

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

February 4, 2008

5  
6 Joe Emanuele called to order the Minneola Planning and Zoning Meeting.

7

<i>Seat #</i>	<i>Present</i>	<i>Absent</i>	<i>Others Present</i>
1.	<i>Pam Waldron</i>		<i>Peter Brandt, Consulting Planner Green Consulting Group</i>
2.	<i>Debbie Veit</i>		<i>Katrina Thomas, Assistant City Attorney</i>
3.	<i>Joseph Emanuele</i>		<i>Sue Niswonder, Assistant Planner</i>
4.	<i>Jennifer Varhol</i>		<i>Rose Folan, Admin.Asst., Planning Dept.</i>
5.	<i>Jim Frana</i>		
	<i>City Council Representative, Ed Earl</i>		

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

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11 **Agenda Review:**

12  
13 **Review of Planning and Zoning Meeting Minutes for January 7, 2008**

14  
15 Debbie Veit asked to discuss the motion on page 4 of 7, lines 39 and 40, regarding  
16 clarification of the language. She was not sure that, as written, it expressed her intent.  
17 Ed Earl responded that the City Council was able to clarify the meaning and vote on the  
18 issue.

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20 **MOTION by Jim Frana to approve the minutes as discussed.**  
21 **SECONDED by Jennifer Varhol.**  
22 **Joe Emanuele called for a vote.**  
23 **APPROVED 5 – 0.**

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26 **Ordinance 2008-01 and 2008-02 – 107 N. Main Avenue, Rezoning and Small Scale  
27 Comp Plan Amendment:**

28 **Applicant/Owner: City of Minneola**

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30 Jennifer Varhol asked if it would be possible to treat these two Ordinances as one item.  
31 Katrina Thomas clarified that there would be no problem with handling it in that  
32 manner.

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34 Peter Brandt opened the discussion explaining the matter for consideration. Pam  
35 Waldron asked for clarification on the situation with the Sheriff's office and why it is  
36 being moved from City Hall.

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*Katrina Thomas swore in applicant representative, Ramon Flores.*

Ramon Flores explained that there is a possibility that the Sheriff's office may move. He added, however, it is not definite who will be moving to this location.

Debbie Veit also had concern about the matter of the Sheriff's office. She additionally asked for clarification about whether the site has sewer, as stated on the application. Ramon Flores indicated that this was in error. He added that the site does not have sewer. Jennifer Varhol had no questions.

Jim Frana also had no questions. His only concern was regarding the Sheriff using a location with a one-story building, a two-story building, and a concrete swimming pool. Ramon Flores restated that the final use has not yet been determined.

Joe Emanuele also expressed concern about the swimming pool and if it would be covered over or used. Ramon Flores responded that it has not yet been determined. Ed Earl advised that the cost of having a swimming pool has already become an issue, adding that the cost of the City owning a pool and the liability of allowing citizens to use it appears to be much too high.

Joe Emanuele asked if anyone in the audience wanted to speak on the matter. When no one came forward, he requested a motion.

**MOTION by Debbie Veit to recommend approval of Ordinances 2008-01 and 2008-02.**

**SECONDED by Pam Waldron.**

**Joe Emanuele called for a vote.**

**APPROVED 5 – 0.**

**Ordinance 2008-03 and 2008-04 – 100 S. Main Avenue, Rezoning and Small Scale Comp Plan Amendment:**

**Applicant/Owner: City of Minneola**

Peter Brandt opened the discussion explaining the matter for consideration. Pam Waldron had no questions.

Debbie Veit inquired regarding the historical aspects of the building and if the changes would have an impact. Peter Brandt responded that the rezoning would not impact the historical aspects, which relate more to the placement of components and being sure they relate to the historical character of the structure. Jennifer Varhol had no questions.

Jim Frana questioned the impact on the historical value of changing the use of the building from a school house to a library. Peter Brandt responded that this change would not negate or change the historical value of the property, and added that all changes to the structure are in keeping with the property's historical nature. Ramon Flores added that the current improvements and changes are to bring the building up to code. Joe Emanuele had no questions.

1  
2 Joe Emanuele asked if anyone in the audience wanted to speak on the matter. When no  
3 one came forward, he requested a motion.

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5 **MOTION by Pam Waldron to recommend approval of Ordinances 2008-03 and**  
6 **2008-04.**

7 **SECONDED by Jim Frana.**

8 **Joe Emanuele called for a vote.**

9 **APPROVED 5 – 0.**

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11 **Site Plan Application:**

12 **Applicant: WXZ Retail Group/Minneola, LLC**

13 **Property Owner: NTR Southern Breeze, Inc.**

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15 Peter Brandt opened the discussion explaining the matter for consideration.

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17 The applicant representative, Thomas Skelton, came to the podium and indicated that  
18 he was present to answer any questions.

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20 *Katrina Thomas swore in applicant representative, Thomas Skelton.*

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22 Pam Waldron stated that she wanted the applicant to keep in mind the City's  
23 requirements with respect to the building architecture.

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25 Debbie Veit also addressed the architecture of the building. She asked the applicant to  
26 be aware and consider going beyond the basics of our architectural standards to make a  
27 more desirable product. Thomas Skelton commented that it would be useful to have  
28 someone in the City who would assist with questions regarding this requirement.

