

1 City of Minneola  
2 Planning & Zoning Commission Meeting  
3 Minneola Council Chambers  
4 800 North US Hwy 27, Minneola, FL  
5

January 11, 2010

6 Jim Frana called to order the Minneola Planning and Zoning Meeting.  
7

<i>Present</i>	<i>Absent</i>	<i>Others Present</i>
	<i>Debbie Veit</i>	<i>Katrina Thomas, Assistant City Attorney</i>
<i>Jim Frana, Vice Chair</i>		<i>Timothy Green, Consulting Planner, Green Consulting Group</i>
<i>John Flowers</i>		<i>Laura Jones, Senior Planner</i>
	<i>Charlie Humphries</i>	<i>Sue Niswonder, Assistant Planner</i>
<i>Penny Markland</i>		
<i>Jerry Roach</i>		
<i>Sherry Zielonka</i>		
<i>City Council Representative, Rick Roderick</i>		

8  
9 *A moment of Silence and Pledge of Allegiance*

10  
11 **Agenda Review:**

12  
13 **Review of Planning and Zoning Meeting Minutes for December 7, 2009**

14  
15 **MOTION by John Flowers to approve the minutes.**

16 **SECONDED by Penny Markland.**

17 **Jim Frana called for a vote.**

18 **APPROVED 5 – 0. Charlie Humphries and Debbie Veit absent.**

19

20

21 **LDR Amendment – Ordinance 2009-24 – Window Signs**

22

23 Laura Jones opened the discussion explaining the purpose of the amendment. She also  
24 pointed out that sample photos, as requested by the board, were included in the meeting  
25 packet.

26

27 Sherry Zielonka asked about grandfathering existing signage. Katrina Thomas  
28 responded whatever is in compliance now would remain until a change or new signage  
29 is requested; whatever is not in compliance now will need to come into compliance  
30 with the new code once it's adopted.

31

32 Jim Frana asked if the photos show 50 percent coverage. Laura Jones responded that  
33 some of the photos do present businesses that have 50 percent coverage. Jim asked if  
34 those that are in excess will be asked to reduce the size. Laura responded in the  
35 affirmative and added that they would need to get a permit for the replacement signage.

36

1 Sherry Zielonka asked about banners. Laura Jones responded that there will be no  
2 change to the current requirement for banners. She added that this amendment  
3 addresses only issues with window signage.  
4

5 Penny Markland asked about the purpose of 50 percent. Laura Jones responded that it is  
6 basically for aesthetic purposes and that it was not a safety-related issue.  
7

8 Jim Frana commented on the sample photos and the impact of signage on the  
9 appearance of the building. Laura Jones added that 50 percent coverage can be  
10 deceiving without seeing examples. Jim advised that window signage was originally  
11 part of the overall signage allowed on the site. Laura responded that since the  
12 amendment done in 2008 window signage has been calculated separately. General  
13 board discussion continued.  
14

15 Jim Frana opened the meeting to the audience. One person came forward:  
16

17 Carlos Solis, Graphics Direct, 552 S. Hwy 27. *Katrina Thomas swore in the speaker.*

- 18 • Commented on 50 percent of each window for his business, which has multiple  
19 windows, would be more coverage than on the two windows beside the  
20 entrance.
- 21 • Commented on what constitutes a sign, particularly addressing when something  
22 is hanging inside a window.
- 23 • Inquired about applicability of a permit fee for putting store hours on a door.  
24

25 Jim Frana closed that portion of the meeting and returned to the board. Discussion  
26 continued.  
27

28 **MOTION by John Flowers to recommend approval of Ordinance 2009-24 with the**  
29 **following change: 25 percent coverage per window without a permit and not to**  
30 **exceed 50 percent coverage per window with a permit.**

31 **SECONDED by Jerry Roach.**

32 Discussion followed.  
33

34 **MOTION RESTATED by John Flowers to recommend approval of Ordinance**  
35 **2009-24 with the following change: 25 percent coverage per window without a**  
36 **permit and not to exceed maximum 50 percent total coverage with a permit.**

37 **SECONDED by Penny Markland.**

38 **Jim Frana called for a vote.**

39 **APPROVED 5 – 0. Charlie Humphries and Debbie Veit absent.**  
40

#### 41 **LDR Amendment – Ordinance 2009-26 – Placement of Sheds** 42

43 Laura Jones opened the discussion explaining that this amendment is to clarify our  
44 existing Code language regarding where a shed can be located on a house lot.  
45

46 Jim Frana commented on houses that have the entrance door on the side of the house  
47 and that this would clarify where a shed would be allowed. No other member had  
48 comments or questions.

1  
2 Jim Frana opened the meeting to the audience; no one came forward; he closed that  
3 portion of the meeting and returned to the board.  
4

5 **MOTION by Sherry Zielonka to recommend approval of Ordinance 2009-26.**

6 **SECONDED by John Flowers.**

7 **Jim Frana called for a vote.**

8 **APPROVED 5 – 0. Charlie Humphries and Debbie Veit absent.**  
9

10 *The chair called for a brief recess.*  
11

12 **LDR Amendment – Ordinance 2009-28 – Architectural & Site Design Standards**  
13

14 Laura Jones opened the discussion explaining the reason for this amendment and how it  
15 will correct clarity issues in existing Code. She pointed out that this change will be  
16 retroactive and within 12 months every business must come into compliance. Tim  
17 Green pointed out that this could have serious impacts on existing businesses. Laura  
18 asked Katrina Thomas if it would be possible to have the compliance apply to only the  
19 items in this amendment. Katrina Thomas responded that the language could be  
20 changed for that purpose. Jim Frana suggested going through each section individually.  
21

