



Board of Adjustment Minutes

August 25, 2025
7:05 PM

25440 West Newberry Road
Newberry, Florida 32669

QUORUM CHECK

Chair

Tim Marden

Board Members

Commissioner Mark Clark
Commissioner Rick Coleman
Commissioner Monty Farnsworth
Commissioner Donald Long
Commissioner Tony Mazon

City Manager

Jordan Marlowe

City Attorney

Scott Walker

Staff:

Assistant City Manager for Infrastructure & Development

Jamie Jones

Director of Community Development

Stacey Hectus

Fire Chief

Jason Lyman

Principal Planner

Jean-Paul W. Perez

Executive Assistant

Tracie OSteen

Absent:

City Clerk

Judy Rice

CALL TO ORDER

Chair Marden called the meeting to order at 11:29 PM.

APPROVAL OF AGENDA

Motion to approve the agenda as published was made by Board Member Mazon, Seconded by Board Member Long.

Chair Marden asked for public comments. There were none.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

MOTION PASSED 5-0

APPROVAL OF MINUTES

1. July 28, 2025, Board of Adjustment Meeting Minutes

Motion made by Board Member Clark, Seconded by Board Member Mazon.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

PUBLIC HEARINGS AND ORDINANCES

Motion to amend the agenda to hear Item 3, Advanced Auto Parts Site and Development Plan, next was made by Board Member Coleman. Second by Board Member Mazon

Chair Marden asked for public comments. There were none.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

MOTION PASSED 5-0

2. Variance to Minimum Lot Size for a Property in an Agricultural (A) Zoning District

Quasi-Judicial Hearing for Resolution 2025-31. A Resolution of the City Commission, serving as the Board of Adjustment, of the City of Newberry, Florida, approving a variance as authorized under Section 3.2.5 of the City of Newberry land development regulations, for a reduction of the minimum lot size required in an Agricultural (A) zoning district pursuant to Section 4.4.6 of the City of Newberry land development regulations, on certain lands within the corporate limits of the City of Newberry, Florida, consisting of 9.6 acres and more particularly described in Exhibit A; repealing all resolutions in conflict; and providing an effective date.

Chair Marden reviewed the quasi-judicial procedures and read through the presentation order.

Attorney Walker swore in Principal Planner Jean-Paul W. Perez.

Chair Marden asked for ex parte communication on the application.

ROLL CALL

Board Member Clark: NONE

Board Member Coleman: NONE

Board Member Farnsworth: NONE

Board Member Long: NONE

Board Member Mazon: NONE

Attorney Walker advised the Board of Adjustment that their decision must be based upon substantial and competent evidence.

Principal Planner Perez presented a PowerPoint of the staff overview and recommendation for the application.

Discussion ensued.

Attorney Walker read Resolution 2025-31 by title only.

There was no third-party intervenor present.

There was no cross examination.

There were no final arguments.

Motion to approve Resolution 2025-31 was made by Board Member Mazon, Seconded by Board Member Long.

Chair Marden asked for public comments. There were none.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

MOTION PASSED 5-0

3. Advanced Auto Parts Site and Development Plan

Quasi-Judicial Public Hearing. A Resolution of the City Commission of the City of Newberry, Florida, serving as the Board of Adjustment of the City of Newberry, Florida, approving an application for site and development plan for a 6915-square-foot auto parts store known as "Advanced Auto Parts" within the Highland Park Planned Development, pursuant to Section 14.12 of the City of Newberry land development regulations, on lands identified as a portion Alachua County Tax Parcel No. 01932-000-000 consisting of approximately 1.25 acres more particularly described in Exhibit A, lying within the corporate limits of the City of Newberry, Florida; repealing resolutions in conflict; and providing an effective date.

Chair Marden reviewed the quasi-judicial procedures and read through the presentation order.

Attorney Walker swore in City Manager Jordan Marlowe, Principal Planner Jean-Paul W. Perez, and Nicola Cowap, P.E., NV5 Global, Inc.

Chair Marden asked for ex parte communication on the application.

ROLL CALL

Board Member Clark: NONE

Board Member Coleman: NONE

Board Member Farnsworth: NONE

Board Member Long: NONE

Board Member Mazon: NONE

Principal Planner Perez presented a PowerPoint of the staff overview and recommendation with conditions. He noted Ms. Cowap was present representing the application.

Manager Marlowe spoke.

Discussion ensued.

Attorney Walker read Resolution 2025-37 by title only.

Attorney Walker advised the Board of Adjustment that their decision must be based upon substantial and competent evidence.

There was no third-party intervenor present.

There was no cross examination.

There were no final arguments.

Motion to approve Resolution 2025-37, allowing an illuminated sign on the south side, was made by Board Member Clark, Seconded by Board Member Long.

Chair Marden asked for public comments. There were none.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

MOTION PASSED 5-0

AGENDA ITEMS

4. Resolution no. 2025-40/SE 15-01 Gatorback five-year special exception renewal

Legislative Public Hearing, Resolution no. 2025- 40/SE 15-01 A Resolution of the City Commission of the City of Newberry, Florida, serving as the Board of Adjustment of the City of Newberry, Florida, considering the five-year renewal of Special Exception SE 15-01, as authorized by 12.2 of the City of Newberry land development regulations; repealing all resolutions in conflict; and providing an effective date.

Director Hectus presented the item with a PowerPoint.

Attorney Walker read Resolution 2025-40 by title only.

Motion to approve Resolution 2025-40, with all subsequent reviews of the Gatorback Cycle Park Special Exception being administrative in nature, unless there is a major change, which staff will bring that change to the Board of Adjustment, was made by Board Member Long. Seconded by Board Member Coleman.

Chair Marden asked for public comments. There were none.

Voting Yea: Board Member Coleman, Board Member Clark, Board Member Farnsworth, Board Member Long, Board Member Mazon

MOTION PASSED 5-0

MEETING ADJOURNMENT

The meeting was adjourned at 11:52 PM.

Signed and approved on this 22nd day of September 2025.

Timothy R. Marden, Chair

Randa K. Paul, City Clerk