

1350 Baldwin Avenue
Post Office Box 685
DeFuniak Springs, FL 32435



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www.defuniaksprings.net

**PLANNING BOARD
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
MONDAY, OCTOBER 7, 2024
5:30 PM**

- 1. CALL TO ORDER**
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - A. August 5, 2024
- 5. NEW BUSINESS**
 - A. 2025-SSA-01, Noah Laird's request to amend the FLUM for property located at the southwest intersection of S. 25th Street and Van Buren Ave
 - B. 2025-RZ-01, Noah Laird's request to amend the Zoning Map for property located at the southwest intersection of S. 25th Street and Van Buren Ave
 - C. 2024-SP-10, The Arbours at Emerald Springs preliminary plan
 - D. Review of the 2025 Planning Board Calander
- 6. PLANNING DIRECTOR UPDATE**
- 7. CITIZEN COMMENTS**
- 8. ADJOURNMENT**

Florida Statute 286.0105. Notices of meetings and hearings must advise that a record is required to appeal. Each board, commission, or agency of this state or of any political subdivision thereof shall include in the notice of any meeting or hearing, if notice of the meeting or hearing is required, of such board, commission, or agency, conspicuously on such notice, the advice that, if a person decides to appeal any decision made by the board, agency, or commission with respect to any matter considered at such meeting or hearing, he or she will need a record of the proceedings, and that, for such purpose, he or she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The requirements of this section do not apply to the notice provided in s. 200.065(3). In accordance with Section 286.26, F.S., persons with disabilities may contact the City Clerk at cityclerk@defuniaksprings.net or 850-892-8500 ext. 1103.

**DeFuniak Springs Planning Board
Regular Meeting Minutes
City Council Chambers
August 5, 2024**

1. Call of Order

Vice Chair Graham Campbell-Work called the meeting to order at 5:30 pm.

2. Invocation and Pledge of Allegiance

3. Roll Call

Present: Graham Campbell-Work, Vice-Chair, Kevin Shepherd, Jack Rhodes, LaKisha Brinson, Mark Bird, Tyrone King.

Absent: Brooke Hoke.

Also, present City Attorney Clay Adkinson, Mayor Bob Campbell, Planning Director Chris Wallace, and City Clerk Rafael Ali.

4. Approval of the Planning Board minutes from June 3, 2024

A motion was made to approve the minutes with the requested update by Mr. Rhodes and seconded by Mrs. Brinson; the motion passed without objection.

Mr. Adkinson swore in staff and the public for the quasi-judicial proceedings.

5. New Business

A. 2024-SSA-08, Michael McCormick, on behalf of Imprimis LLC's, request for a Small-Scale Amendment to the Future Land Use Map (FLUM) from MDR to Commercial for property located at the SW corner of Walton Rd and Highway 83 N

Mr. Wallace presented the case on 2024-SSA-08. He stated that the property was previously zoned for commercial use but has recently been designated for residential use.

Mr. Wallace explained that due to the topography, they had to reduce the size of the residential development, which has allowed for more space for commercial development at the corner. He requested a motion for this proposal.

A motion was made to approve 2024-SSA-08 by Mr. Rhodes and seconded by Mrs. Brinson; the motion passed without objection.

B. 2024-RZ-07, Michael McCormick, on behalf of Imprimis LLC's, request to amend the Zoning Map from R-2, Multi-Family Residential to C-2 Commercial for property located at the SW corner of Walton Rd and Highway 83 N

A motion was made to approve 2024- RZ-07 by Mrs. Brinson and seconded by Mr. king; the motion passed without objection.

C. 2024-LDC-01, The City of Defuniak Springs request for a text amendment creating a new Downtown Business District

Mr. Wallace stated that the intent of this proposal is to extend traditional development downtown. He emphasized that this would allow the downtown area to maintain a consistent look and believes it will be a positive change.

Mr. Rhodes asked if the district had been established. Mr. Wallace confirmed that the district has been included in the comprehensive plan but has not yet been added to the Land Development Code.

Mr. Rhodes requested clarification on the uses allowed without review. Mr. Wallace explained that these are essential uses permitted by right but noted that construction plans will still undergo review.

Mr. Rhodes expressed concern that someone working on a project might misinterpret this to mean that their project does not require review.

Mr. Adkinson agreed with Mr. Rhodes's concerns, stating that the wording is consistent with the zoning language used throughout the city. He believes the code is clear, although not user-friendly, and noted that this would be an insertion rather than an amendment.

Mr. Rhodes added that this is very similar to concepts in land planning in South Walton. He supports the purpose and intent of the proposal but cautioned that some issues may arise during the public hearing at the City Council level.

