

PLANNING COMMISSION

AGENDA

APRIL 10, 2025

5:01 P.M.

**Commissioner's Chambers, Okaloosa County Administrative Complex 1250 Eglin Parkway
N, Shalimar, FL 32579.**

Commissioner Kimberlie Birr Griggs, District 1
Chairman Jeremy Stewart, District 3
Vice-Chairman Commissioner John Collins, District 5
Eglin Air Force Base Representative, Cheryl Sawyers

Commissioner Jack Beery, District 2
Commissioner Todd Tarchalski, District 4
Okaloosa County School Board Rep., Bill Smith

A. CALL TO ORDER

B. ROLL CALL

C. APPROVAL OF MINUTES FOR MARCH 13, 2025

D. OPEN TO PUBLIC (FOR ANY ITEMS NOT QUASI JUDICIAL ON THIS AGENDA)

E. ANNOUNCEMENTS

F. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

G. ACCEPTANCE OF THE AGENDA

H. OATH TAKING

I. DISCLOSURES

J. OLD BUSINESS

None

K. NEW BUSINESS

a. Applications for Development Review

None

b. Public Hearings

Agenda Item # 1: FLUM (563847-BCC-2025) – Rezoning (563849-BCC-2025). Consideration of a request to change the use of land submitted by Gregory Matovina of Matovina & Company, on behalf of Royce C. Taylor, relating to parcel 13-3N-23-0000-0001-0010, property located on the south side of Highway 90, southwest of the intersection of Hwy 90 and Four Lakes Road, Crestview, Florida. The request is to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the subject property

from **Agriculture (AG)** to **Mixed Use (MU)** or a more restrictive FLUM designation. If the FLUM amendment is approved, there is a companion request to rezone the property from **Agriculture (AA)**, to **Mixed Use (MU)** or a more restrictive zoning district. The subject property contains 7.80 acres, more or less.

Agenda Item # 2: Consideration of a request to establish a formal set of Planning Commission Bylaws to clarify member roles and responsibilities, provide guidance on how meetings will be conducted, and set expectations for decision-making.

L. OTHER BUSINESS

The **May 8, 2025 Planning Commission Meeting** will be held at the Commissioner's Chambers, Okaloosa County Administrative Complex 1250 Eglin Parkway N, Shalimar, FL 32579

M. ADJOURNMENT

PLANNING COMMISSION

MINUTES

MARCH 13, 2025

5:01 P.M.

The regular meeting of the Okaloosa County Planning Commission was held Thursday, March 13, 2025, 5:01 p.m., Commissioner's Chambers, Okaloosa County Administrative Complex 1250 Eglin Parkway N, Shalimar, FL 32579.

Board members in attendance were Jeremy Stewart, John Collins, Todd Tarchalski and Jack Beery.

Eglin Representative Cheryl Sawyers was in attendance.

Okaloosa County School Board representative Bill Smith was not in attendance.

Growth Management Staff in attendance were Elliot Kampert, Director, Randy Woodruff, Deputy Director, Stuart Campbell, Planner III, and Leslie Adams, Planner I.

County Attorney Kerry Parsons was in attendance.

Speaker recognition forms were submitted by persons wishing to speak as follows:

Agenda Item 1: John Tidwell – 795 Cedar Ave, Niceville, FL – Applicant

Agenda Item 1: Aaron Ross – 410 Evans Rd, Niceville, FL – Opponent

Agenda Item 1: Doug Davis – 1700 Evans Ct, Niceville, FL – Unknown

Agenda Item 1: Mitchell McClaren – 615 Nelson Point Rd, Niceville, FL – Unknown

Agenda Item 1: Mary Avalon – 4264 Lancaster Dr, Niceville, FL - Unknown

Agenda Item 2: Jeff McInnis – 909 Mar Walt Dr Suite 1014, Fort Walton Beach, FL – Applicant

A. CALL TO ORDER

Chairman Jeremy Stewart called the meeting to order at 5:03 PM.

B. ROLL CALL

Leslie Adams conducted roll call.

C. APPROVAL OF MINUTES FOR DECEMBER 12, 2024 (NO JANUARY OR FEBRUARY 2025 MEETING)

Motion to approve minutes made by John Collins and second by Jack Beery. --- 4 ayes. Motion Passes.

D. OPEN TO PUBLIC (FOR ANY ITEMS NOT QUASI JUDICIAL ON THIS AGENDA)

MINUTES ARE NOT VERBATIM

None.

E. ANNOUNCEMENTS

None.

F. ADDITIONS, DELETIONS, OR CHANGES TO THE AGENDA

None.

G. ACCEPTANCE OF THE AGENDA

Motion to accept the agenda as written made by John Collins and second by Todd Tarchalski. --- 4 ayes.

Motion Passes.

H. OATH TAKING

Leslie Adams administered the Oath for all speakers.

I. DISCLOSURES

Leslie Adams read disclosures to the Board. All replied no. Vice Chairman Collins stated he would have to recuse himself from voting on Agenda Item 2 to avoid a conflict of interest.

J. OLD BUSINESS

None

K. NEW BUSINESS

None

a. Applications for Development Review

None

b. Public Hearings

Agenda Item # 1 FLUM (563166-BCC-2025) -Rezoning (563167-BCC-2025) Consideration of a request to change a parcel of land submitted by John Tidwell of Tidwell Homes, on behalf of the Ruckel Properties, Inc., relating to parcel 15-1S-22-0000-0001-001D, property located on the northwest corner of Lancaster Drive and Highway 20, Niceville, Florida. The request is to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the subject property from **Institutional (INST)**, to **Low Density Residential (LDR)** (7.69 acres) and **Mixed Use (MU)** (17.31 acres) or a more restrictive FLUM designation. If the FLUM amendment is approved, there is a companion request to rezone the property from **Institutional (INST)**, to **Residential-1 (R-1)** (7.69 acres) and **Mixed Use (MU)** (17.31 acres) or a more restrictive zoning district. The subject property contains 25 acres, more or less.

Randy Woodruff presented Agenda Item 1 to the board.

MINUTES ARE NOT VERBATIM

Chairman Stewart called John Tidwell to speak.

Mr. Tidwell stated he is available for any questions that may arise.

Chairman Stewart called Doug Davis to speak.

Mr. Davis addressed the board with his concerns to the board: roads and crowding. Mr. Davis expressed he is happy to see the proposal for residential.

Chairman Stewart called Mitchell McClaren to speak.

Mr. McClaren addressed the board with his concerns to the board: access to property, drainage, flooding, uncertainty of use of the mixed-use piece, light and noise pollution, character, the need for green space and parks.

Chairman Stewart called Mary Avalon to speak.

Ms. Avalon addressed the board with her concern to the board of flooding on Lancaster Dr.

Chairman Stewart called Aaron Ross to speak.

Mr. Ross addressed the board with his concerns to the board: same as previous speakers, property values, and doesn't agree with the proposed mixed-use area.

Chairman Stewart called for John Tidwell to speak on concerns that were raised.

Mr. Tidwell expressed that all the concerns were valid and would be addressed at the time of the DO.

Discussion ensued.

Chairman Stewart called for a motion.

Motion to recommend approval of Agenda Item 1 as written to request a change to the Comprehensive Plan Future Land Use Map (FLUM) designation for the subject property from Institutional (INST), to Low Density Residential (LDR) (7.69 acres) and Mixed Use (MU) (17.31 acres), or a more restrictive FLUM designation, made by John Collins and second by Todd Tarchalski. -- 4 ayes. Motion Passes.

Motion to recommend approval of Agenda Item 1 as written to request to rezone the property from Institutional (INST), to Residential-1 (R-1) (7.69 acres) and Mixed Use (MU) (17.31 acres), or a more restrictive zoning district, made by John Collins, and second by Jack Beery. -- 4 ayes. Motion Passes.

Agenda Item # 2: FLUM (563800-BCC-2025) – Rezoning (563801-BCC-2025) Consideration of a request changing the use of land submitted by Jeffrey McInnis, on behalf of the Air Force Enlisted Village, Inc., relating to property located at the northwest corner of Poquito Road and Sunset Lane, Shalimar. The request is to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the property from **Federal Reservation** to **Mixed Use (MU)**, and a request to extend the Urban Development Boundary Area. If the FLUM amendment is approved, request to rezone the property from **Federal Reservation to Mixed Use (MU)**, or a more restrictive zoning district. Property contains 79.99 acres, more or less. This is the **Transmittal Hearing for State Agency Review**.

Randy Woodruff presented Agenda Item 2 to the board.

MINUTES ARE NOT VERBATIM

Chairman Stewart called Jeff McInnis to speak.

Mr. McInnis gave a brief description of the proposed changes.

Chairman Stewart called for a motion.

Motion to recommend approval of Agenda Item 2 as written to request a change to the Comprehensive Plan Future Land Use Map (FLUM) designation for the subject property from Federal Reservation, to Mixed Use (MU), or a more restrictive FLUM designation, made by Jack Beery and second by Todd Tarchalski. -- 4 ayes. Motion Passes.

Motion to recommend approval of Agenda Item 2 as written to request to rezone the property from Federal Reservation, to Mixed Use (MU), or a more restrictive zoning district, made by Todd Tarchalski, and second by Jack Beery. --- 4 ayes. Motion Passes.

Motion to recommend approval of Agenda Item 2 as written to extend the Urban Development Boundary for the subject property, made by Todd Tarchalski and second by Jack Beery. -- 4 ayes. Motion Passes.

L. OTHER BUSINESS

Vote to determine Chairman and Vice Chairman for 2025.

Motion to retain Jeremy Stewart as Chairman and John Collins as Vice Chairman for 2025 made by Jack Beery and second by Todd Tarchalski – 4 ayes. Motion Passes.

The **April 10, 2025**, Planning Commission Meeting will be held at the Commissioner's Chambers, Okaloosa County Administrative Complex 1250 Eglin Parkway N, Shalimar, FL 32579.

M. ADJOURNMENT

Chairman Stewart adjourned the meeting at approximately 5:37 p.m.



Prepared by: _____
Martina Barrow, Recording Secretary

Date 3/14/2025

AGENDA ITEM 1

PLANNING COMMISSION

AGENDA REQUEST

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PLANNING COMMISSION

THROUGH: Elliot Kampert, AICP, Director

FROM: Randy Woodruff, AICP, Deputy Director

SUBJECT: 563847-BCC-2025 and 563849-BCC-2025, request for Small Scale Plan Amendment and Rezoning; as presented by Gregory E. Matovina of Matovina & Company, agent, on behalf of Royce C. Taylor, property owner.

DATE: April 10, 2025

BCC DISTRICT: (1) Commissioner Paul Mixon

PLANNING COMMISSION DISTRICT: (1) Commissioner Kimberlie Birr Griggs

PUBLIC HEARING: Consideration of a request to change the use of land submitted by Gregory Matovina of Matovina & Company, on behalf of Royce C. Taylor, relating to parcel 13-3N-23-0000-0001-0010, property located on the south side of Highway 90, southwest of the intersection of Hwy 90 and Four Lakes Road, Crestview, Florida. The request is to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the subject property from **Agriculture (AG)** to **Mixed Use (MU)** or a more restrictive FLUM designation. If the FLUM amendment is approved, there is a companion request to rezone the property from **Agriculture (AA)**, to **Mixed Use (MU)** or a more restrictive zoning district. The subject property contains 7.80 acres, more or less.

STAFF FINDINGS:

- The proposed FLUM amendment is classified as a Type – 2 Plan Amendment which involves properties 50 acres or less in size. Type – 2 amendments do not require transmittal to the State Planning Agency for review.
- The subject property is 7.80 acres in size and comprised of one vacant parcel. The property is legally described as 13-3N-23-0000-0001-0010 and located on the south side of Highway 90, southwest of the intersection of Hwy 90 and Four Lakes Road.
- The subject property is bordered by vacant, unplatted land to the west, south, east and Hwy 90 and vacant, unplatted land to the north.

