



CITY of CRESTVIEW

PLANNING AND DEVELOPMENT BOARD

**PLANNING AND DEVELOPMENT BOARD
REGULAR MEETING AGENDA
APRIL 7, 2025
6:00 P.M.
COUNCIL CHAMBERS**

The Public is invited to view our meetings on the City of Crestview Live stream at <https://www.cityofcrestview.org> or the City of Crestview Facebook Page.

- 1 Call to Order**
- 2 Pledge of Allegiance**
- 3 Approve Agenda**
- 4 Public Opportunity to Speak on Agenda Items**
- 5 Consent Agenda**
 5. 1. Approval of the Planning & Development Board Minutes of February 3, 2024
- 6 Ordinance on 1st reading/ Public Hearing**
 6. 1. Ordinance 1991 – Setbacks on Unopened or Terminating Rights-of-way
- 7 Ordinances**
- 8 Final Plats and PUDS**
- 9 Special Exceptions, Variances, Vacations and Appeals**
- 10 Action Items**
 10. 1. Preliminary Plat: Freedom Walk Subdivision
- 11 Director Report**
 11. 1. Director's Report
- 12 Comments from the Audience**
- 13 Adjournment**

All meeting procedures are outlined in the Meeting Rules and Procedures brochure available outside the Chambers. Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities needing special accommodations, please contact Maryanne Girard, City Clerk at cityclerk@cityofcrestview.org or 850-628-1560 option 2 within 48 hours of the scheduled meeting.



Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: April 7, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 2/26/2025
SUBJECT: 1. Approval of the Planning & Development Board Minutes of February 3, 2024

BACKGROUND:

Draft minutes were distributed before the meeting.

DISCUSSION:

Action is required to approve the draft minutes.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Organizational Capacity, Effectiveness & Efficiency- To efficiently & effectively provide the highest quality of public services

Infrastructure- Satisfy current and future infrastructure needs

Communication- To engage, inform and educate public and staff

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Opportunity- Promote an environment that encourages economic and educational opportunity

Play- Expand recreational and entertainment activities within the City

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

N/A

RECOMMENDED ACTION

Staff respectfully requests a motion to approve the February 3, 2025 minutes.

Attachments

1. 02032025 Planning and Development Minutes Draft

**Planning and Development Board
Regular Meeting Minutes
February 3, 2025
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 were Vice Chair Mario Werth, Bryan Follmar, Larry Medlock, Joseph Warren, and alternate Robert Bounds. Also, present were Deputy City Clerk Natasha Peacock and staff members.

2 Pledge of Allegiance

Pledge of Allegiance was led by Chair M. Roy.

3 Approve Agenda

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

Motion by Mr. Follmar and seconded by Mr. Werth to approve the agenda. Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Larry Medlock, Joseph Warren. Nays: None. All ayes. Motion carried.

4 Public Opportunity to speak on Agenda items

5 Consent Agenda

5.1 Approval of the Planning & Development Board Minutes of December 2, 2024

Chair M. Roy called for action.

A motion was made by Board member Mr. Medlock and seconded by Mr. Werth to approve the consent agenda as presented. Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Larry Medlock, Joseph Warren. Nays: None. All ayes. Motion carried.

6 Ordinance on 1st reading/ Public Hearing

7 Ordinances

8 Final Plats and PUDS

8.1 Gold Crown Townhomes Preliminary Plat

Preliminary Plat-Gold Crown Townhomes

Mr. Nicholas Schwendt, Planning Administrator, informed the board of the background information for this preliminary plat. He stated that the Staff received the initial application for the Gold Crown Townhomes subdivision on September 11th, 2024. It has since gone through staff review, and all major comments have been addressed. The remaining minor comments will not affect the overall layout and scope proposed in the provided preliminary plat documents.

This subdivision is proposed to the south intersection of Cypress Avenue E and McCaskill Street. The subdivision proposes driveway connection to each of these roads. The subdivision proposes 9 lots across 0.49 acres, resulting in a gross density

of approximately 18.36 units per acre, which is allowable per the applicable zoning and future land use requirements, which allow for up-to 20 units per acre. 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 do affect the layout or scope proposed, it will be brought back for review.

Chair M. Roy asked for comments from the board and the public. There were no comments he then asked for action.

