



City of  
**Panama City Beach**

Council Chambers  
17007 PCB Parkway  
PCB, FL. 32413

**CITY COUNCIL**  
**Regular Meeting Agenda**  
**February 11, 2021**  
**6:00 PM**

NOTE: AT EACH OF ITS REGULAR OR SPECIAL MEETINGS, THE CITY COUNCIL ALSO SITS, EX-OFFICIO, AS THE CITY OF PANAMA CITY BEACH COMMUNITY REDEVELOPMENT AGENCY AND MAY CONSIDER ITEMS AND TAKE ACTION IN THAT LATTER CAPACITY.

**A. CALL TO ORDER**

1. **ROLL CALL.**
2. **INVOCATION BY PASTOR RAMON DUVULL, BEACHSIDE FELLOWSHIP.**
3. **PLEDGE OF ALLEGIANCE LED BY COUNCILMAN PAUL CASTO.**
4. **COMMUNITY ANNOUNCEMENTS.**
5. **APPROVAL OF THE REGULAR MEETING MINUTES.**
  - November 12, 2020
6. **APPROVAL OF AGENDA, AND ADDITIONS OR DELETIONS.**
7. **PUBLIC COMMENTS ON THE CONSENT AGENDA AND/OR NON-AGENDA BUSINESS. (LIMITED TO 3 MINUTES)**

**B. PRESENTATIONS**

- Boys & Girls Club Award
- Employee Presentation – Bridgette Cohen
- Body Worn Cameras

**C. CONSENT AGENDA**

1. **RESOLUTION 21-79, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN EMERGENCY PURCHASE OF A REPLACEMENT PUMP FOR LIFT STATION 109 FROM JIM HOUSE & ASSOCIATES, INC. IN THE BASIC AMOUNT OF \$17,500.**
2. **RESOLUTION 21-89, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A JOHN DEERE 50G COMPACT EXACATOR FOR THE STORMWATER DEPARTMENT FOR THE BASIC AMOUNT OF \$65,532.25 FROM BEARD EQUIPMENT COMPANY.**

**D. REGULAR AGENDA – DISCUSSION / ACTION**

1. **AM ORDINANCE 1542, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO DEVELOPMENT APPLICATIONS, SECOND READING/PUBLIC HEARING AND ADOPTION.**

- 2.\* TO RESOLUTION 21-87, APPROVING HYATT RIGHT-OF-WAY PURCHASE.
- 3. TO RESOLUTION 21-88, ADOPTING A LEGISLATIVE AND EXECUTIVE BRANCH AGENDA FOR 2021.
- 4. TO KUKLA RV PARK – LARGE SITE DEVELOPMENT CONDITIONAL USE, PUBLIC HEARING.
- 5. TO DISCUSSION ITEM – YOUTH SPORTS PLAN.
- 6. TO DISCUSSION ITEM – WATER SYSTEM RISK ANALYSIS.
- 7. TO DISCUSSION ITEM – CROSSWALKS PRIORITIES AND BUDGET.
  
- E. CITY MANAGER REPORT.
- F. CITY ATTORNEY REPORT.
- G. COUNCIL COMMENTS.
- H. ADJOURN.

\*Action items noted with an asterisk are taken both by the City Council and the Panama City Beach Redevelopment Agency jointly and concurrently.

PAUL CASTO X  
 PHIL CHESTER X  
 GEOFF MCCONNELL X  
 MICHAEL JARMAN X  
 MARK SHELDON X

I certify that the Council members listed above have been contacted and given the opportunity to include items on this agenda.

Lynne Fasone 02/05/21  
 City Clerk Date

PAUL CASTO X  
 PHIL CHESTER X  
 GEOFF MCCONNELL X  
 MICHAEL JARMAN X  
 MARK SHELDON X

I certify that the Council members listed above have been contacted and made aware of the items on this agenda.

Lynne Fasone 02/05/21  
 City Clerk Date

The Agenda Packet is e-mailed to interested parties and posted on the City's website at [WWW.PCBFL.GOV/](http://WWW.PCBFL.GOV/) by close of business the Friday before the scheduled meeting date.

City Council meetings are live streamed on the City's website [WWW.PCBFL.GOV/](http://WWW.PCBFL.GOV/) and City Facebook page "CITY OF PANAMA CITY BEACH-GOVERNMENT".

One or more members of other City Boards may appear and speak at this meeting.

If a person decides to appeal any decision made by the City Council with respect to any matter considered at the meeting, if an appeal is available, such person will need a record of the proceeding, and such person 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 based. Sec. 286.0105, FS (1995).

# **COMMUNITY ANNOUNCEMENTS**

**Community Announcements**

*for February 11, 2021 Council Meeting*

<b>Date/Time</b>	<b>Event</b>	<b>Location</b>
February 27 <sup>th</sup> 10am – 11am	Keep PCB Beautiful Clean-up Day	Russell-Fields City Pier
February 27 <sup>th</sup>	Santa Rosa Beach Aerial Arts Production	Aaron Bessant Park
February 27-28 <sup>th</sup>	USFA Fastpitch Tournament	Frank Brown Park
March 5-7 <sup>th</sup>	USFA Fastpitch Challenge	Frank Brown Park
March 11 <sup>th</sup>	City Council's next meeting	City Hall
March 11 <sup>th</sup>	Emerald Coast Cruz-In	Aaron Bessant Park

# **APPROVAL OF MINUTES**

**MINUTES** of the Regular Meeting of the City Council of the City of Panama City Beach, Florida, and when permitted or required by the subject matter, the Panama City Beach Community Redevelopment Agency, held on November 12, 2020.

**Mayor Sheldon called the meeting to order at 6:00 PM**

**ROLL CALL**

MAYOR MARK SHELDON  
VICE MAYOR GEOFF MCCONNELL  
PAUL CASTO  
PHIL CHESTER  
MICHAEL JARMAN

Others present were City Manager Tony O'Rourke, City Attorneys Amy Myers and Cole Davis, City Clerk Lynne Fasone, Directors and members of the public and press.

Pastor Greg George from Gulf Beach Baptist Church led the invocation. Councilman Paul Casto led the Pledge of Allegiance.

Mayor Sheldon called for approval of the September 1, 2020 special meeting/budget workshop minutes and September 10, 2020 regular meeting minutes. Councilman Casto so moved. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

Mayor Sheldon called for additions and/or deletions to the agenda. Mayor Sheldon recommended that Item 7 be moved from the consent agenda and placed on the regular agenda as Item 19. Manager O'Rourke requested that Item 6 be removed from the consent agenda for further study of the turf chemicals. Vice Mayor McConnell moved to approve the agenda, as amended. Councilman Jarman seconded the motion. Hearing and seeing no further discussion, all were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**PUBLIC COMMENTS - NON-AGENDA BUSINESS (LIMITED TO THREE MINUTES)**

Mayor Sheldon opened the floor for non-agenda public comments.

Burnie Thompson – Mr. Thompson commented that the agenda was not posted on the City's Facebook page. Mr. Thompson commented that it was taking too long to get the documents he requested from the City regarding the FBI subpoena.

Capitan Gary Beck – Mr. Beck expressed concern that his constitutional rights were being violated.

Bill Caravello, Dolphin Street – Mr. Caravello thanked everyone involved for installing the lights at the pickleball courts.

Tommy Priestley, PCB resident – Mr. Priestly advocated for lifting the moratorium on height restrictions on buildings in the future. Mr. Priestly recommended that impact fees be assessed and used by the fire department if buildings were over a certain height.

Mayor Sheldon closed public comments at 6:12 PM.

### **PRESENTATIONS**

Mayor Sheldon reported that the Boys & Girls Club Civic Achievement Award would be moved to Council's December meeting.

Mayor Sheldon invited Councilman Casto, Congressman Neal Dunn and staff member Nicole Smith to the podium for a proclamation presentation. Council members thanked Congressman Dunn and Ms. Smith for supporting the City, especially on the Bay Parkway project.

### **CONSENT AGENDA**

**RESOLUTION 21-26, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AGREEMENTS WITH JONES, EDMUNDS & ASSOCIATES, INC. AND AZTECA SYSTEMS, LLC FOR THE PURCHASE, IMPLEMENTATION, AND INTEGRATION OF GIS CENTRIC ASSET MANAGEMENT SOFTWARE, IN THE TOTAL PROJECT AMOUNT OF \$271,650.**

**RESOLUTION 21-28, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH TAW POWER SYSTEMS, INC. FOR THE PURCHASE AND INSTALLATION OF TWO GENERATOR RADIATORS FOR THE CITY WASTEWATER TREATMENT FACILITY IN THE TOTAL AMOUNT OF \$129,872.53.**

**RESOLUTION 21-29, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AUTHORIZING AN AMENDMENT TO THE CITY'S AGREEMENT WITH NCOURT, LLC, RELATED TO BUSINESS LICENSE PAYMENT PROCESSING.**

**RESOLUTION 21-35, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, APPROVING AN AGREEMENT WITH DIVEBASE INTERNATIONAL, INC, FOR THE PURCHASE OF A SCBA AIR COMPRESSOR, FILL STATION AND STORAGE SYSTEM IN THE TOTAL AMOUNT OF \$73,403.10.**

**RESOLUTION 21-50, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH JERRY PATE TURF & IRRIGATION FOR THE PURCHASE OF A LARGE AREA ROTARY MOWER IN THE AMOUNT OF \$69,682.76.**

**RESOLUTION 21-51, A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH SOUTHEASTERN TURF GRASS SUPPLY, INC. FOR THE PURCHASE OF TURF CHEMICALS IN THE TOTAL AMOUNT OF \$193,986.80. *Removed from the agenda.***

**APPROVAL OF JOB DESCRIPTIONS. *Moved to Regular Item #19.***

**REVISION OF THE MASTER AUDIT LISE TO REMOVE OBSOLETE ITEMS.**

Mayor Sheldon asked the Clerk to read the consent agenda, as amended. Mayor Sheldon announced that the consent agenda was available. Councilman Jarman moved to approve the consent agenda. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

#### **REGULAR AGENDA- DISCUSSION/ACTION**

##### **ITEM 1. ORDINANCE 1541, FALSE ALARMS, 2<sup>ND</sup> READING / PUBLIC HEARING AND ADOPTION.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Ordinance 1541 by title only. Mayor Sheldon opened Item 1 up for public comment.

Frank Sewell – Mr. Sewell inquired as to what the definition of a “false alarm” was, if lift alert was included, etc., and if everyone needed to pay a \$40 fee.

Hearing and seeing no further public comments, Mayor Sheldon closed public comments. Mayor Sheldon asked City Manager O’Rourke for comments. Manager O’Rourke explained this was a common remedy to false alarms for alarm companies to have to register and be put on notice that they are responsible. Manager O’Rourke reported the City was experiencing on average 2,200 false police and fire alarms per year. Manager O’Rourke further discussed this alarm ordinance being consistent with other cities around the country. Manager O’Rourke reported that it was his hope that the ordinance would keep the general public safer and reduce false alarms in the City. Penalties to be discussed at the next agenda item.

Councilman Jarman clarified that if it was a manual activation, like life alert, it would not be considered a false alarm. Councilman Jarman added this ordinance would address habitual false alarm offenders.

Mayor Sheldon discussed every false alarm being serious and first responders handling false alarm with the same urgency as a real alarm. Mayor Sheldon called for further comments. Hearing and seeing none, Councilman Jarman moved to approve Ordinance 1541. Councilman Casto seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

##### **ITEM 2. RESOLUTION 21-31, FALSE ALARMS PENALTIES.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-31, by title only. Mayor Sheldon opened Item 2 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.



City Manager O'Rourke explained this Resolution would allow the public three false alarms, per residential property, before being issued a citation of \$250 and then \$500 thereafter. Manager O'Rourke reported commercial properties would be granted two false alarms before a penalty would be triggered of \$500 for the first offense and \$1,000 thereafter. Councilman Jarman discussed the City's alarm permitting fee process. Discussion regarding this fee structure being in line with other City's fees took place. Discussion regarding warnings took place. Hearing and seeing no further discussion.

Councilman Jarman moved to approve Resolution 21-31. Councilman Casto seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 3. RESOLUTION 21-32, BUDGET AMENDMENT - CASH CARRYFORWARD.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-32, by title only. Mayor Sheldon opened Item 3 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion. Hearing and seeing none, Councilman Chester moved to approve Resolution 21-32. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 4. RESOLUTION 21-18, BUDGET AMENDMENT – SALARY AND CLASSIFICATION STUDY.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-18, by title only. Mayor Sheldon opened Item 4 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Manager O'Rourke provided background information on the salary study, the consultant, parameters of the study, and the equity adjustment. Manager O'Rourke reported the consultant put forth two recommendations. Manager O'Rourke added he was recommending Plan A at \$1.2 million, to be competitive. Manager O'Rourke expressed concerned that the Police Department was not fully staffed and was behind the curve. Manager O'Rourke recommended the full complement of Plan A to make the City competitive.

Councilman Casto noted his support and complimented the City Manager and leadership. Councilman Casto added that he had been pushing for this for some time now and hoped Council would pass the resolution tonight.

Mayor Sheldon inquired if the memo that Council received was or was not the latest and greatest. Manager O'Rourke explained that there were 5 positions that had not been identified, but no one would

be left behind. Mayor Sheldon noted that no one should be going down in pay. Councilman Jarman agreed.

Councilman Casto inquired if the City Manager was recommending Plan A. Manager O'Rourke stated yes and the full wage compression. Discussion regarding evidentially getting back to the October cost-of-living adjustment took place.

Mayor Sheldon recommended, that since it had taken Council sometime to get this sorted out, Council should consider giving every employee an extra day off this year as a make-up. Manager O'Rourke reported that the City of PCB did not recognize Martin Luther King (MLK) Day. Council agreed employees should have that day off.

Vice Mayor McConnell expressed concern with the comparative communities that the consultant used. Vice Mayor McConnell expressed concern that Utilities and Public Works were compared to private companies. Vice Mayor McConnell recommended that Council be given the opportunity to have one on ones with consultants, as was the practice in the past. Mayor Sheldon concurred. Vice Mayor McConnell noted the study assumed a 5% raise each year. Vice Mayor McConnell stated that yes, employees need to be stepped up in pay, however he was unsure that the comps were correct. Manager O'Rourke discussed most comps being regional and for a couple positions the consultant went outside the region. Vice Mayor McConnell expressed his concern again with the comps the consultant used and added that he would love to see our employees get pay raises, but he was not a fan of the comps.

**Councilman Casto** noted the consultant was a professional company and moved that Council and moved to forward Plan A for consideration. **Councilman Chester** seconded the motion. Mayor Sheldon called for further discussion.

Councilman Chester pointed out that every city looked at in the report had an ad valorem tax, so the City needed to be very careful. Councilman Chester added the City had the best employees, however, the City had to be careful.

Mayor Sheldon expressed concern with anyone being in a Director position with zero direct reports; the CRA Manager position. Manager O'Rourke described the job duties of the CRA Manager. Further discussion regarding the City Manager's discretion, Council's purview, and policy decisions took place.

Councilman Jarman noted that Council had three weeks to review this item since last discussed. Councilman Jarman recommended Council find a solution to move forward. Vice Mayor McConnell noted his preference was to redo the comps. Councilman Casto inquired if Vice Mayor McConnell did not want to pass this tonight. Vice Mayor McConnell reported he did not. Discussion regarding police staffing took place. Councilman Jarman discussed difficulty hiring. Discussion regarding it being a turnover market, the cultural trend of moving from one position to the next, and the transient community took place.

**Mayor Sheldon** offered his support for Plan A, keeping the CRA Manager position as a manager and going from paygrade 23 to 24 and moving forward with giving the employees a day off.

**Councilman Casto** amended his motion as stated above by Mayor Sheldon and giving the employees MLK Day off. **Councilman Chester** seconded the motion.

Mrs. Myers reviewed the motion as being Plan A, with the full equity adjustment, with the addition of an extra vacation day, recommended to be MLK Day, with the CRA Manage being at paygrade 24 and there being no downgrades of any employees.

Councilman Casto agreed with Mrs. Myers review and restated his motion. Councilman Chester restated his second. The motion passed by a roll call vote of (4-1).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Nay
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 5. RESOLUTION 21-27, BID AWARD AND BUDGET AMENDMENT IT INFRASTRUCTURE ASSESSMENT.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-27, by title only. Mayor Sheldon opened Item 5 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

City Manager O'Rourke reported the City needed to step-up and make significant investments in IT infrastructure. City Manager O'Rourke recommended awarding the contract to Plant Morane, a national firm, specializing in this sort of IT strategic planning.

Mayor Sheldon noted going forward he would like to see a spreadsheet on bid tabulations in the Council packet, as he would have liked to see how the other two companies responded. Mr. Jason Pickle, IT Manager, updated Council on the bid tabulations. Further discussion regarding the next IT assessment being done in 5 years. Vice Mayor McConnell concurred with Mayor Sheldon and added that Council used to see bid tabulations and he'd like to see that practice resurrected so Council can make informed decisions. Councilmembers concurred. Mayor Sheldon noted this item was available.

Councilman Chester moved to approve Resolution 21-27. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 6. RESOLUTION 21-49, BUDGET AMENDMENT APPROVAL OF SENIOR ACCOUNTING TECHNICIAN JOB DESCRIPTION.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-49, by title only. Mayor Sheldon opened Item 6 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Councilman Chester moved to approve Resolution 21-49. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 7. RESOLUTION 21-33, AUTHORIZING UTILITY BOND REFUNDING 2020A.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-33, by title only. Mayor Sheldon opened Item 7 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Mrs. Myers summarized the purpose of Resolution 21-33. Mrs. Myers reported that the Resolution would authorize the full refunding of the 2016 Utility Bonds that were outstanding, saving the City approximately \$2.7 million. Council members complimented the Administration.

Councilman Chester moved to approve Resolution 21-33. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 8. RESOLUTION 21-34, AUTHORIZING UTILITY BOND REFUNDING 2020B.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-34, by title only. Mayor Sheldon opened Item 8 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Mrs. Myers summarized the purpose of Resolution 21-34. Mrs. Myers reported that this would authorize the conversion of the City's federally taxable bonds into federally tax-exempt bonds in 2022. Council members complimented the Administration.

Councilman Chester moved to approve Resolution 21-34. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 9. RESOLUTION 21-36, MULTI-YEAR CONTRACT FOR SANDJAM.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-36, by title only. Mayor Sheldon explained, as the promoter of SandJam, he would recuse himself from the vote and he had already filed a disclosure form with the City Clerk. Mayor Sheldon opened Item 9 up for public comment. Hearing and seeing no public comment.

City Manager O'Rourke explained with respect to this contract and the next agenda item, the Jazz Festival, music festivals were big business now drawing over 32 million people per year. City Manager O'Rourke reported that SandJam and the Jazz Festival were two significant music events in PCB and had become part of the City's brand. Manager O'Rourke added to keep the events from being poached, the City should propose multi-year contracts with the events. Manager O'Rourke added that both events provide significant economic return for the City. Mayor Sheldon noted this item was available for discussion.

Councilman Casto inquired if the City was just locking in the dates/times right now, not the fees. Manager O'Rourke concurred and discussed the "key person continuity clause" in the contract.

Vice Mayor McConnell moved to approve Resolution 21-36. Councilman Casto seconded the motion. All were in favor by a roll call vote (4 aye, 0 nay, 1 abstention).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Abstained

**ITEM 10. RESOLUTION 21-37, MULTI-YEAR CONTRACT FOR SEABREEZE JAZZ FESTIVAL.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-37, by title only. Mayor Sheldon opened Item 10 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Vice Mayor McConnell moved to approve Resolution 21-37. Councilman Chester seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 11. RESOLUTION 21-38, AARON BESSANT PARK USER FEES/AQUATIC CENTER FEES.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-38, by title only. Mayor Sheldon opened Item 11 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Vice Mayor McConnell inquired about the swim club fees and expressed concern with the individual swim pass and spectator pass fees. Vice Mayor McConnell expressed concern that the item went to the Parks & Rec Board and then was being placed back on the council agenda without discussion.

Director Ponek reported that there had been a lot of discussion about this, especially with the Parks & Rec Board. Director Ponek explained they were trying to collect as much data as possible and the annual passes were really important to help track people coming in and out of the pool. Director Ponek reported the same with the spectator pass, it would help track everyone coming in and out of the pools,

which in turn would also help the swim club teams. Director Ponek reported the proposed fees were very fair for the entire year.

Councilman Chester inquired as to how many local swim teams the City had at this time. Director Ponek reported one at this time. Discussion regarding the "Swim Club Swimmer Annual Pass" took place. Discussion regarding the number of kids in the swim club took place. Director Ponek expressed the need to track people coming in and out of the pool. Director Ponek reported that the prices were actually less than other cities.

Mayor Sheldon reported that he had no problem with the spectator fee, however, he was not a fan of the fee to the club members, especially if they were already paying lane fees. Director Ponek added that it was more about tracking for him. Mayor Sheldon inquired if the City could issue each club swimmer a pass. Director Ponek inquired if the Council would like to absorb the expense of the pass. Councilmembers concurred.

**Vice Mayor McConnell moved to approve Resolution 21-37, as amended, with the swim club fees removed. Councilman Casto seconded the motion.**

Mayor Sheldon requested that the set-up fee for the "Theatrical Performers" be brought in line and be \$100, instead of \$200, especially if the City keeps the concessions receipts.

**Vice Mayor McConnell amended his motion as stated by the Mayor. Councilman Jarman seconded the amended motion. All were in favor by a roll call vote (5-0).**

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 12. RESOLUTION 21-45, BAY PARKWAY APPROPRIATION AGREEMENT.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-45, by title only. Mayor Sheldon opened Item 12 up for public comment. Hearing and seeing no public comment. Mayor Sheldon noted this item was available for discussion.

Councilman Chester moved to approve Resolution 21-45. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0). Councilman Casto complimented the Staff, Representative and Floridian Partners.

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 13. RESOLUTION 21-46, CDBG PROJECTS LIST AND POLICY.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-46, by title only. Mayor Sheldon opened Item 13 up for public comment.

Captain Gary Beck – Captain Beck inquired if the grant money would be going to the people, those that did not receive their FEMA money effected by Hurricane Michael.

Councilman Chester moved to approve Resolution 21-46. Vice Mayor McConnell seconded the motion.

Mayor Sheldon explained the funds would be used for outfalls at Lullwater Beach and South Lagoon septic sanitary conversion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 14. RESOLUTION 21-47, ADOPTING THE CITY'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-47, by title only. Mayor Sheldon opened Item 14 up for public comment. Hearing and seeing none.

Chief Morgan reported that Staff put together a comprehensive emergency response plan. Chief Morgan shared a short PowerPoint with Council.

Mayor Sheldon thanked Chief Morgan and Staff. Vice Mayor McConnell expressed his gratitude as well. Councilman Jarman concurred. Chief Morgan reported that a copy of the Plan was on the City's website. Chief Morgan thanked Kyle for all her help.

Councilman Jarman moved to approve Resolution 21-47. Councilman Chester seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 15. DISCUSSION REGARDING CROSSWALK ACTION PLAN.**

Mayor Sheldon invited Mr. Dexter M. Gortemoller, PE, to the podium. Mr. Gortemoller reviewed the **attached** PowerPoint slides regarding crosswalks. Mayor Sheldon opened Item 15 up for public comment. Hearing and seeing none. Mayor Sheldon noted this item was available for discussion.

Discussion regarding public safety being first and foremost to the City took place. Discussion regarding in-road and LED lighting being part of the CRA standards took place. Mr. Gortemoller reported the

difference between an automated light versus the press button light was about \$45,000. Vice Mayor McConnell asked the City Manager for an update on the education piece, the PSAs. Vice Mayor McConnell discussed the House and Senate Bills regarding signalized crosswalks. Mr. Gortemoller reported that they were following those Bills and tests were being done in Miami and Tampa. Mayor Sheldon noted that he was 100% on board with fixing the crosswalks. Mayor Sheldon thanked Mr. Gortemoller.

#### **ITEM 16. DISCUSSION REGARDING TRAM LANE MARKING.**

Mayor Sheldon invited Mr. Dexter M. Gortemoller, PE, to the podium. Mr. Gortemoller reviewed the **attached** PowerPoint slides regarding tram lane marking. Mayor Sheldon noted this item was available for discussion. Hearing and seeing none. Mayor Sheldon reported the red lanes just didn't work for the City and safety was a concern. Vice Mayor McConnell concurred. Discussion regarding the product being used in Orlando, various products available to the City, choices of colors, and raised profile markers took place. Mayor Sheldon thanked Mr. Gortemoller.

#### **ITEM 17. DISCUSSION REGARDING ASSIGNED RESERVES / FUTURE PROJECTS.**

Mayor Sheldon opened Item 17 up for public comment. Hearing and seeing none.

