

**April 21, 2026
Regular Meeting
12:00 P.M.**

**City Commission Chambers
2775 Garrison Avenue
Port St. Joe, Florida**



City of Port St. Joe

Rex Buzzett, Mayor-Commissioner
Eric Langston, Commissioner, Group I
Steve Kerigan, Commissioner, Group II
Brett Lowry, Commissioner, Group III
Scott Hoffman, Commissioner, Group IV

[All persons are invited to attend these meetings. Any person who decides to appeal any decision made by the Commission with respect to any matter considered at said meeting will need a record of the proceedings, and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The Board of City Commission of the City of Port St. Joe, Florida will not provide a verbatim record of this meeting.]

BOARD OF CITY COMMISSION

Regular Public Meeting

12:00 P.M.

April 21, 2026

Call to Order

Consent Agenda

Minutes

- **Regular Meeting 4/7/26** **Page 1-5**

Planning Board Recommendations

- **Motion by Phil Earley, Second by Rawlis Leslie, to Recommend Approval of the Plat for Bayside at Port St. Joe. All in Favor; Motion Carried 6-0. Parcel #04561-200R & a Portion of Parcel #04561-500R** **Pages 6-14**

City Attorney

- **Update**

City Engineer

- **Update**

Old Business

- **City Projects** **Pages 15-16**
- **Government Complex- Update**

New Business

- **Gulf County Public Library- Cathy Colbert**
- **Grant Writing Contract- Two Hired Guns** **Pages 17-19**
- **Bay Savers-Keith Neel**
- **Fee Waiver Request- Shelly Kuenne, National Day of Prayer** **Pages 20-22**

Public Works

- **Update**

Surface Water Plant

- **Update**

Wastewater Plant

- **Update**

Finance Director

- **FEMA- Update**
- **Grants Reimbursement- Update**

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 23-24

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, April 7, 2026, at Noon.

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

Call to Order

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on March 3, 2026, and the Special Meeting of March 23, 2026.

All in favor; Motion carried 5-0.

Proclamation - Parkinson's Awareness Month

Mayor Buzzett read the Parkinson's Awareness Month Proclamation and presented it to Antoinette Siegel OTD, and Greg Ritscher Thrive PD Ambassador.

City Attorney

Mr. McCahill did not have anything specific for the Commissioners today.

City Engineer – Josh Baxley

Core Park Restrooms Task Order

A Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to approve the Task Order with Dewberry in the amount of \$12,990.00.

Christy McElroy questioned required permits to which Mr. Baxley responded that a Stormwater Permit was not required as it is a single service.

All in favor; Motion carried 5-0.

City Government Complex

The stormwater ERP has been submitted along with the USACOE permit application. Dewberry has received a RAI for the stormwater and is currently preparing a response. Dewberry is currently working on the remaining Wastewater and FDOT permit applications.

Downtown Alleys Drainage Improvements

The design is currently at 30%.

Avenue A Stormwater

The permit is ready to be issued once the permit fee is paid by the City.

MLK CDBG

Dewberry is waiting on final approval from the State before ordering a survey and kicking off design.

Avenues C and D Resurfacing

Dewberry is working on 30% design.

Additional Items

The application for the FBIP for Frank Pate Dredging is due April 13, 2026.

Resolution 2026-05 Boating Improvement Grant Application

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to approve the Boating Improvement Grant Application.

All in favor; Motion carried 5-0.

Old Business

City Projects

Mr. Anderson noted the Highway 71 (Cecil G. Costin, Sr., Boulevard) project is a six month project and should be completed in June. Mayor Buzzett, Mr. Grantland, and Mr. Anderson have a meeting scheduled with the job foreman.

Washington Complex Pickleball Courts Interlocal – Commissioner Langston

Since the original request was from the County, and to get the project started, consensus was to let the County spearhead this project as the City has agreed to pay up to \$50,000 towards the courts.

Government Complex Update

Mr. Anderson shared that plans are getting close with the architectural phase of the project and some major decisions will need to be made. He also noted the need to begin looking for additional funding and financing.

New Business

Grant Writing Contract – Two Hired Guns

Sean Preston attended the meeting. He stated that he had not received the modifications prior to the meeting. Mr. Anderson provided what was in the Agenda and Mr. Preston said he would like to have time to review them. Mr. Anderson will email a copy to him after the meeting.

Bay Savers Discussion – Mayor Buzzett

Mayor Buzzett shared that he had met with Keith Neel, President of Bay Savers and has asked him to make a presentation to the Commission at the April 21, 2026, meeting. The group is requesting a \$50,000 commitment from the City.

Public Works – John Grantland

Request to Purchase a Tractor on State Contract

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to purchase a Kubota Loader / Landscaper Series B26TLB in the amount of \$44,109.85 and a 20' Equipment Hauler 7K Jack 5' in the amount of \$4,798 from Crystal Tractor and Equipment. Total purchase \$48,907.85. This is a budgeted item. All in favor; Motion carried 5-0.

Surface Water Plant - Larry McClamma

Mr. McClamma anticipates that the Shark Tank will be completed this week as they are finishing up the exhaust fan on the top of the tank.

Wastewater Plant – Joe Harris

RFQ 2026-01, Engineering Services: CDBG-DR Wastewater Plant Improvements

RFQ 2026-01 Review Committee Chairman, Joe Harris presented the recommendation from City Staff to award RFQ 2026-01 to Baskerville Donovan for the plant improvements. As done in the past, the committee individually reviewed each submittal and ranked them in order of who had the most experience and knowledge for the project. Rankings were 1) Baskerville Donovan, 2) Ardurra, 3) North Florida Professional Service, 4) Dewberry.

