

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, NOVEMBER 3, 2025
5:30 PM**

- 1. CALL TO ORDER**
 - A. Invocation
 - B. Pledge of Allegiance
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES**
 - A. June 2, 2025
- 4. NEW BUSINESS**
 - A. 2026-SSA-01, Nolan Baker, on behalf of Elijah Smith, is requesting a Small-Scale Amendment to amend the Future Land Use Map (FLUM) from Agriculture to MDR, Medium Density Residential.
 - B. 2026-RZ-01, Nolan Baker, on behalf of Elijah Smith, is requesting a rezoning from Agriculture to R-2, Medium Density Residential.
 - C. 2026-LDC-01, A text amendment as it relates to the platting procedures.
 - D. Review of the 2026 Planning Board calendar
- 5. PLANNING DIRECTOR UPDATE**
- 6. CITIZEN COMMENTS**
- 7. 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
June 2, 2025**

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, Mark Bird, Tyrone King, LaKisha Brinson.

Absent:

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

3. APPROVAL OF MINUTES

A. April 7, 2025

A motion was made to approve the April 7, 2025 Minutes by Mr. Shepherd and seconded by Mrs. Hoke; the motion passed without objection.

4. NEW BUSINESS

A. Review of the Final plans for the Circle Drive Lakeside Townhomes (2025-SP-04)

Mr. Wallace presented the final plans for the Circle Drive Lakeside Townhomes (2025-SP-04).

Mr. Wallace stated that the Planning Board reviewed the preliminary plans in April.

Mr. Wallace stated that there are very few modifications.

Mr. Bird asked about the building located to the southwest and how it would be affected by this development.

Mr. Knauer stated that there will not be any demolition associated with this project.

Mr. Knauer stated that all they are doing is renovating the existing structure.

Mr. Knauer further stated that the building Mr. Bird was referring to is not part of the project.

Mr. Bird asked if there would be any changes to the traffic flow.

Mr. Knauer responded that there would not.

A motion was made to approve the Final plans for the Circle Drive Lakeside Townhomes (2025-SP-04) by Mr. Bird and seconded by Mr. Shepherd; the motion passed without objection.

Mr. Wallace stated that this will now go to the City Council agenda.

B. 2025-SD-01, 26th and Van Buren Subdivision, approval of the final plan

Mr. Wallace presented 2025-SD-01, the 26th and Van Buren Subdivision, for approval of the final plan.

Mr. Wallace stated that the project consists of a 19-lot subdivision.

Mr. Wallace stated that the only change involves access to water and a fire main.

Mr. Wallace stated that there will be no public infrastructure.

Mr. Wallace stated that Mr. Pyne was present if anyone had any questions.

Mr. Bird asked if those were the lots that are already cleared.

Mr. Adkinson responded yes.

Mr. Bird asked if there would be access to the golf course on the west side.

Mr. Pyne responded no.

A motion was made to approve 2025-SD-01, 26th and Van Buren Subdivision final plan by Mr. Bird and seconded by Mrs. Hoke; the motion passed without objection.

5. PLANNING DIRECTOR UPDATE

Mr. Wallace stated that Take 5 opened on Saturday.

Mr. Wallace stated that Aspen Dental is ready to open following inspection.

Mr. Wallace stated that Verizon will open before Aspen Dental.

Mr. Wallace stated that Bay Springs Phase One is pending the drawdown of the lift station.

Mr. Wallace stated that activity has slowed down somewhat compared to previous years.

Mr. Campbell-Work asked if anyone is planning to occupy the strip mall.

Mr. Wallace responded that he had directed a couple of interested parties that way, but nothing concrete has developed.

6. CITIZEN COMMENTS

There was no citizen comments.

7. ADJOURNMENT

The meeting was adjourned at 6:08 PM.

Approved:

Graham Campbell-Work, Chair

ATTEST:

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

City of DeFuniak Springs
1350 Baldwin Ave
DeFuniak Springs, FL
32435



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

TO: City of DeFuniak Springs Planning Board

FROM: Chris Wallace, AICP, Community Development Director

RE: 2026-SSA-01, Nolan Baker's request to amend the FLUM and 2026-RZ-01 to amend the Zoning Map for property located on North 20th St. and Wabash Ave.

DATE: October 28, 2025

(Planning Board meeting on Monday, November 3, 2025, 5:30 p.m.)

