

**PLANNING AND DEVELOPMENT BOARD
REGULAR MEETING MINUTES
APRIL 3, 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 were: Chair Michael Roy, Vice Chair Mario Werth, Ellis Conner, Michael Gilbert, Shannon Hayes, Bryan Follmar. Also present were the Deputy City Clerk Natasha Peacock, City Attorney Jonathan Holloway and staff members.

2 Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Gilbert.

3 Approve Agenda

Chair M. Roy called for action on approving the Agenda.

A motion made by Mr. Conner to approve the agenda. Seconded by Mr. Werth.

Roll Call: Ayes: Mr. Conner, Mr. Werth, Mr. Roy, Mr. Follmar, Mr. Gilbert. Nays: None, all ayes, motion carried.

4 Public Opportunity to speak on Agenda items

5 Consent Agenda

Chair M. Roy called for action to approve the Consent Agenda.

A motion made by Mr. Conner . Seconded by Mr. Gilbert.

Roll Call: Ayes: Mr. Conner, Mr. Gilbert, Mr. Roy, Mr. Follmar, Mr. Werth. Nays: None, all ayes motion carried.

5. 1. Approval of the March 6, 2023 Draft Minutes.

6 Ordinance on 1st reading/ Public Hearing

6. 1. Ordinance 1922 - Richburg Lane Annexation
Ordinance 1922- Richburg Lane Annexation

Staff presented Ordinance 1922 to the Planning Board stating that on September 13th, 2021, staff received a petition for utility services for that property located at 2810 Richburg Lane, which is outside the city limits of Crestview. The subject property is currently being developed for commercial use and a development application has not been submitted based on the proposed land use and zoning designations. The property use can continue as commercial. The staff determined that, per the agreement, the property is contiguous and eligible for annexation.

Planning Administrator N. Schwendt reviewed the items of the ordinance and asked the Deputy City Clerk N. Peacock to read the Ordinance by Title: Ordinance 1922

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 2.45 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; 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.

Chair M. Roy asked for comment from the Board.

Mr. Conner asked if the property was existing commercial property in Okaloosa county.

Mr. Schwendt answered that yes, it is zoned commercial use on a mixed-use piece of property.

Chair M. Roy asked for comment from the public.

Ms. Anna Florence of 2819 Carver Avenue, asked if this annexation would affect any of the surrounding properties.

Mr. Schwendt spoke briefly about the annexation process.

Chair M. Roy called for action.

A motion made by Mr. Conner to approve Ordinance 1922. Seconded by Mr. Follmar.

Roll Call: Ayes: Mr. Conner, Mr. Follmar, Mr. Roy, Mr. Werth, Mr. Gilbert . Nays: none, motion carried.

6. 2. Ordinance 1923 - Richburg Lane Comp Plan Amendment

Ordinance 1923- Richburg Lane Comp Plan Amendment

Staff presented Ordinance 1923 to the Planning Board. Planning Administrator N. Schwendt stated that staff received a Petition for Utility Services for a property located at 2810 Richbourg Lane, which is outside the city limits of Crestview. Staff has determined that, per the agreement, the property is contiguous and eligible for annexation. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Mixed Use. Staff proposes

the Commercial (C) future land use designation for the property.

He then asked the Deputy City Clerk N. Peacock to read the Ordinance by Title:
Ordinance 1923

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY MIXED USE TO COMMERCIAL (C) ON APPROXIMATELY 2.45 ACRES, MORE OR LESS, IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; 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.

Chair M. Roy asked for comment from the Board.

Mr. Conner asked if any questions were received about this property.

Mr. Schwendt answered that none were received.

Chair M. Roy asked for comment from the public. There were none.
Chair M. Roy called for action.

A motion made by Mr. Conner to approve Ordinance 1923. Seconded by Mr. Werth.
Roll Call: Ayes: Mr. Conner, Mr. Werth, Mr. Roy, Mr. Gilbert, Mr. Follmar. Nays: none, motion carried.

6. 3. Ordinance 1924 - Richburg Lane Rezoning
Ordinance 1924- Richburg Lane Rezoning

City Attorney, Mr. Holloway swore-in Mr. Schwendt.
Staff presented Ordinance 1924 to the Planning Board. Planning Administrator N. Schwendt reviewed the items of the ordinance and asked Deputy City Clerk N. Peacock to read the Ordinance by Title: Ordinance 1924

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 2.45 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY MIXED USE ZONING DISTRICT TO THE COMMERCIAL LOW-INTENSITY DISTRICT (C-1) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; 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.

Chair M. Roy asked for comment from the Board. There were none.

Chair M. Roy asked for comment from the public. Mr. Holloway, swore-in Ms. Joanne Durham before she made a statement.

Ms. Durham of 2831 Carver Avenue asked if the property was already zoned for mixed use and what was the need for this process.

