

**CITY OF PANAMA CITY BEACH
PLANNING BOARD**

MEETING DATE: May 11, 2022
MEETING TIME: 1:00 P. M.
PLACE: City of Panama City Beach City Hall

AGENDA

- ITEM NO. 1** **Call to Order and Roll Call**
- ITEM NO. 2** **Pledge of Allegiance – Mr. Johns**
- ITEM NO. 3** **Approval of March 9, 2022, Planning Board Meeting Minutes**
- ITEM NO. 4** **Public Comments-Non-Agenda Items Limited to Three Minutes**
- ITEM NO. 5** **Bay County School District/Acting Agent Robert Carroll is requesting approval for a Conditional Use request to place accessory uses associated with a school on a parcel zoned R-1c (Single Family Residential). The site is located on the northwest corner of Hutchison Boulevard and Beth Street, Parcel Number 34217-050-000.**
- ITEM NO. 6** **Continued Discussion of LDC 7.02.03 Front Beach Overlay District Standards G thru Q and Front Beach Overlay Map**
- ITEM NO. 7** **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 233-5100. 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 to be based. Any person requiring a special accommodation at this meeting because of a disability or physical impairment should contact the Lynne Fasone, City Clerk at City Hall, 17007 Panama City Beach Parkway, Panama City Beach, Florida 32413 or by phone at (850) 233-5100. If you are hearing impaired and you possess TDD equipment, you may contact the City Clerk using the Florida Dual Party Relay system which can be reached at (800) 955-8771 (TDD). Notice is

hereby provided that one or more members of the City Council or other City boards may attend and speak at the meeting.

Agenda Item 5



STAFF ANALYSIS

APPLICANT: Bay County Schools

PROJECT LOCATION: Parcel ID# 34217-050-000. The site is located on the northwest corner of Hutchison Blvd. and Beth Street

REQUEST: A Conditional Use request to place accessory uses associated with a school on a parcel Zoned R-1c.

LDC Section 5.06.13 Private and Public Schools:

Public or private schools may be allowed in any of the R-1 zoning districts, and the R0, R-TH, R-2, R-3 and CL zoning districts subject to conditional use approval.

The following analysis shows the specific criteria established for review of Conditional Uses in the Land Development Code. The applicant's response to these criteria is part of the application. Staff's comments are shown in this report following each criterion.

A conditional use shall be permitted by the Planning Board provided that the Board finds that:

1. The proposed use is so designed, located and proposed to be operated so that the public health, safety, and welfare will be protected.

Staff Analysis: The location of the proposed parking lot is not anticipated to influence the public health, safety, and welfare.

2. The proposed use will not have an adverse effect on existing traffic patterns.

Staff Analysis: The proposed use is not expected to have an adverse effect on traffic patterns.

3. The proposed use will not impair an adequate supply of light or air to adjacent properties.

Staff Analysis: There does not appear to be any potential impairment to the supply of light or air to adjacent properties.

4. The proposed use will not materially increase congestion in the public streets in the surrounding area.

Staff Analysis: The proposed parking area is not anticipated to increase congestion.

5. The proposed use conforms to all applicable setbacks, building height, lot coverage, and all other applicable regulations of the zoning district in which the use is to be located.

Staff Analysis: The proposed use will conform to all applicable setbacks, building height, lot coverage, and all other applicable regulations of the zoning district.

6. Off-street parking and all other general provisions of the Land Development Code are met.

Staff Analysis: Off-street parking and all other general provisions of the Land Development Code will be met.

7. The proposed use will not impair the established values of the property in the surrounding area.

Staff Analysis: With adequate buffering the proposed use will not impair the established values of the property in the surrounding area.

8. The hours of use will not be offensive to adjacent property owners, taking into consideration other surrounding uses.

Staff Analysis: The hours of use will reflect those of the school.

9. There is adequate shielding to protect adjacent property owners from noise, lights, and other obnoxious elements and activities, taking into consideration other surrounding uses.

Staff Analysis: Adequate buffering will be implemented.

10. The existing or proposed improvements and facilities are adequate for the use intended.

Staff Analysis: The existing facilities will be constructed to be adequate for the intended use.

11. There will be no adverse effect on water, sewage and drainage in the surrounding area.

Staff Analysis: There is adequate capacity for water, sewer and drainage facilities will be required as part of the Development Order process.

