PLANNING AND DEVELOPMENT BOARD
Regular Meeting
MINUTES
February 5, 2024
6:00 PM
COUNCIL CHAMBERS

1 Call to Order

Chair M. Roy called the Regular Meeting of the Crestview Planning Development Board to order at 6 p.m. Members present: Mr. Hayes, Mr. Gilbert, Mr. Follmar, and Mr. Medlock. Also present were Deputy City Clerk Natasha Peacock and staff members. Mr. Werth was 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. Hayes to approve the Agenda. Seconded by Mr. Frost.
Roll Call: Ayes: Mr. Hayes, Mr. Frost, Mr. Follmar, Mr. Gilbert. 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. Follmar, Mr. Gilbert, Mr. Frost, Mr. Roy. Nays: none, motion passed.

5.1 Approval of Planning Board Meeting Minutes- 01/02/2024

6 Ordinance on 1st reading/ Public Hearing

6.1 Ordinance 1962 Amending Board Terms and Regulations

Planning Administrator N. Schwendt reviewed the necessary information concerning the ordinance and presented Ordinance 1962 to the Board.
Deputy City Clerk N. Peacock read Ordinance 1962 by title: **AN ORDINANCE AMENDING PLANNING AND DEVELOPMENT BOARD TERM PROVISIONS AND REGULATIONS; PROVIDING FOR AMENDMENT OF SECTION 2-63 OF THE CODE OF ORDINANCES; PROVIDING FOR AMENDMENT OF SECTION 3.01.02 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 no comments made.

Chair M. Roy called for action.

A motion was made by Mr. Frost to approve Ordinance 1962 for City Council approval. Seconded by Mr. Hayes.
Roll Call: Ayes: Mr. Frost, Mr. Hayes, Mr. Follmar, Mr. Gilbert. Nays: none, motion passed.

7 Ordinances

8 Final Plats and PUDS

9 Special Exceptions, Variances, Vacations and Appeals

9.1 Variance – 544 Tikell Drive

The City Attorney conducted a swearing being that the variance is quasi-judicial. He then explained the quasi-judicial process to the Board.

Chair M. Roy stated that he did go visit the property.

City Attorney J. Holloway asked, even though he went to the physical location, would his action be based on the evidence presented in this hearing. Chair M. Roy answered yes.

Mr. Hayes stated that he went online and looked at the property.

Planning Administrator N. Schwendt presented the background information concerning the variance. The Land Development Code, Section 9.02.01, requires a variance through the Board of Adjustment to depart from the standards of the zoning district where unique characteristics of a parcel together with the imposition of the specific regulations of the zoning district result in a hardship. Bravo 4 Construction Services LLC, as agent for the property owner, has applied for a variance to reduce the front building setback from 25 feet to 19.7 feet, which would reduce the front setback by 5.3 feet. The property is located at 544 Tikell Drive, Parcel ID # 35-3N-24-0102-000B-0330. The future land use is Residential (R) and the zoning is Single-Family Medium-Density Dwelling District (R-2).

Planning Administrator Schwendt then reviewed the Land Development Code in relation to the requested variance.

Chair M. Roy asked for comment from the public.

The City Attorney swore in the Contractor, Mr. McVay of Bravo 4 Construction.

Mr. McVay of Bravo 4 Construction spoke in defense of approving the variance for 544 Tikell Drive.

Chair M. Roy closed the quasi-judicial hearing and asked for comment from the Board.

A discussion ensued relative to the information presented.

Chair M. Roy asked for action by the Board.

A motion made by Mr. Hayes to approve the variance. The motion dies due to lack of a second.

A motion made by Mr. Follmar to deny the variance. Seconded by Mr. Frost.
Roll Call: Ayes: Mr. Follmar, Mr. Frost. Nays: Mr. Hayes, Mr. Gilbert, Mr. Roy. The motion dies to lack of votes.

Chair M. Roy asked for action by the Board and passed the gavel to Mr. Follmar.
A motion of reconsideration was made by Mr. Roy to approve the denial the Variance for 544 Tikell Drive. Seconded by Mr. Hayes.
Roll Call: Ayes: Mr. Roy, Mr. Hayes, Mr. Follmar. Nays: Mr. Frost, Mr. Gilbert, motion to approve the denial passed.

<u>10</u> <u>Action Items</u>

10.1 Preliminary/Conceptual Plat – Garden Villas Townhomes
Planning Administrator N. Schwendt presented the Board with the information concerning the Garden Villas Townhomes.

Chair M. Roy asked for comment from the Board.

Chair M. Roy asked for action by the Board.
A motion was made by Mr. Hayes to Preliminary/Conceptual Plat- Garden Villas Townhomes. Seconded by Mr. Follmar.
Roll call: Ayes: Mr. Hayes, Mr. Follmar, Mr. Gilbert, Mr. Frost. Nays: none, motion passed.

10.2 Preliminary/Conceptual Plat - Brett Street Townhomes
Planning Administrator N. Schwendt presented the Board with the information concerning the Brett Street Townhomes.

Chair M. Roy asked for comment from the Board.

Chair M. Roy asked for action by the Board.
A motion was made by Mr. Hayes to Preliminary/Conceptual Plat-Brett Street Townhomes. Seconded by Mr. Frost.
Roll Call: Ayes: Mr. Hayes, Mr. Frost, Mr. Gilbert, Mr. Follmar. Nays: none, motion passed.

10.3 Preliminary/Conceptual Plat – Harrisburg Estates Phases 2-4
Planning Administrator N. Schwendt presented the Board with the information concerning Harrisburg Estates Phases 2-4.

Chair M. Roy asked for comment from the Board.

Chair M. Roy asked for action by the Board.
A motion was made by Mr. Follmar to Preliminary/Conceptual Plat for Harrisburg Estates Phases 2-4. Seconded by Mr. Hayes.
Roll Call: Ayes: Mr. Follmar, Mr. Hayes, Mr. Gilbert, Mr. Frost. Nays: none, motion passed.

City Attorney requested a five minute recess.

Chair M. Roy approved the request of a recess for five minutes. The Planning and Development Board meeting was in recess from 6:32 p.m. until Chair M. Roy reconvened the meeting 6:36 p.m.

11 Director Report

11.1 Director Update

Planning Administrator N. Schwendt updated the Board with the following information:
Development Orders Issued: 1/11/24 - Patriot Park - 94-unit townhouse-style apartments Planned Unit Development on the approximately 5.45 acre parcel bounded by E North Avenue, Medley Dr, Chavis Ave, and N Lloyd Street.

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

New Development Applications: Goodwill Crestview - New 21,500 square foot retail facility located on approximately 3 acres south of the Tom Thumb at the southwest corner of Highway 85 and PJ Adams Parkway.

Miscellaneous: As a follow-up to our discussion about the Affordable Housing Advisory Committee (AHAC), I was informed by our contact at the Florida Housing Finance Corporation that, due to the minimal amount of funds we receive, we only have to conduct one meeting of the AHAC for this cycle (3-years). I had spoken with some Board members regarding the length of the commitment, so I wanted to clarify that, though the term length is 3 years, only the meeting this year (prospectively the 3rd week of March) appears to be necessary. Feel free to reach out if you're interested in serving in that capacity.

12 Comments from the Audience

Chair M. Roy asked for audience comments.

There were no audience comments.

13 Adjournment

Chair M. Roy adjourned the meeting at 6:46 p.m.

Minutes approved on 4th day of March 2024.

Approved:

Michael Roy

Chair M. Roy

Minutes submitted by:

Natasha Peacock

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