A motion by Mr. Follmar and seconded by Mr. Werth to approve the Gold Crown Townhomes Preliminary Plat. Roll Call: Ayes: Michael Roy, Mario Werth, Bryan Follmar, Larry Medlock, Joseph Warren. Nays: None. All ayes. Motion carried.

9 Special Exceptions, Variances, Vacations and Appeals

10 Action Items

11 Director Report

11.1 Director's Report

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

Development Orders Issued: 1/13/25 - Take 5 Oil - 1,708 square foot oil change facility and associated improvements located on approximately 0.51 acres, at the intersection of Third Avenue and N Ferdon Boulevard, south of the Southern Pipe development and food trucks.

1/14/25 -The Cottages - 232-unit multifamily development located on approximately 35 acres, west of Antioch Road, north of the Fox Valley Subdivision and west of the Foxwood Subdivision.

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

New Development Applications: 1/28/25 - Okaloosa County Tax Collector's Office - 20,209 square foot tax collector's office building and associated improvements located at 1448 Commerce Drive, west of the Chamber of Commerce and north of the Library.

Additional Developments in Review Trammel Creek Village - 258-unit multifamily residential housing development, comprised of rental townhouses and rental single-family apartments on approximately 35 acres located north of the Railroad tracks and south of our old sewer treatment plant on N Lloyd Street.

Spring Creek Court - 19-unit multifamily apartment development on approximately 1 acre, located west of the intersection of Bay Street and W Cobb Avenue.

Crestview Preserve Subdivision - 36-unit townhouse subdivision located on 8 acres at the current end of Medcrest Drive.

Autozone - Proposed Autozone on 1.20 acres located on Industrial Drive, north of the Hancock Whitney bank and generally across from the CCB Community Bank and McDonalds on north Highway 85.

Sycamore Court - 38 apartment units on 1.91 acres, located northeast of the intersection of W Bowers Avenue and Bay Street. This project is northwest of Vineyard Village, the City's affordable housing development project.

12 Comments from the Audience

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

13 Adjournment

Chair M. Roy adjourned this meeting at 6:05 p.m.

Minutes approved on _____ day of _____ 2025.

Approved:

Minutes submitted by:

Chair M. Roy

Natasha S. Peacock, Deputy City Clerk
Notice having been duly given



Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: April 7, 2025

TYPE OF AGENDA ITEM: PDB 1st Reading

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 4/2/2025
SUBJECT: 1. Ordinance 1991 – Setbacks on Unopened or Terminating Rights-of-way

BACKGROUND:

Staff continually evaluates the applicability and consistency of the Land Development Code with current development trends and needs. This update serves to make a handful of amendments to the Land Development Code pursuant to this ongoing evaluation.

DISCUSSION:

Staff has identified an ongoing hurdle for development on lots that lie adjacent to unopened rights-of-way that are not planned for future road use, or rights-of-way that terminate adjacent to a given property. Adherence to the current LDC standards would require a front setback along those rights-of-way.

Upon further examination, staff could not determine that requiring a larger front setback, versus a smaller side setback, provided any benefit or protection to adjacent properties in these particular situations.

The code amendment to Section 6.00.02 would allow properties that abut an unopened right-of-way, or that sit at the end of a right-of-way that terminates, would have a side setback from that right-of-way, rather than a front, so long as the structure is not constructed to face the unopened or terminating right-of-way.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Financial Sustainability- Achieve long term financial sustainability

Infrastructure- Satisfy current and future infrastructure needs

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Safety- Ensure the continuous safety of citizens and visitors

Mobility- Provide safe, efficient and accessible means for mobility

Community Culture- Develop a specific identity for Crestview

FINANCIAL IMPACT

There is no identified financial impact that would result from the passage of this ordinance.

RECOMMENDED ACTION

Staff respectfully requests approval of Ordinance 1991, and to send to City Council for first reading.

Attachments

None

ORDINANCE: 1991

AN ORDINANCE AMENDING SECTION 6.00.02 OF THE CITY OF CRESTVIEW 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.

BE IT ORDAINED BY THE CITY COUNCIL OF CRESTVIEW, FLORIDA AS FOLLOWS:

SECTION 1 – AUTHORITY. The authority for enactment of this ordinance is section 166.041, Florida Statutes, and the City of Crestview Land Development Code.

