



Comprehensive Plan Committee Meeting Minutes

Date & Time: Wednesday, May 20, 2026, 5:30 PM

Location: 234 U.S. 1, Oak Hill, FL 32759, US

Meeting Name: Comprehensive Plan Committee Meeting

1. Call to Order

- Meeting called to order by Chair Jeff Bracy.
- Roll Call conducted:
- Present: Tim Morton, Dave Hogan (Vice Chair), Chair Jeff Bracy, Mike Arman, Auggie Mauro.
- Absent: Terry Mason (excused, due to work)

2. Approval of Minutes

- Minutes from May 13, 2026, reviewed.
- Motion to approve the minutes by Dave Hogan.
- Second, by Tim Morton.
- Minutes approved unanimously.

3. Committee Review of Comprehensive Plan

a. Chapter 10: Public School Facilities Element

- Discussion noted that numbers and data in the chapter are outdated (last updated 2012, referenced Volusia County reports).
- Committee agreed to reserve Chapter 10 for now due to lack of updated information and because the city does not have a school board.
- They will mark Chapter 10 as needing updates, but this is responsibility of external entities, not the Committee.

4. Development and Permit Discussion

- Major discussion on development permits, starting timelines, and zoning issues.
- Consensus that the permit validity starts when the permit is issued, not when the property is purchased.
- Proposal: If there is no progress/activity on development within six months (no paperwork, no engineering, no hearings), the permit should expire and zoning should revert to original.
- Exigent circumstances (e.g., Covid) were noted exceptions.

- The Committee discussed the difficulties of holding a permit or land for an extended period without development.
- Clarification that once plats are recorded (creating multiple lots), individual owners may hold lots indefinitely without building.
- Discussion on final development orders (FDO): currently good for one year with possibilities of six-month extensions; Committee considers this policy needing revision to avoid indefinite extensions.
- The area along US 1 from Canal Street south to the fire station should be commercial; not residential.

5. Tree Ordinance and Landscaping

- The current City tree ordinance was reviewed, generally considered weaker than the County ordinance.
- Mike Arman tasked with revising the County's tree ordinance for the city, particularly to require counting only trees that will be disturbed.
- The Committee agreed on protecting specimen trees like oaks and suggested amendments to strengthen the city's tree protection in line with the county but tailored for local needs.
- No arborist requirement was deemed necessary for tree counts.

6. Stormwater Management

- Discussion confirmed most new buildings are required to retain 110% of stormwater on their property.
- Flooding and elevation standards for new construction discussed, especially raising homes above base flood elevation (BFE) to avoid flood insurance.
- Problem areas cited where older homes built at grade level experience flooding.
- Retention requirements for single-family homes on smaller lots debated; consensus was each property should retain water without negatively impacting neighbors.
- Proposal to add to code the requirement of stormwater management that mitigates runoff and flooding impact on neighboring properties.

7. Building Materials and Codes

- Brief discussion on recommending use of water-resistant building materials such as inorganic wallboard faced with fiberglass, which is mold resistant.
- Noted that building material standards fall under Florida Building Code (FBC) and are outside direct city control but can be advised to builders.

8. Development Regulations Administrator Role

- Clarification needed on who serves as the "Development Regulations Administrator."
- Currently, PLDRC (Planning and Land Development Regulation Commission) and City Commission handle decision-making.

- The administrator's role seen as an advisory and interpretative function to assist developers; John Barkley identified as primary contact.
- The Committee agreed this role should be clearly defined to avoid confusion.

9. Miscellaneous Topics and Closing Discussion

- Discussed how stricter regulations might deter development and impact population growth and commercial business opportunities.
- Noted the importance of balancing development with community character and environmental protection.
- Agreed that the committee will begin review and revisions starting from Chapter 24 (Article Three Administration) at the next meeting.
- Next meeting tentatively scheduled for June 24, 2026, given quorum issues for June 10.

10. Citizens Comments

- No formal citizens comments recorded during this session.

11. Adjournment

- Motion to adjourn made and seconded.
- Meeting adjourned by Chair Jeff Bracy.

Action Items:

- Mike Arman to revise the County tree ordinance for city adoption.
- Committee to hold further review of Chapter 24 and other development regulations starting next meeting.
- Clarify and define the Development Regulations Administrator role.
- Keep Chapter 10 (Public School Facilities) reserved pending update from external sources.
- Draft proposal for permit expiration policy (6 months inactivity = permit expires, zoning reverts).

Minutes prepared by:

Megan Jones Deputy City Clerk
With Clerk Minutes Assistant

Note: These minutes are a summarized representation of the discussions held as per the speech-to-text transcript.

X

Jeff Bracy
Chair

David Hogan Co-Chair

X

John Barkley
City Manager

John Barkley