



PLANNING & ZONING BOARD MEETING MINUTES

City: Lake City, Florida

Board: Planning and Zoning

Date: January 13, 2026

Time: 18:00

Location: City Hall, Council Chambers

1. CALL TO ORDER

The meeting was called to order at 18:00 by Mrs. Douglas.

2. ROLL CALL

- Mrs. Douglas
- Mrs. McKellum
- Mrs. Wilson
- Mrs. Johnson
- Mr. Carlucci
- Mr. Lydick
- City Attorney: Mr. Martin

Members Absent:

- None

Staff Present:

- Robert Angelo

Public Attendees:

None

3. APPROVAL OF PREVIOUS MEETING MINUTES

Approval of the minutes of November 12, 2025

Motion to approve: Mr. Carlucci

Second: Mr. Lydick

Approval of the minutes of December 09, 2025

Motion to approve: Mr. Carlucci

Second: Mrs. Johnson

4. EXPARTE COMMUNICATION

- Mrs. Douglas- None
- Mrs. McKellum- None
- Mrs. Wilson- None
- Mrs. Johnson- None
- Mr. Carlucci-None
- Mr. Lydick- None

5. PUBLIC HEARINGS / OLD BUSINESS

5.1 LDR25-02 – ADMINISTRATIVE APPROVAL PROCESS TEXT AMENDMENT

Applicant: City of Lake City

Request: Changing the text within the City of Lake City Land Development Regulations to add provision for an administrative approval process.

All parties sworn in by: Clay Martin

Staff Report Summary and Presentation by Robert Angelo: Robert presented text amendment to Board. Staff moved application, staff reports and staff presentation into the record.

Applicant Presentation: Robert Angelo

Motion: Motion to Approve, by Mr. Carlucci, seconded by Mr. Lydick. Vote Passed.

Votes:

- McKellum: Yes
- Wilson: Yes
- Johnson: Yes
- Carlucci: Yes
- Lydick: Yes
- Douglas: Yes

6. PUBLIC HEARINGS / NEW BUSINESS

6.1 SPR 25-12 – LAKE CITY AUTO SOURCE SITE PLAN REVIEW

Applicant: Carol Chadwick, PE (Agent)

Request: Site plan approval to build a new or used automotive retailer.

All parties sworn in by: Clay Martin

Staff Report Summary and Presentation by Robert Angelo: Staff have found that the proposed site plan is consistent with Article 4.13 and Article 13.11 of the City of Lake City Land Development Regulations. Staff moved application, staff reports and staff presentation into the record. Staff moved Exhibit A, new layout of site plan, into the record. Staff recommended approval.

Applicant Presentation: Carol Chadwick, PE. Carol moved application into the record.

PUBLIC COMMENT- None

Motion: Motion to Approve, by Mrs. Carlucci, seconded by Mrs. Johnson Vote Passed.

Votes:

-- McKellum: Yes

- Wilson: Yes

- Johnson: Yes

- Carlucci: Yes

- Lydick: Yes

-Douglas: Yes

6.2 SPR 26-01 – PALMS MEDICAL GROUP SITE PLAN REVIEW

Applicant: City of Lake City

Request: Site plan approval to add parking to an existing lot and turn the site into a medical facility.

All parties sworn in by: Clay Martin

Staff Report Summary and Presentation by Robert Angelo: Staff have found that the proposed site plan is consistent with Article 4.13 and Article 13.11 of the City of Lake City Land Development Regulations. Staff moved application, staff reports and staff presentation into the record. Staff stated that the site would need a parking agreement to be approved by the Board of Adjustments, if they are going to use a neighboring property for parking.

Applicant Presentation: Carol Chadwick, PE. Carol moved application into the record. Anita explained the use of the facility.

Mr. Lydick and Mr. Carlucci asked questions about the trees on site and the drive-thru.

Board Discussion- Board discussed.

PUBLIC COMMENT- Barbara Lemley wanted to know where the front door was.

Motion: Motion to Approve, contingent on a parking agreement being approved between the City and the Applicant, by Mrs. Carlucci, seconded by Mrs. Johnson Vote Passed.

Votes:

- McKellum: Yes
- Wilson: Yes
- Johnson: Yes
- Carlucci: Yes
- Lydick: Yes
- Douglas: Yes

6. WORKSHOP ITEMS- NONE

7. ADJOURNMENT

Motion: Motion to adjourn by Mr. Lydick, seconded by Mr. Carlucci.

Meeting adjourned at 18:44.

Recording Secretary: _____

Name: Robert Angelo

Title: Recording Secretary

Chair: _____

Name: Mrs. Douglas

EXHIBIT A
New Layout of Site Plan
SPR 25-12

Revised 4

SITE PLAN
LAKE CITY AUTO SALES
SECTION 02, TOWNSHIP 04 SOUTH, RANGE 16 EAST
LAKE CITY, COLUMBIA COUNTY, FLORIDA

DEVELOPMENT INFORMATION				
PARCEL NUMBERS	NEW OFFICE AND SHOP WITH ASSOCIATED UTILITIES AND PARKING FOR PEPAI CAR SALES			
ZONING	C1			
LAND USE	COMMERCIAL			
ADDRESS	100 SW REAL TERRACE, LAKE CITY, FL			
PROPERTY AREA	SQUARE FEET	ACRES	% OF SITE	
PARCEL AREA	64,071	1.93	100	
ENV-SITE DISTURBANCE AREA	33,725	0.98	42.49	
ENV-SITE DISTURBANCE AREA	0	0.00		
TOTAL DISTURBANCE AREA	33,725	0.98	42.49	
PROPOSED IMPERVIOUS AREA				
BUILDINGS	5,440	0.12	6.47	
ASPHALT PARKING & DRIVEWAYS	10,960	0.25	13.04	
PROPOSED ASPHALT PAVEMENT	8,777	0.20	10.44	
TOTAL IMPERVIOUS AREA	25,177	0.56	29.95	
LANDSCAPING				
PER SECTION 4.2.1.5 (C) LAKE CITY LDR				
LANDSCAPING: 10% OF OFF-STREET PARKING (7653 SF)				
1 TREE PER 200 SF OF LANDSCAPING				
765 5'x, LANDSCAPING 4.4 TREES				
3020 S.F. 4.4 TREES				
PARKING				
PER SECTION 4.2.1.5 (C) LAKE CITY LDR				
1 PER 100 S.F. OF GROUND COVER				
1440/ 300 = 5 PARKING SPACES INCLUDING 1 HANDICAP SPACE				
7 INCLUDING 1 HANDICAP SPACE				



