

**CITY OF PANAMA CITY BEACH
PLANNING BOARD**

MEETING DATE: April 14, 2021
MEETING TIME: 1:00 P. M.
PLACE: City of Panama City Beach City Hall

AGENDA

- ITEM NO. 1** **Call to Order and Roll Call**

- ITEM NO. 2** **Pledge of Allegiance – Ms. Simmons**

- ITEM NO. 3** **Approval of February 10, 2021 Planning Board Meeting Minutes**

- ITEM NO. 4** **Public Comments-Non-Agenda Items Limited to Three Minutes**

- ITEM NO. 5** **2020 Concurrency Report Update**

- ITEM NO. 6** **Land Development Code Section 8 Discussion**

- ITEM NO. 7** **Code Enforcement Update**

All interested persons are invited to attend and to present information for the Board's consideration. Further information may be obtained from the Building & Planning Department at 233-5054, extension 2313. Anyone not appearing in person may submit written comments to the Building & Planning Department at 116 South Arnold Road, Panama City Beach, Florida 32413, any time prior to the stated meeting time. All comments received will be considered before final action is taken. If a person decides to appeal a decision of the Planning Board, a record of the proceedings will be needed. Such person will need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Lynne Fasone, City Clerk at City Hall, 17007 Panama City Beach Parkway, Panama City Beach, Florida 32413 or by phone at (850) 233-5100. If you are hearing impaired and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay system which can be reached at (800) 955-8771 (TDD). Notice is hereby provided that one or more members of the City Council or other City boards may attend and speak at the meeting.

ITEM NO. 5

2020 Concurrency Report Update

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2020
City of Panama City Beach
Concurrency Report



Prepared by the City of Panama City Beach
Building and Planning Department
March 2021

Summary:

This report is submitted per the requirements of Section 1, Policy 1.1 of the Concurrency Management System of the Comprehensive Plan. The report summarizes the status of the six facilities that have adopted level of service standards (LOS): potable water, sanitary sewer, drainage, solid waste, roadways and schools. Information from the Florida Natural Areas Inventory has also been included as required by the Comprehensive Plan *Policy 1.2, Conservation Element*.

Based on input from the City's Public Works and Utilities Departments, the Building Division, FDOT, and Bay County the findings of this report indicate the City has the necessary capacity to handle current demands at or better than the minimum LOS standard for applicable County, State and City facilities or has funded or is in the process of collecting proportionate fair share contributions for improvements to provide such capacity.

Two segments of the State Highway System, Panama City Beach Parkway (US 98) from Mandy Lane to Richard Jackson Boulevard and Richard Jackson Boulevard to Front Beach Road have traffic volumes that are currently exceeding the adopted level of service.

One segment of Front Beach Road, Hutchison Boulevard to Jackson Boulevard currently exceeds the adopted level of service.

If committed trips are included, one segment of Front Beach Road, SR 79 to Hutchison Boulevard will exceed the adopted level of service.

Another roadway within the City limits that also exceeds the adopted level of service is North Thomas Drive from Front Beach Road to Thomas Drive.

All of these road segments are located in the Front Beach Road Transportation Concurrency Exception area "TCEA". Although not required, the City chooses to maintain the Front Beach Road TCEA designation in order to implement policies of the Front Beach Road CRA.

Drainage:

The City, through its prior stormwater engineering consultant CDM Smith, has developed a stormwater master plan, which was finalized in late 2007. This process involved identifying and correcting existing deficiencies, establishing priorities for drainage facilities and replacement based on an adopted level of service standard. Currently the City regulates the review of drainage plans for new developments and redevelopments. The City adopted a stormwater ordinance in 1994, which regulates the quantity and quality of runoff. The ordinance was updated in 2007 to clarify and strengthen certain sections, though the core principles are unchanged. The level of service for stormwater quantity is: Peak post development runoff shall not exceed peak pre-development runoff rates based upon the 25-year critical duration storm if the development provides a

positive direct discharge into either a public stormwater system with sufficient capacity or into estuarine water bodies. It must be proven that the public stormwater system has sufficient capacity in excess of a 25-year critical storm event. Otherwise, attenuation of the 100-year critical duration storm must be taken into account. Most new projects fall within the requirement to attenuate the 100-year critical storm. In addition, many new projects are now located within the Federal Emergency Management Agency (FEMA) Special Flood Hazard Area. As part of being a community within the National Flood Insurance Program (NFIP) all projects within the City limits that are located in these flood zones must analyze the 100-year storm and establish base flood elevations per their regulations. The City ensures compliance with these regulations. The level of service standard for water quality is: The stormwater treatment systems must provide a level of treatment within 72 hours for the stormwater runoff from the first 1 inch of rainfall for projects and drainage basins of 100 acres or more, or as an option for projects with drainage basins less than 100 acres, the first ½ inch of runoff. The City also falls within the regulation of the Northwest Florida Water Management District (NFWFMD) and therefore is subject to the rules of the Environmental Resource Permit (ERP) process. The more restrictive policy for either process will apply.

July 27, 2006 a resolution was passed establishing a stormwater assessment, which aids in the delivery and funding of stormwater related essential services. The City's consultant Ennead, LLC was chosen to perform the initial analysis of each parcel within the City limits and calculate the assessment per parcel. Ennead, LLC also performs updates and preparation of the City's stormwater assessment roll to the property appraiser's office each year to be added to the Truth in Millage (TRIM) roll and paid through the property tax bill. This funding source allows the City to design and construct stormwater capital improvement projects to help alleviate localized flooding throughout the City limits. Property owners are able to apply for mitigation credit depending on improvements within their lot and or subdivision.

