

CITY OF LYNN HAVEN
PLANNING COMMISSION
REGULAR MEETING
February 7, 2023

The Lynn Haven Planning Commission’s Regular Meeting was held on Tuesday, February 7, 2023, 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
Vicki Harrison, Planning Specialist

Absence: Neil Jones, Vice-Chairman

Board Chairman, Mr. Snyder stated Mr. Jones absence is unexcused as he did not notify staff of his absence prior to the meeting.

2. Approval of Regular Planning Commission meeting minutes of January 3, 2023

Mr. Parron, made a motion to approve the January 3, 2023 minutes,

Second to motion: Mr. Waddell,

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

Motion passed: 6-0

3. Future Land Use Map Amendment 23-01; parcel #10057-010-000; Mixed Use to Public Institutional

Ms. Richard stated the applicant/owner is the City of Lynn Haven. The applicant/owner is requesting a Small Scale Future Land Use Map Amendment. The project name is Public Works Additional Parking, and is located on Illinois Ave, parcel #10057-010-000. The parcel currently has a land use of Mixed Use, and the proposed land use is Public/Institutional. The parcel size is

approximately 0.688± acres and is currently vacant.

Ms. Richard stated the City is requesting a small scale future land use map amendment, to change the land use on these four (4) combined City owned lots, located on the east side of Illinois Ave, from Mixed Use to Public/Institutional. The property is currently vacant but will be used by the City to provide much needed additional parking. The adjacent land uses are North low density residential; South Mixed Use; East Mixed Use; and West Public/Institutional.

Public Comments – none.

Mr. Ashbrook, made a motion to approve the small scale future land use map amendment as presented,

Second to motion: Mr. Waddell

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

Motion passed: 6-0

4. Ordinance #1144; Amending Section 10.00.02 Unified Land Development Code

Ms. Richard stated the applicant is the City of Lynn Haven, and the project name is Amending the Unified Land Development Code (ULDC) Amending Section 10.00.02; Development Orders and Local Land Development Permits Required. The requested action is ULDC Amendment Recommendation.

Ms. Richard stated this proposed amendment to the Unified Land Development Code adds language to Section 10.00.02 Development Orders and Local Development Permits, relating to work commencing before permit issuance. There have been a number of occasions that developers have started land clearing without a development order, or permit being applied for or approved, and stop work orders are issued. If adopted, the language (along with language created by Section 14-36, Article II, Chapter 14 of the City of Lynn Haven Code of Ordinances), which are building department codes, will provide a penalty of 100 percent of the usual permit fee in addition to the required permit fees, in the event any person commences any work on land, a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits.

Ms. Richard stated the Ordinance changes to the building code ULDC, H, Page 31 of 37 bold underlined is the added language.

Mr. Ashbrook asked if the double fee is sufficient. Ms. Richard stated the amount was determined during discussion between the City Commission and City Attorney.

Public Comments – none.

Mr. Ashbrook, made a motion to approve Ordinance #1144; Amending Section 10.00.02 Unified Land Development Code 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. Ordinance #1146; Amending Section 10.00.04 Unified Land Development Code

Ms. Richard stated a Development Order is valid for one (1) year from the date issued, and infrastructure is required to be in place within the year, or at least started. There were several Development Order (DO) Extension requests received last year and most requested an extension timeframe of six (6) months to twelve (12) months. The DO extension requests received were mostly due to the economy. The City Commission has concerns because some codes have changed, like the stormwater ordinance, and aesthetics standards, so the City Commission wants to ensure when DO extensions are granted that the developers adhere to any code changes.

Ms. Richard stated the applicant is the City of Lynn Haven, and the project name is Amending the Unified Land Development Code (ULDC) Amending Section 10.00.04, Commencement of work and Expiration of Development Orders. The requested action is ULDC Amendment Recommendation.

Ms. Richard stated this proposed amendment to the Unified Land Development Code adds language to Section 10.00.04 Commencement of Work and Expiration of Development Permits and Local Development Orders, to provide rules for application of new development standards and regulations to development orders extended beyond two (2) years. If adopted these amendments clarify in the ULDC that prior to the expiration of one (1) year from the date of issuance, and applicant may apply to the City to extend the development permit or development order for one (1) additional year under existing regulations, development standards, performance standards, definitions, development criteria, or any provision of the ULDC in place at the time the development permit or local development order was issued. However, any extensions of a development permit or local development order beyond two (2) years must comply with regulations, development standards, performance standards, definitions, development criteria, or

any other provision of the ULDC in place at the time the development permit or local development order extension is approved.

Public Comments – none.

Mr. Parron, made a motion to approve Ordinance #1146; Amending Section 10.00.04 Unified Land Development Code 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

6. Development Order Application; Parcel #12860-010-000; Baldwin Townhome Development; 225 Baldwin Road

Ms. Richard stated the applicant/owner is Amir Manzoor/Hayat Properties, LLC. Mr. Amir Zafar, agent, was present to answer any questions. Ms. Richard stated the project name is Baldwin Townhomes, and the applicant/owner is requesting Development Order Approval. The location is 225 Baldwin Road, parcel #12860-010-000, and the parcel has a Mixed Use land use. The parcel is not located within the CRA or Corridor Overlay. The parcel size is approximately 1.268± acres and is currently vacant. The project engineer was Mr. Kifayat U Khan, P.E., Sun Engineering & Construction who was not present to answer any questions. The reviewing engineer was Mr. Chris Shortt, P.E., Dewberry Engineering who was present to answer any questions.

Ms. Richard stated the applicant/owner of this property is requesting Development Order Approval to construct fifteen (15) townhomes and a small commercial office with supporting required landscaping, parking and infrastructure improvements. The property has a Future Land Use Map designation of Mixed Use which allows for townhomes to be constructed at a density of up to twenty (20) dwelling units per acre when there is also a commercial component. 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.

Ms. Richard stated that a Preliminary Plat will be submitted as the developer will sell the townhomes in the future. The Development Order application will not be taken to the City Commission for approval until the Preliminary Plat is brought to the Planning Commission, and then the Preliminary Plat and Development Order application will be taken to the City Commission.

Mr. Parron stated he has concerns about street and sidewalk parking, and when that occurs, it creates an issue for the Fire Department, or other emergency services to access the property.

Ms. Richard stated that this is a smaller development, and the parking requirement does not differentiate between townhomes and single family homes, whereas with commercial uses, the parking requirement is based on the type of business.

Mr. Murphy stated the 90 unit townhome complex was approved that had one ingress/egress, and there is a safety concern if people start parking on the street. Ms. Richard stated that the single entry/exit was allowed per the Comprehensive Plan because FDOT regulations could not be met.

There was discussion concerning parking requirements in residential developments. Ms. Richard stated that the Planning Commission can make recommendations to the City Commission to discuss concerns regarding the parking requirement. Board Chairman, Mr. Snyder stated he would like to have parking discussion added to the March Planning Commission meeting agenda.

Mr. Waddell asked about the size of the townhomes. Mr. Zafar stated they are 1250-1300 sq. ft., three (3) bedroom. Mr. Dick asked if three (3) vehicles could park at each townhome. Mr. Zafar stated yes, as long as the garage is utilized.

Public Comments – none.

Mr. Dick, made a motion to approve the Development Order application are presented,

Second to motion: Mr. Ashbrook

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

Motion passed: 6-0

7. City Planner's Report

Ms. Richard thanked the members for attending the meeting. The Planning Commission members are valued by the City Commission and the Planning Department.

There was discussion about Development Order reviews. Ms. Richard stated when a Development Order application is received, the information is sent to each department for them to review their part of the proposed development, and to an outside review engineer. Once all codes, regulations, etc., are met, then the application is presented to the Planning Commission.

With there being no further business or discussion, the meeting adjourned at 6:01 pm.



Jeffrey Snyder, Chairman

prepared by Vicki Harrison