Mayor Sheldon invited Director White to the podium. Director White reported this item was being brought back to Council to give Council the opportunity to leave items in or take items out. Director White reported it was broken down into 6 different buckets. Director White added there was an increase in the cash carry forward because of being very conservative on the budget estimates and expenditures. Director White discussed impact fees, using the most restricted funds first and restricted Parks & Rec fees. Director White asked Council for direction on the assigned reserves at \$7.2 million.

Mayor Sheldon noted this item was available for discussion. Mayor Sheldon recommended setting funds aside for the IT assessment to get the City on one platform. Councilmen Chester and Jarman concurred. Vice Mayor McConnell recommended funds for the 800 megahertz. Councilman Jarman recommended putting funds toward crosswalks. Mayor Sheldon recommended more lights in neighborhoods. Vice Mayor McConnell agreed that lights and sidewalks should be added. Councilman Casto noted that matching funds for the saferoom/new community center would be needed. Mayor Sheldon recommended the City do a better job with the cleanliness of the City, picking up trash, trash receptacles, etc. Additional possible projects were discussed. Director White noted that Staff could bring forward a budget amendment to Council. Mayor Sheldon recommended Council members email priority items to Director White. Councilman Casto inquired if the Council needed to hold a workshop. Mayor Sheldon recommended a succession plan for key leadership positions be put in place. Director White ask Council members to send her emails and she would bring back the costs.

#### **ITEM 18. RESOLUTION 21-48, ADOPTING FISCAL YEAR 2021 BUSINESS PLAN.**

Mayor Sheldon introduced Mrs. Myers, City Attorney. Mrs. Myers read Resolution 21-48, by title only. Mayor Sheldon opened Item 18 up for public comment. Hearing and seeing none.

Director O'Rourke reported this proposed business plan was for the next fiscal year and would focus on the outcomes Council desired over the next 12 months. Mayor Sheldon reported he loved seeing this formulized and would like to see the Plan added to the City website. Mayor Sheldon added this item was available for discussion.



Councilman Jarman inquired if the ambulance service would be looked at in the future. Councilman Jarman noted that the ambulance service for this year might be a bit ambitious, but once the hospital was here we could take a look at that. Councilman Casto agreed, once the hospital here would be time to look at it. Manager O'Rourke recommended looking at the certificate of need next year to get the ball rolling. Mayor Sheldon concurred with Manager O'Rourke.

Councilman Chester moved to approve Resolution 21-48. Vice Mayor McConnell seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**ITEM 19. APPROVAL OF JOB DESCRIPTIONS.** *Consent Agenda Item #7 was moved here to Regular Agenda Item # 19.*

Mayor Sheldon opened Item 19 up for public comment. Hearing and seeing none.

Mayor Sheldon noted he was fine with all descriptions except the CRA Manager and that's why he asked to move it. Councilman Jarman noted he thought that the consensus was met with the pay plan study vote. Vice Mayor McConnell inquired about the beach rescue responder age requirements. Chief Morgan reported that he was looking at age 16 options, however, we would want a 16 year old paired up with a more experienced employee. Discussion regarding requirements, certifications, the city possibly paying for certification classes took place.

Vice Mayor McConnell moved to approve the job descriptions, with the Mayor's suggested changes. Councilman Jarman seconded the motion. All were in favor by a roll call vote (5-0).

Councilman Casto	Aye
Councilman Chester	Aye
Vice Mayor McConnell	Aye
Councilman Jarman	Aye
Mayor Sheldon	Aye

**CITY MANAGER REPORT**

Mr. O'Rourke provided an update on COVID numbers. Manager O'Rourke recognized the organizers of the Ironman, the volunteers and promoters' COVID protocols. Manager O'Rourke reported the City received two proposals for Frank Brown Park 8 acer parcel and Ripley's. Manager O'Rourke reported 30 Seelife applicants were received and 10 were recognized and would receive dolphins and/or turtle sculptures. Manager O'Rourke reported on a portion of Gayle's Trails closings for the that Bay Parkway improvement.

**CITY ATTORNEY REPORT**

No report.

**COUNCIL COMMENTS**

Councilman Casto thanked the staff for the \$2.7 million savings on the bonds. Councilman Chester concurred and wished everyone a Happy Thanksgiving. Councilman Jarman thanked the Veterans and Staff members who put together tonight's large agenda. Mayor Sheldon provided the Community Announcements, wished everyone a Happy Thanksgiving and Happy 75<sup>th</sup> Birthday to his mom.

**With nothing further, the meeting was adjourned at 9:47 PM**

READ AND APPROVED this 11th day of February, 2021.

---

Mark Sheldon, Mayor  
City of Panama City Beach, Florida

ATTEST:

---

Lynne Fasone, MMC  
City Clerk

\* ACTION ITEMS NOTED WITH AN ASTERISK ARE TAKEN BOTH BY THE CITY COUNCIL AND THE PANAMA CITY BEACH REDEVELOPMENT AGENCY JOINTLY AND CONCURRENTLY.

IN THE EVENT OF A CONFLICT BETWEEN THE FOREGOING MINUTES AND A VERBATIM TRANSCRIPT OF THESE MINUTES, THE FOREGOING MINUTES SHALL CONTROL.

# **PRESENTATIONS**



## **CIVIC ACHIEVEMENT AWARD**

*Be It Known That:*

***Carl Jean (C.J.)  
Anderson***

**Has given exceptional service to the  
Boys and Girls Club of Panama City Beach**

For the responsibility assumed, for the unselfish service rendered to the community and its citizens in discharging the duties of good citizenship, this token of CIVIC ACHIEVEMENT is hereby awarded.

*Presented this 11<sup>th</sup> day of February 2021.*

---

**Mayor Mark Sheldon**

---

**Vice Mayor Geoff McConnell**

---

**Councilman Paul Casto**

---

**Councilman Phil Chester**

---

**Councilman Michael Jarman**



City of  
**Panama City Beach**

**PCB City Hall**  
17007 PCB Parkway  
PCB, FL. 32413  
P: (850) 233-5100  
F: (850) 233-5108  
[www.pcbgov.com](http://www.pcbgov.com)

**City Council Meeting**  
**February 11, 2021**

**Employee Plaque Presentation**

**Utilities**

**Bridgette Cohen - 29 years**

**Mayor**  
Mark Sheldon

**Vice Mayor**  
Geoff McConnell

**Ward 1**  
Paul Casto

**Ward 2**  
Phil Chester

**Ward 4**  
Michael Jarman

**City Manager**  
Tony O'Rourke



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Police Department / Wayne Maddox

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Body Worn Camera presentation.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

- 5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
 DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

Body Worn Camera presentation.

# Panama City Beach Police Department



# Getac

Video Solutions

Presented By:  
Lieutenant Chris Boyer

# Body Worn Camera (BWC)



Model: BC-02

Battery: Up to 12 hours

Memory: 64 GB or more than

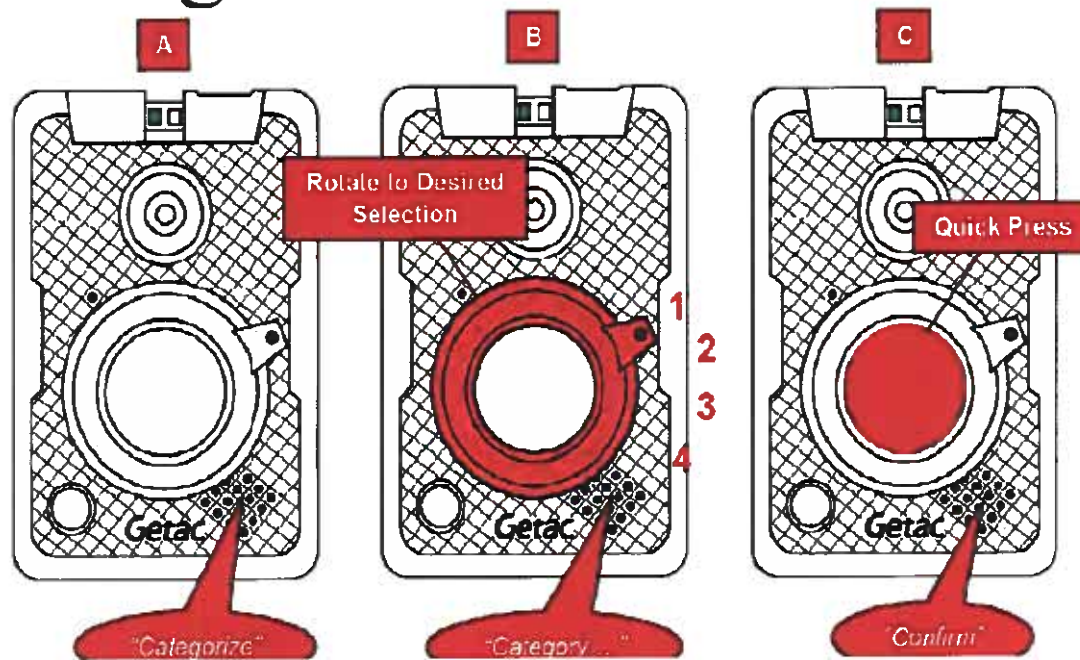
12 hours of running video in full  
HD





BC22008691 2020/12/27 14:41:23

# Categories




1. Field Contact
2. Traffic Stop
3. D.U.I
4. Non Event

Videos are retained from 60 days to indefinitely

BWC videos are maintained and/or destroyed consistent with F.S.S., and Florida Retention Schedule.

## Category and Retention Examples


1. Theft	60 Days
2. Suicide	7 Years
3. Traffic Crash	6 Months
4. Burglary	60 Days
5. Alarm	60 Days
6. Homicide	Indefinite



# Department Policy & Redaction

Panama City Beach Police Department *SOP 2302* along with Florida State Statute *119.071* guides the exemptions and release of recordings pertaining to Body Worn Cameras and Public Records.

A Body Worn Camera recording, or a portion thereof, is confidential and exempt from s.119.07(1) and s. 24(a), Art.1 of the Florida State Constitution if the recording:

- a. Is taken within the interior of a private residence;
  - b. Is taken within the interior of a facility that offers health care, mental health care, or social services; or
  - c. Is taken in a place that a reasonable person would expect to be private.
- 




## Outside Asset Uploading

**Getac**

Home Assets Users Units Stations Cases Live Video Maps Setup

### Asset Upload



20201217\_154511.jpg  
Import\_Image\_2021221510393362...  
[Click to Add Notes](#)  
Master

Description

Owner

Source Type

Source Notes

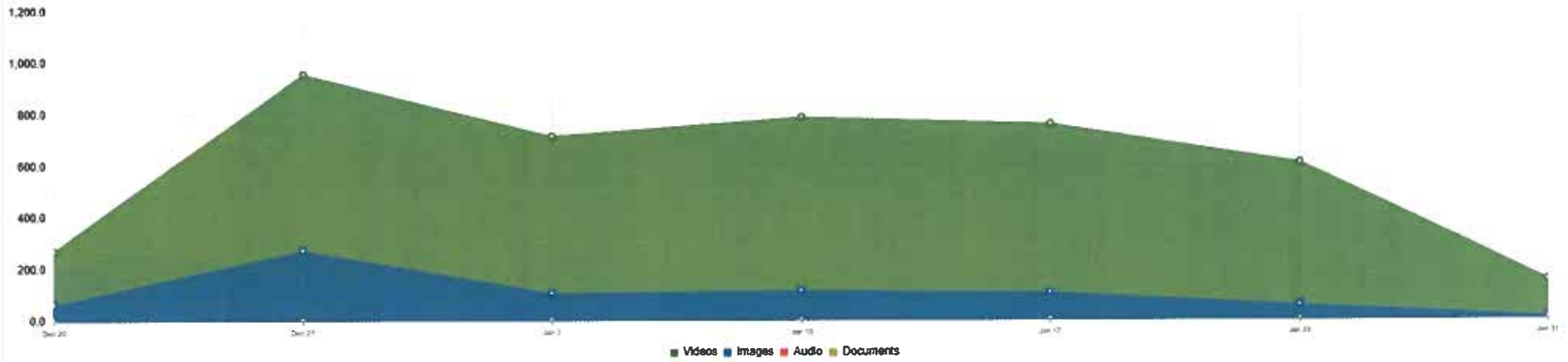
Device

- Pictures
- Video
- Documents

Once completed an entire case file can be sent electronically to the State Attorneys Office

ASSETS CAPTURED

CHART TYPE



TOTAL ASSETS CAPTURED **4971**

VIDEOS **4246**

IMAGES **725**

AUDIO **0**

DOCUMENTS **0**



December 24<sup>th</sup>- February 2nd



# Bread Crumbs

Getac

Panama City Beach, FL

Home Assets Users Devices Stations Groups Live Video Maps Setup

Assets > AI > Asset View

Turner-BWC\_148\_122820135117\_3 Video Available Settings

wturner | Turner-BWC | Pursuit

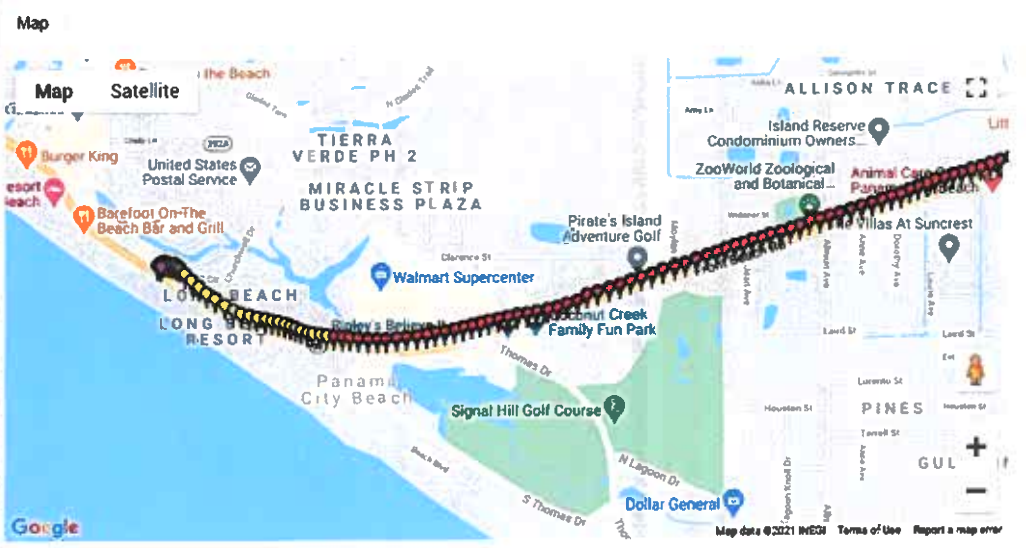
Captured 12/29/2020 01:41:05 PM | Uploaded 12/28/2020 01:55:29 PM |

Checksum EBCFC02225168FFAB02F4FEB8A5497791CD27F02C84211922E24E7FAAC76F808 |

Note: Imported L0140017.MP4 on unit PCBP0-0519 | Associated Cases 2077428

00:03:11 DURATION 75.08 MB SIZE 161D 3H LIFE SPAN 26 AGE

View Categorize Tag Case Email Related Assets History







**Getac**

Video Solutions

Questions?



**CONSENT AGENDA**  
**ITEM #1**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Utilities / Mark Shaeffer

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Staff requests City Council approval of a lift station pump purchase under the emergency provisions of City Charter Section 5-7(h) in the total amount of \$17,500.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A

DETAILED BUDGET AMENDMENT ATTACHED

YES  NO

N/A

**6. IDENTIFY STRATEGIC PRIORITY**

Financial Health

Economic Development

Quality of Life

N/A

Public Safety

Transportation

Attractive Community

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

City sewage pumping station (Lift Station 109) is fitted with two pumps, each capable of handling normal flows. Standard industry practice provides for the two pumps to be identical in terms of performance. Pump 1 failed and was sent into a local shop for evaluation and repair. Inspection by the service shop found the pump could not be repaired. A quote for a replacement pump was obtained and at \$17,500 (attached) is above the Department's purchase authority limit and alternate quotes were solicited for purchase under Section 5-7(j) of the City Charter providing the Utilities Department a \$25,000 spending limit. The manufacturer of the existing pumps in Lift Station 109 limits distributors and neither of the other two pump vendors contacted could provide a quote for a identical replacement pump (attached). On January 28, 2021, the second pump in Lift Station 109 failed and had to be removed from service for repair. A standby trailer-mounted pump was deployed and the Utilities Director requested and obtained the City Manager's concurrence that this was an emergency situation under Section 5-7(h) of the Charter. A purchase order for the a new replacement pump was issued on January 29, 2021 and the new pump was placed into service on February 1, 2021.

## **RESOLUTION 21-79**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN EMERGENCY PURCHASE OF A REPLACEMENT PUMP FOR LIFT STATION 109 FROM JIM HOUSE & ASSOCIATES, INC. IN THE BASIC AMOUNT OF \$17,500.**

WHEREAS, City Lift Station 109 is fitted with 2 pumps, for which the second and backup pump failed while the first pump was out for repair; and

WHEREAS, given the immediate threat to the health, safety and welfare of citizens caused by the total pump failure, staff solicited quotes from vendors to provide a replacement pump, and on January 29, 2021, the City Manager approved a purchase of an identical replacement pump; and

WHEREAS, the Council finds and determines that the simultaneous failure of both pumps at Lift Station 109 constituted an emergency which required immediate action to protect the health safety and welfare, for which the City's standard competitive bidding process would have created a delay contrary to the public health and the public interest; and

WHEREAS, the Council finds and determines that the solicitation of quotes was a necessary and appropriate substitution for the competitive bidding otherwise required.

NOW THEREFORE BE IT RESOLVED that the City Council hereby approves, and to the extent necessary ratifies, that certain Agreement between the City and Jim House & Associates Inc., relating to the emergency purchase of a replacement pump for Lift Station 109, in the basic amount of Seventeen Thousand, Five Hundred Dollars (\$17,500), on substantially the terms and conditions of the quote attached and presented to the Council today, draft dated January 29, 2021 with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

**[SIGNATURES ON FOLLOWING PAGE]**

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this \_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mark Sheldon, Mayor

**ATTEST:**

\_\_\_\_\_  
Lynne Fasone, City Clerk

Jim House & Associates, Inc.  
 1401 Georgia Road  
 Irondale, AL 35210  
 PO Box 101957 (35210)  
 (205) 592-6302 (800) 292-6335  
 Fax: (205) 951-0291



Since 1957

Gulf Coast Office  
 24312 Highway 98  
 Fairhope, AL 36532  
 (251) 928-7867 (800) 919-7867  
 Fax: (251) 928-7804

# Quote

Date
1/29/2021

Quote #
14735

Name / Address
CITY OF PANAMA CITY BEACH 110 SOUTH ARNOLD ROAD PANAMA CITY BCH FL 32413

Ship To
CITY OF PANAMA CITY BEACH ATTN: KEITH SIMS 206 N. GULF BLVD PANAMA CITY BEACH, FL 32413

Dear customer,  
 As requested, we are pleased to provide a quotation for the following equipment:

Qty	Manufacturer	Item Description
		LS 109 - Antiqua - 20HP Replacement Pump
1	FLYGT	SUBMERSIBLE HARD-IRON N IMPELLER PUMP MODEL NP3153.095-463 (230/3/60, FLS, 20HP, FM EXPLOSION PROOF MOTOR),
		FREIGHT CURRENT DELIVERY IS STOCK

Only the items mentioned specifically herein are included. Additional equipment required for installation such as main electrical service, conduit and wire, discharge piping and/or valves, concrete, or any other necessary items are not included in our proposal and are to be provided by others. Pricing is subject to the attached terms and conditions. Service is available at the per diem rates shown in the attached terms and conditions. All pricing is firm for 30 days from the above date.

<b>Sales Tax (0.0%)</b>	\$0.00
<b>Total:</b>	\$17,500.00

**From:** [Will Auclair](#)  
**To:** [Mark Shaeffer](#)  
**Subject:** RE: Request for No bid quote for replacement pump  
**Date:** Wednesday, January 20, 2021 7:30:50 AM  
**Attachments:** [image002.png](#)  
[image003.png](#)

---

**[CAUTION]** This email originated from outside of the organization. Do not follow guidance, click links, or open attachments unless you recognize the sender and know the content is safe.

Mark,

We cannot quote this particular Flygt pump as we are not a Flygt distributor.

Best Regards,  
Will Auclair

Address: 632-B Lovejoy Road NW  
Fort Walton Beach, FL 32548  
Office PH: 850-864-4000  
Email: [wauclair@gilbertpump.net](mailto:wauclair@gilbertpump.net)



**\*\*\*There are some exciting changes that will enhance the way we service our customers.\*\*\***

**\*\*\*Look for future updates coming soon.\*\*\***

---

**From:** Mark Shaeffer <Mark.Shaeffer@pcbfl.gov>  
**Sent:** Tuesday, January 19, 2021 9:56 AM  
**To:** Will Auclair <wauclair@gilbertpump.net>  
**Subject:** Request for No bid quote for replacement pump

Will, can you assist me in a procurement issue? In order to purchase a replacement pump for this unit from Flygt, I have to secure quotes from other vendors indicating that they cannot provide a quote for this pump. As this unit is paired with another unit in a duplex station, we have to match it exactly.

Can you send me an email indicating that you cannot provide a quote for this pump and possibly stating the reasons why? I am trying to get this item on the upcoming council agenda and need two other quotes from pump vendors that we use.

Mark Shaeffer, P.E.  
Utilities Director  
City of Panama City Beach  
17007 Panama City Beach Parkway  
Panama City Beach, FL 32413

O (850) 233-5100, Ext. 2321

C (850) 832-9327

[www.pcbfl.gov](http://www.pcbfl.gov)







AAG SERVICES, INC.

2340 INDUSTRIAL DR PANAMA CITY, FL 32405

PHONE: 850-763-9386 FAX 850-785-8545

WWW.AAGPUMPS.COM



January 19, 2021

Mr. Mark Shaeffer, P.E.  
City of Panama City Beach  
Panama City Beach, Florida

RE: Pump Repair LS #109 - Flygt Pump  
AAG Project Number: 21654

Mark,

Per our previous conversations, AAG Services, Inc. is not an authorized FLYGT pump distributor and therefore cannot provide an exact replacement pump. If you have any questions or need further information, please feel free to call or E-Mail.

Best Regards,

Brian D. Justice, P.E.  
Engineering Services Manager  
[brian@aagpumps.com](mailto:brian@aagpumps.com)

Cc: Keith Gay, AAG Services, Inc.

# **CONSENT AGENDA**

## **ITEM #2**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Public Works/ Kelly Jenkins

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Approve the purchase of one (1) JOHN DEERE 50G Compact Excavator for \$65,532.25.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** Yes  No  N/A   
 DETAILED BUDGET AMENDMENT ATTACHED Yes  No  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

Staff budgeted for one (1) 50G Compact Excavator. The Stormwater Department currently does not have a Compact Excavator and finds it to be a necessary piece of equipment for maintenance activities in areas with limited space.

The Stormwater Department has sufficient funds budgeted in the current year for this purchase. The Stormwater Department utilized the Florida Sheriffs Association Purchasing Contract #FSA20-EQU18.0. This contract is valid from October 1, 2020 until September 30, 2023. Therefore, staff recommends purchasing this Compact Excavator from Beard Equipment Company of Panama City in the amount of \$65,532.25.

**RESOLUTION 21-89**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING THE PURCHASE OF A JOHN DEERE 50G COMPACT EXCAVATOR FOR THE STORMWATER DEPARTMENT FOR THE BASIC AMOUNT OF \$65,532.25 FROM BEARD EQUIPMENT COMPANY.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Agreement between the City and Beard Equipment Company, relating to the purchase of a John Deere 50G Compact Excavator for the Stormwater Department, in the basic amount of Sixty Five Thousand, Five Hundred Thirty Two Dollars and Twenty-Five Cents (\$65,532.25), on substantially the terms of the quote attached and presented to the Council today, draft dated January 19, 2021, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this \_\_\_\_ day of \_\_\_\_\_, 2021.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mark Sheldon, Mayor

**ATTEST:**

\_\_\_\_\_  
Lynne Fasone, City Clerk

# **REGULAR AGENDA**

## **ITEM #1**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Building and Planning / Mel Leonard

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

It is requested that the City Council consider the proposed changes to the "community meeting" requirements and make any needed revisions.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?**

DETAILED BUDGET AMENDMENT ATTACHED

- YES  NO  N/A   
 YES  NO  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

Community meetings are already required of Master Plans involving Planned Unit Developments, Traditional Neighborhood Overlays, Large Site Developments and now are required of Large Conditional Uses (over 3 acres). Applicants for these types of applications are required to hold a community meeting with nearby property owners prior to the hearing at the Planning Board. This gives everyone the opportunity to understand what is being requested and helps to determine what are the major issues prior to the Planning Board and City Council considering any such application.