PART A. GENERAL INFORMATION

- | | |
|----------------------------------|----------------------------|
| <u>Applicant</u> | <u>Owner:</u> |
| Nolan Baker, Baker Engineers LLC | Elijah Smith |
| PO Box 522 | 153 Wits End Ln |
| DeFuniak Springs, FL 32435 | DeFuniak Springs, FL 32435 |
- Requested Action: Nolan Baker is requesting a Small-Scale Amendment to amend the Future Land Use Map (FLUM) from Agriculture to MDR, Medium Density Residential. He is also requesting a rezoning from Agriculture to R-2, Medium Density Residential. The subject property is located on North 20th St. and Wabash Ave. (parcel # 25-3N-19-19070-001-8122) and is approximately 1.3+/- acres in size.
- Number of Notices Sent to Property Owners within 500 feet: There will be 15 notices sent to property owners located within 500 feet of the subject property.
- Existing Zoning: The subject property is currently zoned Agriculture as is the adjoining property to the north, south, east, and west. Please refer to Exhibit A – Existing Zoning.
- Existing Future Land Use Map: The subject property is currently designated on the FLUM as Agriculture as is the adjoining property to the north, south, east, and west. Please Refer to Exhibit B - Future Land Use Map.

6. Existing Land Use: The subject property is currently vacant with some vegetation. The property to the north, south, east, and west is also vacant.

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 on North 20th St. and Wabash Ave. The parcel is approximately 1.3+/- acres in size. There are no wetlands or natural features that would limit development on the site.

Future development of the property should not have an adverse impact on the surrounding properties as it is somewhat isolated and backs up to a vacant lot on the north, south, east, and

west. The owner is requesting the R-2 zoning and Medium-Density Residential FLUM designation to allow for residential development, although the proposed density is unknown. The maximum density allowed in the R-2 district is 16 dwelling units per acre, but the property could be subdivided to accommodate single family homes.

The Property has access to City water and gravity sewer lines. No new public infrastructure would be required. The existing Wabash Ave. can accommodate single family homes but if a higher density use is desired, a traffic study would need to be submitted allowing the City to evaluate the impact on Wabash Ave. and require improvements if necessary.

PART D. Staff Recommendation

Staff recommends approval of the request.

