

# Planning & Zoning Board Meeting Minutes

Monday, April 7, 2025  
Room,  
6:00 PM  
32669

City Hall Meeting

25440 W Newberry Road, Newberry, FL

## MINUTES

### CALL TO ORDER

Mayor Marlowe called the meeting to order at 6:16 PM

Director Hectus requested to move item number four on the Consent Agenda to just above item number two. She presented a letter from the applicant, Attachment A, (below) requesting to move the item to a date and time certain of May 5, 2025, at 6:00 PM.

### APPROVAL OF AGENDA

Mayor Marlowe asked for approval of the agenda as amended.

**Motion made by Board Member Parker to approve the agenda. Seconded by Board Member Thomas.**

**Voting Yea: Board Member Parker, Board Member Thomas, Board Member Erched**

**MOTION PASSED 3-0**

### QUORUM CHECK

Mayor

Jordan Marlowe

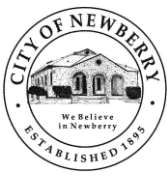
Board Members

Naim Erched  
Kathi Thomas  
Mellina Parker

Mayor Marlowe announced that Board Member Polo was on her way and would arrive shortly.

### CONSENT AGENDA

1. February 3, 2025, Planning and Zoning Board Meeting Minutes



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Mayor Marlowe asked for approval of the Consent Agenda.

**Motion made by Board Member Erched to approve the Consent Agenda. Seconded by Board Member Thomas.**

**Voting Yea: Board Member Erched, Board Member Thomas, Board Member Parker.**

**MOTION PASSED 3-0**

## **PUBLIC HEARINGS AND ORDINANCES**

2. Legislative Public Hearing for First Reading and Transmittal Hearing for the Wastewater, Solid Waste, Stormwater, and Potable Water, and Capital Improvement Elements of the City of Newberry Comprehensive Plan.

Director Hectus presented the staff overview and report with a PowerPoint presentation. Discussion ensued.

Mayor Marlowe asked for further comment from the Board Members, there was none. Mayor Marlowe asked for public comment, there was none.

Mayor Marlowe asked for approval of the Legislative Public Hearing for First Reading and Transmittal Hearing for the Wastewater, Solid Waste, Stormwater, and Potable Water, and Capital Improvement Elements of the City of Newberry Comprehensive Plan.

**Motion made by Board Member Erched to approve the Legislative Public Hearing for First Reading and Transmittal Hearing for the Wastewater, Solid Waste, Stormwater, and Potable Water, and Capital Improvement Elements of the City of Newberry Comprehensive Plan. Seconded by Board Member Parker.**

**Voting Yea: Board Member Erched, Board Member Parker, Board Member Thomas.**

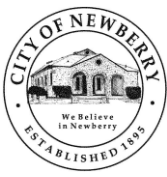
**MOTION PASSED 3-0**

3. Large Scale Retail (Big Box) Ordinance

Quasi-Judicial Public Hearing: Ordinance 2025-05/LDR 25-01, staff presentation on Large Scale Retail (Big Box) and requested edits to the Overlay District.

Mayor Marlowe reviewed the Quasi-Judicial Hearing process and procedures.

Attorney Scott Walker read Ordinance 2025-05/LDR 25-01 by title only.



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Mayor Marlowe asked for ex parte communication. There was none.

There was no third-party intervenor present.

Mayor Marlowe requested a five-minute recess to wait for Board Member Polo who was enroute.

The meeting recessed at 6:33 PM.

Board Member Polo arrived at 6:35 PM.

The meeting was reconvened at 6:38 PM.

Director Hectus, and Principal Planner Perez presented the staff overview and report with a PowerPoint presentation. Much discussion ensued.

The Board directed Staff to change roadway buffers as follows:

1. Zone 1 – 25 feet
2. Zone 2 – 50 feet
3. Zone 3 – 100 feet
4. Look at the possibility of 4 zones

The Board directed Staff to change Overlay district as follows:

1. Wider sidewalks along storefronts
2. Overlay encumber entirety of development]
3. Maximum height of 42 feet for structures within Overlay district
4. Provide cap on overparking
5. Change definition of LSR 80,000 to 60,000 square feet for single building

Mayor Marlowe asked for further comment from Board Members, there was none.

Mayor Marlowe asked for public comment, there was none.

Mayor Marlowe asked for approval of Ordinance 2025-05/LDR 25-01.

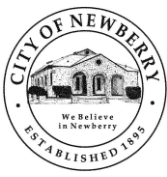
**Motion made by Board Member Erched to approve Ordinance 2025-05/LDR 25-01. Seconded by Board Member Parker.**

**Voting Yea: Board Member Erched, Board Member Parker, Board Member Thomas, Board Member Polo.**

**MOTION PASSED 4-0**

## **TOPICS FROM MEMBERS FOR DISCUSSION**

Board Member Parker announced a fundraiser for “Newberry Proud.” She also acknowledged The Newberry Main Street Organization for a successful Spring Festival.



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Board Member Thomas announced the planning of the Watermelon Festival Auction. All are welcome to attend.

Board Member Polo announced that the Newberry Lacrosse Team will be hosting the district game this month. All are welcome to attend.

Board Member Erched recognized incumbent Donald Long. He also reminded everyone to vote on April 8, 2025.

Mayor Marlowe announced where parking would be available on election day.

## MEETING ADJOURNMENT

The meeting was adjourned at 8:09 PM.

- **Item Four – Applicant email to staff - Attachment A**

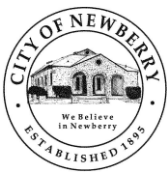
Stacey,

The Norfleet family wishes to defer to a time certain, to the May Planning & Zoning Board (PZB), the pending Special Use Permit application to the May PZB to provide time to address misconceptions and misinformation regarding the proposed project. In conversations with staff, citizens in the community, and social media; several facts need to be reinforced regarding the project:

- The proposed concrete batch plant, is not a cement plant where cement is manufactured from raw materials;
- The batch plant involves the mixing of sand, gravel, dry cement, and water into trucks for delivery to sites;
- A batch plant does not involve any blasting, mining, nor material extraction whatsoever;
- The proposed truss plant is within a site-specific building, designed to contain dust and noise;
- The truss plant involves cutting of milled prepared lumber for the creation of structural building materials;
- Both facilities are strategically located on a rail line, reducing reliance on trucks & highways for aggregate and wood materials; and
- Both facilities are directly connected to NC Ranch property, allowing internal delivery and reducing reliance on roadways.

Most importantly, the proposed facilities must meet all local, State, and national requirements for operations and safety. Copies of all required permits will be filed with the City of Newberry and appropriate agencies.

Should you or your staff require additional information, please contact me directly.



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Regards,

Gerry Dedenbach

*IMPORTANT: Note my email address has changed to [gerry.dedenbach@nv5.com](mailto:gerry.dedenbach@nv5.com), please update your contact information accordingly*

**Regards,**

**Gerry Dedenbach, AICP + LEED AP** | Vice President Infrastructure Florida | [NV5](#)  
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