LOCATION MAP
NOT TO SCALE

NOTES

1. SITE IMPROVEMENTS: 02-05-16-0071-4-104 & 108
2. SITE IMPROVEMENTS: 02-05-16-0071-4-104 & 108
3. SITE ADDRESS: 100 SW REAL TERRACE, LAKE CITY, FL
4. SITE ADDRESS: 100 SW REAL TERRACE, LAKE CITY, FL

OWNER
LAKE CITY AUTO SALES
100 SW REAL TERRACE, LAKE CITY, FL 33508
P: 813.486.8883
info@lakecityautosales.com

DESIGNER
CAROL CHANDLER, P.E.
100 SW REAL TERRACE, LAKE CITY, FL 33508
P: 813.486.8883
info@lakecityautosales.com

ENGINEER
DOTT SURVEYING & MAPPING, LLC
100 SW REAL TERRACE, LAKE CITY, FL 33508
P: 813.486.8883
info@lakecityautosales.com

SHEET INDEX
1 COVER SHEET
2 SITE PLAN
3 SITE PLAN



DESIGNER OF RECORD: CAROL CHANDLER, P.E.
P.E. NO. 62360

LAKE CITY AUTO SALES
COVER SHEET



SANITARY SEWER MAIN	SANITARY SEWER MANHOLE	STORM SEWER MANHOLE
SANITARY SEWER SERVICE	STORM SEWER INLET	STORM SEWER INLET
POWEE SEWER MAIN	POWEE SEWER MANHOLE	POWEE SEWER MANHOLE
WATER MAIN	CLEAN OUT	CLEAN OUT
WATER SERVICE	GAS VALVE	GAS VALVE
SHAMMATION LINE	GAS METER	GAS METER
VALVE	STREET LIGHT	STREET LIGHT
OUTFALL POWER	GUT W/RE INCHOR	GUT W/RE INCHOR
UNDERGROUND POWER	POWER POLE	POWER POLE
PHASE LINE	GAS WABER	GAS WABER
FREE OPTIC	ELECTRIC WABER	ELECTRIC WABER
CABLE TV	TRANSFORMER SINGLE PHASE	TRANSFORMER SINGLE PHASE
PROPERTY LINE	TRANSFORMER 3 PHASE	TRANSFORMER 3 PHASE
R.O.W.	ELECTRICAL VAULT	ELECTRICAL VAULT
BUILDING STRUCTURE LINE	ELECTRICAL METER	ELECTRICAL METER
PASSENT LINE	FEEDER OPTIC FIBERIAL	FEEDER OPTIC FIBERIAL
STRUCTURE	FEEDER OPTIC VAULT	FEEDER OPTIC VAULT
EXISTING CONCRETE	SPRINKLER HEAD	SPRINKLER HEAD
	IRRIGATION CONTROL	IRRIGATION CONTROL

[illegible][illegible]

THE ENGINEER PREPARING THESE PLANS SHALL NOT BE RESPONSIBLE FOR, OR LIABLE FOR, UNAUTHORIZED CHANGES TO OR USES OF THESE PLANS. ANY CHANGES TO THE PLANS MUST BE IN WRITING AND MUST BE APPROVED BY THE PREPARED OF THESE PLANS. THE PRIVATE ENGINEER SIGNING THESE PLANS IS RESPONSIBLE FOR ASSURING THE ACCURACY AND ACCEPTABILITY OF THE DESIGN HEREON. IN THE EVENT OF DISCREPANCIES ARISING DURING CONSTRUCTION, THE PRIVATE ENGINEER SHALL BE RESPONSIBLE FOR DETERMINING AN ACCEPTABLE SOLUTION AND REVISIONS OF THE PLANS FOR APPROVAL BY THE GOVERNING AGENCIES.

THE CONSTRUCTION CONTRACTOR AGREES THAT IN ACCORDANCE WITH GENERALLY ACCEPTED CONSTRUCTION PRACTICES, HEIGHTS WILL BE REQUIRED TO MAINTAIN SOLE AND COMPLETE RESPONSIBILITY FOR JOB SITE CONDITIONS, SAFETY AND THE ORDER OF CONSTRUCTION OF THE PROJECT, INCLUDING THE SAFETY OF ALL PERSONS AND PROPERTY. THIS REQUIREMENT SHALL APPLY TO NORMAL WORKING HOURS. THE CONSTRUCTION CONTRACTOR FURTHER AGREES TO OBTAIN INDEMNITY AND HOLD DESIGN PROFESSIONALS HARMLESS FROM ANY AND ALL LIABILITY, REAL OR ALLEGED, IN CONNECTION WITH THE PERFORMANCE OF WORK ON THIS PROJECT, EXCEPTING LIABILITY ARISING FROM THE SOLE NEGLIGENCE OF THE DESIGN PROFESSIONAL.

[illegible]

Figure 1 is a schematic diagram of a handpiece for a handpiece-passing stail dental procedure. The diagram shows a cross-section of a handpiece with a central channel. A dashed line indicates the path of a stail dental unit. Labels include "HANDPIECE PASSING STAIL DENTAL" at the top, "HANDPIECE" on the left, "STAIL DENTAL UNIT" on the right, and "HANDPIECE PASSING STAIL DENTAL" at the bottom. A small inset shows a detail of the handpiece tip.

