

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

June 1, 2009

5
6 **Debbie Veit called to order the Minneola Planning and Zoning Meeting.**
7

<i>Present</i>	<i>Absent</i>	<i>Others Present</i>
<i>Debbie Veit, Chairperson</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>Rick Roderick</i>		
<i>Joseph Saunders</i>		
<i>Sherry Zielonka</i>		
<i>City Council Representative, Victor Ortega</i>		

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

10
11 **Agenda Review:**

12 Debbie Veit stated that the discussion item regarding her intent to seek reappointment
13 should be removed from the agenda.

14
15 **Review of Planning and Zoning Meeting Minutes for May 4, 2009**

16
17 **MOTION by Jim Frana to approve the minutes.**

18 **SECONDED by Rick Roderick.**

19 **Debbie Veit called for a vote.**

20 **APPROVED 7 – 0.**

21 ***Note: Refer to “Discussion items: City Council Representative Report” below for a***
22 ***requested change to the minutes made after the above motion and vote were***
23 ***completed.***

24
25 **Site Plan Review 207 South US Highway 27:**

26 **Applicant/Property Owner: Jon Jones**

27
28 Laura Jones opened the discussion stating that an applicant representative would be
29 presenting a brief overview of the project. Laura pointed out that this is a non-conforming
30 structure and the owner’s intent was to achieve code compliance on the site so they can
31 operate a business with a B-1 use. She added that the most recent revision of the site plan
32 addressed most of her comments as well as those from the consulting engineer and the
33 Fire Chief.

34
35 Jim Frana disclosed that he met with the Planning staff regarding this project and stated
36 that this project and other matters on the agenda are not ready for board review.

1
2 Debbie Veit opened the discussion to board members. Rick Roderick, Sherry Zielonka
3 and John Flowers had no questions. Jim Frana commented on problems he observed
4 with the parking spaces. Laura Jones pointed out that the parking spaces currently on
5 the site need to be re-stripped in accordance with the latest proposed site plan. Jim also
6 asked about the Fire Chief's comments. Laura responded that his comments were
7 included in the packet provided at this meeting. Charlie Humphries and Joseph
8 Saunders had no questions.

9
10 Debbie Veit asked that the applicant representative come forward. Mo Mydlo, Real
11 Life Christian Church Outreach Director, came forward to speak.

12
13 *Katrina Thomas swore in Mo [Maureen] Mydlo.*

14
15 Ms. Mydlo advised that she represents Real Life and Real Help, which she explained is
16 the ministry resembling "Extreme Makeover Home Edition." She added that Real Help
17 will be assisting New Beginnings with the building being discussed and they are in
18 partnership to help with start-up costs for the project. She stated that the project is a
19 resale center, food pantry and job training center. Ms. Mydlo provided drawings and
20 photos of completed projects for board review. She estimated Real Help will complete
21 their work in three days. Ms. Mydlo concluded by explaining some of the intended
22 future operations and arrangements.

23
24 John Flowers asked if all the buildings will be upgraded. Mo Mydlo responded that
25 only the main building is being used and the other buildings will be secured, adding
26 that those buildings will be upgraded when financially possible. Sherry Zielonka asked
27 about other projects done in the area. Ms. Mydlo responded that they have all been
28 residential. Jim Frana asked about numbers of volunteers/employees. Ms. Mydlo
29 responded that there will be only one paid employee, the manager, and a total of
30 approximately five volunteers.

31
32 *Katrina Thomas swore in Steve Smith, New Beginnings Director.*

33
34 Steve Smith advised that all the volunteers will be brought to the site in vans. Joseph
35 Saunders commented that the employee/volunteer parking needs to be determined
36 because of the number of spaces shown on the plan. Mr. Smith again responded that
37 the volunteers would be brought in by vans. Laura Jones added that the parking, as
38 presented on the site plan, is adequate by Code.

39
40 Charlie Humphries expressed thanks for this business coming to Minneola to help
41 people, and he asked the number of people expected to be helped. Ms. Mydlo
42 commented that their current food pantry assists five or six people per day.

