

Minutes of the Planning and Zoning Commission Meeting  
Penney Farms, Florida December 9, 2019 2:00 pm

Present: Members Stephen Bradfield, Rosemary Gilson, Betty Thomas  
Town Manager David Cooper Town Clerk Anita Cooper  
PRC Representative Wayne Boone  
Town residents: Gerry DeVille Charles McCormick  
Absent Commission Members: Carroll Anders Bill Smith

Steve Bradfield called the meeting to order at 2:07 pm.  
The minutes of the December 3, 2019 meeting were read, and approved with one addition: Add "USA" to the title "Tree City". (Should read "Tree City USA")

Anita is still researching the authorization date for the Land Use Regulations. The completed Comprehensive Plan 2030 will be distributed to the Commission members.

Steve reported that all the disconnects between the Land Use Regulations and the Comprehensive Plan are noted in the June 19, 2019 P&Z minutes. Pending a reprinting of the Land Use Regulations, Commission members are requested to update individual copies. (See minutes of June 19, 2019)

**Tree City USA:** Steve pointed out that there are four requirements for being named a Tree City, and that they refer to property "in the public domain", not private. The samples distributed from Winter park and Appalachicola FL are cumbersome, covering both public and private property. Discussion followed on aspects of the town of Penney Farms to be considered in drawing up an ordinance:

- Tree canopy and environmental concerns
- Maintaining small town atmosphere
- Quality of life

**A Planning and Zoning Workshop is set for January 22, 2020 at 9:30 am at the Town Hall to draw up suggestions for the ordinance required.**

**Future PRCI land development project:** Steve reported a visit to the site by Betty Thomas and himself. The two proposed single family homes will be built on Caroline Blvd. extending East from Studio Road. The site plan is for block 109, and PRCI is awaiting the assignment of a formal address from the County emergency 911 office.

Wayne assured the Commission of PRCI's desire to save any tree with a diameter of 3" if at all possible. He will not "clear cut"; but will eliminate scrub growth. Buffer trees and trees on the periphery will be kept.

**The Commission recommends to the Town Council that they approve plans for the development of Block 109 on Caroline Ave. as presented by PRCI. (Moved by Thomas; seconded by Bradfield; unanimous approval.)**

Gerry Deville requested that the Commission consider the problem of the building located at 3255 State Road 16 W. It is located within the Town of Penney Farms, but has a Green Cove Springs address. This creates confusion in the sale of the property; any permits granted; etc. The building has remained vacant for over five years and been vandalized. The building is presently owned by Everbank. It is under contract to be sold. Permits have been granted for plumbing, A/C, and roofing.

A letter will be sent by the Town of Penney Farms to the Everbank, informing them and the prospective buyers/owners that the present fencing at the front of the property does not meet Land Use Regulations. (See page 7.2) The fence must be removed, or replaced by a fence that meets LU Regulations. (7.01.03 specifies that a fence in a front yard may not exceed 4 ft. in height.)

Anita reported that Chic Dimedici's inspection for occupancy did not pass, but the required changes have been made and his home is expected to pass inspection this week.

The Commission requests information on the Paso Fino Road development at the East end of State Road 16. It is reported to be expanding the size of the retention pond, and has added four acres to the property. David promised to look into this matter.

The Commission requests that when project information is given to Town Hall as required ten business days prior to a P&Z meeting, members of the Commission should be notified. Advance assessments can then be made prior to a formal Commission meeting.

**Next Date: Workshop (Information sharing) on Tree City USA to be held on Wednesday, January 22, 2020 at 9:30 am at the Town Hall. Items to be considered are for inclusion in an ordinance to be drafted by the Town Council.**

The meeting adjourned at 3:10 pm.

Rosemary Gilson  
Secretary