

## City of Keystone Heights City Council

### Keystone Heights Planning and Zoning Board Meeting, April 20, 2026

**Date: Apr 20 2026 (6:00 pm)**

#### **CALL TO ORDER**

[1. Call to Order-Dr. John Zieser, Chairman](#)

Rich Komano City Attorney called the meeting to order at 6:01 pm

#### **Invocation**

[2. Invocation: James Booth, City Manager](#)

City Manager Jamie Booth led the meeting in the invocation.

#### **Pledge of Allegiance**

[3. Pledge of Allegiance](#)

Dr. Geraldine Robbins led the meeting in the Pledge of Allegiance.

#### **ROLL CALL– City Manager**

[4. Roll Call-James Booth, City Manager; Chairman Dr. John Zieser, Ms. Carrie Mullins, Dr. Geraldine Robbins, Ms. Carolyn Vanzo,](#)

Jamie Booth, City Manager, called the roll.

Chairman, Dr. John Zieser, delayed arrival

Carrie Mullins-present

Dr. Geraldine Robbins-present

Caroline Vanzo-present

City Attorney-Rich Komando-present

Jamie Booth, City Manager, asked for a volunteer to chair the meeting. Dr. Geraldine Robbins volunteered.

#### **Consent Agenda**

[5. Approval of Minutes Planning and Zoning Board March 16, 2026](#)

☞ [Approval Minutes-Planning and Zoning March 16, 2026.pdf](#)

Dr. Robbins amended page 2 of 3 to strike the summary of her position on the 50/50 split on commercial/residential activities.

Motion to approve the minutes, as amended, passed 3-0.

Wendy Harris, Office Manager, amended the minutes as requested.

#### **Public Comment**

## 6. Public Comment

There were no public comments.

City Manager Jamie Booth reiterated a public disclosure from about a year ago that Ms. Janis Fleet has, in the past, represented Mr. Joe Wiggins of Wiggins Construction. This was disclosed to the city council when Ms. Fleet was brought on as a planning consultant to the city. However, the City Manager wanted to redisclose this relationship since many members of the Planning and Zoning Board were not serving at the time of the previous disclosure. Dr. Robbins discussed biases that we need to be aware of.

## **Joint City Council and Planning and Zoning Board Comprehensive Plan Workshop**

### 7. Review draft additions and deletions from the previous comprehensive plan.

🔗 [Comprehensive Plan Timeline\\_ Updated on 07APR2026.docx](#)

🔗 [Draft Comprehensive Plan - 2026 - with comments for revisions.pdf](#)

Acting Chair Dr, Geraldine Robbins opened the workshop. Jamie Booth, City Manager, summarized the Comprehensive Plan timeline for the board and stated that the goal for the workshop was to review the first half of the draft comprehensive plan.

Ms. Fleet presented a summary of the comprehensive process and way forward. Grant deliverable #1 was submitted and accepted by the state. We are now working on deliverable 2. Deliverable 2 is to prepare a draft comprehensive plan with additions and deletions shown in an underline and strike-through format. We must make sure that our draft is Senate Bill 180 (SB180) compliant, meaning that our plan cannot add anything that is more restrictive or burdensome on the property owner than the previous plan. She then responded to review comments submitted by board members to the staff. Level of service standards are maintained from the old plan into the new plan except for limiting our level of service standards to solely SR21 and SE100 in the transportation element which is the minimum standard required by the state. The state projects that both SR21 and SR100 will maintain a level of service C until 2045. The recommendation to add the word "ensure" to 1.1.1 #12 has been applied. 1.4.1 Mixed-use language reverencing 50 % requirement will be removed. Language referencing a recycling program that is no longer supported by the county contract has been removed. Language discussing increasing buffers has not been applied, as it conflicts with SB180. I8.2.4 was removed because it was duplicative of other language in the plan. Public School Facilities Element has been retained because the county has retained it in their plan, so we need to do the same. Ms. Vanzo was satisfied that her proposed changes had been properly addressed.

- d. Robbins readdressed, removing the recycling plan in the facilities element 4.4.3. Consensus reached that ideally there should be a recycling program, economic realities have driven counties to remove the programs from their contracts. She also addressed the use of the words "will" and "shall." The city attorney stated that both words are directing the Land Development Codes to comply with the Comprehensive Plan, and the context of use will drive the meaning. The board reached consensus that the meaning of shall and will, will not be delineated. Finally, Dr. Robbins brought up concerns with passive voice throughout the draft comprehensive plan and the importance of clearly indicating what organization will be taking the various actions required by the plan. The board reached consensus to remove passive voice and that Dr. Robbins will submit a list of passive voice uses to the staff for review/action.

