

**THE LYNN HAVEN PLANNING COMMISSION WILL HOLD
A REGULAR MEETING ON JANUARY 3 2023, AT 5:30 P.M.
IN THE LYNN HAVEN GARDEN CLUB, 307 OHIO AVE, LYNN
HAVEN
REGULAR AGENDA**

REGULAR MEETING:

1. Call to Order
2. Minutes of November 1, 2022, Regular Meeting
3. Development Order Amendment Request; Chase-Macy, Inc; 1503 Tennessee Ave
5. City Planner's Report

Materials related to the above applications may be inspected by the public at the Planning & Permitting Department, 817 Ohio Ave, during regular business hours. Comments may be made orally at the meeting or in writing at any time on or before the meeting date. The Planning Commission will receive public input and comments on the proposed agenda items and may make a recommendation to the City Commission.

The agenda items above may be forwarded by the Planning Commission to the City Commission at the Regular City Commission meeting on Tuesday, January 10th, at 9:00 a.m., at the Senior Activity Club Facility, 905 Pennsylvania Ave, Lynn Haven, Florida.

If a person decides to appeal any decision made by the Commission with respect to any matter considered at this meeting, they will need a record of the proceedings, and for such purpose they 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 based (Florida Statute 286.0105).

***In accordance with the Americans with Disabilities Act and 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this proceeding should contact the Planning Dept. no later than two days prior to the proceeding at telephone number 850-265-2121 for assistance. If hearing impaired, telephone the Florida Relay Service numbers (800) 955-8771 (TDD) or (800) 955-8770 (VOICE), for assistance.

CITY OF LYNN HAVEN
PLANNING COMMISSION
REGULAR MEETING
November 1, 2022

The Lynn Haven Planning Commission's Regular Meeting was held on Tuesday, November 1, 2022, at 5:30 p.m., at the Garden Club:

Present: Jeffrey Snyder, Chairman
Stanley Parron
Kenny Murphy
Joseph Ashbrook
Brian Dick
Robert Waddell
Amanda Richard, Planning Director

Correction: Mr. Waddell informed staff after the September 6, 2022 meeting that he would be absent for the October 4, 2022 meeting. His absence for October 4th is excused.

Absent: Neil Jones, Vice-Chairman

Mr. Jones's absence is unexcused as he did not notify of his absence prior to the meeting.

2. Approval of Regular Planning Commission meeting minutes of October 4, 2022.
Board member Mr. Waddell made a motion to approve the October 4, 2022 minutes,

Second to motion: Mr. Dick

On vote: Murphy: aye
Parron: aye
Dick: aye
Ashbrook: aye
Waddell: aye
Snyder: aye

Motion passed: 6-0

3. Development Order Application: AutoZone; Parcel #11611-000-000

Ms. Richard stated the applicant is AutoZone, Inc. The applicant/owner is James Leach, 1917 Lynn Haven LLC. The agent is Jason L. Hall, P.E., Prism Engineering & Design Group, LLC, who was not present, but was available by phone if needed.

Ms. Richard stated the project name is AutoZone Addition and the applicant/owner is requesting a Development Order approval. The location is 1917 South Highway 77, parcel #11611-000-000, and the parcel has a Commercial land use. The parcel size is approximately 0.95± acres and the existing use on the site is an AutoZone. The parcel is not located within the CRA but is located within the Corridor Overlay. The reviewing engineer, Mr. Chris Shortt, P.E., Dewberry Engineering, was present to answer any questions.

Ms. Richard stated the owner of this property is requesting development order approval to construct a 2,250 sq. ft. building addition with supporting required landscaping, parking, and infrastructure improvements. The property currently has a 5,400 sq. ft. building upon it, which the proposed addition will enlarge.

Ms. Richard stated the site plans have been reviewed and have been found to be in compliance with the City of Lynn Haven Unified Land Development Code (ULDC) and Florida State Requirements.

Mr. Ashbrook asked about the stormwater facilities and if the existing facilities would be able to contain the stormwater from the proposed addition. Chris Shortt, Dewberry, reviewing engineer for the City explained that the developer is proposing underground stormwater storage and re-routing roof drains away from the building.

Public Comments – none.

