

**INTERLACHEN TOWN COUNCIL
PUBLIC HEARING & COUNCIL MEETING MINUTES
TUESDAY, MARCH 10, 2026 - 6:00 P.M.
DICKERMAN BUILDING**

CALL TO ORDER

Chairperson Joni Conner called the Public Hearing to order at 6:00p.m. She led the pledge, and Carolyn Meadows gave the invocation.

ROLL CALL

Council Members present were Chairperson Joni Conner, Vice-Chairperson, Carolyn Bennett, Beverly Bakker, Anna Rose Larsen, and Carolyn Meadows. Mayor Hanes was out of town. Attorney George Young was present also.

COUNCIL CHAIRPERSON: JONI CONNER

Chairperson Conner asked Attorney Young to explain the rezoning process.

This rezoning request has been to the Planning Commission as required by the Zoning Ordinance and comes before the Council for them to take into consideration in quasi-judicial way the competent and substantial evidence that is presented to them regarding making changes to the zoning map and zoning ordinance. They can take input from the public. Competent and substantial evidence would be the staff report and recommendation and any evidence that has to do with the criteria.

OPEN PUBLIC HEARING

Chairperson Conner opened at 6:06pm.

Staff Report Presented by the Northeast Florida Regional Council.

Robert Jordan, Senior Planner from the Northeast Florida Regional Council explained that the Regional Council operates as the Town planner and present reports relating to zoning that may come before the Town Council. This staff report is for Rezoning Case #2025-2 for a rezoning from Residential Single Family (R-1) to Residential Mixed (R-2) on .44 acres.

The applicant is seeking to develop the property into a duplex, which is permitted use in R-2 by a Special Exception.

The property was established prior to the 1900's and was originally a store and a post office with a family living upstairs. The building was built before zoning regulations were established so a variance will be needed in the future.

Staff recommendations are based on consistency with the Town's Zoning Code as follows;

- 1) The applicant has met the requirements of Zoning Ordinance 2012-1 for submittal of a completed application, site plan, deed, etc.
- 2) R-2 allows a duplex by a Special Exception.
- 3) The property meets the minimum lot size requirements of 7500 and the height requirement of 35 feet.

Part of rezoning is analysis of the zoning process and compliance with the zoning code. Section 2-4 allows for general rules of interpretation to allow for determining if a rezoning is recommended. If the rezoning is approved the applicant will need to apply for a Special Exception and comply with all local, state, and federal codes. Permitting for septic tank will be done through the Putnam County Health Department and building permits through the Putnam County Building Department.

Mr. Jordan stated that based on staff's analysis of the zoning code and the completed application that was put before the Planning Commission, they recommend approval of Rezoning Case #2025-2, rezoning "Residential Single Family" (R-1) to "Residential Mixed" (R-2).

Applicant Comments.

Kevin Walters addressed concerns regarding parking. There will be five (5) parking spaces available. He stated that the first floor is a large open room, and the second floor has a staircase at the back with its own entrance.

Discussion, Consideration and Decision on Rezoning Case #2025-2.

Town Clerk Joni Payne asked for disclosures from the Council. No one had talked to anyone or visited the property.

Council Member Bakker moved to approve Rezoning Case #2025-2, changing the official zoning map from R-1 to R-2. Council Member Meadows seconded the motion. The motion passed by a unanimous voice vote of the Council.

ORDINANCES:

Ordinance 2026-1; Rezoning to change the Official Zoning Map. – 1st Reading

By unanimous general consent Ordinance 2026-1 was read by title only.

Council Member Meadows moved to approve Ordinance 2026-1 for zoning map change. Council Member Larsen seconded the motion. The motion passed by a unanimous roll call vote of the Council.

CLOSE PUBLIC HEARING

The public hearing was closed at 6:22p.m.

OPEN COUNCIL MEETING

Chairperson Conner called the regular meeting to order at 6:22pm.

COUNCIL DISCUSSION:

Discussion and Consideration of the Appointment of Yvonne Diaz to the Zoning Board of Adjustment.

