



# CITY OF LYNN HAVEN, FLORIDA

**AGENDA NOTICE**  
THE PUBLIC IS INVITED TO ATTEND

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**CITY COMMISSION MEETING THURSDAY, JANUARY 29th, 2026 – 5:30 P.M. WALTER T. KELLEY CHAMBERS – CITY HALL - 825 OHIO AVENUE**

Item	Page
1. Call to order.	
2. Invocation and the Pledge of Allegiance.	
3. Additions, Deletions, Modifications of Agenda.	
<b>CONSENT AGENDA:</b>	
4. Approval of Minutes dated 01/13/26 - Regular meeting & 01/20/26 Special Meeting.	3-15
5. Approval to declare Thermal Imager Cameras as surplus back to Municipal Equipment for buy back program credit of \$4,500.	16-17
<b>**MOTION NEEDED TO APPROVE CONSENT AGENDA</b>	
<b>OLD BUSINESS</b>	
None.	
<b>TABLED ITEMS</b>	
None.	
<b>NEW BUSINESS</b>	
6. Employee of the 4th Quarter 2025. <b>(Assistant City Manager)</b>	
7. Discussion and possible approval of Resolution 2026-01-514 FY 2025-2026 Budget Adjustment. <b>(Director of Finance)</b>	18-24
8. Discussion and possible approval of Resolution 2026-01-515 Amending the Fee Schedule. <b>(Deputy Finance Director)</b>	25-62
9. Discussion and possible approval of Development Order Application – Bay Breeze Shores parcel #08550-000-000. <b>(Planning Specialist)</b>	63-86
10. Discussion and possible approval of Development Order – Central Pentecostal Ministries Building Addition – Parcel#11794-000-000. <b>(Planning Specialist)</b>	87-101
11. First Reading only of Ordinance 1176-AR Comp Plan Amendments. <b>(Planning Specialist)</b>	102-190
12. Discussion and possible approval of Resolution 2026-01-516 Updating and Amending the Public Records Request Policy. <b>(Interim City Manager)</b>	191-196
13. Discussion and possible approval of Resolution 2026-01-517 – Raftelis WWTP Rate Study Agreement. <b>(Interim City Manager)</b>	197-222
14. Discussion and possible approval to submit the Safe Routes to School application (Phase II) to FDOT. <b>(Director of Community Redevelopment Agency)</b>	223-249

15. Public Commentary.	
16. Mayor's Report.	
17. Commissioners' Reports.	
18. Interim City Manager's Report.	
<b>A.</b> Finance Report.	250-255
19. City Attorney's Report.	
20. Adjourn.	

\*\*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED. FLORIDA STATE STATUTE 286.0105. \*\*IN ACCORDANCE WITH THE AMERICANS WITH DISABILITIES ACT AND FLORIDA STATUTES, 286.26, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT CITY HALL NO LATER THAN 48 HOURS PRIOR TO THE PROCEEDING AT TELEPHONE 850-265-2121 FOR ASSISTANCE; IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE) FOR ASSISTANCE.

**TUESDAY, JANUARY 20, 2026  
SPECIAL CITY COMMISSION MEETING – 5:30 P.M.**

**Present:** Sam Peebles, Mayor Pro Tem  
Pat Perno, Commissioner  
Jamie Warrick, Commissioner  
Judy Tinder, Commissioner  
Chris Lightfoot, Interim City Manager  
Sergeant at Arms  
Amy Myers, City Legal Counsel

**Apologies:** None

**Item # 1. Call to order.**

Mayor Pro Tem Peebles called the meeting to order at 5:30 P.M.

**Item # 2. Invocation and the Pledge of Allegiance.**

The Invocation was given by Dr. Steve Taylor followed by the Pledge of Allegiance.

**Item # 3. Swearing in of Dr. Dave Lowery as the Mayor of the City of Lynn Haven.**

Commissioner Brian Grainger administered the Oath of Office to Dr. Lowery.

Mayor Lowery gave his inaugural speech.

**Item # 4. Adjournment.**

There being no further business, the meeting was adjourned at 6 P.M.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

\_\_\_\_\_  
Dr. Dave Lowery, Mayor

ATTEST:

\_\_\_\_\_  
Chris Lightfoot, Interim City Manager

prepared by  
Cicelia Rushing`

TUESDAY, JANUARY 13, 2026  
CITY COMMISSION MEETING – 5:30 P.M.

**Present:** Sam Peebles, Mayor Pro Tem  
Pat Perno, Commissioner  
Jamie Warrick, Commissioner  
Judy Tinder, Commissioner  
Chris Lightfoot, Interim City Manager  
Sergeant at Arms  
Amy Myers, City Legal Counsel

**Apologies:** None

**Item # 1. Call to order.**

Mayor Pro Tem called the meeting to order at 5:30 P.M. and asked for a motion to have someone else chair the meeting.

Motion by Commissioner Perno Nominating Commissioner Warrick as Chair for this meeting.

Second to the Motion: Commissioner Tinder

Mayor Pro Tem opened the floor to the public for comments. There were none.

On Vote:

Perno aye  
Tinder aye  
Warrick aye  
Peebles aye

Motion passed: 4-0

**Item # 2. Invocation and the Pledge of Allegiance.**

The invocation was given by Chaplin Frank Stephens followed by the Pledge of Allegiance.

**Item # 3. Public Commentary.**

Mr. Bear Claw – spoke about his role in calling out corruption and said to please remember we the people are the ones that are in charge.

Mrs. Parker – Rett Place – said that she watched Nelson’s resignation speech and his naming various people and what she saw was lies, innuendo and false information. Also, the Charter Committee - she doesn’t think the Interim City Manager should be sitting at the charter committee table and should sit in the audience. She is in favor of Dr. David Lowery being appointed Mayor of the city.

Mr. William Platt – Resident – thanked the commissioners for doing a difficult job over the past year. Eleven months ago, he asked the leaders to discipline the former City Manager who spent his tax dollars to promote BHM and only putting up posters of only black people including themselves. He went on to say his tax dollars should not be used to celebrate MLK Day.

Mr. Beshearse – read his letter handed out about the appointment of Mayor to fill the vacated seat. (attached hereto).

Mr. Peters – 25 East 8<sup>th</sup> Street – updated the commission regarding the lawsuit he filed on behalf of Mrs. Gainer.

Mr. Finch – Lynn Haven is not racist and has never been racist. He watched Nelson’s resignation video and stated that Commissioners Warrick and Tinder have never been involved in the recall committee, other than signing the petitions. Spoke further about what had proceeded just prior to the

resignation.

Ms. Moore – Amhurst Place – Mr. Peters hasn't been here for the last 4-5 years and does not know what has gone on. Vickie was the perpetrator of the hostile working environment. Nelson resigned, Ramie and Gainer are no longer here, but there is still work to be done. Someone asked Judy where the corruption is, and she recommends they read Margo's book, as well as all the I.T. equipment, the evidence kept in foreclosed home, the dollars in Ramie's backpack, etc. Don't ignore real corruption. Look back to the past and fix what was broken. Only one candidate put his name in for the recall and that was Dr. Dave Lowery.

Sarah Marler – New York Avenue – never been so disappointed in the City of Lynn Haven before. What is happening tonight should never happen. Her husband lost to Tinder in the past election which was a disgrace. No one who loved Nelson was going to run against him. Spoke about Lowery mocking people on social media. Addressed Commissioner Tinder – Commissioner Warrick advised her to address the Chair – she addressed the Chair asking why they are not following the same process as they did when Commissioner Tinder resigned. Don't rush into electing a mayor position.

Mr. Switzer – October 14<sup>th</sup> regarding BCSO contract that should not have been entered into and it was brought forward as a regular sign off of no real consequence. The truth is interconnection that links Lynn Haven with every other PD at the sheriff's department. Not just efficiency. It links 150 cameras to Bayrock. Dec 9<sup>th</sup> – passed 4-1 that we continue this contract. He feels none of the commissioners know anything about flock judging by the questions they asked on the night. This is only going through the courts now. Crack the books and don't vote on something you know nothing about and find out about it retroactively.

Mr. Scray – July he requested 14 procurement records from the city. 13 were over the City Manager threshold and for 13 and of them was zero evidence of commission approval. Why? Tax free direct purchases which were not addressed in the procurement policy and are still not addressed in the new policy. This shows that the city manager was rogue when it came to procurement. Also, asked if any of them received any notice if Mr. Lowery was interested in being mayor. He encouraged others to stand and speak if they are interested in being considered for the position of mayor.

Mr. Detwiler – mentioned the Greaspro email he sent them all. Going forward as a city, one of the things we need is structure. Spoke about how structure saves you from chaos. In order to function you must have laws in codes that we must abide by. Greaspro came in and the plans were voted on with changes. They were subsequently changed and submitted to the state and the county, but never to the city until he notified the city. At a pre-commission meeting the mayor declined to bring it back to the commission with their substantive changes. Nothing in ordinances allows the City Manager to supersede the authority of the commission.

Mr. Hines – Rhode Island – someone said the city is not racist. That may be true but there are racist people in the city. There is a white supremacist in the building right now.

Mr. Oakley – 1208 Massachusetts Ave – it is important to have rules, guidelines, procedures. Try not to repeat some of the things that have been done. Make sure you're not duplicating bad procedures. Stormwater fees - \$1.4m – are we keeping track. Never seen such a dedicated group of city workers. The young lady who drives the garbage truck gets out and cleans up. Does a great job.

Mr. Moore – 2403 Country Club Drive – reminded that in a democracy the people select their representatives. The previous mayor was elected twice. He would like the chance to vote for their next mayor. Likes the proposal that one of the commissioners serve as mayor and they appoint a new commissioner.

Mrs. Anderson – talking about democracy and a man who stood up to qualify at the time. If you wanted to be Mayor, why didn't you stand up to qualify. Where were you. Did you not know. We're not surprised. Dr. Lowery stood up during an unpopular time and said I am willing, and I am able. I

don't know him, but he is willing. You wanted to blindly follow Nelson, but you don't get an opportunity now to say "give me a chance". Give him his chance.

Mrs. Garmon – when the lady said it was a disgrace that Tinder was voted in ... why? Why is it a disgrace when someone is voted in by the community? The disgrace is what has happened here for the past 8 years. On the recall – the reason is because the residents voted to recall him. Also, had a big poster made to bring here but decided not to since he has resigned. It was on his own paperwork that he sent into the tax office where he had given \$3k to his church and he denied that he did. Lastly, a person that shouts racist the loudest is usually the racist.

**Item # 4. Additions, Deletions, and/or Modifications to the Agenda.**

Motion by Commissioner Perno to add an agenda item about having discussion about the city manager's position – item 24.

Second to the Motion: Commissioner Tinder

On Vote:

Perno	aye
Tinder	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 5. Mayor's Reports.**

There was none.

**Item # 6. Commissioners' Reports.**

Commissioner Peebles – Nothing to report.

Commissioner Perno – Nothing to report. Also heard good things about Jania working well on the garbage trucks.

Commissioner Tinder – Thinks 2026 will be our best year yet and is looking forward to it. New Police Chief starts on February 9<sup>th</sup> and will be in training for 5 days for cross-over certification.

Commissioner Warrick – sat down with grant writer who gave him an update on all the grants we are working on. Encouraged rest of the commission to sit and talk with her.

PROCLAMATION Martin Luther King Jr. Day 2026 was read by Commissioner Warrick.

PROCLAMATION Black History Month 2026 was read by Commissioner Warrick.

**Item # 7. Interim City Manager's Report.**

The Interim City Manager gave his report.

- A. Finance Report: Mrs. Roman answered questions that were asked in public commentary: the stormwater funds are accounted for in a separate accounting system based just on stormwater. Projecting to bring in \$2.6m in FY26 from the non-ad valorem assessment that will be used in stormwater. Stormwater expense budget is over \$8m. The question about MLK day – there was about \$6,800 in the budget for that.

**Item # 8. City Attorney's Report.**

City Attorney – City Manager applications are received, and they will be sent to the Commissioners next week.

**CONSENT AGENDA**

**Item # 9. Approval of Minutes dated 12/30/25 - Special meeting minutes.**

Motion by Commissioner Tinder to approve all items on the consent agenda.

Second to the Motion: Commissioner Perno

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**OLD BUSINESS**

**Item # 10. Discussion and possible approval of Resolution 2026-01-504 Ratifying the proposed time/date change to the CRA’s Findings of Necessity document.**

The Interim City Manager read the Resolution by title only.

The City Attorney explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Perno to approve of Resolution 2026-01-504 Ratifying the proposed time/date change to the CRA’s Findings of Necessity document.

Second to the Motion: Commissioner Tinder

Commissioner Warrick opened the floor to the public for comments. There were none.

On Vote:

Perno	aye
Tinder	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**TABLED BUSINESS**

None

**NEW BUSINESS**

**Item # 11. Discussion and possible approval of appointing someone to fill the recently vacated Mayoral seat.**

The Interim City Manager explained the item and the rules of the Charter.

Commissioner Warrick said that our Charter provides the rules for filling that seat and it is not supposed to be elected. City Attorney explained that the recall rules specify that the Commissioners appoint a new mayor and that falls in line with the City Charter.

Commissioner Warrick mentioned who he had heard from in terms of who should serve as Mayor.

Commissioner Peebles – this is a very unique situation, and we should give it some time. Bearing in mind there was a recall election going on so people should have known what was going on. He thanked the people who have spoken about it. Those were the same names that came through to him that Commissioner Warrick mentioned.

Commissioner Warrick – is there anyone on the commission who would like to be Mayor?

Commissioner Tinder – no; Commissioner Perno – no; Mayor Pro Tem Peebles – no;

Commissioner Warrick – no.

Commissioner Perno – Thanked Mayor Nelson for stepping up and serving. He believes there was a recall process that included the mayor and only one qualifying candidate that put himself out there, and he has been an open book. We have a candidate and do we want to limp along for the next year and two months or a full commission.

Commissioner Tinder – knows that Dr. Lowery will meet anybody. Finds him to be a very honest

individual and full of integrity. Nothing she can say that is not positive about him. We will be lucky if he runs again when that seat is up.

Commissioner Warrick – has heard from Mr. Beshearse and Mr. Hines who are both actively involved in the community, and he respects them both. Both of those individuals ran in past elections and participated in multiple forums so he is familiar with their standings and qualifications and will use his determination based on those.

Commissioner Tinder – we must have transparency.

Motion by Commissioner Tinder to appoint Dr. Dave Lowery as Mayor, to be sworn in at a Special Meeting to be scheduled for Tuesday, January 20<sup>th</sup> at 5.30pm.

Second to the Motion: Commissioner Perno

Mayor Pro Tem Peebles – thanked all three people who put their names in the hat. Truly respects anyone who has the courage to do so.

Commissioner Warrick – when we install officers in Lynn Haven – he would like to change the way we do that and do something similar to Panama City and have an inauguration day and make it a big deal and a celebration that is separate to a business meeting.

Mr. Lightfoot – if a person is voted in today then they will be sworn in on Tuesday at a special meeting.

Commissioner Warrick opened the floor to the public for comments.

Dr. Dave Lowrey – We’ve had a rough few months. For the record, he is willing and ready to step up to the challenge. Would much rather have done this at the election box and was ready to do so. Many residents already had their votes in early. Nelson resigned about 80 hours before the early voting started. These residents were not given that opportunity to do so. We now have until April 2027 to get this city moving forward. We have a lot of challenges, but many of those individuals are gone.

Mr. Beshearse – Spoke a bit about an interview. Dr. Lowrey is a great candidate and is more than qualified. Read a transcription of what lowery said to Warrick “tell you what, you speak to Tho Bishop and Judy Tinder said she would love to. This is something that could come before the commission as a vote that was not discussed in the sunshine. How could they not recuse themselves from voting based on that. Lastly, the reason he did not put his name in the hat is because he did not agree with the recall, not because he didn’t want to be Mayor.

Mrs. Marler – about transparency, you all violated the sunshine law. Tinder had ballots in her restaurant. Tinder brought him around the neighborhood. Warrick and Tinder publicly spoke in agreement for the recall in the foyer when the final petitions were handed in. Her husband would have put his name in the ring if he had agreed with the recall. Do we need to see everyone’s financials. There is a reason he came out of nowhere. Let a legitimate election happen like when Commissioner Tinder vacated her seat.

Mr. Finch – Jesse didn’t pay his lawyer bills and then he resigned. He did not talk to Dave Lowery about being Mayor, he spoke about him being the new city manager. He said he would rather do the Mayor’s job. He said he told the recall he would do the mayor job so that is what he will do. Get on with it.

Mrs. Parker – Rhett Place – First, Dave can talk to anybody he wants to, even the commissioners. She herself was a volunteer and not a part of the committee. Dave Lowery is your guy – get it done.

Mr. Langford – Louisiana Ave – There is a lot of misinformation going on here. I believe ??? just to clarify for anyone that wasn’t there. There has been a lot of rhetoric going on but Jesse Nelson was the only one that took away the ability of the residents to vote at the ballot box. That also changed the rules. Mr. Nelson changed those rules and took the voice away from the voters. Very much supports Mr. Lowery for stepping up when he did. He sees it that we have a two-year interview until the next election. I fully support him.

Mrs. Moore – Amhurst Place – we aren't a democracy. We are a democratic republic. We have a charter that directs us. Regarding the other names that have come up tonight, they have all run for office and did not win. Doesn't know how Mr. Beshearse will be able to work with this commission if he stands behind Gainer. Dr. Dave is a proven leader, and we should honor that he stepped up to the plate.

Mr. Scray – told Commissioner Warrick he would appreciate enforcing policy regarding clapping and noise at the back there. Whoever is chairing the committee needs to keep them in line. Sunshine violations – a member of the community can speak to one commissioner and to another commissioner and it would not be a violation. Mrs. Myers – it would only be a violation if that person is used as a liaison. If Mr. Lowery is appointed, we have until the next election for him to prove himself and be held accountable.

Commissioner Warrick – Mr. Scray is correct – Decorum rules do not allow clapping and shouting out so please refrain.

Mrs. Beshearse – Louisiana Ave – listened to David Lowery's interview and she wants to ask, when he said "talk to Tho Bishop and Judy Tinder" who talked to Judy Tinder?

Commissioner Tinder – first, in 2017 when Margo was Mayor, she would text her with a question and she would answer back that they couldn't talk about it. Also made it clear that as long as the person was not elected and did not hold the seat she is free to speak with them. Commissioner Warrick and her have never discussed Dave Lowery. Mrs. Beshearse – that is what he said "Warrick came back and said, "Tho said yes, and Judy said yes"". Also, said he had no contact with the recall. Recalls speaking with Dave Lowery when he himself ran for office. So, he approached him and asked him if he would be interested. Was at the recall drop off to support Dave Lowery.

Mrs. Beshearse – Did you call Dave Lowery and say, "Tho bishop said yes, and Judy Tinder said yes"? Commissioner Warrick – no. Mrs. Beshearse – then someone is lying because that is what Dave Lowery said you said.

Mr. Lowery – spoke about the FB post that he has never voted and how he had provided a 20-year report of voter activity to disprove the rumor. He also spoke about his interview with Ms. Veronica and if he did misspeak then he apologizes. Also, confirmed Commissioner Warrick approached him to consider running for the recall election. He did speak with Bishop and Tinder first because he respects their opinion.

Mr. Beshearse – Did pull the supervisor of elections list and emailed them and they said there is no way someone would not be on that list if they did vote. Satisfied if they say their conversation did not break sunshine law. Please let people applaud for him if he is elected.

Colonel retired – shared that we are not dealing with the bottom of the barrel here. When a top guys in the military say this is their number one guy it gets challenged all the way to the top. He is the cream of the crop. Encourages them with every fiber of his being as a retired Commander, he is the real deal and he 100% supports him. His guess is they will be voting for him again.

Mr. Gray – Dr. Lowery is a great candidate.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

Meeting adjourned for a short break at 7.24pm

Meeting reconvened at 7.32pm

**Item # 12. Discussion and possible approval of the Interim policy – Waiting to Engage.**

The Assistant City Manager explained the item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Tinder to approve the Interim policy – Waiting to Engage.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor to the public for comments.

Mr. Langford – asks that the policy reflect non-salary employees. Mr. Lightfoot confirmed this is for the non-salaried employees, and it is written out in the policy who it is for.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 13. Discussion and possible approval of removing Planning Board Members Mr. Parron and Mr. Murphy due to 3+ unexcused absences.**

The Interim City Manager explained the item as reported.

Commissioner Warrick – to clarify you have tried to contact them unsuccessfully numerous times? Yes.

Motion by Commissioner Tinder to approve removing Planning Board Members Mr. Parron and Mr. Murphy due to 3+ unexcused absences.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor for discussion by the public.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 14. Discussion and possible approval of drafting a new ordinance amending the Comprehensive Plan to reinstate the policy elements recommended by Florida Commerce.**

The Planning & Development Specialist explained the item in the attached report.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Perno to approve drafting a new ordinance amending the Comprehensive Plan to reinstate the policy elements recommended by Florida Commerce.

Second to the Motion: Commissioner Tinder

Commissioner Warrick opened the floor for discussion by the public.

On Vote:

Perno	aye
Tinder	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 15. Discussion and possible approval of Resolution 2026-01-506 To support the FDOT grant application to fund a sidewalk project in Lynn Haven.**

The Interim City Manager read the Resolution by title only.

The Director of CRA explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Tinder to approve of Resolution 2026-01-506 To support the FDOT grant application to fund a sidewalk project in Lynn Haven.

Second to the Motion: Commissioner Warrick

Commissioner Warrick opened the floor to the public for comment.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 16. Discussion and possible approval of Resolution 2026-01-507 to reschedule the regular commission meeting scheduled for January 27th 5.30pm to January 29th 5.30pm.**

The Interim City Manager read the Resolution by title only.

The Interim City Manager explained the Item.

Commissioner Tinder asked why? Mr. Lightfoot – because of a conflict with meeting the representatives in Tallahassee. Commissioner Tinder – so this is just this year? yes.

Commissioner Warrick – who all is going? Mr. Lightfoot named everyone.

Commissioner Warrick – He had verified last time if this would this be breaking the sunshine law, and all state officials advised no. If anyone wants to report a sunshine violation they should start with reporting it to the LHPD. City attorney – does this break sunshine law? City Attorney – participating in legislative days does not by itself create a sunshine violation.

Motion by Commissioner Tinder to approve of Resolution 2026-01-507 to reschedule the regular commission meeting scheduled for January 27th 5.30pm to January 29th 5.30pm.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor to the public for comment.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 17. Discussion and possible approval of Resolution 2026-01-509 Awarding the Tennessee Avenue Sidewalk construction contract IFB 25.26-02 to BCL Civil Contractors in the amount of \$623,137.69.**

The Interim City Manager read the Resolution by title only.

The Procurement Manager explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Mr. Lightfoot clarified that because this is a DOT grant funded project, there will not be contingency

in this and if there were a change order we would get it approved first through the funding source and then bring it back before the commission.

Motion by Commissioner Tinder to approve of Resolution 2026-01-509 Awarding the Tennessee Avenue Sidewalk construction contract IFB 25.26-02 to BCL Civil Contractors in the amount of \$623,137.69.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor to the public for comments.

Commissioner Perno – asked about the little strip of land where Tennessee and 14<sup>th</sup> Street sidewalks connect that doesn't have a sidewalk to connect the Tennessee to Carolina sidewalk and the potential to have this done. Mr. Lightfoot said we can get a cost estimate and talk about it at the end of year budget.

Mr. Lightfoot – will get a cost estimate and bring it up at the next budget meeting.

On Vote:

Tinder	aye	
Perno	aye	
Warrick	aye	
Peebles	aye	Motion passed: 4-0

**Item # 18. Discussion and possible approval of Resolution 2026-01-508 Awarding the Tennessee Avenue Construction CEI Services bid RFQ 25.26-01 to Panhandle Engineering as the most qualified bidder and authorize the City Manager to negotiate contract details.**

The Interim City Manager read the Resolution by title only.

The Procurement Manager explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Commissioner Tinder - Did Panhandle collect the bids. No

Motion by Commissioner Perno to approve of Resolution 2026-01-508 Awarding the Tennessee Avenue Construction CEI Services bid RFQ 25.26-01 to Panhandle Engineering as the most qualified bidder and authorize the City Manager to negotiate contract details.

Second to the Motion: Commissioner Peebles

Commissioner Warrick opened the floor to the public for comments.

On Vote:

Perno	aye	
Peebles	aye	
Warrick	aye	
Tinder	no	Motion passed: 2-1

**Item # 19. Discussion and possible approval of Resolution 2026-01-510 Awarding contract IFB 25.26-07 for Bell Circle Watermain Connection Loop Improvements to Mainline Construction, LLC in the amount of \$54,893.15.**

The Interim City Manager read the Resolution by title only.

The Procurement Manager explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Tinder to approve Resolution 2026-01-510 Awarding contract IFB 25.26-07 for Bell Circle Watermain Connection Loop Improvements to Mainline Construction, LLC in the amount of \$54,893.15.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor to the public for comments.

On Vote:

Tinder	aye	
Perno	aye	
Warrick	aye	
Peebles	aye	Motion passed: 4-0

**Item # 20. Discussion and possible approval of Resolution 2026-01-511 Awarding contract IFB 25.26-08 for Bradford Circle Water System Improvements to 850 Construction Services, LLC in the amount of \$277,823.47.**

The Interim City Manager read the Resolution by title only.

The Procurement Manager explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Perno to approve of Resolution 2026-01-511 Awarding contract IFB 25.26-08 for Bradford Circle Water System Improvements to 850 Construction Services, LLC in the amount of \$277,823.47.

Second to the Motion: Commissioner Tinder

Commissioner Warrick opened the floor to the public for comments.

On Vote:

Perno	aye	
Tinder	aye	
Warrick	aye	
Peebles	aye	Motion passed: 4-0

**Item # 21. Discussion and possible approval of Resolution 2026-01-512 to renew the 5-year Mutual Aid Agreement with Tyndall Air Force Base.**

The Interim City Manager read the Resolution by title only.

The Fire Chief explained the Item.

Commissioner Warrick opened the floor to the commission for discussion.

Motion by Commissioner Tinder to approve of Resolution 2026-01-512 to renew the 5-year Mutual Aid Agreement with Tyndall Air Force Base.

Second to the Motion: Commissioner Perno

Commissioner Warrick opened the floor to the public for comments.

On Vote:

Tinder	aye
Perno	aye
Warrick	aye
Peebles	aye

Motion passed: 4-0

**Item # 22. Discussion of Public Records Policy.**

Commissioner Tinder explained that she believes this has been sorted out and Commissioners can ask for a public record at no cost as long as it relates to their job.

Mr. Lightfoot would recommend we revisit this policy as there are some things to update.

Mrs. Myers can get something back to them quickly to review.

Mayor Pro Tem – has followed up with other cities how they do it. At PCB they have it in their policy that their first hour is free.

Commissioner Tinder – feels the public requests have become a money-making deal.

Mr. Lightfoot – the city does not make money. It does pull people off the work they should be doing. Commission has asked us to trim down and not add staff. So, the staff members main job is not to go collect records, so it pulls people off their daily duties.

Mrs. Myers explained the public record law says any request that is more than 15 minutes is extensive. Commissioner Tinder – was told we still have paper records in boxes stored somewhere and if we asked something about those then staff would have to go and dig for them.

Mr. Lightfoot – said yes and explained the process and cost for digitizing which will be about \$300k. Commissioner Tinder – would it not be cheaper to hire someone to do that job? Commissioner Warrick also feels we should be moving more into the digital era and has some ideas but would like to speak with staff before saying anything.

Commissioner Peebles – we also don't have a city clerk, and we should wait until that is in place if that is what the residents want. Rescind the one-hour idea until then.

**Item # 23. Discussion of Employee Grievance Committee.**

Commissioner Tinder would like to table it indefinitely.

**Item #24. Discussion about the appointment of the City Manager.**

Mrs. Myers – 49 applications were received and will be processed and ready for you to review next week.

Commissioner Perno – Need to decide soon if we will appoint someone else. He said he is ready to remove Chris's title and offer him a contract.

Commissioner Warrick advised we should wait until we have completed the process.

Commissioner Perno - New Mayor in place, new Police Chief. We need to bring those City Manager resumes to the table for the next meeting.

Mrs. Myers – there are 49 new applications.

Mrs. Hodges – there are some duplications, and the team will make them clear. You will get all the applications but there will be a guide also to determine who meets your qualifications.

Mayor Pro Tem Peebles – thanks Commissioner Warrick for chairing the meeting.

Mr. Lightfoot – is everyone available Tuesday 20<sup>th</sup> at 5pm to swear the new Mayor in? yes.

**Item # 24. Adjournment.**

There being no further business, the meeting was adjourned at 8.06 P.M.

APPROVED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 2026.

---

Dr. Dave Lowery, Mayor

**ATTEST:**

---

Chris Lightfoot, Interim City Manager

prepared by  
Cicelia Rushing

DRAFT



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**Department:** Fire

**Prepared By:** Mark A. Johnson

**Agenda Title:** Thermal Imager Camera Surplus

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**Requested Action:** Surplus To Municipal Equipment

---

### I. Report in Brief:

These Items were at the end of life. One of the six was completely broken and the other five were out dated technology. Two of the six were 20 years old and the other four were over 10 years old. These items were sent back on a buy back program in exchange for \$4,500.00 credit.

### Background:

Items

1. Bullard Thermal Imager ECOX240x180 4209
2. Bullard Thermal Imager ECOX240x180 4208
3. Bullard Thermal Imager ECOZ240x180 4207
4. Bullard Thermal Imager ECOZ240x180 4206
5. Bullard Thermal Imager T3max 3536
6. Bullard Thermal Imager T3max 3803

### Recommendation:

Staff recommends to surplus these items.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** N/A

**Project #:** N/A

---

**III. Advertised:** N/A

**Date:** N/A

**How/Means:** N/A

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**IV. Alternatives:**

NONE

**V. Attachments:**

N/A



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**Department:** Finance

**Prepared By:** Kiki Roman

**Agenda Title:** FY 2025-2026 Budget Adjustment

---

**Requested Action:** Review and approve Resolution #2026-01-514

---

### **I. Report in Brief:**

Rollover of un-used Fiscal Year 2024-2025 Purchase Orders.

### **Background:**

Each year the City must amend the current Fiscal Year budget to include Purchase Order balances from the previous Fiscal Year that were not used by September 30, all of which have been previously approved by the Commission. List attached for a total \$2,096,091 which was budget saving during Fiscal Year 2024-2025.

### **Recommendation:**

Approve FY 2025-2026 budget amendment as presented.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

**II. Budgeted Amount:** \$2,096,091

**Project #:**

**III. Advertised:** N/A

**Date:**

**How/Means:**

**IV. Alternatives:**

**V. Attachments:**

Resolution #2026-01-514

Fiscal Year 2025 Purchase Orders to be rolled into Fiscal Year 2026

**RESOLUTION NO. 2026-01-514**

**A RESOLUTION OF THE CITY OF LYNN HAVEN, FLORIDA,  
AMENDING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026 AND  
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Lynn Haven, Florida, after proper advertising and holding public hearings on the budget for fiscal year 2025-2026, did on September 23, 2025, adopt said budget; and

WHEREAS, the City of Lynn Haven, Florida, set forth the appropriations, revenues and other sources estimated for the budget for fiscal year 2025-2026 in the amount of \$61,858,708.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Lynn Haven, Florida, that the following amendments to the fiscal year 2025-2026 budget are hereby approved and adopted.

SECTION 1. The fiscal year 2025-2026 amended final budget be adopted as follows:

			<b>Approved FY 2026 as of 9-23-25</b>	<b>Proposed FY 2026 GRAND TOTAL</b>	<b>Variance Proposed FY 2026 vs Approved FY 26</b>
		<b>Department</b>			
General Fund:	511	Legislative	\$104,646	\$104,646	0%
	512	Executive	\$704,441	\$704,441	0%
	513	Finance	\$841,817	\$846,777	1%
	515	Planning	\$271,992	\$275,579	1%
	516	Public Works	\$26,850	\$26,850	0%
	517	General Fund Debt Service	\$155,267	\$155,267	0%
	518	Facility Maintenance	\$962,024	\$962,199	0%
	519	Admin	\$3,713,586	\$3,719,140	0%
	520	IT	\$764,069	\$771,175	1%
	521	PD	\$4,792,059	\$4,793,462	0%
	522	Fire	\$5,343,217	\$5,347,202	0%
	523	Code Enforcement	\$151,278	\$151,278	0%
	524	Bldg. Dept	\$445,520	\$445,520	0%
	527	HR	\$285,718	\$285,718	0%
	528	LH Bayou Preserve	\$351,575	\$351,575	0%
	539	Customer Service	\$140,996	\$154,876	10%
	541	Street	\$2,386,135	\$2,737,042	15%
	549	Fleet	\$244,474	\$246,574	1%
	552	Economic Development	\$1,854,630	\$1,997,699	8%
	572	Community Services/Sports	\$1,437,073	\$1,472,024	2%
	573	Community Services/Parks	\$1,372,371	\$1,392,867	1%
	574	Communications/Marketing	\$442,623	\$442,623	0%
	576	Animal Shelter	\$267,202	\$269,036	1%
	581	Indirect Recovery	-\$2,705,956	-\$2,705,956	0%
	581	Reserve	\$0	\$0	N/A
		<b>General Fund Total</b>	<b>\$24,353,606</b>	<b>\$24,947,615</b>	<b>2%</b>
Disaster Recovery Fund:	101525	Disaster	\$4,335,514	\$4,350,065	0%
Misc. Government Funds:	021531	General Impact Fees	\$194,070	\$194,070	0%
	102526	Hurricane Michael Relief	\$0	\$0	N/A
	103525	COVID	\$5,000	\$5,000	0%
	301546	Surtax	\$3,396,122	\$3,426,951	1%
Enterprise Funds:	401533	Water	\$7,261,373	\$7,367,171	1%
	402535	Sewer	\$7,563,367	\$8,590,231	14%
	404538	Stormwater	\$8,216,123	\$8,381,005	2%
	405534	Sanitation	\$3,879,472	\$3,879,733	0%
	501533	Water Impact Fees	\$150,354	\$150,354	0%
	502535	Sewer Impact Fees	\$444,762	\$474,207	7%
	504538	Stormwater Impact Fees	\$59,673	\$59,673	0%
CRA:	701559	CRA	\$1,999,274	\$2,128,724	6%
		<b>City Wide Total</b>	<b>\$61,858,708</b>	<b>\$63,954,799</b>	<b>3%</b>

SECTION 2. Effective Date. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Lynn Haven, Florida, in regular session assembled at \_\_\_\_\_ p.m., this the \_\_\_\_ day of January 2026.

CITY OF LYNN HAVEN, FLORIDA

BY: \_\_\_\_\_  
Dr. Dave Lowery, Mayor

ATTEST:

\_\_\_\_\_  
Chris Lightfoot  
Interim City Manager-Clerk

**City of Lynn Haven**  
**Fiscal Year 2025 Purchase Orders to be rolled into Fiscal Year 2026**

2025 PO #	VENDOR	2026 PO #	AMOUNT REMAINING AS OF		Fund Total
			9.30.25	GL ACCOUNT	
25002646	TYLER TECH	26000882	\$4,960.00	001513-540001	
25003210	DEWBERRY	26000511	\$1,350.00	001515-531023	
25000307	PANHANDLE ENGINEERING	26000868	\$2,237.50	001515-531023	
25001108	MOWREY ELEVATOR	26000518	\$175.00	001518-534000	
25003103	SUDDEN SERVICE	26000878	\$2,259.99	001519/001521-546002 ?	
25003138	ABBOTT APPRAISAL	26000206	\$1,800.00	001519-531081	
25003231	SWARTZ ASSOCIATES	26000339	\$2,624.00	001519-550000-081	
25003213	PLACE SERVICES	26000740	\$3,605.72	001520-531081	
25002564	ELECTRICAL & COMPUTER RES	26000883	\$3,500.00	001520-564000	
25000851	KONICA MINOLTA	26000641	\$272.83	001521-544000/551000	
25001429	CARQUEST(BUMPER)	26000852	\$167.21	001522-546001	
25000037	HAMMOND DESIGN	26000879	\$3,817.49	001522-562000-92522	
25002563	TYLER TECH	26000763	\$13,880.00	001539-531041	
25000904	PANHANDLE ENGINEERING	26000880	\$2,135.00	001541-531081-25009	
25003104	EMERALD COAST STRIPING	26000630	\$600.00	001541-546009	
25002973	BCL CIVIL CONTRACTORS	26000540	\$340,135.94	001541-563001-22034	
25001441	DEWBERRY	26000552	\$8,036.30	001541-563001-22034	
25000635	BLUE SKY MANAGEMENT	26000881	\$0.00	001541-563001-22034	
25002223	SPATCO	26000637	\$2,100.00	001549-564000	
25000563	FLORIDA ARCHITECTS	26000643	\$135,569.50	001552-563000-22033	
25001786	GULF RENTAL	26000467	\$5,000.00	001552-5820050-21003	
25002811	JAMES GUY	26000764	\$2,500.00	001552-582050-21003	
25002988	PANAMA CITY SPORTS OFFIC	26000330	\$13,605.00	001572-534002	
25002989	PANAMA CITY BEACH OFFICIAL	26000338	\$21,346.00	001572-534002	
25002823	VERTICAL COMMUNICATIONS	26000297	\$3,379.85	001573-546002	
25002027	CLASSIC RECREATION	26000873	\$17,116.50	001573-563000	
25002778	VCS VERTICAL COMM	26000506	\$1,834.77	001576-546002	\$594,008.60
25003098	PANHANDLE ENGINEERING	26000515	\$6,537.50	101525-531022-92571	
25003105	SMYRNA	26000067	\$3,014.00	101525-562000-21049	
25001485	PANHANDLE ENGINEERING	26000597	\$5,000.00	101525-563000-92560	\$14,551.50
25002084	PANHANDLE ENGINEERING	26000748	\$18,134.46	301546-531022-25015	
25002025	PANHANDLE ENGINEERING	26000500	\$12,695.00	301546-563000-25019	\$30,829.46
25003048	CORE & MAIN	26000375	\$87,083.35	401-114103	401533-50000
25002345	CORE & MAIN	26000376	\$987.80	401-114103	
25002945	FERGUSON	26000501	\$1,480.00	401-114103	
25000677	PANHANDLE ENGINEERING	26000749	\$0.00	401533-531022-25011	
25000116	PANHANDLE ENGINEERING	26000750	\$1,087.50	401533-531022-25012	
25002031	PANHANDLE ENGINEERING	26000751	\$9,037.00	401533-531022-25016	
25003239	ADVANCE AUTO PARTS	26000701	\$56.00	401533-546003	
25002562	SUDDEN SERVICE	26000248	\$8,986.00	401533-546003, 402535	
25000392	FORTILINE	26000389	\$1,573.47	401533-552000	\$110,291.12
25000115	PANHANDLE ENGINEERING	26000861	\$0.00	402535-531022	
25000505	PANHANDLE ENGINEERING	26000862	\$0.00	402535-531022-23013	
25001536	PANHANDLE ENGINEERING	26000863	\$5,237.50	402535-531022-23013	
25000456	MOTT MACDONALD	26000514	\$174,206.85	402535-531022-23015	
25003143	SUDDEN SERVICE	26000254	\$2,025.34	402535-531081-21035	
25003170	AAG	26000619	\$6,339.79	402535-531081-21035	

**City of Lynn Haven**  
**Fiscal Year 2025 Purchase Orders to be rolled into Fiscal Year 2026**

2025 PO #	VENDOR	2026 PO #	AMOUNT REMAINING AS OF		Fund Total
			9.30.25	GL ACCOUNT	
25003141	FERGUSON	26000502	\$3,329.00	402535-546003	
25003209	AAG	26000628	\$4,271.06	402535-546003	
25001606	AQUA AEROBIC	26000785	\$2,000.00	402535-546003	
25002893	AAG	26000639	\$10,284.25	402535-546004	
25002504	QUALITY SITEWORK MATERIALS	26000869	\$4,000.00	402535-550000	
25001462	BILL SMITH ELECTRIC	26000864	\$25,000.00	402535-563000-22017	
25001697	JIM HOUSE	26000611	\$19,947.00	402535-563000-25001	
25002488	JIM HOUSE	26000777	\$667,508.00	402535-563000-25001	
25002822	AQUA PRODUCTS	26000640	\$24,340.00	402535-564000	
25002490	DEWBERRY	26000848	\$25,432.50	402535-564000	
25002034	AQUA-AEROBIC	26000866	\$48,450.00	402535-564000	\$1,022,371.29
25002555	DEWBERRY	26000584	\$11,627.50	404538-531022	
25000930	STANTEC CONSULTING	26000378	\$17,990.00	404538-531043	
25003064	PANHANDLE ENGINEERING	26000498	\$17,200.00	404538-546009-25030	
25002597	MCCALL SOD FARM	26000516	\$1,369.00	404538-552000	
25003240	ECSC	26000499	\$94,196.16	404538-563000-22012	
25002489	PANHANDLE ENGINEERING	26000513	\$0.00	404538-563000-22012	
25000675	DEWBERRY	26000548	\$0.00	404538-563000-22032	
25003156	ECSC	26000726	\$0.00	404538-563000-22032	
25000634	BLUE SKY MANAGEMENT	26000867	\$0.00	404538-563000-22032	\$142,382.66
25003206	SANSOM	26000258	\$261.53	405534-546001	\$261.53
25003008	HANCOCK	26000370	\$540.43	701559-540000	
25003099	BCL CIVIL CONTRACTORS	26000377	\$126,336.98	701559-563000-23017	
25001729	DEWBERRY	26000642	\$1,922.35	701559-563000-25017	
25002201	PPG PITTSBURGH	26000870	\$650.11	701559-582050-21014	\$129,449.87
25003151	CARQUEST(BUMPER)	26000851	\$1,388.48	MULTI	\$1,388.48
<b>TOTAL:</b>			<b>\$2,045,534.51</b>		<b>\$2,045,534.51</b>



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**Department:** Finance

**Prepared By:** Andrea Marsh

**Agenda Title:** Resolution 2026-01-515 Fee Schedule

---

**Requested Action:** City staff is proposing to amend the City's Code of Ordinances and its Appendix A – Fee Schedule.

---

### **I. Report in Brief:**

This update proposes changes to fees in Chapters 2, 10, 14, 42, 70 and 86. The changes can be seen as bold and stricken through (for deleted text), or as bold and underlined for new text.

### **Background:**

The last fee schedule update was effective October 1, 2025.

Each department head submitted recommended fee changes for their respective departments to the Finance Office. The fee changes were reviewed and recommended by Finance Review Committee on January 20, 2026. The changes are in the attached Resolution # 2026-01-515.

### **Recommendation:**

Recommend approval of the proposed changes.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** N/A

**Project #:** N/A

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**III. Advertised:** N/A

**Date:** N/A

**How/Means:** N/A

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**IV. Alternatives:**

N/A

**V. Attachments:**

Resolution #2026-01-515

**RESOLUTION NO. 2026-01-515**

**A RESOLUTION OF THE CITY OF LYNN HAVEN, FLORIDA,  
AMENDING CHAPTERS 2, 10, 14, 42, 70, AND 86 OF THE FEE  
SCHEDULE IN APPENDIX “A”, OF THE LYNN HAVEN CODE  
OF ORDINANCES; AND PROVIDING FOR AN EFFECTIVE  
DATE.**

**WHEREAS**, the City of Lynn Haven, Florida (the City”) is committed to providing services and recovering some of the costs of providing such services from service users;

**WHEREAS**, the City Commission, after consideration of the service fees charged by other similarly situated cities and the costs of providing such services, has found that cost recovery and service fees are in the best interests of the City and its residents, are equitable, and do not impose an unfair burden on any citizen; and

**WHEREAS**, the City, through its home rule powers, the Florida Statutes, the City of Lynn Haven Code of Ordinances (the “Code”), and Ordinances, 614, 615, 693, 877 & 987 has the authority to set the amount of cost recovery and user fees and to publish such fees in Appendix “A” of the Code.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Lynn Haven, Florida that Appendix “A” of the Code be amended as follows:

**TEXT AMENDMENTS** (NOTE: **Bold and Underlined** language indicates proposed changes and/or additions, and **stricken** language indicates proposed deletions.)

