

## City of Keystone Heights City Council

### Keystone Heights Planning and Zoning Board Meeting, Nov 24,2025, 6pm

Date: Nov 24 2025 (6pm)

#### CALL TO ORDER

##### 1. Call to Order-Dr. John Zieser, Chairman

Chairman Dr. John Zieser called the meeting to order at 6:07 pm.

#### ROLL CALL– City Manager

##### 2. Roll Call-James Booth, Interim City Manager

Roll call was done by City Manager, Jamie Booth.  
Chairman, Dr. John Zieser, present  
Board member, Gregory Gay-present  
Board member, Carrie Mullins-present  
Board member, Dr. Geraldine Robbins-present  
Board member, Steve Hart-absent  
City Manager, Jamie Booth-present

##### 3. Pledge of Allegiance-Dr. John Zieser, Chairman

Chairman, Dr. John Zieser led the meeting in the pledge of allegiance.  
Deputy City Manager, Beau Wright led the meeting in an invocation.

#### Public Comment

##### 4. Public Comments

There were no public comments.

##### 5. Approval of Minutes Oct 15, 2025

🔗 [Planning and Zoning Meeting Oct 15, 2025 6pm.pdf](#)

**A motion was made by Ms. Carrie Mullins to approve the October 15th 2025 meeting minutes  
Mr. Gregory Gay seconded the motion.  
the vote- 4-0, motion approved.**

Dr. Geraldine Robbins asked for the September 22nd meeting minutes be amended to reflect "Ms. Janis Fleet did not say, would employ people". She requested this be an action item in the next meeting.  
Wendy Harris, Office Manager amended the minutes, Dec 3, 2025.

##### 6. Public Engagement Plan for Comprehensive Plan

🔗 [Scope of Work - Deliverables.pdf](#)

🔗 [Grant Cover Letter.pdf](#)

🔗 [Comprehensive Plan - P & Z Meeting 11-24-2025.pptx](#)

City Manager James Booth stated that the staff will place the October 15 workshop meeting minutes on the City Council Agenda for the January 5, 2026, meeting.

Chairman Dr. Zieser opened the workshop.

City Manager James Booth stated the City of Keystone Heights has been awarded a \$60,000 grant from Florida Commerce for Planning and Technical Assistance. These funds will be used for staff wages when working on the Comprehensive Plan.

Janis Fleet presented a PowerPoint presentation regarding the Comprehensive Plan.

Dr. Geraldine Robbins requested early communication when an item is being changed/rescheduled or removed from the agenda. This will help the board be prepared for the meeting.

Follow Senate Bill 180 directs that municipalities cannot amend comprehensive plans to make them more restrictive than the previous plan.

In the grant, these are the things that made us special:

1. Rural in an urban county.
2. Black Creek Project
3. Strategic Plan

The deliverables in the grant are:

Review and access the goals and objectives of the comprehensive plan: Land use, traffic circulation, housing, community facilities, conservation, recreation, open space, intergovernmental coordination, capital improvements, and public school facilities. We do not have to have a coastal community category.

Prepare a comprehensive engagement plan. Using the City website to promote engagement. Notices and surveys to businesses. Some of the groups to reach out to would be churches, civic groups (Kiwanis, Rotary Club, LRRPP, KLRBA, etc), social media, and SOLO.

Create a draft of the comprehensive plan.

Create maps in the GSI format.

Create the final draft of the comprehensive plan.

We must meet the deadlines for the grant.

Staff will distribute an example commercial downtown use category for the board and council to consider to replace the existing mixed use category.

## ADJOURNMENT

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

City Manager presented the City Calendar to the Planning and Zoning Board.

They agreed on the following times for meetings:

The 22nd of January at 7:00 pm will be the next meeting.

**Ms. Carrie Mullins made a motion to adjourn,**

**Dr. Geraldine Robbins made a second,**

**Vote 4-0 motion approved, meeting adjourned at 7:15 pm**

### 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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