SECTION 2 – AMENDING SECTION 6.00.02 – Section 6.00.02 Is hereby amended as follows:

6.00.02 – Measurements

1. Lot Width and Lot Frontage.
 1. Lot width is the horizontal distance between side lot lines measured at the intersection of the front setback and the side lot lines.

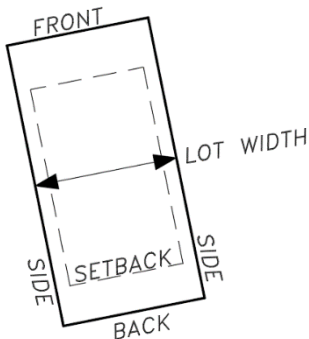


Figure 6.00.02 (A). Lot Width

2. Lot frontage is the property line affronting a right-of-way.
 1. Minimum lot frontage for residential zoned property shall be forty (40) feet, except for flag lots.
2. Setbacks and yards.
 1. Setbacks are measured as the shortest distance from the face of the exterior building wall to the property line. A yard is the space from the property line or right of way line to the vertical face of a building.
 2. The rear yard setback for any waterfront lot is measured to the mean high-water line.
 3. Eave overhangs of the primary structure shall meet the specifications and requirements of the current Florida Building Code.
 1. Eave overhangs of equal to or less than the limits of the Florida Building Code shall not be included as a main part of any building.
 2. No eave overhang shall be closer than three (3) feet from any property line.
 3. The City Building Official may provide additional requirements.

