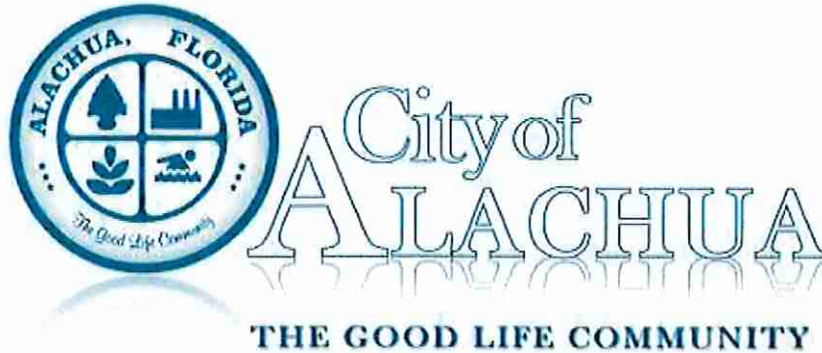




**Planning and Zoning Board  
Minutes  
May 9, 2023**

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Chair Sandy Burgess  
Vice-Chair Joe Hancock  
Member Virginia Johns  
Member William "Bill" Menadier  
Member Dave Ferro  
School Board Member Tina Certain

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City Manager Mike DaRoza

**Planning and Zoning Board  
At 6:00 PM**  
to address the item(s) below.

**Meeting Date:** May 9, 2023

**Meeting Location:** James A. Lewis Commission Chambers

**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.**

**PLANNING AND ZONING BOARD MEETING MINUTES**

**CALL TO ORDER**

Chair Sandy Burgess called the meeting to order. Board Member Tina Certain was absent.

**INVOCATION**

Rev. Natron Curtis led the invocation.

**PLEDGE TO THE FLAG**

Led by the Board.

## **APPROVAL OF THE AGENDA**

**Member Dave Ferro moved to approve the agenda; seconded by Member Virginia Johns.**

**Passed by unanimous consent.**

### **I. OLD BUSINESS**

None.

### **II. NEW BUSINESS**

- A. Approval of the Minutes of the April 18, 2023 PZB Meeting

**Member Johns moved to approved the minutes; seconded by Member Bill Menadier.**

**Motion passed by unanimous consent.**

- B. Site Plan – Canvas Church Administration Building: A request by William Menadier, P.E., of Menadier Engineering, LLC, applicant and agent for Canvas Church FL, Inc., property owner, for consideration of a Site Plan proposing the construction of a ±8,490 square foot office building with associated site improvements; Consisting of Tax Parcel Number 03067-600-000 (Quasi-Judicial Hearing).

City Attorney Marian Rush advised the Board that Form 8B - Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers - has been submitted by Member Menadier indicating this item inures to a special gain or loss and therefore recuses himself for this item. City Attorney Rush advised the Board that the form will be provided to the Clerk.

Assistant Deputy City Clerk Diane Amendola swore in all parties entering testimony during the hearing.

Principal Planner Adam Hall, AICP, presented the Staff Report and advised the Board that an email was received from a member of the public, provided the Board with a copy of the email and entered it into the record.

Cole Blackford, of Menadier Engineering, accepted Staff's recommended conditions and availed himself for questions.

Chair Burgess inquired about public concerns regarding drainage to adjacent properties.

Mr. Blackford responded.

**Member Ferro moved that based upon the competent substantial evidence presented at this hearing, the presentation before this Board, and Staff's recommendation, this Board finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and approves the Site Plan for Canvas Church FL, Inc., subject to the three (3) conditions provided in Exhibit "A" and located on page 17 of the May 9, 2023 Staff Report to the Planning & Zoning Board; seconded by Member Johns.**

Kenyata Curtis expressed concerns regarding existing drainage conditions and potential drainage impacts from the development on adjacent property.

Natron Curtis expressed concerns regarding potential drainage impacts from the development on adjacent property.

Leila Ward inquired about the ingress/egress point to the parking lot, the location of the Baywood Hills subdivision sign and proposed fencing materials.

Principal Planner Hall responded.

Allen Jones expressed concerns about the location ingress/egress to the development and existing traffic conflicts.

Chair Burgess inquired about the placement of the driveway.

Mr. Blackford responded.

Chair Burgess inquired if any interconnection was proposed between the development and the property to the south.

Mr. Blackford responded.