Commissioners Hoffman, Lowry, Kerigan, and Langston did not agree with the recommendation and a lengthy discussion ensued.

Commissioner Langston felt there should be funding costs and a presentation provided by each firm. It was shared that RFQs do not ask for funding costs, only qualifications as required by the state.

Commissioner Kerigan shared that he had reached out to the Florida League of Cities to see how other cities handle selection of large dollar projects.

Commissioner Lowry questioned how Dewberry could have been ranked fourth since they are the City's engineering firm and would like to know how that happened.

Mayor Buzzett stated that he supported the staff recommendation, they followed the rules and asked how you would select a committee to narrow the selection down.

Commissioner Hoffman felt staff had been asked to work outside of their jobs, stated Wastewater Plant Manager Joe Harris could be involved as he was very good at his job, and thought a policy was needed for this.

Mayor Buzzett passed the gavel to Mayor Pro tem Lowry and made a Motion to accept the recommendation from City Staff. Commissioner Hoffman second the Motion for discussion. He later withdrew his second and Mayor Pro tem Lowry returned the gavel to Mayor Buzzett.

Commissioner Lowry made a Motion to award the contract to Dewberry Engineering. The Motion died for the lack of a second.

The following individuals shared their thoughts on the matter. Christy McElroy, Jimmy Garcia, Charles Gathers, and Robert Branch.

Mayor Buzzett encouraged the Commissioners to talk with City Staff that ranked the firms and learn why they ranked them as they did.

After additional discussion, a Motion was made by Commissioner Hoffman, second by Commissioner Kerigan, to create a policy to eliminate issues that were discussed today and for the City Commissioners to select the firm after presentations are made by each firm.

All in favor; Motion carried 5-0.

Finance Director

FEMA Update

Mr. Lacour continues to work on reimbursement of \$150,000 owed to the City from FEMA

Grants Reimbursement Update

There was no new update on grant reimbursements.

Code Enforcement – John Cannon

Beverly Ash, owner of Mama Dot's Restaurant, questioned why her advertising signs are being removed.

Mr. Anderson stated that off premises signs are not allowed by the current Sign Ordinance. Sandwich signs are permissible, but they must be put out each morning and removed each evening.

Police Department – Chief Richards

Chief Richards did not have any updates for the Commissioners.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there had been no significant changes on pages 18-19 and she continues to seek reimbursement from the State for the Centennial Building and Cape San Blas Complex Grants that were approved for payment in October.

Citizens to be Heard

The following individuals expressed their thoughts on various issues. Robert Branch, Chester Davis, Christy McElroy, and Michael Sparks.

Discussion Items by Commissioners

Neither Commissioners Langston, Kerigan, Lowry, Hoffman, nor Mayor Buzzett had any additional items to discuss today.

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 _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

POC
 COMMENCE AT THE NW
 CORNER OF ORIGINAL
 SECTION 22, T-7-S,
 R-11-W, GULF COUNTY,
 FLORIDA

Line #	Station	Length
U1	349747.2137	

BAYSIDE AT PORT ST JOE

A RE-PLAY OF LOTS 1, 2, 3, 4, 5 & 6 LAS PALMAS A
 SUBDIVISION AS PER MAP OR PLAY THEREOF RECORDED IN
 PLAT BOOK 4, PAGE 16 IN THE PUBLIC RECORDS OF GULF
 COUNTY, FLORIDA AND PROPERTY LYING IN FRACTIONAL
 SECTION 27, TOWNSHIP 7 SOUTH, RANGE 11 WEST, GULF
 COUNTY, FLORIDA