City Attorney, Mr. Holloway stated that this forum is not normally a question and answer session. However, I think I can give you a quick answer. When you have out of city utilities like water and sewer, you sign an agreement to be annexed when your property is eligible for annexation. And so in this case, this particular property has received out-of-city utilities for some time, but is now contiguous to the city's boundaries. And because that application was made, it agrees to be annexed at the time it's eligible. This is the annexation portion of that property. To clarify what Mr. Schwendt said earlier, for anybody that's still curious, if you have not applied for annexation, your property will not be annexed.

Mr. Conner asked if Auburn Water supplies water to this area and Mr. Holloway answered yes.

Chair M. Roy called for action.

A motion made by Mr. Conner to approve Ordinance 1924. Seconded by Mr. Werth.

Roll Call: Ayes: Mr. Conner, Mr. Werth, Mr. Roy, Mr. Follmar, Mr. Gilbert. Nays: none, motion carried.

6. 4. Ordinance 1925 - Richburg Lane and Third Avenue Annexation

Ordinance 1925- Richburg Lane Rezoning

Staff presented Ordinance 1925 to the Planning Board. Planning Administrator N. Schwendt stated that on February 27, 2023 staff received an application to annex and to amend the comprehensive plan and zoning designations for property located on Third Avenue and at 2828 Richburg Lane. The subject property is currently located within unincorporated Okaloosa County with a future land use and zoning designation of Low Density Residential & Mixed Use and Residential-1 & Mixed Use, respectively. He then asked the Deputy City Clerk N. Peacock to read the Ordinance by Title: Ordinance 1925

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 23.28 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST AND BEING DESCRIBED AS SET FORTH HEREIN; PROVIDING FOR AUTHORITY; PROVIDING FOR LAND DESCRIPTION; PROVIDING FOR BOUNDARY; PROVIDING FOR LAND USE AND ZONING DESIGNATION; PROVIDING FOR AMENDMENT TO THE

BASE, LAND USE AND ZONING MAPS; PROVIDING FOR A COMPREHENSIVE PLAN AMENDMENT; PROVIDING FOR FILING WITH THE CLERK OF CIRCUIT COURT OF OKALOOSA COUNTY, THE CHIEF ADMINISTRATIVE OFFICER OF OKALOOSA COUNTY AND THE FLORIDA DEPARTMENT OF STATE; 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.

Chair M. Roy asked for comment from the Board.

Mr. Conner asked staff if the development intensity increases, so that the trip generations generated requires some improvements to the streets. Will the city take care of those improvements or is that still a county road?

Mr. Schwendt directed the question to the City Attorney.

Mr. Holloway answered that those roads would continue to be maintained by the County.

A brief discussion ensued.

Chair M. Roy asked for comment from the public.

Ms. Stacey Harris of 2117 3rd Ave spoke in opposition of annexing the property into the city limits.

Chair M. Roy called for action.

Discussion ensued.

A motion made by Mr. Conner not to recommend the approval of Ordinance 1925. Seconded by Mr. Follmar.

Roll Call: Ayes: Mr. Conner, Mr. Follmar, Mr. Roy, Mr. Werth, Mr. Gilbert. Nays: none, motion carried.

6. 5. Ordinance 1926 - Richburg Lane and Third Avenue Comp Plan Amendment
Ordinance 1926- Richburg Lane and Third Avenue Comp Plan Amendment
Staff presented Ordinance 1926 to the Planning Board. Planning Administrator N. Schwendt reviewed the items of the ordinance and asked the Deputy City Clerk N. Peacock to read the Ordinance by Title: Ordinance 1926

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, AMENDING ITS ADOPTED COMPREHENSIVE PLAN; PROVIDING FOR AUTHORITY; PROVIDING FOR FINDINGS OF FACT; PROVIDING FOR PURPOSE; PROVIDING FOR CHANGING THE FUTURE LAND USE DESIGNATION FROM OKALOOSA COUNTY LOW DENSITY RESIDENTIAL AND MIXED USE TO MIXED USE (MU) ON APPROXIMATELY 23.28 ACRES, MORE OR

LESS, IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST; PROVIDING FOR FUTURE LAND USE MAP AMENDMENT; 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.

Chair M. Roy asked for comment from the Board.

Chair M. Roy asked for comment from the public.

Ms. Stacey Harris of 2117 3rd Ave stated her opposition to Ordinance 1926.

Mr. Rigdon, the landowner, asked the Board if they turned down an annexation and how they could act on the comp plan.

City Attorney, Mr. Holloway answered that the annexation process requires two public hearings and the city elects that the first one goes before the Planning and Development Board. However, the ordinance will go before the Council no matter what the recommendation from the Board.

Chair M. Roy called for action.

A motion made by Mr. Conner to make no recommendation for Ordinance 1926.

Seconded by Mr. Werth.

Roll Call: Ayes: Mr. Conner, Mr. Werth, Mr. Roy, Mr. Gilbert, Mr. Follmar. Nays: none, motion carried.

