

CITY OF LYNN HAVEN  
PLANNING COMMISSION  
REGULAR MEETING  
October 4, 2022

The Lynn Haven Planning Commission's Regular Meeting was held on Tuesday, October 4, 2022, at 5:30 p.m., at the Garden Club:

Present: Jeffrey Snyder, Chairman  
Neil Jones, Vice-Chairman  
Stanley Parron  
Kenny Murphy  
Joseph Ashbrook  
Amanda Richard, Planning Director  
Vicki Harrison, Planning Specialist  
Kevin Obos, City Attorney

Absent: Brian Dick  
Robert Waddell

Board member, Mr. Jones, made a motion to excuse Mr. Dick from the meeting as he notified staff of his absence prior to the meeting,

Second to motion: Mr. Ashbrook,

On vote: Murphy: aye  
Parron: aye  
Jones: aye  
Ashbrook: aye  
Snyder: aye

Motion passed: 5-0

Mr. Waddell's absence is unexcused as he did not notify staff of his absence. (was excused)

2. Approval of Regular Planning Commission meeting minutes of September 6 2022.

Board member, Mr. Jones, made a motion to approve the September 6, 2022 minutes,

Second to motion: Mr. Ashbrook,

On vote: Murphy: aye  
Parron: aye

Jones: aye  
Ashbrook: aye  
Snyder: aye

Motion passed: 5-0

3. Proposed Amendments to Unified Land Development Code; Appearance Standards for Non-Residential Primary Structures; Landscaping and Vegetation; Standards for Permanent Signs.

Ms. Richard stated Mr. Obos was not able to attend the meeting, he is available via phone to answer if there is any confusion about the responsibilities of the board, or if there are any questions or ambiguities, he is available to respond. Ms. Richard stated she spoke with Mr. Obos earlier and he stated the board is to review the proposed changes to ULDC, codes or any amendments and make a recommendation to the City Commission as to the consistency of the regulations with the Comprehensive Plan.

Ms. Richard stated a section of the ULDC which laid out the responsibilities of the Planning Commission was handed out to the members.

Ms. Richard stated the Comprehensive Plan is available online and when it comes to the general area of the City Commission wanting to making aesthetic changes to the corridor and have design standards, there is section in the Future Land Use Element, Goal 2-Community Design, Policy 1.6 “The City shall provide specific design standards for landscaping, signs, buildings, and site design for developments within specified corridors” and under Objective 2 – “The City shall preserve and enhance the visual image of the City along arterial and collector roads by implementing compatibility standards” per Ordinance #858 that was adopted October 24, 2006. There have been some changes in the ULDC, but they are continuing to look at it every few years, and the City Commissioners will want certain things changed.

Ms. Richard stated the members can recommend approval or denial, It is fine to recommend denial, however, if you recommend denial, you have to state why you recommend denial so that the commission is aware of the reasons behind the recommendation.

Ms. Richard stated the applicant is the City of Lynn Haven, and the project name is Amending Unified Land Development Code (ULDC), Adding Section 4.01.014; Amending Sections 4.02.05; 4.06.02; 4.07.01 & Table 5.03.07, and the requested action is ULDC Amendment Recommendation.

Ms. Richard stated this item had come before the Planning Commission a few months ago and following the concerns of both the Planning Commission and some individuals regarding the proposed amendments to rear setbacks on non-residential properties, the City Commission requested that the rear setback changes be removed, and the ordinance taken back to the Planning Commission for a recommendation. The desire of the City Commission is to amend the land development regulations to improve the aesthetics of non-residential structures and parcels within the City. Over the past couple of years there have been a series of workshops where the

Commission have discussed possible amendments to the ULDC to improve the City’s non-residential appearance. At a workshop held on May 24, 2022, the Commission asked staff to draft an ordinance that would create the desired amendments to the Code and bring the City up to the same standards as currently required for the Community Redevelopment Area (CRA). The appearance standards section would bring new construction and redevelopment projects into compliance with Chapter Six of the “Storefront Design Guidelines” adopted by the Community Redevelopment Agency. The other amended sections bring changes to signage and landscaping sections. The amendments would implement changes in areas of Building Materials, Color Selection, Architectural details, Signage, and Landscaping upkeep.

Ms. Richard stated the draft ordinance proposed to amend certain sections of the Unified Land Development Code (ULDC) to add specific design standards for all non-residential structures. The design standards will not apply to buildings located within industrial parks.

Mr. Ashbrook stated he wanted to confirm that the design standards are the ones with a strikethrough and are being aligned with the CRA. Ms. Richard stated yes.

Public Comments – Mr. Jim Everett, Bay County, Real Estate Broker stated concerns about the original proposed change of the commercial setbacks to forty feet. Ms. Richard stated those changes have been removed and rear setback will remain at zero.

Board member Mr. Murphy stated to Mr. Jones “I have read this, and it appears they have taken out everything you referred to the last time” and asked him “do you feel like this is okay for a developer.” Mr. Jones stated the corridor is good for the comp plan and he thinks it is innocuous to developers.

Ms. Richard stated the agenda packets are emailed out on Thursday to allow time for review, and if the board has any questions regarding content or clarity, please call, so the questions can be answered prior to the meeting.

Board member, Mr. Ashbrook, made a motion to approve the proposed ULDC Amendment Recommendation as presented,

Second to motion: Mr. Parron,

On vote:	Murphy:	aye
	Jones:	aye
	Ashbrook:	aye
	Parron:	aye
	Snyder:	aye

Motion passed: 5-0

4. Development Order Application: Climate Controlled Storage at Market Shops: Parcel #11667-

280-004; Hammock Square Drive

Ms. Richard stated the applicant/owner is Market Shops of Lynn Haven, LLC. The agent/project engineer is Jim Slonina, P.E., Panhandle Engineering, and Nicole Lloyd, P.E. of Panhandle Engineering, and both were present to answer any questions.

Ms. Richard stated the project name is Climate Controlled Storage at Market Shops and the applicant/owner is requesting a Development Order approval. The location is Hammock Square Drive, parcel #11667-280-004, and the parcel has a Commercial land use. The parcel size is approximately 3.04± acres and is vacant. The parcel is not located within the CRA, but is in 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 three (3) self-storage buildings. One (1) will be a three story climate controlled storage building and each floor consisting of 34,808 sq.ft., for a total square footage of 104,424, which includes an office on the ground floor. Two (2) drive up storage units, one is 9,300 sq.ft. and the other 11,100 sq. ft. of storage. There are also required landscaping, parking, and infrastructure improvements. The property has a Future Land Use Map designation of Commercial which allows for a self-storage unit to be located upon it.

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.

Public Comments – none.

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

Second to motion: Mr. Ashbrook,

On vote:	Murphy:	aye
	Jones:	aye
	Parron:	aye
	Ashbrook:	aye
	Snyder:	aye

Motion passed: 5-0

5. City Planner's Report

Ms. Richard stated our next meeting will be held on November 1<sup>st</sup>. Vicki will be polling the members to attend a ULDC and Comprehensive Plan training session that will be held prior to the meeting at 5 p.m. When she polls each member, each member will be asked if they need assistance with locating the information online, or if they would like a printed copy.

With there being no further business or discussion, the meeting adjourned at 5:53pm.

A handwritten signature in blue ink, appearing to read 'Jeffrey Snyder', is written above a horizontal line.

Jeffrey Snyder, Chairman

prepared by Vicki Harrison