



Site Plan Review Committee Meeting Minutes
August 18th, 2026 at 10:30 AM

Call to Order-Planning Director-Rodney V Corriveau, AICP

Attendance-Planning Director-Rodney V Corriveau, AICP, Building Department Director-Kalvin Switzer, Public Works Director-Shane Leblanc, Utility Director-John Bostic

Staff Present-William McCaw-Principal Planner, Carlos Maldonado-Planning Support Specialist, Hansel Rodriguez-GIS & Community Planner.

1.Planning Items

1.1 SPR-0116-26 -Monin Manufacturing: Proposing to build a manufacturing facility. Located North of 6th Ave & South Ave.

The discussion began by William McCaw, Principal Planner for the City of Zephyrhills, presented three related items concerning the proposed Monin development. The applicant has submitted civil site plans as part of a Conditional Use Permit application for a large food manufacturing and industrial processing facility. The proposed facility will manufacture food products using raw materials and will include warehouse space on the northern portion of the site for storage and distribution. A key component of the Conditional Use Permit is a request to exceed the current maximum building height permitted in the industrial zoning district. The existing maximum height is 30 feet, while the applicant is requesting a maximum height of up to 60 feet. Based on the architectural renderings, the primary building is approximately 46 feet in height, with rooftop equipment reaching a maximum height of approximately 57 feet. The primary access to the development will be provided through an extension of South Avenue. Currently, South Avenue primarily serves the National Guard Readiness Center and will be extended as part of the proposed development. Two additional access points will serve the rear of the property and will primarily accommodate truck traffic and site circulation. A few Public Safety concerns were expressed by the Chief of Police-Derek Brewer. Chief Brewer provided several comments regarding site security and public safety. The applicant's site plan references compliance with City lighting standards but does not specifically include a photometric plan. Chief Brewer requested that a



photometric plan be provided. He also recommended a controlled perimeter that includes fencing, gated access, and some form of site monitoring. Additional security concerns were raised regarding the CSX railroad corridor along the property. The applicant proposes to maintain existing vegetation within the landscape buffer along the railroad. Due to the heavy vegetation and the presence of large retention ponds in this area, Chief Brewer recommended that the perimeter be gated to discourage unauthorized access and address potential security concerns. Chief Brewer also noted that pedestrian access is only clearly depicted at the southern portion of the main building. Any additional pedestrian access points should be clearly identified on the site plan. He emphasized that pedestrian circulation should remain physically separated from truck and other vehicle traffic. The current plan generally separates pedestrian and vehicular circulation, which staff noted as a priority. Staff also recommended that all vehicle staging areas remain within the property boundaries to prevent vehicles, particularly trucks, from backing up onto South Avenue. Traffic and Transportation discussion mentions that The City's traffic engineer of record, Bassett Ali of Kimley-Horn, reviewed the anticipated traffic impacts. Due to the anticipated high volume of truck traffic, he noted that future improvements to South Avenue may be necessary. At present, South Avenue functions essentially as a private drive and there is not currently sufficient demand to require turn lanes. However, if South Avenue is eventually extended and connected to County Road 54 or Chancey Road, the project should either construct the necessary left-turn lanes as part of the development or include a condition requiring a future traffic impact study when the connection is completed. That study would determine whether additional turn lanes or other roadway improvements are Warranted. Staff recommended approval of the submitted site plan and recommended approval, subject to the approval of the associated Conditional Use Permit and the vacation of right-of-way on the property. Public Works Director Shane LeBlanc also reviewed the site plan and identified two proposed dumpster enclosures. He noted that the enclosures must be constructed in accordance with City specifications. The applicant agreed to comply with the City's requirements. Overall, staff's recommendation is to approve the site plan subject to the identified conditions and the required related approvals, with particular attention to site security, pedestrian safety, truck circulation, future roadway improvements, lighting, and compliance with City construction standards. Online representative Tom Porter followed up on the previous comments and brought up there will be numerous updates to the existing site plans. Additional comments made by John Bostic-Utility Director . comments regarding the proposed Monin development's water and sewer infrastructure. He noted that he had previously sent comments to Will McCaw for review, although the applicant had not yet received or reviewed them. The primary concerns identified were related to irrigation, water service, and available fire



