

**January 6, 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

****Amended Agenda****

12:00 P.M.

January 6, 2026

Call to Order

Swearing In of Newly Elected Commissioners

Consent Agenda

Minutes

- Regular Meeting 12/2/25 Pages 1-5

Planning Board Recommendations

- Ordinance 627 1st Reading Pages 6-18
Napoleon Pittman- Parcel #04702-000R, 522 1st Street
- Special Exception Request- Cheryl Pryor Pages 19-31
Parcel #05895-00R, 623 Hodrick Street

City Attorney

- Ord. 628 2nd Reading & Adoption Pages 32-34
Deannexation of the H & K Gulf Coast Holdings Property

City Engineer

- Update

Old Business

- City Projects Pages 35-36

New Business

- Change Order #1 SCE- City Street Resurfacing CEI Page 37
- County Request to Meet Page 38
- Solar System Walk Page 39-40
- Dixie Youth Request to Construct a New Concession Stand (Handout)

Public Works

- RFP 2025-10 Williams Ave. Parking Lot Page 41-45

Surface Water Plant

- RFP 2025-11 Filter Modules Page 46

Wastewater Plant

- **Update**

Finance Director

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

Code Enforcement

- **Update**

Police Department

- **Update**

City Clerk

- **Grants- Update**

Pages 47-48

Citizens to be Heard

Discussion Items by Commissioners

Motion to Adjourn

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MINUTES OF THE REGULAR MEETING OF THE BOARD OF CITY COMMISSIONERS FOR THE CITY OF PORT ST. JOE, FLORIDA, HELD AT 2775 GARRISON AVENUE, December 2, 2025, at Noon.

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

CONSENT AGENDA

Minutes

A Motion was made by Commissioner Kerigan, second by Commissioner Langston, to approve the Minutes of the Regular Meeting on November 18, 2025. All in favor; Motion carried 5-0.

Planning Board Recommendations

Ordinance 625 Second Reading and Adoption: Gulf County BOCC – Parcel #s 04589-040R, 04589-030R, 04589-020R, and 04589-010R

A Motion was made by Commissioner Langston, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 625.

No one from the public wished to speak on this issue.

All in favor, Motion carried 5-0. This for affordable / workforce housing through the County and is located on Knowles Avenue. This changes the property from Public Use to R-3.

Attorney McCahill read Ordinance 625 by Title only.

Ordinance 627 First Reading: Napoleon Pittman – Parcel #04702-000R, 522 First Street

This issue was Tabled again. The paperwork that Mr. Pittman provided was not from the City of Port St. Joe and he is being given time to locate his paperwork before a decision is made.

City Attorney

Ordinance 626 Second Reading and Adoption: Sober Living Homes and Recovery Residences

A Motion was made by Commissioner Hoffman, second by Commissioner Lowry, to have the Second Reading and Adoption of Ordinance 626.

Doug Kelly and Christy McElroy shared their thoughts on this issue.

All in favor; Motion carried 5-0.

Attorney McCahill read Ordinance 626 by Title only.

City Engineer – Josh Baxley

City Government Complex

Dewberry is continuing with the design, and the Plan Set is approximately 50% complete.

Downtown Utilities Phase 2

L & K has provided the updated pay applications. Dewberry will be reviewing the pay applications with the City this week.

Downtown Alleys Drainage Improvements

The project is in design and Dewberry is performing a walkthrough of the area today following the rainfall event.

Avenue A Stormwater

Plans are 75% complete and in order for Dewberry to finalize the design, they will need the new easement for the stormwater pipe.

Old Business

City Projects

Mr. Anderson shared that Sprayfield Zone 3 is properly working and was turned on last week.

He also shared that the Third Street Parking Lot Bid is closing this month.

Light Pole Receptacles – Commissioner Langston

Commissioner Langston will be meeting with the Ministerial Alliance to address this issue and will have some suggestions after Christmas. He requested that this item remains on the Agenda until resolved.

Employee Bonus – Commissioner Hoffman

A Motion was made by Commissioner Hoffman, second by Commissioner Langston, to use the \$36,000 from the sale of scrap brass to provide full-time employees with a \$400 bonus and part-time employees \$200. This excludes Commissioners. All in favor; Motion carried 5-0.

Commissioner Hoffman also requested that funding for Bonuses be included in next year's budget.

New Business

Petition to Place Speed Breakers

Linda Fitch and Autum Carpenter requested that two Speed Breakers per block be placed on Eighth Street between Monument and Long Avenue and Long Avenue and Woodward Avenue.

Mr. Anderson shared that the neighborhood sewer line is being rehabilitated and asked which neighbors were willing to have the speed breakers installed in front of their homes.

Mayor Buzzett also noted that road repairs need to be completed before any speed breakers are installed.

Stop Sign at North Park Avenue and Avenue A – Commissioner Langston

A Motion was made by Commissioner Langston, second by Commissioner Kerigan, that pending neighbors' approval, a 3 Way stop sign be placed at North Park Avenue and Avenue A.

Robert Branch shared his opinion on this matter.

All in favor; Motion carried 5-0.

Change Order #1 SCE – City Street Resurfacing CEI

Lance Watson of SCE presented a request for additional payment in the amount of \$58,506.50 for their CEI services to oversee the City Street Resurfacing Project.

After discussion, consensus was to negotiate these charges which stem from extended days for Roberts and Roberts and for SCE to oversee the extended days.

Attorney McCahill questioned why this was not presented at the time the extension was requested by Roberts and Roberts.

December 16, 2025, Meeting

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to cancel the December 16, 2025, Meeting.

All in favor; Motion carried 5-0.

Restroom Trailer – Commissioner Kerigan

Discussion was held on cost and services currently provided as compared to the new offer. After discussion, consensus was to Table this matter for more research.

Gulf County Invoice for Road Repairs

A Motion was made by Commissioner Lowry, second by Commissioner Langston, to approve the \$33,548 presented by Gulf County for road paving. All in favor; Motion carried 5-0.

Interlocal Agreement – Recission of Ordinances 618 and 619

A Motion was made by Commissioner Lowry, second by Commissioner Hoffman, to rescind Ordinances 618 and 619 involving H & K Holdings. All in favor; Motion carried 5-0.

Ralph Rish – Pineview Water / Sewer

Ralph Rish requested sewer from the City for 20 lots in his Pineview Estates Subdivision on Garrison Avenue. Discussion ensued and it was pointed out that City water and sewer are available to the property and that the County has already run a new line in the City's service area.

Christy McElroy shared her opinion on this issue.

A Motion was made by Commissioner Lowry, second by Commissioner Kerigan, to provide sewer to 20 lots with the understanding that Mr. Rish will wait until after the City County meeting on January 14, 2026, to request a Development Order for the project. All in Favor; Motion carried 5-0.

Public Works

Mr. Grantland had to leave the meeting earlier for a work related project and there were no reports from his department.

Surface Water Plant – Larry McClamma

Mr. McClamma announced that the Surface Water Plant had passed the Quarterly and Annual Disinfectant Byproducts test and there were no EPA Violations for 2025.

Commissioner Hoffman thanked Mr. McClamma for running a clean Surface Water Treatment Plant. He also requested that when giving state reports Mr. McClamma provide the reports for the County so they can be compared to the City's.

Wastewater Plant – Joe Harris

Request to Purchase Flex Wing Rotary Cutter

A Motion was made by Commissioner Kerigan, second by Commissioner Langton, to approve the purchase of a Flex Wing Rotary Cutter in the amount of \$26,739.84 on state contract. All in favor; Motion carried 5-0. This is a budgeted item.

Finance Director – Mike Lacour

FEMA Update

Mr. Lacour stated there had not been any updates on changes and he is waiting on reimbursement.

Grants Reimbursement Update

The last invoice for the Downtown Waterline is being finalized.

Code Enforcement

Mr. Anderson shared that Interviews are being set up for next week.

Police Department – Chief Richards

Chief Richards noted that FWC and his department are working to catch a disabled bear.

City Clerk – Charlotte Pierce

Grants Update

Clerk Pierce noted there have been no major updates in grants, City Staff continues to work on compliance, and reimbursements.

Christmas Parade

Clerk Pierce reminded the Commissioners of the Christmas Parade on Saturday, December 13, 2025.

Employee Appreciation Luncheon

Consensus of the Commission was for City Staff to handle arrangements for the luncheon and to go with the lowest quote of \$1,240.00 from Curtis Beard.

Swearing In Ceremony January 6, 2026

After discussion, consensus of the Commission was to have the Swearing In Ceremony on January 6, 2026, and to forego a reception.

Citizens to be Heard

Diana Burkett, St. Joseph Bay Humane Society, requested that the Commission adopt the newly created Ordinance dealing with animals. She suggested that Town Hall Meeting be held and noted there are new laws requiring breeders to follow.

Robert Branch and Christy McElroy shared their concerns on various topics.

Discussion Items by Commissioners

Commissioner Hoffman requested that City Staff reach out to Sharon Gaskin of North Florida Child Development to get her opinion on changing the name of the Field of Dreams Road to Church Avenue.

Commissioner Lowry did not have any additional information for the Commission.

Commissioner Kerigan shared his concerns about increased traffic in the downtown alley ways. He asked about signage and lines on the pavement. Mr. Anderson and Chief Richards will look into this matter.

Commissioner Langston wished everyone a Merry Christmas, Happy New Year, and to be safe.

Mayor Buzzett encouraged everyone to have a great Holiday Season.

Motion to Adjourn

There was no additional business to come before the Commission and Mayor Buzzett adjourned the meeting at 1:58 P.M.

Approved this _____ day of _____ 2026.

Rex Buzzett, Mayor

Date

Charlotte M. Pierce, City Clerk

Date

ORDINANCE NO. 627

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 NUMBERS 04702-00R FROM COMMERCIAL TO MEDIUM DENSITY RESIDENTIAL R-2, PROVIDING FOR THE AMENDMENT OF THE ZONING MAP OF THE CITY OF PORT ST. JOE FROM COMMERCIAL C-1 TO RESIDENTIAL R-2B; 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 November 4, 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 Commercial land use to Medium Density Residential R-2 and the Zoning from Commercial C-1 to Residential R-2B. 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 Medium Density Residential R-2.

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 Residential R-2B.

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

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

Property Address: 522 1st St ort St Joe, FL 32456

Current Land Use: C-1

Property Owner: Napoleon Pittman ET AL

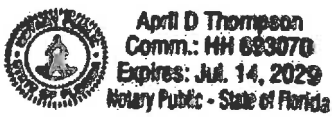
Proposed Land Use: R-2B

Mailing Address: 760 Borders Rd Wewahitchka, FL 32456

Phone: 850-625-6521

Applicant if Different: _____

Parcel Number: 04702-000R



Owners Signature

Sworn to and subscribed before me this 30 day of October 2025. Personally Known
OR Produced Identification.
Type Provided DL

April D Thompson
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

[Signature]
Owner Signature

Date: 10-30-25

[Signature]
Applicant Signature

Date: 10-30-25

Oct 1, 2025

To Whom it May Concern,

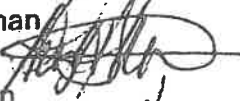
RE: 522 1st Street, Port St Joe, FL 32456

Parcel ID: 04702-000R

We are requesting Land Use change from C-1 to R-2B referencing City Ordinance 537 dated September 5, 2017. Ordinance 537 allows residential in commercial district. We would also like to request density change allowing 2 residential units on the above-mentioned parcel allowing for a 2-story unit.

Thank you for your consideration,

Napoleon Pittman
Phyllis Pittman
Timothy Pittman
Rebecca Shalon Pittman-Smith



Oct 1, 2025

To Whom it May Concern,


RE: 522 1st Street, Port St Joe, FL 32456

Parcel ID: 04702-000R

We are requesting Land Use change from C-1 to R-2B referencing City Ordinance 537 dated September 5, 2017. Ordinance 537 allows residential in commercial district. We would also like to request density change allowing 2 residential units on the above-mentioned parcel allowing for a 2-story unit.

Thank you for your consideration,

Napoleon Pittman
Phyllis Pittman
Timothy Pittman
Rebecca Shalon Pittman-Smith


Rebecca S. Pittman-Smith

Oct 1, 2025

To Whom it May Concern,

RE: 522 1st Street, Port St Joe, FL 32456

Parcel ID: 04702-000R

We are requesting Land Use change from C-1 to R-2B referencing City Ordinance 537 dated September 5, 2017. Ordinance 537 allows residential in commercial district. We would also like to request density change allowing 2 residential units on the above-mentioned parcel allowing for a 2-story unit.

