

**CITY OF PANAMA CITY BEACH  
PLANNING BOARD**

**MEETING DATE:** September 8, 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 – Mr. Morehouse**
  
- ITEM NO. 3**      **Approval of August 11, 2021, Planning Board Meeting Minutes**
  
- ITEM NO. 4**      **Public Comments-Non-Agenda Items Limited to Three Minutes**
  
- ITEM NO. 5**      **Discussion of Bay/Walton Sector Plan**
  
- ITEM NO. 6**      **Terry and Stacey Martin are requesting authorization of a lot split for parcel 34603-000-000 located on Crane Street.**
  
- 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 233-5100. 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.



# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building & Planning Department / Mel Leonard

**2. MEETING DATE:**

September 8, 2021

**3. REQUESTED MOTION/ACTION:**

Discussion of Bay/Walton Sector Plan

**4. AGENDA**

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

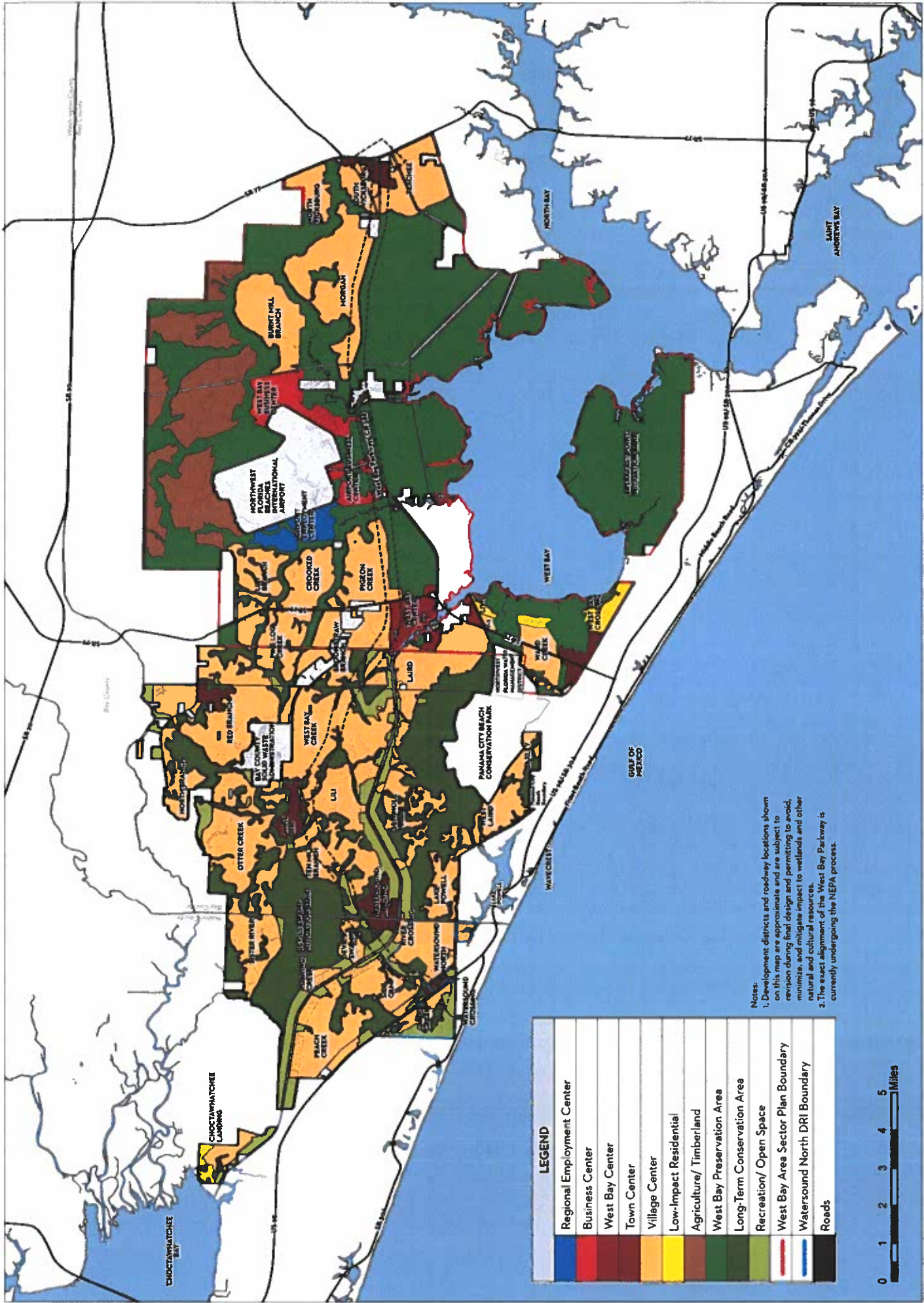
- 5. IS THIS ITEM BUDGETED (IF APPLICABLE)?** Yes  No  N/A   
 DETAILED BUDGET AMENDMENT ATTACHED Yes  No  N/A

