

**Planning And Development Board
Regular Meeting Minutes
June 5, 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: Mr. Frost, Mr. Hayes, Mr. Gilbert, and Mr. Follmar. Also present were Deputy City Clerk Natasha Peacock, City Attorney Jonathan Holloway, and staff members. Vice Chair Mario Werth and member Mr. Medlock were not present.

2 Pledge of Allegiance

The pledge of allegiance was led by Mr. Hayes.

3 Approve Agenda

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

A motion made by Mr. Hayes to approve the agenda . Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Hayes, Mr. Follmar, Mr. Frost, Mr. Roy, Mr. Gilbert . Nays: none.

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. Hayes to approve the Consent Agenda. Seconded by Mr. Follmar.

Roll Call: Ayes: Mr. Hayes, Mr. Follmar, Mr. Roy, Mr. Gilbert, Mr. Frost. Nays: none, motion passed.

1. Approval of the May 1, 2023 PDB Regular Meeting Minutes

6 Ordinance on 1st reading/ Public Hearing

1. Ord. 1932 - Third Avenue Annexation

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1932 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1932 by title: AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 12.02 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 4, 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. Hayes inquired about city water and sewer.

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

Chair M. Roy called for action.

Motion made by Mr. Follmar to approve Ordinance 1932 for City Council approval. Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Follmar, Mr. Frost, Mr. Hayes, Mr. Roy, Mr. Gilbert. Nays: none, motion passed.

2. Ord. 1933 - Third Avenue Comprehensive Plan Amendment

Planning Administrator N. Schwendt reviewed the necessary information pertaining to the presented ordinance. He then asked the Deputy City Clerk to read the Ordinance 1933 by title.

Deputy City Clerk N. Peacock read Ordinance 1933 by title:

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 MIXED USE (MU) ON APPROXIMATELY 12.02 ACRES, MORE OR LESS, IN SECTION 4, 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. There were no comments.

Chair M. Roy called for action.

Motion made by Mr. Follmar to recommend moving Ordinance 1933 to City Council for approval. Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Follmar, Mr. Frost, Mr. Roy, Mr. Hayes, Mr. Gilbert. Nays: none, motion passed.

3. Ord. 1934 - Third Avenue Rezoning

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1934 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1934 by title:

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 12.02 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 4, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE OKALOOSA COUNTY 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 no comments made.
Chair M. Roy asked for comment from the Public. There were none.
Chair M. Roy called for action.

Motion made by Mr. Hayes recommend moving Ordinance 1934 to City Council for approval.
Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Hayes, Mr. Frost, Mr. Roy, Mr. Gilbert, Mr. Follmar. Nays: none, motion passed.

4. Ord. 1935 - Brookmeade Avenue Annexation

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1935 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1935 by title:

AN ORDINANCE ANNEXING TO THE CITY OF CRESTVIEW, FLORIDA, ± 2.36 ACRES OF CONTIGUOUS LANDS LOCATED IN SECTION 28, 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.
Chair M. Roy asked for comment from the Public.

Ms. Kimberly Lynch, 137 Steeplechase Drive inquired about where the actual location of this property is located.

Mr. Schwendt displayed a map to show the actual location of the property in question.

Chair M. Roy called for action.

Motion made by Mr. Follmar recommend moving Ordinance 1935 to City Council for approval.
Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Follmar, Mr. Frost, Mr. Hayes, Mr. Roy, Mr. Gilbert. Nays: none motion passed.

5. Ord. 1936 - Brookmeade Avenue Comprehensive Plan Amendment

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1936 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1936 by title:

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 2.36 ACRES, MORE OR LESS, IN SECTION 28, 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.
Chair M. Roy called for action.

Motion made by Mr. Hayes recommend moving Ordinance 1936 to City Council for approval.
Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Hayes, Mr. Frost, Mr. Gilbert, Mr. Roy, Mr. Follmar. Nays: none, motion passed.

6. Ord. 1937 - Brookmeade Avenue Rezoning

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1937 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1937 by title:

AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 2.36 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 28, 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.
Chair M. Roy asked for comment from the Public.
Chair M. Roy called for action.

Motion made by Mr. Follmar recommend moving Ordinance 1937 to City Council for approval.
Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Follmar, Mr. Frost, Mr. Gilbert, Mr. Roy, Mr. Hayes. Nays: none, motion passed.

