

**Minneola Planning and Zoning Commission  
Minutes  
April 5, 2021 at 6:30 PM  
Minneola City Hall**

The City of Minneola Planning and Zoning Commission was called to order by Chairman Paul Giacalone. Also present were Vice Chairman Henderson, Commissioner Leonard Jackson, Commissioner William McCoy, Commissioner Daniel Smith, Grant Watson (City Attorney), Joyce Heffington (City Planner), and Kristine Thompson (Planning Technician).

Commissioner Trujillo was absent

**CALL TO ORDER**

**Chairman Paul Giacalone** called the meeting to order.

**MOMENT OF SILENCE & PLEDGE OF ALLEGIANCE**

A moment of silence was observed, and the Pledge of Allegiance was led by **Vice Chairman Henderson**.

**AGENDA REVIEW**

No comments.

**Chairman Giacalone** requested a motion to excuse Commissioner Trujillo.

**MOTION by Commissioner McCoy, SECONDED by Commissioner Jackson to excuse Commissioner Trujillo.**

**AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

**NAY:** None

**MOTION PASSED: 5-0**

**MINUTES**

**Chairman Giacalone** stated Commissioner Jackson was missing from the list of those present and his vote was missing in the motion to adjourn.

**AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

**NAY:** None

**MOTION PASSED: 5-0**

1 **PUBLIC COMMENTS**

2  
3 No comments.

4  
5 **DISCUSSION ITEMS**

6  
7 **Item 1: Minor Change to the Developer Agreement for the Hills of Minneola for Hills**  
8 **Crossing Signage**

9  
10 **Joyce Heffington** explained this amendment allows Publix to change the Development  
11 Agreement as it relates to signage. This amendment will not allow for additional signage  
12 just more monument signs.

13  
14 **Tim Hoban**, attorney representing the Publix shopping center, the existing PUD allows  
15 one parcel to have a monument and the other three are not allowed. Publix is requesting  
16 the Planning and Zoning Commission recommend to City Council that four monument  
17 signs be permitted for the four out parcels and to allow wall sign to have a height of 19 ft  
18 instead of 15 ft.

19  
20 **Commissioner Smith** stated this request makes sense and would be consistent with the  
21 area.

22  
23 **Commissioner McCoy** wondered what Hancock Rd would look like with four monument  
24 signs.

25  
26 **Tim Hoban** explained the signs would be well spaced out. There will be four buildings  
27 and four monument signs.

28  
29 **Commissioner Henderson** agrees that each building should have a sign and asked why  
30 this wasn't planned for in the original plan.

31  
32 **Commissioner Giacalone** stated he see two monument signs at the site already.

33  
34 **Tim Hoban** explained there would be six all together. Two for Publix and four for the  
35 outparcels.

36  
37 **MOTION by Commissioner Smith, SECONDED by Commissioner McCoy to approve**  
38 **the requested development agreement amendments.**

39  
40 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

41  
42 **NAY:** None

43  
44 **MOTION PASSED: 5-0**

1 **Item 2: Resolution 2020-20 Popeyes Variance**

2  
3 **Grant Watson** stated Items 2 & 3 can be discussed together but will need separate  
4 motions.

5  
6 **Grant Watson** read the resolutions by title and swore in those wishing to speak on the  
7 item.

8  
9 **Joyce Heffington** explained Popeyes is requesting the same variance they requested  
10 before because the previously approved site plan has expired site plan expired.

11  
12 **Bob Zeigenfuss**, engineer representing Popeyes, gave a presentation about the site and  
13 showed architectural rendering of the building. Explained they are requesting a smaller  
14 radius and showed there would be room for the fire truck and will give extra parking.  
15 They are also requesting a 3:1 slope which would lower the height of walls, so they did  
16 not have to ask for as large of a variance.

17  
18 **Joyce Heffington** stated the applicant still needs to supply sandskink clearance, a St.  
19 John's permit, a sign permit, and lights will need to have deflectors. Retaining walls need  
20 to match existing walls. No donation boxes can be placed on the property.

21  
22 **Commissioner Henderson** has no issue with the 3:1 slope and agrees with the items staff  
23 has requested.

24  
25 **Chairman Giacalone** asked if the Fire Department is ok with the 3:1 slope.

26  
27 **Bob Zeigenfuss** explained all the areas with a 3:1 slope is unpaved.

28  
29 **MOTION by Commissioner Smith, SECONDED by Commissioner McCoy to approve**  
30 **Resolution 2020-20 Popeyes Variance.**

31  
32 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

33  
34 **NAY:** None

35  
36 **MOTION PASSED: 5-0**

37  
38 **Item 3: Resolution 2020-20 Popeyes Site Plan**

39  
40 **MOTION by Commissioner Smith, SECONDED by Commissioner Henderson to**  
41 **approve Popeyes Site Plan with staff recommendations.**

42  
43 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

44  
45 **NAY:** None



1 **MOTION PASSED: 5-0**

2  
3 **Item 4: Resolution 2021-02 Sunoco Variance**

4  
5 **Grant Watson** read the resolution by title and swore in those wishing to speak on the item.

6  
7 **Joyce Heffington** stated this variance is for the Sunoco site which has been vacant. The  
8 applicant is requesting to reopen as a convenient store with gas. The site cannot meet code  
9 requirements and will need a variance. The gas pumps require a special exception, but the  
10 site does not meet code requirements. Staff has requested they be required to put big planters  
11 with large trees to have some screening.

12  
13 **Carlos Berrios**, engineer representing the project was present to speak on the item.

