

WASHINGTON COUNTY PLANNING COMMISSION
1331 South Boulevard, Chipley FL 32428
Phone: (850) 415-5093 * Fax: (850) 415-5094
Website: www.washingtonfl.com

Minutes
January 5, 2010

There was no meeting of the Planning Commission due to the lack of agenda items.

Lynda Waller
Planner

WASHINGTON COUNTY PLANNING COMMISSION

1331 South Boulevard, Chipley FL 32428

Phone: (850) 415-5093 * Fax: (850) 415-5094

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Minutes

February 2, 2010

There was no meeting of the Planning Commission due to the lack of agenda items.

Lynda Waller
Planner

WASHINGTON COUNTY PLANNING COMMISSION

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Minutes
March 2, 2010

1. Meeting – Call to Order

2. Conduct Roll Call

District 1 – Theodore Simmons

District 2 – Todd Anderson (Absent – Late arrival. Was not seated)

District 3 – Al Keown (Absent)

District 4 – Jim Ackerman (Absent)

District 5 – David Morris

School Board – Joe Taylor (Chairperson)

Member-at-Large – Tonya Pippin (Vice-Chairperson)

Planning Commission Secretary – Ellen Byrd

County Manager (Growth Management Director) – Emory Pitts

County Planner – Lynda Waller

County Engineer – Cliff Knauer

3. Approval of Minutes

November 3, 2009 and revisions

December 1, 2009

January 5, 2010 minutes indicating no meeting

February 2, 2010 minutes indicating no meeting

4. Variance – Adam Sheffield. The property owner is requesting a variance to sell less than 4.5 acres of land from a parcel of 10.1 acres of land to a family member. However, there is no immediate family relationship here, thus a variance will be required to make the 3-acre parcel a legal building block. The parcel to be subdivided is located on Fanning Branch Road, a paved county-maintained road. The property is not in a flood zone. The seller will provide is an easement to the three-acre parcel to be used for ingress/egress. Simmon/Pippin. Approved.

5. Variance – James Russ. The property owner is requesting a variance to sell less than 4.5 acres of land from a parcel of 5.97 acres of land. SR 79. There is already an additional deeded easement from Fanning Branch Road to the portion of land that he is wishing to

sell. This was deed to him when Mr. Richardson sold him the 5.97 acres. This split will permit two resulting parcels – one at 2.97 acres and another at 3.00 acres. Morris/Simmons. Approved.

6. Preliminary Approval of the Plat and Variance - Middle Landings Subdivision (on Wages Pond). Preliminary approval of this plat will allow the developer to begin installation of infrastructure within the subdivision to include new road construction, paving of the new road, and stormwater runoff facilities. A variance from the Planning Commission will be required to enable the developer to proceed with the development without further widening of Wages Pond Road. There is no possibility of obtaining additional right-of-ways from other property owners. The Planning Commission felt there was not enough information to make a decision and requested that the County Manager and the County Engineer do some further investigation to see if the roadway could be widened by obtaining addition right-of-way from the property owners along the 20-foot portion of Wages Pond Road between the private portion of the roadway and Deadening Road or if a de minimums exemption under the Land Development Code can be granted. Tabled.
7. Spring Ridge Development of Unit 12 of the Sunny Hills Plat. This is a previously platted section of the Sunny Hills Planned Unit Subdivision plat providing for 263 homes with an amenities center. First part of the completion process of this phase is the completion of roads and infrastructure. Construction plans for the infrastructure have been reviewed by the Planning Commission and the County Engineer. The approval granted at this meeting will allow the developer to proceed to authorize installation of all required infrastructure. Pippin/Simmons. Approved
8. Variance – Lora Mae Walizer. The applicant is requesting a variance to allow her son to place a mobile home on her one-acre of land. She states that she is 75 years of age with health issues and needs her son nearby to help in case there is a medical emergency. Staff recommends approval. Morris/Pippen
9. There were no significant planning issues other than Ms. Waller reporting that the draft of the EAR-based amendments and revisions for the Comprehensive Plan were approved by the Board of Commissioners on February 25, 2010 to be transmitted to the Department of Community Affairs by the end of the current week.
10. Pending agenda items being available, the next Planning Commission meeting will be on April 6, 2010, at 5:00 p.m., in the County Annex meeting room.

