

**Highlands County
Planning & Zoning Commission/Local Planning Agency
Wednesday, November 12, 2025, REGULAR MEETING
MINUTES**

1. CALL TO ORDER

The meeting was called to order at 4:30 p.m., Wednesday, November 12, 2025, in the County Commissioners' Board Room located in the Highlands County Board of County Commission Chambers at 600 S. Commerce Ave., Sebring, Florida.

An announcement was made by Chair Hunnicutt to silence all cell phones and other audible electronic devices.

2. ROLL CALL

Roll call was taken with the following members present:

Mrs. Ezell, Mr. Youngman, Mr. Brown, Mr. Boring, and Mrs. Hunnicutt, Chairperson.

Alternate Voting Members present: Mrs. Sclater and Mr. Drewery.

Staff present: Mrs. King, Planning and Zoning Technician II; Mrs. Navarrete, Planner I; Ms. Collinsworth, Planner I; Mrs. Culpepper, Planning and Zoning Supervisor; Mrs. Sauls, Development Services Director; and Mrs. Sutphen, County Attorney.

3. ELECTION OF THE CHAIR AND VICE CHAIR

A. REQUEST BY PRESIDING CHAIR HUNNICUTT TO OPEN NOMINATIONS FOR CHAIRPERSON

Mrs. Hunnicutt opened the floor for Chair nominations. Mr. Youngman nominated Mrs. Hunnicutt as P&Z Chairperson. There were no other nominations. All members voted yes. **Motion carried 7-0.**

B. REQUEST BY THE CHAIRPERSON TO OPEN NOMINATIONS FOR VICE-CHAIRPERSON

Mrs. Hunnicutt opened the floor for Vice Chair nominations. Mr. Youngman nominated Mrs. Ezell as P&Z Vice Chair. There were no other nominations. All members voted yes. **Motion carried 7-0.**

4. CONSIDERATION OF MINUTES FROM PREVIOUS MEETING

Minutes of the previous meeting were unanimously approved. **Motion carried 7-0.**

5. SWEARING IN OF WITNESSES

County Staff who had testimony were sworn in.

6. OLD BUSINESS

None.

7. NEW BUSINESS

A. CPA-25-648SS - WILLIAM R. & LAUREN D. BUTLER

An approximate 5.12-acre parcel identified by Parcel Identification No. [C-34-36-33-A00-0040-0000](#).

The Applicant is requesting a small-scale Comprehensive Plan Amendment to amend the future land use map designation from Existing (E) to Agriculture (AG). Mrs. Hunnicutt read the request into the record. Ms. Collinsworth confirmed proof of advertising requirements and noted there were no letters received in favor of or against the request. The Applicant presented the request. Mr. Youngman inquired whether the staff report should be updated to make it clear that the property would be serviced by septic. Staff noted the appropriate terminology is an onsite wastewater system, which means a septic system.

Chair Hunnicutt opened the floor for public comment. There were no additional comments on this matter.

Motion made by Mr. Brown and seconded by Mr. Youngman to recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-25-648SS, amending the Future Land Use Map of the Highlands County Comprehensive Plan for an approximate 5.12 acres from Existing (E) to Agriculture (AG), referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 7-0.**

B. P&Z 2184 - WILLIAM R. & LAUREN D. BUTLER

An approximate 5.12-acre parcel identified by Parcel Identification No. [C-34-36-33-A00-0040-0000](#).

The Applicant is requesting a change to the Official Zoning Atlas to change the zoning designation from M-2 Mobile Home Park District to AU Agricultural District to allow the construction of a single-family residence. Mrs. Hunnicutt read the request into the record. Ms. Collinsworth confirmed proof of advertising requirements and noted there were no letters received in favor of or against the request.

Chair Hunnicutt opened the floor for public comment. There were no additional comments on this matter.

Motion made by Mr. Youngman and seconded by Mr. Brown to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2184, changing the Official Zoning Atlas for an approximate 5.12 acres from

Mobile Home Park District (M-2) to Agricultural District (AU), referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 7-0.**

C. CPA-25-649SS - DAVID W. MCPHERSON C/O KIMBERLY MCPHERSON

An approximate 2.75-acre parcel identified by Parcel Identification No. [C-23-39-29-020-0000-0050](#).

The Applicant is requesting a small-scale Comprehensive Plan Amendment to amend the Future Land Use Map designation from Agriculture (AG) to Industrial (I). Mrs. Hunnicutt read the request into the record. Mrs. Navarrete confirmed proof of advertising requirements and noted there were thirteen letters received in favor and none in objection of the request. Mr. Youngman noted ex-parte communication with Mr. McPherson regarding the rezoning application. The Applicant presented the request.

