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**PLANNING BOARD
REGULAR MEETING AGENDA
1350 BALDWIN AVENUE, CITY HALL
MONDAY, DECEMBER 2, 2024
5:30 PM**

- 1. CALL TO ORDER**
- 2. INVOCATION AND PLEDGE OF ALLEGIANCE**
- 3. ROLL CALL**
- 4. APPROVAL OF MINUTES**
 - A. November 4, 2024
- 5. NEW BUSINESS**
 - A. 2025-SD-02, Oliver Gardens Subdivision
 - B. 2025-SD-03, Habitat for Humanity Subdivision Preliminary Plan
- 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
November 4, 2024**

1. Call of Order

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

2. Invocation and Pledge of Allegiance

Mayor Campbell lead the Invocation and Pledge of Allegiance.

3. Roll Call

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

Absent:

Also, present City Attorney Clay Adkinson, Mayor Bob Campbell, Planning Director Chris Wallace, and Executive Assistant Summie Gabbard.

4. APPROVAL OF MINUTES

A. October 7, 2024

A motion was made to approve the minutes by Mr. king and seconded by Mrs. Hoke; the motion passed without objection.

5. NEW BUSINESS

A. 2024-SP-10, The Arbours at Emerald Springs Final Plan

Mr. Wallace presented the 2024-SP-10, The Arbours at Emerald Springs Final Plan. He noted that revisions are needed for the plan. Specifically, he mentioned that the development would be required to add sidewalks on North 20th Street. Mr. Wallace clarified that while the plan may look slightly different when it goes to City Council, the necessary changes will be made before that stage.

Mr. Rhodes requested that Mr. Wallace walk the board through the approval process for this type of project. He asked what happens between the approval of the preliminary plans and the final plan approval.

Mr. Wallace explained that for multi-family developments, a preliminary plan is first submitted. Once approved, a full set of construction documents is provided, which is then sent to Dewberry (the engineering firm). Dewberry reviews the documents and provides any necessary revisions. The revised plans are then sent back to the planning board for further review.

Once the engineers have reviewed the plans and the planning board has approved them, the plans will be forwarded to the City Council for final approval. Mr. Wallace also noted that a development order is not issued until all fees are paid.

Mr. Rhodes requested that any outstanding technical review comments be included in the technical plan submittal, as these are part of the public record.

Mr. Wallace confirmed that this could be done.

A motion was made to approve 2024-SP-10, The Arbours at Emerald Springs Final Plan with the conditions that are outlined verbally by the Planning Director of the outstanding items by Mr. Rhodes and seconded by Mrs. Shepherd; the motion passed without objection.

B. 2025-SSA-02, Jonathan E. Nash is requesting to amend the FLUM for property located on Hwy 331 N, just north of Myrtle Avenue

Mr. Adkinson swore in the staff and the applicant.

Mr. Wallace presented the 2025-SSA-02 application, where Jonathan E. Nash requests to amend the Future Land Use Map (FLUM) for property located on Hwy 331 N, just north of Myrtle Avenue.

Mr. Wallace explained that the applicant is requesting the remainder of the property be rezoned to a commercial designation. He further stated that the applicant is looking to clean up the property for future commercial development.

Mr. Rhodes pointed out that this is a public meeting, but there hasn't been a lot of public engagement so far. He suggested reviewing Sections 18-20 regarding the amendment and special approval public notice requirements.

Mr. Rhodes mentioned that the amendment procedures outlined in Section F should apply to both the planning board and the city council. He expressed concern that citizens may not have had enough notice or opportunity to comment on these proposed changes, especially since there are residential lots in the rear of the property.

Mr. Rhodes stated that the level of public engagement and feedback on this application has not been as robust as he has seen in other cases. He voiced concerns that the planning board might not be serving the citizens or city council well enough by not ensuring adequate public input.

Mr. Rhodes emphasized that it's important to vet these kinds of changes with the community before granting final approval. He noted that some developments could be large and significantly impact

the surrounding area. He also expressed the desire for the board to return and ensure that the city council takes another look at the related code.

Mr. Rhodes stated that he had no further questions or comments.

Mrs. Hoke asked about the buffer mentioned in the presentation. Mr. Wallace answered that there is a 20-foot landscape buffer.

Mr. Bird asked if this buffer is located between the art gallery and the car wash. Mrs. Hoke clarified that it is located just north of the car wash.

A motion was made to approve 2025-SSA-02 by Mr. King and seconded by Mr. Bird; the motion passed with Mr. Rhodes voting nay.

Mr. Adkinson stated that this issue regarding notice requirements came up in 2018, specifically about how notices would be conducted. He explained that the requirements for amendments depend on the City Council. If the Council wishes to have additional notice requirements prior to the planning board meeting, they are allowed to implement them.

