

**AT A MEETING OF THE PLANNING
COMMISSION HELD IN AND FOR GADSDEN
COUNTY, FL ON APRIL 13TH, 2023 AT 6:00
P.M., THE FOLLOWING PROCEEDING WAS
HAD, VIZ:**

Present: Rev. Dr. Joe Parramore, Chair, District 5
Lori Bouie, Vice-Chair, District 5
Eugene Sherman III, District 1
William Chukes, District 1
Tracey Stallworth, District 2
John Youman, District 2
Mark Moore, District 3
Wayne Williams, District 3
Charles Roberts, At Large
Karema Dudley, School Board Representative

Staff Present: Justin Stiell, Planning and Zoning Director
Ellen Andrews, Senior Planner
Clayton Knowles, County Attorney
Marcella Blocker, Deputy Clerk
Adriana Quijada, Clerk Secretary to the Boards

This meeting and public hearings may be viewed by accessing the Gadsden County Board of County Commissioners Facebook Page, www.facebook.com/GadsdenCountyBOCC. Those wishing to provide public testimony for the meeting and public hearings will be able to do so by accessing the Zoom platform, with virtual meeting access details that will be posted to the Gadsden County website, www.gadsgencountyfl.gov. Anyone wishing to speak on agenda items should schedule or notify the County Public Information Officer at 850-875-8671 or emailing media@gadsgencountyfl.gov at least 3 hours before attending the meeting and will be asked to follow the Gadsden County Public Meetings Citizens Access Guidelines. Public comment for the meeting and public hearings should be submitted via email to CitizensToBeHeard@gadsgencountyfl.gov until noon on the day of the meeting in order to allow sufficient time for provision to the Planning Commission prior to the meeting and public hearings. Any comments submitted after this time will be accepted and included as part of the official record of the meeting.

Pursuant to Section 286.0105, Florida Statutes, the County hereby advises the public that: If a person decides to appeal any decision made by this Board, agency, or meeting or hearing, he/she will need a record of the proceedings, and that for such purpose, affected persons may need to insure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. This notice does not constitute consent by the County for the introduction or admission into evidence of otherwise inadmissible or irrelevant evidence, nor does it authorize challenges or appeals not otherwise allowed by

law. In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodations to participate in this meeting should call the Planning & Community Development Department at 875-8663, no later than 5:00 p.m. at least 48 hours prior to the meeting.

PLEDGE OF ALLEGIANCE

Chair Parramore called the meeting to order at 6:05PM. Commissioner Moore provided invocation and led into Pledge of Allegiance to the U.S Flag.

INTRODUCTION OF MEMBERS – ROLL CALL

Roll Call was completed by the Deputy Clerk:

Rev. Dr. Joe Parramore, Chair	Present
Lori Bouie, Vice-Chair	Appeared later
Eugene Sherman III	Present
William Chukes	Not Present
Tracey Stallworth	Present
John Youman	Present
Mark Moore	Present
Wayne Williams	Present
Charles Roberts	Present
Karema Dudley	Not Present

1. APPROVAL OF THE AGENDA

Chair Parramore asked if anyone had any amendments to the agenda.

A MOTION TO APPROVE THE AGENDA AS PRESENTED WAS MADE BY COMMISSIONER SHERMAN AND SECOND BY COMMISSIONER YOUUMAN. THE MOTION WAS VOTED ON A ROLL CALL VOTE AND PASSED 7 TO 0.

Rev. Dr. Joe Parramore, Chair	YES
Eugene Sherman III	YES
Tracey Stallworth	YES
John Youman	YES
Mark Moore	YES
Wayne Williams	YES
Charles Roberts	YES

MINUTES – Feb 16th and Jan 12th Meetings

Chair Parramore asked for a motion to approve minutes for the February 16th meeting and revised minutes from January 12th meeting.

A MOTION TO APPROVE THE MINUTES WAS MADE BY COMMISSIONER MOORE AND SECOND BY COMMISSIONER STALLWORTH. THE MOTION WAS VOTED ON A ROLL CALL VOTE AND PASSED 7 TO 0.

PUBLIC HEARINGS

2. Havana Learning Center Conceptual/Preliminary Site Plan (SP 2022-03) (Quasi-Judicial) – Continuance of February 16, 2023 Consideration of a conceptual/preliminary site plan to construct a classroom building and a gymnasium to an existing school facility on a 7.72-acre parcel located at 2434 Kemp Road, Havana (Parcel ID 2-25-3N-2W-0000-00440-0100).

Chair Parramore presented the above item. He stated it was a Quasi-Judicial Hearing and speakers would be sworn in by the Clerk.