A motion was made to approve 2024-LDC-01 by Mr. Shepherd and seconded by Mrs. Brunson; the motion passed without objection.

D. 2024-SSA-09, The City of Defuniak Springs request for a Small-Scale Amendment to the Future Land Use Map (FLUM) from Medium-Density Residential, Institutional, and Commercial to a Downtown Business Designation.

Mr. Wallace presented on 2024-SSA-09. He stated that 200 letters were sent out to business owners in the affected areas. Mr. Wallace mentioned that property owners will not need to make improvements and will be grandfathered in. He noted that most properties between Baldwin and Sloth are already zoned commercial, and this change adds value by allowing for residential use.

Mr. Rhodes asked if the adoption of this proposal would render the properties legally non-conforming. Mr. Adkinson confirmed that some structures are already conforming. Mr. Rhodes then inquired about the current language in the development code that defines non-conforming uses or structures.

Mr. Adkinson stated that a section addressing that exists in the code.

Mr. Wallace explained that conforming structures are allowed to be expanded, provided that the expansion does not exceed a certain percentage.

Mr. Adkinson clarified that there are non-conforming lots, non-conforming uses of land, and non-conforming structures, noting a 50% threshold for structures.

Mr. Rhodes asked whether non-conformity is tied to the land or the owner. Mr. Adkinson responded that it depends on which of the three types is being discussed. He stated that non-conforming use runs with the land, as long as there is not a six-month operational break.

A motion was made to approve 2024-SSA-09 by Mr. Rhodes and seconded by Mr. Bird; the motion passed without objection.

E. 2024-RZ-08, The City of Defuniak Springs request for a rezoning from R-2, Multi-Family Residential, C-1, Commercial, C-2, Commercial, and Institutional to Downtown Business

A motion was made to approve 2024-RZ-08 by Mr. Rhodes and seconded by Mrs. Brunson; the motion passed without objection.

F. Review of the Final Plan for the Alden Springs Subdivision located on Walton Rd.

Mr. Wallace presented the Final Plan for the Alden Springs Subdivision located on Walton Rd.

A motion was made to approve the Alden Springs Subdivision by Mr. Rhodes and seconded by Mrs. Burnson; the motion passed without objection.

G. Review of the Preliminary Plan for the 1st and Main Subdivision

Mr. Wallace presented the Preliminary Plan for the 1st and Main Subdivision. He stated that they are proposing to divide the property into five separate usable lots. Mr. Wallace explained that since this involves more than two lots, it requires both planning and City Council approval.

A motion was made to approve Alden Springs Subdivision by Mr. Rhodes and seconded by Mr. Shepherd; the motion passed without objection.

6. Public Hearing

A. 2024-SA-03, The First Baptist Church request for Special Approval to utilize a structure for office space in a R-1, Single-Family Residential district located at 255 Le Conte Street 7.

Mr. Wallace presented on 2024-SA-03. He stated that since this is an R1 district, a church use is allowed with special approval.

Sharon Rene mentioned that the property is located on 11th Street. She expressed her desire to expand the city limits.

Mrs. Rene voiced concerns that houses are being converted into churches, which do not pay taxes, despite the existing housing shortage. She asked whether the CRA funds would be eliminated if someone bought the house and made improvements.

Mr. Adkinson responded that this would only happen if there is no increase in taxable value.

Mrs. Rene inquired if the church would have to pay taxes. Mr. Adkinson answered that it depends on how the church is set up. She also asked if churches would be eligible for CRA funding. Mr. Adkinson stated that eligibility would depend on whether they qualify for the grants offered by the CRA. Mrs. Rene expressed concerns about the change in usage of houses in the historic district. Mrs. Rhodes asked where her residence was located. Mrs. Rene replied that it is right under the water tower on Live Oak.

A motion was made to approve 2024-SA-03 by Mr. Rhodes and seconded by Mr. Shepherd; the motion passed without objection.

7. Planning Director update

Mr. Wallace provided an update during his planning director meeting. He stated that Tractor Supply is aiming to open by July 2024.

Mr. Wallace mentioned that Wendy's is set to begin construction soon. He also noted that the Sun Stop at Bay Springs is not yet open for operation.

Mr. Wallace reported that Cefco is making significant progress on their project. He shared that he received a plan for a free-standing emergency room on Friday.

Additionally, he stated that the Heather Lane townhomes have been approved by the City Council.

Finally, Mr. Wallace mentioned that there were two tortoises on the property that need to be removed.

Mr. Rhodes asked if Mr. Wallace could provide a memorandum similar to the church presentation for each agenda item.