**APPENDIX A – FEE SCHEDULE**

<b><u>DESCRIPTION</u></b>	<b><u>FEE</u></b>
<b>Ch. 2. Administration</b>	
(1) Police Department	
General Costs:	
Initial Investigative Cost.....	100.00
Additional Sworn Staff.....	30.00 per hr
Support Staff .....	20.00 per hr

Collection of Evidence.....	25.00
FDLE Lab Submission.....	40.00
DUI Packet.....	50.00
Expendable Items :	
Drug Test Kits (Presumptive).....	5.00 each
Taser Cartridges.....	36.00 each

Other miscellaneous charges may be added on a case-by-case basis per F.S. 938.27 Included in per case charge\*  
 \*\*Each standard arrest case file will incur a minimum charge of \$100.00, which will cover officer, support staff and supplies\*\*

(2) False Alarms Responses, Business and Residential:

Within a thirty (30) day period:

False Alarm 1 <sup>st</sup> and 2nd .....	No charge
False Alarm 3rd and 4th .....	50.00 per alarm
False Alarm 5th .....	100.00 per alarm
Each subsequent false alarm .....	150.00 per alarm

(3) Code Enforcement:

a. Lien Search Requests .....	50.00 per address
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**(4) Procurement:**

**Bid Protest Filing Fee.....250.00**

**Ch. 10. Animals**

(1) Adoption fees:

a. <del>Male Dogs/Puppy</del> .....	<del>125.00*</del>
<del>Female Dogs/Puppy</del> .....	<del>125.00</del>
b. <del>Male Cats/Kitten</del> .....	<del>100.00*</del>
<del>Female Cats/Kitten</del> .....	<del>100.00</del>
c. All others (Bird, Ferrets, etc.) .....	50.00
If Cage Provided.....	<del>85.00</del> <b>25.00</b>

**\* Current employees of the City of Lynn Haven will receive a 50% discount to the adoption fees for the adoption of dogs and cats.**

(2)	Redemption of impounded animals:	
	1. First Impound . . . . .	50.00
	2. Second Impound. . . . .	100.00
	3. Third Impound. . . . .	200.00
	4. Subsequent Impounds . . . . .	200.00
(3)	Service charge for animal care, per day or portion thereof . . . . .	15.00
(4)	Owner Surrender:	
	Lynn Haven Resident. . . . .	<del>20.00</del> <b>50.00</b> per animal
	Non Lynn Haven Resident. . . . .	100.00 per animal
(5)	Pet Cremation Service:	Cost:
	Lynn Haven Resident (No Remains Returned). . . . .	100.00
	Lynn Haven Resident (Remains Returned). . . . .	125.00
	<b>Non Lynn Haven Resident (No Remains Returned). . . . .</b>	<b>125.00</b>
	<b>Non Lynn Haven Resident (Remains Returned). . . . .</b>	<b>150.00</b>
	<b>Owner Requested Transport and/or Disposal Pick Up Fee. . . . .</b>	<b>50.00</b>
(6)	Other Fees:	
	a. Annual Pet License. . . . .	10.00
	b. Quarantine Fee For All Bite Cases. . . . .	200.00 (10 days)
	c. Microchip. . . . .	15.00
	d. Annual Pet Shop Permit. . . . .	300.00
	e. Annual Guard Dog Registration Fee. . . . .	75.00
	f. Medical Expenses. . . . .	Cost varies on a per case basis
	g. Rabies Vaccination. . . . .	20.00
(7)	Citation for Violations of Cruelty:	
	First Offence. . . . .	100.00
	First Offence Contested and Found Guilty. . . . .	200.00
	Second Offence. . . . .	200.00
	Second Offence Contested and Found Guilty. . . . .	400.00
	Third Offence. . . . .	300.00

Third Offence Contested and Found Guilty.....	500.00
Each Subsequent Offence.....	500.00
Court Surcharge on Each Citation.....	5.00

(8) Citation for Violations of Other Sections:

First Offence.....	60.00
First Offence Contested and Found Guilty.....	120.00
Second Offence.....	150.00
Second Offence Contested and Found Guilty.....	300.00
Third Offence.....	250.00
Third Offence Contested and Found Guilty.....	500.00
Each Subsequent Offence.....	500.00
Court Surcharge on Each Citation.....	5.00

(9) Dangerous Dog:

First Offence.....	100.00
Second Offence.....	200.00
Third Offence.....	300.00
Each Subsequent Offence.....	500.00
Dangerous Dog Investigation.....	300.00
Dangerous Dog Hearing Appeal.....	375.00
Annual Dangerous Dog Permit.....	200.00
Court Surcharge on Each Citation.....	5.00

**Ch. 14. Building and Building Regulations**

(1) ~~Contractor license certification fees for contractors holding licenses from other cities in county~~  
State Registered Contractor License:

a. ~~Certification~~ Competency card (2 1-year max. Based on expiration of Florida State License) ..... 50.00

(2) Re-inspection fee (All Building, Electrical, Gas, Mechanical, Plumbing, Roofing, Structure, and miscellaneous permits). . . . . ~~35.00~~ 120.00

~~(3) Electrical contractor certification fees for contractors holding licenses from other cities in county:~~

~~a. Certification (2 year) .....50.00~~

(43) Electrical permit fees--Residential:

a. Issuance of permit .....65.00

b. Complete rewiring including service charge:

1. First 1,500 square feet or fraction thereof ..... 25.00

2. Each additional 500 square feet or fraction thereof ..... 5.00

c. Additions to existing dwellings without service charge:

1. First 500 square feet or fraction thereof .....10.00

2. Each additional 500 square feet or fraction thereof ..... 5.00

d. New circuits added to existing dwellings without increase in square footage and without service charge:

1. First circuit ..... 35.00

2. Each additional circuit ..... .3.50

e. Change of service:

1. Change of service ..... 35.00

2. Each circuit added .....3.50

f. Mobile homes:

1. Mobile homes service pole .....65.00

2. Each circuit in addition to mobile home feeder .....3.50

g. Swimming pool:

1. Residential: ..... 65.00 each

2. Commercial ..... 90.00 each

h. Low Voltage:

Now prescribed by F.S. 493.....55.00

i. Minimum charge for residential electrical .....65.00

(54) Electrical permit fees--Nonresidential:

- a. Issuance of permit . . . . .35.00
  - 1. First \$1,000.00 or fraction thereof . . . . . 50.00
  - 2. Each additional \$1,000.00 or fraction thereof up to \$1,000,000.00 . . . . . 8.00
  - 3. Each additional \$1,000.00 or fraction thereof over \$1,000,000.00 . . . . .1.00
- b. Minimum charge for nonresidential electrical installation . . . . . 80.00

(65) Electrical permit fees--Other (issue fee not added):

- a. Temporary service pole . . . . .65.00
- b. Miscellaneous service pole . . . . .65.00
- c. Pre-inspection for power . . . . . 35.00
- d. Early power Request . . . . . 35.00
- ~~e. Starting work without permit . . . . .~~**Double fee**

(76) Mechanical permit fees--Residential:

- a. Permit issue . . . . . 65.00
- b. Heating, ventilation, duct work, and refrigeration systems:
  - 1. First 1,500 sq. ft. of conditioned space . . . . . 20.00
  - 2. Each additional 100 sq. ft. or fraction thereof . . . . .1.00
- c. Repairs, alterations or additions:
  - 1. First \$1,000.00 or fraction thereof . . . . . 10.00
  - 2. Each additional \$1,000.00 or fraction thereof . . . . .3.00
- d. Minimum charge for mechanical permit . . . . .65.00

(87) Mechanical permit fees--Nonresidential:

- a. Permit issue . . . . .65.00
- b. First \$1,000.00 or fraction thereof . . . . .50.00
- c. Each additional \$1,000.00 or fraction thereof up to \$1,000,000.00 . . . . .8.00
- d. Each additional \$1,000.00 or fraction thereof over \$1,000,000.00 . . . . . 1.00

- e. Minimum charge . . . . . 65.00
- ~~f. Starting work without permit . . . . . Double fee~~

~~(9) Mechanical contractor occupational licenses:~~

- ~~a. Competency card (2 year) . . . . . 50.00~~

(108) Plumbing permit fees--Residential:

- a. Permit issue . . . . . 65.00
- b. Plumbing fixtures, each . . . . . 3.50
- c. Sewer tap inspection . . . . . 65.00
- d. Minimum charge . . . . . 65.00
- ~~e. Starting work without permit . . . . . Double fee~~

(119) Plumbing permit fees--Nonresidential:

- a. Permit issue . . . . . 65.00
- b. First \$1,000.00 or fraction thereof . . . . . 50.00
- c. Each additional \$1,000.00 or fraction thereof up to \$1,000,000.00 . . . . . 8.00
- d. Each additional \$1,000.00 or fraction thereof over \$1,000,000.00 . . . . . 1.00
- e. Minimum charge . . . . . 65.00
- ~~f. Starting work without permit . . . . . Double fee~~

~~(12) Plumbing contractor license:~~

- ~~a. Competency card Master plumber (2 year) . . . . . 50.00~~

(1310) Gas permit fees:

- a. Residential:
  - 1. Permit issue . . . . . 65.00
  - 2. Piping to outlets:
    - i. One to three, inclusive . . . . . 10.00
    - ii. Each additional outlet . . . . . 3.50
  - 3. Equipment:

i. Conversion burners, floor furnaces, incinerators, boilers or central heat and a/c:

- (a) First unit . . . . .5.00
- (b) Each additional unit . . . . .3.50

ii. Wall furnaces, water heaters or unit heaters:

- (a) First unit . . . . .3.50
- (b) Each additional unit . . . . . 2.00

- 4. Gas conversion . . . . .50.00
- 5. Minimum charge . . . . .65.00

b. Nonresidential:

- 1. Permit issue . . . . .65.00
- 2. First \$1,000.00 or fraction thereof . . . . .50.00
- 3. Each additional \$1,000.00 or fraction thereof over \$1,000,000.00 . . . . . 8.00

c. Minimum charge . . . . .65.00

~~d. Starting work without permit . . . . . Double fee~~

~~(14) Gas contractor license:~~

~~a. Competency card (2 year) . . . . .50.00~~

~~(1511) Roofing permit fees--Residential and Nonresidential:~~

- a. One to five squares . . . . .65.00
- b. Six to 15 squares . . . . .85.00
- c. Over 15 squares, per sq. ft. over 15 . . . . .85.00 +1.00
- d. Minimum charge . . . . .65.00

~~e. Starting work without permit . . . . . Double fee~~

~~(16) Roofing contractor license:~~

~~a. Competency card (2 year) . . . . .50.00~~

~~(1712) Building permit fees – Residential and Commercial based on valuation by group and type of construction.~~

Method based on 2023 building value data and surrounding jurisdictions:

New construction, additions, renovation:

- a. \$1,000 and less .....65.00
- b. \$ 1,000 to \$ 50,000.....\$ 25.00 minimum for up to \$ 3,000.00 plus \$ 5.00 for each additional for fraction thereof, to and including \$ 50,000.00
- c. \$ 50,000 to \$ 100,000.....\$260.00 for the first \$ 50,000.00 plus \$ 4.00 for each additional thousand or fraction thereof, to and including \$ 100,000.00
- d. \$ 100,000 to \$ 500,000.....\$460.00 for the first \$ 100,000.00 plus \$ 3.00 for each additional thousand or fraction thereof, to and including \$ 500,000.00
- e. \$ 500,000 and up.....\$1,660.00 for the first \$ 500,000.00 plus \$ 2.00 for each additional thousand or fraction thereof

**(1813)** Plan review fee:

- a. Commercial .....1/2 of permit fee
- b. One and two family residential.....Greater of 25.00 minimum or 10% of permit fee

**(1914)** Permit extension (90 day):

- a. First extension.....Greater of 10% of permit fee or minimum .....50.00
- b. Second extension.....Greater of 20% of permit fee or minimum .....50.00

**(2015)** Completion permit.....1/2 original permit fee (Commercial 100.00 minimum) (Residential 65.00 minimum)

**(2116)** Decks/structural slab.....0.03/square foot (30.00 minimum)

**(2217)** Demolition/structure removal.....50.00/each

**(2318)** Dock & Shoreline Structures:

- a. Boat dock/boardwalk.....0.50/square foot (50.00 minimum)
- b. Boathouse.....50.00/each
- c. Boat lift.....50.00/each
- d. Davit.....25.00/pair
- e. Dock & shoreline structure repair .....½ applicable fee
- f. Piling(s).....50.00
- g. Rip Rap.....0.50 PLF (50.00 minimum)

h. Seawall/retaining wall.....	1.00 PLF (50.00 minimum)
<b>(2419) Fence &amp; Walls:</b>	
a. Walls ( retaining ), garden/ <u>hedge</u> .....	0.50/lineal foot (25.00 minimum)
<b>(25) Hurricane shutters.....</b>	<b>35.00/permit</b>
<b>a. Admin Fee.....</b>	<b>1.50 per window</b>
<b>(2620) Manufactured buildings:</b>	
a. Mobile Home Setup:	
i. Single wide.....	75.00
ii. Multi-width.....	100.00
b. Modular Buildings:	
i. Commercial.....	Greater of 0.10 square foot or 75.00 minimum
ii. Residential.....	Greater of 0.08 square foot or 50.00 minimum
<b>(2721) Structure Move (Commercial or Residential).....</b>	<b>100.00/each</b>
<b>(2822) Doors <del>and/or</del> Windows, <u>and/or Hurricane Shutters</u> (Commercial or Residential).....</b>	<b>65.00</b>
a. Admin Fee.....	3.50 per door/window/ <u>shutter</u>
<b>(2923) Appeals to Building Contractors Examining Board (Construction) .....</b>	<b>100.00/each</b>
<b>(3024) Permit Specific Contractor <u>Registration</u> (one time use only during a <u>declared state of emergency in lieu of business licenses</u>).....</b>	<b>30.00</b>
<b>(3125) Addressing.....per parcel/lot.....</b>	<b>25.00</b>
<b><u>(26) Flood Zone Compliance Review (per permit).....</u></b>	<b><u>80.00</u></b>
<b><u>(27) Administrative Fee (per permit).....</u></b>	<b><u>75.00</u></b>
<b><u>(28) Starting work without permit.....</u></b>	<b><u>Double Permit Fee</u></b>
<b><u>(29) State surcharge fee (per permit).....</u></b>	<b><u>2.5% of Building Permit Fee + Administrative Fee. Minimum \$4.00</u></b>
<b><u>(30) Private Provider.....</u></b>	<b><u>20% discount on all permit fees. Administrative fee applies on all permits (Resolution 2019-11-306).</u></b>

**Ch. 15. Cemetery**

Spaces may only be sold to and purchased by residents of the City of Lynn Haven or persons who own a fee simple interest in real property within the City limits or who have previously purchased and continue to own spaces:

One 5 X 10 space.....1,000.00

**Ch. 26. Environment**

(1) Storage fee for abandoned property generated from sale .....25.00 per day

**Ch. 30. Fire Prevention and Protection**

(1) New Commercial Buildings or Additions:

a. For Commercial each square foot .....0.25  
(Minimum fee of 150.00)

b. For industrial per square foot ..... 0.20

(2) Other New Commercial Construction:

a. Water towers, pylons, bulk storage-tank foundations, seawalls, bulkheads, unusual limited-use buildings, freestanding rigid canopies, marquees and similar construction .....(Minimum fee 150.00)

b. For each \$1,000.00 of estimated cost or fractional part.....2.50

(3) Commercial Alterations and Repairs to Buildings and Other Structures:

a. Up to \$1,000.00 of estimated cost or fractional part.....9.00  
(Minimum fee of 150.00)

b. For each additional \$1,000.00 of estimated cost or fractional part thereof.....2.50

(4) Fire Sprinkler Systems Test and Inspection:

a. Acceptance test up to 20 heads.....175.00

b. Acceptance test 21 to 49 heads.....250.00

c. Acceptance test over 49 heads, per additional heads.....1.00

(5) Standpipes Test and Inspection.....250.00

(6) Fire Pumps Test and Inspection.....300.00

(7) Hydrants Flow Test..... 200.00

(8) Fire Alarm Acceptance Test and Inspection:

a. 1 to 6 devices..... 125.00

b. 6 to 100 devices.....250.00

c. Each device over 100.....	1.50
(9) In-Building Public Safety Radio Enhancement Systems:	
a. Signal Strength Verification Test & System Acceptance Test.....	250.00
b. Re-Acceptance Test for Existing Systems.....	200.00
c. Equipment Installation Inspection (Collected at time of System Plan Review):	
i. 1 to 6 Devices.....	125.00
ii. 7 to 100 Devices.....	250.00
iii. Per Device Over 100.....	1.50
(10) Hood systems.....	50.00
a. For each \$1000.00 of estimated cost or fractional part.....	15.00
(11) Re-inspection Fire Safety Systems (i.e. Fire Alarm, Sprinklers, Smoke Control, etc.):	
a. First re-inspection.....	75.00
b. Second re-inspection.....	100.00
c. Third or more re-inspections.....	200.00
(12) Tents (Circus, Carnival, etc.), Membrane Structures, and Other Covered Structures:	
a. Use of structure(s) for outdoor assembly and exhibitions as per following fee schedule:	
i. Thirty (30) Days or Change of Use:	
ii. Outdoor Assembly Occupancies:	
1. 50 to 300 persons .....	80.00
2. 301 to 1,000 persons.....	115.00
3. Over 1,000 Persons.....	150.00
b. All other uses over 400 square feet and/or any size tent using hazardous material processes or open flame.....	80.00
(13) Place of Assembly:	
a. Maintenance, operation or use of any occupancy for public assembly. Exception: Any place of assembly used solely as a place of religious worship.....(Classification as per NFPA 101)	
i. 50 to 99 Persons.....	110.00

ii. 100 to 300 persons.....	150.00
iii. 301 to 1,000 Persons.....	200.00
iv. 1001 to 10,000 Persons.....	350.00
v. Over 10,000 Persons.....	475.00

(14) Hospitals:

a. All facilities licensed to operate as hospitals:

i. Up to 100 Beds.....	600.00
ii. Each additional bed.....	1.50
iii. Maximum total.....	1,500.00

(15) Nursing Homes:

a. All facilities licensed to operate as nursing homes:

i. Up to 100 Beds.....	250.00
ii. Each additional bed.....	1.50
iii. Maximum total.....	1,500.00

(16) Assisted Living Facilities:

a. All facilities licensed to operate as assisted living facilities...(As per NFPA Life Safety Code 101) Annually.

i. 1 to 16 persons (Small Facilities).....	125.00
ii. Over 16 Persons (Large Facilities).....	200.00
iii. Each additional licensed client over 16 persons.....	1.50

(17) Other Residential Facilities:

a. All other residential facilities:  
Annually

i. 1 to 16 Persons (Small Facilities).....	75.00
ii. Over 16 Persons (Large Facilities).....	125.00
iii. Each additional licensed person over 16 Persons.....	1.50

(18) Day Care Centers and Nursery Schools:

- a. All facilities licensed to operate as day care or nursery school (Hazard fee inclusive):  
Annually
  - i. 3 to 6 Clients.....50.00
  - ii. 7 to 12 Clients.....75.00
  - iii. Over 12 Clients..... 100.00
  - iv. Each additional licensed client over 12.....1.50

(19) Apartments and Condominiums:

- a. An apartment building having three or more living units independent cooking and bathroom facilities:
  - i. Up to 2 stories, with no more than 11 units per building.....75.00
  - ii. 3-5 stories with more than 11 units per building.....100.00
  - iii. 6 to 7 stories, per building, plus per unit fee (See line “V” below.....150.00
  - iv. 8 stories and above, per building.....200.00
  - v. Plus per unit.....1.50
  - vi. Maximum total fee.....1,500.00

(20) Hotels, Motels, Dormitories, and Lodging and Rooming Houses:

- a. Each building having up to 50 units under the same management in which there are sleeping accommodations, with or without meals.....175.00
- b. Each additional unit over 50.....1.50

(21) Malls (Covered):  
Annually

- a. Up to 100,000 square feet.....250.00
- b. Over 100,000 square feet.....375.00

(22) Retail, Wholesale, Mercantile Occupancies\Change of Occupancy Including Open Air:

- a. For display, retail, and wholesale merchandising:
  - i. 0 to 1000 square feet..... 40.00
  - ii. 1001 to 3000 square feet.....65.00
  - iii. 3001 to 5000 square feet.....95.00

iv. 5001 to 10,000 square feet.....	120.00
v. 10,001 to 25,000 square feet.....	175.00
vi. 25,001 to 50,000 square feet.....	250.00
vii. 50,001 to 100,000 square feet.....	300.00
viii. Over 100,000 square feet.....	350.00

b. Storage Occupancies:

i. Buildings or structures used primarily for storage and similar purposes:

1. 0 to 1000 square feet.....	76.00
2. 1001 to 5000 square feet.....	110.00
3. 5001 to 10,000 square feet.....	150.00
4. 10,001 to 25,000 square feet.....	180.00
5. 25,001 to 50,000 square feet.....	240.00
6. 50,001 to 100,000 square feet.....	300.00
7. 100,001 to 200,000 square feet.....	350.00
8. Over 200,000 square feet.....	415.00

c. Marinas:  
Annually

i. All structures or facilities used for the launching and berthing of watercraft.....	150.00
ii. Plus per slip fee over 25.....	1.50

d. Business Occupancies/Change of Occupancy:

i. For the transaction of business for keeping of accounts and records:

1. 0 to 1500 square feet.....	40.00
2. 1501 to 3000 square feet.....	65.00
3. 3001 to 5,000 square feet.....	90.00
4. 5,001 to 10,000 square feet.....	120.00
5. 10,001 to 50,000 square feet.....	160.00

6.	50,001 to 100,000 square feet.....	215.00
7.	100,001 to 150,000 square feet.....	275.00
8.	150,001 to 200,000 square feet.....	340.00
9.	Over 200,000 square feet.....	425.00
ii.	Up to 2 stories:	
1.	Additional floor.....	\$30.00

(23) Industrial/Manufacturing Occupancies:

a. All buildings or structures primarily used for industrial or manufacturing purposes, including Dry Cleaning operations:

i.	0 to 1,000 square feet.....	80.00
ii.	1,001 to 5,000 square feet.....	115.00
iii.	5,001 to 10,000 square feet.....	160.00
iv.	10,001 to 50,000 square feet.....	240.00
v.	50,001 to 200,000 square feet.....	315.00
vi.	Over 200,000 square feet.....	400.00

(24) Mobile Home and Recreational Vehicle Parks:

a.	1 to 100 sites.....	115.00
b.	Over 100 sites an additional \$1.25 per site.....	1.50

(25) Educational Facilities:

Annually

a. All occupancies operating as educational facilities in grades K-12

i.	Minimum.....	80.00
ii.	Additional fee per enrolled student.....	1.50
iii.	Maximum total.....	1,500.00

Sec. 30-56 Adoption of Code.

There is hereby adopted by reference the Standard Fire Prevention Code edition which is on file in the office of the Chief of the Fire Department, as adopted by the Florida Building Code, and the rules and regulations of the State Fire Marshal which pertain to fire prevention, including National Fire Protection Association (NFPA) 101, Life Safety Code, and Florida Fire Prevention Code which is on file in the office of the Chief

of the Fire Department; National Fire Protection Association (NFPA) 1, Fire Prevention Code, which is on file in the Fire Chief's office and with the same effect as though set out in this section, such revisions or replacements as may from time to time be promulgated shall replace the Standard Fire Prevention Code, current edition, as adopted by the Florida Building Code, and the Rules and Regulations of the Fire Marshal which pertain to Fire Prevention, including the National Fire Protection Association (NFPA) 101 and the Florida Fire Prevention Code, which is on file in the Fire Chief's office, National Fire Protection Association (NFPA) 1, which is on file in the Fire Chief's office unless the City Commission, within 30 days after receipt of such revised editions, passes a motion at a lawfully called meeting of the City Commission rejecting such revisions. (Code 1962, § 9-1)

Cross reference-Buildings and building regulations, Ch. 14.

Sections 30-57 thru 30-60 remain unchanged.

Sec. 30-60-1 False Alarms Responses

a. Within a thirty (30) day period:

- i. False Alarm 1<sup>st</sup> and 2<sup>nd</sup>.....No charge
- ii. False Alarm 3<sup>rd</sup> and 4<sup>th</sup>.....50.00 per alarm
- iii. False Alarm 5<sup>th</sup>..... 100.00 per alarm
- iv. Each subsequent false alarm..... 150.00 per alarm

**Ch. 38. Offenses**

Sec. 38-2 Assessments levied; disposition.

- a. Court cost for each person convicted of a violation of a state penal or criminal statute or convicted of a violation of a municipal or county ordinance where such offense occurred within the City limits..... 2.00
- b. Deduction from every bond estreature or forfeited bail bond related to such penal statutes or ordinances..... 2.00

(F.S. §943.14; F.S. §943.25; F.S. §943.25(13); Code 1962, § 14-3)

Sec. 38-7 False Alarms Responses

a. Within a thirty (30) day period:

- i. False Alarm 1<sup>st</sup> and 2<sup>nd</sup> ..... No charge
- ii. False Alarm 3<sup>rd</sup> and 4<sup>th</sup> .....50.00 per alarm
- iii. False Alarm 5<sup>th</sup>.....100.00 per alarm
- iv. Each subsequent false alarm.....150.00 per alarm

**Ch. 42. Parks and Recreation**

(1) Sports Registration Fees (per season):

a. Youth Basketball		
i. Summer .....	<del>70.00</del>	<u>85.00</u>
ii. Winter.....	<del>70.00</del>	<u>85.00</u>
b. Youth Baseball/Softball		
i. Spring – <u>8 years of age and under &amp; 10 years of age and under</u> .....	<del>70.00</del>	<u>80.00</u>
<u>ii. Spring – 12 years of age and under &amp; 16 years of age and under</u> .....	<del>70.00</del>	<u>90.00</u>
<u>iii. Fall – 8 years of age and under &amp; 10 years of age and under</u> .....	<del>70.00</del>	<u>80.00</u>
<u>iv. Fall – 12 years of age and under &amp; 16 years of age and under</u> .....	<del>70.00</del>	<u>90.00</u>
<u>v. 6 years of age and under</u> U Coach Pitch.....	<del>45.00</del>	<u>70.00</u>
<u>vi. Weeball</u> .....	<del>40.00</del>	<u>60.00</u>
c. Youth Flag Football.....	<del>80.00</del>	<u>85.00</u>
d. Youth Soccer.....	<del>70.00</del>	<u>85.00</u>
e. Adult Kickball (per team).....		500.00
f. Adult Volleyball (per team).....		500.00
g. Adult Basketball (per team).....		600.00
h. Adult Flag Football (per team).....		600.00
i. Adult Ultimate Frisbee.....		500.00
j. Adult Softball.....		600.00
k. Pickleball (Per Player, Per Session) :		
<u>a i. Lynn Haven Residents</u> .....		No Charge
<u>b ii. Non Lynn Haven Residents</u> .....		5.00
<u>iii. Non Lynn Haven Residents – 10 session card</u> .....		<u>30.00</u>

(2) Ball Field Rentals:

a. Kinsaul

i. Multi-Use Field (Per Hour).....	75.00
<b><u>ii. Multi-Use 1/2 Field (Per Hour).....</u></b>	<b>40.00</b>
<b>iii.</b> Cleaning Fee (if applicable).....	75.00
<b>iv.</b> Damage Deposit (refundable).....	150.00

b. Cain-Griffin

i. Per Field (Per Hour) .....	<del>25.00</del> <b>30.00</b>
ii. Cleaning Fee (if applicable).....	75.00
iii. Damage Deposit (refundable).....	150.00
iv. Tournament Day Rate (8:00 am - 10:00 pm).....	200.00 per day
<b><u>v. Overtime Per Field (10:00 pm – 12:00 am).....</u></b>	<b>40.00 per hour</b>

(3) Sports Complex:

a. Fields

i. Fields #1 - #5 (per hour).....	35.00
<b><u>ii. Tournament Day Rate (8:00 am – 10:00 pm) .....</u></b>	<b>250.00/day</b>
<b><u>iii. Overtime Per Field (10:00 pm – 12:00 am).....</u></b>	<b>45.00 per hour</b>
<b>iv.</b> Multiuse Fields #1-#3 (per hour).....	45.00
<b>v.</b> Outdoor Pickleball & Basketball Courts.....	First Come First Served
<b>vi.</b> Reservations Per Court:	
Per Day.....	250.00 per day

b. Gymnasium

i. Single Court (per hour).....	75.00
ii. Entire Gym Rental (Per Hour, Monday – Sunday).....	200.00
iii. Gym Rental Weekend Tournament (Friday – Sunday).....	2,400.00
iv. Gym Rental Weekend Tournament (Saturday – Sunday).....	1,600.00
v. Gym Rental Single Day Tournament.....	800.00
vi. Staff Overtime per Employee per Hour.....	35.00

vii. Cleaning/Damage Deposit for Tournaments (Refundable).....	400.00
viii. Pickleball Setup Fee.....	15.00
ix. Volleyball Setup Fee.....	15.00
Non-Profit Discount.....	40%

(4) Sponsorship Costs:

a. Football Sponsorship (Season Only).....	2,500.00
b. Basketball Sponsorship (Season Only).....	2,500.00
c. 3 v 3 Tournament Sponsorship.....	650.00
d. 3 v 3 and Basketball Sponsorship.....	1,000.00
e. Kickball Sponsorship (Season Only).....	650.00
f. E-Sports Sponsor.....	500.00
g. Spring & Fall Seasons Baseball League Sponsorship.....	5,000.00
<b><u>h. Team Sponsorship.....</u></b>	<b>250.00</b>
<b><u>h i.</u></b> Outfield Banner (3x4).....	250.00 each
<b><u>i j.</u></b> Outfield Banner (8x5).....	650.00 each
<b><u>j k.</u></b> Cost to Paint Multi-Purpose Field (Per Field).....	40.00
<b><u>k l.</u></b> Cost to Chalk and Drag a Baseball, Softball, T-ball Field.....	<del>40.00</del> <b>25.00</b>
<b><u>l m.</u></b> Quick Dry.....	17.00 per bag

(5) Facility Rentals:

a. Porter Park:

i. Pavilions #1 & #2 (per day).....	First Come First Served
ii. Main Pavilion # 3 (per day).....	<b>100.00 First Come First Served</b>
<b><u>iii. Cleaning Deposit (refundable).....</u></b>	<b>100.00</b>

b. Sheffield Park:

i. Amphitheatre.....	75.00
ii. Special Garbage Pickup.....	15.00

iii. Cleaning Fee (as applicable).....	50.00
c. Kinsaul Gazebo:	
i. Weddings.....	50.00
ii. Cleaning Fee (as applicable).....	75.00
d. Garden Club:	
i. Rental Fee LH Resident (per day).....	<del>150.00</del> <b>200.00</b>
ii. Rental Fee Non LH Resident (per day).....	<del>200.00</del> <b>225.00</b>
iii. Cleaning/Damage Deposit (refundable).....	50.00
e. Senior Activity Center (Saturday Only):	
i. Rental Fee LH Resident (per day).....	<del>150.00</del> <b>200.00</b>
ii. Rental Fee Non LH Resident (per day).....	<del>200.00</del> <b>225.00</b>
iii. Cleaning Fee (as applicable).....	75.00
iv. Cleaning/Damage Deposit (refundable).....	200.00
f. Fundraisers:	
i. Par Rental Fee.....	50.00
ii. Electric/Water use.....	30.00
iii. Special Garbage Pickup.....	15.00
a. Community room (4 hrs less/2 hrs. min.).....	\$20.00 per hr
b. Community room (4 hrs or more).....	\$20.00 per hr
c. Kitchen (4 hrs less/2 hrs. min.).....	\$10.00 per hr
d. Kitchen (4 hrs or more).....	10.00 per hr
e. Cleaning/damage deposit (refundable).....	150.00
f. Past contracted hours (Deposit).....	100.00
g. Special Event Booth Rental (per event):	
i. Booth Space, 12 feet x 12 feet.....	<del>50.00</del> <b>75.00</b>
ii. Booth Space 12 feet x 24 feet.....	<del>100.00</del> <b>150.00</b>

<del>iii. Electric/Water for Booth Space.....</del>	<del>30.00</del>
<del>iviii. Food Truck (City Event Only).....</del>	<del>50.00 100.00</del>

(6) Equipment Rental:

a. City Garbage Containers.....	3.00 per container per day
b. City 8' Barricades.....	5.00 per barricade per day
c. Replacement cost of damaged or lost barricade.....	95.00

~~(7). Library Fees:~~

<del>a. Non-resident Library Card.....</del>	<del>10.00 annually</del>
<del>b. Senior Non-resident Library Card.....</del>	<del>7.00 annually</del>
<del>c. Family Non-resident Library Cards (up to 5 cards).....</del>	<del>25.00 annually</del>
<del>d. Library Card Replacement.....</del>	<del>2.00</del>
<del>e. Copies.....</del>	<del>0.15 per page</del>
<del>f. Overdue Fines.....</del>	<del>0.05 per day per item</del>
<del>g. Repairable Damaged Book.....</del>	<del>3.00</del>
<del>h. Lost or Irreparably Damaged Book.....</del>	<del>Cost of item</del>
<del>i. Meeting Room Rental, full day.....</del>	<del>50.00</del>
<del>j. Meeting Room Rental, half day.....</del>	<del>25.00</del>

**Ch. 46. Peddlers and Solicitors**

(1) Application for permit fee to cover investigation of applicant . . . . .	50.00
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**Ch. 54. Solid Waste**

(1) Residential:

a. Once-weekly pickup of one container inside the City limits per month . . . . .	24.86 *
b. Once-weekly pickup of one container outside the City limits per month . . . . .	37.29 *
c. Initial fee for second container.....	25.00
d. Once-weekly pickup of one container plus one additional container inside the City limits per month . . . . .	28.08 *
e. Once-weekly pickup of one container plus one additional container outside the City limits per	

month . . . . .	42.13 *
f. Once-weekly pickup of one container plus two (maximum allowed) containers inside the City limits per month . . . . .	52.94 *
g. Once-weekly pickup of one container plus two (maximum allowed) containers outside the City limits per month . . . . .	77.86
h. Residents who are 65 years of age or older, and providing there are no more than two occupants in the home, may have once-weekly pickup of one container inside the City limits per month . . . . .	13.69
i. Each unit of a multifamily apartment, duplex, condominium, motel, or trailer park, inside the City limits per month . . . . .	24.86
j. Each unit of a multifamily apartment, duplex, condominium, motel, or trailer park, outside the City limits per month . . . . .	37.29
k. Replacement container if original is damaged by homeowner . . . . .	Replacement Cost
<b>(2) Commercial:</b>	
a. Once-weekly pickup of one container inside the City limits per month . . . . .	34.34
b. Once-weekly pickup of one container outside the City limits per month . . . . .	51.53
c. Once-weekly pickup of one container plus one additional container inside the City limits per month . . . . .	37.52
d. Once-weekly pickup of one container plus one additional container outside the City limits per month . . . . .	56.27
e. Once-weekly pickup of one container plus two (maximum allowed) containers inside the City limits per month . . . . .	71.85
f. Once-weekly pickup of one container plus two (maximum allowed) containers outside the City limits per month . . . . .	107.80
g. Once weekly pickup, per dumpster, per month inside the City limits:	
<i><b>i. 1.</b></i> Two-yard dumpster. . . . .	92.03
<i><b>ii. 2.</b></i> Three-yard dumpster. . . . .	119.74
<i><b>iii. 3.</b></i> Four-yard dumpster. . . . .	127.91
<i><b>iv. 4.</b></i> Six-yard dumpster . . . . .	170.19
<i><b>v. 5.</b></i> Eight-yard dumpster. . . . .	197.38

**(4 3) Special Collection Service**

- a. Appliances

<b><u>i.</u> 1.</b> Washer.....	17.00
<b><u>ii.</u> 2.</b> Dryer.....	15.50
<b><u>iii.</u> 3.</b> Dishwasher.....	15.50
<b><u>iv.</u> 4.</b> Refrigerator-No Freon .....	28.00
<b><u>v.</u> 5.</b> Freezer-No Freon.....	28.00
<b><u>vi.</u> 6.</b> Stove.....	15.50
<b><u>vii.</u> 7.</b> Microwave .....	15.50
<b><u>viii.</u> 8.</b> Water Heater.....	15.50
<b><u>ix.</u> 9.</b> TV 45” and below.....	15.50
<b><u>x.</u> 10.</b> Console TV.....	53.00
<b><u>xi.</u> 11.</b> Big Screen TV 46” and above .....	53.00

b. Miscellaneous Items

<b><u>i.</u> 1.</b> Waterbed Mattress-Any size.....	28.00
<b><u>ii.</u> 2.</b> Twin Mattress.....	15.50
<b><u>iii.</u> 3.</b> Full Mattress.....	15.50
<b><u>iv.</u> 4.</b> Queen Mattress.....	23.00
<b><u>v.</u> 5.</b> King Mattress.....	28.00
<b><u>vi.</u> 6.</b> Box Spring.....	15.50
<b><u>vii.</u> 7.</b> Small Dresser .....	15.50
<b><u>viii.</u> 8.</b> Dresser-More than 3 drawers.....	28.00
<b><u>ix.</u> 9.</b> Bed Frame.....	15.50
<b><u>x.</u> 10.</b> Couch.....	28.00
<b><u>xi.</u> 11.</b> Sofa Sleeper.....	38.00
<b><u>xii.</u> 12.</b> Living Room Chair.....	15.50
<b><u>xiii.</u> 13.</b> Kitchen Table.....	15.50
<b><u>xiv.</u> 14.</b> Kitchen Chair.....	13.00

<del>xv. 15.</del> Microwave Cart.....	13.00
<del>xvi. 16.</del> Tires.....	15.00 EACH
<del>xvii. 17.</del> Brick or Concrete Mailbox.....	63.00
<del>xviii. 18.</del> Metal Shed.....	53.00
<del>xix. 19.</del> Swing Set.....	28.00
<del>xx. 20.</del> Trampoline.....	28.00
<del>xxi. 21.</del> Above Ground Pool.....	53.00
<del>xxii. 22.</del> Pool Liner.....	15.00
<del>xxiii. 23.</del> Trees.....	275.00 PER LOAD
<del>xxiv. 24.</del> Push-Mower/Riding Mower.....	15.00/53.00
<del>xxv. 25.</del> Extra Trip for Dumping Trash Can (Customer Fault).....	9.00

The City reserves the right to refuse any Special Service items.

**Ch. 62. Finance and Taxation**

Occupational Licenses:

(1) Transferal of occupational business license to new owner or location:

a. Ten percent of annual license tax or not less than \$3.00 nor more than .....25.00

**Ch. 70. Utilities**

(1) Connection fee for water service:

a. Accounts located in City limits (nonrefundable) .....50.00

b. Accounts located outside City limits (nonrefundable) ..... 62.50

(2) Deposit for new accounts . . . . . 150.00

(3) Meter-testing fee . . . . . 50.00

(4) Reread fee..... 50.00

(5) Utility Asphalt Cut Repair

**a. Minor up to 10 square feet** .....\$300.00

**b. Major up to 100 square feet** .....\$600.00

25

<b><u>c. Larger than 100 square feet.....priced through outside contractor - TBD</u></b>	
(6) Road Bore.....	600.00
(7) Tap Fee for New Service	
<b><u>a. Up to 6 feet deep.....</u></b>	<b>800.00</b>
<b><u>b. 6 feet to 10 feet deep.....</u></b>	<b>1,200.00</b>
<b><u>c. 10 feet to 15 feet deep.....</u></b>	<b>1,500.00</b>
<b><u>(8) Sewer Tap Fee for New Service Up to 6 feet to 8 feet deep.....</u></b>	<b>1,500.00</b>
<b><u>(9) Sewer Taps greater than 8 feet deep..... priced through outside contractor - TBD</u></b>	
<b>(810) Equipment costs:</b>	
a. ¾" Iperl including Radio Antenna and meter box.....	370.00
b. 1' Iperl including Radio Antenna and meter box.....	451.00
c. Hydrant Meter Deposit.....	2,500.00
d. Hydrant Meter Set-Up/Removal Fee.....	50.00
<b>(911) Damaged Equipment Replacement Fees (Including Labor):</b>	
a. Radio transmitter – Single.....	218.00
b. Radio transmitter – Double.....	283.74
c. Lid Replacement.....	70.00
d. Box Replacement.....	70.00
e. Meter Box and Lid.....	92.50
f. Meter Tampering Fee.....	50.00
g. Meter Obstruction Fee.....	50.00
h. Order of Disconnect- non-payment/non-compliance.....	50.00
i. ¾" Iperl meter.....	202.00
j. 1" Iperl meter.....	291.00
k. Iperl meter sensor/touch read unit.....	115.00
l. Iperl meter sensor housing.....	75.00

- m. Master lock (Does Not Include Tampering Fee)..... 25.00
- n. Pin lock (Does Not Include Tampering Fee)..... 15.00

**(1012)** Wastewater system fees:

a. Monthly base charges (Including Environmental Compliance Fees):

- i. ~~1.~~ Single-family residential, per unit . . . . . 16.95
- ii. ~~2.~~ Multifamily, apartments, duplexes, condominiums, manufactured housing parks  
(trailer parks), per unit . . . . . 16.95
- iii. ~~3.~~ Commercial, per unit . . . . . 44.86

b. Volume charges per 1,000 gallons:

- i. ~~1.~~ Single-family, residential . . . . . 10.17
- ii. ~~2.~~ Multifamily . . . . . 10.17
- iii. ~~3.~~ Commercial . . . . . 12.69

iv. ~~4.~~ Sewer only accounts:

a. ~~i.~~ Residential--A monthly volume charge equal to a usage of 12,000 gallons shall be made for the wastewater produced by each unit of single-family residences, multifamily, apartments, trailer parks, duplexes and condominiums.

b. ~~ii.~~ Commercial--The usage volume will be determined by the building official, based on the ERC formula.