43
44 Jim Frana expressed concern regarding the other buildings on the site. Mo Mydlo stated
45 that the buildings are going to be painted and secured, but they will not be used, not
46 even for storage. Jim commented on those buildings being used by the homeless as a
47 place to live. Ms. Mydlo responded that once the area is being used regularly it should
48 discourage use by trespassers. Debbie Veit commented that the liability issue falls with

1 the property owner and is not related to the site plan and project being presented.

2
3 Joseph Saunders asked for the operating hours for the store. Mo Mydlo responded that
4 the hours are Monday thru Friday 9am-6pm, Saturday 9am-3pm, and closed on Sunday.
5 John Flowers asked about the loading dock.

6
7 Jeff Banker, Highland Engineering, came forward to speak. He commented on the use,
8 the site plan, and the loading dock (northeast corner of the building). John Flowers
9 asked about access for those parking in the rear. Mo Mydlo stated that there is not a
10 rear-access door on the building, but it is not an issue because the rear parking area is
11 intended for drop-off and employee parking only. John Flowers asked about the two
12 rest rooms accessible from outside. Ms. Mydlo responded that only one of the rest
13 rooms will be open; the other will be used as storage for paint and materials that need to
14 be stored outside; it will be locked.

15
16 Jim Frana asked about the parking spaces in the front of the building and questioned
17 blocking the access to the building. Jeff Banker responded that this does meet Code and
18 access will be available. Jim asked about need for a sidewalk from the rear parking.
19 Laura Jones responded that there is no requirement for a sidewalk. Jim asked about the
20 septic tank. Mr. Banker responded that it is on the south side of the building.

21
22 Debbie Veit asked about re-asphalting the parking area. Mr. Banker responded that
23 they are trying to make it more square and regular. Debbie Veit asked about Jim
24 Frana's concern regarding the cobblestone or block-paver area and if it would be re-
25 asphalted. Mr. Banker responded that it was not planned. Debbie suggested a
26 recommendation that Council look at the integrity of the parking lot.

27
28 **MOTION by Rick Roderick to recommend approval of the site plan.**
29 **SECONDED by Charlie Humphries.**

30
31 Debbie Veit opened the floor for further discussion by the board. Rick Roderick
32 encouraged approval so the project could move forward. Sherry Zielonka and John
33 Flowers had no comments. Jim Frana questioned the fire lane and delivery-vehicle
34 access. Debbie Veit asked about type of trucks accessing the site. Mo Mydlo responded
35 that it would be pick-up trucks and vans rather than oversized trucks. Charlie
36 Humphries expressed concern about the other buildings.

37
38 Joseph Saunders expressed concern regarding access/egress of the parking lot,
39 pavement not being level, fence prohibiting access to the front of the building. Mo
40 Mydlo agreed with Joseph regarding the fence, and assured the board that the site will
41 be level and safe. Joseph commented on the handicap parking not being closer to the
42 door. Jeff Banker advised that this was done to maximize the parking, but moving it
43 can be accomplished by eliminating one parking spot.

44
45 Debbie Veit suggested an amendment to the motion. Rick Roderick did not amend the
46 motion.

47
48 **Debbie Veit called for a vote.**

1 **APPROVED 6 –1.**

2
3 **Ordinance 2009-04 Amending Sign Ordinance 2008-24:**

4
5 Katrina Thomas reviewed the changes presented in the newest version of the ordinance.
6 Debbie Veit opened the discussion to the board. Rick Roderick had no questions.
7 Sherry Zielonka asked what government agencies are exempted from these rules.
8 Katrina responded none except legal notices and those required by law. John Flowers
9 had no questions. Jim Frana asked about the numbering changes and median sign size.
10 Katrina advised that the numbering changes are for consistency. Laura Jones addressed
11 the size stating they are not to exceed four-sq-ft in sign area. Jim asked the maximum
12 height of the permanent sign. Laura responded six-feet. He also asked about setback
13 from the road. Laura said she did not find any setback requirement. Charlie Humphries
14 and Joseph Saunders had no questions. Tim Green brought up the topic of existing non-
15 conforming monument signs not being addressed. Laura Jones pointed out that this was
16 not the type of sign being addressed. Katrina Thomas indicated it could be added.