12. The proposed use satisfies any applicable, specific criteria stipulated for such use as described below:

5.06.13 Private and Public Schools Public or private schools may be allowed in any of the R-1 zoning districts, and the R0, R-TH, R-2, R-3 and CL zoning districts subject to conditional use approval and compliance with the following conditions. A. The school shall meet all of the requirements of the underlying zoning district. B. For public schools, the Use must have the approval of the school board and The School Coordination Committee. C. Private Schools located in Residential zoning districts shall not have any structures or playground equipment closer than twenty-five (25) feet from the property boundary of the Residential district. D. Private and Public Schools shall have the Access on the primary Street. E. The color and design shall match the adjoining neighborhood, including fencing. F. The school shall not cause to create an expansion of a neighborhood Street. The density and intensity of the school shall be limited to its impact on the neighborhood road network.

Staff Analysis: The requirements of 5.06.13. will be met.

CONCLUSION: As part of the Development Order Approval for this parcel, the applicant will be required to pave, landscape, address stormwater and include a 20' buffer consisting of a 6' high solid face fence and one canopy tree every 20' for the length of the property adjacent to parcels zoned single family. Staff has no objections to the request.



CITY OF PANAMA CITY BEACH

Building and Planning Department

116 S. Arnold Road, Panama City Beach, FL 32413

850-233-5054. ext. 2313

Fax: 850-233-5049

Email: achester@pcb.gov

SUBMITTAL REQUIREMENTS FOR ALL APPLICATIONS - LDC Section 10.02.01

Property Owner(s)

Name: School Board of Bay County, Florida

Property Address: NW Corner of Beth St and Hutchison Blvd

City: Panama City Beach State: FL Telephone: _____ Fax: _____

Email: waltell@bay.k12.fl.us

Property Owner(s) Signature: 

Name of Acting Agent: Leon Walters

Statement acknowledged before a notary public authorizing the representative to act on behalf of the property owner regarding the application and associated procedures. Attached to the application.

Please provide a survey obtained no more than two (2) years prior to the filing of the application containing legal description, land area and existing improvements located on the site. Written documentation the property owner has or will comply with all applicable notice requirements.

Payment Fee: \$900.00 Application Type: conditional use Date Collected: 4/21/22

The procedure for review of application is found in Sections 10.02.00 and 10.17.00 of the LDC.

Basic Submittal Requirements - LDC Section 10.02.02

Plan or Plat Preparer

Name: McNeil Carroll Engineering, In

Address: 17800 Panama City Beach Parkway Email Address: robert@mcneilcarroll.com

City: Panama City Beach State: FL Telephone: 850-234-1730 Fax: _____

Date of Preparation: _____ Date(s) of any modifications: _____

Legal Description: (Consistent with the Required Survey) _____

A vicinity map showing the location of the property and the Future Land Use Map designation for the property.

Zoning designation for the property: R-1c(PCB)

Additional plans, documents, and reports as deemed necessary by the City Manager. Information required for the specific type of application, as specified in sections 10.02.03 through 10.02.07 as applicable. All site plans and plats shall be drawn to a scale approved by the City Manager.



REQUEST FOR CONDITIONAL USE

Address of Property Seeking Conditional Use: Beth St

Parcel Number from Property Appraiser's Office: 34217-050-000

The procedure for review of application is found in Sections 10.02.02 and 10.02.14 of the LDC.

As part of a Conditional Use Application, the applicant must submit a written explanation of how the proposed use satisfies each of the conditions specified for such use. A copy of the conditions to be satisfied may be supplied by the Building or Planning Department or attached to this application. The Planning Board's decision on the application will be based upon the applicant satisfactorily addressing the specific criteria in sections 5.06.01 thru 5.06.16 of the LDC.

PROCEDURES:

Additional Submittal Requirements for Requests for Conditional Uses

LDC Section 10.02.14

- 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.
- C. Applicants of Conditional Uses involving any Parcel or combination of 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 accordance with section 10.03.06.

