

**Minneola Planning and Zoning Commission****Minutes****August 3, 2020 at 7:00 PM****Minneola City Hall**

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

Commissioner Henderson was absent.

**CALL TO ORDER**

**Chairwoman Flinn** 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 Giacalone**.

**AGENDA REVIEW**

No comments.

**PUBLIC COMMENTS**

**Gustavo Ortiz** asked if there is anything the Planning and Zoning Commission could do to help businesses continue to grow or expand during the COVID-19 pandemic. Suggested the city could help businesses who hire Minneola residents.

**Commissioner McCoy** asked Mr. Ortiz if he owned a business.

**Gustavo Ortiz** stated he is a realtor with Keller Williams.

**Chairwoman Flinn** explained the city is not currently disconnecting water service or applying late fees due to COVID-19.

**Joyce Heffington** stated the city tries to help businesses. Explained there are two businesses now in the process of getting started. Mentioned one is in the Site Plan processes and one has applied for a Conditional Use Permit. Does not believe the pandemic has affect the city. The office has been busy with permits and new businesses have been coming in about once a week.

**Vice Mayor Serviss** asked Mr. Ortiz if he was referring to existing businesses.



1  
2 **Gustavo Ortiz** confirmed he was referring to existing businesses and believes there may  
3 be a lag in what could happen economically during this virus.  
4

5 **Vice Mayor Serviss** asked Chairwoman Flinn if the board had any suggestions.  
6

7 **Ramon Flores** explained the city has instructions from the City Manager to try and get  
8 gas from the gas stations in Minneola when possible. When there is a meeting or event the  
9 city purchases donuts from Donut King. When pizza is ordered, it is from a local business.  
10 Also explained new businesses apply about once a week, the price of a Business Tax  
11 Receipt is \$40.00. This fee could be lowered but there is a cost to setting up a Business  
12 Tax, such as performing inspections. Also explained there is a business that is currently in  
13 violations for flags advertising their services, they are working with this business to give  
14 them more time.  
15

16 **Chairwoman Flinn** asked Vice Mayor Serviss if she would bring this comment up to City  
17 Council at the next meeting.  
18

19 **Vice Chairman Giacalone** suggested Mr. Ortiz reach out to the Chamber of Commerce.  
20

21 **MOTION by Commissioner Giacalone, SECONDED by Commissioner McCoy to**  
22 **excuse Commissioner Henderson from the August 3, 2020 Planning and Zoning**  
23 **Commission meeting.**  
24

25 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith  
26

27 **NAY:** None  
28

29 **MOTION PASSED: 6-0**  
30

### 31 **MINUTES**

32  
33 **MOTION by Commissioner McCoy, SECONDED by Commissioner Giacalone to**  
34 **approve the minutes from July 6, 2020 as written.**  
35

36 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith  
37

38 **NAY:** None  
39

40 **MOTION PASSED: 6-0**  
41

### 42 **DISCUSSION ITEMS**

43  
44 **Item 1: Ordinance 2020-03 Standards for Commercial Buildings**  
45



1 **Joyce Heffington** explained in 2018 the city updated their design guidelines to make them  
2 nicer and keep within the earth tone colors. There is a trend of businesses toward other  
3 colors such as black, white, and gray. This ordinance will add these colors and take out the  
4 specified Pantone shades. Pantone is supposed to be a generic paint code to have mixed at  
5 a paint store but for some reason the paint stores in the area are unable to do this. Suggested  
6 going back to a generic brown and tans but has to be approved by staff before it is used.

7  
8 **Grant Watson** read the ordinance by title.

9  
10 **Commissioner Trujillo** explained how many stores do not keep a wide variety of colors to  
11 mix. Which may be why the pantone colors were not available. Expressed concern with  
12 future staff keeping with the same spirit of code when approving proper colors.

13  
14 **Commissioner Jackson** expressed he would like to see consistency throughout.

15  
16 **Commissioner Giacalone** asked if this ordinance would make the code less stringent.

17  
18 **Joyce Heffington** confirmed it would. The current code prohibits gray, black, and white so  
19 it would give commercial buildings more options.

20  
21 **MOTION by Commissioner McCoy, SECONDED by Commissioner Giacalone to**  
22 **approve Ordinance 2020-03 Standards for Commercial Buildings as written.**

23  
24 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith

25  
26 **NAY:** None

27  
28 **MOTION PASSED: 6-0**

29  
30 **Item 3: Ordinance 2020-04 Revising Subdivision and Plat Requirements**

31  
32 **Joyce Heffington** explained developers want to go to plat and post a performance bond but  
33 once the plat is recorded those facilities becomes the city's whether they are built or not. If  
34 there is an issue, it would make the city liable. This ordinance would put wording on the  
35 plat that the infrastructure would be dedicated to the city but will not be accepted until they  
36 are approved and have passed inspection.

