Planning & Zoning Board

May 04, 2026
6:00 PM

City Hall North - 25493 NW 1st Ave, Newberry, FL 32669

CALL TO ORDER/ROLL CALL

Timothy Marden, Mayor called the meeting to order at 6:00 PM

ROLL CALL

Members Present:

Timothy Marden, Mayor
Kathi Thomas, Member
Mellina Parker, Member
Jessica Carey, Member

Members Absent:

Anne Polo, Member

Quorum Check was satisfied

City Staff Present:

Jordan Marlowe, City Manager
Nicolle Shalley, City Attorney
Stacey Hectus, Director, Community Development
Lauren Yeatter, Assistant Director, Community Development
Jean-Paul Perez, Principal Planner
Bailey Fritz, Staff Assistant, Community Development

PLEDGE OF ALLEGIANCE

APPROVAL OF AGENDA

Motion Made to approve the Agenda by Board Member Carey
Seconded by Board Member: Thomas
Voting Yea: Unanimous
Motion Passed: 3-0

CONSENT AGENDA

None

PUBLIC HEARINGS AND ORDINANCES

City Attorney Nicolle Shalley swore in staff and citizen's providing testimony on any agenda item.

1. Site and Development Plan for Smyrna Ready-Mixed Concrete Batch Plant

Quasi-Judicial Public Hearing

Principal Planner Jean-Paul Perez presented site plan and final public hearing. Staff recommends approval for SDP (9 acres).

Board member Carey had questions she emailed over to staff prior to meeting concerning the noise issue that the new site might cause late night or early morning specifically.

Applicant did not have a formal presentation but Brandon Bishop GM (Smyrna) spoke to this concern and clarified they now use light signals instead of horn signals, eliminating noise concerns after dark.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3.0

2. Site and Development Plan for Norfleet Batch Plant

Quasi-Judicial Public Hearing

Principal Planner Jean-Paul Perez to present Norfleet Batch Plant. Staff recommends approval of 54 acre parcel with existing driveways on a FDOT right of way.

Public comments and concerns from Peter McDaniel. McDaniel expressed concern with noise and requested that a berm be made a part of the plans if there was not already a plan for one set as of yet.

Board member Parker also questioned if there would be a buffer or berm for noise because it was not in the final plans she was presented.

Chris Potts LJA Engineering did not have a formal presentation but addressed the questions and concerns of a berm and/or buffer. States there is not a requirement for a berm or buffer, however, there is a 45ft buffer that currently exists and will be kept. There will also be trees and other plants added to the existing buffer to thicken the noise barrier.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

3. LDR 24-26: Rezoning CountryWay II

Quasi-Judicial Public Hearing.

A Petition amending the Zoning Map by changing the Zoning category from Agricultural (A) to Planned Residential Development (PRD) on a parcel identified as tax parcel number 02539-001-00.

Assistant Director Yeatter presented an overview and staff recommendations to the Board as follows:

- Recommended Motion to the City Commission: Approve LDR 24-26 160 acres Country Way II rezoning from AG to PRD.

Mr. Gerry Dedenbach, applicants representative, presented County Way II on behalf of Norfleet. Plans to have 500 total homes built within the four phases with around 125 houses per phase. Connecting road to 15th Ave to allow multiple entries and exist points to the neighborhood by phase III and IV.

Discussion and Review – Mayor Marden opened the floor to comments and discussion among Board members and the public.

Public comment – Steve Hogan, a resident in Country Way I – asked when Phase I is projected to start & be finished, Mr. Dedenbach answered with a timeframe f 2027-2028 for a starting timeframe and finishing out 2031. Also asked what the width of the buffer would be to which Mr. Dedenbach responded there was not a required buffer width in code, but there are plans in place to ensure there is a nice buffer between phases. Mr. Hogan also inquired about when the road to 15th Ave would be started/finished. Mr.

Dedenbach was able to clarify that the road would coincide with each phase. Most likely not beginning until Phase III and Phase IV are underway.

Board Member Carey – asked if Phase III will be where the tiny homes will be located or if they will be scattered throughout the four phases. She also asked for clarification on traffic patterns for Phase I & II, to which Mr. Trip Norfleet stated the traffic for the first two phases would go through the current Country Way Townsquare roadways. He also stated that there will be more tiny homes, but unsure if they will only be in Phase III.