22 Jim Frana asked the board to begin discussion with Sec. 94-3 (Section 3 of the  
23 Ordinance). Jerry Roach, Sherry Zielonka and John Flowers agreed. Penny Markland  
24 asked about offices and why it could not say under 20,000-sf (square-feet) only. Laura  
25 Jones pointed out that it is not individual offices only buildings that are impacted; and  
26 she added that standards for larger structures are much different. Jim expressed  
27 disagreement with the 1,000-sf. Laura pointed out that it is highly unlikely that  
28 someone would build a new building under 1,000-sf to avoid the standards. Tim Green  
29 advised that the architectural standards only apply to Highway 27. Jim stated that there  
30 should not be a minimum.  
31

32 Jim Frana asked for comments on Section 4 of the Ordinance. Jerry Roach was in  
33 agreement. Sherry Zielonka asked what would be done if the corporate colors are not  
34 earth tones. Laura Jones responded that this is a planning concept that has been applied  
35 in recent years and franchises have routinely agreed to meet the local requirements.  
36 Katrina Thomas pointed out that this amendment is to add a definition of earth tones.  
37 General discussion followed.  
38

39 Jim Frana moved the discussion onto Section 5 of the Ordinance. Tim Green pointed  
40 out that this was a mistake from the beginning and this clarification should have  
41 occurred a long time ago. No further discussion. Jim moved onto Sections 6, 7 and 8 of  
42 the Ordinance. He added that Section 6 had already been discussed. Tim Green pointed  
43 out that Sections 7 and 8 add the color requirement to the zoning districts B-1 and  
44 Industrial for the entire city. Jim asked for comments on Section 10 of the Ordinance.  
45 No comments.  
46

47 Jim Frana asked for comments on Section 2 of the Ordinance by asking Laura Jones to  
48 explain the purpose again. Laura explained that the 50 percent and 20 percent numbers

1 do not apply to repainting an existing building. She added that this is to seek input as to  
2 what would be appropriate. Discussion followed.

3  
4 **MOTION by Sherry Zielonka to recommend approval of Ordinance 2009-28 with**  
5 **the following change to Section 2(1) to recommend including “exceeds 50 percent**  
6 **of the value of the existing structure” and removing “percent of the square footage**  
7 **of the existing structures.”**

8 **SECONDED by John Flowers.**

9 **Jim Frana called for a vote.**

10 **APPROVED 3 – 2. Charlie Humphries and Debbie Veit absent.**

11  
12  
13 **Discussion items:**

14  
15 **Election of Planning & Zoning chairperson and vice chair for the year 2010:**

16  
17 **MOTION by John Flowers to nominate Jim Frana as P&Z chairperson.**

18 **SECONDED by Jerry Roach.**

19 **Jim Frana called for a vote.**

20 **APPROVED 5 – 0. Charlie Humphries and Debbie Veit absent.**

21  
22 **MOTION by John Flowers to nominate Sherry Zielonka as P&Z vice chairperson.**

23 **SECONDED by Jerry Roach.**

24 **Jim Frana called for a vote.**

25 **APPROVED 5 – 0. Charlie Humphries and Debbie Veit absent.**

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28 **City Council Representative Report:** Rick Roderick reported:

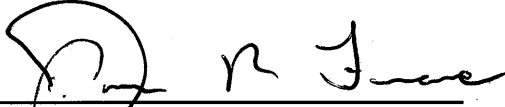
- 29 ➤ There were 64 applicants for the City Manager’s position. He advised that the  
30 City Clerk will submit 12-15 names to Range Riders for review and they will  
31 return a group of five for City Council consideration.  
32 ➤ The Fire Chief’s position consideration is ongoing with the Clermont Fire Chief  
33 presiding over the review.  
34 ➤ As a member of the Lake County Advisory Board, Rick encouraged everyone to  
35 get their library card or change over their card to have Minneola as their home  
36 library and to participate in library programs.

37  
38 **City Planner Report:** Laura Jones reported:

- 39 ➤ Almost finished drafting the EAR and will have a pre-submittal public meeting,  
40 which will be on January 21<sup>st</sup> at 6:00 p.m. at City Hall. The draft document will  
41 be provided to members for review.  
42 ➤ City Council is having a financial workshop at 6:00 p.m. on January 12<sup>th</sup> at City  
43 Hall.  
44 ➤ Items passed at Council recently were the SEU and Variances for 1775 N. Hwy  
45 27 as well as the CUP for the 207 S. Hwy 27 both are now in the process of  
46 preparing site plans for review.

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**MOTION by John Flowers to adjourn.**  
**SECONDED by Jerry Roach.**  
**Meeting adjourned 10:45 p.m.**



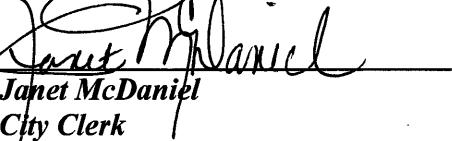
**Jim Franz**  
**Chairperson, Planning and Zoning**

**Minutes Written by:**



**Rose LaQuaglia Folan**  
**Administrative Assistant, Planning Dept.**

**Attest:**



**Janet McDaniel**  
**City Clerk**