Mr. Adkinson clarified that the minimum notice requirement is that notice must be provided before the hearing is held and prior to adoption.

He further explained that amendments and variances are decided by the City Council, while special approvals come before the planning board. For variances, Mr. Adkinson stated that there is a 30-day publication requirement in the paper, and notice must be sent to people within 1,000 feet. For amendments and special approvals, the notice requirement is 15 days and within 1,000 feet.

Mr. Adkinson mentioned that the board could certainly present this issue back to the City Council for further review. He also noted that when the issue was discussed previously, the City Council did not want public notices to be sent prior to planning board meetings.

Mr. Wallace added that they are currently working on updating the entire land development code. He stated that he would have no problem following the board's direction on this matter.

Mr. Rhodes said that the explanation helped to clarify the situation and emphasized that this was an example of why the land development code needs to be updated. He noted that an updated code would allow homeowners and the general public to review it and have a better understanding of what is happening.

Mr. Rhodes pointed out that the notice requirements related to amendments fall under the duties and functions of the planning board.

Mr. Adkinson respectfully disagreed but understood what Mr. Rhodes was saying, explaining that the planning board isn't referenced until Section 18-23 of the code, while Mr. Rhodes was referencing Section 18-20. He further explained that Section 18-20 doesn't specifically address whether it applies to the City Council or the planning board.

Mr. Adkinson stated that the only hearings that can change district boundaries or regulations must occur at a City Council meeting, in accordance with state statute. He suggested that there is no harm in clarifying that language and recommended adding language in Section 18-23 that would state all public hearings at the planning board must comply with the same notice requirements as the City Council.

Mr. Rhodes asked what the procedure would be for the board to require this change.

A motion was made to have Mr. Wallace bring a recommendation to the City Council regarding amending notice requirement for the Planning Board by Mr. Rhodes and seconded by Mrs. Hoke; the motion passed without objection.

Mr. Wallace stated that if this is a change to the land development code, it will still need to come to the planning board before the code review.

Mr. Rhodes requested that Chris provide the draft language that the council is going to present and have it included as part of the packet for the next meeting.

Mr. Adkinson confirmed, "Absolutely."

Mr. Wallace stated that he can email this out to the board members.

6. PLANNING DIRECTOR UPDATE

Mr. Wallace provided his planning board update. He stated that the Tractor Supply project is currently being developed. He also mentioned that Cefco is expected to be completed by the middle of November. Regarding the free-standing ER (Emergency Room), Mr. Wallace said they are still waiting for revisions from the developer.

Mr. Rhodes inquired about an update on the request for a joint workshop between the council and the planning board. He expressed confusion as to why this hasn't been scheduled yet.

Mr. Wallace responded that he has informed the city manager, and they are working on it.

Mrs. Hoke asked if there was anything on the planning board's agenda for December.

Mr. Wallace replied that there is currently nothing scheduled for that month.

Mrs. Hoke suggested that perhaps the joint workshop could be scheduled for December.

Mr. Rhodes stated that they need direction for that meeting. He emphasized that the planning board has the talent and ability to get this done.

Mr. Wallace mentioned that he had drafted a Request for Qualifications (RFQ) to present to the City Council for review at the November council meeting.

Mr. Rhodes expressed that the planning board should be involved in the RFQ process. He shared his concerns about the RFQ and noted that, since the land development code hasn't been updated, it is slowing down the city's development.

Mr. Wallace explained that the RFQ was being developed for this reason. However, he stated that he was unsure what more Mr. Rhodes expected him to do at this point.

7. CITIZEN COMMENTS

8. ADJOURNMENT

The meeting was adjourned at 6:07 PM.

Approved:

Graham Campbell-Work, Chair

ATTEST:

Rafael Ali, City Clerk
Proper notice having been duly given.



PLANNING BOARD

Agenda Item Form

Meeting Date: December 2, 2024
Department: Planning Department

Presenter:

Chris Wallace, Planning Director

Request Type: Action Item

Does this item require legal review? No

Time Required for Request: 5 minutes

Agenda Item Title:

2025-SD-02, Oliver Gardens Subdivision

Attachment(s):

1. 231073 - OLIVER GARDEN PLAT - COLLEGE AVE FINAL

Brief Summary:

Kim Wennerberg has submitted the final plan for the Oliver Garden Subdivision located on Main St and 1st Street

Action Requested:

Approve the final Plat for the Oliver Garden Subdivision

Issue Overview:**Background Information & Issue Summary:**

Kim Wennerberg has submitted the final plan for the Oliver Garden Subdivision located on Main St and 1st Street. There is currently a main house that fronts on College Avenue to the south and a cottage house that fronts on Main Street to the north. The proposed subdivision would separate the two existing structures into individual lots and create 3 new lots, with 2 being located off of Main Street and one located off of College Avenue. There are existing water and sewer lines on Main and 1st, an easement will be required across lot 2 to provide access to sewer for lot 1 as there is no sewer on College Avenue. No new infrastructure is required.

