

**City of Port St. Joe
Planning, Development, and Review Board Regular Meeting
October 7, 2025 4:00 P.M.**

**Jay Rish
Minnie Likely
Rawlis Leslie
Phil Earley**

**Hal Keels
Travis Burge
Chris Karagiannis**

PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

ROLL CALL OF THE BOARD

CONSENT AGENDA:

September 2, 2025 Regular Meeting Minutes

Page 1-5

BUSINESS ITEMS

- **Ord. 624 -Small Scale & Zoning Amendment
103 3rd Street, Parcel #04707-000R, L & A Hotel Properties**

Pages 6-22

***You are hereby notified that in accordance with Florida Statutes, you have the right to appeal any decision made by the Board with respect to any matter considered at the above referenced meeting. You may need to ensure that a verbatim record of the proceedings is made which may need to include evidence and testimony upon which the appeal is based.**

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

Date

Jay Rish, Chairman

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 Jh William Joseph</i>		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE <i>City of Port St. Joe Planning, Development, and Review Board</i>	
MAILING ADDRESS <i>P.O. 9</i>		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY <i>Port St Joe</i>		☒ CITY ☐ COUNTY ☐ OTHER LOCAL AGENCY	
COUNTY <i>Gulf</i>		NAME OF POLITICAL SUBDIVISION: <i>City of Port St. Joe</i>	
DATE ON WHICH VOTE OCCURRED <i>9/2/25</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, William J. Ror, Jr., hereby disclose that on 9-2, 20 25:

(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.

ORDINANCE NO. 624

AN ORDINANCE AMENDING THE COMPREHENSIVE PLAN FUTURE LAND USE MAP OF THE CITY OF PORT ST. JOE, FLORIDA BY AND THROUGH PROCEDURES REQUIRED FOR SMALL-SCALE MAP AMENDMENTS PURSUIT TO AUTHORITY UNDER STATE STATUTES SECTION 163.3187, SPECIFICALLY CHANGING PARCEL ID NUMBER 04707-000R FROM PUBLIC USE TO COMMERCIAL, PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE FROM PUBLIC USE PU TO COMMERCIAL C-1; AND PROVIDING FOR REPEAL OF ANY CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, Section 163.3187, Florida Statutes, provides for the authority and procedure for the City Commission of Port St. Joe, Florida to amend its Comprehensive Plan utilizing procedures applicable to small scale developments; and

WHEREAS, on October 7, 2025, the Planning and Development Review Board sitting as the local planning agency for the City, recommended approval of the small-scale amendment to the comprehensive plan and amendment to the Zoning Map of the City; and

WHEREAS, the City Commission desires to adopt the amendment to the current comprehensive plan to guide and control the future development of the City, and to preserve, promote, and protect the public health, safety, and welfare.

NOW, THEREFORE, BE IT ENACTED BY THE PEOPLE OF THE CITY OF PORT ST. JOE, FLORIDA:

SECTION 1. APPROVAL

The City of Port St. Joe Comprehensive Plan Future Land Use Map and Zoning Map are hereby amended as set forth on Exhibit "A" and are hereby changed from Public Use land use to Commercial and the Zoning from Public Use PU to Commercial C-1. The application and all documentation submitted by the Applicant in support of it are hereby incorporated by reference.

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

The Board of City Commissioners hereby finds and determines that the approval of the amendment is consistent with the goals, objectives and policies of the City of Port St. Joe Comprehensive Plan as amended.

SECTION 3. ENFORCEMENT

The City may enforce this Ordinance as authorized by law.

SECTION 4. FUTURE LAND USE MAP

Upon this Ordinance becoming effective, the City of Port St. Joe Future Land Use Map shall be amended to show the Property as having a land use of Commercial.

SECTION 5. ZONING

The Zoning map of the City of Port St. Joe is hereby amended to show the property described in Exhibit "A" as Commercial C-1.