Exhibit A- Existing Zoning

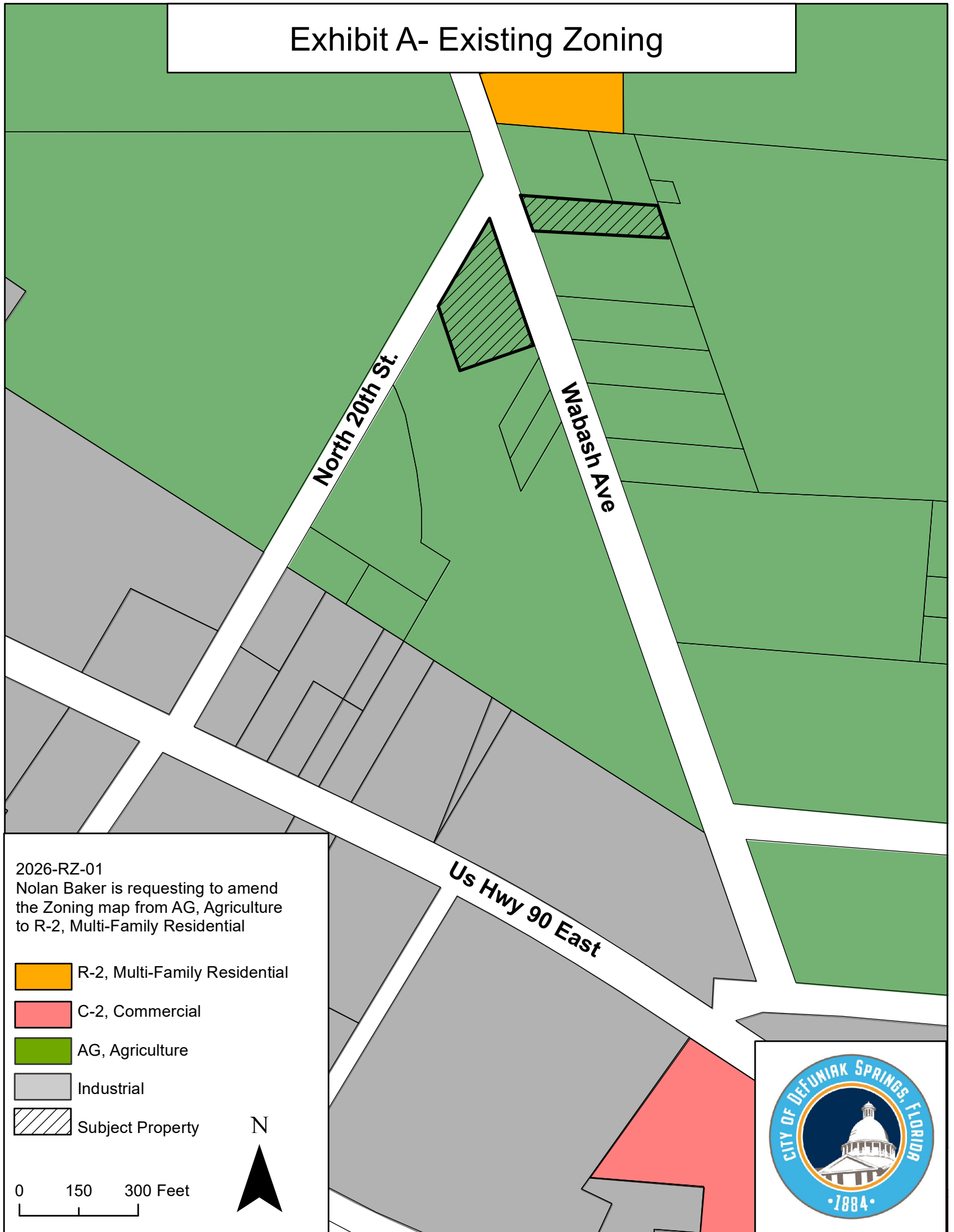
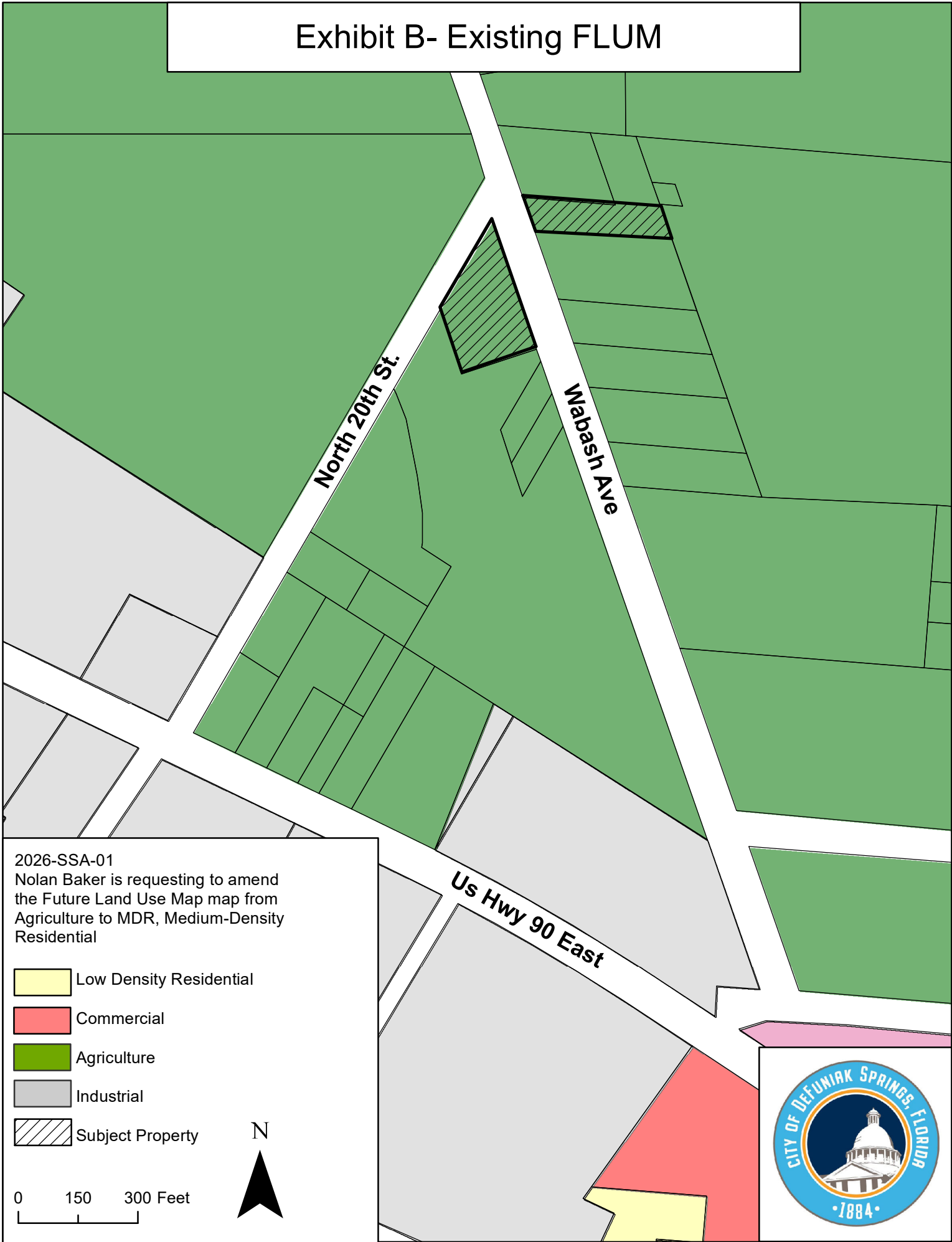