Financial Impacts:**Staff Recommendations/Comments:**

Staff recommends approval of the final subdivision plat for the Oliver Gardens Subdivision



PLANNING BOARD

Agenda Item Form

Meeting Date: December 2, 2024
Department: Planning Department

Presenter:

Chris Wallace, Planning Director

Request Type: Action Item

Does this item require legal review? No

Time Required for Request: 5 minutes

Agenda Item Title:

2025-SD-03, Habitat for Humanity Subdivision Preliminary Plan

Attachment(s):

1. HABITAT 25-3N-19-19070-001-624J w houses 11-20-24

Brief Summary:

Jay Woerner, with Habitat for Humanity, has submitted a preliminary subdivision plan for consideration. The proposed subdivision is located on Vann Avenue and 1st Street.

Action Requested:

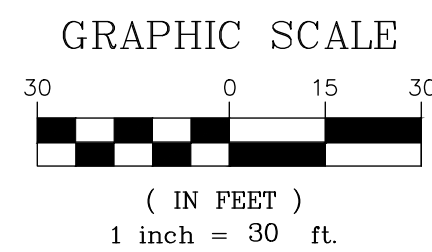
Approve the preliminary plat as submitted

Issue Overview:**Background Information & Issue Summary:**

Jay Woerner with Habitat for Humanity has submitted a preliminary subdivision plat for consideration. The proposed subdivision is located on Van Avenue and 1st Street. The proposed subdivision contains eight lots, with one lot requiring an access easement to provide access to Vann Avenue. The lots are served by an existing waterline, but there is currently no sewer access, therefore a new sewer main will need to be installed to serve the properties. The applicant is aware of this requirement.

Financial Impacts:**Staff Recommendations/Comments:**

Staff recommends approval of the preliminary subdivision plan for the Habitat for Humanity Subdivision.



DATA TABLE CURRENT ZONING: R2
PER DEFUNIAK SPRINGS MUNICIPAL CODE SECTION 18-44:
SINGLE FAMILY DWELLINGS MINIMUM LOT SIZE: 5,000 SF MINIMUM LOT WIDTH: 50 FEET FRONT YARD: 20 FEET SIDE YARD: 5 FEET REAR YARD: 10 FEET MAXIMUM HEIGHT: 2 STORIES OR 35 FEET

PRELIMINARY

RECORD DESCRIPTION: (O.R. BOOK 3331, PAGE 3913)

THE SOUTH 1/2 OF BLOCK 1624, ACCORDING TO THE MAP OF THE VICINITY OF THE DEFUNIAK SPRINGS, DRAWN BY W.J. VANKIRK, SAID MAP BEING ON FILE IN THE OFFICE OF THE CLERK OF THE CIRCUIT COURT OF WALTON COUNTY, FLORIDA.

LESS AND EXCEPT THOSE LANDS MORE PARTICULARLY DESCRIBED IN
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 874, PAGE 203;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 460, PAGE 16;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 495, PAGE 296;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 532, PAGE 333;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 561, PAGE 162;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 562, PAGE 162;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 669, PAGE 76;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 680, PAGE 185;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 735, PAGE 29;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 944, PAGE 193;
WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 1125, PAGE 81;
RE-RECORDED IN OFFICIAL RECORDS BOOK PAGE ALL OF THE
PUBLIC RECORDS OF WALTON COUNTY, FLORIDA.

NOTES:
1. THIS DRAWING DOES NOT CONSTITUTE A SURVEY.
2. SKETCH PRODUCED WITH THE BENEFIT OF LAND
ENGINEERING SERVICES, INC. SURVEY ID# 22437 DIGITAL FILE



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Surveying Corporation
LB 8259

PREPARED FOR:
JAY WARNER

**HABITAT FOR
HUMANITY**

25-3N-19-19070-001-624J

DEFUNIAK SPRINGS, FLORIDA 32433

REVISIONS

[illegible]

DRAWING INFORMATION

PROJECT NO: T.B.D.

DRAWN BY: JWP

CHECK BY: N/A

ISSUED DATE: 11/20/2024

FIELD BY: N/A

FIELD DATE: N/A

FIELD BOOK: N/A

ISSUED BY: N/A

LICENSE NO: N/A

SHEET TITLE

PRELIMINARY SITE PLAN

SHEET NUMBER

1 of 1