SECTION 6. REPEAL

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 7. SEVERABILITY

The provisions of this Ordinance are hereby declared to be severable. If any provision 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 8. EFFECTIVE DATE

This ordinance shall become effective upon adoption as provided by law.

This Ordinance was adopted in open regular meeting after its second reading this _____ day of _____, 2025.

THE CITY COMMISSION OF THE CITY
OF PORT ST. JOE, FLORIDA

By: _____
Rex Buzzett, Mayor-Commissioner

Attest: _____
Charlotte M. Pierce
City Clerk

EXHIBIT "A"

Future Land Use Map:



EXHIBIT "A"

Zoning Map:



**CITY OF PORT ST. JOE
COMPREHENSIVE PLAN
SMALL SCALE MAP AMENDMENT
AND REZONING APPLICATION**

Prepared for:

L and A Hotel Properties, LLC
100 Dupont Drive
Port St. Joe, Florida 32456

Prepared by:

DESIGNWEST GROUP
2910 Kerry Forest Parkway
Suite D4-126
Tallahassee, Florida 32309

September 2025

Agent Contact Information

Raymond W. Greer, AICP
DesignWest Group
Project Manager
2910 Kerry Forest Parkway
Suite D4-126
Tallahassee, Florida 32309
Phone: 850.545.6503

Property Information

Property Ownership:

L and A Hotel Properties, LLC
100 Dupont Drive
Port St. Joe, Florida 32456

Property Identification Numbers:

04707-000R

Property Description:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 of Block 14, City of Port St. Joe, Florida as per plat thereof on file in the Office of the Clerk of Court, Gulf County, Florida. Less and except the Easterly 10 feet of said lots 2, 4, 6, and 8, of said Block 14 which were conveyed to the State of Florida for road right of way.

and: Commence at the NE Comer of Tract B of an Official Map No. 1 of the City of Port St. Joe, Florida. Said NE comer being on the West right of way of Baltzell Avenue; thence S19' 14'00" East for 420 feet along said West right of way line to the HE comer of Tract C and the Point of Beginning; thence continue along said West right of way line S 19' 14'00" East for 360 feet to the SE comer of Tract C, said SE comer, being on the NW right of way line of Fourth Street; thence along said NW right of way line S70°03'14"West for 350 feet; thence leaving said NW right of way line, N19' 12'43"W for 360.00 feet to a point on the NW boundary line of Tract C; thence along said NW boundary line N70°03'15"E for 350.00 to the Point of Beginning, within the City of Port St. Joe, Florida.