[illegible]

Figure 1: Typical cross section of a 12-in. dia. prestressed concrete pile. The diagram shows a circular cross-section with a diameter of 12 in. The pile is composed of a central steel reinforcement core (1.5 in. dia.) surrounded by a concrete shell (10.5 in. dia.). The concrete shell is divided into two parts: a top part (6 in. thick) and a bottom part (4.5 in. thick). The top part is labeled 'TOP PORTION' and the bottom part is labeled 'BOTTOM PORTION'. The total length of the pile is 12 ft. The diagram also shows the pile's position relative to the ground surface and the pile cap.

Printed on 10/10/2014

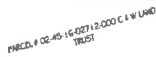
HANDICAP PARKING SIGN DETAIL

NOTE: ALL UTILITY PROBLEMS
MUST BE CONTACTED PRIOR
TO BEGINS IN ACCORDANCE
TO CHAPTER 648 "SEARCHING
STATE ONE CALL"
CALL 811 48 HOURS PRIOR
TO BEGINS

LAKE CITY AUTO SALES
NOTES, LEGEND & DATA

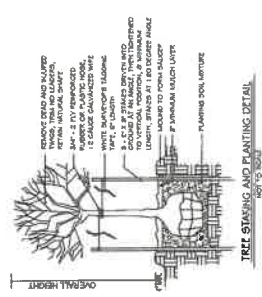
NOTES

1. HIGH PER SEPARATE PLOT
2. NO CHAPTER 10 PROPOSED - HOLD LOT RECEIVED ONLY
3. NO CHAPTER 10 PROPOSED - HOLD LOT WILL BE RETAIL WITH THE CONTRIBUTION OF THE EXISTING
4. CONTRACTOR TO VERIFY OTHER ELEVATIONS FROM TO CONSTRUCTION-WORKY CHANGES WITH ANY DISCREPANCIES
5. PARKING LOT LIGHTING WILL BE ATTACHED TO BUILDING AND
6. SUGGESTED WITH THE BUILDING FOR THE SITE PLAN
7. NO PARKING LOT LIGHTING FOR THE SITE PLAN
8. ALL OTHERS, SITES ARE ZONED CALIFORNIA COUNTY C

[illegible]

LANDSCAPE MATTERS

IN ALL PLANT MATTERS, THE FERTILITY AND QUALITY OF A SUBSTRATE OF TOP SOIL OR MEDIUM IS ALL THAT COUNTS. THE SUBSTRATE SHOULD BE A WELL-BALANCED MIXTURE OF STAYING AND DECOMPOSING MATERIALS. STAYING MATERIALS REQUIRED FOR ALL SINGLE-TRUNK TREES ARE 1 PART OF MULCH TO 3 PARTS MEDIUM AND 1 PART NOT INCORPORATED IN PLANT MIXTURE. IN PLANT MATTERS, THE FERTILITY AND QUALITY OF A SUBSTRATE OF TOP SOIL OR MEDIUM IS ALL THAT COUNTS. THE SUBSTRATE SHOULD BE A WELL-BALANCED MIXTURE OF STAYING AND DECOMPOSING MATERIALS. STAYING MATERIALS REQUIRED FOR ALL SINGLE-TRUNK TREES ARE 1 PART OF MULCH TO 3 PARTS MEDIUM AND 1 PART NOT INCORPORATED IN PLANT MIXTURE. IN PLANT MATTERS, THE FERTILITY AND QUALITY OF A SUBSTRATE OF TOP SOIL OR MEDIUM IS ALL THAT COUNTS. THE SUBSTRATE SHOULD BE A WELL-BALANCED MIXTURE OF STAYING AND DECOMPOSING MATERIALS. STAYING MATERIALS REQUIRED FOR ALL SINGLE-TRUNK TREES ARE 1 PART OF MULCH TO 3 PARTS MEDIUM AND 1 PART NOT INCORPORATED IN PLANT MIXTURE.