TABLE 1 – FLUM & ZONING DESIGNATIONS		
	FLUM DESIGNATION	ZONING DESIGNATION
SUBJECT PROPERTY	Agriculture (AG)	Agriculture (AA)
NORTH	Highway 90	Highway 90
SOUTH	Mixed Use (MU)	Mixed Use (MU)
EAST	Mixed Use (MU)	Mixed Use (MU)
WEST	Agriculture (AG)	Agriculture (AA)

The applicant has submitted said Small Scale Plan Amendment in order to change the land use for the subject property in order to utilize this property for access to Highway 90 for future development of single-family homes in the Chelsea Village Subdivision (**Exhibit 3 – Chelsea Village Subdivision**). There is an existing 100-wide parcel that is east of the subject property that is designated for subdivision access to Highway 90. The property owner intends to combine the subject property with the adjacent parcel to the east in order to enhance the subdivision entrance design by creating a wider, more viable ingress and egress to Highway 90 for Chelsea Village residents (**Exhibit 1 – Applicant Letter of Petition**).

The subject property is 7.80 acres and is currently located in the **Agriculture (AG)** Future Land Use Category and in the **Agriculture (AA)** zoning district. The **Agriculture (AG)** future land use designation is to provide areas for the production of plants and animals useful to humans including to a variable extent the preparation of plant and animal products for human use by sale or otherwise. This category is also suitable for preservation of green spaces, conservation uses, outdoor recreation, and public/institutional uses. The **Agriculture (AA)** zoning district provides areas for production of plants and animals useful to humans, including to a variable extent the preparation of plant and animal products for human use by sale or otherwise and includes aquaculture, horticulture, floriculture, viticulture, silviculture, dairy, livestock, poultry, bees, and any and all forms of farm products and farm production. This district is also suitable for preservation of green spaces, conservation uses, outdoor recreation uses, very low-density residential uses, and public/institutional uses

The applicant is requesting to change the Comprehensive Plan Future Land Use Map (FLUM) from **Agriculture (AG)** to **Mixed Use (MU)** or a more restrictive FLUM designation. The **Mixed Use (MU)** future land use category provides areas for a functional and compatible mix of land uses which may include a mix of residential housing types as well as a mix of residential and nonresidential uses, including Planned Unit Developments, commercial mixed use, residential mixed use, or other types of mixed use as described in the Comprehensive Plan. If the FLUM amendment is approved, there is a companion request to rezone the property from **Agriculture (AA)**, to **Mixed Use (MU)** or a more restrictive zoning district. The purpose of the Mixed Use

(MU) district is to provide areas for a variety of housing types as well as a functional mix of residential and non-residential land uses. To this end, while MU developments are encouraged to include a mix of both residential and non-residential uses, single use development is allowed when the area surrounding a proposed single use development within the MU zone is predominantly of the type proposed, and requiring another use would be out-of-character with the predominant surrounding use, and would result in internal incompatibility that cannot be remedied through buffers, setbacks, or other techniques in an economically efficient manner.

The subject property is located outside the Urban Development Boundary (UDB).

COMPREHENSIVE PLAN ANALYSIS:

Okaloosa County Comprehensive Plan, Future Land Use Element, Policy 4.3

Policy 4.3 recognizes the importance of design in mitigating potential incompatibility conditions through the site plan review process. In particular, it empowers Okaloosa County to require various mitigation techniques including variable buffers, placement and design of open space and landscaping, and consideration of lighting design and placement to avoid glare. In addition, it recognizes the concept of varying setbacks based on the height of buildings. The applicant is proposing to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the property from **Agriculture (AG)** to **Mixed Use (MU)**. If the FLUM amendment is approved, the applicant is requesting to rezone the property from **Agriculture (AG)** to **Mixed Use (MU)**. The aforementioned mitigating techniques will be addressed during the Development Order review process.

Okaloosa County Comprehensive Plan, Future Land Use Element, Policy 4.4

Policy 4.4 Compatibility of adjacent zoning districts shall be considered during rezoning and land use plan amendments, considering potential maximum densities, intensities, and consistency of the potential land uses with surrounding districts, and the manner in which the land uses on the FLUM and the zoning districts result in an appropriate transition of uses, densities, and intensities: The applicant is proposing to change the Comprehensive Plan Future Land Use Map (FLUM) designation for the property from **Agriculture (AG)** to **Mixed Use (MU)**. If the FLUM amendment is approved, the applicant is requesting to rezone the property from **Agriculture (AG)** to **Mixed Use (MU)**.

The applicant desires to combine the subject property to the existing Chelsea Village Development Order so as to enhance the subdivision entrance design by creating a wider, more viable ingress and egress to Highway 90. The revised development order shall be required to undergo the county's Development Order review process. The subject property is bordered by Highway 90 to the north, vacant, unplatted land to the west, south and east. Staff hereby determines that the proposed Small-Scale Plan Amendment is consistent with current development patterns, adjacent zoning districts and maximum intensities of the surrounding properties to the maximum extent possible.

Traffic Analysis

A Traffic Analysis was not submitted as part of this application. However, a traffic analysis will be required as part of the revised development order application review and approval.

PUBLIC COMMENT/OPPOSITION: No public comment or opposition has been received as of this writing for the proposed Small Scale Plan Amendment and Rezoning; herein referenced as 563847-BCC-2025 and 563849-BCC-2025.

PUBLIC NOTICE: The proposed agenda item was properly advertised in the Northwest Florida Daily News on March 26, 2025; and public notice, via certified, return-receipt letters, were provided to all property owners within 300-foot radius per Section 1.11.02, of the Okaloosa County Land Development Code (see **Attachment H**).

STAFF POSITION: Staff has no objections to the proposed Small Scale Plan Amendment and Rezoning; herein referenced as 563847-BCC-2025 and 563849-BCC-2025.

RECOMMENDATION: It is recommended that the Board consider the facts presented herein, as well as any facts that may be presented at the public hearing, and then make two (2) separate recommendations to the Board of County Commissioners, with the Future Land Use Map Amendment being first as follows:

First Motion: Recommend approval of an ordinance changing the Future Land Use Map (FLUM) designation for the subject property from **Agriculture (AG)**, to **Mixed Use (MU)**, or a more restrictive FLUM designation.

Second Motion: Recommend approval of an ordinance changing the zoning designation for the subject property from **Agriculture (AA)** district, to **Mixed Use (MU)** districts or a more restrictive zoning district.

BOARD OF COUNTY COMMISSIONERS: Public hearing by the Board of County Commissioners is tentatively scheduled for May 6, 2025.

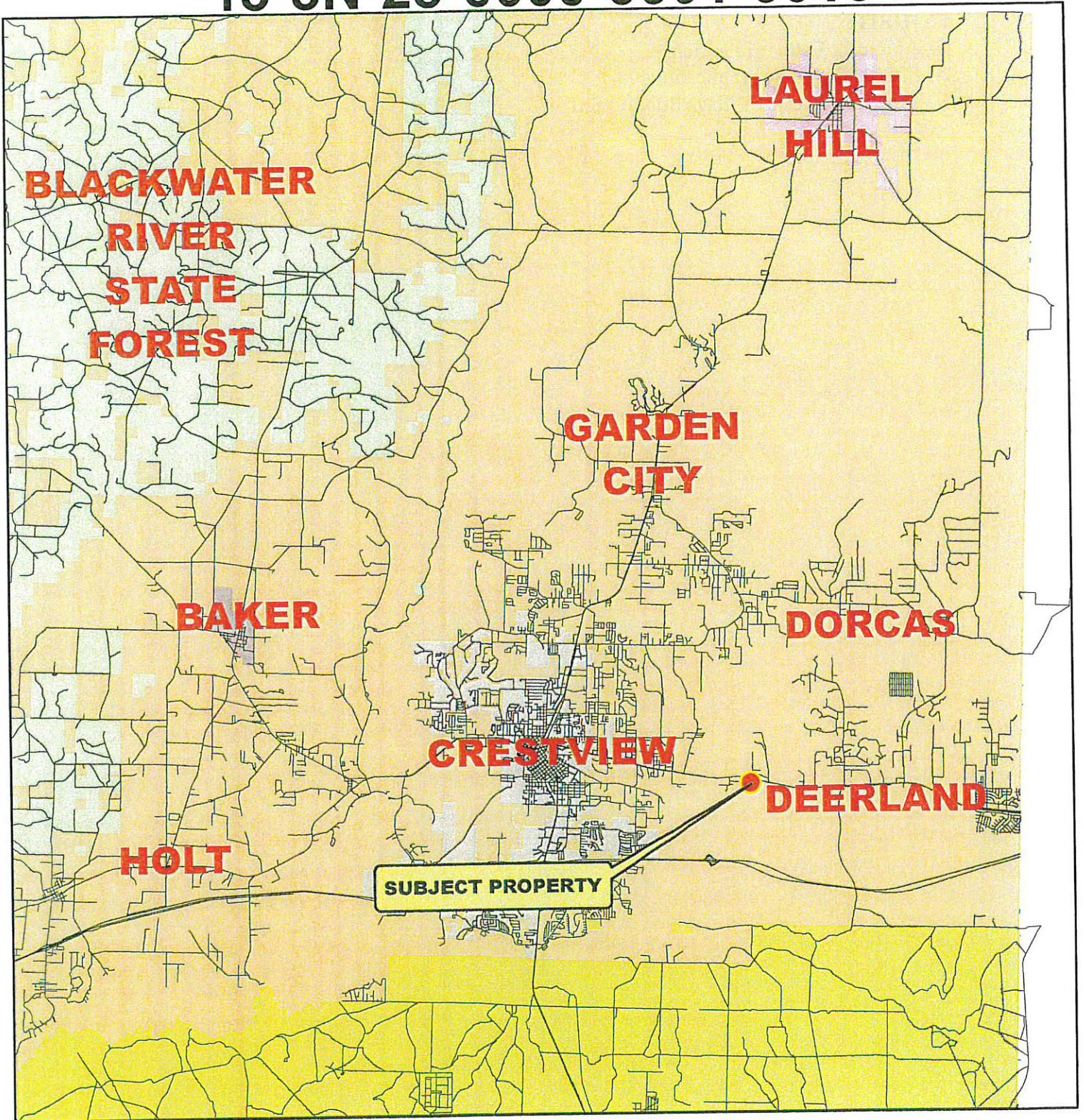
ATTACHMENTS:

- A – Location Map
- B – Aerial Photo
- C – Existing Land Use Map
- D – FLUM/Zoning Map
- E – Proposed FLUM/Zoning Map
- F – 1 Mile FLUM/Zoning Map
- G – GIS Analysis
- H – Legal Advertisement
- I – Future Land Use Ordinance
- J – Rezoning Ordinance

EXHIBIT:

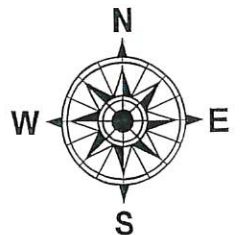
- 1-- Applicant Letter of Petition
- 2-- FLU & Rezoning Applications
- 3—Proposed Chelsea Village Subdivision

