

# Planning & Zoning Board Meeting Minutes

Monday, May 5, 2025  
6:05 PM

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

## MINUTES

### CALL TO ORDER

Mayor Marden called the meeting to order at 6:40 PM.

### APPROVAL OF AGENDA

Director Hectus asked for an amendment to the Consent Agenda for the Appointment of a Vice Chair in the Mayor's absence.

Mayor Marden asked for approval of the agenda.

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

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

**MOTION PASSED 5-0**

### QUORUM CHECK

Mayor

Tim Marden

Board Members

Naim Erched  
Anne Polo  
Kathi Thomas  
Mellina Parker  
Jessica Carey

City Manager  
Assistant City Manager  
City Attorney

Jordan Marlowe  
Jamie Jones  
Scott Walker

Staff:

Director of Community Development

Stacey Hectus

Principal Planner

Jean-Paul Perez



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Community Redevelopment & Economic  
Development Coordinator

Uma Sarmistha

Staff Assistant

Missy West-Claude

## PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Marden.

Mayor Marden welcomed new Board Member Jessica Carey.

## CONSENT AGENDA

1. April 7, 2025, Planning & Zoning Board Meeting Minutes

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

Motion made by Board Member Erched to approve the April 7, 2025, Planning & Zoning Board Meeting Minutes. Seconded by Board Member Parker.

### MOTION PASSED 5-0

Board appointment of Vice Chair

**Motion made by Board Member Parker to appoint Board Member Erched as  
Chair of the Planning and Zoning Board. Seconded by Board  
Member Thomas.**

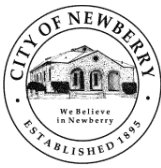
**Voting Yea: Board Member Erched, Board Member Polo, Board Member  
Parker, Board Member Thomas, Board Member Carey.**

### MOTION PASSED: 5-0

## PUBLIC HEARINGS AND ORDINANCES

2. Public Hearing: Resolution 2025-10/SUP 25-01, an application by NV5 consultants, inc., Agent for Katrina Bill; E.D. Norfleet, Jr. and Phyllis Norfleet; and E.D. Norfleet III, as trustee for Edward Dudley Norfleet IV as Owners, for a Special Use Permit on the

Industrial Park site on approximately 53.62 acres identified by Alachua County Parcel Numbers 01875-000-000, 0187-001-000, and portion on 01877-001-000.



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Community Redevelopment & Economic Development Coordinator, Uma Sarmistha presented the staff overview and report with a PowerPoint presentation.

Patrice Boyes, Attorney for the Applicant spoke.

Margo Maurer, AICP, of the NV5 Company, presented a PowerPoint presentation on behalf of the applicant. Ms. Maurer submitted a printed copy of the PowerPoint presentation into the record.

Attorney Scott Walker read Resolution 2025-10/SUP 25-01 by title only.

Ms. Boyes stated that the condition regarding number one in the staff report, maintaining an opaque landscape buffer is not in the resolution. Ms. Sarmistha noted that regarding the landscape, this is noted as a Scrivener's Error and is no longer mentioned in the Resolution.

Mayor Marden asked for comments from the Board. Discussion ensued.

Applicant E.D. Norfleet, III spoke. Mr. Norfleet submitted photos that were entered into record.

Mayor Marden asked for public comment.

Brian Williams spoke. Discussion ensued.

Mayor Marden asked for further comment from the Board, there was none.

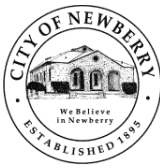
**Board Member Erched made a motion to approve Resolution 2025-10/SUP 25-01 with the condition stated by Uma Sarmistha, removing the Scribner's Error from the staff report regarding the maintenance of an opaque landscaper buffer. Seconded by Board Member Polo.**

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

**MOTION PASSED: 5-0**

## **TOPICS FROM MEMBERS FOR DISCUSSION**

Board Member Polo shared. Board Member Parker shared. Board Member Erched shared. Board Member Thomas shared.



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## MEETING ADJOURNMENT

The meeting was adjourned at 6:40 PM.

**ATTEST:**

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Vice Chair – Naim Erched

The public hearings may be continued to one or more future dates. Any interested party shall be advised that the date, time, and place of any continuation of a public hearing shall be announced during the public hearings and that no further notice concerning the matter will be published, unless said continuation exceeds six calendar weeks from the date of the above referenced public hearing.

At the aforementioned public hearing, all interested parties may appear to be heard with respect to the proposed Amendments. Please call 352.472.5440, or email [CommunityDevelopment@NewberryFL.gov](mailto:CommunityDevelopment@NewberryFL.gov) to request a copy of the proposed Amendments be sent to you, to submit comments prior to the public hearings, or to inquire about attending the meeting. All persons are advised that if they decide to appeal any decision made at 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 proceeding is made, which record includes the testimony and evidence upon which the appeal is to be based.

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, no later than 72 hours prior to the proceedings. If hearing impaired, call the Florida Relay System at (800) 955.8770.