

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

The Lynn Haven Planning Commission’s Regular Meeting was held on Tuesday, March 7, 2023, at 5:30 p.m., at the Garden Club:

Present: Jeffrey Snyder, Chairman – left at 5:33pm after calling the meeting to order and passing the gavel to Neil Jones, Vice Chairman.  
Neil Jones, Vice-Chairman  
Stanley Parron  
Joseph Ashbrook  
Brian Dick  
Robert Waddell  
Amanda Richard, Planning Director  
Vicki Harrison, Planning Specialist

Absent: Kenny Murphy

Vice Chairman, Mr. Jones stated Mr. Murphy’s 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 February 7, 2023  
Mr. Parron, made a motion to approve the February 7, 2023 minutes,

Second to motion: Mr. Dick

On vote: Parron: aye  
Dick: aye  
Ashbrook: aye  
Waddell: aye  
Jones aye

Motion passed: 5-0

3. Small Scale Future Land Use Map Amendment 23-02; parcel #11530-030-000; Low Density Residential to Public Institutional

Ms. Richard stated there was a typo on the agenda, the current land use for this parcel is Low Density Residential, not Mixed Use. Ms. Richard stated the applicant/owner is the City of Lynn Haven. The project name is 17<sup>th</sup> Street, and is located on 17<sup>th</sup> Street, parcel #11530-030-000. The parcel size is approximately 25± 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 this City owned property located on the south side of 17<sup>th</sup> Street, north of Mowat Highlands Subdivision, from Low Density Residential to Public/Institutional. The adjacent land uses are North Low Density Residential/Public Institutional; South Low Density Residential; East Low Density Residential; and West Low Density Residential.

Mr. Dick asked the reason for the Public Institution Land Use. Ms. Richard stated the Public Institutional Land Use allows for a variety of City uses, and the property may be for a City stormwater pond.

Public Comments – none.

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

Second to motion: Mr. Ashbrook

On vote:	Parron:	aye
	Dick:	aye
	Ashbrook:	aye
	Waddell:	aye
	Jones:	aye

Motion passed: 5-0

4. Small Scale Future Land Use Map Amendment 23-03: Parcel #11518-015-000; Bay County Residential to City of Lynn Haven Low Density Residential

Ms. Richard stated the applicant/owner is the St. Andrew Bay Center, Inc., d/b/a The Arc of the Bay. The applicant/owner is requesting a Small Scale Future Land Use Map Amendment. The project name is The Arc of the Bay, and is located on Willow Hill Road, parcel #11518-015-000. The parcel currently has an existing land use of Bay County Residential, the proposed land use is City of Lynn Haven Low Density Residential. The parcel size is approximately 0.853± acres and is currently vacant. The parcel is not located within the Community Redevelopment Area (CRA) or the Corridor Overlay.

Ms. Richard explained the St. Andrew Bay Center recently became owners of this property. The property was annexed into the City on June 27, 1995, but was not given a City Future Land Use Map designation. Properties within the municipal boundaries of the City of Lynn Haven require a City of Lynn Haven land use map designation at that time. The adjacent land uses are North Low Density Residential/Public Institutional; South Low Density Residential; East Low Density Residential; and West Low Density Residential.

Mr. Ron Sharpe, Arc of the Bay Director, stated the land was donated, and with housing issues since Hurricane Michael, they are excited that this will be the first group home and will house six (6) residents. They have received a grant and plan to break ground in July.

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

Second to motion: Mr. Parron

On vote:	Parron:	aye
	Dick:	aye
	Ashbrook:	aye
	Waddell:	aye
	Jones:	aye

Motion passed: 5-0

5. Small Scale Future Land Use Map Amendment 23-04: Parcel #09167-000-000; Low Density Residential to Mixed Use

Ms. Richard stated the applicant is Daniel Parsons, and the owners are Daniel Parsons and Tim Cassell. The owners are requesting a Small Scale Future Land Use Map Amendment. The project name is Florida Ave, and the location is 404 Florida Ave., and the parcel #09167-000-000. The parcel currently has an existing land use of Low Density Residential, the requested land use is Mixed Use. The parcel size is approximately 0.774± acres and is currently vacant. The parcel is located in the Community Redevelopment Area (CRA) and is not located within the Corridor Overlay.

Mr. Jones stated there is a typo on the staff report, as it should say 4<sup>th</sup> Street but says 14<sup>th</sup> Street. Ms. Richard stated that the current future land use map category allows for up to 4.9 single family dwelling units per acre, but as this parcel comprising of 9 25'x150' lots are in the 1911 Historic plat, only three (3) houses would be permitted on this parcel. The requested land use would allow for single or multi family dwelling units at a density of up to ten (10) dwelling units per acre. It would also allow for a variety of non-residential uses (see Table 2.03.02). The adjacent land uses are North Low Density Residential; South Low Density Residential; East Mixed Use; and West Low Density Residential.

Ms. Richard stated she has included an aerial map, a map of the current land use, a map of the proposed land use, and maps of the area that show a wider area. The property is surrounded by Low Density Residential except for the east side across the street.

There was discussion regarding how the land use change would affect home values.

Mr. Dick stated that by not knowing what will be developed, it prevents forward thinking. There could be storage buildings, townhomes, single family homes, etc., and if more information was known this would help with forward thinking. Mr. Jones stated that he doesn't totally know, but construction cost, family members sell properties, etc., when a Development Order (DO) Application is submitted, the City departments review the information and when the

information is ready, the DO is presented to the Planning Commission and the City Commission.

Ms. Richard stated Land Use is State controlled, and when a Land Use change is submitted, consistency of the requested land use within the surrounding should be considered. All the potential permissible uses could be considered, or the property could be sold following the land use map amendment if it is approved.

Mr. Jones asked if there was a staff recommendation. Ms. Richard stated not at Planning Commission meetings; however, they are for City Commission meetings.

#### Public Comments:

Mr. Walker stated there is a percentage of people that will sell and the people purchasing the property usually know what they plan to do with the property. It is the nature of the beast.

There was discussion about the hardware store retention pond and the water running down Florida Avenue. There is a clogged ditch at 425 and 429 Florida Avenue. An adjacent homeowner said that as parcels are constructed, more water is pushed down Florida Avenue. There are concerns pertaining to the catch basin, a French drain that has been installed by Mr. Cooper, ditches have been filled in. When the family member of this property had the homes demolished, it was discovered it was not feasible to rebuild because of new codes, the Flood Zone requirement changes, and the property was sold to a developer.

Mr. Jones stated this is not the forum for flooding issues and discussion. He advised the citizens with flooding concerns to contact Chris Lightfoot, Public Works Director.

There is opposition to anything being built other than single family homes because of flooding concerns, keeping the area as a family neighborhood. This is a historic neighborhood and would like the character preserved with single family homes. Multi-family homes, and retail commercial being in that area, is not why some citizens bought their homes in the neighborhood.

This area is used as a cut through, so there is already a lot of traffic, and ten (10) homes would be a lot, and the development should be something that fits the neighborhood. (NB: The parcel size is 0.77± acres, so seven (7) dwelling units would be allowed under Mixed Use).

There was a \$4.1million grant to repair Florida Avenue, everyone should take a look at the meeting that was held with the City Manager regarding the plans for Florida Avenue.

Mr. Dick, made a motion that the small scale future land use map amendment application be denied on density and its location within the historical neighborhood of Lynn Haven,

Second to motion: Mr. Ashbrook

On vote:           Parron:        aye  
                      Dick:           aye  
                      Ashbrook:     aye  
                      Waddell:      aye  
                      Jones:         aye

Motion passed: 5-0

6. Development Order Application; Parcel #11605-000-000; Express Carwash; 1801 Highway 77

Ms. Richard stated the applicant is Matt Fancher and the owner is F & P Capital Investments. The agent is Matt Fancher, who was not present. Ms. Richard stated the project name is Express Carwash, and the requested action is Development Order Approval. The project location is 1801 Highway 77, parcel #11605-000-000, and the parcel has a Commercial land use. The parcel is not located within the CRA or Corridor Overlay. The parcel size is approximately 2.16± acres and is currently vacant. The project engineer was Mr. Robert Carroll, P.E., McNeil Carroll Engineering, Inc., was not present, however, Mr. Sean McNeil, P.E., McNeil Carroll Engineering Inc., was present to answer any questions. 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 carwash and vacuum stalls, with supporting required landscaping, parking, and infrastructure improvements. The property has a Future Land Use Map designation of Commercial which allows for a carwash to be located upon the site. 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. Dick asked if the carwash runoff is tied in with stormwater or would the water discharge to the large ditch beside the rails to trails.

Mr. Sean McNeil, P.E., McNeil Carroll Engineering stated the water would be separated. Mr. Chris Shortt, P.E., Dewberry Engineering, review engineer stated the stormwater discharge is separated from the wastewater, and specifically the grease trap will not discharge to the ditch. Stormwater will discharge to the ditch.

Public Comments – none.

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

Second to motion: Mr. Dick

On vote:           Parron:        aye  
                      Dick:           aye  
                      Ashbrook:     aye

Waddell: aye  
Jones: aye

Motion passed: 5-0

7. Development Order Application; Bay County; Minge Branch Drive

Ms. Richard stated the applicant is Bay County Public Works and the owner is Bay County. The agent Keith Bryant was not present. Ms. Richard stated the project name is Minge Branch Drive and the requested action is Development Order Approval. The project location is Mill Bayou Road Terminus at Shoreview Drive East to new Titus Road Connector. The parcel # is Bay County Right of Way, and the parcel size is approximately 8.124 acres (5.25 acres within City of Lynn Haven Jurisdiction), and the parcel is vacant. The parcel is not located within the CRA or Corridor Overlay. The project engineer Josee Cyr, Bay County Public Works, Engineering Division was present to answer any questions. 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 connector road from Mill Bayou Terminus at Shoreview Drive East to the new Titus road Connector. 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 reminded the Planning Commission that when the development order for the Mill Bayou apartments was submitted, there were concerns as multi-family developments of 50 units or more require two (2) ingress/egress. The north portion of the Mill Bayou apartment development was contingent on the construction of this portion of the connector road which will connect to Mill Bayou Boulevard to Highway 2321/Titus Road.

Ms. Richard stated the City has not received the Notice of Intent (NOI), or permits for this proposed project, and until the NOI is received this item will not be presented to the City Commission. Ms. Cyr stated that she cannot provide a definite answer as to when they will receive the permits.

Mr. Ashbrook asked about the roundabout at the school and there is a lighting concern. Ms. Cyr stated the County will connect to the existing, and 50% annexed may be transferred to the County. The County will be responsible for the lighting.

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

Second to motion: Mr. Dick

On vote: Parron: aye  
Dick: aye  
Ashbrook: aye

Waddell: aye  
Jones: aye

Motion passed: 5-0

8. Development Order Application: Parcel #11344-000-000, Mill Bayou Reuse System (Booster Plant)

Ms. Richard stated this item was pulled from the agenda as it was not ready.

9. Final Plat Approval: Parcel #11573-008-000; Jakes Landing

Ms. Richard stated the applicant/owner is James Finch & Associates, Inc. The agents are Ted Schoppe, and Brad Harris, who was not present. Mr. James Finch was present to answer any questions. The project name is Jake's Landing, and the requested action is Final Plat approval. This parcel is located on Highway 389, and the parcel # is 11573-008-000. The parcel has a Mixed Use land use, is approximately 9.8± acres, the infrastructure is in place, and the Preliminary Plat has been approved. The parcel is not located within the Community Redevelopment Area (CRA) or the corridor overlay.

Ms. Richard stated the Project Engineer is Brad Harris, P.E., BH Engineering. The project surveyor is Darryl C. Finch, PSM, and the reviewing surveyor is Jonathan H. Gibson, PSM., Dewberry, Inc.

Ms. Richard stated the applicant is requesting final plat approval for this residential townhome community consisting of ninety (90) townhomes to be constructed upon 9.8± acres of property. The stormwater system will remain private and will be maintained by a Homeowners Association. The property has a Future Land Use Map category of Mixed Use which allows for up to ten (10) units per acre for solely residential projects.

The Preliminary Plat and Development Order were approved in July 2022. Once the Final Plat is approved, the developer can record the plat and proceed with selling individual lots.

This final plat has been reviewed and found to be in compliance with City and State requirements.

Mr. Parron stated his concerns with property developments regarding the amount of parking spaces, as with a three (3) bedroom single or multi-family home it is very likely that four (4) or more cars would need parking and would the fire department have any issues for fire safety. Mr. Ron LaMarre, Fire Inspector stated the required width of the road is 20' unobstructed. With T-roads, cul-de-sacs, dead end streets, etc., the fire truck turnaround requirement must be met. Mr. Parron stated that sometimes in cul-de-sacs that becomes the overflow parking area, and could the code be changed to be more specific with vehicle parking, as the parking space code is not enough for future growth. Mr. LaMarre stated the best would be to approach the City with their concerns, as the fire department follows State requirements. There was discussion regarding parking within a Homeowners Associations (HOA's), and that most HOA's do not allow street

parking.

There were no public comments.

Board Member, Mr. Dick, made a motion to approve the Final Plat,

Second to motion: Mr. Ashbrook

On vote:	Parron:	aye
	Dick:	aye
	Ashbrook:	aye
	Waddell:	aye
	Jones:	aye

Motion passed: 5-0

10. Amendment to the Unified Land Development Code Section 6.05.09; Layout of Transportation Facilities

Ms. Richard stated the applicant/owner is the City of Lynn Haven, and the project name is the Unified Land Development Code (ULDC) Section 6.05.09, and the requested action is ULDC Amendment Recommendation.

Ms. Richard stated the City of Lynn Haven City Commission is proposing to amend Section 6.05.09 of the ULDC to clarify the parking lot construction requirements. The current language states a hard dustless material; however, this has been misinterpreted in the past to assume that milled asphalt be permissible. The new language clarifies the intent of the code, that parking lots be constructed so that there be less chance of pooling, sinking, potholes, etc., and so that they can be clearly stiped to indicate individual parking stalls that meet the size requirement.

The proposed amendment is to Section 6.05.09(C) (2) of the Unified Land Development Code specifically and can be seen in the strikethrough version of the proposed Ordinance. Ms. Richard stated Ordinance # 1151, #2 in bold the ordinance - asphalt pavement or concrete, have proper signage, install stripes and curb stops installed, & be properly drained.

Public Comments: Mr. Finch stated that asphalt/concrete subgrade should be addressed as there are no Load Bearing Requirement (LBR) testing. When concrete is poured on sand, it will move and eventually crack as there is not an adequate base, or a LBR testing. Asphalt milling is too soft without a good base, and the Florida Department of Transportation does not allow milled asphalt as a base because it is too soft.

Mr. LaMarre, Fire Inspector stated the fire department follows the roadway width in the Technical Standards that applies to all land use districts.

The Planning Commission recommends that the City Commission address the road width and



amount of parking spaces. The Chief Infrastructure Director and Public Works Director can look at this request. Items within the Technical Standards will not come back to the Planning Commission.

Mr. Waddell asked about traffic studies for developments, and asked if one was submitted for Jakes Landing. Ms. Richard stated a trip generation and distribution study was submitted along with the Development Order. Highway 389 is in the Bay County jurisdiction, and their capacity and Level of Service for the volume of traffic is monitored. With Jakes Landing the segments are not failing. Ms. Richard stated she reviews the smaller traffic studies for smaller developments. The City has a contract with transportation engineer firms for larger development traffic studies, and any analysis of larger submittals.

Mr. Jones asked that a copy of the traffic generation and distribution be included in the Planning Commission agenda packets.

Mr. Dick voiced his concerns over overpopulation in areas that should not happen to this degree, and his has concerns with a situation happening that police and fire safety may be unable to access an area and someone could die.

Ms. Richard stated the Comprehensive Plan is controlled by the State, and the Unified Land Development Code (ULDC) is controlled by the City, and the City can make change to the ULDC. When the City reviews statutes and other various things, some things the City Commission can change, and some they cannot change.

Mr. Ashbrook, made a motion to approve the amendment to the Unified Land Development Code (ULDC) Section 6.05.09 as presented,

Second to motion: Mr. Parron

On vote:	Parron:	aye
	Dick:	aye
	Ashbrook:	aye
	Waddell:	aye
	Jones:	aye

Motion passed: 5-0

11. Discussion of Table 6.05.06(B) Unified Land Development Code; Parking Space Requirements

Ms. Richard stated the project name is Unified Land Development Code (ULDC) Table 6.05.06(B) and the requested action is discussion.

Ms. Richard stated at the last Planning Commission meeting, the commission requested that staff bring this section of the code, which details the parking requirements per type of development,

the commission at the next meeting for discussion.

Table 6.05.06(B) was brought to the Planning Commission for discussion.

7. City Planner's Report

Ms. Richard thanked the members for attending the meeting.

With there being no further business or discussion, the meeting adjourned at 6:52pm.



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Neil Jones, Vice-Chairman

prepared by Vicki Harrison