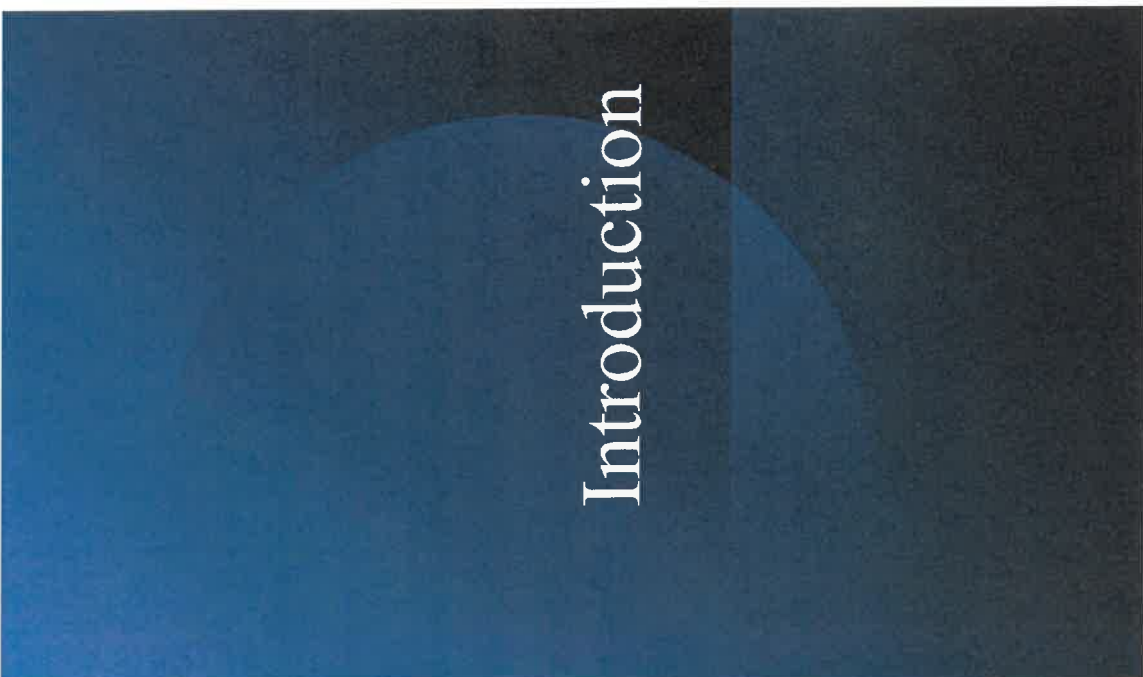
**STAFF
PRESENTATIONS
FOR:**

LDR 25-02, SPR 25-12, and SPR 26-01

ADMINISTRATIVE APPROVAL TEXT AMENDMENT (LDR 25-02)

PRESENTED BY
ROBERT ANGELO





Introduction

An administrative approval process is used for site plans and affordable housing projects, granting the Land Development Regulations Administrator the authority to approve, approve with conditions, or deny an application.

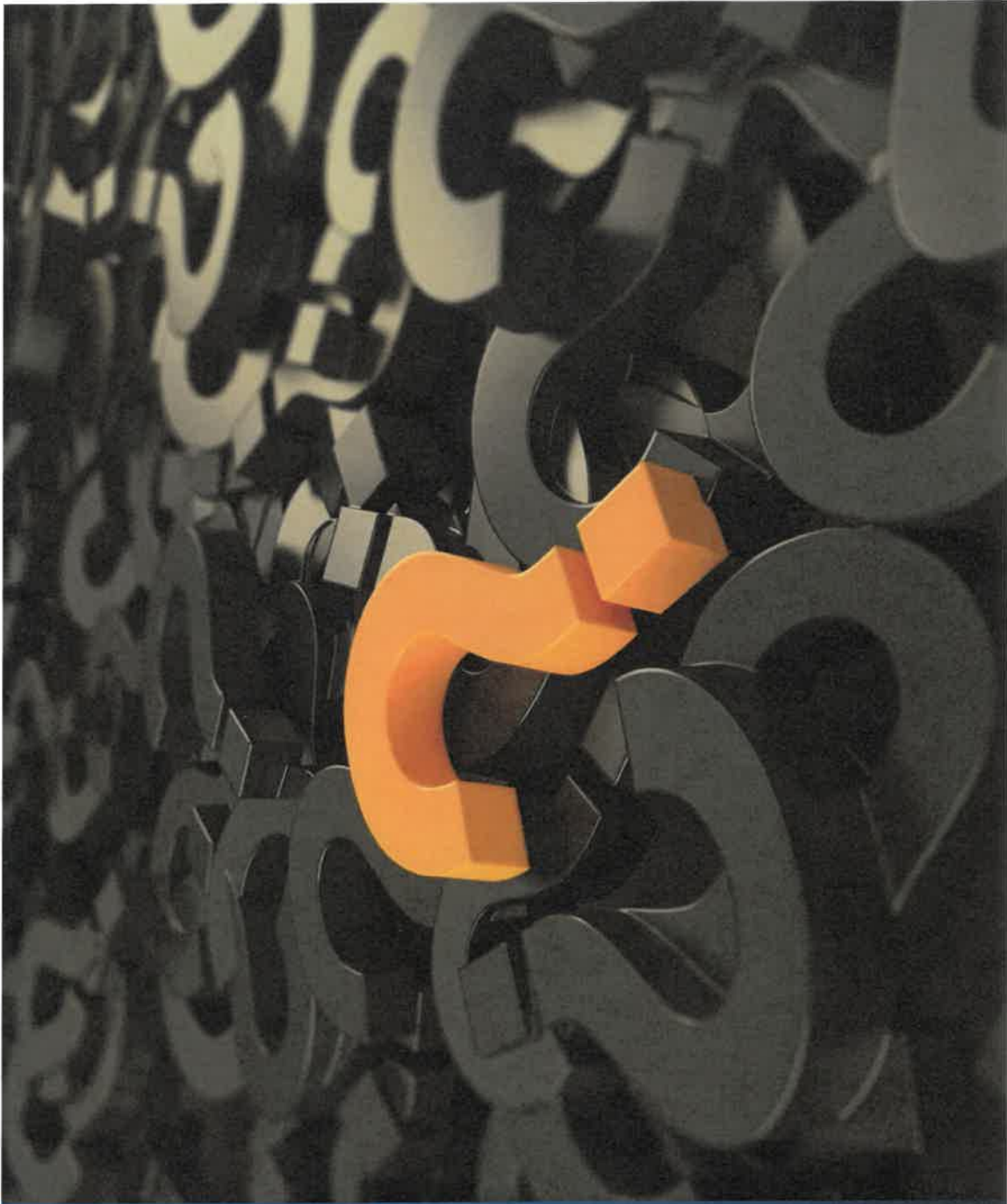
Site Plans

State policies like the Live Local Act require that projects under these policies be approved administratively.

The proposed administrative approval process would only be for projects that are already permitted uses. All projects would still need to receive approval from all state, federal, county and local agencies on all permits, rezoning, special exceptions, variances and any other processes required by local and state regulations.

Staff Recommendation

- Staff's recommendation is to approve LDR 25-02 as amended at this hearing, to recommend to approve LDR 25-02 with one of the three versions of the administrative approval processes presented to the board tonight.



QUESTIONS?