**(1113)** Water rates--Monthly base charge for each occupiable space:

- a. The City shall add a surcharge of 25 percent for water and wastewater services provided outside the City limits.
- b. Single-family residential, per unit . . . . . 16.85
- c. Multifamily, apartments, duplexes, condominiums, manufactured housing parks  
(trailer parks), per unit . . . . . 16.85
- d. Commercial, per unit . . . . . 26.69

**(1214)** Water rates--Monthly fee in addition to the monthly base charge for 1 1/2-inch or larger meters:

- a. One and one-half . . . . . 24.67
- b. Two . . . . . 49.25
- c. Three . . . . . 150.18

d. Four .....	305.23
e. Six .....	580.94
f. Eight .....	1,016.63
<b>(1315)</b> Water rates--Volume charge (per 1,000 gallons):	
a. Single-family residential .....	4.05
b. Multi-family, apartments, duplexes, condominiums, mobile home parks .....	4.05
c. Commercial .....	4.05
<b>(1416)</b> Utility and Stormwater Fees:	
a. Culvert pipe placement:	
<i>i.</i> <del>1.</del> For first 30 feet.....	1,500.00
<i>ii.</i> <del>2.</del> Each additional foot.....	40.00
<b>(1517)</b> Fire protection fee. A monthly fee in addition to the minimum monthly charge calculated according to the diameter of the service line, per diameter inch .....	3.45
<b>(1618)</b> Water used during new construction fee (15,000 gallon maximum) . . . . .	50.00
a. Each 1,000 gallons over 15,000 gallons.....	4.05
<b>(1719)</b> Base Connection charges for calculating tap & impact fees:	
a. Residential water connection .....	820.00
b. Residential sewer connection . . . . .	3,147.00
<b>(1820)</b> Installation of irrigation meters:	
a. Domestic three-quarter inch Iperl Meter.....	479.00
b. Domestic one-inch Iperl Meter.....	561.00
c. Irrigation Three-quarter-inch Iperl Meter. . . . .	420.00
d. Irrigation One-inch Iperl Meter. . . . .	501.00
e. Three-quarter-inch Cut In- Materials & Labor.....	150.00
f. One inch Cut In- Materials & Labor.....	175.00
g. Monthly fee for reuse.....	15.00

( <del>19</del> 21)	Order of discontinuance of service charge. . . . .	50.00
( <del>20</del> 22)	Fee for reconnection without permission.....	50.00
( <del>21</del> 23)	10-Day Cleaning Fee.....	50.00
( <del>22</del> 24)	Boil water notices distributed due to contractor damage:	
	a. Base rate for first 49 meters or less.....	400.00
	b. Additional rate per every 50 or less additional meters impacted.....	125.00
( <del>23</del> 25)	Returned Item Fees:	
	a. Returned ACH payments, returned checks, and stopped payments.....	30.00
<b>(26)</b>	<b><u>Environmental Non-compliance</u></b>	
	<b><u>a. Commercial backflow prevention, per day.....</u></b>	<b><u>25.00</u></b>
<b>(27)</b>	<b><u>Utility Permitting</u></b>	
	<b><u>a. Utility ROW permit fee.....</u></b>	<b><u>25.00</u></b>

**Ch. 76. Wireless Telecommunications, Cell Sites and Antennas.**

Sec. 76-4 Site review and permit fees:

(1)	Administrative approval. . . . .	500.00
(2)	Special Use Permit. . . . .	1,000.00

**Ch. 86. Planning**

(1) Amendment to comprehensive plan:

- a. Request for a large plan amendment pursuant to F.S. § 163.3187 and land development regulations...2,720.00
- b. Request for a small plan amendment pursuant to F.S. § 163.3187 and land development regulations...1,450.00

(2) Impact Fees for General Governmental Services:

<u>Fee Type</u>	<u>Single Family (per unit)</u>	<u>Multi-Family (per unit)</u>	<u>Mobile Home (per unit)</u>	<u>Non-Residential (prorated per 1000 sq ft)</u>
Park & Recreation	438.69	438.68	595.52	none
Law Enforcement	278.86	278.86	121.99	2,033.21
Fire Rescue:	296.29	296.29	216.14	345.82

(3) Impact Fees for the Stormwater System:

Amount in dollars per square foot of impervious area.....0.19

(4) Residential Stormwater Management Plan Review.....300.00

(5) Multi-Modal Mobility Fee per Comprehensive Plan:

Land Use Category:	<u>City Wide</u>	<u>50% Urban Cluster</u>	<u>10% CRA</u>
<b>1. Residential:</b>			
(per DU)			
a. Single Family Detached	1,000.00	500.00	100.00
b. Multi-Family Apartments	700.00	350.00	70.00
c. Townhomes/Condominiums	600.00	300.00	60.00
d. Mobile Homes	500.00	250.00	50.00
<b>2. Institutional/Recreational:</b>			
(per 1,000 sq. ft.)			
a. Private School	500.00	275.00	55.00
b. Day Care Center	1,500.00	750.00	150.00
c. Health/Fitness Club	700.00	350.00	70.00
d. Assisted Living/Retirement Home	1,500.00	750.00	150.00
e. Assembly Hall/Place of Worship	650.00	325.00	65.00
<b>3. Office:</b>			
(per 1,000 sq. ft.)			
a. General Office	1,000.00	500.00	100.00
b. Medical/Dental Office	2,400.00	1,200.00	240.00
<b>4. Industrial Buildings:</b>			
(per 1,000 sq. ft.)			
a. Warehousing/Manufacturing	450.00	225.00	45.00
b. Mini-warehouse	250.00	125.00	25.00
<b>5. Commercial/retail</b>			
(per 1,000 sq. ft.)			

a. Neighborhood (Less than 10,000 sf)	1,650.00	825.00	165.00
b. Community (10,000-100,000 sf)	2,450.00	1,225.00	245.00
c. Regional (more than 100,000 sf)	3,650.00	1,825.00	365.00
d. Restaurant (sit-down)	4,000.00	2,000.00	400.00
e. Restaurant with Drive-thru	6,500.00	3,250.00	650.00
f. Bank/Credit Union (per drive thru lane)	3,000.00	1,500.00	300.00
g. Hotel (per room)	1,000.00	500.00	100.00

ULDC. Signs

- (1) Request for an on-premises sign .....120.00
- (2) Request for an on-premise temporary sign**
  - a. 1-4 signs.....60.00**
  - b. 5 or greater.....60.00 for first four signs + 10.00 per additional sign. Max 120.00**

ULDC. Subdivisions

- (1) Pre-application review (optional):
  - a. Three to ten lots/units ..... 500.00
  - b. 11 to 50 lots/units ..... ~~500.00~~ **750.00**
  - c. 51 to 100 lots/units ..... 1,000.00
  - d. 101 to 250 lots/units ..... ~~1,000.00~~ **1,200.00**
  - e. Greater than 250 lots/units ..... 1,500.00
- (2) Engineered Site Plan Review (Two Reviews):
  - a. Three to ten lots/units .....1000.00\*
  - b. 11 to 50 lots/units .....1,500.00\*
  - c. 51 to 100 lots/units ..... 2,000.00\*
  - d. 101 to 250 lots/units ..... 2,500.00\*
  - e. Greater than 250 lots .....Negotiated
  - f. Additional reviews .....Hourly\*

\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)

**(1) Plat review (Preliminary and Final), construction verification and plat certification (Two Reviews):**

- a. Three to ten lots.....1,000.00\***
- b. 11 to 50 lots.....1,500.00\***
- c. 51 to 100 lots.....2,000.00\***
- d. 101 to 250 lots.....2,500.00\***
- e. Greater than 250 lots .....Negotiated**
- f. Excess review (each occurrence).....Hourly**

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

- (2) Minor subdivision (2 lots) .....100.00**
- (3) Parcel splits.....50.00**
- (4) Annexation/De-annexation.....200.00**

**(37) Water Wastewater and Reuse System Capacity Analysis:**

a. Water System Capacity Analysis

- Multi-Family/Commercial Structure.....1,500 First Structure Plus \$500.00 per additional Structure
- Subdivision up to 25 ERC's.....1,500
- Subdivision 26 to 50 ERC's.....2,000
- Subdivision 51 to 100 ERC's.....3,000
- Subdivision 100 to 300 ERC's.....4,500
- Subdivision 300 to 600 ERC's.....6,500
- Subdivision 600 to 900 ERC's.....8,500

b. Wastewater System Capacity Analysis

- Multi-Family/Commercial Structure.....2,000 First Structure Plus \$500.00 per additional Structure
- Subdivision up to 25 ERC's.....2,000
- Subdivision 26 to 50 ERC's.....2,500
- Subdivision 51 to 100 ERC's.....3,500

Subdivision 100 to 300 ERC's.....	5,000
Subdivision 300 to 600 ERC's.....	7,500
Subdivision 600 to 900 ERC's.....	9,500
c. Reuse System Capacity Analysis	
Multi-Family/Commercial Structure.....	1,500 First Structure Plus \$500.00 per additional Structure
Subdivision up to 25 ERC's.....	1,500
Subdivision 26 to 50 ERC's.....	2,000
Subdivision 51 to 100 ERC's.....	3,000
Subdivision 100 to 300 ERC's.....	4,500
Subdivision 300 to 600 ERC's.....	6,500
Subdivision 600 to 900 ERC's.....	8,500

\*If revisions are made after analysis is performed which requires the analysis/modeling to be redone, the developer will be responsible for hourly costs.

\*\*Any development over 900 ERC's will require a specialized calculated fee based on the nature of the development.

~~(4) Plat review (Preliminary and Final), construction verification and plat certification (Two Reviews):~~

<del>a. Three to ten lots .....</del>	<del>1,000.00</del>
<del>b. 11 to 50 lots .....</del>	<del>1,500.00</del>
<del>c. 51 to 100 lots .....</del>	<del>2,000.00</del>
<del>d. 101 to 250 lots .....</del>	<del>2,500.00</del>
<del>e. Greater than 250 lots .....</del>	<del>Negotiated</del>
<del>f. Excessive review (each occurrence).....</del>	<del>Hourly</del>

~~(4) Minor subdivision (2 lots)..... 100.00~~

ULDC Vegetation

(1) Permits for removal, relocation, alteration or replacement:

a. Greater than 8" DBH.....	<u>100.00</u> for each caliper inch
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(2) Land disturbance permit:

- a. Up to one acre . . . . . 100.00
- b. Above one, but less than five acres . . . . . 200.00
- c. Five to 20 acres . . . . . 300.00
- d. Greater than 20 acres . . . . . 500.00

ULDC. Project Review

(1) Variations from ULDC Requirements:

- a. Variances. . . . . ~~600.00~~ **800.00**
- b. Appeals, from Board of Adjustment . . . . . 800.00
- c. Appeals of Administrative decisions, etc. . . . . ~~100.00~~ **800.00**
- d. Administrative interpretation, etc. . . . . 200.00**

(2) Commercial/Industrial Site Plan Review\* (Two Reviews):

- a. Site plan review, less than 5,000 square feet and less than 2 acres . . . . . 1,000.00\*
- b. Site plan review, 5,000 to 100,000 square feet and less than 2 acres . . . . . 1,500.00\*
- c. Site plan review, ~~5,000 to~~ **less than** 100,000 square feet and 2 to 10 acres . . . . . 2,000.00\*
- d. Site plan review, more than 100,000 square feet, or more than 10 acres. . . . . Negotiated
- e. Amendments to Local Development Orders (Same as stated for Commercial/Industrial Site Plan Review above)
- f. **Development Order** Time Extension. . . . . 300.00
- g. Request for Substantial Deviation. . . . . 550.00
- h. Development Agreement. . . . . 2,200.00\*

\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)

(3) Multifamily development site plan (Two Reviews):

- a. Three - **to** ten units. . . . . 1,000.00\*
- b. Ten - **to** 24 units . . . . . 1,500.00\*
- c. Twenty-five to 150 units . . . . . 2,000.00\*
- d. More than 150 units. . . . . 3,000.00\*
- e. Excessive review (each occurrence). . . . . Hourly

\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)

Note: If a project is constructed in phases, the review fees are charged per each Development Order submittal.

(4) DRI's

a. New DRI's.....	3,630.00*
b. Notice of Proposed DRI Change.....	1,210.00*
c. Substantial Deviation Review.....	1,210.00*
d. Request for Substantial Deviation.....	550.00*
e. Determination of DRI Compliance.....	220.00

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

(5) PUD's and TND's

a. Concept Plan.....	1,210.00*
b. Preliminary Development Plan.....	Same as stated for Preliminary Plat Review above*
c. Final Development Plan.....	(Same as stated for Final Plat Review above)*
d. Administrative Exception from TND Standards.....	500.00*
e. Amendment to PUD Requiring City Commission Approval.....	700.00*
f. Administrative Amendment to PUD.....	200.00*

**\*(Plus hourly Attorney, Consulting, Transportation and Engineering Review fees to be reimbursed as billed)**

(6) Transportation Impact Analysis

Fees for review of Transportation Impact Analyses are due prior to review by the City's contracted engineer and are determined according to the size and scope of each specific project

ULDC. Miscellaneous Review.

(1) Land Use Verification Letter.....	50.00
(2) Maintenance Letter.....	50.00
(3) 2 <sup>nd</sup> Maintenance Letter Request by Same Entity within 6 Months.....	75.00
(4) Request for a Vacation of right of way.....	500.00
(5) Change of Use Permit (CUP) for food service uses, medical uses, uses that require an increase in parking spaces, or uses that require concurrency review.....	1,210.00

(6) Amendment to Change of Use Permit (CUP) Requiring City Commission Approval.....	700.00
(7) Special Parking District Fee per 6.05.14(2). .....	Fee to be established on an individual basis.
(8) Home occupation permits .....	300.00
(9) Liquor License Review.....	25.00
(10) Liquor License Review – Site Inspection Required.....	55.00



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

9

**Department:** Planning & Development

**Prepared By:** Vicki Harrison

**Agenda Title:** Development Order Application - Bay Breeze Shores

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**Requested Action:** Development Order Approval

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### I. Report in Brief:

The applicant, Sal Mella, Mella Enterprises, Inc., is requesting Development Order approval to construct a Mobile Home Community with 34 homes, at 1817 Bay Breeze Drive (private road), parcel #08550-000-000, which is approximately 2.94 acres. There is one main access point for ingress/egress along Grassy Point Road - a Bay County Road. There is no proposed ingress/egress on Cashel Mara Drive. The property has a High Density Residential (HDR) designation which allows for a Mobile Home Park.

### Background:

Traffic analysis data was submitted for the project. The proposed Mobile Home Community is expected to generate 4.99 peak AADT, and 0.59 peak VPH per dwelling unit - approximately 170 VPD and 20 VPH would be added to the State Road 77. The vehicular traffic for this community is ultimately distributed onto State Road 77, and will have a negligible impact on the existing State Road 77 level of service. The Site Plans have been reviewed and have been found to be in compliance with the City of Lynn Haven Unified Land Development Code (ULDC), and Florida State Requirements. The Stormwater report was reviewed for the City by a reviewing engineer and was found to be in compliance. The applicant received County approval for the driveway access.

### Recommendation:

The Planning Commission voted to deny the request, motion failed 3-2.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** N/A

**Project #:** 25-11

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**III. Advertised:**

**Date:**

**How/Means:**

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**IV. Alternatives:**

**V. Attachments:**

Application, Aerial Map, Land Use Map, Site Plan, Renderings, Landscaping Plan, Traffic Distribution Analysis, Comprehensive Plan Objective 4, Policy 4-1, Draft Planning Commission meeting minutes



# APPLICATION FOR DEVELOPMENT ORDER

(RESIDENTIAL AND COMMERCIAL DEVELOPMENTS)

825 Ohio Avenue, Lynn Haven, Florida 32444

Telephone: 850-248-0506

The following must be submitted with this application:

**Site Plans, Storm Water Calculations, Preliminary Plat, Survey, Landscape & Irrigation Plans:**

**Hard Copy Submittals:** Six (6) set of Site Plans, three (3) Storm Water Calculations, four (4) Preliminary Plats, three (3) Surveys, and one (1) set of Landscape & Irrigation plans, along with one (1) CD or USB of all materials.

**Electronic Submittals** will be accepted in lieu of hard copies. Please email to [develop\\_plan@cityoflynnhaven.com](mailto:develop_plan@cityoflynnhaven.com)

**ALL REQUIREMENTS LISTED IN ULDC TABLE 10.01.02 AND TABLE 10.01.03 MUST BE MET.**

DATE: 10-23-25 DO FEES \$ 2,000.00 (Office use only - DO NUMBER 25-11)

OWNER'S NAME: MELLA ENTERPRISES INC.

ADDRESS: 2727 E. 19TH COURT

CITY PANAMA CITY STATE FL ZIP CODE 32405

EMAIL: MELLAENTINC@HOTMAIL.COM

TELEPHONE # 850-814-4675 CELL # \_\_\_\_\_

APPLICANT'S NAME\*: SAL MELLA

\*IF THE APPLICANT IS NOT THE OWNER, PLEASE PROVIDE A NOTARIZED LETTER OF AUTHORIZATION FROM THE PROPERTY OWNER.

EMAIL: MELLAENTINC@HOTMAIL.COM

TELEPHONE# \_\_\_\_\_ CELL# \_\_\_\_\_ FLA LIC# \_\_\_\_\_

LOCATION OF DEVELOPMENT: 1817 BAY BREEZE DRIVE; LYNN HAVEN FL 32409

PARCEL ID# 08550-000-000

SIZE OF PARCEL (ACRES): 2.94

IF APPLICATION IS FOR A COMMERCIAL PROJECT, LIST THE NAME OF THE DEVELOPMENT: BAY BREEZE SHORES

ENGINEER'S NAME: BRAD HARRIS, PE

EMAIL ADDRESS: bradharrispe@gmail.com

CITY'S CURRENT LAND USE: RESIDENTIAL

LAND USE CHANGES REQUIRED, IF ANY: \_\_\_\_\_

CITY'S CURRENT FLUM DESIGNATION: HIGH DENSITY RESIDENTIAL

FUTURE LAND USE DESIGNATION CHANGES REQUIRED, IF ANY \_\_\_\_\_

TYPE OF DEVELOPMENT:

- |  |   |
|--|---|
| <input type="checkbox"/> Single Family Dwelling(s) or Duplex(es) | <input type="checkbox"/> Multi-Family Dwelling(s) |
| <input type="checkbox"/> Subdivision or PUD (circle one)         | <input type="checkbox"/> Commercial               |
| <input type="checkbox"/> Development of Regional Impact          | <b>X - MOBILE HOME COMMUNITY</b>                  |

PERMITS SUBMITTED:	RECEIVED
COE	<input type="checkbox"/>
DEP:	
STORMWATER	<input checked="" type="checkbox"/>
WASTEWATER	<input checked="" type="checkbox"/>

DOMESTIC WATER

DREDGE & FILL

FDOT:

STORMWATER

DRIVEWAY

COUNTY:

STORMWATER

DRIVEWAY

FEES COLLECTED:

RECEIVED

STORMWATER

COMMERCIAL DEVELOP.

SUBDIVISION

PRE-APPLICATION

PRELIMINARY PLAT REVIEW

FINAL PLAT REVIEW

CONS. VERIF. & PLAT CERT.

VARIANCE APP.

MATERIALS REQUIRED TO BE PROVIDED PER THE ULDC:

RECEIVED

BOUNDARY SURVEY WITH

LEGAL DESCRIPTION (**Signed and Sealed**)

SITE PLANS (**if part of a master plan must show overall plan on site plans**)

TREE SURVEY (Sec. 4.06.00)

LANDSCAPE PLANS

(**Signed & sealed**)

IRRIGATION PLAN

(ULDC Section 4.02.06 (11)\*

**\*AUTOMATIC IRRIGATION SYSTEMS**

**SHALL BE INSTALLED PRIOR TO THE**

**INSTALLATION OF PLANTS.**

**Application for Reclaimed Water**

**Service w/Irrigation Area Worksheet**

The Application for Reclaimed Water Service is available from the Lynn Haven Utility Dept. The "Commercial Irrigation Area Worksheet" is available online at [www.cityofflynhaven.com](http://www.cityofflynhaven.com), Departments, Development & Planning, Forms and Applications.

Application for Water & Sewer

Availability Request [The Water & Sewer Availability Request form is available online at www.cityofflynhaven.com](http://www.cityofflynhaven.com), Departments, Public Utilities, Reclaimed/Resue Water, Forms.

WETLAND DELINEATION

EROSION CONTROL

For new construction, include drawings to scale or dimensions shown for the following plans, including specifications:

FLOOR PLAN

FRONT, SIDE & REAR

ELEVATION PLANS\*

\*Non-Residential Developments must submit color architectural renderings to demonstrate compliance with ULDC Section 4.01.04 Appearance Standards for Non-Residential Primary Structures (Ord. #1139 and Storefront Design Criteria). Refer to the City website – Development & Planning, Forms & Applications.

UTILITY PLAN

WATER & SEWER

CAPACITY ANALYSIS

LIGHTING PLAN

PHOTOMETIC PLAN

L.O.S. CALCS. (Sec. 6.01.02)

EDUCATION

- SOLID WASTE
- RESTRICTIVE COVENANTS
- FLOOD ZONE DATA
- (including flood zones)**
- STREETS NAMED
- EASEMENTS & ROWS IDENTIFIED
- REC/OPEN SPACE ALLOWED
- TRANSPORTATION IMPACT
- ANALYSIS TRIP GENERATION
- FOR (3) SEGMENTS - SEE ATTACHED

IMPROVEMENTS

Indicate whether each of the following improvements will be privately owned and maintained or will be granted to the City (publicly owned) for maintenance.

IMPROVEMENT	OWNED AND MAINTAINED	
	Privately	Publicly
Water system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sanitary sewer system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stormwater drainage system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curbs and gutters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parks/Open space	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscapes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Buffer/Fences	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TRC REVIEW DATE: 12/3/2025

APPROVED

YES

NO

PLANNING COMM. REV. DATE: 1/6/2024 APPROVED  YES  NO

CITY COMM. REV. DATE: 1/29/2024 APPROVED  YES  NO

Certification and Authorization:

- (1) By my signature hereto, I do hereby certify that the information contained in this Application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this Application and or revocation of any approval based on this Application.
- (2) I do hereby authorize City staff to enter my property at any reasonable time for the purpose of site inspection.
- (3) I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by City staff.
- (4) I SAL MELLA (print name) as the property owner or authorized property owner representative have read and understand the attached information concerning Application for Development Order.

  
\_\_\_\_\_

Owner or Agent Signature

SAL MELLA  
\_\_\_\_\_

Print name

  
\_\_\_\_\_

Applicant's Signature

SAL MELLA  
\_\_\_\_\_

Print name

MELLA ENTERPRISES INC.  
\_\_\_\_\_

Title and Company (if applicable)

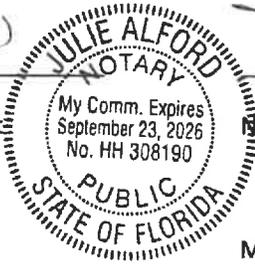
Date: 10.22.25

MELLA ENTERPRISES INC.  
\_\_\_\_\_

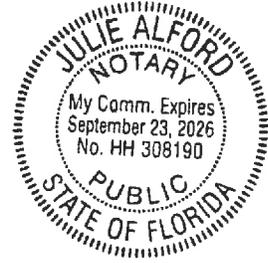
Title and Company (if applicable)

Date: 10.22.25

*[Handwritten Signature]*  
\_\_\_\_\_  
Notary as to Owner or Agent



*[Handwritten Signature]*  
\_\_\_\_\_  
Notary as to Applicant



My commission expires:

9/23/2026

My commission expires:

9/23/2026

Application approved by: \_\_\_\_\_ City Planner.

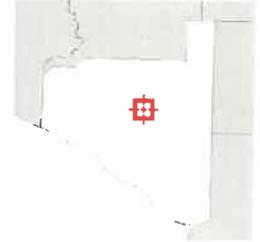


# Bay County Property Appraiser - Dan Sowell, CFA

Main Office | 860 W. 11th St, Panama City, FL 32401 | 850-248-8401  
Beach Office | 301 Richard Jackson Blvd, Panama City Beach, FL 32407 | 850-248-8470



### Overview



### Legend

- Parcels
- Roads

<b>Parcel ID</b>	08550-000-000	<b>Owner</b>	MELLA ENTERPRISES, INC	<b>Last 2 Sales</b>		
<b>Class Code</b>	VACANT		2727 E 19TH CT	<b>Date</b>	<b>Price</b>	<b>Reason Qual</b>
<b>Taxing District</b>	06		PANAMA CITY, FL 32405-7201	1/9/2020	\$395000	n/a Q
	SOUTHPORT	<b>Physical Address</b>	1817 BAY BREEZE DR	5/15/2018	0	n/a U
<b>Acres</b>	2.937	<b>Just Value</b>	Value \$139154	<b>MLS</b> <a href="#">777169</a>		

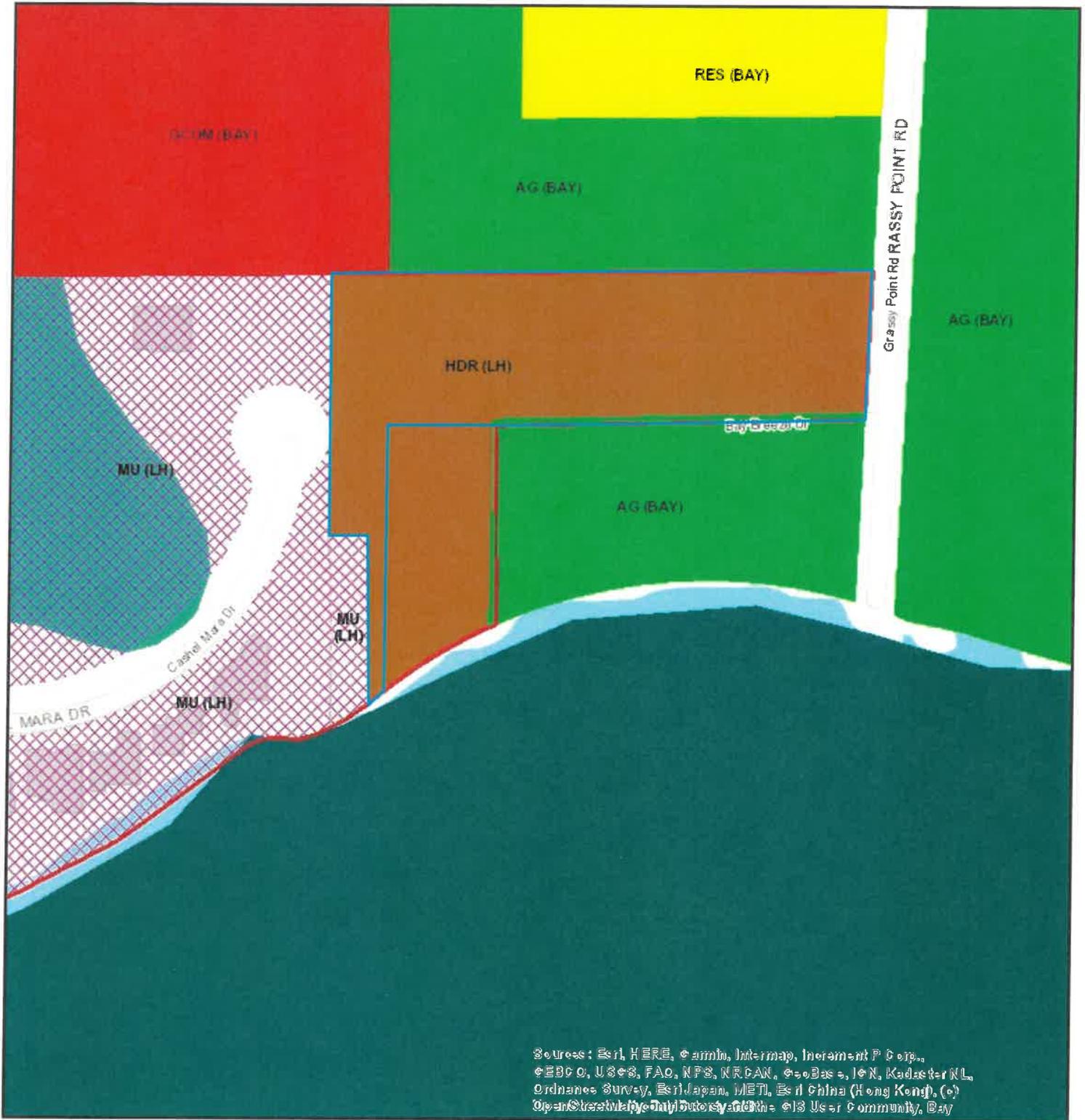
(Note: Not to be used on legal documents)

**Maps have been compiled from the most authentic information available and are to be used for assessment purposes only. Bay County Property Appraiser's Office assumes NO responsibility for errors and/or omissions that may be contained herein. THIS MAP IS NOT A SURVEY**

Date created: 1/20/2026

Last Data Uploaded: 1/20/2026 2:46:54 AM

Developed by SCHNEIDER  
GEOSPATIAL



# Bay County Web Map



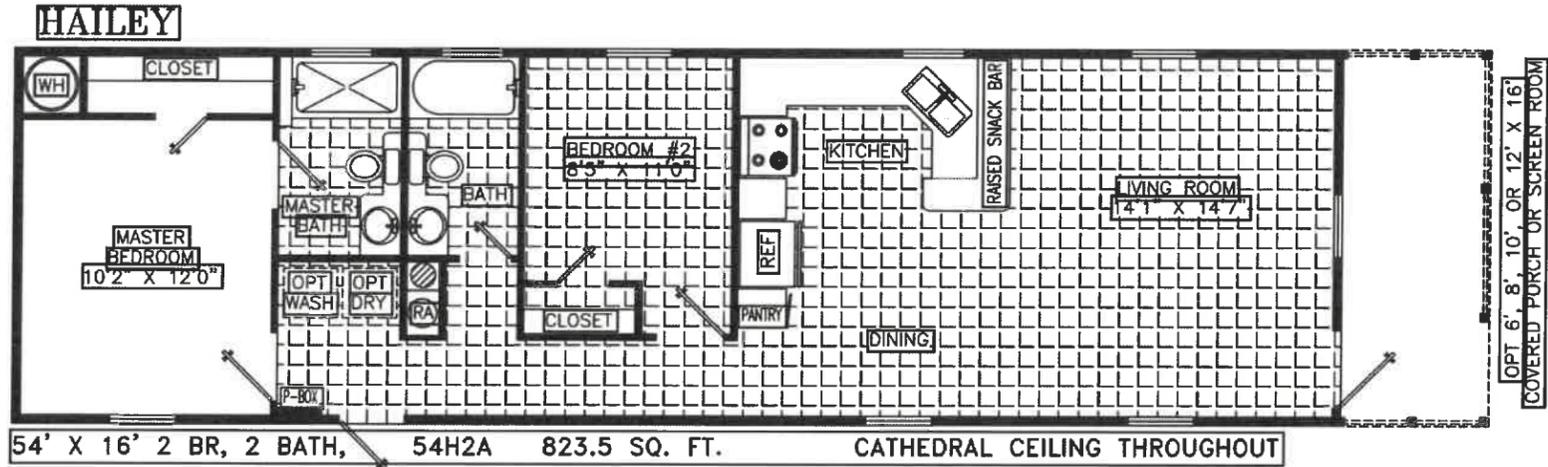
## Roads

- Major Road
- Minor Road
- ⋯ Lynn Haven City Limits





# Prestige Home Centers

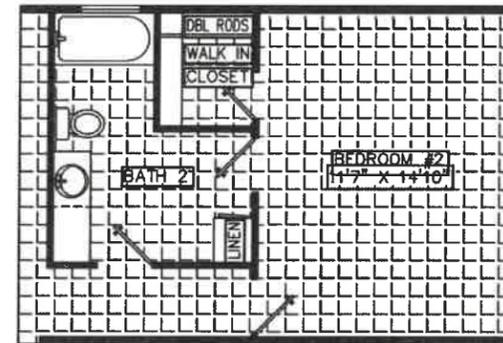


*Homes Designed, Built & Serviced  
By NOBILITY HOMES*

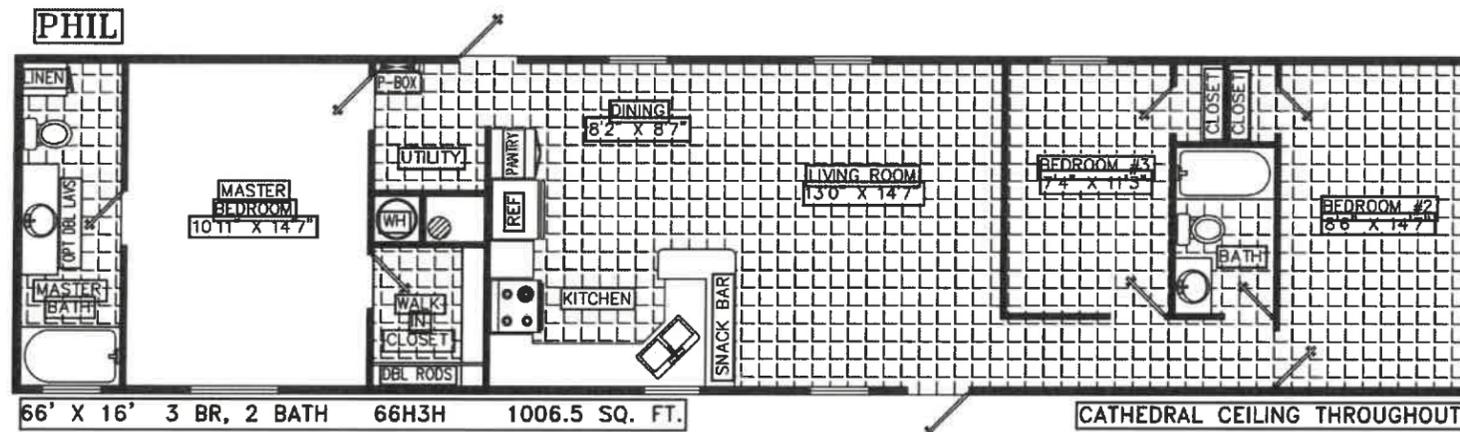
MANUFACTURED IN ACCORDANCE WITH STANDARDS DEVELOPED AND ENFORCED BY HUD. DUE TO OUR CONTINUING PROGRAM OF PRODUCT IMPROVEMENT, PRICES AND SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. SOME ITEMS SUCH AS TIRES, RIMS, AXLES AND FITTERS MAY HAVE BEEN RECEIVED AFTER INSPECTION FOR SAFETY AND APPEARANCE. ALL DIMENSIONS ARE NOMINAL.



# Prestige Home Centers



OPTIONAL TWO BEDROOM



66' X 16' 3 BR, 2 BATH 66H3H 1006.5 SQ. FT.

CATHEDRAL CEILING THROUGHOUT



*Homes Designed, Built & Serviced  
By NOBILITY HOMES*

MANUFACTURED IN ACCORDANCE WITH STANDARDS DEVELOPED AND ENFORCED BY HUD. DUE TO OUR CONTINUING PROGRAM OF PRODUCT IMPROVEMENT, PRICES AND SPECIFICATIONS ARE SUBJECT TO CHANGE WITHOUT NOTICE. SOME ITEMS SUCH AS TIRES, RIMS, AXLES AND BUSHES MAY HAVE BEEN REPLACED AFTER INSPECTION FOR SAFETY AND APPEARANCE. ALL DIMENSIONS ARE NOMINAL.



## Bay Breeze Shores Traffic / Distribution Analysis

### Project Info –

The proposed project is a 34-unit Single-family (mobile home) housing community located in Lynn Haven. Per the ITE Trip Generation Manual, 10<sup>th</sup> Edition, this development is classified as Mobile Home Park – having an ITE code of 240. The proposed development has one main access point for entrance and exit along Grassy Point Road – a Bay County road. The vehicular traffic for this community is ultimately distributed onto State Road 77 – which per 2023 FDOT traffic data has an Average Annual Daily Traffic of 30,000 vehicles and a Vehicles Per Hour peak of 2,560 VPH.

### Existing Roadway Conditions –

Based on the latest available FDOT data, the current AADT for this segment of State Road 77 is:

- State Road 77 (Site 1632) AADT = 30,000 and a PHV = 2,560 VPH, Assume 50% traffic split
  - Northbound Traffic (50%) = 15,000 VPD / 1,280 VPH
  - Southbound Traffic (40%) = 15,000 VPD / 1,280 VPH

### Proposed Development Traffic Generation –

Based on the latest ITE manual, the proposed mobile home development is expected to generate 4.99 peak AADT and 0.59 peak VPH per dwelling unit – approximately 170 VPD and 20 VPH would be added to State Road 77. Combining the existing roadway and proposed roadway conditions, the following adjustments can be made to State Road 77:

- Northbound Traffic = 15,085 VPD / 1,290 VPH
- Southbound Traffic = 15,085 VPD / 1,290 VPH

### Conclusion –

- **SR 77 Level of Service Impact:** The proposed development will have a negligible impact on the existing State Road 77 level of service.

**OBJECTIVE 3:** The City will continue to utilize its land development regulations to provide adequate residential land to accommodate the future needs of the very low-, low-, and moderate-income population. All proposed sites shall be reviewed on an individual basis, be compatible with surrounding land uses, and be determined based on the zoning and public hearing processes and the availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 3-1:** The City shall aggressively pursue and wisely utilize local, federal and state funding sources for conserving, rehabilitating, or demolishing existing housing stock as well as for producing affordable housing.

---

**Policy 3-2:** Ensure the availability of adequate land in residential districts that allow housing for all income levels. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

~~**Policy 3-3:** Annually assess the very low, low, and moderate income housing needs and disseminate pertinent information, such as the Shimberg AHNA data, to all parties involved in the provision of affordable housing to keep them updated on current projections with special emphasis on the income groups that have the greatest deficits projected.~~

---

**Policy 3-3:** To leverage its financial and staff resources, the City will continue involvement in partnerships with all parties and organizations involved in the provision of housing and education of its citizens including but not limited to public and private for profit and not-for profit agencies, financial institutions, developers, the Homebuilders Association, the County Extension Service, etc., the City shall evaluate its land development regulations citing criteria for manufactured and modular homes and consider revisions that would facilitate the provision of affordable housing.

**Policy 3-4:** The City shall explore and include in its Land Development Codes strong incentives for the provision of affordable housing such as but not limited to the waiving of application and processing fees, effective use of land use strategies such as zero lot line development, clustering, reduced setback standards, modified infrastructure requirements, and other such strategies to promote the construction of affordable housing projects. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 3-5:** Allow for the location of affordable housing in all residential land use districts.

---

**OBJECTIVE 4:** Throughout the planning period, the City shall allow sites for mobile home parks and manufactured homes and will review proposed sites on an individual basis, to ensure compatibility with surrounding land uses, and determination shall be based on the public hearing process, site plan review process, and availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 4-1:** ~~At least once each planning period.~~

---

**Policy 4-1 2:** The City shall continue to allow mobile home parks and manufactured housing in designated residential districts, based on the approval of specific requests, with infrastructure to meet the needs of the project. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**OBJECTIVE 5:** Throughout the planning period, the City shall allow group homes and foster care facilities licensed by the Department of Children and Families and review requests for such uses on an individual basis to ensure consistency with 89-372, F.S., compatibility with surrounding land uses, and determination shall be based on the public hearing process, the site plan review process, and availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 5-1:** Continue to provide these homes and facilities with infrastructure to meet the needs.

---

**Policy 5-2:** Continue to allow these homes and facilities to locate in all residential land use areas that allow single family homes. ~~with residential settings.~~

---

**Policy 5-3:** Request local agencies such as The ARC of The United States, Area Agency on Aging, and the Council on Aging to provide estimates of the unmet housing needs of the population groups which they serve and coordinate with those agencies to identify means for meeting these housing needs.

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**Policy 5-4:** Annually update inventories of providers of special needs housing (group and foster homes, facilities for the homeless, etc.) including number and location.

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**Policy 5-5:** Review and amend if necessary, local codes and ordinances to meet the needs of the physically disabled and ~~frail handicapped~~ those with special needs.

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**OBJECTIVE 6:** Throughout the planning period, the City shall promote the conservation and enhancement of the existing housing stock and provide impetus for continuing neighborhood quality.

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**Policy 6-1:** ~~Pursue and/or expand~~ Continue involvement in the SHIP, HOME, CDBG, and other similar programs, in order to improve substandard housing conditions and redevelop existing neighborhoods.

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CITY OF LYNN HAVEN  
PLANNING COMMISSION  
REGULAR MEETING  
January 6, 2026

The Lynn Haven Planning Commission's Regular Meeting was held on Tuesday, January 6, 2026, at 5:30 p.m., in the City Hall Walter T. Kelley Chambers,

Planning Commission Members Present : Aaron White, Chairman  
Joseph Ashbrook, Vice Chairman  
Morgan Doolittle  
Robert Waddell  
Erik Nolte

Planning Commission Members Absent: Kenny Murphy  
This is the third (3) consecutive unexcused absence for Mr. Murphy, which will result in his removal from the board. Ms. Boyer will notify the City Manager of Mr. Murphy's absence, so the City Commission can address the vacancy on the board.

Staff/City Counsel Present: Jennifer Boyer, Planning Director  
Vicki Harrison, Planning Specialist  
Amy Myers, City Counsel

Others Present: Richard Pfuntner, P.E., Dewberry Engineering  
Brad Harris, P.E., KB Engineering  
Sal Mella, Mella Enterprises, Inc.  
Alex Schro, P.E., Northstar Engineering

1. Call to Order

Mr. White, Chairman called the meeting to order at 5:30pm.

2. Approval of Regular Planning Commission meeting minutes of December 2, 2025

Mr. Doolittle made a motion to approve the December 2, 2025 minutes,

Second to motion: Mr. Nolte

On vote: Ashbrook: aye  
Nolte: aye  
Doolittle: aye  
Waddell: aye  
White: aye

Motion passed:5-0

3. Request for Development Order – Bay Breeze Shores: Parcel #08550-000-000: 1817 Bay Breeze Drive

Ms. Boyer, Planning Director stated the applicant is requesting approval for a Development Order (DO) to construct a mobile home community with 34 homes. Access to the site would be from

Grassy Point Road. The homes would be off a private drive to be known as Bay Breeze Drive.

The applicant received a Development Order on March 25, 2025 to construct 38 duplexes. The applicant is amending the Development Order to construct the 34-unit mobile home community. All access to the site will be from Grassy Point Road. There is no proposed access onto Cashel Mara Drive.

The site plan has been reviewed and has been found to be compliant with the City of Lynn Haven's Unified Land Development Code (ULDC), the Corridor Overlay District, and Florida State Requirements.

Traffic analysis data was submitted for the project. The trip generation report states total daily trips are expected to be 4.99 peak and 0.59 peak VPH per dwelling unit – approximately 170 VPD and 20 VPH would be added to State Road 77. The proposed development will have a negligible impact on the existing State Road 77 level of service.

#### Board Discussion

Mr. White asked if anyone was present to speak on behalf of the developer. Mr. Brad Harris stated he is the engineer for the project, and that Ms. Boyer covered everything, and he will answer any questions. Mr. White asked about the substantial changes to the plumbing, and flow of utilities. Mr. Harris stated those impacts will be less based on the reduced number of units, and the utilities will be private. Mr. Ashbrook asked if the photograph provided is pretty much indicative of the units. Mr. Harris stated the he believes so.

#### Public Comments

Mr. Flynn stated the HOA abuts this development, he is not clear as to whether this is a brand new development, or a revision as he does not know the terminology. Mr. White stated that this is a new development order request. Mr. Flynn spoke about the sea level, acres of land and raising it to 13' to meet FEMA codes, and he calculated 3,200 dump trucks loads of dirt. The stormwater rules adjustment that has gone into effect to prevent drainage into the water nearby. It is too early in the process, and he advised to table the item until there is a better idea of what actually has to be done.

John Grimeback stated that he is the attorney for the Millpoint Landing HOA, and Dr. Flynn is the president of the association. He stated that Florida law prohibits the City from granting a development permit that violates the City's comp plan housing element objective 4, land use, landscaping, compatibility with existing developments, and the coastal conservation element that the City is required to abide by with the amount of fill dirt needed to complete this project. He does not understand how a mobile home park could be considered compatible because surrounding homes are stick built and are high value waterfront homes. Mobile home parks can be very nice, or they cannot be very nice, it can go either way.

DeAnna Turpen stated that she lives behind the project and she is not prepared as she does not fully understand what the gentleman is planning to do. It's a lot of trailers to put on 3 acres, and she doesn't think they will be on stilts like the duplexes. She has flooding issues when there is a tropical storm, and has traffic concerns. She asked how many units. Mr. White stated 34. She stated that a lot of people are packed into a mobile home and with the amount of cars going up & down the highway, and the curve makes it dangerous.

Carol Atwell stated that she lives on Grassy Point Road and the project will be right behind her house. She lives on the water and when it storms, there are flooding issues. Her concern is the elevation and how it will affect her. The amount of traffic is a concern with the aging and small road, and that something will happen that will not be pleasant. She asked that they and their homes be considered because they have worked hard to build and buy them, and the devaluation would cause them harm.

Resident at 6415 Grassy Point Road stated that the road was paved in 1971 and there has not been any upkeep since then. The calculations for the loads of dirt will be over 6,500 trips with dump trucks, so the road will need to be redone. The property was saltwater marsh, and after the hurricane it was filled in. When it is developed the water will back onto their property, so drainage is a concern.

Jennifer O'Neil stated that she lives on Grassy Point Road, and she agrees with what her neighbors said. This is a dead end street, and most of them have lived there all their lives, and the traffic is a concern.

Mr. White stated that points that have been presented are traffic, coastal area flooding, environmental concerns.

Ms. Boyer stated that the stormwater report has been reviewed for the City by a reviewing engineering for both the original duplex plan, and this project, and it was found to meet all requirements and is in compliance. The review engineer is present to answer any questions, and there nothing outstanding with this project. Grassy Point Road is a County owned road, and the applicant did receive approval from the County for the driveway access. Any improvements to Grassy Point Road would be at the determination of the County.

Mr. White asked about the previous discussion and if there could be some conditions around the curve and the entrance on Highway 77. Ms. Myers stated that they can't condition the approval on another agencies approval. Mr. White asked about any due diligence from the January meeting regarding any permitting. Mr. Harris stated that the permit has been received from the County for the access connection to Grassy Point. Mr. White asked if a turning lane was required or recommended. Mr. Harris stated no, and that the County approved two (2) development orders for RV Parks on Grassy Point Road.