13-3N-23-0000-0001-0010



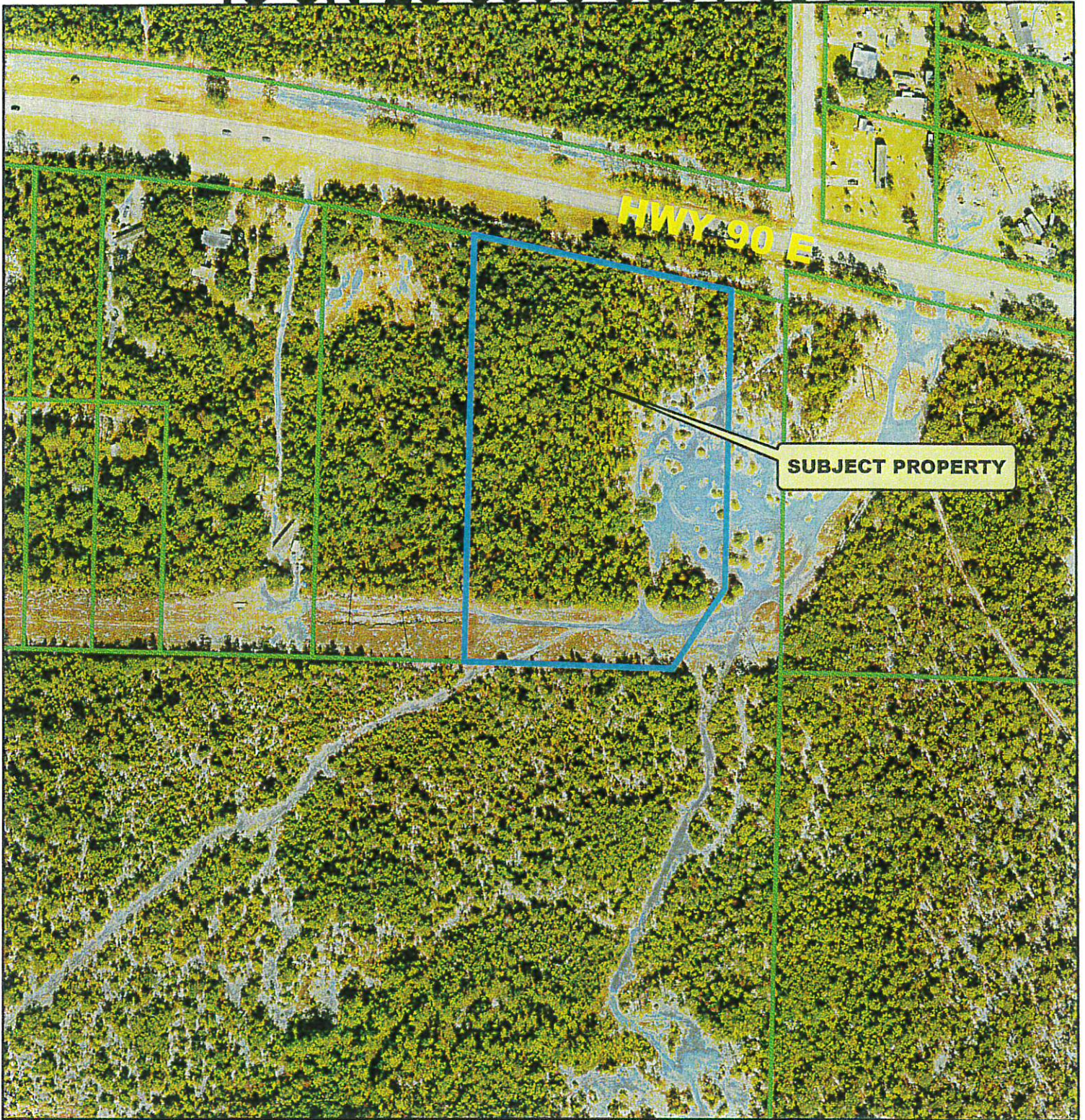
Legend

— Roads



Location Map

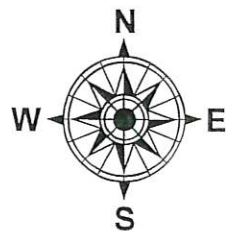
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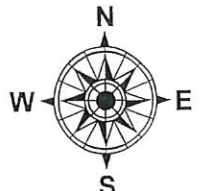
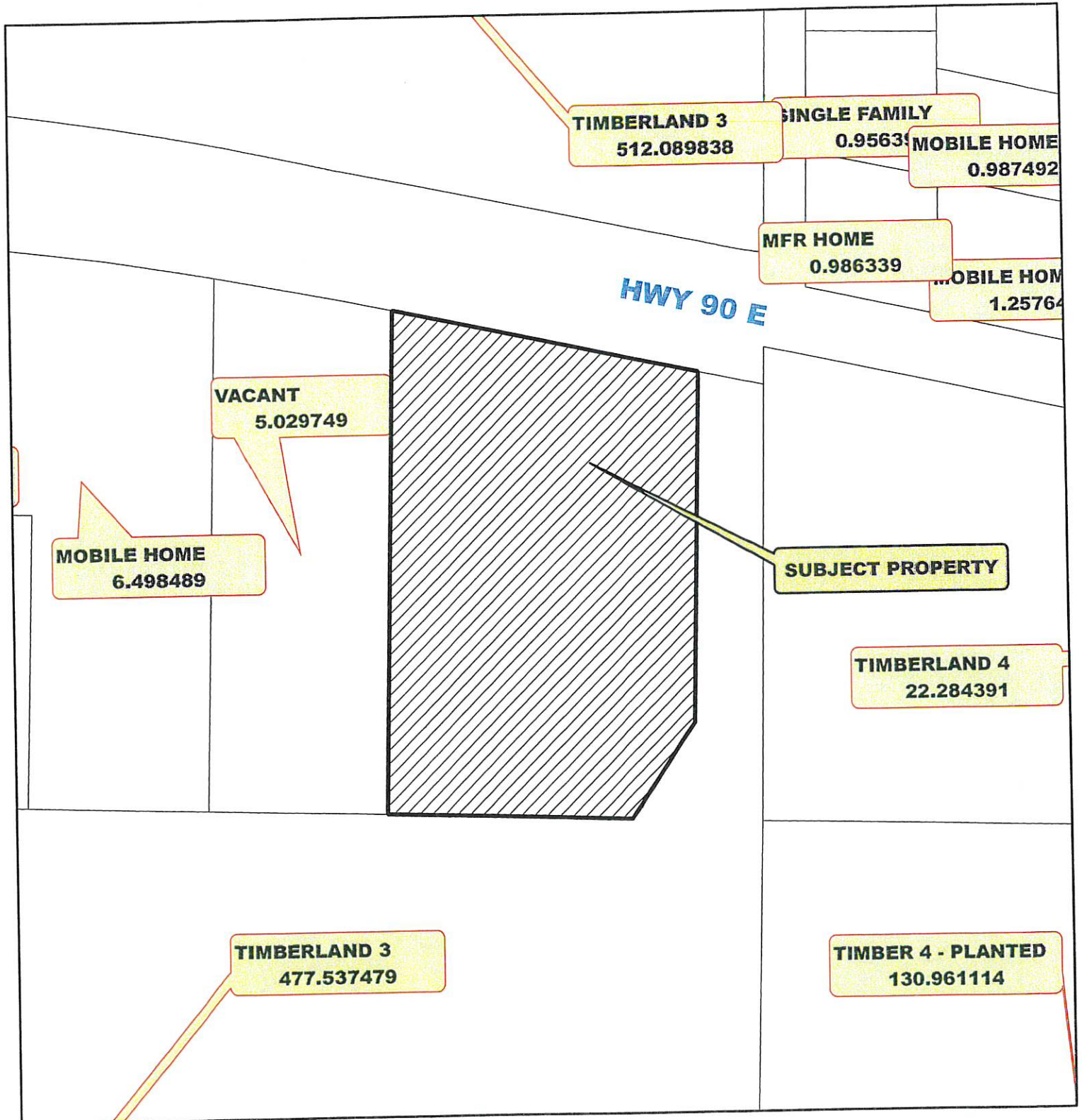
Legend

 Parcel Lines

Aerial Photo

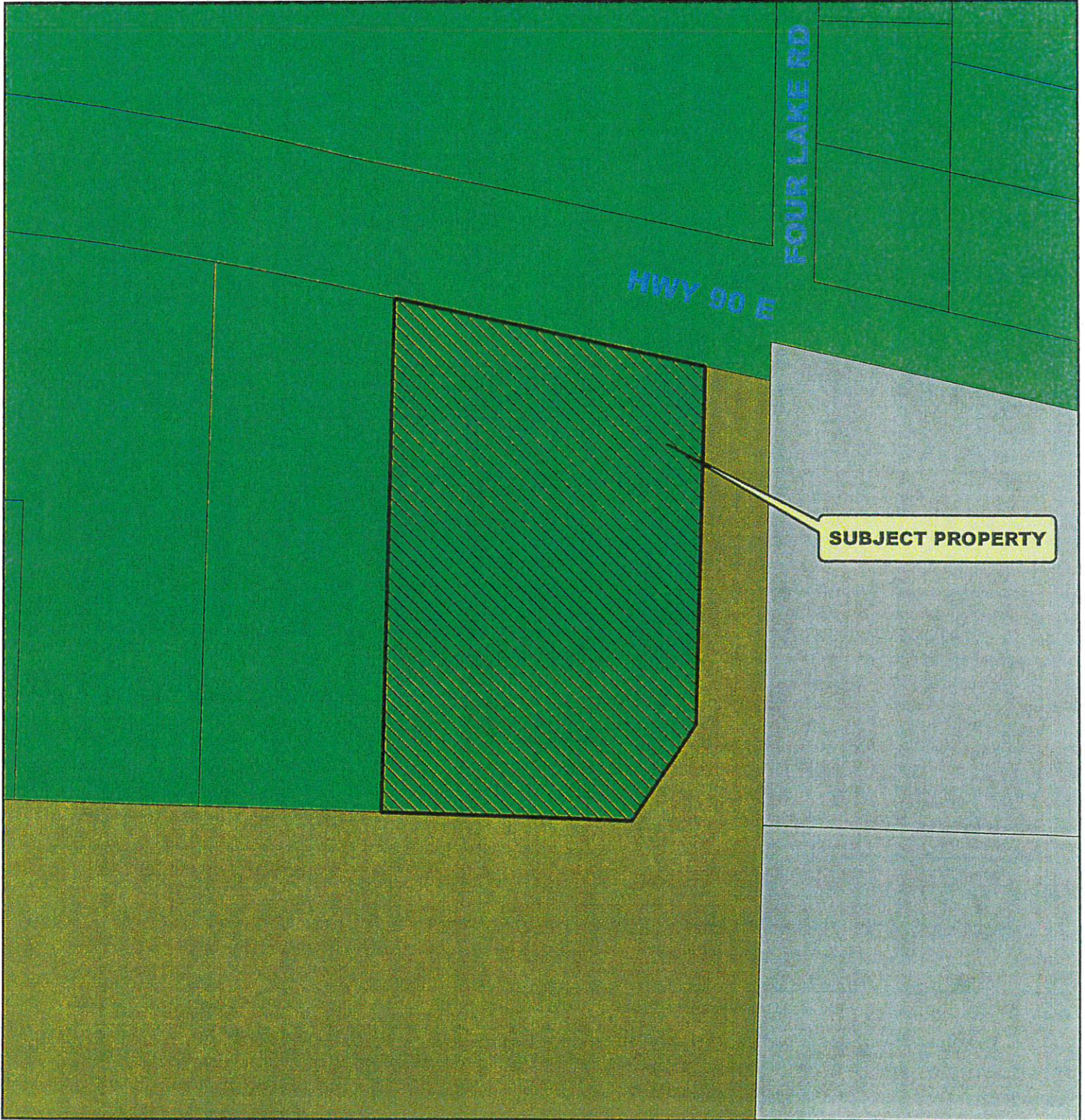


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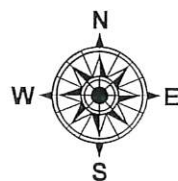
Existing Land Use Map