Member Joe Hancock commented on existing traffic conflicts and recommended interconnecting with the property to the south.

Member Johns discussed limitations to interconnecting with the property to the south given topography, the location of stormwater management facilities and potential solutions to address existing traffic conflicts.

Chair Burgess inquired if there were any potential conditions which could address existing traffic conditions.

Principal Planner Hall responded.

City Attorney Rush responded.

Member Hancock reiterated concerns regarding traffic conflicts.

City Attorney Rush inquired of Principal Planner Hall if the application complies with the City's Land Development Regulations.

Principal Planner Hall responded.

**Motion Passed 4-0 in a roll call vote, with Member Menadier abstaining.**

- C. Maria's Place Minor Subdivision Final Plat: A request by Austin Blazs, PSM of CHW, Inc., applicant and agent for Maria Dziebakowski-Ghetman, property owner, for a Final Plat f, which proposes to replat Lot 2 of the Alachua Realty Co Addition Subdivision into two (2) lots, consisting of a ±0.98 acre subject property located at 16183 NW 141st Street (Parcel 03100-001-000) (Quasi-Judicial Hearing).

Assistant Deputy City Clerk Diane Amendola swore in all parties entering testimony during the

hearing.

Principal Planner Adam Hall, AICP, presented the Staff Report.

Austin Blazs, of CHW, accepted Staff's recommended conditions and availed himself for questions.

**Member Menadier moved that based upon the competent substantial evidence presented at this hearing, the presentation before this Board, and Staff's recommendation, this Board finds the application to be consistent with the City of Alachua Comprehensive Plan and in compliance with the Land Development Regulations and forwards the application to the City Commission of the City of Alachua with a recommendation to approve the Final Plat for Maria Dziebakowski-Ghetman, subject to the three (3) conditions provided in Exhibit "A" and located on page 16 of the May 9, 2023 Staff Report to the Planning & Zoning Board; seconded by Member Johns.**

**Motion Passed 5-0 in a roll call vote.**

### **III. BOARD COMMENTS/DISCUSSION**

Department Director Kathy Winburn stated the next meetings will be held on May 16, 2023 at 6:00 p.m. and June 13, 2023 at 6:00 p.m.

### **IV. CITIZENS COMMENTS**

### **ADJOURN**

**Member Ferro moved to adjourn; seconded by Member Johns.**

**Motion Passed by unanimous consent.**

ATTEST:

  
\_\_\_\_\_  
Presiding Officer

PLANNING AND ZONING BOARD OF THE  
CITY OF ALACHUA, FLORIDA

  
\_\_\_\_\_  
Staff Liaison

City of Alachua  
Planning and Zoning Board Meeting  
May 9, 2023

PLEASE PRINT CLEARLY

[illegible]

# FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

|                                                                 |                          |                                                                                                                                                                                  |  |
|-----------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| LAST NAME—FIRST NAME—MIDDLE NAME<br><b>MENADIER, WILLIAM A.</b> |                          | NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE<br><b>CITY OF ALACHUA PLANNING &amp; ZONING</b>                                                                      |  |
| MAILING ADDRESS<br><b>17579 NW 181<sup>ST</sup></b>             |                          | THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:                                                                                            |  |
| CITY<br><b>ALACHUA</b>                                          | COUNTY<br><b>ALACHUA</b> | <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY<br>NAME OF POLITICAL SUBDIVISION:<br><b>CITY OF ALACHUA</b> |  |
| DATE ON WHICH VOTE OCCURRED<br><b>5/9/23</b>                    |                          | MY POSITION IS:<br><input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTIVE                                                                              |  |

## WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

SEP 21 '23 PM2:19

## INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

### ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

**PRIOR TO THE VOTE BEING TAKEN** by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

**WITHIN 15 DAYS AFTER THE VOTE OCCURS** by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

### APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

**IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:**

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

## APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

## DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, William Menadier, hereby disclose that on May 9, 20 23:

(a) A measure came or will come before my agency which (check one or more)

- ☐ Inured to my special private gain or loss;
- ☐ Inured to the special gain or loss of my business associate, \_\_\_\_\_;
- ☐ Inured to the special gain or loss of my relative, \_\_\_\_\_;
- ☒ Inured to the special gain or loss of CANVAS CHURCH, by whom I am retained; or
- ☐ Inured to the special gain or loss of \_\_\_\_\_, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

5/3/23  
Date Filed

William Menadier  
Signature

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.