The City experiences on-going localized stormwater problems in several different locations scattered throughout Panama City Beach. These problems were identified during certain rainfall events and with the Stormwater Management Master Plan created in 2007. In January 2017, the City's contract with CDM Smith ended. The City advertised for statements of qualification for masterplan modeling, FEMA floodplain mapping, wetland evaluation and regulatory compliance evaluation, and design of major stormwater improvements. Staff negotiated a master services agreement with Dewberry as a consultant for these Professional Stormwater Engineering Services. September 2017 the City teamed with Bay County staff to analyze the Glades/Laird basin that is a shared basin along the eastern City limits. The first Task Order was issued September 2017 for Dewberry to convert the model from SWIM software to ICPR to serve as a planning tool that many consultant's and regulatory agencies utilize including FEMA. This effort provides the ability for the City to accurately account for potential stormwater impacts from proposed developments within the City limits and provide an accurate model to serve as a future capital improvements planning tool to address existing and future

stormwater issues within the City. As of December 2019, the final report was submitted for review to the City. Prior to the completion of the final report FDOT installed 3-36" storm pipes under Back Beach Road in front of the North Glades/Breakfast Point ditch that was constructed in 2019. The existing 3-30" stormwater pipes were left in place to convey drainage to the north side of Back Beach Road from the Moylan Road and Allison Avenue area. That flow is then directed to the ditch which discharges by overland flow through the St. Joe Company mitigation bank and ultimately into West Bay. The North Glades/Breakfast Point ditch is 5,760 LF long and 50' to 68' wide depending on location along the ditch. Construction is complete and the City is in the process of closing that project out. Flooding has substantially diminished in this basin due to these improvements. The City acquired an easement for this ditch and will maintain it moving forward.

The City currently has a Master Services Agreement with Dewberry and McNeil Carroll for design on capital improvement projects. There are specific projects that were originally identified for engineering services, but the list is continually being updated and reprioritized.

Of the original projects identified in 2007, the City has completed the construction of seven stormwater improvement projects that included Lullwater Drive, Moonlight Bay, Coral Drive, South Glades Trail, Hombre Circle, Beth and Gardenia, and Caladium Circle. These projects mainly consisted of replacing old deteriorating stormdrain pipe and culvert crossings. The initial engineering analysis was completed for south San Souci Street August 2010 and at that time did not seem like a feasible project based on a cost/benefit analysis due to land acquisition being required. However, currently the City is working with FEMA through the Local Mitigation Strategy and Hazardous Mitigation Grant Program to try and find a solution for a buyout and possible stormwater pond construction in that area to help alleviate localized flooding. The City installed an exfiltration chimney and roadside swale on South Vestavia Street, which does help alleviate some of the runoff within this basin. Eagle Drive has been partially completed and construction plans for the next phase is anticipated for this year. The City routinely evaluates stormwater issues and has made some changes and additions to the original project list.

The City planned to extend three beach outfalls as well as make repairs on one. Calypso outfall was extended, which incorporated an upstream exfiltration system and baffle box to allow trash and debris removal prior to making it to the beach. The City also extended the Ocean Reef outfall, which included installation of a baffle box upstream. The third outfall extension would most likely not be approved for permitting and therefore is not moving forward. The lining of the additional outfall pipe at Bonita Beach was completed and functioning well. January 14, 2021 City Council approved a professional services agreement with DDC Engineering, Inc. to complete a master stormwater basin study, design and permitting of eleven stormwater outfalls to the Gulf of Mexico located on Front Beach Road as identified in the City's stormwater master plan and four stormwater outfalls located in unincorporated Bay County. The overall scope of work for the services

can be assigned as funds are available. Task one: will include a basin study to combine two existing outfalls into a single outfall and design and permitting of the outfall approximately 1,500 feet out into the Gulf of Mexico. Task 2: will include a master basin study to determine other basin combinations to create single outfalls.

The City also evaluated options to help alleviate flooding on Alf Coleman Road. April 11, 2019 the City Council passed a resolution for Dewberry under a Master Services contract to perform professional services for engineering design, surveying, permitting and construction management services for a segment of Alf Coleman Road. Design included raising the roadway approximately 1.5 ft. between the vicinity of Emerald Beach Church of Christ driveway to north of CVS driveway (approximately 2,200 LF). The City anticipates receiving a Hazardous Mitigation Grant from FEMA in the amount of \$1.5 million. The City has partnered with FDOT constructing a pedestrian safety project along Alf Coleman Road between Back Beach Road and Middle Beach Road. The project includes 6' concrete sidewalk with curb and gutter. Design is complete and the City is preparing to bid the project this year. This is now being bid and constructed through the City's Community Redevelopment Agency (CRA) in conjunction with FDOT.

After an unseasonably high amount of rainfall in 2013, the City identified two additional areas of concern. The Glades Subdivision and surrounding areas along with the Gulf Highlands drainage area incurred a large amount of flooding during a large rainfall event in July 2013. CDM Smith was tasked to analyze different possible scenarios for the Gulf Highlands stormwater basin to see if proposed infrastructure improvements could help alleviate some of the flooding for 100-year rainfall events. The report concluded that adding 2-54" culverts at Front Beach Road near the Pompano Restaurant parcel, lowering a portion of the existing weir and re-establishing the downstream capacity would provide approximately 5" to 6" of relief to many Gulf Highlands residents during a 100-year storm event.

Dewberry, the City's stormwater consultant, assisted in submitting for FEMA Hazard Mitigation Grant Program (HMGP) Funds through the State Division of Emergency Management. This Grant was broken up into two phases. On January 8, 2015, the state sent the first phase of the subgrant agreement to the City for execution. The first and second phases are 100% complete and the City is currently in the process of filing for partial reimbursement through the HMGP grant program.

The City is also moving forward with two additional task orders for the Glades Subdivision. This includes culvert cleaning and structure design for culverts beneath Hombre Circle as well as construction plans for a channel located south of St. Bernadette Church. Both of these projects were also submitted to the Local Mitigation Strategy for Hazardous Mitigation Grant funds. McNeil Carroll Engineering is working on the design and permitting for these projects and we plan to move to construction of the Hombre Circle project in the beginning of next year. Sea Oats Phase 1 project was awarded and construction is 100% complete and is closed out. Sea Oats Phase 2

project was awarded and construction is 100% complete and we are working on the close out of this project. The construction of the remaining projects, currently identified as Sea Oats Drive Phase 2, Eagle Drive, and Henley Drive are anticipated to be completed as funding becomes available.

The City also conducted a Letter of Map Revision "LOMR" for the Colony Club Subdivision, Gulf Highlands Beach Resort area and the Alf Coleman stormwater basin. The LOMR process established base flood elevations in areas where they had not been established previously. The LOMR assisted residents in accurately determining the elevation of their homes to purchase adequate flood insurance coverage. The City also completed a Letter of Map Amendment "LOMA" for Colony Club and for Gulf Highlands. Negotiations have started with the St. Joe Company to conduct a LOMR for the Panama City Beach Commerce Park in its entirety to establish BFE's for each lot in the unnumbered Zone A in an attempt to provide better insurance costs for owners in this location. Staff plans to present a task order to City Council for the City's consultant to start the stormwater modeling data collection in this area for analysis.