13-3N-23-0000-0001-0010



FLUM Legend

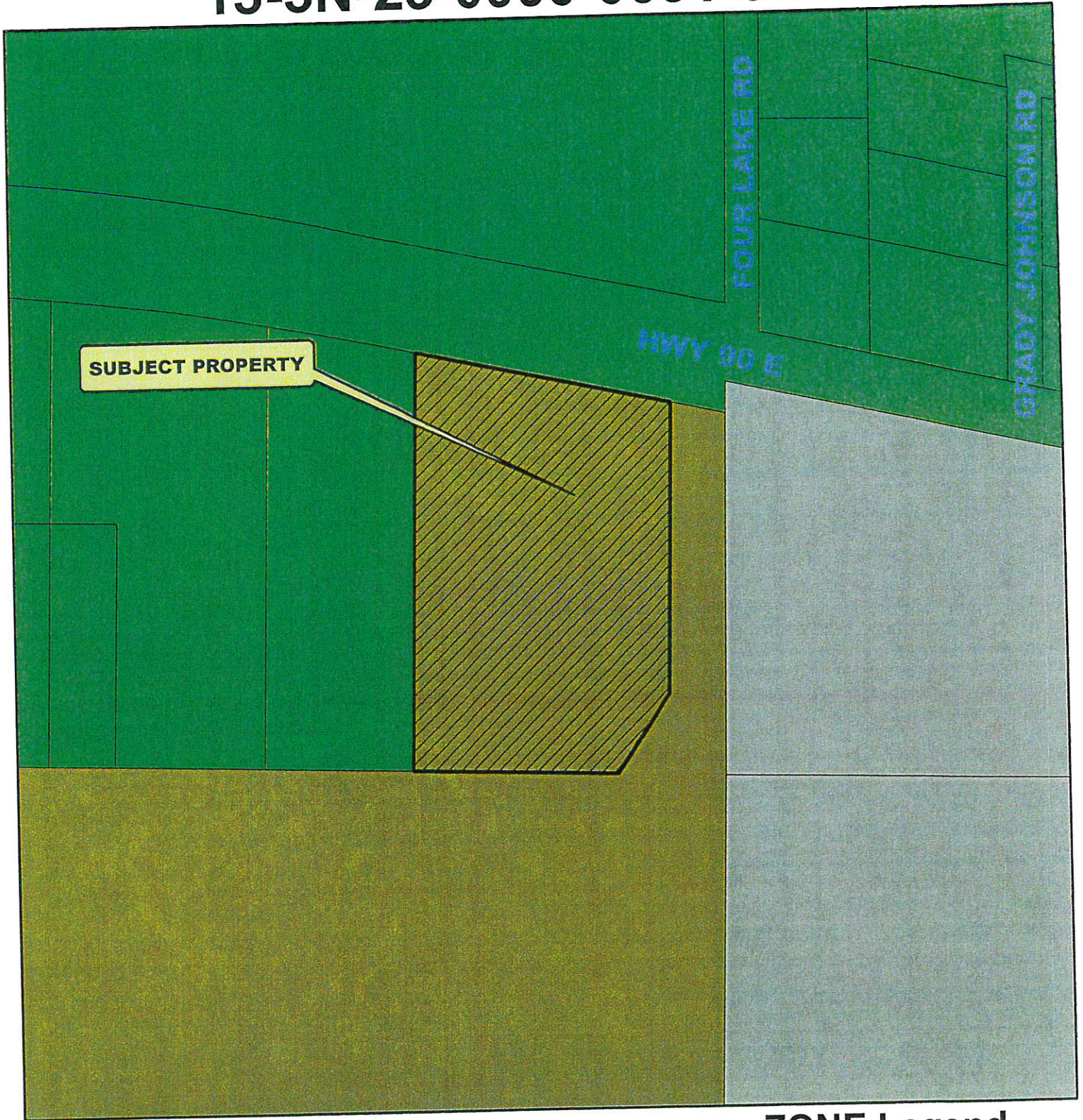
- AG
- MU
- I



ZONE Legend

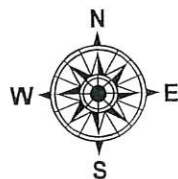
- AA
- MU
- I-1

ATTACHMENT - E
13-3N-23-0000-0001-0010



FLUM Legend

- MU
- I
- AG



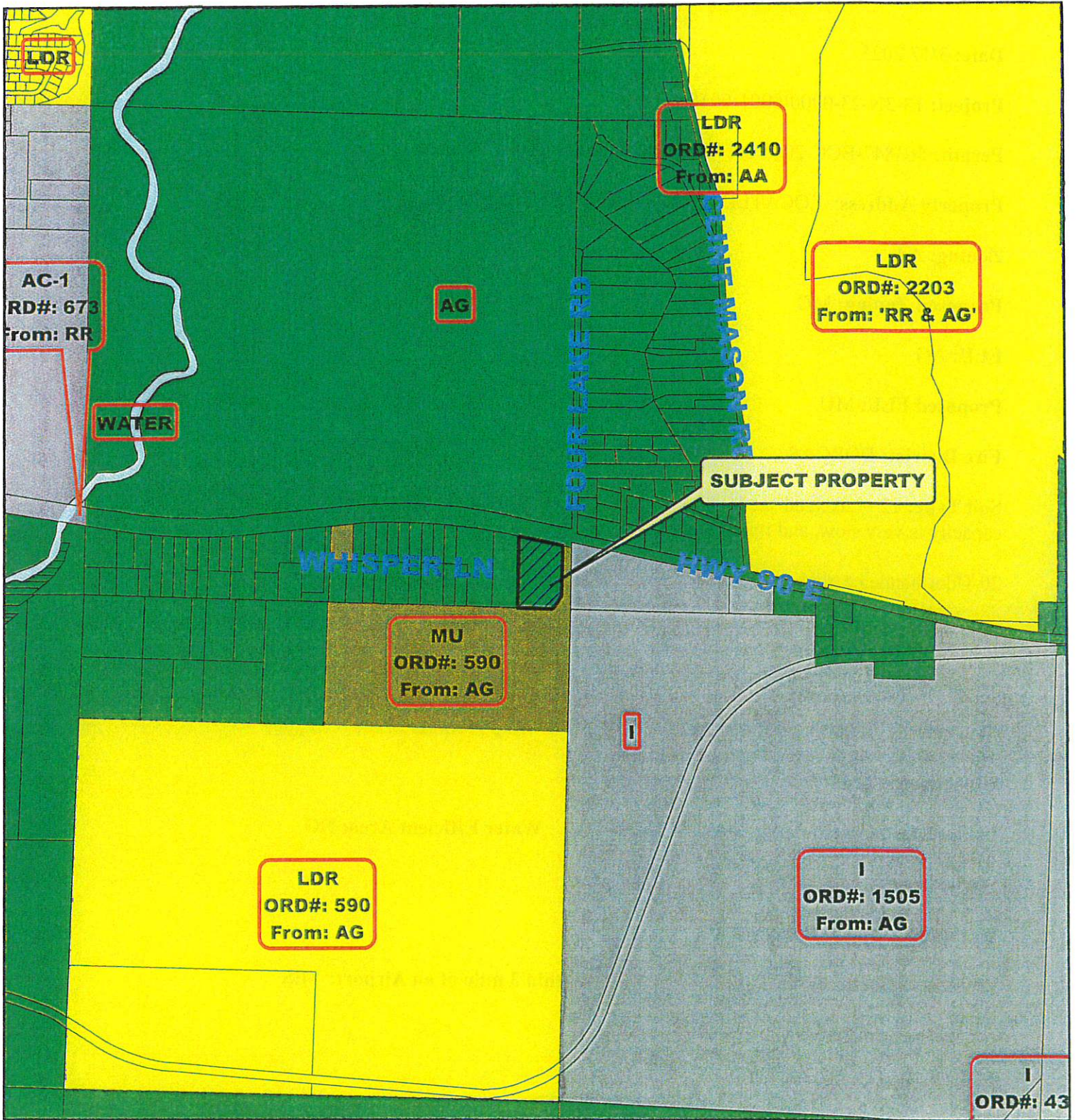
ZONE Legend

- MU
- I-1
- AA

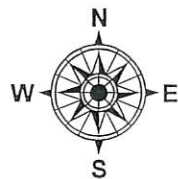
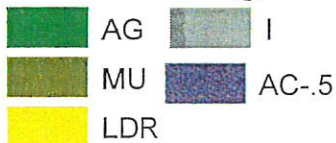
Proposed FLUM & Zoning Map

ATTACHMENT - F

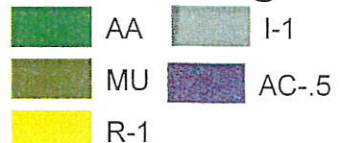
13-3N-23-0000-0001-0010



FLUM Legend



ZONE Legend



1 Mile FLUM & Zoning Map

GIS ANALYSIS RESULTS

Date: 3/17/2025

Project: 13-3N-23-0000-0001-0010

Permit: 563847-BCC-2025 & 563849-BCC-2025 - Chelsi Village

Property Address: LOCATED ON HWY 90 E CRESTVIEW FL 32539

Zoning: AA

Proposed Zoning: MU

FLU: AG

Proposed FLU: MU

Fire District: DORCAS **Commissioner District:** 1 **Census Tract:** 020302

Soil Type: 12 –Lakeland sand – 0 to 5% slope, excessively drained, permeability is rapid, the available water capacity is very slow, and runoff is slow.

20-Udorthents, nearly level

25 – Troup Sand – 8 to 12 percent slopes, well drained soil

Wind Zone: GREATER THAN 140 IN THE WIND BORNE DEBRIS

Flood Zone: X 500 Year Flood Plain **Map Number:** 12091CO 200J

Storm Surge Area: NO

Urban Development Area: NO **Water Efficient Area:** NO

Wells: None

Wetlands: Uplands & Wetlands

Water and Sewer: AWS **Within 3 mile of an Airport:** YES

Environmental Data: None

Historical Data: None

Notice of Public Hearing

The Okaloosa County Growth Management Department notice that, on Thursday, April 10, 2025 the Okaloosa County Planning Commission will consider:

AN ORDINANCE AMENDING THE OKALOOSA COUNTY COMPREHENSIVE PLAN FUTURE LAND USE MAP, ORDINANCE 90-01 AS AMENDED; CHANGING THE FUTURE LAND USE MAP DESIGNATION OF PARCEL 13-3N-23-0000-0001-0010 FROM AGRICULTURE (AG) TO MIXED USE (MU); SAID PARCEL LOCATED AS SHOWN ON ATTACHMENT A; REPEALING ALL ORDINANCES OR PROVISIONS THEREOF IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

AND

AN ORDINANCE AMENDING THE OKALOOSA COUNTY LAND DEVELOPMENT CODE, ORDINANCE 91-01 AS AMENDED; CHANGING THE ZONING OF PARCEL 13-3N-23-0000-0001-0010 FROM AGRICULTURE (AA) TO MIXED USE (MU); SAID PARCEL LOCATED AS SHOWN ON ATTACHMENT A; REPEALING ALL ORDINANCES OR PROVISIONS THEREOF IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

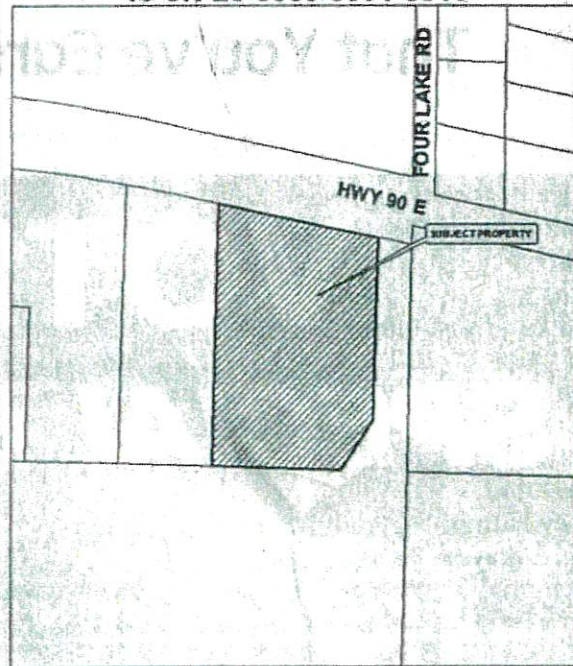
The meeting will be held at 5:01 PM or soon thereafter in the Okaloosa County Administrative complex, located at 1250 North Eglin Pkwy., Shalimar, FL

The ordinance information may be inspected at the offices of the Growth Management Department located at 402 Brookmeade Dr, Crestview, Florida 32539 or at the Okaloosa County Administration Building located at 1250 N. Eglin Parkway, Shalimar, Florida 32579 Those offices can be contacted by telephone at 850-689-5080.

If any person decides to appeal any decision made with respect to any matter considered at these hearings, such person will need a record of the proceeding and may need to ensure that a verbatim record of the proceeding is made which record includes the testimony and evidence upon which the appeal is to be based.