Exhibit B- Existing FLUM



City of DeFuniak Springs
1350 Baldwin Ave
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M-E-M-O-R-A-N-D-U-M

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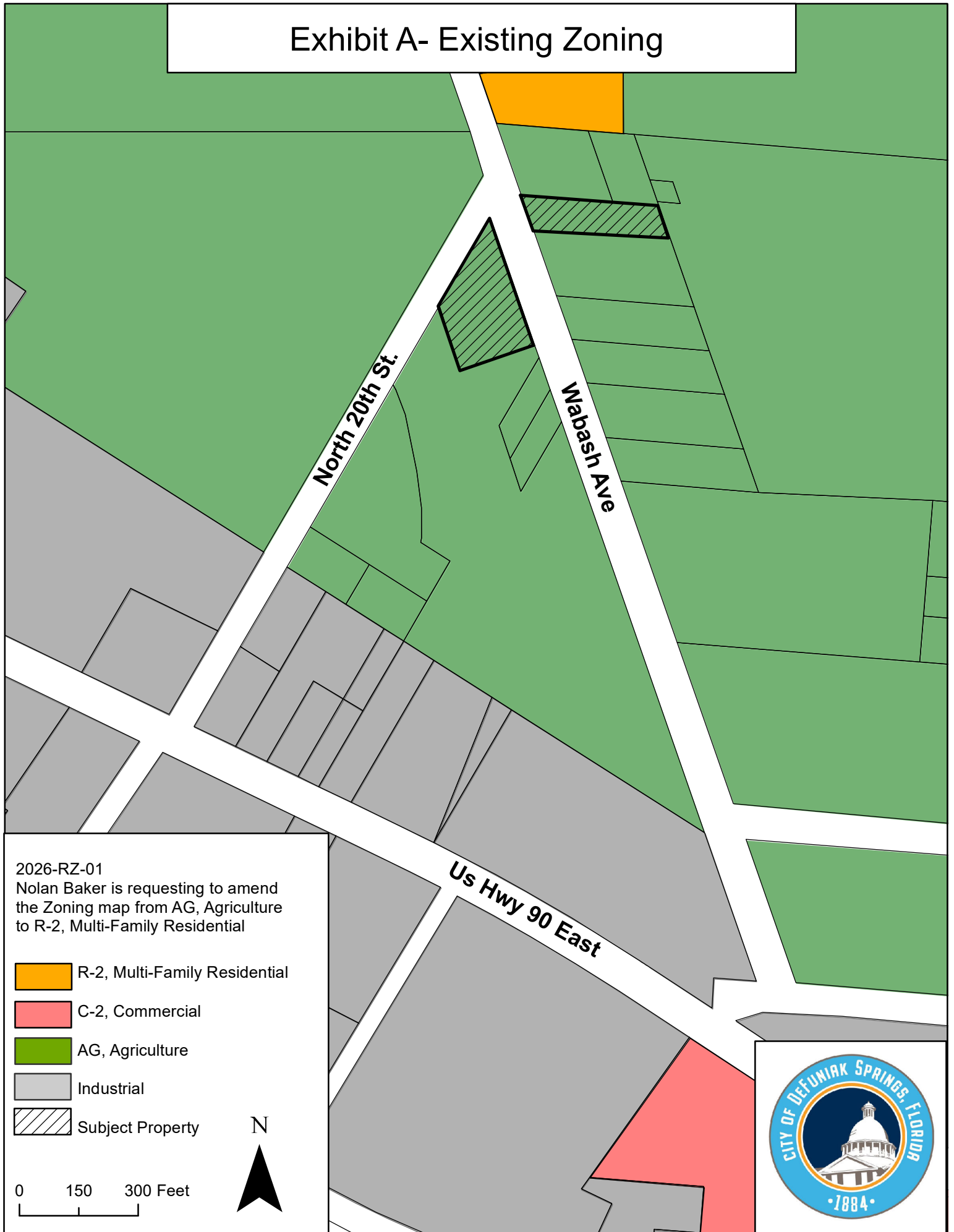
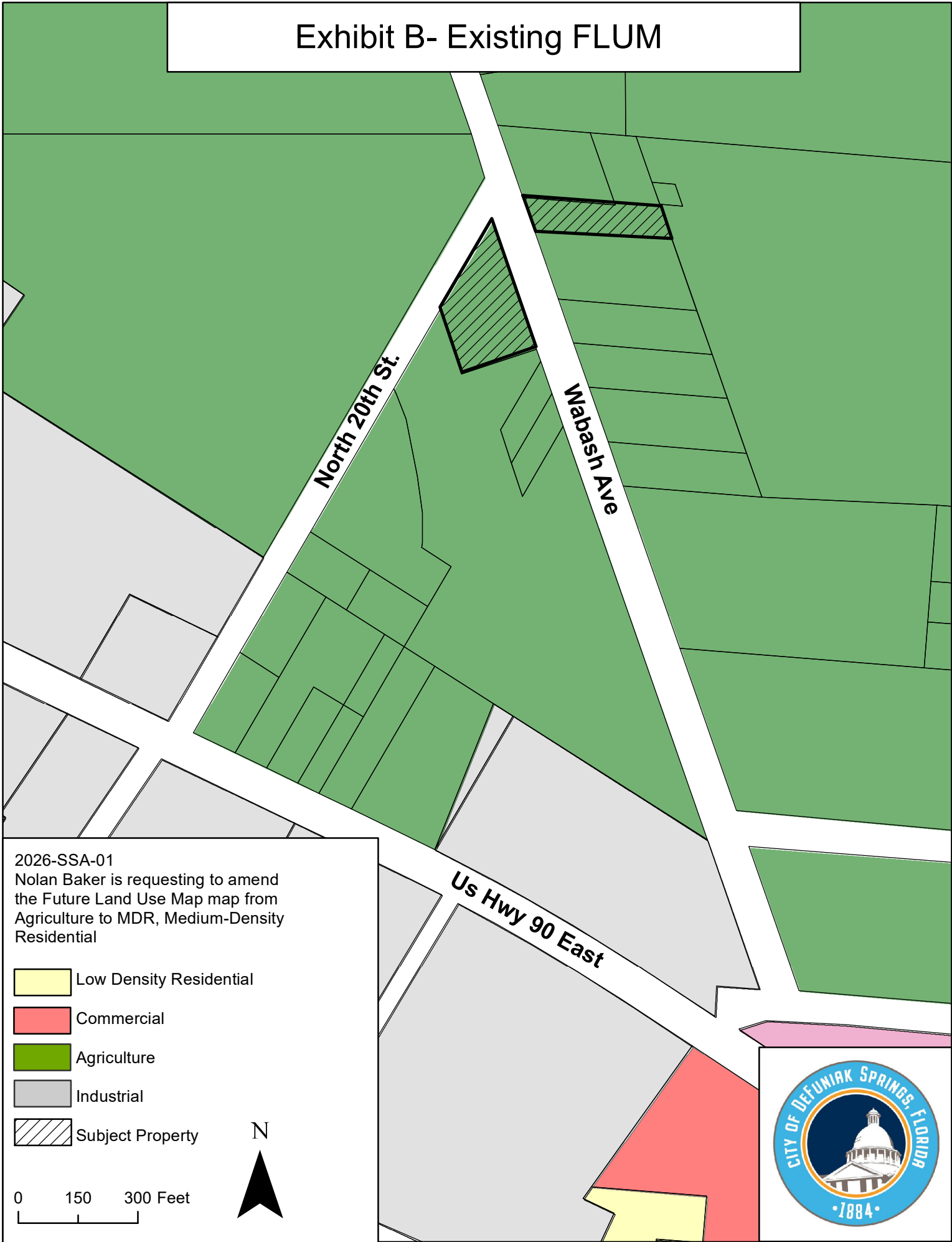