Chairman Zieser joined the meeting at 6:46.

LU1.5.7- Dr Robbins asked Ms. Fleet why language was removed from LU1.5.7 dealing with the 25-foot buffer requirement. The language was removed because it was providing a level of detail that was unnecessary. Board consensus reached that the use of the word "all " in this policy is acceptable.

LU1.6- Board consensus reached that level of guidance provided in this historic preservation objective was acceptable.

LU1.7.2 Discussion on incentives provided by the city for tree preservation. The incentives are used by the city to encourage developers to preserve tree canopy. The incentive typically used is a negative incentive, i.e. the developer will have to pay if they remove trees. The board reached consensus to keep the language as drafted.

LU1.8- Annexation- Changes were made to recognize recent council intent which is pro annexation. Previous policy discouraged annexation.

H3.1- What is the definition of substandard housing? It can be found in city code. General discussion also occurred about the removal of language from the housing element to remove processes or issues not dealt with by the city or statutory changes requiring the removal of energy efficiency language. Building permits and inspections conducted by the county.

Ms. Fleet summarized maintaining level of service standards and concurrency for Chairman Zieser. He is comfortable that his comments to the staff will be applied as long that he can review the updated draft.

C6.2.1- Who completes this process? The deputy city manager in coordination with Clay County.

C6.2.3-Dr. Robbins recommends removing the reference to the Army Corps of Engineers in establishing the Ordinary Hight Water levels. After discussion that there is a possible scenario that where they may have to do so, Dr. Robbins was comfortable with leaving the language in the document.

C6.2.7- Do we require water from heat pumps to be retained onsite? Can we delete it? The board reached consensus to remove this policy from the plan.

C6.3- Promotion of water conservation. The board reached consensus to add the word "shall" in this objective.  
C6.3.2- The city will implement strategies to reduce water use. This language is typically used to support grant applications.

C6.4.1- Public information campaigns about septic risks to the aquifer. Do we do this. Yes.

C6.5.4- The city will coordinate with the Saint Johns River Water Management District on the black creek water restoration project. Should we keep this in the plan now that the project is constructed? The board reached consensus to keep the language.

Dr. Robbins discussed her concern about removing the 50% residential, 50 % commercial requirement from the new downtown mixed-use. She is concerned that once it is removed, we can not go back. Should we drop the mix lower rather than complete removal? Are there ways to incentivize residential? The board and staff had a broad discussion on the issue, but no consensus to add the requirement back into the draft. Dr. Robbins was satisfied with the discussion.

## Action Items

### 8. Action Items

No action items at this meeting.

## Board Comments

### 9. Board Comments

Broad board appreciation for staff efforts on the comprehensive plan.

## ADJOURNMENT

### 10. Adjournment-Dr. John Zieser, Chairman

The next meeting and workshop will be held on May 18th, 2026. Not later than the 1st of May the board needs to provide any additional comments on the plan to the staff. In the next meeting on May 18th, 2026, we will review the comprehensive plan maps, and the water supply facilities work plan.

Meeting adjourned at 7:56 p.m.

## NOTICE:

APPEAL PROCESS - ANY PERSON DESIRING TO APPEAL ANY DECISION MADE BY THE BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING WILL NEED A RECORD OF THE PROCEEDINGS FOR SUCH PURPOSE SAID PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. SEE SECTION 286.0105, FLORIDA STATUTES. ANYONE WISHING TO ADDRESS THE BOARD REGARDING ANY TOPIC ON THIS AGENDA IS REQUESTED TO COMPLETE A CARD AND RETURN TO THE CITY MANAGER. SPEAKERS ARE RESPECTFULLY REQUESTED TO LIMIT THEIR COMMENTS TO THREE (3) MINUTES.

PLEDGE OF CIVILITY  
WE WILL BE RESPECTFUL OF ONE ANOTHER EVEN WHEN WE DISAGREE.  
WE WILL DIRECT ALL COMMENTS TO THE ISSUES.  
WE WILL AVOID PERSONAL ATTACKS.

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