Okaloosa County adheres to the Americans with Disabilities Act and will make reasonable modifications for access to these hearings upon request. Requests may be made to the Growth Management Department at 402 Brookmeade Dr, Crestview, Florida 32539 or at 850-689-5080. For Hearing Impaired, Dial 1-800-955-8771 (TDD), and 1-800-955-8770 (Voice). Requests must be received at least 48 hours in advance of the hearing in order for Okaloosa County to provide the requested service.

13-3N-23-0000-0001-0010



AN ORDINANCE AMENDING THE OKALOOSA COUNTY COMPREHENSIVE PLAN FUTURE LAND USE MAP, ORDINANCE 90-01 AS AMENDED; CHANGING THE FUTURE LAND USE MAP DESIGNATION OF PARCEL 13-3N-23-0000-0001-0010 FROM AGRICULTURE (AG) to MIXED USE (MU); SAID PARCEL LOCATED AS SHOWN ON ATTACHMENT A; REPEALING ALL ORDINANCES OR PROVISIONS THEREOF IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Okaloosa County is a political subdivision of the State of Florida to which Chapter 125 of the Florida Statutes grants broad authority and provides for the adoption of ordinances to provide for self-governance: and

WHEREAS, Chapter 163 of the Florida Statutes requires that all local governments adopt and maintain comprehensive plans to manage growth within their jurisdictions, consisting of several elements as well as a map depicting the future uses of land throughout the jurisdiction; and

WHEREAS, Chapter 163 provides processes through which a local government's comprehensive plan and future land use map may be amended from time to time; and

WHEREAS, Okaloosa County adopted, and has from time to time amended, Ordinance 90-01 that establishes the Okaloosa County Comprehensive Plan including its various elements and Future Land Use Map: and

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA:

Section 1. This ordinance shall be referred to as the 563847-BCC-2025 Future Land Use changing the Future Land Use Map designation of a parcel of real property owned by Royce C. Taylor, property Id number 13-3N-23-0000-0001-0010, more particularly depicted as shown on Attachment A attached hereto.

Section 2. The Okaloosa County Future Land Use Map is hereby amended to change the designation of a portion parcel of real property as shown in Attachment A attached hereto from Agriculture (AG) to Mixed Use (MU).

Section 3. This ordinance does hereby repeal any ordinances, or portions thereof, in conflict herewith.

Section 4. Should any word, phrase, sentence, section, subsection, or other provision of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then the part so held shall be severed from this Ordinance and the remainder of this Ordinance shall remain in full force and effect.

Section 5. The effective date of the Future Land Use Map amendment authorized by this Ordinance shall be as provided in section 163.3187, Florida Statutes.

PASSED AND DULY ADOPTED in this ___ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
OF OKALOOSA COUNTY, FLORIDA

Paul Mixon,
Chairman

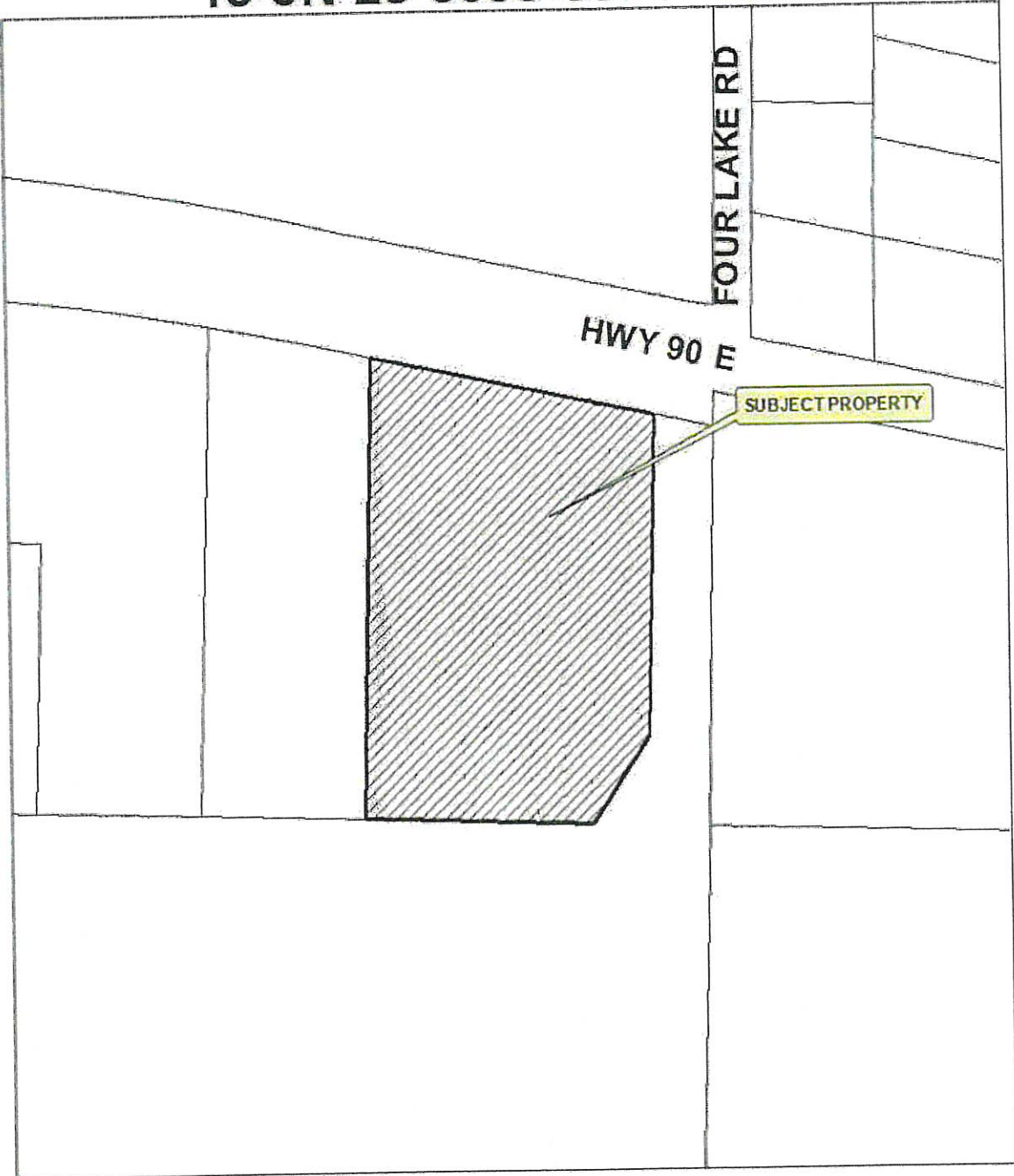
ATTEST:

Brad E. Embry
Clerk of Circuit Court

APPROVED AS TO FORM:

Lynn M. Hoshihara
County Attorney

13-3N-23-0000-0001-0010



ATTACHMENT J

ORDINANCE 25 - ____

AN ORDINANCE AMENDING THE OKALOOSA COUNTY LAND DEVELOPMENT CODE, ORDINANCE 90-01 AS AMENDED; CHANGING THE ZONING OF PARCEL 13-3N-23-0000-0001-0010 FROM AGRICULTURE (AA) to MIXED USE (MU); SAID PARCEL LOCATED AS SHOWN ON ATTACHMENT A; REPEALING ALL ORDINANCES OR PROVISIONS THEREOF IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

RECITALS

WHEREAS, Okaloosa County is a political subdivision of the State of Florida to which Chapter 125 of the Florida Statutes grants broad authority and provides for the adoption of ordinances to provide for self-governance: and

WHEREAS, Chapter 163 of the Florida Statutes requires that all local governments adopt and maintain comprehensive plans to manage growth within their jurisdictions, consisting of several elements as well as a map depicting the future uses of land throughout the jurisdiction and requiring the adoption of land development regulations to regulate growth and development; and

WHEREAS, Okaloosa County adopted, and has from time to time amended, Ordinance 91-01 that establishes the Okaloosa County Land Development Code as required by Chapter 163 of the Florida Statutes to implement the Comprehensive Plan; and

WHEREAS, Chapter 2 of the Okaloosa County Land Development Code establishes the various zoning districts and includes maps depicting locations of the various zoning districts throughout the County; and

WHEREAS, Chapter 125 of the Florida Statutes establishes the authority and procedure by which a County may amend the zoning applied to properties; and

WHEREAS, the Board of County Commissioners Finds that it is necessary and in the public interest to amend the Okaloosa County Land Development Code to change the zoning of parcel 13-3N-23-0000-0001-0010 as provided herein.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF OKALOOSA COUNTY, FLORIDA:

Section 1. This ordinance shall be referred to as the 563849-BCC-2025 Rezoning changing the Zoning designation of a portion of certain parcel of real property owned by Royce C. Taylor,

Property Id Number 13-3N-23-0000-0001-0010, more particularly depicted as shown on Attachment A attached hereto.

Section 2. The Okaloosa County Zoning Map is hereby amended to change the designation of the parcel of real property as shown in Attachment A attached hereto from Agriculture (AG) to Mixed Use (MU).

Section 3. This ordinance does hereby repeal any ordinances, or portions thereof, in conflict herewith.

Section 4. Should any word, phrase, sentence, section, subsection, or other provision of this Ordinance be held by a court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then the part so held shall be severed from this Ordinance and the remainder of this Ordinance shall remain in full force and effect.

Section 5. The effective date of the Future Land Use Map amendment authorized by this Ordinance shall be as provided in section 163.3187, Florida Statutes.

PASSED AND DULY ADOPTED in this ___ day of _____, 2025.

BOARD OF COUNTY COMMISSIONERS
OF OKALOOSA COUNTY, FLORIDA

Paul Mixon,
Chairman

ATTEST:

Brad E. Embry
Clerk of Circuit Court

APPROVED AS TO FORM:

Lynn M. Hoshihara
County Attorney

ATTACHMENT A

13-3N-23-0000-0001-0010



EXHIBIT 1

December 16, 2024

Okaloosa County Department of Growth Management
812 E. James Lee Blvd
Crestview, Florida 32539

To whom it may concern:

The undersigned, on behalf of Chelsea Village, LLC, does hereby respectfully make application and petition the Okaloosa County to amend the Future Land Use Map as hereinafter requested, and in support of this application, the following facts are shown.

- The Property is a portion or approximately 7.8 acres of the parcel number 13-3N-23-0000-0001-0010 and is located on the south side of US 90 west of Four Lake Road.
 - The property is currently zoned AA, with Future Land Use of AG, and is vacant.
 - The Property is under agreement to be purchased by Chelsea Village, LLC, a Florida Limited Liability Company, who is also the purposed purchaser/ developer of the neighboring southern property Parcel ID # 24-3N-23-0000-0005-0000.
-
- It is desired and requested that the subject Property's future land use be amended to Mixed Use to match the adjacent parcel.
 - The proposed changes are necessary to enhance the neighboring community of Chelsea Village.
 - Neighboring Parcels:
 - That parcel touching the southern boundary of the Property, is zoned Mixed Use, with a future land use designation of Mixed Use.
 - The property to the northern boundary separated by US HWY 90, is zoned AA, with a future land use of AG.
 - The properties to the east boundary of the Property, is zoned I-1 with a future land use of I.
 - While the properties west boundary are also zoned AA, with a future land use of AG.

For the foregoing reasons we respectfully request that you grant the requested future land use map amendment. Thank you for your consideration of this matter.

CHELSEA VILLAGE, LLC

By: Gregory Matovina

Gregory E. Matovina
As President of Matovina & Company
Managing Partner of Piedmont Ridge, LLP
Manager of Chelsea Village, LLC

563847-BCC-2025

OKALOOSA COUNTY DEPARTMENT OF
GROWTH MANAGEMENT APPLICATION FOR
FUTURE LAND USE MAP TYPE - 2
AMENDMENT
(50 ACRES OR LESS)

December, 2024

A. Applicant Information

1. Name: Gregory E. Matovina

2. Address: 12443 San Jose Blvd. #504
Jacksonville, FL 32223

3. Telephone: (904) 993-2857 FAX: _____

4. Applicant is: Property owner _____ Owners authorized agent* ✓
* Verification of authorized agent must be attached

5. Owner's name, address and telephone, if different than applicant:
Royce C. Taylor
4681 Baywoods Drive Pensacola, FL 32504

B. Property Information

6. Location: Southside of US 90, W of Four Lake Road

7. Property ID Number 13-3N-23-0000-0001-0010

8. Current use of property: Timber

9. Proposed use of property: Commercial / Multi-family

10. Size of property: 7.80 acres (sq. ft. or acres)

11. Names/Number of adjacent roads: North 5 Highway 90
East _____ South _____ West _____

C. Future Land Use/Zoning Information

12. Existing Future Land Use Map designation: Agricultural (AG)

13. Existing zoning district: Agricultural (AA)

D. Requested Action

14. Reason for the requested amendment: Enhance the neighboring community of Chelsea Village.

15. Requested amendment:
FROM Agricultural I (FLUM designation)
TO Mixed-use (FLUM designation)

E. Certification

I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of site inspections and the posting of any required notices.