Board member Mr. Ashbrook made a motion to approve the Development Order Application as presented,

Second to motion: Mr. Dick,

On vote:	Murphy:	aye
	Parron:	aye
	Dick:	aye
	Ashbrook:	aye
	Waddell:	aye
	Snyder:	aye

Motion passed: 6-0

5. City Planner's Report

Ms. Richard thanked the members for attending the meeting. Ms. Richard asked that in future, when Board members knew that they would be absent from a future meeting, would they please inform staff during the Staff Report portion of the meeting, after her report, so the absence can be recorded in the minutes; or via email, as either notification provides documentation of any absences.

Ms. Richard stated the next Planning Commission meeting will be held on December 6th. The Training Session will be held at 5pm, with the Planning Commission meeting following at 5:30pm.

With there being no further business or discussion, the meeting adjourned at 5:40 pm.

Jeffrey Snyder, Chairman

Prepared by Vicki Harrison/Amanda Richard



DEPARTMENT OF DEVELOPMENT & PLANNING

817 Ohio Avenue - Lynn Haven, FL 32444

(850) 265-2121

STAFF REPORT

Application for a Development Order Amendment

Planning Commission Meeting

January 3, 2023

Application Information

Applicant:	Chase-Macy, Inc
Owner:	As Above
Agent:	Andrea Rand, Project Coordinator
Project Name:	Commercial Parking Lot
Requested action:	Development Order Approval
Location:	1503 Tennessee Ave
Tax Roll Parcel Number:	10376-000-000
Existing Land Use Map category:	Commercial
Proposed Land Use Map category:	NA
Community Redevelop. District:	No
Size:	0.573 +/- acres
Existing uses on the site:	Parking Lot
Project Engineer:	James H. Slonina, P.E.
Reviewing Engineer:	Chris Shortt, P.E., Dewberry

Summary of Request and Background Information

This applicant is requesting Development Order Amendment approval for the parking lot that was constructed under the Development Order approved in September 2021. The owner had recently requested a Certificate of Occupancy, however upon inspection it was found that the parking lot has not been constructed in accordance with the approved site plans, and the perimeter landscaping has not been installed. The Development Order was approved for the construction of a commercial parking lot and stormwater pond on the 0.573 +/- acre parcel located on the north side of the adjacent retail mall. The original approved site plans showed the parking lot would have sixteen (16) spaces, however the developer has only provided fourteen (14) spaces. The approved site plans also showed that the parking lot would have a hard asphalt surface, whereas they have installed milled asphalt instead. The developer is requesting to be given a Certificate of Occupancy with these items differing from what was approved by the Commission. They are also requesting to be allowed to install the perimeter landscaping along Highway 390 after the completion of the Highway 390 road widening project.

Additional Information

Submitted by:
Amanda Richard
January 3, 2023

Vicki Harrison

From: Bobby Baker
Sent: Wednesday, December 21, 2022 9:47 AM
To: Vicki Harrison
Subject: Tillman Parking lot

Vickie,

I did go out and look at the parking lot for the Tillman property on SR-390 December 7th and did verify that it was milled asphalt that was installed.

Bobby

Bobby Baker
Chief Infrastructure Director
1308 Illinois Avenue
Lynn Haven, FL 32444
Office (850) 265-5989
Fax (850) 265-4697



Bay County Property Appraiser - Dan Sowell, CFA

Main Office | 860 W. 11th St, Panama City, FL 32401 | 850-248-8401

Beach Office | 301 Richard Jackson Blvd, Panama City Beach, FL 32407 | 850-248-8470



Overview



Legend

- Parcels
- Roads

?							
Parcel ID	10376-000-000	Owner	CHASE-MACY, INC	Last 2 Sales			
Class Code	VACANT COMMERCIAL		202 PEACHTREE DR	Date	Price	Reason	Qual
Taxing	6		LYNN HAVEN, FL	4/29/2019	\$125000	QUAL/DEED EXAMINATION	Q
District	LYNN HAVEN		32444	8/29/2007	\$100	QUAL/LEGL CHAR CHGDAFTER	U
Acres	0.573	Physical Address	1503 TENNESSEE AVE			SALE	
		Just Value	Value \$100000	MLS			

(Note: Not to be used on legal documents)

Date created: 12/21/2022

Last Data Uploaded: 12/20/2022 1:09:25 PM

Developed by Schneider GEOSPATIAL

Chase-Macy, Inc.
1621 Tennessee Avenue, Suite 200
Lynn Haven, Florida 32444

December 7, 2022

City of Lynn Haven
Development and Planning
817 Ohio Avenue
Lynn Haven, FL 32444

RE: Development Order for 1503 Tennessee Avenue issued September 15, 2021

To Whom It May Concern:

Chase-Macy, Inc. was issued a Development Order on September 15, 2021 for a parking lot at 1503 Tennessee Avenue. We would like to request the following amendments to that Development Order:

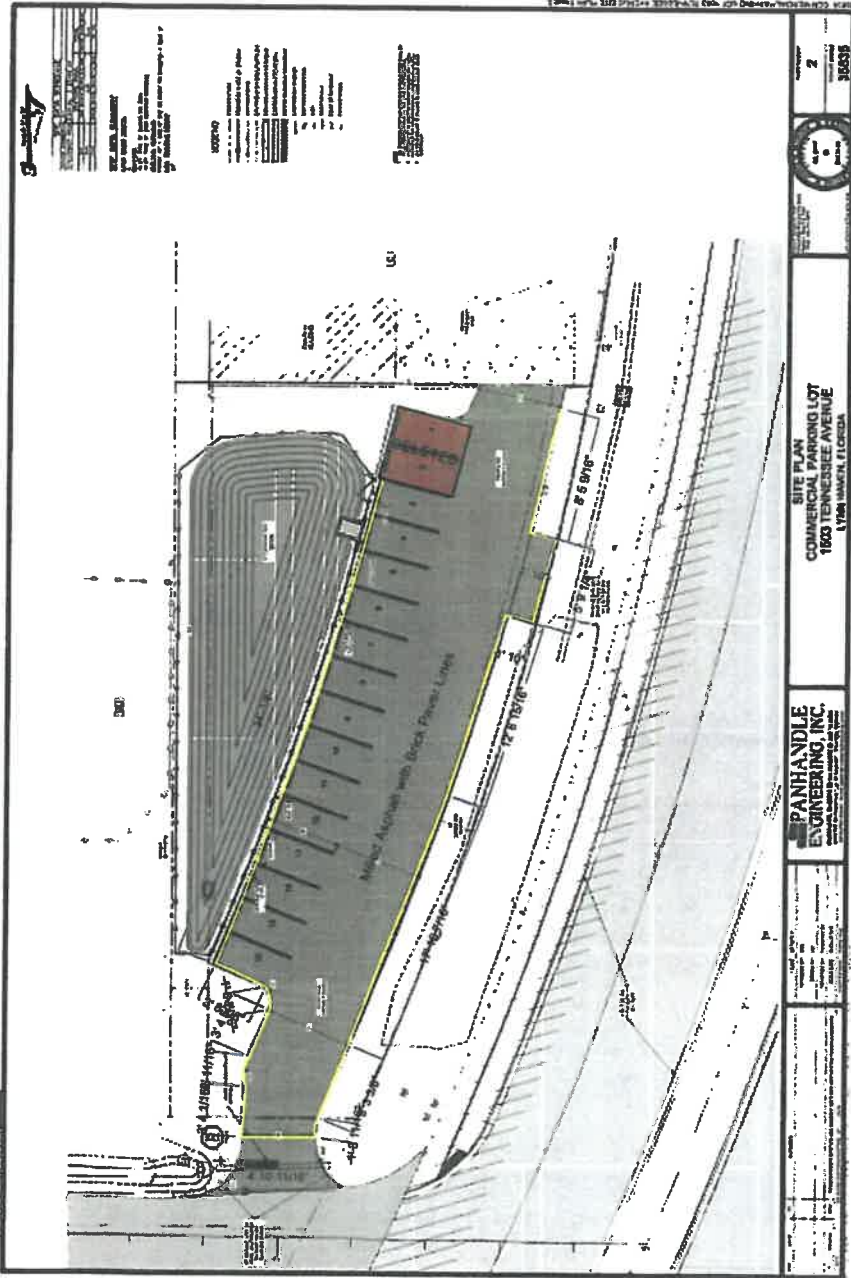
1. We request that the original "Proposed Asphalt Paving" area be amended to "Milled Asphalt with Brick Paver Parking Lines"
2. We request that this Development Order be given the CO prior to the completion of the landscaping along Hwy 390 and along 15th Street. Phoenix construction is actively working on the Hwy 390 widening, along with all adjacent roads (15th St.), and they have advised us that any landscaping that we place along there before they are complete is subject to damage from road construction activities. Based on our conversations with Phoenix, it is estimated that the landscaping could be completed inside of six months.

Attached is the original site plan with the proposed changes.

