

**City of Monticello**  
**Local Planning Agency Meeting**  
245 S. Mulberry Street  
Monticello, FL 32344

**June 24, 2020 7:00 P.M.**

**AGENDA FOR TELEMEETING**  
**ACCESS PHONE NO. 1 + 646 558 8656**  
**MEETING I.D. CODE 850 1094 6706**  
**NO PARTICIPANT CODE NEEDED**

1. Call to Order - Chairman
2. Roll Call/Determination of Quorum – City Clerk
3. Preliminary Announcements – City Attorney
4. Approval of Minutes of 2/10/20 and 4/28/20
5. PUBLIC HEARING / BOARD ACTION  
Application for Special Exception Use – Professional Office in  
Mixed-Use Office/Residential R-1 Zoning District Overlay  
- 615 N. Jefferson Street (Big Bend Hospice Administrative Office)
6. Building Permit Review for Single-Family Homes in R-1  
- 462 Creekside Court (Lot 8) - Crooked Creek Subdivision  
- 512 Creekside Court (Lot 9) - Crooked Creek Subdivision
7. Suggested Code Revision Regarding Architectural Review of R-1  
Single-Family Homes
8. Other Business / Public Comment
9. Adjournment

Minutes of the Local Planning Agency meetings may be obtained from the City Clerk's Office. The minutes are recorded, but are not transcribed verbatim. Persons requiring a verbatim transcript may make arrangements with the City Clerk to duplicate the recordings, or arrange to have a court reporter present at the meeting. The cost of duplication and/or court reporter will be borne by the requesting party.

Persons who wish to appeal any decision made by the Local Planning Agency with respect to any matter considered at this meeting will need a record of the proceedings, and for such purpose 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 based.

In accordance with Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should contact the City Clerk's office no later than 5:00 P.M. on the day prior to the meeting.

The Local Planning Agency of the City of Monticello, Florida met in regular session on February 10, 2020 at 7:00 PM at City Hall (rescheduled from February 6, 2020 due to area severe weather). The following members were present:

Rick Anderson  
Tami Lester  
Tom Dunn

Others present were:

Emily Anderson, City Clerk/Treasurer  
Bruce Leinback, City Attorney

Chairman Rick Anderson called the meeting to order.

**APPROVAL OF MINUTES OF 11/18/2019 MEETING** On motion of Tami Lester, seconded by Tom Dunn, minutes of the 11/18/2019 meeting were unanimously approved.

**BUILDING PERMIT REVIEW FOR SINGLE-FAMILY HOMES**

**\*Laurel Court (New Home)** Chairman Anderson remarked that the house survey shows the house angled to face the corner, and asked if the city ordinance or the Crooked Creek homeowners associations covenants take precedence. City Attorney Leinback noted the ordinances are more restrictive. Attorney suggested a short recess to allow for review of the homeowners association covenants.

[RECESS]

After recess, Attorney Leinback reported that the Local Planning Agency is only charged with architectural review under the city code. Any other review of city codes regarding development is performed by the County Building Department, and the Planning Agency is not tasked with addressing placement of a home on a lot.

After discussion of the Laurel Court home architectural features, on motion of Tom Dunn, seconded by Tami Lester, the Board voted unanimously to approve the architectural features as presented.

**\*WILLOW ROAD, HOLLY ROAD, SWEETBAY COURT, CROOKED CREEK LANE, S. RAILROAD STREET (NEW HOMES)** At the request of owner/builder Scott McPherson, the Board reviewed five home designs to be placed on a variety of lots owned. On motion of Tami Lester, seconded by Tom Dunn, the Board voted unanimously to approve design plans entitled Lucerne, Hampton, Desiree, Magnolia, Loblolly and a custom home for architectural standards for the Crooked Creek lots presented.

## **NEW BUSINESS**

**SUGGESTION FOR MODIFICATION OF APPROVAL PROCESS FOR PROFESSIONAL OFFICES AND LIMITED, RESIDENTIALLY-COMPATIBLE BUSINESSES IN THE R-1 ZONING DISTRICT** City Clerk Anderson reviewed the purpose of the Office/Residential special exception zoning overlay and gave history of prior approvals. She noted that one of the O/R overlay locations, at 315 N. Jefferson Street, owned by Jack Carswell, has had a variety of tenants, several who have operated there without receiving a special exception. Since the property is suitable for office/residentially-compatible businesses, but most on a shorter-term basis, it is suggested that the requirement for special exception be only required once, with subsequent new uses by different lessees be allowed with an appropriate application and certification that the intended use of the property is a permitted use as defined in the Office/Residential overlay district and the operation of the business will be within the required restrictions.