Potable Water:

The City has a franchise from Bay County authorizing the City to provide water and sewer service to the incorporated City limits and unincorporated Bay County west of St Andrew Bay, and south of West Bay and the contiguous Intracoastal Waterway. It was originally granted in 1973 and has been amended several times in the past, with the most recent being titled the *First Amendment to Second Amended and Restated Franchise*, approved in 2012. The City utility system also purchases 100% of its potable water from Bay County via contract. The contract was initially entered into in 1992 and has been revised several times in the past, with the most recent being titled the *2002 Amendment To 1999 Amended And Restated Water Service Contract*. The term of the agreement is through 2042 and states that 26.4 million gallons per day (mgd) was available to the City in 2011 with best efforts by the County to be able to provide increasing amounts each year up to 33.79 mgd in the year 2020.

The City receives the treated County water via two delivery points at bridges crossing St. Andrew Bay and West Bay. That water is stored and re-pumped on demand to meet the City's water needs. The City's current available pumping and transmission capacity is approximately 37.8 mgd. The contract with the County has been designed to increase capacity by approximately 4% per year in order to continue to have capacity available for growth. Additionally, the City has two (2) - 7 million gallon storage tanks at its West Bay storage and pumping facility, and 2, 4 and 5 million gallon storage tanks at its McElvey Road storage and pumping facility near the St. Andrew Bay delivery point, which gives the City an additional 25 million gallons of working reserve for peak season and fire flow demand.

Bay County and the City had begun negotiations on an updated water contract in late 2010. However, the parties could not come to agreement and negotiations terminated

several months later, with the current contract remaining in effect. County staff has informally indicated a desire to reopen negotiations, though no action was taken in 2016. No substantive changes are expected in the short term.

It is estimated the average citizen consumes 125 gallons per day for planning purposes. Despite the COVID pandemic, daily water demand for January 1, 2020 through December 31, 2020 were comparable with 2019, ranging from 11.08 mgd to 17.04 mgd on a monthly average, with an annual average of 13.43 mgd. The maximum single-day demand was 18.90 mgd. The County's projected available capacity to supply potable water to the City in 2020 is 30.90 mgd, leaving an excess monthly average capacity ranging from mgd to 13.86 mgd with an annual average excess of 17.47 mgd. The excess on the single-day maximum was 12.00 mgd.

The City has also implemented a reclaimed water system that makes highly treated effluent from the wastewater system available for irrigation to new subdivisions and commercial developments. With the implementation of this reclaim system, it is estimated that the 2% of total potable water consumption previously used by similar developments will be replaced by reclaimed water in these new subdivisions.

Sanitary Sewer:

The City wastewater treatment plant (WWTP) provides Advanced Wastewater Treatment (AWT) quality effluent, with an accompanying wetlands effluent discharge system in a 2,900-acre facility containing 2,000 acres of receiving wetlands. Currently, the operating permit allows 14 mgd maximum monthly average (10 mgd annual average) treatment and disposal capacity. Monthly average plant flows for January 1, 2020 through December 31, 2020 ranged from 4.33 mgd to 10.28 mgd on a monthly average. The City's reclaimed water system referenced in the Potable Water section above has been in operation since 2006 and provided average flows between 1.10 and 4.28 mgd of irrigation water per month in the last calendar year, depending on the time of year and demands, to residential and commercial areas of the City.

The wastewater system has been growing at a faster rate than the water system since a significant portion of the City utility service area had municipal water service, but no sewer service for many years. The City has systematically constructed sewer collection systems in older neighborhoods, with eight being completed since 2003. Based on previous historic growth rates of wastewater generation, it is anticipated that there will be a 4% yearly growth in wastewater generation within the City's service area (from the Hathaway Bridge to the West Bay Bridge to the Phillips Inlet Bridge). Accordingly, the City has planned for facilities to be upgraded to coincide with the increased demand. A site for a second wastewater treatment facility has been purchased and preliminary planning for development has begun. Once completed, the second facility will provide additional capacity and will be interconnected with the existing system for enhanced reliability and load sharing.

Solid Waste:

The majority of solid waste generated in Panama City Beach had for many years been incinerated at the Bay County Waste to Energy Facility (WTE), however this facility has been closed. The Steelfield landfill will now receive all of Panama City beach's solid waste. The landfill also recycles scrap metals, primarily appliances that are prohibited by law from being landfilled.

The 620-acre landfill, consisting of 155 acres permitted of which 47 acres are filled, 27 acres are in active use and construction is underway to open an additional 36 acres. The facility has a life expectancy of 16 more years. On average Bay County processes 215,347 tons of material each year.

There are currently no plans to open a transfer station to replace the former Beach Transfer Station, which was closed. It is hoped that another solution will be found since the increased traffic to the landfill has caused State Road 79 to become littered with trash and debris and illegal dumping is expected to continue throughout the city.

Transportation:

The Bay County Transportation Planning Organization (TPO) annually adopts a Congestion Management System Plan that among other things provides information on current traffic volumes for major roads in Bay County. This report is used to assist local governments in their comprehensive planning and concurrency management activities. The information provided in this plan is based on traffic count data collected in 2020.

The above-mentioned TPO plan includes information and traffic data collected by FDOT and Bay County. Primary roadways located within the city limits and their corresponding capacities are listed in *Attachment I*. The roadway traffic volumes shown in *Attachment I* were determined using TPO data, City data and committed trips generated as a result of permitted development. Information depicted in red indicates capacity failures.

Legislation has created a proportionate share payment system that is available once a roadway has exceeded the adopted level of service. This system enables developers to pay (pay-as-you-go) for their proportionate share cost of the impact the development will have on a particular roadway. FDOT has been amenable to working with developers by "pipelining" necessary improvements to the Parkway. Pipelining is the process by which a developer can aggregate the costs of all required traffic improvements and construct one or more traffic improvements that will have the largest impact on mitigating traffic. The City and FDOT have entered into an agreement addressing the six-lanning of the Parkway from Mandy Lane to Thomas Drive. The Parkway will continue to see significant capacity improvement projects as the proportionate share system is implemented through pipelining. The FDOT 5-year Work Program includes funding for the Project Development and Environment Study phase of the 6-lanning of PCB Parkway.

