

**FREEPORT PLANNING &  
DEVELOPMENT REVIEW BOARD  
March 7, 2018 Meeting Minutes**

**I. Meeting Called to Order**

The meeting was called to order at 7:00 pm in Council Chambers of Freeport City Hall by Chair Gary Adams.

Board Members Present: Ricky Fannin, Gary Adams (Chair), Steve Thomas, John Konopacki (Vice-Chair).

Staff Present: Board Attorney Clay Adkinson, Planning Director Latilda Hughes-Neel, Planning Technician Elizabeth McCombs.

**II. Invocation / Pledge of Allegiance**

The invocation was given by Hughes-Neel, followed by the Pledge of Allegiance to the American Flag.

**III. Approval of December 6, 2017 Regular Meeting Minutes**

Board Action: Konopacki motioned to accept the December 6, 2017 PDRB Regular Meeting Minutes as presented. Fannin seconded the motion. All ayes; motion carried.

**IV. Introduction: Elizabeth McCombs, Planning Technician**

**V. Language to be added to PDRB Agenda as Code of Conduct**

Action Item: The following language is suggested by Chair Gary Adams to be placed as a footnote on all PDRB agendas and correspondence:

“CODE OF CONDUCT

The Planning & Development Review Board pledges to consider the following in all decisions:

- 1) Is it legal and allowable under federal, state and local laws?
- 2) Is it in accordance with the Freeport Comprehensive Plan?
- 3) Does it meet the requirements of the Freeport Land Development Code?”

Board Action: Konopacki motioned to approve the Code of Conduct language as presented. Thomas seconded the motion. All ayes; motion carried.

**VI. Discussion Item: Definition of “Development”**

Hughes Neel presented the current Land Development Code definition of “Development/Development Activity” for discussion. Hughes-Neel expressed that an addition qualification needed to be added regarding residential development; 3 or more residential units on any parcel of record. Hughes-Neel also discussed issues involving family divisions of property as inheritance and family compounds/farms. Hughes-Neel touched on defining “immediate family” and possible solutions to multiple residential units on family compounds/farms.

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**VII. 2017 Development Annual Report**

Hughes-Neel presented the 2017 Annual Development Report. Hughes-Neel reported that the current population of the City is 3,420.

- A. 2017 New Registered Businesses: 17. New Jobs: 224
- B. New Approved Developments: 10
  - 1. Residential units: 421
  - 2. Non-Residential: 39,307 square feet
- C. Developments under Review: 9
  - 1. Residential: 108 single-family
  - 2. Non-residential: 71,165 square feet

**VIII. Planning & Zoning Updates**

Hughes-Neel presented updates on on-going Planning & Zoning projects:

- A. Comprehensive Plan Updates – Stormwater Management
- B. Land Development Code Updates
- C. Safe Routes to Schools Grant Application for 331 Business
- D. Workforce Housing Joint Workshop on 3/13 1-4 FCC
- E. Medical Marijuana Treatment Centers LDC Update
- F. Sewer-Water Impact Study Recommendation by Staff at 3/13 FCC

**IX. Public Comment/none**

**X. Adjournment**

Chair Adams called for a motion to adjourn. Konopacki motioned to adjourn. Fannin seconded the motion. The meeting adjourned at 7:47 pm.