Small Scale Land Use Map Amendment and Rezoning Request

Existing Future Land Use Map Designation: Public Use

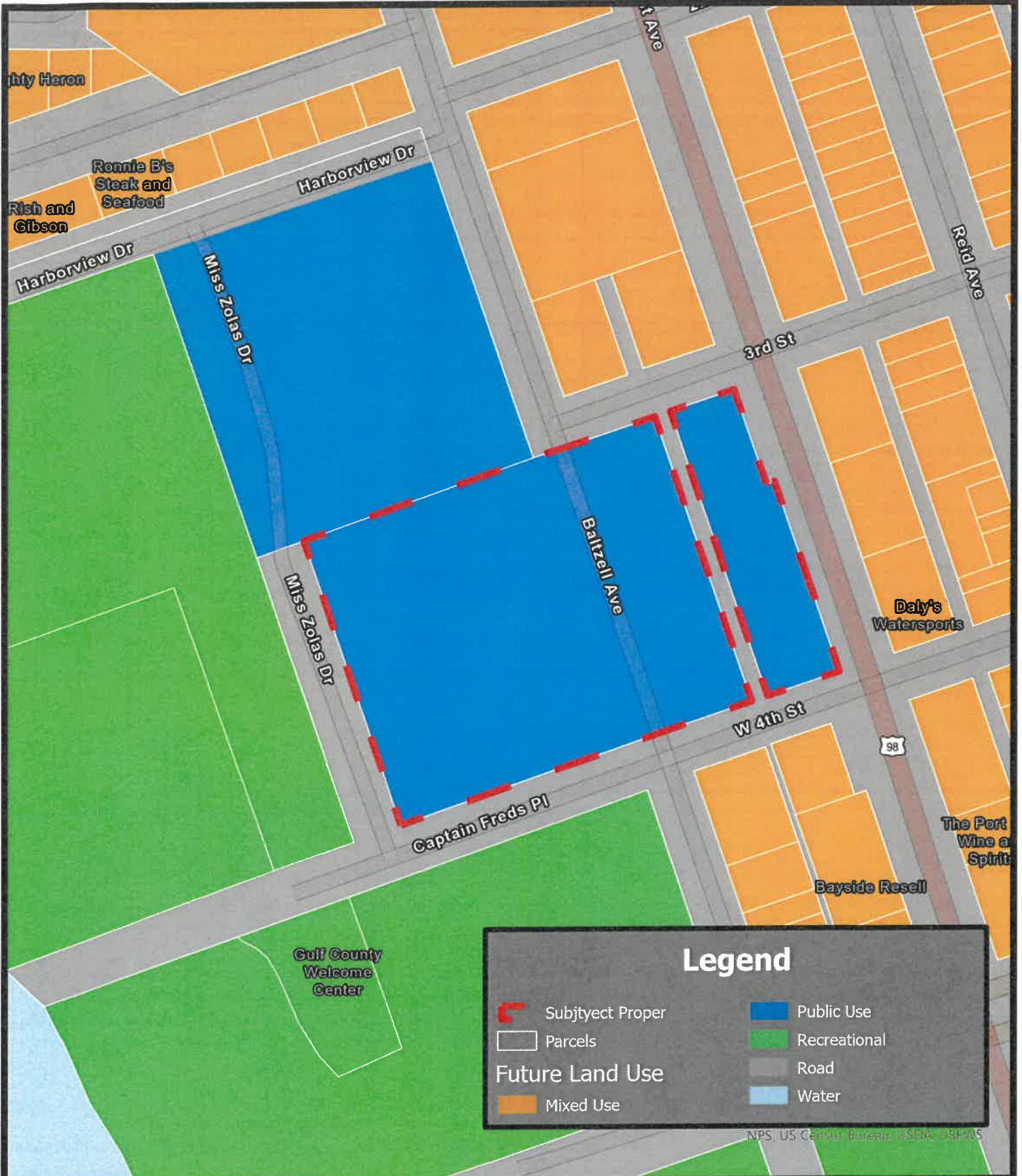
Proposed Future Land Use Map Designation: Commercial