Neighborhood Notice – LDC Section 10.03.02

- A. When required by this LDC, the applicant shall provide Neighborhood Notice, by U.S. Postal Service certified mail. Within five (5) days after such mailing, the applicant shall provide sworn proof of mailing to the Building and Planning Department.
- B. The applicant shall be responsible, as part of the application process for sending certified letters to surrounding property owners whose names and addresses are known by reference to the most recent ad valorem tax rolls of Bay County, giving notice of the requested action along with the date, time and place of the hearing. The form of the letter shall be approved by the City prior to mailing. Notice letters shall be sent to all owners of surrounding property lying in whole or in part within such distance of the boundary of the subject property as shall be specified in the applicable procedures.

Notice letters shall be sent to the following surrounding owners:

- For Conditional Use request notice shall be sent to all such owners of property living in whole or in part within 300' feet of a boundary of the subject property.

The Conditional Use Application must be submitted to the Building & Planning Department no later than twenty (20) days prior to the Planning Board meeting. The Planning Board will then place the request on the agenda to schedule the public hearing for the following month's Planning Board meeting.

- C. The notice letter shall be mailed at least twenty (20) days prior to the hearing and proof of mailing shall

be submitted to the City as part of the application. A good faith effort to mail notice to all such owners whose names and addresses are shown on a list generated by the Bay County Property Appraiser's automated mass appraisal system by that system referring to its cadastral (tax) map shall be conclusively deemed in compliance with the requirement to mail notice. Failure of any such owner to receive such notice, even if never mailed, shall not affect the jurisdiction of the board to consider the issue or validity of the board's decision.

- D. Failure of such an owner to receive such notice shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.

Posted Notice – LDC Section 10.03.03

- A. When required by the LDC, the Building and Planning Department shall post a sign on the property that is the subject of an application. The sign shall be located in a manner to ensure that it is visible on each portion of the subject property that fronts on a roadway.
- B. The sign shall contain a copy of the notice required by section 10.03.02.
- C. Failure to maintain or replace a sign properly posted shall not affect the jurisdiction of the decision-making entity to consider the application or the validity of such entity's decision.
- D. Posted Notice may be removed after conclusion of the hearing of which notice is given or as specified or if neither or if neither of the forgoing apply, thirty (30) days after it is first posted.

Published Notice – LDC Section 10.03.04

When required by this LDC, the Building and Planning Department shall publish a notice in a standard size or tabloid size newspaper of general paid circulation in the City. The newspaper shall be of general interest and readership, not one of limited subject matter and shall be published at least five (5) days a week.


Limitation on Time to Exercise Conditional Use Approval – LDC Section 5.06.17

Any Conditional Use authorized by the Planning Board shall be deemed Abandoned and void and of no further force and effect if: a)not used and acted upon in a real and substantial way by the applicant or the applicant's successor in interest within one (1) year from the date on which the decision of the Planning Board is reduced to a written order or if appealed the date on which the order becomes final, or b)the Conditional Use is timely used and acted upon in a real and substantial way but is discontinued by the applicant or applicant's successor(s) in interest for a period of more than 180 days in any 365-day period.

Applicant's Name(s):

Leon Walters

Print Name of Applicant



Signature

Date: 4.18.22

Print Name of Applicant

Signature

Date: _____

CONDITIONAL USES - Generally – LDC Section 5.06.01

Specific Uses are identified in Table 2.03.02 of LDC, as allowable subject to conditional use approval because they have a greater potential detriment than other Uses. Conditional Uses are not of right' these Uses must comply with the standards applicable to the zoning district as well as the standards contained in this section and the specific standards contained in the following sections, as applicable. Because conditional uses may intrude on the right to enjoy adjacent properties, the Planning Board has the discretion to impose conditions it determines to be necessary to satisfy required approval findings. Where there is conflict between a standard applicable to the zoning district and the following conditional use standards, the stricter standard shall be required. A conditional use shall be permitted by the Planning Board provided that the Board finds that, considering any conditions imposed.

- A. The proposed use is so designed, located and proposed to be operated so that the public health, safety, and welfare will be protected:

Provide detailed explanation: provides off street overflow parking for teachers and support staff

- B. The proposed use will not have an adverse effect on existing traffic patterns:

Provide detailed explanation: _____

Removes cars from parking and backing out into the right of way.

- C. The proposed use will not impair an adequate supply of light and air to adjacent properties:

Provide detailed explanation: _____

No structure is proposed. Building a parking lot only.

