



Planning and Historic Preservation Board Regular Meeting Agenda

Wednesday, November 19, 2025 at 7:00 PM

706 NE Chokolka BLVD

CALL TO ORDER

INVOCATION AND PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL

CONSENT AGENDA

1. Agenda Approval
2. Regular Meeting Minutes of October 28, 2025

CITIZEN'S FORUM

Public Comment (public comments limited to 2 minutes per speaker, please)

PUBLIC HEARINGS

3. Site Plan - Alachua County Library District

NEW BUSINESS

UNFINISHED BUSINESS

BOARD MEMBER COMMENTS

4. Troy Blakely (Seat 1)
5. Mike Davis (Seat 2)
6. Open (Seat 3)
7. Stephen Elder (Seat 5)

CHAIR FRO WARREN (SEAT 4) REPORT

ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN TOWN MEETINGS SHOULD CONTACT THE TOWN ADMINISTRATOR, 706 NE CHOLOKKA BLVD., MICANOPY, FLORIDA 32667-0137, TELEPHONE (352) 466-3121.



Planning and Historic Preservation Board Regular Meeting Minutes

Tuesday, October 28, 2025 at 7:00 PM

706 NE Cholokka BLVD

CALL TO ORDER

Chair Fro Warren called the meeting to order 7:00 pm

INVOCATION AND PLEDGE OF ALLEGIANCE TO FLAG

ROLL CALL

Chair Warren, present

Vice Chair Stephen Elder, absent with notice

Troy Blakely, present

Mike Davis, present

Attorney Derek Folds, present

Administrator Sara Samario, absent with notice

Deputy Town Clerk Patty Polk, present

CONSENT AGENDA

Motion made and seconded (Blakely/Davis) to accept the agenda as submitted; passed 3-0

1. Agenda Approval
2. Regular Meeting Minutes of
Unavailable

CITIZEN'S FORUM

Public Comment (public comments limited to 2 minutes per speaker, please)

CITIZEN'S FORUM

Stoney Slaton, Seminary Ave, recommends decorating or planting local plants around the recently installed cable boxes downtown. Also, questioned when the angled brackets will be installed on the Brisky building awning. Chair Warren will discuss this with town staff.

PUBLIC HEARINGS

3. Certificate of Appropriateness - Re-Roof, 715/717 NE Cholokka Blvd, Micanopy
Gordon Johnson, 16674-000-000

Certificate of Appropriateness - Re-Roof, 715/717 NE Cholokka Blvd, Micanopy
Gordon Johnson, 16674-000-000

Chair Fro Warren opened the public hearing.

1. The Board shall determine if it has jurisdiction over the matter. Yes
2. Members of the board shall, if necessary, state whether they have a conflict of interest or must otherwise disqualify themselves from hearing the case. None
3. Members of the board shall disclose and place on the record any ex parte contacts relating to the matter before the board. None

Swearing in of the Witnesses. A. Derek Folds swore in Justin Odom, Creative Concepts, contractor for the roofing of 715/717 NE Cholokka Blvd, Micanopy.

4. Introduction of the petition by the Town. Chair Warren read the application as submitted.

5. Presentation of Applicant's case. Justin Odom stated that the roofing material will be shingle-to-shingle. The duplex house will be re-roofed to include both addresses 715 and 717 Ne Cholokka Blvd, Micanopy.

6. Presentation of the Staff's case. Staff recommends approval.

7. Presentation of the Affected Party's case. N/A

8. Rebuttal of the Applicant. N/A

9. Rebuttal by Staff. N/A

10. Rebuttal by Affected Party. N/A

11. Public input. N/A

12. Deliberation of the Board. Discussion ensued.

Motion made and seconded (Blakely/Davis) to approve the re-roof, shingles for shingles, as submitted; passed 3-0

13. Preparation of Final Order. Staff will prepare the document for signatures.

14. Approval of Final Order. Staff will email the approved document to the applicant.

4. Certificate of Appropriateness_Re-roof_Roach_16620-050-002

Certificate of Appropriateness_Re-roof_Roach_16620-050-002

Chair Fro Warren opened the quasi-judicial hearing.