Existing Zoning District: Public Use PU

Proposed Zoning District: Commercial C-1

Maps

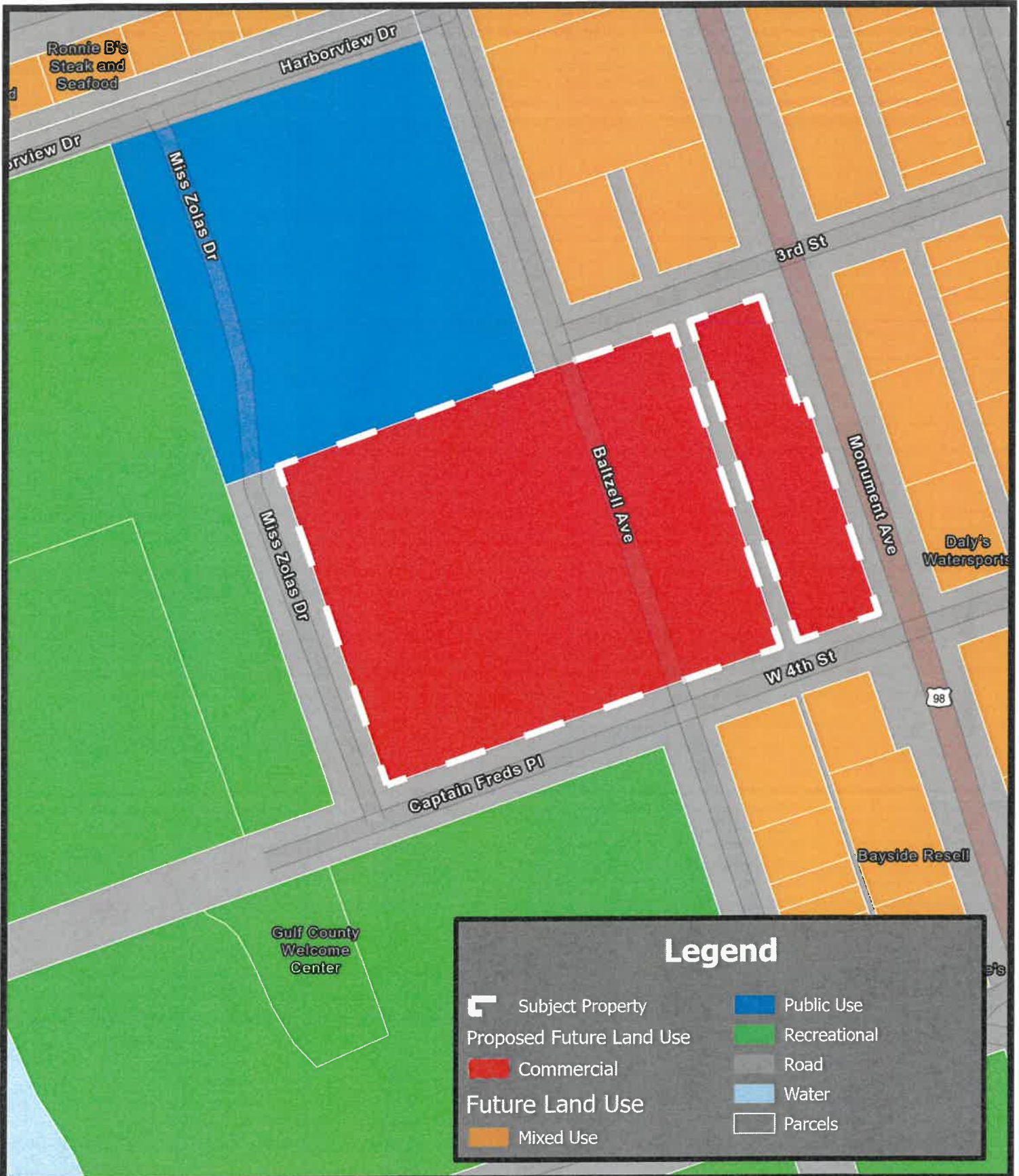
- a) Location Map
- b) Existing Future Land Use Map
- c) Proposed Future Land Use Map
- d) Existing Zoning Map
- e) Proposed Zoning Map



