

**January 18, 2022**  
**Workshop Meeting**  
**Food Trucks**  
**11:00 A.M.**  
**Regular Meeting**  
**12:00 Noon**



## City of Port St. Joe

Rex Buzzett, Mayor-Commissioner  
Eric Langston, Commissioner, Group I  
David Ashbrook, 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 Noon  
Tuesday January 18, 2022

## Call to Order

## Consent Agenda

### Minutes

- Regular Meeting 1/4/22

Pages 4-6

### City Engineer

- First Street Lift Station and Long Ave. Water/Sewer Project
- First Street Sewer Repairs and Paving
- Clifford Sims Park Plan
- City Hall Design Task Order

### Planning Board Recommendations

- Plat Approval
  - Long Ave. Partners LLC  
Lakeview at Palmetto Bluff

Pages 7-18

### City Attorney

- Update

## Old Business

- City Projects
- Covid-19 Update- Mayor Buzzett

Pages 19-20

## New Business

- Ave. C, D, & Williams Ave. Parking Lot Paving Task Order
- Long Ave. Paving Task Order

Pages 21-23

Pages 24-25

### Public Works

- Update

### Surface Water Plant

- Update

### Wastewater Plant

- Update

### Finance Director

- Update

**Code Enforcement**

- Update

**Police Department**

- Update

**City Clerk**

- Grants- Update

**Pages 26-27**

**Citizens to be Heard**

**Discussion Items by Commissioners**

**Motion to Adjourn**

**MINUTES OF THE SPECIAL MEETING OF THE BOARD OF CITY  
COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT  
2775 GARRISON AVENUE, January 4, 2022, at Noon.**

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

**CONSENT AGENDA**

**Minutes**

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to approve the Minutes of the Special Meeting of December 14, 2021. All in favor; Motion carried 5-0.

**City Engineer – Josh Baxley**

*Maddox Park Gazebo; RFP 2021-08 Rebid*

Bids were received on December 21, 2021, and only one bid was received. It was from Monolith Construction in the amount of \$218,332.88.

A Motion was made by Commissioner Ashbrook, second by Commissioner Lowry, to submit the Bid to FEMA and request that Monolith hold their bid until we hear from FEMA. All in favor; Motion carried 5-0.

*First Street Lift Station and Long Avenue Water / Sewer Project*

This project is under construction.

*First Street Sewer Repairs and Paving*

Dewberry is finalizing markups for submittal to FDOT.

*Clifford Sims Park Plan*

The Design Set is 60% complete and a copy will be mailed to Commissioners. Christy McElroy requested that the design also be placed on the City's website.

*Avenues C, D, and Long Avenue Paving Task Order*

Dewberry is preparing repair scope and cost estimates and anticipates having a Task Order for the next Commission Meeting.

*City Hall Design Task Order*

Dewberry is working with MLD architects to develop a scope for a Preliminary Architectural Report (PAR). Mr. Baxley will be meeting with J. J. Scott of MLD on the Task Order after January 10, 2022.

**City Attorney –**

*Food Truck Ordinance – Workshop on January 18, 2022, at 11:00 A.M.*

Mr. McCahill reminded the Commissioners of the Workshop and requested that they get with him on any questions or concerns they may have about the Ordinance.

He has attempted to reach out to the FL League of Cities concerning the new Homebased Business statutes, but everyone was unavailable due to the holidays. Mr. McCahill will continue to work on this.

## **Old Business**

### *City Projects*

Mr. Anderson shared that work will be resuming after the holidays and there is a big push on to get the lift station up and running.

### *Covid-19 Update – Mayor Buzzett*

Mayor Buzzett has not talked with Sarah Hines for an update, but cautioned everyone to be careful.

Commissioner Langston shared that progress is being made on the Washington Gym Bathrooms. Mr. Anderson noted that the bids for the bathrooms are to be opened on January 25, 2022, at the County.

## **New Business –**

### *Road Paving – Mayor Buzzett*

Mayor Buzzett asked that the Commissioners review Page 9 of the Agenda concerning the possibility of a ½ cent sales tax strictly for road paving in the City.

### **Public Works – John Grantland**

Mr. Grantland shared that the lines on MLK Boulevard were corrected yesterday.

### **Surface Water Plant – Larry McClamma**

Mr. McClamma was operating the plant and unable to attend the meeting. Mr. Anderson noted that Mr. McClamma is looking to hire three people and that in order to obtain employees with a license, Mayor Buzzett indicated we may have to consider a sign on bonus. Mayor Buzzett asked that the Commissioners talk with Mr. McClamma and have suggestions for the next meeting.

### **Wastewater Plant – Kevin Pettis**

Mr. Pettis advised the plant is ½" short of having 3' of free board in the lagoon. There is Algae in the lagoon which has never occurred in November or December. The recently ordered Disrupter should be in by the end of this month and will help with this situation.

### **Finance Director – Mike Lacour**

Mr. Lacour shared that the City's two Credit Cards has a limit of \$5,000 and this needs to be raised to \$15,000.

A Motion was made by Commissioner Hoffman, second by Commissioner Ashbrook, to increase the card limit to \$15,000. All in favor, Motion carried 5-0.

