



Chair Sandy Burgess
Vice Chair Virginia Johns
Member Danielle J. Judd
Member Susan Sloan
Member William Smith
School Board Member Tina Certain

City Manager Rodolfo Valladares
City Attorney Scott Walker

The Planning and Zoning Board will conduct a
Regular Planning and Zoning Board Meeting
At 6:00 PM

to address the item(s) below.

Meeting Date: October 14, 2025

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Planning and Zoning Board Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

INVOCATION

PLEDGE TO THE FLAG

APPROVAL OF THE AGENDA

I. OLD BUSINESS

II. NEW BUSINESS

A) APPROVE MEETING MINUTES- AUGUST 12, 2025

B) COMMUNITY PLANNING MONTH RECOGNITION

C) ELECTION OF CHAIR AND VICE CHAIR

III. BOARD COMMENTS/DISCUSSION

IV. CITIZENS COMMENTS

ADJOURN



Commission Agenda Item

MEETING DATE: October 14, 2025

SUBJECT: Approve Meeting Minutes- August 12, 2025

PREPARED BY: Brenda Flieger

RECOMMENDED ACTION:

Approve Meeting Minutes- August 12, 2025

Summary

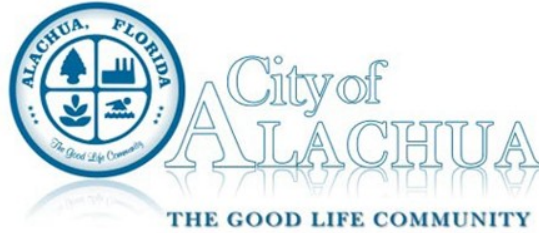
Approve Meeting Minutes- August 12, 2025

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. 25.08.12.M.PZB



Regular Planning and Zoning Board Meeting Minutes
August 12, 2025 at 6:00 PM

Chair Sandy Burgess
Vice Chair Virginia Johns
Member Danielle J. Judd
Member Susan Sloan
Member William Smith
School Board Member Tina Certain

**City Manager Rodolfo
Valladares**
City Attorney Marian Rush

Meeting Location: James A. Lewis City Commission Chambers
15100 NW 142 Terrace
Alachua, FL 32615

Planning and Zoning Board Meeting

Notice given pursuant to Section 286.0105, Florida Statutes. In order to appeal any decision made at this meeting, you will need a verbatim record of the proceedings. It will be your responsibility to ensure such a record is made.

CALL TO ORDER

Sandy Burgess – Chair 6:00 p.m.

INVOCATION

Led by Vice Chair Virginia Johns

PLEDGE TO THE FLAG

Led by Chair Burgess

APPROVAL OF THE AGENDA

Citizen Comment: Sorrya Lindberg asked about a hand out provided at the last meeting. She questioned why it was not on the current agenda.

Brenda Flieger, Planning Assistant, explained that the attachment was added to the past agenda under the Item, and it is stated so in the minutes for that meeting and there was no request to add it to this current agenda.

Vice Chair Johns moved to approve the agenda; seconded by Member Susan Sloan.

Motion passed by unanimous consent.

I. OLD BUSINESS

II. NEW BUSINESS

A) APPROVE THE MEETING MINUTES FROM: JULY 8, 2025

Member Danielle Judd moved to approve the minutes from the July 8, 2025 meeting; seconded by Vice Chair Johns.

Motion passed by unanimous consent.

B) PR24-0002 - THE HAMMOCK SITE-SPECIFIC AMENDMENT TO THE OFFICIAL ZONING ATLAS - A REQUEST BY CHW, LLC, APPLICANT AND AGENT ON BEHALF OF SAN FELASCO RESEARCH VENTURES, LLC, PROPERTY OWNER, FOR A SITE-SPECIFIC AMENDMENT TO THE OFFICIAL ZONING ATLAS WHICH PROPOSES TO AMEND THE ZONE DISTRICT OF A +/- 111.25-ACRE SUBJECT PROPERTY FROM AGRICULTURAL (A) (COUNTY) TO PLANNED DEVELOPMENT - RESIDENTIAL (PD-R), PLANNED DEVELOPMENT - COMMERCIAL (PD-COMM), AND CONSERVATION (CSV); GENERALLY LOCATED TO THE SOUTH OF THE INTERSECTION AT US HIGHWAY 441 AND RACHEL BOULEVARD (CR 2054); TAX PARCEL 03957-000-000 (QUASI JUDICIAL HEARING).

City Attorney Marian Rush voir dired the Board.

Carson Crockett, Principle Planner, introduced the item.

Ryan Thompson, NV5, agent for the applicant, presented his report.

Chair Burgess asked for clarification of the timing of the creation of the intended road.

Mr. Thompson affirmed that it is the development that triggers the construction of the road. When that phase of development comes in, the roadway will be required to be

designed.