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30 Jennifer Varhol indicated that Debbie Veit had addressed the issues that were of  
31 concern to her. Jennifer added that she was pleased with the landscaping that was  
32 indicated on the plan.

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34 Jim Frana also mentioned the building appearance. He specifically addressed the  
35 windows and how changing that aspect could totally change the appearance of the  
36 building. Jim also questioned the access from Highway 27, which appears to be enter-  
37 only access. Thomas Skelton responded that was correct. He added that cross-access is  
38 available elsewhere on the site from another parcel. Jim expressed concern with this  
39 situation where trucks will be using public roads rather than only highway access to  
40 enter and exit. Mr. Skelton indicated that the traffic signal necessitates the use of  
41 Southern Breeze to return to Highway 27 to go south.

42

43 Joe Emanuele also commented on the building appearance and suggested the applicant  
44 bring a choice of appearance options when the project goes to the City Council.

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46 Joe Emanuele asked if anyone in the audience wanted to speak on the matter. When no  
47 one came forward, he requested a motion.

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1 **MOTION by Pam Waldron to recommend approval of the Site Plan Application**  
2 **for Advance Auto Parts.**

3 **SECONDED by Jennifer Varhol.**

4 **Joe Emanuele called for a vote.**

5 **APPROVED 5 – 0.**

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7 **Discussion items:**

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9 Jim Frana inquired about the proper procedure for handling e-mail communications  
10 between members with respect to issues coming before the board. Katrina Thomas  
11 advised that communications should include Sue and go to everyone. Ed Earl pointed  
12 out that City Council communications go thru Jan McDaniel with copies to the other  
13 members. He cautioned that a concern would be if members e-mail each other directly.  
14 Ed added that the most appropriate way to handle it would be for e-mail to be directed  
15 to Sue and be copied, by the writer, to all the other members.

16  
17 **P&Z Board**

18 Joe Emanuele brought up the need to elect a new chair and vice chair, as this should be  
19 done on an annual basis, as well as the matter of terms for current members. General  
20 discussion followed.

21  
22 **MOTION by Pam Waldron to nominate Jim Frana as chairperson.**

23 **SECONDED by Jennifer Varhol.**

24 **Discussion regarding nomination. Motion withdrawn.**

25  
26 **MOTION by Jim Frana to nominate Debbie Veit as chairperson.**

27 **SECONDED by Pam Waldron.**

28 **Joe Emanuele called for a vote.**

29 **APPROVED 5 – 0.**

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31 Joe Emanuele temporarily stepped down from the chair. Jennifer Varhol assumed the  
32 chair.

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34 **MOTION by Joe Emanuele to nominate Jim Frana as vice-chair.**

35 **SECONDED by Pam Waldron.**

36 **Jennifer Varhol called for a vote.**

37 **APPROVED 5 – 0.**

38  
39 **Parking**


- 40 • Debbie Veit began a discussion regarding over-night parking of work trailers vs.  
41 storage of trailers, boats and recreation vehicles. She explained that the intent of  
42 the LDR was to help small-business owners but, over time, the interpretation  
43 has changed. Peter Brandt pointed out that this appears to be more of a Code  
44 Enforcement issue than a Planning issue. Katrina Thomas asked if the board  
45 would be interested in seeing codes from other cities. Joe Emanuele asked that  
46 Katrina bring that information to the next meeting and asked that Ramon Flores  
47 also be present at the meeting.

- 1       • Jim Frana asked that the discussion move to on-street parking, particularly when  
2       a vehicle parks next to another vehicle on the street. Jim Frana, Debbie Veit  
3       and Joe Emanuele mentioned that the law states, as long as there is 12-ft. of  
4       space open for traffic to pass, nothing can be done about cars parking on both  
5       sides of a street. Debbie Veit added that this is another matter that needs  
6       clarifying language in our code.  
7  
8       • Debbie Veit asked to go back to the issue of parking on the sidewalk. Debbie  
9       asked if there was agreement that parking on the sidewalk should not be  
10      allowed. It was generally agreed. Discussion moved on to: how driveways are  
11      set with larger rights-of-way before the sidewalk and smaller driveways,  
12      addressing the garage setback, placement of the driveway, placement of the  
13      sidewalk, as well as setbacks and how they are calculated. Joe Emanuele asked  
14      that everyone go out and look at the newer developments and come back with  
15      suggestions at the next meeting.

16  
17      **MOTION by Pam Waldron to adjourn.**

18      **SECONDED by Jennifer Varhol.**

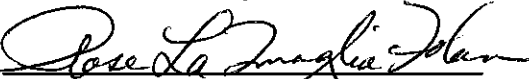
19      **Meeting adjourned 9:00 p.m.**

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24      Debbie Veit

25      Chairperson, Planning and Zoning

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27      Minutes Written by:

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29      \_\_\_\_\_

30      Rose LaQuaglia Folan

31      Administrative Assistant, Planning Dept.

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34      Attest:

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36      \_\_\_\_\_

37      Janet McDaniel

38      City Clerk

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