Thank you for your consideration,

Napoleon Pittman
Phyllis Pittman
Timothy Pittman
Rebecca Shalon Pittman-Smith



EXHIBIT "A"

Future Land Use Map:

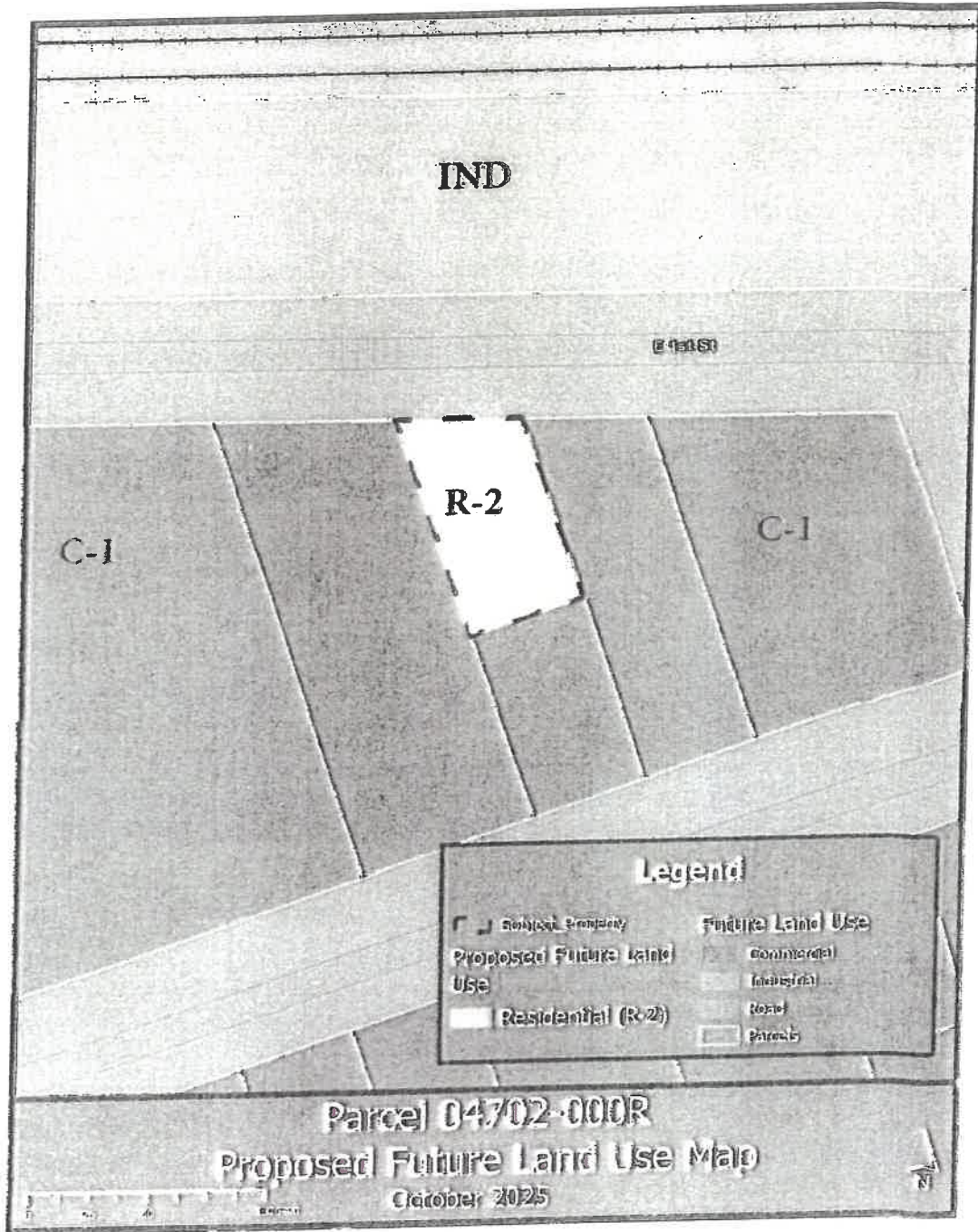
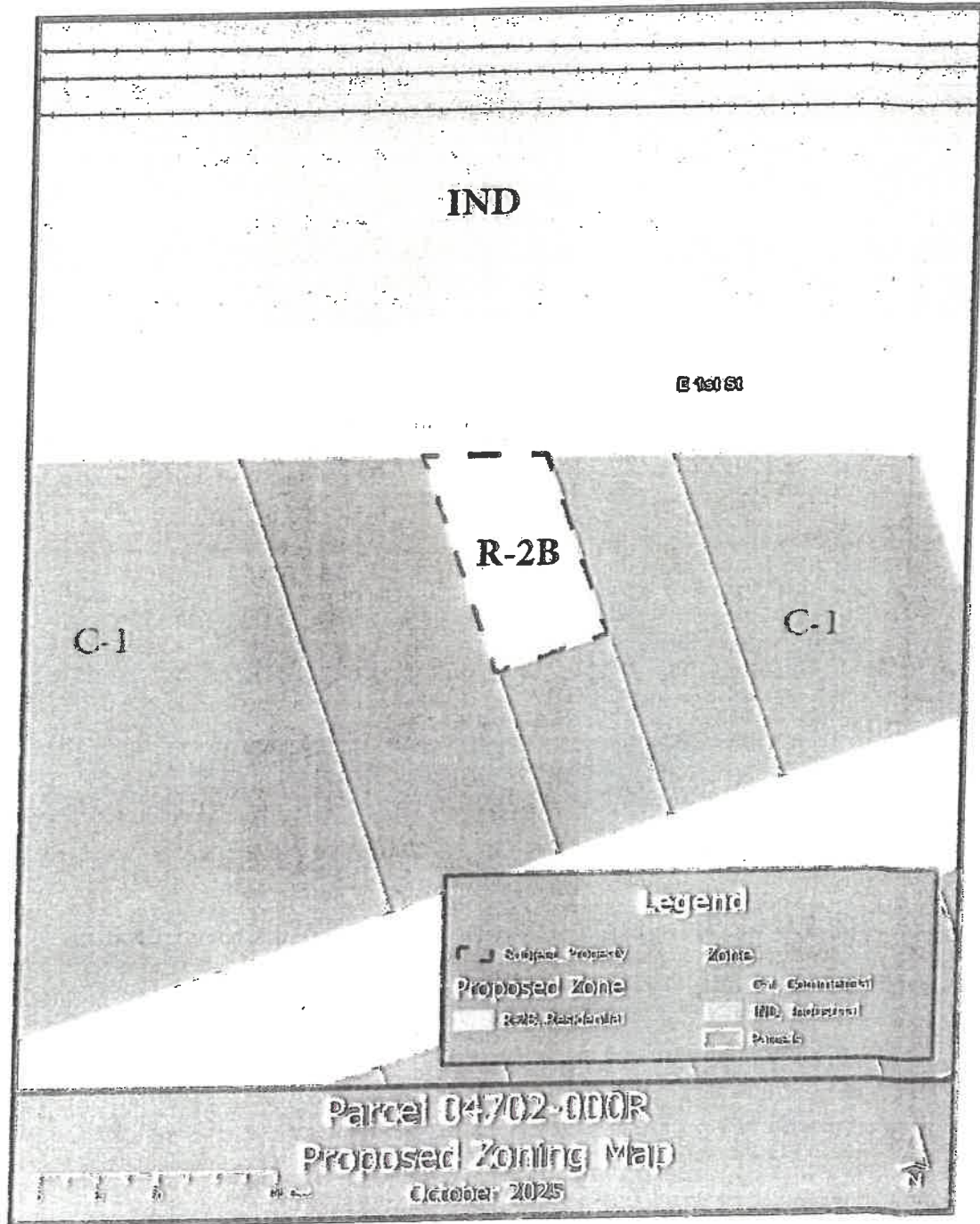


EXHIBIT "A"

Zoning Map:



THIS INSTRUMENT PREPARED BY:

Napoleon Pittman & Phyllis Pittman
760 Borders Road
Wewahitchka Florida 32465
Parcel ID#

Quit Claim Deed

This Quit Claim Deed executed this 5th day, of May, 2022

Napoleon Pittman, and wife Phyllis A. Pittman
760 Borders Road
Wewahitchka Florida 32465

Second party: Napoleon Pittman and wife Phyllis A Pittman, and son Timothy
Napoleon Pittman, and daughter Rebecca Shalon Pittman-Smith with Joint Tenant
With Right Of Survivorship
760 Borders Road
Wewahitchka Florida 32465

(Wherever used herein the term "first party" and "second party" shall
singular and plural, heirs, legal representatives and assigns of individuals, and the
successors and assigns of corporations, whatever the context so admits or
requires.)

WITNESSETH, that the said first party, for and in consideration of the
sum of Ten and 00/100 (\$10) dollars, in hand paid by the said second party, the
receipt whereof is hereby acknowledged, does hereby remise, release, and
quitclaims unto the said second party forever, all the right, title, interest, claim
and demand which the said first party has in and to the following described lot,
piece or parcel of land, situate, lying and being in the County of Gulf, State of
Florida,

The above grantor grants all interest and rights to said property, to above
mention children in the event of death.

The North 1/2 of lot 23 block 11 of the City of Port St Joe Florida according to the
official map thereof on file in the Office of the Clerk of the Circuit Court of Gulf
County, Florida; the same being one-half of the lot with dimensions
approximately 50 feet by 86 feet fronting on First Street, Port St Joe Florida.

IMPORTANT NOTICE

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is NOT TO BE USED FOR FINANCING PURPOSES, INSURANCE PURPOSES, AND/OR ADDRESS VERIFICATION! If you need address verification contact the Emergency Management Addressing office at 850-229-9110

***An Actual Year of 1900 is not a true representation of the Actual Year built. This is a "default" setting where an actual date is not known. The Effective Year is simply reflective of the current market and the condition of the property. The Effective Year is evident by the condition and utility of the structure and may or may not represent the Actual Year Built.**

Parcel Summary

Parcel ID 04702-000R
 Location Address 522 1ST ST
 PORT ST JOE
 Brief Tax Description CITY OF PORT ST. JOE N/2 OF LOT 23 ORB 764/756 QC FR PITTMAN BLK 11 MAP 50A
 (Note: Not to be used on legal documents.)
 Property Use Code STORE/OFFICE/RESID (1200)
 Sec/Twp/Rng 1-8S-11W
 Tax District Port St. Joe City (5)
 Millage Rate 14.5341
 Acreage 0.115
 Homestead N

[View Map](#)

Owner Information

Primary Owner
 PITTMAN NAPOLEON ET AL
 760 BORDERS ROAD
 WEWAHITCHKA, FL 32465

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
510000 - PSJ LOT (COM)	0.55	LT	0	0

Building Information

Type	OFFICE (C-MA)	Heat	AIR DUCTED
Total Area	1,104	Air Conditioning	CENTRAL
Heated Area	1,080	Bathrooms	1
Exterior Walls	COMMON BRK	Bedrooms	0
Roof Cover	BUILT-UP	Stories	1
Interior Walls	DRYWALL	Actual Year Built	1984
Frame Type	MASONRY	Effective Year Built	2018
Floor Cover	CARPET		

* Effective Year is simply the difference between economic life and remaining economic life of the structure.
 The year is evident by the condition and utility of the structure.
 The Effective Year may or may not represent the Actual Year Built.

Extra Features

Code	Description	Length x Width	Area	Year Built
0261	CONCRETE (*)	0x0x	1,000	1990

Sales

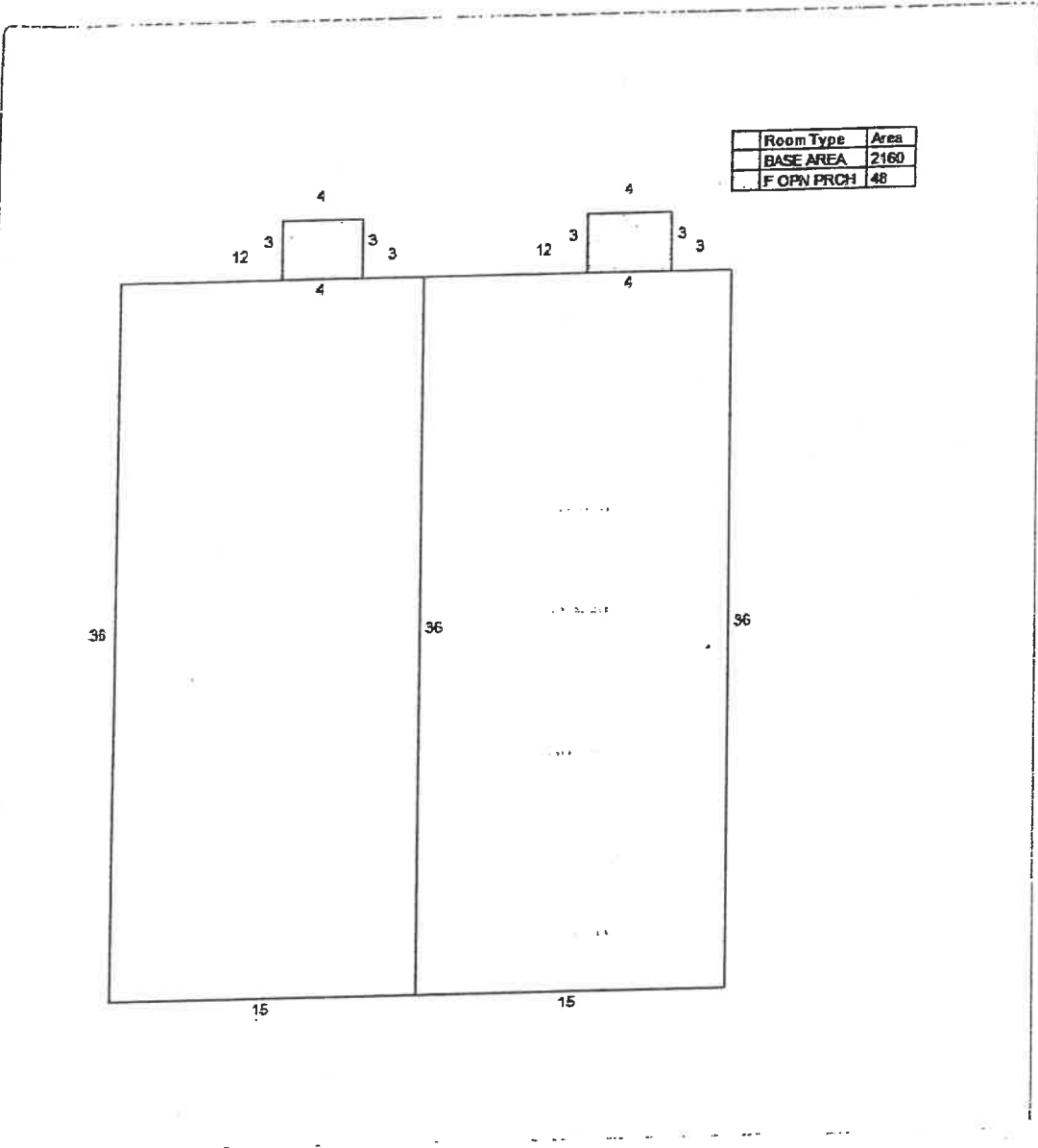
Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Qualification	Vacant/Improved	Grantor	Grantee
N	5/5/2022	\$100	QC	<u>764/756</u>	Unqualified	Improved	PITTMAN NAPOLEON & PHYLLIS A	PITTMAN NAPOLEON & PHYLLIS A & TIMOTHY NAPOLEON & REBECCA SHALON SMITH (JTWROS)
N	2/22/2005	\$100	QC	<u>0368/0220</u>	Qualified	Improved	NAAPAP	PITTMAN NAPOLEON
N	5/19/1998	\$100	WD	<u>0214/0282</u>	Unqualified	Improved	TUCKER	NAAPAP
N	10/2/1996	\$48,000	WD	<u>0194/0484</u>	Qualified	Improved	TUCKER	NAAPAP
N	3/27/1991	\$42,500	WD	<u>0143/0323</u>	Qualified	Improved	WEWA STATE BANK	TUCKER
N	8/30/1990	\$100	WD	<u>0139/0989</u>	Qualified	Improved	HARPER	WEWA STATE BANK
N	1/1/1986	\$43,000	N/A	<u>0110/0038</u>	Qualified	Improved		

Valuation

	2025 Preliminary Values	2025 Certified Values	2024 Certified Values	2023 Certified Values	2022 Certified Values
Building Value	\$63,356	\$63,356	\$63,356	\$61,964	\$66,099
Extra Features Value	\$854	\$854	\$854	\$854	\$854
Land Value	\$55,000	\$55,000	\$44,000	\$44,000	\$28,600
Land Agricultural Value	\$0	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$55,000	\$44,000	\$44,000	\$28,600
Just (Market) Value	\$119,210	\$119,210	\$108,210	\$106,818	\$95,553
Assessed Value	\$93,495	\$84,995	\$77,268	\$70,244	\$63,858
Exempt Value	\$0	\$0	\$0	\$0	\$0
Taxable-Value	\$93,495	\$84,995	\$77,268	\$70,244	\$63,858
Maximum Save Our Homes Portability	\$25,715	\$34,215	\$30,942	\$36,574	\$31,695

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Sketches



The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is NOT TO BE USED FOR FINANCING PURPOSES, INSURANCE PURPOSES, AND/OR ADDRESS VERIFICATION! If you need address verification contact the Emergency Management Addressing office at 850-229-9110
[User Privacy Policy](#) | [GDPR Privacy Notice](#)
 Last Data Upload: 10/30/2025, 2:11:24 AM

Contact Us



TO HAVE AND TO HOLD, the same together with all and singular the appurtenances there to belonging or in anywise appertaining, and all the estate, right, title, interest, lien, equity and claim whatsoever of the said first party, either in law or equity, to the only proper use, benefit and behoof of the said second party forever.