The Front Beach Road Community Redevelopment Area was created to address the existing and future mobility of this roadway. Front Beach Road will be reconstructed with turn lanes, improved access management, landscaping, buried utilities, sidewalks, bicycle lanes, hardscaped areas, and a transit system on dedicated lanes. The design of Front Beach Road purposely limits the capacity improvements of vehicles in favor of significant improvements to the mobility of bicycles, pedestrians and transit. The success of the proposed transit system estimated to be constructed over the next 20 years will be directly related to the traffic congestion of the area. It is assumed that as traffic congestion increases, ridership of transit will also have a greater potential to increase. Therefore, the design of Front Beach Road is intended to result in increased traffic congestion so that alternative methods (bicycling, walking, transit ridership) will be preferred.

Construction along Front Beach Road west of the intersection of Hutchison Blvd and North Thomas Drive to the intersection of S. Thomas Dr. and along South Thomas Drive was completed in 2013. Segment 2 of Front Beach Road (South Thomas to Richard Jackson Boulevard) is underway and nearing completion. Final design for SR 79 (Front Beach Road to PCB Parkway) and Front Beach Road segment 3 (SR 79 to Lullwater Drive) was completed in 2014. However, due to new stormwater regulations the design had to be reevaluated and redesigned to accommodate for those changes. Design was completed in 2020. The design of Front Beach Road Segment 4.1 from Lullwater Drive to Hills Road is underway and should be complete in 2021. Construction of the southern portion of Powell Adams Road will begin in 2021 and is scheduled for completion in 2022. The design of Front Beach Road Segment 4.2 from Hills Road to Hutchison Boulevard is underway and should be complete in 2021. Design of Front Beach Road Segment 4.3 Hutchison to Richard Jackson Boulevard will begin in 2021 and should be complete by 2023.

Policies 1.5 and 1.6 of the Comprehensive Plan's Transportation Element addressed the need to pursue the creation of a Transportation Concurrency Exception Area (TCEA). These designations were created by the Florida Legislature as recognition that rating roadways by their LOS (ability to move traffic) often conflicts with other important programs such as community redevelopment. Since Front Beach Road will continue to experience high traffic demand, the City adopted a TCEA which encompasses the boundaries of the Front Beach Road Community Redevelopment Area. This will allow redevelopment within this corridor, which generates additional traffic over the established LOS standard. Although legislative changes have eliminated the TCEA designation statewide, the City will maintain the designation and continue to enforce policies as established in the TCEA report.

Existing and future traffic congestion of Front Beach Road have and are being addressed through the use of the Front Beach Road Community Redevelopment Area funds. The capacity improvements to each of these road segments will be in excess of the current volume and committed trips. Permitting of additional development along these corridors

and other roadways which will be over capacity will also require developers to participate in proportionate share payments until such time as the additional roadway capacity is made available.

In an effort to alleviate congestion on Panama City Beach Parkway, Bay Parkway Phase I was constructed in 2016-2017. Its limits are from Hwy. 79 going east approximately 3,800 LF and then turns south to tie into North Pier Park Drive. Bay Parkway Phase 2 has been designed and construction will be complete in 2021. It extends from Phase I approximately 36,500 LF east and then turns south to tie into Nautilus Street.

Schools:

To ensure adequate capacity for future and current students, City staff and Bay District School's personnel correspond to keep each other up to date on proposed developments, school expansions and student populations. According to Bay County School District publication "2020-2021 Five Year District Facilities Work Program", schools serving Panama City Beach students have the capacity to educate 5,980 students and a current enrollment of 4,495 students. With the inclusion of 78 new single family and 305 multifamily units permitted in 2020, it has been estimated using adopted student generation rates that the new units may add 60 new students to the Service Area. When these new students are added to the existing total enrollment, the Service Area will still have capacity for the additional students. Projections included in the Work Plan also projects 74% school capacity for the 2023-2024 school year. According to Bay County School District staff, the Panama City Beach area may experience capacity issues; however, the district has the ability to transfer shortfalls to adjacent zones to offset this shortfall in capacity and the construction of additional educational facilities are in the planning stages.

Natural Resources:

Information regarding natural resources was supplied by The Florida Natural Areas Inventory "FNAI", which is a non-profit organization administered by Florida State University. This group is involved in gathering, interpreting, and disseminating information critical to the conservation of Florida's biological diversity. FNAI staff builds and maintains a comprehensive database of the biological resources of Florida, which include element occurrences of rare plants, rare animals, and high-quality natural communities. These occurrences are maintained in a GIS database for mapping and analysis. FNAI staff has expertise in botany, zoology, ecology, land management, environmental planning, GIS, and database management.

FNAI staff has indicated that the City is "located on or very near a significant region of scrub habitat, a natural community in decline that provides important habitat for several rare species within a small area." Special consideration should be taken to avoid and/or mitigate impacts to these natural resources, and to design land uses that are compatible with these resources. FNAI habitat models indicate areas which based on land cover type,

offer suitable habitat for one or more rare species that is known to occur in the vicinity. Habitat models have been developed for approximately 300 of the rarest species tracked by the Inventory, including all federally listed species. According to FNAI data there is potential for several identified element occurrences of rare species located within the City limits.

Element Occurrences are areas of land and/or water in which a species or natural community is or was present. The Bureau has created files identifying those areas within or surrounding the city limits of Panama City Beach. This data is accessible on the City's GIS system and will be reviewed as a part of all annexation, rezoning and development order applications.

ATTACHMENT I

PANAMA CITY BEACH ROADWAYS
EVALUATION OF EXISTING LEVEL OF SERVICE

Notes:

Committed trips are calculated from approved traffic studies submitted as part of development order applications that have been approved and remain active.

Projected Volumes are from the City of Panama City Beach Building and Planning Department. A comparison was made in some cases with the traffic estimates of the Bay County TPO in order to validate the traffic projections.

