Planning & Zoning Board

Monday, November 03, 2025
6:00 PM

City Hall Meeting Room,
25440 W Newberry Road, Newberry, FL 32669

MINUTES

CALL TO ORDER

Interim Vice Chair Polo called the meeting to order at 6:03 PM (Attorney Scott Walker arrived at 6:02 PM)

APPROVAL OF AGENDA

Interim Vice Chair Polo asked for approval of the agenda.

Motion to approve the agenda was made by Board Member Carey, seconded by Board Member Parker.

Interim Vice Chair Polo asked for public comment. There was none.

Voting Yea: Board Member Carey, Board Member Parker, Board Member Thomas, Board Member Polo

MOTION PASSED 4-0

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Interim Vice-Chair Polo.

QUORUM CHECK

Interim Vice Chair	Anne Polo
Board Members	Kathi Thomas
	Mellina Parker
	Jessica Carey
Staff:	
City Manager	Jordan Marlowe
City Attorney	Scott Walker
Director of Community Development	Stacey Hectus
Principal Planner	Jean-Paul Perez
Staff Assistant	Missy Claude

Absent:

Mayor	Tim Marden
Board Member	Naim Erched

CONSENT AGENDA

1. Planning & Zoning Board Meeting Minutes – October 06, 2025

Interim Vice Chair Polo asked for approval of the Consent Agenda.

Motion made by Board Member Parker for approval of the Consent Agenda, seconded by Board Member Carey.

Interim Vice Chair Polo asked for public comment. There was none.

Voting Yea: Board Member Parker, Board Member Carey, Board Member Thomas, Board Member Polo

MOTION PASSED 4-0

PUBLIC HEARINGS AND ORDINANCES

2. Sign Variance for Wawa at Highland Park

Quasi-Judicial hearing for a resolution of the City Commission of the City of Newberry, Florida, serving as the Board of Adjustment, approving a variance as authorized under Section 3.2.5 of the City of Newberry Land Development Regulations, permitting two (2) additional monument signs within the Highland Park Planned Development, 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.

City Attorney Scott Walker swore in City Manager, Jordan Marlowe, Director of Community Development, Stacey Hectus, Principal Planner, Jean-Paul Perez, Solid Rock Property Group, Development Manager, Adam Zions, Anthony Katchuk, Justin Gazardo, Smyrna Ready Mix Concrete, LLC, Director of Real Estate and Land Development, Richard O'Shields, Stan McKoy.

Interim Vice Chair Polo reviewed the process and procedure of the Quasi-judicial Hearing.

Attorney Scott Walker read Resolution 2025-56, Variance 25-03 by title only.

Interim Vice Chair Polo asked for any ex-parte communication. There was none.

Attorney Scott Walker stated that there were no third-party intervenors present.

Principal Planner Jean-Paul Perez presented the staff overview and report with a PowerPoint presentation. Principal Planner Perez stated that he was available for questions.

Anthony Katchuk, representative of Solid Rock Property Group, presented a PowerPoint presentation. Mr. Katchuk stated that he was available for questions.

Interim Vice Chair Polo asked for comments from the Board. The Board questioned both Principal Planner Perez and Anthony Katchuk. Much discussion ensued.

Community Development Director, Stacey Hectus addressed questions from the Board. Discussion ensued.

City Manager, Jordan Marlowe addressed questions from the Board. Discussion ensued.

Attorney Scott Walker addressed questions from the Board. Discussion ensued.

Interim Vice Chair Polo asked for public comments. There were none.

Interim Vice Chair Polo asked for approval from the Board.

Motion to approve Resolution 2025-56, Variance 25-03 was made by Board Member Carey, seconded by Board Member Parker with the following direction: One sign. Location, height and size of sign to be determined by working with the applicant before the BOA meeting once the following has been determined. In the interim, staff and the City Manager will work to solidify location of the plaza monument sign. Once we know that, the location of the Wawa sign can be determined as the NW edge of the property or the NE edge of the property. A variance would be required for the height of the sign as proposed. That was not requested as part of this sign variance application. A second sign location could be granted by the City Commission depending on the outcome of the aforementioned details.

