

**Planning and Development Board
Regular Meeting
Minutes
November 6, 2023
6:00 p.m.
Council Chambers**

1 Call to Order

Chair M. Roy called the Regular Meeting of the Crestview Planning and Development Board to order at 6:00 p.m. Members present: Mr. Follmar, Mr. Hayes, Mr. Gilbert, Mr. Frost, Mr. Medlock. Also present were Deputy City Clerk Natasha Peacock and staff members. Mr. Werth was absent from this meeting.

2 Pledge of Allegiance

The pledge of allegiance was led by Chair M. Roy.

3 Approve Agenda

Chair M. Roy requested a motion to move Item 9.1 Williams Way Variance to Item 4.

The motion made by Mr. Frost to move Item 9.1 Williams Way Variance to Item 4. Seconded by Mr. Hayes.

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

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

A motion was made by Mr. Hayes to approve the Agenda. Seconded by Mr. Follmar.

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

4 Public Opportunity to speak on Agenda items

5 Consent Agenda

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

A motion was made by Mr. Hayes to approve the Consent Agenda. Seconded by Mr. Follmar.

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

5. Approval of the October 2, 2023 PDB Regular Meeting Minutes.

6 Ordinance on 1st reading/ Public Hearing

6. 1. Ordinance 1953 Lee Avenue Comprehensive Plan Amendment

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1953 to the Planning Board. On September 16, 2023, staff received an application to amend the comprehensive plan and zoning designations for property located at 602 Lee Avenue. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Residential (R) and Single and Multi-Family Density Dwelling District (R-3), respectively. The application requests the Mixed-Use (MU) future land use designation for the property. The request for a comprehensive plan amendment will be presented to

the City Council via Ordinance 1953 on November 13, 2023, for the first reading. The subject property is currently being developed for residential use and a development application has not been submitted. Based on the requested land-use and zoning designations, the property use could continue as a residence or be developed for light commercial use.

Deputy City Clerk N. Peacock read Ordinance 1953 by title: ORDINANCE: 1953 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 RESIDENTIAL (R) TO MIXED-USE (MU) ON APPROXIMATELY 0.40 ACRES, MORE OR LESS, IN SECTION 21, 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 and the Public.

Ms. Paula of 5831 Bartow Way informed the Board that she would like to build a duplex on the property.

Chair M. Roy called for action.

The motion made by Mr. Hayes to approve Ordinance 1953 for City Council approval. Seconded by Mr. Follmar.

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

6. 2. Ordinance 1954 Lee Avenue Rezoning

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1954 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1954 by title: ORDINANCE: 1954 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 0.40 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 21, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE SINGLE AND MULTI-FAMILY DENSITY DWELLING DISTRICT (R-3) 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 and the Public. There were none.

Chair M. Roy called for action.

The motion made by Mr. Hayes to approve Ordinance 1954 for City Council approval. Seconded by Mr. Follmar.

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

6. 3. Ordinance 1955 North Avenue East Comprehensive Plan Amendment

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1955 to the Planning Board. On October 4, 2023, staff received an application to annex and amend the comprehensive plan and zoning designations for property located on North Avenue East. The subject property is currently located within the city limits of Crestview with a future land use and zoning designation of Public Lands (PL). The application requests the Mixed-Use (MU) future land use designation for the property. The request for a comprehensive plan amendment will be presented to the City Council via Ordinance 1955 on November 13, 2023, for the first reading. The subject property is currently being developed for recreational use and a development application has not been submitted.

Deputy City Clerk N. Peacock read Ordinance 1955: ORDINANCE: 1955 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 PUBLIC LANDS (PL) TO MIXED-USE (MU) ON APPROXIMATELY 5.45 ACRES, MORE OR LESS, IN SECTION 7, 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 and the Public.

Mr. Hayes inquired about the agreement with the Air Force base.

Chair M. Roy called for action.

The motion made by Mr. Hayes to approve Ordinance 1955 for City Council approval. Seconded by Mr. Follmar.

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

6. 4. Ordinance 1956 North Avenue East Rezoning

Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1956 to the Planning Board.

Deputy City Clerk N. Peacock read Ordinance 1956 by title: ORDINANCE: 1956 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 5.45 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 7, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE PUBLIC LANDS (PL) ZONING DISTRICT TO THE PLANNED UNIT DEVELOPMENT (PUD) 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 and the Public. Chair M. Roy called for action.

The motion made by Mr. Follmar to approve Ordinance 1956 for City Council approval. Seconded by Mr. Hayes.

Roll Call: Ayes: Mr. Follmar, Mr. Hayes, Mr. Roy, Mr. Medlock, Mr. Gilbert, Mr. Frost. Nays:.

7 Ordinances

8 Final Plats and PUDS

9 Special Exceptions, Variances, Vacations and Appeals

9. 1. Williams Way Variance

City Attorney Mr. Holloway administered a swearing-in for those speaking for or against this item, the board and Mr. Schwendt. He also informed the board that they would need to disclose whether they have visited the site or have received comments from the public regarding the site.

Chair M. Roy stated that he did state that he visited the site.

Planning Administrator N. Schwendt stated 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 requested variance meets the following requirements of Section 9.02.02 of the Land Development Code. The staff finds that the resulting lots will be compliant with the LDC standards for the R-1 zoning district, Foxwood Overlay District, and the Comprehensive Plan standards for the Residential future land use designation. Staff respectfully requests a motion to approve the variance for the proposed lot split and execute the attached order.