D. The proposed use will not materially increase congestion in the public streets in the surrounding area:

Provide detailed explanation: _____

This parking will reduce parking within the right of way and reduce backing into the right of way

E. The proposed use conforms to all applicable setback, building height, lot coverage, and all other applicable regulations of the zoning district in which the use is to be located:

Provide detailed explanation: _____

It will comply with all setbacks and buffers

F. Off-street parking and all other General Provisions of the Zoning Ordinance are met:

Provide detailed explanation: _____

This will create on site parking

G. The proposed use will not impair the established values of the property in the surrounding area:

Provide detailed explanation: _____

Buffer is proposed along North Boundary

H. The hours of use will not be offensive to adjacent property owners, taking into consideration other surrounding uses:

Provide detailed explanation: _____

Will be utilized during school hours

I. There is adequate shielding to protect adjacent property owners from noise, lights and other obnoxious elements and activities, taking into consideration other surrounding uses:

Provide detailed explanation: _____

Surface parking lot with buffer to the North is proposed

J. The existing or proposed improvements and facilities are adequate for the use intended:

Provide detailed explanation: _____

Parking is needed for teachers and support staff to reduce parking within the right of way

K. There will be no adverse effect on water, sewage and drainage in the surrounding area:

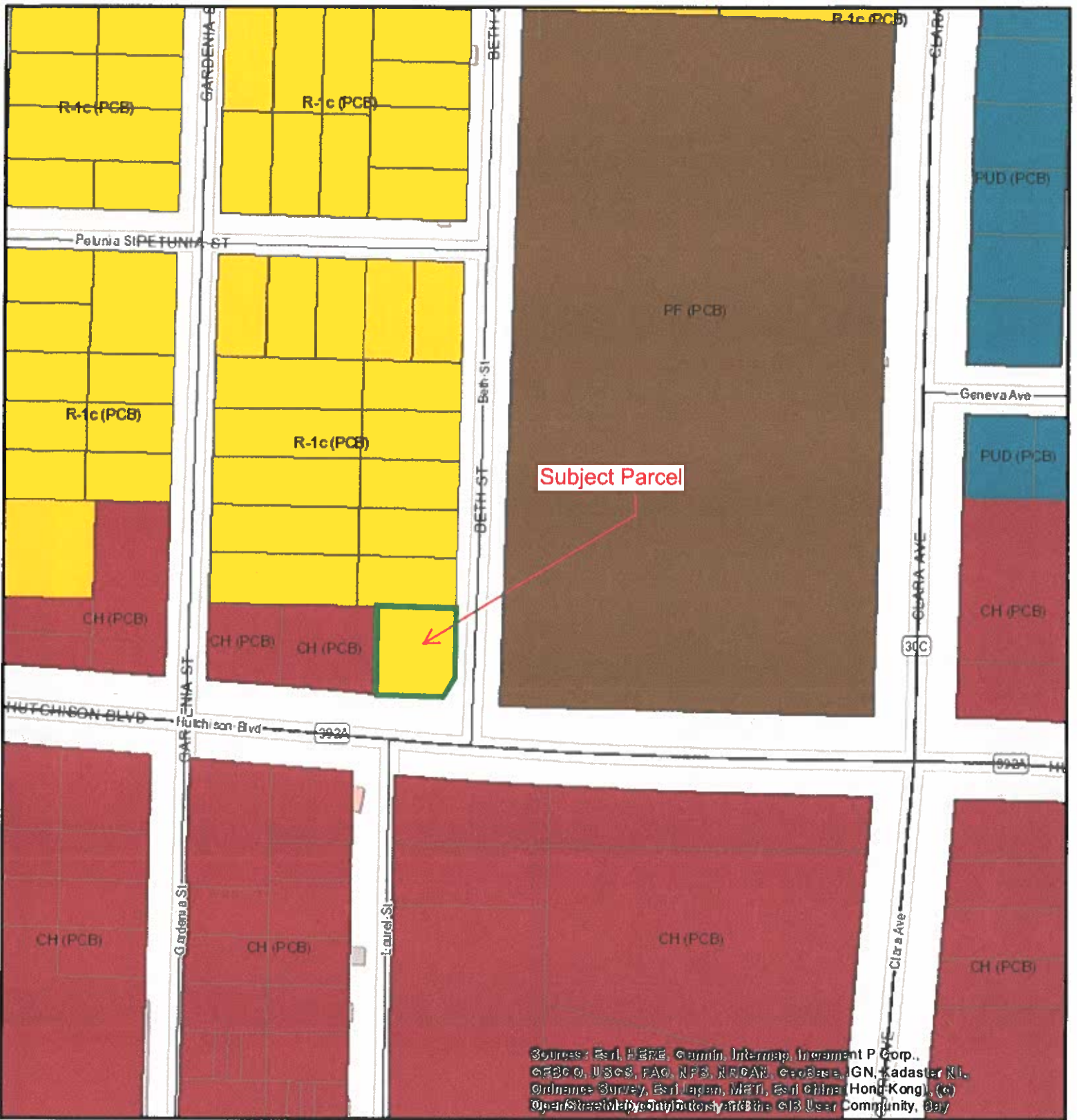
Provide detailed explanation: _____

no water and sewer is required. Onsite drainage will be provided

- L. The proposed use satisfies any applicable, specific criteria stipulated for such use as described in Sections 5.06.02 through 5.06.16:

Provide detailed explanation: _____

All will be satisfied _____



Source: Esri, HERE, Garmin, Intermap, InCREMENT P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GEBCO, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), (c) OpenStreetMap contributors, and the GIS User Community, Bay



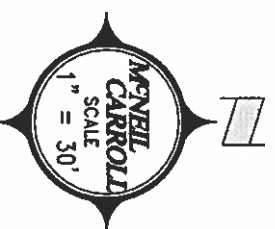