IN WITNESS WHEREOF, the said first party has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered
In our presence:

Carla O'Dell
Witness
Printed Name: Carla O'Dell

[Signature]
Napoleon Pittman

[Signature]
Witness
Printed Name: Reginald Larry

Carla O'Dell
Witness
Printed Name: Carla O'Dell

[Signature]
Phyllis A Pittman

[Signature]
Witness
Printed Name: Reginald Larry

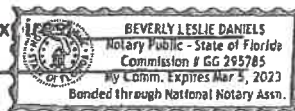


State of Florida
County of Gulf

I HEREBY CERTIFY that on this day, before me, an officer duly authorized in the State aforesaid and in the County aforesaid to take acknowledgments, personally appeared, Napoleon Pittman and wife Phyllis A Pittman, who produced the following identification: Florida's Drivers License personally known to me known to be the person(s) described in and who executed the foregoing instrument and they acknowledged before me that they executed the same. or physically appeared before me.

WITNESS my hand and official seal in the County and State last aforesaid this 5th day of May 2022.

Beverly Leslie Daniels
Notary Public
My Commission Expires
Commission No:



CITY OF PORT ST. JOE
SPECIAL EXCEPTION REQUEST APPLICATION

Property Address: 623 Hadrick PSD FL Zoning: ✓

Property Owner: Cheryl Pryor ³²⁴⁵⁶ Phone: _____

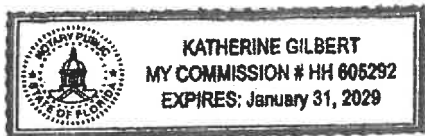
Mailing Address: 623 Hadrick City, State, and Zip: Port St Joe, FL 32456

Parcel Number: 05895-0000 Applicant if different: _____

Cheryl Pryor
Owner signature

Swore to and subscribed before me this 22 day of Oct 2025. Personally known or
produced identification _____.

Katherine Gilbert
Signature of Notary Public



PUBLIC NOTICE

A SIGN WILL BE POSTED FOR FIFTEEN DAYS ON THE PROPERTY SEEKING THE SPECIAL EXCEPTION AND A NOTICE WILL BE PUBLISHED IN THE LOCAL NEWSPAPER.

APPLICATION REQUIREMENTS:

- Application Fee - \$300
- A letter indicating the section of the LDR under which special exception is being requested
- Legal Description of Property
- Copy of the Deed
- Copy of the Survey
- Site plan of the proposed improvements

Cheryl Pryor
Owner Signature

10/22/25
Date

Applicant Signature

Date

EPCI
PORT ST JOE BUILDING DEPARTMENT

APPLICATION FOR BUILDING PERMIT

DATE: _____ Permit # _____ Permit Fee _____

OWNER'S NAME: Cheryl Pryor

ADDRESS: 623 Hadrick

CITY, STATE & ZIP CODE: Port St Joe, FL PHONE # 850-340-0353

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER):
20451

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

CONTRACTOR'S NAME: Squares Foot Mgmt & Inc

EMAIL ADDRESS: cloughgins@9@gmail.com

ADDRESS: 225 Bob W. Foster Freeman Rd

CITY, STATE & ZIP CODE: Seaside, GA 31276 PHONE # 404-216-7724

STATE LICENSE NUMBER: CCC-333615 COMPETENCY CARD # _____

ADDRESS OF PROJECT: _____

PROPOSED USE OF SITE: Single Family Residence

WILL THE STRUCTURE BE LOCATED AT LEAST 30 FEET FROM ANY BODY OF WATER? YES NO

PROPERTY PARCEL ID # 05895-000R

LEGAL DESCRIPTION OF PROPERTY: Lot 2, Block 1011 #1, Millview Addition

IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:

BONDING COMPANY: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

ARCHITECT'S/ENGINEER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

MORTGAGE LENDER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

WATER SYSTEM PROVIDER: _____ SEWER SYSTEM PROVIDER: _____

PRIVATE WATER WELL: _____ SEPTIC TANK PERMIT NUMBER: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that NO WORK or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

PURPOSE OF BUILDING:

Single Family ___ Townhouse ___ Commercial ___ Industrial
 ___ Duplex ___ Swimming Pool ___ Storage ___ Sign
 ___ Multi-Family ___ Demolition ___ Other
 ___ Addition, Alteration or Renovation to building.

Distance from property lines: Front _____ Rear _____ L. Side _____
 R. Side _____
 Cost of Construction \$ 150,000 Square Footage 1130
 EPI _____ Flood Zone X Lowest Floor Elevation _____
 Area Heated/Cooled _____ # Of Stories _____ # Of Units _____
 Type of Roof shingle Type of Walls _____ Type of Floor _____
 Extreme Dimensions of: Length _____ Height _____ Width _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.

NOTICE: EPCI: The Port St. Joe Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties.

OWNER'S AFFIDAVIT: I hereby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

Cheryl Pryor
 Signature of Owner or Agent

Date: 10/22/25

Katherine Gilbert
 Notary as to Owner or Agent

[Signature]
 Signature of Contractor
 Date: 10 20 25

Notary as to Contractor

My Commission expires: _____



APPLICATION APPROVED BY: _____ BUILDING OFFICIAL

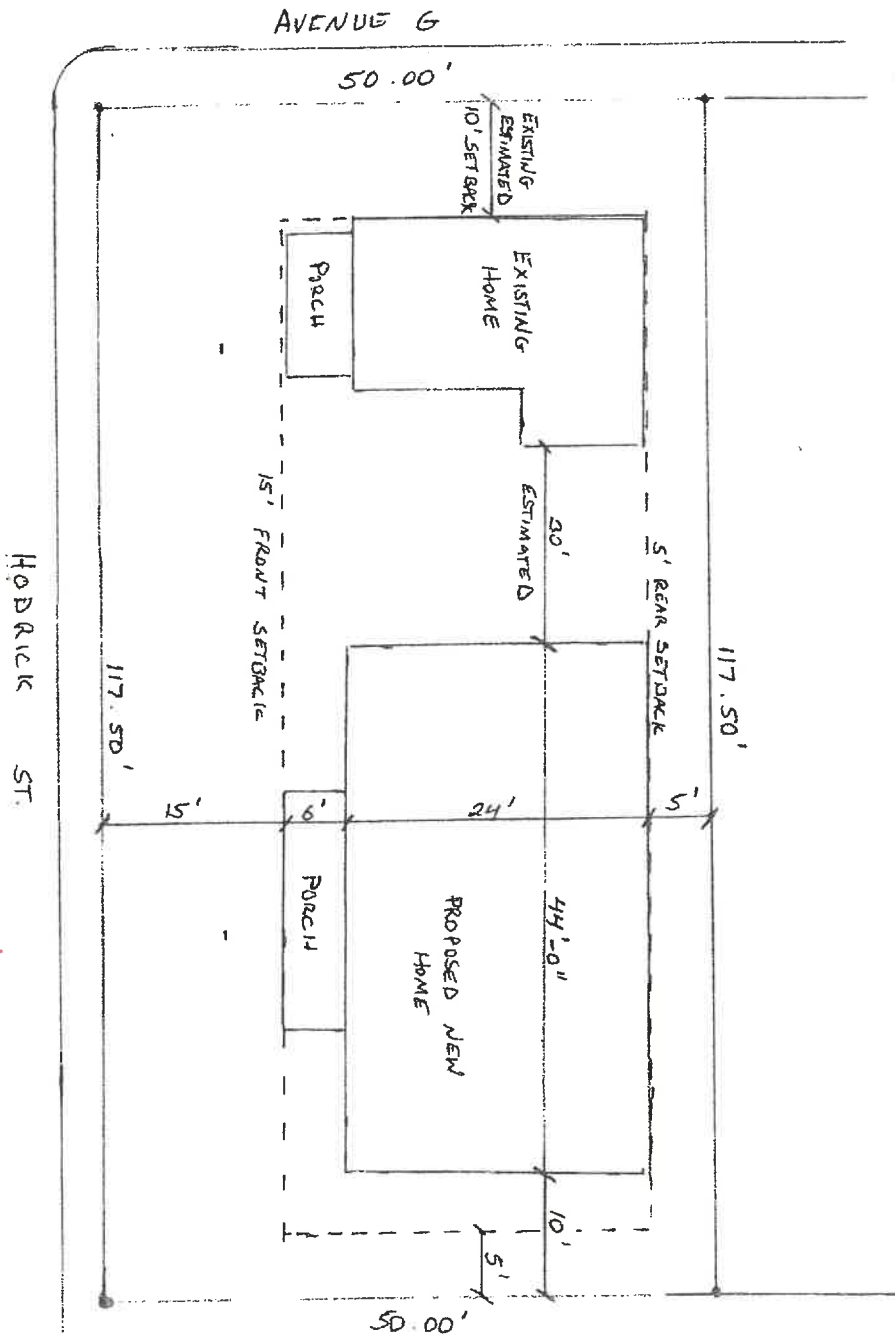
SQUARE FOOT MINISTRIES
 FAYETTEVILLE, GA.

PROPOSED RESIDENCE FOR:

CHEERYL RYDOL

623 HODRICK ST.

PORT SAULT DUG, FL 32056





October 27, 2025

To: Port St Joe Building Department
1002 10th St
Port St Joe, Florida, 32456

Re: Cheryl Pryor, 623 Hodrick, Port St Joe, FL, variance request

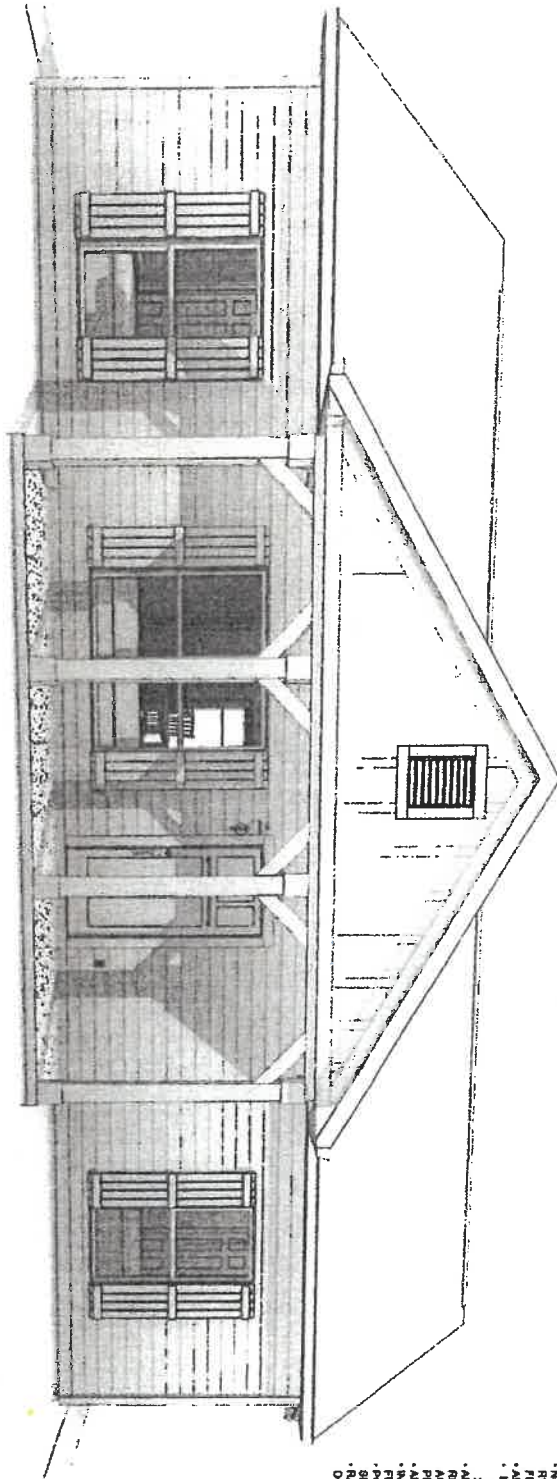
To Whom It May Concern:

The Citizens of Gulf County Recovery Team and our non - profit build partners, Square Foot Ministries, are planning on demolishing the existing home and rebuilding the larger home, keeping the existing smaller home on the same parcel as a guest home. In order to accomplish this, given the lot size we are requesting a rear set back variance from 15 feet to 5 feet per R-28 district, section 3.04. O. referencing setbacks and P. referencing density. We appreciate your consideration of this request and please feel free to call if you need any further information.