Mr. White asked about the buffer area design. Mr. Harris stated that the landscaping for the visual buffer will be fencing, and the other required landscaping will be met.

Mr. Ashbrook asked if there is a stormwater pond between the HOA and the mobile home park. Mr. Harris stated that is correct, the pond will discharge to the bay, and State permits have been issued for that as well.

Mr. White asked if the estimates on the number of truck loads was correct. Mr. Harris stated that he understands the confusion as they looked at the finished floor elevation of 13', and the actual fill elevation is around 8'.

Mr. Ashbrook stated the first floor elevation is actually above the ground. Mr. Harris stated that is correct.

Mr. White stated that some designated common area would have been nice, and some land use ordinances require this. Ms. Boyer stated that is seen when a development is a certain size, where a community park, pocket park, or general open space is required for a development. It is at the discretion of the City to require that.

Mr. Ashbrook asked the City attorney that based on the comments he heard tonight, are those comments that the City Commission would take under consideration to approve this. Ms. Myers stated that the planning commission members can also take them under consideration.

Mr. White asked about the land use map potentially being out of compliance. Ms. Myers stated that the comp plan in its entirety with regard to the housing element objective 4 uses the mandatory word shall in two parts. Objective 4 generally says the City shall allow sites for mobile home parks, and will review proposed sites on an individual basis to ensure compatibility with surrounding land uses and the determination shall be based by a public hearing. Based on what is heard today, a decision can be made whether or not it is compatible, if they believe they have heard evidence to that. Policy 42 says that the City shall continue to allow mobile home parks, and manufactured housing in designated residential districts based on approval of specific request with infrastructure to meet the needs of the project. Evidence has been heard about the infrastructure being provided for the proposed project. She confirmed that City ordinances do allow mobile home parks in this land use district.

Mr. White asked about the litigation from the last proposed development. Ms. Myers stated that the City was never served so she has no knowledge about it. Shaina Poitevin, Bay Breeze Development representative stated that there is no pending legal litigation for the property.

Mr. White reviewed the previous development and the dialogue regarding the numbers of units, and that the item did get City Commission approval.

Mr. Nolte stated that the neighboring properties had concerns about the access for emergency vehicles, and that has been addressed as it was removed.

Mr. Waddell made a motion to deny the request as presented,

Second to motion: Mr. Doolittle

On vote:	Waddell:	aye
	Doolittle:	aye
	Ashbrook:	nay
	Nolte:	nay
	White:	nay

Motion failed 3-2

4. Request for Development Order – Central Pentecostal Ministries; Parcel #11794-000-000; 2731 South Highway 77

Ms. Boyer, Planning Director stated the applicant is requesting approval for a Development Order (DO) to construct two additions (2,292.5 square feet and 2, 580 square feet, respectively) onto the existing fellowship hall building. No improvements are proposed for the main worship building.

The site plan has been reviewed and has been found to be compliant with the City of Lynn Haven's



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

**Department:** Planning & Development

**Prepared By:** Vicki Harrison

**Agenda Title:** Central Pentecostal Ministries Building Addition

**Requested Action:** Development Order Approval

### I. Report in Brief:

The applicant, Derek McCarthy, is requesting development order approval to construct two additions (approximately 2,292.5 square feet, and 2,580 square feet) onto the existing fellowship hall building at 2731 Highway 77, parcel #11794-000-000, which is approximately 10.4 acres. No improvements are proposed for the main worship building. The property has a Commercial Land Use which allows for Religious Facilities.

### Background:

The site plan has been reviewed and has been found to be compliance with the City's Unified Land Development Code, Corridor Overlay District, and Florida State Requirements

### Recommendation:

The Planning Commission voted unanimously to recommend approval, motion passed 5-0.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

---

**II. Budgeted Amount:** N/A

**Project #:** 25-08

---

**III. Advertised:**

**Date:**

**How/Mean:**

---

**IV. Alternatives:**

**V. Attachments:**

Development Order Application, Aerial Map, Land Use Map, Site and Landscaping Plan, Draft Planning Commission meeting minutes



APPLICATION FOR DEVELOPMENT ORDER  
(RESIDENTIAL AND COMMERCIAL DEVELOPMENTS)  
develop\_plan@cityoflynnhaven.com  
850-248-0506

**The following must be submitted along with this application:**

**Site Plans, Storm Water Calculations, Preliminary Plat, Survey, Landscape & Irrigation Plans:**

**Hard Copy Submittals:** Six (6) set of Site Plans, three (3) Storm Water Calculations, four (4) Preliminary Plats, three (3) Surveys, and one (1) set of Landscape & Irrigation plans, along with one (1) CD or USB of all materials.

**Electronic Submittals** will be accepted in lieu of hard copies. Please email to develop\_plan@cityoflynnhaven.com

**ALL REQUIREMENTS LISTED IN ULDC TABLE 10.01.02 AND TABLE 10.01.03 MUST BE MET.**

DATE: 8/18/25 DO FEES \_\_\_\_\_ (Office use only - DO NUMBER \_\_\_\_\_)

OWNER'S NAME: Central Pentecostal Ministries

ADDRESS: 2731 S Highway 77

CITY Lynn Haven STATE FL ZIP CODE 32444

EMAIL: centralpmi@centralpmi.org

TELEPHONE # (850) 785-2662 CELL # \_\_\_\_\_

APPLICANT'S NAME\*: Derek McCarty

\*IF THE APPLICANT IS NOT THE OWNER, PLEASE PROVIDE A NOTARIZED LETTER OF AUTORIZATION FROM THE PROPERTY OWNER.

EMAIL: dmccarty@northstarengineering.com

TELEPHONE# (850) 785-2662 CELL# \_\_\_\_\_ FLA LIC# \_\_\_\_\_

LOCATION OF DEVELOPMENT: 2731 S Highway 77 Lynn Haven, FL 32444

PARCEL ID# 11794 000 000

SIZE OF PARCEL (ACRES): 10.4

IF APPLICATION IS FOR A COMMERCIAL PROJECT, LIST THE NAME OF THE DEVELOPMENT: CPM

ENGINEER'S NAME: Northstar Engineering Services

EMAIL ADDRESS: psantora@northstarengineering.com

CITY'S CURRENT LAND USE: COM

LAND USE CHANGES REQUIRED, IF ANY: N/A

CITY'S CURRENT FLUM DESIGNATION: COM

FUTURE LAND USE DESIGNATION CHANGES REQUIRED, IF ANY N/A

TYPE OF DEVELOPMENT:

- |  |   |
|--|---|
| <input type="checkbox"/> Single Family Dwelling(s) or Duplex(es) | <input type="checkbox"/> Multi-Family Dwelling(s) |
| <input type="checkbox"/> Subdivision or PUD (circle one)         | <input checked="" type="checkbox"/> Commercial    |
| <input type="checkbox"/> Development of Regional Impact          |   |

PERMITS SUBMITTED:

RECEIVED

COE

DEP:

STORMWATER

WASTEWATER

DOMESTIC WATER

- DREDGE & FILL
- FDOT:
- STORMWATER
- DRIVEWAY
- COUNTY:
- STORMWATER
- DRIVEWAY
- FEEES COLLECTED: RECEIVED
- STORMWATER
- COMMERCIAL DEVELOP.
- SUBDIVISION
- PRE-APPLICATION
- PRELIMINARY PLAT REVIEW
- FINAL PLAT REVIEW
- CONS. VERIF. & PLAT CERT.
- VARIANCE APP.

MATERIALS **REQUIRED** TO BE PROVIDED PER THE ULDC:

- RECEIVED
- BOUNDARY SURVEY WITH
- LEGAL DESCRIPTION **(Signed and Sealed)**
- SITE PLANS **(if part of a master plan must show overall plan on site plans)**
- TREE SURVEY (Sec. 4.06.00)
- LANDSCAPE PLANS
- (Signed & sealed)**
- IRRIGATION PLAN
- (ULDC Section 4.02.06 (11)\*)

**\*AUTOMATIC IRRIGATION SYSTEMS**

**SHALL BE INSTALLED PRIOR TO THE  
INSTALLATION OF PLANTS.**

**Application for Reclaimed Water**

**Service w/Irrigation Area Worksheet**

The Application for Reclaimed Water Service is available from the Lynn Haven Utility Dept. The "Commercial Irrigation Area Worksheet" is available online at [www.cityoflynnhaven.com](http://www.cityoflynnhaven.com), Departments, Development & Planning, Forms and Applications.

**Application for Water & Sewer**

**Availability Request** The Water & Sewer Availability Request form is available online at [www.cityoflynnhaven.com](http://www.cityoflynnhaven.com), Departments, Public Utilities, Reclaimed/Resue Water, Forms.

**WETLAND DELINEATION**

**EROSION CONTROL**

For new construction, include drawings to scale or dimensions shown for the following plans, including specifications:

**FLOOR PLAN**

**FRONT, SIDE & REAR**

**ELEVATION PLANS\***

\*Non-Residential Developments must submit color architectural renderings to demonstrate compliance with ULDC Section 4.01.04 Appearance Standards for Non-Residential Primary Structures (Ord. #1139 and Storefront Design Criteria). Refer to the City website – Development & Planning, Forms & Applications.

**UTILITY PLAN**

**WATER & SEWER**

**CAPACITY ANALYSIS**

**LIGHTING PLAN**

**PHOTOMETRIC PLAN**

**L.O.S. CALCS. (Sec. 6.01.02)**

**EDUCATION**

**SOLID WASTE**

**RESTRICTIVE COVENANTS**

- FLOOD ZONE DATA
- (including flood zones)**
- STREETS NAMED
- EASEMENTS & ROWS IDENTIFIED
- REC/OPEN SPACE ALLOWED
- TRANSPORTATION IMPACT
- ANALYSIS TRIP GENERATION
- FOR (3) SEGMENTS - SEE ATTACHED

IMPROVEMENTS

Indicate whether each of the following improvements will be privately owned and maintained or will be granted to the City (publicly owned) for maintenance.

IMPROVEMENT	OWNED AND MAINTAINED	
	Privately	Publicly
Water system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Sanitary sewer system	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Stormwater drainage system	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Streets	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sidewalks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Street lights	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Curbs and gutters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parks/Open space	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Landscapes	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Buffer/Fences	<input checked="" type="checkbox"/>	<input type="checkbox"/>

TRC REVIEW DATE: 12/11/2025      APPROVED       YES       NO

PLANNING COMM. REV. DATE: 1/6/2026      APPROVED       YES       NO

CITY COMM. REV. DATE: 1/29/2026

APPROVED  YES  NO

**Certification and Authorization:**

- (1) By my signature hereto, I do hereby certify that the information contained in this Application is true and correct and understand that deliberate misrepresentation of such information will be grounds for denial and reversal of this Application and or revocation of any approval based on this Application.
- (2) I do hereby authorize City staff to enter my property at any reasonable time for the purpose of site inspection.
- (3) I do hereby authorize the placement of a public notice sign(s) on my property at a location(s) to be determined by City staff.
- (4) I Derek McCarty (print name) as the property owner or authorized property owner representative have read and understand the attached information concerning Application for Development Order.

\_\_\_\_\_  
Owner or Agent Signature

*Derek McCarty*  
Applicant's Signature

\_\_\_\_\_  
Print name

DEREK McCARTY  
Print name

\_\_\_\_\_  
Title and Company (if applicable)

PROJECT MANAGER  
Title and Company (if applicable)

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

Date: 08/18/2025

\_\_\_\_\_  
Notary as to Owner or Agent

\_\_\_\_\_  
Notary as to Applicant

My commission expires:  
\_\_\_\_\_

My commission expires:  
\_\_\_\_\_

Application approved by: \_\_\_\_\_ City Planner.

### Development Order Fee Schedule

**Subdivision Pre-Application Review (Optional)**  
3 to 10 lots.....500.00





# Bay County Property Appraiser - Dan Sowell, CFA

Main Office | 860 W. 11th St, Panama City, FL 32401 | 850-248-8401  
Beach Office | 301 Richard Jackson Blvd, Panama City Beach, FL 32407 | 850-248-8470



### Overview



### Legend

- Parcels
- Roads

<b>Parcel ID</b>	11794-000-000	<b>Owner</b>	CENTRAL PENTECOSTAL MINISTRIES INC.	<b>Last 2 Sales</b>			
<b>Class Code</b>	CHURCHES		P.O. BOX 1558	<b>Date</b>	<b>Price</b>	<b>Reason</b>	<b>Qual</b>
<b>Taxing District</b>	06		LYNN HAVEN, FL 32444-6358	5/26/2011	\$175000	n/a	U
	LYNN HAVEN	<b>Physical Address</b>	2731 S HWY 77	9/27/1995	\$100	n/a	U
<b>Acres</b>	10.4	<b>Just Value</b>	Value \$5245792	<b>MLS</b>			

(Note: Not to be used on legal documents)

**Maps have been compiled from the most authentic information available and are to be used for assessment purposes only. Bay County Property Appraiser's Office assumes NO responsibility for errors and/or omissions that may be contained herein. THIS MAP IS NOT A SURVEY**

Date created: 9/15/2025  
Last Data Uploaded: 9/15/2025 2:41:29 AM

Developed by SCHNEIDER  
GEOSPATIAL





Mr. White stated that some designated common area would have been nice, and some land use ordinances require this. Ms. Boyer stated that is seen when a development is a certain size, where a community park, pocket park, or general open space is required for a development. It is at the discretion of the City to require that.

Mr. Ashbrook asked the City attorney that based on the comments he heard tonight, are those comments that the City Commission would take under consideration to approve this. Ms. Myers stated that the planning commission members can also take them under consideration.

Mr. White asked about the land use map potentially being out of compliance. Ms. Myers stated that the comp plan in its entirety with regard to the housing element objective 4 uses the mandatory word shall in two parts. Objective 4 generally says the City shall allow sites for mobile home parks, and will review proposed sites on an individual basis to ensure compatibility with surrounding land uses and the determination shall be based by a public hearing. Based on what is heard today, a decision can be made whether or not it is compatible, if they believe they have heard evidence to that. Policy 42 says that the City shall continue to allow mobile home parks, and manufactured housing in designated residential districts based on approval of specific request with infrastructure to meet the needs of the project. Evidence has been heard about the infrastructure being provided for the proposed project. She confirmed that City ordinances do allow mobile home parks in this land use district.

Mr. White asked about the litigation from the last proposed development. Ms. Myers stated that the City was never served so she has no knowledge about it. Shaina Poitevin, Bay Breeze Development representative stated that there is no pending legal litigation for the property.

Mr. White reviewed the previous development and the dialogue regarding the numbers of units, and that the item did get City Commission approval.

Mr. Nolte stated that the neighboring properties had concerns about the access for emergency vehicles, and that has been addressed as it was removed.

Mr. Waddell made a motion to deny the request as presented,

Second to motion: Mr. Doolittle

On vote:	Waddell:	aye
	Doolittle:	aye
	Ashbrook:	nay
	Nolte:	nay
	White:	nay

Motion failed 3-2

#### 4. Request for Development Order – Central Pentecostal Ministries; Parcel #11794-000-000; 2731 South Highway 77

Ms. Boyer, Planning Director stated the applicant is requesting approval for a Development Order (DO) to construct two additions (2,292.5 square feet and 2, 580 square feet, respectively) onto the existing fellowship hall building. No improvements are proposed for the main worship building.

The site plan has been reviewed and has been found to be compliant with the City of Lynn Haven's Planning Commission

January 6, 2026

Page 4 of 6

Unified Land Development Code (ULDC), the Corridor Overlay District, and Florida State Requirements.

Board Discussion

Mr. White asked if anyone was here to speak on behalf of the developer. Mr. Schro, P.E., Northstar Engineering stated he would be glad to answer any questions.

Mr. Nolte asked the 30' wetland buffer, as it appears the addition is within the buffer. Mr. Schro stated that the buffer requirement are met. Ms. Boyer stated that the existing wetlands were taken care of with the existing stormwater ponds in regard to buffers.

Public Comments

None

Mr. Ashbrook made a motion to recommend approval for the development order as presented,

Second to motion: Mr. Doolittle

On vote:	Ashbrook:	aye	
	Doolittle:	aye	
	Waddell:	aye	
	Nolte:	aye	
	White:	aye	Motion passed 5-0

5. Comprehensive Plan Amendments: Infrastructure Element Policy 1-1, Policy 6-2; Capital Improvements Policy 1-2, Infrastructure Element Policy 1-7, Coastal Management Policy 3-2

Ms. Boyer stated all these amendments were reviewed by the planning commission. Ordinance 1176 was adopted on September 9, 2025, with re-adoption again on October 14, 2025 for amendments to the city's Comprehensive Plan. The Ordinance and amendments were sent to the state for final review on October 14, 2025.

On December 4, 2025, correspondence was received from Florida Commerce stating the city's Comprehensive Plan amendments conflicted with a state statute – HB 180, and were more restrictive and burdensome, making it null and void.

Chapter 2025-190:

Section 28. (1) Each county listed in the Federal Disaster Declaration for Hurricane Debby (DR-4806), Hurricane Helene (DR-4828), or Hurricane Milton (DR-4834), and each municipality within one of those counties, may not propose or adopt any moratorium on construction, reconstruction, or redevelopment of any property damaged by such hurricanes; propose or adopt more restrictive or burdensome amendments to its comprehensive plan or land development regulations; or propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by s. 163.3164, Florida Statutes, before October 1, 2027, an any such moratorium or restrictive or burdensome comprehensive plan amendment, land development regulation, or procedure shall be null and void ab initio. This subsection applies retroactively to August 1, 2024.



**Department:** Planning & Development

**Prepared By:** Vicki Harrison

**Agenda Title:** Comprehensive Plan Amendments

**Requested Action:** First Reading Ordinance 1176-AR and Public Hearing

### **I. Report in Brief:**

Ordinance 1176-AR for first reading and public hearing. Ordinance 1176 was adopted on September 9, 2025, with ratification on October 14, 2025, for amendments to the City's Comprehensive Plan. The Ordinance and amendments were sent to the State for final review on October 14, 2025. On December 4, 2025, correspondence was received from Florida Commerce stating the City's Comprehensive Plan amendments conflicted with a state statute – HB 180, and were more restrictive and burdensome and thus rendering the entire Ordinance null and void. The Planning Board considered the proposed amendments on January 6, 2026 and recommended approval.

### **Background:**

HB 180, adopted as Chapter 2025-190 provides in Section 28 that counties listed in disaster declarations for Hurricanes Debby, Helene or Milton may not "propose or adopt more restrictive or burdensome amendments to its comprehensive plan or land development regulations; or propose or adopt more restrictive or burdensome procedures concerning review, approval, or issuance of a site plan, development permit, or development order, to the extent that those terms are defined by s. 163.3164, Florida Statutes, before October 1, 2027, and any such moratorium or restrictive or burdensome comprehensive plan amendment, land development regulation, or procedure shall be null and void ab initio."

### **Background Continued...**

While these hurricanes did not directly impact on the city, the state is requiring the city to correct conflicts with HB180. The only way to do so is to put Infrastructure Element Policy 1-1, Policy 6-2, and Capital Improvements Element Policy 1-2, Infrastructure element Policy 1-7, and Coastal Management Element Policy 3-2 back to what they were prior to adoption of Ordinance 1176, and to re-adopt the remaining proposed amendments.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** N/A

**Project #:**

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**III. Advertised:**

**Date:**

**How/Means:**

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**Recommendation:**

Hold a public hearing and first reading of Ordinance 1176-AR, which amends those portions of the Comp Plan to the version existing prior to the adoption of Ordinance 1176, and restates the amendments otherwise proposed in Ordinance 1176.

If approved following the hearing and first reading, the proposed Ordinance 1176-AR will be transmitted to the State for review.

Once comments are received by the State, the Ordinance will be presented to the Commission for a second reading and public adoption hearing.

**IV. Alternatives:**

None.

**V. Attachments:**

Ordinance #1176-AR  
Comprehensive Plan

**ORDINANCE NO. 1176-AR**

**AN ORDINANCE OF THE CITY OF LYNN HAVEN, FLORIDA, AMENDING THE CITY'S COMPREHENSIVE PLAN TO IMPLEMENT THE EVALUATION AND APPRAISAL REPORT REQUIRED BY SECTION 163.3191, FLORIDA STATUTES; AMENDING ELEMENTS TO MEET THE REQUIREMENTS OF SECTION 163.3177 FLORIDA STATUTES; BASING THE AMENDMENTS UPON PERMANENT AND SEASONAL POPULATION ESTIMATES AND PROJECTIONS PUBLISHED BY THE OFFICE OF ECONOMIC AND DEMOGRAPHIC RESEARCH FOR A TEN YEAR AND TWENTY YEAR PLANNING PERIOD; AMENDING CHAPTER ONE THE FUTURE LAND USE ELEMENT GOAL 1, OBJECTIVE 2, POLICY 2-1-04 ADDING GROUP HOMES; AMENDING OBJECTIVE 10 NATURAL RESOURCE PROTECTION POLICY 10-3 DEVELOP AND MAINTAIN A STORMWATER MASTER PLAN; AMENDING CHAPTER 3 HOUSING ELEMENT TO UPDATE POLICIES; AMENDING CHAPTER 4 INFRASTRUCTURE ELEMENT TO UPDATE THE LEVEL OF SERVICE STANDARDS IN GOAL 1, POLICY 1-1 AND GOAL 2, OBJECTIVES 1 – 6; CONTINUED PROVISION OF FACILITIES TO MEET EXISTING AND PROJECTED DEMANDS; AMENDING CHAPTER 5 COASTAL MANAGEMENT ELEMENT GOAL 1, OBJECTIVE 3, POLICY 3-6 TO INCLUDE THE REQUIREMENTS OF THE DEER POINT PROTECTION ZONE, AND ADDING GOAL 3 OBJECTIVES 1-7 PREPARING, ADAPTING, MITIGATING AND MANAGEING CLIMATE CHANGE IMPACTS IN COMPLIANCE WITH SECTION 380.093(3), FLORIDA STATUTES, RELATED TO SEA LEVEL RISE; AMENDING CHAPTER 7 RECREATION OPEN SPACE ELEMENT GOAL 1, OBJECTIVE 1 TO UPDATE POPULATION PROJECTIONS AND FACILITY PROVISION; AMENDING CHAPTER 9 CAPITAL IMPROVEMENTS ELEMENT GOAL 1, OBJECTIVE 1, POLICY 1-2 TO UPDATE INFRASTRUCTURE LEVEL OF SERVICE STANDARDS AND UPDATING OBJECTIVE 8 FIGURE 9-1 SCHEDULE OF CAPITAL IMPROVEMENTS FOR THE FIVE AND TEN YEAR PLANNING PERIOD INCLUDING PROJECTED REVENUE SOURCES TO ENSURE THE AVAILABILITY OF PUBLIC FACILITIES NEEDED TO MAINTAIN ADOPTED LEVEL OF SERVICE STANDARDS; PROVIDING FOR SEVERABILITY OF PROVISIONS; REPEALING ALL ORDINANCES IN CONFLICT HERewith AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, Section 163.3167, Florida Statutes, requires that each local government prepare a Comprehensive Plan in compliance with the Community Planning Act, as amended; and

WHEREAS, Section 163.3191, Florida Statutes, requires that each local government adopt an Evaluation and Appraisal Report (“EAR”) every seven years assessing the local government’s progress in implementing the Comprehensive Plan; and

WHEREAS, having conducted a thorough review and assessment, the City wishes to amend its Comprehensive Plan to implement its EAR and update each of the current elements of the Comprehensive Plan; and

WHEREAS, on January 7, 2025, the Planning Board recommended approval of the proposed EAR-based amendments to the City’s Comprehensive Plan at a properly advertised public hearing; and

WHEREAS, the City Commission held a properly advertised public hearing on January 14, 2025, to consider first reading of the updated Comprehensive Plan and its transmittal to the State and reviewing agencies for comment. That same day this proposed Ordinance 1176 was sent to the State and the reviewing agencies for comment under the State Coordinated Review Process; and

WHEREAS, the City Commission held a properly advertised public hearing on September 9, 2025 to consider second reading and adoption, and voted to approve the Ordinance 1176-R with changes addressing the objection provided by the State reviewing agencies. The adopted Ordinance 1176-R was transmitted to the State on September 30, 2025, but was rejected by the State because the transmittal occurred more than 10 days following the Commission’s action to adopt the amendments; and

WHEREAS, at the State’s direction, the Commission held properly advertised public hearing to consider a third reading and ratification of Ordinance 1176-R on October 14, 2025, which was transmitted to the State on [ ]; and

WHEREAS, on December 4, 2025, the State rejected the City’s Ordinance 1176-R, determining that certain portions were more restrictive than permitted by Chapter 2025-190, and therefore rendering the entire Ordinance null and void ab initio; and

WHEREAS, City staff has revised the policies in conflict with Chapter 2025-190 (Infrastructure Element Policy 1-1, Policy 6-2, and Capital Improvements Element Policy 1-2, Infrastructure element Policy 1-7, and Costal Management Element Policy 3-2),

WHEREAS, on January 6, 2026, the Planning Board recommended approval of the amended and restated EAR-based amendments to the City’s Comprehensive Plan at a properly advertised public hearing; and

WHEREAS, the City Commission held a properly advertised public hearing on [ ], 2026, to consider first reading of the amended and restated Comprehensive Plan and its transmittal to the State and reviewing agencies for comment; and

[WHEREAS, the City Commission held a properly advertised public hearing on [ ] to consider second reading and adoption, [and voted to approve the Ordinance 1176-AR];]

WHEREAS, all conditions and requirements for the enactment of an ordinance to amend the City's Comprehensive Plan have been met.

NOW THEREFORE, BE IT ORDAINED BY THE CITY OF LYNN HAVEN, FLORIDA, that:

SECTION 1. From and after the effective date of this ordinance the Lynn Haven Comprehensive Plan is amended to read as attached hereto, incorporated herein and entitled "The 2025 Amended and Restated City of Lynn Haven Comprehensive Plan," including all tables, exhibits, maps, charts, lists and similar discrete components (new text **bold and underlined**, deleted text struckthrough).

SECTION 2. All ordinances or parts of ordinances in conflict with the City's Comprehensive Plan are repealed only to the extent of such conflict.

SECTION 3. If any section, paragraph, sentence, clause or phrase of the City's Comprehensive Plan shall be declared unconstitutional or unenforceable, such holding shall not affect the remainder of this Ordinance.

SECTION 4. This Ordinance shall take effect as provided by law.

INTRODUCED AND PASSED on first reading, this \_\_\_\_ day of \_\_\_\_\_, 2025.

PASSED AND ADOPTED on second reading this \_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
DAVE LOWERY, MAYOR

ATTEST:

\_\_\_\_\_  
CHRIS LIGHTFOOT, INTERIM CITY MANAGER

Approved as to form:

\_\_\_\_\_  
CITY ATTORNEY

Coding: Words in ~~strikeout~~ type are deletions from existing text.  
Words in **underline type** are additions.

## CHAPTER 1. FUTURE LAND USE ELEMENT

**PURPOSE:** The City of Lynn Haven desires to retain the small-town atmosphere oriented towards families that has been its tradition. The City's intent is to maintain the traditional town development pattern and historical appearance of its architecture; to promote infill development within the core residential and commercial areas of the City and to allow a mixture of uses within the areas adjacent to the commercial districts; to provide land use strategies that allow new development to accommodate living spaces and work places within close proximity to each other; and, to provide adequate resilient public services and facilities for new residential and economic development resulting from projected population increases. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**GOAL 1:** Efficiently manage and regulate land-use types, locations, and densities that are compatible with natural and man-made resources in order to provide the residents of Lynn Haven with an aesthetically pleasing, economically beneficial, resilient and socially adequate environment ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

### Land Use Districts

**OBJECTIVE 1:** The City ~~shall implement~~ utilizes the single-map approach to land development regulation. This means that allowable uses ~~shall be~~ are established in the Comprehensive Plan and on the Future Land Use Map (FLUM), without need for a separate zoning map. ~~When the single map approach is enacted.~~ The following policies shall guide the implementation of this approach ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 1-1:** Development of land shall be allowable in compliance with the use, location, and design requirements of this Comprehensive Plan. Development shall be regulated, in part, through adoption and maintenance of a Unified Land Development Code (ULDC) that contains detailed standards consistent with the requirements of this Plan ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 1-2:** The FLUM and associated text ~~shall be~~ is:

- (1) The means of establishing the allowable use of land;
- (2) The means of setting the maximum density and intensity of allowable uses of land; and,
- (3) Designed to provide for economic development that is compatible with the City's character and natural resources and ~~that~~ does not create infrastructure needs in excess of those which the City can provide while maintaining the adopted levels of service ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**OBJECTIVE 2:** ~~The following land use districts are hereby established.~~ Each land use category is depicted as a land use district on the FLUM. The term "land use category" refers to the text description of a land use, while the term "land use district" refers to the geographic area shown on the FLUM where the activities and uses of a category are ~~able~~ are allowed. The land use districts ~~shall be~~ are as follows:

- (1) Low Density Residential (LDR)
  - (2) Medium Density Residential (MDR)
  - (3) High Density Residential (HDR)
  - (4) Recreation/Open Space (R/OS)
  - (5) Mixed Use (MU)
  - (6) Neighborhood Commercial (C-1)
  - (7) Commercial (C)
  - (8) Industrial (IND)
  - (9) Public/Institutional (P/I)
  - (10) Conservation (CON)
  - (11) Traditional Neighborhood Development (TND)
  - (12) Overlay Districts
    - (a) Community Redevelopment Area (CRA)
    - (b) Planned Unit Development (PUD)
- ~~(amended by Ordinance 858; Adopted:10/24/06)~~

---

**Policy 2-1: Residential Uses.** The following densities and uses shall be permissible within residential land use districts, and shall be implemented in the ULDC ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 2-1-01: Low Density Residential (LDR).** The purpose of this district is to provide locations limited to single-family detached units as well as customary residential accessory uses incidental to the primary residential uses on the site. Residential density shall be less than five (5) units per acre. ~~(amended by Ordinance 858; Adopted:10/24/06.)~~

---

**Policy 2-1-02: Medium Density Residential (MDR).**

The purpose of this district is to provide locations for single-family detached units and multiple-family residential developments as well as customary residential accessory uses incidental to the primary residential uses on site. Density shall be from four (4.0) units to ten (10.0) units per acre ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 2-1-03: High Density Residential (HDR).** The purpose of this district is to provide locations for multiple-family residential development and customary residential accessory uses that are incidental to the primary residential uses on site. Density shall be from eight (8.0) to twenty (20.0) units per acre. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 2-1-04:** Within all residential land use districts, the following specific uses, may be allowable, subject to additional development and design standards:

- (1) Public elementary and secondary schools;
- (2) Group Homes of six (6) or fewer residents which otherwise meet the definition of a community residential home;
- ~~(2)~~ 3 Public parks;
- ~~(3)~~ 4 Religious facilities;
- ~~(4)~~ 5 Transit stops and rights-of-way; and,
- ~~(5)~~ 6 Essential utilities ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 2-2: Mixed Use and Non-Residential Uses.** The following mixed-use and nonresidential uses and intensities shall be permissible and implemented in the ULDC (~~amended by Ordinance 858; Adopted:10/24/06~~).

---

**Policy 2-2-01: Mixed Use (MU).** The intent of this district is to create an urban center within the City of Lynn Haven and to serve as a transition between the major highways and residential areas:

- (1) Residential-only projects with a maximum density of up to ten (10.0) units per acre, as well as customary residential accessory uses incidental to the primary residential uses on site;
- (2) Mixed use projects may have a maximum residential density of up to twenty (20.0) units per acre subject to compatibility standards, architectural standards, and location requirements;
- (3) Small scale commercial, general commercial, and office uses shall be located along arterial or collector roadways, subject to additional development and design standards;
- (4) Specific uses such as public parks, public elementary and secondary, trade and post-secondary schools, religious facilities, transit stops and rights-of-way, and essential utilities may be allowable, subject to additional development and design standards.
- (5) Non-residential development may include any combination of commercial, office, civic, institutional, and recreation uses;
- (6) Mixed use development shall meet the following standards: a. Residential, minimum of forty-five (45) percent; b. Commercial or office, maximum of forty-five (45) percent; and c. Civic, institutional, or recreation, minimum of ten (10) percent
- (7) Impervious surface shall not exceed seventy-five (75) percent.
- (8) Floor area ratio shall be as assigned for each individual category.
- (9) The City may establish incentives in its land development code to implement the Mixed Use land use category as consistent with the Community Redevelopment Plan (~~amended by Ordinance 928; Adopted:02/23/10~~).

---

**Policy 2-2-02: Neighborhood Commercial (NC).** The purpose of the neighborhood commercial district is to provide areas for low-intensity commercial uses that primarily offer goods and services to nearby or surrounding residential areas. Residential uses included within this district shall have a maximum density of eight (8.0) units per acre. All non-residential uses shall be located on a collector or arterial roadways. Impervious surface shall not exceed sixty (60) percent. The floor area ratio shall not exceed .50 (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 2-2-03: Recreation/Open Space (R/OS).** The purpose of the recreation/open space district is to provide areas for the location of private and public recreation land uses including active and passive recreation activities. Impervious surface shall not exceed fifty (50) percent. The floor area ratio shall not exceed .50 (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 2-2-04: Commercial (C).** The purpose of this district is to provide sufficient land in appropriate locations for various types of retail, office, trade service establishments, and professional service uses. Multi-family residential may be permissible only as a conditional use. Multi-family residential uses shall not exceed twenty (20) units per acre. Conditions shall include compatibility standards specifically addressing multi-family residential adjacent to nonresidential development and requirements for

demonstrated public benefits, such as public plazas, water access, view protection, and availability of workforce housing. Impervious surface shall not exceed eighty-five (85) percent. The floor area ratio shall not exceed 1.0. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-2-05: Industrial (IND).** The purpose of this district is to provide land for light industrial, trade and service activities, including industrial support services, such as administration, business and professional offices, water-dependent and water-related commercial and industrial uses. Preference will be given to water-dependent or water-related commercial and industrial uses when considering the location of such uses. Multi-family residential may be permissible only as a conditional use. Multi-family residential uses shall not exceed twenty (20) units per acre. Conditions shall include compatibility standards specifically addressing multi-family residential adjacent to nonresidential development and requirements for demonstrated public benefits, such as public plazas, water access, view protection, and availability of workforce housing.

- (1) Impervious surface shall not exceed seventy (70) percent.
- (2) The floor area ratio shall not exceed 0.50.
- (3) Land uses within the industrial district that use, handle, store, or treat or dispose of hazardous materials injurious to fish, wildlife, and people shall be prohibited ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-2-06: Public/Institutional (P/I).** This district is intended to provide lands for civic, educational, governmental, recreational, religious, and cultural purposes:

- (1) Public and private schools are considered allowable uses within the Public/ Institutional land use districts.
- (2) Impervious surface shall not exceed sixty-five (65) percent.
- (3) The floor area ratio shall not exceed 1.0 ~~(amended by Ordinance 858; Adopted:10/24/06)~~

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**Policy 2-2-07: Conservation (CON).** The purpose of the Conservation District is to preserve significant natural resources.

- (1) The natural features designated as CON on the FLUM include, at a minimum, wetlands, floodways and floodplains, unique habitats, and lakes or water bodies in public ownership or under public control that are intended primarily for resource protection ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 2-2-08: Research Park (RP).**

1. The purpose of the Research Park (RP) land use category is to promote water-dependent development that is technology-based through the collaboration of universities, industry and government. The research park shall be developed with the following mix of uses:

- a. Water-dependent research and light high-tech industry facilities.
- b. Recreational and commercial working waterfront uses which means a parcel or parcels of real property that provide access for water-dependent commercial activities or provide access for the public to the navigable waters of the state. Recreational and commercial working waterfronts require direct access to or a location on, over or adjacent to a navigable body of water. The term includes water-dependent facilities that are open to the public and offer public access by vessels

to the waters of the state or they are support facilities for recreational, commercial, research, or governmental vessels. These facilities include docks, wharfs, lifts, wet and dry marinas, boat ramps, boat hauling and repair facilities, commercial fishing facilities, and other support structures over the water, except boat construction facilities.

- c. Office and commercial uses.
- d. Residential uses.

2. Density and intensity standards are as follows:

- a. The maximum residential development shall not exceed 100 dwelling units. Dwelling units shall not be located in the Category 1 Storm Surge area and areas of special flood hazard and shall be located where most compatible with the other uses in the research park.
- b. Impervious surface shall not exceed seventy (70) percent.
- c. The floor area ratio shall not exceed .35.
- d. Land uses within the research park designation that use, handle, store, or treat or dispose of hazardous materials in a manner that is injurious to fish, wildlife, and people shall be prohibited ~~(amended by Ordinance 900; Adopted: 06/10/08).~~

**OBJECTIVE 3. Traditional Neighborhood Development District (TND).** The purpose of the Traditional Neighborhood Development District (TND) land use category is to promote orderly, compact growth that supports walkability, a range of housing types, and environmental protection by providing opportunities for a mix of residential, commercial, and public and civic uses in discrete areas served by central water and sewer that are proximate to other urbanizing areas of the City of Lynn Haven ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 3-1: Traditional Neighborhood Development District:** The intent of the Traditional Neighborhood Development District (TND District) land use category is to promote orderly, compact growth by providing opportunities for residential, mixed-use, and community development in discrete areas served by central water and sewer that are proximate to other urbanizing areas of the City of Lynn Haven. The requirements of this policy shall apply to TNDs established after 3/24/2010, the effective date of Plan Amendment 2010-1-T-8 ~~(amended by Ordinance 928; Adopted:02/23/10).~~

**A. Size and Land Uses:** In order to be designated as a TND District on the City's Future Land Use Map, the subject property must contain a minimum of forty (40) contiguous acres and shall be developed with the following mix of uses: ~~(amended by Ordinance 928; Adopted:02/23/10).~~

1. Public uses, including squares, parks, open spaces, golf courses, pools, playgrounds, public access to the waterfront (where applicable) and similar amenities, which shall comprise no less than ten (10) percent of the gross acreage of the designated TND District. The maximum impervious surface ratio for public uses shall not exceed five (5) percent ~~(amended by Ordinance 928; Adopted:02/23/10).~~

2. Civic uses, including churches, libraries, meeting halls, schools, government buildings, post offices, and the like, which shall comprise no less than five (5) percent of the gross acreage of the designated TND District. The maximum impervious surface ratio for civic uses shall not exceed seventy-five (75) percent, and the maximum floor area ratio shall not exceed sixty (60) percent (0.6 FAR). Impervious surface calculations shall be for civic uses as a whole and shall not be required for individual lots.

3. Commercial uses (non-residential uses excluding public and civic uses) shall comprise no less than five (5) percent, nor more than thirty-five (35) percent, of the designated TND District. Commercial uses may include retail, business services, offices, personal services, medical, entertainment, resort, lodging, restaurant, marinas, workplace and similar uses. Commercial uses within a TND District shall be compatible in character and scale with surrounding neighborhoods proposed for the TND District. The maximum impervious surface ratio for commercial uses shall not exceed seventy-five (75) percent and the maximum floor area ratio shall not exceed one hundred (100) percent (1.0 FAR). Impervious surface calculations shall be for commercial uses as a whole and shall not be required for individual lots.

4. Residential uses, include single and multi-family housing. Residential uses shall comprise no less than thirty-five (35) percent, nor more than eighty (80) percent, of the gross acreage of the TND District. The average density in the civic, commercial, and residential use areas as a whole shall not exceed ten (10) units per acre. No density shall be assigned to areas designated public or conservation.

5. Except as otherwise stated in this section, all development within a TND District shall be designed to avoid, to the maximum extent possible, impacts to: (1) wetlands, including isolated wetlands and wetlands under the jurisdiction of the Department of Environmental Protection and/or the U.S. Army Corps of Engineers; (2) animal and plant habitat of threatened and endangered species; and (3) velocity zones, as depicted on the FEMA Flood Insurance Rate Maps.

**B. Environmental Protection:** Proposed development within a TND District shall exhibit best environmental management practices with the emphasis on designing with nature, e.g. in the context of the natural features of the landscape, such as topographic and stormwater features, vegetative edges, and soil types, to avoid and minimize adverse environmental impacts. The major criterion for approval shall be the continued functioning, with minimum disturbance, of the ecosystem which the development is impacting. In order to avoid specific and cumulative impacts of development on wetlands and/or habitat of threatened and endangered species, the City may require the use of site design techniques, such as clustering development to the uplands of the development site or away from habitat of endangered or threatened species, elevation of structures on pilings, setbacks and buffering ~~(amended by Ordinance 928; Adopted:02/23/10).~~

1. Wetland and shoreline ecosystems shall be protected by a minimal thirty (30) foot adjacent upland buffer of preserved and protected native vegetation in accordance with Conservation Policy 5-8 ~~(amended by Ordinance 928; Adopted:02/23/10).~~

2. Where wetland impacts cannot be avoided, wetland impacts shall be minimized and shall be mitigated by wetland compensation or wetland enhancement in accordance with local, state and/or federal regulations. Wetland impacts, where unavoidable and where properly mitigated, may be authorized for:

a. Uses consistent with the underlying TND District land use, but densities for residential uses and intensities for nonresidential uses may be limited in order to ensure greater protection of the wetland;

b. Access to the site;

c. Internal traffic circulation, where other alternatives do not exist, or for purposes of public health, safety, or welfare; and

d. Utility and transmission lines ~~(amended by Ordinance 928; Adopted:02/23/10).~~

3. Mitigated impacts may be allowed to any poor quality isolated or jurisdictional wetland which has minimal or no ecological value provided that the total impact area is not greater than twenty-five (25) percent of the impacted poor quality wetland. Poor quality wetlands are those that are degraded by human alterations, such as sand mining, silvicultural activities, and fire suppression, which have allowed woody (i.e. non-wetland) plant species to overtake these areas and further degrade their ecological value ~~(amended by Ordinance 928; Adopted:02/23/10).~~

4. The City may further limit the densities and intensities stated therein, require phasing of future development, or impose other standards on property proposed for TND District designation in order to ensure compatibility and consistency of the TND District at its proposed location and with the surrounding area, notwithstanding the minimum standards otherwise adopted herein. However, the City's imposition of specific limitations on future development as contemplated by Policy 2-13 does not constitute the City's explicit or implicit approval of any plan of development for said parcel, or constitute a determination or finding by the City that proposed future development on the parcel, or any portion thereof, is compatible with the area or consistent with other requirements in the City's Comprehensive Plan or Land Development Code. Any property so designated will be required to secure development approval in accordance with the City's regulations and procedures otherwise applicable to any applicant seeking development approval ~~(amended by Ordinance 928; Adopted:02/23/10).~~

5. In keeping with the intent to use best management practices, systems supporting the reuse of reclaimed water shall be incorporated into development plans ~~(amended by Ordinance 928; Adopted:02/23/10).~~

**C. Arrangement of Land Uses:** Land uses, densities and intensities within a TND shall be arranged to provide a transition between the TND and surrounding properties. ~~(amended by Ordinance 928; Adopted:02/23/10)~~

**D. Integration of Land Use and Mobility:** Land uses within a TND shall be arranged and interconnected to encourage alternative forms of transportation, including walking, cycling, and, where available, public transit ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 3-2: Mill Bayou Traditional Neighborhood Development District**

(1) In addition to meeting the requirements of Policy 2-12, the TND District designation on the Future Land Use Map for the approximately 950-acre parcel annexed into the City in 2005 (commonly known as Mill Bayou) shall be subject to the following additional development limitations as a condition precedent to securing development approval for any future development proposed within this TND District:

(a) The maximum residential development within the Mill Bayou TND District shall not exceed 2,000 dwelling units in total, including 590 multifamily units and 1410 single family units; and

(b) The maximum commercial development within the Mill Bayou TND District shall not exceed 200,000 total square feet; and

(c) Stormwater and drainage standards for any development proposed within the Mill Bayou TND District will meet or exceed Outstanding Florida Water standards; and

(d) The Mill Bayou TND shall be limited to 400 single family and 100 multifamily residential units, and 50,000 total square feet of commercial development (as noted on the adopted Future Land Use Map), unless and until the requirements of paragraph (e) below are met; and

(e) To achieve the maximum allowable development in paragraph (a) above, a Comprehensive Plan amendment shall be adopted to amend the Future Land Use Map and Policy 2-12-1 to allow no more than an additional 1,010 single family and 490 multifamily residential units and 150,000 total square feet of commercial development. The Comprehensive Plan amendment shall demonstrate, through data and analysis and amendments, if required, to the Capital Improvements Element, that the adopted level of service for public facilities and services, specifically schools, water, sewer, and transportation facilities, will not be adversely affected. The amendment shall be transmitted to the Department of Economic Opportunity for compliance review (amended by Ordinance 858; Adopted:10/24/06).