**6. IDENTIFY STRATEGIC PRIORITY**

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

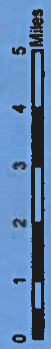
**7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?**

Representatives from the St. Joe Company will be present to describe more details of the Bay/Walton Sector Plan and to answer any questions of the Board. The purpose is to give the Board more information about the development entitlements already approved by Bay County and the State of Florida. This item is for discussion only.



LEGEND	
[Blue Box]	Regional Employment Center
[Red Box]	Business Center
[Dark Red Box]	West Bay Center
[Orange Box]	Town Center
[Yellow Box]	Village Center
[Light Green Box]	Low-Impact Residential
[Green Box]	Agriculture/ Timberland
[Dark Green Box]	West Bay Preservation Area
[Light Blue Box]	Long-Term Conservation Area
[White Box]	Recreation/ Open Space
[Red Line]	West Bay Area Sector Plan Boundary
[Blue Line]	Watersound North DRI Boundary
[Black Line]	Roads

Notes:  
 1. Development districts and roadway locations shown on this map are approximate and are subject to revision during final design and permitting to avoid, minimize, and mitigate impact to wetlands and other natural and cultural resources.  
 2. The exact alignment of the West Bay Parkway is currently undergoing the NEPA process.





# CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

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

Building & Planning Department / Charles Silky

**2. MEETING DATE:**

September 8, 2021

**3. REQUESTED MOTION/ACTION:**

Approval of a lot split.

**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?**

As required by LDC Section 4.03.00.D SUBDIVISION DESIGN AND LAYOUT

In the Bid-A-Wee 1st Addition, Lots less than the required minimum Lot size and not meeting the dimensions as approved on the adopted Plat, may still receive approval for a Building Permit provided the Planning Board finds the following conditions are satisfied:

1. The Lot must be of a similar size and width as other Lots in the Subdivision; and
2. All other applicable regulations must be satisfied.

The proposed lots will be larger than surrounding lots, however the proposed parcel A will have less frontage along Crane than surrounding lots because the lot is located on the curve of Crane Street.

Staff supports the Lot Split.



**CITY OF PANAMA CITY BEACH**  
**Building and Planning Department**  
**116 S. Arnold Road, Panama City Beach, FL 32413**

**SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS - LDC Section 10.02.01**

**Property Owner(s)**

Name: TERRY MARTIN & STACY MARTIN

Property Address: 158 CRANE STREET

City: Panama City State: FL Telephone: 850.867.1403 Fax: \_\_\_\_\_

Email: terry@sankella.com

Property Owner(s) Signature: [Handwritten Signature]

Name of Acting Agent: \_\_\_\_\_  
 Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner with regard to 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: \_\_\_\_\_ 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: TERRY MARTIN

Address: 470 Churchmen Ave #1866 Email Address: terry@sankella.com

City: PCB State: FL Telephone: 850.867.1403 Fax: \_\_\_\_\_

Date of Preparation: JULY 24, 2021 Date(s) of any modifications: \_\_\_\_\_

Legal Description: (Consistent with the Required Survey) BIDAWEE BEACH 1ST ADDITION LOT 20 & NW 1/2 LOT 21 parcel # 34603-000-000

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

Zoning designation for the property: R-1C single family high density

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.