Sincerely,

Kathy Gilbert, Program Director
212 Williams Ave.
Port St Joe, Florida 32456
(850) 270-8911

SHEET LIST - CONSTRUCTION	
SHEET NUMBER	SHEET NAME
C-0	COVER SHEET
E-1	ELEVATIONS
E-2	ROOF OVERVIEW/FOUNDATION
F-1	FIRST FLOOR PLAN
F-1.1	FOUNDATION DETAILS
H-1	FIRST FLOOR ELEC. & HVAC
H-1.1	DETAILS & SECTIONS




FRONT PERSPECTIVE

GENERAL NOTES

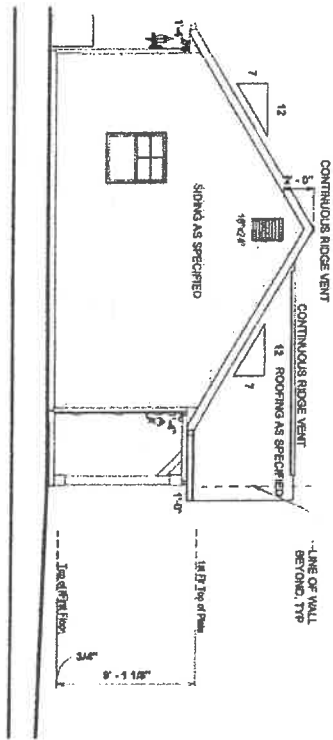
- MIN. 60' 1" CEILING HEIGHT ON FIRST FLOOR
- ALL LOAD BEARING WALLS & EXT. OPENINGS TO HAVE (1) 2X10 BEAMS U.N.O. WINDOW HEADERS SHALL BE FRAMED DOWN 2" FROM T.O.P. U.N.O.
- WINDOW HEADERS FOR WINDOWS LOCATED ABOVE PORCH SINK SHALL BE FRAMED DOWN 1" FROM T.O.P. U.N.O. SECOND FLOOR WINDOW HEADERS SHALL BE FRAMED DOWN 1" FROM T.O.P. U.N.O.
- 7/16" O.S.B. AND HOUSEWRAP REQUIRED
- DIMENSIONS ARE TO SHEATHING EXTERIOR, SUBTRACT 1/2" FROM DIMENSIONS FOR EXTERIOR WINDOW AND DOOR
- ALL INTERIOR DOORS ARE EITHER CENTERED ON WALLS OR N.O. STARTED 1/4" FROM ADJOINING WALL UNLESS OTHERWISE DIMENSIONED
- RESULT OF LOCAL BUILDING CODES STANDARDS AND FINAL GRADE
- ALL SHELVES TO BE 1" DEEP U.N.O.
- HEIGHT OF FLOOR TO BE:
- 1. DOUBLE 4" ASH
- 2. DOUBLE 4" ASH
- ALL PLUMBING FIXTURES SHOWN ARE A REPRESENTATION OF SIZE AND LOCATION ONLY. ACTUAL STYLE AND BRAND OF FIXTURES MAY VARY
- ALL TIES/SHOWERS ARE TO HAVE UNLESS AT FLANGE
- INSTALL A 2" WIDE WALKWAY FROM ATTC. ACCESS TO PORCH STOPS, & CHECK HANDRAILS NOT INCLUDED W/ BALUNGS ARE A FORCED OPTION WHEN PORCH IS OVER 30" HIGH FROM FINISHED GRADE

TO REPORT COPYRIGHT VIOLATION CALL (773) 318-1188. THE USE OF THIS PLAN BY ANYONE OTHER THAN AN AGENT OF AMERICAN HOME PLANS, INC. IS IN VIOLATION OF THE FEDERAL COPYRIGHT VIOLATION ACT. \$1000 FINE AND/OR IMPRISONMENT FOR RECOVERING AN ACTUAL COPYRIGHT INFRINGEMENT. ALL RIGHTS RESERVED. NOTIFICATIONS OF THE COPYRIGHT WILL BE PUBLISHED IN THE LATEST EDITION OF THE PLAN. THE MARKS & THE INTELLECTUAL PROPERTY OF AMERICAN HOME PLANS AND SHALL NOT BE REPRODUCED WITHOUT PERMISSION.

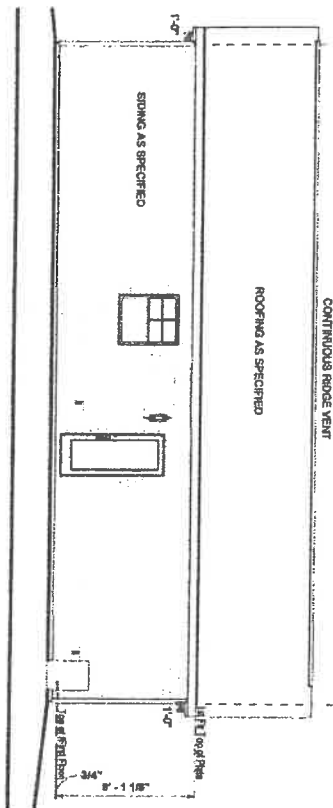
PRELIM CONSTRUCTION PLANS

SHEET NUMBER: C-0	PROPERTY OF:  COPYRIGHT - 2020	DRAWN BY: DRAFTER	JOB# XXX-XX-XXX	TITLE: ECONOMY PLAN	AREAS: FIRST FLOOR HEATED: 1,066 SF COVERED PORCH: 100 SF TOTAL UNDER ROOF: 1,166 SF	Revision Schedule	
		CHECKED BY: CHECKER	2x4 EXTERIOR WALLS	FOR: CUSTOMER NAME		Revision Number	Revision Description
COVER SHEET		PRINT DATE: 11/10/2024 1:37:27 PM	FOUNDATION TYPE: CRAWL SPACE	SITE ADDRESS			
		OFFICE: SALES OFFICE	SOLD BY: BC				

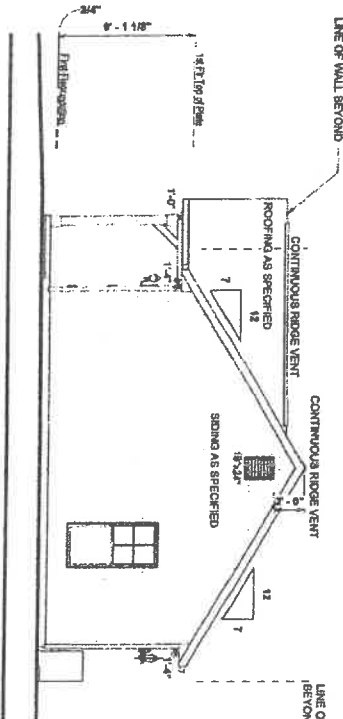
24



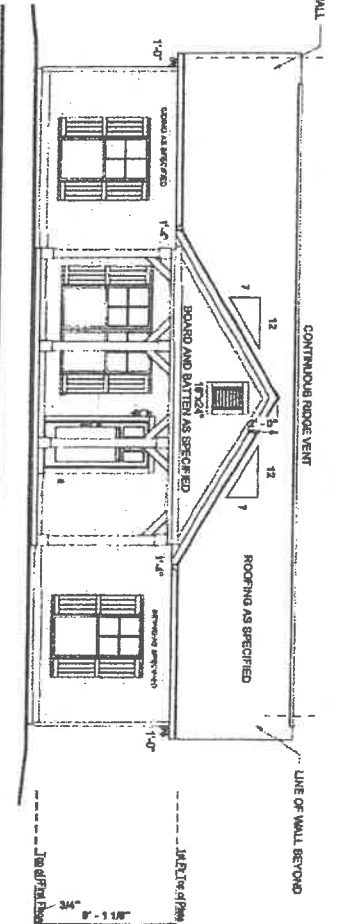
3 LEFT ELEVATION
1/8" = 1'-0"



4 REAR ELEVATION
1/8" = 1'-0"



2 RIGHT ELEVATION
1/8" = 1'-0"



1 FRONT ELEVATION
1/8" = 1'-0"

- ELEVATION NOTES**
- MIN 8'-1 1/8" CEILING HEIGHT ON RIGHT B. COOR
 - 7/8" O.S.B. AND HOUSEWRAP REQUIRED
 - ROOF OVERHANGS, AS NOTED, ARE FROM WALL
 - FINISH GRADE TO BE DETERMINED ON SITE
 - FOUNDATION DRAWN AS REPRESENTATION ONLY

TO BE USED FOR PERMITS ONLY. THIS PLAN IS THE PROPERTY OF AMERICA'S HOME PLACE, INC. NO PART OF THIS PLAN MAY BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM. ALL RIGHTS ARE RESERVED. THE USER OF THIS PLAN IS AGENT OF AMERICA'S HOME PLACE, INC. IN VIOLATION OF THE FEDERAL COPYRIGHT VIOLATION ACT, 17 USC 1080, PENALTY FOR REPRODUCING OR TRANSMITTING IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, IS \$500 PER COPY. AMERICA'S HOME PLACE, INC. IS NOT RESPONSIBLE FOR ANY DAMAGE TO PROPERTY OR PERSONS ARISING FROM THE USE OF THIS PLAN. THE USER OF THIS PLAN IS AGENT OF AMERICA'S HOME PLACE, INC. IN VIOLATION OF THE FEDERAL COPYRIGHT VIOLATION ACT, 17 USC 1080, PENALTY FOR REPRODUCING OR TRANSMITTING IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, INCLUDING PHOTOCOPYING, RECORDING, OR BY ANY INFORMATION STORAGE AND RETRIEVAL SYSTEM, IS \$500 PER COPY. AMERICA'S HOME PLACE, INC. IS NOT RESPONSIBLE FOR ANY DAMAGE TO PROPERTY OR PERSONS ARISING FROM THE USE OF THIS PLAN.

PRELIM DESIGN PLANS

E-1



PROPERTY OF: **ECONOMY PLAN**
 JOB: **XXX-XX-XXX**
 DRAWN BY: **DRAFTER**
 CHECKED BY: **2x4 EXTERIOR WALLS**
 CHECKER:
 PRINT DATE: **5/9/2024 1:37:23 PM**
 FOUNDATION TYPE: **CRAWL SPACE**

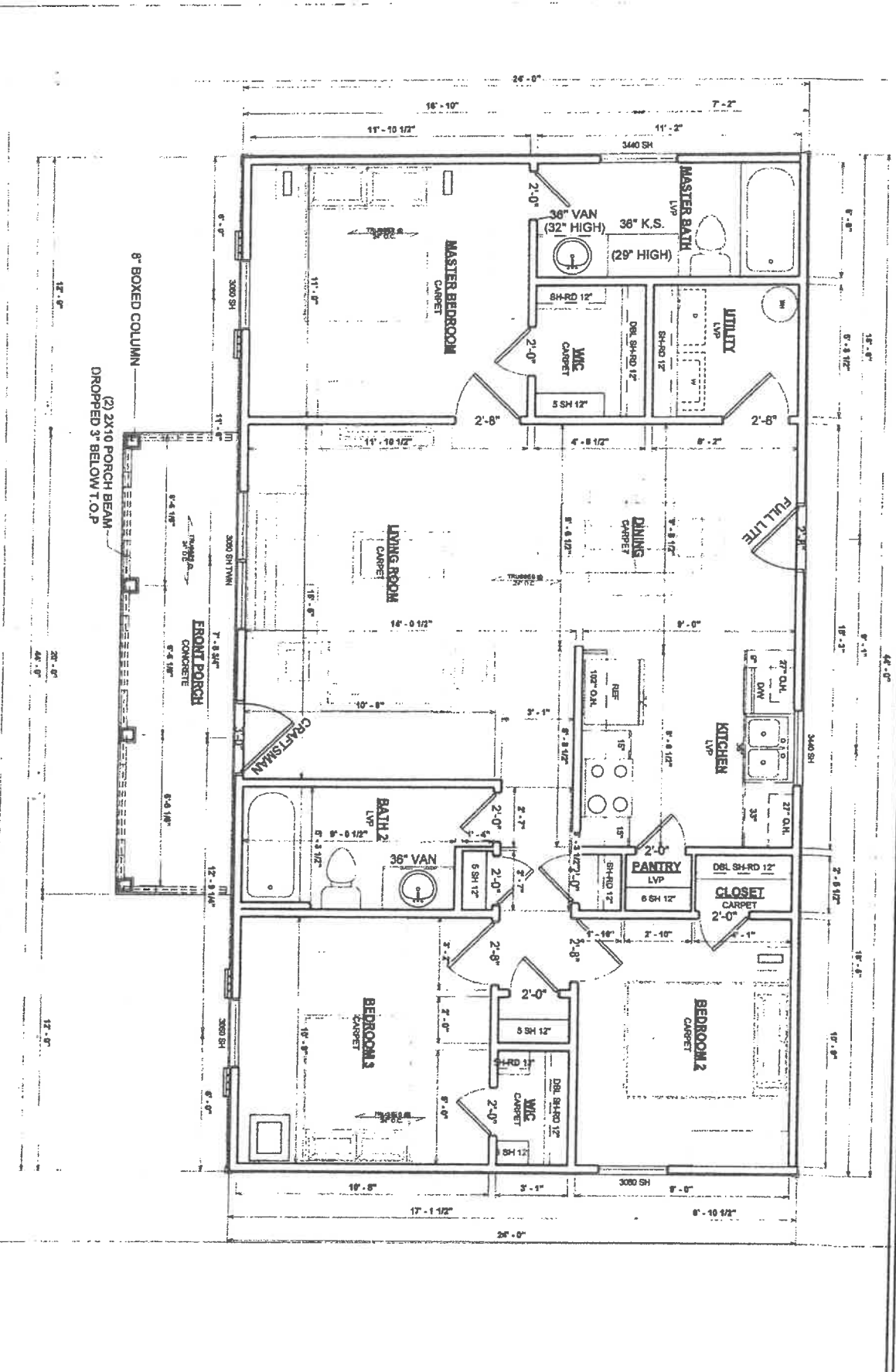
CUSTOMER NAME
 SITE ADDRESS
 OFFICE: SALES OFFICE
 SOLD BY: BC


AREAS:	
FIRST FLOOR HEATED	1,056 SF
CVRD PORCH	100 SF
TOTAL UNDER ROOF	1,156 SF

Revision Schedule		
Revision Number	Revision Description	Revision Date
1	add notes	5-23-24

TO REPORT COPYRIGHT VIOLATION CALL TOLL FREE 1-800-368-7233 OR THIS PLAN BY ANYONE OTHER THAN AN AGENT OF AMERICA'S HOME PLACE, INC. IS IN VIOLATION OF THE FEDERAL COPYRIGHT VIOLATION ACT. A FIRM RECEIVING AND RECEIVING AN ACTUAL COPYRIGHT INFRINGEMENT. PRELIM CONSTRUCTION PLANS. PAPER SIZE: 14" x 17" SCALE: 1/4" = 1'-0"

2 First Floor
1/4" = 1'-0"

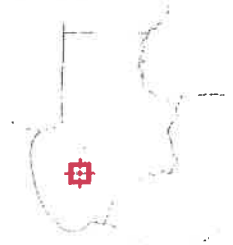


SHEET NUMBER: F-1	PROPERTY OF: 	DRAWN BY: DRAFTER	JOB: XXX-XX-XXX	THE: ECONOMY PLAN	AREAS: FIRST FLOOR HEATED 1,006 SF 1,056 SF CVRD PORCH 100 SF 100 SF TOTAL UNDER ROOF 1,186 SF	Revision Schedule Revision Number Description Date n. Page
		CHECKED BY: CHECKER	FOUNDATION TYPE: CRAWL SPACE	FOR: CUSTOMER NAME		
FIRST FLOOR PLAN		PRINT DATE: JUN 2024 1:37:21 PM	SITE ADDRESS	OFFICE: SALES OFFICE	SOLD BY: BC	

