



**Board of Planning and Appeals
Minutes • February 2, 2026**

City Commission Chamber	Regular Board of Planning and Appeals Meeting	6:00 PM
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**City Hall
1065 Ridgewood Avenue
Holly Hill, FL 32117**

City Clerk's Office: (386) 248-9441 – Fax: (386) 248-9448

1. Call to Order

The meeting was called to order at approximately 6:00 PM.

2. Roll Call

Present:

- Board Member Tony Cassata
- Board Member John Danio
- Board Member Kymberlee Nguyen
- Board Member Dennis Smith
- Board Member Michael Myer

Absent: N/A

3. Invocation

Mr. Myer led the invocation.

4. Pledge of Allegiance

Mr. Myer led the Pledge of Allegiance to the Flag.

5. Minutes

1. Minutes - January 5, 2026 - Board of Planning and Appeals meeting

(Requested by Leslie Montgomery, Board of Planning and Appeals)

Motion to Approve.
Result: Passed [UNANIMOUS]
Mover: Board Member John Danio
Second: Board Member Dennis Smith
Ayes: Tony Cassata, John Danio, Kymberlee Nguyen, Dennis Smith, Michael Myer
Nays: None

6. Agenda Item(s)

1. 116 8th Street Variance

(Requested by Brian Walker, City Planner)

Joshua Steele, Senior Planner, went through his staff report with the Board members as it pertained to the variance request located at 116 8th Street. This is a variance request for a rear yard setback from the requirements of Section 114-765 of the Land Development Regulations titled, "Schedule of Dimensional Requirements." A variance from the required rear yard setback of 30 feet to 3 feet for a parcel in the R-1 (Single-Family) zoning district. The applicant is requesting a variance to allow solar panels to be installed in the required rear setback of the house, from 30 feet to 3 feet, in order to build a ground-mounted solar panel farm. The requirements to meet this request are included in the agenda packet. Staff finds that the applicant has met all the criteria as stated within the packet to grant the requested variance and staff recommends approval of the request at 116 8th Street for a rear yard setback variance from the requirements of Section 114-765 of the Land Development Regulations titled, "Schedule of Dimensional Requirements" from 30 feet to 3 feet in order to locate a solar panel rack. ***(A copy of this meeting in its entirety is available upon request in the City Clerk's Office or available online on the city's YouTube channel).***

Holly Dragon, the applicant, briefly spoke to the Board members.

Mr. Myer opened public participation. No one spoke.

Motion to Approve.	
Result:	Passed [UNANIMOUS]
Mover:	Board Member Dennis Smith
Seconder:	Board Member John Danio
Ayes:	Tony Cassata, John Danio, Kymberlee Nguyen, Dennis Smith, Michael Myer
Nays:	None

7. Ordinances

1. Pool Enclosure Setback Ordinance

(Requested by Brian Walker, City Planner)

Joshua Steele, Senior Planner, went through his staff report with the Board members as it pertains to the proposed Ordinance, which amends Section 114-742 (D)1 and 114-761(2) of the Land Development Regulations titled, "Principal buildings and accessory structures" and "Exceptions to minimum yard or lot coverage requirements" respectively, for the purpose of reducing the rear yard

setback for pool screen enclosures. Under current rules, pool screen enclosures that are over 300 square feet are treated as accessory structures, which can impose larger setbacks that limit where homeowners can reasonably place them relative to their pool. As an example, a single-family home in the R-1 zoning district has a rear yard setback of 30 feet for principal and accessory structures that are over 300 square feet. Therefore, a pool screen enclosure that is over 300 square feet must be 30 feet from the rear property line. However, the code allows for a pool to be placed 5 feet from the same rear property line. If a homeowner were to have a pool installed at the 5-foot setback, they may not be permitted to screen in their pool under current City requirements. By allowing pool screen enclosures to follow a pool's 5-foot rear setback, the city can provide greater flexibility for homeowners while still maintaining safety and neighborhood character. This change can also help streamline permitting, reduce variance requests, and support consistent application of zoning standards. Mr. Steele stated to accomplish this goal, staff recommends the Code be amended as follows:

Add to Section 114-742(D)(1) the following underlined additional language:

D. Pools, whether public or private, shall comply with Chapter 3, Articles I and II, the Florida Building Code, all applicable regulations of the Florida Department of Health and Rehabilitative Services and other State agencies, and to the following:

1. Setbacks:

d. Pool Enclosures. Pool enclosure structures may be placed up to five feet from the rear property line provided they meet the following criteria:

- The enclosure is no more than 12 feet in height.
- The rear, sides, and roof of the enclosure are screened, and other than the framing, do not contain any solid surfaces that impede sunlight to surrounding properties.
- The enclosure does not extend more than 7 feet beyond the water's edge, except for that portion of the enclosure that is connected to, and an integral part of, the principal structure. However, in no case may the enclosure be closer than 5 feet from the rear property line.

Pool enclosures not meeting the above criteria are considered an accessory structure that must meet the district setbacks required for a principal structure.

The language of Section 114-761(2) is stricken as follows:

Every part of every yard shall be open and unobstructed from the ground up by any structure, except as follows:

(2) Screened swimming pool enclosures. Any swimming pool enclosure which consists of screening on three or more sides shall be considered as an accessory building for the purposes of this subpart, except that such screened swimming pool enclosure may be attached to an integral part of the principal building itself.

Mr. Steele stated that staff recommends that the City Commission adopt an Ordinance of the City of Holly Hill, Florida, amending sections 114-742 and 114-761 of the city code to amend the setback requirement for pool screen enclosures meeting specific criteria, and removing unnecessary language.

Mr. Myer opened public participation. No one spoke.

Motion to Approve Recommendation to the City Commission:	
Result:	Passed [UNANIMOUS]
Mover:	Board Member Dennis Smith
Second:	Board Member John Danio
Ayes:	Tony Cassata, John Danio, Kymberlee Nguyen, Dennis Smith, Michael Myer
Nays:	None

8. Old Business

None

9. Board/Staff Communications

None

10. Adjournment

The meeting adjourned at approximately 6:30 PM.