**10.02.02 Basic Submittal Requirements for Site Plans, Subdivision Plats, PUD Master Plans, PUD Final Development Plans, TNOD Master Plans, TNOD Final Development Plans, Telecommunications Towers, Telecommunications Antennas and Conditional Uses.**

**A. Each application for a Site Plan, Subdivision Plat, PUD Master Plan, PUD Final Development Plan, Telecommunications Tower, Telecommunication Antenna or Conditional Use shall contain the following information:**

- 1. All information required pursuant to Section 10.02.01;**
  - 2. Name, address, telephone number and facsimile number of the plan or Plat prepare;**
  - 3. Date of preparation and date(s) of any modifications, north arrow and written and graphic scale;**
  - 4. Legal description of the property, consistent with the required survey;**
  - 5. A vicinity map showing the location of the property;**
  - 6. Future Land Use Map designation for the property;**
  - 7. Zoning designation for the property;**
  - 8. Additional plans, documents and reports as deemed necessary but the City Manager; and**
  - 9. Information required for the specific type of application, as specified in Sections 10.02.03 through 10.02.07, as applicable.**
- B. All Site Plans and Plats shall be drawn to scale.**



**CITY OF PANAMA CITY BEACH**  
**Building and Planning Department**  
**116 S. Arnold Road, Panama City Beach, FL 32413**

**Submittal Requirements for Subdivision Plats and Lot Splits - LDC Section 10.02.04**  
Each application for a preliminary or final *Subdivision Plat* shall contain the following information:

1. All information required pursuant to section
2. *Development* specifications: area of the tract, proposed number and layout of *Lots* and blocks, location, names and widths of proposed roadways and easements.
3. Location of land to be dedicated or reserved for *Public Use* for rights-of-way, easements, schools, *Open Spaces* or other *Public Uses*.
4. Locations of utilities, utility service and connections.
5. Location of all *Protected Trees* pursuant to section
6. Topographic survey, soil report and a grading, drainage and erosion control plan.
7. Location of significant natural features and habitats.
8. Environmental impact report.
9. When required elsewhere by this *LDC*, infrastructure impact reports.
10. Stormwater Management Plan which meets the requirements of Chapter 3 of the *LDC*.
11. A boundary survey of the subject property obtained, prepared under the responsible direction and supervision of a profession surveyor and mapper, and prepared not later than two years prior to submittal of the application.
12. A title opinion of an attorney at law licensed in Florida or a certification by a title company licensed in Florida to issue title insurance, demonstrating that all parties with an interest of record in the subject property have appropriately joined in the dedication of the *Plat*. The opinion or certification shall be made by reference to the legal description shown on the plat and submitted pursuant to the application, and shall be dated, or updated, no less than 60 days prior to final approval of the *Plat*.
13. If the *Plat* dedicates or otherwise proposes any improvements or utility facilities designated or intended for *Public Use*, then either (i) evidence that the construction of those items has been completed, that they are not encumbered and that they have been approved by the City Engineer, or (ii) a fully executed performance agreement and security therefor satisfying the requirements of section

(Ord. # 1308, 3/27/14)