### **Code Enforcement –**

Mr. Anderson noted there were hearings last Tuesday, some sites are in compliance while others are not and will require an Order from the Special Master. The Commercial District has been asked to spruce their area up and compliance will be enforced around town.

### **Police Department – Chief Richards**

Chief Richards did not have any updates for the Commission.

**City Clerk – Charlotte Pierce**

**Grants Update –**

Ms. Pierce shared that City Staff continues to work with our Grant Writers, the Ferguson Company, on available grants for the City.

**Citizens to be Heard –**

Christy McElroy requested a list of grants that are being pursued by the City. Mr. Anderson gave Ms. McElroy a list of City Projects that includes grants.

She once again expressed her displeasure with the tree on Monument Avenue being cut down. Ms. McElroy stated that she felt reporting the tree as dead was misleading and noted that her presentations are based on facts and unbiased. She feels that the reason the tree was removed is because it was blocking the homeowners view of the bay, stated this is troubling, and asked what the Commissioners' plan was moving forward.

Mayor Buzzett shared that the Agendas are studied by each Commissioner, reviewed with City Staff, and the Commissioner's decisions are based on their own research.

**Discussion Items by Commissioners**

*Commissioner Langston* asked about the school signs, wished everyone a Happy 2022, encouraged them to stay safe, and remember that Covid is still here.

*Commissioner Ashbrook* noted there is a light missing at 316 Reid Avenue. Mr. Anderson responded that the electrician is working on this and it goes back to the light pole being hit by a vehicle.

Chief Richards also mentioned the lighting in the Dr. Joe Hendrix Parking Lot and Mr. Anderson shared that he will have the Electricians address this issue as well.

*Commissioner Lowry* wished everyone a Happy New Year, asked about calendars for the new year, and reminded the community of the MLK Parade on March 17, 2022.

*Mayor Buzzett* thanked everyone for attending the meeting, and reminded them to share their concerns with the City Manager Jim Anderson or speak with the Commissioners.

**Motion to Adjourn –**

There was no other business to come before the Commission and Mayor Buzzett adjourned the meeting at 12:35 P.M.

Approved this \_\_\_\_\_ day of \_\_\_\_\_ 2022.

\_\_\_\_\_  
Rex Buzzett Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date



City of Port St. Joe  
Regular Meeting  
Planning, Development & Review Board  
January 4, 2022

**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	Bo Creel
Travis Burge	Charlotte Pierce	Rawlis Leslie	
Hal Keels	Mike Lacour		
Minnie Likely	Clinton McCahill		
Letha Mathews @ 4:10 P.M.			

After ascertaining that a quorum was present, Chairman Rish called the Meeting to Order at 4:00 P.M. Mr. Earley had emailed that he was out of town and would be unable to attend the meeting today. Mrs. Mathews joined the meeting at 4:10 P.M.

**Consent Agenda**

A Motion was made by Travis Burge, second by Minnie Likely, to approve the Minutes of the December 7, 2021, Meeting. All in favor; Motion carried 4-0.

**Business Items**

*Plat Approval – Long Avenue Partners LLC Lakeview at Palmetto Bluff*

Chairman Rish stated that he had a conflict of interest on this item, that he would not be voting, and passed the Chair to Travis Burge.

Caleb Brown represented Long Avenue Partners LLC at Palmetto Bluff.

A Motion was made by Minnie Likely, second by Hall Keels, to recommend a conditional approval to the City Commission upon completion of Section 8.03D of the City's LDR. Motion carried 3-0 with Chairman Rish abstaining. Form 8B Memorandum of Voting Conflict for County, Municipal, and Other Local Public Officers is attached as completed by Chairman Rish.

The Chair was returned to Chairman Rish.

*Special Exception Request – Johnny and Nicole Martin, 1406 Palm Blvd.*

Nicole Martin spoke on behalf of her Special Exception Request to encroach 2 ½' into the left side setback of 10'. No written objections were received by EPCI on this request.

Cliff Calhoun, a neighbor of the Martin's, shared his concerns about water running from the Martin Property on to his property if another Pole Barn was allowed.

Mrs. Martin stated that this construction would be on the opposite side of Mr. Calhoun's property and would not be a problem.

Letha Mathews joined the meeting at 4:10 P.M.



A Motion was made by Travis Burge, second by Hal Keels, to approve the Special Exception Request of 2.5' into the left 10' setback for Mr. and Mrs. Martin. All in favor; Motion carried 5-0.

There was no other business to come before the PDRB and Chairman Rish adjourned the Meeting at 4:15 P.M.