17
18 **MOTION by Jim Frana to recommend approval of Ordinance 2009-04 with**
19 **recommendation that City Council revisit the monument signs, formerly known as**
20 **subdivision entry signs, separate from announcement monument signs; and that**
21 **City Council visit recommendations for setbacks.**

22 **SECONDED by John Flowers.**

23 **Debbie Veit called for a vote.**

24 **APPROVED 7 – 0.**

25
26 **Discussion items:**

27 **Reschedule September P&Z Meeting:** Laura Jones pointed out that the regularly
28 scheduled day for the meeting is Labor Day. Consensus was to reschedule the meeting
29 for the following Monday, September 14, 2009.

30 **City Council Representative Report:** Victor Ortega stated:

- 31 • At the last meeting, he attempted to open a line of improved communication
32 between P&Z and City Council; and, since then, three members approached him
33 regarding a deficiency in how they are communicating. He encouraged
34 members to continue open communication either through him or directly.
- 35 • A question was raised by a P&Z member regarding poor acoustics and a
36 suggestion to meet at the floor level. Joseph Saunders commented that on
37 occasion he has difficulty hearing/understanding speakers due to the acoustics.
38 Jim Frana commented on the orientation of the speakers causing problems.
39 Victor advised that the IT Department has already assessed the problem and
40 solutions, but cost is the issue delaying resolution.
- 41 • The Council is concerned regarding the status of the chairperson. Debbie Veit
42 responded that P&Z will appoint someone in November should she leave the
43 board.
- 44 • Clarification was needed on the issues he is carrying to Council regarding the
45 Jon Jones property: parking integrity, handicapped parking, and condition of the
46 buildings.
- 47 • His comments were excluded from the minutes of the last meeting regarding
48 banners. Victor requested that his comments, stating that by limiting the time

1 and frequency of banners it would hurt businesses, be added to the May 4, 2009,
2 meeting minutes.

3 **City Planner Report:** Laura Jones reported:

4 On last City Council meeting --

- 5 • Jim Frana was reappointed to P&Z for another three-year term.
- 6 • The Reserve park naming was discussed and, until a sponsor is secured, it will
7 be called the Minneola Athletic Complex.
- 8 • The Lake County School Dept facilities director made a presentation to Council
9 on the high school site plan. Changes included: parking relocated to the left side
10 and the bus transit area is to the south side as well as a round-about turn in the
11 front, a signalized intersection at Hancock and Fosgate, identified how to adjust
12 the median area at Turkey Farm and Hancock to prevent left-turns.

13 Additional items --

- 14 • It is still possible to order P&Z polo shirts, but it must be done before Friday.
- 15 • The City has hired an engineer, Mark Jacobson, who will be reviewing plans.

16 **Distribute P&Z Educational Materials:** Laura distributed books and materials. She
17 asked the members to sign for the books and reminded them that there would be a \$35
18 charge for replacement.

19

20 Joseph Saunders commented on the high school using the sports complex at The
21 Reserve and pointed out that one has lights and the other bleachers, so there will
22 probably be some cross-use of the fields.

23

24 Jim Frana pointed out that the sign at Turkey Farm Road and Old Highway 50 is still in
25 place and a visibility issue. Victor Ortega commented that he brought this to City
26 Council, and it was in the City Manager's report, and he will try to get a timetable for
27 completion.

28

29 Debbie Veit asked if Joseph Saunders would like to relocate to a different seat; Joseph
30 declined. Debbie Veit asked to go back to a paper distribution of meeting materials
31 rather than electronic distribution.

32

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

34 **SECONDED by Jim Frana.**

35 **Meeting adjourned 9:25 p.m.**

36

37

38

39

40 
Debbie Veit

41 **Chairperson, Planning and Zoning**

42

43 **Minutes Written by:**

44

45

46 
Rose LaQuaglia Folan

47 **Administrative Assistant, Planning Dept.**

48

1
2
3
4
5
6

Attest:

Janet McDaniel
Janet McDaniel
City Clerk