14  
15 **Carlos Berrios** stated his client wants to improve property, connect to sewer, improve  
16 stormwater quality. Indicated they are working with FDOT so they can use property on the  
17 right-of-way. They are adding a driveway to Osceola St., five parking spaces, and agree to  
18 add planters along Highway 27.

19  
20 A discussion regarding site entrances.

21  
22 **Commissioner Smith** stated he has no concerns with staff recommendations.

23  
24 **Commissioner Henderson** asked if the gas tanks have been replaced.

25  
26 **Carlos Berrios** stated they had a Phase 1 environmental study which indicating there are  
27 no problems with the tanks.

28  
29 **Commissioner McCoy** inquired about landscape buffers.

30  
31 **Carlos Berrios** stated they could place cypress trees in the swale. They are open to doing  
32 whatever it takes.

33  
34 **Commissioner McCoy** asked about ingress and egress for the fuel truck.

35  
36 **Carlos Berrios** stated it would enter on Osceola St and exit on to Highway 27.

37  
38 **David Sterner**, resident of Fruitland Park, spoke in favor of the item.

39  
40 **Commissioner McCoy** stated he was uncomfortable with the number of requested  
41 variances.

42  
43 **Commissioner Smith** suggested they are improving the site and appreciates the appreciates  
44 the proposed improvements.

1 **MOTION by Commissioner Smith, SECONDED by Commissioner Jackson to**  
2 **approve Resolution 2021-02 Sunoco Variance as written.**

3  
4 **AYE:** Jackson, Henderson, Giacalone, Smith

5  
6 **NAY:** McCoy

7  
8 **MOTION PASSED: 4-1**

9  
10 **Item 5: Resolution 2021-01 Sunoco Special Exception**

11  
12 **Joyce Heffington** explained in order to add gas pumps need a Special Exception. Staff  
13 recommends the canopies be decorative, the columns need to be bricked or stucco not metal,  
14 the pay phone and sign need to be removed, no vacuums are allowed unless they're free,  
15 there can be no outside vending, and the site requires a generator in case of a hurricane.

16  
17 **Carlos Berrios** indicated the client is willing to do anything to bring the site to compliance.

18  
19 **MOTION by Commissioner Jackson, SECONDED by Commissioner Henderson to**  
20 **approve Resolution 2021-01 Sunoco Special Exception pursuant to recommendations.**

21  
22 **AYE:** Jackson, Henderson, Giacalone, Smith

23  
24 **NAY:** McCoy

25  
26 **MOTION PASSED: 4-1**

27  
28 **Item 6: Resolution 2021-06 Construction and Demolition Dumpsters**

29  
30 **Grant Watson** read the resolution by title.

31  
32 **Joyce Heffington** explained this ordinance would reduce the application fee to \$300.00.

33  
34 Discussion regarding requirements in this section of code.

35  
36 **MOTION by Commissioner Jackson, SECONDED by Commissioner Henderson to**  
37 **approve Resolution 2021-06 Construction and Demolition Dumpsters.**

38  
39 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

40  
41 **NAY:** None

42  
43 **MOTION PASSED: 5-0**

44  
45 **Item 7: Resolution 2021-07 Security Requirements, Registration, & Maintenance of**  
46 **Vacant & Abandoned Properties**

1 **Joyce Heffington** explained there has been some security issues with vacant properties.  
2 This resolution will help put some responsibilities on the property owners by requiring  
3 them to place no trespassing signs.  
4

5 A discussion regarding the regulations in this section of code and the definition of “vacant”.  
6

7 **MOTION by Commissioner Smith, SECONDED by Commissioner McCoy to approve**  
8 **Resolution 2021-07 Security Requirements, Registration, & Maintenance of Vacant &**  
9 **Abandoned Properties**

10  
11 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

12  
13 **NAY:** None

14  
15 **MOTION PASSED: 5-0**

16  
17 **Item 8: Discussion Regarding Lot Sizes**

18  
19 **Joyce Heffington** explained City Council is looking for guidance on possible changes to  
20 minimum lot sizes.

21  
22 Discussion listing various lot size requirements for different zonings.

23  
24 **Mayor Kelley** suggested when thinking of Citrus Grove Rd., if it were to be commercial  
25 does the Commission want businesses close together or have more elbow room.

26  
27 **MOTION by Commissioner Jackson, SECONDED by Commissioner Henderson to**  
28 **recommend increasing the minimum lot with to 200 ft for commercial and industrial**  
29 **lots and 60 ft for RSF-1, RSF-2, & RSF-3 lots with 40’ on cul-de-sacs.**

30  
31 **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

32  
33 **NAY:** None

34  
35 **MOTION PASSED: 5-0**

36  
37 **FINAL PUBLIC COMMENTS**

38  
39 No public comment.

40  
41 **FINAL REPORTS**

42  
43 **Commissioner McCoy** suggested a seventh commissioner needs to be added.

44  
45 **MOTION by Commissioner McCoy, SECONDED by Commissioner Jackson to**  
46 **adjourn.**

1   **AYE:** Jackson, Henderson, Giacalone, McCoy, Smith

2

3   **NAY:** None

4

5   **MOTION PASSED: 5-0**

6

7   *(Meeting adjourned at 8:20 P.M.)*

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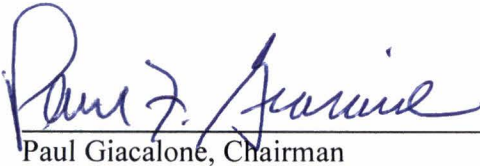
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21



Paul Giacalone, Chairman

**ATTEST:**



Kristine Thompson, Planning Technician



**PLEASE PRINT YOUR NAME CLEARLY**

