



**MINUTES**

**I. Call to Order**

Having been duly advertised as required by law, Vice Chair, Adrian Coombes called the regular meeting of the Planning and Zoning Commission to order at 10:00 a.m. on Wednesday, April 15, 2026.

**II. Roll Call with Determination of Quorum**

Present: Adrian Coombes, 1--Harris Turner, Lynn Tipton, Tom Dring, Suzanne Scheck, Andrea Lothar & David Hoops, Andrew Hand (via zoom)

**III. Approval of Minutes**

*On a motion by Lynn Tipton, seconded by Suzanne Scheck, the board voted to approve the meeting minutes dated March 18, 2026, unanimous by a 7-0 vote.*

**IV. Public participation / hearing of non-agenda items:**

None.

**V. Old Business**

**A. Landscaping Code Update**

Ms. Janiszewski provided a summary of the proposed Landscaping Code Update.

Mr. Hand discussed proposed Senate Bill 180.

Discussion on the buffer section. Residential lot landscaping requirements, tree removal mitigation requirements.

The board reviewed relevant sections.

Discussion on *Chapter VI. – Design Standards, Section 6.6.1 General requirements*. Cost of renovation work.

Question posed: Why are city parks excluded? Discussion followed.

Discussion on PUD and exemption of landscaping requirements.

Discussion on repairing existing planters, the Boy Scout Building and other locations.

Discussion on the Buffer Section. Tabled for future date.

Discussion on Section 6.6.3, *Parking lot requirements*. Landscape requirements at entrances and exits at parking garages.

Discussion on Section 6.6.5. – *Planting standards and requirements* - existing trees and Landscaping Credits.



Discussion on the approved tree chart.

Discussion on Performance standards, tree maintenance, irrigation, pruning, fertilizer, tree removal.

Discussion on increasing tree bank contributions.

Discussion on commercial entities needing a license for the use of fertilizer.

Discussion on *Section 6.6.6, Maintenance*, enforcement to replacement dead landscaping. Inspections after cold snaps.

Discussion on *6.6.7. Item 2, subsection 3 - Exemptions to replacement and mitigation*.

Discussion on landscaping for residential lots. Enforcement for new developments.

Discussion on landscaping comparisons with other cities.

## **VI. Staff Updates**

### **A. EAR "Evaluation Appraisal Report"**

Ms. Janiszewski provided an update on the EAR "Evaluation Appraisal Report".

### **B. Traffic Guidelines**

Ms. Janiszewski provided an update on Traffic Guidelines.

Discussion on traffic lights.

Discussion on traffic studies.

Discussion about the intersection of Donnelly and US 441.

Discussion about the intersection of ABC Liquor.

Discussion on the role of the Public Works Department and City Manager's Office.

Discussion on traffic studies for one-way streets in downtown.

Discussion on sidewalks on the same side of streets.

Discussion on the role of the board for Planning and Zoning.

Discussion on Commissioner Training Courses. Discussion on FDOT attending.



**VII. Ask Staff/Other Business**

Ms. Janiszewski discussed the Organizational Chart.

Discussion on updating the website with chart(s).

Discussion on mitigation fees for Project Juniper Village.

Discussion on Historic Preservation Board Ordinance for accessory dwellings. Ms. Janiszewski stated that it will be forthcoming to the Planning and Zoning Commission.

Discussion on Road Residential Impact Fees.

Discussion regarding adding "Questions for Staff" to future Agendas.

**VIII. Announcement of next scheduled meeting date**

Chair announced the date and time of the next scheduled meeting:

A. May 20, 2026 @ 10:00 am

**IX. Adjournment**

Chair announced the date and time of the next scheduled meeting:

*On a motion by Lynn Tipton, seconded by Tom Dring, the board voted to adjourn the meeting at 11:13 a.m*

Adrian Coombes

Chair

5/20/26

Theresa Willis

Administrative Coordinator