Board Member Parker- asked who will be responsible for the road on 15th Ave once it has been completed. City Manager Marlowe responded that it would be under City control once built. Parker also commented that the new road down 15th would be great for the K-8 Oak View traffic.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Parker

Second Motion: Board Member Board Member Carey

Voting Yea: Unanimous

Motion Passed: 3-0

4. Site and Development Plan for Heartland Dental at Highland Park

Quasi-Judicial Public Hearing

Principal Planner Jean Paul Perez presented to the board with staff recommending approval. 1.27 acres with building access at the back not off of SR 26.

Board member Carey- construction staging is for both project and will turn to green space after building is complete? Principal Planner Jean Paul- Yes, there is an on-site retention storm water plan.

Carey- can owners create new parking if needed once business is launched? Principal Planner Jean Paul- Yes.

No public comments.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3.0

5. Site and Development Plan for Chipotle at Highland Park

Quasi-Judicial Public Hearing

Principal Planner Jean Paul Perez presented to the board with staff recommending approval. Neighboring dental office, including outdoor dining with special exception. Staff recommending approval with greenspace in between buildings.

Board member Carey- proposed drive-thru, is that a typical drive-thru?

Beau Clymer- clarifies that the drive-thru is pick up only. It is a newer option being offered, so there is not a designation for this kind of option to differentiate from a typical drive-thru. It has become more prominent since the Pandemic.

Board member Parker- commented on the metal being used outside and pointed out the lack of uniform that design has in comparison to the other buildings going up in that area.

No public comments.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Thomas

Second Motion: Board Member Board Member Carey

Voting Yea: Unanimous

Motion Passed: 3-0

6. Special Exception for Outdoor Dining Ancillary to Chipotle at Highland Park

Quasi-Judicial Public Hearing

Principal Planner Jean Paul Perez presented to the board with staff recommending approval. Questions on this item were asked and answered in the previous line item. Outdoor dining required a special exception, however, staff in a subsequent item is asking to have this requirement removed from code.

No comments from board members or citizens.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Parker

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

7. Site and Development Plan for YSU Self-Storage at Highland Park

Quasi-Judicial Public Hearing

Principal Planner Jean Paul Perez presented to the board with staff recommending approval of the 3.13 acre plans including easement, building location and traffic patterns.

Jeremy Calloway- storage unit engineer to present their presentation. Included landscaping and visual representation of the buildings and their locations.

Shane Maxwell- architect on project. Summarized Mr. Calloway's presentation and added more detail for each building. Main unit will be three stories high, there will be a outdoor RV storage and two separate climate controlled storage unit options. Outside of the building will be insulated metal with a stucco finish.

Board member Parker- expressed her concern with the height of the building being too high, to which Principal Planner Jean Paul clarified that it is under the regulated height requirement. She also mentioned being concerned that the look of the building would not fit in with the other styles of buildings going in.

Board member Carey- expressed concern with the lack of trees being included in the perimeter of the building to help cover the building, as she was also concerned the design would not fit with the other buildings.

Mayor Marden and Manager Marlowe both commented on the need for a storage unit this size for our area due to the new amounts of subdivisions coming over the next several years.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

8. LDR 26-16 Public Facilities (PF) code text amendment

Legislative Public Hearing

City-Initiated Code Revision to Section 4.23. "PF" Public Facilities.

Director, Stacey Hectus presented LDR 26-16. Staff recommended approval for Public Facilities project process to be rewritten and steps limited to allow project timelines to move more swiftly when City has initiated or applied for a change. No change to the system as written for other Governmental Entities (ie federal, state, county)

Manager Marlowe- clarified that the process for school's would stay the same since they are still governed by the county/state.

Board member Parker- asked if there would no longer be site plans provided to them (PZB members). Director Hectus answered that site plans would no longer require PZB members to review on City projects because they would have been brought to Community meetings or other hearings to present the plans and receive feedback.

Board member Carey- asked for clarification on whether all future planned parks would be presented to the board or not for donated spaces. Director Hectus provided the board with a response that explained that any donated space would be coming through the board to change the zoning of the land, which they would then be notified of the change at that time. Clarification was made that there would be two separate processes in place, one for City and one for all other governmental agencies.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

9. LDR 26-20 Removing Outdoor Dining as a Special Exception in Commercial Districts

Legislative Public Hearing

City-Initiated Code Revision to remove the special exception for outdoor dining in the commercial zoning districts.