Mr. Wallace responded affirmatively.

Mr. Rhodes inquired about any progress on the request for a joint workshop with the City Council and the Planning Board.

Mr. Wallace stated that he has spoken with the City Manager, who indicated that the joint workshop could take place after the budget is adopted.

Mrs. Wennerberg asked if there had been a first open house for the rezoning.

Mr. Wallace replied that this was the first time it had been brought up in the meeting.

Mrs. Wennerberg expressed concern that the average person might struggle to understand some of the agricultural language used.

Mr. Wallace stated that he intends to develop a pamphlet to clarify many of those issues.

Mr. Rhodes noted that the same process being adopted tonight is similar to the scenic corridor rules that were established in 1998, 1999, and 2000, which set the tone for the streets. He emphasized the need for developers to have clarity about the parameters within which they operate.

Mr. Rhodes also stated that it is essential to gather as much public and stakeholder input into the plan as possible. He mentioned that he is not against this proposal, as it has the potential to increase development.

Mr. Rhodes indicated that this may involve a design and review board.

Mrs. Wennerberg asked about the process for selecting a dark teal color.

Mr. Wallace answered that, at a minimum, color samples would need to be provided for what is being proposed. He added that the process would be very similar to the Certificate of Appropriateness (COA) process.

Mrs. Wennerberg expressed concern about not wanting to create more red tape for business owners.

Mr. Rhodes stated that the approval process should run concurrently with the development order process.

Mrs. Wennerberg asked if this was only for new construction.

Mr. Wallace responded that it would be very similar to the Certificate of Appropriateness process.

Bruce Butts thanked the committee for their work.

8. Citizen comments

9. Adjournment

The meeting was adjourned at 6:25 PM.

Approved:

Graham Campbell-Work, Chair

ATTEST:

Rafael Ali, City Clerk

Proper notice having been duly given.

DRAFT

City of DeFuniak Springs
1350 Baldwin Avenue
DeFuniak Springs, FL
32433



M-E-M-O-R-A-N-D-U-M

TO: City of DeFuniak Springs Planning Board

FROM: Chris Wallace, Planning Director

RE: 2025-SSA-01 & 2025-RZ-01, Noah Laird's request to amend the FLUM and amend the Zoning Map for property located at the southwest intersection of S. 25th Street and Van Buren Ave

DATE: September 30, 2024

(Planning Board meeting on Monday, October 7, 2022, 5:30 p.m.)

PART A. GENERAL INFORMATION

1. Applicant/Owner :
Noah Laird
192 Senterfitt Rd.
DeFuniak Springs, FL 32435
2. Requested Action: Noah Laird is requesting a Small-Scale Amendment to amend the Future Land Use Map (FLUM) from Low Density Residential to Medium Density Residential. He is also requesting a rezoning from R-1, Single Family Residential to R-2, Medium Density Residential. The subject property is located at the southwest intersection of S. 25th Street and Van Buren Ave (parcel # 25-3N-19-19070-001-8488) and is approximately 13,000sq² in size.
3. Number of Notices Sent to Property Owners within 500 feet: There will be 46 notices sent to property owners located within 500 feet of the subject property.
4. Existing Zoning: The subject property is currently zoned R-1, Single Family Residential as is the adjoining property to the south, north and west. Property to the east across South 25th Street is zoned R-2, Multi-Family Residential. Please refer to Exhibit A – Existing Zoning.

5. Existing Future Land Use Map: The subject property is currently designated on the FLUM as Low Density Residential as is the adjoining property to the south, north and west. Property to the east across South 25th Street is designated Medium Density Residential. Please Refer to Exhibit B - Future Land Use Map.
6. Existing Land Use: The subject property is currently vacant. There is a single-family home to the south.

PART B: LAND DEVELOPMENT CODE EXCERPTS

Sec. 18-44. - "R-2" Multiple family residential district.

(a) Uses allowed without review.

- (1) Any allowed use without review in R-1.
- (2) Two-family or multifamily dwellings.
- (3) Doctor's or dentist's office.
- (4) Nursery schools.
- (5) Accessory uses to those above not involving the conduct of any business, trade or occupation.

(b) Use exceptions allowed upon special approval.

- (1) Any use allowed by special approval in R-1.
- (2) Bed and breakfast establishments.
- (3) Hospitals, clinics, sanitariums, convalescent homes, nursing homes.
- (4) Orphanages, institutions for the aged, indigent or inform, but not including mental cases.
- (5) Rooming houses.
- (6) Nursery schools.
- (7) Professional offices.

(c) Prohibited uses. All other uses.

(d) Requirements.