After discussion, Tami Lester made a motion to approve the draft language modification for the special exception process for the Office/Residential zoning overlay for professional offices/limited residentially-compatible businesses. The motion was seconded by Tom Dunn. City Attorney Leinback noted he would like to add language prohibiting additions to existing structures to the language. Tom Dunn added an amendment to the motion including the language for no structure additions. The amended motion was seconded by Tami Lester and passed unanimously.

**CONSIDERATION OF REGULATION OF SOLAR ARRAY FACILITIES IN THE CITY** Clerk Anderson presented the issue of regulation of solar array facilities in conjunction with the suggestion of Byron Arceneaux, a former member of the Local Planning Agency. She noted the County is in the process of developing an ordinance for regulation of solar facilities in the county.

The Board discussed the process for installation of solar facilities and which zones would allow solar facilities, as well as expected size of such facilities, whether such facilities are commercial or residential, and the types of regulations which should be considered, such as buffering. Clerk Anderson offered to research other city codes to see what regulations may have been adopted.

## **OTHER BUSINESS**

Tom Dunn mentioned a business on E. Pearl Street which has unsightly appliances and other goods sitting outside. He wanted to know what regulations may apply to the storage of such goods outside. Chairman Rick Anderson suggested the matter is a code enforcement matter. Developer Scott McPherson also noted that Bowman Street is full of non-operational vehicles which need to be cleared.

Clerk Anderson also noted that she is still researching suggested modifications regarding accessory structures, such as fencing, and dwelling unit allowances. Board Member Tom Dunn suggested that the city should allow a variety of fence styles, but perhaps restrict heights of fencing in front yards. City Attorney Leinback also noted that there is pending

legislation which may affect cities' ability to regulate accessory structures and short-term rentals.

Clerk Anderson also reported that Martin Thigpen has resigned from the Agency.

There being no public comment or other business, the meeting was adjourned.

Respectfully submitted,

Emily Anderson  
City Clerk/Treasurer

The Local Planning Agency of the City of Monticello, Florida met in regular session conducted by teleconferencing on April 28, 2020 at 3:00 PM.

Chairman Rick Anderson called the meeting to order.

**ROLL CALL / DETERMINATION OF QUORUM – CITY CLERK**

Clerk Anderson called the roll of Board Members. The following members were present on the call:

Rick Anderson  
Tami Lester  
Tom Dunn  
Carly Peary  
Julie Conley, Ex-Officio Member

Others present were:

Emily Anderson, City Clerk/Treasurer  
Bruce Leinback, City Attorney

**PRELIMINARY ANNOUNCEMENTS – CITY ATTORNEY BRUCE LEINBACK**

Attorney Leinback discussed the allowances and procedures for conducting government meetings under the Governor’s Emergency Executive Order due to the ongoing COVID-19 pandemic. Mr. Leinback gave instructions for participating in the meeting.

**BUILDING PERMIT REVIEW FOR SINGLE-FAMILY HOME (CONTINUED FROM MARCH 11, 2020) – CORNER OF HENRY ST/E. PEARL ST – LEE TERZIS, APPLICANT**

Applicant Lee Terzis gave a brief summary of her application, responding to previous Board Member comments and questions about the front elevation and fencing. Ms. Terzis noted revisions to the front elevation to add a trellis overhang, and she provided a photograph representing the dog enclosure fencing to be installed.

Chairman Anderson called on Board Members for comments. Mr. Dunn noted that an architectural feature on the front of the structure is a requirement. With no further comments or questions for the applicant, and no public comment offered, Tami Lester made a motion to determine that the single-family proposed home is acceptable under the review standards. The motion was seconded by Carly Peary.

Clerk Anderson recorded the roll call votes as follows:

Rick Anderson	yea
Tom Dunn	yea
Tami Lester	yea
Carly Peary	yea

The motion passed unanimously.

