

**MINUTES**  
**PLANNING & ZONING BOARD**  
**REGULAR MEETING & PUBLIC HEARING**

Monday, December 9<sup>th</sup>, 2024 - 9:30 am

Marble Hall, 600 W. Ocean Drive, Key Colony Beach, Florida 33051 & via Zoom Conferencing

1. **Call to Order, Pledge of Allegiance & Roll Call:** The Key Colony Beach Planning & Zoning Board was called to order by Chair George Lancaster followed by the Pledge of Allegiance and Rollcall. Present: Chair George Lancaster, Vice-Chair Lin Walsh, Bob Glassman, Leonard Geronemus. Absent: Alternates Carman Slusher and Patricia Diebold. Also present: Building Official Tony Loreno, City Administrator John Bartus, Administrative Assistant Tammie Anderson, City Attorney Dirk Smits (via Zoom), City Planner Nilsa Zacarias.

2. **Approval of the Agenda** (Additions, changes, and deletions can be made via one motion and a second to approve by majority vote):

Chair Lancaster asked if there were any changes to the agenda. There were none, and Chair Lancaster asked for a motion to approve.

**MOTION:** Motion made by Lenny Geronemus to approve. Chair Lancaster asked for a second. Bob Glassman seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

3. **Citizen Comments & Correspondence:** None.

4. **Approval of Minutes:**

- a. Planning & Zoning Board Minutes November 4<sup>th</sup>, 2024

Chair Lancaster asked for any changes to the minutes. There were none, and Chair Lancaster accepted the minutes as written.

5. **Administration of Oath of Witnesses:** City Clerk Roussin administered the Oath of Witness to all planning giving testimony.

6. **Disclosure of Ex-Parte Communication:** None.

7. **Discussion/Approval of Comprehensive Plan Amendments**

- a. Draft Comprehensive Plan
- b. Follow-up on questions on Conservation Areas
- c. Recommendation by N. Zacarias
- d. Discussion/Recommendation by the Board

Chair Lancaster introduced the agenda item and asked Vice-Chair Walsh to elaborate. Vice-Chair Walsh spoke on the open question of the definition of 'preserve' in conjunction with personal property. City Clerk Roussin informed that City Attorney Smits was in attendance via Zoom to answer questions on the matter. Chair Lancaster clarified the question to apply to the 13<sup>th</sup> Street property. City Attorney Smits informed that the property is privately owned but cannot not developed. Vice-Mayor Foster further clarified that the questions applied to the definition of 'preserve' and if anyone can walk to the water through the property. City Attorney Smits explained that the property was a fenced private property with no access to the water.

Bob Glassman asked about the number of signs on the property and the need to comply with the city's code. Building Official Loreno confirmed that each parcel should be allowed one sign and informed that the trampoline on the property has to be addressed as well. Building Official Loreno further confirmed that the matter will be addressed with the Code Officer. Vice-Chair Walsh recalled the Board having questions on the word 'preserve' and its use as private property. Building Official Loreno explained that the lot is not buildable with only minor

landscaping allowed and the trampoline having to be removed. Leonard Geronemus recalled a piling on the property. Building Official Loreno informed not to be familiar with a piling.

Bob Glassman asked for clarification on verbiage in the proposed Comprehensive Plan regarding annual or 5-year requirements.

City Planner Nilsa Zacarias appeared via Zoom and confirmed to be able to update the section in question. Nilsa Zacarias explained that large changes in the Florida Statutes were made some time ago which were not updated in the city's code. Nilsa Zacarias explained that municipalities are required to review the Comprehensive Plan every 7 years and write a letter of determination to the State explaining findings. Nilsa Zacarias confirmed to be able to clean up the section, and the time frame requirement to be seven years. City Clerk Roussin confirmed for the Board to be able to make a recommendation for approval with requested changes to the City Commission and to reach out to Nilsa Zacarias for the corrected document. There was no further discussion and Chair Lancaster asked for a motion.

**MOTION:** Motion made by Bob Glassman to approve. Chair Lancaster asked for a second. Leonard Geronemus seconded the motion.

**DISCUSSION:** Chair Lancaster confirmed the motion to include the needed corrections.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

City Clerk Roussin informed that the recommendation will be presented to the City Commission on December 19<sup>th</sup>.

**8. Discussion/Approval of a permit application & plans for work in the city by Hotwire Communications**

- a. Presentation by the Building Department
- b. Statement by Applicant
- c. Discussion
- d. Motion to approve, deny, or approve with conditions

Chair Lancaster introduced the agenda item and asked City Clerk Roussin to elaborate who deferred to the Building Official on the matter. Building Official Loreno gave the background on the request including former plans by the company to make the city a 'smart city' and the company's request for a building permit for directional boring under the Sadowski Causeway. Building Official Loreno spoke on the question of benefits for the city and confirmed the issue was not to be with zoning. Vice-Mayor Foster asked for confirmation that if the contractor goes through easements, the City of Key Colony Beach has no authority. Building Official Loreno confirmed the question on easements and that a permit must be issued to proceed. Vice-Mayor Foster questioned the necessity of the matter being on the Planning & Zoning Board agenda. City Attorney Smits confirmed that the matter is not under the purview of the Planning & Zoning Board and City Commission, and no action was needed.

**9. Other Business:**

- a. **Discussion/Approval of a recommendation for the appointment of Lynne Conkling as a Planning & Zoning Board member.**

Chair Lancaster introduced Lynne Conkling as a candidate for the Planning & Zoning Board. Lynne Conkling thanked the Board for considering her application and expressed her commitment to volunteering and the importance of community involvement. Lynne Conkling conveyed her eagerness to contribute to local projects and provided background on her work experience and problem-solving skills. Lynne Conkling confirmed her residency and shared additional information about the references listed in her application, as well as her enthusiasm for living in the Keys. There was no further discussion and Chair Lancaster asked for a motion to approve.

**MOTION:** Motion made by Lin Walsh to approve. Chair Lancaster asked for a second. Bob Glassman seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**b. Discussion/Approval to move Board Meetings back to the original meeting dates of the 3<sup>rd</sup> Wednesday of each month.**

Chair Lancaster introduced the agenda item and explained the scheduling conflicts caused by Holidays falling on Mondays. City Clerk Roussin mentioned the additional issue of Townhall meetings occurring on the same day as Planning and Zoning Board meetings. There was no further discussion, and Chair Lancaster asked for a motion.

**MOTION:** Motion made by Bob Glassman to approve. Chair Lancaster asked for a second. Lin Walsh seconded the motion.

**DISCUSSION:** None.

**ON THE MOTION:** Rollcall vote. Unanimous approval.

**c. Confirmation of intent for reappointments to the Planning & Zoning Board for 2025**

Chair Lancaster asked City Clerk Roussin to address the agenda item. City Clerk Roussin discussed the upcoming organizational meeting and confirmed the intent for reappointments with all committee members.

**10. Next meeting:** Tentative – Monday, January 13<sup>th</sup>, 2025, at 9:30 am **OR** Wednesday, January 15<sup>th</sup>, 2025, 9:30 am

Chair Lancaster confirmed the next meeting for January 15<sup>th</sup>, 2025.

**11. Adjourn:** The meeting adjourned at 9:57 AM.

Respectfully submitted,

*Silvia Roussin*

City Clerk

**ADOPTED: January 15, 2025**

*Silvia Roussin*

*City Clerk*