



**FREEPORT PLANNING BOARD**  
September 4, 2013 Meeting Minutes  
7:00 p.m. City Hall Council Room

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Board members present: Jan Hooks (Chair), Sue Ann Armstrong-Cagle, Russ Beaty, Mark Miller, Ron Brannon Jr.

Staff present: Latilda Hughes AICP (City Planner), Clay Adkinson (Board Attorney), Anna Hudson (City Engineer)

- I. Meeting Called to Order/Chair Hooks
- II. Invocation by Hughes/ Pledge of Allegiance
- III. Swearing in of New Board Members Sue Ann Armstrong-Cagle, Russ Beaty, Mark Miller, and Ron Brannon Jr. by Clay Adkinson.
- IV. Election of Vice-Chair

*Motion by Mark Miller to elect Russ Beaty as Planning Board Vice-Chair. Second to motion by Sue Ann Cagle. All ayes; none opposed. Motion carried.*

- V. June 5, 2013 Meeting Minutes Read/Approved

Chair Hooks stepped down as Chair and gave the gavel to Vice-Chair Beaty.

*Motion by Jan Hooks to approve the June 5, 2013 Planning Board meeting Minutes as presented. Second to motion by Mark Miller. All ayes; none opposed. Motion carried.*

Vice-Chair Beaty gave the gavel back to Chair Hooks, who reassumed the Chairmanship.

- VI. Staff Reports

- A. City Planner/Board Liaison

Latilda Hughes welcomed the new board members. She explained the format of the agenda and gave the following updates:

1. Military Sustainability Large-Scale Amendment to the Freeport Comprehensive Plan has been submitted to the Department of Economic



Opportunity for review. The City Council approved transmittal of the amendment to the State; after review and Notice to find the amendment in compliance, adoption hearings will be held by the City Council. The Land Development Code will have to be updated to be consistent with the revised Comprehensive Plan. That update will be processed through the Planning Board and the City Council.

2. Christ the King Expansion is in the development order application process and will hopefully be ready to come before the Planning Board next month.
3. The City is converting the Old Post Office Community Center into a City Museum.

B. City Engineer/ Anna Hudson

Hudson welcomed the new members to the Planning Board. She gave an overview of the services that the city engineering firm Preble-Rish provides to the City, including development review, site inspections for stormwater issues, grant applications through West Florida Water Management District and other state departments and developing the sewer/water model for the City.

C. Board Attorney/Clay Adkinson

Adkinson welcomed the new members to the Board, and touched briefly on Florida Sunshine law matters. He also gave instruction on ex parte contact and disclosing discussions, financial interests/benefits, family associations with projects, etc. He will go into depth will the Board orientations are set.

VII. Old Business

None.

VIII. New Business

A. Board Schedule/ Latilda Hughes

Hughes went over her September 4, 2013 memo to the Planning Board outlining their meeting schedule through 2013-2014. Hughes noted that elections of the Chair and Vice-Chair for 2014 would take place at the December regular meeting. Hughes also described meeting notifications and the Board's review packages.

B. Board Duties/Latilda Hughes



Hughes presented the Board with Section 2.03.02 of the Freeport Land Development Code which outlines the duties of citizen boards. Hughes explained that the Planning Board also functions as the Development Review Board and also reviews and makes recommendations on variance requests submitted as components of development applications.

C. Board Orientation Schedule to be set/Latilda Hughes

Adkinson will conduct his in-depth orientation regarding Sunshine Law, legislative reviews and quasi-judicial review at the Board's regular meeting, October 2, 2013.

Hughes will orient the Board on various applications and processes which will come before the Board at the November 6, 2013 regular meeting.

IX. Board Business Not on Agenda

None.

X. Public Comment

Mayor Russ Barley congratulated the new Board members on their appointments to the Planning Board and thanked them for be willing to serve.

XI. Adjournment

*Motion by Brannon to adjourn. Second to motion by Miller.*

Meeting adjourned.