With no old or new business, and no further public comment, Chairman Anderson adjourned the meeting.

Respectfully submitted,

Emily Anderson  
City Clerk/Treasurer

Memorandum

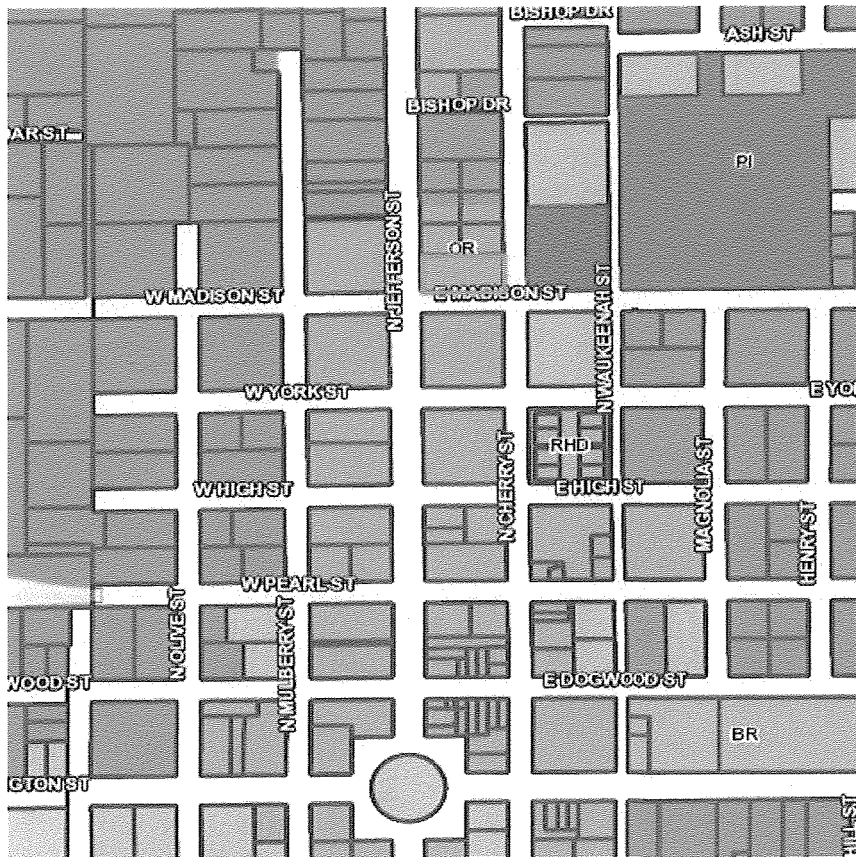
To: City of Monticello Local Planning Agency

Re: Application for Special Exception Use – Professional Office in Mixed-Use Office/Residential R-1 Zoning Overlay District - 615 N. Jefferson Street

---

Big Bend Hospice, Inc. has filed an Application for Special Exception Use for a proposed administrative office (new construction) at 615 N. Jefferson Street.

The property, currently a vacant lot, is zoned R-1, Residential Single-Family, but has an overlay allowance of Mixed-Use Office/Residential (the blue-shaded area shown north of the Courthouse on the map below).



Non-residential uses of these properties must be permitted as a special exception use and comply with the following developmental standards and requirements (from City Code Sec. 54-152(c)(2)):

(2) Professional offices and limited, residentially-compatible businesses, subject to the following requirements in the R-1 zoning district:

a. Purpose and intent. Limited to professional offices and limited, residentially-compatible businesses, fronting on U.S. Highway 19 and U.S. Highway 90 in areas designated as mixed-use office/residential on the future land use map of the comprehensive plan. Types of professional offices and limited, residentially-compatible businesses and sizes of buildings permitted within this residential zone must be sensitive to the adjacent residential environment and, thus, exclude those uses and building sizes which can negatively impact the surrounding residential area with traffic generation, parking, deliveries, noise, noxious odors, and aesthetic incompatibility. All business uses and activities shall be conducted exclusively and wholly within an enclosed building, except that activities associated with a business, excluding vending machines, may be permitted outside the enclosed building to the extent that such activities are residentially-compatible and do not otherwise constitute or create a nuisance to adjoining residential properties.

b. Permitted uses.