Commissioner Bouie stepped in at 6:10PM

Mr. Stiell was sworn in by the Deputy Clerk. He stated he wanted to give a little bit of a background before they got into the issues that were outstanding from the last meeting. He stated the Havana Learning Center, represented by Carmen Green, had submitted an application for a Phase Development Plan for classroom and gym additions for the Havana Learning Center. He stated on February 16th, 2023, the Planning Commission voted on the agenda item for the proposed Conceptual/Preliminary Site plan for the Havana Learning Center. The Planning Commission voted for option 3, referred the agenda item back to the planning staff to discuss with the applicant the following issues and then bring the item back to the Planning Commission. Issue 1 was the numerous traffic study issues. Issue 2 was to mediate sidewalk issues. Issue 3 was to get clarity from Talquin on the fiber optic cable markers. He stated most of those issues had been resolved. He stated they dealt with the sidewalk issue and got clarity from Talquin on fiber optic cable markers. The only outstanding thing not received was the traffic study. They were going to run some numbers and get some traffic counts and they had not received that yet. He stated they were proposing the same items with those exceptions.

Commissioner Sherman asked regarding traffic flow through, why it was not able to be provided as requested.

Carmen Green was sworn in by the Deputy Clerk. She stated she had some preliminary traffic numbers and she read them to the Commissioners. She did not think traffic would be an issue. She stated the other thing that was asked about was security. She stated cameras that cover the entire school property are present and are monitored through GC Sheriff's Department and Havana Police Department. There is also a metal detector inside the building and an onsite resource officer that is on campus daily. They do all the state mandated drills which include lockdown procedures, bomb threat procedures, emergency evacuation procedures, active shooter procedures and monthly fire drills. She stated they had a contract with Security for South East LLC for fire alarm monitoring and onsite camera monitoring and inspections. They also have adult staff to monitor parent pick up daily. She stated they had a contract with Waste Pro, it is picked up weekly. They would need to install a new, larger water well. She asked if everyone received and reviewed the plans.

Commissioner Roberts asked if the traffic study done was for Kemp Road or for traffic numbers directly related to facility. Ms. Green stated directly to the facility.

Commissioner Bouie asked if there was access to previous traffic studies. Ms. Green stated there was not a lot of traffic data. She had been calling DOT but they do not have any updated numbers. Ms. Bouie asked if they brought equipment from FDOT. Ms. Green stated no. Commissioner Bouie stated she was asking because not certain if there had been real growth.

Commissioner Youman asked if she contacted FDOT. Ms. Green stated she did and they were in the process of getting the numbers out.

Chairman Parramore asked if she was satisfied with the sidewalk mediation. Ms. Green stated yes.

Commissioner Stallworth mentioned the online resource officer and if they were certified with the GC Sheriff's Department. Ms. Green stated she believed they were but she would verify. Commissioner Stallworth asked how often was the septic tank empty. Ms. Green stated it was a pressure dosed system. She will find out how often they go to empty it and give that information to Mr. Stiell.

Chair Parramore asked for a motion for Options 1-3 under this item.

VICE-CHAIR BOUIE MADE A MOTION TO APPROVE OPTION ONE AND COMMISSIONER SHERMAN MADE THE SECOND. THE BOARD VOTED BY ROLL CALL VOTE TO APPROVE THIS ITEM.

Rev. Dr. Joe Parramore, Chair	YES
Lori Bouie, Vice-Chair	YES
Eugene Sherman III	YES
Tracey Stallworth	YES
John Youman	YES
Mark Moore	YES
Wayne Williams	YES
Charles Roberts	YES

- 3. Havana RV Park Conceptual/Preliminary Site Plan (SP 2022-04) (Quasi-Judicial) - Consideration of a conceptual/preliminary site plan to construct a recreational vehicle park on a 6-acre parcel located west of U.S. 27 (FL-GA Hwy), south of Bush Street, and east of the FL Gulf & Atlantic Railroad line (Parcel ID 2-22-3N-2W-0160-00001-0120).**

Chair Parramore presented the above item and said this was Quasi-Judicial.

Mr. Stiell came before the Board to discuss the above item.

Commissioner Moore asked if all the deed work had been straightened out. Mr. Stiell stated the applicant informed him that they were working on that. He had not received any updates.

Commissioner Stallworth asked about Item 3 and how many camps would be allotted for that size. Mr. Stiell stated they were proposing 18 units. Based on density requirement, it could go up to 8 per acre.

