



Zephyrhills

Planning Commission Meeting Minutes April 21st, 2026 at 6:00 PM

I. Call to Order-Dr. Randy Stovall

II. Roll Call-Carlos Maldonado

Members Present: Dr. Randy Stovall, David Armstrong, Beth Aker, Tracy Sullivan, Dr. Christa Remington, Ellen Taylor and Clyde Bracknell
Members Absent: Mayor Monson and Thomas Vanater.

III. Invocation-Beth Aker

IV. Pledge of Allegiance-Dr. Randy Stovall

1.Consent Items

1.1 Planning Commission Meeting Minutes Approval for March 17th, 2026.

The minutes were motioned for approval with the conditions of a typo being corrected.

2. Planning Items

2.1 CU0012-26 Conditional Use Permit-Oversized Accessory Unit 5115 16th Street

This item was taken off the agenda.

2.2 Proposed Amendment to the City of Zephyrhills Comprehensive Plan; to repeal and replace the adopted Recreation and Open Space Element with updated Goals, Objectives and Policies.

The item was introduced by Planning Director-Todd Vandenberg. Comment by Planning Director-Todd Vandenberg was we're bringing the recreation and open space element to the meeting tonight. This is a very important element of the comprehensive plan. Because the quality of life matters in a particularly small community. And as the community continues to grow residentially, you've got to be able to provide for the parks and open space. very important element when you're evaluating a community. Businesses look at locations, parks and recreation,



because they're interested for their employees, bringing in good employees to have quality parks and open space. As more residential continues to come into the area, we've got to add to the parks. Also our demographics are changing. So as the demographics change, the parks, the amenities need to evolve with that to make sure we're meeting the needs of those changing demographics. So we'll talk a little bit tonight, share what we have on our parks, you know, we'll talk a little bit about what our deficiencies and needs are, and we'll talk about some of the strategies that we have. And of course, like all of our elements, you'll see we have goals, objectives, and policies, of course, with the goals sharing the vision of what our ideas are. Tammy Vrana the city's comprehensive plan consultant took over the discussion. She gave a brief introduction and presented an agenda that had key points that will be reviewed tonight. She mentioned that the purpose of the recreation open space element is just to look at a city's park space, recreational facilities, and open space areas in the community. You set standards at which the community aspires to provide those things. So it's not the JPA it's annexations and things take place, Parks planning also goes hand in hand with that. And then this is legally required by the state of Florida in the comprehensive plan. And this serves as the city's long-range planning framework for parks and recreation. And it works in tandem with the other elements of the comprehensive plan, such as the future land use element, capital improvements element, and so on. Next, please. So a really important distinction between what's happening now with your recreation open space element and maybe what's going on in other, or what we had before when we did this many years ago, is that you do have a very robust parks and recreation master plan that was just completed in the last year. There was a lot of public involvement that went into that in developing the vision and also the recommendations for parks and recreation in the city. It goes through a phased timeframe for delivery of these different aspirations for parks and recreation. And then there's an implementation strategy that looks at prioritization of improvements for decision-making, such as budgeting, the budgeting process where new parks get paid for and improvements to parks. A couple of maps that show the city's recreational facilities were presented. And in addition to parks, the maps also show bike paths, multi-use trails, There's a city park, there's city recreation. The proposed goal the recreation open space element is our goal, our community is committed to providing a safe, clean and connected system of parks, recreation facilities, open spaces and leisure activities that promotes health, equity, and environmental sustainability with the goal that every resident lives within a 10-minute walk of a welcoming and well-maintained public park. So there are eight objectives with supporting policies that are identified. The first relates to

