

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

February 1, 2010

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

<i>Present</i>	<i>Not in Attendance</i>	<i>Others Present</i>
<i>Jim Frana, Chairperson</i>		<i>Katrina Thomas, Assistant City Attorney</i>
<i>Sherry Zielonka, 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>Debbie Veit</i>	
<i>City Council Representative, Rick Roderick</i>		

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

10
11 **Agenda Review:**

12
13 Sherry Zielonka requested that her question at the January meeting regarding City
14 Council's direction on the sign ordinance and the response, which was to simplify the
15 methodology, be added to the minutes.

16
17 Jim Frana advised that he had a discussion with staff prior to the meeting regarding
18 code of conduct with respect to absences and what constitutes an excused absence.

19
20 **Review of Planning and Zoning Meeting Minutes for January 11, 2010**

21
22 **MOTION by John Flowers to approve the minutes.**

23 **SECONDED by Jerry Roach.**

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

25 **APPROVED 6 – 0.**

26
27
28 **Site Plan Review – 207 South U.S. Hwy 27 – Spiro's Fine Cars**

29 **Applicant/Owner: Jon Jones**

30
31 Laura Jones opened the discussion with a general overview. She also advised that the
32 two portions of the property will not be joined together, so the driveways will not be
33 joined or allow movement from one portion to the other. Laura concluded by pointing
34 out that City Council has approved a CUP for locating a car lot on the property, and
35 that this is only a site plan review.
36

1 Jerry Roach commented on the septic and asked if the existing building was going to be
2 demolished. Laura Jones responded that both items will be addressed as things move
3 forward in site development. Sherry Zielonka asked about the square footage of phase
4 two of the project. Laura referred to the engineer for the project.
5

6 Jeff Banker, Highland Engineering, came forward. *Katrina Thomas swore in Mr.*
7 *Banker.*
8

9 Jeff Banker responded that it is approximately 1,500-sf. Sherry Zielonka continued
10 asking about what will replace the zoysia grass. Laura Jones responded that the city
11 arborist met with the landscape designer at the site to discuss requirements. John
12 Flowers, Charlie Humphries and Penny Markland did not have questions. Jim Frana
13 asked about driveway permitting. Mr. Banker confirmed that they have spoken with
14 FDOT and it is an existing and permitted driveway from FDOT. Jim commented on
15 the existing building that will remain. He asked if the city will inspect the buildings
16 prior to occupancy. Laura advised that Code Enforcement has photos of the current
17 status of the site and documentation must be provided to the Building Department prior
18 to starting any work. Jim asked if there is buffering planned between the two sites to
19 keep from passing between the two sites. Laura pointed out that the landscape plans
20 show some plantings. Tim Green responded that the materials being used would not
21 prohibit movement between the sites. Jim stated that he believes there should be a
22 buffer between the two sites to be sure nothing is able to pass between the two sites.
23 Laura also advised that a fence is required by Code because this is a car lot.
24

25 Jim Frana opened the discussion to the audience; no one came forward; he returned the
26 discussion to the board.
27

28 **MOTION by Sherry Zielonka to recommend approval of the site plan with**
29 **amendment as suggested by the chair.**

30 **SECONDED by Penny Markland.**

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

32 **APPROVED 6 – 0.**
33

34 **Annexation and Rezoning – Ordinance 2010-04 and**
35 **Large Scale Comp Plan Amendment – Ordinance 2010-05**

36 **East of U.S. Hwy 27, north and south of Sullivan Road**

37 **Applicant: Chris Roper, Esq.**

38 **Property Owner: Charles E. Bosserman, Jr., Trustee**
39

40 Laura Jones opened the discussion explaining the request. Jim Frana asked Laura to
41 explain how the property is attached to the City. Laura responded that this property is
42 contiguous because the property across Highway 27 is already in the City limits as is
43 another property just north of it.
44

45 Jerry Roach commented that he had no problem with this request. Sherry Zielonka,
46 John Flowers, Charlie Humphries and Penny Markland had no comments at this point.
47 Jim Frana opened the discussion to the audience.
48

1 Chris Roper, Esq., the applicant, came forward to answer questions and to explain some
2 facts about the property as well as why this request is consistent with the City's
3 Comprehensive Plan. He added that there are no plans for development of the site at
4 this time, but prior to development they would return with a site plan for approval.
5

6 *Katrina Thomas swore in all those who would be speaking on the matter.*
7

8 Thomas Benfield, 12312 Sullivan Road [*did not sign in*]

- 9 • What is planned?
- 10 • When will it start?