26



Overview



Legend

- Parcels
- Roads

Parcel ID 05895-000R	Alternate ID 05895000R	Owner Address PRYOR CHERLY
Sec/Twp/Rng 35-7S-11W	Class SINGLE FAMILY	623 HODRICK ST
Property Address 623 HODRICK ST	Acreege 0.135	PORT ST JOE, FL, 32456
District 5		
Brief Tax Description MILLVIEW ADDN UNIT 1 PB1 PG		
	(Note: Not to be used on legal documents)	

Date created: 11/13/2025
 Last Data Uploaded: 11/13/2025 2:07:47 AM

Developed by **SCHNEIDER**
GEOSPATIAL

IMPORTANT NOTICE

The Property Appraiser makes every effort to produce the most accurate information possible. No warranties, expressed or implied are provided for the data herein, its use or interpretation. The assessment information is from the last certified tax roll. All other data is subject to change. This website is NOT TO BE USED FOR FINANCING PURPOSES, INSURANCE PURPOSES, AND/OR ADDRESS VERIFICATION! If you need address verification contact the Emergency Management Addressing office at 850-229-9110

***An Actual Year of 1900 is not a true representation of the Actual Year built. This is a "default" setting where an actual date is not known. The Effective Year is simply reflective of the current market and the condition of the property. The Effective Year is evident by the condition and utility of the structure and may or may not represent the Actual Year Built.**

Parcel Summary

Parcel ID 05895-000R
 Location Address 623 HODRICK ST
 PORT ST JOE
 Brief Tax Description MILLVIEW ADDN UNIT 1 PB1 PG 33 LOT 2 BLK 1011 ORB 867/814 CQC FR PRYOR MAP 49C
 (Note: Not to be used on legal documents.)
 Property Use Code SINGLE FAMILY (0100)
 Sec/Twp/Rng 35-75-11W
 Tax District Port St. Joe City (5)
 Millage Rate 14.5341
 Acreage 0.135
 Homestead Y

[View Map](#)

Owner Information

Primary Owner
 PRYOR CHERLY
 623 HODRICK ST
 PORT ST JOE, FL 32456

Land Information

Land Use	Number of Units	Unit Type	Frontage	Depth
540003 - MILLVIEW ADD. 2	1	LT	50	118

Building Information

Type	SINGLE FAMILY*	Heat	NONE
Total Area	680	Air Conditioning	WINDOW
Heated Area	624	Bathrooms	1
Exterior Walls	WOOD SID	Bedrooms	2
Roof Cover	METAL ROOF	Stories	1
Interior Walls	WALL BD/WD	Actual Year Built	1900
Frame Type	WOOD FRAME	Effective Year Built	1994
Floor Cover	PINE WOOD		

Type	SINGLE FAMILY*	Heat	NONE
Total Area	488	Air Conditioning	WINDOW
Heated Area	404	Bathrooms	1
Exterior Walls	CONC BLOCK	Bedrooms	2
Roof Cover	METAL ROOF	Stories	1

Interior Walls WALL BD/WD
 Frame Type MASONRY
 Floor Cover CORK/VTILE

Actual Year Built 1900
 Effective Year Built 1994

*Effective Year is simply the difference between economic life and remaining economic life of the structure.
 The year is evident by the condition and utility of the structure.
 The Effective Year may or may not represent the Actual Year Built.

Sales

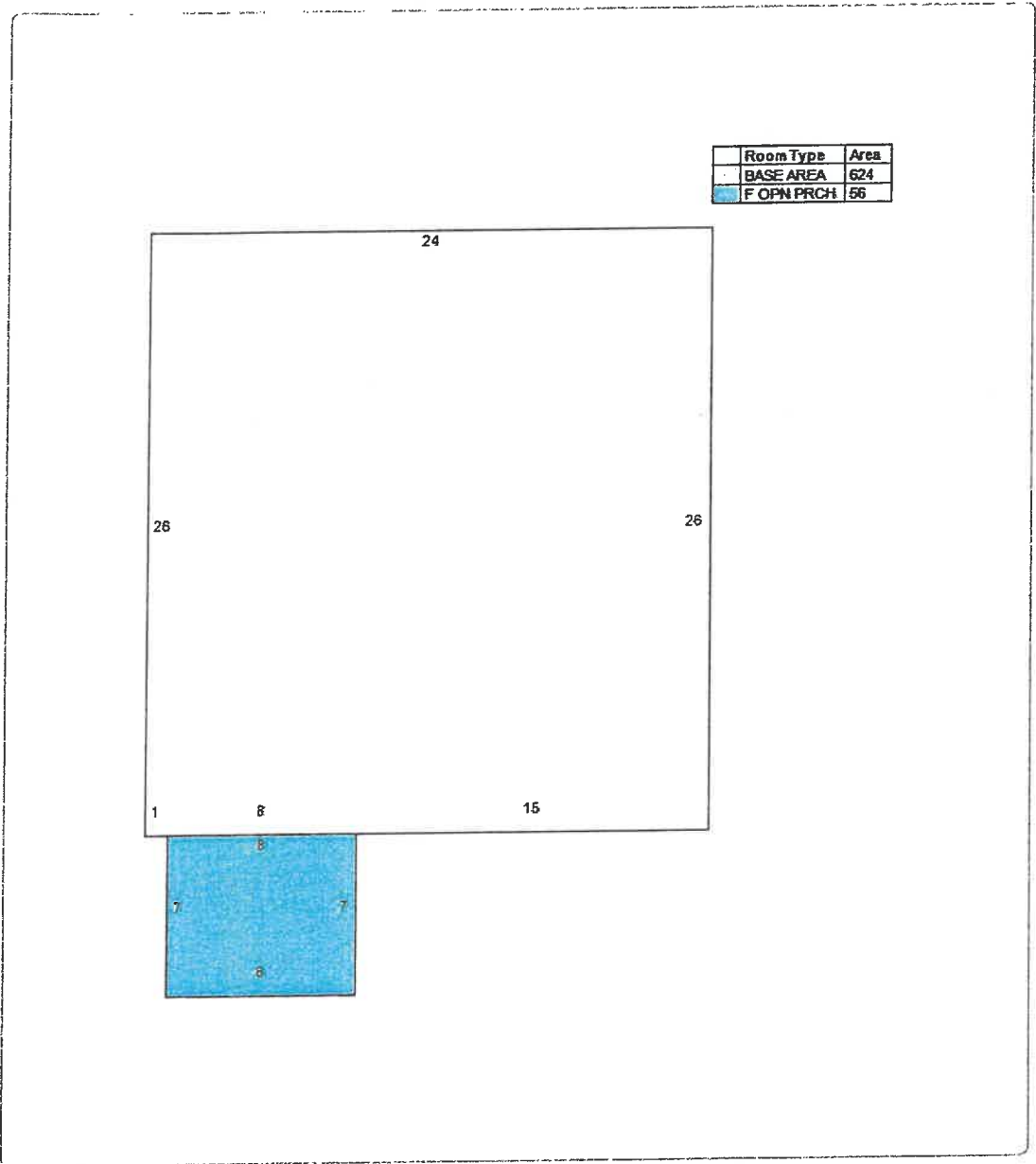
Multi Parcel	Sale Date	Sale Price	Instrument	Book/Page	Qualification	Vacant/Improved	Grantor	Grantee
N	10/22/2025	\$100	QC	<u>867/814</u>	Unqualified	Improved	PRYOR ALASHIA	PRYOR CHERYL Y
N	3/18/2010	\$100	WD	<u>0488/0434</u>	Unqualified	Improved	SIMS DANIEL	PRYOR ALASHIA
N	7/12/2007	\$25,000	WD	<u>0442/0280</u>	Qualified	Improved	SIMS DANIEL	PRYOR CHERYL Y
N	11/21/1994	\$7,000	WD	<u>0175/0207</u>	Qualified	Improved	MOSLEY	SIMS
N	10/20/1993	\$6,000	WD	<u>0165/0167</u>	Qualified	Improved	GATHERS	MOSELY
N	12/21/1990	\$4,400	CT	<u>0141/0693</u>	Qualified	Improved	CERT. OF TITLE	GATHERS
N	9/19/1988	\$100	PR	<u>0127/1066</u>	Qualified	Improved	SIMS EST. OF JAMES	SIMSET AL

Valuation

	2025 Preliminary Values	2025 Certified Values	2024 Certified Values	2023 Certified Values	2022 Certified Values
Building Value	\$23,420	\$24,784	\$11,504	\$13,624	\$13,950
Extra Features Value	\$0	\$0	\$0	\$0	\$0
Land Value	\$36,000	\$36,000	\$25,000	\$18,000	\$18,000
Land Agricultural Value	\$0	\$0	\$0	\$0	\$0
Agricultural (Market) Value	\$0	\$36,000	\$25,000	\$18,000	\$18,000
Just (Market) Value	\$59,420	\$60,784	\$36,504	\$31,624	\$31,950
Assessed Value	\$27,866	\$26,561	\$25,357	\$26,026	\$25,707
Exempt Value	\$19,882	\$19,303	\$18,759	\$18,213	\$17,683
Taxable Value	\$7,984	\$7,258	\$6,598	\$7,813	\$8,024
Maximum Save Our Homes Portability	\$31,554	\$34,223	\$11,147	\$5,598	\$6,243

"Just (Market) Value" description - This is the value established by the Property Appraiser for ad valorem purposes. This value does not represent anticipated selling price.

Sketches



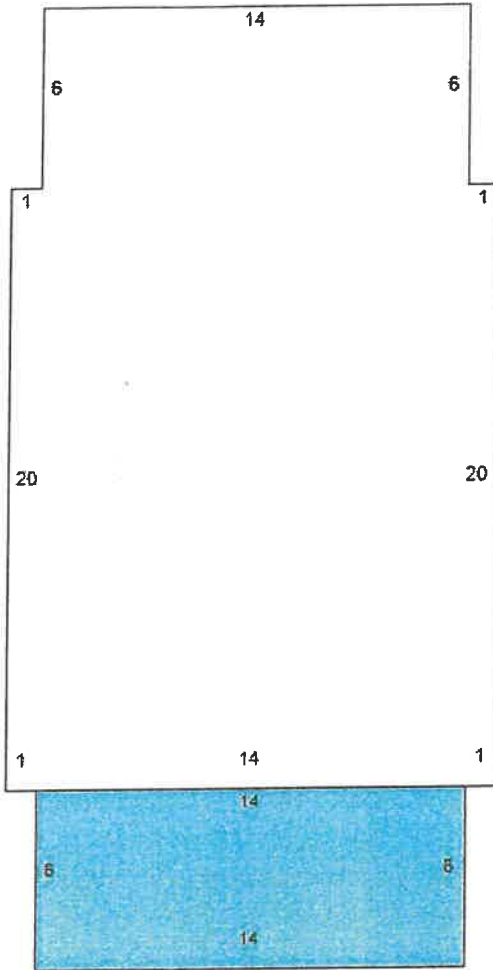
No data available for the following modules: Extra Features.

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Contact Us

Developed by
 **SCHNEIDER**
 GEOSPATIAL

Room Type	Area
BASE AREA	404
F OPN PRCH	84



ORDINANCE NO. 628

AN ORDINANCE PROVIDING FOR THE VOLUNTARY CONTRACTION OF THE CITY BOUNDARY BY DEANNEXING PARCEL ID NO. 04571-000R, TOTALING 2.5 ACRES MORE OR LESS; PROVIDING A LEGAL DESCRIPTION OF THE LANDS TO BE DEANNEXED, MORE SPECIFICALLY DESCRIBED IN THIS ORDINANCE, AS PETITIONED BY THE PROPERTY OWNER PURSUANT TO SECTION 171.051, FLORIDA STATUTES; PROVIDING FOR THE AMENDMENT OF CITY BOUNDARIES TO CONTRACT THE SUBJECT PROPERTY FROM THE CITY BOUNDARIES; PROVIDING FOR REPEAL OF PRIOR INCONSISTENT ORDINANCES AND RESOLUTIONS, SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Chapter 171, Florida Statutes, provides the exclusive method of municipal annexation or contraction in order to ensure sound urban development and efficient provision of urban services; and

WHEREAS, H and K Gulf Coast Holdings, LLC., is the property owner of Parcel ID No. 04571-000R, totaling 2.5 acres more or less; and

WHEREAS, The City of Port St. Joe annexed Parcel ID No. 04571-000R, totaling 2.5 acres more or less, into the City by Ordinance No. 618 on August 5, 2025; and

WHEREAS, H and K Gulf Coast Holdings, LLC., on November 13, 2025, requested as the single owner of Parcel ID No. 04571-000R, totaling 2.5 acres more or less, a deannexation from the City of Port St. Joe municipal boundaries; and

WHEREAS, The City of Port St. Joe wishes to deannex Parcel ID No. 04571-000R, totaling 2.5 acres more or less, consistent with Chapter 171.052, Florida Statutes, Criteria for Contraction of Municipal Boundaries; and

WHEREAS, Parcel ID No. 04571-000R, totaling 2.5 acres more or less, fail to meet the criteria of Chapter 171.043, Florida Statutes, Character of the area to be annexed; and

WHEREAS, Parcel ID No. 04571-000R, totaling 2.5 acres more or less, is not currently developed for urban purposes because the land is vacant; and

WHEREAS, Parcel ID No. 04571-000R, totaling 2.5 acres more or less, does not lie between the City and an area to be served by the City water or sewer service; and

WHEREAS, The contraction of the Parcel ID No. 04571-000R, totaling 2.5 acres more or less, will not result in a portion of the City becoming noncontiguous with the rest of the municipality; and

WHEREAS, upon adoption of this Ordinance, the municipal boundary lines of the City of Port St. Joe shall be redefined to exclude the subject real property; and

WHEREAS, the metes and bounds description of the Property is as follows:

PARCEL I: (PARCEL ID NO. 04571-000R)

A portion of the southwest quarter of the southeast quarter of the northeast quarter, section thirty-five (35), township seven (7) south, range eleven (11) west, Gulf County, Florida, more particularly described as follows:

Lots 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, and 12, Block 4, of McClellan-Dickinson subdivision of Port St. Joe, Florida, according to the plat thereof recorded in Plat Book 1, Page 24, of the public records of Gulf County, Florida and depicted in Exhibit A.