L & A Hotel Properties LLC Future Land Use Map

September 2025

DESIGNWEST GROUP

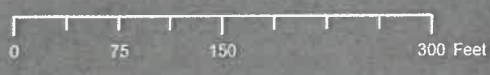


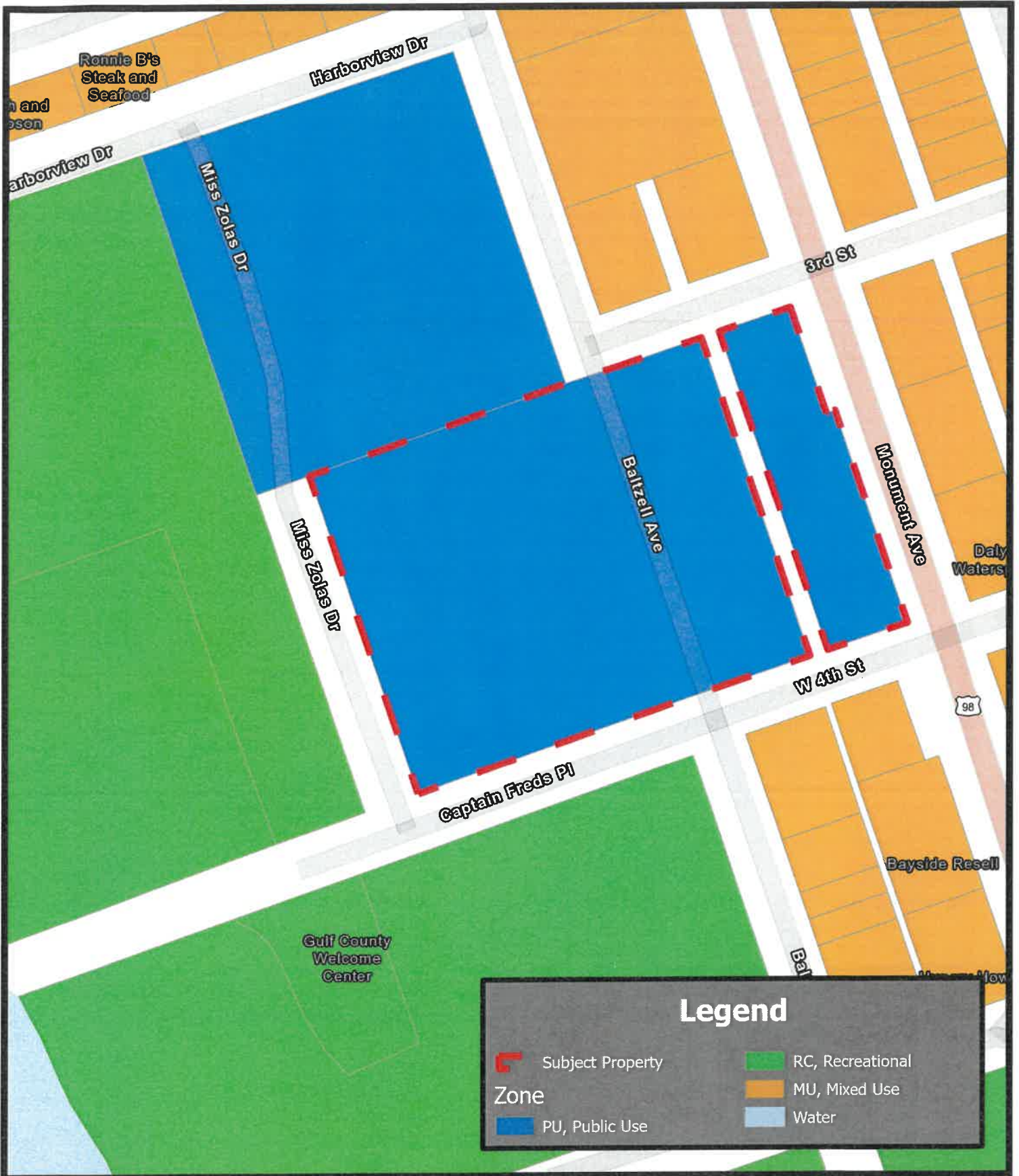
Legend

Subject Property	Public Use
Proposed Future Land Use	Recreational
Commercial	Road
Future Land Use	Water
Mixed Use	Parcels