1. Professional and government offices.

2. Retail businesses involving the sale of merchandise on the premises within the enclosed buildings, but excluding pawn shops, sweepstakes or gaming parlors, liquor package stores, bars, taverns, cocktail lounges, drive-through facilities, food establishments with commercial kitchens, pet shops and boarding kennels, and other business activities similar to the foregoing.

3. Establishments involved in the rendering of a personal service, such as beauty salon, or business service, copying center, bicycle repair shop, recreational sporting equipment rentals, but excluding automobile or motor service/repair facilities, day cares, schools, tattoo, body art or fortune-telling businesses.

c. On premises parking for clients/customers, in accordance with parking regulations outlined in section 54-502.

d. Utilization of existing driveways for ingress and egress, or prior written approval from the city manager for a new driveway accessing the property from a city street.

e. No commercial dumpsters are allowed.

f. Allowable hours of operation: From 7:00 a.m. to 8:00 p.m., Monday through Saturday, and 12:00 noon to 5:00 p.m. on Sundays.



g. The operation of the business may not generate excessive vehicular traffic to the premises, generate noxious odors, or create noise from machinery or equipment audible from any adjacent property.

h. Screening or buffering must be provided pursuant to the provisions of section 54-194 for all uncomplementary land uses.

i. Except as provided in subsection k. below, professional and business offices may utilize only structures in existence on March 3, 1998.

j. Such nonresidential uses shall be compatible with the historic resources in the neighborhood.

k. New structures intended specifically for the nonresidential uses authorized herein shall be no larger than 5,000 square feet, and may not be placed on the site of a residential structure which existed on March 3, 1998.

l. New structures intended specifically for such nonresidential uses shall be limited to an impervious surface ratio of 0.50.

FYI - The property is also in the City Historic District, and the Historic Design Review Board has reviewed the proposed new construction and has recommended the Council approve the project as appropriate in the Historic District. The Historic Design Review Board recommendation, along with the Local Planning Agency's recommendation on the Application for Special Exception, will be forwarded to the City Council for action at an advertised meeting.

If the Council approves the Application for Special Exception and the historic appropriateness of the proposed building, the project will proceed to site plan development and review by the Local Planning Agency and City Council.

CITY OF MONTICELLO, FLORIDA

APPLICATION FOR SPECIAL EXCEPTION

1. Your Name: Michael A. Evarich  
Big Bend Hospice Inc.  
Address: 1723 Mahan Center Blvd  
Tallahassee FL 32308  
Telephone: 850 701 1305
  
  2. Property Owner's Name: Big Bend Hospice Inc.  
Address: 615 North Jefferson St.  
Monticello FL 32344  
Telephone: 850 878 5310
  
  3. If you are not the owner of the property, or his/her attorney, please attach a copy of authorization (power of attorney, etc.) from owner to seek re-zoning/special exception/variance.
  
  4. What is the size (in acres) of the property which is the subject of this application?  
0.92
  
  5. Attach the property description and plat map.
  
  6. How is the property currently zoned? R1 Residential/Single Family
  
  7. What is the comprehensive plan future land use designation for the property? \_\_\_\_\_  
Mixed Use Office/Residential
  
  8. Why are you requesting a special exception?  
Commercial Overlay - Office
- (please refer to Monticello Code of Ordinances Sec. 54, Land Development Code, for requirements regarding special exceptions)
9. Is the special exception you are requesting authorized in the zoning district where the property is located? YES

10. Please provide the following information about the property:

- a. What is the current use? Vacant lot
- b. What improvements (structures and/or buildings) are located on the property?  
Pole barn - permitted for removal
- c. What kind of vegetation is on the property (for example: lawn, trees, etc.)?  
Oak and Palm Trees
- d. Are any parts of the property below the 100 year flood elevation? \_\_\_ Yes  No
- e. Is any part of the property contaminated? \_\_\_ Yes  No
- f. Are there any potential hazards above or below ground which need to be removed (for example, an abandoned septic tank)? \_\_\_ Yes  No

(Please provide a drawing or aerial photograph of the site showing the locations of all of the items identified in response to question 10)

11. If your request is granted will there be a conflict between the use of your property and the use of any of your neighbors' properties? \_\_\_ Yes  No

If the answer is yes, explain what you will do to minimize the conflict (for example, putting up a privacy fence): \_\_\_\_\_

12. Will the granting of a special exception have any impact on a historical resource?  
\_\_\_ Yes  No

**NOTE:** If the property is located within a historic district, approval of the Historic Design Review Board may be required.

