Planning and Development Board
Regular Meeting
Minutes
January 2, 2024
6:00 p.m.
Council Chambers

1 Call to Order

Chair M. Roy called the Regular Meeting of the Crestview Planning Development Board to order at 5:58 p.m. Members present: Mr. Werth, Mr. Follmar, Mr. Hayes, and Mr. Medlock. Also present were Deputy City Clerk Natasha Peacock and staff members. Mr. Gilbert and Mr. Frost were not in attendance.

2 Pledge of Allegiance

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

3 Approve Agenda

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

A motion was made by Mr. Follmar to approve the Agenda. Seconded by Mr. Medlock.
Roll Call: Ayes: Mr. Werth, Mr. Follmar, Mr. Hayes, 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. Follmar to approve the Consent Agenda. Seconded by Mr. Hayes.
Roll Call: Ayes: Mr. Follmar, Mr. Hayes, Mr. Werth, Mr. Medlock. Nays: none, motion passed.

5.1 Approval of Planning Board Meeting Minutes - 11/06/2023
Chair M. Roy called for action to approve the Consent Agenda.
A motion was made by Mr. Follmar to approve the Consent Agenda. Seconded by Mr. Hayes.
Roll Call: Ayes: Mr. Follmar, Mr. Hayes, Mr. Medlock, Mr. Werth. Nays: none, motion passed.

6 Ordinance on 1st reading/ Public Hearing

6.1 Ord. 1959 - Crosson Street Comprehensive Plan Amendment
Planning Administrator N. Schwendt reviewed the necessary information concerning the property on Cosson Street and presented Ordinance 1959 to the Planning Board.
Deputy City Clerk N. Peacock read Ordinance 1959 by title: ORDINANCE: 1959 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 COMMERCIAL (C) TO MIXED-USE (MU) ON APPROXIMATELY 8.04 ACRES, MORE OR LESS, IN SECTION 29, 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. There was a brief discussion

among the Board.
Chair M. Roy called for action.

A motion was made by Mr. Hayes to approve Ordinance 1959 for City Council approval. Seconded by Mr. Werth.
Roll Call: Ayes: Mr. Hayes, Mr. Werth, Mr. Medlock, Mr. Follmar. Ayes: none, motion passed.

6.2 Ord. 1960 - Crosson Street Rezoning

The City Attorney administered a swearing-in for the Ordinance.
Planning Administrator N. Schwendt reviewed the necessary information concerning the property and presented Ordinance 1960 to the Planning Board.
Deputy City Clerk N. Peacock read Ordinance 1960 by title: ORDINANCE: 1960 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE REZONING OF 8.04 ACRES, MORE OR LESS, OF REAL PROPERTY, LOCATED IN SECTION 29, TOWNSHIP 3 NORTH, RANGE 23 WEST, FROM THE COMMERCIAL HIGHINTENSITY DISTRICT (C-2) 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 was none.
A motion was made by Mr. Werth to approve Ordinance 1960 for Council approval. Seconded by Mr. Medlock.
Roll Call: Ayes: Mr. Werth, Mr. Medlock, Mr. Hayes, Mr. Follmar. Nays: none, motion passed.

6.3 Ord. 1961 - LDC Amendment

Planning Administrator N. Schwendt stated that it has been almost 18 months since the last overall update. Since the last update, staff has identified a handful of amendments that would be beneficial per the criteria mentioned previously.

Deputy City Clerk N. Peacock read Ordinance 1961 by title: ORDINANCE: 1961 AN ORDINANCE OF THE CITY OF CRESTVIEW, FLORIDA, PROVIDING FOR THE AMENDMENT OF PORTIONS OF CHAPTERS THREE, FIVE, SIX, SEVEN, EIGHT, AND NINE OF THE LAND DEVELOPMENT CODE; 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 and the Public. There were none.
Chair M. Roy called for action.
The motion was made by Mr. Follmar to approve Ordinance 1961 for City Council approval. Seconded by M. Hayes.
Roll Call: Ayes: Mr. Follmar, Mr. Hayes, Mr. Werth, Mr. Medlock. Nays: none, motion passed.

7 Ordinances

8 Final Plats and PUDS

9 Special Exceptions, Variances, Vacations and Appeals

10 Action Items

10.1 Preliminary Plat: Old Bethel Road Subdivision

Planning Administrator N. Schwendt stated that this subdivision is proposed just south of the city water tower on Old Bethel Road, north of the cemetery. With a connection to Old Bethel Road. The subdivision proposes 82 lots, which is within the allowed density provided by the zoning district and future land use designation. If any amendments are made to modify the layout herein proposed, the plat will come back through the Board and Council for approval.

Chair M. Roy asked for comment from the Board.

There was a brief discussion concerning sewer access in the subdivision.

Chair M. Roy asked for action by the Board.
A motion was made by Mr. Hayes to approve the Preliminary Plat for Old Bethel Road Subdivision for Council approval. Seconded by Mr. Medlock.
Roll Call: Ayes: Mr. Hayes, Mr. Medlock, Mr. Werth, Mr. Follmar. Nays: none, motion carried.

11 Comments from the Audience

12 Director Report

12.1 Director Update

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

Development Orders Issued: Eden Lake Subdivision - 184 lot subdivision located to the south of Highway 90 East, and
East of Victory Lane. Crosspoint Church Parking Lot - Expansion to the existing parking lot at Crosspoint Church,
including 34 new parking spaces across about 11,000 square feet.

Final Plats: No final plats have been approved or recorded since the last Planning and Development Board Meeting.

New Development Applications: Murphy Oil - Redevelopment of the old Hardee's restaurant into a 2,824-square-foot
convenience store and fueling station at the corner of S Ferdon Blvd. and Cracker Barrel Dr. Tractor Supply Expansion - Expansion of the existing Tractor Supply retail center on 4.42 acres at the corner of Highway 90 East and Coleman St. to include a 3,840 square foot greenhouse and drive-thru bay, an 11,200 square foot building for general commercial use,
and a 1,250-square-foot coffee shop with a drive-thru.

Miscellaneous: As mentioned at the previous meeting, we will have a Comprehensive Plan presentation and workshop at the January 2nd Planning and Development Board meeting. Additionally, in May of this year, the City adopted the Local Housing Assistance Plan (LHAP) to receive State Housing Initiatives Partnership (SHIP) funds to use to assist in the development/construction of affordable owner-occupied and rental housing. As part of this process, it is necessary for the City to form a committee to evaluate our current Land Development Regulation, Comprehensive Plan, and any policies and procedures to recommend any specific actions or initiatives to encourage or facilitate affordable housing. They may also recommend the inclusion of affordable housing incentives into the LHAP, which are spelled out in Florida Statutes § 420.9075. The statute allows for a member of the local planning agency to sit on that board. We expect that board to meet once or twice in the first quarter of 2024 to make the aforementioned recommendations. Staff is working to see if such meeting(s) can be conducted immediately prior to a Planning Board meeting as well, though that may not be possible. If any members of the Planning Board are interested in serving on that committee, please feel free to email us, and we will provide that information to the City Council, since they ultimately make the appointments to the committee. If you'd like any more information on the responsibilities of that committee, feel free to email us, and we can provide that information as well.

13 City Manager Comments

13. 1. City Manager Presentation - City Council Vision and Strategic Plan

14 Adjournment

Chair M. Roy adjourned the meeting at 6:28 p.m.

Minutes approved on 5th day of Feb 2024.

Approved:

Michael Roy

Chair M. Roy

Minutes submitted by:

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