The specific recommended changes are: 1) The meeting requirements are moved from Section 10.02.05 to Section 10.03.06 to include Large Conditional Uses (over 3 acres); 2) the meeting shall not be any more than 4 months prior to the Planning Board hearing rather the current requirement of 5 months; 3) the notice of the meeting will require information be provided of the availability of the meeting summary; 4) the agenda will include discussion of the specific site plan, proposed uses of the site and for Large Conditional Use applications, consistency with the general and specific conditional use criteria; and, 5) the written summary shall be made available no less than 7 days prior to the public hearing at the Planning Board.

ORDINANCE NO. 1542

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO DEVELOPMENT APPLICATIONS REQUIRING NOTICE BY COMMUNITY MEETING; AMENDING SUBMITTAL REQUIREMENTS FOR CONDITIONAL USES ENCOMPASSING MORE THAN THREE ACRES TO INCLUDE NOTICE BY COMMUNITY MEETING; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 10.02.05 of the Land Development Code of the City of Panama City Beach related to Additional Submittal Requirements for Large Site Development, TNOD and PUD Master Plans, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

10.02.05 Additional Submittal Requirements for Large Site Development, TNOD and PUD Master Plans

Each application for a large site development, ***TNOD*** or ***PUD*** master plan shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. A statement of objectives describing the general purpose and character of the proposed ***Development***, including type of structures, ***Uses***, ***Lot*** sizes and ***Setbacks***.
- C. A boundary survey.
- D. Perimeter buffering and landscaping.
- E. General location and size of ***Land Uses***.

- F.** Type of zoning districts and existing *Uses* abutting the proposed *Development* boundaries.
- G.** A detailed, written list and complete explanation of how the proposed *Development* differs from any provision of the *LDC*, including a comparison with the *Lot* and *Building* standards of the underlying zoning district. If the master plan is approved, any such difference not listed or explained shall not be recognized or permitted and no such difference shall be implied or inferred.
- H.** A detailed explanation of the public benefit which justifies allowing the property owner to deviate from otherwise applicable minimum requirements of the *LDC*.
- I.** A timeline for the *Development*, which addresses the following items:
1. *Development* phases, if applicable and benchmarks for monitoring the progress of construction of each phase. Wherever applicable, the benchmarks shall include:
    - (a) Land clearing;
    - (b) Soil stabilization;
    - (c) Construction of each landscaping element of horizontal infrastructure, including, but not limited to, roads, utilities and drainage; and
    - (d) Vertical infrastructure and improvements.
  2. The Final Development Plan shall be submitted within one (1) year of master plan approval. The timeline shall show that construction of the horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the final development plan; provided that in the event the *Development* is divided into phases, the timeline shall show that construction of Phase I horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the first final development plan and that the horizontal infrastructure for all remaining phases will be substantially completed within four (4) years after approval of the final development plan.
  3. The timeline shall provide that ninety (90) percent of the land area of the *Development*, excluding horizontal infrastructure, will be built-out to its intended, final *Use* within ten (10) years of approval of the master plan.
  4. Proposed dates for the submittal of progress reports.
- J.** Other applicable information as required on the application for *Development* master plan or which the applicant may desire to submit to demonstrate satisfaction of the conditions set forth in this *LDC*.



K. This section shall not be construed so as to require detailed engineering or *Site Plan* drawings as a prerequisite to approval by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed *Development, Open Space*, conservation areas, etc. (bubble plan); however, detailed drawings and information consistent with the approved master plan will be required prior to approval of a final development plan for any phase(s) of *Development*. In the event that the master plan contains no provision for a particular matter that is regulated in the underlying zoning district or the prior zoning district in the case of a PUD generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying or prior zoning district.

(Ord. #1254, 11/14/13)

L. The applicant must provide evidence of its hosting of a *Community Meeting* regarding the proposed application in accordance with section 10.03.06 ~~in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.~~

- ~~1. Reasonable Time and Place. If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9am and 7:30pm. The meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.~~
- ~~2. Notice. Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the community meeting in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B.~~
- ~~3. Agenda. Topics covered in the community meeting shall include, but are not limited to: scale, density, intensity, building heights, setbacks, potential traffic impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.~~
- ~~4. Summary. The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the concerns raised by the noticed persons; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development.~~
- ~~5. Physical attendance by the applicant mandatory. The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.~~

(Ord. #1508, 2/13/20)

SECTION 2. From and after the effective date of this ordinance, Section 10.02.14 of the Land Development Code of the City of Panama City Beach related to Additional Submittal Requirements for Requests for Conditional Uses, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

10.02.14 Additional Submittal Requirements for Requests for Conditional *Uses*

- A. All information required pursuant to section 10.02.02.
- B. An analysis of the proposed request using the general and *Use* specific criteria of section 5.06.00. (Ord. #1254, 11/14/13)
- C. Applicants of Conditional *Uses* involving any *Parcel* or combination of contiguous *Parcels* encompassing more than three (3) acres of land (a "Large Conditional *Use*"); must provide evidence of its hosting of a *Community Meeting* regarding the proposed application in accordance with section 10.03.06.

SECTION 3. From and after the effective date of this ordinance, Section 10.03.06 of the Land Development Code of the City of Panama City Beach related to Notice by Community Meeting, is created to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

10.03.06.1 Notice by Community Meeting

- A. When *notice* by meeting with the surrounding community (a "*Community Meeting*") is permitted or required by this *LDC*, the *Community Meeting* shall be held as follows:
  - 1. Proof of *Community Meeting*: Applications requiring notice by *Community Meeting* shall provide evidence of its hosting of a *Community Meeting* regarding the proposed application, in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five

months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.

2. Reasonable Time and Place. If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9:00 am and 7:30 pm. The meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.
3. Notice. Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the *Community Meeting* in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B. The Notice shall also provide information on the creation of availability of the meeting summary as required by section 4.
4. Agenda. Topics covered in the *Community Meeting* shall include, but are not limited to: the specific site plan to be considered by the City which shall be available for review by attendees, proposed uses of the property, consistency with the general conditional use criteria in Section 5.06.01, consistency with the use-specific conditional use criteria in Section 5.06.00, scale, density, intensity, building heights, setbacks, potential traffic impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.
5. Summary. The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the specific concerns raised by attendees; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development. The written summary shall be created and made available to the City Planning Department, attendees, and interested parties included in section 2 no less than seven (7) days prior to public hearing before the Planning Board on the application. If timely provided to the City Planning Department, the applicant may meet the requirements of this section by posting on the City's website.
6. Physical attendance by the applicant mandatory. The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.

SECTION 3. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 4. The appropriate officers and agents of the City are

authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the Panama City Beach Land Development Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 5. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Council of the City of Panama City Beach, Florida, this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

Published in the News Herald on the 27th day of January, 2021.

Posted on pcbfl.gov on the \_\_\_\_ day of \_\_\_\_\_, 2021.

# **REGULAR AGENDA**

## **ITEM #2**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

CRA / David Campbell

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Approval of Resolution 21-87 for the purchase of right of way for Front Beach Road Segment 4.1 in the amount \$22,239.36.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
 DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

Front Beach Road Segment 4.1 requires the purchase of right of way from Palmetto Hospitality of PCB, LLC (Hyatt Hotel) at the north east corner of Front Beach Road and Powell Adams Road for the installation of a right turn lane and sidewalk. The purchase agreement is in the amount of \$22,239.36.

The additional right of way is necessary for the safety of motorist and pedestrians as well as to improve traffic flow along Front Beach Road.

**RESOLUTION 21-87**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, APPROVING AN AGREEMENT WITH PALMETTO HOSPITALITY OF PCB, LLC FOR THE PURCHASE OF RIGHT OF WAY FOR THE CITY'S FRONT BEACH ROAD SEGMENT 4.1 IMPROVEMENT PROJECT IN THE BASIC AMOUNT OF \$22,239.36.**

**BE IT RESOLVED** that the appropriate officers of the City are authorized to accept and deliver on behalf of the City that certain Agreement between the City and Palmetto Hospitality of PCB, LLC, relating to the purchase of right of way for the City's Front Beach Road Segment 4.1 Improvement Project, in the basic amount of Twenty Two Thousand, Two Hundred Thirty Nine Dollars and Thirty Six Cents (\$22,239.36), in substantially the form attached and presented to the Council today, draft dated December 23, 2020, with such changes, insertions or omissions as may be approved by the City Manager and whose execution shall be conclusive evidence of such approval.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this \_\_\_\_\_ day February, 2021.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mark Sheldon, Mayor

**ATTEST:**

\_\_\_\_\_  
Lynne Fasone, City Clerk

## REAL ESTATE SALES CONTRACT

STATE OF FLORIDA

COUNTY OF BAY

THIS REAL ESTATE SALES CONTRACT (this "Contract") is made by and between PALMETTO HOSPITALITY OF PCB, LLC, ("Seller") and the CITY OF PANAMA CITY BEACH, FLORIDA, a municipal corporation ("Purchaser"), upon the terms and conditions set forth herein.

### ARTICLE I

1.01. Seller hereby agrees to sell and convey by statutory warranty deed in substantially the form attached as Exhibit A (the "Deed"), and Purchaser hereby agrees to purchase and pay for, all that certain real estate located in Bay County, Florida described as follows:

#### Parcel 100

A PARCEL OF LAND LYING AND BEING IN SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEASTERLY (ALSO MOST EAST) CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 4208, PAGE 1804 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, AND PROCEED SOUTH 32 DEGREES 16 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 150.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 (FRONT BEACH ROAD (100' RIGHT OF WAY); THENCE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 8.32 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 120.96 FEET TO THE EASTERLY RIGHT OF WAY LINE OF POWELL ADAMS ROAD (66' RIGHT OF WAY); THENCE NORTH 32 DEGREES 17 MINUTES 51 SECONDS EAST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 10.48 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 22.50 FEET, THROUGH A CENTRAL ANGLE OF 50 DEGREES 23 MINUTES 32 SECONDS; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 19.79 FEET, (CHORD BEARING AND DISTANCE = SOUTH 32 DEGREES 44 MINUTES 58 SECONDS EAST, FOR A DISTANCE OF 19.18 FEET); THENCE SOUTH 57 DEGREES 56 MINUTES 44 SECONDS EAST, FOR A DISTANCE OF 92.04 FEET; THENCE SOUTH 46 DEGREES 38 MINUTES 8 SECONDS EAST, FOR A DISTANCE OF 11.78 FEET TO THE POINT OF BEGINNING. CONTAINING 308.88 SQUARE FEET OR 0.007 ACRES, MORE OR LESS.

1.02 Seller hereby agrees to sell and convey a construction license in substantially the form attached as Exhibit C (the "License"), and Purchaser hereby agrees to purchase and pay for, all that certain real estate located in Bay County, Florida described as follows:

#### Parcel 741



A PORTION OF GOVERNMENT LOT 1, SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE WEST BOUNDARY LINE OF GOVERNMENT LOT 1, SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST WITH THE SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 AND PROCEED SOUTH 57 DEGREES 56 MINUTES 34 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 167.73 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 57 DEGREES 56 MINUTES 34 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 49.29 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE PROCEED SOUTH 32 DEGREES 03 MINUTES 16 SECONDS WEST, FOR A DISTANCE OF 30.20 FEET; THENCE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, FOR A DISTANCE OF 49.26 FEET; THENCE NORTH 32 DEGREES 00 MINUTES 04 SECONDS EAST, FOR A DISTANCE OF 30.20 FEET TO THE POINT OF BEGINNING.  
CONTAINING 1,487.93 SQUARE FEET.

And

Parcel 768

A PARCEL OF LAND LYING AND BEING IN SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEASTERLY (ALSO MOST EAST) CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 4206, PAGE 1604 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, AND PROCEED SOUTH 32 DEGREES 16 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 140.83 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 32 DEGREES 16 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 9.17 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 (FRONT BEACH ROAD (100' RIGHT OF WAY)); THENCE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 8.32 FEET; THENCE LEAVING SAID NORTHERLY RIGHT OF WAY LINE PROCEED NORTH 46 DEGREES 38 MINUTES 08 SECONDS WEST, FOR A DISTANCE OF 11.78 FEET; THENCE NORTH 57 DEGREES 56 MINUTES 44 SECONDS WEST, FOR A DISTANCE OF 92.04 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 22.50 FEET, THROUGH A CENTRAL ANGLE OF 50 DEGREES 23 MINUTES 32 SECONDS; THENCE PROCEED NORTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 19.79 FEET, (CHORD BEARING AND DISTANCE = NORTH 32 DEGREES 44 MINUTES 58 SECONDS WEST, FOR A DISTANCE OF 19.16 FEET) TO THE EASTERLY RIGHT OF WAY LINE OF POWELL ADAMS ROAD (66' RIGHT OF WAY); THENCE NORTH 32 DEGREES 17 MINUTES 51 SECONDS EAST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 12.10 FEET; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE PROCEED SOUTH 13 DEGREES 48 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 13.58 FEET; THENCE SOUTH 57 DEGREES 56 MINUTES 44 SECONDS EAST, FOR A DISTANCE OF 99.77 FEET; THENCE SOUTH 48 DEGREES 38 MINUTES 8 SECONDS EAST, FOR A DISTANCE OF 20.10 FEET TO THE POINT OF BEGINNING. CONTAINING 1,393.02 SQUARE FEET OR 0.032 ACRES, MORE OR LESS.

1.03 Seller also sells and agrees to sell and convey, and Purchaser hereby agrees to pay for, all and singular, the rights and appurtenances pertaining to the Deed (sometimes referred to as the "Property"), including any right, title and interest of Seller in and to adjacent streets, alleys, or rights-of-way, and including any rights of Seller to any oil, gas, and other minerals, together with any improvements and fixtures situated on and attached to the Property or appurtenant thereto (all of such real property, leases, rights, and appurtenances being hereinafter collectively referred to as the "Property"), for the consideration and upon the terms and conditions hereinafter set forth.

## **ARTICLE II**

### **PURCHASE PRICE**

#### Amount of Purchase Price

2.01. The purchase price (herein called the "Purchase Price") for said Property shall be the sum of TWENTY TWO THOUSAND, TWO HUNDRED THIRTY NINE DOLLARS AND THIRTY SIX CENTS (\$22,239.36).

#### Deposit

2.02. Purchaser shall deposit with Hand Arendall Harrison Sale, LLC the sum of Ten Thousand Dollars (\$5,000.00) as an Escrow Deposit that shall be credited to the Purchaser at Closing.

#### Payment of Purchase Price

2.03. Purchaser shall pay at Closing the sum of Seventeen Thousand, Two Hundred Thirty Nine Dollars and Thirty Six Cents (\$17,239.36) in cash or certified funds.

## **ARTICLE III**

### **PURCHASER'S OBLIGATIONS**

#### Conditions to Purchaser's Obligations

3.01. The obligation of Purchaser hereunder to consummate the transaction contemplated hereby is subject to the satisfaction of each of the following conditions (any of which may be waived in whole or in part by Purchaser at or prior to the closing):

#### Title Commitment

3.02. Five (5) days prior to Closing, Purchaser shall secure, at Purchaser's expense, a title insurance commitment ("Title Commitment"). The Title Commitment shall commit to issue to

Purchase an owner's title insurance policy in an amount equal to the total Purchase Price of the Property upon recording of the deed hereinafter called for, free and clear of all liens and encumbrances except the standard exceptions or qualification usually printed in the title insurer's commitment form and permitted exceptions identified herein. Purchaser shall have five (5) days from the date of receiving the Title Commitment to examine same and, if the title is found to be defective, Purchaser shall, within (2) days, notify Seller in writing specifying the defects and Seller shall have thirty (30) days from receipt of notice within which to cure said defects. If Seller is unsuccessful in removing the defects within that time to the reasonable satisfaction of Purchaser, Purchaser shall have the option of either (i) accepting title as it then is, including the title defect, or (ii) terminating this Contract whereupon Purchaser and Seller shall be released from all obligations under the Contract. Seller agrees that it will in good faith use due diligence to correct the title defect within the time provided but Seller shall not be obligated to expend any of Seller's funds to correct any such title defect.

#### Access and Inspection Rights

3.03. Purchaser may, prior to the Closing Date, personally or through its employees, representatives and consultants, make such inspections, tests and investigations of the Property (including, without limitation, environmental inspections, borings and physical samplings) as Purchaser deems necessary or desirable, and Seller shall cooperate fully in such inspections, tests, investigations and examinations and shall instruct its employees, representatives and agents to cooperate fully. Such inspections, tests, investigations and examinations shall be done at reasonable times and under reasonable circumstances.

Furthermore, from and during this Contract, Purchaser shall have the right to enter upon the Property for purposes of conducting any such inspections, tests, and investigations of the Property as Purchaser deems necessary or desirable and such right in Purchaser shall extend to Purchaser's agents, representatives, consultants, and contractors. Any damage to the Property or improvements caused by any such entry, inspections, tests, or investigations shall be repaired immediately by Purchaser. Purchaser shall indemnify Seller and hold Seller harmless from and in respect of any loss, costs, damage or expense as a result of any claim asserted against Seller arising out of such entry, inspections, tests or investigations.

Purchaser understands that it is purchasing the Property in "as-is, where-is" condition and that no stated or implied representations or warranties of any nature whatsoever have been made by the Seller pertaining to the size, shape, location or condition of the Property, or pertaining to the site, environmental matters, toxic waste, radon gas, etc.

#### **ARTICLE IV**

#### **CLOSING**

4.01. The Closing shall be at the offices of Hand Arendall Harrison Sale, LLC, 16901 Panama City Beach Parkway, Suite 300, Panama City Beach, Florida, on or before March 11, 2021, unless the parties agree in writing to another date and place for Closing.

4.02. Real property taxes, water rates and sewer charges, and rents, if any, shall be prorated and adjusted on the basis of thirty (30) days of each month, Seller to have the last day, to the date of Closing. Taxes for all prior years shall be paid by Seller. If the Closing shall occur before the tax rate is fixed for the then-current year, the apportionment of taxes shall be upon the basis of the tax rate for the preceding year applied to the latest assessed valuation, with the proration to be adjusted

between the parties based on actual taxes for the year in which Closing occurs at the time such actual taxes are determined. Assessments, either general or special, for improvements completed prior to the date of Closing, whether matured or unmatured, shall be paid in full by Seller. All other assessments shall be paid by Purchaser.

4.03. At the Closing, Seller shall:

(a) Deliver to Purchaser a duly executed and acknowledged special warranty deed conveying good and marketable title in fee simple to all of the Property, free and clear of any and all liens, encumbrances, conditions, easements, assessments, and restrictions.

(b) Deliver to Purchaser an Affidavit of Non-Foreign Status of Seller executed by Seller.

(c) Deliver to Purchaser and the Closing Agent affidavits by knowledgeable persons that there are no liens and encumbrances, existing or contingent, against the Property.

(d) Deliver to Purchaser possession of the Property.

(e) Deliver to Purchase a duly executed License.

4.04. At the Closing, Purchaser shall:

(a) Deliver to Seller the cash portion of the Purchase Price.

4.05. Each party shall pay any attorney's fees incurred by such party. Purchaser shall pay for the following: documentary tax stamps affixed to the Deed; the cost of the Title Insurance Policy and related charges for examination, search and closing; and the cost of recording the Deed. All other costs and expenses of Closing the sale and purchase and loans shall be borne and paid by the party requesting the item or service.

## **ARTICLE V**

### **LEGISLATIVE ACTION**

5.01. This agreement and purchase is wholly contingent upon the Panama City Beach City Council voting to approve this Contract on or before February 11, 2021. If the decision is "yes," this Contract shall continue in full force and effect. If the decision is "no," this Contract shall terminate and neither party shall have any further obligations hereunder.

## **ARTICLE VI**

### **BREACH BY SELLER**

6.01. If Seller fails or refuses to comply fully with the terms of this Contract, because of failure to clear title, as outlined in Paragraph 3.02 contained herein, to Property or for any other cause other than Purchaser's default, Purchaser may, at its option, (a) rescind this Contract and recover from Seller the Deposit, or (b) proceed with this Contract and take the Property as-is, or (c) pursue a suit for specific performance.

## **ARTICLE VII**

### **BREACH BY PURCHASER**

7.01. If Purchaser shall default in the performance of any of the terms and conditions of this Contract, or if the Closing shall not occur through the fault of Purchaser, Seller may, as their sole remedy, retain the Deposit as liquidated damages, and this Contract shall be cancelled.

**ARTICLE VIII**  
**MISCELLANEOUS**  
Survival of Covenants

(a) The terms of this Agreement shall merge into the closing documents, notably, the deed, and shall not survive the Closing.

Notice

(b) Any notice required or permitted to be delivered hereunder shall be deemed received when sent by United States mail, postage prepaid, certified mail, return receipt requested, addressed to the Seller or the Purchaser, as the case may be, at the addresses set forth herein below:

IF TO SELLER:

IF TO PURCHASER:

Tony O'Rourke, City Manager  
City of Panama City Beach  
17007 Panama City Beach Parkway  
Panama City Beach, Florida 32413

With Copy To:

Amy E. Myers, Esquire  
Hand Arendall Harrison Sale, LLC  
16290 Panama City Beach Parkway, Suite 300  
Panama City Beach, FL 32413

Governing Law and Jurisdiction

(c) This Contract shall be construed and enforced in accordance with the laws of the State of Florida.

#### Parties Bound

(d) This Contract shall be binding upon and inure to the benefit of the parties hereto and their respective heirs, executors, administrators, legal representatives, successors and assigns where permitted by this Contract.

#### Legal Construction

(e) In case any one or more of the provisions contained in this Contract shall for any reason be held to be invalid, illegal, or unenforceable in any respect, such invalidity, illegality, or unenforceability shall not affect any other provision hereof, and this Contract shall be construed as if such invalid, illegal, or unenforceable provision had never been contained herein.

#### Integration

(f) This Contract constitutes the sole and only agreement of the parties hereto and supersedes any prior understandings or written or oral agreements between the parties respecting the within subject matter. This Contract cannot be modified or changed except by the written consent of all of the parties.

#### Time of Essence

(g) Time is of the essence of this Contract. All times calculated in days hereunder shall be calendar days.

#### Attorney's Fees

(h) Any party to this Contract which is the prevailing party in any legal proceeding against any other party to this Contract brought under or with relation to this Contract or transaction shall be additionally entitled to recover court costs and reasonable attorneys' fees from the non-prevailing party.



Gender and Number

(i) Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular number shall be held to include the plural, and vice versa, unless the context requires otherwise.

Date of Contract

(j) The term "date of this Contract" as used herein shall mean the latest of the dates on which this Contract is fully signed by Seller or Purchaser, as indicated by their signatures below, which latest date shall be the date of final execution and agreement by the parties.

[Intentionally left blank, signatures on following page]

Executed on the dates set forth at the signatures of the parties hereto.

DATED as to Seller this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**Witnesses**

\_\_\_\_\_

\_\_\_\_\_

**SELLER:**  
**PALMETTO HOSPITALITY OF PCB, LLC**  
**BY: PALMETTO HOSPITALITY GM, LLC,**  
**Its Manager**

By: \_\_\_\_\_

**Its:**

DATED as to Purchaser this \_\_\_\_\_ day of \_\_\_\_\_, 202\_\_.

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**PURCHASER:**  
**PANAMA CITY BEACH, FLORIDA**

By: \_\_\_\_\_  
**City Manager**

Exhibit A

Parcel Identification Number:

**WARRANTY DEED**

This indenture made on \_\_\_\_\_, 2021, by  
**Palmetto Hospitality of PCB, LLC**  
whose address is: [ ]  
hereinafter called the "Grantors", to

**The City of Panama City Beach, a municipal corporation**  
whose address is: 17007 Panama City Beach Parkway, Panama City Beach, Florida, 32413  
hereinafter called the "Grantee":

(Which terms "Grantor" and "Grantee" shall include singular or plural, corporation or individual, and either sex, and shall include heirs, legal representatives, successors and assigns of the same)

**Witnesseth**, that the Grantors, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grant, bargain, sell, alien, remise, release, convey and confirm unto the Grantee, all that certain land situate in Bay County, Florida, to-wit:

**Parcel 100**

A PARCEL OF LAND LYING AND BEING IN SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEASTERLY (ALSO MOST EAST) CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 4208, PAGE 1604 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, AND PROCEED SOUTH 32 DEGREES 18 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 150.00 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 (FRONT BEACH ROAD (100' RIGHT OF WAY); THENCE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 8.32 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 120.96 FEET TO THE EASTERLY RIGHT OF WAY LINE OF POWELL ADAMS ROAD (66' RIGHT OF WAY); THENCE NORTH 32 DEGREES 17 MINUTES 51 SECONDS EAST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 10.46 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 22.50 FEET, THROUGH A CENTRAL ANGLE OF 50 DEGREES 23 MINUTES 32 SECONDS; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE PROCEED SOUTHEASTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 19.79 FEET, (CHORD BEARING AND DISTANCE = SOUTH 32 DEGREES 44 MINUTES 58 SECONDS EAST, FOR A DISTANCE OF 19.16 FEET); THENCE SOUTH 57 DEGREES 56 MINUTES 44 SECONDS EAST, FOR A DISTANCE OF 92.04 FEET; THENCE SOUTH 46 DEGREES 38 MINUTES 8 SECONDS EAST, FOR A DISTANCE OF 11.78 FEET TO THE POINT OF BEGINNING. CONTAINING 308.88 SQUARE FEET OR 0.007 ACRES, MORE OR LESS.

