
Planning and Zoning Board Meeting June 15 2026 6pm

Date: Jun 15 2026 (6:00 pm)

CALL TO ORDER

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

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

Invocation

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

Deputy City Manager, Beau Wright, led the meeting in an invocation.

Pledge of Allegiance

[3. Pledge of Allegiance-City Manager James Booth](#)

City Manager, Jamie Booth, 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,](#)

City Manager, Jamie Booth called the roll.
Dr. John Zieser-present
Ms. Carrie Mullins-present
Mrs. Carolyn Vanzo-present
Dr. Geraldine Robbins-present

Consent Agenda

[5. Approval of Minutes-Planning and Zoning Board May 18 2026 minutes](#)

📎 [Planning and Zoning Board May 18 2026 Minutes.pdf](#)

**Dr. Geraldine Robbins made a motion to approve the minutes from the May 18, 2026, meeting.
Mrs. Carolyn Vanzo provided the second.
Vote 4-0 all in favor, minutes approved.**

Public Comment

[6. Public Comments](#)

There were no public comments.

Action Items

[7. Public Hearing- Transmit amendments to the Keystone Heights Comprehensive Plan](#)

📎 [WSFWP for P& Z Transmittal hearing .pdf](#)

🔗 [Review of Dr. Robbins recommended changes to comprehensive plan.pdf](#)

🔗 [Draft Comprehensive Plan - 2026 - P & Z Transmittal hearing.pdf](#)

🔗 [Combined Comp Plan Map File 20260610.pdf](#)

WSFWP: City Manager Jamie Booth will engage with the St Johns River Water Management District regarding the water consumption chart. He will express that we would like to understand the consumption (CCUA), all residential use, and the total of 57% of the consumption. Janis Fleet, City Planner, will send the water supply plan to the St. Johns River Water Management District for a courtesy review.

Jamie Booth, City Manager, will get with Doug Conke to set up a meeting with local government, St. Johns River Water Management District, and Clay County Utility Authority. The discussion should include: What concerns have others in Clay County had? What policies does the SJRWMD recommend?

Board Member Dr. Geraldine Robbins would like to know if we are using the Clay County Utility Authority's well (this was under the water tower). Jamie Booth, City Manager, will look it up and have an answer at the next Planning and Zoning Board Meeting on August 17, 2026.

Dr. Robbins recommended changes to the comprehensive plan:

Dr. Robbins stated that page 9 needs translation, looking at letter, commercial, retail, and office use. What does this mean? She would like the zoning looked at and be more specific: FL ratio, building would cover 30% of the land.

Comprehensive Plan

Janis Fleet, City Planner, stated the Comprehensive Draft is almost ready. She stated she would need to make recommendations to the City Council prior to the Comprehensive Plan being sent to the Florida Department of Commerce.

Motion made by Carolyn Vanzo

Second made by Carrie Mullins

Vote 4-0, all in favor motion approved.

Board Comments

8. Board Comments

Carolyn Vanzo, everyone worked very hard, and it is appreciated.

Dr. Geraldine Robbins-Why are we not filling the 5th seat? Jamie Booth, City Manager, explained it is about having the time to fill the position. We have numerous citizens' boards we are working on at the moment.

Carrie Mullins-no comments

Dr. John Zieser- would like a challenge coin made to give to the board. He stated they had accomplished a lot and worked very hard. He feels this would show appreciation.

ADJOURNMENT

9. Adjournment-Dr. John Zieser, Chairman

Dr. John Zieser adjourned the meeting at 6:23 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 IT 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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