37  
38 **Vice Chairman Giacalone** asked if when they do the plat will they need to have everything  
39 in place.

40  
41 **Joyce Heffington** stated they would not. When they do a plat, they dedicate the roads, water,  
42 sewer, hydrants, curb, and gutters to the city. If it is not built, we do not want to accept that  
43 until it is built and inspected by the city.

44  
45 **MOTION by Commissioner McCoy, SECONDED by Commissioner Giacalone to**  
46 **approve Ordinance 2020-07 Standards for Commercial Buildings as written.**



1  
2 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith

3  
4 **NAY:** None

5  
6 **MOTION PASSED: 6-0**

7  
8 **Item 3: Ordinance 2020-07 Revising Sign Regulations**

9  
10 **Joyce Heffington** explained the city does not want roof signs. They are unsafe during a  
11 hurricane so this ordinance would remove roof signs from the code and make them  
12 prohibited, so would be the same for pole signs. The code indicates they are prohibited but  
13 it is still listed on the sign table. This ordinance would remove it from the table preventing  
14 any confusion.

15  
16 **Commissioner Smith** mentioned the digital message board at a tattoo business in the city.

17  
18 **Joyce Heffington** explained this code also provides specifications on the speed and  
19 brightness of message boards to hopefully there will be no issues moving forward.

20  
21 **Vice Chairman Giacalone** asked if any businesses currently have roof signs.

22  
23 **Ramon Flores** stated he is not sure if the A/C repair business has a roof sign.

24  
25 **Gustavo Ortiz** asked what the difference was between a roof sign and a billboard.

26  
27 **Ramon Flores** stated the dimensions of a billboard are different. Billboards are large signs  
28 meant to be seen at a high school.

29  
30 **Gustavo Ortiz** asked why billboards would be allowed and not pole signs.

31  
32 **Ramon Flores** stated billboards along Highway 27 are non-conforming and are only  
33 allowed on the turnpike.

34  
35 **MOTION by Commissioner McCoy, SECONDED by Commissioner Giacalone to**  
36 **approve Ordinance 2020-03 Standards for Commercial Buildings as written.**

37  
38 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith

39  
40 **NAY:** None

41  
42 **MOTION PASSED: 6-0**

43  
44 **FINAL PUBLIC COMMENTS**

45  
46 No public comment.



1 Commissioner Trujillo thanked Gustavo Ortiz for coming to tonight's meeting.

2  
3 **FINAL REPORTS**  
4

5 **Vice Mayor Serviss** mentioned there will be a City Council meeting tomorrow and August  
6 18<sup>th</sup>. On the 20<sup>th</sup> they will be having another food drive and on the 22<sup>nd</sup> they are having a  
7 back to school event.

8  
9 **Mark Johnson** was unsure at the time what date it is being held on.

10  
11 **Commissioner Trujillo** asked if there would be a Back to School forum this year.

12  
13 **Vice Mayor Serviss** stated there would not be a forum due to the pandemic.

14  
15 **Joyce Heffington** stated the next Planning and Zoning Commission meeting would be held  
16 on September 14<sup>th</sup>. Asked the Commission if they would like to start their meetings at 6:30  
17 rather than 7:00.

18  
19 **Chairwoman Flinn** asked for the Commission's consensus.

20  
21 **Chairwoman Flinn** stated most of the Commission is on board with moving the meeting  
22 to 6:30 effective for the next meeting.

23  
24 **Commission McCoy** inquired on the golf cart topic discussed at the City Council meeting.

25  
26 **Vice Mayor Serviss** stated there was a lengthy discussion regarding this topic.

27  
28 **Mark Johnson** stated there were mixed reviews. There was good feedback from both sides.  
29 Council would like to take time to sort through everything and see if they can make  
30 something work. They would like to revisit it if they can figure out how to address as many  
31 concerns as they can.

32  
33 **Commissioner McCoy** asked where the city stands with low speed vehicles.

34  
35 **Mark Johnson** stated low speed vehicles are approved by the state if properly registered,  
36 but golf carts are not considered low speed vehicles.

37  
38 **Vice Mayor Serviss** expressed concern that some people are assuming the use of golf carts  
39 will be approved by Council. There should be a notice put out informing residents this item  
40 has not been passed.

41  
42 **MOTION by Commissioner Giacalone, SECONDED by Commissioner McCoy to**  
43 **adjourn.**

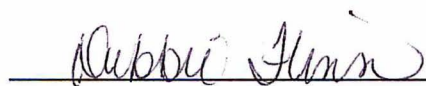
44  
45 **AYE:** Trujillo, Jackson, Flinn, Giacalone, McCoy, Smith  
46




1 **NAY:** None

2  
3 **MOTION PASSED: 6-0**

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5 *(Meeting adjourned at 8:05 P.M.)*

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12 Debbie Flinn, Chairwoman

13 **ATTEST:**

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19 Kristine Thompson, Planning Technician