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

1. The City does hereby deannex Parcel ID No. 04571-000R, totaling 2.5 acres more or less, from the City of Port St. Joe.
2. The City boundaries shall be amended and redefined to not include the Property.
3. **REPEAL:** All ordinances or parts of ordinances in conflict herewith are hereby repealed.
4. **SEVERABILITY:** If any provision or portion of this Ordinance is declared by any court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this Ordinance shall remain in full force and effect.
5. **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

Current City Projects 1/6/26

- 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 is set to begin 11/3/25.
- Beacon Hill Sewer- The Lift Station is Operational & the Collection System is built. City staff is installing the taps.
- 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.
- 9/26/23 Dewberry tasked to work on the Expansion of Zone 3 at the WW Sprayfields. Construction is complete.
- Downtown Waterline Replacement Phase II- The SRF Funding has been approved and the bid has been awarded to L & K Contractors. Construction Complete.
- 9/8/25 A Task Order was signed with Dewberry to design stormwater improvements in the alley between Bay & Harbor Street.
- 3/19/24 A Task Order was signed with Dewberry to design the \$1.5 M Legislative Approp. for multiple roads to be paved. The Bid was awarded to Roberts & Roberts on 11/5/24, CEI Services was awarded to SCE on 1/7/25. The project is complete.
- Washington Gym Bldg. Roof- The Bid was awarded to Monolith Construction on 10/7/25.
- Commission Chambers Bldg. Roof- The Bid was awarded to Lewis Walker Roofing on 10/7/25.
- Victoria Ave. Sewer Line Relocation- FDOT requested the line be moved due to roadway improvements. The FDEP Permit was received 7/28/25. Staff is working on boring pricing.
- Water Plant Backwash Reuse System Installation- Complete

- 20th Street Stormwater Pipe Evaluation- The Evaluation is in process.
- Williams Ave. Parking Lot- The bids will be considered 1/6/26.



120 Hwy 71
P.O. Box 141
WEWAHITCHKA, FLORIDA 32465

WWW.SOUTHEASTERNCE.COM
850.639.3860

**City of Port St. Joe City Street Resurfacing CEI
FPID # 453218-1-54-01
Southeastern Consulting Engineers, Inc.
Agreement For Professional Engineering Services
08/11/2025**

CHANGE ORDER #1

Southeastern Consulting Engineers, Inc., hereinafter called "SCE", and the City of Port St. Joe Commissioners, hereinafter called "client", agree as follows:

Changes in Contract Time:

This change order is proposed due to a time extension of one hundred five (105) Contract days, as proposed by the Contractor and approved by the City of Port St. Joe. The proposed change order is for additional CEI services for said project for an additional 105 Contract days, however it is only requested for compensation for actual man-hours (not additional Contract days). All terms and conditions stated in the original Contract shall apply the this Change Order.

In witness whereof, this agreement is accepted on the date last written below, subject to the terms and conditions stated and the provisions set forth herein and/or on the original Contract document.

**Original Contract Amount: \$117,013.00
Additional Fees (C.O. #1): \$26,947.00
Total Contract Amount After C.O. #1: \$143,960.00**

Client:

For: City of Port St. Joe

Address: 305 Cecil G. Costin Sr. Blvd.

Port St. Joe, Florida 32456

Signed: _____

Printed Name: Jim Anderson

Title: City Manager

Date: _____

Consultant:

Southeastern Consulting Engineers, Inc.

Address: Post Office Box 141

Wewahitchka, FL 32456

Signed: *S. Lance Watson*

Typed Name: S. Lance Watson PE

Title: Vice President

Date: December 10, 2025

BOARD OF COUNTY COMMISSIONERS GULF COUNTY, FLORIDA

1000 Cecil G. Costin, Sr. Blvd. • Room 302 • Port St. Joe, Florida • 32456

850.229.6106 • Fax: 850.564.7503

www.gulfcounty-fl.gov • bocc@gulfcounty-fl.gov

DATE & TIME OF MEETINGS: Fourth Tuesdays at 9:00 a.m., E.T.

December 1, 2025

Mayor and City Commissioners
City of Port St. Joe
305 Cecil G. Costin Sr. Blvd.
Port St. Joe, FL 32456

Re: Workshop

Dear Mayor and Commissioners,

At our November 25, 2025 Regular Meeting, the Gulf County Board of County Commissioners scheduled a joint workshop between the Gulf County Board of County Commissioners and the City of Port St. Joe.

Workshop Details:

Date: Wednesday, January 14, 2026

Time: 11:00 a.m. – 12:00 p.m. ET

Location: Donald H. Butler Commissioner Board Room

The purpose of this workshop is to discuss shared priorities and upcoming initiatives for the year ahead.

We appreciate your continued partnership and look forward to a productive discussion.

Regards,



Sandy Quinn, Jr.
Chairman, Gulf County Board of County Commissioners

SPIKE MCLEMORE
District 1

JACK HUSBAND
District 2

RANDY PRIDGEON
District 3

SANDY QUINN
District 4

PHIL MCCROAN
District 5

Port St. Joe/Corrine Costin Gibson Memorial Library Solar System Walk

Our proposal is to build a scale “Solar Walk” along Cecil G Costin Sr. Blvd. (State Rt 71) next to sidewalk from the library on Library Dr. to the City Park on St. Joseph’s Bay. The project will be funded by a Battelle STEM grant obtained by the library with the purpose of enriching the learning process about our solar system, the sun, and the planets. The proposed walk would have a representative sign (18 x 24) placed at each planet’s location along the walk. It will start at the library with a sign showing the sun and planets to scale. There will also be a diagram explaining the walk, where to start the walk, and where to expect each sign.

Starting at the library, each planet’s sign will be placed at a scale distance from the sun, towards the bay i.e. Mercury-72’; Venus-134’; Earth-186’; etc. At the bay, Neptune will be 5,583 from the library with a plaque next to it indicating that Pluto, our dwarf planet, is farther out (in the bay) at 7,345’.

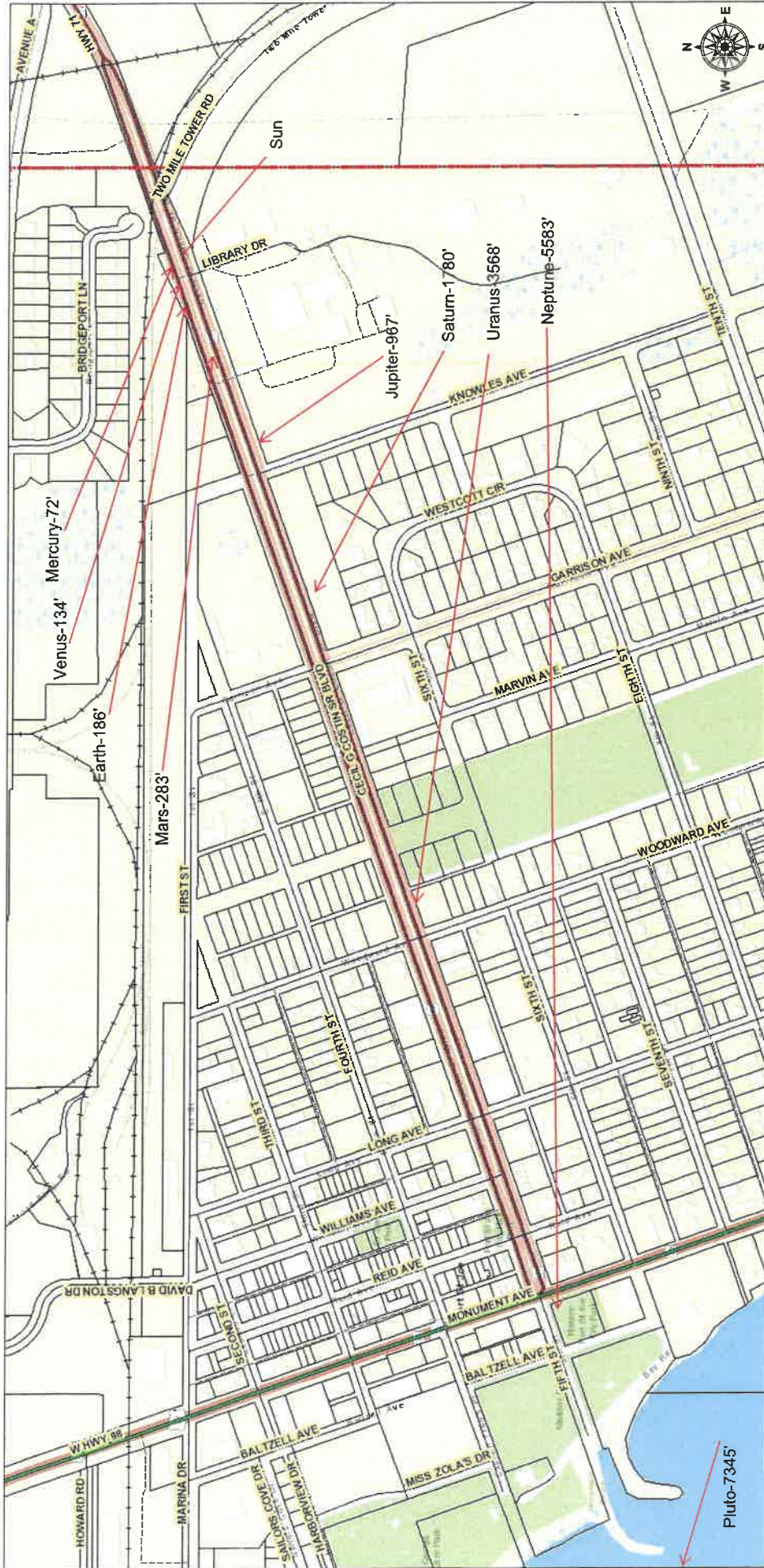
We have selected Pannier Sign Company to supply the signs. These are the same type of weatherproof signs used by State Parks, U.S. Parks, and other institutions that require long lasting outdoor signage. The proposal is to have the signs placed on the south side of the sidewalk, close enough for an individual to read from the sidewalk.

We are asking for support in finding the right process to proceed with this project, i.e. securing permits, etc.

I will be working with the library to help manage this project: Marvin Marlin, 162 Regatta Dr., Port St. Joe, FL 32456; mdmarlin@gmail.com. Member DarkSky International and a NASA Solar System Ambassador (volunteer), working to enrich our knowledge of the night sky and space exploration.



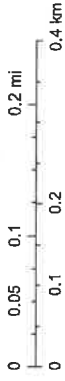
Solar System Walk



September 26, 2023
 City Limits of Port St. Joe
 Parcels

Luckily, the distance to the boat ramp is a little over a mile. On this scale, the distance to each planet from the sun (in million miles) was taken and doubled for scale, i.e. Earth is 92,901,600 miles from the sun, so in millions time two, that is 186 or for our convenience, 186 feet. At this scale, it will allow us to include the complete solar system leaving Pluto floating in the bay...we may be able to put a float out there with a sign indicating that it is Pluto, but for now, we will just have an informational sign next to the Neptune sign indicating the information.

1:5,805



Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community



FORMAL PROPOSAL & FUNDING REQUEST
FOR CONSTRUCTION OF NEW CONCESSION FACILITY

Submitted to: Port St. Joe City Council
Port St. Joe, Florida

Dear Commissioners,

On behalf of Port St. Joe Dixie Youth Baseball, I respectfully submit this formal proposal requesting approval AND financial support to construct a new concession stand facility, grilling patio, and storage area at the 10th Street Baseball Complex. As participation in youth sports continues to grow in our community, the need for a modern, safe, and efficient concession facility has become essential to supporting operations, enhancing visitor experience, and aligning with city and county goals of strengthening community recreation resources.

Project Purpose & Alignment with City Goals

This project supports the City of Port St. Joe's mission to provide safe, welcoming, and well-maintained recreational infrastructure. A new concession facility ensures a more professional tournament environment, strengthens community engagement, and modernizes vital park amenities. The project directly benefits youth athletes, families, visitors, and the broader community by enhancing the usability and presentation of a highly visible city park asset.

Cover Summary

This project provides:

- A safer and more functional concession and restroom facility
- Improved ability to host tournaments and large events
- Increased crowd safety and operational efficiency
- Revenue generation supporting youth programs and city recreation
- Enhanced Park aesthetics and community pride

Funding Request

Port St. Joe Dixie Youth Baseball is a volunteer-operated, nonprofit community program. League resources are dedicated to player participation, uniforms, safety equipment, and field upkeep. Because of our limited financial capacity and the community-wide benefit of this project, we

respectfully request that the City of Port St. Joe and/or Gulf County provide funding for construction of the new facility.

This is not simply a league upgrade — it is a public infrastructure improvement that directly benefits the entire community. City investment in this project represents:

- Support for hundreds of local youth athletes
- Improved tourism and economic benefit from tournaments
- Long-term infrastructure enhancement to a city-owned park
- Reduced liability compared to the aging facility
- Strong return on investment through increased event hosting capability

Budget Summary

Estimated Total Cost:

- Low Estimate: \$55,000
- Likely Estimate: \$65,000 – \$72,000
- High Estimate: \$80,000

Estimates include concrete slab, metal building package, professional installation, plumbing, electrical, restroom fixtures, storage bay roll-up door, and site preparation. Volunteer skilled labor will help reduce internal build-out expenses.

Schedule & Readiness

Upon approval and funding authorization, work can begin immediately. Concrete installation would begin first, followed by delivery and construction of the structure. The estimated completion timeline is approximately two months following slab completion.

Community Benefit Statement

Port St. Joe has been selected to host upcoming District Tournament play. Our current concession facility is not adequate to safely and efficiently serve the volume of attendees expected. The completion of this project ensures our city can proudly host regional events and provide a positive representation of our community.

Request for City Action

- Approval to demolish the existing aging concession and storage buildings
- Approval to construct the proposed new concession facility
- Financial funding commitment from the City and/or County
- Support with permitting and inspection coordination

Port St. Joe Dixie Youth Baseball is committed to partnering with the city at every stage of planning and construction. This project represents an investment in our children, our facilities, and our community's future.

Thank you for your consideration and continued support of Port St. Joe youth athletics.