Exhibit B- Existing FLUM



2026-LDC-01

Sec. 18-29. - Platting procedure.

These regulations shall be administered and coordinated by the ~~planning board~~ City Manager or his designee. It is the responsibility of the ~~planning board~~ City Manager or his designee to carry out the provisions of this ordinance and make recommendations as to the suitability of proposed subdivisions.

Except as provided by [section 18-34](#), no person shall divide any parcel of property into three (3) or more parcels, any one (1) of which is less than two (2) acres in size without complying with the provisions of this article. In addition no street shall be accepted and maintained by the city, nor shall gas, water, or sewer be extended, nor shall any permit be issued by a representative of the city for the construction of any building or other improvement requiring a permit for any subdivision created subsequent to the adoption of this article unless a plat thereof has been approved by the ~~city council~~ City Manager or his designee and has been duly recorded.

Any person refusing to comply or found to be resisting enforcement of this article shall be subject to the penalties specified in [section 18-40](#).

(1) *Pre-application conference.* The developer is encouraged to contact the ~~planning~~ Community Development director to discuss tentative subdivision plans prior to the submission of the preliminary plat. At this time the developer may discuss, informally, preliminary sketches and plans for subdividing, and thus facilitate the preparation and review of both preliminary and final plats.

(2) *Preliminary plat submission.* Preliminary plat submission shall consist of ten (10) black or blue line prints of the proposed subdivision, prepared and signed by a Florida registered surveyor or engineer. The preliminary plat shall be at a scale of not less than forty (40) feet to the inch, showing the true north arrow, and contain the following information:

- a. The name of the owner and the name of the subdivision.
- b. A legal description of the location of the tract to be subdivided along with the boundary survey of said tract and total acreage or square footage.
- c. The location of any existing property lines, rights-of-way, streets, driveways, sidewalks, power distribution lines, sewer, gas, water mains, drainage facilities, and public utility easements within the boundaries of the tract and for a distance of one hundred fifty (150) feet outside these boundaries.

- d. Contours at one (1) foot intervals and the location of major topographic and natural features, including wooded areas, marshes, and water bodies which might affect the development of the site.
- e. Proposed lot and block boundary lines; the dimensions of all lots and blocks; the numbers of all lots and blocks.
- f. The location and widths of all sidewalks, streets and intersections; the radii of all curves.
- g. Proposed recreational and open space facilities.
- h. Proposed means of water supply, and the location of any proposed water mains.
- i. Proposed means of sewage disposal along with the location of any proposed sewer mains.
- j. The location of any existing or proposed subdivisions, public schools, recreational areas, parks, or easements within one hundred fifty (150) feet of the plat.
- k. Proposed street lighting.
- l. Proposed electrical service and location of wiring.
- m. Proposed phone service and location of wiring.
- n. Proposed cable TV service and location of wiring.

(3) *Preliminary plat approval.* Preliminary plat information will be reviewed by the ~~planning board~~ City Manager or his designee within one (1) month of submission to it. ~~At a regularly scheduled meeting the planning board~~ The City Manager or his designee shall make a note of all deviations from the requirements of the ordinance, if any, and inform the subdivider of their recommendation. If requested, the ~~planning board~~ City Manager or his designee shall hear comments from the subdivider or his representative. The report of the city engineer and ~~planning~~ Community Development director concerning the subdivision shall be presented to the ~~planning board~~ City Manager or his designee and the developer prior to the formal decision concerning the preliminary plat. Upon approval of the preliminary plat by the ~~planning board~~ City Manager or his designee, the developer must submit a final plat within eighteen (18) months. Failure to comply with the eighteen (18) month submission deadline for final plat approval (or failure to apply for and receive an extension of time) will result in the lapse of preliminary plat approval.