Sincerely,



Becky Tillman



NOTES

1. SEE ALL DIMENSIONS
2. SEE ALL NOTES
3. SEE ALL SPECIFICATIONS
4. SEE ALL SCHEDULES
5. SEE ALL DETAILS
6. SEE ALL CONDITIONS
7. SEE ALL REQUIREMENTS
8. SEE ALL STANDARDS
9. SEE ALL REGULATIONS
10. SEE ALL ORDINANCES
11. SEE ALL DECREES
12. SEE ALL LAWS
13. SEE ALL STATUTES
14. SEE ALL CONSTITUTIONS
15. SEE ALL TREATIES
16. SEE ALL AGREEMENTS
17. SEE ALL CONTRACTS
18. SEE ALL DEEDS
19. SEE ALL EASEMENTS
20. SEE ALL ENCUMBRANCES
21. SEE ALL LIENS
22. SEE ALL TAXES
23. SEE ALL FEES
24. SEE ALL COSTS
25. SEE ALL EXPENSES
26. SEE ALL REVENUES
27. SEE ALL PROFITS
28. SEE ALL LOSSES
29. SEE ALL DAMAGES
30. SEE ALL PENALTIES
31. SEE ALL FINES
32. SEE ALL IMPRISONMENTS
33. SEE ALL DEATHS
34. SEE ALL BIRTHS
35. SEE ALL MARRIAGES
36. SEE ALL DIVORCES
37. SEE ALL WILLS
38. SEE ALL TESTAMENTS
39. SEE ALL PROBATES
40. SEE ALL ESTATES
41. SEE ALL TRUSTS
42. SEE ALL PARTNERSHIPS
43. SEE ALL CORPORATIONS
44. SEE ALL ASSOCIATIONS
45. SEE ALL UNIONS
46. SEE ALL LABOR UNIONS
47. SEE ALL TRADE UNIONS
48. SEE ALL PROFESSIONAL ASSOCIATIONS
49. SEE ALL TRADE ASSOCIATIONS
50. SEE ALL BUSINESS ASSOCIATIONS
51. SEE ALL SPORTS ASSOCIATIONS
52. SEE ALL CULTURAL ASSOCIATIONS
53. SEE ALL RELIGIOUS ASSOCIATIONS
54. SEE ALL POLITICAL ASSOCIATIONS
55. SEE ALL SOCIAL ASSOCIATIONS
56. SEE ALL CLUBS
57. SEE ALL SOCIETIES
58. SEE ALL ORDERS
59. SEE ALL BROTHERHOODS
60. SEE ALL SISTERHOODS
61. SEE ALL GUILDS
62. SEE ALL TRADES
63. SEE ALL OCCUPATIONS
64. SEE ALL INDUSTRIES
65. SEE ALL BUSINESSES
66. SEE ALL COMPANIES
67. SEE ALL FIRMS
68. SEE ALL PARTNERSHIPS
69. SEE ALL CORPORATIONS
70. SEE ALL ASSOCIATIONS
71. SEE ALL UNIONS
72. SEE ALL LABOR UNIONS
73. SEE ALL TRADE UNIONS
74. SEE ALL PROFESSIONAL ASSOCIATIONS
75. SEE ALL TRADE ASSOCIATIONS
76. SEE ALL BUSINESS ASSOCIATIONS
77. SEE ALL SPORTS ASSOCIATIONS
78. SEE ALL CULTURAL ASSOCIATIONS
79. SEE ALL RELIGIOUS ASSOCIATIONS
80. SEE ALL POLITICAL ASSOCIATIONS
81. SEE ALL SOCIAL ASSOCIATIONS
82. SEE ALL CLUBS
83. SEE ALL SOCIETIES
84. SEE ALL ORDERS
85. SEE ALL BROTHERHOODS
86. SEE ALL SISTERHOODS
87. SEE ALL GUILDS
88. SEE ALL TRADES
89. SEE ALL OCCUPATIONS
90. SEE ALL INDUSTRIES
91. SEE ALL BUSINESSES
92. SEE ALL COMPANIES
93. SEE ALL FIRMS
94. SEE ALL PARTNERSHIPS
95. SEE ALL CORPORATIONS
96. SEE ALL ASSOCIATIONS
97. SEE ALL UNIONS
98. SEE ALL LABOR UNIONS
99. SEE ALL TRADE UNIONS
100. SEE ALL PROFESSIONAL ASSOCIATIONS