Hutchison Beach Elementary



Roads

- Major Road
- Minor Road
- ⋮ Parcels

Panama City Beach City Limits



PERMIT PURPOSES ONLY

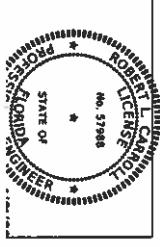
SITE LAYOUT PLAN
HUTCHISON BEACH ELEMENTARY
OVERFLOW PARKING
 PANAMA CITY BEACH, FLORIDA

McNEIL CARROLL
ENGINEERING, INC.
 Professional Engineering Consultants
 STATE OF FLORIDA CERTIFICATE OF AUTHORIZATION NUMBER 7298

2900 Panama City Beach Parkway
 Panama City Beach, Florida 32413
 Phone: 850-634-0700
 Fax: 850-634-0701

NO.	DATE	BY	REVISIONS
01			
02			
03			
04			
05			

Scott D. McNeill, P.E.
 Robert L. Carroll, P.E.



Agenda Item 6

No Information Included

Agenda Item 7



CODE ENFORCEMENT

April 2022

February 16, 2022 - March 20, 2022



March Violation Status

Code	Description	Closed	Open	Total
22-47	Prohibited, Nuisance Declared	1	3	4
12-6	Litter	6	1	7
14-28	Penalty for Violation BTR 1%	11	3	14
7-101	Driving on the Beach	1		1
7-2	Glass Prohibited on Beach	2		2
7-9	Animals Prohibited on Beach	17		17
8-32 (A)	Permit Required	2	2	4
8-7	Building Maintenance		5	5
8-75 (A)	Work Without a Permit	1	1	2
4.02.04, LDC	Failure to Maintain Performance Standards Within Zoning District		1	1
4.04.01, LDC (B)	Driveway Standards		1	1
12-7	Requirement to Keep Property Free of Litter Scenic Corridor	1		1
19-152	ROW Permit Required	2	6	8
2.03.02, LDC	Land Uses	3	1	4



March Violation Status

Code	Description	Closed	Open	Total
3.05.11, LDC	Failure to Maintain Drainage and Stormwater Management Plan	1		1
3.05.08, LDC	Uncontrolled Stormwater Runoff and Grading	1		1
3.05.14, LDC	Erosion and Control	1		1
4.02.02, LDC (D1)	Setback Requirements		2	2
4.02.04, LDC	Failure to Maintain Performance Standards Within Zoning District		1	1
4.05.03, LDC	Unauthorized Location of Parking Spaces in the Right of Way	1		1
4.06.00, LDC	Failure to Comply with Landscape Ordinance	1		1
5.02.03, LDC	Prohibited Fences and Walls	3	10	13
5.02.04, LDC	Dumpster Screening Required		1	1
5.02.07, LDC	Shed in Front Yard		2	2
5.02.09 (B), LDC	Unpermitted Placement of Storage Unit	1		1
5.03.01, LDC	Temporary Uses and Structures		2	2
5.07.02 (B), LDC	Regulation of Portable Storage Units	1		1
5.07.04, LDC	Prohibited Sign	1		1
5.07.05, LDC	Sign Standards		4	4