\_\_\_\_\_  
Charlotte M. Pierce, City Clerk

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jay Rish, Chairman

\_\_\_\_\_  
Date

**PUBLIC NOTIICE**

Public Hearings will be held in the Planning, Development, & Review Board's Regular Meeting on Tuesday, January 4<sup>th</sup>, 2022, at 4:00 P.M. EST and at the Regular City Commission Meeting on Tuesday, January 18<sup>th</sup>, 2022, at 12:00 P.M. EST at the Ward Ridge Building, 2775 Garrison Ave., Port St. Joe, FL 32456 to discuss and act on the following:

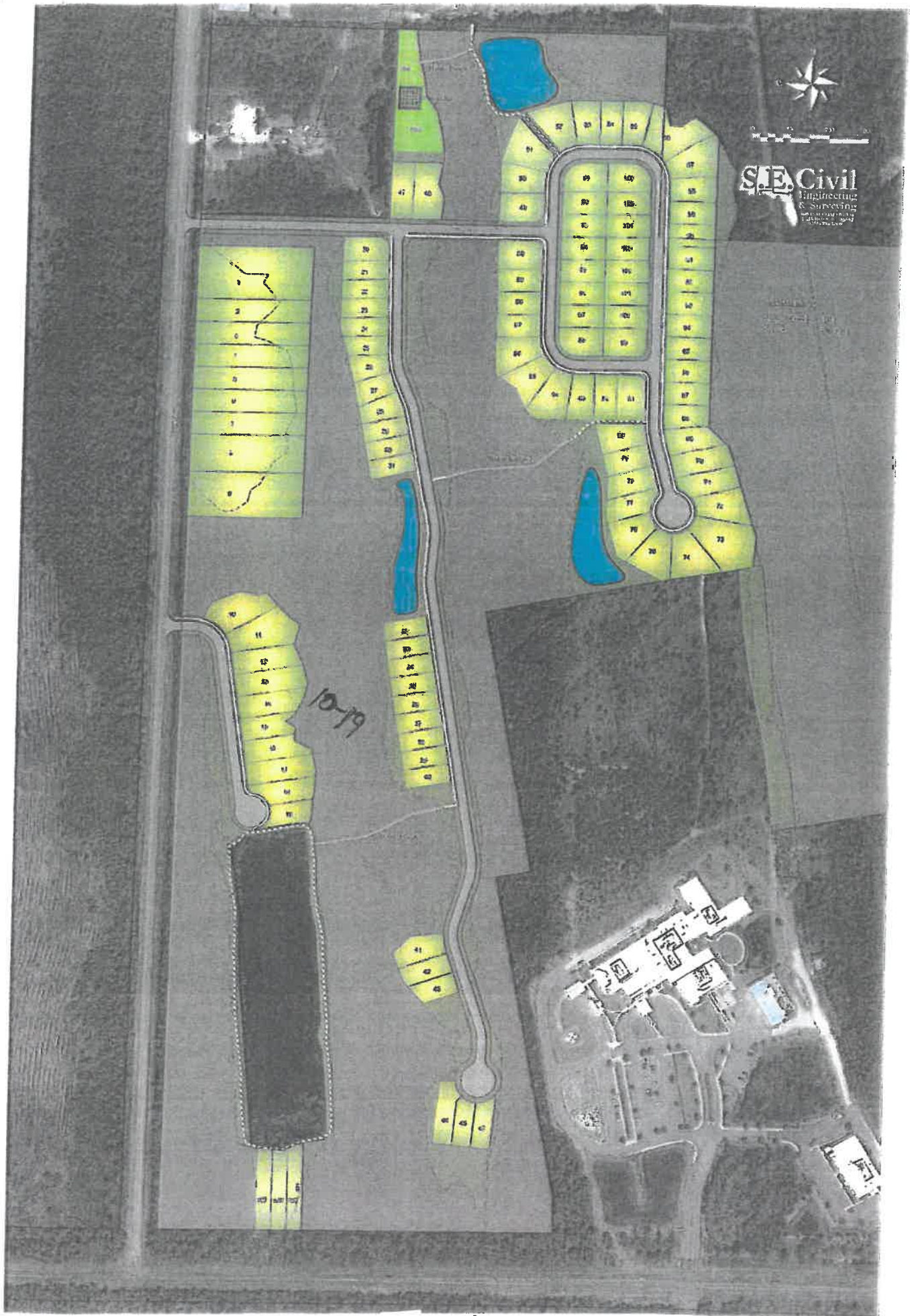
**FINAL PLAT APPROVAL OF LAKEVIEW AT PALMETTO BLUFF**

A Subdivision of a Portion of Section 13, Township 8 South, Range 11 West, City of Port St. Joe, Gulf County, Florida

A Portion of Parcel: 06076-015R

Interested persons may attend and be heard at the public hearings or provide comments in writing to the Planning and Development Review Board, City of Port St. Joe City Hall, 305 Cecil G. Costin, Sr., Blvd., Port St. Joe, Florida 32456. Transactions of the public hearings will not be recorded. Persons wishing to appeal any decisions made during the hearings will need a record of the proceeding and should ensure a verbatim record is made, including the testimony on which the appeal is based.

In accordance with the Americans with Disabilities Act, persons wishing to attend needing assistance and special accommodations to participate in these proceedings should contact Charlotte Pierce, City Clerk, at City Hall, (850)229-8261.



### **Sec. 8.03. Same. Final Plat Approval.**

Final plats shall meet all the requirements of Chapter 177, F.S., and shall be subject to the review procedures described in section 2.03 of this ordinance.