13. Is there a special condition or circumstance which makes your land, structure or building different from all of the other land, structure or buildings in the same zoning district? Check one: \_\_\_ Yes  No

If you answered yes to Question 13, please explain what makes your land, structure or building different:

---

---

---

If you answered yes to Question 13, did you create any of the special conditions of circumstances?

---

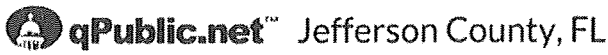
---

---

*[Handwritten Signature]* \_\_\_\_\_ *[Handwritten Signature]* \_\_\_\_\_  
Property Owner Signature *William* Property Owner Signature *N/A*  
DATE: *11/12/19* *Westman-CEO* DATE: \_\_\_\_\_

After you have filled out this form, please return it to:

City of Monticello  
Attn: City Clerk  
245 S Mulberry Street  
Monticello, FL 32344



**Parcel Summary**

Parcel ID 00-00-00-0360-0000-1390  
 Prop ID 1804  
 Location Address 615 N JEFFERSON HWY  
 MONTICELLO, FL 32344  
 Neighborhood N/A (0)  
 Market Area 02  
 Brief Tax Description\* LOTS 139, 140 & 149 O P MORB 532 P 397  
 (Note: \* The Description above is not to be used on legal documents.)  
 Property Use Code VACANT W/ XFOB (000080)  
 Sec/Twp/Rng 30-2N-5E  
 Tax District City of Monticello (District 1)  
 MillageRate 21.6268  
 Acreage 0.918  
 Homestead N

[View Map](#)

**Owner Information**

Primary Owner  
 Big Bend Hospice Inc  
 1723 Mahan Center Blvd  
 Tallahassee, FL 32308

**Valuation**

	2019 Certified Values	2018 Certified Values
Improvement Value	\$1,000	\$1,000
Land Value	\$31,991	\$30,392
Land Agricultural Value	\$0	\$0
Agricultural (Market) Value	\$0	\$0
Just (Market) Value	\$32,991	\$31,392
Assessed Value	\$32,991	\$31,392
Exempt Value	\$0	\$0
Taxable Value	\$32,991	\$31,392
Maximum Save Our Homes Portability	\$0	\$0

\*Just (Market) Value\* description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

**Land Information**

Code	Land Use	Acres	Square Feet	Frontage	Depth
00104	SFCITYMAX	0.92	39989	0	0

**Extra Features**

Code	Description	Number of Items	Length x Width x Height	Area	Effective Year Built
*	GARAGE	1	0 x 0 x 0	1	1995

**Sales**

Sales Date	Sale Price	Instrument	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
12/28/2018	\$50,000	WD	763	765	Qualified (Q)	Improved	**Multiple Sellers**	BIG BEND HOSPICE INC
1/13/2004	\$37,000		532	397	Unqualified (U)	Improved	+DURST JOHN J & AUDREY E	* RAYMOND L AND DELORES KERCHER
10/15/1996	\$170,000	WD	370	129	Unqualified (U)	Improved	* Unknown Seller	* Unknown Buyer
1/1/1972	\$25,000	QC	0	0	Unqualified (U)	Improved	* Unknown Seller	* Unknown Buyer

No data available for the following modules: Building Information, Sketches.

This information was derived from data which was compiled by the Jefferson County Property Appraiser Office solely for the governmental purpose of property assessment. This information should not be relied upon by anyone as a determination of the ownership of property or market value. No warranties, expressed or implied, are provided for the accuracy of the data herein, it's use, or it's interpretation.