Director, Stacey Hectus presented to the board per Commission request with staff recommendation.

Board member Parker- will existing businesses now be allowed to place outdoor seating if these spaces? Director Hectus- yes.

Director Hectus states that any outdoor changes that an existing business would need to do to include outdoor seating they would have to pull permits in order to make said necessary changes. At that point it can be reviewed and determined if it meets standards to place outdoor seating.

Manager Marlowe- summarized that the current process is redundant and by removing this special exception step it lessens the process for businesses that would have this apart of their initial request at the beginning.

Board requests approval upon condition that existing businesses have to run through the City in order to add outdoor seating. Staff clarified that if modifications to the business, such as a change of use or renovations, tripped the threshold, they would administratively go through those processes.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Carey

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

10. LDR 26-21 Text Amendment Revisions to Small Scale Rural Subdivision (SSRS)

Legislative Public Hearing

City-Initiated Code Revision to amend the text of Appendix B, Article 4, Section 4.2.43. Small-scale rural subdivisions.

Director Stacey Hectus presented LDR 26-21 to revise the small-scale rural subdivisions code to amend the following:

Allow SSRS to be located on State Highway, remove the separation requirements between SSRS and enhance text clarity.

Manager Marlowe- added that the comp plan allows contractors to build a maximum of 25 homes in the SSRS. Development must include- a minimum of 2 acre lots, paved roads, community must be gated, HOA required and a dense buffer around the entirety of the development to allow as much privacy as possible from the outside to maintain as much green space as possible.

Board member Parker- expressed concern for the location of the allotted intensity for the location of SSRS creating a possible issue with green space being lessened in the buffer that is being maintained. Manager Marlowe clarified that the SSRS is to be located outside of the urban service areas not the inside the urban service area as board member Parker thought.

Boad member Carey- what will be the height requirement for a fence in SSRS communities? The height requirement is 6ft. Director Hectus states that in a higher end neighborhood, such as these, they will typically have nice pole barns and extra garage areas that store boats/RVs and other equipment.

Following the discussion, Mayor Marden moved for a Motion:

Motion Made – Board Member Board Member Parker

Second Motion: Board Member Board Member Thomas

Voting Yea: Unanimous

Motion Passed: 3-0

AGENDA ITEMS

TOPICS FROM MEMBERS FOR DISCUSSION

Board Member Carey – shout out to Life Soil for their contribution to our community. Commenting on how great her personal experience has been with their product. Shout out to all of the first responders that have been fighting the wildfires recently.

Board Member Thomas – Newberry Watermelon Festival on Saturday May 16th. Teacher appreciation week this week, thank a teacher or school staff member.

Board Member Parker- Made an announcement about the Newberry Historical Society's booth at the Watermelon Festival on May 16th.

Manager Marlowe- wanted to take a moment to say thank you to the Newberry Ridge team and Norfleet family for working so hard on the road from 30th to SR 26. Also made a shout-out to Community Development for their community engagement event they put on.

Citizen Daniel Thomas- announcement for Archer Historical Society's Train Day on May 9th.

Mayor Marden – made general statement thanking the board and staff for a smooth and timely meeting.

MEETING ADJOURNMENT 8:20 pm

Timothy R. Marden, Mayor
Chair of Planning and Zoning Board
And Historical Architectural Review Board

Copies of any agenda attachments are available for public inspection at the Community Development Department, located at 25493 NW 1st 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. The City of Newberry City Commission Policy Is to End the Public Meeting At 10:30 P.M. the Evening of the Regular Scheduled Meeting Unless Extended by the City Commission. Any Matter on the Agenda Not Acted upon Shall Be Continued to the Next Regular Scheduled City Commission Meeting, or a Special Meeting, at the Commission's Discretion. In accordance with the Americans with Disabilities Act (ADA) and Section 286.26, Florida Statutes, persons with disabilities requiring reasonable accommodations to participate in this meeting should contact City Clerk at 352-472-2161 or ADArequests@newberryfl.gov at least 72 business hours prior to the meeting. Such accommodation may include, but are not limited to, assistive listening devices, alternative formats of meeting materials, sign language interpretation, or physical access arrangements. If you are hearing or speech impaired, please contact the Florida Relay System at 800-955-8770. If you need special accommodation for attendance at this meeting, please contact MV Transportation, Inc. at 352-375-2784, not later than 72 business hours prior to the proceedings.