Ellen Byrd
Planning Secretary

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Minutes
April 6, 2010

1. Meeting – Call to Order
2. Conduct Roll Call

District 1 – Theodore Simmons
District 2 – Todd Anderson (Absent)
District 3 – Al Keown
District 4 – Jim Ackerman (Absent)
District 5 – David Morris (Absent)
School Board – Joe Taylor (Chairperson)
Member-at-Large – Tonya Pippin (Vice-Chairperson)
Planning Commission Secretary – Ellen Byrd
County Manager – (Growth Management Director) – Emory Pitts
County Planner – Position is vacant
County Engineer – Cliff Knauer

3. Approval of Minutes

March 2, 2010

3. Preliminary Approval of the Plat - Middle Landings Subdivision (on Wages Pond). In summary and as discussed at the last Planning Commission meeting, preliminary approval of this plat is being requested and will allow the developer to begin installation of infrastructure within the subdivision to include new road construction to include paving of the new road within the subdivision boundaries, and stormwater runoff facilities. Along with the approval of the preliminary plat, a variance from the Planning Commission will be required to enable the developer to proceed with the development without further widening of that section of Wages Pond Road that is currently maintained by the County. The developer's representatives (Mr. Williams and Mr. Carter) stated at the March 2, 2010 meeting that there is no possibility of obtaining additional right-of-ways from other property owners. The County Manager and the County Engineer will check out the condition of the road and report back to the Planning Commission what their recommendations are for improvement of ingress/egress for the subdivision.
Keown/Simmons. Approved.

4. Request for Development Order Extension for a Previously Approved Subdivision – Spring Water Lake Subdivision (Mark Kleimeyer) – South end of Glendale Drive – The Developer requests a one-time, one year extension on the previously approved development order. The preliminary plat for the 18-lot clustered residential subdivision at the south end of Glendale Drive was unanimously approved by the Planning Commission on April 7, 2009. Due to severe financial hardships due to the current economic conditions, the Developer was unable to complete the infrastructure needed to market the Subdivision and requires approval of an extension of the development order from the Planning Commission.
Keown/Simmons. Approved

There were no other significant planning issues.

Pending agenda items being available, the next Planning Commission meeting will be on May 4, 2010, at 5:00 p. m., in the County Annex meeting room.

Ellen Byrd
Planning Secretary

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Minutes
May 4, 2010

There was no meeting of the Planning Commission due to the lack of agenda items.

Ellen Byrd
Secretary
Planning Department

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Minutes
Special Meeting
May 24, 2010

1. Call to Order

Chairman Taylor called the meeting to order at 5:00pm

2. Roll Call

Members in attendance

Commissioners

District 1 – Theodore Simmons
District 2 – Todd Anderson (absent)
District 3 – Al Keown (absent)
District 4 – Jim Ackerman
District 5 – David Morris
School Board – Joe Taylor (Chairperson)
Member-at-Large – Tonya Pippin (Vice-Chairperson)

Staff in Attendance

County Planner – Michael J. DeRuntz, CFM, Senior Planner
County Manager – (Growth Management Director) – Emory Pitts
Planning Commission Secretary – Ellen Byrd
County Engineer – Cliff Knauer (absent)

3. Approval of Agenda for May 24, 2010

Chairman Taylor suggested the agenda reflect the date of the minutes from March to April.
Motion to approve agenda by Pippin, Second by Morris
Unanimously approved as amended.

4. Approval of Minutes for April 6, 2010

Chairman Taylor suggested in the minutes of April, that the last line be stricken.
Motion to approve minutes by Pippin, Second by Simmons
Unanimously Approved .

5. Items

A. Variance – Chirag A. Patel – The property owner is requesting a variance for a lot line adjustment and variance for minimum lot area requirement. Mr. Patel owns lots 3 and 4, current land use is single family residential, and the undeveloped lot has a well tank and driveway serving lot 3. Mr. Patel is requesting a variance to do a lot line adjustment to create two new lots. Lot 3 is proposed to be 1.14 acres, and lot 4 is proposed to be .90 acres. The property is located at 1332 Deerpath Road, lots 3 and 4 Deals Little Acres Subdivision.

Ms. Wanda Owens of Southern Way Realty was in attendance for Mr. Patel. Ms. Owens gave a brief explanation as to why the variance was requested, she also provided a new plat showing the lot line adjustment. Mr. Morris inquired if the other property owners had been notified of the request; Ms. Owens stated she obtained notarized signatures from all but one of the adjoining property owners, and they had no objection to the request. She had a certified letter sent to the other property owner and had received the return receipt where they received the letter.

Motion to approve variance based on the staff recommendation of the five factors being met by Mr. Morris, second by Mr. Ackerman.

Unanimously approved.

