



## PLANNING COMMISSION MEETING MINUTES

December 2, 2025

5:00 PM

Administration Building  
4th Floor, BCC Meeting Room  
477 Houston Street  
Green Cove Springs, FL 32043

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### Pledge of Allegiance

Chairman Pete Davis led the Pledge of Allegiance.

### Call to Order

**Present:** Commissioner Pete Davis, Chairman  
Commissioner Mary Bridgman  
Commissioner Michael Bourré  
Commissioner Joe Anzalone  
Commissioner Ralph Puckhaber  
Commissioner Bill Garrison

**Absent:** Commissioner Howard "Bo" Norton, Vice-Chairman  
School Board Representative Paul Bement  
Camp Blanding Representative Sam Tozer

**Staff Present:** County Attorney Courtney Grimm  
Assistant County Attorney Jamie Hovda  
Director of Planning and Zoning Beth Carson  
Zoning Chief Jenni Bryla  
Economic and Development Services Coordinator Kellie Henry  
Clay County Real Estate Acquisitions Manager Caleb Risinger

Chairman Pete Davis called the meeting to order at 5:01 pm.

Chairman Pete Davis recognized county staff members, introduced the Board members, and thanked Deputy Sidders and Deputy Butler for providing security.

### 1. Approval of Minutes

Planning Commission Meeting Minutes November 4, 2025.

Commissioner Mary Bridgman made a motion for approval of the November 4, 2025, Planning Commission Meeting minutes, seconded by Commissioner Michael Bourré, which carried 6-0.

### **Public Comment**

Chairman Pete Davis opened the floor for public comment at 5:04 pm

Hearing no comments, Chairman Pete Davis closed public comment at 5:04 pm.

### **Public Hearings**

1. Public Hearing to consider ZON 25-0027. (District 4, Comm. Condon) (J. Bryla)  
This application cannot be heard at this time as the Applicant did not advertise the item.

This application is a Rezoning to change 2.51+/- acres from Commercial and Professional Office District (BA-2) to Community Business District (BB-2).

*Item One (1) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Planning Commission/December 2, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Planning-Commission/December-2,-2025), beginning at 3:03 and ending at 3:31. Below is a summary of the discussion and the vote for this agenda item.*

Jenni Bryla, Zoning Chief, noted that item one (1) cannot be heard due to an advertisement error, as noted above, and will be heard at the January 6, 2026, Planning Commission Meeting.

2. Public Hearing to consider ZON 25-0033. (District 4, Comm. Condon) (J. Bryla)  
An Ordinance to administratively rezone four lots within the Keystone airport from the Industrial Select (IS) zoning district to Heavy Industrial (IB) zoning district to accommodate airport uses and equipment.

*Item Two (2) can be seen at [www.claycountygov.com/government/clay-county-tv-and-video-archive/Planning Commission/December 2, 2025](http://www.claycountygov.com/government/clay-county-tv-and-video-archive/Planning-Commission/December-2,-2025), beginning at 3:32 and ending at 10:01. Below is a summary of the discussion and the vote for this agenda item.*

Jenni Bryla, Zoning Chief, presented a PowerPoint presentation to provide details for the public hearing on ZON-25-0033, as mentioned above. See Attachment A.

The Commission and staff discussed ownership of the property, inquiries from neighbors, clarification of surrounding parcels, and the property's previous status.

Chairman Pete Davis opened the floor for the public hearing at 5:10 pm.

Hearing no comments, Chairman Pete Davis closed the public hearing at 5:10 pm.

Commissioner Ralph Puckhaber made a motion for approval, seconded by Commissioner Bill Garrison, which carried 6-0.

### **Presentations**

There were no other presentations.

### **Old Business/New Business**

Ralph Puckhaber asked about the upcoming agenda and noted he would like to give a presentation on lighting.

There was a brief discussion regarding the next PC and the reorganization of the Commission.

### **Public Comment**

Chairman Pete Davis opened the floor for public comment at 5:15 pm.

Hearing no comments, Chairman Pete Davis closed public comment at 5:15 pm.

### **Adjournment**

Hearing no further business, Chairman Pete Davis adjourned the meeting at 5:15 pm.

Attest:



Committee Chairman



Recording Deputy Clerk