**OBJECTIVE 4:** Overlay districts are established to regulate the design of neighborhoods within any land use district (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 4-1: The Community Redevelopment Area (CRA).** This overlay district encompasses the historic downtown area of Lynn Haven as well as adjacent lands that are designated as the CRA (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 4-1-01:** The CRA overlay district is intended to provide locations for residential, commercial, office, professional, civic, governmental, educational and cultural uses consistent with the historic character of the area (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 4-2: Planned Unit Developments** are overlay districts that may be applied in any land use district (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 4-3: The Unified Land Development Code** shall contain standards regulating land use and design to promote the intent of the overlay district and to minimize incompatibility (~~amended by Ordinance 928; Adopted: 02/23/10~~).

#### **Coordinated Growth and Development**

**OBJECTIVE 5:** Future growth and development of the City shall be managed through enforcement of the adopted Comprehensive Plan and the ULDC, to provide for an orderly, well-planned community with compatible land uses (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 5-1:** The subdivision of land shall be regulated subject to the densities and intensities of use identified on the FLUM.

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**Policy 5-2:** Developers shall provide stormwater management facilities sufficient to meet the level of service established by the Infrastructure Element of this Plan ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 5-3:** Require safe and practical ingress-egress points, on-site traffic flow, and vehicle parking needs during the site plan review process.

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**Policy 5-4:** Provide for the interconnection of driveways between adjacent commercial properties, thereby reducing the number of driveway cuts, providing for a smoother on-site traffic flow, and providing for a smoother flow of traffic on the major roads.

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**Policy 5-5:** Proposed amendments to the Future Land Use Map to designate land for a commercial land use shall be evaluated based on the following criteria:

(a) Depth of the proposed development as measured from the street frontage. The City's policy is to discourage strip commercial development without sufficient depth to provide adequate parking, buffering, and safety in the location of parking and signage.

(b) Overall land area in relation to adjacent commercial designations. The City's policy is to encourage integrated development, and to require interconnections between adjacent commercial development sites. ~~(amended by Ordinance 858; Adopted:10/24/06)~~

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**Policy 5-6:** The City will coordinate with the Bay County School Board to encourage the location of schools proximate to residential and mixed use areas to the extent possible and shall seek to co-locate public facilities, such as parks, libraries, and community centers, with schools, to the extent possible.

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~~**OBJECTIVE 6: Policy 5-7:** Throughout the planning period, the City shall continue to eliminate land uses inconsistent with the character of the area or with the FLUM. This shall be accomplished through the requirement that all proposed development plans and subdivisions conform to the FLUM ~~(amended by Ordinance 858; Adopted:10/24/06).~~~~

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~~**Policy 6-1 5-8:** Expansion or replacement of existing land uses that are inconsistent with the FLUM will be prohibited in accordance with the appropriate City ordinances ~~(amended by Ordinance 858; Adopted: 10/24/06).~~~~

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~~**Policy 6-2 5-9:** Continue active code enforcement to alleviate code violations ~~(amended by Ordinance 858; Adopted: 10/24/06).~~~~

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~~Policy 6-3: Prepare and transmit a Future Land Use Plan Map amendment in the second cycle of amendments in 2010 to change the land use configuration of properties in the southwest portion of the CRA. The southwest portion of the CRA is defined as the area of land bounded by Ohio Avenue, 17th Street, Tennessee Street, and CR390, containing approximately 21 blocks (amended by Ordinance 928).~~

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~~Policy 6-3.1: The Future Land Use Map amendments shall be consistent with the Community Redevelopment Plan (amended by Ordinance 928; Adopted: 02/23/10).~~

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~~OBJECTIVE 7 6: Throughout the planning period, t~~ The City shall prohibit urban sprawl, and leapfrogging of commercial developments.

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~~Policy 7 6-1: The City hereby adopts~~ maintains an Urban Service Area for the purpose of providing public services and facilities and accommodating anticipated population growth ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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~~Policy 7 6 -2: Should property owners outside the City request annexation and the City agrees to annex the property, the City shall amend the FLUM and assign a land use category based upon the following factors:~~

- ~~(1) The type and density of adjacent existing development;~~
- ~~(2) Location of the property in relation to the adopted Urban Service Area;~~
- ~~(3) Location of the property in relation to the Coastal High Hazard Area;~~
- ~~(4) Presence of upland areas suitable for development;~~
- ~~(5) Availability of central water and sewer systems so that the development will be in compliance with the standards adopted in the Concurrency Management Element System (amended by Ordinance 858; Adopted:10/24/06).~~

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~~OBJECTIVE 8 7: Coastal High Hazard Area population densities shall not exceed highway capacity for hurricane evacuation (amended by Ordinance 858; Adopted:10/24/06).~~

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~~Policy 8 7-1: Proposed developments within the coastal high hazard area shall be subject to review and transportation analysis to determine the impact upon evacuation routes and times (amended by Ordinance 858; Adopted:10/24/06).~~

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~~Policy 8-2: The Bay County Emergency Management Office shall be included as a technical advisor in the development review process.~~

**Concurrency Management**

**OBJECTIVE 9 8:** All new and existing land uses shall be adequately served by facilities and service at the level of service established in the comprehensive plan.

**Policy 9 8-1:** Development orders shall be issued only upon the determination that the adopted level of service standards can be met for roads, sewers, solid waste, stormwater drainage, potable water, and parks and recreation ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 9 8-2:** Development orders and permits will not be issued for developments which cause a reduction in the level of service standards for facilities as adopted in this Comprehensive Plan ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 9 8-3:** The development approval process shall:

- (1) Require the applicant to provide necessary information concerning service and facility requirements in the form of a project impact analysis and determination of the availability of such facilities and services;
- (2) Require phasing of projects contingent upon the availability of facilities and services;
- (3) Establish uniform standards for developer exactions to provide necessary facilities and services. Exactions may include mandatory dedications or fees in lieu of dedications for streets rights-of-way, utility rights-of-ways, or park and open space areas;
- (4) Incorporate a concurrency management system ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**OBJECTIVE 10 9:** Throughout the planning period, the City shall continue to make available suitable land for existing service facilities and the expansion of those facilities, and shall require that future land uses be assured of availability of facilities and services.

**Policy 10 9-1:** The City shall conduct an ongoing review and analysis of the availability of services to meet the needs of future land uses adopted in this Comprehensive Plan.

**Policy 10 9-2:** Throughout the planning period, the City shall continually monitor its facilities and services to ensure that they remain within the level of service standards established in this Comprehensive Plan. Applications for development permits which contain a specific plan for developments shall be reviewed prior to approval to determine that the adopted level of service is maintained ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Natural Resource Protection**

**OBJECTIVE 11 10:** Throughout the planning period, the City shall require that the natural resources of the City be protected from negative impacts of development activities and shall require that future land uses are coordinated with the appropriate topography and soil conditions.

**Policy 11 10-1:** Encourage development and allow growth only in physiographically suitable areas.

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**Policy 11 10-2:** Require soil testing and drainage improvements during the site plan review process.

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**Policy 11 10-3:** ~~Develop a Comprehensive Stormwater Management Study for the City, in coordination with the County. Upon the completion of the study, the City will amend the Plan to include projects in the Five Year Schedule of Capital Improvements which will begin to correct the identified deficiencies. The City shall continue to cooperate and coordinate with the Department of Environmental Protection to prevent stormwater management deficiencies while the study is being completed.~~ **Develop and maintain a Stormwater Management Master Plan that identifies deficiencies and provides the Capital Improvement Projects and maintenance plans to keep the stormwater collection and treatment system at full operational design capacity.**

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**Policy 11 10-4:** Proposed developments in areas determined to be environmentally sensitive and having a high ecological value shall be reviewed individually by the City which will require that areas providing habitats for threatened or endangered species, marine species, or a flood control will be protected so as to continue its natural functions unimpaired. Activities allowed in these areas shall be compatible with the purposes of conserving or protecting natural resources including flood control, wildlife habitat protection, and passive recreation uses ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 11 10-5:** Where property contains on-site wetlands, development shall be clustered on uplands. Development may be transferred from wetlands to uplands at the density or intensity set by the Future Land Use Map. Such development may occur through planned unit developments, cluster development provisions, or conservation subdivisions, and shall include recordable conservation easements or other measures for permanent protection of affected wetlands ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 11 10-6:** Continue to identify land uses which may potentially contaminate existing and planned public water supply and planned well sites to reduce chances of contamination.

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**Policy 11 10-7:** Manufacturing and industrial land uses shall ~~to~~ be located where land use suitability has been determined, and where protection for natural resources has been provided ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Golf Course Development**

**OBJECTIVE 12 11:** The City shall regulate all new golf course development to ensure that detrimental environmental impact is minimized. The term "golf course" means a tract of land laid out, of at least nine-holes, for playing the game of golf, and improved with trees, greens, fairways, and hazards; which also

may include ancillary facilities such as shelters, clubhouses, and specialty shops. The term does not include driving ranges or carpet golf. The following policy shall guide development of golf courses.

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**Policy 12 ~~11~~-1:** As part of the approval process, a Golf Course Management Plan shall be developed for each golf course which contains, at a minimum, the following:

- (1) An integrated Pest Management Plan designed to prevent contamination of ground and surface waters from pesticides, herbicides, and fertilizers;
- (2) A water quality and quantity monitoring plan, with emphasis on impacts to adjacent wetlands and surface waters;
- (3) Best Management Practices which, at a minimum, identify procedures to be followed for the construction, irrigation, operation and maintenance of the golf course;
- (4) Golf courses shall be equipped with computer-operated irrigation systems using rain or soil-moisture sensors to override the irrigation system in the event of significant rainfall, and;
- (5) Landscaping for golf courses shall be designed in accordance with xeriscape principles; and,
- (6) Each new golf course shall install lines for irrigation using reclaimed or reuse water ~~(amended by Ordinance 858; Adopted:10/24/06).~~

### **Greenhouse Gas Policies**

**OBJECTIVE ~~13~~ 12:** The City shall aim at achieving a sustainable/energy efficient environment within the CRA by minimizing the emission of greenhouse gases and reducing the vehicle miles of travel ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy ~~13~~ 12-1:** The City shall promote walking, bicycle riding and use of public transit by requiring compact design, share facilities between adjacent or nearby uses, and providing for interconnected walkways, bicycle ways and parking and bus stops, as part of development approvals, where applicable ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy ~~13~~ 2:** The City shall encourage new development to be LEED certified by the U.S. Green Building Council or similar program ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy ~~13~~ 12-3:** The City shall continue to utilize and enhance bicycle parking standards, including quantity and location of bike racks, to help reduce parking demand and encourage the use of alternative transportation modes ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

### **Community Design**

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**GOAL 2:** The purpose of the Community Design Section is to provide for quality planning and urban design throughout the City and to establish Objectives and Policies that will enhance the appearance and character of the community and improve the quality of existing and future development. ~~(amended by Ordinance 858; Adopted:10/24/06)~~

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**OBJECTIVE 1:** The City shall continue to reduce existing conflicts between residential and commercial land uses, and ensure compatibility of new development with existing and planned uses ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-1:** In order to preserve existing housing stock and to protect neighborhoods from degradation caused by intrusion of non-residential uses, the City will implement the following policies:

(1) The City shall ensure that commercial, industrial, and other non-residential uses do not create an undue negative impact on established residential areas as identified on the FLUM contained in the Comprehensive Plan, through the adoption and implementation of specific compatibility standards.

(2) The City shall prohibit the location of any use in designated residential areas, except public elementary and secondary schools, public parks, religious facilities, transit stops and rights-of-way, and essential utilities ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-2:** The City shall ensure appropriate site design and compatibility between residential and non-residential uses through land development regulations for landscaping, buffering, building heights, and setback requirements ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-3:** Existing native vegetation may satisfy buffering requirements provided that the vegetation complies with the buffer requirements and species list ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-4:** The assignment of land use categories shall be consistent with the principles of compatibility, including transition of land uses, densities and intensities ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-5:** The City shall require on-site landscaping for non-residential development projects ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 1-6:** The City shall provide specific design standards for landscaping, signs, buildings, and site design for new developments and redevelopment ~~within specified corridors (amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-7:** Development within 150 feet of the waterfront shall be designed to provide the maximum waterfront views from rights-of-way and public areas. ~~(amended by Ordinance 858; Adopted:10/24/06)~~

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**Policy 1-8:** The appearance of developments within 150 feet of the waterfront shall be regulated through building height standards, setback requirements, the use of native vegetation, and protection of the natural shoreline ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**OBJECTIVE 2:** The City shall preserve and enhance the visual image of the City along arterial and collector roads by implementing compatibility standards ~~(amended by Ordinance 858; Adopted:10/24/06.)~~

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**Policy 2-1:** The City will coordinate with the State and County during planning for road improvements to ensure consistent and high quality design for median plantings, lighting, street furniture, sidewalks, bicycle lanes, and infrastructure improvements ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-2:** In designing public improvements throughout the City, it shall be the City's policy to:  
~~A. Consider the use of landscape medians with selected median cuts for all multilane roads, and~~ (2)  
~~B. Enforce a uniform signage standard for commercial uses throughout the City~~ ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-3:** The City shall require landscaping and maintenance of vehicular use areas ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-4:** The City shall implement a Tree Planting/Beautification Plan for the City's arterials and collectors, concentrating in the residential areas and entrance points designated in the "Community Redevelopment Plan for the City of Lynn Haven, Florida." ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 2-5:** All proposed development along arterials and collectors shall incorporate architectural themes that are, at a minimum, consistent with adopted overall design and appearance standards for the general area ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**OBJECTIVE 3.** The City of Lynn Haven shall set a good example in planning and designing City structures, uses, and facilities ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 3-1:** The City shall ensure that all public projects meet the development standards for new projects as described in this Comprehensive Plan as well as the standards and criteria of the ULDC ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 3-2:** Where feasible, the City shall use reclaimed water for landscape irrigation and other non-potable uses in its facilities ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**OBJECTIVE 4.** The City shall promote quality redevelopment within the Community Redevelopment Area ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 4-1:** Area redevelopment plans shall maximize existing public facilities and infrastructure in the central core of the City based on the “Community Redevelopment Plan for The City of Lynn Haven, Florida” adopted in 2004 and any subsequent amendments ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 4-2:** Inadequate infrastructure shall be a criterion for the identification of areas in need of redevelopment and the provision of adequate infrastructure shall be a goal of redevelopment efforts ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 4-3:** Redevelopment areas shall be a target of infrastructure investments, such as street and drainage improvements, sidewalks, and implementation of gateway and streetscape plans ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 4-4:** Develop appropriate financing techniques, such as tax increment financing and grant programs, to provide for investment in urban redevelopment areas ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 4-5:** The Community Redevelopment Agency shall meet periodically to review the status of the action items and capital projects contained in the Community Redevelopment Plan ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Historic Preservation**

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**GOAL 3: Identify and protect the historic and archeological resources of Lynn Haven.**

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**OBJECTIVE 1:** A comprehensive listing of historic and archaeological resources shall be maintained.

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**Policy 1-1:** The City shall maintain and update annually a copy of the Florida Master Site File.

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**OBJECTIVE 2:** Protect historically and archaeologically significant properties within Lynn Haven.

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**Policy 2-1:** Maintain, through the land development process, a mechanism for review of historic and archaeological resources.

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**Policy 2-2:** Make historic preservation program information available to the public.

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**Policy 2-3:** Designate one or more historic preservation districts as an overlay district and establish a Historic Preservation Advisory Board (~~amended by Ordinance 858; Adopted:10/24/06~~).

## CHAPTER 2. TRANSPORTATION MOBILITY ELEMENT

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**GOAL 1:** ~~Establish~~ **Utilize** a Multi-Modal Transportation System that provides mobility options for motorized vehicle users along with pedestrians, bicyclists and transit users within the Lynn Haven City limits (Ordinance 1047; Adopted 12/12/2017)

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**OBJECTIVE 1:** Roadway facilities and levels of service shall be improved and maintained to at least the minimum level of service standards shown in Policy 1-1. It shall ensure that new development does not occur faster than the City's ability to provide for infrastructure in a financially feasible manner necessary to support new development. The level of service standards shall not require that the City widen or construct new roadways to provide capacity to support new development or those impacts from adjacent municipalities.

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**Policy 1-1:** The City of Lynn Haven hereby adopts the following minimum peak hour level of service standards consistent with Bay County's Comprehensive Plan and Florida Department of Transportation policy.

Roadway Types	Level of Service
Principle Arterials	D
Other Concurrency Management Systems Roadways	D
All Other Non CMS Roadways	E

### Definitions:

#### ***Principal Arterials:***

SR 77/Ohio Avenue; SR 390; CR 389/12th Street; CR 2312/Baldwin Road; CR 2321

#### ***Other Concurrency Management Roadways:***

Local roadways (which are not considered principal arterials) that are reviewed and analyzed under the City's Concurrency Management System (CMS): 24th Street; 26th Street; Jenks Avenue; Mowat School Road; Minnesota Avenue.

#### ***All Other Non CMS Roadways:***

Local roadways that are not reviewed or analyzed under the City's Concurrency Management System (CMS).

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**Policy 1-2:** Any proposed new developments which cause the levels of service to fall below the adopted minimum in Policy 1-1, ~~then such~~ shall not occur unless mitigative measures are scheduled to occur concurrent with development impacts which would result in the minimum level of service being attained. Levels of service shall be assessed on a yearly basis.

**Policy 1-3:** Adequate roadway capacity necessary to support new development shall be required to be available “Concurrent” with the impact of that development. The City shall require that all new development acquire a Certificate of Level of Service (Concurrency) Compliance as a condition of approval of a final development order specifying the intensity and density of development. Adopted Level of Service standards shall be used as the criteria to measure available capacity.

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**Policy 1-4:** A multi-modal mobility fee shall be adopted to ensure that developments fund (partially or wholly) network improvements that mitigate its impact to the transportation system. This provision shall not exempt Developments of Regional Impact (DRI) from statutory requirements for proportionate share mitigation.

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**Policy 1-5:** To recognize that certain roadways or specific segments will be congested and that congestion will be addressed by means other than adding capacity for motor vehicles and maintaining levels of service on those roadways. Explore the possibility of district wide level of service standards as opposed to the existing segment by segment roadway LOS.

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**OBJECTIVE 2:** Reduce vehicle miles traveled (vmt) per household and minimize greenhouse gas emissions through interconnected developments that promote walking and bicycling as alternatives to personal motor vehicle use. Development densities and intensities within the urban core should be sufficient to support transit alternatives where possible. Development patterns should promote the use of urban clusters where mobility can be provided via multiple modes of transportation.

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**Policy 2.1:** Provide mobility within the urban area through the development of an interconnected network of roadways that provide multiple route choices, alternatives to the State Road system and protect the Strategic Intermodal System (SIS). Provide better transit accessibility to employment and educational centers in a timely and cost efficient manner. Improve bicycle lanes, sidewalks or multi-use paths that connect to commercial centers, offices, educational and recreational uses.

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**Policy 2.2:** Establish an Urban Cluster Transportation Mobility District within the City of Lynn Haven that promotes mixed-use interconnected developments that encourage walking and riding over motor vehicle use. The original core of the City of Lynn Haven (north of 17<sup>th</sup> Street) is composed of a traditional grid network of local streets. It has little room for new growth but is ideal for re-development and increases in density that promote multi-modal options.

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**Policy 2.3:** The City may engage in Public/Private Partnerships to develop an interconnected roadway network in undeveloped or underdeveloped portions of the Urban Cluster. The goal is to ensure that roadways can accommodate impacts from the new development along with existing traffic through intersection improvements and better access management.

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**Policy 2.4:** All development within the Urban Cluster District shall maximize or improve existing roadway connections and minimize conflict points on major arterials through the use of shared access. They must provide a pedestrian and bicycle circulation system that includes a network of multi-use paths throughout the development.

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**Policy 2.5:** The mobility fee shall be reduced for development within the Urban Cluster District which shall serve as the boundary for a *Mobility Fee Reduction District*.

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**Policy 2.6:** The Community Re-Development Area (CRA) is located within the proposed Urban Cluster Transportation Mobility District and is designated on the Future Land Use Map (FLUM) of the Comprehensive Plan. A further reduction in transportation mobility fees shall be applied for new development within this designated area.

---

**OBJECTIVE 3: City Wide Mobility District:** Establish a city wide mobility district outside of the Urban Cluster District. Developments outside of the Urban Cluster District shall be required to mitigate directly impacts to adjacent roadways where financially feasible. To the extent possible they should provide on-site multi-modal paths that connect to the external transportation network.

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**Policy 3-1:** Amendments to the Future Land Use Element or Map will be coordinated with the Transportation Mobility Element and the Capital Improvement Element through the evaluation of the impacts of additional traffic resulting from proposed land use plan amendments. The City will only extend the boundaries of the Urban Cluster District through a Comprehensive Plan Amendment.

---

**Policy 3-2:** The City will incorporate within their Land Development Regulations (LDRs) provisions which address the following:

- a) Frontage roads, joint access, or cross access easements where appropriate.
- b) Intersection locational restrictions for land uses including distance requirements for access cuts/driveways near intersections, as well as intersection spacing standards. Adopt FDOT Access Management Classification System and Standards.
- c) Building setback requirements and sight distance standards.
- d) Design standards for turn lanes, acceleration and deceleration lanes, turning radii, signalization etc.
- e) Incentives to mitigate poor existing traffic or access situations.
- f) Highway safety standards for all users with a focus on eliminating conflicts with bicycles and pedestrians.

**OBJECTIVE 4: Land Use and Transportation Network Coordination:** Establish a system to coordinate land use decisions and access locations in order to maintain and improve efficiency and safety of the transportation network.

---

**Policy 4-1:** The City shall review all proposed development during the Development Review process to ensure that adequate and safe on-site circulation for all modes of travel; vehicular, bicycles, & pedestrians, as well as parking locations are consistent with the goals of an efficient transportation system. In addition to Comprehensive Plan policies, all reviews shall include FDOT Access Management Standards. Design criteria, standards, and requirements to implement this policy shall be included in the update to the land development regulations.

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**Policy 4.2:** New development shall be required to dedicate the necessary right-of-way proportionate to the impacts of development along property boundaries of external roadways to accommodate standard lane widths for turn lanes, bike lanes, recovery zones, stormwater, utilities, sidewalks, and/or multi-use paths. All development shall be responsible for providing sidewalks along the entire roadway frontage of their parcel to secure site plan approvals. This includes areas where no sidewalks currently exist.

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**Policy 4.3:** New developments that are fifty (50) or more residential units in size or that generate more than 500 daily trips shall provide a minimum of two (2) functional access points. Exceptions for secondary access are permitted where adequate separation to meet access management standards are not available.

**OBJECTIVE 5:** Interconnected system of pedestrian and bicycle facilities: establish and continuously expand the network of sidewalks, bicycle lanes/paths and multi-use paths throughout the City. Establish greenways and scenic corridors for bicycle and pedestrian access for both recreation and functional transportation options throughout the City.

---

**Policy 5.1:** The City shall work to develop a bicycle and pedestrian master plan. A true multi-modal network is necessary to reduce personal vehicle miles travelled (VMT) and greenhouse gas emissions. This will allow VMT to be reduced by person trips. To achieve this goal, a comprehensive and inter-connected network of pedestrian and bicycle facilities must be planned and incorporated into the Capital Improvement Element of the Comprehensive Plan and public work program funding and construction.

---

**Policy 5.2:** New development proposals shall be reviewed to ensure that they provide connectivity to already built or planned multi-modal corridors.

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**Policy 5.3:** The preferred location for sidewalks and multi-use paths is the edge of right of way, behind or in close proximity to existing or proposed vegetation to provide shade wherever possible.

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**Policy 5.4:** Bike lanes or paved shoulders shall be provided whenever turn lanes are constructed on rural cross section arterial or collector roads. Bike lanes or paved shoulders shall be provided on all resurfacing or reconstruction roadway projects unless there are environmental or right-of-way constraints.

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**OBJECTIVE 6:** Develop a comprehensive holistic transportation planning process: The City will work towards adopting policies and procedures to ensure the best planning processes are utilized to develop and expand the multi-modal transportation network for the City of Lynn Haven.

---

**Policy 6.1:** The City shall consider the plans of multiple agencies when developing their transportation master plan. The following plans should be reviewed and considered:

- a) FDOT adopted 5-year work program
- b) Annual Transportation Improvement Program and Long-Range Plan of the Bay County Transportation Planning organization (BC-TPO)
- c) Transportation plans of all municipalities within Bay County
- d) Transportation plans of adjacent counties

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**Policy 6.2:** Citizen participation shall be part of the transportation planning process. A Bicycle and Pedestrian Activities Committee (BPAC) should be formed comprised of advocates and users to ensure community interests are best served.

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**Policy 6.3:** Coordinate with mass transit providers on route expansion, increased headways, and transit system shelters located adjacent to new missed-use developments.

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**Policy 6.4:** The City shall actively participate in the TPO planning process and shall designate a City representative to serve on the Technical Advisory Committee to the TPO.

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**Policy 6.5:** Through coordination with the TPO, the City shall support the provision of transportation services to the transportation disadvantaged.

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**OBJECTIVE 7:** Right-of-way for future roadway improvements which are necessary for adequate traffic flow and arterial spacing shall be actively pursued.

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**Policy 7-1:** Dedication of rights-of-way and easements for required improvements to support development traffic and to maintain adequate levels of service on the roadway network shall be required from private sector developers, in the following manner, through the adopted site approval process:

- a. Development-related improvements shall be at the expense of those who benefit, to include donation or dedication of right-of-way to the extent legally permissible; and
- b. The value of the land taken (if the transfer of property is to be compensated by the entity building the roadway) shall be assessed at a rate which does not consider an inflated value due to the improved or new roadway, but is based on the value of the land in its condition and use prior to the roadway improvements.

### CHAPTER 3. HOUSING ELEMENT

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**GOAL 1: Assure the availability of an adequate supply of housing to meet the needs of all present and future residents of the City of Lynn Haven for all income levels, especially the very-low, low, and moderate income residents and those with special needs.**

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**OBJECTIVE 1:** Monitor and plan for projected need and assist and encourage an increase in the supply of housing as necessary to provide safe and affordable ("affordable" as defined by Section 420.9071, Florida Statutes) dwelling units to meet the housing needs for projected population of Lynn Haven, especially for income groups with the greatest projected deficits of affordable housing.

---

**Policy 1-1:** The City shall ~~establish~~ continue involvement through partnerships and improved coordination with the private sector, non-profit and other organizations involved in housing production by ~~applying~~ assisting with applications for grant monies and other funding and providing other strong incentives which will aid and facilitate the private sector in increasing the supply of affordable housing.

---

**Policy 1- 2:** Continue to enforce building codes which will assure residents safe housing structures and ~~at least once each planning period,~~ annually evaluate the codes for compliance with the Florida Building Code. ~~specific codes that can be eliminated or relaxed to an extent that such actions do not endanger the structural integrity of the housing unit or compromise the safe and sanitary use of the unit by its inhabitants.~~

---

**Policy 1-3:** At least once each planning period, the City shall review and amend if necessary, ordinances, codes, regulations, fees and the permitting process to relax or eliminate unnecessary City requirements that may be barriers to the production of affordable housing.

---

**Policy 1-4:** Continue to plan for and provide all needed infrastructure and services associated with future housing need projections of all types and for all income groups.

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**Policy 1-5:** The City shall explore the feasibility of modifying/reducing infrastructure requirements and/or waiving or greatly reducing permitting and infrastructure fees to facilitate the development of affordable housing as a way of sponsoring and facilitating the construction of affordable homes for the income groups with the greatest projected deficits.

---

**Policy 1-6:** The City shall, when eligible, apply for grant funds such as CDBG and other funds for the provision of adequate infrastructure to areas designated for the production of housing for the very low, low, and moderate income households.

**Policy 1-7:** The City shall promote a positive image of affordable housing as encouraging the provision of a variety of housing units geared toward a mix of income levels that can blend well with existing development when compatible land uses and architectural styles are utilized.

---

**OBJECTIVE 2:** The City shall aggressively pursue a program to eliminate substandard housing conditions and/or structures by following established criteria for demolitions and for making structural and aesthetic improvements to existing housing and neighborhoods and when demolition is deemed necessary, the City shall provide relocation housing when such City activities displace residents in accordance with Section 421.55, Florida Statutes.

---

**Policy 2.1:** Continue code enforcement activities with regard to the elimination of unsafe and unsanitary housing conditions, utilizing "Housing Quality Standards" published by the U.S. Department of Housing and Urban Development (HUD) to identify and verify unsafe and/or substandard housing.

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**Policy 2-2:** The City shall annually review and revise as necessary a program for the elimination/demolition of structures that pose a threat to public safety, health and welfare.

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**Policy 2-3:** Pursue CDBG monies and other similar funding sources, in order to improve those neighborhoods within future designated CDBG target areas.

---

**Policy 2-4:** The City shall utilize and promote provisions in its land development code sufficient to beautify and upgrade existing structures.

---

**Policy 2-5:** The City shall ~~explore and~~ coordinate with appropriate agencies such as ~~DCA and~~ the Florida Homebuilder Association on the development of minimum livability standards and minimum housing safety codes that will facilitate the rehabilitation and recycling of older housing stock as well as facilitate the development of new affordable housing units.

---

**Policy 2-6:** The City shall utilize/enforce provisions in its land development code to eliminate eyesores, nuisance and junk.

---

**OBJECTIVE 3:** The City will continue to utilize its land development regulations to provide adequate residential land to accommodate the future needs of the very low-, low-, and moderate-income population. All proposed sites shall be reviewed on an individual basis, be compatible with surrounding land uses, and be determined based on the zoning and public hearing processes and the availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 3-1:** The City shall aggressively pursue and wisely utilize local, federal and state funding sources for conserving, rehabilitating, or demolishing existing housing stock as well as for producing affordable housing.

---

**Policy 3-2:** Ensure the availability of adequate land in residential districts that allow housing for all income levels. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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~~**Policy 3-3:** Annually assess the very low, low, and moderate income housing needs and disseminate pertinent information, such as the Shimberg AHNA data, to all parties involved in the provision of affordable housing to keep them updated on current projections with special emphasis on the income groups that have the greatest deficits projected.~~

---

**Policy 3-3:** To leverage its financial and staff resources, the City will continue involvement in partnerships with all parties and organizations involved in the provision of housing and education of its citizens including but not limited to public and private for profit and not-for profit agencies, financial institutions, developers, the Homebuilders Association, the County Extension Service, etc., the City shall evaluate its land development regulations citing criteria for manufactured and modular homes and consider revisions that would facilitate the provision of affordable housing.

**Policy 3-4:** The City shall explore and include in its Land Development Codes strong incentives for the provision of affordable housing such as but not limited to the waiving of application and processing fees, effective use of land use strategies such as zero lot line development, clustering, reduced setback standards, modified infrastructure requirements, and other such strategies to promote the construction of affordable housing projects. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 3-5:** Allow for the location of affordable housing in all residential land use districts.

---

**OBJECTIVE 4:** Throughout the planning period, the City shall allow sites for mobile home parks and manufactured homes and will review proposed sites on an individual basis, to ensure compatibility with surrounding land uses, and determination shall be based on the public hearing process, site plan review process, and availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 4-1:** ~~At least once each planning period.~~

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**Policy 4-1 2:** The City shall continue to allow mobile home parks and manufactured housing in designated residential districts, based on the approval of specific requests, with infrastructure to meet the needs of the project. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**OBJECTIVE 5:** Throughout the planning period, the City shall allow group homes and foster care facilities licensed by the Department of Children and Families and review requests for such uses on an individual basis to ensure consistency with 89-372, F.S., compatibility with surrounding land uses, and determination shall be based on the public hearing process, the site plan review process, and availability of facilities. ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 5-1:** Continue to provide these homes and facilities with infrastructure to meet the needs.

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**Policy 5-2:** Continue to allow these homes and facilities to locate in all residential land use areas that allow single family homes. ~~with residential settings.~~

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**Policy 5-3:** Request local agencies such as The ARC of The United States, Area Agency on Aging, and the Council on Aging to provide estimates of the unmet housing needs of the population groups which they serve and coordinate with those agencies to identify means for meeting these housing needs.

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**Policy 5-4:** Annually update inventories of providers of special needs housing (group and foster homes, facilities for the homeless, etc.) including number and location.

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**Policy 5-5:** Review and amend if necessary, local codes and ordinances to meet the needs of the physically disabled and ~~frail handicapped~~ those with special needs.

---

**OBJECTIVE 6:** Throughout the planning period, the City shall promote the conservation and enhancement of the existing housing stock and provide impetus for continuing neighborhood quality.

---

**Policy 6-1:** ~~Pursue and/or expand~~ Continue involvement in the SHIP, HOME, CDBG, and other similar programs, in order to improve substandard housing conditions and redevelop existing neighborhoods.

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**Policy 6-2:** Continue active code enforcement in all neighborhoods, thereby ensuring the quality of those neighborhoods.

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**Policy 6-3:** Promote educational programs and incentives for families to learn how to maintain and improve their homes and neighborhoods.

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**OBJECTIVE 7:** Utilize and periodically review procedures to identify and protect historically significant housing.

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**Policy 7-1:** Housing sites determined to be of historical significance shall be recorded prior to alteration or demolition.

---

**Policy 7-2:** The City shall incorporate measures to conserve historically significant housing into its development review process.

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~~**OBJECTIVE 8:** The City shall periodically evaluate its housing implementation program consisting of the previous goals, objectives, and policies and actively seek to expand its program through utilization of additional resources and programs that address affordable housing.~~

---

~~**Policy 8-1:** To leverage its financial and staff resources, the City will pursue involvement in partnerships with all parties and organizations involved in the provision of housing and education of its citizens including but not limited to public and private for profit and not for profit agencies, financial institutions, developers, the Homebuilders Association, the County Extension Service, etc., the City shall evaluate its land development regulations citing criteria for manufactured and modular homes and consider revisions that would facilitate the provision of affordable housing.~~

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~~**OBJECTIVE 9:** Encourage energy efficiency in the design, construction, and rehabilitation of new and existing residential buildings in the City and incorporate alternative energy technologies in the land development regulations. (amended by Ordinance 928; Amended 02/23/10).~~

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~~**Policy 9-1:** The City shall encourage City staff to obtain LEED accreditation (amended by Ordinance 928; Amended 02/23/10.)~~

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**Policy 9-2:** The City shall encourage new legislation that promotes energy efficiency, use of alternative energy, and conservation alternatives, in the construction and rehabilitation of existing buildings. ~~(amended by Ordinance 928; Amended 02/23/10).~~

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**Policy 9-3:** The City shall promote energy conservation through its land development regulations. ~~(amended by Ordinance 928; Amended 02/23/10).~~

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**Policy 9-4:** The City shall review and improve its codes to remove obstacles to green building. ~~(amended by Ordinance 928; Amended 02/23/10).~~

## CHAPTER 4. INFRASTRUCTURE ELEMENT

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**GOAL 1: Provide needed public facilities in a manner that ensures protection of existing facilities and promotes orderly growth.**

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**OBJECTIVE 1:** The City shall ensure that upon approval of a site plan or subdivision plat, adequate facility capacity is available, or will be available when needed to serve the development.

**Policy 1-1:** The following level of service standards are hereby adopted and shall be used for determining the availability of facility capacity:

FACILITY	LEVEL OF SERVICE
Sanitary Sewer	98 gallons per capita per day
Potable Water	135 gallons per capita per day
Solid Waste	6.5 pounds per capita per day

**Policy 1-2:** The City of Lynn Haven will continue to enforce a minimum city-wide stormwater quality level of service standard. This level of service standard will require stormwater facilities which:

- a) Provide retention, or detention with filtration, of the run-off from the first one inch of rainfall or,
- b) As an option for projects with drainage areas less than 100 acres, facilities which provide for retention, or detention with filtration, of the first one-half inch of run-off or provide for the discharge of stormwater equal to pre-development levels, whichever is greater ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 1-2-01:** The land development regulations shall include standards by which to determine what type of stormwater management facilities are needed, depending on site specific conditions (such as the presence of wetlands, topography, and soils) ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 1-2-02:** The City shall ensure that stormwater facilities are provided for developments which are below the thresholds included in DEP's Stormwater Rule ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 1-2-03:** Based upon the findings of the Stormwater Master Plan, the City shall consider the need for a more stringent level of service in areas of special need. The Master Plan must be updated every 7-years.

---

**Policy 1-3:** The City of Lynn Haven will continue to enforce a minimum city-wide water quantity level of service that requires stormwater facilities which attenuate the 25 year critical duration storm event. a) While limiting rate and volume of discharge to pre-development levels, or b) To the capacity of the conveyance system ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 1-3-01:** It shall be assumed that the capacity of the receiving water will allow for rate and volume discharges equal to pre-development levels, whichever is greater, unless engineering analysis using professionally accepted methodologies demonstrates that a differing discharge rate and volume should be used.

a) In requiring a lesser rate of discharge, the burden of analysis shall be the responsibility of the City.

b) In requesting a larger rate of discharge, the burden of analysis shall be the responsibility of the developer ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 1-3-02:** Upon completion of the updated Stormwater Master Plan, the stormwater management regulations shall be re-evaluated. If a more or less stringent level of service is dictated by the Stormwater Master Plan, then this Plan shall be modified to conform to the needed level of service.

---

**Policy 1-4:** The City shall track facility demand and capacity information as site plans and subdivision plats are approved ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-5:** All improvements to public facilities shall be in accordance with the adopted level of service standard ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 1-6:** The City shall prepare annual summaries of capacity and demand information for each facility.

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**Policy 1-7:** The City shall coordinate with other local entities supplying service facilities to the City to ensure proper levels of service are maintained.

**OBJECTIVE 2:** The City will maintain a five-year schedule of capital improvement needs for public facilities to be updated annually.

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**Policy 2-1:** Proposed capital improvement projects will be evaluated and ranked consistent with the ranking requirements as detailed in Objective 1, Policy 1-3 of the Capital Improvements Element. ; these rankings will be presented to the City Commission annually during budget preparation workshops.

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**GOAL 2: The City shall provide sanitary sewer, solid waste, stormwater management, and potable water facilities to meet existing and projected demands identified in this Plan.**

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**OBJECTIVE 1: Correct existing infrastructure deficiencies so as to continue to meet adopted level of service standards.**

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**Policy 1-1:** Identify sources of groundwater inflow and infiltration and develop a program of rehabilitation for prevention. ~~The study shall be completed and the rehabilitation program initiated by the end of 2001.~~ **This work must be consecutive with updating the hydraulic sewer model mentioned as directed in Policy 1-2.**

---

**Policy 1-2:** Proceed with schedule to upgrade the sanitary sewer system **as defined in the Hydraulic Sewer Model which must be updated every 5-7 years.**

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**Policy 1-3:** Implement the Master Stormwater Management Study identified in Goal 2, Objective 2 by correcting existing deficiencies identified in the Study. Work to correct these deficiencies shall be initiated subsequent to completion of the Master Stormwater Management Plan.

---

**Policy 1-4:** The City shall not accept stormwater from developments larger than a single family dwelling, duplex, triplex or quadruplex not part of a larger development for treatment in City maintained stormwater management facilities until completion of the Master Stormwater Management Plan or determination that acceptance of this stormwater will not exacerbate existing deficiencies or create new deficiencies. The City will require developments of subdivisions and commercial developments to construct onsite stormwater facilities that incorporate the City's 25 year critical storm events and D.E.P.'s requirements prior to being issued a Development Order.

---

**Policy 1-5:** Projects shall be undertaken in accordance with the schedule provided in the Capital Improvements Element of this Plan.

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**Policy 1-6:** No permits shall be issued for new development which would result in an increase in demand on deficient facilities.

---

**Policy 1-7:** The City will initiate a work schedule program for maintaining minor drainage ways.

---

**OBJECTIVE 2:** Projected demands through the planning period will be met by undertaking the following projects:

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A. **Sanitary Sewer Project:** Increase the capacity of the sewer plant to meet the needs of the population ~~in the year 2005.~~ **As the demands of the City expand.**

B. **Drainage Project:** Coordinate with Bay County in ~~establishing a detailed~~ **to keep an** engineering study **up to date every 5 years** to include the City in a Master Stormwater Management Plan. When the study is complete, the City shall initiate implementation of recommendations of the Study, amending the 5-year schedule of Capital Improvements as necessary to include the projects.

C. **Potable Water Project:** Continue with inventory and mapping of the distribution system and identify future needs ~~by 2001~~ and amend the plan to include projects identified ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 2-1:** Projects shall be undertaken in accordance with the schedule provided in the Capital Improvements Element of this Plan.

---

**Policy 2-2:** All required outside agency permits shall be obtained prior to construction and/ or operation of facilities.

---

**Policy 2-3:** Areas discharging stormwater in quantities or of a quality that does not meet adopted level of service standards to surface waters where seagrass beds, oyster reefs or other living marine resources and areas where the lack of adequate stormwater controls poses a threat to human safety shall be considered priority areas for stormwater management facility improvements.

---

**Policy 2-4:** The City shall participate in the Intergovernmental Forum with Bay County and other municipalities to provide for solid and hazardous waste facilities sufficient to meet existing and future needs.

---

**OBJECTIVE 3:** Through the Land Development Regulations adopted in 1990 and as amended, the City shall require that all residents conserve water.

---

**Policy 3-1:** All new construction and all remodeling activities shall utilize fixtures conforming to the schedule of maximum water usage as required by the Florida Building Code and set forth in Table 604.4, thereby conserving the potable water resources ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 3-2:** During times of drought, the City shall restrict irrigation to between 5:00 a.m. and 11:00 p.m., thereby conserving the potable water resources at the direction of the City Manager or their designee.

---

**Policy 3-3:** ~~Discourage the sale of irrigation meters.~~ Encourage the use of reclaimed water where available, and wells for irrigation.

---

**OBJECTIVE 4:** Throughout the planning period, the City shall require growth patterns in an orderly manner and where services are available to prevent urban sprawl.

---

**Policy 4-1:** The City shall prohibit growth in areas where all facilities and services are unavailable-, while coordinating with developers to provide adequate facilities for proposed growth.

---

**OBJECTIVE 5:** The extension of facilities and services shall ensure orderly development of new growth and preclude urban sprawl, leap-frog and strip developments (~~amended by Ordinance 858; Adopted: 10/24/06.~~)

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**Policy 5-1:** The expansion of services beyond City boundaries shall be limited to those areas contiguous to the City boundaries and within the adopted Urban Service Area (~~amended by Ordinance 858; Adopted:10/24/06.~~)

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**Policy 5-2:** The expansion of services beyond City boundaries shall be limited to:

- a) residential land uses with densities of four (4) units per acre or greater;
- b) commercial uses with less than sixty-five (65) percent impervious surface ratios; or
- c) mixed use with residential densities of four (4) units per acre or more or commercial intensity of not less than sixty-five (65) percent impervious surface ratio (~~amended by Ordinance 858; Adopted:10/24/06.~~)

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**Policy 5-3:** Annexation of unincorporated areas shall meet at least one (1) of the following standards:

- a) Eliminating enclaves.
- b) Improve the delivery of urban services.
- c) Incorporate areas contiguous to existing City boundaries.
- d) Expand City tax base (~~amended by Ordinance 858; Adopted:10/24/06.~~)

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**Policy 5-4:** Density or intensity requirements for areas of expansion shall be consistent with density or intensity requirements established in Future Land Use Element, Goal 1, Objective 2 (~~amended by Ordinance 858; Adopted:10/24/06~~).

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**Policy 5-5:** The extension of facilities and services to annexation areas shall be consistent with the following set of criteria:

- A) The project represents a logical extension of facilities and services within a designated service area.
- B) The project promotes economic development within the City and/or redevelopment of blighted areas.

**Policy 5-6:** The extension of facilities and services to projects promoting in-fill development or to areas currently lacking full service will be assigned a higher priority than extending facilities and service to annexation areas.