Respectfully,

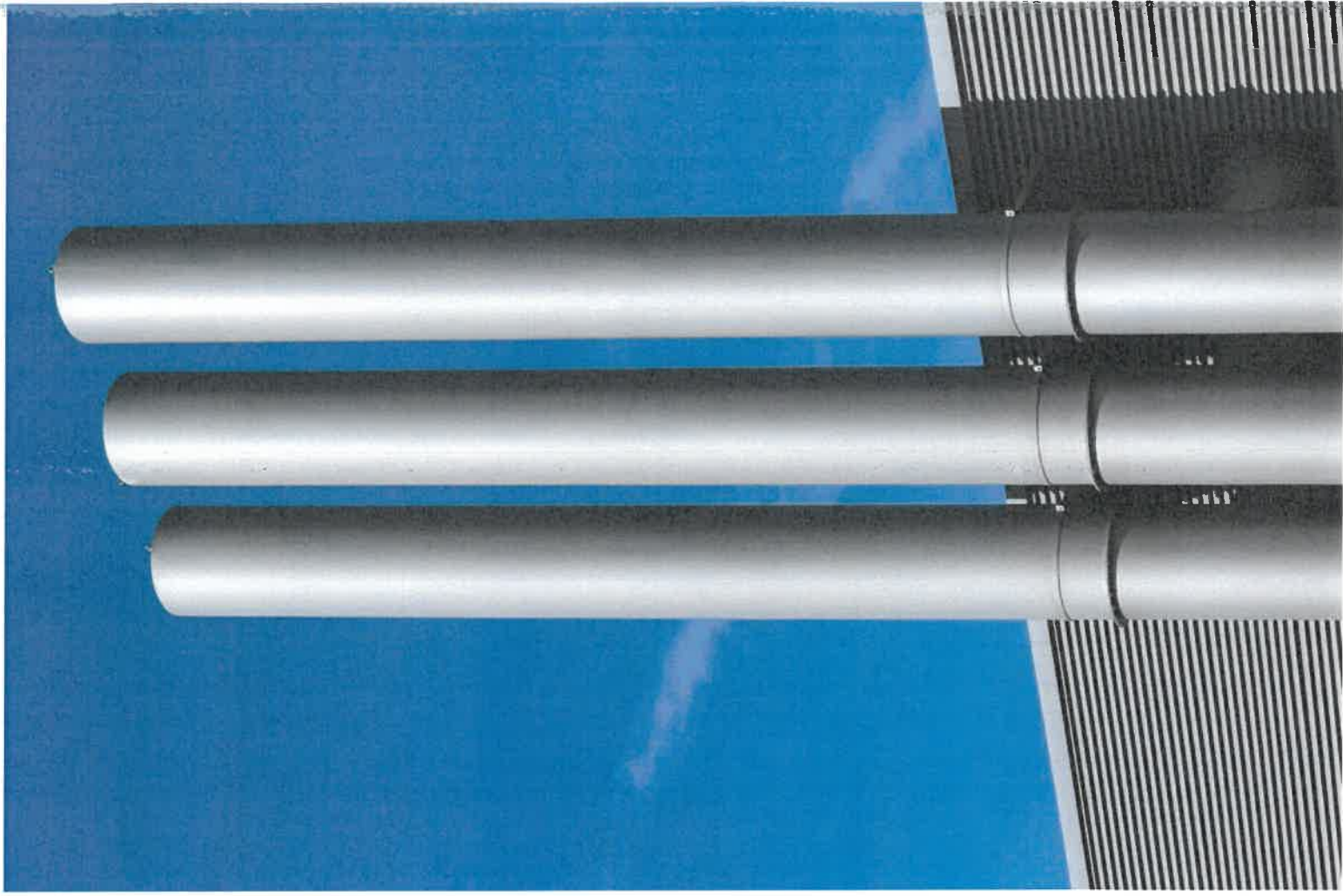
Michael Olsen
President, Port St. Joe Dixie Youth Baseball

Port St. Joe Dixie
Youth Baseball
Concession Facility
Proposal

Formal Project &
Funding Request

Project Overview

- Modern concession facility at Forrest Park
- Includes restrooms, storage, and grilling patio
- Replaces aging current structure





Location & Placement

Central park
position for
maximum
accessibility

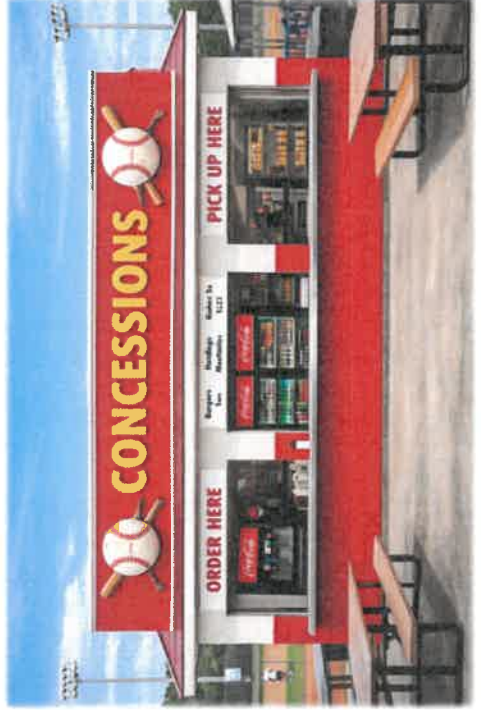
Improved flow
and crowd
service



Facility Vision



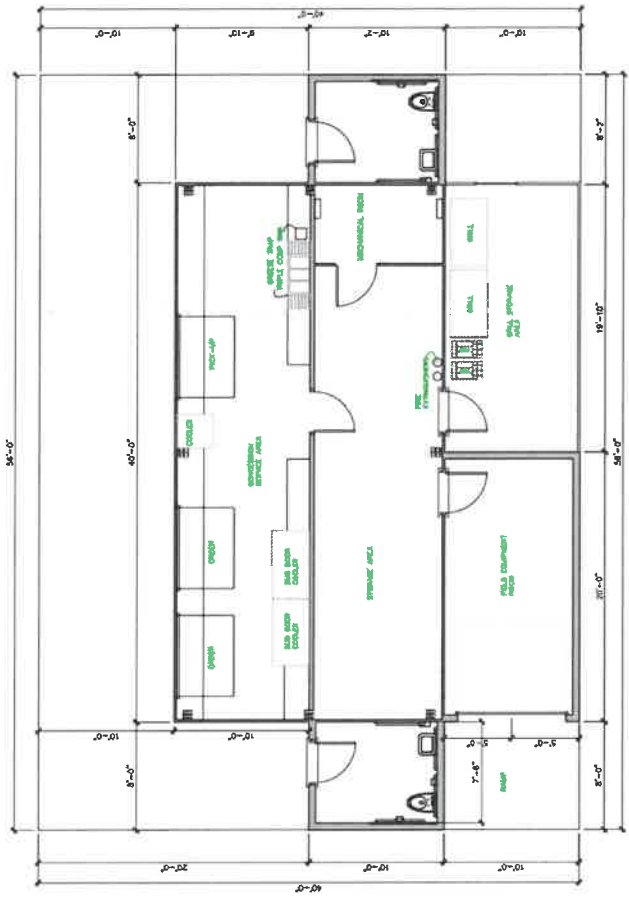
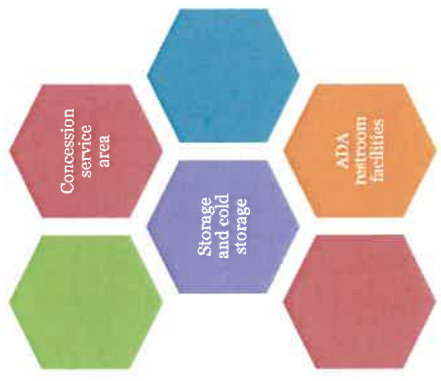
Professional, welcoming
concession front



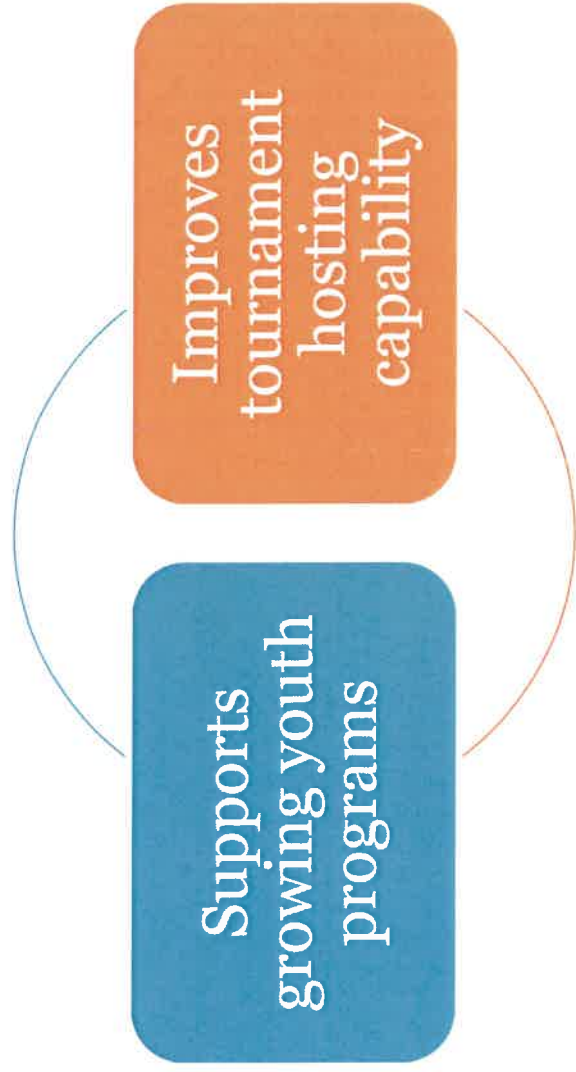
Secured and covered
grilling patio



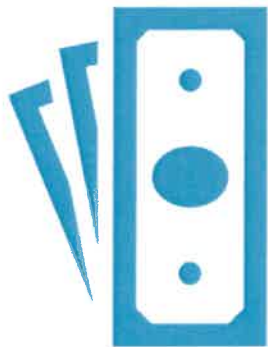
Internal Layout



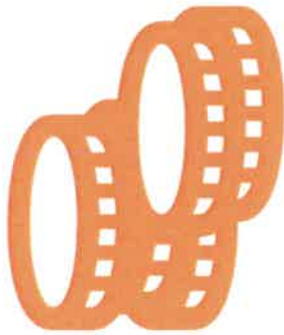
Community Impact



Budget Summary



Expected Cost: \$65,000 –
\$72,000



Range: \$55,000 –
\$80,000

Funding Request

Project Budget Estimate & Cost Breakdown Estimated Total Project Cost Range:

Low Estimate: \$55,000

Expected Estimate: \$65,000 – \$72,000

High Estimate: \$80,000

Funding Request: This project represents a public infrastructure improvement to a city-owned park. We respectfully request full funding support from the City of Port St. Joe and/or Gulf County.

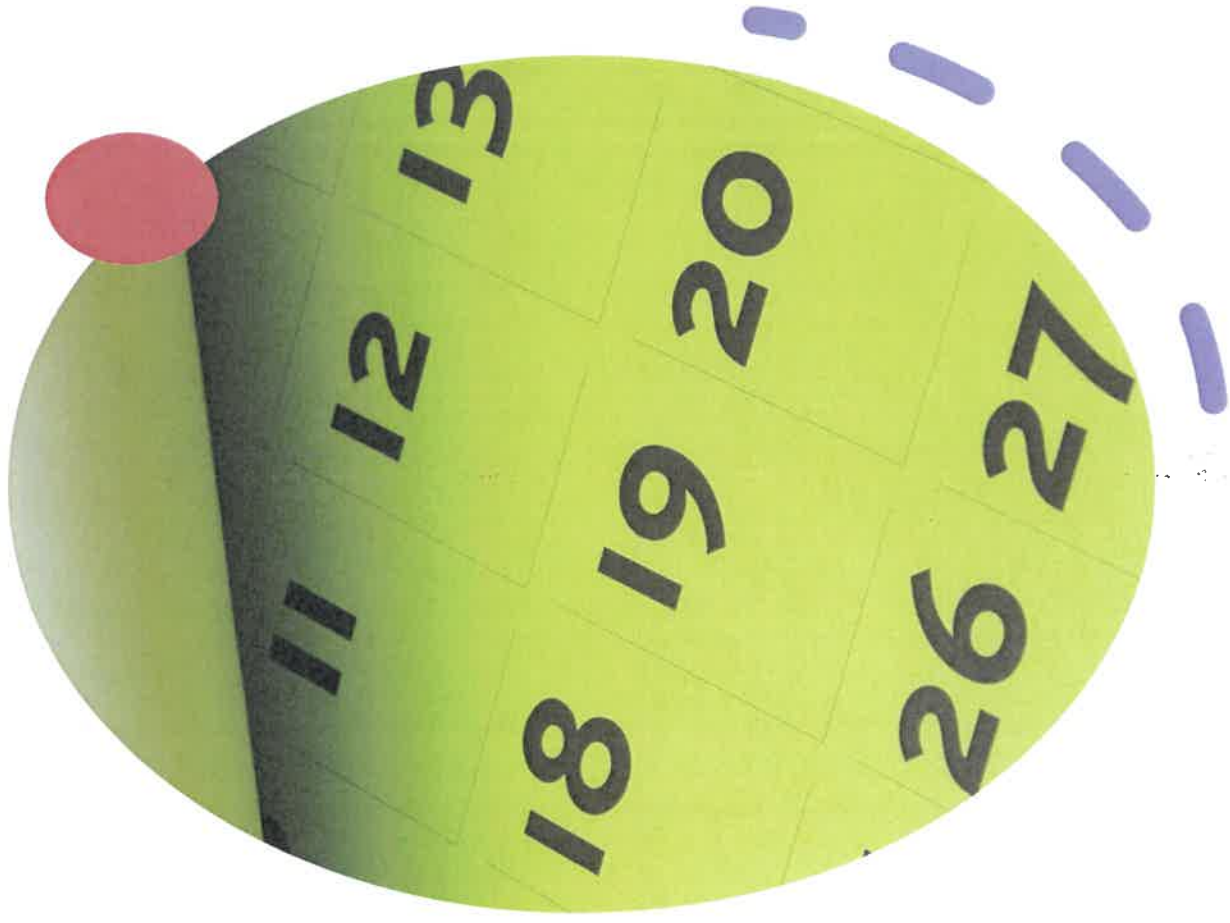
Category	Estimated Cost
Site Prep & Demolition	\$4,000 – \$6,000
Foundation & Concrete	\$8,000 – \$12,000
Metal Building Package	\$18,000 – \$22,000
Installation Labor	\$10,000 – \$12,000
Electrical	\$4,000 – \$6,000
Plumbing & Restrooms	\$8,000 – \$10,000
Interior & Storage	\$3,000 – \$5,000
Patio & Safety Structure	\$3,000 – \$5,000
Permits & Inspections	\$2,000 – \$3,000
Contingency (8–10%)	\$4,000 – \$6,000

Construction Schedule

- Phase 1 – Authorization & Pre-Construction (2–4 Weeks)
- Phase 2 – Site Preparation & Demolition (1–2 Weeks)
- Phase 3 – Foundation Construction (2 Weeks)
- Phase 4 – Building Delivery & Installation (4–6 Weeks)
- Phase 5 – Utility & Interior Build-Out (2–3 Weeks)
- Phase 6 – Patio & Safety Enhancements (1–2 Weeks)
- Phase 7 – Final Inspection & Opening (1 Week)

Estimated Total Duration:

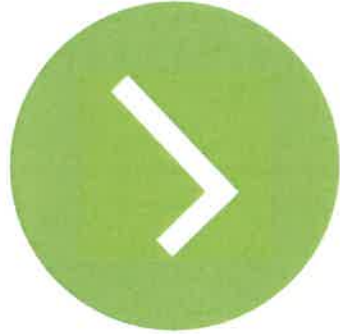
Approximately 8–12 weeks from slab completion.



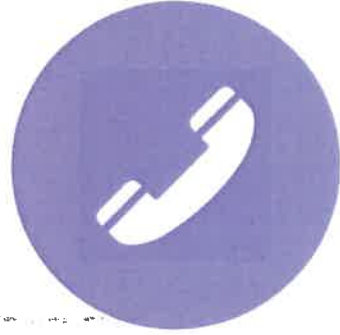
City Action Requested



APPROVAL TO
PROCEED



APPROVAL TO
FUND

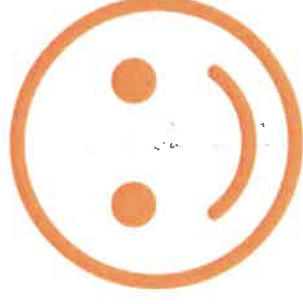


SUPPORT
PERMITTING

Closing



Strong benefit to
community



Thank you for
consideration

Port St. Joe Dixie Youth Baseball

Concession Facility Project – Budget Summary

Project Budget Estimate & Cost Breakdown

Estimated Total Project Cost Range:

Low Estimate: \$55,000

Expected Estimate: \$65,000 – \$72,000

High Estimate: \$80,000

Category	Estimated Cost
Site Prep & Demolition	\$4,000 – \$6,000
Foundation & Concrete	\$8,000 – \$12,000
Metal Building Package	\$18,000 – \$22,000
Installation Labor	\$10,000 – \$12,000
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Patio & Safety Structure	\$3,000 – \$5,000
Permits & Inspections	\$2,000 – \$3,000
Contingency (8–10%)	\$4,000 – \$6,000

Funding Request: This project represents a public infrastructure improvement to a city-owned park. We respectfully request full funding support from the City of Port St. Joe and/or Gulf County.

Port St. Joe Dixie Youth Baseball

Concession Facility – Location Map

The highlighted red area represents the proposed location for the new concession facility at the 10th Street Baseball Complex.



Port St. Joe Dixie Youth Baseball

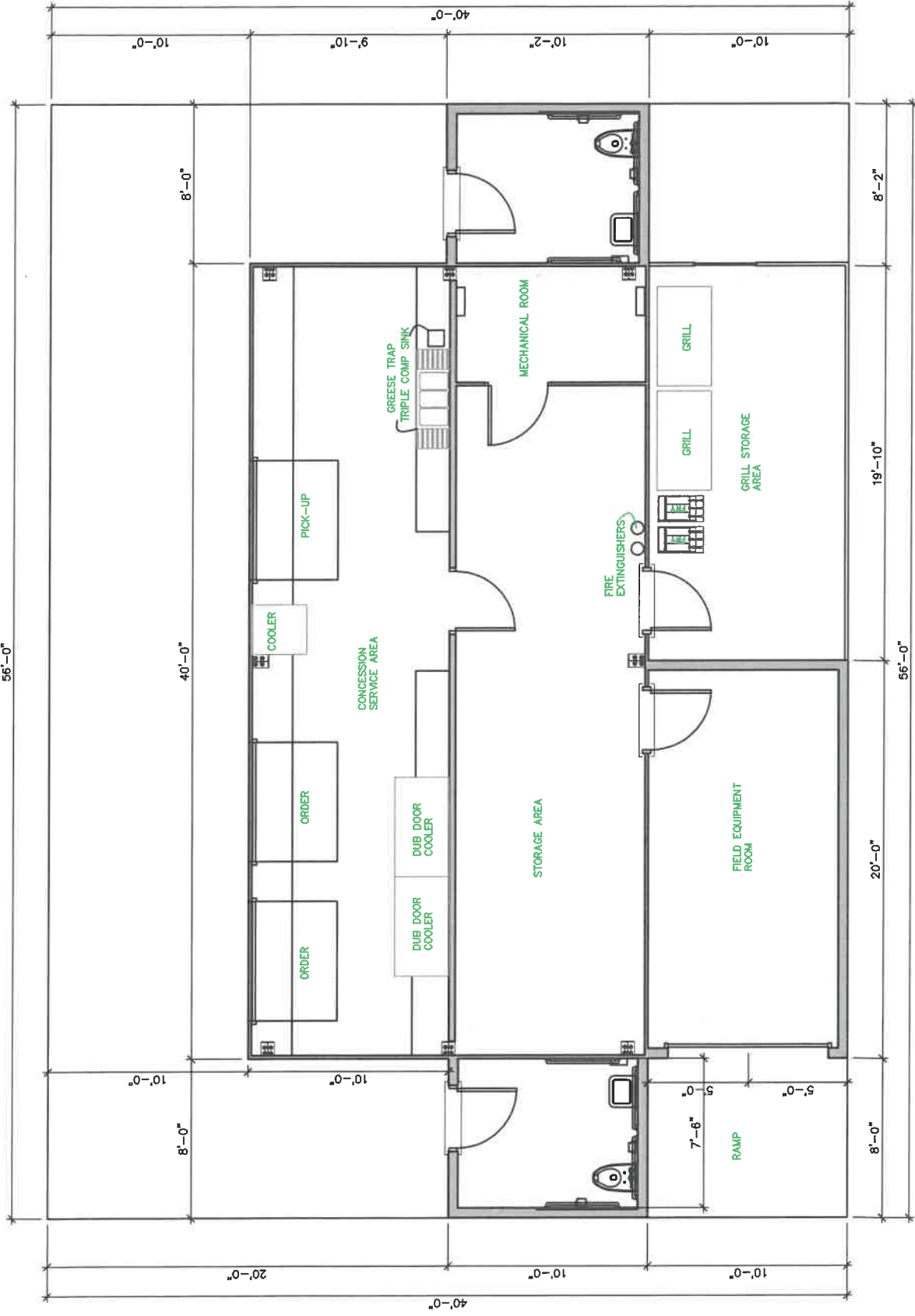
Concession Facility Project – Construction Schedule Summary

Proposed Construction Schedule

- Phase 1 – Authorization & Pre-Construction (2–4 Weeks)
- Phase 2 – Site Preparation & Demolition (1–2 Weeks)
- Phase 3 – Foundation Construction (2 Weeks)
- Phase 4 – Building Delivery & Installation (4–6 Weeks)
- Phase 5 – Utility & Interior Build-Out (2–3 Weeks)
- Phase 6 – Patio & Safety Enhancements (1–2 Weeks)
- Phase 7 – Final Inspection & Opening (1 Week)

Estimated Total Duration:

Approximately 8–12 weeks from slab completion.





CONCESSIONS



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

December 30, 2025

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

RE: Williams Avenue Parking Lot – Bid Results

Dear Jim,

The City received bids for the subject project on December 19th, 2025

Based on our review, CWR Contracting, Inc. was the apparent low bidder with a total base bid of \$91,461.00 and their bid package was complete. We recommend awarding the bid to C.W. Roberts, Inc. Please see the attached bid for additional information.

Should you have questions or need additional information, please give me a call at 850.570.8294.

Sincerely,

A handwritten signature in red ink, appearing to read "J. Stephens", with a stylized flourish extending from the end.

Josh Stephens
Project Engineer

ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT	BID UNIT PRICE	BID PRICE
GENERAL COSTS					
1	MOBILIZATION (10% OF MAX BID)	1	LS	\$ 9,000.00	\$9,000.00
2	MAINTENANCE OF TRAFFIC (5% OF MAX BID)	1	LS	\$ 4,000.00	\$4,000.00
3	BONDS AND INSURANCE (2.5% OF MAX BID)	1	LS	\$ 2,390.00	\$2,390.00
GENERAL SUBTOTAL					\$15,390.00
ROAD CONSTRUCTION					
4	SEDIMENT BARRIER	250	LF	\$ 3.00	\$750.00
5	CLEARING AND GRUBBING	1	LS	\$ 7,200.00	\$7,200.00
6	INLET PROTECTION	1	EA	\$ 260.00	\$260.00
7	RECLAIM EXISTING SURFACE	1,854	SY	\$ 6.50	\$12,051.00
8	SUPERPAVE ASPHALTIC CONCRETE, TRAFFIC B	198	TN	\$ 150.00	\$29,700.00
9	PAVEMENT ARROW (THERMOPLASTIC)	5	EA	\$ 120.00	\$600.00
10	PAVEMENT MESSAGE (THERMOPLASTIC)	2	EA	\$ 360.00	\$720.00
11	4" CONCRETE SIDEWALK	104	SY	\$ 110.00	\$11,440.00
12	CONCRETE WHEEL STOPS	36	EA	\$ 120.00	\$4,320.00
13	6" WHITE STRIPPING (THERMOPLASTIC)	2,946	LF	\$ 3.00	\$8,838.00
14	24' WHITE STRIPPING (THERMOPLASTIC)	24	LF	\$ 8.00	\$194.00 192.00
ROAD CONSTRUCTION SUBTOTAL					\$76,073.00 74,071
TOTAL BASE BID					\$91,463.00

\$ 91,461.00

BID ALTERNATES – PAVEMENT MARKINGS					
15	PAVEMENT ARROW (PAINTED)	5	EA	\$ 61.00	\$305.00 ✓
16	PAVEMENT MESSAGE (PAINTED)	2	EA	\$ 61.00	\$122.00 ✓
17	6" WHITE STRIPPING (PAINTED)	2,946	LF	\$ 1.50	\$4,419.00 ✓
18	24' WHITE STRIPPING (PAINTED)	24	LF	\$ 4.00	\$96.00 ✓
PAVEMENT MARKINGS SUBTOTAL					\$4,942.00 ✓
BID ALTERNATES – STAMPED ASPHALT					
19	STAMPED ASPHALT (REPLACES CONCRETE SIDEWALK)	104	SY	\$ 120.00	\$12,480.00 ✓
STAMPED ASPHALT SUBTOTAL					\$12,480.00 ✓

Bidder acknowledges that (1) each Bid Unit Price includes an amount considered by Bidder to be adequate to cover Contractor's overhead and profit for each separately identified item, and (2) estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

ARTICLE 6 – TIME OF COMPLETION

- 6.01 Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with Paragraph 15.06 of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.02 Bidder accepts the provisions of the Agreement as to liquidated damages.

ARTICLE 7 – ATTACHMENTS TO THIS BID

- 7.01 The following documents are submitted with and made a condition of this Bid:
- A. Required Bid security; ✓
 - B. List of Proposed Subcontractors; ✓
 - C. Evidence of authority to do business in the state of the Project; ✓
 - D. Contractor's License No.: CGC1508536; ✓
 - E. Copies of Addenda ✓

ARTICLE 8 – DEFINED TERMS

- 8.01 The terms used in this Bid with initial capital letters have the meanings stated in the Instructions to Bidders, the General Conditions, and the Supplementary Conditions.

ARTICLE 9 – BID SUBMITTAL

BIDDER: *[Indicate correct name of bidding entity]*

C.W. Roberts Contracting, Inc.

By:

[Signature]



[Printed name]

Jeremy Powell, Area Manager

(If Bidder is a corporation, a limited liability company, a partnership, or a joint venture, attach evidence of authority to sign.)

Attest:

[Signature]



[Printed name]

Melissa Reece

Title:

Office Manager

Submittal Date:

December 19, 2025

Address for giving notices:

C.W. Roberts Contracting, Inc.

4116 Hwy 231 North

Panama City, Florida 32404

Telephone Number:

850-785-4675

Fax Number:

850-769-3456

Contact Name and e-mail address:

Jared Hammerle

jhammerle@cwrcontracting.com

Bidder's License No.:

CGC1508536

(where applicable)

Grants Updated- 1/6/26

Title	Amount	Status
NWFWM/NERDA	\$971,850	Draft Stormwater Master Plan Complete. Water Quality portion is on hold.
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. Approved 12/16/22
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	\$9,996,000	Sewer Rehab- City Wide. Approved 5/21. CCTV work approved.
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	\$965,000	System Wide Septic to Sewer for 175 connections. Grant Application approved 11/10/21. Accepting Applications for service.
FDEP Water Protection Funds	\$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	\$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.
FDOT	\$561,884.66	Ave C & D Paving SCOP Grant. Application submitted 3/25. Was not approved.
Historic Resources (FDHR)	\$1,000,000	Washington Gym Improvements. 25% match required. City/County/UF partnership. Application submitted 5/31/24.
Legislative Request 2025	\$1,900,000 \$300,000	Fire/Police Public Safety Facility Core Park Restrooms. The grants were approved effective 7/1/25.
CDBG	\$1,780,790	MLK Blvd. Revitalization- Approved 8/25.
National Fish & Wildlife	\$400K \$100K	60% Design for a Stormwater Pond on Ave A 60% Design for a new Weir at Buck Griffin Lake- Submitted 5/6/25

FDEP/SRF	\$19,166,503 50% Loan/50% Grant	Wastewater Plant Improvements. Approved 11/12/25
FDOC	\$2,300,709	Workforce Housing Road. Application submitted 7/22/25
Fl. Commerce RIF	\$3,800,000	Wastewater Plant Improvements. Submitted 8/25
USDA	\$26,000,000	Wastewater Plant Improvements. Submitted 8/29/25
Fl. Commerce CDBG-DR	\$84,072,000	Wastewater Plant Improvements. Submitted 9/26/25
FDLE JAG Residual Funding	\$65,000	Patrol Vehicle. Approved 10/17/25

Legend

Approved Grants

Work Completed – Waiting for Reimbursement

Grant Applications Submitted

Grants not Approved