Chair Burgess asked if that means the commercial part of this plan may be constructed and in place before the development of the road. She then asked if the residential section would be phased or completed all at once.

Mr. Thompson stated that it is written to allow phases, but at this point, the only phases are the commercial component and the residential component. The residential areas could be divided, but at this point it is not.

Chair Burgess wanted confirmation that, upon build out, the road must be in place and at the expense of the developer.

Mr. Thompson confirmed that to be correct.

Member William Smith asked the applicant if they would only be responsible for the portion of the road on their property. He also wanted confirmation that the extension will not completely happen until the property to the west is developed.

Mr. Thompson confirmed this.

Member Judd asked if specificity of the number of phases should be required and if there would be plats required.

Mr. Thompson confirmed that plats would be required.

Chair Burgess opened the floor to affected parties. No affected parties were present.

Mr. Crockett presented the staff report.

Member Judd asked if there should be clarification now about the dwelling units being available for occupancy until the road is in place and accepted. She also expressed concerns because it has happened in the past.

Mr. Crockett explained the wording in the PD Master Plan for the phases is sufficient. It allows additional phases if needed.

Mr. Crockett also explained that the construction of the road can't be requested before the applicable phases.

Member Judd further explained her question.

Mr. Crockett stated that the roadway would come into question when the traffic impact analysis is reviewed. This report would indicate when improvement is required to serve that development.

City Attorney Rush asked if the roadway would be on the plat.

Mr. Crockett confirmed the roadway is in the residential portion, so the preliminary plat would have to show that portion of the roadway.

Vice Chair Johns moved that, based upon the competent substantial evidence, the presentation before this board, and Staff's recommendation, this Board find the application for San Felasco Research Ventures, LLC to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City's Land Development Regulations and transmit the application to the City Commission with a recommendation to approve; seconded by Member Sloan.

Ms. Lindberg asked for clarification about spot zoning.

Mr. Crockett clarified the standard of spot zoning according to the Land Development Regulations.

Chair Burgess asked if the Planned Developments showed a trend that it is possible to live, work, and shop in the same small area.

Mr. Crockett stated that he could not respond to the specific intention of the applicant, but the Planned Developments exist to facilitate more innovative, less standardized design practices that are still harmonious and provide good separations and related uses together.

Motion passed by 4-1 roll call vote.

- C) PSP25-0003 - ROYAL ELEMENTS SITE PLAN - A REQUEST BY EDA CONSULTANTS, INC. (APPLICANT/AGENT) ON BEHALF OF ROYAL ELEMENTS, LLC (PROPERTY OWNER) FOR A SITE PLAN WHICH PROPOSES THE CONSTRUCTION OF A ± 3,600 SQUARE FOOT COMMERCIAL BUILDING WITH ASSOCIATED SITE IMPROVEMENTS ON A ± 1.74-ACRE SUBJECT PROPERTY GENERALLY LOCATED SOUTH OF US HIGHWAY 441 ON NW 104TH TERRACE; TAX PARCEL: 05949-011-009 (QUASI-JUDICIAL HEARING).**

City Attorney Rush voir dired the Board.

Bryan Thomas, Director of Planning and Community Redevelopment, presented the item.

Claudi Vega, EDA Consultants, presented her report for the applicant.

Chair Burgess asked about the end product of the building exterior because it is not

indicated in the plans.

Ms. Vega stated that the information has been submitted to staff for review.

Chair Burgess opened the floor to any affected parties. No affected parties were present.

Mr. Thomas presented the staff report. He confirmed to the Chair that staff has reviewed submitted information concerning exterior materials to ensure compliance.

City Attorney Rush asked that a typo in the report be corrected prior to finalization.

Chair Burgess specifically asked Ms. Vega if the applicant agrees with all the conditions on page 23 of the staff report.

Ms. Vega confirms that the applicant agrees with all conditions.

Member Judd moved that, based upon the competent substantial evidence, the presentation before this Board, and Staff's recommendation, this Board finds the site plan application for Royal Elements, LLC, to be consistent with the City of Alachua Comprehensive Plan and in compliance with the City of Alachua Land Development Regulations and approves the site plan, subject to the five conditions found in exhibit "A" and located on page 22 of the August 12, 2025, staff report; seconded by Member Smith.

Motion passed by 5-0 roll call vote.

III. BOARD COMMENTS/DISCUSSION

Mr. Thomas does anticipate a meeting for September.

IV. CITIZENS COMMENTS

Soorya Lindberg addressed the Board concerning a 2022 grant that Alachua County received to upgrade the water system in Santa Fe Hills, to city water. She stated that at the county meeting she attended, it was stated that a draft of an inter-local agreement was sent to the City of Alachua about three weeks ago. She asked if there was any knowledge of the status of that agreement. She explained that she is putting this information out at this meeting because it will be awhile before the next Commission meeting. She also states that she contacted the Alachua County Public Works and confirmed that it would cost the City of Alachua zero dollars to be a part of this project. Everything is lined up, but nothing can happen until the afore-mentioned inter-local agreement is finalized.