(a) Final plat shall contain the following information:

- (1) The subdivision name, the names and addresses of the owners, the designer of the plat, and total acreage to be subdivided,
- (2) Date, north point, and a graphic scale.
- (3) The location of existing and platted property lines, roads and streets, water courses, railroads, sewers, bridges, culverts, drainpipes, water mains, and any other public utility easements.
- (4) The names, locations, widths, and other dimensions of proposed streets, alleys, easements, lot lines, building and set back lines, and bridges.
- (5) Topography of the entire plat showing contour lines denoting any elevation changes of 2 feet in elevation.
- (6) Proposed drainage plan, including ultimate destinations of flow and storm drainage systems and retention area, and a typical cross section of the streets.

(b) The final plat shall be submitted to the Commission in triplicate, of which one set shall be the original reproducible drawings. The final plat shall be submitted to the building inspector at least ten (10) days prior to the regular meeting of the Commission. The Commission shall approve within thirty (30) days of the Commission meeting at which it is presented. If the plat is disapproved, the grounds for disapproval shall be stated upon the records of the Commission, and a letter transmitted to the subdivider stating the reason for such disapproval.

(c) The final plat shall be drawn on mylar, or vellum or other equal material and shall be at a scale of one hundred (100) feet to one (1) inch or larger, where necessary the plat may be on several sheets accompanied by an index sheet showing the entire subdivision. The final plat shall show the following:

- (1) Primary control points, or descriptions and "ties" to such control points to which all dimensions, angles, bearings, and similar data on the plat shall be referred.
- (2) Tract boundary line, right-of-way lines of streets easements and other rights-of-way and property lines of residential lots and other sites; with accurate dimensions, bearings or deflection angles, and radii, arcs, and central angles of all curves.
- (3) Names and right-of-way width of each street or other right-of-way.
- (4) Location, dimensions, and purpose of any easements.

- (5) Number to identify lot or site.
- (6) Purpose for which sites, other than residential lots, are dedicated or reserved.
- (7) Minimum building setback line on all lots and other sites.
- (8) Location and description of monuments.
- (9) Reference to recorded subdivision plats of adjoining platted land.
- (10) Certification by surveyor or engineer certifying to accuracy of survey and plat.
- (11) Certification of title showing that applicant is the land owner.
- (12) Statement by owner dedicating streets, right-of-way and any sites for public uses.
- (13) Title, scale, north point, and date.
- (14) Certificate for recording by the Clerk of Circuit Court.
- (15) In addition to the above requirements, any further requirements found in Chapter 177.091, Florida Statutes, shall be included in the application for final approval.

(d) The City Commission shall not approve the final plat unless they receive the following:

- (1) A certificate from the City Engineer or a licensed civil engineer that all improvements have been installed in accord with these regulations or provisions made therefore.
- (2) A certificate from the city clerk that a bond has been posted or requirements established by the Commission have been met., assuring full performance.
- (3) Fees: When application is made for final plat approval, the subdivider shall pay fees consistent with resolution adopted pursuant to article II, sec. 2.18.

(e) In the event the subdivision is a development of regional impact, as defined in Chapter 28-24, Florida Administrative Code, formal plat approval shall be given only after compliance with Chapter 380, Florida Statutes.

(f) Upon approval of the plat, one copy of the original reproducible drawings shall be retained in the file of the Clerk of the Circuit Court. Upon approval of the plat, one copy of the original reproducible drawings shall be retained in the file of the Clerk of Circuit Court.

#### **Sec. 8.04. Requirements.**

- (a) Conformity to City Plat--All proposed subdivisions shall conform to adopted City Plans.

#### **Sec. 8.05. Streets.**

(a) Relations to adjoining street system. Local streets shall connect with surrounding streets to permit the convenient movement of traffic between residential neighborhoods or facilitate emergency access and evacuation. Proposed new streets shall extend existing streets to their projections at the same or greater width, but in no case less than minimum required width, unless variations are deemed necessary by the Commission for reasons of topography, or design where in the opinion of the Commission, it is desirable to provide street access to adjoining property, proposed streets shall extend to the boundary of such property. Half streets or half alleys along the boundary of land proposed for subdivision will not be permitted unless the title to the adjacent lands are furnished the City at the time the plat is filed. When existing roads are less than the required width, and not acceptable to the City for paving because of the width, the subdivision shall state on the face of the plat that the access road is not acceptable for paving without additional right-of-way and City accepts no responsibility for obtaining right-of-way.

(b) Street widths. The minimum width of proposed streets measured from lot line to lot line, shall be shown on the Major Street Plan. At the discretion of the Commission, a Major Street Plan should be provided by the developer. If not shown on such plan, the widths shall be not less than sixty (60) feet; provided that a minimum of 50 feet connecting streets will be acceptable if there are existing street ends of the same width. Where the cause of drainage problems and other unique topographical configurations or problems, sixty feet is not sufficient, the City may require additional widths as needed. Alleys serving lots shall not be less than twenty (20) feet.

(c) Conformance to Topographic Conditions and Street Grades. In general, streets shall be planned to conform to existing topographic conditions. The maximum grade on Major Streets shall be (5) percent. The maximum grade on all other streets may not exceed eight (8) percent.

