

**PLANNING AND DEVELOPMENT BOARD
SPECIAL MEETING MINUTES
APRIL 17, 2023
6:00 P.M.
COUNCIL CHAMBERS**

1 Call to Order

Chair Mike Roy called the Regular Meeting of the Crestview Planning and Development Board to order at 6:00 p.m. Members present: Mario Werth, Vice Chair, Ellis Conner, Bryan Follmar, Michael Gilbert, and alternate Shannon Hayes. Also present were City Clerk Maryanne Schrader, City Attorney Jonathan Holloway, and staff members.

2 Pledge of Allegiance

Chair M. Roy led the Board in the Pledge of Allegiance.

3 Approve Agenda

Chair M. Roy called for action.

Motion by Board member Ellis Conner and seconded by Board member Mario Werth to approve the agenda.

Roll Call: Ellis Conner, Michael Gilbert, Michael Roy, Mario Werth, Bryan Follmar.: None. All ayes. Motion carried.

4 Public Opportunity to speak on Agenda items

Chair M. Roy went over the rules and procedures.

5 City Manager Comments

5.1 Planning and Development Board

City Manager Tim Bolduc thanked the Board for attending and explained the purpose of the meeting is to go over the overall vision of the City Council, as well as the solar panel ordinance.

City Manager Tim Bolduc mentioned that since he has been with the city, we have annexed two square miles, as well as making significant changes to the Code.

He went over the key highlights of the exhibits that were shown at the Strategic Planning workshop.

- Traffic and strategies of access management in conjunction with the growth in annexations.
- Focus areas for future growth.
He explained the city has a high millage rate that is not spread out evenly within the population. He went over the exemptions for the tax-bearing base explaining that one way is through delusion of the tax base by annexation. He mentioned that “smart growth is compact growth” and went over the boundaries in all directions. He added the west side is different, as that area needs our sewer services.

- Depiction of the street overlays over vacant land.
He explained that we are working with the County for an Overlay District that will identify collector roads. He added we are currently creating five overlay districts for our water and wastewater areas. This equates to \$70 million dollars of infrastructure. The focus is on moving the spray fields and creating a recreational complex on the land where the spray fields are currently. He is also negotiating with the military to build childcare and medical service structures in that area. He mentioned the goal is for the active, civilian, and retiree population to remain in Crestview for their daily needs. He added we are working on a southeast bypass to assist in this endeavor.
- Current and proposed housing developments as well as commercial developments.
He stated we have added 12 square miles from the 10.7 square miles that we began with when he came to the city.
- Consultation with the county for intergovernmental agreements for the enclaves.
- Vision of future city hall and fire stations, as well as the staffing and training for both the fire and police departments.

City Manager T. Bolduc explained the mixed use of the adjacent properties and required adequate buffering, in response to Board member M. Gilbert regarding the zoning and use changes that have come before the Board. He mentioned traffic concerns, stating there will be two ingress/egress points created to expand access points.

Board Member B. Follmar voiced concern about items brought before the Board without adequate guidance from staff. In response, City Manager T. Bolduc explained the process of the items that come before the Board, as well as the rules that govern decisions. He added staff will create an overlay map to assist the Board. He added without a development order, we may need to press the owner for plans. He added staff will do a better job at explaining the process and providing facts to the Board because the City Council requires a recommendation from the Board.

Alternate Shannon Hayes explained the necessity that the Board make a recommendation to the Council, as the Board must take action with either a yes or no. Board Member M. Gilbert asked that the staff be more informative, so the Board can give a recommendation.

In response to the question from Chair M. Roy on whether the Board must explain why they do not recommend an action, City Manager T. Bolduc said the responsibility of the Board is to make a recommendation for or against an action.

City Attorney J. Holloway added an explanation on the rezoning and comprehensive plan stating statutorily the Board is required to make a recommendation, and the City Code states the Board needs to make a recommendation for annexation.

City Manager T. Bolduc suggested the Board can recommend approval of the annexation and ask staff to look at the zoning and land use.

6 Ordinance on 1st reading/ Public Hearing

6. 1. Ordinance 1930 - Ground Mounted Solar Panels

Planning Administrator N. Schwendt went over Ordinance 1930 mentioning the City Council directed staff to prepare the ordinance because of concerns brought up that the Land Development Code did not address ground-mounted solar systems. Further, this Board requested staff to address height limits, overgrowth standards, and placement of the solar structure. He added the placement requirements will be the same as for sheds and enforcement will be evaluated per the Code.

Chair M. Roy asked for comments from the Board and public.

Planning Administrator N. Schwendt read Ordinance 1930 by title: An Ordinance of the City of Crestview, Florida, Amending Section 2.02.00 – Definitions and Section 7.01.00 – Accessory Structures, of the City of Crestview Land Development Code to Define and Provide Standards For Ground Mounted Solar Energy Systems; Providing For Authority; Providing For Severability; Providing For Scrivener's Errors; Providing For Liberal Interpretation; Providing For Repeal of Conflicting Codes and Ordinances; and Providing for an Effective Date.

City Attorney J. Holloway went over the procedures for the recommendation.

Chair M. Roy called for action.

Motion by Board member Mario Werth and seconded by Board member Bryan Follmar to recommend moving Ordinance 1930 to the City Council for approval. Roll Call: Ayes: Michael Gilbert, Michael Roy, Mario Werth, Bryan Follmar. Nays: Ellis Conner. Motion carried.

Chair M. Roy mentioned this will protect the homeowner.

Board member M. Werth mentioned insurance issues have been a concern.

Board member B. Fulmer mentioned the height restrictions were his concern, as well as the unintended consequences.

Alternate S. Hayes explained why ground-mounted panels are desirable because of the rise in insurance costs for the panels mounted on the roof.

7 Comments from the Audience

Chair M. Roy asked for comments from the public. No one came forward.

8 Adjournment

Chair M. Roy adjourned the meeting at 7:01 p.m.

Minutes approved this 1st day of May 2023.



Michael Roy, Chair

Minutes submitted by:



Maryanne Schader, City Clerk

Notices having been duly given