PLAT 300K PAGE NUMBER



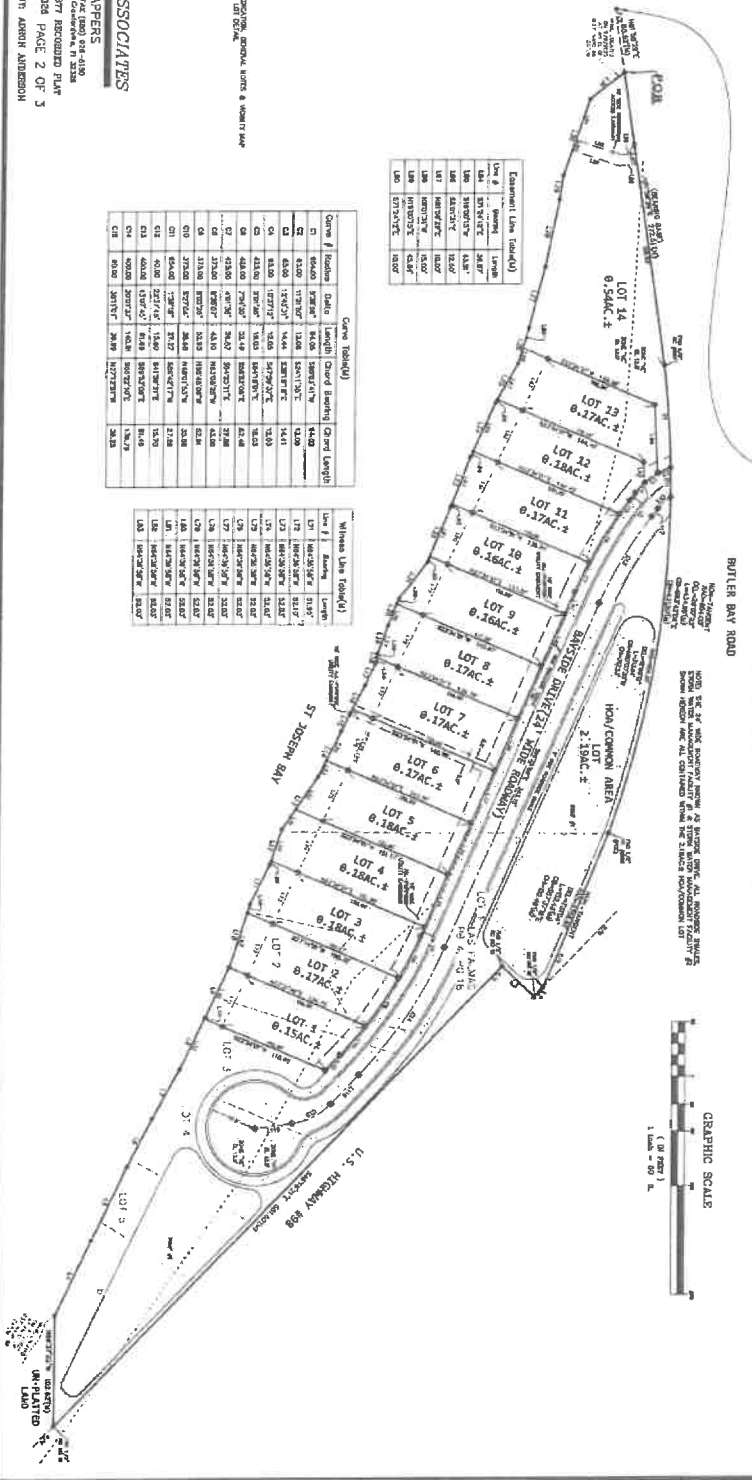
SEE SHEET 1 FOR EASEMENTS, EGRESS, GENERAL NOTES & NOTES TO BE SET OUT IN THE SUBDIVISION RECORDS

EDWIN BROWN & ASSOCIATES
 SURVEYORS & MAPPERS
 1000 S. GULF BLVD., SUITE 100
 TAMPA, FLORIDA 33601
 PHONE: 813-288-1111
 FAX: 813-288-1112
 WWW.EDWINBROWN.COM
 JOB: 03-053 - PROSPECTY RECORDED PLAT
 DATE: FEBRUARY 9, 2024 PAGE 2 OF 3
 CHECKED BY: TUDS C. BEERY DRAWN BY: ADRIAN ANDERSON

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C5	349747.2137	14.40	14.40	14.40	14.40
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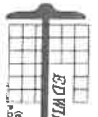
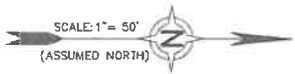
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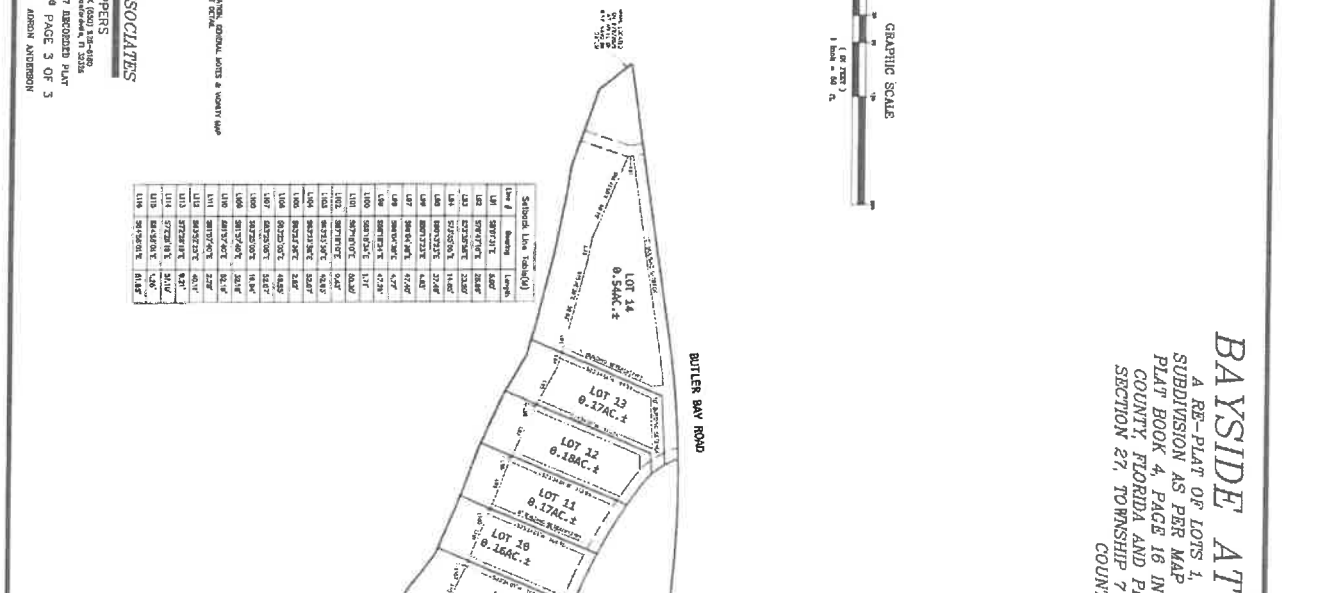
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 COUNTY, FLORIDA