(d) Street Intersections. Insofar as practical, acute angles at intersections shall be avoided. Where an acute angle of less than seventy-five degrees occurs between streets at their intersection, the Commission may require the property lines to be rounded or otherwise set back to permit curb construction of desirable radius without curtailing the sidewalk at the street corner to less than normal width. Submission of a grading plan showing existing and proposed contours at one (1) foot intervals and a detailed design for the intersection may be required by the Commission. Unaligned intersections shall be separated by a minimum of one hundred and twenty-five (125) feet between center lines.

(e) Curves in Streets. Where a deflection angle of more than ten (10) degrees in the alignment of a street occurs, a curve of reasonable long radius shall be introduced. On all streets except local service streets, the center line radius of curvature shall not be less than one hundred (100) feet.

(f) Dead End Streets. Streets designed to have one end permanently closed (cul de sac) shall be provided at the closed end with a turnaround with a minimum right-of-way diameter of one hundred (100) feet, and minimum driving surface radius of forty (40) feet.

(g) **Street Names.** Proposed streets obviously in alignment with existing and named streets shall bear the names of existing streets. In no case shall the names for the proposed streets duplicated existing street names irrespective of the suffix used.

(h) **Alleys.** Alleys shall be provided along the rear of all lots to be used for business.

(i) **Connections to undeveloped or partially developed land.** Proposed development shall include streets that extend to undeveloped or partially developed land that is adjacent to the development site or that is separated from the development site by a drainage channel, transmission easement, survey gap, or similar property condition. Street stubs shall be provided to the property line to provide for future development. The streets stubs shall be in locations that will not prevent the adjoining property from developing consistent with applicable standards.

The requirements of this paragraph may be waived if it is demonstrated, in the opinion of the technical advisory committee that a connection cannot be made because of the existence of one or more of the following conditions:

(1) Physical conditions preclude development of the connecting street. Such conditions may include, but are not limited to, topography or likely impact to natural resource areas such as wetlands, ponds, streams, channels, rivers, lakes, wildlife habitat area, or other conservation or preservation features;

(2) Buildings or other existing development on adjacent lands, including previously subdivided but vacant lots or parcels, physically preclude a connection now or in the future, considering the potential for redevelopment.

**Sec. 8.06. Street Improvements required prior to acceptance - Large Subdivisions.**

(a) **Streets.** Streets and alleys shall be brought to grade and improved to the dimensions required by the cross-section and the work shall be performed in the following manner:

(1) All streets and alleys shall be cleared, grubbed, and graded to the full width of the right-of-way and provided with a properly prepared subgrade, base and pavement in compliance with Exhibit A (Typical Rural Street Section) and Exhibit B (Typical Alley Section). Typical urban street sections shall be similar to rural street sections except for the roadside grass and swales. A typical urban street section is the same for the roadway cross section.

(2) All materials used in the construction and paving of the streets are to be as specified in the most recent edition of the Florida Department of Transportation Standard Specifications for Road and Bridge Construction.

(3)

	Right-of-way	Pavement
Street	60'	20'(minimum)
Alley	20'	12



(4) The subdivider, in preparing the streets within the subdivision, shall also acquire the necessary right-of-way and improve said right-of-way in accordance with these regulations for sufficient access roads for adequate ingress and egress to and from the subdivision,

(5) Street name signs shall be installed at all street intersections. Street names as well as the design and placement of such signs shall be subject to the approval of the Board of City Commissioners.

#### **Sec. 8.07. Same - Small Subdivisions.**

(a) The developer or subdivider shall maintain the streets for (a) a period of twelve (12) months from plat approval or (b) until 15% of the lots have been built on.

(b) Prior to acceptance, the streets shall be constructed in compliance with Exhibit A.

(c) The Subdivider, in preparing the streets within the subdivision, shall also acquire the necessary right-of-way and improve said right-of-way in accordance with these regulations for sufficient access roads for adequate ingress and egress to and from the subdivision.

(d) Prior to final acceptance, the streets, ditches and drainage structures must be brought up to standard according to these Subdivision Regulations or these streets shall revert to the developer or subdivider.

#### **Sec. 8.08. Blocks and Lots.**

Blocks shall not be more than twelve hundred (1200) feet in length. In blocks over eight hundred (800) feet in length the Commission may require one or more public cross walks with not less than a ten (10) foot right-of-way, when the public has an interest in the adjoining property behind the land being subdivided.

(a) Minimum Lot Size and Set Back Lines. Within the Subdivision jurisdiction limits of the City, the minimum size and shape of residential lots shall be 75-150. Corner lots shall have the extra width sufficient to permit establishment of a building Line at least twenty (20) feet from the side street property line. The distance from the side street property line shall measure from the street right-of-way paralleling the long dimensions of the lot. Irregular lots with less measurements (minimum) may be permitted where total square foot is at least 11,250 square feet.

(b) All residential lots within a subdivision shall have a minimum set back line on the front and side lines of not less than seven and one-half (7-1/2) feet.

#### **Sec. 8.09 Sidewalks and bikeways.**

Sidewalks and bikeways shall be provided in subdivisions created and approved pursuant to these regulations where new streets are created and paved and shall be installed in accordance with the requirements and specifications of the city and in coordination with the public works department. Such facilities shall be dedicated to and be maintained by the city.