Maximum density. The maximum number of dwelling units allowed per gross acre in the multiple family residential district shall be sixteen (16) dwelling units so long as all other provisions of this code are satisfied. The maximum density for other uses in the multiple family residential district shall be a floor area ratio of 1.0 so long as all other provisions of this code are satisfied.

PART C. ANALYSIS

The subject property is located at the intersection on John Baldwin Rd just north of the recently developed Pinehurst Subdivision. The parcel is approximately 13,000sq².

Future development of the property should not have an adverse impact on the surrounding properties due to the size of the property, the maxim density would be 4 dwelling units. The owner is requesting the R-2 zoning in order to develop the property with a four-unit apartment complex. A full site plan will be required for this type of development that shows parking, stormwater detention and landscaping. A preliminary plan will be presented to the Planning Board as part of the process along with a more detailed final plan if the Planning Board approves the preliminary plan. The City Council will review this map amendment and rezoning request, and take action to approve or deny the request, prior to any of those actions taking place.

Exhibit A- Existing Zoning

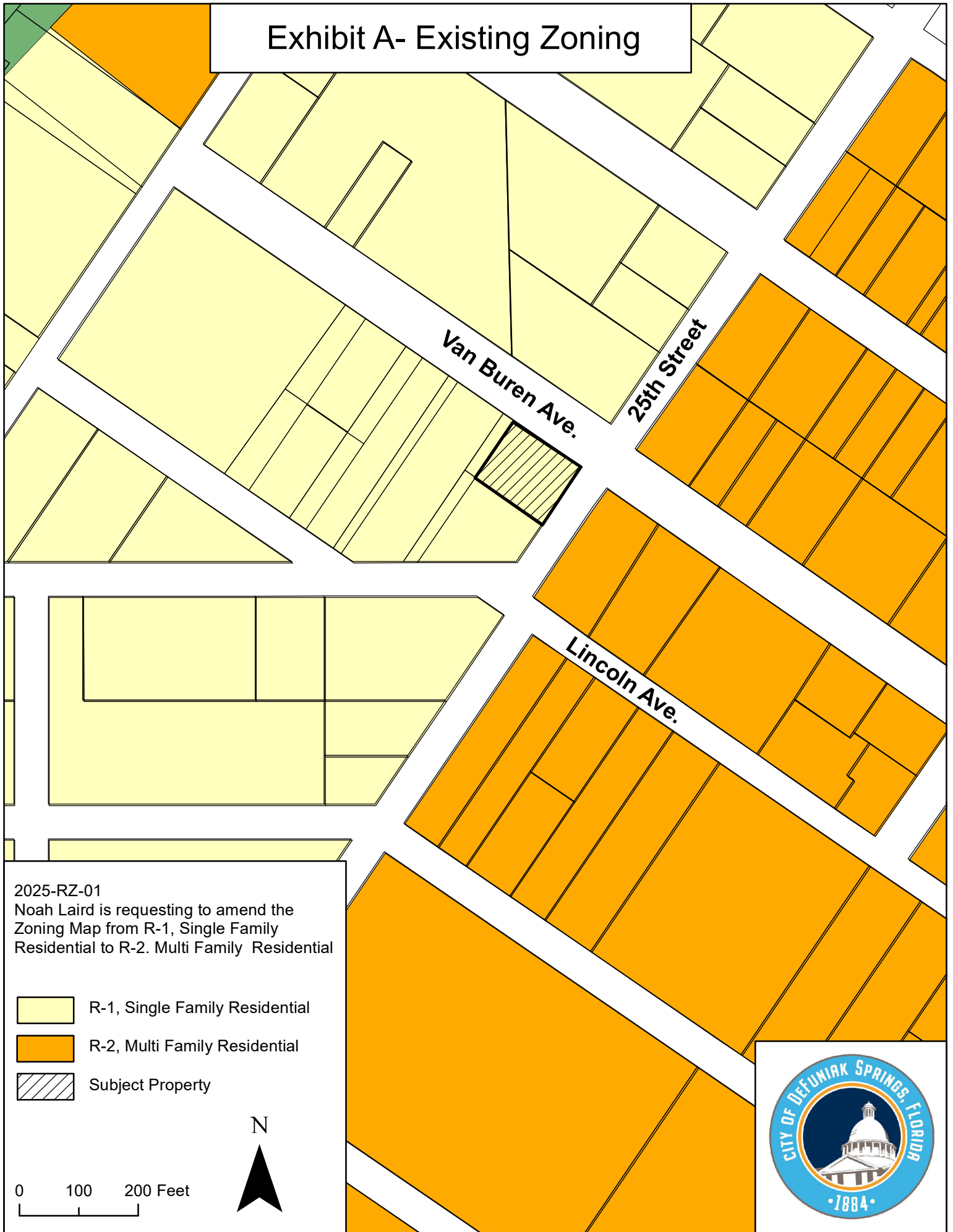
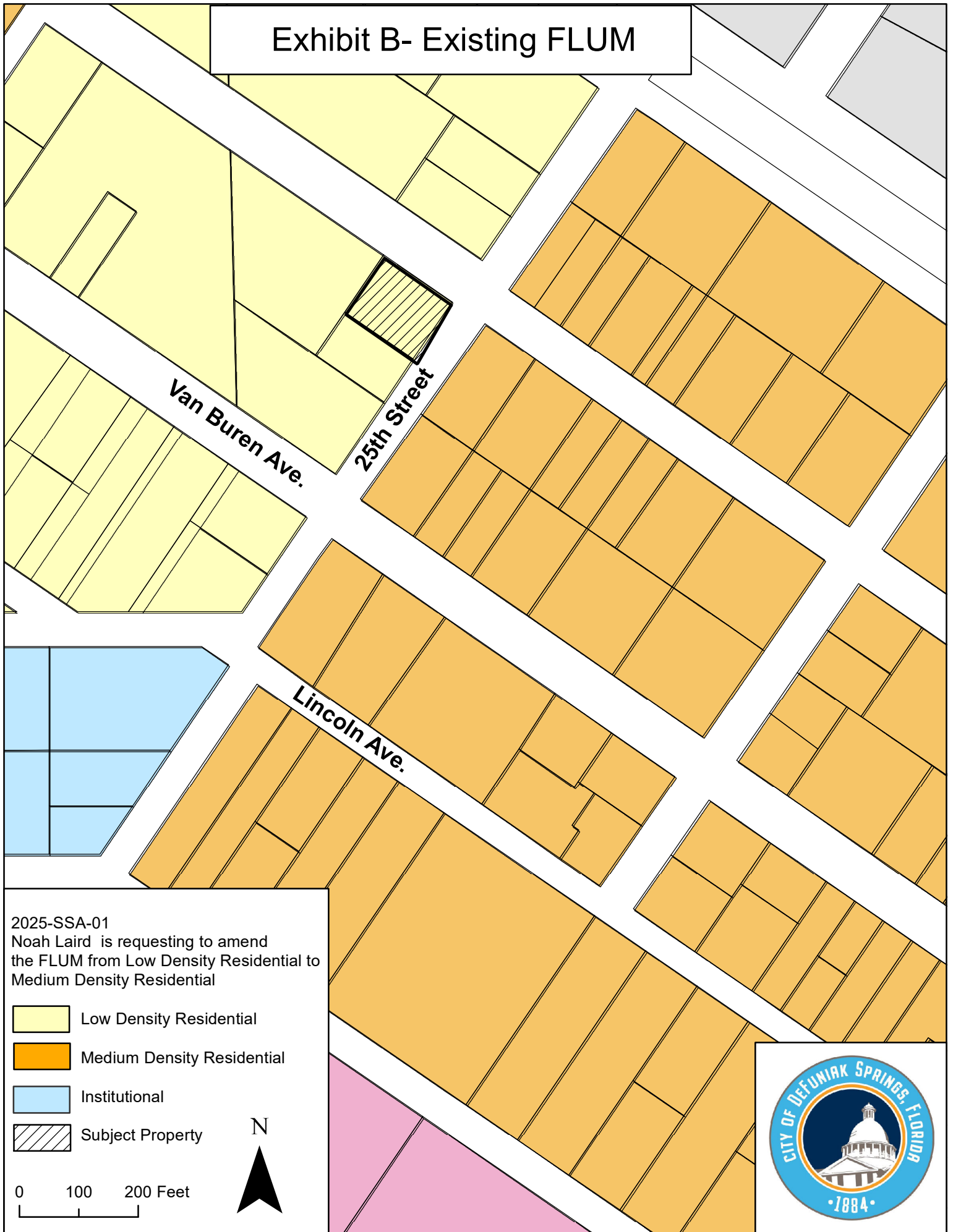


Exhibit B- Existing FLUM



City of DeFuniak Springs
1350 Baldwin Avenue
DeFuniak Springs, FL
32433



M-E-M-O-R-A-N-D-U-M

TO: City of DeFuniak Springs Planning Board

FROM: Chris Wallace, Planning Director

RE: 2025-SSA-01 & 2025-RZ-01, Noah Laird's request to amend the FLUM and amend the Zoning Map for property located at the southwest intersection of S. 25th Street and Van Buren Ave

