

City of Keystone Heights City Council

555 S. Lawrence Blvd. Keystone Heights, FL

Planning and Zoning Board Meeting, June 16, 2025, 6pm

Date: Jun 16 2025 (6 pm)

CALL TO ORDER

1. Call to Order

The meeting was called to order, Dr. Zieser called the meeting to order at 605pm

ROLL CALL– City Manager

2. Roll Call City Manager

Charlie Van Zant, City Manager called roll.
Dr. John Zieser, present
Mr. Steve Hart, present
Ms. Carrie Mullins, present
Gregory Gay, Present (was late come in around 6:20 pm)

3. PUD Rezoning-Sunrise Estates

☞ Staff report - Sunrise Estates Rezoning - PUD to PUD.pdf

☞ PUD Application.pdf

☞ PUD Ordinance - 2022-595.pdf

Ms. Janis Fleet presented the zoning change request to the board. Mr. Joe Wiggins is the owner of the property, Sunrise Estates. On June 9th the City Council approved tree mitigation for the Sunrise Estates plan. Town homes are in the Comprehensive plan. There is no flood or wetlands on the property. She read the Policy LU 1.4.1 maximum of 6 units per acre.
The staff recommendation is to approve on the basis of the application submitted on Feb 28, 2025.
Mr. Rich Komando, City Attorney states the rezoning is needed for rezoning as the townhomes were added and increased the number of homes to 60.
Mr. Steve Hart motioned and seconded by Dr. John Zieser. All voted in favor. All conditions are the same as done by the City Council.

Public Comment

4. Public Comments

Dr. John Zieser opened the hearing to the public comments.

Mr. Shackleford spoke and feels that Mr. Wiggins is a qualified developer. He states there is a sinkhole on the property.

He has a few issues/Questions

1. There was a difference of opinion as to what the 25 ft hole is. How are we putting a retention pond in a sink hole?

2. Where are the kids going to go to school?

3. He is also concerned about the traffic. He states it is difficult to get onto SR 100 from Sunrise Blvd. He believes the traffic study was done when school was out of session. He finances home builders and is concerned about the neighborhood staying nice. He is concerned about the safety.

Mr. Joe Wiggins states he is here to answer questions. He states he has been building homes for 50 years. He works with his sons. They have been named builder of the year in Clay County for numerous years. He states the lots are small. He states there is a garage for owners to keep things nice. He states this limits the elevation options. He likes to add covered porches as he wants children to be outside. The affordability is crucial. Within the City there is limited homes. Most houses in the City do not have garages. He states there were 8 houses for sale last week in the City of Keystone Heights. He states the townhomes are a little bit of a buffer as they are closest to the commercial area.

Dr. Zieser asked where does the multi family park?

Mr. Wiggins stated they have 2 car garages.

Dr. Zieser asked about the traffic.

Mr Wiggins offered to do an additional soil testing. Mr Shackleford feels the sinkhole is a concern. He feels it is full of pine trees and fill dirt. He feels it is going to look like a void. This could cause expensive homeowners insurance for all the residents or make it hard for residence to get homeowner's insurance.

Mr. Steve Hart states Mr. Wiggins is aware of the trail. He feels they cannot make their decision based on the sinkholes.

Ms. Fleet stated the schools will have to give impact; Mr. Wiggins will have to pay the Clay County Impact fees.

Mr. Hart asked how the townhomes will be titled? Mr Wiggins, they will each have their own deed.

Mr. Hart asked if there would be restrictions on AirBNB, homeowners association could impose. Mr. Wiggins would like to bring up at the City Council Meeting.

Ms. Fleet has a master's degree in planning. She started in Jacksonville, she has worked with Penney Farms, Green Cove Springs. She has been an expert witness in Circuit Court.

Mr. Hart states she is qualified to give them her opinion.

Mr Rich Komando read the recommendations. He said they wanted to keep previous conditions.

Dr. John Zieser closed the public hearing.

Mr. Komando states there could be a motion to adopt.

Mr. Hart moves to motion and adopt..

Mr. Gay seconds.

Vote called and it was all in favor.

This portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda.

Items for Consideration

[5. Briefing on Evaluation and Appraisal Report \(EAR\) for Comprehensive Plan](#)

🔗 [EAR - Comprehensive Plan.pptx](#)

Recommendations:

Keystone Heights Comprehensive Plan Update Recommendations

Reorganization

comprehensive Plan-Goals, objectives and Policies maps

water Supply Facilities work plan as Appendix

Update future land use map

airport and cemetery are not in city limits

update dates

review the need for annual reviews

Delete Completed policies

Looking ahead:

joint workshop-October (suggested change to October by Rich Komando, City Attorney)

Review-Goals, Objectives, and Policies and Maps-September-October 2025

Review and revise future use categories-Nov-Dec 2025

Prepare Draft EAR and Draft Comprehensive Plan Update-Feb 2026

Planning and Zoning Hearing-March 2026

City Council Transmittal-April 2026

Mr Hart asked if the Comp plan should have 1 mile and 1/2 area for

Check the compatibility with the other counties close to the city.

James Booth, City Engineer asked Ms. Fleet what she should recommend prior to the workshop to make sure we are prepared:

Look at the map, also look at the goals and objectives. This will give the board the opportunity to be prepared.

6. Committee Discussion

Dr. Zieser welcomed Mr. Gay to the board.

Mr. Komando stated we need to discuss the EAR.

Mr. van Zant, City Manager would like to suggest the Planning and Zoning have a monthly meeting scheduled. Mr. Wright suggested the 2nd monday of every month.

Dr. John Zieser encourages a shift in the EAR two months to the right.

ADJOURNMENT

7. Adjournment

Dr. Zieser adjourned the meeting.

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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