



**FREEPORT PLANNING &
DEVELOPMENT REVIEW BOARD**
September 7, 2022 Special Meeting Minutes
6:00 pm Freeport Council Chambers

I. Meeting Called to Order at 6:00 by City Attorney Clay Adkinson.

Board members present were Kevin Louthain,, Racyne Digges, and Uriah Matthews. Steve Thomas, and Michael Gilley were not in attendance.

Attending the meeting were Staff to include Senior Planner Samantha Graves, Planner 1 Summer Ammirata-Mall, City Manager Mark Martin, City Clerk Kathie Gatewood, and City Attorney Clay Adkinson (attending by telephone).

II. Swearing in of New Member

City Clerk Kathie Gatewood administered the Oath of Office to new member Uriah Matthews.

III. Election of New Chair

City Attorney Adkinson asked the Board members present for nominations for a new Chair. Member Louthain asked the length of term; the term is for one year.

Kevin Louthain nominated himself as Chair; Racyne Diggs seconded the nomination. The Board members present voted unanimously to accept the nomination.

IV. Election of New Vice-Chair

The Board members present agreed to table the election of a new Vice-Chair until the next regular meeting.

V. Sunshine Law Refresher

Attorney Adkinson reviewed the requirements of the Sunshine Law for the members present. He added that if they have any questions they should contact him for clarification.

VI. Meeting Minutes to be approved

a. 07/06/2022 Regular Meeting Minutes

Racyne Digges made a motion to approve the minutes and Uriah Matthews seconded. The minutes were approved by a unanimous vote.



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VII. Pedestrian Master Plan

Summer Ammirata-Mall gave a brief presentation of the Pedestrian Master Plan project that the Planning Department is currently working on. The plan is in the initial stages.

Member Digges suggested in addition to polling the citizens at local stores for their input it would be beneficial to include information in the monthly water bills that are mailed out. She then asked if this would incorporate just City roads or also County roads. Summer responded that the scope of the plan is still being drafted but should include all roads within City limits. Racyne pointed out that the plan should address maintenance of the pedestrian paths, because the City does not have its own Road Maintenance Department. She added that the planners needed to be mindful of the timeline; it will be an extended process.

Member Matthews asked if the City's sales tax referendum funds would be kept within the City. Attorney Adkinson advised that the City's portion would only be about 2 million dollars; in February the City Council discussed an interlocal agreement with the County to enable better leveraging of these funds.

Uriah gave an example of the area on SR20 between the intersection of US 331 Business and West Bay Loop Rd. This area is confusing – should pedestrians cross at the light at 331 or at West Bay Loop Rd.? Summer responded that hopefully this plan will clarify issues such as this, giving clearly marked avenues for pedestrian traffic.

VIII. Adjournment

There being no further discussion, Chairman Louthain adjourned the meeting at 6:47 pm.

Minutes prepared by Samantha Graves and adopted by the Freeport Planning & Development Review Board on _____.

Chairman Louthain

Attest:

Kathie Gatewood, City Clerk