TRAFFIC DATA SUMMARY

CITY OF PANAMA CITY BEACH 2019-2020

Road Name	From/To	Existing AADT/ PH Volume	Approved Trips	De Minimis AADT/ PH Trips	Total Committed AADT/ PH Trips	LOS Standard	Total AADT/ PH Volume	Remaining Capacity AADT/ PH Trips	110% Service Volume	110% Service Volume Exceeded?	Hurr. Evac. Route?	Planned Improvements
N. Thomas Dr.	Front Beach Road to Thomas Dr.	15,500 1,473	0 0	0 0	0 0	14,850 1,411	15,500 1,473	-650 -62	16,335 1,552	N N	Y	90% Engineering design completed.
S. Thomas Dr.	Front Beach Rd. to Thomas Drive	12,500 1,188	0 0	0 0	0 0	22,200 2,109	12,500 1,188	9,700 922	24,420 2,320	N N	Y	Completed in 2013.
Jackson Blvd. (formerly Beckrich Road)	PCB Parkway to Hutchison Blvd.	14,000 1,330	0 0	0 0	0 0	31,100 2,955	14,000 1,330	17,100 1,625	34,210 3,250	N N	Y	4-laning completed in '09.
	Hutchison Blvd. to Front Beach Rd.	7,700 732	0 0	0 0	0 0	25,239 2,398	7,700 732	17,539 1,666	27,763 2,637	N N	Y	4-laning completed in '20.
Alf Coleman Rd.	PCB Parkway to Hutchison Blvd.	8,900 846	1,410 134	0 0	1,410 134	14,850 1,411	10,310 979	4,540 431	16,335 1,552	N N	Y	60% of Engineering design completed. Stormwater and sidewalk constructed.
	Hutchison Blvd. to Front Beach Rd.	3,400 323	1,410 134	0 0	1,410 134	14,600 1,387	4,810 457	9,790 930	16,060 1,526	N N	Y	60% of Engineering design completed.
Lyndell Lane*	PCB Parkway to Hutchison Blvd.	1,500 143	410 39	0 0	410 39	10,000 950	1,910 181	8,090 769	11,000 1,045	N N	Y	
	Hutchison Blvd. to Front Beach Rd.	1,000 95	410 39	0 0	410 39	10,000 950	1,410 134	8,590 816	11,000 1,045	N N	Y	
Clara Avenue*	PCB Parkway to Hutchison Blvd.	2,000 190	410 39	0 0	410 39	10,000 950	2,410 229	7,590 721	11,000 1,045	N N	Y	Preliminary design completed.
	Hutchison Blvd. to Front Beach Rd.	2,000 190	410 39	0 0	410 39	10,000 950	2,410 229	7,590 721	11,000 1,045	N N	Y	Preliminary design completed.

Road Name	From/To	Existing AADT/ PH Volume	Approved Trips	De Minimis AADT/ PH Trips	Total Committed AADT/ PH Trips	LOS Standard	Total AADT/ PH Volume	Remaining Capacity	110% Service Volume	110% Service Volume Exceeded?	Hurr. Evac. Route?	Planned Improvements
Hill Road*	Front Beach Road to the Parkway	4,100 390	8,156 775	0 0	8,156 775	13,320 1,265	12,256 1,164	1,064 101	14,652 1,392	N N	Y	Preliminary design completed.
Powell Adams Rd.*	Front Beach Road to the Parkway	11,500 1,093	5,739 545	0 0	5,739 545	17,700 1,682	17,239 1,638	461 44	19,470 1,850	N N	Y	Seg. 1 (Pkwy. To Hilton) completed in 2013. 100% design of remainder comp.
Cobb Road*	Front Beach Road to the Parkway	3,000 285	0 0	0 0	0 0	10,000 950	3,000 285	7,000 665	11,000 1,045	N N	Y	
Churchwell Road*	Front Beach Road to the Parkway	2,400 228	0 0	0 0	0 0	22,850 2,171	2,400 228	20,450 1,943	25,135 2,388	N N	Y	Improvements completed in 2007.
Clarence Ave.*	Hutch. Blvd. to Moylan Road	2,500 238	320 30	0 0	320 30	10,000 950	2,820 268	7,180 682	11,000 1,045	N N	Y	
Front Beach Road	US 98 to SR 79	10,500 998	4,200 399	0 0	4,200 399	14,800 1,406	14,700 1,397	100 10	16,280 1,547	N N	Y	Sidewalk constructed in 2019.
	SR 79 to Hutch. Boulevard	13,193 1,253	3,778 359	0 0	3,778 359	14,800 1,406	16,971 1,612	-2,171 -206	16,280 1,547	Y Y	Y	PD&E study comp. in 2012. Final design completed in 2014 from SR 79 to Lullwater Dr.
	Hutch. Blvd. to Jackson Blvd.	15,500 1,473	0 0	0 0	0 0	14,800 1,406	15,500 1,473	-700 -67	16,280 1,547	N N	Y	
	Jackson Blvd. to N. Thomas Drive	13,600 1,292	0 0	0 0	0 0	14,800 1,406	13,600 1,292	1,200 114	16,280 1,547	N N	Y	FBR Segment 2 const. completed in '20.
	N. Thomas Drive to PCB Parkway	22,500 2,138	0 0	0 0	0 0	32,400 3,078	22,500 2,138	9,900 941	35,640 3,386	N N	Y	

Road Name	From/To	Existing AADT/ PH Volume	Approved Trips	De Minimis AADT/ PH Trips	Total Committed AADT/ PH Trips	LOS Standard	Total AADT/ PH Volume	Remaining Capacity	110% Service Volume	110% Service Volume Exceeded?	Hurr. Evac. Route?	Planned Improvements
Hutchison Blvd.	Front Beach Road to Jackson Blvd.	15,700	1,242	0	1,242	33,200	16,942	16,258	36,520	N	Y	Intersection improvements completed in 2013
		1,492	118	0	118	3,154	1,609	1,545	3,469	N		
Panama City Beach Parkway	Jackson Blvd. to Front Beach Road	27,500	3,686	0	3,686	33,200	31,186	2,014	36,520	N	Y	Int.imps. completed in 2009 for Jackson Blvd.
		2,613	350	0	350	3,154	2,963	191	3,469	N		
Panama City Beach Parkway	Front Beach Road to Cobb Road	33,000	690	368	1,058	39,800	34,058	5,742	43,780	N	Y	
		3,135	66	35	101	3,781	3,236	545	4,159	N		
	Cobb Road to State Road 79	44,000	340	368	708	65,600	44,708	20,892	72,160	N	Y	
		4,180	32	35	67	6,232	4,247	1,985	6,855	N		
	State Road 79 to Mandy Lane	46,500	2,500	150	2,650	98,300	49,150	49,150	108,130	N	Y	Bay Pkwy. Seg. 1 completed in '17.
		4,418	238	14	252	9,339	4,669	4,669	10,272	N		
	Mandy Lane to Jackson Blvd.	52,500	5,000	721	5,721	39,800	58,221	-18,421	43,780	Y	Y	Bay Pkwy. Seg. 2 const. underway in April, '20.
		4,988	475	68	543	3,781	5,531	-1,750	4,159	Y		
	Jackson Blvd. to Front Beach Road	44,500	150	382	532	39,800	45,032	-5,232	43,780	Y	Y	PD&E began in 2016 for six-laning.
		4,228	14	36	51	3,781	4,278	-497	4,159	Y		
State Road 79	Front Beach Road to PCB Parkway	9,200	740	0	740	14,800	9,940	4,860	16,280	N	Y	Eng. design completed in 2014.
		874	70	0	70	1,406	944	462	1,547	N		
	PCB Parkway to Bay Urb. Boundary	16,200	740	0	740	65,600	16,940	48,660	72,160	N	Y	
		1,539	70	0	70	6,232	1,609	4,623	6,855	N		