#### **Sec. 8.10. Public Uses and Services Areas**

(a) **Public Uses.** In a subdivision of more than forty (40) acres, the City Commission shall require adequate provisions to be made for parks or commons areas as ascertained by the City Commissioners. The amount required shall not exceed 5%. Neighborhood parks or common areas shall be physically accessible to pedestrians to encourage neighborhood interaction.

(b) **Easements for Utilities.** The Commission may require easements for poles, wire, conduits, storms and sanitary sewers, gas, water and heat mains, or other utility lines on each side of the common real lot lines and along side lots lines if necessary or advisable in the opinion of the Commission. The dedication of streets, alleys and ditches shall automatically grant to the City an exclusive ownership and control of utilities within the streets, alleys and ditches.

#### **Sec. 8.11. Environmental information.**

The developer of any subdivision shall provide educational brochures informing property purchasers within the property of the of the necessity of, and the methods for, protecting the aquifer and any lakes, streams, wetlands or other sensitive environmental features on or adjacent to the subdivision. A reference to this requirement shall be placed in the restrictive covenants for the project.

#### **Sec. 8.12. Enforcement of Penalties.**

(a) No Plat of a subdivision shall be filed or recorded by the Clerk of Circuit Court until the plat is submitted to and approved by the Board of City Commissioners and such approval has been entered in writing on the plat by the City Clerk and Mayor..

(b) **Misrepresentation of a Misdemeanor.** Any owner or agent of the owner who falsely represents to a prospective purchaser of real estate that roads and streets, sewers, water systems, or drainage facilities will be built, constructed or maintained by City of Port St Joe shall be deemed guilty of a second degree misdemeanor and shall be punishable as provided by law.

(c) **General Enforcement.** Violation of the provisions of these regulations or of any rules and regulations of this ordinance, shall be deemed a second degree misdemeanor, punishable as provided by law and with each day such violation continues constituting a separate offense.

#### **Sec. 8.13 – Variance.**

If strict compliance to these regulations may cause hardship, the Planning and Development Review Board may approve the modification requested by the applicant. Such a variance shall apply only to specific hardships, and shall not be detrimental to the intent of these regulations and shall be subject to the requirements and procedures described in section 2.14 of this ordinance.

#### **Sec. 8.14 – Restrictions.**

No lot shown on any plat recorded in the public records of Gulf County, Florida covering property within the city limits of the City of Port St. Joe shall be further subdivided. This section shall not

apply to any such lot subdivided prior to the date of this ordinance although no further subdivision of such a lot will be allowed, nor shall it apply to the subdivision of a platted lot, the sole purpose of which is to increase the size of adjoining lots.

## Current City Projects 1/18/22

- Washington Gym Bathroom- County Approved a match of up to \$25K to Rehab. the Restrooms on 8/24/21, County has the project out for bid till 1/21 and will open 1/25
- Keepers' Quarter (Eglin) Rehab- Under Construction
- Tree/Stump removal from Parks- Ongoing
- Maddox Park Drainage- Need more info. from engineer to bid and direction from the Board
- Clifford Sims Park Repairs- Dewberry is working on a plan
- Maddox Park Gazebo- Project has been rebid, waiting on FEMA/FDEM Approval
- City Pier Lighting- Being Reviewed by City Electricians
- Centennial Bldg. Rehab- Grant Approved
- Lighthouse Complex Rehab- Grant Approved
- Core Park Stage, Splash Pad, & Restroom- Applying for Legislative Funding 11/1/21
- Sewer Rehab. CDBG-DR- Grant Funding Approved 5/21, Waiting on Grant Agreement
- Stormwater Rehab. MLK Corridor CDBG-DR (FAMU)- Grant Application was not approved
- City Hall Complex- Working on a possible USDA Grant/Loan, waiting on a design task order
- Community Garden- Lease Agreement signed
- Park Point Sewer- under Construction
- First Street Sewer Rehab- Scheduled for 12/21 & 1/22
- First Street Paving from First Street to Hwy 71 SCOP- Plans Submitted to FDOP for Review
- Long Ave Water/Sewer- Under Construction
- Lighthouse Rehab- Approved to bid on 7/6, working on Bid Docs
- Monument Ave. Sidewalks- Set to begin January 2022

- Dooder Parker Park- Outdoor Exercise Equipment & Disc Golf Improvements- Waiting on the State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Washington Gym Complex- Outdoor Exercise Equipment & Disc Golf Course- Waiting on State Approval to Award Bid, Part of the Monument Ave. Concrete Bid
- Haven Road & Sea Grass Circle Sewer- Under Design & Permitting
- New Boat Ramp Access Road- Under Design
- Dugout Repairs at Benny Roberts Park- City Staff is making the repairs
- Washington Gym Sidewalk Cover- Plans are being Engineered
- Road Striping- Under Construction



Dewberry Engineers Inc. | 850.227.7200  
324 Marina Drive | 850.227.7215 fax  
Port Saint Joe, FL 32456 | www.dewberry.com

January 13, 2022

Mr. Jim Anderson, City Manager  
City of Port St. Joe  
305 Cecil G. Costin Sr. Blvd.  
Port St. Joe, FL 32456

RE: Ave. C, D and Williams Ave. Parking Resurfacing– Professional Services

Dear Mr. Anderson:

It is our understanding that the City wishes to resurface Avenue C from MLK to Peters St. (0.3 miles) and Avenue D from MLK to Peters St (0.3 miles) as well as pave the City parking areas on Williams Ave. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (Dewberry) to provide the professional services associated with this project. Dewberry is pleased to provide this proposed Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. Dewberry proposes to provide these services for a fee of **\$34,743.00**

If you have any questions, please give me a call at 850.693.2181.