Gregory E. Matovina
Applicant printed or typed name

Gregory E. Matovina
Applicant signature

1/16/25
Date

Corporate officer

Corporate Seal

FOR OFFICIAL USE ONLY

Date received: 1-29-2025 File No.: _____

Received by: [Signature]

gmatovina@matovinaandcompany.com

OKALOOSA COUNTY
DEPARTMENT OF GROWTH MANAGEMENT
APPLICATION FOR REZONING

A. Applicant Information

1. Name: Gregory E. Matovina

2. Address: 12443 San Jose Blvd #504

Jacksonville, FL 32223

3. Telephone: (904)993-2857 FAX: _____

4. Applicant is: Property owner _____ Owners authorized agent*
* Verification of authorized agent must be attached

5. Owner's name, address and telephone, if different than applicant:

Royce C. Taylor

4681 Baywoods Drive Pensacola, FL 32504

B. Property Information

6. Location: Southside of US 90, W of Four Lake Road

7. Property ID Number 13-3N-23-0000-0001-0010

8. Current use of property: Timber

9. Proposed use of property: Commercial / multi-Family

10. Size of property: 7.80 acres (sq. ft. or acres)

11. Names/Number of adjacent roads: North Hwy 90
East _____ South _____ West _____

C. Future Land Use/Zoning Information

12. Existing Future Land Use Map designation: Agricultural (AG)

13. Existing zoning district: Agricultural (AA)

D. Requested Action

14. Reason for the requested rezoning: Enhance the
neighboring community of Chelsea Village

15. Requested rezoning:
FROM Agricultural (zoning district)
TO Mixed use (zoning district)

E. Certification

I do hereby certify and affirm that the information represented in this application is true and correct to the best of my knowledge. I also give my permission for county staff to enter upon the property involved at any reasonable time for purposes of site inspections and the posting of any required notices.

Gregory E. Matovina
Applicant printed or typed name

Gregory E. Matovina
Applicant signature

1/16/25
Date

Corporate officer

Corporate Seal

FOR OFFICIAL USE ONLY

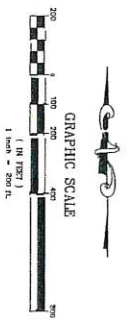
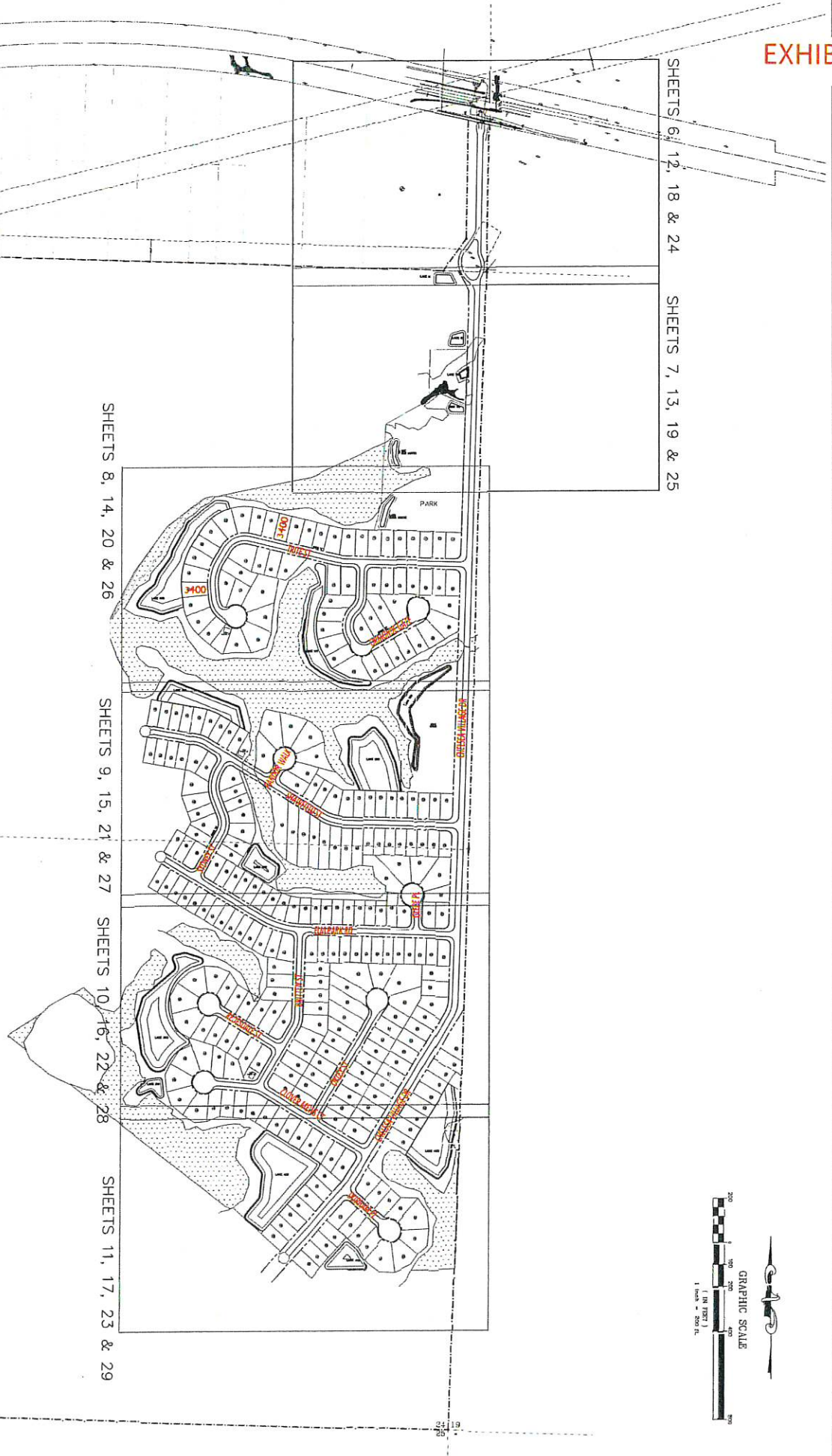
Date received: 1-29-2025 File No.: _____

Received by: [Signature]

GMATOVINA@MATOVINAANDCOMPANY.COM

SHEETS 6, 12, 18 & 24 SHEETS 7, 13, 19 & 25

SHEETS 8, 14, 20 & 26 SHEETS 9, 15, 21 & 27 SHEETS 10, 16, 22 & 28 SHEETS 11, 17, 23 & 29



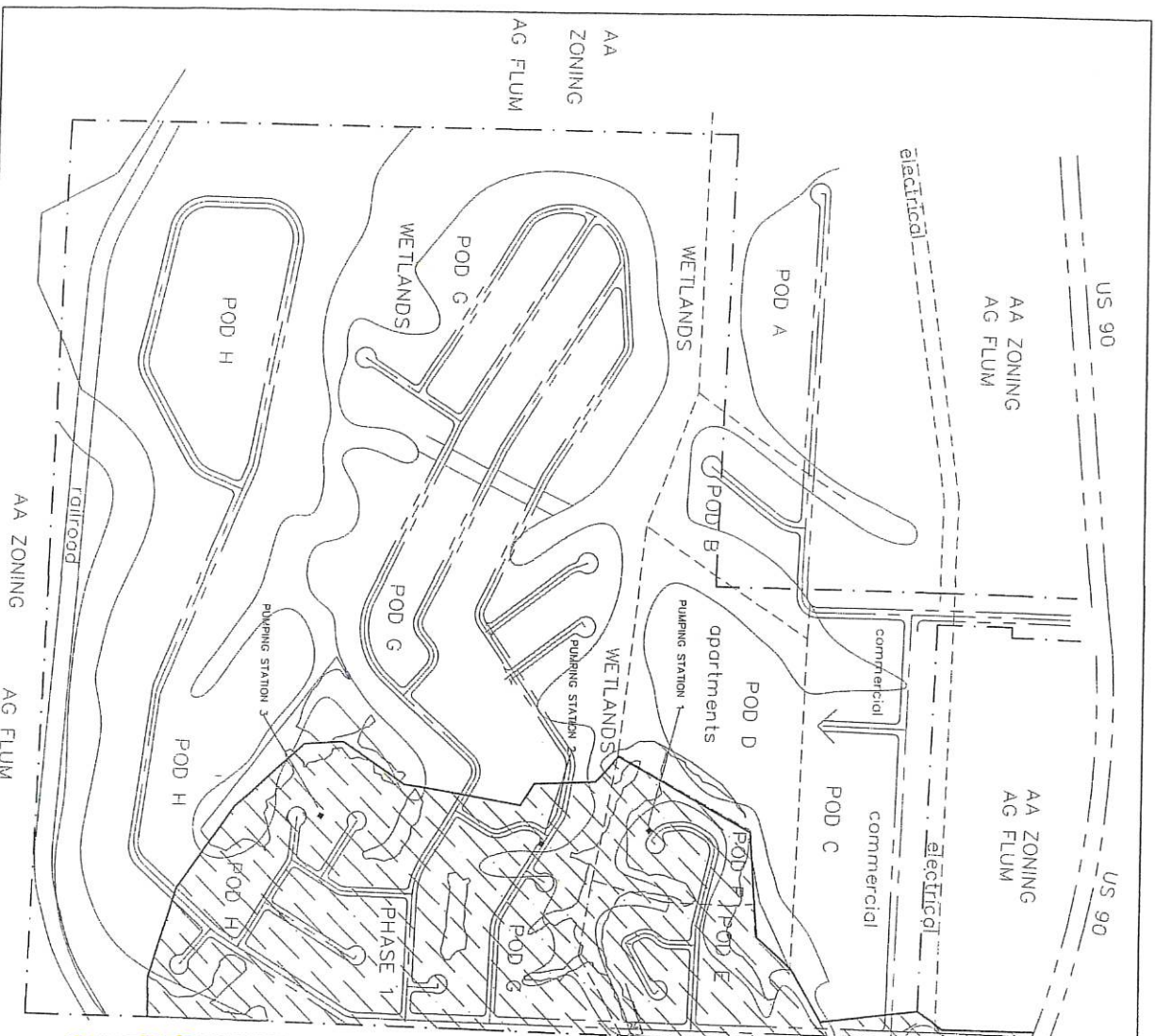
J. LUCAS & ASSOCIATES, INC.
 CONSULTING AND DESIGN ENGINEERS
 CERTIFICATE OF AUTHORIZATION NO. 3881
 1305 CEDAR STREET - JACKSONVILLE, FL 32207
 PH (904) 386-3060 FAX (904) 386-3156

NO.	REVISION	BY	DATE

VERSION: ACAD 20
 DRAWN BY: SBD
 DESIGNED BY: JML
 APPROVED BY: JML
 DATE: MAY 2022

MASTER SITE PLAN OF
 CHELSEA VILLAGE
 FOR
 CHELSEA VILLAGE, LLC

DRAWING NO. 20
 SHEET NO. 11
 DATE: 5/2022
 SCALE: AS SHOWN
 PROJECT: CHELSEA VILLAGE
 SHEET NO. 11 OF 24



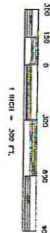
POD	TOTAL AREA	WETLAND AREA	USABLE AREA	USE TYPE	POTENTIAL UNITS	ZONING	MAX DENSITY UNITS/AC
A	27.24	12.36	14.88	SINGLE FAMILY	63	R-1	60
B	18.66	8.85	9.81	SINGLE FAMILY	45	R-1	30
C	43.17	4.73	38.44	COMMERCIAL	38,000	R-1	30
D	35.12	12.65	22.47	APARTMENTS	320	MU	50
E	21.33	6.88	14.45	RESIDENTIAL	50	R-1	50
F	12.95	6.42	6.53	AGENTY AREA		R-1	50
G	193.31	49.89	143.42	RESIDENTIAL	574	R-1	574
H	197.40	39.95	157.45	RESIDENTIAL	551	R-1	630
TOTAL	549.19	141.74	407.45		1605		1922

