



**FREEPORT PLANNING &
DEVELOPMENT REVIEW BOARD**

February 1, 2023, Regular Meeting Minutes
6:00 pm Walton County Board Chambers, Freeport

I. Meeting Called to Order

Meeting was called to order at 6:00 pm by Chairman Kevin Louthain

Board Members present were Sam Sabella, Lisa Robertson and Kevin Louthain. Manny Vital, new appointee was also present. Member Steve Thomas was not in attendance.

Attending the meeting were Staff to include Planning Director Latilda Hughes-Neel, Senior Planner Samantha Graves, City Engineer Alex Rouchaleau, Parks and Recreation Director Travis Digges, and Construction Inspector Joe Robertson.

II. Swearing in of New Member Manny Vital

Planning Director Latilda Hughes-Neel administered the Oath of Office to new member Manny Vital.

III. Sunshine Law Refresher

Director Hughes-Neel informed the Members that City Attorney Clay Adkinson was unable to be present, but that he would like Board Member Vital to contact him to schedule an individual appointment to review the basic elements of the Sunshine Law.

IV. Meeting Minutes to be Approved

a. 12/07/2022 Regular Meeting Minutes

Board Member Robertson made a motion to approve the minutes and Board Member Sabella seconded. The minutes were approved by a unanimous vote.

V. Infrastructure Updates



City Engineer Rouchaleau presented an update of the Infrastructure Updates currently underway in the City. *The update summary is attached to and hereby incorporated in these minutes.*

Alex added that the City is also extending a utility force main East on Highway 20 for the Quail Run development, located just East of Windswept.

The Board Members thanked Engineer Rouchaleau for the information. Alex invited them to contact him if they wanted any more information on any of the projects.

VI. Parks and Recreation Updates

Director Travis Digges presented an update on recent accomplishments for the Parks and Recreation Department, projects currently underway, and upcoming events. *The update summary is attached to and hereby incorporated in these minutes.*

Director Neel commended the Parks Department on the excellent condition of the City's facilities and pointed out that Freeport's sports parks are the best in the State of Florida. The Board Members thanked Travis for the update, and for his department's hard work.

VII. Introduction of New Employee

Latilda introduced the new Construction Inspector Joe Robertson. She gave the Board members a brief summary of his experience and responsibilities.

Director Hughes-Neel told the members that based on the number of residential water connections within the City, the current population is approximately 12,500 people. In the unincorporated area there are approximately 20,000 – 23,000 people. The focus of Planning is to make sure that everyone's quality of life is maintained as the City grows.

VIII. Adjournment

There being no further discussion, Chairman Louthain adjourned the meeting at 6:28pm.



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

Kevin Louthain, Chair

Attest:

Kathie Gatewood, City Clerk