PLAT BOOK _____ PAGE NUMBER _____



EDWIN BROWN & ASSOCIATES
 SURVEYORS & MAPPERS
 1000 W. GULF BLVD., SUITE 100
 PORT ST. JOE, FLORIDA 32455
 PHONE: 904-883-1111
 FAX: 904-883-1112
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1+91	92	S 89° 57' 12" E	24.67
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1+93	94	S 89° 57' 12" E	24.67
1+94	95	S 89° 57' 12" E	24.67
1+95	96	S 89° 57' 12" E	24.67
1+96	97	S 89° 57' 12" E	24.67
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1+98	99	S 89° 57' 12" E	24.67
1+99	100	S 89° 57' 12" E	24.67



ORDINANCE NO. 609

AN ORDINANCE OF THE CITY OF PORT ST. JOE, FLORIDA, RELATING TO AND AMENDING THE ZONING CODE; AMENDING THE CITY OF PORT ST. JOE ZONING MAP; DESIGNATING AND ESTABLISHING THE BULTER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT; ADOPTING CERTAIN REGULATORY REQUIREMENTS FOR THE BULTER BAY ROAD PLANNED UNIT DEVELOPMENT ZONING DISTRICT TO SUPERSEDE REQUIREMENTS IN THE CITY OF PORT ST. JOE ZONING CODE; PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, The City of Port St. Joe ("City") has deemed it appropriate to establish a planned unit development for a community ("Butler Bay Road Planned Unit Development Zoning District") to be located on a parcel of land which is legally described in Exhibit "A", attached and incorporated herein ("Property"); and

WHEREAS, on April 2, 2024, the Planning and Development Review Board for the City, recommended approval of the Butler Bay Road Planned Unit Development Zoning District; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District is intended to consist of a single family residential development; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District will be served by City water and sewer facilities; and

WHEREAS, The Butler Bay Road Planned Unit Development Zoning District will comply with the all applicable stormwater management requirements for the Property; and

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF CITY COMMISSIONERS OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. NAME

This Ordinance shall be known as the implementing ordinance for the Butler Bay Road Planned Unit Development Zoning District.

SECTION 2. CONSISTENCY WITH CITY OF PORT ST. JOE COMPREHENSIVE PLAN

The Board of City Commissioners hereby finds and determines that the Butler Bay Road Planned Unit Development Zoning District is consistent with the goals, objectives, and policies of the City of Port St. Joe Comprehensive Plan, including but not limited to Future Land Use

Element Policy 1.3.4, Mixed Use.

SECTION 3. APPROVAL

The establishment of the Butler Bay Road Planned Development Zoning District on the lands legally described in Exhibit "A", which is attached hereto and incorporated herein by this reference, is hereby approved subject to the conditions in this Ordinance.

SECTION 4. PERMITTED USES

The following uses shall be principal permitted uses within all areas of the Butler Bay Road Planned Unit Development (PUD) Zoning District:

- A. Residential. Single family residential units. Density shall not exceed fifteen (15) units.
- B. Recreation. Active recreation means recreational lands and improvements that are facility oriented which may require equipment and take place at prescribed places, or sites, which may include a club house, changing rooms/restrooms and pool. Passive recreation means recreational lands and improvements that are natural resource oriented. Passive recreational facilities may include, but are not limited to walking and nature trails, viewing platforms, docks, boardwalks, picnic areas and bird watching.
- C. Permitted Accessory and Ancillary Uses. The following shall be accessory permitted uses within all areas of the Butler Bay Road Planned Unit Development Zoning District: Uses of land customarily incidental and subordinate to one of the permitted principal uses, including but not limited to a sales center, mail kiosk, and other uses or facilities associated with the support of the permitted principal uses.

SECTION 5. DEVELOPMENT STANDARDS

- A. All residential uses shall be served by central potable water facilities and central wastewater facilities, as provided by the City.
- B. All development within the Butler Bay Road Planned Unit Development Zoning District shall be in compliance with all applicable land development regulations of the City of Port St. Joe, except as otherwise contained in this Ordinance.
- C. The minimum setbacks for residential units shall be as follows:
Front Setback: Ten (10) Feet
Side Setback: Five (5) Feet
Rear Setback: Fifty (50) Feet from the Mean High-Water Line of St. Joe Bay

- D. A retaining wall may be located at a minimum of thirty (30) feet from the Mean High-Water Line of St. Joseph Bay. The setback defined in Section 4.08 of the Land Development Regulations shall not apply to the placement of a retaining wall only.
- E. Maximum overall impervious coverage of the entire site shall be 80%.
- F. There shall be a minimum lot width of fifty-two (52) feet and minimum lot depth of 120 (120) feet.
- G. All construction shall meet the standards in the Florida Building Code, latest edition.

SECTION 6. DEVELOPMENT PLAN/PLAT PHASING

The Butler Bay Road Planned Unit Development Zoning District Subdivision will be developed as one (1) phase, with the submission of development plan and preliminary plat. All development plans will be reviewed as a Level 2 Major Development as such term is defined in the Code. The City will review the preliminary plat as part of the development review process. The development plan, preliminary plat and appropriate application fees shall be initially submitted to the City for review. The applicant may obtain simultaneous approval of the preliminary plat, development order and development permit approval with respect to the development.

SECTION 7. CREATION OF ZONING DISTRICT

The purpose of this Ordinance is to create the text of the Butler Bay Road Planned Unit Development Zoning District. The precise location of the permitted uses will be set forth in the application for development plan and preliminary plat approval. This Ordinance is not intended as a unified plan of development.