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those required level of service standards. So what level of parks are you going to provide in the city based on your population or other criteria? Balanced investment in parks. So, you know, are parks, is there a standardized way that you want to do parks going forward? The user experience and comfort, such as shade trees and accessibility and those sorts of things. I guess connected parks is next. Environmental stewardship, so working in harmony with the environment as you're developing parks, because that is a big part of a city's recreational program, is people enjoy the outdoors, they enjoy wildlife, and the things that you get from just being outside and touching some grass every so often. And then connected and accessible parks, so how we are able to easily and conveniently access parks, particularly by walking, not just driving. And then recreational facilities and programming, so what sort of program opportunities are available within your community in addition to parks. And then operations, the city is looking at, I'm not certain where they are on this, but looking at hiring a parks person within the city to run that. And then lastly, public awareness engagement. So making sure that as parks are planned, just like with the parks master plan that was rolled out, that the community is involved. So you can see under each one of the objectives that were just named, there are a series of policies that help to achieve that objective. The key issues and strategies that are identified in the element were discussed. So the first being parkland acquisition, equitable park distribution and facility investment, of course, connectivity and access, recreational programming, operational capacity, and communications and outreach. For the parkland acquisition, there are some geographic distribution in the community that you could see from the map before that parks aren't equally distributed across the city. And so as the city goes forward to add additional parks to the system to meet the needs of the future population and existing, to be able to look at those areas that aren't as well served for those park expenditures. And then equitable park distribution, there is actually in the park master plan and also identified in the element a list of what would be a standard park. So a neighborhood park would have certain things such as, comfort features, safety features, lighting, crosswalks, accessibility, and other sorts of things. Connectivity and access, looking at ways that you can access the parks by other means than automobiles, so multimodal access, so that makes it easy for people from where they live, and children especially, or elderly, to be able to walk to parks. And then recreational programming as the community's demographic shift. There may be different things that people are interested in doing that you look at what those needs are in determining what types of recreational programming are available. Operation capacity to be able to have a well-resourced operational structure is going to be essential to the city. And that's

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why the city was looking at hiring a parks director. The last objective was communications and outreach. The city is developing a robust communication system now to make sure that people know about those park recreational programs that are available. And then also inviting people to the table whenever plans and designs and things like that are being made. So the level of service standards that is in the comprehensive plan is first a population-based parkland acreage. This level of service standard always existed in the current comp plan which would be 4 acres of public parkland per 1,000 residents. So as the city grows the need to add more to meet the standard would be recommended. Per Tammy an analysis of the projected population going out to the year 2050 was done and we have those two planning periods we talked about last time, the 10-year at 2036 and 2050. The city has existing 115 acres of parkland that's available at will. So it's not like it has hours or certain days of the week, but those are the ones that are generally available to the public. And then the surplus and deficit acres at year 2036, there's projected to be a 3.2 acre deficit. So within the time that between now and then, I'm sure the city's going to be looking at where they could be acquiring new parkland to be able to meet this standard. The comp plan review is also looking at a new level of service standard, which is also identified in the Parks and Recreation Master Plan. And that is that to strive for everyone to be within a 10-minute walk of a park, and at minimum, a 10-minute drive of a park. And then those site equity standards that constitute what a standard neighborhood park is are also included in the comp plan. A map being displayed shows the 10-minute walk shed map, the area on the map in blue are within 10 minutes of a walk to a park. The purpose is for people to reach a 10 minute walk. It's 1/2 mile from their residence to a city park. Next topic discussed was Site Equity Standards: to provide a baseline expectations for all parks and distribution of recreational opportunities throughout the city, Minimum size, geographic distribution, and amenities of "close to home" parks (existing and new), for infill parks, land availability may limit size compliance but should aim to incorporate park elements. Requirements were discussed such as size being min 2 acres, geographic LOS 1/2 mile (10-minute walk). Elements included standard Zephyrhills Park Signage, walking loop/trails with canopy shade and seating, min 0.25 acre unprogrammed open space, play areas, sports court or sports field type determined based on parcel size and site specific public engagement needs, picnic pavilion and tables, area lighting, crosswalks from surrounding residential areas, bike rack and designated ADA parking. A series of implementation tools were mentioned such as identify and program projects, leverage partnerships, coordinating with land developers, imposing impact fees and user fees and monitoring changing needs. The next steps for this

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comprehensive plan amendment will be receiving public comment and planning commission recommendations, then a public hearing and transmit for state agency review. No further comments were made on this subject.

Recommendation: All board members approved of this item.

3.Business Items

The final discussions in this meeting were mentions of the current Planning Directors Todd Vandenberg being his last meeting due to him retiring at the end of the month. The new director will be Principal Planner Rodney Corriveau. Mentions of the ongoing projects will continue such as all the development happening in the industrial corridor and also hoping that Chancey Road the section within that region could be petitioned to become a 4-lane road so it could help with all the tractor trailer and traffic happening within this section. Also, the amended comprehensive plans will continue to go through the adoption process.

Adjourn.