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**Policy 5-7:** The expansion of potable water and sanitary sewer service facilities shall be implemented through the collection of impact fees and user charges proportional to the costs of expanding and operating such systems.

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**OBJECTIVE 6:** Sanitary sewer service facilities shall be provided within the existing and potential service areas so as to maintain quality of surface waters. ~~at the level established in Chapter 62-3.161, Florida Administrative Code.~~

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**Policy 6-1:** Areas with reported septic tank problems and areas experiencing growth that are not suited for onsite sewage disposal systems shall be priority areas for extension of the collection system.

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**Policy 6-2:** Property owners utilizing septic tanks shall be required to be tied on the Lynn Haven sewer system within one year of availability, as defined by the Department of Health and Rehabilitation Services. ~~Rule 10-D-6, 64-6, Florida Administrative Code.~~

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**Policy 6-3:** The City shall coordinate with the Bay County Health Department to insure that septic tanks are not approved for use where sanitary sewer service is available, as defined in Policy 6-2.

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**GOAL 3:** Adequate stormwater drainage will be provided to afford reasonable protection from flooding and to prevent degradation of quality of receiving water.

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**OBJECTIVE 1:** Throughout the planning period, enact and enforce stormwater management regulations which provide for protection of natural drainage features, and require that future development utilizes stormwater management systems.

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**Policy I-2:** The City will ensure that major and minor drainage systems are inspected and receive required maintenance on at least an annual basis.

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**GOAL 4: To protect areas providing natural groundwater aquifer recharge in the City of Lynn Haven.**

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**OBJECTIVE 1:** The City will restrict land uses in areas providing natural groundwater aquifer recharge.

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**Policy 1-1:** The City will coordinate with the Northwest Florida Water Management District to identify areas providing aquifer recharge that need protection.

## CHAPTER 5. COASTAL MANAGEMENT ELEMENT

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### GOAL 1: Protect, preserve and enhance the natural resources of the coastal area.

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**OBJECTIVE 1:** Protect native vegetation and wetlands by continuing to regulate development along the waterfront and coastal wetlands (~~amended by Ordinance 858; Adopted:10/24/06~~).

**Policy 1-1:** The definition of the City's coastal area shall be that area that is thirty feet (30 ft.) from the MHWL of waters of the State (~~amended by Ordinance 858; Adopted:10/24/06~~).

**Policy 1-2:** The City shall continue to enforce its ordinances with regard to the thirty (30) foot setback, which prohibits development within thirty (30) feet of the mean high water mark of waters of the State, and for the maintenance of undisturbed native vegetation within the thirty (30) foot waterfront and wetland setback area. Allowance will continue to be made to provide reasonable access to the shoreline (~~amended by Ordinance 858; Adopted:10/24/06~~).

**Policy 1-3:** Areas containing endangered species and unique areas shall not be developed for any use that would create loss of the community or habitat. All new development shall include, in development permit applications, an environmental survey of the site identifying locations of threatened and endangered species and exemplary communities as defined by the Florida Natural Areas Inventory.

**Policy 1-4:** When City-maintained lands are landscaped, drought tolerant species shall be used (~~amended by Ordinance 858; Adopted:10/24/06~~).

**OBJECTIVE 2:** Restrict land uses and dredge and fill activities that disturb seagrass beds and other marine nursery areas.

**Policy 2-1:** The City shall ~~enact an ordinance which~~ continue to restricts land uses that discharge untreated stormwater or other effluents into areas containing sea grass beds or other marine nursery areas.

**Policy 2-2:** All new, expanded or redeveloped marinas shall:

- 1) Demonstrate the presence of upland areas which are large enough to accommodate all required utility and support facilities as well as enough parking to satisfy the projected demand based upon professionally accepted standards such as those of the Institute of Transportation Engineers;

- 2) Provide public access;
- 3) Lie outside areas identified as inappropriate for marina development. ~~in the Marina Siting Study for West Florida (West Florida Regional Planning Council; June 1984);~~
- 4) Demonstrate oil spill cleanup capability within boundaries of the leased area;
- 5) Provide a hurricane mitigation and evacuation plan;
- 6) Be located in proximity to natural channels so that minimum or no dredging shall be required for provision of docking facilities;
- 7) Be tied onto the Lynn Haven sanitary sewer facilities. Marinas with fueling facilities will provide pump-out facilities at each fuel dock. Commercial marinas and those with live-aboard overnight transient traffic shall prohibit inappropriate sewage pump out;
- 8) Maintain water quality standards as provide by Chapter 403, Florida Statutes;
- 9) Locate in areas having adequate water depth to accommodate the proposed boat use without disturbance of bottom habitats;
- 10) Delineate immediate access points with channel markers that indicate speed limits and any other applicable regulations;
- 11) Be sited in areas designated for commercial or recreational uses in the Future Land Use Map; and;
- 12) Demonstrate that it meets a public need thereby demonstrating economic viability/feasibility.

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**Policy 2-3:** Prohibit the location and construction of shoreline protection structures or other appurtenances requiring dredging or filling in areas and along shorelines dominated by estuarine wetlands and seagrass beds.

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**OBJECTIVE 3:** Maintain or improve the water quality of the City's surface waters.

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**Policy 3-1:** The City shall continue to enforce an ordinance requiring the use of appropriate erosion control methods to eliminate offsite migration of soil particles during and after all construction activities.

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**Policy 3-2:** The City shall coordinate with Bay County and other municipalities to develop a Comprehensive Stormwater Management Study which identifies specific stormwater problems and recommendations for eliminating these sources of stormwater pollution.

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**Policy 3-3:** Upon completion of the Study, the City shall initiate implementation of the identified actions necessary to upgrade the present drainage system to facilitate collection and treatment of stormwater discharge from existing development.

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**Policy 3-4:** New sewage treatment plants, industries, and other facilities discharging waste products, should dispose of effluents via land spreading, spray irrigation, recycling, or by other means that will avoid discharge of contaminants into surface waters.

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**Policy 3-5:** Prohibit the siting of septic tanks where the soils are unsuited for such use.

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**Policy 3-6:** Create a Deer Point Lake Watershed Reservoir Protection Zone, **to protect the water quality of the Deerpoint Reservoir;** defined as that area described in Chapter 67-1101, Laws of Florida, which limits impervious surface to a maximum of forty-five percent (45%), prohibits high density residential, prohibiting a number of uses, limiting residential densities, hazardous uses, septic tanks, requires public sanitary sewer service, requires municipal solid waste service, and requires stormwater discharge facilities which discharge directly to Deer Point Lake to include an additional level of treatment equivalent to Outstanding Florida Waters standards (~~amended by Ordinance 836; Adopted: 12/27/05~~ **Ordinance 1135; Adopted 10/11/2022**).

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**OBJECTIVE 4:** Coordinate with Bay County and other appropriate agencies to promoted natural resource conservation and protection activities.

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~~**Policy 4-1:** Continue to participate in the Bay Environmental Study Team to address the conservation, use, and protection of unique vegetative communities and water bodies.~~

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**Policy 4-1: 2:** Continue to cooperate with all appropriate agencies, including the Florida Department of Environmental Protection and the Florida ~~Game and Freshwater~~ Fish **and Wildlife Conservation** Commission, to protect areas that have been set aside as conservation and recreation areas on the Future Land Use Map through proper management of natural resources and wildlife habitats.

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**OBJECTIVE 5:** Adopt criteria for the permitting of shoreline land uses.

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**Policy 5-1:** Priority for siting of shoreline land uses shall be as follows:

- 1) Conservation or Recreation;
- 2) Water-dependent Commercial/Industrial;
- 3) Residential; and
- 4) Water-related Commercial/Industrial.

**Policy 5-2:** All new or redeveloped shoreline land use shall:

- 1) Locate on existing upland areas;
- 2) Be constructed to conform to coastal construction building codes;
- 3) Be constructed landward of the Coastal Construction Control Line or consistent with DEP permitting regulations;

- 4) Demonstrate that existing public utilities, infrastructure and services are in place to support the proposed use;
- 5) Not be in conflict with existing, conforming, adjacent land uses;
- 6) Provide public access where traditional public access points are directly affected by the development;
- 7) Landscaping using native plant species;
- 8) Provide for stormwater facilities which provide treatment for all service water to adopted level of service standards identified in the Stormwater Management sub-element of this plan; and
- 9) Provide for minimum impervious coverage especially in construction of parking facilities.

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**OBJECTIVE 6:** Preserve and, where necessary, improve existing public access to the beaches and shoreline of the City and add additional access sites and facilities.

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**Policy 6-1:** The development review process shall consider impacts of development or redevelopment on publicly established access ways to the ~~beach~~ shoreline. Developments which would preclude such access shall not be approved unless a comparable alternative access way is provided as a condition of development consistent with Ch. 161.55 (6) F.S.

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**Policy 6-2:** Land development regulations shall include incentives for commercial development with water access to provide parking facilities and bicycle and pedestrian access for public use, which may include expedited permitting or increased intensity or lot coverage, as long as stormwater levels of service can be maintained and the site is not located in the Coastal High Hazard Area ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**Policy 6-3:** Where applicable, land development regulations shall require Traditional Neighborhood Developments (TNDs) and Planned Unit Developments (PUDs) to provide public access to the waterfront ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**OBJECTIVE 7:** Development in the coastal high hazard area shall occur only if adequate infrastructure to maintain the adopted level of service is in place by the time of project completion to serve the proposed development ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 7-1:** Levels of service shall be consistent with those adopted in the Infrastructure Element, the Transportation Element, the Recreation and Open Space Element, and the Capital Improvements Element ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**GOAL 2: Reduce vulnerability to hurricanes and protect human life from natural disaster.**

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**OBJECTIVE 1:** Maintain a roadway clearance time for hurricane evacuation of 16 hours.

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**Policy 1-1:** Review hurricane evacuation plans through a combined meeting of the Bay County Emergency Management Department, the Bay County Planning Department, other County municipalities, and any other relevant agencies, every other year, or as deemed necessary by the Bay County Emergency Management Department.

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**Policy 1-2:** Improvements to road segments that are a part of the hurricane evacuation route shall be considered a priority in making traffic circulation improvements.

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**Policy 1-3:** Consider impacts on the transportation system relative to hurricane evacuation in the development approval process. Developments shall not be approved that increase roadway clearance times beyond 16 hours unless road improvements are made to maintain clearance times.

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**Policy 1-4:** Limit the location of group homes, nursing homes, or other uses which have special evacuation requirements in the coastal high hazard area.

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**OBJECTIVE 2:** Identify the coastal high hazard area.

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**Policy 2-1:** The coastal high hazard area as defined by section 163.3178(2)(h)9, Florida Statutes is the area below the elevation of the category 1 storm surge line as established by a Sea, Lake, and Overland Surges from Hurricanes (SLOSH) computerized storm surge model. ~~as depicted in the Coastal Management Element Map Series. (amended by Ordinance 836; Adopted: 12/27/05); (amended by Ordinance 912; Adopted: 12/009/08).~~

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**Policy 2-2:** The evacuation zone for a Category 1 hurricane is depicted in the Coastal Management Element Map Series ~~(amended by Ordinance 836; Adopted: 12/27/05).~~

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**Policy 2-3:** Notify owners of property in the coastal high hazard area of property designation to increase public awareness of hurricane hazard and post-disaster redevelopment policy.

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**OBJECTIVE 3:** Limit population density in the coastal high hazard area prior to and following major storm events to reduce exposure of human life to natural disasters.

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**OBJECTIVE 4:** Limit public expenditures for public facilities and infrastructure in the Coastal High Hazard Area.

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**Policy 4-1:** Public facilities shall not be located or improved in the Coastal High Hazard Area unless the following criteria are met:

- 1) The facilities are necessary to protect the health and safety of those living in the Coastal High Hazard Area; ~~(amended by Ordinance 928; Amended 02/23/10).~~
- 2) The facilities are necessary to restore and/or enhance natural resources ~~(amended by Ordinance 928; Amended 02/23/10).~~
- 3) The facilities are needed to maintain adopted level of service standards or support currently approved future land uses within the Coastal High Hazard Area. ~~(amended by Ordinance 928; Amended 02/23/10).~~

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**OBJECTIVE 5:** Cooperate with all agencies to produce and implement a post-disaster redevelopment plan that identifies short-term recovery and long-term redevelopment activities.

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**Policy 5-1:** The following post-disaster actions shall be considered short-term measures:

- 1) Damage assessment to meet post-disaster assistance requirements and to aid in post-disaster redevelopment decisions;
- 2) Debris removal
- 3) Emergency protection measures including repairs to water, sewer, electric, and other public utilities to restore service;
- 4) Public assistance including temporary housing and provision of food and clothing.

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**Policy 5-2:** The following post-disaster actions shall be considered long-term redevelopment activities:

- 1) Repair or restoration of private commercial or residential structures with damage in excess of 50% of assessed value;
- 2) Major repair of streets, highways, and bridges;
- 3) Major repair of other public infrastructures;
- 4) Repair or restoration of minor structures such as dune walkovers or decks.

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**OBJECTIVE 6:** The post-disaster redevelopment plan will provide a process for relocation, removal or modification of damaged structures necessary to reduce the exposure of human life and property to natural hazards.

**Policy 6-1:** Decisions regarding relocation, removal or modification of structures shall be based on the following criteria:

- 1) Compliance with National Flood Insurance minimum elevation and construction standards for flood proofing;
- 2) Conformity and minimum coastal construction standards;
- 3) Hazard mitigation sufficiency;
- 4) Extent of damage.

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**Policy 6-2:** Development in Floodplains shall be restricted to that which does not decrease the water carrying capacity of floodways or increase flood heights and velocities in the floodway or increase flood hazards in areas not previously considered to have a flood hazard.

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**Policy 6-3:** Decisions regarding relocation or repair of damaged infrastructure shall be based on the following criteria:

- 1) Cost/benefit analysis;
- 2) Potential for future service disruption;
- 3) Availability of alternatives to provide comparable service capabilities;
- 4) Impacts of relocation on service provision.

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**OBJECTIVE 7:** Establish criteria for land use, development and redevelopment in the Coastal High Hazard Area (~~amended by Ordinance 928; Amended 02/23/10~~).

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**Policy 7-1:** The following criteria shall be considered in permitting of construction / reconstruction in the Coastal High Hazard Area:

Siting:

- 1) Placement of required open space shall be in the most vulnerable area of the site;
- 2) Access to structures;
- 3) Orientation of neighboring structures for screening or diversion and hazard from loose debris;
- 4) Structures are setback from shoreline at the maximum distance possible.

Landscaping:

- 1) Native plant species are maintained and protected;
- 2) Provision of a landscaping plan which addresses the stabilization of dunes and soils;
- 3) Shrubbery and trees are planted so as to deflect floating material from building foundations.

Dune Protection:

- 1) Beach and dune conditions ~~are considered~~, including long-term shoreline erosion rates (Coastal Construction Manual, FEMA, ~~1986~~ 2021 or any updates).

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**Policy 7-2:** Areas within the Coastal High Hazard Area designated for industrial use shall allow light industrial trade and service activities including industrial support services, such as administration; business and professional offices; water-dependent and water-related commercial and industrial; and

conservation and recreation. Preference will be given to water dependent or water-related commercial and industrial uses when considering the siting of such uses.

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**Policy 7-3:** Land uses within the industrial park that handle, treat or dispose of hazardous materials injurious to fish and wildlife shall be prohibited in the Coastal High Hazard Area.

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**OBJECTIVE 8:** Prohibit development and redevelopment in areas that have received repeated storm damage, should any such areas be identified as a result of future storms.

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**Policy 8-1:** Damage survey information shall be used to determine areas of repeated storm damage.

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**OBJECTIVE 9:** Establish formal procedures to implement the post-disaster redevelopment plan.

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**Policy 9-1:** Cooperate with Bay County to prepare post-disaster redevelopment plan implementation procedures to be incorporated in the Bay County Comprehensive Emergency Management Plan and County operating procedures.

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**Policy 9-2:** Coordinate with Bay County’s Emergency Management Department to ensure that interagency hazard mitigation reports concerning the City of Lynn Haven are properly reviewed by the City and that necessary amendments to the Comprehensive Plan to implement the hazard mitigation reports are made within six months of receipt of the reports.

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**GOAL 3: The City shall enhance efforts to prepare, adapt, mitigate and manage climate change impacts to achieve a resilient community.**

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**OBJECTIVE 1: Increase adaptability and resiliency to climate change impacts by developing a Vulnerability Assessment including strategies that address coastal flooding, tidal events, storm surge, flash floods, storm water runoff and other impacts related to or exacerbated by sea level rise, changing precipitation patterns, temperature increases, and other climate change factors.**

**Policy 1.1: The City has completed a Vulnerability Assessment compliant with Section 380.093(3), F.S. related to sea level rise, tidal flooding, storm surge, and to the extent practicable, rainfall and compound flooding. Sea level rise projections shall include the 2017 National Oceanic and Atmospheric Administration (NOAA) Intermediate Low and High scenarios. The City shall revisit the sea level rise projections if new data, agency or policy changes necessitate it. The City shall consider additional policy development based on the outcomes of the Vulnerability Assessment within six (6) months of its completion.**

Policy 1.2: The City shall continue to coordinate with Bay County on resiliency issues and review the County's Vulnerability Assessment upon its completion and within one (1) year of its completion the City shall consider additional policy development based upon its outcomes.

Policy 1.3: The City shall seek funding for adaptation projects and partnerships with other local governments related to the adaptation of critical infrastructure prioritized in its Vulnerability Assessment and the County Vulnerability Assessment.

OBJECTIVE 2: Include development and redevelopment principles, strategies, and engineering solutions into development and infrastructure decisions that reduce the flood risk in coastal areas which results from high-tide events, storm surge, flash floods, stormwater runoff, and the related impacts of sea-level rise.

Policy 2.1: The Vulnerability Assessment shall be a resource upon which to base new principles, strategies, and engineering solutions to reduce future flood risk of existing and future development along canals and the bay area including for the design of new infrastructure projects.

Policy 2.2: Analyze and determine whether to build, modify, adapt or relocate public infrastructure to allow for adaptation, strategic managed retreat or relocation from areas at risk to sea level rise.

Policy 2.3: The City shall regularly assess and plan for public infrastructure, facilities and utilities as required by the Capital Improvements Element, including the impacts of potential intensifying floods and sea level rise, and account for those impacts in engineering design criteria for projects where necessary.

Policy 2.4: Phase projects, including but not limited to, shorelines, backflow prevention devices, in-line check valves and other strategies based on the existing conditions, year of projected impacts and economies of scale to minimize commercial and residential disruption from future flooding.

Policy 2.5: Within one (1) year of completion of the Vulnerability Assessment, the City shall determine if updated or multiple levels of service are needed for infrastructure other than stormwater management. Consideration of levels of service may include current and future flood inundation and the ability to deliver established levels of service under those conditions.

OBJECTIVE 3: Encourage the use of best practices development and redevelopment principles, strategies, and engineering solutions that will result in the removal of coastal real property from flood zone designations established by the Federal Emergency Management Agency.

Policy 3.1: Develop and adopt Land Development Code provisions specific to vulnerable areas that include best-practice development that prioritizes the natural environment and habitats, and that includes strategies for protection, accommodation, managed retreat, and avoidance of flooding impacts.

Policy 3.2: To avoid exacerbating onsite flooding, prohibit stormwater discharge into waterways except via an approved connection to the municipal storm sewer system or privately permitted system through Northwest Florida Water Management District.

Policy: 3.3 Encourage the use of pervious materials for landscaping and driveways in the coastal high

hazard area.

Policy 3.4: Actively seek funding for the implementation of projects and capital improvements in vulnerable areas associated adaptation strategies from sources such Federal and State grants and technical expertise assistance (in-kind); local storm water utility fees; Capital Improvement Plan prioritization; public/private partnerships; and other sources.

OBJECTIVE 4: Identify site development techniques and best practices that may reduce losses due to flooding and claims made under flood insurance policies issued in this state.

Policy 4.1: Develop and update land development techniques and best practices that will result in the removal of coastal real property from flood zone designations established by the Federal Emergency Management Agency. Such standards may include, but are not limited to, structural and nonstructural techniques such as, low impact development and green infrastructure strategies that will enhance water quality treatment while also providing flood mitigation benefits. Best practices include flood mitigation strategies, including design of elements on structures, such as electrical components, and modification of infrastructure (including utilities) and shall consider impacts to adjacent properties, historic properties, and infrastructure projects.

Policy 4.2: The City has adopted a local technical amendment to the Florida Building Code for structure elevation, consistent with the Florida Building Code, of base floor elevation plus 1 foot for residential and requiring that structures or substantial renovations be elevated based on these standards. Elevation standards shall also consider implications with the City's unique historic properties if applicable. Elevation standards shall also account for existing height regulations and the need to allow for limited increases in height consistent with elevation of properties or implementation of new freeboard standards as a point of analysis. Such elevation standards should be tied to the outcomes of the Vulnerability Assessment and current Stormwater Master Plan where appropriate and may not be consistently applied across the City geography due to future flood risk or FEMA flood zone designations.

Policy 4.3: The City shall continue to support the reduction of flood insurance premiums for City residents through the following actions:

1. Supporting programs and outreach which educate residents on the benefits of flood insurance, and their flood risk associated with high tide events, storm surge, flash floods, stormwater runoff, and the sea level rise;
2. Reviewing, developing, and enhancing standards and programs to mitigate increasing flood;
3. Coordinating with relevant stakeholders to secure access to technical assistance and support for these initiatives;
4. Participating in the Local Mitigation Strategy update process and development of local mitigation project lists.

OBJECTIVE 5: Be consistent with, or more stringent than, the flood-resistant construction requirements in the Florida Building Code and applicable flood plain management regulations set forth in 44 C.F.R. part 60.

Policy 5.1: Within two (2) years of completion of the Vulnerability Assessment, the City shall review and update its Floodplain Management and Landscape Code sections incorporating data where appropriate.

Policy 5.2: The City's Land Development Code shall continue to be consistent with or more stringent than the requirements in the Florida Building Code and applicable floodplain management regulations set forth in 44 C.F.R., Part 60.

OBJECTIVE 6: Require that any construction activities seaward of the coastal construction control lines established pursuant to s. 161.053 be consistent with chapter 161.

Policy 6.1: Continue to enforce the rules and regulations pertaining to the Department of Environmental Protection "Coastal Construction Control Line" and "Erosion Control Line" programs in the Land Development Code; and continue to prohibit non-beach related construction seaward of the Erosion Control Line and to provide performance standards for construction seaward of the Coastal Construction Control Line consistent with Chapter 161.053, F.S.

Policy 6.2: Continue established and ongoing programs that regulate coastal construction practices and contribute to the resilience of the built environment.

OBJECTIVE 7: The City shall continue to participate in the National Flood Insurance Program Community Rating System administered by the Federal Emergency Management Agency to achieve flood insurance premium discounts for their residents.

Policy 7.1: Link future cycles of Community Rating System scoring with completion of its Vulnerability Assessment to incorporate sea level rise projections as outlined by FEMA in the most recent version of the National Flood Insurance Program Community Rating System Coordinator's Manual.

Policy 7.2: Coordinate climate, vulnerability, sustainability and resiliency activities with Community Rating System cycles to enhance and maximize community outreach activities and result in reductions in flood risk and insurance premiums for residents and businesses.

## **CHAPTER 6. CONSERVATION ELEMENT**

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**GOAL 1: Preserve, enhance, and maintain the natural resources and environmental amenities of the City of Lynn Haven to a state of quality which is the highest possible attainable.**

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**OBJECTIVE 1:** Throughout the planning period, the City shall remain within all minimum air quality standards required by outside agencies. The City shall reduce the effects of air pollution sources on adjacent land uses and on ambient air quality.

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**Policy 1-1:** Coordinate with state and federal regulatory agencies in monitoring ambient air quality.

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**Policy 1-2:** The City shall continue to require that all industrial land uses are directed away from residential areas and towards the industrial parks in the northwest and eastern portion of the City.

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**Policy 1-3:** The adopted land development regulations shall continue to include requirements for the placement of vegetated buffer areas between sources of air pollution, such as arterial roadways and industries, and less intense land uses, including residential, recreation and conservation. Existing, native vegetation shall be preserved within the buffer zone where it exists and shall be supplemented with additional, appropriate vegetation where needed.

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**Policy 1-4:** When appropriating funds for road improvements, adopted levels of service for roadways and the effects of traffic flow on the amount of air pollution generated by automobiles shall be considered.

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**Policy 1-5:** By 2001, adopt performance standards as part of the land development regulations that limit the types of industrial uses permitted to locate in the City to those that do not create air pollution in amounts that cannot be stopped at the property line by the buffers required in Policy 1-3.

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**OBJECTIVE 2:** In order to protect water quality, the City shall protect all its surface waters and ground waters from the intrusion of pollutants throughout the planning period. This shall be accomplished through the site plan review process, and by the creation of a storm water management study, ~~to be developed by the year 2001.~~

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**Policy 2-1:** Throughout the planning period, the City shall require that all new developments, using the site plan review process, provide storm water management systems that provide a level of service consistent with that adopted in the Infrastructure Element of this Plan ~~(amended by Ordinance 858; Adopted:10/24/06).~~

**Policy 2-2:** The City shall continue to comply with all effluent standards in the operation of the wastewater treatment plant.

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**Policy 2-3:** The City shall continue to enforce a wellhead protection ordinance that protects water supplies within the zone of influence of existing public water supply wells and projected zones of influence of designated future well sites. The City shall coordinate with the Northwest Florida Water Management District to maintain accurate zones of influence.

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**OBJECTIVE 3:** Throughout the planning period, the City shall continue to protect all areas that fall within the 100-year floodplain. The City shall use the Flood Insurance Rate Map and the site plan review process as the tools for implementation.

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**Policy 3-1:** The City shall continue to enforce its floodplain ordinance restricting development in flood prone areas to that which does not decrease the water-carrying capacity of floodways or increase flood heights and velocities in the floodway or increase flood hazards in other areas.

---

**OBJECTIVE 4:** Throughout the planning period, the City shall conserve the water supply and protect the quantity and quality of the current water source and any new water sources.

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**Policy 4-1:** The City shall enforce water conservation during times of drought by enforcing an ordinance which prohibits irrigation as needed and shall keep the public informed of these restrictions through newspaper and/or other media notices and posted notices (~~amended by Ordinance 928; Adopted 02/23/10~~).

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**Policy 4-2:** The City shall continue to adhere to any emergency water conservation measures imposed by the Northwest Florida Water Management District.

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**Policy 4-3:** The City shall require that all new construction and all remodeling activities utilize fixtures conforming to the schedule adopted in the Infrastructure Element (Policy 3-1) for maximum water usage, thereby conserving potable water resources (~~amended by Ordinance 858; Adopted: 10/24/06~~).

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**Policy 4-4:** The City shall continue its enforcement policy of allowing septic tanks only in infill areas where central sewer is unavailable and only upon issuance of a Bay County Health Department permit (~~amended by Ordinance 858; Adopted: 10/24/06~~).

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**Policy 4-5:** As soon as sanitary sewer facilities become available, the City may require that any residence still using a septic tank be hooked-up to the central sewer system, as required by City Codes ~~(amended by Ordinance 928; Adopted 02/23/10)~~.

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**Policy 4-6:** The City shall require that commercial developers use reclaimed water for landscape irrigation and industrial applications. The requirement shall be waived where the City determines it is not feasible ~~(amended by Ordinance 928; Adopted 02/23/10)~~.

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**OBJECTIVE 5:** The City shall conserve and protect soils, native vegetative communities, wetlands, wildlife and wildlife habitats from adverse effects, with emphasis on threatened and endangered species. This objective shall be effective throughout the planning period ~~(amended by Ordinance 928; Adopted 02/23/10)~~.

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**Policy 5-1:** The City shall require a developer to provide an assessment of the potential adverse effects on threatened and endangered species for all proposed development sites.

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**Policy 5-2:** When one or more of a threatened or endangered species is found on a development site, development activities which may cause harm to the species shall not be allowed until a management plan has been prepared which reduces the adverse effect of the project on the species. The portion of the site that provides habitat for the species plus a buffer between development and the habitat shall be designated as open space. The size of the buffer shall be determined based on the intensity of the proposed development and shall be included in the land development regulations.

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**Policy 5-3:** The City shall coordinate with the Florida Natural Areas Inventory and the Florida Game and Freshwater Fish Commission to identify areas likely to support or with documented occurrences of threatened or endangered species and shall develop appropriate requirements for protection of these habitats. These protection requirements shall be enforced through the Land Development Regulations.

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**Policy 5-4:** The City shall continue to enforce a Landscape Ordinance which provides for the extensive use of native vegetation, thereby promoting the regeneration of natural habitats ~~(amended by Ordinance 858; Adopted: 10/24/06)~~.

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**Policy 5-5:** The City shall cooperate with adjacent local governments to conserve, appropriately use, or protect unique vegetative communities located within one or more jurisdictions, if any such communities are identified.

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**Policy 5-6:** All development other than individual single-family residential construction which is not part of a larger common plan of development shall preserve a minimum of 10 percent of its area as open space landscaped with native species in accordance with a City Landscape Ordinance.

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**Policy 5-7:** Continue to enforce a Tree Ordinance to protect individual large, mature trees from indiscriminate and avoidable destruction.

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**Policy 5-8:** Require the protection of native vegetation, subject to site plan approval, along the shoreline of all water bodies, including coastal and inland wetlands, with allowance for visual and authorized pedestrian access to the shorelines of water bodies.

a) Native vegetative buffers shall extend landward a minimum of thirty (30) feet from the mean high-water line along waters of the State or from the wetland delineation line (amended by Ordinance 928; Adopted: 02/23/10).

b) Native vegetative buffers shall extend thirty (30) feet from the wetland delineation line; however, for cases of an inland wetland system, the City may establish an alternative method of providing this buffer in the ULDC that allows for a net average width of 30 feet with a minimum width of 15 feet. This alternative method shall not diminish the total required square footage of the buffer based on the uniform 30-foot buffer. It shall only be used on developed commercial lots and on lots located within platted residential subdivisions as of 03/24/2010, the effective date of Plan Amendment 2010-1-T-12, and where unique and unusual site conditions preclude the establishment of a uniform 30-foot buffer. Site design shall minimize the extent to which the buffer is reduced to less than 30 feet. If implemented, the ULDC shall include, at a minimum, standards which clearly define when such an exception may apply and additional development standards, to ensure adequate protection of the wetland (amended by Ordinance 928; Adopted: 02/23/10).

c) In areas designated as "V" or velocity zones by the Federal Emergency Management Agency, the native vegetative buffers shall extend fifty (50) feet landward from the mean high-water line along waters of the State or from the wetland delineation line (amended by Ordinance 858; Adopted: 10/24/06).

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**Policy 5-9:** Prohibit the location and construction of shoreline protection structures in areas along shorelines dominated by estuarine wetlands.

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**Policy 5-10:** When approving water dependent land uses, the City shall consider the location of marine habitats, including oyster reefs and sea grass beds relative to the proposed land use. Water access to these land uses shall be located so as to avoid destruction of marine habitats. The location of marine habitats shall be based on best available data. The City shall request that the Department of Environmental Protection or other appropriate agency update surveys of marine habitats that are more than ten years old.

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**Policy 5-11:** Open space required in Policy 5-6 shall be sited so as to protect wildlife habitats occurring naturally on the site. The open space shall be left undisturbed except where to supplement existing vegetation with additional native vegetation, where appropriate.

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**Policy 5-12:** Establish a development review process to include input from appropriate agencies, such as the U.S. Natural Resource Conservation Service, regarding soil suitability for proposed land uses.

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**Policy 5-13:** The Land Development Regulations shall include requirements for the protection of topsoils from erosion caused by development.

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**Policy 5-14:** Environmentally sensitive lands shall include, but not be limited to: floodplains as identified by the Federal Emergency Management Agency; wetlands under the jurisdiction of the Northwest Florida Water Management District, the Department of Environmental Protection and/or the U.S. Army Corps of Engineers, whichever jurisdiction is greater; and areas identifies by the Florida Natural Areas Inventory. Development will be allowed in these areas only to the extent that the natural function of these areas are not impaired ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 5-15:** The City shall encourage the acquisition of wetlands that retain the ability to perform ecological services such as groundwater recharge, water storage and wildlife habitat and pursue appropriate funding mechanisms for the purchase of healthy wetlands ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 5-16:** Mitigation options to replace wetland function and productivity lost due to development activities, shall be included in the Unified Land Development Code ~~(amended by Ordinance 928; Adopted: 02/23/10).~~

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**Policy 5-17:** Where jurisdictional overlap occurs, wetlands regulation will be coordinated with the Northwest Florida Water Management District, the Department of Environmental Protection and/or the U.S. Army Corps of Engineers in order to avoid unnecessary impacts to resources and excessive delays in the development process ~~(amended by Ordinance 928; Adopted 02/23/10).~~

---

**OBJECTIVE 6:** Throughout the planning period, the City shall prohibit the disposal of hazardous wastes into the public sewer system, and drainage canals and ditches. The hazardous wastes which are prohibited will be listed in the City's revised land development regulations. Hazardous wastes shall continue to be addressed during the site plan review process.

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**Policy 6-1:** The City shall coordinate with Bay County to facilitate the construction of a temporary transfer storage facility for hazardous waste ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 6-2:** Develop and implement a program to educate the public concerning the proper storage and disposal of household hazardous waste.

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**OBJECTIVE 7:** The City shall continue to maintain acceptable levels of air and water quality within the CRA ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 7-1:** The City will exercise its best effort to reduce the potential for air pollution from auto emissions by continuing to require vegetative buffering along roadways and by promoting alternative forms of transportation ~~(amended by Ordinance 928; Adopted:02/23/10).~~

---

**Policy 7-2:** The City will encourage, via the Future Land Use Element and the land development code, the type and density of development that is consistent with proper maintenance of clean air and water ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 7-3:** The City will comply with all state and federal laws and regulations governing clean air and water resources ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**OBJECTIVE 8:** The City shall promote energy and resource efficiency within the CRA through the following policies: ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 8-1:** Encourage developers to pursue Green Building programs such as the United States Green Building Council's Leadership in Energy and Environmental Design (LEED) or other related programs ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 8-2:** Support mixed use developments that incorporate employment, commercial and residential opportunities while promoting pedestrian and bicycle access ~~(amended by Ordinance 928; Adopted:02/23/10).~~

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**Policy 8-3:** Encourage developers to pursue green development practices. The City will examine the feasibility of creating incentives to promote such practices ~~(amended by Ordinance 928; Adopted:02/23/10).~~

**CHAPTER 7. RECREATION AND OPEN SPACE ELEMENT**

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**GOAL 1: Provide adequate recreation facilities, both active and passive, and open space areas for all citizens of Lynn Haven through a combination of public and private facilities and in coordination with appropriate federal agencies.**

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**OBJECTIVE 1:** Expand and Upgrade existing recreational sites and facilities, as identified in the Five Year Schedule of Capital Improvements. The City consists of 10.53 square miles with a population at the last census of 18,695. The estimated population for April 2024 was 20,469 with a projected population of 21,303 for 2035, and 22,284 at 2045.

The City provides a comprehensive system of public and private sites for recreation, including the 97.83 acre conservation park The Lynn Haven Bayou Park and Preserve which was donated to the City by The Trust for Public Land after being developed with money from the BP Deep Horizon Oil Spill mitigation fund. The City also has seven (7) neighborhood parks consisting of a total of 19.45 acres and includes mini parks, water access for kayak and boat launches, beach areas, picnic areas, waterview shaded seating, ball fields, tennis, basket ball and pickleball courts, pavilions, bathrooms, grilling areas, picnic tables, amphitheatre for public events, eight (8) childrens play grounds with play equipment including a wheelchair access swing, and a dog park. There is a sixty (60) acre sports complex with five (5) ballfield, two (2) outdoor basketball courts, four (4) outdoor pickleball courts and two (2) indoor basketball/pickleball courts) as well as walking paths. In addition to these there is a 3.1 mile rails to trails multi-use path for biking and walking with bike repair stations, benches, water fountains and trailhead parking, and two eighteen (18) hole golf course, private but open to the public.

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**Policy 1-1:** Continue to Provide the public with information concerning location and types of recreational sites.

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**Policy 1-2:** Continue to Provide signage to identify City parks and to direct the public to these sites.

**Policy 1-3: Continue to expand upon the number and type of recreation and open space facilities available to the residents of Lynn Haven.**

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**OBJECTIVE 2:** Public access to existing recreation facilities shall be guaranteed. All future recreational facilities will not be considered complete if public access is not provided.

---

**Policy 2-1:** As deemed necessary and when land is available, the City shall provide parking areas and bicycle racks for recreation sites.

---

**OBJECTIVE 3:** Throughout the planning period, the City shall promote coordination with all appropriate government agencies (Bay County, other local municipalities, appropriate State, federal, and local agencies, and the private sector), to require ensure that the future recreation needs of the City of Lynn Haven are met.

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**Policy 3-1:** The City shall continue, through the subdivision regulations to require the dedication of recreation land, or fee in lieu of, for all future residential developments.

**Policy 3-2:** Coordinate public and private resources to meet recreation needs through joint ventures, tax incentives, and other cooperative relationships.

**OBJECTIVE 4:** Ensure that parks and facilities will be provided to meet the needs of the projected population for the initial and remaining increments of the planning timeframe, as determined by this element's data and analysis.

**Policy 4-1: Continue to expand upon athletic and sports programs and opportunities for the citizens of Lynn Haven facilities.**

**Policy 4-1:** The City hereby adopts the ~~r~~Recreation levels of services as follows:

**STANDARDS FOR PARKS BY CLASSIFICATION AND POPULATION RATIO**

PARK FACILITY	LEVEL OF SERVICE	POPULATION SERVED	LOCATION	SERVICE AREA	SIZE RANGE	FACILITIES
Play Lot		500-3800	Sub-neighborhood	City Wide	2500 sq. ft. to 1 acre	Play apparatus, sand areas, small wading or spray pool intended for children up to seven years of age
Mini-Park		500-2500	Sub-Neighborhood	City Wide	2500 sq. ft. to 5 acres	Play apparatus areas, open or free play area, landscaping
Neighborhood Park	1 acre per 1,000 population	Up to 7,500	Neighborhood Area. Adjacent to elementary school where feasible		2 to 20 acres	Play apparatus recreation areas, building, sports fields, paved multi-purpose courts, senior citizens area, open or free play area, landscaping.

Source: Outdoor Recreation in Florida, 1976, State of Florida, Department of Natural Resources, May 1976. REVISED BY THE CITY OF LYNN HAVEN PLANNING DEPARTMENT, MARCH 1992.

**RECREATION SPECIAL USE AREA STANDARDS**

SPECIAL FACILITY	SIZE RANGE	LEVEL OF SERVICE	SERVICE AREA	LOCATION
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Golf Course	Minimum 50 acres	1 (18 hole) course per 50,000 population	Within 20 miles of the population center	Population demand and required acreage are desirable
Lighted Tennis Courts	2 acres	1 per 2,500 population	City Wide	Play fields, neighborhood or community parks
Lighted Basketball Court	0.6	1 per 5,000 population	City Wide	Play fields, neighborhood or community parks
Lighted Baseball Diamonds Regulation	4.5 acres	1 per 3,000 population	City Wide	Play fields, neighborhood or community parks
Softball (and/or Youth) Diamonds	4.5 acres	1 per 3,000 population	City Wide	Play fields, neighborhood or community parks

Source: Outdoor Recreation in Florida, 1976, State of Florida Department of Natural Resources, May 1976. REVISED BY THE CITY OF LYNN HAVEN PLANNING DEPARTMENT, MARCH 1992.

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**Policy 4-2:** The City shall assure adequate acreage of land for new parks and recreation facilities, through the subdivision regulations, to meet the needs of the existing and projected population.

---

**Policy 4-3:** The City shall minimize maintenance costs when developing new facilities, and when improving existing facilities, by including the installation of low maintenance landscaping facilities and site design.

---

**Policy 4-4:** The City shall utilize available funds, including grants, loans or appropriations, to acquire and upgrade recreation sites and facilities, as needed.

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**Policy 4-5:** All future recreation facilities shall provide usability and access to all segments of the population, including special groups such as people with disabilities the handicapped, the elderly, and the very young.

---

**OBJECTIVE 5:** Throughout the planning period, the City and the private sector shall coordinate in a continuing and professional effort to provide adequate open space to meet the needs of the projected population for the initial and remaining increments of the planning timeframe. This objective shall be accomplished using the site plan and subdivision review processes.

---

**Policy 5-1:** The City shall continue to require the provision of open space within all future residential development projects.

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**Policy 5-2:** The City shall regulate signage and continue to require green areas and appropriate buffering.

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**Policy 5-3:** The City shall continue to include a definition of open space in its Land Development Regulations and shall maintain recommendations concerning natural vegetation.

## **CHAPTER 8. INTERGOVERNMENTAL COORDINATION**

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**GOAL 1:** To maintain and improve existing avenues of intergovernmental coordination throughout all government and quasi-governmental entities, and, where necessary, establish new coordination mechanisms in order to upgrade the timeliness, equitability and efficiency of decision-making and implementation of all planning related activities.

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**OBJECTIVE 1:** Maintain, and establish, more direct channels with the County and adjacent municipalities through the establishment of an intergovernmental coordination forum.

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**Policy 1-1:** Maintain representation through a City Commissioner in intergovernmental coordination forums to develop formal agreements with Bay County regarding roads, engineering, sheriff, and emergency preparedness.

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**Policy 1-2:** Submit a copy of the revised adopted comprehensive plan to the County's planning office for formal review and compatibility with the County's plan.

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**Policy 1-3:** Notify adjacent local governments concerning proposed development with potential impacts outside the jurisdiction of the City of Lynn Haven.

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**Policy 1-4:** Participate in the Intergovernmental Coordination Forum to coordinate management on bays and Estuaries (North Bay, Beatty Bayou, and Upper Goose Bayou).

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**Policy 1-5:** Implement an Urban Service Area for the purpose of coordinating provision of public services and facilities, future annexations and accommodation of projected population increases (amended by Ordinance 858; Adopted:10/24/06).

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**OBJECTIVE 2:** Maintain relations with the ~~West Florida Regional Planning Council~~ Emerald Coast Regional Council through the maintenance of intergovernmental forum and through a technical assistance relationship.

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**Policy 2-1:** Annually appoint a City Commission member to attend meetings with the ~~West Florida Regional Planning Council (WFRPC)~~ Emerald Coast Regional Council.

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**Policy 2-2:** Submit a copy of the revised comprehensive plan to the ~~WFRPC~~ Emerald Coast Regional Council for formal review and compatibility with the Regional Plan.

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**Policy 2-3:** Utilize the ~~West Florida Regional Planning~~ Emerald Coast Regional Council mediation process to address incompatible planning issues, annexation issues and conflicts with other local governments.

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**OBJECTIVE 3:** Coordinate the Comprehensive Plan with the Bay County District School Board and Bay County.

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**Policy 3-1:** Submit a copy of the new Comprehensive Plan to the Bay County District School Board and to Bay County.

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**Policy 3-2:** Provide for and encourage regular and extensive exchange of information between the City of Lynn Haven and the Bay County District School Board.

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**Policy 3-3:** ~~Execute an~~ **Maintain the** interlocal agreement with the Bay County District School Board to provide for coordination and evaluation of development proposals, school siting, enrollment forecasting, school capacity, infrastructure and safety needs of schools, schools as emergency shelters and shared facilities ~~(amended by Ordinance 858; Adopted:10/24/06).~~

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**Policy 3-4:** In accordance with Chapter 235.35, F.S., the City of Lynn Haven will coordinate with the Bay County District School Board in expending funds, separately or collectively, for facility improvements when such facility is contiguous or runs through the property of any existing or proposed educational plant.

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**Policy 3-5:** The City will continue to participate in the intergovernmental forum. This will serve as a coordinating mechanism for all plans.

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**Policy 3-6:** When there are conflicts and inconsistencies in the City's plan with regard to other local governments, the City shall utilize the regional planning council's informal mediation process.

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**Policy 3-7:** The City of Lynn Haven will ensure coordination of development review with the Bay County School District through the inclusion of a nonvoting representative of the District School Board to the City's Planning Commission ~~(amended by Ordinance 858; Adopted:10/24/06).~~

---

**OBJECTIVE 4:** Ensure coordination with regard to the level of service standards for public facilities with state, Regional or local entity, including the school board, having operational or maintenance responsibility for such facility.

