

**FREEPORT PLANNING & DEVELOPMENT REVIEW BOARD**  
**APRIL 18, 2018 MEETING MINUTES**

I. Meeting Called to Order

The April 18, 2018 Planning & Development Review Regular Meeting was called to order at 7:00 pm in the Council Chambers of Freeport City Hall. This meeting was continued from the April 4, 2018 original meeting date due to the lack of a quorum for April 4.

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

Staff present: Clay Adkinson/Board Attorney, Latilda Hughes-Neel/Planning Director, Elizabeth McCombs/Planning Technician and Bill Menadier/City Engineer.

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 March 7, 2018 Regular Meeting Minutes

Chair Adams called for a motion regarding the March 7, 2018 meeting minutes. Konopacki motioned to approve the minutes as presented. Thomas seconded the motion. All ayes; motion carried.

IV. City of Freeport Comprehensive Plan Amendment LSA 2018-001/Stormwater

This item was presented by Bill Menadier. Menadier explained that the stormwater standards contained in the Comprehensive Plan and the Land Development Code are outdated and needed to be consistent with current standards.

Konopacki motioned to recommend approval of the Comprehensive Plan Amendment as presented. Thomas seconded the motion. All ayes; motion carried.

V. City of Freeport Land Development Code Amendment

A. Stormwater

This item was presented by Menadier

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**B. Landscaping**

This item was presented by Hughes-Neel. This is a clarification that in instances where there is a safety concern or interference with utility lines above or below ground, the Planning Director can authorize removal on a case by case basis.

**C. Development Definition**

This item was presented by Hughes-Neel. Hughes-Neel suggested that 3 or more residential units on any parcel of record constitute development.

The Board also requested that Hughes-Neel place the parking aisle requirement shown in the 331 Corridor standards as a general requirement in the LDC.

Thomas motioned to approve with the specified revisions. Konopacki seconded the motion. All ayes; motion carried.

**VI. Discussion: 331 North Corridor Standards Draft**

This item was presented by Hughes-Neel for discussion.

- Applicable Area
- Development Designation/Procedure
- Service Road/Parking Lot Connectivity Requirements
- Transit Stops
- Parking
- Landscaping
- Multimodal paths
- Signage
- Utilities
- Prohibition of Vending Operations
- Prohibition of Yard Sales

The items still being developed/under construction:

- Multi-modal Design Standards
- Outdoor Storage/Display
- Lighting

**VII. Planning & Zoning Updates**

Hughes-Neel discussed the previous week's City Council meeting. Hughes-Neel reported the directive from the City Council requesting an explanation from the

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Planning & Development Review Board as to why they needed a Code of Conduct in addition to their stated purpose and charge. Hughes-Neel distributed copies of the oath Planning Board members accept when they are sworn, the language from the Land Development Code regarding the function of the Planning & Development Review Board and language from Chapter 163 Florida Statutes regarding the function of the Local Planning Agency.

The Board discussed this item. Chair Adams asked each board member to discuss the issue with the Councilperson that appointed them and invited them to speak in support of the proposed Code of Conduct at a regular council meeting.

VIII. Public Comment

Chair Adams called for comments from the public. There were none.

IX. Adjournment

Chair Adams called for a motion to adjourn. Konopacki motioned to adjourn. Fannin seconded. The meeting adjourned at 8:50 pm.