SECTION 8. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 9. OTHER ORDINANCES

Except as specifically modified or changed in this Ordinance, all provisions of the Code shall apply in the same manner as throughout the City.

SECTION 10. ZONING MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Zoning Map shall be amended to show the property described on attached Exhibit "A" as the Butler Bay Road Planned Unit

Development Zoning District.

SECTION 11. SEVERABILITY

The provisions of the Ordinance are hereby declared to be severable. If any revision of this Ordinance, or the application thereof, to any person or circumstance is held to be invalid, such invalidity shall not affect other provisions or applications of this Ordinance that can be given effect without the invalid provision or application.

SECTION 12. EFFECTIVE DATE

This Ordinance shall become effective as provided by law.

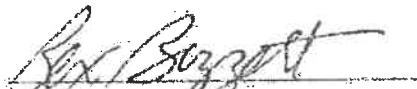
This Ordinance was adopted in open regular meeting after its second reading this May 7, 2024, after due notice in accordance with Florida Law.

ATTEST:

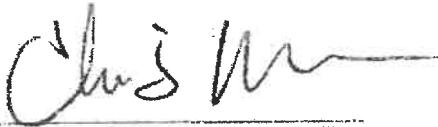
BOARD OF CITY COMMISSIONERS
OF PORT ST. JOE, FLORIDA



Charlotte M. Pierce, City Clerk
APPROVED AS TO FORM:



Rex Buzzett, Mayor



Clinton McCahill, City Attorney

EXHIBIT "A"

GULF COUNTY PARCEL ID: 04561-200R AND A PORTION OF GULF COUNTY PARCEL ID: 04561-500R, AS DESCRIBED BELOW:

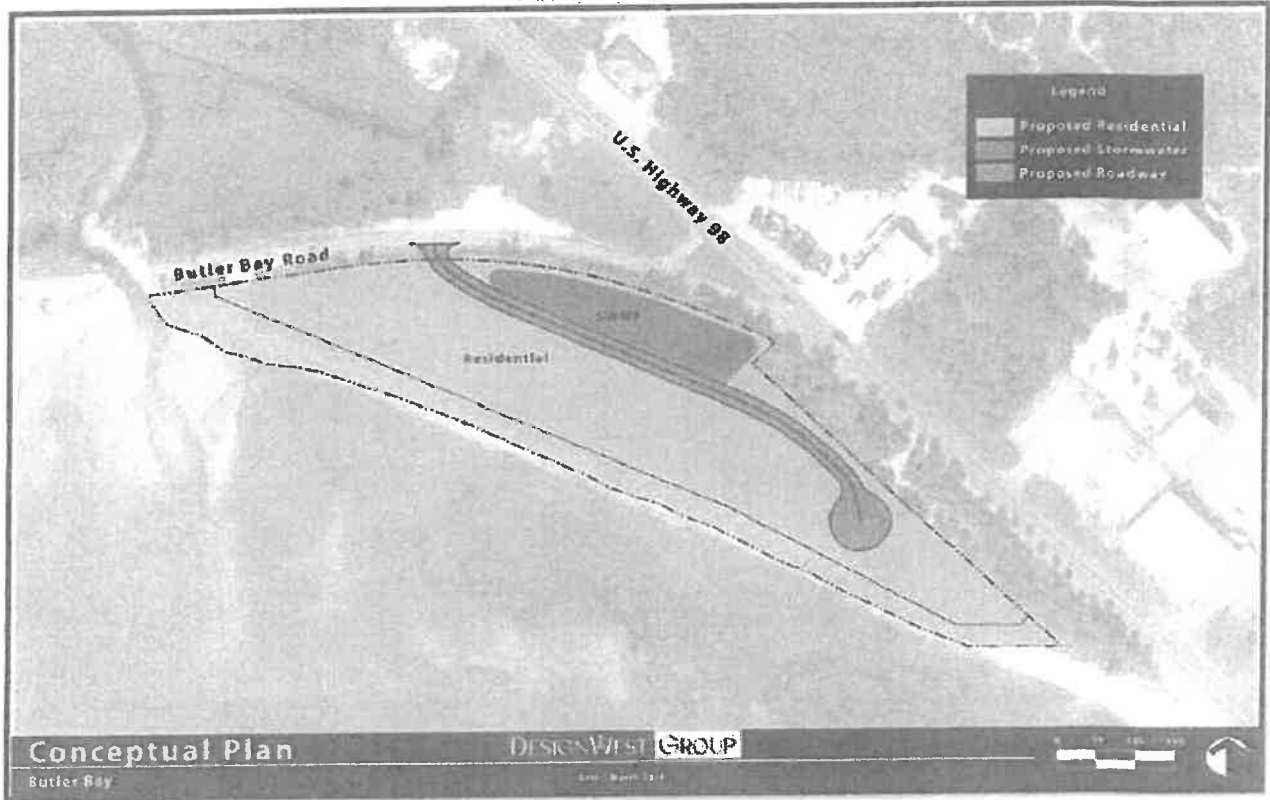
Commence at the Northwest corner of original Government Lot 2 in Section 27, Township 7 South, Range 11 West, Gulf County, Florida; thence run along the Westerly boundary line of said Government Lot 2, South 00 degrees 00 minutes 00 seconds East 170.28 feet to a point lying on the Southwesterly right of way line of U.S. Highway #98; thence leaving said Westerly boundary line run along said Southwesterly right of way line South 46 degrees 47 minutes 20 seconds East 32.50 feet; thence leaving said Southwesterly right of way line run South 00 degrees 49 minutes 18 seconds West 1078.04 feet; thence run South 89 degrees 12 minutes 28 seconds East 148.87 feet to a rod and cap; thence run South 00 degrees 30 minutes 28 seconds West 193.58 feet to a rod and cap; thence run South 00 degrees 13 minutes 30 seconds West 66.00 feet to a rod and cap lying on the Southerly right of way line of Butler Bay Road; thence run along said Southerly right of way line as follows: South 88 degrees 14 minutes 20 seconds East 194.76 feet to a point of non-tangent curve to the left having a radius of 3373.00 feet; thence run Northeasterly along the arc through a central angle of 03 degrees 49 minutes 20 seconds for a distance of 225.01 feet, chord of said arc being North 87 degrees 03 minutes 55 seconds East 224.97 feet; thence run North 81 degrees 58 minutes 29 seconds East 9.46 feet; thence run North 81 degrees 58 minutes 29 seconds East 45.55 feet to a point marking the intersection of said Southerly right of way line with the mean high water line of a Creek entering into St. Joseph Bay, said point being the POINT OF BEGINNING; thence leaving said POINT OF BEGINNING and said mean high water line continue along said Southerly right of way line as follows: North 81 degrees 58 minutes 29 seconds East 276.03 feet to a point of non-tangent curve to the right having a radius of 954.00 feet; thence run Southeasterly along the arc through a central angle of 26 degrees 07 minutes 23 seconds for a distance of 434.96 feet, chord of said arc being South 83 degrees 42 minutes 06 seconds East 431.20 feet to a rod and cap; thence leaving said Southerly right of way line run South 00 degrees 26 minutes 14 seconds West 290.95 feet to a point lying on the mean high water line of said St. Joseph Bay as located on February 2, 2023 at an elevation of 0.57' NAVD 88 DATUM; thence run along said mean high water line of St. Joseph Bay as follows: North 71 degrees 00 minutes 39 seconds West 74.28 feet; thence run North 60 degrees 32 minutes 29 seconds West 45.10 feet; thence run North 66 degrees 32 minutes 23 seconds West 96.67 feet; thence run North 64 degrees 03 minutes 35 seconds West 48.89 feet; thence run North 66 degrees 41 minutes 50 seconds West 53.04 feet; thence run North 69 degrees 26 minutes 19 seconds West 95.09 feet; thence run North 71 degrees 37 minutes 24 seconds West 91.91 feet; thence run North 78 degrees 23 minutes 08 seconds West 26.92 feet; thence run North 81 degrees 05 minutes 00 seconds West 46.33 feet; thence run North 70 degrees 27 minutes 26 seconds West 39.34 feet; thence run North 77 degrees 10 minutes 52 seconds West 19.23 feet; thence run North 55 degrees 25 minutes 37 seconds West 42.83 feet; thence run North 70 degrees 59 minutes 45 seconds West 44.50 feet; thence run North 44 degrees 49 minutes 05 seconds West 19.22 feet; thence run North 29 degrees 57 minutes 16 seconds West 20.52 feet; thence run North 19 degrees 26 minutes 27 seconds West 10.50 feet to the POINT OF BEGINNING. Containing 3.00 acres more or less