Sincerely,

A large, stylized handwritten signature in blue ink, appearing to read "JB", is written over the signature line and extends across the page.

Josh Baxley, P.E.  
Associate, Branch Manager

**EXHIBIT A**  
**AVE. C, D AND WILLIAMS AVE. PARKING RESURFACING**  
**PROFESSIONAL ENGINEERING SERVICES**  
**FOR CITY OF PORT ST JOE**  
**JANUARY 13, 2022**

This Task Order is for the purpose of Dewberry as the ENGINEER to provide pre-construction design services for the Ave. C, D and Williams Ave. Parking Resurfacing Project for the City of Port St Joe acting by and through its Commission.

**DESCRIPTION OF ENGINEERING SERVICES**  
**SCOPE OF SERVICES**

- A. SURVEY (Williams Avenue Parking Only)**
1. DEI shall perform all office and field work required for the purpose of performing a Topographic Survey of the parcels 04730-000R and 04734-000R along Williams Avenue. Topographic survey will depict 1' Contours and spot elevations as needed to aid in Civil Design. All elevations will be referenced to NAVD 88 based on published control benchmarks.
- B. GEOTECHNICAL SERVICES (Williams Avenue Parking Only)**
1. DEI will sub-contract this work with Magnum Engineering to include three (3) 5 foot deep hand auger borings to provide seasonal high groundwater elevations for pavement recommendations and stormwater design. Additionally, one (1) double ring infiltrometer will be performed within the vicinity of the existing stormwater facility.
- C. DESIGN**
1. Dewberry shall evaluate existing roadway widths, drainage patterns and infrastructure to determine necessary improvements.
  2. Dewberry shall design the new roadway in accordance with approved standards.
  3. Dewberry shall investigate existing roadway failures and apply corrective measures to ensure a reasonable lifetime for the new roadway.
  4. Dewberry shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
  5. Dewberry shall prepare a site grading and drainage plan for Williams Street parking area.
  6. Dewberry shall prepare stormwater management system calculations and design to meet NFWFMD and City of Port St Joe standards for treatment and attenuation.
  7. Dewberry shall submit a 90% review plan set and cost estimate to the City for review.
  8. Dewberry shall update construction plans based on 90% comments from City staff.
  9. Dewberry shall prepare construction plans and specifications necessary to bid the proposed project.
  10. Dewberry shall prepare all bid documents.
  11. Dewberry shall review bids and make recommendation for bid award.
- D. PERMITTING SERVICES (Williams Ave. Parking Only)**
1. ERP – Environmental Resource Permit through Northwest Florida Water Management District (NFWFMD)
  2. Responses to all Requests for Additional Information (RFI's) for all agencies.
- E. DELIVERABLES**
1. Dewberry shall provide 3 sets of 100% plans and bid documents.

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Title searches
2. CEI. Can be provided at an additional cost

**TOTAL (Tasks A-E) \$34,743.00**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**DEWBERRY**

324 Marina Dr.

Port St. Joe, FL 32456

By: Josh Bailey

Name and Title: [Signature]

Witnessed: Shannon Keafro

Date: 1/13/22

**CITY OF PORT ST JOE, FLORIDA**

305 Cecil G. Costin, SR. Blvd

Port St. Joe, FL 32456

By: Jim Anderson

Name and Title: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_



Dewberry Engineers Inc. | 850.227.7200  
324 Marina Drive | 850.227.7215 fax  
Port Saint Joe, FL 32456 | www.dewberry.com

January 13, 2022

Mr. Jim Anderson, City Manager  
City of Port St. Joe  
305 Cecil G. Costin Sr. Blvd.  
Port St. Joe, FL 32456

RE: Long Ave. Resurfacing – Professional Services

Dear Mr. Anderson:

It is our understanding that the City wishes to resurface Long Ave. from 1<sup>st</sup> Street to 16<sup>th</sup> Street. The length of this project is approximately 1.02 miles. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (Dewberry) to provide the professional services associated with this project. Dewberry is pleased to provide this proposed Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. Dewberry proposes to provide these services for a fee of **\$39,952.00**.

If you have any questions, please give me a call at 850.693.2181.

Sincerely,

A handwritten signature in blue ink, appearing to read "Josh Baxley", is written over a large, stylized blue "38".

Josh Baxley, P.E.  
Associate, Branch Manager



**EXHIBIT A  
LONG AVENUE RESURFACING  
PROFESSIONAL ENGINEERING SERVICES  
FOR CITY OF PORT ST JOE  
JANUARY 13, 2022**

This Task Order is for the purpose of Dewberry as the ENGINEER to provide pre-construction design services for the Long Ave. Resurfacing Project for the City of Port St Joe acting by and through its Commission.

