

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT
2775 GARRISON AVENUE, September 16, 2025, at Noon.**

The following were present: Mayor Buzzett, Commissioners Hoffman, Kerigan, Langston, and Lowry. City Manager Jim Anderson, City Clerk Charlotte Pierce, Deputy Clerk Carrie Fodge, and City Attorney Clinton McCahill were also present.

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to approve the Minutes of the Special Meeting of September 8, 2025, and the Conflict Resolution Meeting on September 10, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

Salt Pines Subdivision – Parcel #03040-002R: Development Order Amendment from Townhomes to Single Family Residences; Special Exception – Side Setbacks

Commissioner Lowry started that he would be abstaining from voting as he has a business relationship and is a relative of the representative of the developer. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers was completed by Commissioner Lowry and is attached as Exhibit A.

Jim Sickels shared his concerns about this project

Grant Rish and Clay Murphy, representing 68V Salt Pines (FL) 2024 L.L.C., requested a change from the original 100 units to 80 and reduced the previous 16 units in the City to 12. Their original request proposed no lot line setbacks with fire protection between units and 7' setbacks between the buildings. They are now requesting to provide 10' of separation between the residences (5' from the side property line of each house. All other setbacks and lot coverage standards set forth within the LDR will be met.

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to accept the recommendation of the PDRB Board and grant the Special Exception. All in Favor; Motion carried 4-0 with Commissioner Lowry abstaining.

Rish Family Plaza Parcel #'s 04830-006R through 04830-016R: Special Exception – Side Setbacks

Commissioner Lowry started that he would be abstaining from voting as he has a business relationship and is a relative of the representative of the developer. Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers was completed by Commissioner Lowry and is attached as Exhibit B.

Ray Greer, Representing the Rish Family Plaza requested a 5' side setback for the 13 single family lots rather than the 7' side setback required. This request would allow for the driveways and garages to be located on the rear of the houses and allow for a 25' setback on the Garrison Avenue side.

A Motion was made by Commissioner Langston, seconded by Commissioner Kerigan, to accept the recommendation of the PDRB Board and grant the Special Exception. All in Favor; Motion carried 4-0 with Commissioner Lowry abstaining.

Tenth Street Workforce Housing: Development Order Request

Robert Branch shared his concerns about this project.

Ray Greer updated the Board on the project. There will be 172 Units in the project, and the Single Family homes will be built first followed by the Townhouses. Individuals must qualify for the homes based on income requirements in the Florida Statutes, and there will be Deed Restrictions for resale of the homes.

Mr. Anderson shared that we are close to turning dirt on the project if the grant for the road is approved.

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to accept the recommendation of the PDRB Board and approve the Development Order Request. All in favor; Motion carried 5-0

510 First Street – Tim Petersen: Special Exception Request; Required number of Parking Spaces

Mr. Petersen requested that he be allowed to have 11 parking spaces in front and 7 in the rear for employee parking. He stated that most of their traffic is drop off and pick up much like a daycare facility and the vans will be parked in the back as well.

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to accept the recommendation of the PDRB to grant Special Exception Request for Parking Spaces. All in favor; Motion carried 5-0. The Motion from the PDRB included post signs limiting alley parking to employees only; the reduction in parking spaces is for Forgotten Coast Athletics only and not future occupants of the property, and that all DEP requirements for stormwater be met before this request is approved.

City Attorney

Attorney McCahill updated the Commission on the meeting with the Gulf County Board of County Commissioners to reconvene the Conflict Assessment Meeting scheduled for Monday, September 22, 2025, at 3 P.M. in the Donald H. Butler Commission Chamber and meeting room in the Robert M. Moore Administration Building on Ordinances 618 and 619 and Gulf County, Florida Resolutions. 2025-43 and 2025-44. He noted that the City was not served in a timely manner to allow the City to properly notice the meeting in a newspaper.

City Engineer – Josh Baxley

City Government Complex

The survey is completed, and the geotechnical work is expected to begin this week.

Downtown Utilities Phase 2

The contractor is working on the remaining punch list items following last week's walkthrough. Dewberry expects the items to be completed this week.

HMGP Grant – Elevation of 12 Lift Stations

The project is to begin on October 1, 2025.

Downtown Alleys Drainage Improvements

Dewberry has a signed Task Order to design the improvements.

Avenue A Stormwater

Dewberry has a signed Task Order to design the improvements.

Commissioner Kerigan asked when the striping will be completed on Tenth Street. Mr. Baxley will check with the contractor on this.

City Projects

Mr. Anderson shared that Mr. Grantland is working on a water reuse program.

Williams Avenue Parking Lot Layout

Commissioners shared their suggestions for revisions to the drawing presented. A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the drawing with the changes presented. All in favor; Motion carried 5-0.

New Business

Boat Launch Permits – Mayor Buzzett

A Workshop was held on this prior to this meeting. Mayor Buzzett requested that this item remain on the Agenda for future meetings.

CDBG-DR Grant Application – Wastewater Treatment Plant: Public Hearing

Mayor Buzzett opened the meeting for the Public Hearing to submit a CDBG-DR Grant Application for the Wastewater Treatment Plant.

Mr. Anderson shared that this is to make improvements to the Wastewater Treatment. Baskerville Donovan is working with the City to design new filtration, spray fields improvements, and expanded capacity leading to an Advanced Treatment Plant. The projected cost is estimated to be \$70 – 80 Million dollars.

Mayor Buzzett noted that the City is under a Consent Order from DEP and this will help with that.

The following individuals had questions about the project: Jimmy Garcia, Robert Branch, and Charles Gathers.

Mayor Buzzett closed the Public Hearing.