L & A Hotel Properties LLC Proposed Future Land Use Map

September 2025





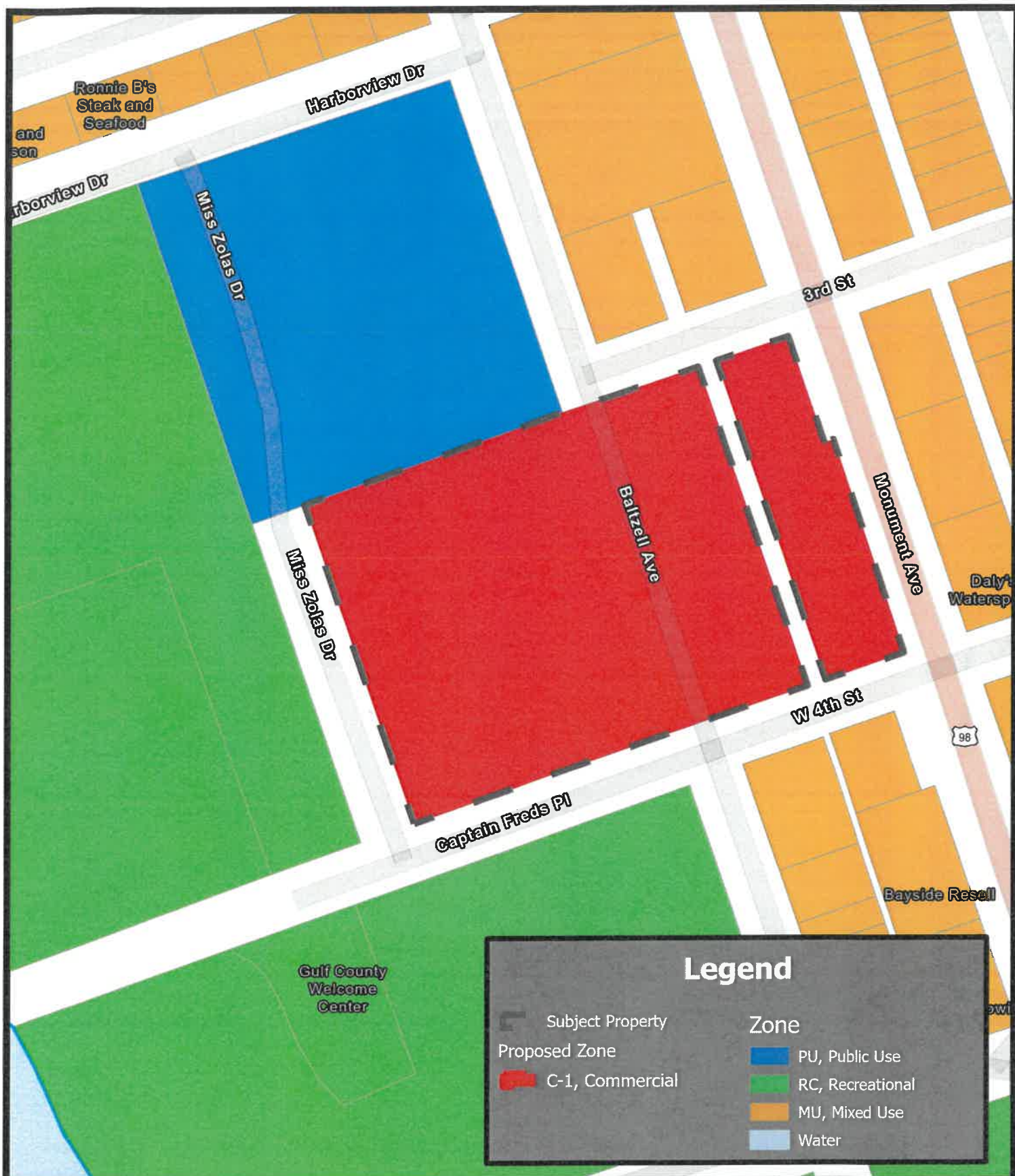
L & A Hotel Properties LLC Zoning Map

September 2025

0 75 150 300 Feet

DESIGNWEST GROUP





L & A Hotel Properties LLC Proposed Zoning Map September 2025

0 75 150 300 Feet

DESIGNWEST GROUP



City of Port St. Joe Application

**CITY OF PORT ST. JOE FUTURE LAND USE MAP
AMENDMENT APPLICATION**

Property Address: 102 3rd Street

Current Land Use: Public Institution

Property Owner: L & A Hotel Properties,

Proposed Land Use: Commercial

Mailing Address: 100 Depont Drive, Port St. Joe Florida 32456

Phone: (850) 545-6503

Applicant if Different: Raymond W. Greer

Parcel Number: 04707-000R

Raymond W. Greer

Owners Signature

September 16, '25

Date

Sworn to and subscribed before me this 16TH day of SEPTEMBER 2025. Personally Known
OR Produced Identification.

