

**Town of Callahan**  
**'A Florida Municipality'**  
**Planning & Zoning Board Meeting Minutes**  
**February 10, 2025**

**Present at meeting:** Mayor Knagge, Mr. Kirk, Mr. Schwend, Mr. Bryan, Mr. Bell, Mr. Blue III, Mrs. Gugliuzza, Ms. Reba Pearce and Mrs. Bianco

**Absent:** Mr. Williams, Mr. Davis

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**I. Call to Order** – Mr. Kirk at 7:00 PM

**II. Pledge of Allegiance & Invocation** – Mr. Bryan

**Persons wishing to Address the Board** - None

**III. Minutes** – Motion to be approved by Mr. Bryan and 2<sup>nd</sup> by Mr. Bell

- Motion Carried

**IV. Business** -

- Site Plan Review TRU-FI 450027 Old Dixie Hwy Callahan, FL 32011**
- Site Plan Review Timberline Inc Parcel #19-2N-25-0000-0146-0000**

**Mr Kirk closed the Planning and Zoning meeting and opened the meeting to the public at 7:02pm**

**V. Public Hearing** -

- **Mr. Vorpe** – Henry Vorpe, AVA Engineers, Inc. 4201 Baymeadows Rd., Suite 3, Jacksonville, FL 32217. This is the credit union beside the Journey. What you see now, is being torn down and what you see on the plans is what will be built. There is a rendering of the building. Water and sewer connections are there from the Journey store. The storm is being taken care of by the existing retention pond. All the other utilities are there.
- **Mr. Kirk** – Is the entrance off of US 1?
- **Mr. Vorpe** – The entrance will connect to the existing connection where it is a right-hand in, right-hand out only.
- **Mr. Bell** – Will the drive-through be in the back like it is now?
- **Mr. Vorpe** – The drive-through will be between the proposed building and the Journey Store.
- **Mr. Blue III** – Is it going to be on the same site?

- **Mr. Vorpe** – It will be on the same site with the proposed building being moved over. There will be a paved parking lot with landscaping.
  - **Mr. Kirk** – Is the Tru-Fi building that is there now going to be torn down?
  - **Mr. Vorpe** – Yes, it is an old painted gray building. The architecture with the steep roof on the front will complement the Journey store.
  - **Mr. Bryan** – How many tellers will you have?
  - **Mr. Thorpe** – There are 3 lanes and on the outside there will be an ATM.
  - **Mr. Bryan** – How many offices on the inside? How many cubicles?
  - **Mr. Thorpe** – I am the civil engineer and do not have that information. We have provided the town with the landscape plans which will make a huge improvement from the Pine trees, millings and no grass that you see there now.
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- **Mr. Kirk closed the planning and zoning meeting and opened the meeting to the public at 7:05pm.**
  - **Mr. Ken Hunter of Yulee asked Mr. Thorpe where he was tying into the water and sewer. Mr. Thorpe pointed out to Mr. Hunter on the engineering plans.**
  - **Mr. Kirk closed the meeting to the public and re-opened the planning and zoning meeting at 7:07pm.**
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- Motion to approve the Site Plan for Tru-Fi Credit Union by Mr. Schwend and 2<sup>nd</sup> by Mr. Bell  
**Motion carried**
  - **Mr. Kirk closed the planning and zoning meeting and opened the meeting to the public at 7:08pm**
  - **Mr. Hunter** – Ken Hunter - 75153 Edwards Rd. Yulee, FL 32097. We are here tonight for the site plan of the property right behind them. We proposed a building there and are hoping to move forward with it.
  - **Mr. Kirk** – Do you have everything in order?
  - **Mr. Hunter** – Everything has been turned in. The building proposal and parking spots. Once we are approved here, we will then move over to the civil side.
  - **Mr. Bryan** – Is the ADA parking space included in the four?
  - **Mr. Hunter** – We have met the requirements of the code. We can expand if need be.
  - **Mr. Kirk** – What is the setback requirement?
  - **Mrs. Gugliuzza** – He came in for a couple of different things.
  - **Mr. Kirk** – Will he be within the requirements of the setbacks?
  - **Mrs. Gugliuzza** – I will have to review and discuss with Larry, but I don't think it will be an issue.

- **Mr. Schwend** - Is your access on Co 115?
- **Mr. Hunter** – It is not. We have had some discussions with the town about doing a curb break rather than going all the way across the next piece of property.
- **Mr. Schwend** – Who owns that property?
- **Mr. Hunter** – That is a driveway owned by Mr. Davis.
- **Mr. Schwend** – Do you have an easement?
- **Mr. Hunter** – It is maintained by the city. I know Dr. Davis has plans to do something with this property. We would like to do a curb break onto 115, easy in and out. Then he has easy access to his property to do what he wants to do.
- **Mrs. Gugliuzza** – I think it is acceptable that we make a recommendation.
- **Mr. Bell** – He owns the property and why own the property if you cannot do something with it.
- **Mr. Hunter** – We plan to keep everything to code and also safety of the state road.
- **Mrs. Gugliuzza** – The planning and zoning board approved the variance for setbacks, so if we want to make a recommendation for the curb break and an extra handicap space, I think we should do that.
- **Mr. Schwend** – Should we make the recommendation and then have him come back to us?
- **Mr. Bryan** – What is going on in the building? What will it be used for?
- **Mr. Hunter** – It will be an office building with a couple of ladies. A small 450 square feet.
- **Mrs. Pearce** – Is it 450 on one floor?
- **Mr. Hunter** – 450 on one floor for now. We are talking with Shawna about doing an elevator with half a floor upstairs.
- **Mr. Bryan** – What is the Fire Plan?
- **Mr. Hunter** – This is why we want to do the curb break to allow full access so emergency vehicles do not have to use an easement. The parking lot will be concrete or asphalt.
- **Mr. Davis** – Richard Davis, 6158 Deer Creek Rd. Maclenny. Is the access of Madison Rd. on the county ROW or the town ROW? I own the road and get sued as least 12 times per year.
- **Mrs. Carpenter** – It is Madison Lane which is a city road and a ROW.
- **Mr. Davis** – I will take care of the road, but I don't want to take care of the road to Tractor Supply. It is a city road, but I don't think they are maintaining it. I gave the easement to the credit union so they wouldn't have to deal with DOT.
- **Mrs. Gugliuzza** – I would like to see the deed details on that easement.

- **Mr. Kirk closed the meeting to the public and re-opened the planning and zoning meeting at 7:25pm.**
- Motion to table the Site Plan for Timberline, Inc. by Mr. Bryan and 2<sup>nd</sup> by Mr. Blue III  
**Motion carried**

**VI. Adjourn**

- Motion to adjourn by **Mr. Bryan** and 2<sup>nd</sup> by **Mr. Schwend**
- No one opposed.
- Motion Carried Unanimously.
- Time: **7:42 pm**

  
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Mr. Kirk, Zoning President

  
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Eileen Bianco

If a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.