

**FREEPORT PLANNING &
DEVELOPMENT REVIEW BOARD**
October 2, 2019 Regular Meeting Minutes

I. Meeting Called to Order

The meeting was called to order at 6:02 pm in Council Chambers of Freeport City Hall.

Board members present: Ricky Fannin, Kasey Cuchens, John Konopacki (Chair), Steve Thomas (Vice-Chair) and Michael Gilley.

Staff present: Clay Adkinson/Board Attorney, Latilda Neel/Planning Director, Brooke Jackson/Planning Technician, and Alex Rouchaleau/City Engineer.

II. Invocation / Pledge of Allegiance

The Invocation was given by Neel, followed by the Pledge of Allegiance to the American Flag.

III. Meeting Minutes Read/Approved

A. August 7, 2019 PDRB Regular Meeting Minutes

Board Discussion: none

Public Comment: none

Board Action: Cuchens motioned to approve the minutes as presented. Thomas seconded the motion. All ayes; motion carried.

B. August 20, 2019 PDRB Special Meeting Minutes

Board Discussion: none

Public Comment: none

Board Action: Cuchens motioned to approve the minutes as presented. Thomas seconded the motion. All ayes; motion carried.

C. August 28, 2019 Workshop Minutes

Board Discussion: none

Public Comment: none

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Board Action: Cuchens motioned to approve the minutes as presented.
Thomas seconded the motion. All ayes; motion carried.

Attorney Adkinson requested that the Board take up Verandas out of order.

IV. Verandas Phase II development

Attorney Adkinson addressed the Board. Adkinson advised the Board that the City was notified by a property owner within Phase I of Verandas that several property owners were not notified. Staff has verified that the property changed hands through sales information, but the owners shown on the Property Appraiser website are the previous owners. Since the City has been made aware of the discrepancy the developer has researched and several units within Phase 1 have been sold since the initial notification. Adkinson advised the Board that the Verandas Phase II development needed to be continued to a new meeting so that the property owners who are new owners as 10/02/2019 can be notified per city procedures.

Board Discussion: none.

Public Comment:

- Jennifer Mims asked for clarification regarding the re-notification, which was provided by Attorney Adkinson.

Board Action: Cuchens motioned to continue the Verandas Phase II development to a new meeting so owners not previously noticed can be notified. Fannin seconded the motion. All ayes; motion carried.

Board Action: Fannin motioned to hold a Special Meeting to hear the Verandas Phase II development proposal on Tuesday, October 22, 2019 at 6:00 pm. Thomas seconded the motion. All ayes motion carried.

V. Young Re-Zoning Request

Project Summary:

Parcel Number: 14-1S-19-23000-013-0020
Acreage: 26.64
Location: N side of Hwy 20 E at city boundary
Owner: Young & Son c/o LaVerne Young
Agent: Jamie Eubanks/Jenkins Engineering

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Current Future Land Use: Urban Development
Current Zoning: R-2 (Medium Density Residential) and RC (Residential Commercial)
Proposed Zoning: L-1 (Light Industrial)

Planning Director Neel addressed the Board. A code violation action was filed against Mr. Young for a suspected borrow pit. The investigation of the site determined that Mr. Young was using the property to store vehicles and materials (lay-down yard) and that he had been doing so for many years. In order to clear the code violation and develop an office for his vehicle fleet storage and lay-down yard, Mr. Young is requesting that the zoning on his property be changed to Light Industrial, which is a zoning category allowed under the Urban Development Future Land Use designation. With the proper zoning and an approved development plan that provides buffering from the adjacent properties, the property can be brought into compliance.

Agent/Engineer Jamie Eubanks addressed the Board regarding the proposal.

Board Discussion: none

Public Comment: none

Board Action: Cuchens motioned to recommend approval as presented. Thomas seconded the motion; all ayes, motion carried.

VI. Land Development Code Text Amendments

Planning Director Neel addressed the Board. The Board discussed the workshop which was held August the 28th and the views of the business community which were represented at that meeting.

A. Signage

1. LDC Section 5.06.03 Prohibited Signage: Single Pole or Monopole Signs

Board Discussion: none.

Board Action: Cuchens motioned to reject the proposed language pertaining to single-pole/monopole signage listed in Item VI.A.1. Thomas seconded the motion.

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Public Comment:

- Jennifer Mims thanked the Board.

Board Vote: All ayes; motion carried.

2. Appendix H -331 N Corridor /XI. Signage: Monument Signs Required
3. Appendix I – 331 S Corridor/VIII. Signage: Monument Signs Required
4. Monument Sign Definition

Board Discussion: none.

Board Action: Cuchens motioned to reject the proposed language pertaining to monument signs in Items VI.A.2-4. Thomas seconded the motion.

Public Comment:

- Chase Barfield thanked the Board.

Board Vote: All ayes; motion carried.

5. Community Directory Signs (FMA)

Board Discussion: none.

Public Comment:

- Chase Barfield addressed the Board as representative of the Freeport Merchants Association.

Board Action: Fannin motioned to recommend approval to create language for community directory signs as proposed. Thomas seconded the motion. All ayes; motion carried.

B. Clad Metal Buildings

1. Appendix H – 331 N Corridor/XVII. Metal Buildings Clad
2. Appendix I – 331 S Corridor/XVII. Metal Buildings Clad

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Board Discussion: none.

Board Action: Thomas motioned to reject the proposed language pertaining the clad metal buildings in Items VI.B.1-2. Gilley seconded the motion.

Public Comment: none.

Board Vote: All ayes; motion carried.

C. First Floor Elevation Definition

Board Discussion: none.

Board Action: Gilley motioned to recommend approval of the proposed definition. Fannin seconded the motion.

Public Comment:

- Curtis Smith asked about the form to be used for exceptions. Neel clarified that a form like Okaloosa County's would be used.

Board Vote: All ayes; motion carried.

VII. Staff Updates

Alex Rouchaleau updated the Board on the following:

- Bay Loop Sewer Improvements
- Force Main Project for Water
- Phase I Wastewater/SRF
- Phase I Water Improvements /SRF
- Developers Agreement/Easements for 331 North for Sewer Main

Latilda Neel updated the Board on the following:

- FDOT Beautification Grant
- Barrier Free Phase I funded in 2019-2020 Budget
- Barrier Free Park Phase II – FRDAP Grant Application in 2019
- Funding sought for new 4000sf Community Center behind City Hall

VIII. Public Comments

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Chase Barfield thanked the Planning & Development Review Board for holding the workshop on LDC changes and listening to the Freeport business owners.

IX. Adjournment

Chair Konopacki called for a motion to adjourn. Thomas motioned to adjourn. Gilley seconded the motion. The meeting adjourned at 6:39 pm.