2x6 SPF studs with 5/8" CDX sheathing
- Moisture barrier shall be equal to Tyvek house wrap.
- Provide insulation as required by Local Code
- Siding shall be James Hardi 7-1/4" Lap Siding with Hardi trim
- Window as shown on drawing shall match existing
- Provide (2) 9'x7' insulated garage doors, and one 3068 insulated fiberglass door as shown on drawing
- Provide drywall as shown on the drawing
- Provide painting to match the existing in all details
- Provide 3 electrical circuits from the existing panel
- Provide new duplex receptacles on interior walls as required by Local code.
- Provide new wall mount light for 3068 exterior door as required by Code

- All construction materials shall be keep "inside" the new garage to maintain a clean and neat appearance for the neighbors as well as others. It shall be our goal to minimize the impact of the new connection on our neighbors as well as passer byes
- All construction debris shall be cleaned up daily and stored inside to await haul off
- The Project shall be substantially complete within **45 days** after Issuance of Building permit and "Notice to Proceed"

## OUR PROPOSAL

The City of Green Cove Springs has a well-deserved reputation for being a quiet, neat, and clean community. By enclosing the "Carport" in this proposal Mr. and Mrs. Duval will be able to store the usual items as well as two cars inside the new Garage thus showcasing their fine home as an Architectural asset to the Community.

We are privileged to offer this proposal to the City of Green Cove Springs for the sum of: **\$24,810.00.**

Respectfully Submitted by,

Richard A Kirk, President



KBI CONSTRUCTION COMPANY, INC.

CGC012715

850-698-7413

----- Forwarded message -----

From: **Joe Wiggins** <joe@wigginslaw.net>

Date: Wed, Dec 2, 2015 at 1:23 PM

Subject: FW: 106 Walburg Garage

To: "jfleet@greencovesprings.com" <jfleet@greencovesprings.com>

Cc: Bryant Wiggins <bryant@wigginsconstruction.net>

Janis,

Based on the drawing submitted and discussion with the owner about finishes, Wiggins Construction can do this project at \$25,000. No permit fee.

Thanks!

Joe

# WIGGINS CONSTRUCTION COMPANY OF NORTH FLORIDA, INC.

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November 16, 2015

City of Green Cove Springs  
321 Walnut Street  
Green Cove Springs, FL 32043

Reference: 106 Wahlburg Street

Thank you for allowing Wiggins Construction Company of North Florida, Inc. the opportunity to provide a a proposal to enclose the oversized two car carport at 106 Wahlburg St.

Based on our discussion and site visit, we would like to propose the following:

- Prepare plans for the permit process,
- Obtain necessary permits,
- Provide and install the following:
  - 1 – 2 course block to best match existing
  - 2 – Wood framing for walls
  - 3 – Lap siding
  - 4 – double windows (4 sets)
  - 5 – 3'0" door
  - 6 – single car garage doors (2)
  - 7 - insulation
  - 8 – drywall interior of wood walls
  - 9 – cut back existing roof on back wall to allow new all to connect to existing roof/ceiling
  - 10 – electrical fixtures (2 wall mount exterior and 4 interior) and 8 receptacles
  - 11 – paint, interior and exterior

Material supplied will be on a "best match" basis. All work will be performed in a professional and timely manner. All debris will be removed from the site. The budget price for this project is \$25,000.

Respectfully,

Joseph Bryant Wiggins, Jr.  
President

# Generation Homes

Date Submitted: December 7, 2015

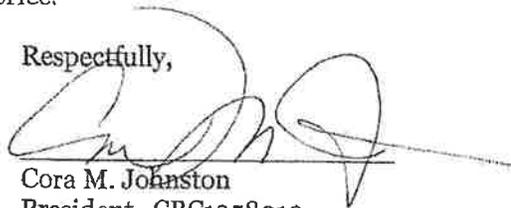
**To: The City of Green Cove Springs 321 Walnut Street, Green Cove Springs, Fl. 32043**

For the proposed work, to enclose the existing carport at the future home of Steve and Shirley Duval at **106 Walburg Street, Green Cove Springs, Fl. 32043**, the undersigned, has priced the project at **\$25,760.00** based on specifications supplied by the owners and plans drawn by Kelly Hartwig. This price will include all site prep, permit fees, engineering, site surveys, General Liability and Builders Risk insurance.