Chair M. Roy asked for comment from the Public.

The City Attorney swore in Mr. Devin Jones, the developer/applicant.

Mr. Devin Jones, Developer spoke to the board about the variance before them. He stated that as a developer who specializes in building affordable housing. Mr. Jones owns the lots in question and by approving this split it will assist in the building of affordable homes.

Mr. Rich Mentlick of 202 Country Club, spoke about his concerns about splitting the two lots is the esthetics of placing four homes between the two lots. He was not for the approval of the variance.

Mr. James Nichols, 105 Wedgewood Court, spoke about the appearance of the neighborhood and does not think that approving the variance will add to the esthetics of the subdivision.

Ms. Christina Black, owner of 201 Country Club Drive, spoke against the approval of the variance.

Mr. Nolan Walker of 103 Wedgewood Court spoke against the approval of the variance.

Ms. Audrey McWaters of 112 Par Court stated that affordable housing does not belong on a golf course.

Mr. Devin Jones, the developer, informed the board that the homes will be a total of 2400 square feet. They will be affordable but not for low-income housing. He plans to match the aesthetic of the neighborhood.

A brief discussion ensued.

Chair M. Roy called for action.

The motion made by Mr. Follmar approved the Williams Way Variance. Seconded by Mr. Gilbert.
Roll call: Ayes: Mr. Follmar, Mr. Gilbert. Nays: Mr. Roy, Mr. Frost, Mr. Hayes, motion failed.

10 Action Items

10. 1. Eden Lake Subdivision Preliminary Plat

Planning Administrator N. Schwendt presented the board with information pertaining to a proposed subdivision. This subdivision is proposed to the southeast of the intersection of Highway 90 and Victory Lane, east of Twin Hills Park, with a connection to Victory Lane to its west, and secondary emergency access to Highway 90 to the north. The subdivision proposes 187 lots across 47.48 acres, resulting in a gross density of approximately 3.93 units per acre, which is allowable per the applicable zoning and future land use requirements. Any minor comments that are outstanding will not affect the layout or scope proposed in the preliminary plat document. Should there be any changes to this document that affect the layout or scope proposed, it will be brought back for review.

Chair M. Roy asked for comment from the Board.

Mr. Follmar asked if there were any plans for improvement of the entrance/exit. Mr. Schwendt answered that there was not enough information in the traffic study provided by the developer to make an improvement.

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

Chair M. Roy called for action.

The motion made by Mr. Hayes to approve the Eden Lake Subdivision Preliminary Plat for Council approval. Seconded by Mr. Follmar.

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

10. 2. Eagle View Subdivision Preliminary Plat

Planning Administrator N. Schwendt presented the board with information pertaining to a proposed subdivision. Staff received the initial application for the Eagle View subdivision on December 1st, 2022. It has since gone through staff review and all major comments have been addressed. The remaining comments are minor and will not affect the overall layout and scope proposed in the provided preliminary plat documents. This subdivision is proposed along Lindley Road, east of Sioux Circle, with multiple connections to Lindley Road and interconnectivity throughout. The subdivision proposes 194 lots across 186.48 acres, resulting in a gross density of approximately 1.04 units per acre, which is allowable per the applicable zoning and future land use requirements. Any minor comments that are outstanding will not affect the layout or scope proposed in the preliminary plat document. Should there be any changes to this document that affect the layout or scope

proposed, it will be brought back for review.

Chair M. Roy asked for comment from the Board.

Mr. Medlock asked for a correction to direction.

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

Chair M. Roy called for action.

The motion made by Mr. Follmar to approve the Eagle View Subdivision Preliminary Plat for Council approval. Seconded by Mr. Gilbert.

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

11 Director Report

11. 1. Director Update

Planning Administrator N. Schwendt updated the board with the following information:

Development Orders Issued: 10/16/23 - Phillips Energy Truck Stop - 17 new fuel pumps, 4,000 square foot convenience store building and associated site improvements on approximately 4.5 acres to the northwest of the intersection of Highway 90 and Spring Creek Blvd. 10/26/23 - Pink Periwinkle Beads - 2,000 square foot facility for light manufacture of beads, and retail sales on approximately 0.5 acres at the intersecting of S Brett Street and E Railroad Ave., just south of the railroad tracks.

Final Plats: Shoal River Landing Phase 3A - 63 lots on 35.67 acres within the Shoal River Landing subdivision.

New Development Applications: Florida United Properties Master Plan - Master Plan for additional outparcels adjacent to the Alabata Eye Clinic on East Redstone Ave., on approximately 3 acres of property. Rayburn Street Apartments - 10-unit multifamily apartment complex located on approximately 0.58 acres at the end of N Rayburn Street, southeast of Twin Hills park and directly north of the railroad tracks. Garden Villas Townhomes - a 158-unit townhouse subdivision located on approximately 11.92 acres recently annexed to the northwest of the Garden Street/Third Avenue intersection, south of Crestview High school. Brett Street Townhomes - 9-unit townhouse subdivision located on approximately 0.52 acres located northeast of the intersection of S Brett St. and E Cane Ave., southeast of Southside School.

12 Comments from the Audience

Chair M. Roy asked for any additional comments from the public.

Mr. Hayes commented that he wanted to thank the staff for the work they are doing to keep the city out of trouble and making sure we follow the rules.

13 Adjournment

Chair M. Roy adjourned the meeting at 7:10 p.m.

Minutes approved on _____ day of _____ 2023.

Approved:

Minutes submitted by:


Chair M. Roy


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