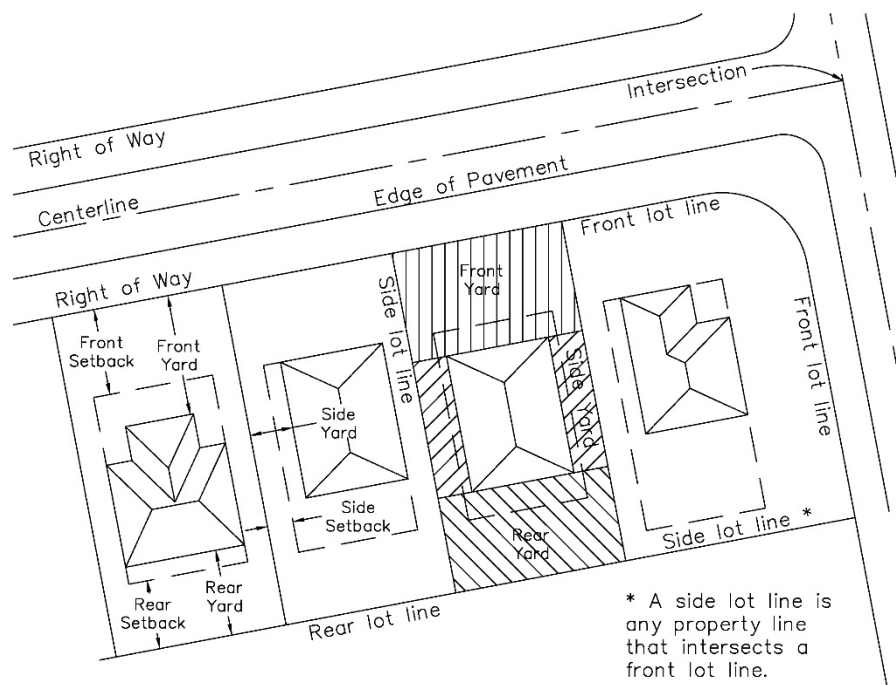


Figure 6.00.02 (B). Setbacks and Yards

3. Specific measurement requirements for flag lots.
 1. The design requirements for platting flag lots are set forth in Section 6.07.00(C).
 2. A flag lot is exempt from the frontage requirements set forth in this LDC, provided that the width of the pole or access portion of the lot is not less than twenty-five (25) feet.
 3. The maximum length of the pole portion of the lot, measured from the right-of-way to the end of the pole at the point of connection to the flag is 150 feet.
 4. The setbacks for a flag lot are measured for the flag portion of the lot, excluding the pole portion of the lot.
4. The impervious surface ratio is calculated by dividing the total of all impervious surfaces on the lot by the total lot area. Water bodies are impervious surfaces.
5. Building height
 1. Building height is measured from the top of the floor at the finished floor elevation to the eave of the highest habitable floor.
 2. Calculation of maximum building height shall not include the roof above the eave of the highest habitable floor.
 3. Calculation of maximum building heights shall not include water towers, utility facility, or appurtenances or attachments such as chimneys, elevator shafts, antennas, decorative architectural features, steeples, air conditioning equipment enclosures, cupolas, weather vanes, and other similar building features. All appurtenances or attachments which are exempt for purposes of calculating the maximum height shall not be habitable. In certain zoning districts, it may be necessary to calculate the height of a building from mean sea level in order to determine compatibility with the Eglin Air Force Base mission, in which case appurtenances shall also be considered.

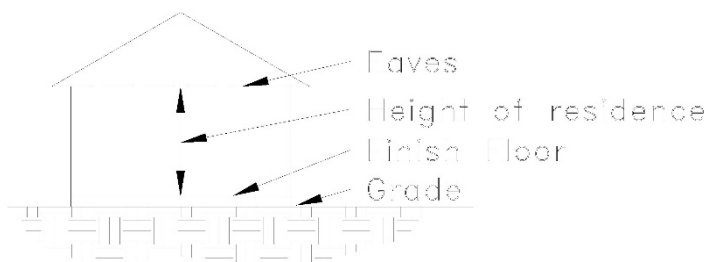


Figure 6.00.02 (E). Building Height

6. Setbacks for property abutting unopened or terminating rights-of-way.
 1. Applicability. The standards set forth in this section apply to properties abutting rights-of-way that are unopened, considering there are no plans to open such rights-of-way for public travel, and for properties abutting rights-of-way that terminate with no feasible or planned extension, and where no other properties exist nearer to the point of termination thereof.
 2. Front setback standards. For applicable properties, the front setback along such unopened or terminating right-of-way may be the same as the side setback according to the underlying zoning district. If such setback is utilized, the front of any primary structure, and primary access provided to such structure shall not be from the unopened or terminating right-of-way. Such setback standard shall also apply to any accessory structures placed on an applicable property subject to all other applicable standards contained in Chapter 7 of this Code.

SECTION 3 – SEVERABILITY. If any word, phrase, sentence, paragraph or provision of this ordinance or the application thereof to any person or circumstance is held invalid or unconstitutional, such finding shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application, and to this end the provisions of this ordinance are declared severable.

SECTION 4 – SCRIVENER’S ERRORS. The correction of typographical errors which do not affect the intent of this Ordinance may be authorized by the City Manager or the City Manager’s designee, without public hearing, by filing a corrected or re-codified copy with the City Clerk.

SECTION 5 – ORDINANCE TO BE LIBERALLY CONSTRUED. This Ordinance shall be liberally construed in order to effectively carry out the purposes hereof which are deemed not to adversely affect public health, safety, or welfare.

SECTION 6 – REPEAL OF CONFLICTING ORDINANCES. Ordinances, or parts of ordinances or portions thereof of the City of Crestview, in conflict with the provisions of this Ordinance are hereby repealed to the extent of such conflict.

SECTION 7 – EFFECTIVE DATE. This Ordinance shall take effect immediately upon its adoption.

Passed and adopted by the City Council of Crestview, Florida on the 28th day of April, 2025.

ATTEST:

Maryanne Girard
City Clerk

Approved by me this 28th day of April, 2025.

J. B. Whitten
Mayor



Staff Report

PLANNING AND DEVELOPMENT

BOARD MEETING DATE: April 7, 2025

TYPE OF AGENDA ITEM: Action Item

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 4/2/2025
SUBJECT: 1. Preliminary Plat: Freedom Walk Subdivision

BACKGROUND:

Staff received the initial application for the Freedom Walk subdivision on October 10th, 2024. 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.

DISCUSSION:

This subdivision is proposed off of Old Bethel Road, to the east of Normandy Road and to the west of Jones Road. The subdivision proposes two connections to Old Bethel Road, two connections to Jones Road and two connections to Normandy Road.