1. The Board shall determine if it has jurisdiction over the matter. Yes
2. Members of the board shall, if necessary, state whether they have a conflict of interest or must otherwise disqualify themselves from hearing the case. None

3. Members of the board shall disclose and place on the record any ex parte contacts relating to the matter before the board. None

Swearing in of the Witnesses. A. Derek Folds swore in Caroline Roach, applicant.

4. Introduction of the petition by the Town. Chair Warren read the application as submitted.

5. Presentation of Applicant's case. Caroline Roach's home needs a new roof, and she cannot afford to re-roof with the original materials.

6. Presentation of the Staff's case. Staff doesn't have enough historical preservation knowledge to make a recommendation.

7. Presentation of the Affected Party's case. N/A

8. Rebuttal of the Applicant. N/A

9. Rebuttal by Staff. N/A

10. Rebuttal by Affected Party. N/A

11. Public input. N/A

12. Deliberation of the Board. Discussion ensued.

Motion made and seconded (Blakely/Davis) to approve the re-roof, using galvanized standing seam metal roofing; as submitted; passed 3-0

13. Preparation of Final Order. Staff will prepare the document for signatures.

14. Approval of Final Order. Staff will email the approved document to the applicant.

NEW BUSINESS

None

UNFINISHED BUSINESS

None

BOARD MEMBER COMMENTS

5. Troy Blakely (Seat 1)

Troy Blakely (Seat 1) - Recommends toning down the enclosures around the telephone poles downtown so they blend in.

6. Mike Davis (Seat 2)

Mike Davis (Seat 2) - is looking forward to the holiday season and cool weather.

7. (Seat 3)

8. Stephen Elder (Seat 5)

Stephen Elder (Seat 5) - absent with notice.

CHAIR FRO WARREN (SEAT 4) REPORT

CHAIR FRO WARREN (SEAT 4) REPORT - Embrace this Festival weekend; enjoy the Fall Festival.

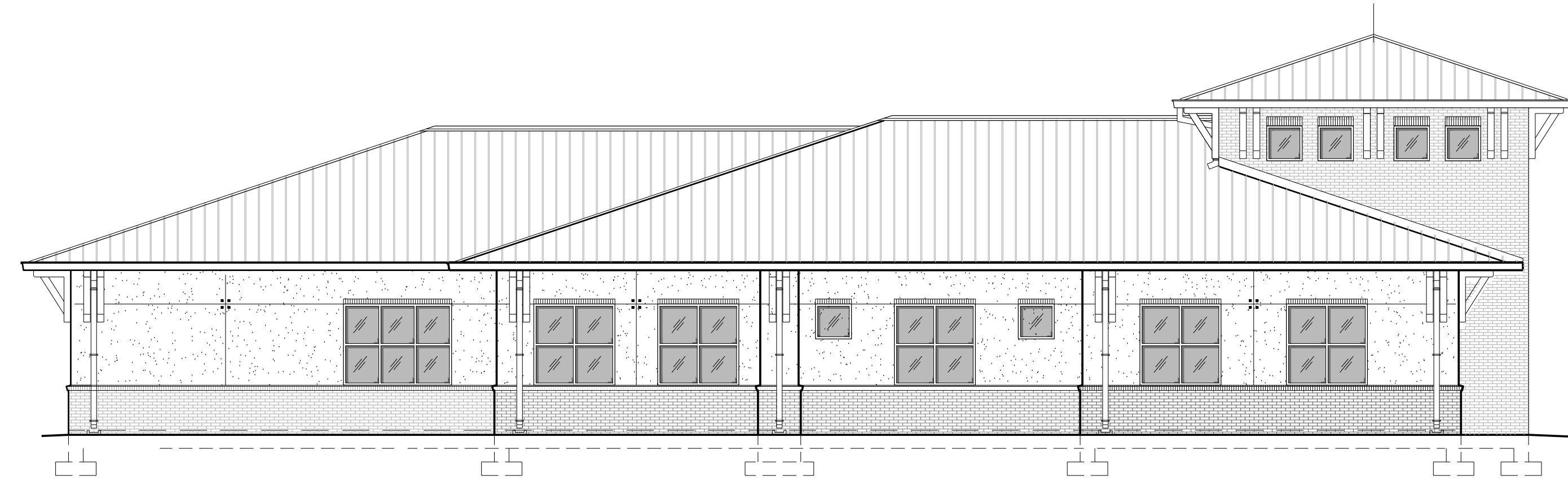
ADJOURN

PLEASE NOTE: PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN TOWN MEETINGS SHOULD CONTACT THE TOWN ADMINISTRATOR, 706 NE CHOLOKKA BLVD., MICANOPY, FLORIDA 32667-0137, TELEPHONE (352) 466-3121.