SITE PLAN LAKE CITY AUTO SOURCE (SPR 25-11)

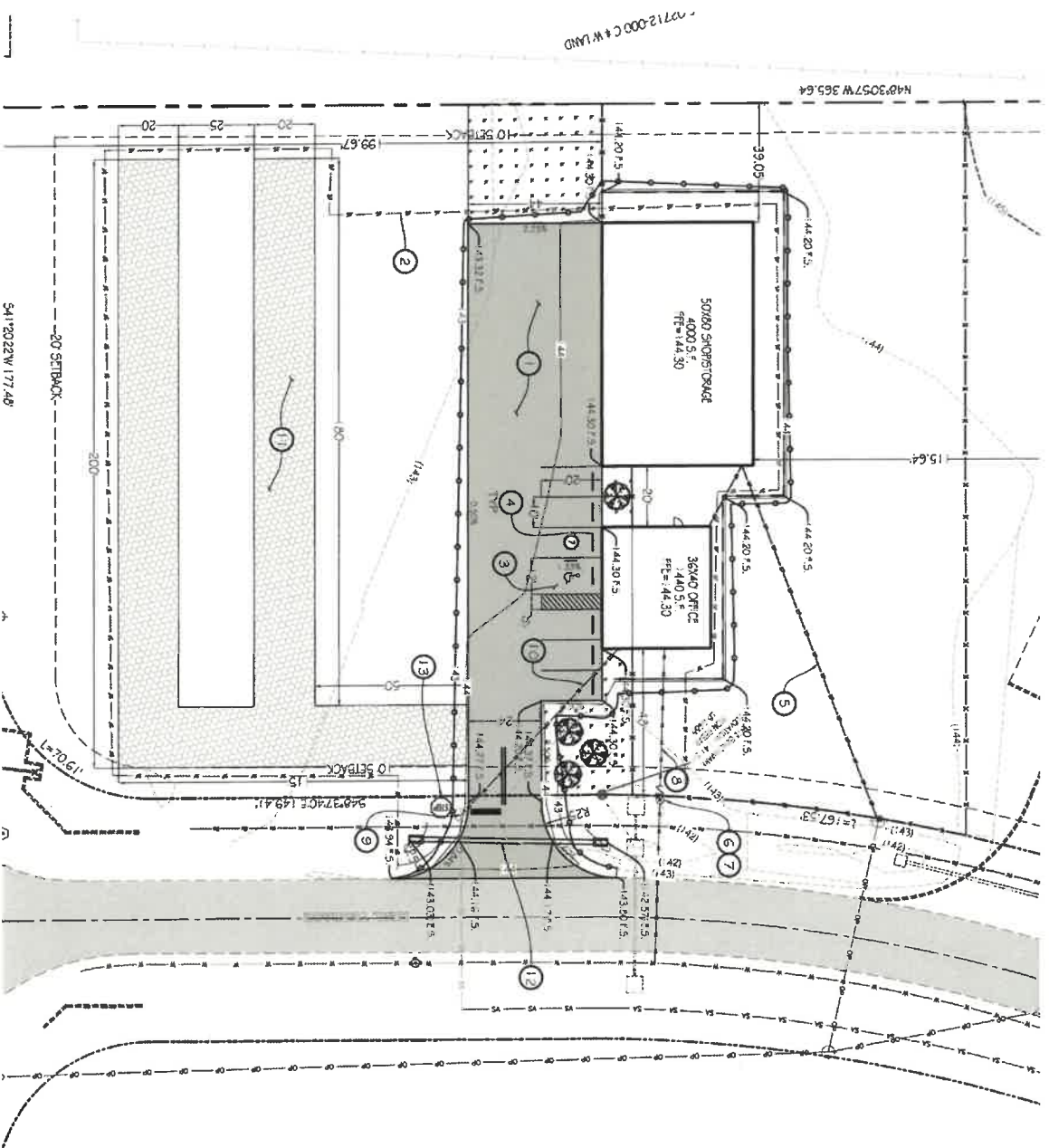
PRESENTED BY
ROBERT ANGELO



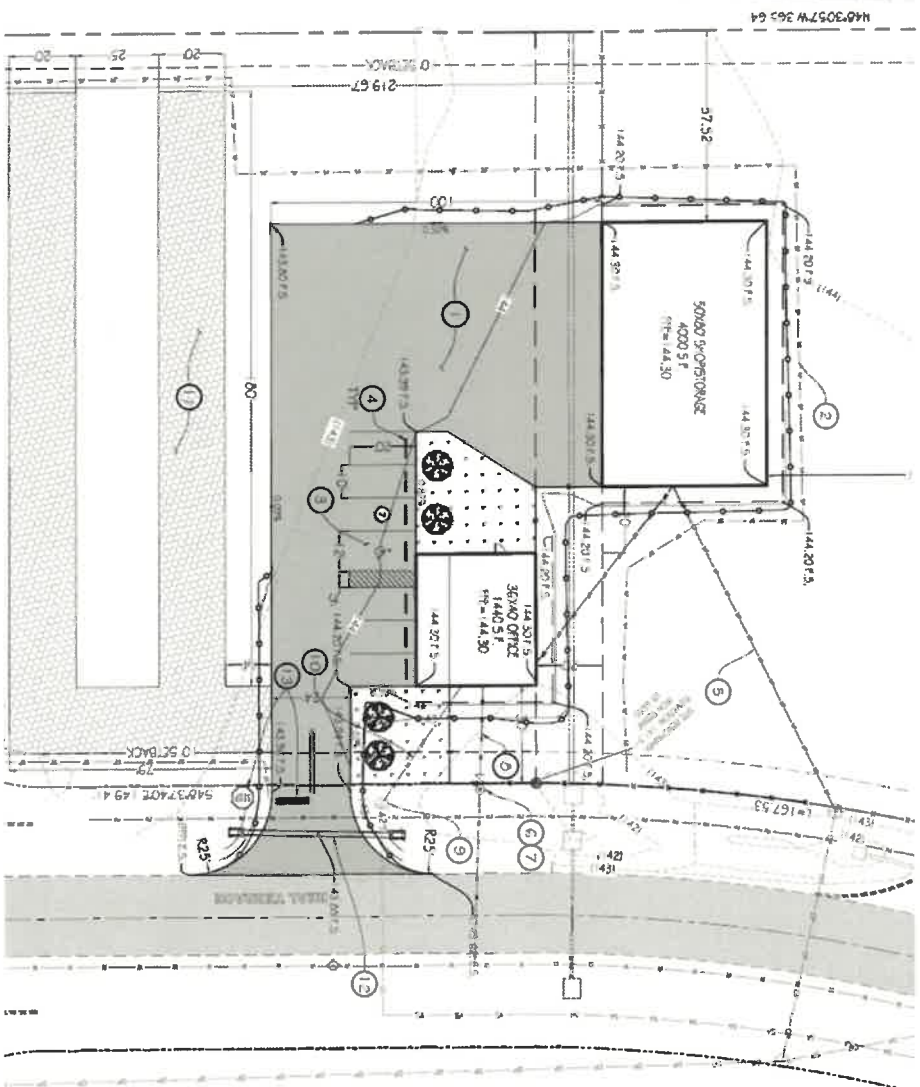
Introduction

- Parcels 02714-104 and 02714-105 has a current Future Land Use designation of Commercial County and is within the Commercial Intensive County zoning district;
- Applicant is seeking a site plan approval for new retail commercial outlet for sale of new and used automobiles;
- The site will have one ingress/egress. Entrance on Real Terrace.

Original Site Plan



02-45-16-027-2000 C & W LAND TRUST



Location



Aerial View of Site



Staff Review

Document Envelope ID: 777C2074-00C9-4298-8C55-504E1F03999C



DEPARTMENT OF GROWTH MANAGEMENT
205 North Martin Avenue
Lake City, Florida 32055
Telephone: (386) 719-5150
www.lakecityfla.gov