**DESCRIPTION OF ENGINEERING SERVICES**  
**SCOPE OF SERVICES**

- A. DESIGN**
1. Dewberry shall evaluate existing roadway widths, drainage patterns and infrastructure to determine necessary improvements.
  2. Dewberry shall design the new roadway in accordance with approved standards.
  3. Dewberry shall investigate existing roadway failures and apply corrective measures to ensure a reasonable lifetime for the new roadway.
  4. Dewberry shall evaluate roadside obstructions to ensure new roadway meets all clear zone requirements.
  5. Dewberry shall submit a 90% review plan set and cost estimate to the City for review.
  6. Dewberry shall update construction plans based on 90% comments from City staff.
  7. Dewberry shall prepare construction plans and specifications necessary to bid the proposed project.
  8. Dewberry shall prepare all bid documents.
  9. Dewberry shall review bids and make recommendation for bid award.
- B. DELIVERABLES**
1. Dewberry shall provide 3 sets of 100% plans and bid documents.

The following services will not be provided as a part of this contract and will be billed at our contracted hourly rates if deemed necessary:

1. Title searches
2. Stormwater Permitting with FDEP or NWFWMDC
3. CEI. Can be provided at an additional cost
4. Topographic survey. Can be provided at an additional cost.

**TOTAL (Tasks A-B) \$39,952.00**

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as duly authorized.

**DEWBERRY**

324 Marina Dr. \_\_\_\_\_

Port St. Joe, FL 32456 \_\_\_\_\_

By: Josh Baxley \_\_\_\_\_

Name and Title: \_\_\_\_\_

Witnessed: Shannon Keafiro \_\_\_\_\_

Date: 1/13/22 \_\_\_\_\_

**CITY OF PORT ST JOE, FLORIDA**

305 Cecil G. Costin, SR. Blvd \_\_\_\_\_

Port St. Joe, FL 32456 \_\_\_\_\_

By: Jim Anderson \_\_\_\_\_

Name and Title: \_\_\_\_\_

Witnessed: \_\_\_\_\_

Date: \_\_\_\_\_

# Grants Updated- 1/18/22

Title	Amount	Status
NWFWMD/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
FDOT/SCOP	\$397,375	Application for resurfacing of first Street from Hwy 98 to Hwy 71. Approved for 21/22 funding
FEMA PA	\$9,778,787	Damage from Hurricane Michael
FDEM	\$660,943 \$5,000	Hazard Mitigation. Elevation of (12) lift stations and switch gear for Washington Gym Generator Power. Submitted 3/6/20. 25% match
FRDAP	\$100,000	Applied for (2) grants on 10/15/20. Washington Gym Complex and Dodder Parker Park for exercise equipment, playground Equipt. & Disc Golf. Grants approved 7/21 Waiting on State Approval to Award Bids
FDEP/SRF	\$4,537,600	Application submitted for Construction of Long Ave. Sewer Line and Lift Station. Grant \$3,630,080 and Loan \$907,520 Combo 80/20. Approved, Notice of Award has been issued.
Historic Resources/Hurricane Michael	\$497,495	Centennial Bldg. Rehab. Grant awarded, waiting on a contract. No Match.
CDBG-DR	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21.
CDBG-DR	\$8,566,469	Police/Fire Station. Application not approved. Re-submitted in Round two of funding on 9/15/21
CDBG-DR	\$4,987,330	Intelligent Stormwater on MLK-FAMU. Application not approved.
Legislative Approp.	\$150,000	Washington Gym Restrooms. Application not approved.
FDOT/SCOP	TBD	Niles Rd. from Garrison to Long Ave Re-surfacing. Application submitted.
Historic Resources/Hurricane Michael	\$83,000	Washington Gym. Submitted by UF, ranked #10
Historic Resources/Hurricane Michael	\$327,707	Cape San Blas Lighthouse Complex. Approved with no match
USDA	\$4,000,000	Potential 65% loan/35% grant for new Government Complex
COVID-19 Rescue Plan	\$1,786,545	Grant Agreement signed 9/15/21. Potential Match for New Government Complex
FDEO	\$943,222.50	Commercial District Waterline Replacement. Grant Application submitted 1/2022.
FDEP Water Protection Funds	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21
FDEP Water Protection Funds	\$4,300,000	Beacon Hill Sewer. Grant Application Approved 11/9/21
FDEP Water Protection Funds	\$1,834,401.60	Pipe Replacement under the 10 <sup>th</sup> Street Park. Grant Application submitted 7/15/21. Was not approved.

CDBG- DR Phase II	\$6,654,566	Road & Stormwater Repairs. Application submitted 9/15/21
FDEP	\$230,000	Resilient Florida (Study of PSJ). Submitted 8/30/21
FRDAP	\$150,000	Core Park Splash Pad, 25% City Match. Submitted 10/14/21. Was not approved.
Legislative Appropriation	\$500,000	Core Park Splash Pad, Rest Room, & Stage. Application submitted 10/25/21 to Representative Shoaf

**\*\*\$23,879,572 in approved grants as of 11/16/21 highlighted in green\*\***