The project is split into 3 phases, with 133 lots in phase 1, 276 lots in phase 2 and 66 lots in phase 3. The phasing schedule provided expects a construction timeline from 2026 until approximately 2030. This phasing plan and timeline are consistent with our programmed utility improvements in this area. The total number of lots for the development is 474, which results in a gross density of approximately 3.03 units per acre, which is allowable per the applicable zoning and future land use requirements.

Any minor comments that are outstanding at this time are not expected to affect the layout or scope proposed in the preliminary plat document. Should there be any changes to this document that do affect the layout or scope proposed, it will be brought back for review.

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Quality of Life- these areas focus on the overall experience when provided by the city.

Community Character- Promote desirable growth with a hometown atmosphere

Opportunity- Promote an environment that encourages economic and educational opportunity

FINANCIAL IMPACT

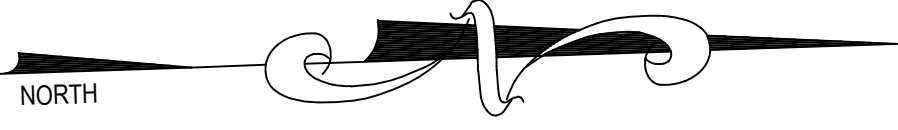
Approval of the preliminary plat will lead to the development of a subdivision that will have a positive future impact, including: impact fees, building permit fees and utility usage fees.

RECOMMENDED ACTION

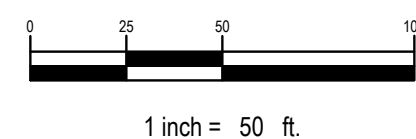
Staff respectfully requests a motion to approve the Freedom Walk Subdivision preliminary plat.

Attachments

1. Freedom Walk Preliminary Plat



GRAPHIC SCALE



LEGEND

- DENOTES HOA MAINTAINED DRAINAGE EASEMENT
 - PROPOSED UTILITY EASEMENT
 - CITY OF CRESTVIEW UTILITY EASEMENT
 - PROPOSED WETLAND BUFFER
 - BUILDING SETBACK
- U.E. = UTILITY EASEMENT (CITY OF CRESTVIEW)
D.E. = DRAINAGE EASEMENT (HOA MAINTAINED)
- F.S.B.=FRONT BUILDING SETBACK
S.S.B.=SIDE BUILDING SETBACK
R.S.B.=REAR BUILDING SETBACK

GRANT-MOULTON PROPERTIES LLC
PARCEL ID: 05-3N-23-000-0012-0000
OR 3263 PG 3500

NORMANDY ROAD

WHITE BENJAMIN T C SR
PARCEL ID: 05-3N-23-000-0012-0000
OR 3263 PG 2987



Moore Bass Consulting, Inc.

- Civil Engineering
- Land Surveying
- Development Consulting
- Landscape Architecture
- Environmental Permitting

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TALLAHASSEE • ATLANTA

805 North Gadsden Street
Tallahassee, FL 32303
850.222.5678

PROJECT NAME
FREEDOM WALK
CLIENT NAME
HOLIDAY BUILDERS, INC
2293 W. EAU GALLE BOULEVARD
MELBOURNE, FL 32935

NO.	DATE	DESCRIPTION

T3369.0001-PLAT

DATE 2025.03.19

CONTRACT # T3369.0001

DRAWN BY MBC

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805 N. GADSDEN STREET
TALLAHASSEE, FL 32303
CERTIFICATE OF AUTHORIZATION NO. 00061618
SEAL
Ben B. Hood
State of Florida, Professional Engineer,
License No. 69167