**Together** with all the tenements, hereditaments and appurtenances thereto belonging or in anyway appertaining.

**The land** is not the homestead of the Grantors under the laws and constitution of the State of Florida and neither the Grantors nor any person(s) for whose support the Grantors are responsible reside on or adjacent to the land.

**Subject to** all reservations, covenants, conditions, restrictions and easements of record and to all

applicable zoning ordinances and/or restrictions imposed by governmental authorities, if any.

**To Have and to Hold**, the same in fee simple forever.

**And** the Grantors hereby covenant with said Grantee that the Grantors are lawfully seized of said land in fee simple; that the Grantors have good right and lawful authority to sell and convey said land; that the Grantors hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31<sup>st</sup> of 2020.

**In Witness Whereof**, the Grantors have hereunto set their hand(s) and seal(s) the day and year first above written.

**Palmetto Hospitality of PCB, LLC**

\_\_\_\_\_  
By: [ ]

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Witness Signature

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

**THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED** before me on \_\_\_\_\_, 2021, by [ ], on behalf of [ ], who are personally known to me or has produced a valid driver's license as identification.

\_\_\_\_\_  
NOTARY PUBLIC

\_\_\_\_\_  
Notary Print Name

My Commission Expires: \_\_\_\_\_

**Exhibit B**



Panama City Beach CRA

City of Panama City Beach  
17007 Panama City Beach Parkway  
Panama City Beach, FL 32413-2140  
[www.pcbonthemove.com](http://www.pcbonthemove.com)

**Panama City Beach Community Redevelopment Agency**

**LICENSE**

**Parcels: 741 and 768**

**Property Location:**

**Project Name: Front Beach Road Segment 4.1 Improvement Project**

THIS AGREEMENT, Made the \_\_\_\_ day of \_\_\_\_\_, 2021, by and between PALMETTO HOSPITALITY OF PCB, LLC herein called Licensor, and the CITY OF PANAMA CITY BEACH, herein called Licensee.

In consideration of the benefits accruing unto the Licensor, the parties agree as follows:

Licensor hereby grants to Licensee a license to occupy and use, subject to all of the terms and conditions hereof, the attached described premises (Temporary Construction Easements 741 and 768) during construction of the Front Beach Road Segment 4.1 Improvement Project (**Exhibit A**).

The premises may be occupied and used by Licensee solely for sloping, grading, tying in, harmonizing and reconnecting existing features of the Licensor's property with the highway improvements which are to be constructed together with incidental purposes related thereto during the period beginning with the date first above written and continuing until completion of the transportation project, but not later than the last day of \_\_\_\_\_.

The making, execution and delivery of this agreement by Licensor has been induced by no representations, statements, warranties, or agreements other than those contained herein. This agreement embodies the entire understanding of the parties and there are no further or other agreements or understandings, written or oral, in effect between the parties relating to the subject matter hereof.

IN WITNESS WHEREOF, the said Licensor has signed and sealed these presents the day and year first above written.

By: \_\_\_\_\_

(Signature of Licensor)

## Exhibit A

### Parcel 741

A PORTION OF GOVERNMENT LOT 1, SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE INTERSECTION OF THE WEST BOUNDARY LINE OF GOVERNMENT LOT 1, SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST WITH THE SOUTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 AND PROCEED SOUTH 57 DEGREES 56 MINUTES 34 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 167.73 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 57 DEGREES 56 MINUTES 34 SECONDS EAST, ALONG SAID SOUTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 49.29 FEET; THENCE LEAVING SAID SOUTHERLY RIGHT OF WAY LINE PROCEED SOUTH 32 DEGREES 03 MINUTES 16 SECONDS WEST, FOR A DISTANCE OF 30.20 FEET; THENCE NORTH 57 DEGREES 56 MINUTES 34 SECONDS WEST, FOR A DISTANCE OF 49.26 FEET; THENCE NORTH 32 DEGREES 00 MINUTES 04 SECONDS EAST, FOR A DISTANCE OF 30.20 FEET TO THE POINT OF BEGINNING.  
CONTAINING 1,487.93 SQUARE FEET.

And

### Parcel 768

A PARCEL OF LAND LYING AND BEING IN SECTION 20, TOWNSHIP 3 SOUTH, RANGE 16 WEST, BAY COUNTY, FLORIDA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCE AT THE NORTHEASTERLY (ALSO MOST EAST) CORNER OF PROPERTY RECORDED IN OFFICIAL RECORDS BOOK 4206, PAGE 1604 OF THE PUBLIC RECORDS OF BAY COUNTY, FLORIDA, AND PROCEED SOUTH 32 DEGREES 16 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 140.83 FEET TO THE POINT OF BEGINNING; THENCE CONTINUE SOUTH 32 DEGREES 16 MINUTES 25 SECONDS WEST, FOR A DISTANCE OF 9.17 FEET TO THE NORTHERLY RIGHT OF WAY LINE OF U.S. HIGHWAY 98 (FRONT BEACH ROAD (100' RIGHT OF WAY)); THENCE NORTH 57 DEGREES 58 MINUTES 34 SECONDS WEST, ALONG SAID NORTHERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 8.32 FEET; THENCE LEAVING SAID NORTHERLY RIGHT OF WAY LINE PROCEED NORTH 48 DEGREES 38 MINUTES 08 SECONDS WEST, FOR A DISTANCE OF 11.78 FEET; THENCE NORTH 57 DEGREES 56 MINUTES 44 SECONDS WEST, FOR A DISTANCE OF 92.04 FEET TO A POINT ON A CURVE CONCAVE NORTHEASTERLY, HAVING A RADIUS OF 22.50 FEET, THROUGH A CENTRAL ANGLE OF 50 DEGREES 23 MINUTES 32 SECONDS; THENCE PROCEED NORTHWESTERLY ALONG SAID CURVE FOR AN ARC DISTANCE OF 19.79 FEET, (CHORD BEARING AND DISTANCE = NORTH 32 DEGREES 44 MINUTES 58 SECONDS WEST, FOR A DISTANCE OF 19.16 FEET) TO THE EASTERLY RIGHT OF WAY LINE OF POWELL ADAMS ROAD (66' RIGHT OF WAY); THENCE NORTH 32 DEGREES 17 MINUTES 51 SECONDS EAST, ALONG SAID EASTERLY RIGHT OF WAY LINE, FOR A DISTANCE OF 12.10 FEET; THENCE LEAVING SAID EASTERLY RIGHT OF WAY LINE PROCEED SOUTH 13 DEGREES 48 MINUTES 53 SECONDS EAST, FOR A DISTANCE OF 13.58 FEET; THENCE SOUTH 57 DEGREES 56 MINUTES 44 SECONDS EAST, FOR A DISTANCE OF 99.77 FEET; THENCE SOUTH 46 DEGREES 38 MINUTES 8 SECONDS EAST, FOR A DISTANCE OF 20.10 FEET TO THE POINT OF BEGINNING. CONTAINING 1,393.02 SQUARE FEET OR 0.032 ACRES, MORE OR LESS.

# **REGULAR AGENDA**

## **ITEM #3**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Administration / City Manager

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Approve a legislative agenda for the upcoming 2021 Legislative Session before the Florida Legislature.

**4. AGENDA**

PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO

DETAILED BUDGET AMENDMENT ATTACHED

YES  NO

N/A

N/A

**6. IDENTIFY STRATEGIC PRIORITY**

Financial Health

Economic Development

Quality of Life

N/A

Public Safety

Transportation

Attractive Community

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

The 2021 Regular Session of the Florida Legislature convenes on March 2, 2021. The City's lobbying team along with the City Manager and City Attorney have consulted with members of the staff and City Council to prepare an agenda to pursue before the Legislature during the upcoming session.

The 2021 City Legislative Agenda sets forth priorities which will be pursued before the Legislature. Staff recommends approval.



**RESOLUTION 21-88**

**A RESOLUTION OF THE CITY OF PANAMA CITY BEACH, FLORIDA, ADOPTING A LEGISLATIVE AND EXECUTIVE BRANCH AGENDA FOR THE 2021 FLORIDA LEGISLATIVE SESSION.**

**BE IT RESOLVED BY THE CITY COUNTY OF THE CITY OF PANAMA CITY BEACH, FLORIDA, that:**

1. The City of Panama City Beach's 2021 State Legislative Agenda for the 2021 Regular Session of the Florida Legislature is adopted as set forth in Exhibit A.
2. All officers of the City are directed to wisely use the resources of the City towards the success of this agenda as well as towards the advocacy in support of or opposition to legislation that conforms to positions the Council.

**THIS RESOLUTION** shall be effective immediately upon passage.

**PASSED** in regular session this \_\_\_\_\_ day February, 2021.

**CITY OF PANAMA CITY BEACH**

By: \_\_\_\_\_  
Mark Sheldon, Mayor

**ATTEST:**

\_\_\_\_\_  
Lynne Fasone, City Clerk

# **REGULAR AGENDA**

## **ITEM #4**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Building & Planning Department / Mel Leonard

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

It is requested that the City Council consider the application for a large conditional use and approve, approve with changes, or deny the request. Staff recommends approval of the application.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** Yes  No  N/A

DETAILED BUDGET AMENDMENT ATTACHED

Yes  No

N/A

**6. IDENTIFY STRATEGIC PRIORITY**

Financial Health

Economic Development

Quality of Life

N/A

Public Safety

Transportation

Attractive Community

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

GE Front Beach LLC submitted an application to the City on December 8, 2020 for the Planning Board to consider a Large Conditional Use (3 acres or larger). The purpose of the application is to develop 163 recreational vehicle slips with accessory structures and amenities on 29.2 acres located at 12610 Front Beach Road. The property is located on the east side of Clara Avenue between Front Beach Road and Hutchison Boulevard with Kukla Drive traversing the property. The property is zoned CH (Commercial - High Intensity). The Planning Board conducted a properly advertised quasi-judicial hearing on January 13, 2021 and recommended approval of the request 6 - 0.

## **PLANNING BOARD OF THE CITY OF PANAMA CITY BEACH**

**IN RE: REQUEST FOR APPROVAL OF A LARGE CONDITIONAL USE (3  
ACRES OR LARGER) LOCATED ON PARCEL ID 34068-000-000.**

**Submitted by GE / FRONT BEACH LLC**

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### **ORDER**

The CITY OF PANAMA CITY BEACH PLANNING BOARD having received testimony and reviewed the exhibits produced at the Quasi-Judicial Hearing held on this matter on January 13, 2021 hereby sets forth the following Procedural History, Findings of Fact and Conclusions of Law.

### **PROCEDURAL HISTORY**

1. On December 8, 2020, the Applicant submitted a complete application for a Large Conditional Use on Parcel 34068-000-000 in the CH zoning district and Front Beach Overlay District 2. The proposed Development is 29.2 acres in size.
2. The proposed development includes 163 recreational vehicle slips with accessory structures and amenities.
3. A neighborhood meeting was held December 9, 2020.
4. Planning Department Staff timely prepared and delivered a written report setting forth Staff's analysis of the request.
5. On January 13, 2021, the Planning Board held a properly advertised Quasi-Judicial hearing on the request.
6. The Planning Board received testimony from the Applicant regarding the proposed development.
7. Public comment was received and was in support of the project.

### **FINDINGS OF FACT**

8. Based on the testimony of the City Planner, notice of the hearing was properly given and all procedural requirements met for the Planning Board to conduct the hearing.

9. The Applicant presented competent, substantial evidence regarding the proposed development, which featured 163 recreational vehicle slips with accessory structures and amenities.

### **CONCLUSIONS OF LAW**

10. The Planning Board recommended approval of the request 6 to 0.
11. Pursuant to Sections 10.04.03, 8.03.03(D) and 5.06.16 of the Land Development Code, the Planning Board has jurisdiction to conduct a quasi-judicial hearing on this matter and make a recommendation to the City Council on whether the request should be granted.

**THEREFORE, IT IS ORDERED AND ADJUDGED** that the Large Conditional Use proposed in the Planning Application dated December 29, 2020 is and shall be hereby **RECOMMENDED FOR APPROVAL**.

DONE this 19 day of January, 2021.

By:   
Josh Wakstein, Planning Board Chairman

ATTEST:

  
Charles Silky, Senior Planner

5. Standards for Special Situations

C. The height of a *Small Wireless Facility* may only extend 10 feet above the utility pole or structure upon which the *Small Wireless Facility* is to be Collocated.  
(Ord. # 1430, 10/12/17)

**5.05.10 Additional Requirements for Small Wireless Poles Located in a Right-of-Way**

A. The height for a new *Small Wireless Pole* is limited to the tallest existing utility pole as of July 1, 2017, located in the same right-of-way, other than a utility pole for which a height waiver has previously been granted, measured from grade in place within 500 feet of the proposed location of the *Small Wireless Facility*. If there is no utility pole within 500 feet, the *Small Wireless Pole* shall be no taller than 50 feet.

B. New *Small Wireless Poles* must be *Stealth Facilities* designed to look and function like light poles. If there are multiple existing light poles within 500 feet of the proposed location in the same right-of-way that have a consistent design, then the new *Small Wireless Pole* must look substantially like the existing light poles and be the same color as the existing light poles, except for its height, which is controlled by 1. above. Minor design deviations that maintain the same or better aesthetic quality may be approved by City staff.

C. New *Small Wireless Poles* in right-of-way under the jurisdiction of the Florida Department of Transportation requires the consent of the Florida Department of Transportation, but still shall comply with the City's placement and design requirements.  
(Ord. # 1430, 10/12/17)

**5.06.00 CONDITIONAL USES**

**5.06.01 Generally**

Specific *Uses* are identified in Table 2.03.02, as allowable subject to conditional *Use* approval because they have a greater potential detriment than other *Uses*. Conditional *Uses* are not of right; these *Uses* must comply with the standards applicable to the zoning district as well as the standards contained in this section and the specific standards contained in the following sections, as applicable. Because conditional *Uses* may intrude on the right to enjoy adjacent properties, the Planning Board, or City Council when reviewing Conditional *Uses* located on parcels involving more than three (3) acres, has the discretion to impose conditions it determines to be necessary to satisfy required approval findings. Where there is conflict between a standard applicable to the zoning district and the following conditional *Use* standards, the stricter standard shall be required. A conditional *Use* shall be permitted by the Planning Board, or City Council when reviewing Conditional *Uses* located on parcels involving more than three (3) acres, provided that the Board or Council finds that, in light of any conditions imposed:

- A. The proposed *Use* is so designed, located and proposed to be operated so that the public health, safety and welfare will be protected.
- B. The proposed *Use* will not have an adverse effect on existing traffic patterns.

## 5. Standards for Special Situations

- C. The proposed *Use* will not impair an adequate supply of light and air to adjacent properties.
- D. The proposed *Use* will not materially increase congestion in the public *Streets* in the surrounding area.
- E. The proposed *Use* conforms to all applicable *Setback, Building Height, Lot coverage* and all other applicable regulations of the zoning district in which the *Use* is to be located.
- F. *Off-Street* parking and all other General Provisions of the Zoning Ordinance are met.
- G. The proposed *Use* will not impair the established values of the property in the surrounding area.
- H. The hours of *Use* will not be offensive to adjacent property owners, taking into consideration other surrounding *Uses*.
- I. There is adequate shielding to protect adjacent property owners from noise, lights and other obnoxious elements and activities, taking into consideration other surrounding *Uses*.
- J. The existing or proposed improvements and facilities are adequate for the *Use* intended.
- K. There will be no adverse effect on water, sewage and drainage in the surrounding area.
- L. The proposed *Use* satisfies any applicable, specific criteria stipulated for such *Use* as described below.

After written notice of violation and reasonable opportunity to cure has been given to the property owner, the City Manager shall terminate a conditional *Use* for violation of the restriction or condition imposed that materially negated the related positive finding. This can be done at any point in time after expiration of the time to cure.

END

(Ord. # 1271, 4-25-13)

END

~~5.06.02 Amusement Park, Amusements Not Otherwise Specified and Zoos.~~

~~Amusements, Amusement parks and Zoos may be allowed in the CH zoning district subject to conditional use approval and compliance with the following conditions. Zoos also may be allowed in the AR zoning district subject to conditional use approval. Zoos are not allowable in the area lying south of a continuation of the centerline of Front Beach Road (Scenic Highway 98) through South Thomas Drive and Thomas Drive.~~

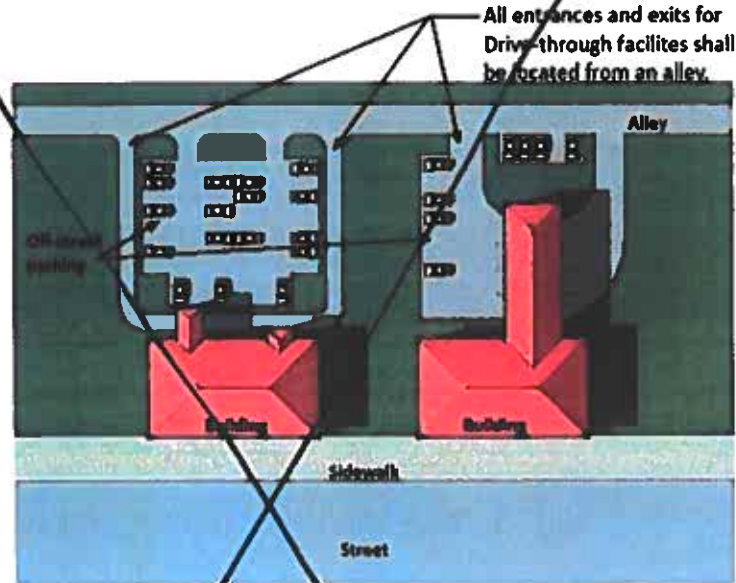
(Ord. #1254, 11/14/13)

- ~~A. Amusements and Amusement parks may include, but not be limited to, tourist-oriented attractions such as water slides; tracks for go-carts or other similar~~

## 5. Standards for Special Situations

- D. Traffic queues will not create a traffic hazard or interfere with transit service; and
- E. Use of the *Drive-Through* service will not interfere with the Use, enjoyment or operations of adjacent properties.

**Figure 5.06.07.A: Drive-Through Access**



### 5.06.15 Outdoor Sales or Service Displays and Outdoor Operations

Excluding activities regulated by Chapter 7 of the Code of Ordinances, outdoor sales or service displays, outdoor entertainment and outdoor business operations may be allowed in an FPO district subject to conditional use approval if the Planning Board finds that:

- A. the activities are limited to the businesses hours of operations, with all displays and stands being moved indoors nightly;
- B. the activities will not interfere with pedestrian movement along public sidewalks;
- C. the activities will not create a traffic hazard or interfere with transit service;
- D. the activities will not interfere with the Use, enjoyment or operations of adjacent properties; and
- E. compliance with applicable noise standards.

### 5.06.16 Recreational Vehicle Parks and Campgrounds

- A. *Recreational Vehicle* parks and campgrounds may be allowed in the CH and R zoning districts, subject to conditional use approval and compliance with the standards of this section.
- B. *Recreational Vehicles* and tents are allowed in *Recreational Vehicle* parks and campgrounds.



## 5. Standards for Special Situations

- C. The minimum land area for a *Recreational Vehicle* park or campground, whether freestanding or located within a *Manufactured Home Park* that includes spaces for *Recreational Vehicles*, shall be ten (10) acres.
- D. *Recreational Vehicle* parks and campgrounds shall be set back a minimum of two hundred (200) feet from any *Residential Zoning District*. The distance shall be measured from property line to property line. This separation shall not be required where the properties are separated by an *Arterial Street*.
- E. The allowable *Uses* within the *Recreational Vehicle* park or campground include a central service *Building*, an administrative or management office, an equipment or storage shed for campground maintenance equipment, *Recreation Building*, *Recreation* facilities and areas devoted to tent camping.
- F. Convenience facilities and services may be provided within the central service *Building*, management office *Building* or *Recreation Building*. Convenience facilities and services may include groceries and sundries, self-service laundry, bottled gas, bait and rental equipment for fishing and other *Recreational Uses*. Use of such facilities and services shall be limited to registered campers.
- G. Boat ramps may be provided for the convenience of registered campers. Where campgrounds are located on a water body and provide a boat ramp for Access to the water body, a designated boat and boat trailer parking area shall be provided. Such area shall be for temporary parking by registered campers and shall not be used for outdoor storage of boats, trailers or *Vehicles*.
- H. The maximum net intensity for any portion of a park devoted to *Recreational Vehicles* shall be fifteen (15) *Recreational Vehicle* sites per acre.
- I. Individual rental sites, services *Buildings* and other structures serving the *Recreational Vehicle* park or campground shall be set back from water bodies a minimum of fifty (50) feet.
- J. Rental sites shall not be located within the *Floodplain*.
- K. The applicant shall provide a FDOT approved detailed access plan demonstrating adequate level of service for each roadway and safe turning movements at the property's access as well as at nearby median openings.
- L. Advertised sale of RVs by other than the owner of the real property is prohibited.
- M. All RVs must be licensed and operable.
- N. Roads shall be designed to accommodate emergency vehicles.
- O. On site male and female restroom and shower facilities shall be provided.
- P. Storage of a boat or trailer as an accessory to the principal use of a rental site shall be permitted. Storage of RVs, boats or trailers shall be permitted in a designated on-site area without hook-up facilities.
- Q. Dumpsters and compactors shall be a minimum of one hundred (100) feet from all property lines.

## 5. Standards for Special Situations

- R. The buffer that is otherwise required shall be increased by thirty (30) percent.
- S. The property shall be enclosed with a *Solid Faced* masonry or wooden wall or fence not less than six (6) feet and not more than eight (8) feet in height. The decorative side of the fence shall face outward. Additionally, two (2) medium or large trees shall be required for every twenty (20) linear feet of property within a buffer that is at least twenty (20) feet in width.
- T. The overall *Recreational Vehicle* park or campground shall be designed as follows:
1. Trash disposal sites and facilities shall be provided at one (1) or more locations.
  2. The internal *Street* system shall include paved *Streets*.
  3. Two (2) way *Streets* with no parking shall have a minimum paved width of twenty (20) feet. Where parking is allowed, an additional eight (8) feet of width shall be required for parking on one (1) side or an additional sixteen (16) feet of width shall be required for parking on two (2) sides. Paving is not required for the parking area.
  4. One (1) way *Streets* shall have a minimum paved width of twelve (12) feet. Parking may be allowed on one (1) side only. If parking is allowed, an additional eight (8) feet of width shall be required. Paving is not required for the parking area.
  5. There shall be no direct *Access* from any exterior *Street* to an individual rental site.
  6. Parking shall be provided at the management office based on parking ratios for office *Use*.
  7. Aggregate parking shall be 1.5 spaces for each site with one (1) of the required spaces being required at the rental site.
  8. The minimum *Setback* from the perimeter of the project site shall be thirty (30) feet for any structure.
  9. Rental sites in the area devoted to *Recreational Vehicles* shall meet the following standards:
    - (a) Three (3) percent of the total rental sites shall be designed for handicapped *Access*.
    - (b) The minimum area for each rental site shall be 1,500 square feet.
    - (c) The minimum width for each rental site shall be thirty (30) feet.
    - (d) There shall be no structural *Additions*, such as carports, *Canopies*, storage *Buildings* or other *Accessory Structures* on any rental site smaller than 4,000 square feet.

## 5. Standards for Special Situations

- (e) A minimum of five (5) percent of the land area shall be devoted to common *Recreation* areas and facilities.
- (f) A central service *Building* shall be provided within 400 feet of each rental site. The service *Building* shall contain toilet facilities and sinks and may include showers.
- (g) Each rental site may be provided with potable water, sanitary sewer, electrical connections, cable or telephone. However, such services shall be for temporary connections only.
- (h) Each rental site may contain a picnic table, fire ring and a lantern stand.
- (i) Each rental site shall include a paved *Driveway* a minimum of twelve (12) feet wide. There shall be adequate space to park one (1) *Vehicle* in addition to the *Recreational Vehicle*.

### 10. Areas devoted to tent camping shall meet the following standards:

- (a) Tent sites shall be designated and may include a specific tent pad.
- (b) The minimum tent site area shall be 200 square feet.
- (c) The minimum *Setback* for a tent pad shall be twenty (20) feet from an adjacent tent pad, parking area or internal *Street*.
- (d) Tent sites may contain a picnic table, fire ring and a lantern stand.
- (e) Parking shall be provided at the ratio of 1.5 spaces per tent site. Parking at the tent site is not required; however, required parking shall not be more than five hundred (500) feet from the designated tent site. Where parking is located away from the tent site, pedestrian paths shall be provided.
- (f) A central service *Building* shall be provided within 200 feet of each tent site. The service *Building* shall contain toilet facilities, sinks and showers.