NOTES

1. The Community Redevelopment Agency has created construction segments for Front Beach Road that differ from the segments of the Bay County TPO (as shown in this report). The CRA road segments for Front Beach Road are:
Segment 1 - S. Thomas Drive to Hutchison Boulevard/N. Thomas Drive;
Segment 2 - Jackson Boulevard to S. Thomas Drive;
Segment 3 - State Road 79 to Lullwater Drive; and,
Segment 4 - Lullwater Drive to Jackson Boulevard
2. * denotes volume estimates based upon traffic studies submitted as part of development order applications.

ITEM NO. 6

LDC - Section 8 Discussion

Chapter 8. Decision-Making and Administrative Bodies

CHAPTER EIGHT CONTENTS

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8.03.00	PLANNING BOARD.....	323

8.01.00 GENERALLY

The City Council has established the decision-making and administrative bodies identified in this chapter for the purpose of implementing the provisions of the **LDC**.

8.02.00 ALL BOARDS

8.02.01 Attendance

Each Board member shall attend all meetings. The Board shall consider asking for the resignation of any member who has been absent for three (3) regular meetings during the period of twelve (12) consecutive months.

8.02.02 By-laws

A. Each Board may enact by-laws not inconsistent with this LDC to govern its operation and procedure, including, but not limited to:

1. The designation of officers other than the chairman. Each board shall elect a vice chairman for a term corresponding with the chairman's term, who shall serve in the absence of the chairman as the chairman;
2. The duties of officers;
3. Voting procedures;
4. Scheduling or calling and notice of regular and special meetings;
5. Order of business; and
6. Preparation of minutes.

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

B. In the event of any conflict between the provisions of the **LDC** and the by-laws, the provisions of the **LDC** shall control.

8.02.03 Parliamentary Authority

All meetings may, but shall not be required to be conducted in accordance with parliamentary procedure as set forth and explained in the latest revised edition of Robert's Rules of Order which shall serve as the guidelines for fair and efficient procedure. The secretary of each board shall be a full time employee of the *City* designated by the *City Manager* and who shall keep minutes, notices, correspondence and records of the board.

8.02.04 Qualifications, Removal and Vacancy

- A.** Each Board member shall be a resident and a qualified elector of the *City*. Current members who reside outside the City limits may remain on the Board until they resign or are replaced.
- B.** Each Board member, except Planning Board members, serves at the pleasure of the City Council and may be removed at any time without cause.
- C. Cause:** Any one or more of the following shall constitute sufficient cause for dismissal of any member of the Planning Board and shall be determined by majority vote of the City Council, after notice and opportunity for hearing given to that member:
1. Violation of state or federal law, excluding civil infractions;
 2. Willful failure to perform the member's duties or responsibilities;
 3. Failure to attend three Planning Board meetings per calendar year which are not excused by the Planning Board. The Chairman of the Planning Board shall report to the City Council the third unexcused absence in any calendar year and the Chairman's recommendation either that the member be removed for cause or that the Chairman makes no recommendation;
 4. Violation of the Florida Code of Ethics for Public Officers (FS Chapter 112) applicable to a Planning Board member, which Code is incorporated herein by reference;
 5. Giving any private party any unwarranted benefit, advantage or preference in the discharge of the member's official duties through partiality, evident bad faith or gross negligence;
 6. Publicly misrepresenting the position of the Planning Board or the City or representing personal positions as positions of the Planning Board or the City;
or
 7. Engaging in conduct unbecoming a public official that damages the reputation or credibility of the Planning Board or the City, or failure to conduct himself or herself in a civil manner with respect to any matter within the purview of the Planning Board.

(Ord. # 1249, 12-13-12)

- D. When any vacancy occurs, the City Council shall appoint a new member to serve the unexpired term of the member whose death, resignation, incapacity or removal creates the vacancy.

8.02.05 Quorum

For the purpose of transacting business at any meeting, a majority of the Board members shall constitute a quorum. Any action of the Board shall require the majority of the quorum.

8.03.00 PLANNING BOARD

8.03.01 Authority

The Planning Board, which was originally established pursuant to Ordinance No. 200A, adopted on July 28, 1977, as amended, is hereby confirmed and continued.

8.03.02 Membership and Terms

- A. The Planning Board shall consist of seven (7) members who shall be appointed by the City Council and who shall be entitled to receive such compensation as the City Council may determine.
- B. The members shall serve staggered terms of four (4) years each, with three (3) or four (4) new members appointed every two (2) years, alternatively.
- C. The chairman of the Planning Board shall be appointed by the City Council annually.
- D. When any vacancy occurs on the planning board, the City Council shall appoint a new member to serve the unexpired term of the member whose death, resignation or incapacity creates the vacancy.
- E. Any member of the Planning Board may be removed by the City Council for good cause shown, but only upon request to the council of a majority of the members of the board. Any such request shall be made by an official letter from the planning board to the City Council, stating the facts of the case and requesting removal of the member for cause. Removal shall create a vacancy which shall be filled as provided in subsection D.
- F. In addition to the foregoing members, the *City Manager* shall serve as an ex officio member of the Planning Board. He shall not be entitled to vote and shall not be included in the determination of a quorum.
- G. In addition to the foregoing members, a representative of the Bay County School Board, a representative of Naval Support Activity Panama City and a representative of the Airport Authority for the Northwest Florida Beaches International Airport shall serve as an ex officio member of the Planning Board. He/she shall not be entitled to vote and shall not be included in the determination of a quorum.