Council Member Bakker moved to approve the appointment of Yvonne Diaz to the Zoning Board of Adjustment. Council Member Bennett seconded the motion. The motion passed by a unanimous voice vote of the Council.

Discussion and Consideration of Putnam County Volunteer Fire Fighters.

This item was tabled.

Discussion and Consideration of Update on Interlachen Town Hall Grand Opening Plans.

Chairperson Conner stated that the Grand Opening of Interlachen Town Hall will be March 13, 2026 from 10am-noon. Larry Harvey will give a history of Interlachen, and there will be refreshments and tours of the building.

Discussion and Consideration of Dickerman Building.

Chief Wilburn tabled this agenda item.

Discussion and Consideration of the Purchase & Placement of an Outdoor Bulletin Board..

The Council requested that the Maintenance Supervisor get a price to build a bulletin board versus purchasing one.

Discussion and Consideration of Permission to Put Surplus Items Out For Bid.

The Council requested that the Clerk provide them with a list of surplus and disposal items at the next Council meeting.

Discussion and Consideration of the Purchase of Fireworks for July 4th.

Council Member Larsen moved to approve the Platinum Fireworks Plan for the price of #22,000.00. Council Member Bakker seconded the motion. The motion passed by a unanimous voice vote of the council.

Discussion and Consideration of Plans for a Volunteer Luncheon.

Council Member Meadows moved to have the volunteer luncheon at Interlachen Town Hall at noon on Saturday, April 18, 2026. Volunteers may bring a guest. Council Member Larsen seconded the motion. The meat will be catered and the Council Members will provide side dishes.

Discussion and Consideration of the Legislative Auditing Response.

The Clerk requested approval of her Legislative Auditing Response Letter. She stated that the letter explains that the town can't afford to hire a CPA to do the financial reports so that is why James Moore does both the financial reports and the audit.

Council Member Meadows moved to approve the letter and authorize the mayor to sign it. Council Member Bakker seconded the motion. The motion passed by a unanimous voice vote of the council.

Discussion and Consideration of Contract Renewal for James Moore.

Council Member Bennett moved to renew James Moore's contract. Council Member Meadows seconded the motion. The motion passed by a unanimous voice vote of the council.

Discussion and Consideration of the 2024/2025 Audit Report.

Branden McKitrick, from James Moore, presented the audit report which included required communications, financial statements, internal control and compliance, revenues, and expenses.

Council Member Bennett moved to accept the audit report as presented. Council Member Bakker seconded the motion. The motion passed by a unanimous voice vote of the council.

CONSENT AGENDA:

The consent agenda was approved by unanimous general consent.

COUNCIL COMMENTS:

All of the Council Members expressed their gratitude to the Public Works Department and office staff for their part in The remodeling of Interlachen Town Hall.

Council Member Bennett stated that she and the Town Clerk along with representatives from other Putnam County municipalities attended the Putnam County Days at the capitol. They met with Bobby Payne and Representative Sapp. The event was highly informative. Representative Sapp was confident that if property taxes are eliminated another revenue source will be used to compensate for the void that budget of small municipalities may experience.

DEPARTMENT HEAD COMMENTS:

Maintenance Supervisor Richard Glover stated that some contractors have been stealing water and thanked the Police for catching them. He stated that he has enough material left to rebuild the original Interlachen Hall outhouse.

Chief Wilburn stated that Interlachen Town Hall looks nice and that the Police Department has made the move to the Dickerman Building.

CITIZEN COMMENTS:

Bill Conrad who resides at 111 Tomahawk Road in Hawthorne stated Mr. Hanes's Special exception had expired due to no progress and he felt that Mr. Hanes was not a resident when he was appointed mayor.

Regina Hartsfield voiced her concern that Mr. Hanes should never have been appointed mayor when he was in violation of a Special Exception.

Attorney Young stated that this was not the forum to discuss this and it has been brought up before. He is investigating it. At the time of the mayor's appointment there were no grounds to disqualify him from running for office under the Town Charter and state laws. There are different opinions on what qualifies as a resident, and it may not be the same in every jurisdiction.

ATTORNEY COMMENTS:

Attorney Young had no comments.

ADJOURNMENT:

The meeting adjourned at 7:24pm.