Concrete/Masonry:	<u>2- courses of Split Faced concrete block topped with one course smooth faced half block</u>
Lumber and Framing	<u>2x6 SPF studs with 5/8" CDX wall sheathing</u>
Moisture Barrier:	<u>Barricade house wrap</u>
Siding:	<u>James Hardie 7 1/4" Lap with Hardie Trim</u>
Drywall:	<u>Interior walls of garage</u>
Windows/Ext. Doors:	<u>4- double windows, 1- 3068 FG door, 2- 9x7 garage doors</u>
Painting (Int. & Ext.):	<u>To match new exterior and interior drywall</u>
Electrical:	<u>2-exterior wall mount, 4-interior ceiling mount, 8 receptacles</u>

The Contractor has fully familiarized themselves with all site conditions, all rules, ordinances and codes governing the work which is included in the above price.

Respectfully,



Cora M. Johnston  
President CBC1258010  
Generation Home, LLC  
PO Box 600877  
Jacksonville, Fl. 32260-0877

\_\_\_\_\_  
Signature of Responsible Party  
Printed Name of Signator  
Title of Signator  
Address & Phone #

**CITY OF GREEN COVE SPRINGS, FLORIDA**  
**STAFF REPORT**  
**FOR MEETING OF NOVEMBER 17, 2015**



**SUBJECT:** Schedule Special Council Meeting - Land Development Code Provision on Enclosed Garage in any Land Use District and Zoning Category

**BACKGROUND:** On November 3<sup>rd</sup>, the Council deliberated on a provision in our Land Development Code as it relates to Garages. Our Code at present states:

Section 102-5 of the LDC states:

*“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. 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.”*

The meeting on November 3<sup>rd</sup> concluded with a majority of the Council affirming the provision in our Land Development Code. However, during the discussion it was clear that other matters came to light as part of the dialogue.

Therefore, the Council has proposed that a special Council meeting be set to discuss this topic such that a referral to the Planning & Zoning Board can occur. At a minimum, the items below should be highlighted for discussion by the Planning & Zoning Board, along with others the Council directs.

**From the November 3<sup>rd</sup> Staff Report:**

There are three major areas where the Administration seeks clarification as to when an instance would trigger an enclosed garage:

1. All new construction must include an enclosed garage with a minimum dimension of 10 X 20. *This is clear to the Administration. A garage is required.*
  
2. Any remodel of existing dwelling units
  - That does not increase the square footage. In this example, neither a carport nor a garage exist and the owner does not intend to construct either as part of the remodel. The Administration believes this should not trigger a garage.*
  - That does increase the square footage. In this example, neither a carport nor a garage exist and the owner does not intend to construct either as part of the remodel. The Administration believes this should not trigger a garage.*
  - That does and/or does not increase the square footage. In this instance, neither a carport nor garage exist and the **owner desires to construct a carport in lieu of a garage.** The Administration believes this should trigger a garage. This is a question before you this evening.*

That converts an existing enclosed garage to living space. The Administration believes the intent of the Code appears to discourage this practice.

3. An existing dwelling unit *that has an enclosed garage, but desires to construct a new carport as well.* The Administration recommends that the Council clarify its intent. This is a question before you this evening.

**RECOMMENDATION:** Set a special meeting in January 2016 to discuss Section 102-5 of the Land Development Code and refer the item to the Planning & Zoning Board.

**MOTION:** Set either January 12 or 26 for special meeting on Section 102-5 in the Land Development Code and refer the item to the Planning & Zoning Board.

**SUBMITTED BY:**

  
Danielle J. Judd, City Manager