### 11. *Recreational Vehicles* placed on sites within Zones V1--V30, VE or V on the community's FIRM shall either:

- (a) Be on the site for fewer than 180 consecutive days;
- (b) Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices and have no permanently attached *Additions*; or
- (c) Meet the requirements of section 3.02.14 herein.

END

END

### ~~5.06.17 Limitation on Time to Exercise Conditional Use Approval~~

~~Any *Conditional Use* authorized by the Planning Board shall be deemed *Abandoned* and be void and of no further force and effect if: a) not used and acted upon in a real and substantial way by the applicant or the applicant's successor in interest within one (1) year from the date on which the decision of the Planning Board is reduced to a~~

# **MCNEIL — CARROLL ENGINEERING, INC.**

**PROFESSIONAL ENGINEERING CONSULTANTS**

Date: November 19, 2020

GE/Front Beach, LLC, is proposing to construct a motorcoach resort on the subject parcel in Panama City Beach, Florida. This development is located on the south side of Hutchison Boulevard and east of Clara Avenue – parcel id 34068-000-000.

Dear Property owner:

As a property owner within three hundred (300) feet of the above referenced parcel, you are hereby notified that the owner is making an application to the Panama City Beach Planning Department for approval of a Large Site Development. A site plan is enclosed for your review. If you have questions or concerns regarding this proposal, please direct them to McNeil Carroll Engineering, Inc. at (850) 234-1730 no later than 4:30 pm the day prior to the community meeting. Reference the applicant and development proposal in all correspondence.

A community meeting is scheduled for the proposed development on Tuesday, December 8, 2020 at 5:30 pm, at the Lyndell Conference Center located at 423 Lyndell Lane in Panama City Beach, Florida.

If ownership of your property in this vicinity has changed, please return this package with the name(s) and address(es) of the new owner(s) to McNeil Carroll Engineering, Inc. 17800 Back Beach Road, Panama City Beach, Florida, 32413, so that they may be notified regarding these meetings.

Respectfully,

**McNeil Carroll Engineering, Inc.**



Robert Carroll, P.E.  
Vice President

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**Panama City**

475 Harrison Avenue, Suite 200  
Panama City, FL 32401

Phone (850) 763-5730  
Fax (850) 763-5744

[mcneilcarroll.com](http://mcneilcarroll.com)

**Panama City Beach**

17800 Panama City Beach Parkway  
Panama City Beach, FL 32413

Phone (850) 234-1730  
Fax (850) 234-1731

## Conditional Use Community Meeting – Kukla RV December 9, 2020

We had the conditional use meeting last night at 5:30pm in the Lyndell Community Center. The meeting was attended by 2 neighbors to the project. Julie Hilton, owns the Days Inn Hotel across Front Beach Road, and a representative for a homeowner off of Clara Ave (Josh).

Julie had an attorney call Robert and then she sent a letter to the group with various questions. Her main questions related to the quality of the product, functionality, and the privacy along Clara Ave. She re-addressed these questions at the meeting:

- privacy fencing along Clara?
- entry off of Clara?
- picnic tables on site?
- sidewalk installation along Clara?
- playground for children in the development?

Questions were answered clearly and it seems apparent that she is truly a concerned citizen and wants to make sure the project is a positive one for the community. She indicated that it was time for Panama City to have a high end RV resort. All other RV parks in the area were older and had a much lower standard than is now expected.

Patrick and Robert answered questions and provided a framework for the meeting.

The young man representing the homeowner had a large list of questions regarding the facility. The focus was on privacy fencing near the home, signage, target demographic, noise, entry and exit of the vehicles and the potential traffic it would cause.

Overall, it was a low attended meeting with some solid questions asked and positive feedback.

### Take Away:

- We need some 3D renderings of the entry for the January meeting. These should include examples of the fencing, landscape, entry gate and exit of the property.
- Images of the pool and clubhouse facility.
- Images of one of the pad sites.
- Revise check in location and gate
- Review Eastern secondary exit
- Locate dog park
- Extend walking path along storm water pond



# CITY OF PANAMA CITY BEACH

Building and Planning Department

116 S. Arnold Road, Panama City Beach, FL 32413

850-233-5054. ext. 2313 Fax: 850-233-5049 Email: [achester@pcb.gov](mailto:achester@pcb.gov)

## SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS - LDC Section 10.02.01

### Property Owner(s)

Name: GE/Front Beach LLC

Property Address: 12610 Front Beach Road

City: Panama City Beach State: FL Telephone: 850-259-5998 Fax: \_\_\_\_\_

Email: tschewizer01@aol.com

Property Owner(s) Signature: \_\_\_\_\_

Name of Acting Agent: McNeil Carroll Engineering, Inc.

Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner regarding the application and associated procedures. Attached to the application.

Please provide a survey obtained no more than two (2) years prior to the filing of the application containing legal description, land area and existing improvements located on the site. Written documentation the property owner has or will comply with all applicable notice requirements.

Payment Fee: \$900.00 Application Type: \_\_\_\_\_ Date Collected: \_\_\_\_\_

The procedure for review of application is found in Sections 10.02.00 and 10.17.00 of the LDC.

## Basic Submittal Requirements - LDC Section 10.02.02

### Plan or Plat Preparer

Name: \_\_\_\_\_

Address: 17800 Panama City Beach Pkwy Email Address: rcarroll@mcneilcarroll.com

City: Panama City Beach State: FL Telephone: 850-234-1730 Fax: \_\_\_\_\_

Date of Preparation: 12/8/2020 Date(s) of any modifications: \_\_\_\_\_

Legal Description: (Consistent with the Required Survey) \_\_\_\_\_

A vicinity map showing the location of the property and the Future Land Use Map designation for the property.

Zoning designation for the property: CH

Additional plans, documents, and reports as deemed necessary by the City Manager. Information required for the specific type of application, as specified in sections 10.02.03 through 10.02.07 as applicable. All site plans and plats shall be drawn to a scale approved by the City Manager.



## REQUEST FOR CONDITIONAL USE

**Address of Property Seeking Conditional Use:** 12610 Front Beach Road

**Parcel Number from Property Appraiser's Office:** 34068-000-000

The procedure for review of application is found in Sections 10.02.02 and 10.02.14 of the LDC.

As part of a Conditional Use Application, the applicant must submit a written explanation of how the proposed use satisfies each of the conditions specified for such use. A copy of the conditions to be satisfied may be supplied by the Building or Planning Department or attached to this application. The Planning Board's decision on the application will be based upon the applicant satisfactorily addressing the specific criteria in sections 5.06.01 thru 5.06.16 of the LDC.

### **PROCEDURES:**

#### **Neighborhood Notice – LDC Section 10.03.02**

- A.** When required by this LDC, the applicant shall provide Neighborhood Notice, by U.S. Postal Service certified mail. Within five (5) days after such mailing, the applicant shall provide sworn proof of mailing to the Building and Planning Department.
- B.** The applicant shall be responsible, as part of the application process for sending certified letters to surrounding property owners whose names and addresses are known by reference to the most recent ad valorem tax rolls of Bay County, giving notice of the requested action along with the date, time and place of the hearing. The form of the letter shall be approved by the City prior to mailing. Notice letters shall be sent to all owners of surrounding property lying in whole or in part within such distance of the boundary of the subject property as shall be specified in the applicable procedures.

Notice letters shall be sent to the following surrounding owners:

- For Conditional Use request notice shall be sent to all such owners of property living in whole or in part within 300' feet of a boundary of the subject property.

The Conditional Use Application must be submitted to the Building & Planning Department no later than twenty (20) days prior to the Planning Board meeting. The Planning Board will then place the request on the agenda to schedule the public hearing for the following month's Planning Board meeting.

- C.** The notice letter shall be mailed at least twenty (20) days prior to the hearing and proof of mailing shall be submitted to the City as part of the application. A good faith effort to mail notice to all such owners whose names and addresses are shown on a list generated by the Bay County Property Appraiser's automated mass appraisal system by that system referring to its cadastral (tax) map shall be conclusively deemed in compliance with the requirement to mail notice. Failure of any such owner to receive such notice, even if never mailed, shall not affect the jurisdiction of the board to consider the issue or validity of the board's decision.
- D.** Failure of such an owner to receive such notice shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.

**Posted Notice – LDC Section 10.03.03**

- A. When required by the LDC, the Building and Planning Department shall post a sign on the property that is the subject of an application. The sign shall be located in a manner to ensure that it is visible on each portion of the subject property that fronts on a roadway.
- B. The sign shall contain a copy of the notice required by section 10.03.02.
- C. Failure to maintain or replace a sign properly posted shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.
- D. Posted Notice may be removed after conclusion of the hearing of which notice is given or as specified or if neither or if neither of the forgoing apply, thirty (30) days after it is first posted.

**Published Notice – LDC Section 10.03.04**

When required by this LDC, the Building and Planning Department shall publish a notice in a standard size or tabloid size newspaper of general paid circulation in the City. The newspaper shall be of general interest and readership, not one of limited subject matter and shall be published at least five (5) days a week.

**Limitation on Time to Exercise Conditional Use Approval – LDC Section 5.06.17**

Any Conditional Use authorized by the Planning Board shall be deemed Abandoned and void and of no further force and effect if: a)not used and acted upon in a real and substantial way by the applicant or the applicant's successor in interest within one (1) year from the date on which the decision of the Planning Board is reduced to a written order or if appealed the date on which the order becomes final, or b)the Conditional Use is timely used and acted upon in a real and substantial way but is discontinued by the applicant or applicant's successor(s) in interest for a period of more than 180 days in any 365-day period.

**Applicant's Name(s):**

\_\_\_\_\_  
Print Name of Applicant

  
\_\_\_\_\_  
Signature

Date: 12/17/21

\_\_\_\_\_  
Print Name of Applicant

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_



### **CONDITIONAL USES - Generally - LDC Section 5.06.01**

Specific Uses are identified in Table 2.03.02 of LDC, as allowable subject to conditional use approval because they have a greater potential detriment than other Uses. Conditional Uses are not of right' these Uses must comply with the standards applicable to the zoning district as well as the standards contained in this section and the specific standards contained in the following sections, as applicable. Because conditional uses may intrude on the right to enjoy adjacent properties, the Planning Board has the discretion to impose conditions it determines to be necessary to satisfy required approval findings. Where there is conflict between a standard applicable to the zoning district and the following conditional use standards, the stricter standard shall be required. A conditional use shall be permitted by the Planning Board provided that the Board finds that, considering any conditions imposed.

- A. The proposed use is so designed, located and proposed to be operated so that the public health, safety, and welfare will be protected:

Provide detailed explanation: The Kukla RV resort will be a professionally managed facility, with properly designed and permitted utilities. The property is designed with pedestrian safety in mind. Fully gated to prevent pedestrian traffic encounters, reduce potential crime and encourage privacy. The property will have a 24 hour office attendant on site and video facility monitoring. The pool and fitness center will have safety plans and rules of operation posted.

- B. The proposed use will not have an adverse effect on existing traffic patterns:

Provide detailed explanation: The entry for the facility is currently located on Clara Ave. It is a wide entry boulevard with a pull off and staging lane off the main Road to allow guests to park their RV's prior to entering the resort, if they have questions or arrive prior to check in.

This will eliminate a potential stacking issue at the entry and allow free flowing traffic on Clara.  
We are proposing to Pave Kukla Dr. to Lyndell Rd. in order to create a secondary exit.

- C. The proposed use will not impair an adequate supply of light and air to adjacent properties:

Provide detailed explanation: Kukla is a one story development. There are no current structures designed to go above a single story. The property is designed to be approximately 5.8 units per acre. This is far below the 45 units per acre allowed.

per acre. This is far below the 45 units per acre allowed.

- D.** The proposed use will not materially increase congestion in the public streets in the surrounding area:

Provide detailed explanation: The development provides plenty of on site parking for all RV's and their potential support vehicles. We are currently proposing 163 total slips. The project has walking trails through out, including a path to Front Beach Rd., encouraging pedestrian and bicycle use. The community will promote a walking life style, emphasizing the close proximity to the beach, pier and local restaurants.

- E.** The proposed use conforms to all applicable setback, building height, lot coverage, and all other applicable regulations of the zoning district in which the use is to be located:

Provide detailed explanation: The site plan is compliant with all setbacks building height, lot coverage and all applicable regulations and we are not requesting any deviations.

- F.** Off-street parking and all other General Provisions of the Zoning Ordinance are met:

Provide detailed explanation: Each pad site is large enough to accomodate the motorcoach or travel trailer and a vehicle if one is brought. There is also adequate parking at the clubhouse for overflow parking.

- G.** The proposed use will not impair the established values of the property in the surrounding area:

Provide detailed explanation: The project is designed to enhance the current landscape of the property. The focus is on upper end Fifth Wheel and Motorcoach owners, who are looking for a quality experiance. Kukla will be a heavily landscaped and Architecturally designed Resort.

- H.** The hours of use will not be offensive to adjacent property owners, taking into consideration other surrounding uses:

Provide detailed explanation: The Resort will have quiet hours between 10pm and 8am every day. Check in is at 1:00 pm and Check out 11:00am-12:00pm. This is a family oriented resort, focused on the enjoyment of all who are staying at the facility. All vehicles will be 10 years old or newer and properly maintained.

- I.** There is adequate shielding to protect adjacent property owners from noise, lights and other obnoxious elements and activities, taking into consideration other surrounding uses:

Provide detailed explanation: Kukla will have privacy fencing and heavy landscape around and the property. Lighting will be in accordance with city requirements. The property will be focused on the natural beauty of our area and lighting will be minimal to reduce visual pollution.

- J.** The existing or proposed improvements and facilities are adequate for the use intended:

Provide detailed explanation: Kukla will include water, sewer and power to each RV site. The amenities are numerous; walking/running/biking path, resort pool with zero entry, sunning shelf and extensive outdoor decking, large fitness facility, multiple bathroom and showering facilities throughout the resort, club room, laundry facility, meeting room, check-in Concierge, activity lawn, event lawn, dog park and small lake.

- K.** There will be no adverse effect on water, sewage and drainage in the surrounding area:

Provide detailed explanation: Storm water containment will be maintained per requirements. City sewer will be per code and managed by central lift station.

**L.** The proposed use satisfies any applicable, specific criteria stipulated for such use as described in Sections 5.06.02 through 5.06.16:

Provide detailed explanation: **The proposed development complies with all items within 5.06.16**

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### STAFF ANALYSIS

- APPLICANT:**                    **Kukla RV RESORT, LLC**
- PROJECT LOCATION:**    **12610 Front Beach Road**
- REQUEST:**                    **A Conditional Use request to develop a 29.2 Acre RV park.**

The following analysis shows the specific criteria established for review of Conditional Uses in the Land Development Code. The applicant's response to these criteria are part of the application. Staff's comments are shown in this report following each criterion.

A conditional use shall be permitted by the Planning Board provided that the Board finds that:

1.     The proposed use is so designed, located and proposed to be operated so that the public health, safety, and welfare will be protected.

**Staff Analysis:** The location and operation of the proposed RV Park should have little effect on the public health, safety and welfare.

2.     The proposed use will not have an adverse effect on existing traffic patterns.

**Staff Analysis:** The proposed use is not expected to have an adverse effect on traffic patterns.

3.     The proposed use will not impair an adequate supply of light or air to adjacent properties.

**Staff Analysis:** Based on the conceptual site plan supplied as part of this application, there does not appear to be any potential impairment to the supply of light or air to adjacent properties.

4.     The proposed use will not materially increase congestion in the public streets in the surrounding area.

**Staff Analysis:** The proposed use is not anticipated to materially increase congestion.

5. The proposed use conforms to all applicable setbacks, building height, lot coverage, and all other applicable regulations of the zoning district in which the use is to be located.

**Staff Analysis:** The conceptual plan meets applicable regulations of the CH zoning district. Conditional Use requirements for an RV Park, LDC Section 5.06.16 are addressed below.

6. Off-street parking and all other general provisions of the Land Development Code are met.

**Staff Analysis:** Parking standards and other LDC standards will be met and addressed below.

7. The proposed use will not impair the established values of the property in the surrounding area.

**Staff Analysis:** Adjacent parcels will be buffered from the proposed use and values should not be impacted by the proposed use.

8. The hours of use will not be offensive to adjacent property owners, taking into consideration other surrounding uses.

**Staff Analysis:** The use of buffering, quiet hours and lighting controls will mitigate impact on adjacent properties.

9. There is adequate shielding to protect adjacent property owners from noise, lights, and other obnoxious elements and activities, taking into consideration other surrounding uses.

**Staff Analysis:** The use of buffering, quiet hours and lighting controls will mitigate impact on adjacent properties.

10. The existing or proposed improvements and facilities are adequate for the use intended.

**Staff Analysis:** The existing and proposed facilities will be adequate for the intended use and further addressed below.

11. There will be no adverse effect on water, sewage and drainage in the surrounding area.

**Staff Analysis:** There is adequate capacity for water, sewer and drainage.

12. The proposed use satisfies any applicable, specific criteria stipulated for such use as described below:

### **5.06.16 Recreational Vehicle Parks and Campgrounds**

- A. Recreational Vehicle parks and campgrounds may be allowed in the CH and R zoning districts, subject to conditional use approval and compliance with the standards of this section.

**Staff Analysis:** The site is located in the CH zoning district.

- B. Recreational Vehicles and tents are allowed in Recreational Vehicle parks and campgrounds.

**Staff Analysis:** The applicant is proposing RVs only in the resort.

- C. The minimum land area for a Recreational Vehicle park or campground, whether freestanding or located within a Manufactured Home Park that includes spaces for Recreational Vehicles, shall be ten (10) acres.

**Staff Analysis:** The subject site is 29.2 acres.

- D. Recreational Vehicle parks and campgrounds shall be set back a minimum of two hundred (200) feet from any Residential Zoning District. The distance shall be measured from property line to property line. This separation shall not be required where the properties are separated by an arterial street.

**Staff Analysis:** The site meets the 200' separation.

- E. The allowable Uses within the Recreational Vehicle park or campground include a central service Building, an administrative or management office, an equipment or storage shed for campground maintenance equipment, Recreation Building, Recreation facilities and areas devoted to tent camping.

**Staff Analysis:** The proposed development will meet these requirements.

- F. Convenience facilities and services may be provided within the central service Building, management office Building or Recreation Building. Convenience facilities and services may include groceries and sundries, self-service laundry, bottled gas, bait and rental equipment for fishing and other Recreational Uses. Use of such facilities and services shall be limited to registered campers.

**Staff Analysis:** The proposed development will meet these requirements.

- G. Boat ramps may be provided for the convenience of registered campers. Where campgrounds are located on a water body and provide a boat ramp for Access to the water body, a designated boat and boat trailer parking area shall be provided. Such area shall be for temporary parking by registered campers and shall not be used for outdoor storage of boats, trailers or Vehicles.

Staff Analysis: NA

- H. The maximum net intensity for any portion of a park devoted to Recreational Vehicles shall be fifteen (15) Recreational Vehicle sites per acre.

Staff Analysis: The developer is proposing less than 6 sites per acre.

- I. Individual rental sites, services Buildings and other structures serving the Recreational Vehicle Park or campground shall be set back from water bodies a minimum of fifty (50) feet.

Staff Analysis: The only nearby waterbody will be a stormwater pond.

- J. Rental sites shall not be located within the Floodplain.

Staff Analysis: The proposed sites will not be located in a flood zone.

- K. The applicant shall provide a FDOT approved detailed access plan demonstrating adequate level of service for each roadway and safe turning movements at the property's access as well as at nearby median openings.

Staff Analysis: Clara is not a FDOT roadway.

- L. Advertised sale of RVs by other than the owner of the real property is prohibited.

Staff Analysis: Staff recommends the applicant commit to this requirement.

- M. All RVs must be licensed and operable.

Staff Analysis: Staff recommends the applicant commit to this requirement.

- N. Roads shall be designed to accommodate emergency vehicles.

Staff Analysis: Staff recommends the applicant supply details addressing this requirement.

- O. On site male and female restroom and shower facilities shall be provided.

Staff Analysis: The requirement will be met.



- P. Storage of a boat or trailer as an accessory to the principal use of a rental site shall be permitted. Storage of RVs, boats or trailers shall be permitted in a designated on-site area without hook-up facilities.

Staff Analysis: Item addressed in T-7 below.

- Q. Dumpsters and compactors shall be a minimum of one hundred (100) feet from all property lines.

Staff Analysis: Staff recommends the applicant revise the proposed site plan to include one or more trash compactors meeting the 100' separation form all property lines in a revised site plan.

- R. The buffer that is otherwise required shall be increased by thirty (30) percent.

Staff Analysis: Item addressed in S below.

- S. The property shall be enclosed with a Solid Faced masonry or wooden wall or fence not less than six (6) feet and not more than eight (8) feet in height. The decorative side of the fence shall face outward. Additionally, two (2) medium or large trees shall be required for every twenty (20) linear feet of property within a buffer that is at least twenty (20) feet in width.

Staff Analysis: Staff recommends the applicant supply a buffering plan, which depicts a 26' wide buffer to include a 6' to 8' high fence with the decorative side of the fence facing outward. Additionally, two medium or large trees shall be required for every twenty linear feet of property within a buffer that is at least twenty 26' feet in width.

- T. The overall Recreational Vehicle park or campground shall be designed as follows:

1. Trash disposal sites and facilities shall be provided at one (1) or more locations.

Staff Analysis: Addressed in item Q above.

2. The internal Street system shall include paved Streets.

Staff Analysis: Staff recommends the requirement be noted on a revised site plan.

3. Two (2) way Streets with no parking shall have a minimum paved width of twenty (20) feet. Where parking is allowed, an additional eight (8) feet of width shall be required for parking on one (1) side or an additional sixteen (16) feet of width shall be required for parking on two (2) sides. Paving is not required for the parking area.

Staff Analysis: Staff recommends signs indicating no on street parking be included on a revised site plan for all roadways.

4. One (1) way Streets shall have a minimum paved width of twelve (12) feet. Parking may be allowed on one (1) side only. If parking is allowed, an additional eight (8) feet of width shall be required. Paving is not required for the parking area.

Staff Analysis: Staff recommends signs indicating no on street parking be included on a revised site plan for all roadways.

5. There shall be no direct Access from any exterior Street to an individual rental site.

Staff Analysis: The proposed development will meet this requirement.

6. Parking shall be provided at the management office based on parking ratios for office Use.

Staff Analysis: The proposed parking adjacent to the clubhouse/office meets City standards.

7. Aggregate parking shall be 1.5 spaces for each site with one (1) of the required spaces being required at the rental site.

Staff Analysis: The site appears to be short on parking. Staff recommends a revised site plan and an overall parking schedule, which includes 1.5 parking spaces per RV site and 3.33 spaces per 1,000 sq. ft. of clubhouse / office space. In addition, the site should include a designated RV, boat and trailer parking area which holds 9 or more 12'X30' spaces as required by LDC Table 4.05.02.B.

8. The minimum Setback from the perimeter of the project site shall be thirty (30) feet for any structure.

Staff Analysis: The proposed development meets the requirement.

9. Rental sites in the area devoted to recreational vehicles shall meet the following standards:

(a) 3 percent of the total rental sites shall be designed for handicapped Access.

**Staff Analysis:** Staff recommends the applicant supply details addressing this requirement.

(b) The minimum area for each rental site shall be 1,500 square feet.

**Staff Analysis:** The proposed development meets the requirement.

(c) The minimum width for each rental site shall be thirty (30) feet.

**Staff Analysis:** The proposed width appears to be 27' wide; staff has no objections because of the inclusion of additional open space and a much lower overall density than permitted.

(d) There shall be no structural additions, such as carports, canopies, storage buildings or other Accessory Structures on any rental site smaller than 4,000 square feet.

**Staff Analysis:** The proposed development meets this requirement.

(e) A minimum of five (5) percent of the land area shall be devoted to common Recreation areas and facilities.

**Staff Analysis:** The proposed development meets this requirement.

(f) A central service Building shall be provided within 400 feet of each rental site. The service Building shall contain toilet facilities and sinks and may include showers.

**Staff Analysis:** The proposed development meets this requirement.

(g) Each rental site may be provided with potable water, sanitary sewer, electrical connections, cable or telephone. However, such services shall be for temporary connections only.

**Staff Analysis:** The proposed development meets this requirement.

(h) Each rental site may contain a picnic table, fire ring and a lantern stand.

**Staff Analysis:** These items are not included in the project.

Each rental site shall include a paved Driveway a minimum of twelve (12) feet wide. There shall be adequate space to park one (1) Vehicle in addition to the Recreational Vehicle.

**Staff Analysis:** The proposed development meets this requirement.

10. Areas devoted to tent camping shall meet the following standards:
- (a) Tent sites shall be designated and may include a specific tent pad.
  - (b) The minimum tent site area shall be 200 square feet.
  - (c) The minimum Setback for a tent pad shall be twenty (20) feet from an adjacent tent pad, parking area or internal Street.
  - (d) Tent sites may contain a picnic table, fire ring and a lantern stand.
  - (e) Parking shall be provided at the ratio of 1.5 spaces per tent site. Parking at the tent site is not required; however, required parking shall not be more than five hundred (500) feet from the designated tent site. Where parking is located away from the tent site, pedestrian paths shall be provided.
  - (f) A central service Building shall be provided within 200 feet of each tent site. The service Building shall contain toilet facilities, sinks and showers.

