

City of Keystone Heights City Council

Planning and Zoning Board Meeting, Aug 11, 2025

Date: Aug 01 2025

CALL TO ORDER

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

Dr. John Zieser called meeting to order at 6:00 pm.

[2. Pledge of Allegiance-Dr. John Zieser, Chairman](#)

Dr. John Zieser let the attendees in the pledge of allegiance.

[3. Invocation: Beau Wright, Deputy City Manager](#)

Beau Wright, Deputy City Manager led the attendees in the innovation.

ROLL CALL– City Manager

[4. Roll Call-James Booth, Interim City Manager](#)

James Booth, Interim City Manager called roll:

Dr. John Zieser, Chairman-present

Carrie Mullins-present

Dr. Geraldine Robbins-present

Gregory Gay-present

Steve Hart-present

Public Comment

[5. Public Comment](#)

No public comments

[6. Action Items/Consent Agenda](#)

[7. Introduction of New Board Member-Dr. Geraldine Robbins](#)

Dr. Geraldine Robbins introduced herself to the Planning and Zoning Board. She is looking forward to being a part of the future of our town.

[8. Minutes Approval-June 16,2025 Planning and Zoning Meeting](#)

🔗 [Planning and Zoning June 16, 2025 minutes.pdf](#)

Mr. Steve Hart made a motion to approve June 16th minutes.

Carrie Mullins second

All members said aye

Chairman Zieser stated motion carries. 5-0

9. Planning and Zoning Training-American Planning Association Conference

James Booth, Interim City Manager states we reached out to Ms. Janis Fleet to see if there was any training, as we have new members. Ms. Fleet told us the American Planning Association had two (2) options coming up.

1. American Planning Association Conference, Daytona Beach, FL Sept 16th, 9:00 to 4:00pm
2. American Planning Association Conference, Newberry, FL Oct 1st. 9:00 to 4:00 pm

Mr. Booth asked the board to let Beau Wright, Deputy City Manager or Wendy Harris, Office Manager if they wanted to attend and which session. The City will cover the costs.

10. Changes to Calendar

☛ 2025 City of Keystone Heights City Hall.docx

James Booth, Interim City Manager, explained we had a conflict due to Planning and Zoning October meeting and Comprehensive Plan Workshop being scheduled on Columbus Day. The issue was presented to the City Council on Aug 4. It was decided to move the meeting and Comprehensive Plan Workshop to October 15. The Planning and Zoning meeting will be at 6:00 pm with the Comprehensive Plan Workshop following at 6:30 pm.

September's Planning and Zoning meeting is on September 15th at 6:00 pm

11. New Planning and Zoning Contact Sheet

☛ planning and zoning contact list.docx

Mr. Steve Hart said the contact sheet contained personal email addresses. He asked City Attorney, Rich Komando to explain the Sunshine Laws and Public Records laws to the new members of the board.

Rich Komando, City Attorney asked if any of the new board members asked if anyone has ever served on a board or committee where Florida's Sunshine Act was applicable. No one has served in that capacity.

Mr. Komando explained the Sunshine act. He stated there were two (2) separate categories. One (1) is record retention and documents. The second (2) is open meetings.

Record Retention: Anytime you make a document that memorializes your thoughts or something in relation to government business. It does not matter if it is a document, an email, text, or some kind of electronic communication. It doesn't matter where it is located. It can be on a personal phone or PC, or a government phone or PC. Understand if you make any kind of notes, documentation etc. and a citizen fills out a records request, you must turn over the documents, text messages, etc.

Open Meetings: Anytime you are discussing government business it must be in a meeting.

1. The meeting must have public notification. Has to be reasonable notice, cannot be the morning of.
2. You have to have an agenda.
3. You also have to have minutes.

You are not allowed to have any discussions about government business outside of an open and publicly noticed meeting.

Mr. Komando asked if anyone had any questions.

Mr. Steve Hart said this has to do with speaking with the board you are appointed to. You can speak to City Council members, city attorney, any staff members. Mr. Komando agreed. If you would like to have something disseminated, please send them to our City Manager and he and I can talk about how to distribute them.

The City Manager may call the board members and meet with them individually. If you speak with any staff member, city attorney, council members, we cannot tell you information from other board members. Please call Rich Komando if you have any questions or concerns.

James Booth, Interim City Manager, stated the intent was to be able to send out agenda and attachments for the meeting to the email. Mr. Steve Hart said he understood if it was for housekeeping items.