(Continued from previous page)



March Violation Status

Code	Description	Closed	Open	Total
15-18, 15-17 (1)	Any Public Nuisance	1		1
15-18, 15-17 (3)	Abandoned Material/Detrimental Conditions	26	34	60
15-18, 15-17 (5)	Uses Causing Threat to Public Health and Safety	1		1
15-18, 15-17 (6)	Excessive Grass or Vegetation	20	7	27
15-18, 15-17 (7)	Stockpiling Construction Material (Dirt)		1	1
15-18, 15-17 (7)	Stockpiling Construction Material (Rocks)	2	1	3
	Total	107	89	197

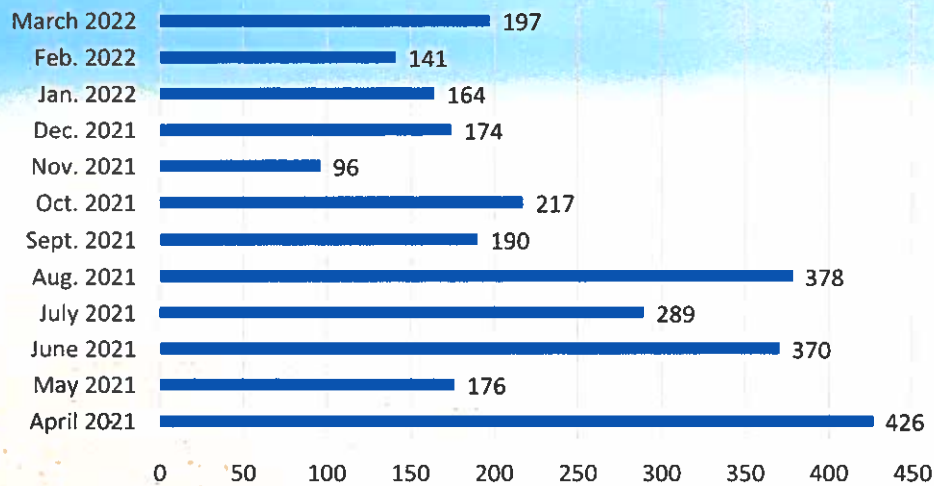
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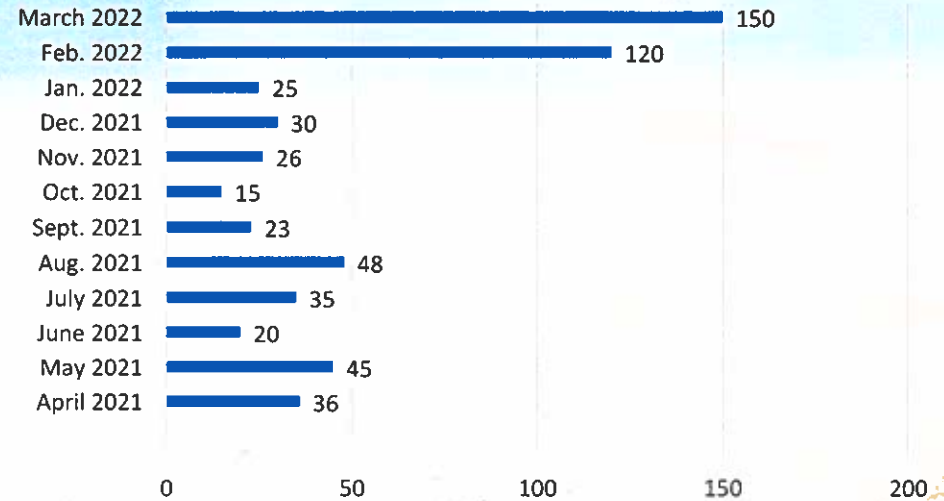
Violation Summary

In March 2022, 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 197 violations.

Total Violations



ROW Sign Violations



Total Fees Collected: \$4,552.26