

City of Keystone Heights City Council

Planning and Zoning Meeting Feb 9 2026, 6 pm

Date: Feb 09 2026 (6 pm)

CALL TO ORDER

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

Chairman Dr. John Zieser called the meeting to order at 6:06 pm.

Invocation

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

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

Pledge of Allegiance

[3. Pledge of Allegiance Chairman Dr. Zieser](#)

Dr. John Zieser, Chairman, 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, Mr. Steve Hart](#)

Jamie Booth City Manager, called the roll.
Dr. John Zieser, Chairman-present
Dr. Geraldine Robbins-present
Carrie Mullins-present
Carolyn Vanzo-present
Steve Hart-Absent

Consent Agenda

[5. Planning and Zoning Meeting Jan 22, 2026 Minutes](#)

📎 [Jan 2026 Planning and Zoning Meeting Minutes.pdf](#)

Dr. Geraldine Robbins will give amendments to update the minutes.
-Minutes. Dr. Robbins recalled that the 30 Jan deadline for comments was for the Engagement Plan, not the Comprehensive Plan. The board voted 4-0 to amend the January minutes to the above.

Dr. Geraldine Robbins made a motion to approve.

Ms. Carrie Mullins provided a second.

Vote 4-0

Motion approved.

Public Comment

6. Public Comments

There were no public comments.

Joint City Council and Planning and Zoning Board Comprehensive Plan Workshop

7. Planning and Zoning Board Comprehensive Plan Workshop

Meeting recessed.

Meeting brought back to order

Comprehensive Plan Workshop

Ms. Fleet was delayed by a previous meeting. She briefed from slides, starting with covering the Engagement Plan required by our Comp. Plan Grant. Staff has established an area on the city website that describes what a comprehensive plan is and the comprehensive plan update process. The website also has links to Facebook, meetings, and business surveys. Dr. Robins expressed interest in reviewing the survey to make sure it can generate usable data.

Ms. Fleet then covered the updated FLUM. The Brooklyn Boys property has been updated to reflect a commercial use due to a zoning change that occurred after the 2011 FLUM was published. The owner of the unimproved Fox Run properties, Joe Wiggins, is good with the mixed-use and may come to the city and ask for annexation of additional contiguous property that he owns. She clarified that the proposed mixed-use in this area would be 70% residential and 30% commercial at 6 units per acre.

The group confirmed that residential to commercial splits have not been finalized and further discussion is required. Dr. Robbins wants to know if there is any data that demonstrates the 50/50 split in the existing mixed-use (downtown core of the community redevelopment area) category is impossible to meet. She wants to keep the 50/50 split. Ms. Fleet recommends eliminating splits in this fully developed area because that will actually limit or restrict redevelopment. Later in the meeting, Ms. Fleet described how the 50/50 split would require Atlantic Logistics to build a 50/50 facility if they wanted to expand their existing commercial facility. Dr. Zieser again recommended that our language should mirror any state minimums for mixed-use splits, as he agrees that we should remove the 50/50 split from the existing mixed-use category in the downtown area. The group did not come to a consensus on how to proceed with the proposed downtown mixed-use or the proposed mixed-use in the Fox Run area. There was consensus to resolve this issue in a future meeting by reviewing the proposed FLUM and the proposed category text definitions together.

The group discussed confusion between the 2011-2025 FLUM, the map of current land use developed from property appraiser data, the proposed/new FLUM, and the current zoning map.

Ms. Fleet reviewed the annual University of Florida population study of the Keystone Heights area that projects low population growth in the future. This is likely due to the few building permits in our area, two over the last two years.

Moving forward, we need to get a signed grant agreement with Florida Commerce, submit our grant deliverable #1 (engagement plan), then our draft comprehensive plan, and finally a list of inconsistencies between our Land Use Plan and draft Comprehensive Plan amendment.

The city manager reported that he just completed the second of two community engagement events with the Keystone Lake Region Business Association and the attendees to the city-sponsored Coffee with Commerce. Attendees to both meetings were requested to go to the city website and provide any feedback they have on the draft comprehensive plan.

Staff will provide a clean copy of the proposed land use categories so that we can discuss them in detail at the next meeting. Next meeting will be on the 3rd Monday of March.

8. Engagement Plan Implementation

She briefed from slides, starting with covering the Engagement Plan required by our Comp. Plan Grant. Staff has established an area on the city website that describes what a comprehensive plan is and the comprehensive plan update process. The website also has links to Facebook, meetings, and business surveys. Dr. Robbins expressed interest in reviewing the survey to make sure it can generate usable data.

Action Items

9. Planning and Zoning vs. LPA Ordinance Conflict

-Discussion of code of ordinance references that make the Local Planning Agency (LPA) and Planning and Zoning Board sound as if they are two separate bodies. They are in fact the same body. Dr. Ziezer recommends reorganization of city ordinances to clarify this issue. Dr. Ziezer will submit a document that will consolidate and clarify language in Chapter 15 and 17 using the track change function in MS Word to strike (delete) or underline(add) language in the existing municode language. This will be brought before the P&Z Board for consideration and then taken before the City Council if the Board approves the recommended changes.

10. Proxy Votes

State law prevents proxy voting. The board discussed how a message could be passed to get member communications expressed if the member could not make a meeting. The City Attorney clarified that members are prohibited from engaging in discussion outside of meetings so even one way communications outside a meeting would be a sunshine violation. This is why communications outside of board meetings should only go the staff. Board members are also prevented from discussing old business outside of board meetings as there are instances when those issues could come back before the board.

Board Comments

11. Planning and Zoning Board Member Comments

- Dr. Robbins expressed to Ms. Vanzo that sunshine requirements are important and different than operating as a civil servant. Dr. Ziezer provided Ms. Vanzo where the board is with the Comprehensive Plan Review. He stated that the board is reviewing LU1.4.1 Future Land Use MAP (FLUM). Both members discussed 50/50 residential to commercial mix in the existing mixed use area, the proposed removal of that requirement in a newly proposed downtown mixed use category, and a proposed 70/30 split of commercial to residential in new mixed use category for areas that are currently zoned residential (Fox Run). Mr. Mike Bell spoke to help clarify residential to commercial splits. There is confusion about percentage splits in the proposed (new) downtown mixed use and (new) mixed use near fox run. Dr. Ziezer recommends the city plan follow any state minimums.

ADJOURNMENT

12. Adjournment-Dr. John Zieser, Chairman

Dr. John Zieser, Chairman, adjourned the meeting at 7:53 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.

www.keystoneheights.us [www.twitter/cityofkeystone](https://twitter.com/cityofkeystone) [www.facebook/keystoneheights](https://www.facebook.com/keystoneheights)