ADJOURN - Chair Warren adjourned the meeting 7:19 pm

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ANY MODIFICATIONS TO THESE PLANS OR RE-USE OF THESE PLANS MUST BE APPROVED BY AND SIGNED BY THE ARCHITECT.



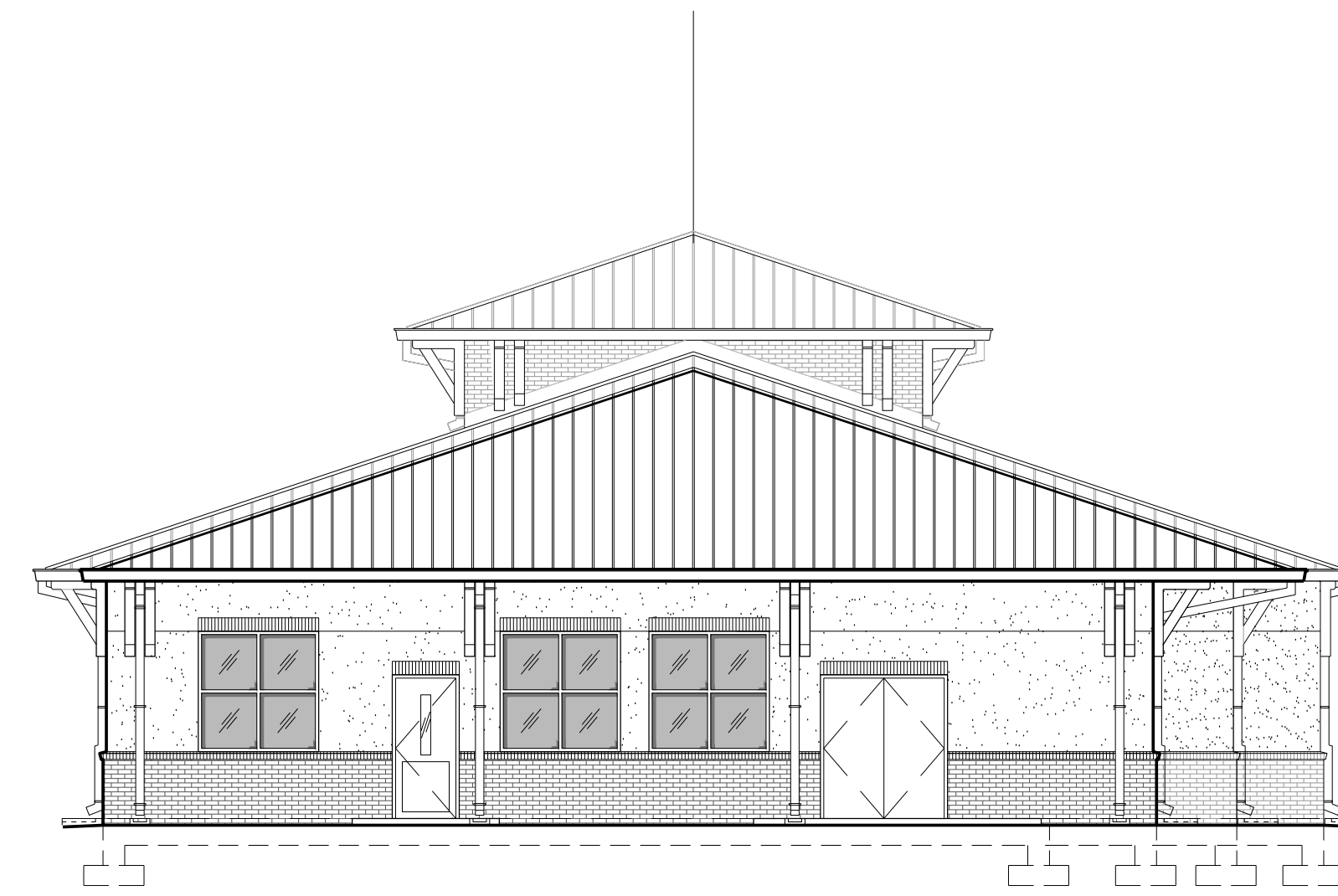
NORTH ELEVATION

1/8" = 1'-0"