REVIEW REPORT TO PLANNING AND ZONING, BOARD OF ADJUSTMENT AND HISTORICAL COMMITTEES, BY STAFF FOR SITE PLAN REVIEW, SPECIAL EXCEPTIONS, VARIANCES, COMPREHENSIVE PLAN AMENDMENTS/ ZONING AND CERTIFICATE OF APPROPRIATENESS

Date: 10/22/2025

Request Type: Site Plan Review (SPR) ☒ Special Exception (SE) ☐ Variances (V) ☐

Comprehensive Plan Amendment/Zoning (CPA/Z) ☐ Certificate of Appropriateness (COA) ☐

Project Number: SPR 25-12

Project Name: Lake City Auto Source

Project Address: TBD

Project Parcel Number: 02-4S-16-02714-104-105

Owner Name: Chad Strait

Owner Address: 124 SW Buttercup Drive, Lake City, FL 32024

Owner Contact Information: Telephone Number: 386-466-5883 Email: arochadstrait@gmail.com

Owner Agent Name: Carol Chadwick, PE

Owner Agent Address: 1208 SW Fairfax Glen, Lake City, FL 32025

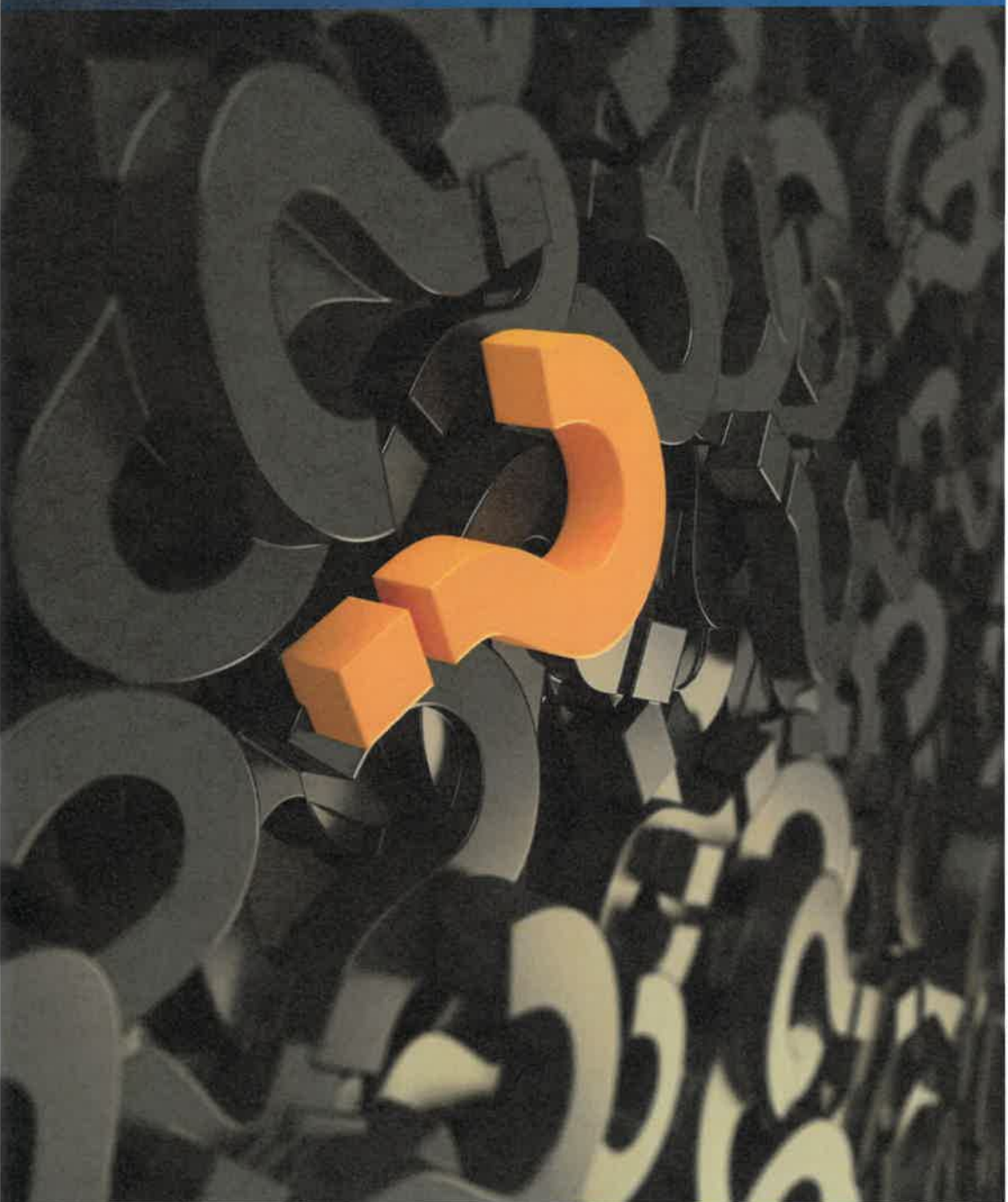
Owner Agent Contact Information: Telephone: 307-660-1772 Email: ccpawyo@gmail.com