ITEM NO. 7

Code Enforcement Update



CODE ENFORCEMENT

March 2021

January 26, 2020- March 25, 2021



February Violation Status

Code	Description	Closed	Open	Total
7-9	Animals Prohibited on Beach	33		33
8-6	Construction Site Management	2		2
8-7	Building Maintenance	2	6	8
8-32 (A)	Working Without a Permit	1		1
12-4	Garbage & Trash: Prohibited Practices	31	2	33
12-5	Visible Dumpster	1	1	2
12-6	Litter	2	1	3
12-7	Requirement to Keep Property Free of Litter	5	2	7
12-8	Residential Garbage Collection Service Required	56	30	86
14-28	Failure to Report BTR 1%	1		1
15-18, 15-17 (2)	Unlawful Storage of Junked Automobiles	2	2	4
15-18, 15-17 (3)	Abandoned Material: Detrimental Conditions	21	11	32
15-18, 15-17 (4)	Unfit or Unsafe Dwelling or Structure		1	1
15-18, 15-17 (5)	Abandoned Material: Threat to Public Health/ Safety	12	3	15
15-18, 15-17 (6)	Grass/ Weeds Overgrowth	25	4	29
15-18, 15-17 (7)	Stockpiling Construction Material	1		1
15-18, 15-17 (12)	Fire Hazard		1	1

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February Violation Status

Code	Description	Closed	Open	Total
19-152	ROW Permit Required	4	1	5
22-47	Abandoned Vehicles	7	2	9
2.03.02, LDC	Unpermitted Use of Land	2	1	3
4.02.03 (D), LDC	Toilets Visible from Scenic Corridors Prohibited	1		1
5.02.03, LDC	Damaged Fence	17	11	28
5.02.04, LDC	Dumpster Screening Required		1	1
5.02.07, LDC	Shed in Front Yard		1	1
5.02.08 (A2), LDC	Failure to Secure Pool		1	1
5.02.09 (B), LDC	Regulation of Portable Storage Units	1		1
5.03.01, LDC	Temporary Uses and Structures	3	1	4
5.07.04, LDC	Prohibited Signs		1	1
5.07.05, LDC	Sign Standards	1	1	2
10.01.02, LDC	Use of Land Without Development Order/ Building Permit	2	3	5
10.14.01, LDC	Building Permit Required	1		1
Total		234	88	322

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March Violation Status

Code	Description	Closed	Open	Total
7-9	Animals Prohibited on Beach	19		19
7-12 (A)(C)	Double Red Flag	41		41
8-6	Construction Site Management		1	1
8-7	Building Maintenance		2	2
12-4	Garbage & Trash: Prohibited Practices	19	6	25
12-6	Litter	2	2	4
12-7	Requirement to Keep Property Free of Litter	8	12	20
14-2	Failure to Pay BTR 1%	3	1	4
14-28	Failure to Report BTR 1%	5	2	7
15-18, 15-17 (3)	Abandoned Material: Detrimental Conditions	9	9	18
15-18, 15-17 (5)	Abandoned Material: Threat to Public Health/ Safety	2		2
15-18, 15-17 (6)	Grass/ Weeds Overgrowth	56	131	187
15-18, 15-17 (9)	Physical or Unsanitary Conditions		4	4
22-47	Abandoned Vehicles	2	3	5
2.03.02, LDC	Land Uses		3	3
4.02.04, LDC	Failure to Maintain Performance Standards Within Zoning District		1	1
5.02.03, LDC	Damaged Fence	1	8	9

(Continued to next page)



March Violation Status

Code	Description	Closed	Open	Total
5.02.04, LDC	Dumpster Screening Required		2	2
5.02.08 (A2), LDC	Failure to Enclose Pool With Wall or Fence	1	1	2
5.02.09 (B), LDC	Unpermitted Placement of a Portable Storage Unit		1	1
5.03.01, LDC	Temporary Uses and Structures		2	2
5.07.04, LDC	Erection or Display of Prohibited Sign		5	5
5.07.05, LDC	Sign Standards	1	1	2
10.01.02, LDC	Use of Land Without Development Order/ Building Permit	3		3
Total		172	196	368

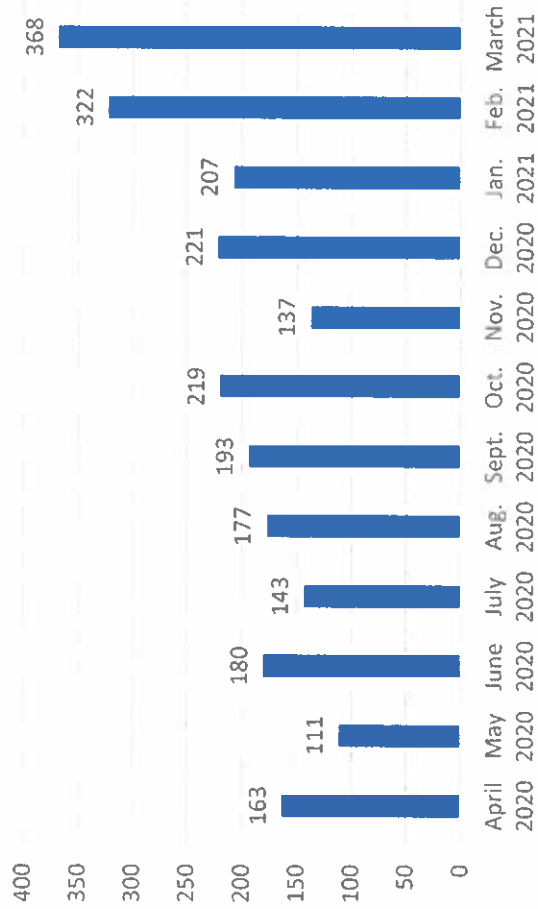
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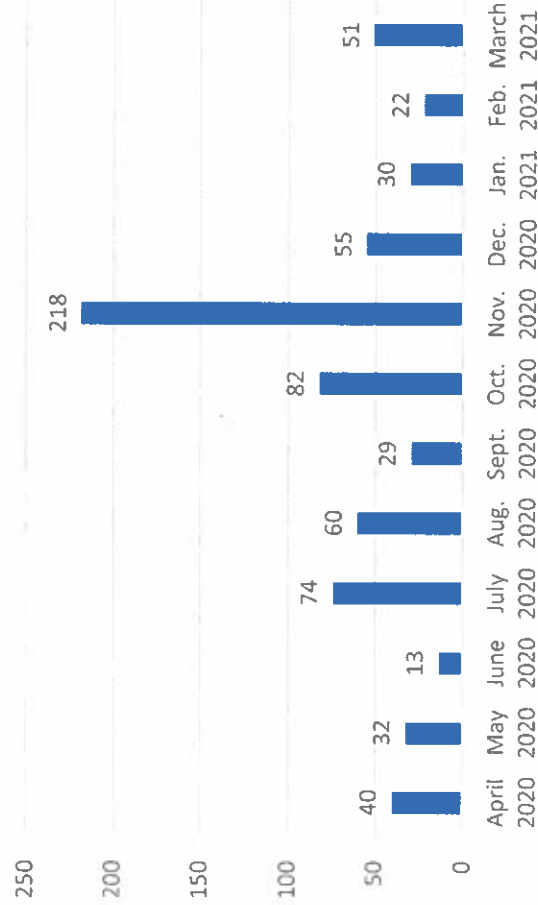
Violation Summary