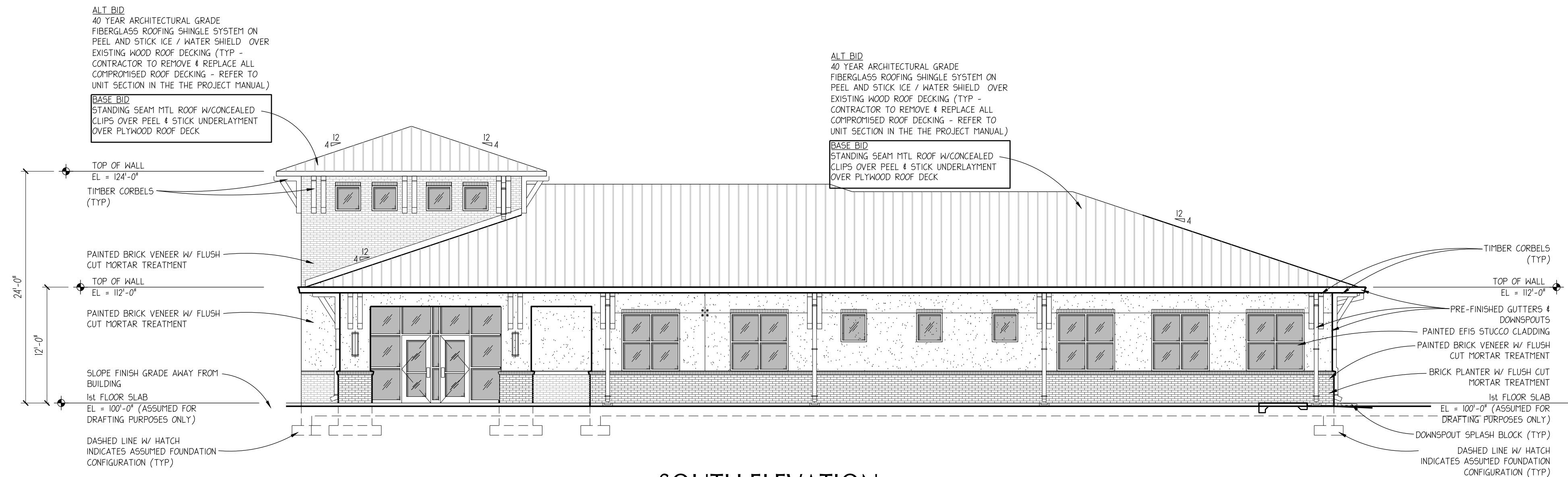
EAST ELEVATION

1/8" = 1'-0"



WEST ELEVATION

1/8" = 1'-0"



SOUTH ELEVATION

1/8" = 1'-0"

DRAWN BY: K.C. IMA
 DATE: JUNE 30, 2023
 PROJECT NO: 23821

PAUL STRESING ASSOCIATES, INC.

14677 MAIN STREET
 ALACHUA, FLORIDA 32310
 E-MAIL: paul@paulstresingassociates.com
 TELEPHONE: (386) 462-0407
 REGISTRATION NO. AR0019885 - CA NO. AA0009377