flow. The submitted plans did not appear to include an irrigation meter or irrigation plan. The Utilities Department has provided recommendations regarding the appropriate meter configuration and requested that these items be addressed. John Bostic-Utility Director also provided the applicant with available fire hydrant flow data for the surrounding area, including the area near SR 54 and 6th Avenue. This information is intended to assist with determining whether the proposed development will have adequate water flow and fire protection capacity. Due to the size of the proposed facility and the presence of the National Guard facility in the area, Mr. Boston recommended consideration of extending a 12-inch water line to Chancey Road, connecting to the northern end of the existing water line. He indicated that this improvement could become particularly important if the planned roadway realignment occurs and additional development is added in the area. The Utilities Department's concern is that the existing water system may have limited capacity because the area is currently served by an 8-inch line that is fed by another 8-inch line. Given the size of the proposed facility and its anticipated fire protection requirements, staff wants to ensure that the water system does not limit required fire flow or overall water capacity. The applicant indicated that a fire suppression tank and pump house are planned; however, those components have not yet been fully designed. An area has been identified for the equipment, but the specific design and capacity have not yet been determined. Overall, the Utilities Department is seeking additional information and design details to ensure that the proposed development has adequate water service, irrigation infrastructure, and fire-flow capacity, particularly as future roadway connections and development occur in the surrounding area. An irrigation plan wasn't submitted as of yet by the applicant because they usually like to get the landscaping portion set prior. A well will be proposed with a separate irrigation meter coming off the existing lines. Staff clarified that the vacation of right-of-way remains a condition associated with the proposed project approval. The applicant provided an updated survey and description of the area proposed for vacation. The document is stamped and sealed by a surveyor, although it is labeled "description" rather than "legal description." Staff indicated that the City Attorney is reviewing the document to determine whether it is sufficient for the right-of-way vacation process. Staff reiterated its recommendation for approval subject to all conditions and comments discussed during the meeting. The committee then discussed whether the applicant should revise the site plans and return them for another Site Plan Review Committee (SPRC) meeting before proceeding to the Planning Commission and City Council. Staff noted that there is still time for another site plan review before the right-of-way vacation and Conditional Use Permit are scheduled for City Council consideration. The applicant expressed a need for clarification regarding the project schedule, noting that they had previously been advised to anticipate the Conditional Use Permit being



considered by City Council on September 28, while staff indicated that the current schedule may instead place the items on the October 12 City Council agenda. The discussion concluded.

Recommendation: Will have the conditional use permit and Vacation Right of Way completed prior to the site plan approval. The site plan case will need to come back to next month's site plan review committee meeting for review of the proposed updates.

Items required by the Planning Director -Rodney V Corriveau AICP:

Single site access: The report says the site's main access will be from the South Avenue extension, with no other access points proposed at this time. A single access point helps control normal entry, but for a 61.9-acre industrial campus, it creates a potential emergency-response and evacuation chokepoint if a collision, disabled truck, fire apparatus, flooding, or security incident blocks the entrance.

Lighting: The report states that parking and pedestrian lighting will be designed later and reviewed during site-development review. The C-300 plan also contains only a general lighting compliance note rather than a photometric/security layout. I would like to see a photometric plan emphasizing employee parking, entrances, pedestrian routes, loading/service areas, building corners, the western/northern perimeter, retention areas, and the South Avenue access. Lighting should support facial recognition and camera performance without excessive glare or deep contrast.

Western railroad perimeter: The CSX railroad directly borders the western side of the property. The report also anticipates retaining the existing tree canopy along the CSX side for screening. While screening is desirable, dense vegetation adjacent to an isolated rail corridor can produce concealment areas and reduce natural surveillance. I recommend maintaining a clearly defined secure perimeter along the rail side. Consider anti-climb fencing, controlled emergency gates where necessary, cameras at corners and service areas, and landscaping maintained to preserve sightlines rather than create hiding places.

