



**FREEPORT PLANNING &
DEVELOPMENT REVIEW BOARD**

October 4th, 2023, Regular Meeting Minutes
6:00 pm, City Council Chambers, Freeport City Hall

I. Meeting Called to Order at 6:00pm by Chairman Louthain.

Board Members in Attendance were Kevin Louthain, Chairman, Steve Thomas, and Lisa Robinson. Not in attendance was Manny Vital.

City employees in attendance were Senior Planner Samantha Graves, Planning Coordinator Marge Gay, and Planning Interns Kelsea Roberts and Justus Pace.

City Attorney Clay Adkinson could not be in attendance. The swearing in of new members and Sunshine Law refresher was postponed until the next meeting.

II. Swearing in of New Members - postponed

III. Sunshine Law Refresher - postponed

IV. Meeting Minutes to be Approved

a. 09/13/2023 Regular Meeting Minutes (TAB 1)

Board Member Lisa Robertson made a motion to accept the minutes as presented, seconded by Member Steve Thomas. The minutes were approved by unanimous vote.

V. Owl's Head Farms North PDP (TAB 2)

Senior Planner Samantha Graves addressed the board. She provided information regarding the project overall, including clarification for some of the variances being requested.

Steve Thomas had questions regarding the setback variance to 5'. Samantha explained that it was in line with the setbacks in the existing PDPs in the Owl's Head overall project.

Jim Martelli, project engineer and Shelton Stone representing the developer were in attendance. Samantha Graves introduced Jim Martelli to present the project details. Jim Martelli presented the project and explained the location and design of the Owl's Head Farms North PDP.

Chairman Kevin Louthain asked for clarification of the recreation area variance request to spread the required recreation area across both this PDP and the adjacent Owl's Head Farms PDP.

Jim Martelli explained that the required recreation acreage would still be met, but

spread across the entire area, instead of all being contained within the new project area. Steve Thomas commented that he liked the idea of spreading the recreation out across a bigger area.

Citizen Heather Ray-Hurst inquired about the variance asking for an exception to the C-1 requirement of commercial square footage as the first floor of any apartment building. Engineer Martelli explained that with commercial square footage being provided elsewhere, they were requesting a variance to not provide commercial square footage on the first floor of the multifamily structures.

Board member Steve Thomas made a motion to recommend approval of the project to the Freeport City Council. Member Lisa Robertson seconded the motion. All were in favor and the motion passed unanimously.

Senior Planner Samantha Graves introduced new Planning & Zoning staff members Justus Pace and Kelsea Roberts.

VI. Adjournment

Member Steve Thomas made a motion to adjourn the meeting which was seconded by Member Lisa Robertson. The meeting was adjourned at 6:22pm.

Minutes prepared by Marge Gay and Kelsea Roberts and adopted by the Freeport Planning & Development Review Board on _____.

Kevin Louthain, Chair

Attest:

Kathie Gatewood, City Clerk