POD	TOTAL AREA	WETLAND AREA	USABLE AREA	USE TYPE	ACTUAL UNITS
E-F	21.14	0.00	21.14	SINGLE FAMILY	64
G	43.93	16.10	27.84	SINGLE FAMILY	119
H	49.83	0.04	49.79	SINGLE FAMILY	118
D	9.66	5.03	4.61	PARK AGENTY	
E	11.44	2.09	9.35	OPEN SPACE	
TOTAL	136.00	23.37	112.63		301

I-1 ZONING
IND FLUM PHASE ONE AREA

STATS:
TOTAL NUMBER OF LOTS: 301
NET AREA: 136.00 AC.
NET WETLANDS: 23.37 AC.
WETLANDS REMOVED: 0.49 AC.
DENSITY: 2.21 LOTS PER ACRE
PRESENT ZONING: R-1
PROPOSED ZONING: I-1
DEVELOPED BY: CHELSEA VILLAGE LLC
TYPE OF DEVELOPMENT: SINGLE FAMILY

POD E-F: 60' X 120'
POD G: 50' X 120'
POD H: 60' X 120'
FSS: 20'
SSB: 10'
RSB: 10'
PARKING: 2 SPACES/LOT EXCLUDING GARAGE



DRAWING NO. AA-2104
JOB NO. 2104
FILE: 2104MASTER
SCALE & SIGNATURE
DATE: 10/18/21
REVISION: 1

MASTER DEVELOPMENT PLAN OF CHELSEA VILLAGE FOR CHELSEA VILLAGE, LLC

VERSION: ACAD 20
DRAWN BY: SBD
DESIGNED BY: JML
APPROVED BY: JML
DATE: FEBRUARY 2023

J. LUCAS & ASSOCIATES, INC.
CONSULTING AND DESIGN ENGINEERS
CERTIFICATE OF AUTHORIZATION NO. 3981
1305 CEDAR STREET - JACKSONVILLE, FL 32207
PH (904) 366-1080 FAX (904) 366-3156

SHEETS 6, 12, 18 & 24

SHEETS 7, 13, 19 & 25

PHASE 1A

PHASE 1B

PHASE 1C

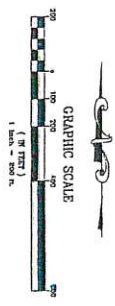
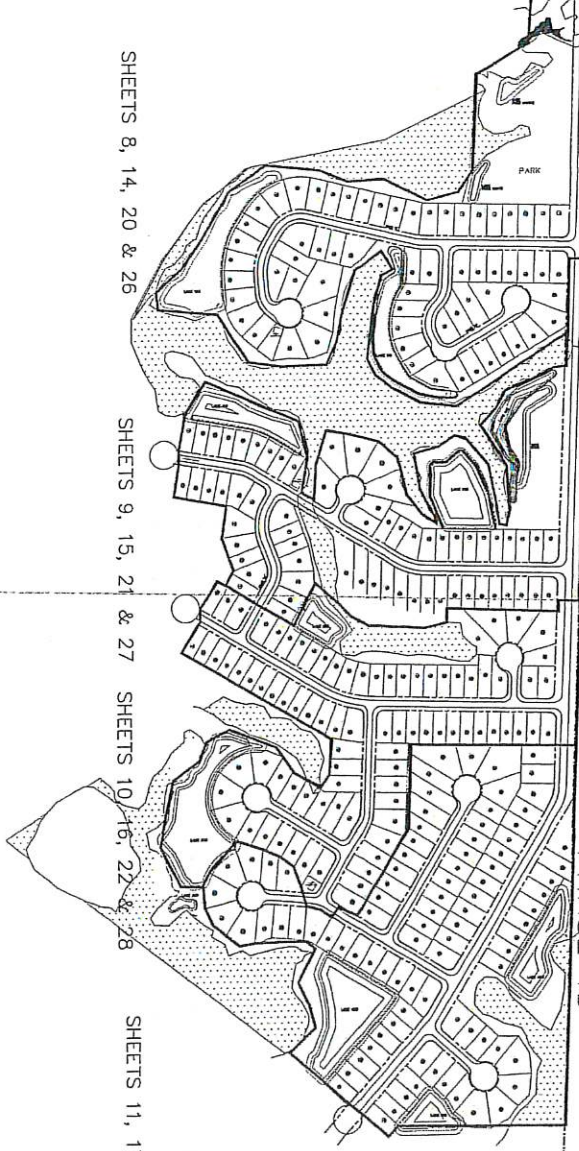
PHASE 1D

SHEETS 8, 14, 20 & 26

SHEETS 9, 15, 21 & 27

SHEETS 10, 16, 22 & 28

SHEETS 11, 17, 23 & 29



J. LUCAS & ASSOCIATES, INC.
 CONSULTING AND DESIGN ENGINEERS
 CERTIFICATE OF AUTHORIZATION NO. 3891
 1305 CEDAR STREET - JACKSONVILLE, FL 32207
 PH (904) 388-3580 FAX (904) 388-3155

NO.	REVISION	DATE
1.	ADDED PHASE LINES	JML 5/27/22

VERSION: A00A020
 DRAWN BY: SBD
 DESIGNED BY: JML
 APPROVED BY: JML
 DATE: MAY 2022

**MASTER SITE PLAN OF
 CHELSEA VILLAGE PHASE 1
 FOR
 CHELSEA VILLAGE, LLC**

DRAWING NO. 25
 OF 35
 JOB NO. 2517
 AND ADDENDUM
 SEAL & SIGNATURE
 DATE: 5/27/22

AGENDA ITEM 2

PLANNING COMMISSION

AGENDA REQUEST

TO: HONORABLE CHAIRMAN & MEMBERS OF THE PLANNING COMMISSION

THROUGH: Elliot Kampert, AICP, Director

FROM: Randy Woodruff, AICP, Deputy Director

SUBJECT: Adoption of Okaloosa County Planning Commission Bylaws

DATE: April 10, 2025

BCC DISTRICT: All

PLANNING COMMISSION DISTRICT: All

PUBLIC HEARING: Consideration of a request to establish a formal set of Planning Commission Bylaws to clarify member roles and responsibilities, provide guidance on how meetings will be conducted, and set expectations for decision-making.

BACKGROUND: The Planning Commission is a key advisory body tasked with reviewing land use, zoning, and development-related matters, and making recommendations to the Board of County Commissioners. As part of its responsibilities, the Planning Commission operates under a set of bylaws that govern its meeting procedures, member roles, and conduct.

Currently, the Planning Commission is operating without a formal set of bylaws that outline its operating procedures, rules, and governance. Adopting a formal set of bylaws is essential to ensure consistency, transparency, and efficiency in the Commission's operations. In addition, bylaws will clarify member roles and responsibilities, provide guidance on how meetings will be conducted, and set expectations for decision-making (**Attachment A – Planning Commission Bylaws**).

DISCUSSION: The proposed Planning Commission Bylaws have been drafted to provide a framework for the Commission's operations, pursuant to the Okaloosa County Code of Ordinance Land Development Code, Appendix E, Chapter 11 and Florida Statutes, including, but not limited to chapter 163 part II, Florida Statutes. The bylaws include provisions on the following:

1. Commission Membership.

The Planning Commission shall consist of a total of five (5) voting members. Each elected official of the Okaloosa County Board of County Commissioners shall appoint one member of the Planning Commission residing within the County Commissioner's district. The appointments shall be confirmed by the Okaloosa County Board of Commissioners.

2. Meeting Procedures

The bylaws establish guidelines for scheduling, canceling, and rescheduling meetings, as well as procedures for establishing a quorum, conducting votes, and taking minutes. The procedures ensure that meetings are conducted in an orderly and transparent manner and that decisions are made in a timely fashion.

3. Role and Responsibilities

The bylaws define the roles of the Chair, Vice-Chair, and other Commission members. This section ensures clarity regarding leadership duties, including presiding over meetings, setting agendas, and leading discussions.

4. Public Participation

A key provision of the bylaws addresses the role of public participation in the Planning Commission's decision-making process. The bylaws ensure that public input is encouraged and considered during meetings, maintaining transparency and community engagement.

5. Ethical Standards and Conflict of Interest

The bylaws include provisions on conflict of interest, ethics, and professional conduct for Planning Commission members. This ensures that members adhere to ethical standards and avoid potential conflicts in the performance of their duties.

6. Amendments

The bylaws specify the process for amending or revising the bylaws, ensuring flexibility as needed in the future.

PUBLIC NOTICE AND REVIEW: The proposed Planning Commission Bylaws were made available for public review through the County's website and at the offices of the Growth Management Department located at 402 Brookmeade Dr, Crestview, Florida 32539 or at the Okaloosa County Administration Building located at 1250 N. Eglin Parkway, Shalimar, Florida 32579 Those offices can be contacted by telephone at 850-689-5080.

FISCAL IMPACT: There are no significant fiscal impacts associated with the adoption of the Planning Commission Bylaws. The primary costs will involve staff time for preparing materials and updating any necessary documentation.

STAFF POSITION: Staff supports the proposed Planning Commission Bylaws as presented.

RECOMMENDATION: It is recommended that the Board consider the facts presented herein, as well as any facts that may be presented at the public hearing, and then make a recommendation to the Board of County Commissioners to adopt the Planning Commission Bylaws as presented.

ATTACHMENTS:

A – Proposed Planning Commission Bylaws

B – Public Notice of Planning Commission Bylaws Availability

**BY-LAWS
OF THE
OKALOOSA COUNTY PLANNING COMMISSION**

ARTICLE I - NAME AND AUTHORIZATION

A. NAME

The name of the Board is the Okaloosa County Planning Commission as established in accordance with Florida Statute and Okaloosa County Code of Ordinances, herein after referred to as the "Planning Commission". The office of the Planning Commission is administered by the Okaloosa County Growth Management Department (or its successor), herein referred to as the "Office", where all official records shall be kept. Copies of all official documents, records, minutes, etc., shall be filed or recorded in the office of the Clerk of Court when required by Florida law.

B. AUTHORIZATION

The Planning Commission exists by the authority of the Okaloosa County Board of County Commissioners pursuant to the Okaloosa County Code of Ordinances Land Development Code, Appendix E, Chapter 11 and Florida Statutes, including, but not limited to chapter 163 part II, Florida Statutes. The Planning Commission and its members serve at the will of the Board of County Commissioners and may be modified or abolished by action of the Board of County Commissioners.

ARTICLE II - PURPOSE AND FUNCTION

A. PURPOSE

The Planning Commission is the local planning agency, as defined by law, the land development regulation commission, and when appropriate the airport zoning commission. The Planning Commission has the duties, responsibilities and powers to hear, decide recommend and approve those matters specifically authorized by law which delegates the authority to the Planning Commission.

B. FUNCTION

The functions of the Planning Commission shall include:

1. Preparation of the comprehensive plan.

2. Monitoring and oversight of the effectiveness and status of the comprehensive plan, including recommendations for amendments or changes to the plan as may be considered necessary from time to time.
3. Preparation of periodic evaluation and appraisal reports (EAR) as required by general law.
4. To hear and consider any requests for changes or amendments to the comprehensive plan future land use map or text of the plan, and to make recommendations regarding same to the Board of County Commissioners.
5. To hear and consider any requests for changes to zoning districts or district boundaries shown on the official zoning map, and to make recommendations regarding same to the board of county commissioners.
6. To hear and consider any requests for changes or amendments to the text of the Land Development Code when sitting as the land development regulation commission, and to make recommendations regarding same to the Board of County Commissioners.
7. To make recommendations to the Board of County Commissioners regarding planned unit developments, phased developments, or development agreements.
8. To conduct development order hearings as specified in section 1.11.08 of the Okaloosa County Land Development Code.
9. To make recommendations to the board of county commissioners regarding applications for developments of regional impact (DRI), or amendments to a previously approved DRI development order.
10. Serve as the Airport Zoning Commission in accordance with s. 333.05 F.S.