2
3655

SITE PLAN
COMMERCIAL PARKING LOT
1600 TERRELL AVENUE
11284 WASHINGTON, FLORIDA

PANHANDLE
ENGINEERING, INC.
REGISTERED PROFESSIONAL ENGINEERS
FLORIDA LICENSE NO. 12543
FLORIDA LICENSE NO. 12544
FLORIDA LICENSE NO. 12545
FLORIDA LICENSE NO. 12546
FLORIDA LICENSE NO. 12547
FLORIDA LICENSE NO. 12548
FLORIDA LICENSE NO. 12549
FLORIDA LICENSE NO. 12550

Summary of the Meeting Regarding the Tillman Property

Wednesday December 7 @ 2:30 pm in the Temporary City Hall Building

Present:

Vickie Gainer City Manager
Fire Chief DeLonjay
Fire Inspector Ron LaMarre
Bobby Baker, Infrastructure Director
Charles Vannetter, Building Official
Lisa Mack, Permit Specialist
Amanda Richard, Planning Director
Vicki Harrison, Planning Assistant
Jeff Tillman
Becky Tillman
Gabby Rabbe

There were a number of items discussed relating to the issuance of building permits and Certificates of Occupancy for certain units within the strip mall located at 1507 Tennessee Avenue (Parcel ID# 10372-000-000). These were certain assurances that the Fire Marshall was waiting for, plus city parking requirements (which differ according to the use of the unit), the finishing of, number of parking spaces, and materials required for the new parking lot; plus landscaping requirements.

1: Unit # 1525:

Ron Lamarre, Fire Marshall, requires documentation from a fire sprinkler contractor that states whether or not the existing sprinkler design will be acceptable for the proposed build-out of the unit, or if it will be required to be modified to be acceptable for the proposed plans. Once he has this documentation, a building permit can be issued. If changes to the sprinklers are required to be made, the fire sprinkler contractor can submit plans for approval along with a scope of work at a later date for a plan review. He added that the sprinkler system must pass inspection before a C.O. will be issued for each tenant space.

2: Unit # 1517

Waiting for a CO that they cannot get because there is not enough parking to accommodate the various parking requirements of the different units.

3: Unit # 1523

This is the final remaining unit. Mr. and Mrs. Tillman were told that they can submit plans for review and a permit but will not get a CO until the new parking lot is finished and receives a CO.

Regarding parking, the development has exhausted all the parking spaces that they currently have, meaning that there are not enough parking spaces left to accommodate the final three units. The new parking lot located at 1503 Tennessee Ave (Parcel ID # 10376-000-000) that was issued a Development Order on September 15th 2021 would, when finished accommodate parking for these final three units.

Mr. Tillman decided that he did not want to asphalt the new parking lot in accordance with the engineered site plans approved by the City Commission upon approval of the Development Order due to the expense, and was told by Mr. Jim Slonina of Panhandle Engineering that he did not have to do so, but could use milled asphalt instead. He did not contact the City to ask for approval. The Planning Department received a request to inspect the parking lot and landscaping for the new parking lot in November 2022, and when the Planning Assistant went to the site for inspection found that the landscaping had not been installed other than five (5) Crepe Myrtle trees along the back of the stormwater pond. None of the other required trees or shrubs, nor the sod had been installed. The parking lot had not been finished with a hard asphalt surface, with striped parking stalls, as approved per the site plans, but was instead a gravel type surface with pavers used as striping. There were also fewer stalls than had been presented to and approved by the City. Instead of there being sixteen (16) stalls, there were thirteen (13) stalls with curb stops.

Mr. Tillman said that they had decided not to install three of the parking stalls. He said that he would not asphalt the parking lot and asked what he needed to do in order to proceed. Did he need to submit amended plans to take to the City Commission.

It was suggested that he submit a letter of request to the City via the Planning Director with an amended site plan showing the parking spaces that were being removed. The request should contain exactly what he was asking for, which was understood to be permission to use milled asphalt instead of the hard asphalt originally presented and approved. He is also requesting to be allowed to delay the installation of the landscaping running along the west side of his property until the Highway 389 road widening project is complete.

At the time of site inspection Mr. Tillman had stated that he would be happy to put up a bond or whatever was needed for the landscaping, so the Planning Director suggested that this might be something the City would require.

The meeting concluded with Mr. Tillman saying that he would send the Fire Marshall the documentation that he required, so that they could proceed with getting the permit to finish out Unit 1525; and he would submit the letter of request and accompanying marked up site plan for the parking lot to the Planning Director's office, to be taken to the Planning Commission and City Commission for their discussion and recommendation in February 2023.

The City made it clear to Mr. Tillman that there was no guarantee that the City Commission would approve his request.