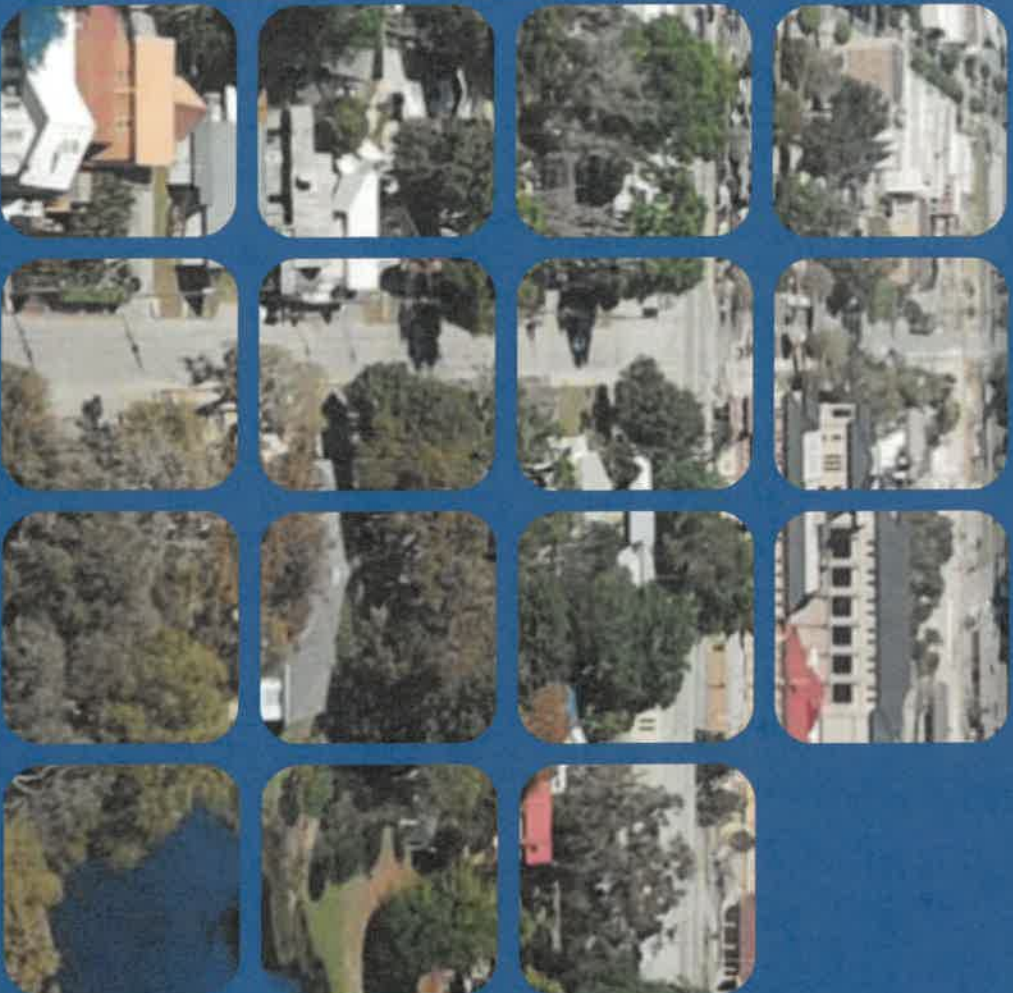
The City of Lake City staff has reviewed the application and documents provided for the above request and have determined the following.

Page 1 of 5

- **Planning-** Following items were identified.
 - No trash or dumpster illustrated on the plans.
 - No Sign Plan or Lighting Plan submitted.
 - No irrigation plan for landscaping
- **Waster Department-** Backflows will need to be installed.
- **Water Distribution and Collections-** Make sure they have locates.
- **Suwannee River Water Management-** This project is within a previously permitted industrial subdivision (ERP-023-207040-1) The permitted plans indicate a 20-foot-wide drainage easement within these two properties. This area cannot be filled in. A permit determination application will need to be submitted to SRWMD to verify the project is in conformance with the previously permitted master system.

QUESTIONS?





SITE PLAN PALMS MEDICAL (SPR 26-01)

PRESENTED BY
ROBERT ANGELO



Introduction

- Parcels 12113-000 and 12112-001 has a current Future Land Use designation of Residential Medium and is within the Residential Office zoning district;
- Applicant is seeking a site plan approval for medical clinic;
- The site will have two ingress/egress. The site will have one drop off zone.

Site plan of the proposed building and parking lot. The plan shows a large rectangular building with a central entrance and several smaller rooms. A parking lot with 16 spaces is located to the right of the building. A road, "S. 100th St", runs along the bottom of the site. A "ME LANE HOOR TERRACE" is located to the left of the building. A "ME LANE HOOR TERRACE" is also labeled on the right side of the site. The plan includes various dimensions, bearings, and area calculations. A north arrow is located in the upper right corner. The plan is dated "10/07/07" and "07/09/07".