ALACHUA COUNTY LIBRARY DISTRICT
 MICANOPY LIBRARY BRANCH
NEW LIBRARY BUILDING
 MICANOPY, FLORIDA

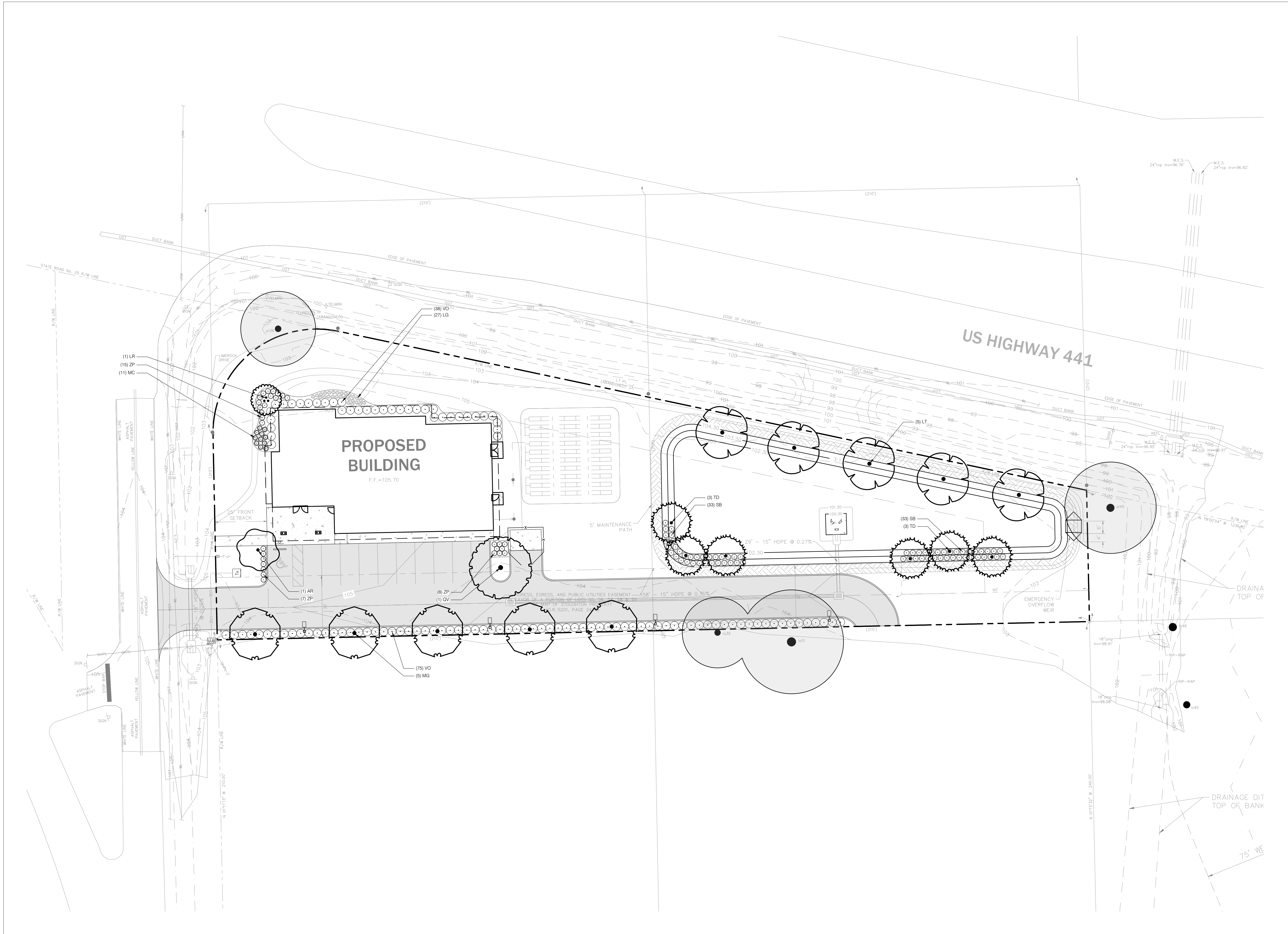
REVISIONS
 TYP:

DATE:

ARCHITECT'S SEAL

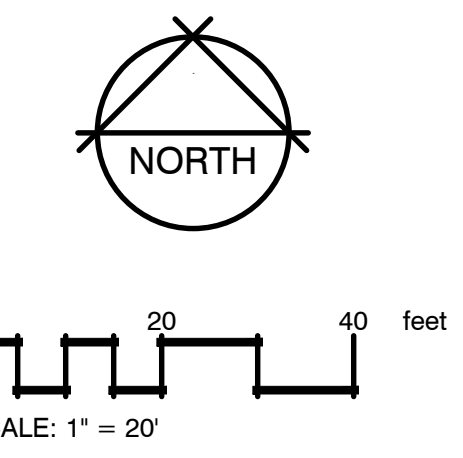
PSA
 LIC. NO. AR0013985

SHEET NO.
A.5
6/18/25



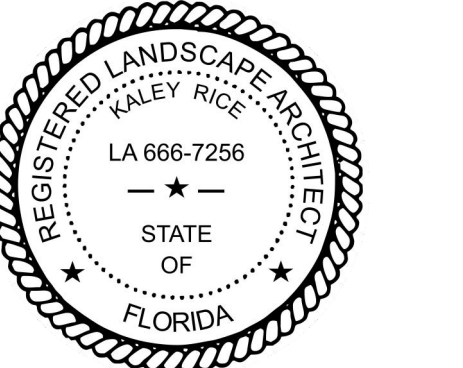
PREPARED BY:
floravie
 design
 Contact: KALEY DUNLAP RICE
 PHONE: (321) 277-0826
 kaley@floraviedesign.com

PREPARED FOR:
EDA CONSULTANTS
 CONTACT: Claudia Vega
 720 SW 2nd Ave, Suite 900
 Gainesville, Florida
 PHONE: (352) 373-3541



No.	Date	Comment

Professional Landscape Architect of Record:



Kaley M. Rice, PLA LA6667256
 Landscape Architect Certificate No.

Project No: 25-032

Project Phase: CITY SUBMITTAL

Project Title:
**MICANOPY LIBRARY
 TOWN OF MICANOPY,
 FLORIDA**

Sheet Title:
LANDSCAPE PLAN

Designed: KMR	Sheet No.:
Drawn: ZRR	L110
Checked: KMR	
Date: 07/31/2025	



Town of _____

Micanopy
Florida

TOWN OF MICANOPY, FLORIDA

NOTICE OF QUASI-JUDICIAL HEARING ON SITE PLAN

Notice is hereby given that the **Planning and Historic Preservation Board (PHPB)** of the Town of Micanopy will hold a public meeting and quasi-judicial hearing to consider a **Preliminary Site Plan** for the following proposed development:

Applicant: Alachua County Library District

Project Name: Site Plan Review – Alachua County Library District’s Micanopy Branch

Property Address: No Physical Address, SE Corner of US Hwy 441 and NE Chokolka Blvd (NE 1st St), Micanopy, FL 32667

Parcel Number(s): 16672-000-000

Meeting Date & Time: November 19, 2025 at 7:00 pm

Location: Micanopy Town Hall, 706 NE Chokolka Blvd, Micanopy, FL 32667

The PHPB may conduct a **Final Site Plan** review at this same public hearing on November 19, 2025 if it determines the final site plan was submitted concurrently with the preliminary site plan. In the event the PHPB determines a separate hearing is required for a final site plan review, such final site plan review will be scheduled for a quasi-judicial hearing at a future public meeting for the sole purpose of determining whether the final site plan conforms to the preliminary site plan and conditions for final approval (if any were placed by the PHBB at the preliminary site plan review hearing).

The property is located in the C-2 (Commercial) zoning district. The property is proposed for use as a Library. The Town's Land Development Code requires public notice to all property owners within **400 feet** of the proposed site. Such property owners may register as an Affected Party by contacting the Town Administrator at townhall@micanopytown.com.

All interested parties are invited to attend and be heard. Written comments may be submitted in advance to the Town Administrator at townhall@micanopytown.com.

A copy of the site plan and related materials may be reviewed at Town Hall during normal business hours.

All persons are advised that if they decide to appeal any decision made by the above-referenced public hearing, they will need a record of the proceedings, and that, for such purpose, they may need to ensure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is to be based.

Persons with disabilities who need assistance to participate in this proceeding should contact the Town at least 48 hours in advance.

Published on: 11-07-2025

706 NE Chokolka Blvd.
PO Box 137, Micanopy, FL 32667-0137
(352) 466-3121 Town Hall (352) 466-4912 Fax
townhall@micanopytown.com



Application for Land Use Approval

Date: 8/11/25

Application Number: _____

Requested Approval

Certificate of Appropriateness

Lot Split

Variance

Re-Zoning

Site Plan Review

Sign

Fence

Tree Removal

Other

Property Owner Name: Alachua County Library District

Property Owner Mailing Address: 401 E. University Ave., Gainesville, FL 32601

Applicant (if other than property owner): eda consultants, inc.