User Privacy Policy  
 GDPR Privacy Notice

Last Data Upload: 10/28/2019 2:18:49 AM

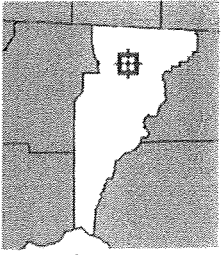


Version 2.3.15

In The Town of Monticello, Jefferson County, Florida,  
as follows: Lots numbered 139, 140, and 149, according  
to that plat of said town as recorded in the office of  
the Clerk of the Circuit Court of said Jefferson County  
in Deed Book "G", page 1, said three lots as a whole  
constituting a block measuring 200 feet square more or  
less and bounded on the North by Ash Street, on the  
East by Jefferson Street, on the South by Bloomer Street,  
and on the West by Mulberry Street.



Overview



Legend

- State Outlines**
- <all other values>
- Florida
- Cemeteries**
- <all other values>
- 1827 City Cemeter
- Alexander Cemete
- Anderson Cemeter
- Ashville Communit Cemetery
- Bailey\_Hayes Fami Cemetery
- Bellamy Cemetery
- Beth Page Cemete
- Bethel Cemetery
- Bishop Cemetery
- Boland Cemetery
- Braswell Cemetery
- Broomsage Cemetery
- Bunker Hill Cemetery
- Byrd Family Cemetery
- Casa Bianca Cemetery
- Clark Cemetery
- Clayton Family Cemetery
- Cody Cemetery
- Cooksey-Nalley Cemetery
- Corley Cemetery
- Ebenezer Cemeter
- El Destino Cemete \*
- Elizabeth Cemeter
- Elizabeth-Bradley Cementery
- Ellis/Hunnres

**NEW HISTORIC DISTRICT CONSTRUCTION**

615 North Jefferson Street

Monticello, Florida

**LOCAL PLANNING AGENCY - REVIEW**

June 24, 2020 – 7:00pm

54-152(c)(2), sections b. through i



**Response by Big Bend Hospice, Inc.**

**Michael A. Eurich**  
**Director of Strategic Initiatives & Public Policy**  
850.408.0791 [maeurich@bigbendhospice.org](mailto:maeurich@bigbendhospice.org)

June 16, 2020



## LOCAL PLANNING AGENCY - REVIEW

items under 54-152(c)(2), sections b. through l

Response by Big Bend Hospice, Inc.

Michael A. Eurich  
Director of Strategic Initiatives & Public Policy

(2)

Professional offices and limited, residentially-compatible businesses, subject to the following requirements in the R-1 zoning district:

a.

Purpose and intent. Limited to professional offices and limited, residentially-compatible businesses, fronting on U.S. Highway 19 and U.S. Highway 90 in areas designated as mixed-use office/residential on the future land use map of the comprehensive plan. Types of professional offices and limited, residentially-compatible businesses and sizes of buildings permitted within this residential zone must be sensitive to the adjacent residential environment and, thus, exclude those uses and building sizes which can negatively impact the surrounding residential area with traffic generation, parking, deliveries, noise, noxious odors, and aesthetic incompatibility. All business uses and activities shall be conducted exclusively and wholly within an enclosed building, except that activities associated with a business, excluding vending machines, may be permitted outside the enclosed building to the extent that such activities are residentially-compatible and do not otherwise constitute or create a nuisance to adjoining residential properties.

b.

Permitted uses.

1.

Professional and government offices.

The use of this new construction will be restricted to professional office space. No clinical, out-patient or respite services will be provided on the premises.

a.

Retail businesses involving the sale of merchandise on the premises within the enclosed buildings, but excluding pawn shops, sweepstakes or gaming parlors, liquor package stores, bars, taverns, cocktail lounges, drive-through facilities, food establishments with commercial kitchens, pet shops and boarding kennels, and other business activities similar to the foregoing.

Not Applicable

b.  
Establishments involved in the rendering of a personal service, such as beauty salon, or business service, copying center, bicycle repair shop, recreational sporting equipment rentals, but excluding automobile or motor service/repair facilities, day cares, schools, tattoo, body art or fortune-telling businesses.

Not Applicable

c.  
On premises parking for clients/customers, in accordance with parking regulations outlined in section 54-502.

On-site parking is to be restricted as per code ration of 10; to be used primarily by staff and any guests.

d.  
Utilization of existing driveways for ingress and egress, or prior written approval from the city manager for a new driveway accessing the property from a city street.

This site will use existing access points from Madison and Mulberry Streets. Upgraded culvert for access point on Mulberry Street may be necessary. Proposed on-site parking is compliant with local code.

e.  
No commercial dumpsters are allowed.