Type Provided _____.



Linda Freeman

Signature of Notary

PUBLIC NOTICE

1. A sign will be posted for two weeks on the property seeking the change and a notice will be published in the local newspaper.

APPLICATION REQUIREMENTS

Application Fee: Small Scale Amendment - \$500.00 – Large Scale Amendment \$2,000.00

Legal Description of Property

Copy of Deed

Copy of Survey

Property Deed

Prepared by:
Costin and Costin
413 Williams Ave.
Port St. Joe, Florida 32456
File Number: FBC/DUREN
Parcel ID Number: 04707-000R

CORRECTIVE General Warranty Deed

Aug. 27
Made this ~~June 4~~ 2025 A.D. By **FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA, INC. A FLORIDA CORPORATION**, whose address is: P. O. BOX 568, Port Saint Joe, Florida 32457, hereinafter called the grantor, to

L & A HOTEL PROPERTIES, LLC, A FLORIDA LIMITED LIABILITY COMPANY, whose post office address is: 100 DUPONT DRIVE, Port Saint Joe, Florida 32456, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Gulf County, Florida, viz:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, and 24 of Block 14, City of Port St. Joe, Florida as per plat thereof on file in the Office of the Clerk of Court, Gulf County, Florida. Less and except the Easterly 10 feet of said lots 2, 4, 6, and 8, of said Block 14 which were conveyed to the State of Florida for road right of way.

and: Commence at the NE Corner of Tract B of a Official Map No. 1 of the City of Port St. Joe, Florida. Said NE corner being on the West right of way of Baltzell Avenue; thence S19°14'00" East for 420 feet along said West right of way line to the NE corner of Tract C and the Point of Beginning; thence continue along said West right of way line S19°14'00" East for 360 feet to the SE corner of Tract C, said SE corner, being on the NW right of way line of Fourth Street; thence along said NW right of way line S70°03'14" West for 350 feet; thence leaving said NW right of way line, N19°12'43" W for 360.00 feet to a point on the NW boundary line of Tract C; thence along said NW boundary line N70°10'15" E for 350.00 to the Point of Beginning.

Subject to covenants, conditions, restrictions, easements of record and for taxes for the current year.

THIS INSTRUMENT IS GIVEN TO CORRECT THE LEGAL DESCRIPTION IN THAT CERTAIN GENERAL WARRANTY DEED RECORDED IN O. R. BOOK 855, PAGE 497, PUBLIC RECORDS OF GULF COUNTY, FLORIDA.

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2044.

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Holly Atkins
Witness Printed Name Holly Atkins
413 Williams Ave
Port St. Joe, FL 32456

FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA, INC. A FLORIDA CORPORATION

[Signature] (Seal)
BY: ROBERT L. NOBLES, TRUSTEE

Dana G. Mallon
Witness Printed Name Dana G. Mallon
413 Williams Ave
Port St. Joe, FL 32456

[Signature]
BY: CLAY SMALLWOOD, TRUSTEE

[Signature]
BY: JAMES L. STEPHENS, TRUSTEE



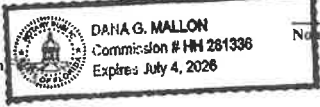
State of Florida

County of Gulf

The foregoing instrument was acknowledged before me this 27 day of Aug., 2025, by ROBERT L. NOBLES, CLAY SMALLWOOD AND JAMES L. STEPHENS AS TRUSTEES OF FIRST BAPTIST CHURCH OF PORT ST. JOE, FLORIDA, INC. A FL CORP, who physically appeared before me and who are personally known to me.

DEED Individual Warranty Deed - Legal on

Dana G. Mallon
Notary Public



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