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Exhibit A- Existing Zoning

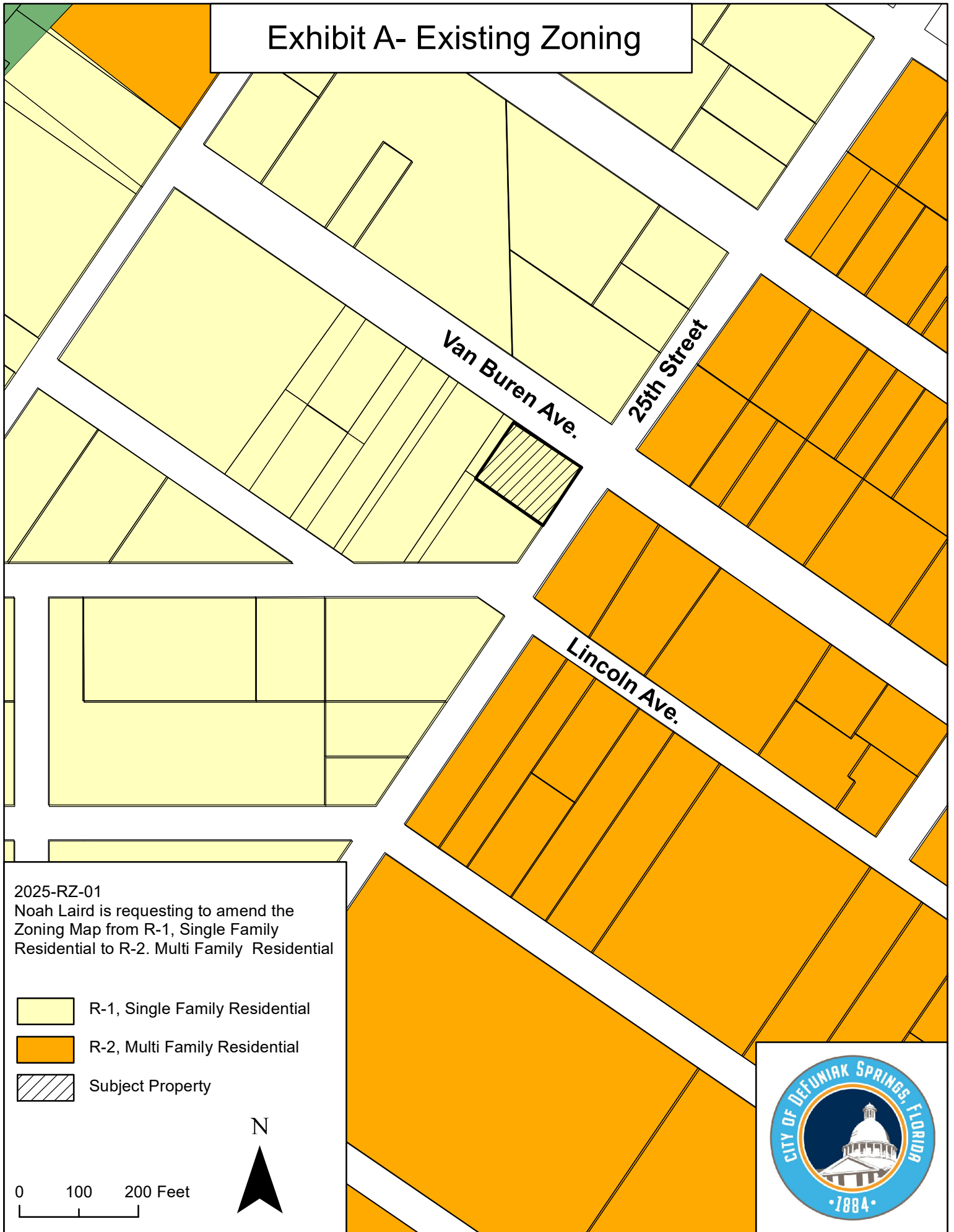
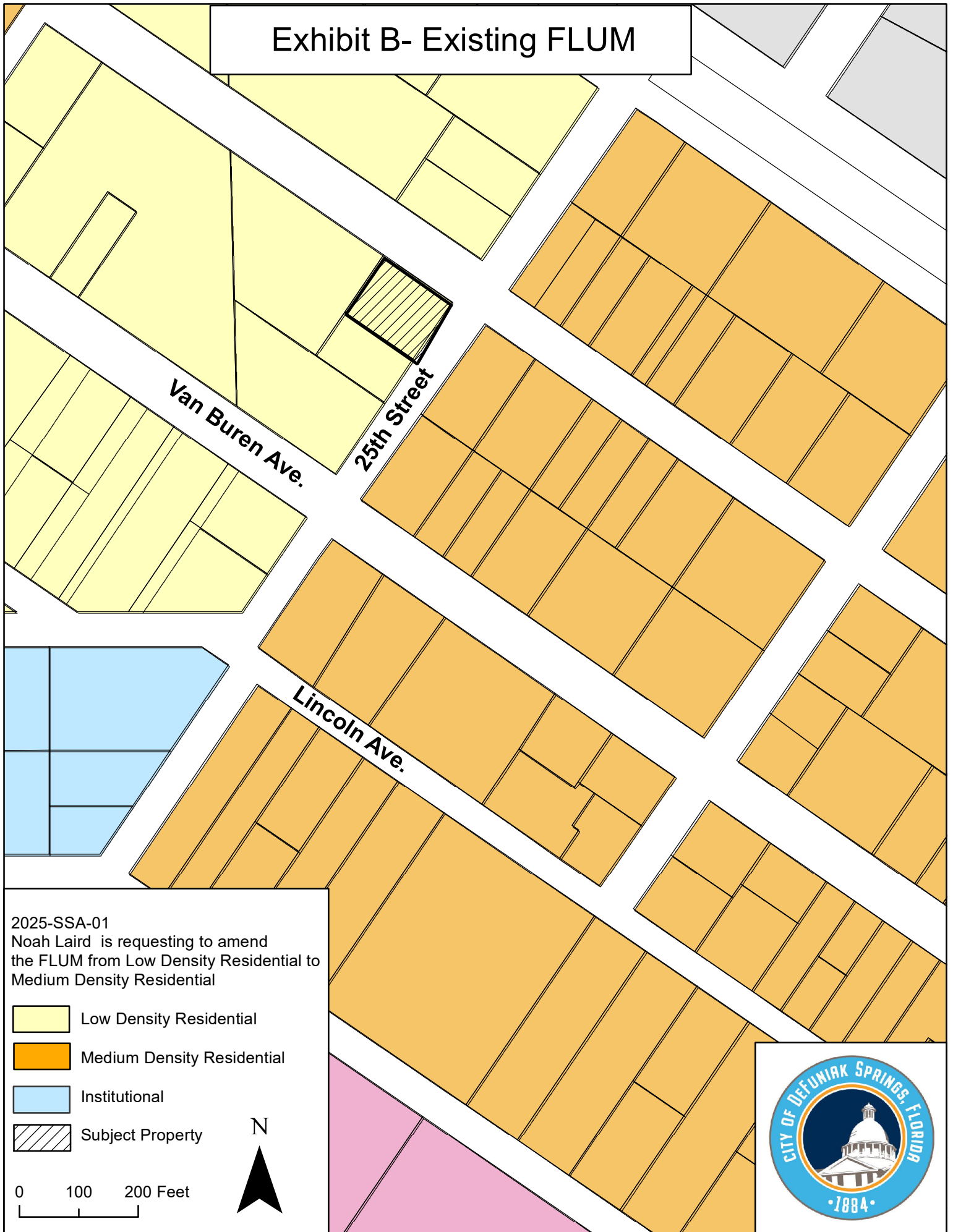