Chair Hunnicutt opened the floor for public comment. One member of the public spoke fully supporting the change, to allow the McPhersons to keep operating.

Motion made by Mrs. Ezell and seconded by Mr. Boring to recommend to the Board of County Commissioners to approve and adopt by Ordinance, CPA-25-649SS, changing the Future Land Use designation for an approximate 2.75-acre parcel from Agriculture (AG) to Industrial (I), referencing the mandatory findings of fact and becoming effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 7-0.**

D. P&Z 2185 - DAVID W. MCPHERSON & CAROL F. MCPHERSON TRUSTEE C/O KIMBERLY MCPHERSON

Two (2) parcels totaling approximately 6.06 acres located at 21 Gobbel Road & 1010 CR 731, Venus, and identified by Parcel Identification Numbers C-23-39-29-020-0000-0050 and C-23-39-29-020-0000-0051.

The Applicant is requesting a change to the official Zoning Atlas from AU Agriculture and I-1 CU Industrial District with a Conditional Use to I-2 CU Industrial District with a Conditional Use, the conditional use being a welding shop and associated storage. Mrs. Hunnicutt read the request into the record. Mrs. Navarrete confirmed proof of advertising requirements and noted there were thirteen letters received in favor of the request and none in objection of the request. Mr. Youngman noted ex-parte communication with Mr. McPherson. The Applicant requested clarification of the conditions on the staff report regarding storage. Staff clarified that storage must be inside a structure, with no outside storage. The Applicant noted that they work on large commercial

equipment that is unable to be stored in a building to still allow for repairs to be made. Discussion ensued amongst the P&Z Commission, staff, and the County Attorney regarding the modification of the condition to allow outside storage of material and equipment related to the business operation.

Chair Hunnicutt opened the floor for public comment. There were no additional comments on this matter.

Motion made by Mr. Boring and seconded by Mr. Youngman to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2185, changing the Official Zoning Atlas for an approximate 6.06 acres from AU Agricultural District and I-1 CU Industrial District with a Conditional Use to I-2 CU Industrial District with a Conditional Use, the conditional use being a welding shop and associated storage, referencing the mandatory findings of fact and becoming effective as provided by law, subject to adoption of the proposed Future Land Use map amendment with the conditions of approval in the staff report and the modification of no outdoor storage to no outdoor storage of equipment or materials unrelated to the onsite operations.

Upon roll call, all members voted yes. **Motion carried 7-0.**

E. P&Z 2186 - MTZ BROTHERS INC. C/O BRIDGET JIMENEZ

Two (2) parcels totaling approximately 0.46-acres, located at 3150 & 3152 Miller Avenue, Lake Placid, and identified by Parcel Identification Numbers [C-21-36-29-140-2140-0030](#) and [C-21-36-29-140-2140-0040](#)

The Applicant is requesting a change to the official Zoning Atlas from R-1 Residential to R-2 Two-Family Dwelling District. Mrs. Hunnicutt read the request into the record. Mrs. Navarrete confirmed proof of advertising requirements and noted there were no letters received in favor and one letter received in objection of the request. The Applicant's agent, Bridget Jimenez, presented the request. Mr. Boring inquired to the nature of the objection. Staff stated the letter was in objection of the duplexes because it allows for transient renters and not ownership. Staff also mentioned approval was recommended due to there being four (4) R-2 zoned properties to the North.

Chair Hunnicutt opened the floor for public comment. There were no additional comments on this matter.

Motion made by Mrs. Ezell and seconded by Mr. Boring to recommend to the Board of County Commissioners to approve and adopt by Resolution, P&Z 2186, changing the Official Zoning Atlas for two (2) parcels totaling approximately 0.46 acres from R-1 Residential District to R-2 Two-Family Dwelling District, referencing the mandatory findings of fact and becoming

effective as provided by law.

Upon roll call, all members voted yes. **Motion carried 7-0.**

8. CITIZENS NOT ON THE AGENDA

Mr. Royce stated that he like the "Knowledge Quest" section and provided brief facts about the number of residents in Highlands County, the quantity of mature mother cows, and the number of citrus trees. He also stated that he is saddened to hear of Mr. Harris's resignation from the Town of Lake Placid. Mr. Brown inquired about the "CUPS project." Mr. Royce provided information regarding the process to grow citrus for the fresh market.

9. DEVELOPMENT SERVICES DEPARTMENT

None.

10. BOARD MEMBERS

None.

11. ANNOUNCEMENT OF NEXT MEETING - DECEMBER 9, 2025

No P&Z Commission hearings are scheduled until January 13, 2025.

12. ADJOURN

There being no further business, the meeting was adjourned at 5:24 pm.

Respectfully submitted by,
Angie King
Planning and Zoning Technician II