11 Thomas Murray, 18118 Victorian Drive [*did not sign in*]

- 12 • Topography/grading changes planned
- 13 • Types of businesses
- 14 • Concerned with amount of unused commercial property already available

15
16 Jim Frana called for additional audience speakers; no one came forward; he returned
17 the discussion to the board.
18

19 Tim Green pointed out that Code addresses grading and sets limits that cannot be
20 exceeded without City Council permission. Jerry Roach asked if the entrances would
21 be on Highway 27. Chris Roper responded that it is too early to respond to that
22 question, but he added that they will be in compliance with Code requirements. He also
23 pointed out that driveways will need to be approved by FDOT as well as the City.
24

25 Sherry Zielonka expressed concern with traffic impact on Sullivan Road. Chris Roper
26 indicated that they understand the matter of traffic impact as it relates to Sullivan Road
27 and that is why they will be seeking additional access points further along the property
28 onto Highway 27. John Flowers had no questions.
29

30 Charlie Humphries stated that he is in agreement with this request and that any issues
31 can be addressed during the site plan process. Penny Markland had no questions. Jim
32 Frana commented that he would like to see the major traffic coming in off Highway 27.
33 He asked about the City requiring road improvements on Sullivan Road. Laura Jones
34 pointed out that we can review how the site is laid out and the access points, but
35 Sullivan Road is not a city road; it is a county road; and Highway 27 is a DOT road.
36 She added that the developer will pay road impact fees, but the City will not have any
37 direct solution to the problems. Rick Roderick commented that he spoke with one of the
38 residents on Sullivan Road who had no objections.
39

40 **MOTION by Charlie Humphries to recommend approval Ordinance 2010-04 and**
41 **Ordinance 2010-05.**

42 **SECONDED by John Flowers.**

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

44 **APPROVED 6 – 0.**

1 **Discussion items:**

2 **Rezone Proposal for Washington Street:** Lisa Jones, Minneola resident, came
3 forward to speak. *Katrina Thomas swore in Ms. Jones.* Jim Frana commented that he
4 has spoken with Ms. Jones about this matter. Ms. Jones provided an information
5 package to the board members, and explained that she is proposing that East
6 Washington Street from South Oakland to 7-Eleven on the south side be rezoned to
7 Office Residential (OR). General discussion followed. Board members overall
8 expressed understanding of the situation; some members expressed agreement with the
9 request; others expressed concern with the impact the rezoning would have on other
10 parts of the City.

11
12 **City Council Representative Report:** Rick Roderick reported:

- 13 ➤ February 2nd meeting will be the only Council meeting in February.
- 14 ➤ The Boy Scouts will be doing the invocation and posting of colors for the Feb.
15 2nd meeting, and Rick encouraged attendance at the meeting.
- 16 ➤ Fire Chief has been hired and will be starting on February 16, 2010.
- 17 ➤ Finalists for city manager have been selected and the process will be discussed
18 at the next Council meeting.
- 19 ➤ Workshop was held last week with the School Board. Board Chair Cindy
20 Barrow offered support for the amount of the impact fees for connecting the
21 new high school.
- 22 ➤ Executives with AAU will be at City Hall to meet with the City Manager and
23 Recreation Director and to visit the MAC in the hope of signing a contract for a
24 tournament in December.

25
26 **City Planner Report:** Laura Jones reported:

- 27 ➤ Business cards are available for the new members if they want them.
- 28 ➤ New members need to obtain City identification cards, and they should come to
29 City Hall to have those made by the IT Department.
- 30 ➤ P&Z City e-mail address will be changed from Debbie Veit to Jim Frana; IT
31 Department will also be the contact for that change.

32
33 Jim Frana began a discussion on the topic of board attendance. Laura Jones pointed out
34 that the P&Z Membership section of the Code [Sec. 86-132] states that when a member
35 fails to attend three consecutive meetings unexcused, the board may declare the
36 position vacant and ask the Council to appoint a replacement. Jim suggested that the
37 board look at the criteria for excused vs. unexcused absences, and he suggested
38 members be excused by vote of the board. General discussion followed.

39
40 Charlie Humphries submitted his letter of resignation from the Planning & Zoning
41 Commission.

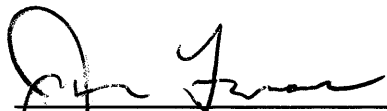
42
43 Jim Frana commented on the speed limit on the stretch of road between Grassy Lake
44 Road and Turkey Farm Road. No additional discussion.

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46 **MOTION by John Flowers to adjourn.**

47 **SECONDED by Charlie Humphries.**

48 **Meeting adjourned 9:01 p.m.**

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Jim Frana
Chairperson, Planning and Zoning

Minutes Written by:



Rose LaQuaglia Folan
Administrative Assistant, Planning Dept.

Attest:



Janet McDaniel
City Clerk