and;

Lots 1, 2, 3, 4, 5 & 6, Las Palmas, a subdivision as per map or plat thereof recorded in Plat Book 4, Page 165 in the Public Records of Gulf County, Florida

EXHIBIT "B"

Butler Bay Road PUD Master Plan



Current City Projects 4/21/26

- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Grant Agreement Received, The CCTV work is complete and Anchor Engineering is working on the rehab/replacement plans. L& K Contractors have been awarded the Lift Station Rehab bid on 8/20/24. The Bid for the collection system rehab was awarded to Royal American on 7/1/25. Work started 11/3/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing taps as requested.
- 9/15/23 Dewberry tasked to Survey & Topo the new City Hall Complex with Conceptual Plan options. Dewberry has now been tasked to handle the Civil Engineering and permitting. MLD has been tasked for the Architectural Services on 10/15/24. The Building Design is at 60% & the Site Plan is at 90%.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street. The (2) easements are signed.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25.
- 20th Street Stormwater Pipe Evaluation- The Evaluation has been completed with an estimated cost of over \$200K.
- Charles & Stebel Watermain Loop – City staff is working on constructing the loop.
- Williams Ave. Parking Lot- The bid was awarded to CWR on 1/6/26. Work is set to begin in April.
- Downtown stormwater Improvements. City Staff is working with Dewberry to identify areas to address.
- New 10th Street Park Concession Stand & Restroom Facility- Under Construction.
- Paving of Ave C & D from Hwy 98 to MLK Blvd.- Dewberry is working on the Design to Bid of the project.

- St. Joe Beach Water Tank Replacement-The contract has been awarded to start the project.

SPECIAL PROJECTS FUNDRAISING & GRANT WRITING CONSULTANT AGREEMENT

THIS AGREEMENT made and entered into on this the 1st day of May 2026 by and between the CITY OF PORT ST. JOE, FLORIDA, a Florida municipal corporation, whose address is 305 Cecil G. Costin Sr. Blvd., Port St. Joe, Florida 32456, hereinafter referred to as "City" and TWO HIRED GUNS CONSULTING, LLC., a Florida limited Liability Company, whose address is 1106 W. Beach Drive, Panama City, Florida 32401, hereinafter referred to as "2HG".

