

City of Port St. Joe
Regular Meeting
Planning, Development & Review Board
September 2, 2025
Minutes

Pledge of Allegiance and Moment of Silence

Roll Call of the Board

Present		Absent	
Board	Staff	Board	Staff
Jay Rish	Jim Anderson	Phil Earley	
Travis Burge	Charlotte Pierce	Hal Keels	
Chris Karagiannis	Mike Lacour	Rawlis Leslie	
Minnie Likely	Clinton McCahill		
	April Thompson		

After ascertaining that a quorum was present, Chairman Rish called the meeting to order at 4:04 P.M. Phil Earley and Hal Keels notified City Staff that they would be unable to attend the meeting.

Consent Agenda

July 14, 2025, Special Meeting Minutes

A Motion was made by Chris Karagiannis, second by Travis Burge, to approve the Minutes of the July 14, 2025, Special Meeting. All in favor; Motion carried 4-0.

Attorney McCahill read Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers as completed by Minnie J. Likely on July 14, 2025, when she abstained from voting on Ordinance 619 H & K Holdings, Small Scale and Rezoning Request Parcel #04571-000R from Residential (County) to Residential R-3.

Business Items

Chairman Rish moved *1401 Palm Blvd - Linda Corrigan: Special Exception Request - Side Setback* to the first item to be heard by the Board.

Ms. Corrigan requested that the Special Exception Request be granted as there is a power line that will be impacted if the shed has to be moved. The original permit was issued in May of 2025, and the free standing metal carport was placed too close to the side yard property line then.

A Motion was made by Chris Karagiannis, second by Travis Burge, to grant the 2.5' encroachment on the side yard property line. All in favor; Motion carried 4-0.

Chairman Rish also moved *Tenth Street Workforce Housing – Development Order Request* up in the Agenda

Ray Greer and Clay Murphy 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.

A Motion was made by Travis Burge, second by Chris Karagiannis, to recommend approval of the Development Order Request to the City Commission. All in favor; Motion carried 4-0.

Salt Pines Subdivision – Parcel # 03040-002R: Development Order Amendment from Townhomes to Single Family Residence

Clay Murphy and Grant Rish, representing 68V Salt Pines (FL) 2024 L.L.C., requested a change from the original 100 units to 80 and reducing 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 property line on each house. All other setback and lot coverage standards set forth within the LDR will be met.)

A Motion was made by Chris Karagiannis, second by Minnie Likely, to recommend to the City Commission the 5' setback rather than the required 7' setback. All in favor; Motion carried 4-0.

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

Chairman Rish stated that he would be abstaining on this issue as it would be inured to his special private gain or loss. He completed Form 8B Memorandum of Voting Conflict For County, Municipal, and Other Local Public Officers and it is attached as Exhibit A.

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 Travis Burge, second by Chris Karagiannis, to recommend to the City Commission the 5' set back as requested. All in favor; Motion carried 3-0 with Chairman Rish abstaining.

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

Tim Petersen requested a Special Exception to reduce the required number of 25 parking spaces to 18 for the Forgotten Coast Athletics at their new building.

Objections were received from the neighbors concerning parking in the alleyway and on their property. Linda Wood expressed her concerns of access by utility providers, parking at the back of the building, and this being a congested area.

A Motion was made by Travis Burge, second by Minnie Likely, to recommend the request to the City Commission with the following restrictions: 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. All in favor; Motion carried 4-0.

PDRB Terms up for Renewal: Travis Burge, Phil Earley, and Hal Keels

Mr. Burge stated that he would continue to serve and shared that Mr. Keels asked him to let the Board know that he would continue to serve also. Mr. Earley will be contacted as he was not in attendance today.

Citizens to be Heard

No one from the public wished to speak.

Discussion by Board Members

There were no issues to discuss by any of the Board Members.

Motion to Adjourn

There was no further business to come before the PDRB. A Motion was made by Chris Karagiannis, second by Travis Burge, to adjourn the meeting at 4:40 P.M.



Charlotte M. Pierce, City Clerk

10/7/25

Date



Jay Rish, Chairman

10-7-25

Date

Exhibit A

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

LAST NAME—FIRST NAME—MIDDLE NAME <i>Rish John William Joseph</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Port St. Joe Planning, Development, and Review Board	
MAILING ADDRESS <i>Box 9</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Port St Joe</i>	COUNTY Gulf	☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
DATE ON WHICH VOTE OCCURRED <i>9/2/25</i>		NAME OF POLITICAL SUBDIVISION: City of Port St. Joe	
		MY POSITION IS: ☐ ELECTIVE ☒ APPOINTEE	

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, William J. Kim, Jr., hereby disclose that on 9-2, 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:

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.

9-2-25
Date Filed

[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.