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**Policy 4-1:** Ensure that one of the responsibilities of the intergovernmental forum shall be the coordination of the levels of service with local, regional and state agencies.

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**Policy 4-2:** The City shall continue to assist citizens with levels of service standards and possible deficiencies relating to service.

## **CHAPTER 9. CAPITAL IMPROVEMENTS ELEMENT**

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**GOAL 1:** The City of Lynn Haven will ensure the provision of adequate public facilities to all residents within its jurisdiction in a timely and efficient manner.

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**OBJECTIVE1:** The Capital Improvements Element establishes adopted levels of service for public facilities and capital improvement projects which the City will undertake. The Five Year Schedule of Improvements shall identify projects which:

- (a) meet existing deficiencies;
- (b) provide necessary repair or replacement of existing facilities;
- (c) accommodate desired future growth.

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**Policy 1-1:** The capital improvements review team will consist of the City Manager or his appointed representative, Department Heads from Finance, Planning, Public Works and other representatives as deemed necessary by the City Manager. The team will evaluate and rank capital improvement projects proposed for inclusion in the Five-Year Schedule as recommended to the City Commission (~~amended by Ordinance 931; Adopted: 05/25/10~~).

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**Policy 1-2:** The following levels of service (LOS) standards will be maintained as growth occurs in the City (amended by Ordinance 1047; Adopted: 12/12/2017).

**LOS STANDARDS FOR THE CITY OF LYNN HAVEN PUBLIC FACILITIES (DO THESE NEED TO BE UPDATED?)**

**A. sanitary Sewer, Solid Waste, Drainage and Potable Water LOS Standards**

Sanitary Sewer	98 gallons per capita per day (gpcpd)
Solid Waste	6.5 pounds per capita per day (ppcpd)
Potable Water	135 gallons per capita per day (gpcpd)
Drainage	<p>(a) retention or detention with filtration, of the run off from the first one inch of rainfall; or as an option for projects with drainage areas less than 100 acres, facilities which provide for retention, or detention with filtration, of the first one-half inch of run-off or provide for the discharge of stormwater equal to predevelopment levels, whichever is greater.</p> <p>b) Attenuate the 25-year critical duration storm event while limiting discharge to predevelopment levels or to the capacity of the receiving water. It shall be assumed that the capacity of the receiving water will allow for discharges equal to predevelopment levels or the first inch of rainfall, whichever is greater, unless an engineering analysis using professionally accepted methodologies demonstrates that a differing discharge rate should be used. In requiring a lesser rate of discharge, the burden of analysis shall be the responsibility of the City. In</p>

	requesting a larger rate of discharge, the burden of analysis shall be the responsibility of the developer.
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B. Recreation. Five (5) acres of land per 1,000 population (amended by Ordinance 858; Adopted:10/24/06).

C. Public School Facilities (amended by Ordinance 931; Adopted: 05/25/10).

The Department of Education permanent Florida Inventory of School Houses (FISH) capacity is adopted as the uniform methodology to determine the capacity of each school. The level of service standards by type of school shall be depicted in Table 9.1 below.

**TABLE 9.1: LEVEL OF SERVICE STANDARDS**

Type of School	Level of Service
Elementary	100% of Permanent FISH Capacity
Middle	100% of Permanent FISH Capacity
High	100% of Permanent FISH Capacity
FISH – Florida Inventory of School Houses	

The following student generation rates, as noted in Table 9-2, shall be utilized when determining school concurrency.

**TABLE 9.2: STUDENT GENERATION RATE PER UNIT MULTIPLIERS**

Single Family	0.3047
Mobile Homes	0.5053
Multi-Family	0.2706
Condominium	0.0106

**Policy 1-3:** Capital improvement projects will be prioritized according to the following set of criteria and a fiscal impact review, as part of the annual budgeting process. The assigned priority will be designated on the Five-Year Schedule of Capital Improvements.

**CRITERIA FOR NUMERICAL RANKING OF CAPITAL IMPROVEMENTS PROJECTS**

	WEIGHT	YES (1)	NO (0)	N/A (1)	WET.X SCORE
<b>PRIORITY I</b>					
1. The project is needed to protect public health and safety	3				
2. The project fulfills the City’s legal commitment to provide facilities and services	3				
3. The project corrects an existing facility deficiency or provides for needed replacement of facility components, in order to preserve or achieve full use of existing facilities.	3				
4. The project is required in order to comply with state law, water management district regulations or federal law.	3				
5. The project is financially feasible	3				

6. The project maintains adopted LOS standards	3				
<b>PRIORITY II</b>					
1. The project increases efficient use of existing facilities	2				
2. The project prevents or reduces future improvement costs	2				
3. The project provides service to developed areas currently lacking full service	2				
4. The project promotes in-fill development and discourages urban sprawl	2				
5. The project supports the GOP's of the FLUE	2				
<b>PRIORITY III</b>					
1. The project represents a logical extension of facilities and services within a designated service area	1				
2. The project promotes economic development within the City and/or redevelopment of blighted areas	1				
<b>SCORE</b> (Total possible score = 30)					

**Policy 1-4:** The City will, whenever cost-effective and in the City's best interest, assign a higher priority to those projects which correct existing facility deficiencies or repair/replacement needs, as identified in Plan Elements. This priority will be included in the adopted Five-Year Schedule of Capital Improvements.

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**OBJECTIVE 2:** Review mechanisms will be maintained to ensure that all land use decisions which impact the Capital Improvements Element and the Future Land Use Element are coordinated by the Planning Department in conjunction with the City's Planning Commission, and approved by City Commission.

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**Policy 2-1:** The Planning Department will recommend to the Planning Commission and the City Commission only those land use decisions which are consistent with the Future Land Use Element (FLUE), the Capital Improvements Element and the overall intent of the Comprehensive Plan.

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**Policy 2-2:** Service areas for public facilities, as defined in Plan Elements and the FLUE in particular, will be utilized to guide the availability of public facilities for future development. The latest point in the application process for the determination of concurrency is prior to the approval of an application for a development order or permit which contains a specific plan for development, including densities or intensities of development.

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**Policy 2-3:** "Development Order" shall include subdivision approval, building permit, site development plan, and other land use approvals or actions of the City that have the effect of permitting the development of land (amended by Ordinance 858; Adopted:10/24/06).

**Policy 2-4:** Development orders shall only be issued when the Planning Department has determined that the adopted LOS standards for public facilities will be maintained, or that the following standards will be met. (amended by Ordinance 858) This includes maintaining LOS standards for roads in the City's Concurrency Management System through the use of proportionate fair-share mitigation, alternative roadway segment capacity analysis, turn lane analysis, and an annual LOS report (amended by Ordinance 919; Adopted: 07/28/08).

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**Policy 2-4-01:** For sanitary sewer, solid waste, potable water, and drainage facilities, the following standards will be met to satisfy the concurrency requirement:

- (1) The necessary facilities and services are in place no later than the issuance of a certificate of occupancy; or
  - (2) The necessary services and facilities are guaranteed in an enforceable development agreement pursuant to 163.3220, F.S. or Chapter 380, F.S., that ensures that such facilities and services will be in place and available to serve new development no later than at the time of the issuance of a certificate of occupancy (amended by Ordinance 858; Adopted:10/24/06).
- 

**Policy 2-4-02:** For park and recreation facilities, the concurrency requirement shall be satisfied through meeting the following standards:

- (1) At the time the development permit is issued, the necessary facilities and services are in place or under actual construction; or
  - (2) The development permit is conditioned upon the availability of acreage to meet the Level of Service standard. Such acreage may be available through dedication or acquisition, or through the commitment of funds representing the developer's fair share of the cost of the necessary land.
    - a) When the acreage is to be provided, the development permit shall be conditioned on the availability of land or actual construction of facilities prior to the issuance of a certificate of occupancy; or
    - b) Funds in the amount of the developer's fair share shall be committed no later than the notice to commence construction issued by the City (amended by Ordinance 858; Adopted:10/24/06).
- 

**OBJECTIVE 3:** Annual review of the Capital Improvements Element will be included in the City's budget process. As part of this review, the Finance Department shall be responsible for: (1) addressing the fiscal impact of capital improvement projects on revenue and expenditures, and (2) updating the fiscal assessment section of the Capital Improvements Element.

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**Policy 3-1:** The fiscal assessment review and update will include, at the following:

- a. Forecasted summary of revenues and expenditures for a five-year period;
- b. Projected debt service capacity including:
  - Projected revenue bond debt service as a percentage of total debt;
  - Ratio of total debt to total revenue; and,

- Projection of operating cost considerations.

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**Policy 3-2:** The maximum ratio of total debt service to total revenue shall not exceed 40%.

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**Policy 3-3:** It shall be the Financial Director's responsibility to prepare a Capital Improvements Plan annually.

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**Policy 3-4:** The City will adopt a Capital Improvement Budget as part of the annual budgeting process. The Capital Improvement Budget will be coordinated with the annual review of the Capital Improvements Element, and will be integrated into the City's overall Capital Improvements Plan.

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**Policy 3-5:** The Water and Sewer Enterprise Fund will provide capital improvement revenue and bonding capacity for future improvements to the water and sewer system as identified in the Potable Water and Sanitary Sewer Sub Element and the Capital Improvements Element.

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**Policy 3-6:** To the maximum extent possible, the City will utilize "user pays" financing strategies including, but not limited to user charges, special assessments, and contribution in lieu of payment.

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**Policy 3-7:** The Capital Projects Trust Fund shall be the primary source of revenue for capital improvement projects as determined by the Finance Department, the Capital Improvements Review Team, and approved in the annual budgeting process.

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**Policy 3-8:** The City will manage its fiscal resources to ensure the provision of needed capital improvements for previously issued development orders and for future development and redevelopment.

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**Policy 3-9:** The City shall reserve Enterprise Fund surpluses, unless indicated otherwise, for major capital expenditures beyond the year 2009 (amended by Ordinance 931; Adopted:04/27/10).

**OBJECTIVE 4:** Future development will bear a proportionate cost of facility improvements necessitated by the development in order to maintain adopted LOS standards.

**Policy 4-1:** The City shall continue to implement its program for mandatory dedications or fees in lieu of as a condition of plat approval for the provision of recreation and open space.

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**Policy 4-2:** The City shall continue to fund expansions of its potable water and sanitary sewer service facilities through the implementation of impact fees and user charges which are proportioned to the costs of expanding and operating such systems.

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**Policy 4-3:** The City shall investigate the potential for utilizing special assessments as the funding source needed to facilitate implementation of the recommendations of the Comprehensive Stormwater Management Study.

---

**OBJECTIVE 5:** The City will not approve development which requires public facility improvements that exceed the City's ability to provide these in accordance with the adopted LOS standards.

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**Policy 5-1:** Before a development is approved, the Planning and Finance Departments will determine that any needed public facility improvements do not exceed the City's funding capacity.

---

**OBJECTIVE 6:** The City will participate in appropriate intergovernmental meetings which address the provision of public facilities.

---

**Policy 6-1:** The Planning, Finance, and Public Works Departments, and the Planning Commission will coordinate and address the funding of public services.

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**OBJECTIVE 7:** Public expenditures for public facilities and infrastructure in the Coastal High Hazard Area shall be limited to serving only those future land uses permitted in the Coastal High Hazard Area (amended by Ordinance 928; Adopted: 02/23/10).

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**Policy 7-1:** Capital improvement projects located in the Coastal High Hazard Area shall be necessary to maintain the adopted level of service standards and shall be consistent with the Future Land Use Element and Map.

**OBJECTIVE 8:** Coordinate with the School Board the approval of residential preliminary plats and residential development orders to correct existing deficiencies and assure adequate future school capacity consistent with the adopted level of service standards for public school concurrency (amended by Ordinance 910; Adopted: 10/28/08).

**Policy 8-1:** 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 (amended by Ordinance 910; Adopted: 10/28/08).

**Policy 8-2:** The City hereby incorporates by reference the most current School Board School Facilities Work Plan 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 (amended by Ordinance 931; Adopted: 04/27/10).

**Policy 8-3:** The City’s strategy, in coordination with the School Board, for correcting existing school 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 (amended by Ordinance 910; Adopted: 10/28/08).~~

**Figure 9-1  
City of Lynn Haven  
FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS**

<b>Project Description</b>	<b>Schedule</b>	<b>Projected Cost (thousands)</b>	<b>Location</b>	<b>Revenue Source</b>	<b>Consistency With Other Elements</b>
<b>ROAD PAVING</b>					
Railroad Alley	2020	82	8 <sup>th</sup> to 7 <sup>th</sup>	½ Cent Sales Tax	yes
Railroad Alley	2020	98	5 <sup>th</sup> to 4 <sup>th</sup>	½ Cent Sales Tax	yes
Alley B	2020	105	8 <sup>th</sup> to 10 <sup>th</sup>	½ Cent Sales Tax	yes
Kentucky Ave	2020	102	14 <sup>th</sup> to 16 <sup>th</sup>	½ Cent Sales Tax	yes
Colorado Ave	2020	88	8 <sup>th</sup> to Country Club Drive	½ Cent Sales Tax	yes
Iowa Ave	2020	101	8 <sup>th</sup> /9 <sup>th</sup> North to Dead End	½ Cent Sales Tax	yes
Iowa Ave	2020	151	8 <sup>th</sup> St. To 12 <sup>th</sup> St.	½ Cent Sales Tax	yes
15 <sup>th</sup> St	2020	27	Tennessee to Carolina	½ Cent Sales Tax	yes

Kentucky Ave/17 <sup>th</sup> St. Ditch Extension	2020	65	Between 14 <sup>th</sup> St. & 15th St.	½ Cent Sales Tax	yes
Garden Club Parking	2020	40	Garden Club on Florida Ave	½ Cent Sales Tax	yes
8 <sup>th</sup> St.	2020	118	Colorado to Iowa	½ Cent Sales Tax	yes
Mississippi Ave	2020	160	12 <sup>th</sup> to 8th	½ Cent Sales Tax	yes
619 E. 24 <sup>th</sup> St	2020	10	Stormwater repairs	½ Cent Sales Tax	yes
8 <sup>th</sup> Circle	2021	109	Carolina to carolina	½ Cent Sales Tax	yes
Carolina Ave	2021	98	10 <sup>th</sup> to North of 8th	½ Cent Sales Tax	yes
3 <sup>rd</sup> St	2021	99	Kentucky to Montana	½ Cent Sales Tax	yes
Kentucky Ave Connection	2021	50	Between 14 <sup>th</sup> & 15th	½ Cent Sales Tax	yes
Colorado Ave	2021	80	12 <sup>th</sup> to 8th	½ Cent Sales Tax	yes
Mosley Dr.	2021	100	Minnesota Ave to Mosley Bus Loop	½ Cent Sales Tax	yes
25 <sup>th</sup> St	2021	80		½ Cent Sales Tax	yes
Alabama Ave	2021	75	19 <sup>th</sup> to 14th	½ Cent Sales Tax	yes
Colorado Roundabout	2020	120	8 <sup>th</sup> and Colorado Ave	Transportation Impact Fees	yes
Miscellaneous Road Paving - B Rated Roads	2021-2025	7,000	Entire City		yes
<b>STORMWATER PROJECTS</b>					
Railroad Ditch	2021	609	26 <sup>th</sup> St to North Bay	HMGP/Stormwater Fees/Other Grants	yes
Pine Forest Estates	2021	1,600	Entire Neighborhood	HMGP/Stormwater Fees/Other Grants	yes
11 <sup>th</sup> Street	2022	762	Between Georgia & Pennsylvania	HMGP/Stormwater Fees/Other Grants	yes
Dundee Lane	2022	241	Between Inverness Rd. & CR 389	HMGP/Stormwater Fees/Other Grants	yes
Mosley Drive	2022	266	Between Oak Ridge Ave & CR 389	HMGP/Stormwater Fees/Other Grants	yes
Bradley Circle	2023	250	East of Jenks Ave	HMGP/Stormwater Fees/Other Grants	yes

Aberdeen Parkway	2023	350	Between CR 389 & Aberdeen Loop	HMGP/Stormwater Fees/Other Grants	yes
Aeme Lane	2023	282	East of GERALD Lane	HMGP/Stormwater Fees/Other Grants	yes
Indiana Ave	2023	114	Between 16 <sup>th</sup> & 17 <sup>th</sup>	HMGP/Stormwater Fees/Other Grants	yes
Pennsylvania Ave	2020	110	Between 15 <sup>th</sup> & 16 <sup>th</sup>	HMGP/Stormwater Fees/Other Grants	yes
Georgia Ave	2020	200	Between 12 <sup>th</sup> & 13 <sup>th</sup>	HMGP/Stormwater Fees/Other Grants	yes
24 <sup>th</sup> Street	2024	450	Between Pentland Rd. & CR 389	HMGP/Stormwater Fees/Other Grants	yes
Virginia Ave	2024	65	Between 11 <sup>th</sup> & 13 <sup>th</sup>	HMGP/Stormwater Fees/Other Grants	yes
1103 Wyoming Ave	2024	380	1103 Wyoming Ave	HMGP/Stormwater Fees/Other Grants	yes
McCain Creek	2024	925	Between SR 77 & CR 389	HMGP/Stormwater Fees/Other Grants	yes
7 <sup>th</sup> Street	2025	648	Between SR 77 & Michigan Ave	HMGP/Stormwater Fees/Other Grants	yes
10 <sup>th</sup> Street	2025	180	Between Virginia Ave & Georgia Ave	HMGP/Stormwater Fees/Other Grants	yes
15 <sup>th</sup> Street	2026	33	Between Georgia Ave & SR 77	HMGP/Stormwater Fees/Other Grants	yes
1618 Carolina Ave	2026	300	1618 Carolina Ave	HMGP/Stormwater Fees/Other Grants	yes
Capital Equipment	2020-2030	1,223	Entire City	HMGP/Stormwater Fees/Other Grants	yes
Slip Lining Project	2020-2030	2,600	Entire City		yes
<b>WATER</b>					
Service Tubing Replace Misc. Services	2020-2022	100	Entire City	Utility Rates and Impact Fees/Grants	yes
Water main replacement	2021-2025	3,900	Entire City	Utility Rates and Impact Fees/Grants	yes
Jenks Ave Widening	2020	160,433	3425 to 4051 Jenks Ave	Utility Rates and Impact Fees/Grants	yes
Hwy 390 Utility relocation (SR 77 to 231)	2023	1,804	East from Hwy 77	Utility Rates and Impact Fees/Grants	yes

Hwy 390 Utility relocation (SR 77 to 231)	2023	1,000	West from Hwy 77	Utility Rates and Impact Fees/Grants	yes
AMI Installation	2020-2025	366,121	Entire City	Utility Rates and Impact Fees/Grants	yes
Storm Recovery Repairs-General Recovery	2020-2021	1,200	Wells, Water Plants, Distribution System	Utility Rates and Impact Fees/Grants	yes
<b>SEWER</b>					
Jenks Ave Widening	2020	160	3425 to 4051 Jenks Ave	Utility Rates and Impact Fees/Grants	yes
Hwy 390 Utility Relocation (SR 77 to 231)	2023	1,000	East from Hwy 77	Utility Rates and Impact Fees/Grants	yes
Hwy 390 Utility relocation (SR 77 to 231)	2023	1,000	West from Hwy 77	Utility Rates and Impact Fees/Grants	yes
Storm Recovery Repairs-General recovery	2020-2021	1,200	Entire City	Utility Rates and Impact Fees/Grants	yes
Upgrade to Existing AWT Plant	2021-2028	15,000	1010 W. 5 <sup>th</sup> Street	Utility Rates and Impact Fees/Grants	yes
Lift Station No. 4 and 12 and 38	2020	800	2919 Hwy 77, 100 Country Club Drive, 1003 Mosley Drive	Utility Rates and Impact Fees/Grants	yes
Slip Lining and Replacement of 1961 lines	2021-2025	6,600	Entire City	Utility Rates and Impact Fees/Grants	yes
Headworks	2020-2021	10,000	1010 W. 5 <sup>th</sup> Street	Utility Rates and Impact Fees/Grants	yes
Lift Station and Upgrades and Hydraulic Modeling	2021-2028	3,500	Entire City	Utility Rates and Impact Fees/Grants	yes
Force Main Improvements	2021-2028	4,500	Entire City	Utility Rates and Impact Fees/Grants	yes

Sports Park Reuse & Booster Station Infrastructure	2023-2026	3,750	1501 to 1401 Recreation Drive	Utility Rates and Impact Fees/Grants	yes
Reuse Main Improvements	2023-2026	2,000	Entire City	Utility Rates and Impact Fees/Grants	yes
Future Unspecified Capital Projects	2027-2029	2,100	Entire City	Utility Rates and Impact Fees/Grants	yes
<b>PARKS AND RECREATION</b>					
A.L. Kinsaul Park Dock/Pier	2024	200	West 5 <sup>th</sup> Street	Park & Recreation Impact Fees, Grants, General Fund	yes
Cain Griffin Park	2020	3,500	17 <sup>th</sup> Street	Restore Park & Recreation Impact Fees/Grants, General Fund	yes
Porter Park	2020	1,500	Ohio Ave	Restore Park & Recreation Impact Fees/Grants, General Fund	yes
Sports Complex	2021-2022	15,000	Recreation Drive	Restore Park & Recreation Impact Fees/Grants, General Fund	yes
Rails to Trails	2021	5,000	231-390	FDOT/1/2 Cent Sales Tax	yes
<b>SOLID WASTE</b>					
Equipment	2020	20			yes
Vehicles	2020	290			yes

Source: City of Lynn Haven Development and Planning, 2019/2020; City Public Works, 2019/2020; City Community Services, 2019/2020; City Public Utilities 2019/2020; Panhandle Engineering, Inc. 2019/2020 (amended by Ordinance 1098; Adopted: 06/23/2020).

**Figure 9-1  
City of Lynn Haven  
FIVE-YEAR SCHEDULE OF CAPITAL IMPROVEMENTS**

Project Description	Schedule	Projected Cost (thousands)	Location	Revenue Source	Consistency With Other Elements
<b>STORMWATER PROJECTS</b>					
Pine Forest Estates	2026	4,600	Entire Neighborhood	HMGP/CDBG Grants	Yes
11 <sup>th</sup> St	2026	2,500	11 <sup>th</sup> St from Ohio Ave to Tennessee Ave	HMGP/CDBG Grants	Yes
Dundee Lane	2026	850	McCain Creek Crossing in Mowat Highlands	HMGP/CDBG Grants	Yes
Bradley Circle	2026	850	Bradley Circle Neighborhood	HMGP/CDBG Grants	Yes
Acme Lane	2026	850	Acme Lane Neighborhood	HMGP/CDBG Grants	Yes
Wyoming Ave	2026	4,500	Wyoming Ave 9 <sup>th</sup> – 12 <sup>th</sup> St	HMGP/CDBG Grants	Yes
Aberdeen Parkway	2026	1,000	Aberdeen Parkway	Stormwater Revenue/Impact Fees	Yes
West Side Outfall Expansion	2028-2030	5,000	14 <sup>th</sup> St to 19 <sup>th</sup> St Maine Ave to Maryland Ave	Stormwater Revenue/Impact Fees	Yes
East Side Regional Stormwater Facility	2030	10,000	Parcel 11530-030-000	Grant Source Applying for Multiple	Yes
Slip Lining	2027-2035	2,500	Various Locations Throughout the City	Stormwater Revenue/Impact Fees	Yes
Krystal Lane	2028	1,000	Krystal Lane, Minnesota Ave, 26 <sup>th</sup> St	Stormwater Revenue/Impact Fees	Yes
Vermont Ave	2027	1,500	Vermont Ave 14 <sup>th</sup> – 11 <sup>th</sup>	Stormwater Revenue/Impact Fees	Yes
Concrete Canvas	2026-2035	2,500	Various Locations Throughout the City	Stormwater Revenue/Impact Fees	Yes

Capital Equipment	2026-2035	2,000		Stormwater Revenue/Impact Fees	Yes
<b>STREET PROJECTS</b>					
Sidewalks	2025-2035	7,500	Various Locations Throughout the City	½ cent Funding	Yes
Paving F Ranked Roads <i>Projects Ranked and determined by Road Management Software</i>	2025-2035	5,000	Various Locations Throughout the City	Legislative Appropriations & ½ Cent Funding	Yes
Paving D Ranked Roads <i>Projects Ranked and determined by Road Management Software</i>	2025-2035	5,000	Various Locations Throughout the City	Legislative Appropriations & ½ Cent Funding	Yes
Paving C Ranked Roads <i>Projects Ranked and determined by Road Management Software</i>	2025-2035	2,500	Various Location throughout the City	Legislative Appropriations & ½ Cent Funding	Yes
Capital Equipment	2025-2035	2,500		General Fund Budget	Yes
<b>WATER PROJECTS</b>					
Water Plant Expansions	2030-2035	7,500	Water Plant 1 & Water Plant 2	Water Revenue/Impact Fees	Yes
Well Rehabilitation	2025-2035	875	Wells 1-6 Throughout the City	Water Revenue/Impact Fees	Yes
Water Distribution Category 1 Projects AC Line Replacements	2025-2035	2,238	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes
Water Distribution Category 2 Projects Line Upsizing for Capacity	2025-2035	1,498	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes
Water Distribution Category 3 Projects Line Upsizing for Capacity	2025-2035	3,500	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes

Water Distribution Category 4 Projects Line Upsizing for Capacity	2025-2035	4,000	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes
Water Distribution Category 5 Projects Line Upsizing for Capacity	2025-2035	3,400	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes
Water Distribution Category 6 Projects Eliminating Remaining 2" Water Mains	2025-2035	6,800	Various Locations Throughout the City	Water Revenue/Impact Fees	Yes
AMI Meter Installation	2025-2027	5,000	Entire City water Distribution System	Water Revenue/Impact Fees	Yes
Capital Equipment	2025-2035	5,000		Water Revenue/Impact Fees	Yes
<b>SEWER</b>					
Wastewater Treatment Plant Expansion	2030	50,000	Wastewater Plant	Sewer Revenue/Impact Fees	Yes
Lift Station Rehabilitation	2025-2035	5,000	Lift Stations Throughout the City	Sewer Revenue/Impact Fees	Yes
Reuse expansion	2025-2035	15,000	Additional Mill Bayou Reuse and existing Reuse Sites at Sports Park	Sewer Revenue/Impact Fees	Yes
Capital Equipment	2025-2035	5,000		Sewer Revenue/Impact Fees	Yes
<b>SANITATION</b>					
Vehicles	2025-2035	3,000		Sanitation Revenue	Yes

Source: City of Lynn Haven Public Works and Utilities, 2024/2025

## CHAPTER 10. CONCURRENCY MANAGEMENT SYSTEM

**PURPOSE:** The purpose of the Concurrency Management System is to establish a mechanism which provides necessary capital facilities and services to support development concurrent with the impact of development.

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**GOAL 1: Maintain adopted level of service standards for traffic circulation sanitary sewer, solid waste, drainage, potable water, and recreation.**

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**OBJECTIVE 1:** The City of Lynn Haven Concurrency Management System shall guide the review of development order applications.

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**Policy 1-1:** Level of service standards shall be used for determining concurrency and are identified in Policy 1-2 of the Capital Improvements Element, and in Policy 1-1 of the Transportation Mobility Element.

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**Policy 1-2:** The City of Lynn Haven Planning Department shall prepare written findings on proposed developments' compliance with the concurrency requirement.

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**OBJECTIVE 2:** The City shall maintain the level of service standards within the Comprehensive Plan. It shall ensure that new development does not occur faster than the City's ability to provide for infrastructure in a financially feasible manner necessary to support new development. The level of service standards shall not require that the City widen or construct new roadways to provide capacity to support new development or those impacts from adjacent municipalities.

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**Policy 2-1:** Capacity of a new facility may be used in the compliance determination under one or more of the following scenarios:

**Facility Type: ROADS**

- A. The necessary facilities and services are in place at the time a development permit is issued; or
- B. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
- C. The necessary facilities are under construction at the time a permit is issued; or
- D. At the time the development permit is issued, the necessary facilities and services are the subject of a binding executed contract which provides for the commencement of the actual construction of the required facilities or the provision of services within one year of the issuance of the development permit; or
- E. The necessary facilities and services are guaranteed in an enforceable development agreement which requires the commencement of the actual construction of the facilities or the provision of services within one year of the issuance of the applicable development permit. An

enforcement development agreement may include, but is not limited to development agreements pursuant to Section 163.3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes.

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**Policy 2-2:** A multi-modal mobility fee shall be adopted to ensure that developments fund (partially or wholly) network improvements that mitigate its impact to the transportation system. The provision shall not exempt Developments of Regional Impacts (DRI) from statutory requirements for proportionate fair share mitigation.

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**Policy 2-3:** Adequate roadway capacity necessary to support new development shall be required to be available “concurrent” with the impact of that development. The City shall require that all new development acquire a certificate of Concurrency as a condition of approval of a final Development Order, specifying the density and intensity of the development. Adopted Level of Service Standards shall be used as the criteria for measuring available capacity.

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**Policy 2-4:** Establish Mobility fees and Discounts for the Urban Cluster District and the Community Redevelopment Area (CRA) as follows:

- (a) The City shall establish mobility fees for residential and non-residential developments.
- (b) The City shall reduce mobility fees for any development or redevelopment project within the established Urban Cluster Transportation Mobility District or the CRA.

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**Facility Type: SANITARY SEWER, SOLID WASTE, DRAINAGE, AND POTABLE WATER**

- A. The necessary facilities and services are in place at the time a development permit is issued;  
Or
- B. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of development occur; or
- C. The necessary facilities are under construction at the time a permit is issued; or
- D. The necessary facilities and services are guaranteed in an enforceable development agreement. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163 -3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. Development agreements herein referenced will guarantee that the necessary facilities and services will be in place when the impacts of the development occur.

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**Facility Type: RECREATION**

- A. The necessary facilities and services are in place at the time a development permit is issued;  
or
  - B. A development permit is issued subject to the condition that the necessary facilities and services will be in place when the impacts of the development occur; or
  - C. The necessary facilities are under construction at the time a permit is issued.
- All applications for development will undergo a review for concurrency.

Sufficiency information shall be provided by the developer/applicant for the purpose of determining concurrency. The City Planning Department will advise the developer/applicant concerning the items of information necessary for an assessment of the proposed developments' impact on services.

Compliance reviews, including the appropriate City departments, will be coordinated by the Planning Department and will occur simultaneously with the site plan review. Findings prepared by Planning Department shall be submitted to the City Planning Commission for recommendation to the City Commission. In no case shall a recommendation for issuance of a development order be made if service demand exceeds capacity. Likewise, a determination of concurrence must be made prior to approval of an application for a development order or permit which contains a specific plan for development, including the densities and intensities of development.

A development order may be issued if a determination of available capacity is made. A development order shall not be issued if the demand for service created by the existing and/or new facility exceeds capacity. Development orders may be approved in stages or phases so the facilities and services required by each phase are available consistent with adopted level of service standards.

Any elimination, deferment or delay in the construction of a facility or service required to maintain the adopted level of service standard and contained in the five-year schedule of capital improvements, shall require a Plan amendment.

## **CHAPTER 11. PROPERTY RIGHTS ELEMENT**

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**GOAL 1: Establish the Property Rights of Individual Land Owners**

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The following rights shall be considered in local decision making:

1. The right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.
2. The right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.
3. The right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.
4. The right of a property owner to dispose of his or her property through sale or gift.

## **Introduction and Purpose**

The Local Government Comprehensive Planning and Land Development Regulation Act requires that the Comprehensive Plan be evaluated and updated every ~~five~~ seven years through the preparation and adoption of an evaluation and appraisal report (Ch. 163.3191, F.S.). It is the intent of the Act that the evaluation and appraisal process be continuous throughout the period of plan implementation.

~~This report presents procedures to be~~ Certain procedures followed in the monitoring, updating, and evaluation of the comprehensive plan, ~~in compliance with Ch. 9J-5.005 (7), F.A.C.~~ These procedures are adopted as part of the City of Lynn Haven Comprehensive Plan and address:

- (a) Citizen participation in the process;
- (b) Updating appropriate baseline data and measurable objectives to be accomplished in the first five-year period of the plan, and for long-term period;
- (c) Accomplishments in the first five-year period, describing the degree to which the goals, objectives, or policies;
- (d) Obstacles or problems which resulted in underachievement of goals, objectives, or policies;
- (e) New or modified goals, objectives, or policies needed to correct discovered problems, and;
- (f) A means of ensuring continuous monitoring and evaluation of the plan during the five-year period.

## **Monitoring Implementation of the Comprehensive Plan**

The following procedures are recommended for monitoring and evaluation of the comprehensive plan:

### Updating Baseline Data

It is recommended that a process be established to monitor changed conditions necessary for maintaining the comprehensive plan data base. The data base may be used to monitor progress in achieving comprehensive plan objectives and be used in the preparation of the evaluation and appraisal report.

A list of specific areas to be monitored should be established based on comprehensive plan objectives. The following types of information should be included:

1. Demographic data
2. Land development approvals
3. Issuance of state permits
4. Program activities (housing rehabilitation, transportation improvements)
5. Changes in level of service for public facilities
6. Archaeological/historical resources
7. Changes in status of threatened/endangered species

### Preparation of the Annual Report

The annual report is recommended as a management tool suitable for monitoring the implementation of the Comprehensive Plan. The plan recommends specific programs and activities. The responsibility for implementation of programs and activities is assigned to the various departments in the City.

The annual report provides a format to monitor progress towards achieving plan objectives through specific programs and activities. The annual report has the following functions:

- a. Report on the activities of the department during the past year
- b. Establish a work program for the upcoming year
- c. Report on the comprehensive plan
- d. Relate past year's activities to the implementation of the comprehensive plan
- e. Relate the proposed work program to implementation of measurable objectives in the comprehensive plan
- f. identifying constraints, problems, or opportunities in implementation of the comprehensive plan

A standardized format should be developed for the annual report.

The annual report is prepared by a department head and submitted to the City Manager. It may be considered advisory, or submitted to the City Commission for approval. The City Manager reviews the annual reports to identify if problems or changed conditions warrant a comprehensive plan amendment. The annual report is also a useful tool for reviewing a department's operating budget based on the proposed work program.

#### Preparation of the Evaluation and Appraisal Report

The City Planning Commission shall be responsible for the preparation of the Evaluation and Appraisal Report (EAR). The EAR shall be based upon the data base and any additional data or analysis needed to identify changed conditions or measure the extent to which goals, objectives have been achieved and policies implemented. The annual reports of the departments and any comprehensive plan amendments shall also be considered.

Public workshops shall be held by the City Planning Commission to consider the Evaluation and Appraisal Report. Public participation in this process shall be encouraged. The City Planning Commission shall establish a comprehensive plan review committee to make recommendations concerning the evaluation of the comprehensive plan.

#### Procedures for Adoption of the Evaluation and Appraisal Report

A minimum of two public hearings shall be held for the consideration of the Evaluation and Appraisal Report. One shall be held by the City Planning Commission to recommend the Report and any comprehensive plan amendments to the City Commission. The second shall be held by the City Commissioners to adopt or adopt with change the report within 90 days after receiving it from the City Planning Commission. The hearings shall be advertised according to state law.

Comprehensive plan amendments based upon the Evaluation and Appraisal Report shall be adopted pursuant to the procedures in F.S. Ch. 163.3184 and 163.3187. If the plan is amended at the time the report is adopted, the City shall transmit the report, any amendments, and a complete copy of the plan as it will be amended to the Department of Community Affairs for review.

When amendments to the comprehensive plan do not occur simultaneously with the adoption of the report, the report shall contain a schedule for adoption of proposed amendments within one year after the report is adopted. The Evaluation and Appraisal Report shall be transmitted to the Department of Community Affairs when the Amendments are sent for review.

## PUBLIC PARTICIPATION PROCEDURES

Public participation in the formulation, preparation, adoption, evaluation and amendment of the plan should be consistent with and further the public participation procedures adopted by the City of Lynn Haven City Commission and City Planning Commission pursuant to Ch. 9J-5.004, F.A.C. The following procedures shall guide public participation in preparation of the Comprehensive Plan, Plan Amendments, and Evaluation and Appraisal Reports of the Comprehensive Plan.

1. *Public access to documents* - The Comprehensive Plan, executive summaries, and supporting documents shall be accessible to the public for inspection during regular business hours at the Planning Department and other designated locations.
2. *Public notification* - The Planning Department shall ensure that adequate public notice is given concerning the plan, evaluation and appraisal process and proposed amendment of the comprehensive plan and all meetings where such matters are to be considered.
3. *Public comment* - The public shall be encouraged to provide written and oral comments concerning the plan, evaluation and appraisal process and proposed amendment of the comprehensive plan. Opportunity for public comment shall be provided at all public meetings considering such issues. Written comment forms shall be made available. All comments received shall be retained as part of the public record.

Rule Requirements The minimum requirements for public participation procedures are set out in Ch. 9J-5.004, F.A.C., Public Participation.

A. The procedures shall include the following:

- a. Provisions to assure that real property owners are put on notice, through advertisement in a newspaper of general circulation in the area or other method adopted by the local government, of official actions that will affect the use of their property;
- b. Provisions for notice to keep the general public informed;
- c. Provisions to assure that there are opportunities for the public to provide written comments;
- d. Provisions to ensure that the required public hearings are held; and
- e. Provisions to ensure the consideration of and response to public comments.

The procedures are hereby adopted by the local planning agency and the City of Lynn Haven City Commission.

### Plan Amendments

Comprehensive Plan amendments are a form of ongoing evaluation of the comprehensive plan. Types of plan amendments include:

- a. Twice yearly amendments to the plan
- b. Small scale development activity amendments (Ch. 163.3187(1)(c), F.S.)
- c. Amendments related to Developments of Regional Impact
- d. Emergency amendments

A summary of comprehensive plan amendments should be reported annually by the City Planning Commission. The Department of Community Affairs also requires that the local government provide a semi-annual report summarizing the type and frequency of use of the small scale amendment process.

The cumulative impact of the comprehensive plan amendments should be considered in the preparation of the five-year evaluation and appraisal report.

Comprehensive plan amendments should be formulated based on the findings and recommendations of the Evaluation and Appraisal Report. The comprehensive plan amendments may be adopted at the time of the report, or within a year according to a schedule adopted as part of the report.

#### **PLAN IMPLEMENTATION ISSUES**

The following issues should be considered in the design of procedures for monitoring the implementation of the comprehensive plan:

##### **Plan Implementation Requirements**

The section of the plan containing goals, objectives and policies must describe specific plans, programs, activities, and land development regulations that implement the plan. Comprehensive plan objectives must be specific and measurable. The need for monitoring these measurable objectives should be considered in the preparation of the comprehensive plan.

##### **Legal Status of the Comprehensive Plan**

The legal status of the comprehensive plan as defined by Florida Statute (Ch. 163.3194, F.S.) requires that all development orders, land development regulations and all expenditures by the local government be consistent with the comprehensive plan. It is essential that the plan be continuously monitored to ensure that government actions are consistent with the plan.

## **EXHIBIT I. EVALUATION AND APPRAISAL REPORT**

### **STATUTORY REQUIREMENTS**

Ch. 163.3191. Evaluation and appraisal of comprehensive plan.

1. The report shall present an assessment and evaluation of the success or failure of the comprehensive plan, or element or portion thereof, and shall contain appropriate statements related to:

- (a) The major problems of development, physical deterioration, and the location of land uses and the social and economic effects of such uses in the area.
- (b) The condition of each element in the comprehensive plan at the time of adoption and at date of report.
- (c) The comprehensive plan objectives as compared with the actual results at date of report.
- (d) The extent to which unanticipated problems and opportunities occurred between the date of adoption and date of report.



# CITY OF LYNN HAVEN, FLORIDA

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## Commission Agenda Report

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**Department:** Executive Office

**Prepared By:** Amy Myers

**Agenda Title:** Resolution 2026-01-516 Updating Public Records Request Policy

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**Requested Action:** To approve the adoption of the updated & amended public records request policy

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### I. Report in Brief:

At the commission meeting dated January 13th 2026 the Commission requested that Policy Number 98-Ex-7 Public Records Requests procedures be updated.

### Background:

The current public records request policy contains requirements that the commission feel needs to be updated to better meet the requirements of the city.

### Recommendation:

To approve Resolution 2026-01-516 Updating and Amending the city's Public Records Policy.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** none

**Project #:** n/a

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**III. Advertised:** n/a

**Date:** n/a

**How/Means:** n/a

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**IV. Alternatives:**

None.

**V. Attachments:**

Resolution 2026-01-516

RESOLUTION 2026-01-516

A RESOLUTION OF THE CITY OF HAVEN, FLORIDA; UPDATING AND AMENDING THE CITY'S PUBLIC RECORDS POLICY; REPEALING ALL POLICIES OR RESOLUTIONS IN CONFLICT HEREWITH, AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the City Commission of the City of Lynn Haven, from and after the effective date of this Resolution, that the Public Records Policy attached and incorporated herein as Exhibit A to this Resolution, is hereby approved, and to the extent necessary or appropriate, ratified and confirmed as the Public Records Policy of the City.

AND BE IT FURTHER RESOLVED that all policies or resolutions or parts of policies or resolutions in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION shall take effect immediately.

PASSED, APPROVED, AND ADOPTED in regular session this \_\_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF LYNN HAVEN

\_\_\_\_\_  
Dr. David Lowery, Mayor

ATTEST:

\_\_\_\_\_  
Interim City Manager, Chris Lightfoot

## **CITY OF LYNN HAVEN PUBLIC RECORDS POLICY**

Legal requirements regarding public records held by the City of Lynn Haven (the “City”) are governed by Chapter 119 of the Florida Statutes. In the event that any part of this Public Records Policy ever conflicts with Florida Statutes as they are subsequently amended, the City shall act pursuant to statute. Chapter 119 provides the City with discretion as to how it will fulfill its public records obligations regarding certain issues. This Public Records Policy provides uniform policies regarding those issues and should be read together with Chapter 119 of the Florida Statutes.

**Custodian of Public Records:** The City Manager-Clerk is the designated custodian of public records for the City and when he/she is unavailable, the Deputy City Manager shall act as the custodian of public records.

**Response Time to Public Records Requests:** Response time will vary depending on the circumstances of the records requested. The City will strive to produce records within seven (7) business days from the day of the request particularly when the request is for specific records (e.g. “Mr. Smith’s June 5<sup>th</sup> letter to John Doe” as opposed to “all records relating to permits issued by the City”), only a few records are requested, the records are easy to locate and retrieve, and the records clearly do not contain material exempt from public disclosure requirements. Response times will be longer for other requests and will depend on factors such as the number of files that must be reviewed, the time required to locate and duplicate the records, the time required to determine the applicability of public records exemptions, and the time required to review the records for non-public information and to redact that information. Particularly large or complicated requests may require a response time of several weeks. Regardless of the request, the City will always acknowledge the request promptly and respond to requests in good faith.

**Inspection of Public Records:** Public records may be inspected at the City’s administration office during normal business hours and under the supervision of the custodian of records or his designee. Inspection alone avoids copying fees, but all records requests will necessitate collection and review for exempt or confidential information which may result in a fee.

**Copies of Public Records:** The nature of some records requests will necessitate some copying with a resultant fee. For example, to process a request for many records requiring multiple days of processing, some records will be copied as located to the extent required to maintain the integrity of the City's files. Another example is when the record is in use by City personnel who must continue to use it at the same time a citizen has requested to inspect it. Also, records that must be redacted generally may only be produced as redacted duplicates.

**Charges Associated with Public Records Requests:**

Copies. For black and white copies not larger than 14 inches by 8.5 inches, copying fees shall be \$0.15 per page or \$0.20 per dual-sided page if dual-sided printing is available. Copying fees for other formats, such as color copies or copies larger than 14 inches by 8.5 inches, shall be the City's actual cost of reproduction. The requester may not remove records from the City's administration office to copy them, or for any other reason.

Extensive requests. If the nature or volume of public records requested is such as to require extensive clerical or supervisory assistance, a special service charge shall be required in addition to the actual cost of duplication. Extensive clerical or supervisory assistance means the time expended by City personnel in excess of thirty (30) minutes to locate, review for non-public information, copy, redact and re-file the materials requested. The special service charge may apply even when only inspection has been requested.