WHEREAS, the city desires to contract with 2HG to provide special projects fundraising and grant writing consulting services; and

WHEREAS, 2HG desires to provide services to the City; and

NOW THEREFORE, the City and 2HG for consideration, the value and sufficiency of which are hereby acknowledged agree as follows:

1. 2HG agrees to perform the services contained in the proposal submitted to City and attached hereto as Exhibit "A". Said Exhibit "A" is incorporated into and made a part of this Agreement.
2. If any provision of Exhibit "A" conflicts with this Agreement, this Agreement shall take precedence.
3. The Term of this Agreement shall be for a period of 6 (six) months beginning on May 1, 2026, and ending on October 31, 2026. This Agreement can be renewed for an additional 6 (six) month term with the agreement of both parties. Either party may terminate this Agreement with 30 (thirty) days written notice to the other party.
4. The City agrees to pay the monthly amount of \$4,000.00 (four thousand dollars) during the term of this Agreement. The first payment is due upon both parties executing the Agreement. The City further agrees that it will pay 2HG a 2.5% (two and a half percent) commission on grants awarded during the term of the Agreement, but only for grants where the commission payment is allowed and paid for from the grant funds. Any commission payment owed pursuant to this Agreement shall be paid within 30 (thirty) days of the grant funds being dispersed to the City. Under no circumstances will any commission be paid by the City to 2HG for any funds received by the City in the form of a loan.
5. 2HG shall be responsible for any and all travel expenses generated as a result of it providing the services under this Agreement.

6. Nothing in this Agreement shall be construed to make 2HG an employee of the City. 2HG will be a 1099 contractor to the City.
7. This Agreement shall be governed by the laws of the State of Florida and venue for any legal proceeding to enforce this Agreement shall lie in a Gulf County, Florida.
8. Notices required under this Agreement shall be to:

The City: Jim Anderson, City Manager, at the address set forth above.

2HG: Dr. Sean Preston, at the address set forth above.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date first above written.

The City of Port St. Joe, Florida

By: _____ DATE
 REX BUZZETT, MAYOR

TWO HIRED GUNS CONSULTING, LLC

By: _____ DATE
 DR. SEAN PRESTON, AMBR



TWO HIRED GUNS CONSULTING

Special Projects Fundraising & Grant Writing Consultant_V3 *City of Port St. Joe*

Vision Statement - 2HG will serve as the special projects fundraiser and grant writer and will lead the strategic planning process, the creation of proposals, the identification of donor prospects, and the submission of state and national grant applications.

Objectives of the Partnership - Over the contract period the City of Port St. Joe and the Consultant will achieve several objectives:

1. Lead the strategic and fundraising efforts for various municipal projects such as: (1) the waste water treatment facility; (2) the "Field of Dreams" Sports Complex, including a possible P3 partnership; (3) a new city government complex.
2. Pursue Rails to Trails and Florida Public Land Trust grant funding to improve waterfront accessibility and walking trails.
3. Complete the additional steps to ensure USDA funding beyond the initial obligation and continue to serve as a liaison with the USDA grant coordinator.
4. Complete the Disaster Fund grant application this spring.
5. Complete the Rural Infrastructure Fund grant application this summer.
6. Complete the Triumph Gulf Coast wastewater treatment facility pre-application this fall.
7. Advise on the creation of collateral and fundraising materials for all assigned projects.
8. Identify individual, foundation, state, and national grant and funding opportunities to lead the fundraising efforts.
9. Create and monitor project status reports to keep all parties in alignment.
10. Continually revise strategy and approach to meet the objectives.
11. Host free-admission development workshops for local Port St, Joe non-profit organizations who wish to engage in development and fundraising activities.

Dr. Sean Preston | Two Hired Guns Consulting | Founder & Lead Consultant | 704-488-4078

**AGREEMENT FOR TEMPORARY USE OF CENTENNIAL BUILDING
CITY OF PORT ST. JOE, FLORIDA**

NAME OF INDIVIDUAL OR ORGANIZATION ENTERING AGREEMENT (HEREIN KNOWN AS USER):

Shelley Kuenne

STREET ADDRESS: 373 Nutmeg St

CITY: Port St Joe

STATE: Florida

ZIP: 32456

TELEPHONE: 714-747-9839

EMAIL: seashellskuenne@gmail.com

DATE(S) REQUESTED: 5/7/26

TIME(S) OF EVENT: 7am-5pm

TYPE OF EVENT IN DETAIL: National Day of Prayer / personally registered and approved
with this association

PROPOSED # OF PEOPLE ATTENDING EVENT: Praying for 100+

Please check the following boxes that apply to your event: Alcohol Artists/Vendors Tax Exempt

In consideration of the mutual covenants and conditions contained herein, the Board of City Commissioners of the City of Port St. Joe, Florida, a municipal corporation (herein known as "City"), agrees to make available the Centennial Building to User on the date(s) set forth above.

All Users be advised that the Board of City Commission does not rent this facility to organizations for extended periods of time. Rentals are on a temporary basis only, and Users are urged to make other arrangements as soon as possible.

1. The City shall:

- a. Furnish light, heat, and water by means of appliances installed for ordinary purposes, but for no other purposes. Interruptions, delays, or failure to furnish any of the same, caused by anything beyond the control of the City Commissioners, shall not be charged to the City of Port St. Joe.
- b. Not be responsible for damages, accidents, or injury that may happen to the User or their agents, servants, employees, spectators, or any and all other participants and/or property from any cause whatsoever, arising out of or resulting from the above-described activity during the period covered by this agreement.
- c. Reserve the right, in the exercise of its discretion, to rescind and cancel this agreement at any time when the purpose or purposes for which the premises herein described are being used and intended to be used, shall be obnoxious or inimical to the best interest of the City; anything herein contained notwithstanding.
- d. The activities of the City have priority, and the City reserves the right to alter this schedule by notifying the renting party 48 hours prior to a scheduled event.

