

Minutes of the Planning and Zoning Commission meeting
1:00 pm January 13, 2021
Town Hall Council Room Penney Farms, Florida

Present: Stephen Bradfield, Chr., Ken Anderson, Don Cimino, Rosemary Gilson, Steve VanderKamp, members. David Cooper, Town Manager; Anita Cooper, Town Clerk; Rachael Mack, Ashley Harris, office assistants.

Anita welcomed and introduced the new members of the Commission. Ro Gilson moved, Don Cimino seconded the confirmation of Stephen Bradfield as Chair of the Commission. Unanimous approval.

Anita provided the updated Comprehensive Plan and Land Use Regulations to each member. She also distributed copies of the 1980 ordinance establishing the Commission; the 2000 Guide to the Code of Ethics and Sunshine Law for the State of Florida; a folder dealing with the replatting of a portion of Penney Farms as requested by JAXPalatka/Reinhold Corporation.

Discussion followed on the role of the P&ZC. The Commission provides the basic information upon which the Town Council bases its decisions regarding new construction and zoning issues. We also make recommendations as to their action.

Anita reminded Anderson, Cimino and VanderKamp that they will take the required Oath of Office at the next Town Council meeting January 19th either in person or virtually.

Steve Bradfield called the meeting to order, and the secretary's minutes of December 9, 2019 were approved unanimously. The minutes provided opportunity for questions and an explanation of some of the history of the P&ZC decisions, and the need to be aware of the Sunshine Law and possible conflict of interest were shared. Regular meetings of the Commission may be augmented by fact finding workshops.

Anita provided an update on the property at 3947 Etheleen Court (Houldson). Due to problems the Houldsons had with completing their approved plans, the property has been sold. The Town Office is working to be sure the new owners complete the building project according to the approved plans and permit.

David introduced the packet created re: the Reinhold sale of 13000 acres of Clay County to JAX Palatka for \$36,144,700.00. Of the total parcel, 270 acres are located within the Town of Penney Farms, all on the South side of State Route 16. The water tower land is all that is left of Reinhold land within the Town. The expectation is that 50 smaller lots will be requested to be redesignated into

12 larger parcels. JAX Palatka is using Reinhold to manage the land, respecting timber contracts and hunting leases.

The Town needs to develop a policy and procedure for replatting. The Planning and Zoning Commission looked over the provided maps and information. After studying the wording in the Land Use Regulations, and the information provided in the packet, the members questioned the use of the word "minor". This could create some confusion since the words "minor" and "major" are also used in conjunction with development regulations. The Commission recommends the elimination of the word "minor" for clarity. The Commission suggests the policy should cover any and all requests for replatting. David will consult with the Town attorney, and advise members of the decision. The Commission understands the need to have a policy in place prior to any formal action by the Council.

David brought the Commission up to date on the Paso Fino Road project, highlighting the problems that have occurred. Planned homes have not been built as projected and approved; storm water ponds have been enlarged beyond expectation; and new requests for additional land to be annexed into the Town have been received. Before any action can be taken, elaborate safeguards would need to be in place. David reported that the Town, the Council, and the P&Z Commission have learned a great deal from both the Houldson and Paso Fino projects.

The meeting adjourned at 3:25 pm.

The Commission members were encouraged to get to know each other and share their background experience as they begin the experience of serving the Town together.

Rosemary Gilson

Reported by Rosemary Gilson, Secretary