

**Town of Callahan
'A Florida Municipality'
Planning & Zoning Board Meeting Minutes
August 12, 2024**

Present at meeting: Mr. Williams, Mayor Knagge, Mr. Schwend, Mr. Davis, Mr. Bryan, Mr. Bell, Mrs. Gugliuzza, Ms. Reba Pearce and Mrs. Bianco

Absent: Mr. Kirk, Mr. Blue III

- I. **Call to Order** – Mayor Knagge at 7:00 PM

- II. **Pledge of Allegiance & Invocation** – Mr. Bryan

- III. **Persons wishing to Address the Board** - None

- IV. **Minutes** – Motion to be approved by Mr. Schwend and 2nd by Mr. Bell
 - o Motion Carried

- V. **Business** -
 - o **Site Plan Review Callahan MOB 542199 US Hwy 1 Callahan, FL 32011**
 - **Mr. Inman** – Thomas Inman, I'm with Kimley-Horn. 12740 Gran Bay Parkway West Jacksonville, FL 32258. The applicant & engineer of record, my partner Sidney Reynolds could not be here tonight, but I am happy to answer any questions you may have regarding the Site plan, the best I can.
 - **Mayor Knagge** – Can you give a brief description of what it is, where it's at, for those who are still reviewing.
 - **Mr. Inman** - This is a proposed medical office building located on US 1. The site is currently a trailer park. The applicant is proposing that to be a medical office building, and we are moving forward with application with the St. Johns River Water Management District, with DOT and the Town of Callahan. Sidney has provided a full set of construction drawings. There is a modification to the existing access on US 1 per the DOT request. The driveway connection has been moved further away from the existing median break. That is to improve traffic flow and to prevent anyone from trying to sneak in going across oncoming traffic. That will improve accessibility. The storm water will be treated & attenuated in accordance with Water management District requirements. You will notice there is a storm water pond on the back of the site. It will be fenced with 4' chain link fence or equivalent. Utilities will be served by new utility connections off of US1. There will be new water service and sanitary/sewer service. The parking will meet the requirements with the Town of Callahan. I want to thank the staff for their help in putting together this plan.
 - **Mr. Bryan** – Asked where the MOB is going. It will be the entire parcel of Cato's Way.
 - **Mr. Schwend** – Are there going to be two buildings on this site?

- **Mr. Inman** – Yes, that is still out intent, but this application is just for Phase 1. The lot for the second building is going to be masqueraded and sodded. When the applicant is ready to move forward, we will be back for another plan review.
- **Mr. Schwend** – There are residents behind the site. Will there be a privacy fence?
- **Mr. Williams** –The 4' chain link fence is only for the pond. Per our requirements, there will need to be a barrier 6' privacy fence because of the residents in the back.
- **Mr. Inman** – If it's not on the plans now, I will be sure to change that.
- **Mr. Schwend** – Will the parking be enough for the second building?
- **Mr. Inman** – The utilities and the storm water pond are sized in advance of having a fully developed parcel. The parking will be tailored specifically to the second building, but I do not know what that looks like.
- **Mr. Bryan** – Is this a medical office that will be offering emergency care as well?
- **Mr. Inman** – I do not know.
- **Mr. Bryan** – Is this a medical supply facility or a medical office?
- **Mr. Schwend** – The developer does the construction for medical services, not medical supplies.
- **Mr. Inman** – If this was an urgent care, I would suspect it would have ambulatory access and I do not see that.
- **Mr. Bryan** – Does it meet the Fire engine access?
- **Mr. Inman** – Yes.
- **Mr. Bryan** – Does the truck access meet our standard requirements?
- **Mr. Williams** – As long as there is ingress/egress and not a dead end.
- **Mr. Bell** – My only concern is the privacy fencing.

Mayor Knagge closed the planning and zoning meeting and opened the meeting to the public at 7:10pm.

There were no public questions, concerns or comments.

Mayor Knagge closed the meeting to the public and re-opened the planning and zoning meeting at 7:11pm.

- **Mayor Knagge** – Is there any other concerns & is the board ready to make a motion?
- Motion to approve the Medical Office Building by Mr. Bell and 2nd by Mr. Schwend
Motion carried

Mayor Knagge – We will let you know when this is ready to be presented to our council for approval.

Mr. Inman – When is the next meeting?

Mrs. Guagliuzza – You will be on the next the next meeting, Monday the 19th. 7pm in the same room.

- **Site Plan Review Community First Bank 0 US Hwy 1 Callahan, FL 32011**

Mayor Knagge – The site plan review for Community First Bank has been tabled.
– No one present to represent.

- **Conditional Use of Parcel 29-2N-25-3220-0003-0055**

- **Ms. Parkerson** – I am Tanya Parkerson. I am here on behalf of Robert Peters who owns the property at this time. I am looking to purchase the property so that I can have it for part of my childcare center. I have had the conditional use done on the property beside Building Blocks. My goal is to have my center under one location. These apartments are behind and will have the ability to connect at the end. There are 4 units, 3660 square footage which will be perfect for my school age children. It will allow my buses to be off of 3rd & onto Mickler which is ideal. There will be bus parking. The property is now apartments, and I am looking for a conditional use to have it for a childcare center. It will take some time, since there are tenants in the apartments.
- **Mr. Bryan** – Are these the dark brown apartments?
- **Ms. Parkerson** – It adjoins my property near the playground. The only part I would not own would the brown townhomes
 - **Mayor Knagge closed the planning and zoning meeting and opened the meeting to the public at 7:15pm.**
 - **There were no public questions, concerns or comments.**
 - **Mayor Knagge closed the meeting to the public and re-opened the planning and zoning meeting at 7:16pm.**
- **Mayor Knagge** - Are there any other questions?

Mr. Bryan – Is this zoned residential?

Ms. Gugliuzza – The current zoning is single-family residential.

Mayor Knagge – I believe those may have been grandfathered in.

- Motion to approve the Conditional Use by **Mr. Bryan** and 2nd by **Mr. Bell**
Motion carried

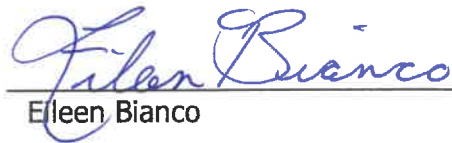
- **Voluntary Annexation** – No one present to represent. This will be tabled for the next meeting.
- **5-year Capital Improvement Plan** – Mr. Williams presented the spreadsheet to the board members and asked them to make their wish list for anything to be added.

IV. Adjourn

- Motion to adjourn by **Mr. Bryan** and 2nd by **Mr. Bell**
- No one opposed.
- Motion Carried Unanimously.
- Time: **7:40 pm**



Mr. Kirk, Zoning President



Eileen Bianco

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.