Exhibit B- Existing FLUM



City of DeFuniak Springs
1350 Baldwin Avenue
DeFuniak Springs, FL
32433



M-E-M-O-R-A-N-D-U-M

TO: City of DeFuniak Springs Planning Board

FROM: Chris Wallace, Planning Director

RE: 2024-SP-10, The Arbours at Emerald Springs

DATE: September 30, 2024

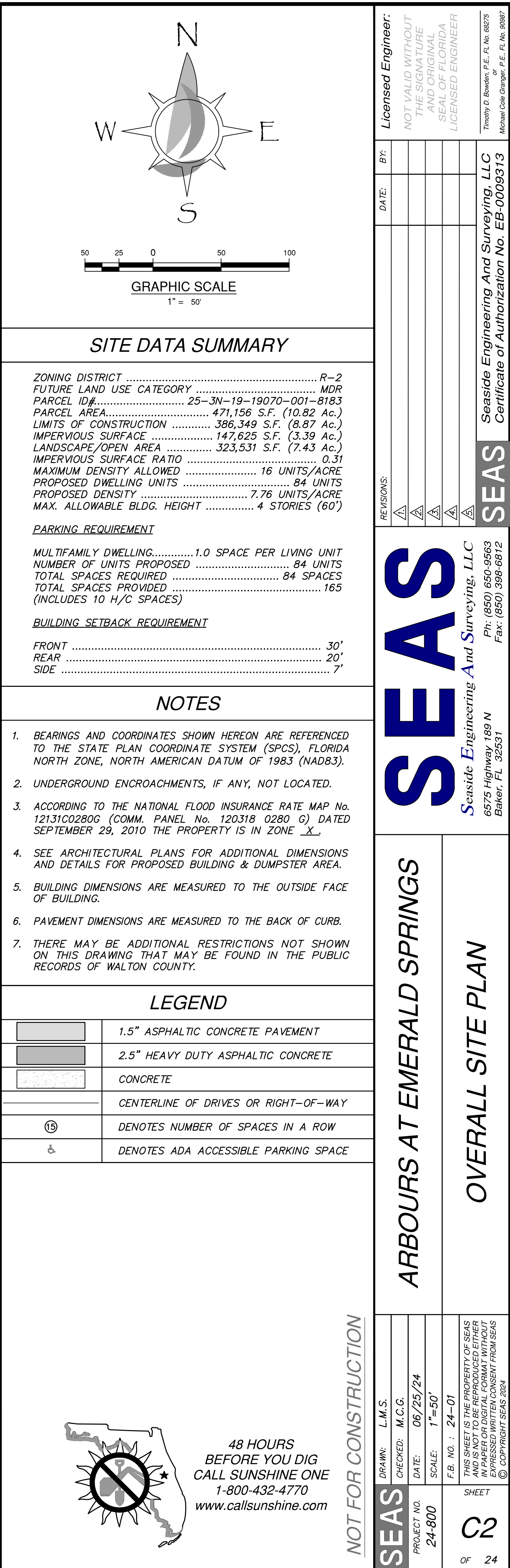
(Planning Board meeting on Monday, October 7, 2022, 5:30 p.m.)

PART A. GENERAL INFORMATION

1. Applicant/Owner :
David Sumrall, Arbours at Emerald Springs LLC
242 Inverness Center Dr.
Birmingham, AL 35342
2. Requested Action: The applicant is requesting approval of the preliminary plan for an 84 dwelling unit apartment complex located on N. 20th Street.

PART B. ANALYSIS

The applicant is requesting approval of a preliminary plan for an 84 dwelling unit apartment complex located on N. 20th Street. A rezoning and small-scale map amendment was adopted by the City Council in August 2021 to accommodate the proposed development. In addition, as this is an affordable housing project, the City Council approved a fee waiver in the amount of \$5,000 to offset the cost of Capacity Fees.



City of DeFuniak Springs



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2025 Planning Board Meeting Schedule and Submission Deadline

The DeFuniak Springs Planning Board meets on the **first Monday of each month at 5:30 PM at City Hall**, unless:

- 1) A regularly scheduled meeting is canceled due to no business for consideration, or
- 2) A meeting is rescheduled due to a city holiday.

Submittal Deadline	Meeting Date	Notes
December 2, 2024	Monday, January 6, 2025	Regularly Scheduled Meeting
January 6, 2025	Monday, February 3, 2025	Regularly Scheduled Meeting
February 3, 2025	Monday, March 3, 2025	Regularly Scheduled Meeting
March 3, 2025	Monday, April 7, 2025	Regularly Scheduled Meeting
April 7, 2025	Monday, May 5, 2025	Regularly Scheduled Meeting
May 5, 2025	Monday, June 2, 2025	Regularly Scheduled Meeting
June 2, 2025	Monday, July 7, 2025	Regularly Scheduled Meeting
July 7, 2025	Monday, August 4, 2025	Regularly Scheduled Meeting
August 4, 2025	Tuesday, September 2, 2025	Rescheduled due to <i>Labor Day Holiday</i>
September 2, 2025	Monday, October 6, 2025	Regularly Scheduled Meeting
October 6, 2025	Monday, November 3, 2025	Regularly Scheduled Meeting
November 3, 2025	Monday, December 1, 2025	Regularly Scheduled Meeting

All Planning Board meetings are open to the public.

Planning Board meeting agendas are available to the public during regular office hours at the Planning Department, located in the DeFuniak Springs City Hall, 1350 Baldwin Ave, DeFuniak Springs, Florida AND on the City's website (<http://defuniaksprings.net/>).

Questions may be directed to the Planning Department by calling (850) 892-8571, Extension 1116, or by emailing Chris Wallace at planningdirector@defuniaksprings.net.

Physical Address (unless otherwise noticed):
1350 Baldwin Avenue
DeFuniak Springs, FL 32435

Email Address:
planningdirector@defuniaksprings.net

Mailing Address:
Post Office Box 685
DeFuniak Springs, FL 32435