Commissioner Stallworth stated under basic math, they could put in between 24-26. If they are proposing 18, would that be concrete or would there be an addendum added indicating if they move forward, they would have to do Point 1,2,3. Mr. Stiell stated DOH would be the one who permits the number of RV's that they had and it would be based on what would be approved by the Board.

Commissioner Sherman stated he had concerns about the absence of the utility plan for the water and sewer. He wanted enlightenment of what was the hold up with that plan. Mr. Stiell stated the utility plan would need to be provided at the next phase.

Commissioner Roberts asked if it was the old Hobbit restaurant area or the commercial building behind it. Mr. Stiell stated if they were facing the site on U.S. 27, the Hobbit would be to the right.

Robert George, 1967 Commonwealth Lane Tallahassee, FL.

Mr. George was sworn in by the Deputy Clerk. He was from George & Associates Consulting Engineers. He appeared before the Board to answer questions based on the review Mr. Stiell provided. Commissioner Roberts stated he had a question about utilities and sewage. He asked what would be the plan because they were not connected to anything at the moment. Mr. George stated they would tie into the public water system, either Talquin Electric or Havana. They would be using medicinal water. There is no sewer available, so they had to put in a septic tank system.

Commissioner Moore stated he was not clear having read through this. He asked if there would be turning lanes or not. Mr. George stated yes, DOT was requiring turn lanes. He stated it was not due to the volume of traffic, but more of a safety issue.

Chair Parramore had a question regarding the deed issue. He asked if he had any idea on when it would be resolved. Mr. George stated he was not specifically familiar with the deed issue but his answer was that they had to have it resolved prior to construction.

Mr. Stiell asked if they could add in option 1, Limit size of RV unit to 40 feet to be consistent with diagram provided by the applicant.

Vice-Chair Bouie asked if the deed issue should be included as well. Chair Parramore stated no it would not apply to them. That would be the next phase when it was time for the development order. Mr. Stiell stated that would be something to include as a condition.

Commissioner Sherman asked if Attorney Knowles could weigh in on the discussion so that they would be clear since it was a legal matter. Attorney Knowles stated the parcel looked to be complete. They would not be able to get any sort of DO or CO without having clear title. The only way it would work is if they came in with clear title. There still has to be a final site plan to go before them. He stated you cannot build on property you do not own. They will not issue anything until that deed issue is cleared.

Commissioner Sherman asked if he could provide guidance on if it should be included in a motion for approval. Attorney Knowles stated he had only seen what Mr. Moore wrote in his email on page 70 or so. He was saying that he could not see where the gap closes between one of the properties. He suggested that if it was a concern, they could ensure that the owner has resolved all title issues and has full fee simple ownership of the subject parcel or parcels.

Mr. Stiell stated once they approved the conceptual/preliminary site plan, it would not come back before the Planning Commission or BOCC. Chair Parramore asked if the next thing that would come back is the final. Mr. Stiell stated no, he will review the site plan, and the Board would make their decision based on their recommendations.

Commissioner Sherman asked Attorney Knowles if that statement 'NI' provided sufficient coverage since they would not see it again for the resolution of the title issues, boundaries, and the simple ownership in all parcels. Attorney Knowles stated they should add it and it should be explicit if that was what they were desired. DOT stated that it was not closed off and they could not find a deed. They had to make sure they were the fee simple owner which had a special legal significance.

Commissioner Sherman made the motion of moving option 1 with the addition of Item J, to limit the size to 40 feet to be consistent with the diagram provided by the applicant and Item K, to ensure that the owner had resolved all title issues, boundaries, surveys and fee simple ownership in all parcels. Commissioner Roberts second the motion.

Rev. Dr. Joe Parramore, Chair	YES
Lori Bouie, Vice-Chair	YES

Eugene Sherman III	YES
Tracey Stallworth	YES
John Youman	YES
Mark Moore	YES
Wayne Williams	YES
Charles Roberts	YES

GENERAL BUSINESS

7. TRAINING AND EDUCATION

Mr. Stiell stated they had been looking into the training and education they requested. He asked if there were any additional training that the Commissioners would like to see in the future.

Chair Parramore stated ethics in Sunshine Law was a great start. Even though they were a little behind, it was a critical starting point for them.

8. PLANNING DIRECTOR'S COMMENTS

No comments

9. PLANNING COMMISSIONER COMMENTS

No comments

10. ADJOURNMENT OF MEETING

WITH NO FURTHER BUSINESS TO COME BEFORE THE BOARD, CHAIR PARRAMORE ADJOURNED THE MEETING AT 6:55 P.M.

GADSDEN COUNTY, FLORIDA

JOE PARRAMORE, Chair

ATTEST:

NICHOLAS THOMAS, Clerk