Location



Aerial View of Site



Staff Review



DEPARTMENT OF GROWTH MANAGEMENT
205 North Main Street
Lake City, Florida 32045
Telephone: (386) 714-5750
cgrowth@cityoflakecity.com

REVIEW REPORT TO PLANNING AND ZONING, BOARD OF ADJUSTMENT AND HISTORICAL COMMITTEES, BY STAFF FOR SITE PLAN REVIEW, SPECIAL EXCEPTIONS, VARIANCES, COMPREHENSIVE PLAN AMENDMENTS/ ZONING AND CERTIFICATE OF APPROPRIATENESS

Date: 12/11/2025

Request Type: Site Plan Review (SPR) ☒ Special Exception (SE) ☐ Variances (V) ☐
Comprehensive Plan Amendment/Zoning (CPA/Z) ☐ Certificate of Appropriateness (COA) ☐

Project Number: SPR 28-01

Project Name: Palms Medical Group

Project Address: 422 NE Lake Shore Terrace

Project Parcel Number: 12113-000 and 12112-001

Owner Name: Lake Shore Hospital Authority

Owner Address: 259 NE Franklin St. Lake City, FL

Owner Contact Information: Telephone Number: _____ Email: _____

Owner Agent Name: Carol Chadwick, PE

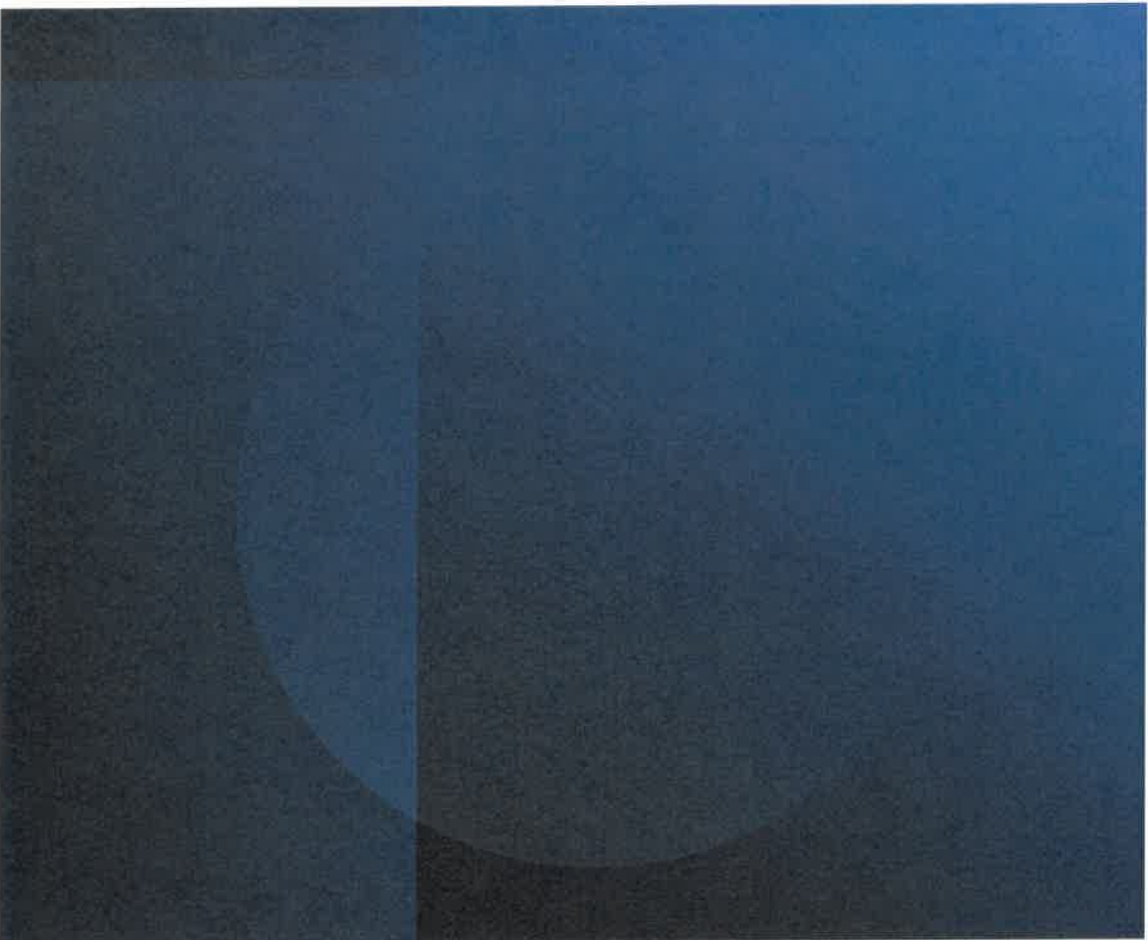
Owner Agent Address: 1208 SW Fairfax Glen, Lake City, FL

Owner Agent Contact Information: Telephone: 307-680-1772 Email: ccpwyo@lcta.com

The City of Lake City staff has reviewed the application and documents provided for the above request and have determined the following:

Page 2 of 5

- **Planning-** Following items were identified.
 - If the applicant is planning on using a neighboring parcel for parking, then a written agreement must be recording. This must be approved by the Board of Adjustments.
 - There is no mention of signage on the plan. Signage will need to be permitted and reviewed by zoning.
- **Fire Department-** They will need a fire and life safety inspection before they open.
- **Suwannee River Water Management-** A permit has not been obtained by SRWMD. A permit may be required if the total impervious area exceeds 9,000 sf. Owner should have pre-application meeting with SRWMD to verify if permit is required for this activity.



- **4.2.15.3 OFFSTREET PARKING:**
Location. The Board of Adjustments may allow offstreet parking facilities within 300 feet of the premises they are intended to serve.

QUESTIONS?