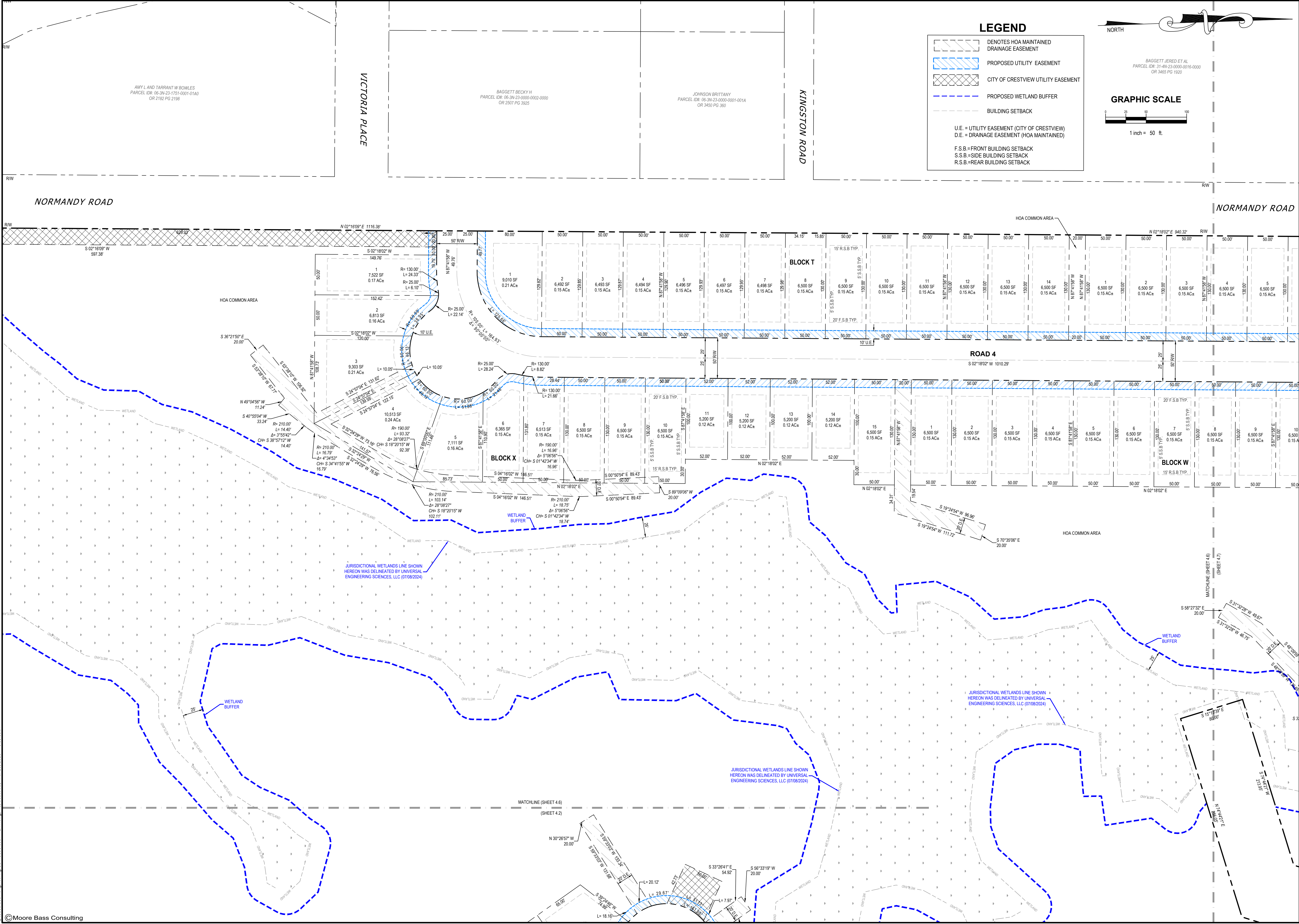
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SHEET TITLE

PRELIMINARY PLAT

SHEET

4.5



LEGEND

- DENOTES HOA MAINTAINED DRAINAGE EASEMENT
- PROPOSED UTILITY EASEMENT
- CITY OF CRESTVIEW UTILITY EASEMENT
- PROPOSED WETLAND BUFFER
- BUILDING SETBACK

U.E. = UTILITY EASEMENT (CITY OF CRESTVIEW)
 D.E. = DRAINAGE EASEMENT (HOA MAINTAINED)

F.S.B.=FRONT BUILDING SETBACK
 S.S.B.=SIDE BUILDING SETBACK
 R.S.B.=REAR BUILDING SETBACK

NORTH

BAGGETT JERED ET AL
 PARCEL ID# 06-3N-23-0000-0016-0000
 OR 3465 PG 1920

GRAPHIC SCALE

1 inch = 50 ft.