In February 2021 and March 2021, the Code Enforcement Division continued its efforts to maintain and improve the quality of life throughout the residential and business community. The Division issued 322 violations in February and 368 violations in March.

Total Violations



ROW Sign Violations





Fees Collected: Citations & Liens (February)

Citation Date	Violation	Citation/ Abatement Fees	Amount Paid	Officer	Budget Fund
12/29/2020	Grass/ Weeds Overgrowth	\$100.00	\$10.00 ***	JM	GF
7/23/2020	Double Red Flag	\$500.00	\$10.00 **	LS	GF- BCH
1/4/2021	Litter	\$250.00	\$250.00	LS	GF
10/27/2020	Grass/ Weeds Overgrowth	\$100.00	\$1,400.00	JM	GF
11/24/2020	Grass/ Weeds Overgrowth	\$100.00	\$100.00	JM	GF
2/1/2021	Residential Garbage Service Required	\$50.00	\$50.00	LS	GF
10/14/2020	Failure to Pay BTR 1%	\$200.00	\$4,000.00	JM	GF
9/28/2020	Failure to Pay BTR 1%	\$200.00	\$4,030.72	JM	GF
5/8/2020	Fence Screening Required	\$250.00	\$5,165.39	JT	CRA
5/19/2020	Fence Screening Required	\$250.00	\$5,149.20	LS	CRA
5/29/2020	Fence Screening Required	\$250.00	\$5,095.79	LS	CRA
12/11/2020	Litter	\$250.00	\$250.00	LS	GF
2/1/2021	Residential Garbage Service Required	\$50.00	\$50.00	CW	GF
Totals		\$2,550.00	\$25,561.00		

(Includes fees collected for all citations and liens January 26- February 25, 2020.)

* 50% Per Ordinance if Paid Within 20 Days/ ** Partial Payment/ *** Mitigation



Fees Collected: Citations & Liens (March)

Citation Date	Violation	Citation/ Abatement Fees	Amount Paid	Officer	Budget Fund
1/5/2021	Wet Trash	\$250.00	\$250.00	JM	GF
2/23/2021	Animals Prohibited on Beach	\$50.00	\$25.00	CW	GF-BCH
2/22/2021	Working Without a Permit	\$100.00	\$100.00	LS	GF
1/4/2021	Accumulation of Junk/ Abandoned Materials	\$250.00	\$250.00	LS	GF
2/1/2021	Residential Garbage Service Required	\$50.00	\$50.00	LS	GF
2/12/2021	Abandoned Materials	\$250.00	\$250.00	LS	GF
7/23/2020	Double Red Flag	\$500.00	\$10.00	LS	GF-BCH
1/28/2021	Development Order Needed	\$100.00	\$125.00	LS	GF
11/17/2020	Construction Fence Required	\$100.00	\$100.00	JM	GF
10/29/2009	Grass/ Weeds Overgrowth	\$100.00	\$4,289.03	JT	GF
11/10/2020	Abandoned Material	\$250.00	\$250.00	JM	GF
2/12/2021	Use of Land Without a Development Order	\$100.00	\$100.00	JM	GF
2/12/2021	Unauthorized Parking Spaces	\$100.00	\$100.00	JM	GF
2/12/2021	Failure to Control Adequate Drainage	\$250.00	\$250.00	JM	GF
2/12/2021	Obstruction of Drainage Ways	\$100.00	\$100.00	JM	GF
2/12/2021	Failure to Maintain or Control Stormwater	\$100.00	\$100.00	JM	GF
2/12/2021	Driveway Connections	\$100.00	\$100.00	JM	GF

(Includes fees collected for all citations and liens February 26- March 25, 2020.)

* 50% Per Ordinance if Paid Within 20 Days/ ** Partial Payment/ *** Mitigation



Fees Collected: Citations & Liens (March)

Citation Date	Violation	Citation/ Abatement Fees	Amount Paid	Officer	Budget Fund
2/12/2021	Uncontrolled Stormwater Runoff/ Grading	\$100.00	\$100.00	JM	GF
2/12/2021	Horizontal Development	\$100.00	\$100.00	JM	GF
2/23/2021	Working Without a Permit	\$100.00	\$10.00 ***	CW	GF
1/8/2021	Damaged Fence	\$100.00	\$100.00	LS	GF
2/25/2021	Animals Prohibited on Beach	\$50.00	\$25.00 *	CW	GF-BCH
3/12/2021	Animals Prohibited on Beach	\$50.00	\$25.00 *	CW	GF-BCH
2/24/2021	Animals Prohibited on Beach	\$50.00	\$50.00	CW	GF-BCH
2/3/2021	Failure to pay BTR 1%	\$200.00	\$200.00	LS	GF
2/23/2021	Dog on Beach	\$50.00	\$50.00	CW	GF-BCH
1/13/2021	Sign Standards	\$100.00	\$1,000.00	LS	GF
3/18/2021	Double Red Flag	\$500.00	\$250.00 *	LS	GF-BCH
2/24/2021	Animals Prohibited on Beach	\$50.00	\$50.00	CW	GF-BCH
7/2/2019	Grass/ Weeds Overgrowth	\$100.00	\$110.21	JM	GF
3/18/2021	Double Red Flag	\$500.00	\$250.00 *	LS	GF-BCH
3/17/2021	Double Red Flag	\$500.00	\$250.00 *	LS	GF-BCH
Totals		\$5,300.00	\$9,019.24		

(Includes fees collected for all citations and liens February 26- March 25, 2020.)

* 50% Per Ordinance if Paid Within 20 Days/ ** Partial Payment/ *** Mitigation