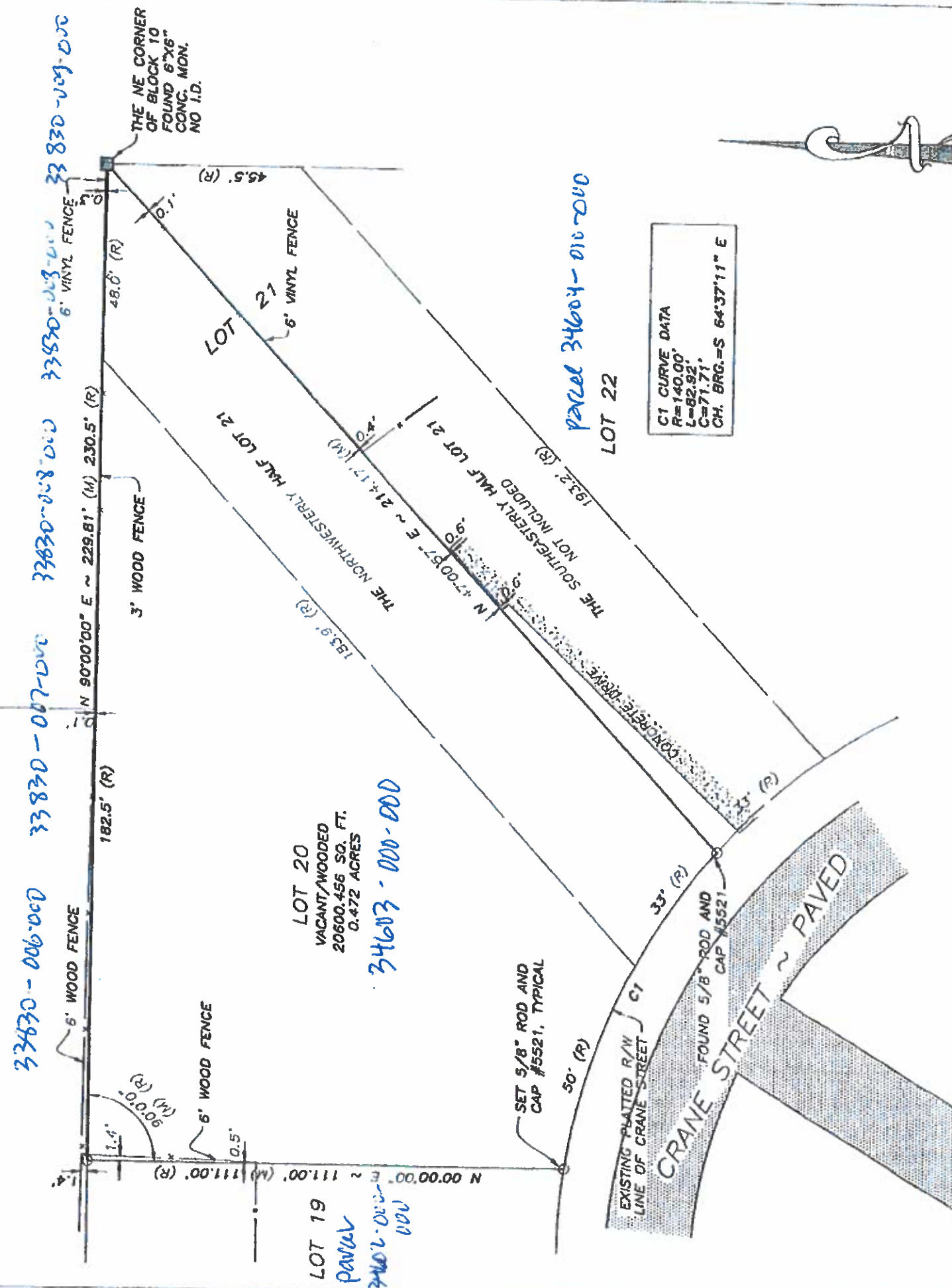
**B. Each application for a *Lot Split* shall contain all of the following information, unless determined by the *City Manager* to be inapplicable or an undue hardship based upon circumstances unique to the particular *Lot* in question:**

1. All information required pursuant to section
2. Development specifications: area of the tract, proposed number and layout of Lots and blocks, location, names and widths of proposed roadways and easements.
3. Location of land to be dedicated or reserved for *Public Use* for rights-of-way, easements, schools, *Open Spaces* or other *Public Uses*.
4. Locations of utilities, utility service and connections.
5. Location of all Protected Trees pursuant to section.
6. Stormwater Management Plan which meets the requirements of Chapter 3 of the *LDC*.
7. A sketch to scale of the described *Lots, Parcels, tracts, etc.*, showing the assessor's property identification numbers for contiguous parcels, the metes and bounds along the property lines, and the approximate locations of rights of way and easements located within or abutting said lots, parcels, tracts, etc. The sketch shall have been obtained no more than thirty (30) days prior to the filing of the application.