MB

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- Environmental Permitting

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 Tallahassee, FL 32303
 850.222.5678

PROJECT NAME

CLIENT NAME

FREEDOM WALK

HOLIDAY BUILDERS, INC
 2293 W. EAU GALLE BOULEVARD
 MELBOURNE, FL 32935

REVISIONS	DATE	DESCRIPTION

T3369.0001-PLAT

DATE 2025.03.19

CONTRACT # T3369.0001

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805 N. GADSDEN STREET
 TALLAHASSEE, FL 32303
 CERTIFICATE OF AUTHORIZATION NO. 00006193

SEAL

Ben B. Hood
 State of Florida, Professional Engineer,
 License No. 69167

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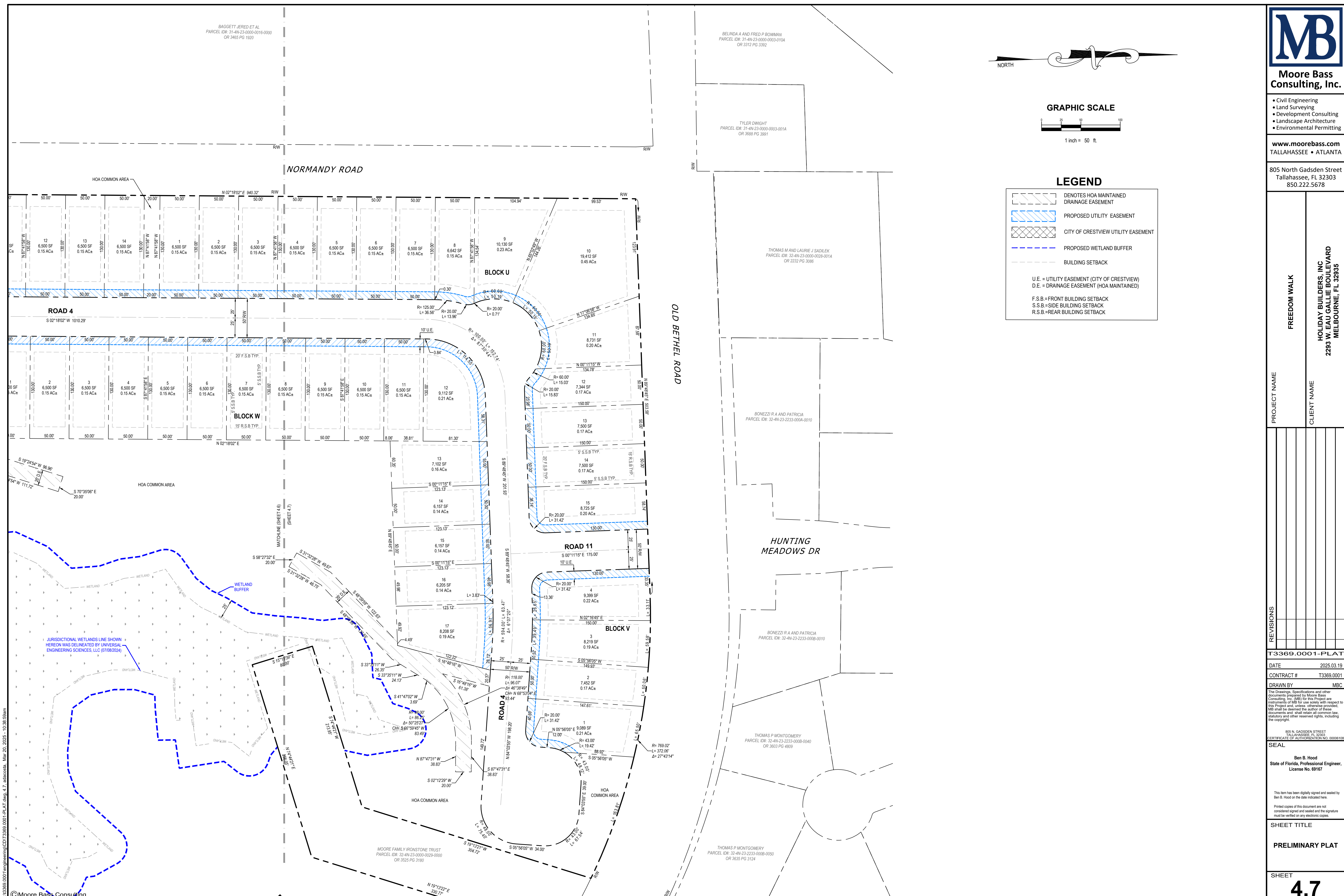
SHEET TITLE