**Staff Analysis:** Tent camping is not anticipated to be a part of the proposed project.

11. Recreational Vehicles placed on sites within Zones V1--V30, VE or V on the community's FIRM shall either:
5. Standards for Special Situations
    - (a) Be on the site for fewer than 180 consecutive days;
    - (b) Be fully licensed and ready for highway use, on its wheels or jacking system, attached to the site only by quick disconnect type utilities and security devices and have no permanently attached Additions; or
    - (c) Meet the requirements of section 3.02.14 herein.

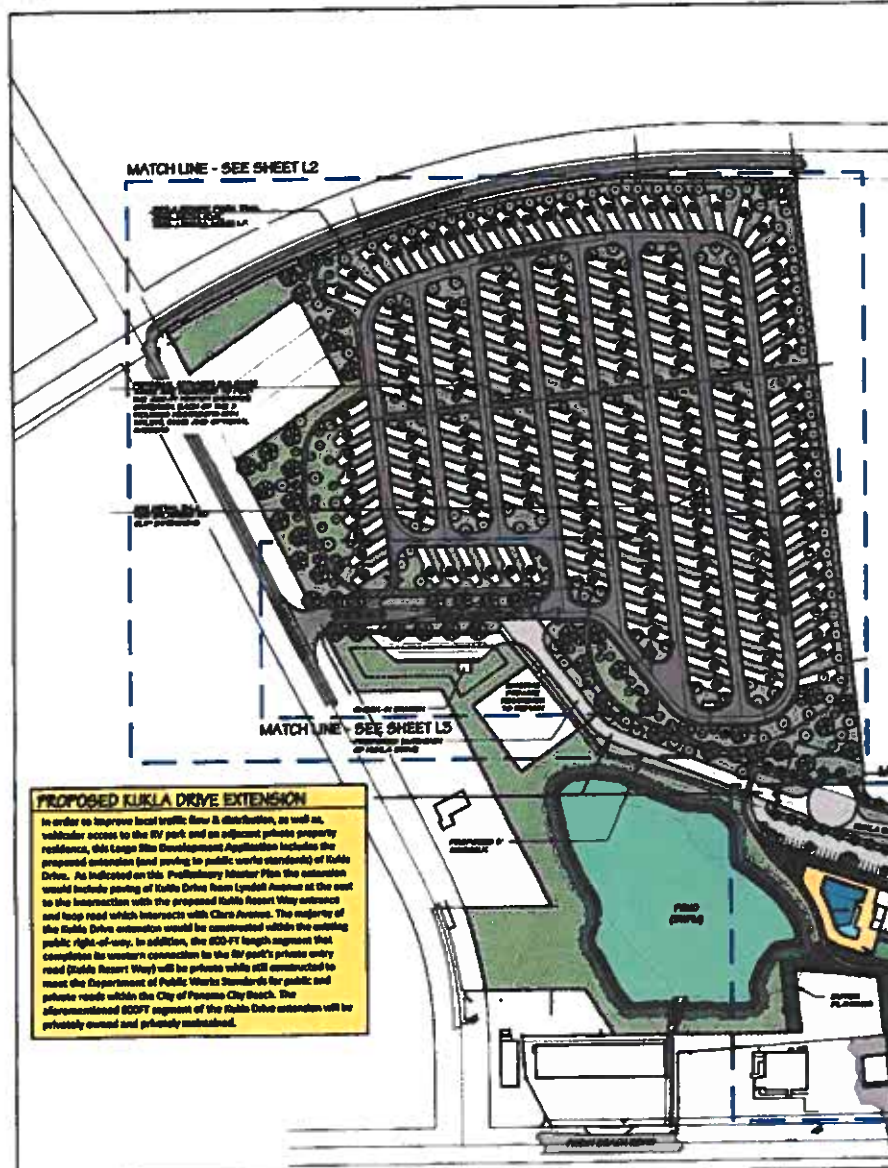
**Staff Analysis:** The RV pads are all located outside of these coastal high hazard flood zones.

**CONCLUSION:** Staff recommends the following:

- Pedestrian walkways shall be located outside of the buffer areas adjacent to those parcels used for residential purposes.
- The proposed closure and gating of Kukla Drive should be removed for the future design of the development to allow the free flow of public traffic. In addition, any future modifications to Kukla should also include a 5' wide sidewalk.
- Those items addressed above (in red) in criteria 12-L, M, N, Q, S, T-2, 3, 4, 7 and T-9(a) be adequately addressed before a conditional use is granted.

**CONDITIONAL USE SUMMARY NOTES - 5.06.16: RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS**

- 1. This preliminary master plan is conceptual in nature and subject to change based on the City of Panama City Beach Site Plan Review and Approval Process, Final Civil Engineering Design and other applicable local and state permit application review and approval processes such as NWFWM, FDEP, etc.
- 2. Building plans included herein are schematic or conceptual in nature and will require the additional services of a licensed architect, structural/mechanical/electrical and plumbing engineers and others for final design, construction documents and building permits.
- 3. These drawing documents and all contents are the property of The Patrick Hodges Land Studio. All rights are reserved. Unauthorized use or reproduction, in part or whole, for any purpose is unlawful and prohibited except by express written consent.



**PROPOSED KUKLA DRIVE EXTENSION**

In order to improve local traffic flow & distribution, as well as, vehicular access to the RV park and an adjacent private property residence, the Long Term Development Application includes the proposed extension (and paving) to public works standards) of Kukla Drive. As indicated on this Preliminary Master Plan the extension would include paving of Kukla Drive from Lyndell Avenue at the east to the intersection with the proposed Kukla Resort Way entrance and loop road which intersects with Clara Avenue. The majority of the Kukla Drive extension would be constructed within the existing public right-of-way. In addition, the 600-FT length segment that constitutes its western connection to the RV park's private entry road (Kukla Resort Way) will be private while still constructed to meet the Department of Public Works Standards for public and private roads within the City of Panama City Beach. The aforementioned 600FT segment of the Kukla Drive extension will be privately owned and privately maintained.

**GENERAL NOTES**

1. THIS PRELIMINARY MASTER PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE BASED ON THE CITY OF PANAMA CITY BEACH SITE PLAN REVIEW AND APPROVAL PROCESS, FINAL CIVIL ENGINEERING DESIGN AND OTHER APPLICABLE LOCAL AND STATE PERMIT APPLICATION REVIEW AND APPROVAL PROCESSES SUCH AS NWFWM, FDEP, ETC.
2. BUILDING PLANS INCLUDED HEREON ARE SCHEMATIC OR CONCEPTUAL IN NATURE AND WILL REQUIRE THE ADDITIONAL SERVICES OF A LICENSED ARCHITECT, STRUCTURAL/ELECTRICAL AND PLUMBING ENGINEERS AND OTHERS FOR FINAL DESIGN, CONSTRUCTION DOCUMENTS AND BUILDING PERMITS.
3. THESE DRAWING DOCUMENTS AND ALL CONTENTS ARE THE PROPERTY OF THE PATRICK HODGES LAND STUDIO. ALL RIGHTS ARE RESERVED. UNAUTHORIZED USE OR REPRODUCTION, IN PART OR WHOLE, FOR ANY PURPOSE IS UNLAWFUL AND PROHIBITED EXCEPT BY EXPRESS WRITTEN CONSENT.

**DEVELOPMENT SUMMARY:**

PREMIUM PULL-THRU RV SLIPS: 105	STANDARD HEAD-IN RV SLIPS: 58	TOTAL COMBINED: 163 SLIPS
KUKLA RESORT WAY: LINEAR FOOTAGE: +/- 7,342 L.F.	KUKLA RESORT PARK TRAIL: TOTAL LENGTH +/- 4,915 L.F.	BEACH ACCESS TRAIL ROUTE: TOTAL LENGTH +/- 1,029 L.F.
SQUARE FOOTAGE: +/- 197,569 S.F.		TOTAL COMBINED: +/- 5,542 L.F. (.105 MILES)

**THE PATRICK HODGES LAND STUDIO**  
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 Phone: (904) 899-4800  
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**KUKLA RV RESORT, LLC**  
 REPORT PHILLIPS  
 42 Williams Creek Blvd  
 Suite 101  
 Panama Beach, FL 32409  
 Phone: (904) 458-8888

**McNEIL CARROLL ENGINEERING, INC.**  
 1700 Panama City Beach Parkway  
 Panama City Beach, Florida 32413  
 Phone: 904-266-0700  
 Fax: 904-266-0700  
 Robert J. Carroll, P.E.  
 Robert J. Carroll, P.E.

Scale: 1" = 100'  
 ONE INCH EQUALS 100 FEET  
 SCALE IN FEET



**KUKLA RV RESORT**  
 PRELIMINARY MASTER PLAN & KEY SHEET  
 (SECOND EDITION)  
 Hutchison Boulevard | Clara Avenue | Front Beach Road  
 Panama City Beach | Florida

**L1**  
 SHEET 1 OF 1

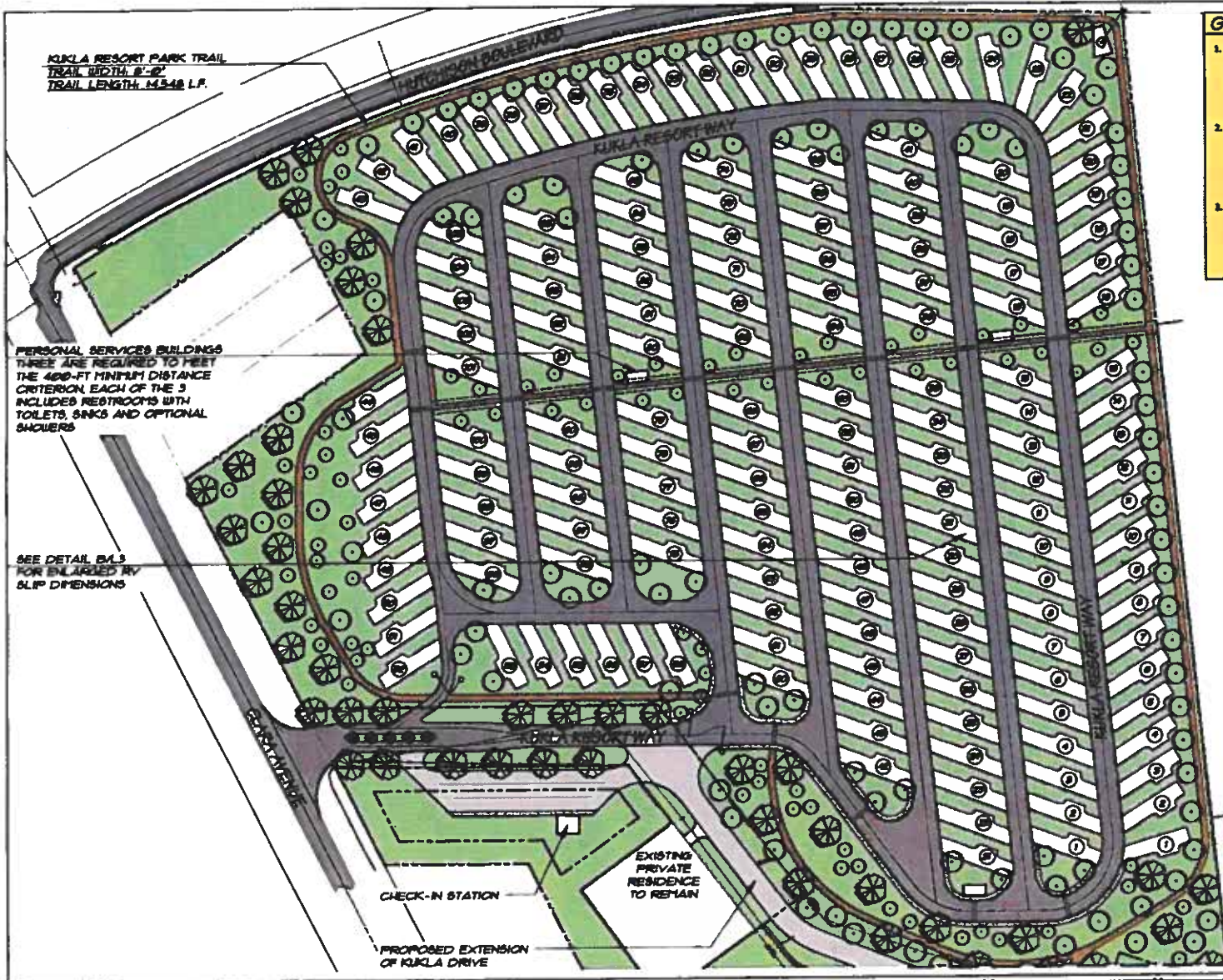
# CONDITIONAL USE SUMMARY NOTES – 5.06.16: RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS

- A. RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS MAY BE ALLOWED IN THE CH AND R ZONING DISTRICTS, SUBJECT TO CONDITIONAL USE APPROVAL AND COMPLIANCE WITH THE STANDARDS OF THIS SECTION. THIS SITE IS LOCATED IN THE CH ZONING DISTRICT.
- B. RECREATIONAL VEHICLES AND TENTS ARE ALLOWED IN RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS.
- C. WE ARE PROPOSING TWO (2) OF THIS RESORT.
- D. THE MINIMUM LAND AREA FOR A RECREATIONAL VEHICLE PARK OR CAMPGROUND, WHETHER PREEXISTING OR LOCATED WITHIN A MANUFACTURED HOME PARK THAT INCLUDES SPACES FOR RECREATIONAL VEHICLES, SHALL BE TEN (10) ACRES.
- E. THE SUBJECT SITE IS 30.5 ACRES.
- F. RECREATIONAL VEHICLE PARKS AND CAMPGROUNDS SHALL BE SET BACK A MINIMUM OF TWO HUNDRED (200) FEET FROM ANY RESIDENTIAL ZONING DISTRICT. THE DISTANCE SHALL BE MEASURED FROM PROPERTY LINE TO PROPERTY LINE. THIS SEPARATION SHALL NOT BE REQUIRED WHERE THE PROPERTIES ARE SEPARATED BY AN ARTERIAL STREET.
- G. THE SITE MEETS THE SET SEPARATION.
- H. THE ALLOWABLE USES WITHIN THE RECREATIONAL VEHICLE PARK OR CAMPGROUND INCLUDE A CENTRAL SERVICE BUILDING, AN ADMINISTRATIVE OR MANAGEMENT OFFICE, AN EQUIPMENT OR STORAGE BUILT FOR CAMPGROUND MAINTENANCE EQUIPMENT, RECREATION BUILDING, RECREATION FACILITIES AND AREAS DEVOTED TO TENT CAMPING.
- I. THE PROPOSED DEVELOPMENT WILL MEET THESE REQUIREMENTS.
- J. CONVENIENCE FACILITIES AND SERVICES MAY BE PROVIDED WITHIN THE CENTRAL SERVICE BUILDING, MANAGEMENT OFFICE BUILDING OR RECREATION BUILDING. CONVENIENCE FACILITIES AND SERVICES MAY INCLUDE GROCERIES AND BAKERY, SELF-SERVICE LAUNDRY, BOTTLED GAS, BAIT AND RENTAL EQUIPMENT FOR FISHING AND OTHER RECREATIONAL USES. USE OF SUCH FACILITIES AND SERVICES SHALL BE LIMITED TO REGISTERED CAMPERS.
- K. THE PROPOSED DEVELOPMENT WILL MEET THESE REQUIREMENTS.
- L. BOAT RAMP(S) MAY BE PROVIDED FOR THE CONVENIENCE OF REGISTERED CAMPERS. WHERE CAMPGROUNDS ARE LOCATED ON A WATER BODY AND PROVIDE A BOAT RAMP FOR ACCESS TO THE WATER BODY, A DESIGNATED BOAT AND BOAT TRAILER PARKING AREA SHALL BE PROVIDED. SUCH AREA SHALL BE FOR TEMPORARY PARKING BY REGISTERED CAMPERS AND SHALL NOT BE USED FOR OUTDOOR STORAGE OF BOATS, TRAILERS OR VEHICLES.
- M. THE MINIMUM NET INTENSITY FOR ANY PORTION OF A PARK DEVOTED TO RECREATIONAL VEHICLES SHALL BE FIFTEEN (15) RECREATIONAL VEHICLE SITES PER ACRE.
- N. WE ARE PROVIDING LESS THAN 4 SITES PER ACRE.
- O. INDIVIDUAL, MEN'S, WOMEN'S, CHILDREN'S AND OTHER STRUCTURES SERVING THE RECREATIONAL VEHICLE PARK OR CAMPGROUND SHALL BE SET BACK FROM WATER BODIES A MINIMUM OF FIFTY (50) FEET.
- P. THE ONLY SWIMMING POOL WILL BE A SWIMMING POOL.
- Q. RENTAL SITES SHALL NOT BE LOCATED WITHIN THE FLOODPLAIN.
- R. THE PROPOSED SWIM WILL BE LOCATED IN A FLOOD ZONE.
- S. THE APPLICANT SHALL PROVIDE A FOOT APPROXIMATE DETAILED ACCESS PLAN DEMONSTRATING ADEQUATE LEVEL OF SERVICE FOR EACH ROADWAY AND SAFE TURNING MOVEMENTS AT THE PROPERTY'S ACCESS AS WELL AS AT NEARBY MEDIAN OVERPASS.
- T. CLAIMS IN A FOOT ROADWAY, FLUIDS ROADS THAT WE ARE PROPOSING TO PAVEMENT TO ALLOW AND/OR IMPROVEMENTS FOR THE DEVELOPMENT.
- U. ADVERTISED SALES OF RVs BY OTHER THAN THE OWNER OF THE REAL PROPERTY IS PROHIBITED.
- V. WE WILL COMPLY TO THIS REQUIREMENT.
- W. ALL RVs WILL BE LICENSED AND OPERABLE.
- X. WE WILL COMPLY TO THIS REQUIREMENT.
- Y. RENTALS SHALL BE DISBURSED TO ACCOMMODATE EMERGENCY VEHICLES.
- Z. ALL RENTALS WILL BE PROVIDED FOR EMERGENCY VEHICLES.
- AA. ON SITE MALE AND FEMALE RESTROOM AND SHOWER FACILITIES SHALL BE PROVIDED.
- AB. THE RESTROOM WILL BE SET ASIDE AND WILL BE LOCATED NO MORE THAN 500 FEET FROM ANY RENTAL SITE.
- AC. STORAGE OF A BOAT OR TRAILER AS AN ACCESSORY TO THE USE OF A RENTAL SITE SHALL BE PERMITTED. STORAGE OF RVs, BOATS OR TRAILERS SHALL BE PERMITTED IN A DESIGNATED ON-SITE AREA WITHOUT HOOK-UP FACILITIES.
- AD. AN OVERFLOW PARKING AREA FOR STORAGE WILL BE PROVIDED.
- AE. DISBURSERS AND COMPACTORS SHALL BE A MINIMUM OF ONE HUNDRED (100) FEET FROM ALL PROPERTY LINES.
- AF. THE SUPPLY THAT IS CONSUMED (REQUIRE) SHALL BE INCREASED BY THIRTY (30) PERCENT.
- AG. SUPPLIES WHERE REQUIRED WILL BE A MINIMUM OF 30 FOOT WIDTH ADJACENT TO THE THREE (3) EXISTING HIGHWAYS OR CLARA AVE.
- AH. THE PROPERTY SHALL BE ENCLOSED WITH A SOLID FENCED BARRIER OR WOODEN WALL OR FENCE NOT LESS THAN SIX (6) FEET AND NOT MORE THAN EIGHT (8) FEET IN HEIGHT. THE DECORATIVE SIDE OF THE FENCE SHALL FACE OUTWARD. ADDITIONALLY, TWO (2) MEDIAN OR LARGE TREES SHALL BE REQUIRED FOR EVERY TWENTY (20) LINEAR FEET OF PROPERTY WIDTH. THE SUPPLY THAT IS CONSUMED (REQUIRE) SHALL BE INCREASED BY THIRTY (30) PERCENT.
- AI. WE WILL APPLY A BURGLAR ALARM WHICH DEPICTS A BARRIER 3' IN WIDTH BUFFER TO INCLUDE A 4' HIGH FENCE WITH THE DECORATIVE SIDE OF THE FENCE FACING OUTWARD. ADDITIONALLY, TWO MEDIAN OR LARGE TREES WILL BE PLACED EVERY TWENTY (20) LINEAR FEET OF PROPERTY WIDTH.
- AJ. THE OVERALL RECREATIONAL VEHICLE PARK OR CAMPGROUND SHALL BE DESIGNED AS FOLLOWS:
  - 1. TRASH DISPOSAL SITES AND FACILITIES SHALL BE PROVIDED AT ONE (1) OR MORE LOCATIONS.
  - 2. ONE (1) MALE DISBURSER WILL BE CHARGE WITH MULTIPLE SINKS, REFUSE CHUTE THROUGHOUT THE PARK.
  - 3. THE EXISTING STREET SYSTEM SHALL INCLUDE PARKED SIDEWALKS.
  - 4. ALL ROADS WILL BE PAVED.
  - 5. TWO (2) WAY STREETS WITH NO PARKING SHALL HAVE A MINIMUM PAVED WIDTH OF TWENTY (20) FEET. WHERE PARKING IS ALLOWED, AN ADDITIONAL EIGHT (8) FEET OF WIDTH SHALL BE REQUIRED FOR PARKING ON ONE (1) SIDE OR AN ADDITIONAL SIXTEEN (16) FEET OF WIDTH SHALL BE REQUIRED FOR PARKING ON TWO (2) SIDES. PARKING IS NOT REQUIRED FOR THE PARKING AREA.
  - 6. WE WILL INCLUDE SIGNAGE INDICATING NO ON STREET PARKING FOR ALL ROADWAYS.
  - 7. ONE (1) WAY STREETS SHALL HAVE A MINIMUM PAVED WIDTH OF TWENTY (20) FEET. PARKING MAY BE ALLOWED ON ONE (1) SIDE ONLY. IF PARKING IS ALLOWED, AN ADDITIONAL EIGHT (8) FEET OF WIDTH SHALL BE REQUIRED. PARKING IS NOT REQUIRED FOR THE PARKING AREA.
  - 8. WE WILL INCLUDE SIGNAGE INDICATING NO ON STREET PARKING FOR ALL ROADWAYS.
  - 9. THERE SHALL BE NO DIRECT ACCESS FROM ANY EXTERIOR STREET TO AN INDIVIDUAL RENTAL SITE.
  - 10. WE WILL MEET THIS REQUIREMENT.
  - 11. PARKING SHALL BE PROVIDED AT THE MANAGEMENT OFFICE BASED ON PARKING RATION FOR OFFICE USE. PARKING ADJACENT TO THE CLEANING/SUPPLY SITES CITY STAIRS.
  - 12. ADJACENT PARKING SHALL BE 1.5 SPACES FOR EACH SITE WITH ONE (1) OF THE REQUIRED SPACES BEING REQUIRED AT THE RENTAL SITE.
  - 13. WE ARE PROPOSING CLEANING SPACES OF 15 SPACES PER 100 SPOTS PER 1000 SFT - 15. NO PARKING SPACES PER 100 SPOTS PER 1000 SFT.
  - 14. THE MINIMUM SETBACK FROM THE PERIMETER OF THE PROJECT SITE SHALL BE THIRTY (30) FEET FOR ANY STRUCTURE.
  - 15. THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
  - 16. RENTAL SITES IN THE AREA DEVOTED TO RECREATIONAL VEHICLES SHALL MEET THE FOLLOWING STANDARDS:
    - (a) 3 PERCENT OF THE TOTAL RENTAL SITES SHALL BE DESIGNATED FOR HANDICAPPED ACCESS.
    - (b) ALL RENTAL SITES ARE PLAT WITH PAVEMENT AND WIDE ENOUGH TO BE ADA ACCESSIBLE.
    - (c) THE MINIMUM AREA FOR EACH RENTAL SITE SHALL BE 1,200 SQUARE FEET.
    - (d) THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
    - (e) THE MINIMUM WIDTH FOR EACH RENTAL SITE SHALL BE THIRTY (30) FEET.
    - (f) ALL SITES ARE AT LEAST 5 FEET THICK ENOUGH TO WITHSTAND 4" WIDE CONCRETE PAD AND ADDITIONAL 7" OF CONCRETE.
    - (g) THERE SHALL BE NO STRUCTURAL ADDITIONS, SUCH AS CARPORTS, CANOPIES, STORAGE BUILDINGS OR OTHER ACCESSORY STRUCTURES ON ANY RENTAL SITE SMALLER THAN 4,000 SQUARE FEET.
    - (h) THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
    - (i) A MINIMUM OF FIVE (5) PERCENT OF THE LAND AREA SHALL BE DEVOTED TO COMMON RECREATION AREAS AND FACILITIES.
    - (j) THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
    - (k) A CENTRAL SERVICE BUILDING SHALL BE PROVIDED WITHIN 400 FEET OF EACH RENTAL SITE. THE SERVICE BUILDING SHALL CONTAIN TOILET FACILITIES AND BATHS AND MAY INCLUDE SHOWERS.
    - (l) THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
    - (m) EACH RENTAL SITE MAY BE PROVIDED WITH POTABLE WATER, SANITARY SEWER, ELECTRICAL CONNECTIONS, CABLE OR TELEPHONE. HOWEVER, SUCH SERVICES SHALL BE FOR TEMPORARY CONNECTIONS ONLY.
    - (n) THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
    - (o) EACH RENTAL SITE MAY CONTAIN A PICNIC TABLE, FIRE RING AND A LANTERN STAND.
    - (p) THESE ITEMS ARE NOT INCLUDED IN THE PROJECT.
    - (q) EACH RENTAL SITE SHALL INCLUDE A PAVED DRIVEWAY A MINIMUM OF TWELVE (12) FEET WIDE. THERE SHALL BE ADEQUATE SPACE TO PARK ONE (1) VEHICLE IN ADDITION TO THE RECREATIONAL VEHICLE.
  - 17. THE PROPOSED DEVELOPMENT MEETS THIS REQUIREMENT.
  - 18. AREAS DEVOTED TO TENT CAMPING SHALL MEET THE FOLLOWING STANDARDS:
    - (a) TENT SITES SHALL BE DESIGNATED AND MAY INCLUDE A SPECIFIC TENT PAD.
    - (b) THE MINIMUM TENT SITE AREA SHALL BE 300 SQUARE FEET.
    - (c) THE MINIMUM SETBACK FOR A TENT PAD SHALL BE TWENTY (20) FEET FROM AN ADJACENT TENT PAD, PARKING AREA OR INTERNAL STREET.
    - (d) TENT SITES MAY CONTAIN A PICNIC TABLE, FIRE RING AND A LANTERN STAND.
    - (e) PARKING SHALL BE PROVIDED AT THE RATE OF 1.5 SPACES PER TENT SITE. PARKING AT THE TENT SITE IS NOT REQUIRED; HOWEVER, REQUIRED PARKING SHALL NOT BE MORE THAN FIVE HUNDRED (500) FEET FROM THE DESIGNATED TENT SITE. WHERE PARKING IS LOCATED AWAY FROM THE TENT SITE, PEDESTRIAN PATHS SHALL BE PROVIDED.
    - (f) A CENTRAL SERVICE BUILDING SHALL BE PROVIDED WITHIN 300 FEET OF EACH TENT SITE. THE SERVICE BUILDING SHALL CONTAIN TOILET FACILITIES, BATHS AND SHOWERS.
    - (g) TENT CAMPING IS NOT ANTICIPATED TO BE A PART OF THE PROPOSED PROJECT.
  - 19. RECREATIONAL VEHICLES PLACED ON SITES WITHIN ZONES V1-V6 OR V ON THE COMMUNITY'S FIRM SHALL EITHER:
    - (a) BE FULLY LICENSED AND READY FOR HIGHWAY USE, ON ITS WHEELS OR JACKED SYSTEM, ATTACHED TO THE SITE ONLY BY CABLE DISCONNECT TYPE UTILITIES AND SECURITY DEVICES AND HAVE NO PERMANENTLY ATTACHED ADDITIONS; OR
    - (b) MEET THE REQUIREMENTS OF SECTION 5.06.14 HEREIN.
    - (c) THE RV PADS ARE ALL LOCATED OUTSIDE OF THESE COASTAL HIGH HAZARD FLOOD ZONES.

