



**FREEPORT PLANNING &
DEVELOPMENT REVIEW BOARD**
May 18th, 2022 Special Meeting Minutes
6:00 pm Freeport Council Chambers

I. Meeting Called to Order at 6:00 by Chairman John Konopacki.

Board members present were Chairman John Konopacki, Kevin Louthain, Racyne Digges, and Steve Thomas.

Attending the meeting were Staff to include Planning Director Latilda Hughes-Neel, Planning Technician Samantha Graves, Planning Intern Summer Ammirata-Mall, City Attorney Clay Adkinson, and City Engineer Alex Rouchaleau.

Planning Director Neel led the Invocation and Pledge of Allegiance.

II. Meeting Minutes to be approved

a. 5/4/2022 Regular Meeting Minutes

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

III. Freeport Shipyard (Marina) – Major Development

Latilda Hughes-Neel reviewed the details of the proposed development. She told the Board that the project is compliant with the Land Development Code and has completed technical review. She informed the members that the offsite sewer and water improvements that are necessary for the development will be submitted as a separate, Less-Than-Minor, development and must be completed prior to construction of this project.

Neill O'Connell, Project Engineer, and Daniel Cole, Developer offered to answer any questions from the Planning Board members. Neill told the Board that the existing building will be replaced by an 80,000ft dry storage facility. There will also be 2(ea) 115ft x 40ft Plunge Pools, and an additional 700ft of dock. Chairman Konopacki asked if they would be servicing and maintaining vessels as well as storing them; Mr. Cole replied that at this time only dry storage services would be offered.

Kevin Louthain asked if the Developer had any plans for overflow parking, as the number of storage spots is much higher than the proposed number of parking spaces. Neill stated that Daniel plans to pave Grant Street, allowing for overflow parking on the side of the road. Daniel added that all the spots will not be leased immediately. If it becomes an issue in the future, he has a two-acre property on North Street where he could offer parking with a shuttle to the Marina. Director Neel said as the business becomes more successful, they will come back and request approval for further improvements. Racyne Digges said that she foresees



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parking issues at the City boat ramp and along the side of Shipyard Road. Mr. Cole added that the City boat ramp is not near the Marina location; he does not feel people would park so far away.

Attorney Adkinson suggested to the Board that they could set a condition of approval to the development that no parking would be allowed on Shipyard Road or at the City boat ramp. This condition would allow the project to move forward but would prevent parking on City streets and would remain a condition even if the development is sold at a future date.

Kevin Louthain made a motion to approve the proposal with the condition that no parking is allowed on City streets or at the City boat ramp; the motion was seconded by Racyne Digges and approved unanimously.

IV. Freeport LDC – Proposed Revisions

Director Neel presented the updated LDC revisions to the Board members. She explained that updates have been made based on the feedback received at the last regular meeting. Latilda then went through the changes.

Neel told the members that the Table of Impervious Surface ratios has been revised so that the ratios are graduating based on the intensity of the use. The table has also been made more detailed to add clarity.

Director Neel stated that the language regarding short-term rentals has been removed. Attorney Adkinson will be updating the Board on some current legislation in this regard at the next regular meeting on June 1, 2022.

The table in 5.01.02 regarding required access points has been revised to change the minimum requirement to non-residential > 200 parking spaces must have 2 accesses. Engineer Rouchaleau pointed out that in the case of County or State roadways, the County or State will have final jurisdiction on the number of accesses allowed. The Fire Code language has also been added.

The non-residential parking requirements (Table 5-2) were adjusted to add categories that are becoming more common. The categories of shopping centers and commerce parks have been changed based on comments at the last meeting to reflect \leq 40% Restaurant in Shopping Centers and \leq 40% Retail in Commerce Parks.

Latilda thanked Planning Intern Summer Ammirata-Mall again for the improved illustrations of the Plant Keys and Buffers in the Landscaping section of Article 5. The minimum DBH of



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Street trees has been reduced from 3” to 2”. Neel explained that this is due to the large jump in expense and difficulty of installation that occurs between 2” and 3”. She said that there are additions to the acceptable plant lists in order to provide more variety, and that developers and contractors may submit alternatives for consideration.

Next Latilda presented the proposed changes to the Landscape section of the code. She pointed out the color illustrations that have been created by Planning Intern Summer Ammirata-Mall; they are much easier to see and understand.

This completed the Planning & Zoning proposed revisions. There are no changes to the Technical Standards revisions that were presented at the last meeting. Engineer Rouchaleau reviewed the previously presented changes.

There being no questions, Director Hughes-Neel said that hopefully the majority of concerns have been addressed.

Steve Thomas made a motion to recommend that the City Council move forward with the changes as presented. The motion was seconded by Kevin Louthain and approved by a unanimous vote.

Director Hughes-Neel thanked the Board for holding a special meeting. She reminded them that the next meeting will be June 1, 2022. She reviewed the agenda items that have been submitted to date and said there may be additions. Latilda then updated the members on the technological updates currently being made in the Planning department. She told them that the meeting packets can now be sent as a Dropbox link in order to prevent the large file-size rejection that some of the members are currently experiencing.

There being no further discussion, Kevin Louthain made a motion to adjourn, and Racyne Digges seconded the motion. The meeting was adjourned at 6:36 pm.

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



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Chairman Konapacki

Attest:

Kathie Gatewood, City Clerk