Applicant Mailing Address: 720 SW 2nd Ave, S Tower, Ste 300, Gainesville, FL 32601

Owner/Applicant Telephone: 352-373-3541 Email cvega@edafl.com

Property Tax Parcel Number: 16672-000-000 Current Zoning: C2

Property Street Address: 801 NE 1st Street

Requested/Proposed Action: Site Plan Review for a proposed 5,444 SF library

Reason/Justification for this Application: _____

Included With this Application:

Survey

Site Plan

Floor Plan

Elevation Drawings

Construction Drawings

Project Photos

Other: _____

Fee Amount: \$ _____

Date Paid: _____

Cash

Check: Date _____ Number _____

The undersigned property Owner/Applicant understands that this Application becomes a part of the permanent records of the Town of Micanopy; that the information and statements provided herein and documentation provided herewith are correct and true to the best of the undersigned's knowledge and belief, and all such information/documentation is public record; and that any work or other action associated with the approval granted must commence within one year of the date of the issuance of such approval.

Signature of Owner/Applicant:

Paul Holder
Signature Owner/Applicant

8/4/25
Date

Town of Micanopy

Approval

Conditional Approval

Denied

Comments and/or Conditions:

Planning & Historic Preservation Board:

Date: _____

Signature

Printed Name & Title

Town of Micanopy:

Date: _____

Signature

Printed Name & Title

TOWN OF MICANOPY
PRELIMINARY SITE PLAN CHECKLIST

APPLICATION NO. SP 25-02 (Micanopy Library)

DATE November 10, 2025

The preliminary site plan required to be submitted by the requirements of this land development code shall include the following elements from Section 10.2.9.B and D of the land development code, where applicable. If any of the following items are inapplicable to a proposed development, such item may be omitted, provided the applicant identifies in writing any missing item and includes a brief explanation of why it is inapplicable. The Planning and Historic Preservation Board may nonetheless require that missing information be provided if the Board finds it applicable:

1. All plans shall be drawn to a scale a scale of 1-inch equals 100 feet, unless the Planning and Historic Preservation Board or Town Administrator determines that a different scale is sufficient or necessary for proper review of the proposal.
2. The sheet size shall be 24 inches by thirty-six 36 inches. A 3/4- inch margin shall be provided on all sides except for the left binding side where a two-inch margin shall be provided.
- ✓ 3. If multiple sheets are used, the sheet number and total number of sheets must be clearly indicated on each.
4. The front cover sheet of each plan shall include:
 - ✓ a. A general vicinity or location map drawn to scale (both stated and graphic) showing the position of the proposed development in the section(s), township and range together with the principal roads, city limits, and/or other pertinent orientation information.
 - ✓ b. A complete legal description of the property.
 - ✓ c. The name, address and telephone number of the owner(s) of the property. Where a corporation or company is the owner of the property, the name and address of the
 - ✓ d. Name, business address, and telephone number of those individuals responsible for the preparation of the drawing(s).
 - ✓ e. Each sheet shall contain a title block with the name of the development, stated and graphic scale, a north arrow, and date.
 - ✓ f. The plan shall show the boundaries of the property with a metes and bounds description reference to section, township and range, tied to a section or quarter-section or
 - ✓ g. The area of the property shown in square feet and acres.