6. 6. Ordinance 1927 - Richburg Lane and Third Avenue Rezoning

Ordinance 1927- Richburg Lane and Third Avenue Rezoning

Staff presented Ordinance 1927 to the Planning Board. Planning Administrator N. Schwendt reviewed the items of the ordinance and asked the Deputy City Clerk N. Peacock to read the Ordinance by Title: Ordinance 1927

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 23.28 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, AND IN SECTION 9, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY RESIDENTIAL-1 AND MIXED USE ZONING DISTRICT TO THE MIXED USE (MU) ZONING DISTRICT; PROVIDING FOR AUTHORITY; PROVIDING FOR THE UPDATING OF THE CRESTVIEW ZONING MAP; 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.

Chair M. Roy asked for comment from the Board. There were none.

Chair M. Roy asked for comment from the public.

City Attorney, Mr. Holloway swore in Ms. Stacey Harris.

Ms. Harris spoke against the rezoning of the property presented.

Chair M. Roy called for action.

A motion by Mr. Conner for the board to recommend that this not be rezoned as the ordinance proposes. Seconded by Mr. Follmar.

Roll Call: Ayes: Mr. Conner, Mr. Follmar, Mr. Roy, Mr. Gilbert, Mr. Werth. Nays: none, motion carried.

6. 7. Ordinance 1930 - Ground Mounted Solar Panels

Ordinance 1930-Ground Mounted Solar Panels

Staff presented Ordinance 1930 to the Planning Board. Planning Administrator N. Schwendt stated that typically, solar panels are seen attached to the roofs of houses, but as time goes on, more and more individuals are also opting for solar panels attached to structures mounted in the ground. Ground mounted solar systems provide for easier installation and maintenance as well as less potential impact and damage to existing roof structures. The Land Development Code does not currently contain requirements or restrictions explicitly pertaining to ground-mounted solar panel systems. The City Council directed staff to research and prepare an ordinance providing standards to regulate ground mounted solar systems. Following further discussion and direction from council, staff then revised the standards to more closely match our existing accessory building requirements. Staff also discussed the standards with building officials from other surrounding jurisdictions to ensure there were no safety concerns pertaining to ground-mounted solar that would require fencing provisions to be included in the code. There were no such concerns.

Staff asked the Deputy City Clerk N. Peacock to read the Ordinance by Title:
Ordinance 1930

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.

Chair M. Roy asked for comment from the Board.

Mr. Conner asked if the ordinance addresses weed control.

Mr. Schwendt answered that that particular issue would fall under Chapter 38, under code enforcement.

Mr. Follmar inquired about the height of the solar panel being fifteen feet.

A brief discussion ensued about creating an auxiliary structure from ground mounted structures such as ground mounted solar panels. Mr. Schwendt answered that if that happened, it would fall into another category dealing with structures and not solar panels.

Chair M. Roy asked for comment from the public. There were no public comments. Chair M. Roy called for action.

A motion by Mr. Conner recommended returning the ordinance to staff for further research. Seconded by Mr. Werth.

Roll Call: Ayes: Mr. Conner, Mr. Werth, Mr. Roy, Mr. Follmar, Mr. Gilbert. Nays: none, motion carried.

7 Ordinances

8 Final Plats and PUDS

9 Special Exceptions, Variances, Vacations and Appeals

10 Action Items

11 Director Report

11. 1. Director Update

Planning Administrator N. Schwendt presented the Director's Report to the Planning and Development Board in which the following was presented. On March 22nd, the final plot was recorded for Ridgeway landing phase two, which is 76 lots in a subdivision located at the intersection of Jones Road and Old Bethel Road. Phase one started probably about a year ago and they've been building houses there steadily. A new development application for a proposed 70 lot subdivision named Harrisburg estates phases two through four has been received. It is located kind of between Creek Drive and Old Bethel Road, kind of connecting to Brenda's way, this one is pretty early in the technical review process. And then we also received an application for a Home 2 Suites, which is a 95-room hotel located on a three-acre site on South Crest Drive and D W Josey Plaza, which is a proposed retail plaza on about-11 and three-quarter acre site located between Garden Street and North Boulevard, just north of the Waffle House on the north end of town. Really excited to say that we're going to be conducting our kickoff meeting with Kimley-Horn about the comp plan on Thursday afternoon. And so we're going to be getting that process rolling. That's the first time we've really sat down with them since signing the task order. And so I expect to see not only a good discussion that day but a lot of good discussions moving forward with them.

12 Comments from the Audience

Chair Mr. Roy asked the public if there were any additional comments.

13 Adjournment

Chair Mr. Roy adjourned the meeting at 7:03 p.m.

Minutes approved on 19 day of May 2023.

Approved:


Chair M. Roy

Minutes submitted by:


Natasha Peacock, Deputy City Clerk


On behalf of M. Schrader, City Clerk
Notices having been duly given