Property use does not require commercial dumpsters: Residential receptacles will be used and corralled for aesthetic appearance.

f.  
Allowable hours of operation: From 7:00 a.m. to 8:00 p.m., Monday through Saturday, and 12:00 noon to 5:00 p.m. on Sundays.

Big Bend Hospice is a 24/7/365 healthcare service provider. This structure is to be utilized by a small staff assigned to serve the needs of the residents of Jefferson County, most of whom are scheduled within the hours of 7am – 5pm. There may be a rare occasion when after hour utilization of the facility is needed for staff documentation or collection of supplies.

g.  
The operation of the business may not generate excessive vehicular traffic to the premises, generate noxious odors, or create noise from machinery or equipment audible from any adjacent property.

Not Applicable

h.

Screening or buffering must be provided pursuant to the provisions of section 54-194 for all uncomplimentary land uses.

Manicured green space and garden is planned for the north side of the property which would mitigate any uncomplimentary land use issues. Natural buffering and/or fencing is also being considered, however, in reference to local codes, buffering is not required as the north side of the property is bordered by Ash Street and not residential property.

i.

Except as provided in subsection k. below, professional and business offices may utilize only structures in existence on March 3, 1998.

There is no existing structure on the property.

j.

Such nonresidential uses shall be compatible with the historic resources in the neighborhood.

Structural design is consistent with existing residential design and design elements within the district.

k.

New structures intended specifically for the nonresidential uses authorized herein shall be no larger than 5,000 square feet, and may not be placed on the site of a residential structure which existed on March 3, 1998.

Proposed structure is 2,358 ft. sq. +/-; no existing structure is on the property.

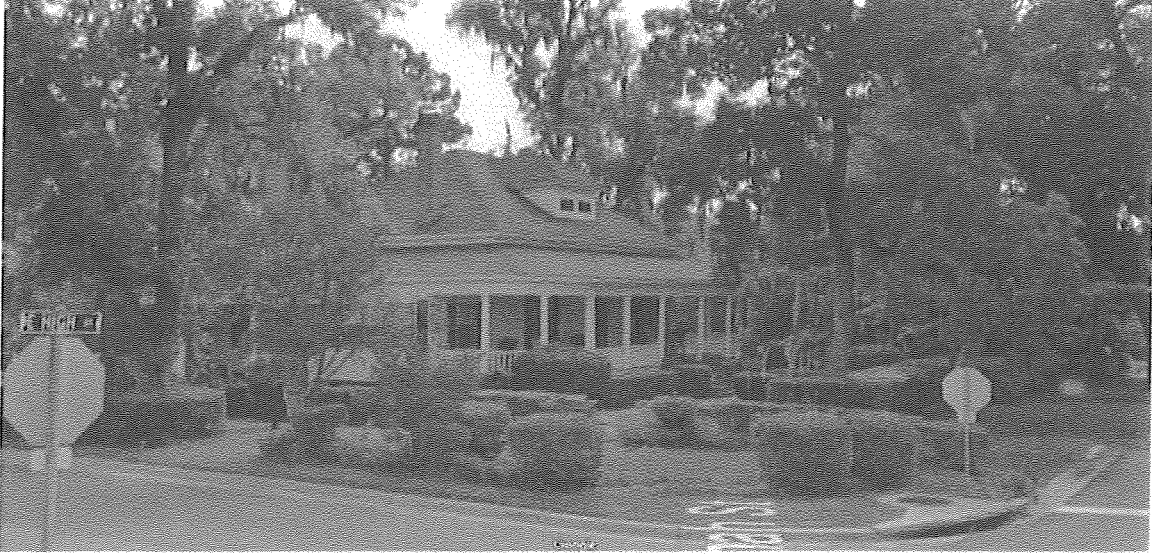
l.

New structures intended specifically for such nonresidential uses shall be limited to an impervious surface ratio of 0.50.

Impervious surface ratio will be compliant to code. Site plan will be reviewed by City/County engineering prior to submission for approval to insure all requirements are compliant.

# EXHIBIT A

## Historic District Design Compliance



## EXHIBIT B

### Historic District Design Compliance

