

City of Port St. Joe
Special Meeting
Planning, Development & Review Board
July 14, 2025

Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Jay Rish	Jim Anderson	Rawlis Leslie	Bo Creel
Travis Burge	Mike Lacour		April Thompson
Phil Earley 4:03 P.M.	Charlotte Pierce		
Hal Keels	Carrie Fodge		
Chris Karagiannis	Clinton McCahill		
Minnie Likely			

After ascertaining that a quorum was present, Chairman Rish called the meeting to order at 4 P.M.

Consent Agenda

A Motion was made by Chris Karagiannis, second by Travis Burge, to approve the June 3, 2025, Regular Meeting Minutes. All in favor; Motion carried 5-0.

Mr. Earley joined the Meeting at 4:03 P.M.

Business Items

410 Reid Avenue, Parcel #04794-000R, BKS Land Holdings LLC: Special Exception for Density to allow 2 Residential Units; Development Order Request

No one spoke on behalf of BKS Land Holdings, LLC.

A Motion was made by Phil Earley, second by Minnie Likely, to recommend approval of the Special Exception and Development Order. All in favor; Motion carried 6-0.

This will allow for two residence above, a roof top pavilion, commercial below for a restaurant, and two parking spaces on the back of their property.

Windmark Beach North Phase 3 West Unit 1; Plat Approval

Konstadino Galangs spoke on behalf of Windmark, and stated they were asking for a Plat approval of 43 of the previously approved 197 lots of Unit 1 under the Development Order.

A Motion was made by Travis Burge, second by Hal Keels, to grant the Plat approval of the 43 lots.

Jeremy Novak shared his concerns about the Windmark DRI.

All in favor; Motion carried 6-0.

Ordinance 617 Comprehensive Plan Update

Ray Greer updated the Board on the Comprehensive Plan. The state has reviewed the plan, they required a slight modification and have returned it for the City's consideration, and once approved, it will go back to the state for final approval.

Ordinance 619 H & K Holdings, Small Scale and Rezoning Request Parcel #04571-000R from Residential (County) to Residential R-3

Ray Greer spoke on behalf of H & K Holdings.

A Motion was made by Travis Burge, second by Hal Keels, to recommend approval of the Small Scale and Rezoning Request to the City Commission.

Jeremy Novak shared his thoughts, and stated the County would oppose any voluntary annexation.

Chairman Rish stated his objections to making a recommendation.

Voting in favor of recommending the request to the City Commission were Hal Keels, Travis Burge, Chris Karagiannis, and Phil Earley. Voting against was Jay Rish. Minnie Likely abstained stating that she was not assured from comments made orally and from written information as to whether it was a matter that was clearly stated as to how she should vote. Mrs. Likely completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and it is attached as Exhibit A.

Ordinance 620 Gulf Coast State College: Rezoning Request Parcel #03040-150R from Commercial C-1 and Residential R-1 to Public

Alex Schroth, Northstar Engineering Services spoke on behalf of Gulf Coast State College.

A Motion was made by Hal Keels, second by Minnie Likely, to recommend approval of the zoning request to the City Commission. All in favor; Motion carried 6-0.

A Motion was made by Travis Burge, second by Minnie Likely, to adjourn the meeting at 4:35 P.M.



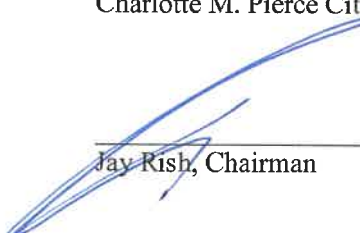
Charlotte M. Pierce City Clerk



Date



Date



Jay Rish, Chairman

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Likely, Minnie Jones</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Port St. Joe Planning, Development, and Review Board	
MAILING ADDRESS <i>316 Ave B</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Port St. Joe</i>	COUNTY Gulf	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>July 14, 2025</i>		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> 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, Minnie Jones Likely, hereby disclose that on July 14, 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, _____;
- ☐ inured to the special gain or loss of my relative, _____;
- ☐ 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:

I was not assured from comments made orally and from written information as to whether it was a matter that was clearly stated as to how I should vote.

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.

July 14, 2025
Date Filed

Minnie J. Likely
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.