6. Old Business

Mr. DeRuntz provided copies of the Proposed Comprehensive Plan Amendment Schedule this will be for discussion at the next Planning Commission meeting. Mr. Ackerman questioned if all of the objections, recommendations and comments could be completed at one meeting? Mr. DeRuntz said if it could not, another meeting would have to be scheduled; the recommendations have to be turned into the BOCC for their next meeting at the end of June.

7. New Business

Mr. DeRuntz requested email addresses from the Planning Commission .

8. Questions from the floor

There were no questions from the floor.

9. Adjournment

Meeting adjourned at 5:14 p.m.

The next Planning Commission will be on June 8, 2010, at 5:00 p.m., in the County annex meeting room.

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Minutes
June 8, 2010

1. Call to Order

Chairman Taylor called the meeting to order at 5:04pm

2. Roll Call

Members in attendance

Commissioners

District 1 – Theodore Simmons (absent)
District 2 – Todd Anderson (arrived 5:30 P.M.)
District 3 – Al Keown (absent)
District 4 – Jim Ackerman (excused absence)
District 5 – David Morris (left 5:45 P.M.)
School Board – Joe Taylor (Chairperson)
Member-at-Large – Tonya Pippin (Vice-Chairperson)

Staff in Attendance

County Planner – Michael J. DeRuntz, CFM, Senior Planner
County Manager – (Growth Management Director) – Emory Pitts (excused)
Planning Commission Secretary – Ellen Byrd
County Engineer – Cliff Knauer (absent)

3. Approval of Agenda for June 8, 2010

Motion to approve agenda by Mr. Morris, Second by Mr. Keown
Unanimously approved

4. Approval of Minutes for April 24, 2010

Motion to approve minutes by Mr. Keown, Second by Mr. Morris
Unanimously Approved

5. Items

A. Land Use Determination and Parking Plan Review and Approval-North Bay Clan of the Lower Muscogee Creek Tribe, Inc.

Mr. Patterson was present to represent the Tribe and gave a brief explanation of their history and future plans in the community. They are a group of people who share Native American Ancestry. The log cabin will be used as a trading post, museum and meeting house. The Tribe meets on the first Saturday of the month. They have two large Pow-Wows per year, on Memorial Day Weekend and Veterans Day Weekend. At the Pow-Wows they have vendors of native American handicrafts and demonstrators of native crafts, such as napping and blacksmithing. They invite Native American dancers. Mr. Patterson also provided a drawing of their purposed parking area. Mr. Morris questioned if this request was for a rezoning? Mr. DeRuntz stated that the Staff had identified the Applicant's use to be compliant with the Outdoor Recreational And Neighborhood Commercial (class I) Community Center and Fraternal Lodge uses. The staff is requesting the Planning Commission's confirmation to the Staff's Interpretation. As a private park, the Planning Commission reviewed and approved a parking plan. Mr. DeRuntz reviewed the proposed parking plan and the staff's recommendation and condition that directional signs be posted on the property.

Motion by Mr. Keown Second by Mr. Morris

Unanimously approved.

Keown/Morris

B. ORC Report

1. After a discussion about the proposed schedule for addressing the EAR-Based Amendments to the Comprehensive Plan, Ms. Pippin moved to approve the schedule, Second by Mr. Keown. Vote approved 4-0
2. The Planning Commission and Staff reviewed the ORC Report and the proposed additions and corrections. Motion by Keown, Second by Pippin to recommend to the Board of County Commissioners to proceed with addressing each of the ORC Report Comments and Recommendations. Vote Approved 4-0

6. Old Business

Mr. DeRuntz requested that the Commission forward any discrepancies they have found in the Land Development Code (LDC). Ms. Pippin suggested that the "Developer's Agreement" needs some attention, she also stated that Walton County's LDC was pretty comprehensive.

7. New Business

None

8. Questions from the floor

None

9. Adjournment

Meeting adjourned at 6:07 p.m.

The next Planning Commission will be on July 13, 2010, at 5:00 p.m., in the County annex meeting room.

Joe Taylor, Chairman

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Minutes
July 20, 2010

1. Call to Order

Vice-Chairperson Pippin called the meeting to order at 5:03pm

2. Roll Call

Members in attendance

Commissioners

District 1 – Theodore Simmons
District 2 – Todd Anderson (vacation)
District 3 – Al Keown
District 4 – Jim Ackerman (excused absence)
District 5 – David Morris
School Board – Vacant
Member-at-Large – Tonya Pippin (Vice-Chairperson)

Staff in Attendance

County Planner – Michael J. DeRuntz, CFM, Senior Planner
County Manager – (Growth Management Director) – Emory Pitts (excused absence)
Planning Commission Secretary – Ellen Byrd
County Engineer – Cliff Knauer

3. Approval of Agenda for June 20, 2010

Mr. DeRuntz requested 7A. be heard before 5B.
Motion to approve agenda as amended by Mr. Keown, Second by Mr. Simmons
Unanimously approved

4. Approval of Minutes for June 8, 2010

Motion to carry over Mr. Morris, Second by Mr. Simmons
Unanimously Approved

5. Items

A. Board of County Commissioners Report

Mr. DeRuntz reported the Board of County Commissioners had heard and approved the Planning Commission's recommendations for a proposed schedule for responding to the ORC Report and proceeding on addressing the issues in the ORC report.

B. Variance for a Minor Subdivision and Minimum Lot Area Requirement, Lots 23 & 24, Unrecorded subdivision as Porter Lake Estates

Mr. & Mrs. Tait requested approval to split their two existing parcels into four parcels. Each of the proposed parcels is to contain 2+ acres. Current land use is undeveloped parcels of property. Future Land Use Map area designation is "Conservation" and residential uses are not an allowable use in that district.

The Property is partially in an "A" Flood Zone. The existing parcels of the un-Recorded subdivision can continue to be utilized for the allowable uses within the Existing Land Development Code as identified in Section 8.01.01 – Continuation of Nonconforming Development, but increasing the nonconforming conditions of the Property would be a violation of the LDC.

Motion to deny request by Mr. Morris, Second by Mr. Simmons

Motion passed 4-0

6. Old Business

A. ORC Report Review

Mr. DeRuntz reviewed the issues that have been addressed to date in the Comprehensive Plan Amendment Assistance Schedule, the issues are as follows: Objections #'s 5a, 5b, 6, 8, Comments #'s 1-8, 10, 11, 13, 15, 19, 21, 24-31 Consistency Goals #'s 9,11, 15, 17, 19, 25. Cliff Knauer, the County Engineer reported that he would have revisions completed in two weeks (Objection #'s 9, 10a, 10b, 10c, 10d, 10e, Comment #'s 12, 20, 22). Mr. DeRuntz informed the Planning Commission of his meeting with Cy Chance, who is the new School Board Representative and Mr. Chance, is working on the Public School Element, and his report should be completed in two weeks (Objection # 10f, 11 Comment # 32). Vice-Chairperson Pippin asked the status of the Knight Sector Plan. Mr. DeRuntz advised that he would be attending a meeting next Friday, July 30 with Mr. Gauthier from DCA, for consideration to re-submit the Sector Plan. Mr. DeRuntz reported Mr. Towne had advised him that the Florida Landings Project may be starting back up. Mr. Towne also inquired if the County still has grant money that can be used, Mr. DeRuntz said there should be around \$20,000.00 in grant money, he will check with DCA.

B. Scheduling Additional Planning Commission Meetings

Mr. DeRuntz asked if the Planning Commission would be able to schedule a meeting, in order to review springshed protection issues that was identified in the ORC Report, to meet the ORC deadline. The majority replied they could meet Tuesday July 27, 2010.

7. New Business

A. Rural Work Program

Mr. Robert P. Baronti, Jr., AICP, Senior Planner/TPO Coordinator, Bay County, talked briefly regarding the FDOT Rural Work Program, requesting a list of projects for the State maintained Roads in Washington County. The report is due in August. Mr. DeRuntz asked for the funding amount, but Mr. Baronti could not give a figure, just that the budget was very tight. Ms. Pippin asked what determined which roads got priority, and was told if monies were available, the project that was ready to roll would get first priority. Ms. Pippin requested to add the widening of SR 77 to 4 lanes to the list. Motion by Mr. Keown, Second by Mr. Simmons to recommend that the County Commission approve the Rural Work Program “needs list” as amended. Voice vote – unanimously approved. Mr. DeRuntz said he would furnish the rural works program needs list to the BOCC at their meeting on Thursday July 22, 2010.

8. Questions from the floor

Mr. Franklin with Griffin Outdoor Advertising addressed the Planning Commission requesting an interpretation of Section 7.05.03 of the Land Development Code. After reviewing Section 7.05.03, the Planning Commission determined a permanent outdoor advertising sign could not be placed closer than one thousand five hundred (1500) feet from any other permanent outdoor advertising sign on the same side of the thoroughfare, or thoroughfares to which the permanent advertising sign is directed.

9. Adjournment

Meeting adjourned at 7:33 p.m.

The next Planning Commission will be on July 27, 2010, at 5:00 p.m., in the County annex meeting room.

Tonya Pippin, Vice- Chairperson

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Minutes
July 27, 2010

1. Call to Order

Vice-Chairperson Pippin called the meeting to order at 5:03pm

2. Roll Call

Members in attendance

Commissioners

District 1 – Theodore Simmons
District 2 – Todd Anderson (absent)
District 3 – Al Keown (excused)
District 4 – Jim Ackerman
District 5 – David Morris
School Board – Cy Chance
Member-at-Large – Tonya Pippin (Vice-Chairperson)

Staff in Attendance

County Planner – Michael J. DeRuntz, CFM, Senior Planner
County Manager – (Growth Management Director) – Emory Pitts (excused)
County Engineer – Cliff Knauer (absent) Chris standing in for Cliff
Planning Secretary – Ellen Byrd

3. Approval of Agenda for July 27, 2010

Motion to approve agenda by Mr. Ackerman, Second by Mr. Simmons
Unanimously approved

4. Approval of Minutes for July 8, 2010

Motion to approve minutes by Mr. Morris, Second by Ms. Pippin
Unanimously approved

Approval of Minutes for July 20, 2010

Motion to approve minutes by Mr. Simmons, Second by Mr. Morris
Unanimously approved

5. Election of Officers

A. Mr. Morris made motion to elect Ms. Pippin as Chairperson and Mr. Ackerman as Vice-Chairperson, second by Mr. Simmons, Ms. Pippin and Mr. Ackerman accepted.
Unanimously approved

B. Review Schedule for Planning Commissioner Re-Appointment

Mr. DeRuntz informed the Commission that there is a need to develop a schedule for the Re-appointment of the Planning Commission. After reviewing the schedule, the Planning Commission decided to set terms to expire 1 year after the BOCC seat for Districts, which would give each BOCC member the chance to appoint during a BOCC term, leave Board of Education and At-Large as is. Mr. DeRuntz said he would prepare the ordinance to change the Planning Commission Re-Appointment and schedule a Public Hearing and present the Ordinance to the BOCC for approval. Mr. Morris is concerned that there is minimal contact between the BOCC and the Planning Commission; he feels the BOCC should bring the Planning Commission to the floor and maybe this would bring the Districts BOCC and the Planning Commission closer together to solve heated discussions. Mr. Ackerman feels, that in the past the citizens contact their County Commissioner and that Commissioner advised the Planning Commission as to what action to take. Ms. Pippin said she would like to see more communication on items approved by the BOCC, Mr. DeRuntz agreed, he said he would be attending the BOCC meeting and reporting back to the Planning Commission.

Motion to approve Re-Appointment Schedule by Mr. Morris, Second by Mr. Ackerman
Unanimously Approved.

6. Old Business

A. ORC Report Review – Springshed Protection

Mr. DeRuntz reviewed the geological and geomorphic conditions of Washington County which lends this County to its outstanding natural water resources. He reviewed the deficiencies identified in the ORC Report as it related to the Springsheds.. Mr. DeRuntz stated that from available resource data he believes that the entire County is classified as a “Springshed”. He suggested that because of that factor the current land uses, and their density and intensity may be required to be changed to protect this valuable natural and irreplaceable resource. Because of the vastness of the Springshed function, primary and secondary zone will need to be distinguished, with higher protective standards for primary zone areas. Mr. DeRuntz reviewed various resources that he provided the Commissioners and requested that they take some time to review these resource materials. Mr. DeRuntz asked each Commissioner to note those suggestions, goals, objectives and policies that should be included in our Comprehensive Plan to protect the natural waters in our County.

B. Scheduling Additional Planning Commission Meeting

Mr. DeRuntz requested that the Commissioners consider meeting weekly to complete the Task of responding to the ORC Report. He will be contacting each of the commissioners of any commitments and conflicts with those dates to confirm that we will have a quorum to hold a meeting.

7. New Business

Mr. DeRuntz informed the Commissioners that North West Florida Regional Planning Council is preparing a Scope of Work to assist the County to complete the response to the ORC Report. Mr. Town questioned how this work would be funded. Mr. DeRuntz stated that the County has funds remaining in the Comprehensive Planning Account to meet those costs. Mr. Chance commented on the Conservation & Education work that's going on with the Pea River Water Management Program in Alabama. He also stated we need to keep an eye on the Reservoir Project on the Choctawhatchee River near Dothan.

8. Questions From the Floor

None

9. Adjournment

Meeting adjourned at 7:30pm

The next Planning Commission will be on August 3, 2010, at 5:00 p.m., in the County Annex Meeting Room.

Tonya Pippin, Chairperson

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Minutes
August 3, 2010

There was no meeting of the Planning Commission due to the lack of agenda items.

Ellen Byrd
Secretary
Planning Department