- a. Upon approval of the preliminary plat, copies shall be retained by the city engineer and the ~~planning~~ Community Development director.

b. Upon approval of the preliminary plat, the subdivider shall prepare plans for improvements to be installed in the subdivision. Said plans shall conform to the requirements set forth in [section 18-37](#) and [18-38](#).

(4) *Final plat requirements.* The subdivider shall submit to the ~~planning board~~ City Manager or his designee within eighteen (18) months from the date of preliminary plat approval, and prior to acceptance of the subdivision construction by the city, the original drawing (as prescribed by F.S. Ch. 177) of the final plat and ten (10) black or blue line prints of the final plat (24"x36") along with evidence of title. The subdivider shall also submit three (3) copies each of final plans and specifications for drainage, streets and other improvements along with a detailed cost estimate of all improvements being installed when the installation of such improvements is being guaranteed by bond or escrow. More specifically, the final plat shall include all information provided at preliminary plat submission and:

a. The name of the subdivision along with the metes and bounds legal description including section, township, range, city, county, and state.

b. True north arrow and graphic scale.

c. All plat boundary lines with accurate distances measured to hundredths of a foot, and bearings in minutes, degrees, and seconds.

d. Accurate location of all permanent reference monuments, and permanent control points set according to F.S. Ch. 177. Reference monuments shall consist of materials and specifications as required in F.S. Ch. 177.

e. The exact layout of the subdivision including:

f. All lot lines with dimensions, in feet and hundredths, and bearings in degrees, minutes, and seconds.

g. Lots and blocks in numerical order.

h. Street and alley lines, their bearings, angles of intersection, and width.

i. All easements and rights-of-way.

j. All pertinent curve data such as length of all arcs, chords, radii, locations of points of curvature and points of tangency, tangent bearings, and lengths, and delta angles.

(4) *Final plat approval.* Upon receipt of the final plat, the ~~planning board~~ City Manager or his designee shall forward copies to the city engineer, the county health department, the ~~city building and planning~~ Community Development department, and the utility companies servicing the subdivision. The recommendation of the ~~planning board~~ City Manager or his

designee will be made within sixty (60) days. If the final plat is found lacking, the developer will be so informed and given thirty (30) days to modify the plat before the ~~planning board~~ City Manager or his designee acts to reject it.

Upon approval of the final plat by the ~~planning board~~ City Manager or his designee the final plat will be transmitted to the ~~city council~~ Community Development Director for their approval. After having received the approval of the ~~city council~~ City Manager or his designee , the final plat shall be signed by the mayor. ~~The approved final plat shall then be conveyed by the subdivider to the city council for filing with the county clerk.~~ The signed plat together with two (2) reproducible copies and one (1) original must be submitted for recording within two (2) weeks of ~~council~~ approval or the plat must be reprocessed. Before any final plat can be accepted by the city, and before any lot can be sold in the proposed subdivision, one (1) of the requirements of [section 18-30](#) must be satisfactorily completed.

City of DeFuniak Springs



Phone: 850-892-8571
Phone: 850-892-8500

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TDD: 850-892-8504

2026 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 1, 2025	Monday, January 5, 2026	Regularly Scheduled Meeting
January 5, 2026	Monday, February 2, 2026	Regularly Scheduled Meeting
February 2, 2026	Monday, March 2, 2026	Regularly Scheduled Meeting
March 2, 2026	Monday, April 6, 2026	Regularly Scheduled Meeting
April 6, 2026	Monday, May 4, 2026	Regularly Scheduled Meeting
May 4, 2026	Monday, June 1, 2026	Regularly Scheduled Meeting
June 1, 2026	Monday, July 6, 2026	Regularly Scheduled Meeting
July 6, 2026	Monday, August 3, 2026	Regularly Scheduled Meeting
August 3, 2026	Monday, September 7, 2026	No Meeting Scheduled Due to Holiday
September 7, 2026	Monday, October 5, 2026	Regularly Scheduled Meeting
October 5, 2026	Monday, November 2, 2026	Regularly Scheduled Meeting
November 2, 2026	Monday, December 7, 2026	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 cddirector@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