ARTICLE III - ORGANIZATION

A. MEMBERSHIP

1. The Planning Commission shall consist of a total of five voting members. Each elected official of the Okaloosa County Board of County Commissioners shall appoint one member of the Planning Commission residing within the County Commissioner's district. The appointments shall be confirmed by the Okaloosa County Board of Commissioners. For the purposes of conducting regular business of the Board a quorum shall consist of three (3) in person members being present. In addition, the Planning Commission shall also

include two nonvoting members, a representative of the school district and a representative of the local military installations.

3. The voting Planning Commission members shall serve staggered terms and the terms of office shall be three (3) years, but shall continue to serve until a vacancy is filled. At the expiration of a term, the Board of County Commissioners may renew any membership for additional terms. If a vacancy occurs prior to the expiration of any member's full term, the Board of County Commissioners whose district the member represented shall appoint a member residing within the County Commissioner's district to fill the remainder of the term, which shall be confirmed by the Board of County Commissioners.

4. All members of the Planning Commission shall serve without compensation; none are entitled to pension or retirement benefits for service on the Planning Commission.

5. A member of the Planning Commission may be removed from office with or without cause by a vote of three (3) or more members of the Board of County Commissioners.

6. Whenever a member of the Planning Commission shall fail to attend three (3) consecutive meetings without having been excused by the Chairman of the Planning Commission, the Planning Commission Chairman shall promptly certify in writing such absence to the Board of County Commissioners. Upon such certification, the defaulting member may be removed at the discretion of the Board of County Commissioners.

7. Resignations from the Planning Commission shall be in writing and transmitted to the Chairman of the Planning Commission, who will then forward via the Planning Commission's recording secretary a copy to the Board of County Commissioners.

B. ELECTION OF OFFICERS

1. The Planning Commission shall elect from its members a Chair and Vice-Chair. Any member of the Planning Commission may volunteer for, or be nominated by another Planning Commission member for, the offices. Persons nominated for an office may decline the nomination; a person cannot be elected to an office without his or her consent. Officers shall be elected by a simple vote.

2. Officers shall be elected annually during the regularly scheduled organizational meeting of October and will assume office during the first meeting of the Planning Commission following the turn of the year.

3. Vacancies in any elected office shall be filled by regular election procedures as herein specified, terms are to run until the next annual organizational meeting or until a successor shall take office.

C. CHAIR

1. The Chairman shall preside at all meetings and hearings of the Authority and shall have the duties normally conferred by parliamentary usage on such officers. The Chairman shall have the authority to call special meetings, and generally perform other duties as may be prescribed herein.

2. Special meetings may be called by the Chairman of the Planning Commission when such meetings are deemed necessary to the interest and welfare of the County. Additionally, when deemed necessary to the interest and welfare of the County the Chairman may cancel and reschedule any meeting.

3. The Chairman shall not have to read public notices and legal advertisements.

4. The Chairman shall prescribe the method of conduct of the hearing and is the presiding officer.

5. The presiding officer shall assure an orderly hearing and shall take the necessary steps to maintain the order and decorum of the hearing at all times. The presiding officer shall reserve the right to continue the hearing to another time in the event the discussion becomes unruly and unmanageable.

6. All comments must be directed to the Chairman, only after being properly recognized by the presiding officer.

D. VICE-CHAIR

The Vice-Chair shall act for the Chairman in the event of his or her absence or disqualification and shall have the authority to perform the duties prescribed for that office.

ARTICLE IV. - PLANNING COMMISSION OPERATIONS

A. SCOPE OF AUTHORITY

The Planning Commission shall have no authority other than as provided herein in Article II, by state or local law, or as approved by the Board of County Commissioners.

B. MEETINGS

1. The Planning Commission will meet regularly based upon a schedule adopted by the Planning Commission which will be provided to the Growth Management Department. Meeting dates may be changed by the Chair with notification in advance by mail or email to Planning Commission members, written notice to the Growth Management Department, and notice to the public in compliance with the Florida Sunshine Law. Special meetings may be called by the Chair or by a majority of the Planning Commission members, with reasonable notice to the public and to the Growth Management Department.

2. All meetings will be open to the public. For advertising purposes, the Planning Commission will publish a notice of its meetings and notice of any changes in meeting times as required by the Florida Sunshine Law. The Planning Commission will also provide a schedule of its meetings and provide notice of any changes in meeting times to the County's Growth Management Department. The Planning Commission will ensure agendas and minutes of its meetings are available to the public in accordance with the State Sunshine Laws.

3. The Planning Commission shall be governed by the Florida Sunshine Law, Public Records Law, the Okaloosa County Code of Ordinances, Florida Statutes, and these Bylaws.

4. Members of the Planning Commission, when possible, are to notify the recording secretary at least 48 hours in advance if they will not be present at any regular or special meeting.

5. Meetings of the Planning Commission may not go past 9 p.m. CST. Any matters not taken up before 9 p.m. CST shall be required to be continued to a time and date certain of a Special or Regular Meeting.

C. QUORUM

Three voting (3) members of the Planning Commission present shall constitute a quorum and shall be necessary to conduct business or take any official action, except to cancel or continue a meeting that has no quorum.

D. VOTING RIGHTS

1. Proxy votes and absentee ballots shall not be permitted. Each member shall be entitled to one (1) vote and shall cast that vote on each item submitted.

2. No member of the Planning Commission who is present at any meeting at which an official decision, ruling or other act is to be taken or adopted may abstain from voting in regard to any such decision, ruling or act, except when,

with respect to any such member, there is, or appears to be, a possible conflict of interest.

3. No Planning Commission member shall vote in his or her official capacity upon any measure which is advantageous to his or her special private gain or shall knowingly vote in his or her official capacity upon any measure which is advantageous to the special gain of any principal by whom he or she is retained. The Planning Commission members shall, prior to the vote being taken, publicly state the nature of his or her interest in the matter from which he or she is abstaining from voting and his or her interest as public record in a *Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers (Form 8B)* or *Disclosure of Business Transaction, Relationship or Interest (Form 4A)* filed with the recording secretary of the Planning Commission who shall incorporate the form into the minutes of the meeting.

E. PUBLIC PARTICIPATION AT PLANNING COMMISSION MEETINGS

In order to provide the general public an opportunity to address the Planning Commission, and in compliance with Florida law, members of the public shall be given a reasonable opportunity to address the Planning Commission on any concern under the jurisdiction of the Planning Commission and on any proposition prior to the Planning Commission taking official action on such proposition. To ensure a full and fair opportunity for all citizens to be heard, the following rules shall apply to all legislative, quasi-legislative and quasi-judicial matters, unless formal quasi-judicial procedures are instituted in accordance with other adopted policies and regulations of the County:

1. Public comment on any concern under the jurisdiction of the Planning Commission or on any proposition to be considered by the Planning Commission shall be heard as an agenda item at each meeting of the Planning Commission prior to the beginning of the old and new business of the meeting or for quasi-judicial matters during a public hearing and prior to the Planning Commission taking any action on the concern or matter. Public comment shall be directed to the chairperson presiding over the meeting and not the audience or individual commissioners. If the subject matter requires investigation by county staff, the chairperson shall refer the matter to staff.

2. Prior to addressing the Planning Commission, each person shall fill out a speaker's form provided by the recording secretary stating the speaker's name and address. All comments must be made from the podium after verbally stating their name and address. Individuals who represent a legally formed organization registered with the State of Florida shall be permitted five (5) minutes during public input or public hearings to discuss matters related to the purposes for which the legal organization was formed. All other individuals shall be permitted three (3) minutes. Each individual representing an organization shall file written authorization with the recording secretary of the Planning Commission

indicating that the organization has appointed such individual to speak on its behalf. The authorization must be signed by the organization's president or secretary. The authorization must be provided each time said individual speaks on a matter and will be effective for one year unless amended or revoked by the organization.

3. Persons speaking during public hearings and workshops of the Planning Commission shall be limited to the time period set aside for public comment. The time limits set forth above shall be observed during public hearings and workshops.

4. The requirements set forth in subsection (2) above do not apply to:

- a. An official act that must be taken to deal with an emergency situation affecting the public health, welfare or safety if compliance with the requirements would cause an unreasonable delay in the ability of the Planning Commission to act;
- b. An official act involving no more than a ministerial act, including but not limited to approval of minutes; or
- c. A meeting during which the Planning Commission is acting in a formal quasi-judicial capacity, if other ordinances, policies and/or regulations have been specifically put in place for quasi-judicial proceedings.

5. Individuals who violate the rules of public participation/civility and decorum code for public hearings shall be requested to leave the podium and return to their seat. The use of insulting, threatening, vulgar, or profane language and/or gesturing directed at the Planning Commission, any member thereof or at members of the audience or staff shall not be tolerated. Any such conduct may result in law enforcement officers being summoned to remove such individuals from the meeting.

ARTICLE V. - ORDER OF BUSINESS

1. The normal order of business shall be:
 - a. Call to Order;
 - b. Roll Call;
 - c. Approval of the Minutes;
 - d. Open to the Public (items not on the agenda);
 - e. Announcements;
 - f. Additions, Deletions, or Changes to the Agenda;
 - g. Acceptance of the Agenda;
 - h. Oath Taking ;
 - i. Disclosures;

- j. Old Business;
- k. New Business;
- l. Other Business;
- m. Adjournment.

2. The Chairman may dispense with any item on the agenda or change the order of business.

ARTICLE VI. - AMENDMENTS TO BYLAWS

These Bylaws may be amended at any meeting of the Planning Commission, only to the extent consistent with County resolution and provided that said notice of said proposed amendment is given to each member in writing at least five (5) business days prior to said meeting and the action is ratified by the Board of County Commissioners.

ARTICLE VII. - RELATION TO COUNTY CODE, COMMISSION RESOLUTIONS AND STATE LAW.

Any section or provision of any section of the Bylaws as adopted by the Planning Commission which conflicts with County Code, resolution or State laws shall have no force and effect.

ARTICLE VIII. - THESE BYLAWS SHALL BECOME EFFECTIVE IMMEDIATELY UPON RATIFICATION BY THE BOARD OF COUNTY COMMISSIONERS.

These Bylaws adopted this _____ day of _____, 2025.

 Jeremy Stewart,
 Planning Commission Chairman

ATTEST:

 Recording Secretary of the
 Planning Commission

Ratified by the Board of County Commissioners this _____ day of _____, 2025.

 Paul Mixon, Chairman

ATTEST:

Brad E. Embry, Clerk of Courts

DRAFT

Notice of Public Meetings for Okaloosa County Planning Commission Bylaws

Notice is hereby given that Okaloosa County Growth Management Department, will hold two (2) public meetings to receive input regarding the adoption of the Okaloosa County Planning Commission Bylaws. The meetings will be held as follows:

First Meeting: Okaloosa County Planning Commission Meeting
When: Wednesday, April 10, 2025 5:00PM
Where: Okaloosa County Administration Building
1250 N. Eglin Parkway
Shalimar, FL 32579

Second Meeting: Okaloosa County Board of County Commissioners Meeting
When: Tuesday, May 6, 2025 8:30AM
Where: Okaloosa County Administration Building
1250 N. Eglin Parkway
Shalimar, FL 32579

The public is welcome and invited to attend and participate.

Okaloosa County adheres to the Americans with Disabilities Act and will make reasonable modifications for access to these hearings upon request. Requests may be made to the Growth Management Department at 402 Brookmeade Dr, Crestview, Florida 32539 or at 850-689-5080. For Hearing Impaired, Dial 1-800-955-8771 (TDD), and 1-800-955-8770 (Voice). Requests must be received at least 48 hours in advance of the hearing in order for Okaloosa County to provide the requested service.