7 Ordinances

8 Final Plats and PUDS

1. Conceptual Plat - White Wolf Run

Planning Administrator N. Schwendt presented the board with information for a conceptual plat for a subdivision proposed just north and west of Jones Road. This subdivision is proposed just north and west of Jones Rd., with a connection to Jones Road to the south, and to the north. The subdivision proposes a realignment of Jones Road within the development. The subdivision

proposes 332 lots, which is within the allowed density provided by the zoning district and future land use designation.

Chair M. Roy asked for comment from the Board.

Mr. Follmar inquired about how many entries and exits there are for the proposed subdivision.

Mr. Schwendt, Planning Administrator, answered that the points of entry/exit would be on Jones Road.

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

Chair M. Roy called for action.

Motion made by Mr. Frost to approve moving the conceptual plat for White Wolf Run to City Council for approval. Seconded by Mr. Hayes.

Roll Call: Ayes: Mr. Frost, Mr. Hayes, Mr. Roy, Mr. Gilbert, Mr. Follmar. Nays: none, motion passed.

2. Conceptual Plat - Cherry Brook Subdivision

Planning Administrator N. Schwendt presented the board with information for a conceptual plat for a subdivision that is proposed south of Point Center Road, which is south of Antioch Elementary School on Whitehurst Lane. The subdivision proposes to connect to Garrett Pit Road, and, as such, Garrett Pit Road will be improved to a paved road, per Okaloosa County standards. The subdivision proposes 106 lots.

Chair M. Roy asked for comment from the Board.

Chair M. Roy asked for comment from the Public.

Mr. Zinke, Civil Engineer representing the Developer, explained to the Board how they were going to tap into the city's water system. A brief discussion ensued.

Chair M. Roy called for action.

Motion made by Mr. Follmar to approve moving the conceptual plat for the Cherry Brook Subdivision to City Council for approval. Seconded by Mr. Frost.

Roll Call: Ayes: Mr. Follmar, Mr. Frost, Mr. Hayes, Mr. Gilbert, Mr. Roy. Nays: none, motion passed.

9 Special Exceptions, Variances, Vacations and Appeals

1. Variance - Antioch Road Lot Split

Planning Administrator N. Schwendt stated that for the record the Board that the Land Development Code, Section 3.04.03, requires a variance through the Board of Adjustment to split any lot in a platted recorded subdivision which was recorded after March 11, 1974, which is the date on which technical review of plats began in our area pursuant to Chapter 177 of the Florida Statutes, established in 1971. Staff finds that the resulting lots will be compliant with the LDC standards for the R-2 zoning district, the Comprehensive Plan standards for the Residential future land use designation, and that the resulting lot sizes (16,552 square feet and 18,295.2 square feet) as well as

the resulting density (2.5 dwelling units per acre). The standards are consistent and compatible with the lots in the same plat, as well as lots throughout the surrounding area. Mr. Schwendt informed the Board that one letter was received that made an inquiry concerning the variance and then read that letter.

Chair M. Roy asked for comment from the Board.

Mr. Frost asked if there were any developed lots in that area. Mr. Schwendt answered that there may be at least four.

Mr. Hayes inquired about a question asked in the letter received from the public. Mr. Schwendt did address that issue.

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

Motion made by Mr. Frost to approve the variance for the Antioch Road Lot Split. Seconded by Mr. Hayes.

Roll Call: Ayes: Mr. Frost, Mr. Hayes, Mr. Roy, Mr. Gilbert, Mr. Follmar. Nays: none motion passed.

10 Action Items

11 Director Report

1. Director Update

Planning Administrator N. Schwendt updated the board with the following information: new development orders: Staybridge Suites, a proposed 102-room hotel, located on a 2.37-acre site on John King Road, to the east of the AmVet's Post. No final plats have been recorded since the last meeting. No new development applications have been received since the last meeting. Our planning consultant, Kimley-Horn and Associates, is continuing analysis and data collection for the comprehensive plan update.

12 Comments from the Audience

Chair M. Roy asked for any additional comments from the public. There were none.

13 Adjournment

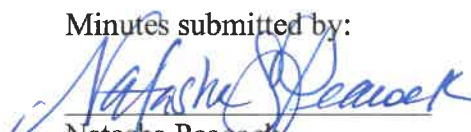
Chair M. Roy adjourned the meeting at 6:32 p.m.

Minutes approved on 7th day of August 2023.

Approved:


Chair M. Roy

Minutes submitted by:


Natasha Peacock

On behalf of Maryanne Schrader, City Clerk
Notice having been duly given