CONCLUSION: WE ARE PROPOSING THE FOLLOWING:
 

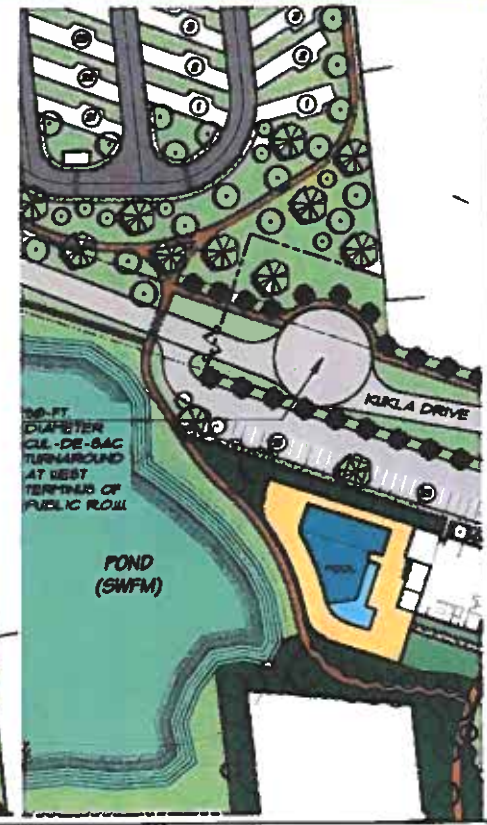
- PEDESTRIAN WALKWAYS WILL BE LOCATED OUTSIDE OF THE BUFFER AREAS ADJACENT TO THOSE PARCELS USED FOR RESIDENTIAL PURPOSES.
- NOTE THAT A PORTION OF HOLA DRIVE WAS ABANDONED IN THE PAST AND DOES NOT ALLOW FOR FREE FLOW OF TRAFFIC. HOWEVER, WE ARE PROPOSING TO PAVE ALL OF THE ROAD IN THE PUBLIC RIGHT-OF-WAY OF HOLA DRIVE WITH TYPED ROADS AREAS THAT WILL ALSO INCLUDE SIDEWALKS.

PREPARED BY: <b>THE PATRICK HODGES LAND STUDIO</b> <small>PLANNING • ARCHITECTURE • LANDSCAPE ARCHITECTURE</small> Post Office Box 041002 Panama Beach, FL 32401 Phone: 904-246-1000 Fax: 904-246-1001 LICENSE # 12434		PREPARED FOR: <b>KUKLA RV RESORT, LLC</b> RUPERT PHILLIPS 42 Orange Castle Drive Suite 101 Panama Beach, FL 32401 Phone: 904-246-1000	<small>3000 West Orange Avenue, Suite 100, Panama Beach, FL 32401</small>  <b>MCNEIL-CARROLL ENGINEERING, INC.</b> 42 Orange Castle Drive Suite 101 Panama Beach, FL 32401 Phone: 904-246-1000 <small>MEMBER OF THE ASSOCIATION OF PROFESSIONAL ENGINEERS</small>	 <b>ONE INCH EQUALS 100 FEET SCALE IN FEET</b>	 <b>NORTH</b>	<b>KUKLA RV RESORT</b> <b>PRELIMINARY MASTER PLAN &amp; KEY SHEET</b> <small>(REVISED 05/2016)</small> Hutchison Boulevard   Clara Avenue   Front Beach Road Panama City Beach   Florida	<small>Approved by ACCESS</small> <small>Reviewed by FPM</small> <small>DATE: 05/20/16 1:30 P</small> <b>L1A</b> <small>Sheet 1 of 4</small>
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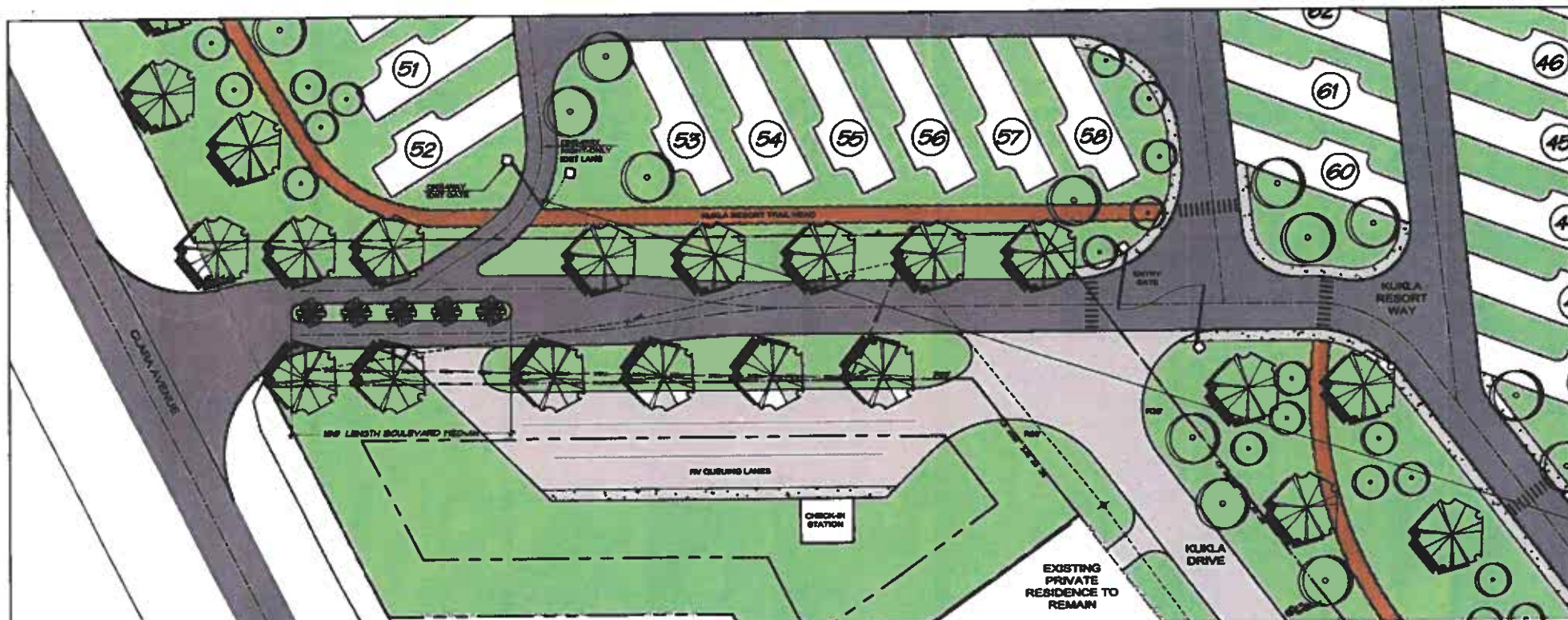


**GENERAL NOTES**

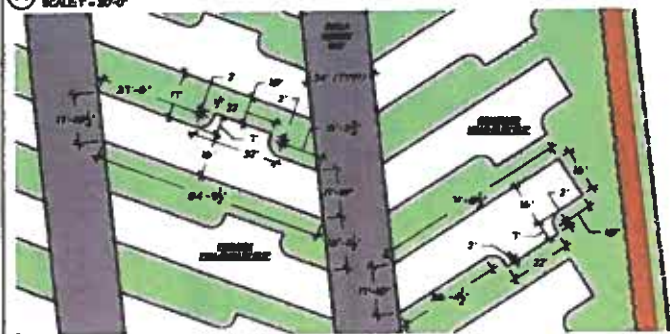
1. THIS PRELIMINARY MASTER PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE BASED ON THE CITY OF PANAMA CITY BEACH SITE PLAN REVIEW AND APPROVAL PROCESS, FINAL CIVIL ENGINEERING DESIGN AND OTHER APPLICABLE LOCAL AND STATE PERMIT APPLICATION REVIEW AND APPROVAL PROCESSES SUCH AS NWFWMID, FDEP, ETC.
2. BUILDING PLANS INCLUDED HEREON ARE SCHEMATIC OR CONCEPTUAL IN NATURE AND WILL REQUIRE THE ADDITIONAL SERVICES OF A LICENSED ARCHITECT, STRUCTURAL/MECHANICAL/ELECTRICAL AND PLUMBING ENGINEERS AND OTHERS FOR FINAL DESIGN, CONSTRUCTION DOCUMENTS AND BUILDING PERMITS.
3. THESE DRAWING DOCUMENTS AND ALL CONTENTS ARE THE PROPERTY OF THE PATRICK HODGES LAND STUDIO. ALL RIGHTS ARE RESERVED. UNAUTHORIZED USE OR REPRODUCTION, IN PART OR WHOLE, FOR ANY PURPOSE IS UNLAWFUL AND PROHIBITED EXCEPT BY EXPRESS WRITTEN CONSENT.



<p>PREPARED BY: <b>THE PATRICK HODGES LAND STUDIO</b> PLANNING • ENGINEERING • LANDSCAPE ARCHITECTURE</p> <p>Pat Hodges, P.E. 01-000 Panama City Beach, FL 32414 Phone: (904) 878-4555 www.patrickhodges.com LICENSED AND LICENSED</p>	<p><b>ROBERT PHILLIPS</b> 02 Building Codes State Date: 07/17 Panama Beach, FL 32414 Phone: (904) 878-4555</p>	<p><b>KUKLA RV RESORT, LLC</b></p>	<p>0100 Panama City Beach Parkway Panama City Beach, Florida 32414</p> <p><b>McNEIL CARROLL ENGINEERING, INC.</b> Professional Engineering Consultants STATE OF FLORIDA CERTIFICATE OF REGISTRATION NUMBER 7280</p> <p>Phone: (904) 878-4555 Fax: (904) 878-4555</p> <p>Scott B. Inghel, P.E. 0017 02/17</p> <p>Robert L. Carroll, P.E. 0017 02/17</p>	<p>ONE INCH EQUALS 50 FEET SCALE IN FEET</p>	<p><b>NORTH</b></p>	<p><b>KUKLA RV RESORT</b> <b>PRELIMINARY MASTER PLAN &amp; KEY SHEET</b> (SHEET 02 OF 02)</p> <p>Hutcheson Boulevard   Clara Avenue   Front Beach Road Panama City Beach   Florida</p>	<p>DATE: 07/17/2017 DRAWN BY: RPH CHECKED BY: RPH SCALE: AS SHOWN</p> <p><b>L2</b> SHEET 02 OF 02</p>
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**A** CLARA AVENUE INTERSECTION - ENTRANCE  
SCALE 1" = 30'-0"



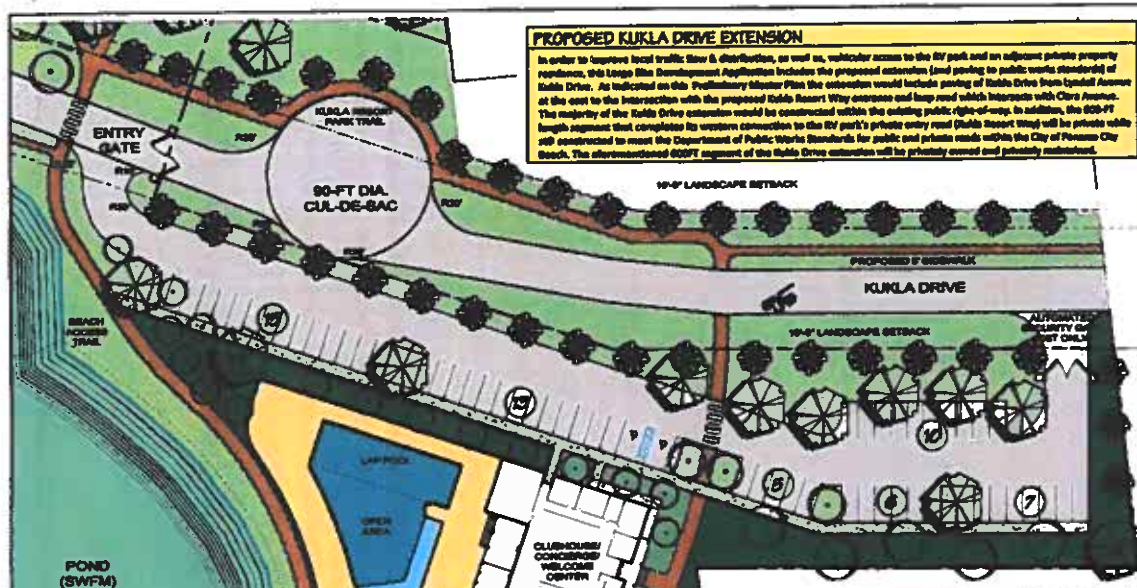
**B** ENLARGED PLANS - HEAD-IN & FULL-THRU RV SLIPS  
SCALE 1" = 30'-0"

**GENERAL NOTES**

1. THIS PRELIMINARY MASTER PLAN IS CONCEPTUAL IN NATURE AND SUBJECT TO CHANGE BASED ON THE CITY OF PANAMA CITY BEACH SITE PLAN REVIEW AND APPROVAL PROCESS, FINAL CIVIL ENGINEERING DESIGN AND OTHER APPLICABLE LOCAL AND STATE PERMIT APPLICATION REVIEW AND APPROVAL PROCESSES SUCH AS NWFWM, FDEP, ETC.
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<p>DESIGNED BY: <b>THE PATRICK HODGES LAND STUDIO</b> 14000-14000-14000-14000-14000-14000 14000-14000-14000-14000-14000-14000 14000-14000-14000-14000-14000-14000 14000-14000-14000-14000-14000-14000</p>		<p><b>KUKLA RV RESORT, LLC</b></p> <p>ROBERT PHILLIPS 42 Business Center Blvd Suite 104 Mims, FL 32060 Phone: 904-444-4444</p>	<p>REGISTERED PROFESSIONAL ENGINEER</p> <p><b>MCNEIL CARROLL ENGINEERING, INC.</b></p> <p>17000 Panama City Beach Parkway Panama City Beach, Florida 32413 Phone: 904-232-2700 Fax: 904-232-2700</p> <p>Robert J. Carroll, P.E. Professional Engineer STATE OF FLORIDA CERTIFICATE OF ALCORPORATION NUMBER 7366</p>	<p>ONE INCH EQUALS 20 FEET SCALE IN FEET</p>	<p>NORTH</p>	<p><b>KUKLA RV RESORT</b> PRELIMINARY MASTER PLAN &amp; KEY SHEET</p> <p>Hutchinson Boulevard   Clara Avenue   Front Beach Road Panama City Beach   Florida</p>	<p><b>L3</b></p>
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**PROPOSED KUKULA DRIVE EXTENSION**  
 In order to improve local traffic flow & distribution, as well as, vehicular access to the RV park and an adjacent private property Kukula Drive, as indicated on this Preliminary Master Plan the extension would include paving of Kukula Drive from Central Avenue to the east to the intersection with the proposed Kukula Resort Way entrance and loop road which intersects with Clara Avenue. The majority of the Kukula Drive extension would be constructed within the existing public right-of-way. In addition, the 900-FT length segment that completes its western connection to the RV park's private entry road (Kukula Resort Way) will be private while still constructed to meet the Department of Public Works Standards for public and private roads within the City of Panama City Beach. The aforementioned 900FT segment of the Kukula Drive extension will be primarily owned and primarily maintained.



**RAMP DESCRIPTION:**  
 WIDTH: 5'  
 LENGTH: 30' @ 1:12  
 (2) 5' X 5' LANDINGS - 1 AT TOP, 1 AT BOTTOM

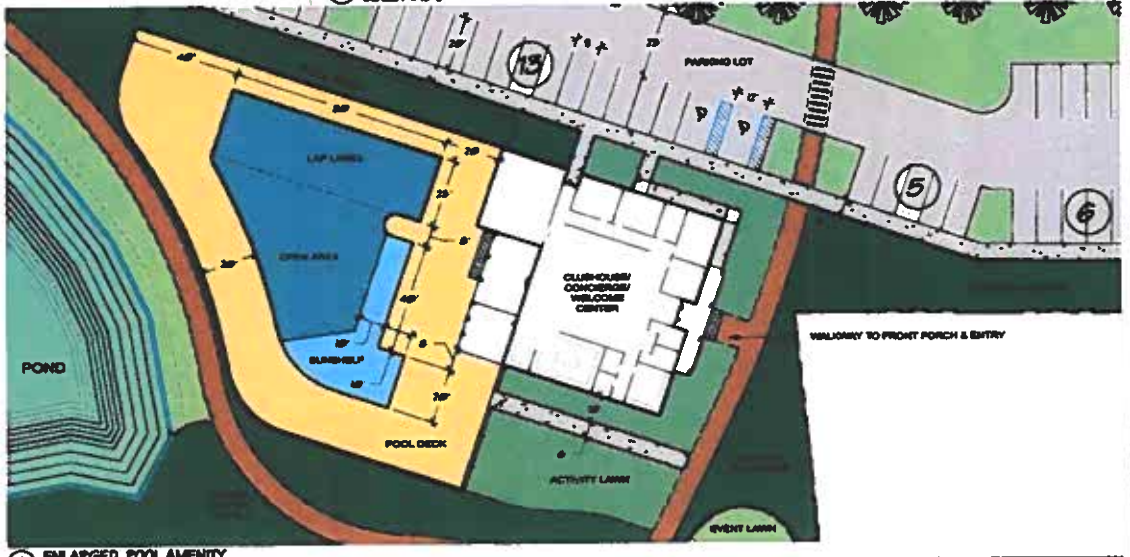
**(D) ENLARGED CLUBHOUSE & CONCERGE SCHEMATIC PLAN**  
 SCALE: 1" = 10'-0"



**GENERAL NOTES**

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2. BUILDING PLANS INCLUDED HEREIN ARE SCHEMATIC OR CONCEPTUAL IN NATURE AND WILL REQUIRE THE ADDITIONAL SERVICES OF A LICENSED ARCHITECT, STRUCTURAL/MECHANICAL/ELECTRICAL AND PLUMBING ENGINEERS AND OTHERS FOR FINAL DESIGN, CONSTRUCTION DOCUMENTS AND BUILDING PERMITS.
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**(A) ENLARGED PARKING, CONCERGE, WELCOME CENTER & POOL AMENITY**  
 SCALE: 1" = 20'-0"



**(C) ENLARGED POOL AMENITY**  
 SCALE: 1" = 20'-0"

**PREPARED BY:**  
**THE PATRICK HODGES LAND STUDIO**  
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**PROPOSED BY:**  
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 Panama City Beach, FL 32413  
 Phone: 904-244-4444

**DESIGN CONSULTANTS:**  
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 1700 Panama City Beach Parkway  
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 Phone: 904-244-0100  
 Fax: 904-244-0100  
 State of Florida Certificate of Professional Engineering License 7588

**Soak & Saffell, P.E.**  
 License No. 12888  
**Robert J. Carroll, P.E.**  
 License No. 12888

30' 0" 15' 0" 0'  
**SCALES AS IDENTIFIED ON ENLARGEMENTS ABOVE**



**KUKULA RV RESORT**  
**PRELIMINARY MASTER PLAN & KEY SHEET**  
 (GENERAL NOTES)  
 Hutchison Boulevard | Clara Avenue | Front Beach Road  
 Panama City Beach | Florida

ISSUED BY: HODGES  
 DATE: 10/15/2024  
 PROJECT NO.: PH-2024-001  
 SHEET NO.: L4  
 TOTAL SHEETS: 10

# **REGULAR AGENDA**

## **ITEM #5**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

Parks & Recreation Department / Jim Ponek

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Provide final direction.

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A   
 DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

This is a follow up to City Council's request on January 14th to expand youth sports in Panama City Beach.



# City of Panama City Beach

February 11, 2021

To: Mayor and City Council

From: City Manager Tony O'Rourke

Parks & Recreation Director Jim Ponak

Re: Youth Sports

On January 14, the City Council inquired about the feasibility of expanding youth sports opportunities this year, in particular youth softball and youth flag football. Before addressing these new opportunities, we think it is important to understand what youth and adult recreation opportunities and activities already exist.

Based on the 2020 Citizen/Community Survey, we believe we have a robust, active system of parks and recreation for the Panama City Beach community. In fact, 83% rated the City's parks and recreation opportunities as excellent or good. The best example of these opportunities is reflected in the following Parks and Recreation Department youth and adult programs. That said, we are open to expanding our current program offerings.

