

DeFuniak Springs Planning Board  
Regular Meeting Minutes  
June 4, 2018

The following Planning Board Members in attendance to the meeting were: Chair Kevin Crystal, Vice-Chair Steve Youell, Planning Board members: Graham Campbell-Work, Brandy Brown, Terry Dawkins, Kevin Shepherd, Tyron King and City Attorney Clay Adkinson. Ex-Officio members Mayor Bob Campbell; City staff in attendance: Planning Director Kelly Schultz and City Clerk Loretta Laird. The following members were not in attendance: Ex-Officio member Jeff Fanto and Michelle Doggett.

Chairman Crystal called the meeting to order at 5:30 p.m. with Planning Board member Brown providing the invocation and the pledge of allegiance being recited subsequently.

Meeting minutes:

March 5, 2018 regular meeting

The meeting minutes from the March 5, 2018, regular meeting were presented for approval.

**Planning Board member Youell made a motion to accept the March 5, 2018, regular meeting minutes as presented, seconded by Planning Board member Campbell-Work.** Campbell-Work: Aye; Youell: Aye; Dawkins: Aye; Shepherd: Aye; King: Aye; Brown: Aye  
**Motion carried 6-0.**

Citizen Comments

There were no citizen comments

Annual Election of Chair and Vice-Chair

Committee member Dawkins nominated Steve Youell for the chair position. Committee member Youell nominated Kevin Crystal for the chair position. Youell declined the nomination.

A roll call vote was made for the chair position with the following votes: Campbell-Work: Crystal; Youell: Crystal; Crystal: Crystal; Dawkins: Brown; Shepherd: Brown; King: Brown; Brown: Crystal

**Motion carried with the popular vote of 4-3 with Kevin Crystal as the chair for the Planning Board committee.**

Committee member Dawkins nominated Brandy Brown for the vice-chair position.

**Planning Board member King made a motion to approve the nomination of Brandy Brown for vice-chair, seconded by Planning Board member Youell.** Campbell-Work: Aye; Youell: Aye; Dawkins: Aye; Shepherd: Aye; King: Aye; Brown: Aye  
**Motion carried 6-0.**

2018-VAR-01 Louis Gorman

Planning Director Kelly Schultz presented a variance request from Louis Gorman, 55 Stinson Drive. The request was to construct an addition to an existing single-family dwelling that would encroach into setback requirements.

Discussion occurred relating to the addition encroaching into the front setback of Stinson Drive.

**Planning Board member Dawkins made a motion to table the request until the July 2, 2018, regular meeting for additional information to be provided relating to the amount of the encroachment, seconded by Planning Board Member Brown.** Campbell-Work: Aye; Youell: Aye; Dawkins: Aye; Shepherd: Aye; King: Aye; Brown: Aye  
**Motion carried 6-0.**

Planning Department Processes

Discussion occurred relating to the various application types to be brought before the Planning Department. No action was taken on this item.

Planning Director Kelly Schultz provided an update to the Planning Board members relating to various activities being conducted within the department. Schultz stated Dusty Beck has turned in his separation notice, therefore the city will need to hire a new code enforcement officer. Schultz further discussed Cherokee Trailer Park having new property owners, Pine Hurst Estates subdivision being purchased, Northwest Florida Water Management District and Veterans Lodge projects.

Schultz further stated the city is in need of another planner for the department, with Erica Eliason, Planning Department Administrative Assistant, discussing her daily experiences during her tenure including the difference between the planning board and city council duties.

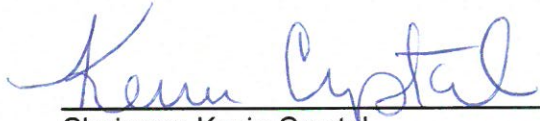
**Old Business**

There were no items presented or discussed.

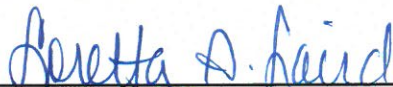
There being no further business, ***Planning Board member Dawkins made a motion to adjourn, seconded by Planning Board member Campbell-Work.*** Campbell-Work: Aye; Youell: Aye; Dawkins: Aye; Shepherd: Aye; King: Aye; Brown: Aye ***Motion carried 4-0.***

The meeting adjourned at 6:23 p.m.

ADOPTED this 2<sup>nd</sup> day of July, 2018.

  
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Chairman Kevin Crystal

**ATTEST**

  
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Loretta A Laird, City Clerk