12. Board Comments

Mr. Gregory Gay asked about the last meeting for Sunrise Estates, was the development going to be Section Eight (8) housing ? Rich Komando, City Attorney the short answer is no and probably not. I am cautious when I say Section Eight (8) housing, because many of us, I think of the New York projects or when I lived in New Orleans. I think of the projects there. There are many single family homes, where the landlord has to pass certain requirements, like the house cannot be dilapidated condemned and falling down. If the landlord passes the requirements they are allowed to rent and get a Section Eight (8) subsidy to rent that home. There are more than likely Section Eight (8) housing within our community, and you just don't know it.

Mr. Komando stated this is going to be 44 single family homes and 16 townhomes. There may be some affordable homes in that project. Essentially market grade housing. That might be a three (3) to four (4) bedroom home with a garage, which certain homeowners may qualify for certain programs that offer assistance in down payment. This is sometimes called workforce housing. The workforce is described as teachers, fireman, policeman, county and city employees, etc. They may have the credit rating to qualify for a mortgage, but they do not have the down payment.

Mr. Gay asked what are the price points on those houses? Dr. Zieser, chairman, said it would be about entrance about two fifty (250) and top end about four fifty (450). That is today, when he made the discussion. James Booth, Interim City Attorney said that was on Monday the numbers he said. The current market rates, but it could be another couple years and those numbers could change.

Dr. Zieser, chairman said in his experience a squared away home builder can pop out a house three, two (3, 2) in a four (4) months, assuming his inspections pass. Mr. Hart said you have common walls so, it would be less expensive than a free standing house, correct? Dr. Zieser, Chairman responded yes and that meets the fire code standard.

Any other comments. Mr. Hart said this are going to be condos, they are not designed to be rentals, by one entity individual ownership. Dr. Zieser, Chairman said that said it doesn't stop anyone person buying a house and renting it out. Mr. Hart said depending on how they structure the agreements. But that does not prevent the owner, developer from putting provisions to restrict renting. We can't make that decision.

Dr. Zieser asked why do we do the pledge of allegiance, I am just curious, James Booth, Interim City Manager said other than being in the United States? Dr. Zieser said yes. Mr. Booth responded, no reason. Dr. Zieser said so if we don't want to do it can we not do it? Rich Komando, City Attorney, said generally most government meetings open up with the pledge of allegiance, that's why. Dr. Zieser said that's fair enough. Dr. Zieser, Chairman said I would also like to know why we do an invocation? Rich Komando, City Attorney, said it is a tradition that also is part of many government meetings. There are many government meetings that have excluded it, generally it is the culture of that particular government. Dr. Zieser, Chairman said that's fair enough. I personally, it doesn't matter whom you pray to. I just wondered why we have this, that is the only purpose is an acceptable answer.

Mr. Hart said I think as a body we can set our own rules. Are you questioning either one of those? Dr. Zieser said I don't have formed an opinion on way or the other, I just, I am of the mind if it is not necessary why do we do it, I am a little more efficient. Mr. Hart said but you are not asking for a motion? Dr. Zieser said no.

Mrs. Geraldine Robbins asked if she could speak. Dr. Zieser said yes. Mrs. Robbins said I suggest they both are necessary. Dr. Zieser said fair enough. He asked if there were any other questions.

After adjournment at 6:20 pm, Mr. Hart asked if we could go back on the record. Dr. Zieser, Chairman said anything you wish.

Mr. Hart said he would like to know if there is any development, any movement going on north of Commercial Circle. I know this is pending, has anything been filed with the city? Mr. Beau Wright, Deputy City Manager said, essentially what we have is a site permit application for the property that is on the corner of twenty one (21) and Commercial Circle. It is for an O'Reilly's Auto Parts Store, which would be under general commercial. I reviewed this with Ms. Janis Fleet, City Planner and we went through the site development and the egress, ingress and everything. Everything under their site development plan matched what we had so essentially, I just approved the site permit today for them. Mr. Hart said no PUD? Mr. Wright said no, it would stay general commercial, it would not have any zoning change at all.

Dr. Zieser said thank you for your attendance.

ADJOURNMENT

13. Adjournment-Dr. John Zieser, Chairman

Dr. Zieser asked for a motion to adjourn the meeting.

Mr. Hart made the motion.

Ms. Mullins second.

All were in favor, motion carries. 6:20 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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