2. The User shall:

- a. Take the premises as they are found at the time of occupying by the User.
- b. Remove from the premises within twenty-four (24) hours following the conclusion of the contracted activity all equipment and materials owned by the User. The City assumes no liability for the User's equipment and materials.

CENTENNIAL BUILDING RENTAL AGREEMENT I

- c. Not re-assign this agreement or sublet the premises or any part thereof or use said premises or any part thereof for any purpose other than that herein specified, without written consent of the City.
 - d. Indemnify the City and hold it harmless from any liability, including court costs and attorney fees which result from any of the activities which occur on the property during the term of this Agreement. In the event that the User's use of the premises includes a performance or performances which might be subject to a license fee payable to any organization such as ASCAP or BMI, the User shall be responsible for such fee and will indemnify and hold the City harmless in the event that any such fee is assessed against the City.
 - e. Not load or unload any equipment, furniture, tables, or chairs through the front entrances. The User acknowledges that only the side doors may be used to load or unload aforementioned items.
3. **Payment of Charges:**
- a. All payments and deposits must be made by check or money order payable to the "City of Port St. Joe" and paid in full before the facility is reserved.
 - b. All payments will be delivered to the City as of the date of the execution of this Agreement.
 - c. Attached hereto as Exhibit "A" is the fee schedule for use of these City facilities.
4. **The following Regulations shall be followed:**
- a. Activities will not be permitted between 12:00 a.m. (midnight) and 6:00 a.m. without prior permission from the Commission.
 - b. The City equipment will not be taken from the premises under any conditions and in the event any equipment is found missing, the User is responsible for its replacement costs.
 - c. Alcohol Permits and/or Certificates of Liability Insurance must be provided to the City before rental when alcohol is allowed at the event.
 - d. Certificates of Liability Insurance must be provided to the City before facility is reserved for all large events.
 - e. A trash plan must be in place for all events and given to the City at the time the facility is reserved.
 - f. A security plan must be in place for all large events and given to the City at the time the facility is reserved.
 - g. All lineups of artists and/or vendors must be provided to the City at the time the facility is reserved.
 - h. The premises shall not be marked upon, painted, cut, drilled, taped, glued, nailed or screwed into, or in any way defaced on the walls, ceiling, partitions, stage, drapes, window coverings or floors of the premises or buildings. Any defacement, damage, or injury caused will be the responsibility of the User who signed this application.
 - i. All chairs and tables must have rubber tips to protect the floor.
5. **Deposit Guidelines:**
- a. Deposits will be cashed immediately, and a refund check will be issued once the following items have been addressed after the rental date(s).
 - i. All lights were turned off after the event
 - ii. All A/C Heating units must be turned back up to a temperature of 77°
 - iii. All trash and decorations have been removed and placed in outside dumpsters
 - iv. The premises have been left secured
 - v. No damage to the property
 - vi. All the tables and chairs were folded and returned to the location where they were found. *Do not remove table and chairs from premises – make any party planners aware they are the property of the City*

Grants Updated- 4/21/26

Title	Amount	Status
FDEM 4399-162-R	Grant \$771,481.50 City Match \$257,160.50	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match. Approved 12/16/22. Under Construction.
FEMA	1.4M	Clifford Sims Park Repairs due to Hurricane Michael. Approved 4/21/23. The project is complete and we have requested reimbursement.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded. The project is complete and we have requested reimbursement.
CDBG-DR M0023	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. Under Construction.
National Park System/Hurricane Michael	\$83,000	Washington Gym Rehabilitation. Submitted by UF. Approved and will be administered thru the State of Florida Division of Historical Resources.
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. The project has been re-bid. Approval has been given for the amended scope of work by the State. The project is complete and we have requested reimbursement.
FDEP Water Protection Funds WG063	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds WG043	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21. The collection system and lift station is constructed. City Staff is making taps.
FDEP/SRF DW230160	\$1,506,338 Loan/\$655,456 Grant	Downtown Water line Replacement Phase II. Approved, Application submitted on 11/2/23. The project is complete and we have requested reimbursement.
Fl Commerce LS2507	\$300,000	Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG 26DB-C01	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25. Waiting on approval of the Engineering Services Agreement.
Dept. of Financial Services #1 FM918	\$500,000	Fire/Police Public Safety Facility. Approved. Dewberry is working the Engineering & MLD is Working on the Design.
Dept. of Financial Services #2	\$1,900,000	Fire/Police Public Safety Facility. Approved

FDEP/SRF WW23019	\$19,166,503	Wastewater Plant Improvements. Approved 11/12/25 50% Loan/50% Grant
USDA	\$26,000,000	Wastewater Plant Improvements. Submitted 8/29/25
Fl. Commerce CDBG-DR MS028	\$25M \$2M Match	Wastewater Plant Improvements. Approved 1/7/26
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25
Fl. Commerce G0157	2,250,709.00	Workforce House Road. Approved March 2026. Currently working on the grant agreement.
Legislative Request 2026	\$5,000,000	Fire/Police Public Safety Bldg. (Reduced to \$1,000,000) Senate Bill
FDOT SCOP	\$578,666.15	Clifford Sims, Bay, & Royal Street Paving. Application submitted 3/26.

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved