

**CITY OF PANAMA CITY BEACH
PLANNING BOARD**

MEETING DATE: October 14, 2020
MEETING TIME: 1:00 P. M.
PLACE: City of Panama City Beach City Hall Annex

AGENDA

- ITEM NO. 1 Call to Order and Roll Call**
- ITEM NO. 2 Pledge of Allegiance – Mr. Morehouse**
- ITEM NO. 3 Election of Vice Chairman**
- ITEM NO. 4 Approval of September 9, 2020 Planning Board Meeting Minutes**
- ITEM NO. 5 Public Comments-Non-Agenda Items Limited to Three Minutes**
- ITEM NO. 6 Resolution - Public Art Pilot Program Continued to Next Meeting**
- ITEM NO. 7 Ordinance - Conditional Use Application Requirements for Neighborhood Meetings**
- ITEM NO. 8 Planned Unit Development Master Plan Requirements Discussion**
- ITEM NO. 9 Comprehensive Plan – Chapter 11 Recommended Changes**
- ITEM NO. 10 Code Enforcement Update**

All interested persons are invited to attend and to present information for the Board's consideration. Further information may be obtained from the Building & Planning Department at 233-5054, extension 2313. Anyone not appearing in person may submit written comments to the Building & Planning Department at 116 South Arnold Road, Panama City Beach, Florida 32413, any time prior to the stated meeting time. All comments received will be considered before final action is taken. If a person decides to appeal a decision of the Planning Board, a record of the proceedings will be needed. Such person will need to ensure that a verbatim record of the proceedings is made, which includes the testimony and evidence upon which the appeal is

ITEM NO. 6

RESOLUTION PUBLIC ART PILOT PROGRAM

CONTINUED UNTIL NEXT MONTH

ITEM NO. 7

**ORDINANCE – CONDITIONAL USE
APPLICATION REQUIREMENTS FOR
NEIGHBORHOOD MEETINGS**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning / Mel Leonard

2. MEETING DATE:

October 14, 2020

3. REQUESTED MOTION/ACTION:

It is requested that the Planning Board consider the proposed changes to Large Conditional Uses (more than 3 acres) to require a community meeting and make any needed revisions.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A

DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. IDENTIFY STRATEGIC PRIORITY

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?

Community meetings are already required of Master Plans involving Planned Unit Developments, Traditional Neighborhood Overlays and Large Site Developments. The St. Joe Company conducted the first community meeting as part of the Four Corners PUD Master Plan process. Providing the public with information and the ability to comment and understand an application prior to the Planning Board meeting is beneficial to all. An application for a Large Conditional Use (more than 3 acres) lends itself well to this process as a detailed site plan addressing multiple criteria as established in the Land Development Code must be presented. The public will have an opportunity to see the proposed roads, landscaping, buffering and how any potential nuisances are proposed to be mitigated. This process will help isolate the main issues of an application prior to the public hearing at the Planning Board.

The Planning Board discussed the proposed changes at the September 9, 2020 meeting and additional changes have been made in an attempt to capture the Board's direction.

Staff recommends the Board make any additional changes to the draft ordinance and recommend approval for the City Council to consider.

ORDINANCE NO. 1541

AN ORDINANCE OF THE CITY OF PANAMA CITY BEACH, FLORIDA, AMENDING THE CITY'S LAND DEVELOPMENT CODE RELATED TO SUBMITTAL REQUIREMENTS FOR CONDITIONAL USES ENCOMPASSING MORE THAN THREE ACRES AS MORE FULLY DESCRIBED IN THE BODY OF THE ORDINANCE; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATELY EFFECTIVE DATE.

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF PANAMA CITY BEACH:

SECTION 1. From and after the effective date of this ordinance, Section 10.02.14 of the Land Development Code of the City of Panama City Beach related to Definitions, is amended to read as follows (new text **bold and underlined**, deleted text ~~struckthrough~~):

10.02.14 Additional Submittal Requirements for Requests for Conditional *Uses*

- A. All information required pursuant to section 10.02.02.
- B. An analysis of the proposed request using the general and *Use* specific criteria of section 5.06.00. (Ord. #1254, 11/14/13)
- C. Applicants of Conditional *Uses* involving any *Parcel* or combination of contiguous *Parcels* encompassing more than three (3) acres of land (a "Large Conditional *Use*); must provide evidence of its hosting of a community meeting regarding the proposed application, in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.
 1. Reasonable Time and Place. If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9:00 am and 7:30 pm. The

meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.

2. Notice. Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the community meeting in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B. The Notice shall also provide information on the creation of availability of the meeting summary as required by section 4.
3. Agenda. Topics covered in the community meeting shall include, but are not limited to: the specific site plan to be considered by the City which shall be available for review by attendees, proposed uses of the property, consistency with the general conditional use criteria in Section 5.06.01, consistency with the use-specific conditional use criteria in Section 5.06.00, scale, density, intensity, building heights, setbacks, potential traffic impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.
4. Summary. The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the specific concerns raised by attendees; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development. The written summary shall be created and made available to the City Planning Department, attendees, and interested parties included in section 2 no less than seven (7) days prior to public hearing before the Planning Board on the application. If timely provided to the City Planning Department, the applicant may meet the requirements of this section by posting on the City's website.
5. Physical attendance by the applicant mandatory. The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.

SECTION 2. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 3. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the

provisions of this Ordinance within the Panama City Beach Land Development Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 4. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the

City Council of the City of Panama City Beach, Florida, this ____day of _____, 2020.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the _____ on the ____ day of _____, 2020.

Posted on pcbgov.com on the ____ day of _____, 2020.

ITEM NO. 8

**DISCUSSION – PLANNED UNIT DEVELOPMENT
MASTER PLAN REQUIREMENTS**



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Building and Planning / Mel Leonard

2. MEETING DATE:

October 14, 2020

3. REQUESTED MOTION/ACTION:

Staff requests the Planning Board discuss the application requirements for Planned Unit Developments and whether more detail should be provided for certain issues.

4. AGENDA

- PRESENTATION
- PUBLIC HEARING
- CONSENT
- REGULAR

5. IS THIS ITEM BUDGETED (IF APPLICABLE)? YES NO N/A
 DETAILED BUDGET AMENDMENT ATTACHED YES NO N/A

6. IDENTIFY STRATEGIC PRIORITY

- Financial Health
- Economic Development
- Quality of Life
- Public Safety
- Transportation
- Attractive Community
- N/A

7. BACKGROUND: WHY IS THE ACTION NECESSARY? WHAT GOAL WILL BE ACHIEVED?

An application for a Planned Unit Development (mixed use development - residential and commercial) requires the owner to submit general information (bubble plan) so that the Planning Board can determine if a public benefit is being provided, if the minimum mixture of land uses are provided and if potential nuisances to the surrounding property owners have been properly mitigated. For certain criteria, it may be useful for the City to require more specific information so that it can be better understood what and where development can occur on a site and its potential impact. More specifically, it is requested that the Board discuss if the requirements for an application for a PUD should include more specific data and discussion regarding transportation impacts and environmental limitations (wetlands, flood zones, protected species, etc...) of a site.

Staff recommends the Board discuss the matter and direct staff how to proceed. If changes are needed, Staff can bring back a proposed ordinance at the November 11th meeting.

4. Site Design and Development Standards

- (b) continuous and regular garbage service is provided to the **Dwelling** for the duration of the rental, as evidenced by a bill or receipt from an active account with a local trash hauling company in the name of the owner or local agent or representative;
- (c) the owner notifies the **City** of the name, telephone number and physical address of a local agent or representative located in within 125 miles of the **Dwelling**; and
- (d) **Single Family Dwellings** locate south of Front Beach Road in R-1C zoning districts shall be governed by an subject to the supplemental standards set forth in Section 5.04.33.

(Ord. #1369, 12/10/15)

4.02.05 Planned Unit Development (PUD) District Standards

- A. A planned unit development (**PUD**) is a zoning district intended to provide for flexible site design. The purpose and intent of establishing the **PUD** district are to provide procedures and standards that encourage a mixture of **Uses** anywhere in the City that are functionally integrated and that encourage innovation and imagination in the planning, design and **Development** or **Redevelopment** of tracts of land under **Single Unified Ownership or Control**.
- B. A property owner has no legal right for approval of a Master Plan. Rather, the City shall approve a **PUD** Master Plan only when it has determined that the applicant has demonstrated, to the satisfaction of the City, that the **PUD** Master Plan provides a sufficient public benefit to justify allowing the property owner to deviate from otherwise applicable minimum requirements of the **LDC**.
- C. A **PUD** shall include at least one (1) **Residential Use** and one (1) non-residential **Use**. At least three (3) **Uses** shall be included in the **PUD**. Each **Use** shall comprise at least ten (10) percent of the total land area of the **PUD** and shall be selected from the following list. Acreage dedicated to **Streets**, stormwater and other common spaces shall not be utilized in the calculation of the 10% percent lot minimum.
 - 1. **Single Family Residential**;
 - 2. **Multi-family Residential**;
 - 3. **Retail Sales or Services or Personal Services**;
 - 4. **Silviculture**;
 - 5. **Public Uses**;
 - 6. **Recreation or Open Space**; or
 - 7. **Light Industry**, provided the Planning Board determines that the activity has a minimal impact and is subordinate in size and intensity to at least one (1) other land **Use** within the **PUD**.

4. Site Design and Development Standards

- D. Development** of each **Use** in a **PUD** shall comply with the provisions for the most restrictive zoning district classification in which that **Use** is allowed unless the **City** approves deviations from the strict application of requirements of the applicable zoning district classifications. The **City** may approve such deviations when it determines that the **Development** protects the public interest and provides a public benefit. For purposes of this section, examples of a public benefit include, but are not limited to: dedication for parks and beach access; protection of environmentally sensitive resources; or the provision of extra **Open Space**, buffering and landscaping.
- E.** Deviations in design standards may be approved for the following:
1. **Lot area and Lot dimensions**, so long as the **Development** conforms to the maximum density and intensity established for the site. The maximum density and intensity of the site shall be that permitted by the underlying zoning district. The maximum density shall only be applicable to those areas designated as **Residential** on the approved Master Plan. Acreage designated as non-residential on the Master Plan may not be Used in the calculation of **Residential** density. The maximum intensity shall only be applicable to those areas designated as non-residential on the approved Master Plan. Acreage designated as **Residential** on the Master Plan may not be Used in the calculation of non-residential intensity. **Residential Uses** may be permitted by the Planning Board within non-residential areas (as shown on an approved Master Plan) subject to a limitation of the intensity standard of the underlying zoning district. Density shall not apply to **Residential Uses** within non-residential area as shown on the Master Plan.
 2. Parking requirements. See section 4.05.00.
 3. **Sign** standards for the area, number and size of signs may be modified subject to the approval of a master signage plan that establishes a coordinated signage program within the **PUD**.
 4. Roadway and **Access** standards. All sites within a Planned Unit **Development** shall provide at least one vehicular **Access** and at least one pedestrian and bicycle **Access** to at least one other portion of the Planned Unit **Development**.
 5. **Setback** requirements, provided that a minimum **Setback** of twenty-five (25) feet shall be required when non-residential **Development, Multi-family Development or Townhomes** within the **PUD** is proposed to abut land zoned or Used for **Single Family Residential Development** outside of the **PUD**.
- F.** A **PUD** district shall be established by **Rezoning** and simultaneous approval of a **PUD** Master Plan for the entire area **Rezoned**, both according to the procedures established in Chapter 10. In order to approve a **PUD** Master Plan or any revision thereto the Planning Board must determine that the following conditions (among others it deems appropriate) are met by the applicant:
1. The planned **Development** is consistent with the Comprehensive Plan;

4. Site Design and Development Standards

2. The planned **Development** is coordinated rather than an aggregation of individual and unrelated **Buildings** and **Uses**;
 3. The planned **Development** incorporates a compatible mix of **Residential** and **non-residential Uses**;
 4. The planned **Development** incorporates three **Uses** meeting the required minimum proportions;
 5. The applicant is providing sufficient public benefit to allow the applicant to deviate from the regulations for **Development** of the **Uses** in the city's base zoning districts; and
 6. All land included for purpose of **Rezoning** to a **PUD** zoning district encompasses at least 5 acres and is owned or under the control of the applicant.
 7. The planned **Development** is compatible with existing **Development** abutting the proposed **PUD** district as demonstrated by the following factors, considered from the point of view of the abutting **Development**:
 - (a) Existing **Development** patterns;
 - (b) Scale, mass, height and dimensions of existing **Buildings**;
 - (c) Total density and density transitions;
 - (d) Intensity, as measured by floor area ratio and transitions;
 - (e) Extent and location of parking, **Access** points and points of connectivity to surrounding neighborhoods;
 - (f) Amount, location and direction of outdoor lighting;
 - (g) Extent and location of **Open Space**; and
 - (h) The location of **Accessory Structures** such as dumpsters, recreational equipment, swimming pools or other structures likely to generate negative impacts such as noise, lights or odors;
 - (i) Sufficiency of **Setbacks** to mitigated potential nuisances; and
 - (j) Proximity and use of all areas that will be utilized for any purpose other than landscaping.
- G. Revisions to an Approved PUD Master Plan:** Revisions to an approved **PUD** Master Plan shall be made in accordance with section 10.15.00 of this **LDC**. A substantial deviation may be approved only if the **PUD** Master Plan, as revised, could be approved as an original master plan. Notice of the application shall be mailed to each owners of property within the **PUD** as known by reference to the most recent, final ad valorem tax roll prepared by the Bay County Property Appraiser, unless such owner has signed or consented in writing to the application. Notwithstanding

4. Site Design and Development Standards

the requirements of Section 10.15.00, a substantial deviation may be approved without consent of all the owners of property within the **PUD** where:

1. All owners of the property to which the revisions will apply sign the application;
2. The previously approved **PUD** Master Plan does not authorize a transfer of densities or intensities between the property to which the revisions will apply and any different parcel or property within the **PUD**, unless all the then current owners of that different parcel or property consent to the application; and
3. The applicant demonstrates that the revision will not materially and adversely affect (i) the permitted *Use* or enjoyment of any parcel or property within the **PUD** to which the revisions will not apply, or (ii) the investment backed expectations of a reasonable man for that property.

H. No development shall occur until a final development plan for the **PUD** has been approved.

(Ord. # 1450, 6-14-18)

END

END

4.03.00 SUBDIVISION DESIGN AND LAYOUT

4.03.01 Generally

- A. Any division of land shall be subject to the design requirements of this section. Procedures for approval of preliminary **Plats**, final **Plats**, **Lot Splits** and improvement plans are set forth in Chapter 10.
- B. All **New Development** shall be located on a recorded, **Platted Lot** or on a **Lot** resulting from a lawful **Lot Split**.
- C. An existing **Lot** located within a **Subdivision** that has been approved prior to July 26, 2012 by the City Council in the form of a **Plat**, shall be allowed to be developed with a **Single Family Dwelling Unit** subject to satisfaction of **Setback** and **Building** requirements as well as all other applicable regulations.
- D. In Bid-A-Wee 1" Addition, **Lots** less than the required minimum **Lot** size and not meeting the dimensions as approved on the adopted **Plat**, may still receive approval for a **Building Permit** provided the Planning Board finds the following conditions are satisfied:
 1. The **Lot** must be of a similar size and width as other **Lots** in the **Subdivision**; and
 2. All other applicable regulations must be satisfied.

(Ord. # 1253, 12-13-12)

4.03.02 Design Requirements

- A. Blocks and **Lots**

10. Application, Review and Decision-Making Procedures

2. Name, address, telephone number, facsimile number, email address and signature of the property owners;
 3. When the applicant is a representative of the property owner, a statement acknowledged by the owners before a notary public authorizing the representative to act as an agent of the property owner with regard to the application and associated procedures;
 4. A sketch obtained no more than two (2) years prior to the filing of the application, containing the legal description, land area and existing improvements located on the site;
 5. Written documentation that the property owner, has or will comply with all applicable notice requirements of this LDC; and
 6. Payment of the required application fee.
- B. The *City Manager* may waive any submittal requirement that the *City Manager* determines to be unnecessary for a particular application.

(Ord. #1254, 11/14/13)

10.02.02 Basic Submittal Requirements for Lot Splits, Site Plans, Subdivision Plats, PUD Master Plans, PUD Final Development Plans, TNOD Master Plans, TNOD Final Development Plans, Telecommunications Towers, Telecommunications Antennas and Conditional Uses.

- A. Each application for a *Lot Split, Site Plan, Subdivision Plat, PUD Master Plan, PUD Final Development Plan, Telecommunications Tower, Telecommunication Antenna* or *Conditional Use* shall contain the following information:
1. All information required pursuant to section 10.02.01;
 2. Name, address, telephone number and facsimile number of the plan or *Plat* preparer;
 3. Date of preparation and date(s) of any modifications, north arrow and written and graphic scale;
 4. Legal description of the property, consistent with the survey, if a survey is required;
 5. A vicinity map showing the location of the property;
 6. Future Land Use Map designation for the property;
 7. Zoning designation for the property;
 8. Additional plans, documents and reports as deemed necessary by the *City Manager*; and

10. Application, Review and Decision-Making Procedures

9. Information required for the specific type of application, as specified in sections 10.02.03 through 10.02.07, as applicable.

B. All **Site Plans, Plats** and sketches of a **Lot Split** shall be drawn to a scale approved by the City Manager.

(Ord. # 1253, 12-13-12)

END

END

10.02.03 Additional Submittal Requirements for Site Plans

Each application for a **Site Plan** shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. Location and **Use** of any existing and proposed, principal or **Accessory Buildings** and structures, including **Setbacks**, required **Yards, Building Heights** and other dimensional requirements of the **LDC**.
- C. Pedestrian **Access Plan** showing the proposed vehicular **Access points, Driveway** design, on-site parking, internal circulation, **Crosswalk** or **Pedestrian Crossover** and sidewalks.
- D. Location of utilities, utility service and easements.
- E. Topographic survey, soil report and a grading, drainage and erosion control plan.
- F. Proposed buffer and landscaping plan.
- G. Location of significant natural features and habitats.
- H. Habitat Management Plan and wetlands (for those areas identified in the Comprehensive Plan).
- I. Delineation of proposed phases.
- J. Summary block containing:
 - (a) Total acreage;
 - (b) Total square footage;
 - (c) Impervious area calculation;
 - (d) Floor area ratio;
 - (e) Total number of **Parking Spaces**, required and provided; and
 - (f) Total number of **Dwellings/rooms**.
- K. Infrastructure impact reports, if required by this LDC.
- L. Stormwater Management Plan which meets the requirements of Chapter 3 of this LDC.

(Ord. #1254, 11/14/13)

10. Application, Review and Decision-Making Procedures

- B.** Each application for a **Lot Split** shall contain all of the following information, unless determined by the **City Manager** to be inapplicable or an undue hardship based upon circumstances unique to the particular **Lot** in question:
1. All information required pursuant to section 10.02.02.
 2. Development specifications: area of the tract, proposed number and layout of Lots and blocks, location, names and widths of proposed roadways and easements.
 3. Location of land to be dedicated or reserved for **Public Use** for rights-of-way, easements, schools, **Open Spaces** or other **Public Uses**.
 4. Locations of utilities, utility service and connections.
 5. Location of all Protected Trees pursuant to section 4.06.06.
 6. Stormwater Management Plan which meets the requirements of Chapter 3 of the **LDC**.
 7. A sketch to scale of the described **Lots, Parcels, tracts, etc.**, showing the assessor's property identification numbers for contiguous parcels, the metes and bounds along the property lines, and the approximate locations of rights of way and easements located within or abutting said lots, parcels, tracts, etc. The sketch shall have been obtained no more than thirty (30) days prior to the filing of the application.

(Ord. # 1253, 12-13-12)

10.02.05 Additional Submittal Requirements for Large Site Development, TNOD and PUD Master Plans

Each application for a large site development, **TNOD** or **PUD** master plan shall contain the following information:

- A.** All information required pursuant to section 10.02.02.
- B.** A statement of objectives describing the general purpose and character of the proposed **Development**, including type of structures, **Uses, Lot** sizes and **Setbacks**.
- C.** A boundary survey.
- D.** Perimeter buffering and landscaping.
- E.** General location and size of **Land Uses**.
- F.** Type of zoning districts and existing **Uses** abutting the proposed **Development** boundaries.
- G.** A detailed, written list and complete explanation of how the proposed **Development** differs from any provision of the **LDC**, including a comparison with the **Lot** and **Building** standards of the underlying zoning district. If the master plan is approved, any such difference not listed or explained shall not be recognized or permitted and no such difference shall be implied or inferred.

10. Application, Review and Decision-Making Procedures

- H. A detailed explanation of the public benefit which justifies allowing the property owner to deviate from otherwise applicable minimum requirements of the **LDC**.
- I. A timeline for the **Development**, which addresses the following items:
 - 1. **Development** phases, if applicable and benchmarks for monitoring the progress of construction of each phase. Wherever applicable, the benchmarks shall include:
 - (a) Land clearing;
 - (b) Soil stabilization;
 - (c) Construction of each landscaping element of horizontal infrastructure, including, but not limited to, roads, utilities and drainage; and
 - (d) Vertical infrastructure and improvements.
 - 2. The Final Development Plan shall be submitted within one (1) year of master plan approval. The timeline shall show that construction of the horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the final development plan; provided that in the event the **Development** is divided into phases, the timeline shall show that construction of Phase I horizontal improvements will be commenced and substantially completed within one (1) year and two (2) years, respectively, after approval of the first final development plan and that the horizontal infrastructure for all remaining phases will be substantially completed within four (4) years after approval of the final development plan.
 - 3. The timeline shall provide that ninety (90) percent of the land area of the **Development**, excluding horizontal infrastructure, will be built-out to its intended, final **Use** within ten (10) years of approval of the master plan.
 - 4. Proposed dates for the submittal of progress reports.
- J. Other applicable information as required on the application for **Development** master plan or which the applicant may desire to submit to demonstrate satisfaction of the conditions set forth in this **LDC**.
- K. This section shall not be construed so as to require detailed engineering or **Site Plan** drawings as a prerequisite to approval by the Planning Board. An applicant may provide a concept plan showing the general types and locations of proposed **Development, Open Space**, conservation areas, etc. (bubble plan); however, detailed drawings and information consistent with the approved master plan will be required prior to approval of a final development plan for any phase(s) of **Development**. In the event that the master plan contains no provision for a particular matter that is regulated in the underlying zoning district or the prior zoning district in the case of a PUD generally, then the final development plan approval shall be consistent with both the approved Master Plan and all regulations applicable within the underlying or prior zoning district.

(Ord. #1254, 11/14/13)

10. Application, Review and Decision-Making Procedures

- L.** The applicant must provide evidence of its hosting of a community meeting regarding the proposed application, in the form of notice, sign-up sheet and meeting summary, which meeting and documentation shall conform to the requirements of this section. Evidence of a meeting held more than five months prior to the applicant's submission of an application shall be deemed insufficient to meet this requirement.
1. **Reasonable Time and Place.** If scheduled other than during a regularly scheduled Association meeting, the meeting shall commence between the hours of 9am and 7:30pm. The meeting shall be held within the City limits, in a facility that will accommodate the attendance and participation of all noticed parties.
 2. **Notice.** Notice of the meeting shall be provided by the applicant as required by Section 10.03.02 to all owners of surrounding property lying in whole or in part within 300 feet of the boundary of the subject property. The Developer may include notice of the community meeting in the same Neighborhood Notice of the public hearing before the Planning Board required by Section 10.10.01.B.
 3. **Agenda.** Topics covered in the community meeting shall include, but are not limited to: scale, density, intensity, building heights, setbacks, potential traffic impacts, environmental impacts, stormwater management, lighting, hours of operation and noise.
 4. **Summary.** The applicant shall prepare or cause to be prepared a written summary of the meeting, which summary shall memorialize the names and interests of persons participating in the meeting; the length of the meeting; the concerns raised by the noticed persons; and any assurances made by the applicant or his or her agents in that meeting regarding the proposed application or development.
 5. **Physical attendance by the applicant mandatory.** The applicant or applicant's agent of record must be physically present at the meeting to facilitate the presentation of the proposed application and discussion of its impacts. This shall not be construed to prohibit the telephonic or electronic attendance by any person or entity retained by the applicant.

(Ord. #1508, 2/13/20)

10.02.06 Additional Submittal Requirements for PUD Final Development Plans

Each application for a *PUD* final development plan shall contain the following information:

- A.** All information required pursuant to section 10.02.02.
- B.** A boundary survey.
- C.** The location of all proposed *Building* sites, including height of structures and *Setbacks* indicating the distance from:

10. Application, Review and Decision-Making Procedures

1. Property lines;
 2. Proposed and existing **Streets**;
 3. Other **Buildings**; and
 4. Other man-made or natural features that would be affected by the **Building** encroachment.
- D. A table showing the acreage for each **Land Use** category and the average **Residential** density.
- E. **Lot** sizes.
- F. Common **Open Spaces** that are **Useable** and operated by the developer or dedicated to a homeowners association or similar group. Common **Open Space** may contain such **Recreational** structures and improvements as are desirable and appropriate for the common benefit and enjoyment of the residents of the **PUD**.
- G. A utility service plan, including sanitary sewer, storm drainage and potable water.
- H. A statement indicating the type of legal instruments that will be created to provide for management of common areas.
- I. Boundaries of each phase shall be indicated, if the project is to be phased.
- J. Identification of the public benefit that was approved in the **PUD** Master Plan.
- K. A plan graphically depicting location, height, density, intensity and massing of all **Buildings**. The plan shall additionally depict the location of all parking areas, **Access** points, points of connectivity to surrounding neighborhoods and similar areas that will be utilized for any purpose other than landscaping.
- L. Infrastructure impact reports.

END

END

10.02.07 Additional Submittal Requirements for Telecommunications Towers and Antennas.

Each application for a **Telecommunications Tower** or **Antenna** shall contain the following information:

- A. All information required pursuant to section 10.02.02.
- B. Evidence of proper Federal Communications Commission licensure.
- C. A statement of intent that collocators will be permitted in cases where devices are required or proposed to accommodate more than one (1) provider. The positions of anticipated collocator **Antennas** on the mount and the space provided for collocator equipment shelters shall be shown on all **Site Plans** and elevations.
- D. Certification by the Naval Support Activity – Panama City and the Airport Authority that, as proposed, the device should not cause harmful electrical interference with any **City**-operated radio frequency devices in existence at the time of the application and certification that the applicant acknowledges its

ITEM NO. 9
RECOMMENDED CHANGES –
CHAPTER 11 COMPREHENSIVE PLAN

SECTION 11

CAPITAL IMPROVEMENTS

1. INTRODUCTION

The purpose of the Capital Improvement Element (CIE) is to implement the provisions of the City of Panama City Beach Comprehensive Plan by:

- A. Using timing and location of capital projects to provide services to support growth in areas where the City can efficiently and effectively provide services, and to avoid placement of capital facilities in locations that would promote growth in areas which cannot be efficiently served or which are designated as coastal high-hazard areas.
- B. Establishing a system of examining and assigning priorities to the needs of the City, thereby assuring that the most essential improvements are provided first;
- C. Coordinating the timing and location of capital improvements among City and County agencies as well as other local governments, special districts, and State agencies to maximize benefit from public expenditures, minimize disruption of services to the public and implement land use and infrastructure decisions;
- D. Allowing sufficient time in advance of actual need to allow for proper planning, design and construction;
- E. Coordinating financial planning, allowing maximum benefit from available public funds;
- F. Providing cost information on a timely basis for the evaluation and formulation of alternative financing programs;
- G. Providing a means for coordinating and consolidating various departmental requests, thereby preventing duplication of projects and equipment;
- H. Helping to provide an equitable distribution of public improvements throughout the City; and,
- I. Providing for a Concurrency Management System.

2. METHODOLOGY

This element includes a five-year program covering fiscal years ~~2009/2010~~ 2019/2020 through ~~2014/2015~~ 2023/2024. In some instances the time frame is extended to better depict the

long-range improvements to be constructed as part of the Front Beach Road Community Redevelopment Area Plan. The fiscal year ~~2008/2009~~ 2019/2020 budget is considered the base year for projecting the requirements for the other five years of the CIE. Capital improvements required beyond fiscal year ~~2013/2014~~ 2023/2024 are addressed in general in the Plan elements and will be specifically addressed in this element during the required updates.

The inventory of existing conditions is an assessment of the historic and current conditions and background of the City's current practices, capital programming and revenue sources.

The analysis section of this element consists of:

- ~~A. Projections of revenues and expenditures based on current and future conditions;~~
- AB. Projections of capital and operating expenditures based on needs identified in the other elements;
- ~~C. A comparison of projected revenues with projected expenditures; and~~
- BD. Recommendations to implement the goal, objectives, and polices and the levels of service as defined in the various elements.

3. EXISTING CONDITIONS

The City of Panama City Beach operates under a council-manager form of government and provides the following services as authorized by its charter: **general government**, public safety (police and fire), highways and streets, sanitation, ~~health and social services~~, culture and recreation, education, ~~public improvements, planning and zoning~~, and **general administrative utility** services.

~~The accounts of the City are organized on the basis of funds and account groups, each of which is considered a separate accounting entity. For the purpose of this element, it will be assumed that the City has two sources of revenue, (1) governmental funds and (2) proprietary funds. Governmental funds, better known as general funds, is the general operating fund of the City. The general fund is used to account for all financial resources except those required to be accounted for in another fund. Some of the general revenue funds may be considered special revenue funds if they are used to account for specific revenue sources. A part of the general fund may be considered a debt service fund if it has to be set aside for the payment of general long term debt principal, interest and related cost. Proprietary funds are special purpose funds generally associated with utilities that are operated as an enterprise fund. As enterprise funds, they are operated in a manner similar to private business where the costs of providing services to the general public on a continuing basis are recovered primarily through user charges.~~

The underlying accounting system of the City is organized and operated on the basis of separate funds, each of which is considered to be a separate accounting entity. The operations of each fund are accounted for with a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues and expenditures or expenses, as appropriate. Governmental resources are allocated to and accounted for in individual funds based upon the purposes for which they are to be spent and the means by which spending activities are controlled. Fund financial statements for the primary government's governmental, proprietary and fiduciary funds are presented after the government-wide financial statements in the City's annual financial statements. The City's major governmental funds are the General Fund and the Community Redevelopment Fund. The General Fund accounts for the City's primary services (police, fire, public works, parks and recreation, etc.) and is the primary operating unit of the City. The Community Redevelopment Fund is used to account for the activities of the Front Beach Road and Pier Park community redevelopment areas. The City's non-major governmental funds are comprised of various Special Revenue Funds that are used to account for specific restricted sources of revenues. The City's enterprise funds are Proprietary Funds which are operated in a manner similar to private business whereby the costs of providing services to the general public on a continuing basis are recovered through user charges. The major Proprietary Fund of the City is the Utility Fund which is used to account for the operations and activities related to the water and wastewater systems.

Table 1 shows a A three year comparison of the revenue and expenses from the City's general fund. These figures were taken from the annual audits prepared by the City's Certified Public Accounting firm and are available on the City's Website <http://www.pcbgov.com/about-us/budgets-financial-statements>. The financial statements show the City's total revenues have continued to exceeded expenses for the last three years. Analysis of the total revenue generated between 200517 and 200719 shows that the 200719 revenue was up over 200618 by almost approximately 20 18.27 percent and the 200618 revenue was up over 200517 by almost approximately 15 2.2 percent. The increase in overall revenues is a direct result of the Front Beach Road Community Redevelopment Area offsetting the reductions in revenues to the General Fund. Reductions in the General Fund are a result of the rapid decline in building activity.

The expenses for 200719 were up over those of 200618 by almost 10.58 30 percent. The expenses for 200618 were up over 86 .5 percent over those of 200517. The increases year to year in expenditures are mainly attributable to an increase in spending of the Front Beach Road Community Redevelopment Agency related to engineering, construction, and land/right of way purchases.

Table 1

Three Year Comparison of Revenue and Expenses - Governmental Funds

City of Panama City Beach, Florida
 Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Funds
 Year Ended September 30, 2005

	General	Community Redevelopment	Other Governmental Funds	Total
Revenues				
Taxes				
Gross receipts	\$ 4,788,273	\$ -	\$ -	\$ 4,788,273
Utility	2,259,219	-	-	2,259,219
Franchise fees	1,159,678	-	-	1,159,678
Property taxes, CRA	-	2,527,877	-	2,527,877
Intergovernmental	1,481,343	-	-	1,481,343
Municipal services impact fees	4,694,890	-	-	4,694,890
Licenses and permits	2,556,548	-	162,812	2,719,360
Fines and forfeitures	185,816	-	52,837	238,647
Contributions and donations	182,147	-	51,392	233,539
Grants	397,149	-	-	397,149
Interest	91,514	9,602	4,968	106,084
Other fees and miscellaneous	342,270	-	-	342,270
Total revenues	18,138,841	2,537,479	272,009	20,948,329
Expenditures				
Current				
General government	3,159,232	-	-	3,159,232
Public safety	5,519,502	-	25,556	5,545,058
Highways and streets	1,095,186	888,534	-	1,983,720
Culture and recreation	1,374,835	-	10,458	1,385,293
Debt service				
Principal	371,758	-	-	371,758
Interest and fiscal charges	59,485	31,691	-	87,176
Capital outlay				
General government	36,388	-	-	36,388
Public safety	707,557	-	27,441	734,998
Highways and streets	183,013	1,835,366	-	2,018,379
Culture and recreation	254,966	-	-	254,966
Total expenditures	12,757,922	2,755,591	63,455	15,576,968
Excess (deficiency) of revenues over (under) expenditures	5,380,919	(218,112)	208,554	5,371,361
Other financing sources (uses)				
Transfers in	100,000	951,452	-	1,051,452
Transfers out	(1,991,448)	-	(345,675)	(2,337,123)
Debt issued	-	50,000	-	50,000
Proceeds from sale of assets	114,322	-	14,687	129,009
Net other financing sources (uses)	(1,777,126)	1,001,452	(330,988)	(1,106,662)
Net change in fund balances	3,603,793	783,340	(122,434)	4,264,699
Fund balances - beginning	5,280,778	418,065	647,793	6,326,576
Fund balances - ending	\$ 8,884,571	\$ 1,201,405	\$ 525,299	\$ 10,591,275

The accompanying notes are an integral part of the basic financial statements.

City of Panama City Beach, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2006

	General	Community Redevelopment	Other Governmental Funds	Total
Revenues				
Taxes				
Gross receipts	\$ 5,397,252	\$ -	\$ -	\$ 5,397,252
Utility	2,583,146	-	-	2,583,146
Franchise fees	1,342,920	-	-	1,342,920
Property taxes, CRA	-	7,000,554	-	7,000,554
Intergovernmental	1,395,874	-	-	1,395,874
Municipal services impact fees	2,959,090	-	-	2,959,090
Licenses and permits	2,084,607	-	68,531	2,153,138
Fines and forfeitures	167,124	-	3,834	170,958
Contributions and donations	127,712	-	23,217	150,929
Grants	88,431	-	-	88,431
Rents	29,400	-	-	29,400
Interest	220,680	200,837	14,495	436,012
Other fees and miscellaneous	315,790	-	-	315,790
Total revenues	16,712,026	7,201,391	110,077	24,023,494
Expenditures				
Current				
General government	2,939,117	60,552	-	2,999,669
Public safety	5,790,238	-	42,227	5,832,465
Highways and streets	1,191,223	1,201,326	-	2,392,549
Culture and recreation	1,635,902	750,000	-	2,385,902
Debt service				
Principal	411,839	3,686,500	-	4,098,339
Interest and fiscal charges	42,667	69,637	-	112,304
Other debt service costs	-	2,505,355	-	2,505,355
Capital outlay				
General government	9,235	-	-	9,235
Public safety	1,441,356	-	5,500	1,446,856
Highways and streets	197,658	6,597,519	-	6,795,177
Culture and recreation	427,882	-	-	427,882
Total expenditures	14,087,117	14,870,889	47,727	29,005,733
Excess (deficiency) of revenues over (under) expenditures	2,624,909	(7,669,498)	62,350	(4,982,239)
Other financing sources (uses)				
Transfers in	100,000	350,724	-	450,724
Transfers out	(2,598,328)	-	-	(2,598,328)
Debt issued	-	59,949,436	-	59,949,436
Proceeds from sale of assets	79,594	-	16,178	95,772
Net other financing sources (uses)	(2,418,734)	60,300,160	16,178	57,897,604
Net change in fund balances	206,175	52,630,662	78,528	52,915,365
Fund balances - beginning	8,884,571	1,201,405	525,299	10,591,275
Fund balances - ending	\$ 9,070,746	\$ 53,832,067	\$ 603,827	\$ 63,506,640

The accompanying notes are an integral part of the basic financial statements.
17

City of Panama City Beach, Florida
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended September 30, 2007

	General Fund	Community Redevelopment Fund	Other Governmental Funds	Total
Revenues				
Taxes				
Business tax receipts	\$ 6,295,440	\$ -	\$ -	\$ 6,295,440
Utility	2,839,281	-	-	2,839,281
Franchise fees	1,850,424	-	-	1,850,424
Property taxes, CRA	-	9,288,090	-	9,288,090
Intergovernmental	1,407,883	-	-	1,407,883
Municipal services impact fees	1,003,275	-	-	1,003,275
Licenses and permits	871,832	-	-	871,832
Fines and forfeitures	156,558	-	1,536	158,094
Contributions and donations	43,147	-	23,901	67,048
Grants	601,207	1,842,990	-	2,444,197
Rents	149,985	-	-	149,985
Interest	348,334	1,905,477	21,173	2,274,984
Other fees and miscellaneous	227,020	-	-	227,020
Total revenues	15,594,386	13,034,557	46,610	28,675,553
Expenditures				
Current				
General government	2,314,952	61,794	-	2,376,746
Public safety	6,240,388	-	23,529	6,263,897
Highways and streets	1,181,894	1,280,482	-	2,462,376
Culture and recreation	1,734,053	-	-	1,734,053
Debt service				
Principal	279,155	-	-	279,155
Interest and fiscal charges	30,172	1,239,940	-	1,270,112
Other debt service costs	-	2,443	-	2,443
Capital outlay				
General government	7,112	1,709	-	8,821
Public safety	812,766	-	45,700	858,466
Highways and streets	94,840	21,618,038	-	21,712,878
Culture and recreation	673,358	-	-	673,358
Total expenditures	13,388,670	24,204,406	89,229	37,642,305
Excess (deficiency) of revenues over (under) expenditures	2,225,716	(11,169,849)	(22,619)	(8,966,752)
Other financing sources (uses)				
Transfers in	100,000	50,638	-	150,638
Transfers out	(292,856)	-	-	(292,856)
Proceeds from sale of assets	78,703	-	13,062	91,765
Net other financing sources (uses)	(114,153)	50,638	13,062	(50,453)
Net change in fund balances	2,111,563	(11,119,211)	(9,557)	(9,017,205)
Fund balances - beginning	9,070,746	53,832,067	603,821	63,506,640
Fund balances - ending	\$ 11,182,309	\$ 42,712,856	\$ 594,270	\$ 54,489,435

The accompanying notes are an integral part of the basic financial statements.

The City of Panama City Beach does not have ad valorem taxes, so it derives its revenue from other sources. The taxes that were received are broken down in the audit as follows: Gross Receipts Tax, Utility Tax, and Franchise Tax.

The gross receipts tax is a 1% tax levied on the merchants within the City limits. The utility tax is a 9.43% add on to all utility users. The franchise tax is a 3% tax levied against the gross receipts of all the utilities.

~~Table 2 shows the three year comparison of the revenue and expenses for the water and sewer utility fund. Comparison of these figures shows that the 2007 revenues were down approximately 2.6% from 2006. The 2006 revenues were up approximately 9.2% over 2005. The operating expenses for 2007 were up 3.4% over 2006. The 2006 operating expenses were up 14.4% over 2005.~~

Table 2

Three Year Comparison of Revenue and Expenses - Water and Sewer Utility Fund

City of Panama City Beach, Florida
 Statement of Revenues, Expenses and Changes in Net Assets
 Proprietary Funds
 Year Ended September 30, 2005

	Business-type Activities / Enterprise Funds		Total
	Utility Fund	Other Proprietary Funds	
Operating revenues			
Charges for services			
Water and sewer sales	\$ 14,746,916	\$ -	\$ 14,746,916
Connection fees	514,448	-	514,448
Administrative and review fees	85,490	-	85,490
Admissions	-	253,031	253,031
Impact fees	8,099,011	-	8,099,011
Rent	36,000	42,075	78,075
Total operating revenues	23,481,865	295,106	23,776,971
Operating expenses			
Personal services	3,353,477	172,009	3,525,486
Professional services	685,302	2,184	687,486
Office supplies	6,714	365	9,079
Contractual services	83,022	120	83,142
Insurance	266,858	13,942	280,800
Repairs and maintenance	773,032	20,555	793,587
Operating supplies	666,681	9,288	675,969
Communication services	55,999	507	56,506
Public utility services	4,962,786	10,083	4,972,869
Transportation	41,875	-	41,875
Rentals	18,189	1,865	17,854
Printing and binding	194	1,530	1,724
Miscellaneous	326,774	4,933	331,707
Amortization	66,184	-	66,184
Depreciation	2,277,631	68,575	2,338,206
Total operating expenses	13,584,618	295,756	13,880,374
Net operating income (loss)	9,897,247	(850)	9,896,397
Nonoperating revenues (expenses)			
Interest income	653,420	7,870	661,290
Grants and contributions	1,008,243	138,911	1,145,154
Gain (loss) on disposal of assets	11,923	(494,764)	(482,841)
Interest expense	(2,030,010)	-	(2,030,010)
Total nonoperating expenses	(156,424)	(347,983)	(606,407)
Net income (loss) before transfers	9,738,823	(348,633)	9,390,190
Transfers in	-	1,476,871	1,476,871
Transfers out	(100,000)	-	(100,000)
Change in net assets	9,638,823	1,128,238	10,767,061
Total net assets - beginning	47,567,461	740,574	48,308,035
Total net assets - ending	\$ 57,206,284	\$ 1,868,812	\$ 59,075,096

The accompanying notes are an integral part of the basic financial statements.

City of Panama City Beach, Florida
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Year Ended September 30, 2006

	Business-type Activities / Enterprise Funds		
	Utility Fund	Other Proprietary Funds	Total
Operating revenues			
Charges for services			
Water and sewer sales	\$ 16,533,429	\$ -	\$ 16,533,429
Stormwater fees	350,099	-	350,099
Connection fees	362,003	-	362,003
Administrative and review fees	111,850	-	111,850
Admissions and other fees	-	432,906	432,906
Impact fees	7,943,663	-	7,943,663
Rent	38,000	30,017	68,017
Miscellaneous	160,878	-	160,878
Total operating revenues	25,497,922	462,923	25,960,845
Operating expenses			
Personal services	3,577,834	383,464	3,961,298
Professional services	646,871	5,323	652,194
Office supplies	13,784	131	13,915
Contractual services	77,482	4,233	81,715
Insurance	277,253	15,400	292,653
Repairs and maintenance	781,054	7,924	788,978
Operating supplies	1,433,281	129,970	1,563,251
Communication services	50,343	2,879	53,222
Public utility services	5,635,728	50,844	5,686,572
Transportation	68,222	-	68,222
Rentals	24,497	3,207	27,704
Printing and binding	10,679	4,086	14,745
Miscellaneous	71,370	16,216	87,586
Amortization	66,184	-	66,184
Depreciation	2,448,858	102,877	2,551,735
Total operating expenses	15,163,420	726,534	15,889,954
Net operating income (loss)	10,334,502	(263,611)	10,070,891
Nonoperating revenues (expenses)			
Interest income	1,419,204	12,442	1,431,646
Grants and contributions	1,127,267	595,970	1,723,237
Gain (loss) on disposal of assets	9,548	-	9,548
Interest expense	(1,955,584)	(6,507)	(1,962,091)
Total nonoperating revenues	600,435	601,905	1,202,340
Net income before transfers	10,934,937	338,294	11,273,231
Transfers in	-	2,247,604	2,247,604
Transfers out	(100,000)	-	(100,000)
Change in net assets	10,834,937	2,585,898	13,420,835
Total net assets - beginning	57,206,284	1,888,812	59,075,096
Total net assets - ending	\$ 68,041,221	\$ 4,474,710	\$ 72,495,931

The accompanying notes are an integral part of the basic financial statements.

City of Panama City Beach, Florida
Statement of Revenues, Expenses and Changes in Net Assets
Proprietary Funds
Year Ended September 30, 2007

	Business-type Activities / Enterprise Funds		Total
	Utility Fund	Other Proprietary Funds	
Operating revenues			
Charges for services			
Water and sewer sales	\$ 17,388,245	\$ -	\$ 17,388,245
Storm water fees	761,953	-	761,953
Connection fees	326,656	-	326,656
Administrative and review fees	105,665	-	105,665
Admissions and other fees	-	484,767	484,767
Impact fees	5,739,706	-	5,739,706
Rent	36,000	66,159	102,159
Miscellaneous	371,297	-	371,297
Total operating revenues	24,729,522	550,926	25,280,448
Operating expenses			
Personal services	4,107,886	511,879	4,619,765
Professional services	368,840	7,879	376,619
Office supplies	18,818	1,970	20,788
Contractual services	105,695	6,191	111,886
Insurance	186,593	61,340	247,933
Repairs and maintenance	707,929	24,734	732,663
Operating supplies	1,297,798	106,632	1,404,430
Communication services	54,418	4,402	58,820
Public utility services	5,558,724	118,982	5,677,706
Transportation	86,587	226	86,813
Rentals	40,556	9,266	49,824
Printing and binding	18,381	2,422	20,803
Miscellaneous	112,729	17,391	130,120
Amortization	68,184	-	68,184
Depreciation	2,649,425	182,082	2,831,507
Total operating expenses	15,380,363	1,055,498	16,435,861
Net operating income (loss)	9,349,159	(504,572)	8,844,587
Nonoperating revenues (expenses)			
Interest income	2,114,730	3,580	2,118,290
Grants and contributions	1,372,747	315,660	1,688,407
Gain (loss) on disposal of assets	(730)	-	(730)
Interest expense	(2,928,438)	(23,235)	(2,951,673)
Total nonoperating revenues	558,309	285,985	854,294
Net income (loss) before transfers	9,907,468	(208,587)	9,698,881
Transfers in	-	242,218	242,218
Transfers out	(100,000)	-	(100,000)
Change in net assets	9,807,468	33,631	9,841,099
Total net assets - beginning	68,041,221	4,454,710	72,495,931
Prior period adjustment	509,988	-	509,988
Total net assets - beginning restated	68,551,209	4,454,710	73,005,919
Total net assets - ending	\$ 78,358,677	\$ 4,488,341	\$ 82,847,018

The accompanying notes are an integral part of the basic financial statements.
23

A. Capital Improvement Program Preparation and Adoption

Capital facilities and equipment are considered to be any governmental expenditures for the acquisition of land, or the construction and installation of facilities that are expected to be in service over a considerable period of time, usually more than one year. Capital improvements are relatively large-scale, non-recurring projects which may require multi-year financing. Major equipment, furniture, and fixtures necessary to make the facilities operational are also considered part of the capital budget.

Expenditures that meet the above criteria and are in excess of \$25,000 are included in the City's Capital Improvement Program (CIP). Examples of typical capital projects included in the CIP are: road construction and improvements; new and expanded physical facilities for the community; large-scale rehabilitation or replacement of existing facilities; purchase of equipment with a relatively long period of usefulness; engineering, design and architectural studies and services relative to the improvement and acquisition of land for a community facility.

Expenditures for renewal and replacement that extend the useful life of an asset beyond one year are included in the Capital Improvement Program. Examples include ~~road resurfacing~~ **water main replacements** and roof replacement. Expenditures for maintenance and repairs, and recurring expenditures for small capital items are included in the departmental operating budget.

B. Responsibility for Program Preparation and Implementation

The Capital Improvement Program, by virtue of its comprehensive character, involves all City operations. Departments, agencies, and the City Council must coordinate their actions to accomplish a successful program for improving the community. The recommended program must be a statement of relative community needs conditioned by the availability of resources to finance them.

Each year, the CIP is prepared from project requests submitted by the various departments of the City. Concurrent with the preparation of the project requests, information concerning the financial resources available to the City for capital projects is prepared by the City Manager and **City Financial Director** ~~City Clerk~~.

C. Capital Projects Requirements and Costs

The key role in the initial stages of capital programming falls upon the operating departments and department heads, by virtue of their responsibility to identify capital requirements, initiate project requests, and formulate a program that states the justification for each project, as well as its relative importance in the department's program.

D. Capital Programming Resources

The City Manager provides information concerning the City's past, present, and future financial resources. The City Manager prepares and distributes the package and instructions used by departments submitting requests. As the program develops, the City Manager assists in the review and evaluation of the project submissions and guides the administration of the program through its function of budget control, identification of funding alternatives and setting of basic fiscal policies. The City Manager coordinates the evaluation process with the ~~City Clerk~~ **City Financial Director**.

The program recommended by the City Manager is used by the Council to develop the annual budget that becomes effective October 1st of each year. The first year of the Five-Year Capital Improvement Program is adopted by the Council as the capital budget, with the following five years projected as future requirements. The CIP will be an important tool for implementing the City's Comprehensive Plan. The Council will use the CIP to analyze the City's fiscal capability to finance and construct capital improvements.

E. Intra-Departmental Assignment

Establishing priorities for the various projects is essential to properly plan and recommend alternatives for financing current as well as future projects.

1. Categories

All services and their associated facilities are categorized as follows:

- * Basic or Core Services are those services that are most efficiently provided at the local level and are most closely linked to protecting the health and safety of citizens. Legally mandated services are also included in this category.
- * Existing Services are those services which the City has traditionally provided or that reflect a major capital investment requiring an ongoing expenditure of operating and maintenance funds; and
- * Quality of Life Services are those services provided for specialized groups that enhance the desirability of the City of Panama City Beach as a place to live.

Within each category, programs (operating expenditures) and projects (capital expenditures) are then ranked as: essential, necessary, or desirable.

2. Ranking

The following table demonstrates how priorities would be assigned by a department:

<u>Basic Services</u>	<u>Existing Services</u>	<u>Quality of Life</u>
Essential (1)	Essential (2)	Essential (3)
Necessary (4)	Necessary (5)	Necessary (6)
Desirable (7)	Desirable (8)	Desirable (9)

For example, a basic service "essential" project would be considered top priority and a quality of life "desirable" project would be considered last priority. By using this methodology to assign funding priorities, services that are not "capital-driven" are simultaneously prioritized. This process is critical to ensure that services provided through operating programs (staff or grants) are considered on an equal basis with services that require capital expenditures.

3. Inter-Departmental Assignment

Priorities must be assigned among the different types of facilities and departments.

a. Criteria

In the absence of legal constraints or mandates, priorities are assigned according to the following criteria in order of importance:

1. Correction of public hazards;
2. Elimination of existing deficiencies as described by the minimum levels of service;
3. Providing capacity for developments that have received priority determination when such developments are within the outside City Limits Service Area.
4. Maintenance of levels of service as growth occurs; and
5. Increase of existing levels of service to desired levels of service.

b. Other Considerations

Other considerations that may impact the assignment of priorities are:

1. Impact on City revenues and annual operating budget;
2. Degree of urgency;
3. Severity of the impact on the level of service associated with not going forward with the project;
4. Facilitation of Intergovernmental Coordination and coordinating with or advancing the purpose of projects provided by non-City entities.
5. Extent to which it coordinates with other programs; and
6. Extent to which an economic advantage is realized.

4. CAPITAL PROJECT TYPES, TIMING AND LOCATION

The capital projects contained in the Five-Year Capital Improvement Program have been classified according to the types listed in the Capital Improvements Schedule **which is available on the City's website <http://www.pcbgov.com/Home/ShowDocument?id=15492>**, ~~at the end of this chapter.~~ The capital expenditures listed are planned improvements within the next five years. The time frame is extended beyond five years in some instances involving projects identified in the Front Beach Road Community Redevelopment Plan. The projects are consistent with the needs of each of the elements of the Comprehensive Plan during that time frame. The dollars needed for each of the projects are within the ability of the City to fund with present revenue sources, with the exception of **CRA projects and** major water and sewer improvements which may be funded by selling revenue bonds that would be repaid by the utility fund. The Capital Improvements Schedule is updated every December and sent to ~~DCA~~ **DEO** for review and approval.

5. CAPITAL IMPROVEMENTS ANALYSIS

The City has made provisions for vast capital improvements in the near future. ~~The water pipeline, a planned 4 MGD upgrade of the wastewater treatment plant, and completion of the new reuse system will improve and expand the services provided.~~ **Plans are in place for a future wastewater treatment plant, water main replacements, watermain extensions and lift station replacements**

The Front Beach Road CRA enabled the widening and reconstruction of ~~Churchwell Drive,~~ **several roadways** and the current **with plans in place for the** widening and reconstruction of

Beekrich Road, Alf Coleman Road, North Thomas Drive, Hill Road, Powell Adams Road, Clara Avenue, SR 79, and the remaining portions of Front Beach Road. Preliminary engineering and right-of-way acquisitions have commenced on all remaining connector roads and uncompleted segments of Front Beach Road. Improvements to Panama City Beach Parkway have coordinated with the FDOT and the development community.

The Stormwater Master Plan enabled the City to enact a city-wide stormwater assessment in order to pay for the needed improvements and on-going programs and maintenance.

~~The housing industry construction has accelerated in the last few years, accompanied by a notable increase in prices which has created a shortage of~~ has supplied more dwellings than needed for the current market. This has led to a significant decrease in the cost of housing which has helped ease the pressure on the availability of affordable housing. However, upward pressure on prices will likely return having an adverse impact on the affordable housing supply. The City will need to address affordable housing at this time in order to prevent a loss of the supply in the future.

~~Most of the improvements to the coastal management and conservation will be from the Front Beach Road CRA and the new 3,000-acre conservation area as part of the utility system improvements. Additional improvements will come about through the enforcement and control implemented by local, state and federal agencies. Improvements and expansions to existing recreation and open space facilities continue to adequately meet the demand for such projects. In addition to the normal budgeted improvements, the City may have additional expenditures to do further improvements to support the newly reconstructed City Pier.~~

In summary, the facilities needed to address future growth are in place or being addressed by the City with additional support by other governmental agencies. ~~With the over abundance of housing, it~~ is anticipated that the demand for additional housing will be met in the near term with subsequent needs being provided on demand by the private sector. However, actions are needed to ensure that there will be an adequate supply of affordable housing in the future to support the large service industry workforce of the area.

6. FORECASTS AND CONCLUSIONS

The City of Panama City Beach is one of a handful of communities in Florida which does not have an ad valorem tax and relies mainly on a 1% sales tax. This tax is highly vulnerable to economic changes, pandemics, changes in tourism and other factors. Because of this, the City generally estimates expenses and revenues one budget cycle at a time. The 2020-2021 budget is available on the City's website <http://www.pcbgov.com/home/showdocument?id=15420>.

A. Forecasts

~~The following tables show a conservative estimate of the forecasts of the revenues and expenditures for the City of Panama City Beach during the Five Year Capital Improvement Plan.~~

1. ~~Table 3 forecasts the anticipated revenue stream from the City of Panama City Beach Non Advalorem, Front Beach Road CRA, and Enterprise Fund revenues during the Five Year Capital Improvement Plan.~~

~~The Non Advalorem Revenue Section of this table shows the City of Panama City Beach's current legally available non advalorem revenue sources. A conservative estimated annual increase is used for these revenue sources.~~

~~Forecasts for the Front Beach Road CRA is an educated guess of future tax increments based upon the recent ad valorem tax roll-backs and an estimate of future growth.~~

~~The Enterprise Fund Revenue Section of this table shows the City of Panama City Beach's current revenue sources derived from the City's operation of a water and sewer utility. The estimated annual increase in these revenue sources reflects moderate growth and a change in the rate structure to keep us with costs.~~

2. ~~Table 4 forecasts the projected expenses for General Government and Enterprise Fund Operations. We have used annual anticipated increases, reflecting conservative funding and increased productivity of the City's operations.~~

**TABLE 3
FORECAST OF REVENUE
PANAMA CITY BEACH
2009-2011**

GENERAL FUND

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Taxes			
Business tax receipts	\$6,900,000	\$7,700,000	\$8,900,000
Utility	\$3,000,000	\$3,250,000	\$3,500,000
Franchise Fees	\$1,800,000	\$2,000,000	\$2,200,000
Property Taxes, CRA	\$8,000,000	\$10,000,000	\$10,500,000
Licenses & Permits	\$400,000	\$450,000	\$500,000
Intergovernmental	\$1,400,000	\$1,400,000	\$1,400,000
Fines and Forfeitures	\$150,000	\$150,000	\$150,000
Miscellaneous Revenue	\$200,000	\$250,000	\$300,000
Grants	\$100,000	\$100,000	\$100,000
Rents	\$100,000	\$100,000	\$100,000

Interest	\$1,500,000	\$1,600,000	\$1,800,000
Contributions and donations	\$50,000	\$50,000	\$50,000
<u>Municipal Services Impact Fees</u>	<u>\$800,000</u>	<u>\$1,000,000</u>	<u>\$1,300,000</u>
TOTAL REVENUE:	\$24,400,000	\$28,050,000	\$30,800,000

WATER AND SEWER UTILITY FUND

	<u>2009</u>	<u>2010</u>	<u>2011</u>
Charges for Services	\$22,500,000	\$24,000,000	\$25,500,000
Impact Fees	\$5,000,000	\$5,200,000	\$5,500,000
Rent	\$100,000	\$100,000	\$100,000
<u>Miscellaneous</u>	<u>\$200,000</u>	<u>\$200,000</u>	<u>\$200,000</u>
TOTAL REVENUE	\$27,800,000	\$29,500,000	\$31,300,000

Source: Forecasts made by the Building and Planning Department based upon data from the Annual Financial Statements.

TABLE 4
FORECAST OF EXPENSES
PANAMA CITY BEACH
2009-2011

<u>EXPENSES</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>GENERAL FUND</u>			
General Government	\$3,000,000	\$3,000,000	\$3,000,000
Public Safety	\$7,100,000	\$7,500,000	\$7,900,000
Highways & Streets	\$2,600,000	\$2,900,000	\$3,200,000
Culture & Recreation	\$2,000,000	\$2,200,000	\$2,300,000
Debt Service	\$300,000	\$300,000	\$300,000
—Principal	\$300,000	\$300,000	\$300,000
—Interest and fiscal charges	\$1,500,000	\$1,500,000	\$1,500,000
—Other debt service costs	\$3,000	\$3,000	\$3,000
Capital Outlay			

General Government	\$10,000	\$10,000	\$10,000
Public Safety	\$990,000	\$1,100,000	\$1,200,000
Highways and Streets	\$15,000,000	\$15,000,000	\$15,000,000
Culture and Recreation	\$500,000	\$500,000	\$500,000
TOTAL EXPENSES	\$35,300,000	\$34,300,000	\$35,200,000

WATER AND WASTEWATER

OPERATING EXPENSES

Personal Services	\$4,130,000	\$4,260,000	\$4,420,000
Other Operating	\$11,770,000	\$12,140,000	\$12,580,000

TOTAL OPERATING

EXPENSES	\$15,900,000	\$16,400,000	\$17,000,000
---------------------	-------------------------	-------------------------	-------------------------

NONOPERATING
EXPENSES

Grant Revenue	\$1,400,000	\$1,500,000	\$1,700,000
Interest Revenue	\$2,300,000	\$2,500,000	\$2,700,000
Interest Expense	(\$2,400,000)	(\$2,400,000)	(\$2,400,000)
TOTAL NONOPERATING	(\$1,300,000)	(\$1,600,000)	(\$2,000,000)

EXPENSES

~~Source: Forecasts made based upon actual data from the Annual Financial Report prepared for the City by its accounting firm.~~

B. — Conclusions

Using the results of the forecasts made in Tables 3 and 4, a comparison and analysis is shown in Table 5.

TABLE 5
REVENUE AND EXPENSE ANALYSIS
GENERAL FUND, WATER AND SEWER UTILITY FUNDS
PANAMA CITY BEACH
2000-2002

<u>EXCESS (DEFICIENCY)</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
GENERAL FUND	(\$10,900,000)	(\$6,250,000)	(\$4,400,000)
WATER AND SEWER UTILITY FUND	\$13,200,000	\$14,700,000	\$15,800,000

Source: Forecasts made based upon actual data from the Annual Financial Report prepared for the City by its accounting firm.

GOALS, OBJECTIVES AND POLICIES

GOAL: To utilize a Capital Improvements program to coordinate the timing and to prioritize the delivery of public facilities; and other capital projects that supports growth management and which encourages efficient utilization of its public facilities and financial resources.

OBJECTIVE 1: Priorities for Capital Improvements - The City of Panama City Beach shall identify and fund services and capital improvements required by this Plan.

POLICY 1.1: In the absence of legal constraints on the use of revenues, projects and programs shall be funded in order to:

- A. Correct public hazards;
- B. Eliminate existing deficiencies as described by the minimum levels of service;
- C. Provide capacity for developments that have received a determination as a Committed Development when such developments are within the City limits.
- D. Maintain levels of service as new growth occurs; and
- E. Increase existing levels of service to desired levels of service.

POLICY 1.2: The City shall not utilize public funds for infrastructure expansion or improvements in coastal high-hazard areas unless such funds are necessary to:

- A. Provide services to existing development;

- B. Provide adequate evacuation in the event of an emergency;
- C. Provide for needs of water-dependent uses.

POLICY 1.3: When a certificate of concurrency has been issued that relied on a project in the City's Capital Improvement Program, that project shall not be deleted from the Capital Improvement Program unless the City determines that the level of service for that facility type can be maintained without the project.

OBJECTIVE 2: **Public Buildings-The City of Panama City Beach shall provide public facilities throughout the City and shall provide for the efficient and cost-effective management and planning of all public buildings.**

POLICY 2.1: The City shall provide sufficient usable public building space to accommodate the provision of services by the City Commission and the constitutional officers. Any legally available non-ad valorem revenue source of the City may be used as a funding source to provide such public building space, dependent upon the type of service provided by such space.

POLICY 2.2: Public facilities shall be constructed in accordance with the space requirements determined by the functions of the end users, based upon existing levels of service.

POLICY 2.3: The City of Panama City Beach shall effect energy management and control systems in public buildings which:

- A. Comply with Federal, State, County and City codes; and
- B. Utilize natural resources in a cost-effective manner.

POLICY 2.4: Financial resources for the implementation of planned preventive maintenance and capital replacement programs shall be provided annually to maintain public facilities at cost-effective operational levels.

POLICY 2.5: The City of Panama City Beach shall implement programs for the evaluation, maintenance and correction of environmental issues associated with buildings.

POLICY 2.6: The planning of public buildings shall include the coordination and participation of the end users including constitutional officers, agencies and departments.

POLICY 2.7: The City of Panama City Beach shall, through the use of its property inventory, evaluate all existing facilities and properties for suitability, prior to purchasing or constructing new properties.

OBJECTIVE 3: Service Area: The City shall, through the identification of the service area shown on the Service Area Map, allocate financial resources according to a schedule of capital improvements that maintain the adopted levels of service identified for that service area.

POLICY 3.1: The level of service standard shall be maintained in the service area identified in the Service Area Map 7-A.

OBJECTIVE 4: Intergovernmental Coordination - The City shall coordinate its Capital Improvements program with all governmental entities that provide facilities within the City's jurisdiction.

POLICY 4.1: The City shall work with all governmental entities that provide public facilities within the City's jurisdiction to ensure that facilities and services are provided concurrent with impacts of development.

POLICY 4.2: The City shall coordinate with all governmental entities providing services and facilities in the unincorporated area to ensure that location and timing criteria are followed.

OBJECTIVE 5: Fiscal Policies - The City of Panama City Beach shall establish the following fiscal policies regarding budgeting revenues, and expenditures to ensure that the needs of the City are met for construction of capital facilities to meet existing deficiencies, accommodate future growth, and replace obsolete or work-out facilities; to ensure that future development will bear its proportionate share of the cost of facility improvements necessitated by the development, in order to maintain adopted level of service; to demonstrate compliance with applicable Florida Statutes.

POLICY 5.1: Budget and Financial Reporting Policies

- A. The City's financial reports shall be produced in accordance with generally accepted accounting principles.
- B. The City's budget shall be adopted and administered in accordance with 129.01 and 200.065 Fla. Stat.

POLICY 5.2: Revenue Policies

- A. The City shall develop and expand when necessary, any legally available non-advalorem revenue sources sufficient enough to fund the adopted maximum levels of service.

- B. Cost recovery fees (user charges), where appropriate, shall be reviewed to offset the cost of providing specific services.
- C. Potential fee rates and policies applicable to each service or activity shall be based upon:
 - 1. The related cost of the service provided;
 - 2. The approved cost recovery rate for the service or activity;
 - 3. The impact of inflation and exceptional changes in significant cost components in the provision of services; and
 - 4. Equity of comparable fees.
- D. The City Clerk Financial Director shall prepare and incorporate a consolidated summary of revenue sources into the City's budget document.

POLICY 5.3: Debt Policies

- A. The City of Panama City Beach shall use long-term debt financing only for capital improvements that provide long-term benefits to the community.
- B. The City shall ensure that long-term debt is soundly financed by:
 - 1. Conservatively projecting the revenue sources that will be utilized to pay the debt; and
 - 2. Financing the improvement over a period not greater than the useful life of the improvement.
- C. The City will regularly analyze total indebtedness, including underlying and overlapping debt, as part of its analysis of financial condition.
- D. Overall net debt shall be maintained at a level commensurate with the available revenues, user fees, and grants to retire said debt.

POLICY 5.4: Capital Improvement Policies

- A. The Plan shall identify the capital needs of the community and indicate how these needs will be funded. The City's Capital Improvement Program shall be developed based on the elements of the Plan.
- B. The City shall develop a Five-Year Capital Improvement Program as a part of the annual budget process, and will make all capital improvements in accordance with the adopted Annual City Budget.
- C. ~~By October 1, 1992, T~~the City will **continue the develop and update annually a long range forecasting system which will include** projections of revenues, expenditures and future costs and financing of capital improvements.
- D. The City will identify the cash flow needs of all new projects and determine which financing method best meets the cash flow needs of each project.
- E. The costs of operating and maintaining all proposed projects will be identified and incorporated into the five-year financial projection for operations.

POLICY 5.5: Capital Facility Policy

- A. The City shall continue to develop and implement a program for identifying, scheduling and budgeting the renewal and replacement requirements of capital facilities.

POLICY 5.6: Financing Public Facilities Necessitated by New Development.

- A. The City of Panama City Beach shall require new development activity to pay fair share fees for new capital facilities or expansion of existing facilities. Fees shall not exceed a pro rata share of the reasonably anticipated costs of such improvements.
- B. Connection charges may be assessed for any new water and wastewater connections within the City of Panama City Beach Service Area.

- C. Waste Impact Fees or Assessments may be assessed to residential and non-residential development.
- D. Service impact fees may be assessed to residential and non-residential development, pursuant to City Impact Fee Ordinances.

OBJECTIVE 6: The Capital Improvement element and the minimum levels of service obtained therein shall be monitored and updated.

POLICY 6.1: The City, as part of the Comprehensive Plan and the CIE, shall annually adopt a Five-Year Capital Improvement Program that identifies the capital needs of the community and supports the adopted minimum levels of service.

POLICY 6.2: The CIE shall be updated annually through the Five-Year Capital Improvement Program and adopted as part of the annual budget process, as long as the Five-Year CIP supports and furthers the minimum levels of service contained in the Plan.

POLICY 6.3: The City Manager or his designee shall maintain and provide the City Council with an assessment report on the current availability City-provided services and facilities at adopted level of service standards.

OBJECTIVE 7: Implement School Concurrency. Coordinate with the School Board the approval of residential subdivisions, site plans or their functional equivalent to correct existing deficiencies and assure adequate future school capacity consistent with the adopted level of service standards for public school concurrency.

POLICY 7.1: Consistent with the Interlocal Agreement, the School Board and City agree to the following standards for school concurrency in Bay County:

TYPE OF SCHOOL	LEVEL OF SERVICE
Elementary	100% of permanent FISH capacity
Middle	100% of permanent FISH capacity
High	100% of permanent FISH capacity

POLICY 7.2: The City shall ensure that future development pays the proportionate share of the costs of capital facility capacity needed to accommodate new development and to assist in maintaining adopted level of service standards, via legally available and appropriate fee methods in development conditions.

POLICY 7.3: The City hereby incorporates by reference the most current Bay District Schools' Five Year District Facilities Work Program that includes school capacity

sufficient to meet anticipated student demands projected by the County and municipalities, in consultation with the School Board's projections of student enrollment, based on the adopted level of service standards for public schools. Level of Service standards shall be applied district wide to all schools of the same type. As provided in the Interlocal Agreement for Public School Facility Planning and Concurrency, incorporation of the School Board's Facilities Work Plan does not obligate the City to fund the improvements included in said Facilities Work Plan. The City, in coordination with the School Board, shall annually update the Capital Improvements Element by adopting by reference the School Board's financially feasible Work Program, to ensure maintenance of a financially feasible capital improvements program and to ensure level of service standards will continue to be achieved and maintained during the five-year planning period.

POLICY 7.4: The 5-year schedule of improvements ensures the level of service standards for public school are achieved and maintained within the period covered by the 5-year schedule. After the first 5-year schedule of capital improvements, annual updates to the schedule shall ensure levels of service standards are achieved and maintained within each year of subsequent 5-year schedule of capital improvements.

POLICY 7.5: The City will update its Capital Improvements schedule on an annual basis by December 1st, to incorporate the upcoming five years of the School Board's Capital Improvement Program. As provided in the Interlocal Agreement for Public School Facility Planning and Concurrency, incorporation of the School Board's 5-Year Capital Improvements Program does not obligate the City to fund the improvements included therein. The City and the Bay County School Board will coordinate during updates or amendments to the City's comprehensive Plan and updates or amendments for long-range plans for School Board facilities.

POLICY 7.6: The City shall ensure maintenance of the financially feasible capital improvements program and to ensure level of service standards will continue to be achieved and maintained within each year of the subsequent 5-year schedule of capital improvements.

POLICY 7.7: The City's strategy, in coordination with the School Board, for correcting existing deficiencies and addressing future needs includes:

- A. Implementation of a financially feasible 5-year schedule of capital improvements to ensure level of service standards are achieved and maintained.
- B. Identification of adequate sites for funded and planned schools; and
- C. The establishment of a Proportionate Fair Share ordinance in order to generate additional revenue to help fund school improvements.

ITEM NO. 10

CODE ENFORCEMENT UPDATE



CODE ENFORCEMENT

September 2020

(August 26- September 25, 2020)



September Violation Status

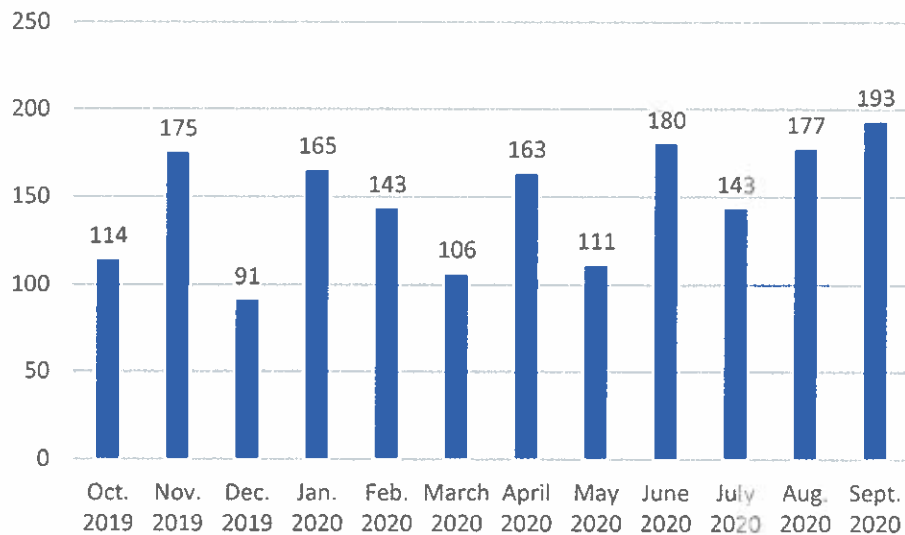
Code	Description	Closed	Open	Total
7-9	Animals Prohibited on Beach	6		6
7-12 (A)(C)	Double Red Flag	64		64
7-22 (A)(B)	Beach Safety Signage Required	6	29	35
8-7	Building Maintenance Standards		1	1
12-4	Garbage & Trash: Prohibited Practices	1	1	2
12-6	Litter		1	1
12-7	Requirement to Keep Property Free of Litter	1	1	2
12-8	Residential Collection Service Required	2	2	4
14-28	Failure to Report BTR 1%	6	3	9
15-18, 15-17(3)	Abandoned Material: Detrimental Conditions	1	2	3
15-18, 15-17(6)	Grass/ Weeds Overgrowth	25	28	53
22-47	Abandoned Vehicles	5		5
2.03.02, LDC	Unpermitted Use of Trailer and Mobile Homes/ Unpermitted Use of Land		1	1
3.05.07, LDC	Obstruction of Drainageways		2	2
4.02.02 (D1), LDC	Unpermitted Height or Placement of Structure in Setback		1	1
4.02.04, LDC	Failure to Maintain Performance Standards Within Zoning District		2	2
5.07.04, LDC	Prohibited Signs		1	1
10.01.02, LDC	Use of Land Without Development Order/ Building Permit		1	1
Totals		117	76	193



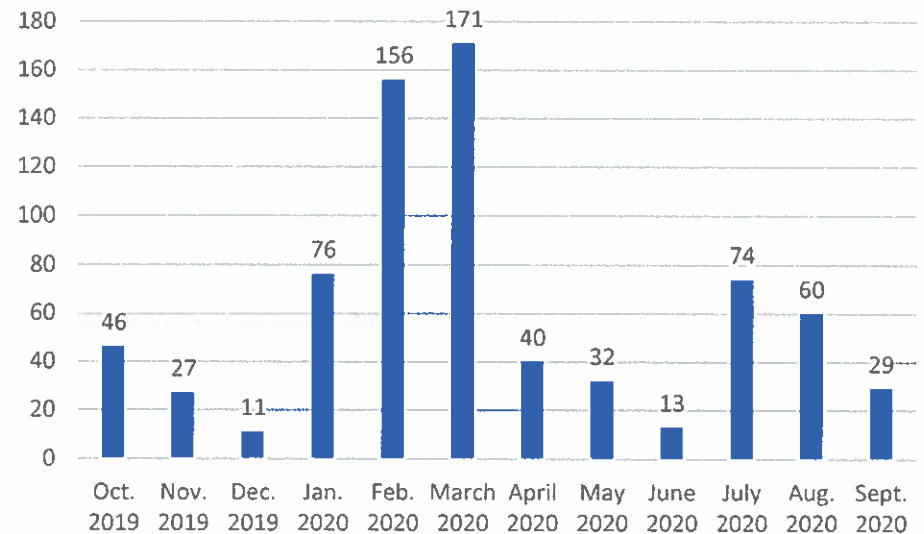
Violation Summary

In September 2020, the Code Enforcement Division continued its efforts to maintain and improve the quality of life throughout the residential and business community. Over the course of the month, the Division issued 193 violations.

Total Violations



ROW Sign Violations





Fees Collected: Citations & Liens

Citation Date	Violation	Citation/ Lien Amount	Amount Paid	Officer	Budget Fund
8/27/2020	Double Red Flag	\$500.00	\$500.00	JM	GF- DRF
8/30/2020	Double Red Flag	\$500.00	\$500.00	FD- CW	GF- DRF
7/17/2020	Failure to Pay BTR 1%	\$200.00	\$200.00	JM	CRA
8/30/2020	Double Red Flag	\$500.00	\$250.00	FD- CW	GF- DRF
8/28/2020	Double Red Flag	\$500.00	\$250.00	FD- CW	GF- DRF
8/29/2020	Double Red Flag	\$500.00	**\$50.00	JT	GF- DRF
8/25/2020	Double Red Flag	\$500.00	\$250.00	JM	GF- DRF
8/25/2020	Double Red Flag	\$500.00	\$250.00	JM	GF- DRF
8/30/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/30/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/30/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/26/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/28/2020	Double Red Flag	\$500.00	\$250.00	FD- CW	GF- DRF
8/29/2020	Double Red Flag	\$500.00	\$250.00	FD- CW	GF- DRF
8/26/2020	Double Red Flag	\$500.00	\$250.00	FD- W	GF- DRF
8/31/2020	Double Red Flag	\$500.00	\$250.00	JM	GF- DRF
12/2/2019	Unsanitary Pool (Lien)	\$250.00	\$258.85	JM	CRA
5/27/2020	Odor Drifting Beyond Property Line (Lien)	\$250.00	\$256.74	LS	CRA
8/27/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF

(Includes fees collected for all citations and liens August 26- September 25, 2020.)

* Mitigated

** Partial Payment



Fees Collected: Citations & Liens

Citation Date	Violation	Citation/ Lien Amount	Amount Paid	Officer	Budget Fund
9/8/2020	Grass/ Weeds Overgrowth	\$100.00	\$100.00	JM	GF
9/8/2020	Fence Screening Required	\$100.00	\$100.00	JM	GF
8/25/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/30/2020	Double Red Flag	\$500.00	\$250.00	FD- CW	GF- DRF
7/2/2020	Litter	\$250.00	\$250.00	LS	GF
8/14/2020	Failure to Pay BTR 1%	\$200.00	\$200.00	JM	CRA
8/14/2020	Failure to Pay BTR 1%	\$200.00	\$200.00	JM	CRA
8/31/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/18/2020	Grass/ Weeds Overgrowth	\$100.00	*\$10.00	JT	GF
8/27/2020	Double Red Flag	\$500.00	\$250.00	JM	GF- DRF
8/28/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/26/2020	Double Red Flag	\$500.00	\$250.00	JT	GF- DRF
8/28/2020	Double Red Flag	\$500.00	\$250.00	FD- CV	GF- DRF
8/25/2020	Double Red Flag	\$500.00	\$500.00	JT	GF- DRF
7/23/2020	Double Red Flag	\$500.00	**\$10.00	LS	GF- DRF
8/31/2020	Double Red Flag	\$500.00	**\$180.00	JT	GF- DRF
7/23/2020	Double Red Flag	\$500.00	\$250.00	LS	GF- DRF
6/30/2020	Grass/ Weeds Overgrowth	\$100.00	\$100.00	JM	CRA
7/24/2020	Double Red Flag	\$500.00	**\$50.00	JT	GF- DRF
Totals		\$15,750.00	\$8,715.59		

(Includes fees collected for all citations and liens August 26- September 25, 2020.)

* Mitigated

** Partial Payment