## **2021 Youth Sports Programs offered by the Parks & Rec Dept:**

<b><u>Sport/Program</u></b>	<b><u>Participants</u></b>	<b><u>Ages</u></b>	<b><u>Cost</u></b>	<b><u>Games</u></b>	<b><u>Dates of Program</u></b>
Youth Baseball	415	5-14	\$85	9+Playoffs	February-June
Youth Spring Soccer	500	3-14	\$75	6+Playoffs	March-May
Miracle League Spring	60	5-Up	\$35	5 Games	March-May
Youth Fall Soccer	450	3-14	\$75	6+Playoffs	Aug-Oct
Miracle League Fall	60	5-Up	\$35	5 Games	Sept-Nov
Youth Basketball	250	5-14	\$75	6+Playoffs	Late Nov-Feb

## **2021 Youth Recreation Programs & Special Events:**

Summer Camps (sports/rec)	3800	3-15	\$15-Up		June-August
Swim Lessons	2500	0-Up	\$15-Up		May-Sept
Karate	100	5-Up	\$5 class		Jan-Dec
Fishing Rodeo	500	0-16	Free		April 24
Easter Egg Hunt	2000	0-10	Free		April 3
Aquatics Open Swim	20,000	0-Up	\$5		May-Sept

Aquatic Toddler Swim	3,000	0-5	\$3	May-Sept
Water Safety/Red Cross Training	50	0-up	\$50	Feb-Aug
Trunk or Treat	1,000	0-Up	Free	Oct 30
Boys and Girls Club	200	5-13	Club	Jan-Dec

**2021 Adult Sports, Recreation & Special Events:**

Open Pickleball	Walking off the Pounds
Open Gym	Threads that Bind Sewing Group
Soccer Friendly	Yoga
Water Exercise & Lap Swimming	Tops Weight Loss Group
Line Dancing	Stroller Moms
Zumba	Sunshine Ladies
Men’s Fall Softball League 10 teams	Senior Softball
Coed Fall Softball League 20 teams	City Beach Pier Operations
4 <sup>th</sup> of July Fireworks	City Beach Open Volleyball & Fishing Derby
Summer Concert Series every Wed.	7:30-9:30pm July, Aug and 2 days in Sept.

**A sample of 2021 Tournaments/Special Events we assist with:**

- \*Baseball, Softball & Soccer Tournaments 80% of every weekend available
- \*Baseball & Softball Tournaments June, July and August – Monday -Sunday
- We will see over 2,500 teams compete at Frank Brown Park...**
- \*Aaron Bessant Park February-October: Jazz Festival, Boat Show, Car Show twice, Summer Concert Series, Additional concerts No blackout dates, Octoberfest, Unwind, campaigns, 5 k runs, parades, rugby/soccer tournaments, Theatrical Events, Food Truck Event, Making Strides, Pirates of the High Seas and Beach Home for the Holidays, Veterans Memorial Events and Iron Man.
- \*City Beach Volleyball Tournaments, 4<sup>th</sup> of July/Pirates of High Seas and New Years Eve Fireworks
- \*Frank Brown Festival Grounds: Gulf Coast Jam, Jeep Jam, Thunder Beach, Scottish Festival, Cops and Kids, Circus Italia, Paint Ball Championships and more...
- \*Lyndell Conference Center/Library – Weekly Wedding/Retirement parties, dinners, events such as the Annual Alzheimer’s Fundraiser, Senior Concerts, Pickleball Tournaments and more.
- \*The Aquatic Center-Over 15 Swim Meets, First Responder Training, Visiting Swim Teams, Colleges, Navy Scuba Agency Training and the Fitter & Faster Swim Tour.

**Girls Fast-Pitch Softball**

In 2019 and 2020 we hosted spring girls’ softball for 10 and under and 13 and under girls. In 2019 and 2020, total participation was 97 and 63 respectively. By comparison, youth participation in baseball, basketball, soccer, and swimming is substantially greater. The department has used the same marketing initiatives for all these youth sports.

To boost girls’ fast-pitch softball participation, we had been prior to January 14, in discussions with the Arnold High School Athletic Director and Softball Coach Rick Green about creating an 8-week/8 team fall girls fast-pitch softball program for approximately 110 girls ages 7 to 14 starting

on September 7. The softball program will be designed to attract new participants to the sport through instructional development, practices and league play. The girls fast-pitch softball registration fee is proposed at \$85, similar to youth baseball. The fee will cover referees, scorekeepers, fields, T-shirt, uniforms, instructional camps and marketing expenses. The following is a proposed fall softball program schedule:

September 7-9	Instructional Camp, Evaluations and Team Selection
September 14, 16, 21	Practices
September 23	League Play on Thursdays (8 games & playoffs)
October 28	League Ends

To generate greater participation for girls’ softball, given the competition for players is very intense based on other year-round sports, we propose the following marketing initiatives:

- Distribute digital flyers at local elementary and junior high schools (These must be approved for distribution by the district office.)
- Get permission to use a school’s PTA email list or have the school send it out to their members.
- Post opportunity on City website under News and on Parks and Recreation page.
- Post banners at Frank Brown Park baseball field and at Aaron Bessant Park during the summer concert series.
- Create Public Service Announcement for local radio and television stations.
- Post on City’s Facebook and Twitter pages, and the Parks & Recreation FB page.
- Place an ad in the Parks & Recreation summer brochure.
- Utility bills promotion.
- Media coverage.

**Flag Football**

The U.S. government produces limited data on youth sports participation rates before high school age. In that void, the best data available on youth sports participation between the ages of 6 to 12 is conducted by the Sports & Fitness Industry Association (SFIA).

Based on SFIA State of Play 2019 data, the top 15 regular sport participation for kids ages 6 to 12 are:

- |               |           |
|---------------|-----------|
| 1. Bicycling  | 4,700,000 |
| 2. Basketball | 4,200,000 |
| 3. Baseball   | 4,100,000 |
| 4. Soccer     | 2,200,000 |
| 5. Golf       | 1,400,000 |
| 6. Tennis     | 1,300,000 |

7. Gymnastics	1,000,000
8. Flag Football	989,000
9. Volleyball	846,000
10. Tackle Football	839,000
11. Cheerleading	775,000
12. Swimming (team)	417,000
13. Softball (fast pitch)	359,000
14. Ice Hockey	324,000
15. Track & Field	307,000

The Parks & Recreation Department can expand its current youth sports opportunities in basketball, baseball, soccer, swimming, softball, and karate by developing a flag football program for the 2021 winter season.

Currently the spring, summer and fall Frank Brown Park and Aaron Bessant Park athletic fields are consumed by youth soccer, baseball, sports tournaments and special events. However, a window for November, December and January exists to host flag football practices and six league games plus playoffs. We anticipate a coed 7 on 7 flag football league consisting of approximately 27 to 28 teams or 275 participants ages 6 to 14.

The Parks & Recreation Department proposes to conduct flag football marketing and registration in the early fall, with a marketing campaign similar to girls' fast-pitch softball, recruit and hire referees and score keepers, and schedule practices, games and playoffs for November, December and January. To staff this effort, the Parks & Recreation Department will use existing personnel and recommend the reclassification in December of the existing Recreation Administrative Support Specialist (Grade 10) to a Recreation Supervisor (Grade 16). The current Recreation Administrative Specialist Suzanne Canady is scheduled to retire in December 2021 and is at the top of the Grade 10 pay scale, (\$20 per hour). We would propose reclassifying the position to a Recreation Supervisor (Grade 16) with a starting hour rate of \$22 per hour, so there will be a small budget impact of approximately \$4,000.

We propose a flag football registration fee of \$85 to cover referees, scorekeepers, T-shirt uniforms, footballs, football instruction camp and marketing expenses. The \$85 fee is consistent with youth baseball and the girls' softball proposal.

Upon final City Council direction on implementing a youth softball and flag football program, we recommend development of a Youth and Adult Sports Committee; this group would research and explore the viability of creating private non-profit sports organizations in coordination with the City's Parks and Recreation function to expand the youth and adult recreation opportunities in the community.



**Youth Sports  
Feasibility Plan  
for  
Girls' Fast-Pitch Softball  
Coed Flag Football**





# Current Youth and Adult Parks & Rec Department

Programs rated 83%  
excellent/good in 2020  
Community Survey



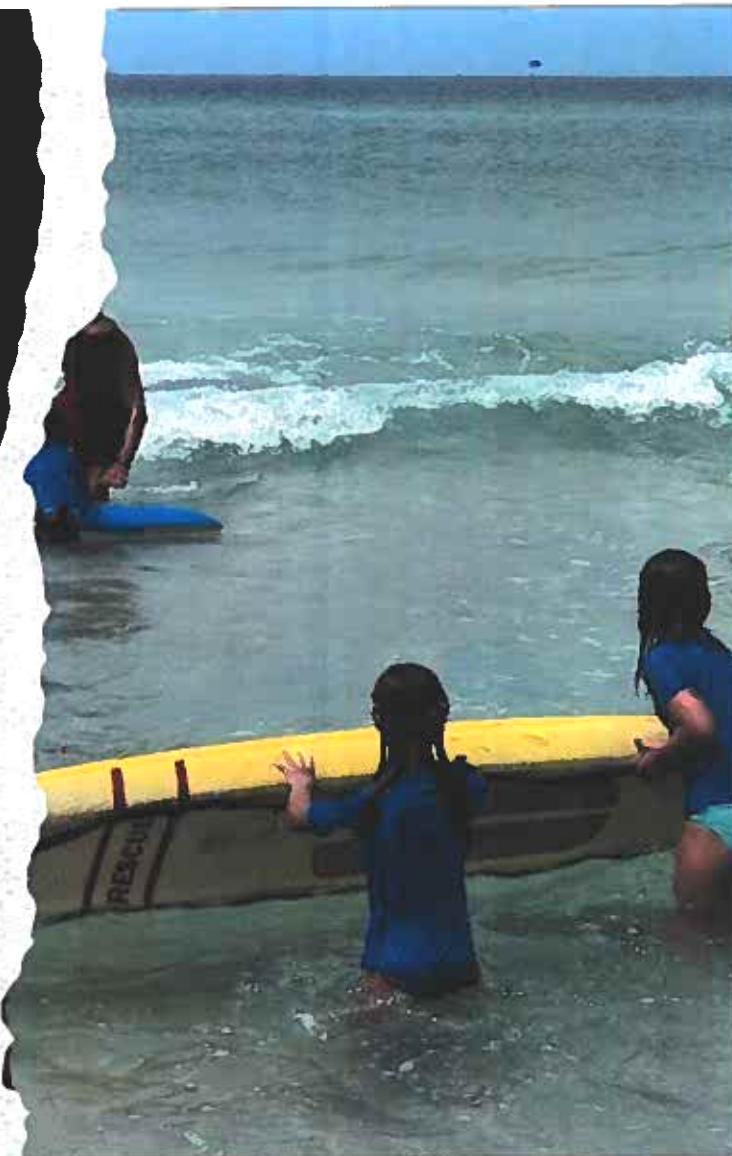


# 2021 Youth Sports Programs

<u>Sport</u>	<u>Participants</u>	<u>Ages</u>	<u>Cost</u>	<u>Games</u>	<u>Dates</u>
Baseball	415	5-14	\$85	9+Playoffs	Feb.–June
Spring Soccer	500	3-14	\$75	6+Playoffs	March-May
Miracle League Spring	60	5-Up	\$35	5 Games	March-May
Fall Soccer	450	3-14	\$75	6+Playoffs	Aug-Oct
Miracle League Fall	60	5-Up	\$35	5 Games	Sept-Nov
Youth Basketball	250	5-14	\$75	6+Playoffs	Late Nov-Feb

# 2021 Youth Recreation Programs & Special Events

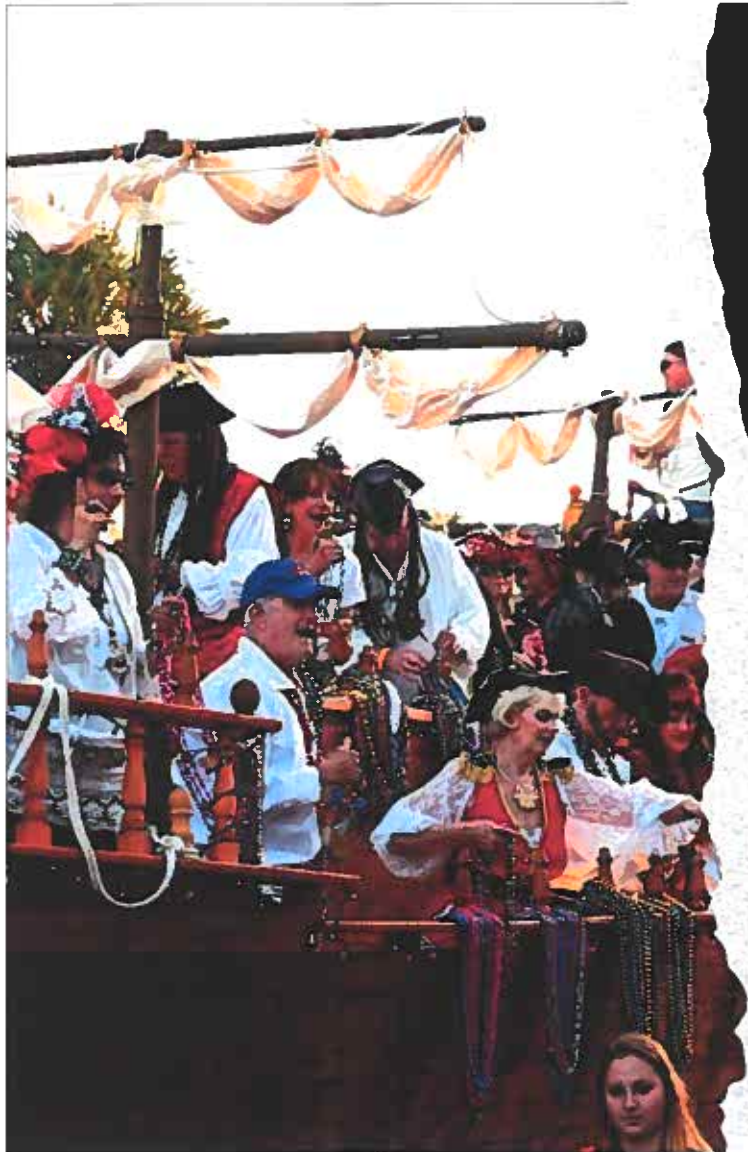
<u>Program</u>	<u>Participants</u>	<u>Ages</u>	<u>Cost</u>	<u>Dates</u>
Summer Camps	3,800	3-15	\$15-Up	June-August
Swim Lessons	2,500	0-Up	\$15-Up	May-Sept
Karate	100	5-Up	\$5 class	Jan-Dec
Fishing Rodeo	500	0-16	Free	April 24
Easter Egg Hunt	2,000	0-10	Free	April 3
Aquatic Open Swim	20,000	0-Up	\$5	May-Sept
Aqu. Toddler Swim	3,000	0-5	\$3	May-Sept
Water Safety				
Red Cross Training	50	0-up	\$50	Feb-Aug
Trunk or Treat	1,000	0-Up	Free	Oct 30
Boys and Girls Club	200	5-13	Club	Jan-Dec





## 2021 Adult Sports, Recreation & Special Events

- Open Pickleball
- Open Gym
- Soccer Friendly
- Water Exercise/Lap Swim
- Line Dancing
- Zumba
- 4<sup>th</sup> of July Fireworks
- Senior Softball
- Men's Fall Softball League 10 teams
- City Beach Open Volleyball & Fishing Derby
- Summer Concert Series every Wed. July, Aug and 2 days in Sept.
- Walking off the Pounds
- Threads that Bind Sewing Group
- Yoga
- Tops Weight Loss Group
- Stroller Moms
- Sunshine Ladies
- City Beach Pier Operations
- Coed Fall Softball League 20 teams



## A sample of 2021 Tournaments & Special Events we assist with

- Baseball, Softball & Soccer Tournaments
- Baseball & Softball Tournaments June-Aug, Mon -Sun
- Aaron Bessant Park Feb-Oct: Jazz Festival, Boat Show, Car Show (2), Summer Concert Series, Other concerts, Octoberfest, UNWineD, campaigns, 5k runs, parades, rugby/soccer tournaments, theatrical events, Food Truck Event, Making Strides, Pirates of the High Seas, Beach Home for the Holidays, Veterans Memorial Events and Iron Man.
- City Beach Volleyball Tournaments, 4<sup>th</sup> of July/Pirates/New Years Eve Fireworks
- Frank Brown Festival Grounds: Gulf Coast Jam, Jeep Jam, Thunder Beach, Scottish Festival, Cops N Kids, Circus Italia, Paint Ball Championships, etc.
- Lyndell Conference Center/Library – Weekly Wedding/Retirement parties, dinners, special events
- The Aquatic Center-Over 15 Swim Meets, First Responder Training, Visiting Swim Teams, Colleges, Navy Scuba Agency Training and the Fitter & Faster Swim Tour.

*We will see over 2,500 teams compete at Frank Brown Park.*



## Girls' Fast-Pitch Softball

- 2019 – 97 participants
- 2020 – 63 participants

### PROPOSED 2021

- Program with Rick Green Sept-Oct.
- 8-week, 8-team league at Frank Brown
- 110 girls
- Ages 7-14
- Instructional Camp
- Practices
- League Play
- Playoffs
- Registration Cost \$85  
(Covers marketing, T-shirt uniform, camp, referees, scorekeepers)



# Flag Football

## PROPOSED 2021

- Frank Brown Athletic Fields
- November, December, January
- Coed 7 on 7 flag football
- 275 participants
- Ages 6-14
- 27-28 teams
- 6 games plus playoffs
- Registration Cost \$85  
(Covers marketing, footballs, T-shirt uniform, camp, referees, scorekeepers)



## Future Plans

- Explore research and development of private non-profit youth sports organizations to compliment City youth and adult sports activities.



# **REGULAR AGENDA**

## **ITEM #6**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:  
Utilities Department - Mark Shaeffer

2. MEETING DATE:  
February 11, 2021

3. REQUESTED MOTION/ACTION:  
Progress update Regarding Water Utility Risk and Resiliency Evaluation.

4. AGENDA  
PRESENTATION   
PUBLIC HEARING   
CONSENT   
REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES  NO  N/A   
DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

6. IDENTIFY STRATEGIC PRIORITY  
 Financial Health  Economic Development  Quality of Life  N/A  
 Public Safety  Transportation  Attractive Community

7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?

City Manager requested an update regarding the Risk and Resiliency Assessment of the City's water system being performed by our engineering consultant Dewberry. Attached is a summary memorandum regarding the objectives, procedure and recommendations.



# City of Panama City Beach

February 5, 2021

To: Mayor and City Council

From: Mark Shaeffer-Utilities Director

Re: Status Update on the City's Water System Risk and Resiliency Assessment

City Manager O'Rourke requested an update regarding the Risk and Resiliency Assessment (RRA) of the City's Water System being performed by our engineering consultant Dewberry. This assessment is required for all utilities of our size and larger in the United States under the 2018 America's Water Infrastructure Act (AWIA). An emergency response plan (ERP) is also required under the terms of this Act.

For the Risk and Resiliency Assessment, the AWIA requires that "Each community water system shall conduct an assessment of the risk to and resilience of its system." Objectives of the City's RRA are as follow:

- Compliance with the AWIA and regulations requiring the RRA be completed and submitted to the EPA by December 31, 2020. Our certification was submitted on time on December 21, 2020. The deadline for the ERP is June 30, 2021 and our consultant is currently under contract and working on this Plan as well.
- Improve or protect our system's ability to achieve our mission of consistently providing safe drinking water.
- Better understand potential risks to our water utility.
- Reduce risks to our system and improve its resilience should a threat occur.
- Confirm and refine our current actions to manage risk and enhance resiliency.

Our RRA utilizes the national industry standard methodology identified in the American Water Works Association (AWWA) Standard J-100. J-100 includes a process that identifies critical water system components to maintain a minimum level of service following a threat, identifies threats our water system (natural hazards including hurricanes, lightning, etc. and man-based like sabotage, cyber-attack, etc.).

A risk determination method is identified in the J-100 Standard based upon the product of monetized consequences, the vulnerability (likelihood given a threat occurs resulting in the

consequences identified) and the threat likelihood (probability or frequency a specific threat occurs over a one-year period). These are combined into a dollar-based valued amount.

After implementation of improvements/countermeasures indicated in the Assessment, the City's monetized risk would be reduced from \$27,346,330 to \$2,593,800. Similarly, the monetized median and average risks will be reduced from \$318,600 to \$23,920 and \$1,608,608 to \$152,576 respectively.

# **REGULAR AGENDA**

## **ITEM #7**



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

**1. DEPARTMENT MAKING REQUEST/NAME:**

CRA/David O. Campbell

**2. MEETING DATE:**

February 11, 2021

**3. REQUESTED MOTION/ACTION:**

Council discussion of crosswalks in the CRA

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

**5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** YES  NO  N/A

DETAILED BUDGET AMENDMENT ATTACHED YES  NO  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

The Panama City Beach Police Department provided a list of crosswalk upgrade priorities based on the number of accidents occurring at approximately 158 locations along Front Beach Road.

Attached are the staff recommendations for the 19 most critical locations. Recommendations include cost and timing of the improvements as well as funding sources.

Attachments: Staff Recommendations  
Location Map

**City of Panama City Beach**  
**Front Beach Road CRA Midblock Upgrades per PCB Police Department Recommendation**

NO.	Location	Costs				Budget Year	Funding	
		Construction	*Design & Permitting		Total Range			
			15%	25%				
1	17403 Front Beach Road, Sandpiper Beacon Beach Resort (existing)	\$3,500	\$525	\$875	\$4,025	\$4,375	FY22	CRA-Assessment
2	16819 Front Beach Road, (Tidewater)	\$29,000	\$4,350	\$7,250	\$33,350	\$36,250	FY22	CRA Bond - Incorporate into Segment 3 plans, construction Change order
3	16230 Front Beach Road, WEST PIER PARK INTERSECTION AREA (existing)	\$31,000	\$4,650	\$7,750	\$35,650	\$38,750	FY22	CRA Bond - Currently in Segment 4.1 plans
4	16028 Front Beach Road, CALYPSO AREA (new)	\$29,500	\$4,425	\$7,375	\$33,925	\$36,875	FY22	CRA Bond - Incorporate into Segment 4.1 plans
5	15617 Front Beach Road, LOT BEHIND OLD SHIPPY TURTLE (new)	\$29,500	\$4,425	\$7,375	\$33,925	\$36,875	FY22	CRA Bond - Incorporate into Segment 4.1 plans
6	15285 Front Beach Road, SEAHAVEN MUTE! (new)	\$30,000	\$4,500	\$7,500	\$34,500	\$37,500	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
7	15203 Front Beach Road, SHARKY'S (existing)	\$27,000	\$4,050	\$6,750	\$31,050	\$33,750	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
8	15100 Front Beach Road, ORIGINS CONDOMINIUMS (existing)	\$27,500	\$4,125	\$6,875	\$31,625	\$34,375	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
9	14700/14701 Front Beach Road, (Emerald Beach Resort/Wyndham)	\$28,500	\$4,275	\$7,125	\$32,775	\$35,625	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
10	14123 Front Beach Road, ELMHAWK ISLAND (existing) Public Beach Access S1	\$25,000	\$3,750	\$6,250	\$28,750	\$31,250	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
11	13115 Front Beach Road, CAGLE INN (existing)	\$27,000	\$4,050	\$6,750	\$31,050	\$33,750	FY23	CRA Bond/TIF - Incorporate into Segment 4.2 plans
12	12110 Front Beach Road, 2017 2nd Cross Intersection (existing)	\$13,000	\$1,950	\$3,250	\$14,950	\$16,250	FY22	CRA-Assessment
13	13006 Front Beach Road, (Salty Goat)	\$27,500	\$4,125	\$6,875	\$31,625	\$34,375	FY24	CRA Bond/TIF - Incorporate into Segment 4.3 plans
14	12213 Front Beach Road, COUNTY PIER (existing)	\$9,500	\$1,425	\$2,375	\$10,925	\$11,875	FY22	CRA-Assessment
15	12011 Front Beach Road, Sterling Resorts (new)	\$30,000	\$4,500	\$7,500	\$34,500	\$37,500	FY24	CRA Bond/TIF - Incorporate into Segment 4.3 plans
16	11807 Front Beach Road, GRAND PANAMA (existing)	\$30,000	\$4,500	\$7,500	\$34,500	\$37,500	FY23	CRA-TIF
17	North Alf Coleman Road at High School (existing south)	\$29,000	\$4,350	\$7,250	\$33,350	\$36,250	FY22	General Fund
18	North Alf Coleman Road at High School (existing north)	\$29,000	\$4,350	\$7,250	\$33,350	\$36,250	FY22	General Fund
19	Richard Jackson Boulevard, Edgewater (Previous)	\$29,000	\$4,350	\$7,250	\$33,350	\$36,250	FY21/FY22	CRA-TIF-PPP with Edgewater
<b>Total:</b>		<b>\$426,500</b>	<b>\$63,975</b>	<b>\$106,625</b>	<b>\$557,175</b>	<b>\$605,625</b>		

IMMEDIATE ATTENTION - (NEW MIDBLOCK)
IMMEDIATE ATTENTION - (EXISTING MIDBLOCK)
IMMEDIATE ATTENTION - (SIGNALIZED INTERSECTION)
CONSIDERING
NEEDS TO BE ADDED

Note:

- Design & Permitting cost excludes any pedestrian crossing studies.
- 25% Design and permitting cost for a single crosswalk
- 15% - 20% Design and permitting cost for multiple crosswalks

# CROSSWALK LOCATION MAP

Segment 5 – Segment 3 – Segment 4.1 – Segment 4.2





**CROSSWALK LOCATION MAP**  
Segment 4.3  
Non-CRA

