

Town Of Havana

Zoning Workshop

June 24, 2025 – 5:30pm

Workshop minutes

Call to Order

The zoning workshop meeting was called to order by Mayor Pro Tem Lawrence Reed at 5:30pm. Invocation was led by Mayor Pro Tem Reed, followed by the Pledge of Allegiance.

Roll Call

A roll call confirmed the presence of the following council members including Councilwoman Nelson, Councilman Seymour, Mayor Pro Tem Lawrence Reed, and Councilman Wesolowski. Councilman McKinnon, Councilwoman Key and Mayor Bass was not in attendance.

Zoning Workshop

Mayor Pro Tem Reed requested the Town Attorney, Jody Finklea, come forward and share the zoning workshop process. Mr. Finklea shared that the zoning workshop is for educational purposes for the council of the items in discussion. The workshop is different from a regular council meeting in which there are no decisions, a quorum is not required since there are no votes and no public comment. However, at the meeting in which a vote will be taken, the floor may be opened for public comment.

Ms. Wilkerson, Town Manager, stated that after zoning questions and concerns were raised by a building owner at the May council meeting, Town Council instructed staff to provide information on our zoning ordinances and the zoning application process. Included in this memo are the concerns raised by Mr. Wesolowski, along with supporting information addressing each concern.

Three main areas are covered and though there may be some overlap, each is a separate process and covered by separate ordinances. Ms. Wilkerson stated that she had met with each council member individually to review. Ms. Wilkerson will briefly go over each of the processes. Also in attendance is a representative from Apalachee Regional Planning Council. The Town Manager read the overview of the Town Code for Business Tax License, Performance Zoning Ordinance and Ordinance 387 – Central Business District (included in council packet).

Ms. Wilkerson read the concerns and/or requests made by Mr. Wesolowski at the previous meeting and also the Town response. The Town Manager read pages 3-24 excluding the zoning application and lists of approved business in CBD. This information was included in the council packet for the zoning workshop. Ms. Wilkerson reiterated that these are three (3) separate processes. Ms. Wilkerson stated the zoning application requires the applicant to attest to a stated business type. The Town relies heavily on Apalachee Regional Planning Council's experience since this experience is not available internally. This is not a unique relationship as other agencies contract with a certified planner if one is not on staff.

Councilman Wesolowski asked Brianna Williams, Apalachee Regional Planning Council, how long does it normally take for a review and have they completed any recently for the downtown area. Ms. Williams stated that the time depends on the complexity of the application. Most recently was an application for a property on Gay ST. ARPC has not reviewed any recent applications for the Central Business District. The ARPC staff keep a spreadsheet of the time spent on applications for invoicing purposes. Most applications are not involved but it depends on the zoning district and the sections in the ordinance that pertains to it.

Councilman Wesolowski inquired if ARPC works with other municipalities and how does the Town of Havana's process compare. Ms. Williams shared they recently engaged in a contract with the City of Apalachicola and their zoning ordinance is 800 pages. The Town of Havana's zoning ordinance is not a traditional ordinance. She shared they also perform work in Gadsden, Liberty and Franklin County.

Councilman Wesolowski inquired as to the difference in a performance zoning ordinance and a traditional zoning ordinance. Ms. Williams shared that a performance zoning ordinance is more flexible in regards to the character of the different zoning districts. It offers an opportunity for the Town to create more goals and ideas

for the future. Whereas, a traditional zoning ordinance is strictly based on residential, commercial and industrial districts and they cannot be mixed. Mayor Pro Tem Reed asked if there were anymore discussion and none was stated.

Motion to Adjourn

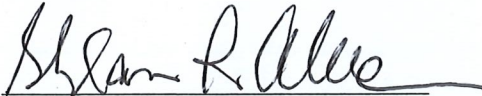
Councilwoman Nelson made motion to adjourn the June 24, 2025, zoning workshop meeting. Councilman Seymour seconded, and motion carried.

Mayor Pro Tem Reed adjourned the meeting at 5:57pm.



EDWARD BASS JR, MAYOR

ATTEST:



Shryan R. Alexander, Town Clerk