- _____ 5. Eight (8) copies of the submittals shall be required.
- ✓ 6. Unless a format is specifically called for below, the information required may be presented textually, graphically, or on a map, plan, aerial photograph, or by other means, whichever most clearly conveys the required information. It is the responsibility of the developer to submit the information in a form that allows ready met.
- ✓ 7. A legal description of the property under review for site plan approval.
8. Site conditions information, including:
- ✓ a. A topographic map of the site of a scale a scale of 1 inch equaling no more than 100, showing at least five-foot contours in residential zones and two-foot contours in the 100 year flood prone areas.
- ✓ b. Generalized soil types in the project area and in the surrounding area, if significantly different from the project area.
- ✓ c. A scaled plan indicating the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings as described in Article VI. Aerial and on-site photographs may be used to show vegetation.
- ✓ d. A preliminary sedimentation control plan shall be submitted indicating the manner by which on-site generated sediment will be retained. The plan shall assure that sediment volume from the development leaving the property shall not be increased above the level existent prior to the beginning of construction activity.
9. A site condition map including:
- ✓ a. A general location map showing the relationship of the site to such external facilities as streets, residential areas, commercial facilities and recreation/open space areas.
- ✓ b. The location of all existing public streets, rights-of- way, easements and other reservations of the land in the area of the property in question, means of ingress and egress to all such properties, off-street parking, loading and service areas, if any, for or on such properties and any screening or buffers on such properties and the nature and type thereof.
- ✓ c. The location, size and capacity of all existing utilities, including existing fire hydrant locations.
- ✓ d. The location of all water holding or carrying facilities, natural or man-made, including creeks, ponds, sinkholes, ditches, culverts, storm sewers, and the direction of surface flow.
- ✓ 10. A dimensional site development plan of professional quality drawn at a suitable scale, but not smaller than one-inch equals 60 feet. A smaller scale for very large land area (over 40 acres in size) may be accepted upon approval of the Planning and Historic Preservation Board showing:

- ✓ a. The name of the person or firm who prepared the plans, the name of the developer, the name of the proposed project or development, a north arrow and date.
- ✓ b. The location of all proposed streets, driveways or other facilities designed to accommodate vehicular movement in the development and points of ingress and egress, parking areas including the exact number of spaces and loading and service areas (location of dumpsters and any utility buildings) and a traffic impact analysis of projected trip generation, including methods of circulation for the development.
- ✓ c. The location and dimensions of all proposed buildings and structures to be included in the development:
- ✓ i. The location and dimensions of all proposed buildings and structures to be included in the development:
- N/A ii. For residential development, indicating the exact number of dwelling units classified by numbers of bedrooms (number of one bedroom units, number of two bedroom units, etc.).
- ✓ d. Dimensions of all yard setbacks and open spaces.
- N/A e. Location of all open space and recreation areas, planned with attention to their adequacy in terms of size and placement, their effect on privacy of adjacent living areas and their relationship to community-wide open spaces and recreation facilities.
- ✓ f. The manner of drainage of the property, showing the manner of drainage of all impervious surfaces (including roofs of buildings) and all green areas, including all control devices such as storm sewers and retention or detention facilities.
- ✓ g. The percentage of the site that will be covered by buildings and structures and the percentage that will be covered by streets, drives, parking and loading areas.
- ✓ h. A grading plan including all finished elevations and contours.
- N/A i. The exact location of all public use easements.
- ✓ j. The exact location of all utility services, including connection points to the main systems and fire hydrant locations.
- N/A k. A development timetable, if project is to be constructed in phases.
- ✓ l. A sedimentation plan indicating the manner by which anticipated sediment and debris, generated within the confines of the development, will be retained on site (examples: hay bales, sediment traps, berms, etc., as appropriate to the situation).
- ✓ m. Information about the type and location of existing vegetation, including a written statement indicating the approximate size and location of major tree groupings and all individual trees with a trunk diameter of twelve (12) inches or more at a point four and one-half (4 1/2) feet above ground level. Aerial and on-site photographs may be used to show vegetation



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2009 NW 67th Place, Gainesville, FL 32653-1603 • 352.955.2200

November 10, 2025

Ms. Sara S. Samario
Town Administrator/Clerk
Town of Micanopy
P.O. Box 137
Micanopy, FL 32667-0137

TRANSMITTED VIA ELECTRONIC MAIL

RE: Application No. SP 25-02 (Micanopy Library)

Checklist Review Concerning a Preliminary Site Plan

Dear Sara:

Please find enclosed a checklist concerning the above referenced preliminary site plan.

The applicant has met all of the requirements as listed on the checklist and the application should be scheduled for review.

If you have any questions concerning this matter, please do not hesitate to contact Sandra Joseph, Senior Planner, at 352.955.2200, ext. 111.

Sincerely,

Scott R. Koons, AICP
Executive Director

Enclosure

xc: Kiersten Ballou, Esq., Attorney
Patty Polk, Deputy Clerk
S. Scott Walker, Esq., Town Attorney

Enclosure

SRK/sj

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