Road Bond

Mayor Buzzett shared that the County has asked the City to participate in a Road Bond that would extend the current bond from 2032 to 2050, an additional 18 years. This involves giving up the City's gas tax money for an additional 18 years to receive approximately \$2 million dollars and he does not feel that this will benefit the City. He did note that County Commission Chairman Quinn as well as Commissioners McCroan and Pridgeon have City roads in their districts and they would most likely be using some of their road bond money to pave the roads.

Commissioner Langston shared the need for road improvements for Avenues A – G in North Port St. Joe. It was noted there is approximately \$480,000 escrowed for paving and there is approximately \$700,000 in the upcoming budget that should cover paving for North Port St. Joe.

Consensus of the Commission was that more information is needed before making a decision as the City currently receives 22% of the bond money. The County wants to figure percentages based on the Discretionary Sales tax rather than population.

No Motion was made as more information is needed to make a sound decision.

Garbage Rates

BCC has notified the City there will be a 2% CPI increase beginning on October 1, 2025. This will increase the average household bill .42 per month. This is the first rate increase from BCC in several years.

Resolution 2025-13 Utility Rates

A Motion was made by Commissioner Kerigan, second by Commissioner Lowry, to adopt Resolution 2025-13 stating the utility rates in Ordinances 575 and 576 will remain unchanged in the 2025 -2026 Fiscal Year. All in favor; Motion carried 5-0.

Public Works – John Grantland

Girls' Softball Field Grinder Pump

Mr. Grantland shared that Pump and Process Equipment and Controls has donated the Grinder Pump Station and they have given it to the Plumber.

Surface Water Plant – Larry McClamma

Mr. McClamma did not have any updates for the Commission.

Wastewater Plant – Joe Harris

Mr. Harris noted that the plant is up and running, and they are discharging.

Finance Director

FEMA Update

The review is still in step 6 of 8 of the financial review. Apparently there is a very stringent review but the payment is in the pipeline.

Grants Reimbursement Update

Mr. Lacour is in the process of closing the fiscal year by the end of the month and continues to seek reimbursements.

Code Enforcement

Mr. Anderson shared the department has had an active week, notices are being sent to people, and Officer Sanders is doing a good job. Mayor Buzzett requested that Officer Sanders come to a meeting to be introduced to the Commission.

Police Department – Chief Richards

Chief Richards did not have anything to update the Commission on today.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce shared there have been no significant changes in the grants on Pages 63-64. She did share that final reimbursement requests have been submitted to Liberty Partners for the Centennial Building and Cape San Blas Lighthouse Complex.

Citizens to be Heard

Chester Davis, Bertha Quinn, Charles Gathers, Jimmy Garcia, and Robert Branch shared their opinions on various topics.

Discussion Items by Commissioners

Commissioner Hoffman encouraged everyone to watch the Gulf County Commission Meeting that followed the Conflict Assessment Meeting with the City on September 10, 2025, concerning the Drydock and Eastern Ship Building.

Commissioner Lowry did not have any additional information to share with the Commissioners.

Commissioner Kerigan shared that County Commissioner Randy Pridgeon invited him to stay for the meeting following the Conflict Assessment meeting. He also felt that EDC Director Jim McKnight supported the drydock, but not a full-blown port.

Commissioner Langston asked about helping Sheryl Prior with an issue concerning her property. Mr. Anderson responded that she would need to submit a Special Exception Request to the PDRB Board and City Commission to approve.

Commissioner Langston also encouraged everyone to look at the new windows in the Washington Gym.

Mayor Buzzett introduced Kathy Gilbert, Gulf County Rebuild, who shared information on what they could do to help Ms. Prior. She noted they are partnering with the NPSJ CRA to combine efforts on this project. Auburn University Students will be here in March, and she anticipates they will also be helping with this project.

Mr. Anderson noted that non-conforming structure issues need to be addressed through the PDRB and encouraged Ms. Gilbert to reach out to April in the Building Department.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 2:05 P.M.

Approved this 22nd day of September 2025.



Rex Buzzett, Mayor

9/22/25

Date



Charlotte M. Pierce, City Clerk

9/22/25

Date

Exhibit A

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lowmy, Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Port St. Joe Board of City Commissioners	
MAILING ADDRESS <i>134 Gulf Coast Cir</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Port St. Joe, FL 32456		☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
COUNTY Gulf		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
DATE ON WHICH VOTE OCCURRED <i>Sept 16th, 2025</i>		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

* * * * *

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

* * * * *

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, Brett Charles Lowrey, hereby disclose that on Sept 16th, 2025:

(a) A measure came or will come before my agency which (check one or more)

☐ inured to my special private gain or loss;

☒ inured to the special gain or loss of my business associate, Grant Bish;

☒ inured to the special gain or loss of my relative, Grant Bish;

☐ inured to the special gain or loss of _____, by whom I am retained; or

☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

Business relationship/relative of representative of developer.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

Sept 16th, 2025

Signature

[Signature]

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Exhibit B

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME <i>Lawrence Brett Charles</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>Port St. Joe Board of City Commissioners</i>	
MAILING ADDRESS <i>134 Gulf Coast Circle</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Port St. Joe, FL 32456</i>	COUNTY <i>Gulf</i>	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>Sept 16th 2025</i>		NAME OF POLITICAL SUBDIVISION: <i>City of Port St. Joe</i>	
		MY POSITION IS: ☒ ELECTIVE ☐ APPOINTIVE	

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- ☒ inured to the special gain or loss of my business associate, Grant Bish;
- ☒ inured to the special gain or loss of my relative, Grant Bish;
- ☐ inured to the special gain or loss of _____, by whom I am retained; or
- ☐ inured to the special gain or loss of _____, which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

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