Employee/pedestrian versus truck circulation: The plan provides 300 parking spaces and significant internal circulation around production/warehouse operations. The report refers to sidewalk improvements for general pedestrian connectivity, but on C-300 I do not see an obvious, continuous protected pedestrian route from South Avenue/employee parking to all principal



employee entrances. I recommend clearly segregating pedestrians, passenger vehicles, and tractor-trailers. Provide designated walkways, highly visible crossings, physical separation where practical, and controlled pedestrian crossings at truck drives. Avoid routing employees through loading or backing zones.

Large stormwater/retention system: The plan identifies approximately 678,452 SF / 15.6 acres of proposed pond area. The report also anticipates landscaping around retention areas. The long pond features visible on C-300 create isolated perimeter areas, particularly north and west of the buildings. I recommend reviewing pond-edge design for accidental entry, nighttime visibility, rescue access, and concealment. Landscaping should not block views of pedestrian areas or security fencing. Consider protective treatments where parking, walking routes, or vehicle circulation come close to steep/deep portions.

Access Control: The one-entry concept provides a good opportunity for strong natural access control, but C-300 does not identify a guardhouse, visitor-control arrangement, gate system, delivery check-in, CCTV layout, or truck staging arrangement. I recommend defining separate procedures for visitors, employees, and commercial deliveries. Provide visitor parking close to a controlled public entrance. Keep tractor-trailer staging inside the property so trucks are not waiting on South Avenue.

Conclusion: From a police perspective, I recommend approval, subject to addressing the **public-safety/CPTED** conditions. The principal conditions should be completion of a security/photometric plan, confirmation of emergency access, protected pedestrian routing separated from truck movements, secure treatment of the CSX perimeter, surveillance of isolated service/retention areas, responder access/wayfinding provisions, and correction of the unrelated material in the staff report.



1.2 CU0013-26 Conditional Use Permit-Monin Manufacturing Facility is requesting a conditional use permit for a building that will exceed the permissible height of 30'.

This item was presented by William McCaw, Principal Planner, this is for the Conditional Use Permit for the proposed Monin Manufacturing project. The Conditional Use Permit is specifically requested to allow the project to exceed the maximum height restrictions of 30' within the Light Industrial zoning district. The applicant is requesting approval for a maximum height of 60 feet. The submitted site plan and building elevations indicate that the primary building will have a maximum height of approximately 45 to 46 feet at the building apex. Certain maintenance or industrial equipment located on the roof may extend to approximately 57 feet. Although the applicant is requesting authorization for up to 60 feet, the current plans only show the project reaching approximately 57 feet. Staff reviewed the request and recommended approval of the Conditional Use Permit. During discussion, the committee asked whether the project had been reviewed by the Airport Manager, Nathan Coleman, due to the proposed building height. Staff confirmed that the project had been discussed with the Airport Manager, but formal comments had not yet been received. It was also noted that the project will require review and approval by the Federal Aviation Administration (FAA) because of the proposed height. Staff indicated that similar projects within the City have required FAA review for the same reason. Other projects within the area such as Bauducco have had similar structures so this one should be comparable to what's in the area. No additional concerns were made by the department heads.

Recommendation: Staff recommends approval of the Conditional Use Permit, subject to the required airport manager review comments and FAA reviews and approvals. This will move to September Planning Commission Meeting.



1.3 VAC00007-26 (Right of Way Vacation)-Monin Manufacturing is requesting to abandon an existing public right of way located within the subject property.

The discussion was led by William McCaw, Principal Planner, a plan/sketch was presented showing the location. The request for vacation of a 15-foot right-of-way that was part of the original plat of the Zephyr Lakes Colony Company. The right-of-way runs along the southern and eastern boundaries of the property and currently bifurcates the site. The applicant is requesting vacation of the right-of-way to allow the property to move forward with the proposed development. Staff is consulting with the City Attorney to confirm that the submitted sketch and legal description meet the requirements for the vacation.

Recommendation: Staff recommends approval subject to confirmation of the legal documentation.