Voting Yea: Board Member Carey, Board Member Polo, Board Member Thomas Board Member Parker

MOTION PASSED 4-0

3. Smyrna Ready Mix Concrete Batch Plant Special Use Permit

Quasi-judicial hearing for a resolution of the City of Newberry, Florida, granting a special use permit for a concrete batch plant within the Material-Oriented Industrial future land use category and industrial (I) zoning district on a site consisting of 9.6 contiguous acres, more or less, on certain lands within the corporate limits of the City of Newberry, Florida; Tax Parcel No. 01897-004-000, more particularly described in Exhibit A; providing severability; providing for repealer; and providing an effective date.

With someone new entering the chambers, Interim Vice Chair Polo reviewed the process and procedure of the Quasi-judicial Hearing.

Attorney Scott Walker read Resolution 2025-56, SUP 25-02 by title only.

Interim Vice Chair Polo asked for any ex-parte communication. There was none.

Attorney Scott Walker stated that there were no third-party intervenors present.

The citizen that entered the chambers stated that she would not be speaking publicly, therefore she did not need to be sworn in by Attorney Scott Walker.

Principal Planner Jean-Paul Perez presented the staff overview and report with a PowerPoint presentation. Principal Planner Perez stated that he was available for questions. He also stated that the applicant was present and was also available for questions.

Interim Vice Chair Polo asked for comments from the Board. Discussion ensued.

Smyrna Ready Mix Concrete, LLC, Director of Real Estate and Land Development, Richard O'Shields addressed questions from the Board. Discussion ensued.

Interim Vice Chair Polo asked for public comment.

Mr. Stanley McKoy addressed the Board.

Interim Vice Chair Polo asked for approval from the Board.

Motion to approve was made by Board Member Parker, with the condition that the batch plant operator or their assigned must adhere to the City of Newberry noise levels, seconded by Board Member Thomas.

Mr. Stanley McKoy addressed the Board.

Voting Yea: Board Member Parker, Board Member Polo, Board Member Thomas, Board Member Carey

MOTION PASSED 4-0

4. Interim Zoning Ordinance Regarding Subdivision

Legislative public hearing for an interim zoning ordinance of the City of Newberry, Florida amending portions of Appendix B, Article 5 related to subdivisions to provide relief for certain subdivision and street standards; providing severability; repealing all ordinances in conflict; and providing an effective date.

Principal Planner Jean-Paul Perez presented the staff overview and report with a PowerPoint presentation. Principal Planner Perez stated that he was available for questions.

Attorney Scott Walker read Ordinance No. 2025-72, LDR 25-33 by title only.

Interim Vice Chair Polo asked for comments from the Board. There were none.

Interim Vice Chair Polo asked for comments from the public. There were none.

Motion to approve was made by Board Member Carey, seconded by Board Member Parker.

Voting Yea: Board Member Polo, Board Member Parker, Board Member Thomas, Board Member Carey

MOTION PASSED 4-0

TOPICS FROM MEMBERS FOR DISCUSSION

Board Member Thomas shared. Board Member Parker shared. Board Member Polo shared. Board Member Carey shared. City Manager, Jordan Marlowe shared.

MEETING ADJOURNMENT

The meeting was adjourned at 8:20 PM.

ATTEST:

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Interim Vice Chair – Anne Polo

Copies of any agenda attachments are available for public inspection at the Planning Department, located at 25815 SW 2nd Avenue, Newberry, Florida, during regular business hours.

If A Person, Firm, or Corporation Desires to Take an Appeal From any Action Taken At the Above Meeting or Hearing, It May Be Necessary to Have A Verbatim Record of the Proceedings and It Is the Person, Firm, or Corporation's Duty to See that Such A Record Is Made. In accordance with the Americans with Disabilities Act, persons with disabilities needing a special accommodation for attendance at this meeting should contact MV Transportation, Inc. At (352) 375-2784, not later than 72 hours prior to the proceedings. If hearing impaired, call the Florida Relay System at (800) 955-8770.