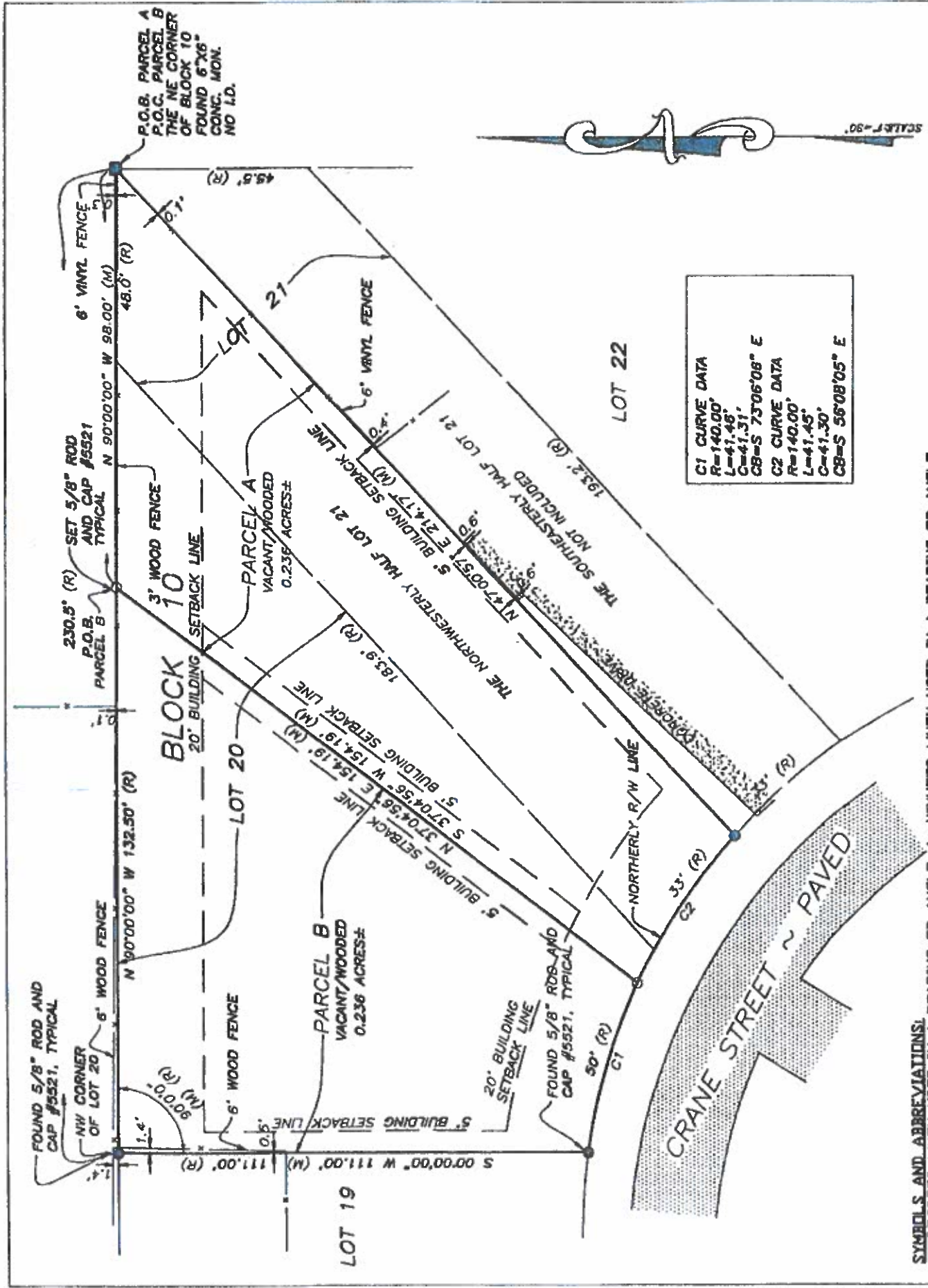
(Ord. # 1253, 12-13-12)



EXISTING SURVEY



LOT SPLIT SURVEY



C1 CURVE DATA	
R=	140.00'
L=	41.45'
C8=	S 73°06'08" E
C2 CURVE DATA	
R=	140.00'
L=	41.45'
C8=	S 56°08'05" E

**SYMBOLS AND ABBREVIATIONS:**  
 ° = DEGREES WHEN USED IN A BEARING OR ANGLE, ' = MINUTES WHEN USED IN A BEARING OR ANGLE  
 " = SECONDS WHEN USED IN A BEARING OR ANGLE, ' = FEET WHEN USED IN A DISTANCE  
 N = NORTH, E = EAST, S = SOUTH, W = WEST, (R) = RECORD DATA, (M) = MEASURED DATA, R = RANGE  
 FCM = FOUND CONCRETE MONUMENT, FIR = FOUND IRON ROD.



P.O.B. PARCEL A  
 P.O.C. PARCEL B  
 THE NE CORNER  
 OF BLOCK 10  
 FOUND 6'X6"  
 CONC. MON.  
 NO I.D.

6' VINYL FENCE  
 N 90°00'00" W 98.00' (M)  
 48.0' (R)

230.5' (R) SET 5/8" ROD  
 AND CAP #5521  
 TYPICAL  
 N 90°00'00" W 98.00' (M)  
 P.O.B. PARCEL B

N 90°00'00" W 132.50' (R)  
 6' WOOD FENCE  
 20' BUILDING SETBACK LINE

FOUND 5/8" ROD AND  
 CAP #5521, TYPICAL  
 NW CORNER  
 OF LOT 20  
 90°00' (M) (R)  
 1.4'

PARCEL A  
 VACANT/WOODED  
 0.235 ACRES±

PARCEL B  
 VACANT/WOODED  
 0.236 ACRES±

5' BUILDING SETBACK LINE  
 N 37°04'56" E 154.19' (M)  
 5' BUILDING SETBACK LINE  
 S 37°04'56" W 154.19' (M)

5' BUILDING SETBACK LINE  
 N 47°08'31" E 214.77' (M)  
 5' BUILDING SETBACK LINE  
 N 47°08'31" E 214.77' (M)

6' VINYL FENCE  
 49.5' (R)

LOT 19

LOT 20

LOT 21

LOT 22

THE SOUTHEASTERLY HALF LOT 21  
 1932' (R)

THE NORTHWESTERLY HALF LOT 21  
 183.9' (R)

5' BUILDING SETBACK LINE  
 N 37°04'56" E 154.19' (M)  
 5' BUILDING SETBACK LINE  
 S 37°04'56" W 154.19' (M)

5' BUILDING SETBACK LINE  
 N 47°08'31" E 214.77' (M)  
 5' BUILDING SETBACK LINE  
 N 47°08'31" E 214.77' (M)

5' BUILDING SETBACK LINE  
 N 90°00'00" W 98.00' (M)  
 5' BUILDING SETBACK LINE  
 N 90°00'00" W 98.00' (M)

5' BUILDING SETBACK LINE  
 N 90°00'00" W 98.00' (M)  
 5' BUILDING SETBACK LINE  
 N 90°00'00" W 98.00' (M)

CRANE STREET ~ PAVED

C1

C2

C7

C8

C9

C10

C11

C12

C13

C14

C15

C16

C17

C18

C19

C20

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# CODE ENFORCEMENT

**August 2021**

July 26 - August 25, 2021



# August Violation Status

Description	Closed	Open	Total
Prohibited, nuisance declared (Junk Vehicle).	2	2	4
Fires on the beach no permit.	6		6
Duty to furnish receptacles.	1		1
Prohibited practices and violations. Garbage/Waste		2	2
Littering.	2	3	5
Refuse containers and compactors visible from Scenic Corridors prohibited.	1		1
Requirement to keep property free of litter.	5	5	10
Storage of junked automobiles.	3	3	6
Detrimental conditions or uses of property.	5	9	14
Uses Causing Threat to Public Health and Safety.	1	6	7
Excessive growth. Grass/Weeds	45	44	89
Digging holes on the beach prohibited.	70		70
Glass containers on beach prohibited.	82		82
Animals prohibited on beaches.	63		63
Double Red Flags.	3		3
Driving on beach prohibited.	2		2
Payment of business tax required.	1		1

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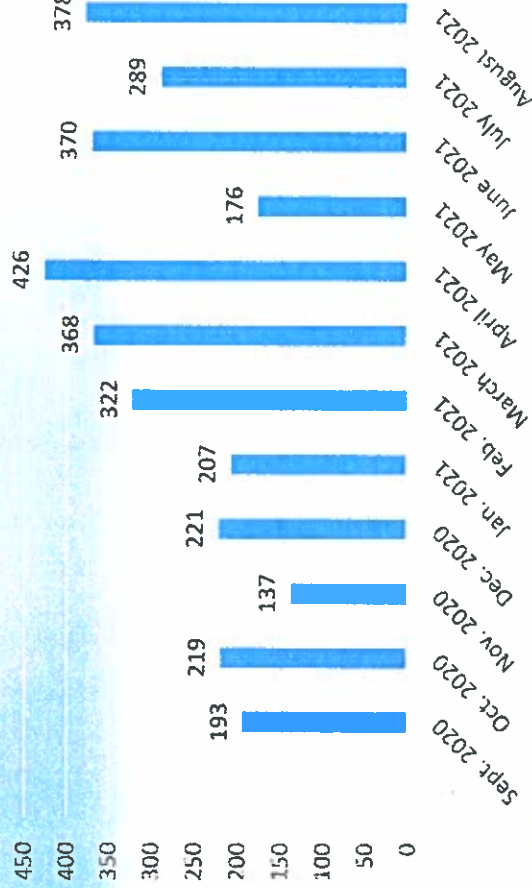




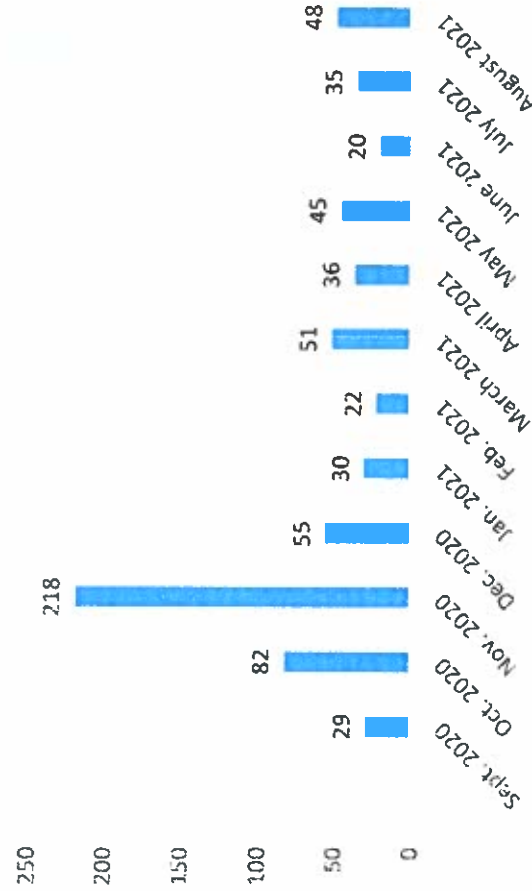
# Violation Summary

In August 2021, the Code Enforcement Division continued its efforts to maintain and improve the quality of life throughout the residential and business community. Over the course of the month, the Division issued 378 violations.

Total Violations



ROW Sign Violations



Fees Collected: Citations & Liens

Total Fees Collected: \$20,057.18