PRELIMINARY PLAT

SHEET

4.6

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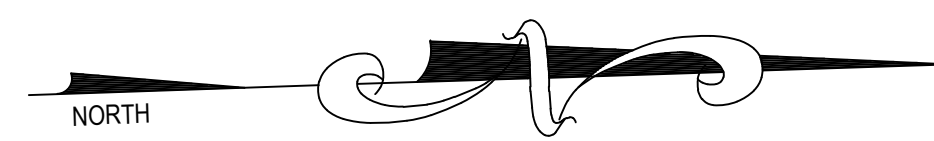


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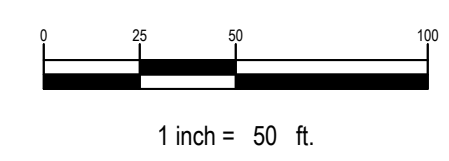
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- Land Surveying
- Development Consulting
- Landscape Architecture
- Environmental Permitting

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Tallahassee, FL 32303
850.222.5678



GRAPHIC SCALE



LEGEND

- DENOTES HOA MAINTAINED DRAINAGE EASEMENT
 - PROPOSED UTILITY EASEMENT
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- F.S.B. = FRONT BUILDING SETBACK
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R.S.B. = REAR BUILDING SETBACK

PROJECT NAME	FREEDOM WALK
CLIENT NAME	HOLIDAY BUILDERS, INC 2293 W. EAU GALLE BOULEVARD MELBOURNE, FL 32935

NO.	DATE	DESCRIPTION

T3369.0001-PLAT

DATE 2025.03.19

CONTRACT # T3369.0001

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TALLAHASSEE, FL 32303
CERTIFICATE OF AUTHORIZATION NO. 00006193

SEAL
Ben B. Hood
State of Florida, Professional Engineer,
License No. 69167

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SHEET TITLE

PRELIMINARY PLAT

SHEET

4.7

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Staff Report

PLANNING AND DEVELOPMENT
BOARD MEETING DATE: April 7, 2025
TYPE OF AGENDA ITEM: Presentation

TO: Planning and Development Board
CC: City Manager and City Attorney
FROM: Community Development Services
DATE: 2/27/2025
SUBJECT: 1. Director's Report

BACKGROUND:

This is a presentation of development activities that have occurred since the last Director's Update.

DISCUSSION:

Development Orders Issued:	No development orders have been issued since the previous Planning and Development Board meeting.
Final Plats:	No final plats have been approved or recorded since the last Planning and Development Board Meeting.
New Development Applications:	Longview Estates Subdivision - 15 lot subdivision located on approximately 3.25 acres at 669 Long Drive, north of E First Ave.
Additional Developments in Review	<p>Freedom Walk Subdivision - 475 lot subdivision development located on 156 acres located on Old Bethel Road.</p> <p>Walmart Neighborhood Market - 43,603 square foot grocery store, 18,800 square feet of retail space, a fueling station and 2 outparcels located north-east of the intersection of Industrial Dr. and Richburg Ln.</p> <p>Candlewood Suites - 84-room hotel located on approximately 2.68 acres south of Cracker Barrel Dr.</p> <p>Okaloosa County Tax Collector's Office - 20,209 square foot tax collector's office building and associated improvements located at 1448 Commerce Drive, west of the Chamber of</p>

	<p>Commerce and north of the Library.</p> <p>Spring Creek Court - 19-unit multifamily apartment development on approximately 1 acre, located west of the intersection of Bay Street and W Cobb Avenue.</p> <p>Sycamore Court - 38 apartment units on 1.91 acres, located northeast of the intersection of W Bowers Avenue and Bay Street. This project is northwest of Vineyard Village, the City's affordable housing development project.</p>

GOALS & OBJECTIVES

This item is consistent with the goals in A New View Strategic Plan 2020 as follows;

Foundational- these are the areas of focus that make up the necessary foundation of a successful local government.

Communication- To engage, inform and educate public and staff

FINANCIAL IMPACT

This item is informational in nature.

RECOMMENDED ACTION

No action required.

Attachments

None