ADJOURN

Vice Chair Johns moved to adjourn; seconded by Member Smith.

Motion passed by unanimous consent.

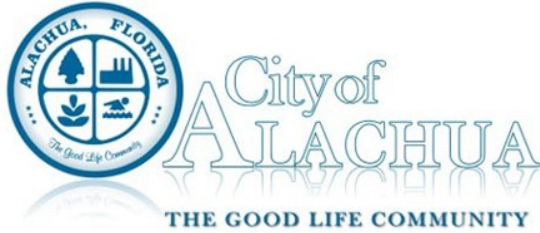
Chair Burgess adjourned the meeting. 7:05 pm.

ATTEST:

**CITY COMMISSION OF THE CITY OF
ALACHUA, FLORIDA:**

Presiding Officer

Staff Liaison



Board Agenda Item

MEETING DATE: October 14, 2025

SUBJECT: Community Planning Month Recognition

PREPARED BY: Carson Crockett

RECOMMENDED ACTION:

Receive the signed proclamation.

Summary

The month of October is designated across the United States of America and its territories as National Community Planning Month. The American Planning Association recognizes National Community Planning Month as an opportunity to celebrate the role that planning plays in creating great communities. Planners work to improve the well-being of all people living in our communities by leveraging professional expertise, data-driven insights, and a long-term, comprehensive vision for the future. From appointed Planning & Zoning Board members and professional staff to residents and local stakeholders engaged in the community planning process, we each play a significant role in the future of the City of Alachua through the community planning process. The month of October gives us, as a local community, a chance to highlight the importance of the community planning process and recognize the role everyone has in creating the future of the City of Alachua.

On October 13, 2025, Mayor Welch, on behalf of the City Commission, proclaimed the month of October 2025 to be City of Alachua Community Planning Month. The signed proclamation will be presented to the Planning & Zoning Board.

FINANCIAL IMPACT

ADDITIONAL FINANCIAL INFORMATION

ATTACHMENTS

1. Community Planning Month



City of Alachua, Florida

Office of Mayor Walter Welch

PROCLAMATION

WHEREAS, change is a constant and affects the City of Alachua and all cities, towns, suburbs, counties, boroughs, townships, rural areas, and other places; and,

WHEREAS, planners can help navigate this change, facilitating community planning with data-driven insights and expertise that provide better choices for how people work and live; and,

WHEREAS, community planning provides an opportunity for all residents to be meaningfully involved in making choices that determine the future of their community; and,

WHEREAS, the full benefits of community planning require public elected and appointed officials who understand, support, and demand excellence in planning and plan implementation; and,

WHEREAS, the month of October is designated as National Community Planning Month throughout the United States of America and its territories; and,

WHEREAS, the American Planning Association endorses National Community Planning Month as an opportunity to highlight how planning is essential to every community, and how planners are uniquely positioned to identify solutions to communities' most difficult housing, transportation, and land use questions; and,

WHEREAS, the celebration of National Community Planning Month gives us the opportunity to increase awareness of the important role continued public participation of all residents plays in community planning; and,

WHEREAS, we publicly recognize the participation and dedication of appointed Planning & Zoning Board Members and the many valuable contributions made by the professional community and professional planners of the City of Alachua and extend our thanks for the continued commitment to public service by these individuals.



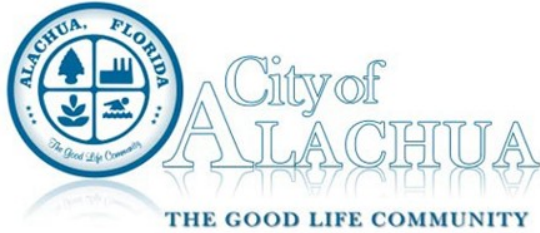
NOW, THEREFORE, I, Walter Welch, Mayor of the City of Alachua, representing the City and the City Commission, do hereby proclaim **the month of October 2025** as

City of Alachua Community Planning Month

IN WITNESS WHEREOF, I have hereunto set my hand this 13th day of October, 2025

ATTEST:

Walter Welch, Mayor



Commission Agenda Item

MEETING DATE: October 14, 2025

SUBJECT: Election of Chair and Vice Chair

PREPARED BY: Bryan Thomas

RECOMMENDED ACTION:

Nominate and elect members for Chair and Vice Chair of the Planning and Zoning Board

Summary

Per the City of Alachua Land Development Regulations, Section 2.1.3(E), the members of the Planning & Zoning Board shall elect a Chair and Vice Chair from the appointed members of the Planning and Zoning Board. The term shall run for one year, and there is no limit on the number of consecutive terms that an officer may serve.

FINANCIAL IMPACT

None.

ADDITIONAL FINANCIAL INFORMATION

None.

ATTACHMENTS

None