Calculation of extensive requests. The special service charge is the labor cost of the persons providing the service, which is that person's normal hourly pay rate plus benefits multiplied by the time expended by that person. For purposes of estimating the time to be expended, the City shall estimate 2 minutes for each document to be collected and reviewed, and redacted and copied if necessary. The first thirty minutes of work processing the public records request shall not be included in the special service charge and shall be attributed to the personnel who actually performed the first thirty minutes of work. Whenever it is likely that a special service charge will be required, City personnel shall inform the person requesting records of this likelihood and, to the extent possible, provide an estimate of the expected special service charge prior to providing the extensive clerical or supervisory assistance.

**Billing for Public Records Requests:**

Invoices. Whenever a special service charge for labor costs is required, the City shall provide a written invoice and require a deposit of the estimated charges prior to collecting, reviewing or copying responsive records. At the point the City's actual cost nears or exceeds the amount of the estimated charges paid, the City will stop work and provide another written invoice and updated estimate, resuming work when the additional funds are received to complete the work.

Deposit. The City shall require advanced deposit of the full invoiced charges prior to collecting, reviewing or copying responsive records. If the estimated charge paid exceeds the actual charge, the City shall issue a refund of any remaining deposit once the records request has been processed. The City shall make reasonable efforts to require an additional deposit if the estimated or actual costs exceed the original deposit.

Records Provided Upon Payment in Full. The City will not release records until the invoice(s) applicable for such request have been paid in full. The City's failure to notify a requestor of additional charges shall not absolve the requestor from the obligation to pay for any charges in full prior to the release of the records. The City will not undertake a requestor's subsequent request which requires extensive use of clerical or supervisory assistance until that requestor's outstanding invoices are paid in full.



# CITY OF LYNN HAVEN, FLORIDA

1

## Commission Agenda Report

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**Department:** CMO

**Prepared By:** Chris Lightfoot

**Agenda Title:** Approve Resolution 2026-01-517

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**Requested Action:** Approve Resolution authorizing the execution of the Raftelis Task Orders for the Water and Sewer Rate Studies.

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### **I. Report in Brief:**

City staff has been working with County Staff and their consultant Raftelis to build a scope of work to establish the utility rates for the water and sewer department to align the city's future needs for capital improvement projects.

### **Background:**

The city's wastewater treatment facility is at the point of needing upgrades to ensure adequate capacity. The current footprint of the plant is limited due to property constraints and is in a vulnerable location that can be affected by storm surge, coastal changes, and weather events. The city's vulnerability assessment recognized the need to relocate the plant and look at other potential areas for sewer treatment. The County has given the authorization to look at rates together and evaluate the potential of the city becoming a wholesale customer for sewage treatment. The task orders are as follows:

Task Order 1- establish a utility rate structure for the city upgrading the current plant.

Task Order 2- establishing a wholesale rate of Bay County.

Task Order 3- establishing a value of the city taking over the retail service area of water and sewer in the unincorporated areas of Southport.

### **Recommendation:**

Approve the resolution authorizing the execution and cost share of the Raftelis Task Orders.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** \$150,000

**Project #:** N/A

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**III. Advertised:** N/A

**Date:** N/A

**How/Means:** N/A

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**IV. Alternatives:**

No alternative, if not approved, staff will not have a rate structure to present to the commission for execution.

**V. Attachments:**

Resolution and the three proposed task orders.

**RESOLUTION 2026-01-517**

**A RESOLUTION OF THE CITY OF LYNN HAVEN, FLORIDA,  
APPROVING AN INTERLOCAL AGREEMENT WITH BAY COUNTY,  
FLORIDA, RELATING TO THE CITY'S PAYMENT OF 50% OF THE  
COSTS OF THREE RAFTELIS WATER AND WASTEWATER RATE  
STUDIES.**

BE IT RESOLVED that the appropriate officers of the City are authorized to execute and deliver on behalf of the City that certain Agreement between the City and the Board of County Commissioners for Bay County, Florida, relating to the City's payment of fifty percent (50%) of the costs incurred by the County's issuance of three task orders to Raftelis Financial Consultants, Inc. associated with water and wastewater rate studies being undertaken for the benefit of the City and County, in an amount not to exceed Sixty Two Thousand, Five Hundred Dollars (\$62,500); in substantially the form attached as Exhibit A and presented to the Commission today, with such changes, insertions or omissions as may be approved by the Mayor and Interim City Manager and whose execution shall be conclusive evidence of such approval.

**PASSED AND ADOPTED** this \_\_\_\_\_ day of January 2026, by the LYNN HAVEN CITY COMMISSION meeting in regular session.

**CITY OF LYNN HAVEN, FLORIDA**

\_\_\_\_\_  
Dr. Dave Lowery, Mayor

ATTEST:

\_\_\_\_\_  
Interim City Manager

## AGREEMENT

THIS AGREEMENT made this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by and between THE BOARD OF COUNTY COMMISSIONERS OF BAY COUNTY, FLORIDA, (hereinafter "County"), and the CITY OF LYNN HAVEN, FLORIDA (hereinafter "City").

### WITNESSETH:

WHEREAS, County has entered a Master Service Contract with Raftelis for utility rate and evaluation consulting generally, and has approved three task orders to undertake specific rate studies affecting County and City services and service areas; and

WHEREAS, City has reviewed the task orders for the rate study effort and determined that the quotes are reasonable; and

WHEREAS, the City has agreed to pay half the costs of these studies; and

NOW THEREFORE, IN CONSIDERATION of the mutual terms, conditions, and promises contained herein, and for good and other valuable consideration, the receipt and sufficiency of which is hereby acknowledged, County and City agree as follows:

- I. **PURPOSE.** The purpose of this Agreement is to memorialize and confirm the parties joint efforts to evaluate future partnerships between the City and the County regarding the provision of water and wastewater services to City and County residents. This Agreement is intended to supplement the Professional Service Contract 25-29 between the County and Raftelis Financial Consultants, Inc., and Task Authorization 2026-01 (City of Lynn Haven Water and Wastewater Revenue Sufficiency Study, Task Authorization 2026-02 (Development of Wholesale Wastewater Rate), and Task Authorization 2026-03 (Service Area Acquisition and Fiscal Impact Analysis) associated with this joint effort (collectively the Task Authorizations are hereinafter referred to as the "Project").
- II. **COSTS.** The total cost of the Project is anticipated to be One Hundred Twenty Five Thousand Dollars (\$125,000) as more specifically set forth in Exhibit A, attached and incorporated hereto, which the parties agree includes the fees and costs reasonably incurred and associated with the proposed work. The cost shall be split equally between the City and County.

III. **TERMINATION.**

- A. City shall have the right to terminate this Agreement in the event the scope of the Project is materially expanded and the parties are unable to mutually agree to an equitable adjustment of each party's financial contribution to pay for the increased costs incurred in that event.
- B. County shall have the right to terminate this Agreement in the event City fails to pay County its share of the Project cost then owed.

IV. **General Provisions.**

- A. Notice of Changes. Each party shall have the obligation of notifying the other party of any events or circumstances that will affect either party's ability to carry out their duties under this Agreement. Notice to the City shall be sent to:

City Manager  
City of Lynn Haven  
825 Ohio Avenue  
Lynn Haven, Florida 32444  
Phone: (850) 265-

with copy to:

Amy E. Myers, Asst. City Attorney  
Hand Arendall Harrison Sale  
P.O. Drawer 1579  
Panama City, Florida 32401  
Phone: (850) 769-3434

Notice to the County shall be sent to:

Bob Majka, County Manager  
[ ]

- B. Effective Date. This Agreement shall be effective upon the date of execution of the last party.
- C. Time. Time is of the essence in this Agreement.

- D. Remedies. All rights and remedies conferred upon the parties in this Agreement shall be cumulative and in addition to those available under the laws of the State of Florida.
- E. Attorneys Fees. In the event of any litigation hereunder, each party shall be responsible for its own attorney's fees and court costs at all trial and appellate levels and at any mediation or arbitration.
- F. Assignment. This Agreement is not assignable.
- G. Severability. In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.
- H. Modification. No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the City and County.
- I. Governing Law. This Agreement shall be governed by and construed according to the laws of the State of Florida. Venue for any action or proceeding to enforce the provisions of this Agreement shall be in the Circuit Court in and for Bay County, Florida.
- J. Entire Agreement. This Agreement constitutes the entire agreement between the parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether oral or written, and there are not representations, warranties, covenants or other agreements among them.

IN WITNESS WHEREOF, the parties have caused these presents to be executed this \_\_\_\_ day of \_\_\_\_\_, 2026.

WITNESSES:

BOARD OF COUNTY COMMISSIONERS  
FOR BAY COUNTY, FLORIDA

\_\_\_\_\_  
Pease, Chairman

ATTEST:

\_\_\_\_\_

STATE OF FLORIDA                    )  
COUNTY OF BAY                    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by Clara Pease and \_\_\_\_\_, as Chairman and County [Manager/Clerk], on behalf of that entity, and who are personally known to me.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
NOTARY PUBLIC, State of Florida

[NOTARIAL SEAL]

IN WITNESS WHEREOF, the City has caused these presents to be executed this \_\_\_\_ day of \_\_\_\_\_, 2026.

CITY OF LYNN HAVEN

\_\_\_\_\_  
David Lowery, Mayor

ATTEST:

\_\_\_\_\_  
Chris Lightfoot, Interim City Manager-Clerk

STATE OF FLORIDA                    )  
COUNTY OF BAY                    )

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2026, by David Lowery and Chris Lightfoot, as Mayor and Interim City Manager-Clerk of the **CITY OF LYNN HAVEN, FLORIDA**, who are personally known to me.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
NOTARY PUBLIC, State of Florida

[NOTARIAL SEAL]

Exhibit A

**PROJECT COSTS APPENDIX**

PROJECT COSTS:

Task order 2026-1:	\$50,000
Task order 2026-2:	\$25,000
Task order 2026-3:	<u>\$50,000</u>
	\$125,000 / 2 = \$62,500

November 7, 2025

Mr. Mike Allen  
Interim Director, Utility Services Administration  
Bay County  
3410 Transmitter Road  
Panama City, FL 32404

Subject: **Task Authorization No. 2026-01 – City of Lynn Haven Water and Wastewater Revenue Sufficiency Study**

Dear Mr. Allen:

Attached for your consideration are the proposed scope of services, contract budget, and schedule for Task Authorization No. 2026-01 to conduct a water and wastewater revenue sufficiency study for the City of Lynn Haven (City), in collaboration with Bay County, Florida (County). Task Authorization No. 2026-01 is issued under the contract terms and conditions as set forth in Professional Services Contract 25-29 Rate and Evaluation Consulting executed and adopted between Raftelis and the County on June 26, 2025. This task authorization is the first of three phases (also see Task Authorization No. 2026-02 and 2026-03) associated with a joint project between the County and the City related to potential strategic partnerships (the “Joint Project”). It is our understanding that a separate agreement will be made between the City and the County that will identify the City’s share of costs associated with the Joint Project and the terms in which they will reimburse the County.

Based on our discussions and general understanding of the County and City’s needs, Raftelis will perform a revenue sufficiency study that includes a ten-year financial forecast of the sufficiency of monthly water and wastewater rates to fund the identified revenue requirements. Attachment A of this task authorization provides a summary of the proposed project tasks. The proposed budget for the Water and Wastewater Revenue Sufficiency Study under Task Authorization No. 2026-01 is \$50,000 based on the billing rates shown in Attachment B and estimated hours as set forth in the cost estimate in Attachment C.

We appreciate the opportunity to submit this proposed task authorization and look forward to working with you on this project.

Respectfully submitted,

**Raftelis Financial Consultants, Inc.**

**Murray Hamilton**  
*Vice President*

Attachments

## ATTACHMENT A

### RAFTELIS FINANCIAL CONSULTANTS, INC. CITY OF LYNN HAVEN WATER AND WASTEWATER REVENUE SUFFICIENCY STUDY

#### SCOPE OF SERVICES

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## Scope of Services

The scope of services to be performed by Raftelis Financial Consultants, Inc. (Raftelis) on behalf of Bay County (Conty) and the City of Lynn Haven (City) for the City's water and wastewater utility system (the "System") comprise of the following tasks:

### Task 1: Kick-off Meeting, Data Compilation and Review

A detailed data request will be prepared for City staff to obtain information related to identifying the water and wastewater utility system revenue requirements. Raftelis will interview staff members to collect the relevant information needed to perform the water and wastewater revenue sufficiency study. Information to be obtained will include adopted and proposed budgets, capital plans, customer statistical data, development projections, and other related information. The initial set of information received by the City during this task will form the basis for the analysis. Subsequent updates may incur additional costs.

### Task 2: Identification of System Revenue Requirements

Raftelis will produce a ten-year financial forecast and a determination of the projected revenue requirements for the water and wastewater system. The following will serve as the basis for the forecast:

- Review of financial policies and loan agreements
- Establishment of basic financial performance indicators based upon City goals
- Customer, sales, and revenue forecast
- Development of CIP funding plan
- Development of revenue requirements including budgeted and future operating and maintenance expenses, capital expenditures, debt service payments, and other non-operating costs and transfers
- Projection of end-of-year cash balances for the five-year forecast period

The financial forecast developed under this Task Authorization is assumed to form the base case under status quo conditions where the City constructs future wastewater plant capacity for their existing service area. It is anticipated that a separate Task Authorization (2026-02 and 2026-03) will examine the fiscal impacts of two additional scenarios involving Bay County.

### Task 3: Determination of System Rate Adjustments

Based on the identification of revenue requirements, Raftelis will develop a rate adjustment recommendation for the forecast period and an estimate of the impact of such adjustments to the average residential customer. The proposed rate adjustments are assumed to be applied uniformly to the monthly base facility and usage rates.

#### **Task 4: Documentation of System Rate Analysis**

Raftelis will prepare a technical memorandum or letter report documenting our assumptions, analyses, and primary data sources. Raftelis will provide the City with a draft report and then finalize the study results after a review with City staff. A comparison of average monthly residential water and wastewater bills for neighboring utilities will be included in the report. Additionally, Raftelis will review the utility rate ordinance / resolution as prepared by the City's Legal Counsel, which delineates the proposed water and wastewater rates for service in support of the presentation to the City Commission.

#### **Task 5: Meetings and Deliverables**

- a. Virtual Meetings – An initial virtual conference call would be scheduled to generally confirm and address items in Task 1. We will prepare a data request for items that are not immediately available or take time to compile. Three additional virtual meetings were assumed to be scheduled as necessary to discuss assumptions and review findings.
- b. On-site Meetings – Attendance of up to two on-site meetings. Attendance of additional on-site meetings will be considered additional services.
- c. Letter report or technical memorandum documenting our assumptions, analyses, and primary data sources.
- d. PowerPoint presentation summarizing the results and recommendations to be presented to the City Commission during an on-site meeting discussed above.

#### **PROJECT SCHEDULE**

This project is intended to be performed concurrently with Task Authorization 2025-02 and 2025-03. Raftelis anticipates project completion by September 30, 2026, contingent upon County and City staff availability for meetings and presentations, receipt of required information from the County and City, and outcomes of the analysis. Raftelis will work with the County and City to determine agreed upon project milestones and a project timeline during the kick-off meeting.

#### **PROPOSED PROJECT COST ALLOCATION**

The County and the City plan to initiate a memorandum of understanding (MOA) that will define the City's share of each phase of the Joint Project. Such MOA will serve as the basis for reimbursement from the City to the County. Raftelis proposes a cost allocation of 100% to the City for this phase of the project.

#### **ADDITIONAL SERVICES**

During the course of the study, the County may request additional services to be performed by Raftelis. Such services will not be conducted until authorized by the County and as mutually agreed between the County and Raftelis. Billing for such additional services will be based on the hourly rate schedule of Raftelis staff members as shown in this Agreement. Although no additional services are anticipated for this project, examples of additional services may include the following:

1. Additional study scenarios or revisions after substantial completion of the project.
2. Attendance of meetings in addition to what is contemplated in the scope of services.
3. Development of impact fees or miscellaneous fees.
4. Assistance with wholesale contract negotiations between the County and the City.
5. Providing other utility consulting services above what is contemplated in the scope of services.
6. Delays in the project schedule which: i) are not the fault of Raftelis; ii) may have impacts on analyses performed; and iii) would affect the budget for the scope of services reflected herein.

**-Remainder of this page intentionally left blank-**

**ATTACHMENT B**

**DIRECT LABOR RATE AND STANDARD REIMBURSABLE EXPENSE SCHEDULE**

**DIRECT LABOR RATES**

<u>Project Team Title</u>	<u>Direct Labor Hourly Rates</u>
Executive Vice President / Senior Principal	\$410
Senior Vice President	\$400
Vice President	\$370
Senior Manager	\$330
Manager	\$290
Senior Consultant	\$255
Consultant	\$230
Associate	\$190
Analyst	\$160
Administration	\$100

**(Remainder of page intentionally left blank)**

**ATTACHMENT C**

**Bay County, Florida**

**Project Cost Estimate for Task Authorization No. 2026-01 – Water and Wastewater Revenue Sufficiency Study**

Activity	Vice President	Manager	Consultant	Associate	Totals
<b>Project Billing Rates (\$/Hr.) [*]</b>	\$370.00	\$290.00	\$230.00	\$190.00	
<b>Scope of Services</b>					
Task 1: Kick-off Meeting, Data Compilation and Review	2	2	4	2	10
Task 2: Identification of System Revenue Requirements	8	16	24	24	72
Task 3: Determination of System Rate Adjustments	8	16	8	4	36
Task 4: Documentation of System Rate Analysis	4	12	2	10	28
Task 5: Meetings and Deliverables	10	18	10	-	38
Total Phase Hours	32	64	48	40	184
Total Direct Labor Cost - All Tasks	\$ 11,840	\$ 18,560	\$ 11,040	\$ 7,600	\$ 49,040
Allowance for Other Direct Costs					
Travel (2 Trips x 370 miles x \$0.70 / mile)					\$ 1,036
Miscellaneous Expense Allowance (Rounding)					(76)
Total Allowance for Other Direct Costs					\$ 960
<b>Total Cost</b>					<b>\$ 50,000</b>

[\*] Reflects hourly rates and personnel assumed for the preparation of the cost estimate; with the exception of the project manager, the employees and billing rates may change based on actual employee participation in the Project.

November 7, 2025

Mr. Mike Allen  
Interim Director, Utility Services Administration  
Bay County  
3410 Transmitter Road  
Panama City, FL 32404

Subject: **Task Authorization No. 2026-02 – Development of Wholesale Wastewater Rate**

Dear Mr. Allen:

Attached for your consideration are the proposed scope of services, contract budget, and schedule for Task Authorization No. 2026-02 to develop a wholesale wastewater rate for Bay County, Florida (County) on behalf of the County and the City of Lynn Haven (City). Task Authorization No. 2026-02 is issued under the contract terms and conditions as set forth in Professional Services Contract 25-29 Rate and Evaluation Consulting executed and adopted between Raftelis and the County on June 26, 2025. This task authorization is the second of three phases (see Task Authorization 2026-01 and 2026-03) associated with a joint project between the County and the City related to potential strategic partnerships (the “Joint Project”).

Based on our discussions and general understanding of the County and City’s needs, Raftelis will: i) perform a cost allocation analysis of the North Bay Wastewater Treatment Plant service area based on the approved expenditure requirements for the current year (Test Year 2026) to identify the estimated costs of providing wholesale wastewater service to the City; ii) develop a wholesale wastewater rate for such service; and iii) present the results of the analysis to County and City staff. Attachment A of this task authorization provides a summary of the proposed project tasks. The proposed budget for the development of the wholesale wastewater rate under Task Authorization No. 2026-02 is \$25,000 based on the billing rates shown in Attachment B and estimated hours as set forth in the cost estimate in Attachment C.

We appreciate the opportunity to submit this proposed task authorization and look forward to working with you on this project.

Respectfully submitted,

**Raftelis Financial Consultants, Inc.**

**Murray Hamilton**  
*Vice President*

Attachments

## ATTACHMENT A

### RAFTELIS FINANCIAL CONSULTANTS, INC. DEVELOPMENT OF WHOLESALE WASTEWATER RATE

#### SCOPE OF SERVICES

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## Scope of Services

The scope of services to be performed by Raftelis Financial Consultants, Inc. (Raftelis) on behalf of the Bay County's (County) wastewater utility system (System) includes the following: i) perform a cost allocation analysis of the North Bay Wastewater Treatment Plant service area based on the approved expenditure requirements for the current year (Test Year 2026) to identify the estimated costs of providing wholesale wastewater service to the City; ii) develop wholesale wastewater rates for such service; and iii) present the results of the analysis to County and City staff.

The following is a summary of the tasks to be performed that comprise the scope of services the Project.

### Task 1: Data Gathering and Review

The development of the wholesale wastewater rates will be based upon the County's most recently adopted operating and capital budget and rely upon assumptions and projections from the County's most recent retail water and wastewater rate study. Raftelis will request additional information necessary to complete the evaluation of the wholesale wastewater rates. The information provided by the County may include, but would not be limited to, certain statistical, financial, budgetary, and other related operating information for the wastewater system. The initial set of information received by the City during this task will form the basis for the analysis. Subsequent updates may incur additional costs.

### Task 2: Cost Allocation and Design of Wholesale Wastewater Rates

In order to design cost-based rates for wholesale wastewater service, Raftelis will allocate the wastewater system costs for the Test Year between the wholesale and retail functions. The allocation of wastewater costs between the wholesale and retail functions will recognize the cost of wastewater treatment and transmission, including an allocated share of administrative costs. Based on the cost allocation analysis for the Test Year, Raftelis will develop wholesale wastewater rates.

### Task 3: Fiscal Impact Analysis

Raftelis will estimate the fiscal impact on both the County and City of the City purchasing wastewater treatment from the County for the designed wholesale wastewater rate. The analysis will be based upon the financial forecast developed for the City under phase 1 (Task Authorization 2026-01) and the County's most recent retail water and wastewater rate study. The analysis will include an estimate of the average residential customers monthly bill under the projected results for this option.

#### **Task 4: Report Preparation**

Based on the results of the above-referenced tasks, Raftelis will prepare a brief letter report and summary presentation to document the results of the analysis and assumptions used in the development of the proposed wholesale wastewater rate.

#### **Task 5: Project Meetings**

Raftelis anticipates three virtual meetings to be held during the project, including a kick-off and data review meeting, a meeting to review assumptions and preliminary results with the County and City, and a meeting to review the final results with the County and City. The attendance of any additional meetings, or on-site meetings, will be considered additional services.

#### **PROJECT SCHEDULE**

This project is intended to be performed concurrently with Task Authorization 2025-01 and 2025-03. Raftelis anticipates project completion by September 30, 2026, contingent upon County and City staff availability for meetings and presentations, receipt of required information from the County and City, and outcomes of the analysis. Raftelis will work with the County and City to determine agreed upon project milestones and a project timeline during the kick-off meeting.

#### **PROPOSED PROJECT COST ALLOCATION**

The County and the City plan to initiate a memorandum of understanding (MOA) that will define the City's share of each phase of the Joint Project. Such MOA will serve as the basis for reimbursement from the City to the County. Raftelis proposes a cost allocation of 50% to the City for phase of the project.

#### **ADDITIONAL SERVICES**

During the course of the study, the County may request additional services to be performed by Raftelis. Such services will not be conducted until authorized by the County and as mutually agreed between the County and Raftelis. Billing for such additional services will be based on the hourly rate schedule of Raftelis staff members as shown in this Agreement. Although no additional services are anticipated for this project, examples of additional services may include the following:

1. Additional study scenarios or revisions after substantial completion of the project.
2. Attendance of meetings in addition to what is contemplated in the scope of services.
3. Assistance with wholesale contract negotiations between the County and the City.
4. Providing other utility consulting services above what is contemplated in the scope of services.
5. Delays in the project schedule which: i) are not the fault of Raftelis; ii) may have impacts on analyses performed; and iii) would affect the budget for the scope of services reflected herein.

**ATTACHMENT B**

**DIRECT LABOR RATE AND STANDARD REIMBURSABLE EXPENSE SCHEDULE**

**DIRECT LABOR RATES**

<u>Project Team Title</u>	<u>Direct Labor Hourly Rates</u>
Executive Vice President / Senior Principal	\$410
Senior Vice President	\$400
Vice President	\$370
Senior Manager	\$330
Manager	\$290
Senior Consultant	\$255
Consultant	\$230
Associate	\$190
Analyst	\$160
Administration	\$100

**(Remainder of page intentionally left blank)**

**ATTACHMENT C**

**Bay County, Florida**

**Project Cost Estimate for Task Authorization No. 2026-02 – Development of Wholesale Wastewater Rate**

Activity	Vice President	Manager	Consultant	Administrative	Totals
<b>Project Billing Rates (\$/Hr.) [*]</b>	\$ 370.00	\$ 290.00	\$ 230.00	\$ 100.00	
<b>Scope of Services</b>					
Task 1: Data Gathering and Review	2	2	-	-	4
Task 2: Cost Allocation and Design of Wholesale Wastewater Rates	9	14	8	-	31
Task 3: Fiscal Impact Analysis	4	8	12	-	24
Task 4: Technical Memorandum and PowerPoint Preparation	2	6	8	-	16
Task 5: Project Meetings	4	4	4	-	12
Total Phase Hours	21	34	32	-	87
Total Direct Labor Cost - All Tasks	\$ 7,770	\$ 9,860	\$ 7,360	\$ -	\$ 24,990
Allowance for Other Direct Costs					
Miscellaneous Expense Allowance (Delivery, Reproduction, Incidental Travel, etc.)					\$ 10
Total Allowance for Other Direct Costs					\$ 10
<b>Total Cost</b>					<b>\$ 25,000</b>

[\*] Reflects hourly rates and personnel assumed for the preparation of the cost estimate; with the exception of the project manager, the employees and billing rates may change based on actual employee participation in the Project.

December 3, 2025

Mr. Mike Allen  
Interim Director, Utility Services Administration  
Bay County  
3410 Transmitter Road  
Panama City, FL 32404

Subject: **Task Authorization No. 2026-03 – Service Area Acquisition and Fiscal Impact Analysis**

Dear Mr. Allen:

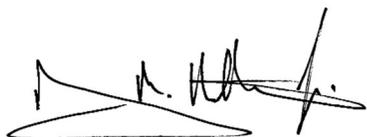
Attached for your consideration are the proposed scope of services, contract budget, and schedule for Task Authorization No. 2026-03 for the Service Area Acquisition and Fiscal Impact Analysis for Bay County, Florida (County) on behalf of the County and the City of Lynn Haven (City). Task Authorization No. 2026-03 is issued under the contract terms and conditions as set forth in Professional Services Contract 25-29 Rate and Evaluation Consulting executed and adopted between Raftelis and the County on June 26, 2025. This task authorization is the third of three phases (see Task Authorization 2026-02 and 2026-03) associated with a joint project between the County and the City related to potential strategic partnerships (the “Joint Project”).

Based on our discussions and general understanding of the County and City’s needs, Raftelis will: i) identify the legal and administrative feasibility of the City acquiring a portion of the County’s water and wastewater service area; ii) determine the fair value of the County assets under consideration; and iii) estimate the fiscal impacts to the County and the City of the divestment by the County and acquisition by the City of such assets and service area customers. Attachment A of this task authorization provides a summary of the proposed project tasks. The proposed budget for the development of the wholesale wastewater rate under Task Authorization No. 2026-03 is \$50,000 based on the billing rates shown in Attachment B and estimated hours as set forth in the cost estimate in Attachment C.

We appreciate the opportunity to submit this proposed task authorization and look forward to working with you on this project.

Respectfully submitted,

**Raftelis Financial Consultants, Inc.**



**Murray Hamilton**  
*Vice President*

Attachments

## ATTACHMENT A

### RAFTELIS FINANCIAL CONSULTANTS, INC. DEVELOPMENT OF WHOLESALE WASTEWATER RATES

#### SCOPE OF SERVICES

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## Scope of Services

The scope of services to be performed by Raftelis Financial Consultants, Inc. (Raftelis) on behalf of the Bay County's (County) water and wastewater utility system (System) includes the following: ii) perform a cost allocation analysis of the retail wastewater system based on the approved expenditure requirements for the current year (Test Year 2026) to identify the estimated costs of providing wholesale wastewater service to the City; ii) develop wholesale wastewater rates for such service; and iii) present the results of the analysis to County and City staff.

The following is a summary of the tasks to be performed that comprise the scope of services the Project.

### Task 1: Data Gathering And Review

Raftelis will prepare a data request for the necessary information to determine and define the parameters of the acquisition of the County's water and wastewater service area by the City. This information may include, but is not limited to, customer statistical information, financial reports, agreements, resolutions, fixed asset data, operational information, and service area maps. The initial set of information received by the City during this task will form the basis for the analysis. Subsequent updates may incur additional costs.

### Task 2: Calculated Value Analysis

A Calculated Value of the water and wastewater service area being considered for divestment / acquisition (Subject Asset) will be prepared in accordance with the NACVA®'s Professional Standards dated June 1, 2023, the current Uniform Standards of Professional Appraisal Practice ("USPAP"), and applicable state laws or municipal rules (if any). The scope of services to be performed by Raftelis with respect to this research is as follows:

The preparation of a Calculated Value or range of values of the Subject Asset will utilize a predetermined valuation approach or approaches and methods in consultation with the County and City. Possible methods used for the Calculated Value which are to be determined as part of this assignment include a Cost Approach, an Income Approach, and a Market Approach. Given the limited, special purpose nature of the market for the Subject Asset, the selected procedures for this Calculation Engagement will also be predetermined in consultation with Client.

This task will not include all the procedures required for a Conclusion of Value, which utilizes all three aforementioned valuation approaches. A Conclusion of Value may be required by a lender if the acquisition of the Subject Asset necessitates the issuance of a loan. If a Conclusion of Value is required, and later determined, the results may differ from the Calculated Value.

Raftelis will prepare a certified Calculation Report that complies with the provisions of NACVA®'s Professional Standards and USPAP. Generally, the report will explain the valuation analyses performed, the methodologies employed, assumptions used, and the results of the study and will be certified by the appraiser.

### **Task 3: Legal And Administrative Feasibility**

The task will include the performance of due diligence associated with the evaluation of the proposed acquisition/divestment. The goal of this task will be to identify the contracts, resolutions, ordinances, and other governing documents, which would stipulate terms of acquisition / sale of the system and how those terms could be met. Raftelis may request meetings with, and rely upon information from, the County's and City's legal counsel, bond counsel, municipal advisors, consulting engineers, management staff, operations staff, and others as may be necessary to determine and document the feasibility and limitations of such acquisition/divestment.

### **Task 4: Fiscal Impact Analysis**

Based upon available information, Raftelis will estimate the fiscal impact to the City and the County of the proposed divestment / acquisition. This will include estimating the revenue requirements under the new conditions and how such change would affect the average residential customer bill. This task may require certain assumptions regarding staffing, operations, and the construction of assets to connect the City's existing system to the County's water and wastewater service area and the wastewater treatment plant that Raftelis may request from the County or the City.

### **Task 5: Report Presentation**

Based on the results of the above-referenced tasks, Raftelis will prepare a brief letter report and summary presentation to document the legal and administrative feasibility of the proposed acquisition of County assets and service area by the City, document the results of the Calculated Value analysis, and present the estimated fiscal impacts to the City and the County of the proposed transaction.

### **Task 6: Project Meetings**

Raftelis anticipates the attendance of up to six virtual meetings with various parties during the course of the study and one on-site (County or City location) meeting to review final results as shown below:

1. Kick-off Meeting (virtual)
2. Legal Counsel Meeting (virtual)
3. Municipal Advisor and Bond Counsel Meeting (virtual)
4. Consulting Engineer Meeting (virtual)
5. City Management / County Administration Meeting (virtual)
6. Assumptions Review Meeting (virtual)
7. Final Results Review Meetings (on-site County or City)

### **Client Responsibilities**

The County and City will be called upon to assist Raftelis complete the project on a timely basis. Such activities anticipated to be performed by County and City staff include, but are not limited to, the following:

1. The gathering of data and other information required to complete the project;
2. Aiding in the formulation of policy decisions associated with various project parameters;
3. Attending meetings and facilitating meetings with County and City representatives and stakeholders;
4. Performing reviews and providing feedback on assumption and results pertaining to the project;

## PROJECT SCHEDULE

This project is intended to be performed concurrently with Task Authorization 2025-01 and 2025-02. Raftelis anticipates project completion by September 30, 2026, contingent upon County and City staff availability for meetings and presentations, receipt of required information from the County and City, and outcomes of the analysis. Raftelis will work with the County and City to determine agreed upon project milestones and a project timeline during the kick-off meeting.

## PROPOSED PROJECT COST ALLOCATION

The County and the City plan to initiate a memorandum of understanding (MOA) that will define the City's share of each phase of the Joint Project. Such MOA will serve as the basis for reimbursement from the City to the County. Raftelis proposes a cost allocation of 50% to the City for phase of the project.

## ADDITIONAL SERVICES

During the course of the study, the County may request additional services to be performed by Raftelis. Such services will not be conducted until authorized by the County and as mutually agreed between the County and Raftelis. Billing for such additional services will be based on the hourly rate schedule of Raftelis staff members as shown in this Agreement. Although no additional services are anticipated for this project, examples of additional services may include the following:

1. Additional study scenarios or revisions after substantial completion of the project.
2. Attendance of meetings in addition to what is contemplated in the scope of services.
3. Assistance with contract negotiations between the County and the City.
4. Providing other utility consulting services above what is contemplated in the scope of services.
5. Delays in the project schedule which: i) are not the fault of Raftelis; ii) may have impacts on analyses performed; and iii) would affect the budget for the scope of services reflected herein.

**Remainder of this page intentionally left blank-**

**ATTACHMENT B**

**DIRECT LABOR RATE AND STANDARD REIMBURSABLE EXPENSE SCHEDULE**

**DIRECT LABOR RATES**

<u>Project Team Title</u>	<u>Direct Labor Hourly Rates</u>
Executive Vice President / Senior Principal	\$410
Senior Vice President	\$400
Vice President	\$370
Senior Manager	\$330
Manager	\$290
Senior Consultant	\$255
Consultant	\$230
Associate	\$190
Analyst	\$160
Administration	\$100

**(Remainder of page intentionally left blank)**

**ATTACHMENT C**

**Bay County, Florida**

**Project Cost Estimate for Task Authorization No. 2026-03 – Service Area Acquisition and Fiscal Impact Analysis**

Activity	Vice President	Manager	Consultant	Associate	Totals
<b>Project Billing Rates (\$/Hr.) [*]</b>	\$ 370.00	\$ 290.00	\$ 230.00	\$ 190.00	
<b>Scope of Services</b>					
Task 1: Data Gathering and Review	2	4	2	1	9
Task 2: Calculated Value Analysis	24	-	-	6	30
Task 3: Legal and Administrative Feasibility	8	10	2	-	20
Task 4: Fiscal Impact Analysis	12	24	12	4	52
Task 5: Technical Memorandum and PowerPoint Preparation	6	8	2	-	16
Task 6: Project Meetings	14	14	6	-	34
Total Phase Hours	66	60	24	11	161
Total Direct Labor Cost - All Tasks	\$ 24,420	\$ 17,400	\$ 5,520	\$ 2,090	\$ 49,430
Allowance for Other Direct Costs					
Travel (1 Trip x 370 miles x \$0.70 / mile)					\$ 518
Miscellaneous Expense Allowance (Delivery, Reproduction, Incidental Travel, etc.)					52
Total Allowance for Other Direct Costs					\$ 570
<b>Total Cost</b>					<b>\$ 50,000</b>

[\*] Reflects hourly rates and personnel assumed for the preparation of the cost estimate; with the exception of the project manager, the employees and billing rates may change based on actual employee participation in the Project.



# CITY OF LYNN HAVEN, FLORIDA

1

## Commission Agenda Report

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**Department:** Lynn Haven CRA

**Prepared by:** Bernd "Ben" Janke, AICP

**Agenda Title:** Safe Roads to School grant application

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**Staff Recommends:** Authorize the City Manager to submit the Safe Roads to School (SRTS) grant application for Lynn Haven Elementary School sidewalks, Phase II.

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### I. Report in Brief:

SRTS grant application approval for Lynn Haven Elementary School sidewalks project, Phase II

### Background:

Lynn Haven CRA, the City of Lynn Haven, and Lynn Haven Elementary School have been working together on developing this pedestrian safety project. Funding will be requested from FDOT through the Safe Routes To School Program. A public workshop and various interviews have been conducted in order to identify the specific transportation safety needs around Lynn Haven Elementary School. Any project cost contingency would have to be covered by the City.



# CITY OF LYNN HAVEN, FLORIDA

## Commission Agenda Report

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**II. Budgeted Amount:** 601,097.74

**Project #:**

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**III. Advertised:** yes

**Date:** 1/23/26

**Where:** city website

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**Background Cont.:**

**IV. Alternatives:**

**V. Attachments:**

**FLORIDA'S SAFE ROUTES TO SCHOOL INFRASTRUCTURE APPLICATION**



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

**SECTION 1 – SCHOOL, APPLICANT, MAINTAINING AGENCY & M/TPO INFORMATION**

*Notes: Signatures confirm the commitment of the School, Applicant and Maintaining Agency to follow the Guidelines of the Florida's Safe Routes to School Program. The School is responsible for data collection before and after the project is built. It is also responsible for promoting safe walking and biking to and from school. The Maintaining Agency is generally responsible for entering into a Local Agency Program (LAP) agreement with the FDOT to design, construct, &/or maintain the project. The Maintaining Agency is responsible for any project cost increases. Districts have the option to design and/or construct it, but the Maintaining Agency is always responsible for maintaining the project. Check with your District to see how they are handling these issues.*

**SCHOOL INFORMATION**

<b>SCHOOL NAME:</b> Lynn Haven Elementary School		
<b>SCHOOL ADDRESS:</b> 301 West 9th St.		
<b>COUNTY:</b> Bay	<b>CITY:</b> Lynn Haven	<b>ZIP:</b> 32444
<b>TYPE:</b> Elementary	<b>YEAR BUILT:</b> 1945	<b>CONGRESSIONAL DISTRICT:</b> 2
<b>PRINCIPAL'S NAME:</b> Stacie Anderson		
<b>PHONE #:</b> 850-896-7959	(Printed)	<b>EMAIL:</b> andersl@bay.k12.fl.us
<b>PRINCIPAL'S SIGNATURE:</b>	<b>DATE:</b>	

**APPLICANT INFORMATION**

<b>APPLICANT:</b> Bernd Janke, AICP	<b>TITLE:</b> CRA Director
<b>NAME OF APPLICANT AGENCY/ORGANIZATION:</b> City of Lynn Haven	
<b>APPLICANT AGENCY/ORGANIZATION TYPE:</b> Maintaining Agency	
<b>APPLICANT:</b> Chris Lightfoot	<b>TITLE:</b> Interim City Manager
<b>MAILING ADDRESS:</b> 825 Ohio Ave.	
<b>CITY:</b> SRTS grant application	<b>STATE:</b> FLORIDA <b>ZIP:</b> 32444
<b>PHONE #:</b> Lynn Haven CRA, the City	<b>E-MAIL:</b> bjanke@cityoflynnhaven.com
<b>SIGNATURE:</b>	<b>DATE:</b>
Applicant	
<i>I viewed/attended the SRTS webinar and have reviewed this application for completeness.</i>	
<b>ATTENDEE'S SIGNATURE:</b>	<b>DATE:</b>





FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

**SECTION 2 – ELIGIBILITY AND FEASIBILITY CRITERIA**

**Notes:** This section will help FDOT determine the eligibility and feasibility of the proposed project. Except for the questions in 2A- 2C below answering “No” does not constitute elimination from project consideration. **You must fulfill requirements in 2A-2C below before applying!**

- A1. Has a school-based SRTS Committee (including school representation) been formed?  Yes  No  
 A2. Has at least one meeting of this committee been held? Attach sign in sheet & minutes  Yes  No  
 A3. Public notification of SRTS meeting?  Yes  No

B1. Does the school agree to provide student travel data (section 4F) before and after the project is built, following a schedule provided by the District?  Yes  No

C. **Note: Project planning cannot go forward until public right of way or permanent public access to the land for the proposed project is documented to the District.**  
 Have you provided either survey/as-builts or right of way documentation that shows adequate right of way exists for the proposed improvement?  Yes  No

D. Is the Maintaining Agency Local Agency Program (LAP) Certified? (currently qualified & willing to enter into a LAP agreement requiring the agency to design, construct, and/ or maintain the project, abiding by Federal, State, & local requirements?)  Yes  No  
 If **No**: Are they willing to become LAP Certified?  Yes  No  
 If the agency is not willing to become LAP Certified, explain how this project could be built without this certification:

E. Who do you propose to be responsible for each phase of the project?  
 Design:  City  County  Other, Including FDOT (Explain below)  
 Construction:  City  County  Other, Including FDOT (Explain below)  
 Maintenance:  City  County  Other, Including FDOT (Explain below)  
 If you checked **Other, including FDOT** for any of the above, please explain the responsible party for each phase, including documentation you have been talking to about this:  
 Is the County/City willing to enter into an agreement with FDOT to do the following, if the District decides this is the best way to get the project completed:  
 Install and/or maintain any traffic engineering equipment included in this project? .....  Yes  No  
 Construct and maintain the project on a state road?  Yes  No  N/A

F. Public Support - Explain your public information or public involvement process below.  
**Failure to provide documentation of public involvement activities directly with affected property owners is grounds for an application to be excluded from consideration.**  
 Describe public meetings that have been held to notify neighbors directly affected by proposed projects and overall reaction to the project: see attached.  
 Contact the following groups. Indicate if you have contacted the following:  
 Neighborhood association or other neighborhood meetings to inform neighbors directly affected  
 Metropolitan Planning Organizations or Regional Planning Councils  
 Citizens' Advisory Committees, Bicycle/Pedestrian Advisory Councils or Community Traffic Safety Teams  
 PTA/PTO/school meetings have been held to inform parents and school staff about this project  
 Local news agencies  
 Groups not listed above, please add name(s) below:  
 \*You may attach up to six unique letters, on official letterhead, from contacted groups. The letters should indicate why and how the authors can support the proposed project at the affected school.

G. If the proposed project has been identified as a priority in a Bicycle/Pedestrian or other Plan, or is a missing link in a pedestrian or bicycle system, please explain: n/a

H. Is this project in a Rural Economic Development Initiative (REDI) community? Yes  No  
 FS defines a rural community as: A county with a population of 75,000 or less; A county with a population of 125,000 or less which is contiguous to a county with a population of 75,000 or less; or Any municipality with a county as described above.



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

<b>SECTION 3 – BACKGROUND INFORMATION: FIVE E'S</b>	
<p><b>Notes:</b> SRTS is designed to be a comprehensive program. Describe the efforts your school and community have made to address the identified problem through each E so far, and what is planned in the future for each. Each box must be filled in. For more information on the E's, see Florida's SRTS Guidelines and the SRTS Toolkit: <a href="http://www.fdot.gov">SRTS HOME PAGE (fdot.gov)</a></p>	
<b>1. ENGINEERING</b>	
<p><b>1A. PAST:</b> The Lynn Haven CRA installed several sidewalks around Lynn Haven Elementary School (LHES)</p>	<p><b>1B. FUTURE:</b> The City of Lynn Haven has implemented the comments, recommendations, and traffic data into the proposed scope of work.</p>
<b>2. EDUCATION</b>	
<p><i>If your school has taught or plans to teach the FLSRTS Curricula <a href="http://www.fdot.gov">SRTS HOME PAGE (fdot.gov)</a> or other education program, provide details below:</i></p>	
<p><b>2A. PAST:</b> There are currently no programs offered at LHES that train students in traffic safety or promote walking or bicycling to school.</p>	<p><b>2B. FUTURE:</b> LHES will encourage students to walk / bike to school by sending home literature to parents and by posting information on the schools website and social media. Traffic safety courses are planned as well. This will help enhance traffic safety awareness.</p>
<b>3. ENCOURAGEMENT</b>	
<p><b>3A. PAST:</b> There are currently no programs available at LHES, that encourage walking or bicycling to school.</p>	<p><b>3B. FUTURE:</b> Sending home literature to encourage a better traffic flow and safe walking / bicycling information. Encourage students and parents to "car pool" to and from school. Encourage school administration to evaluate other school drop off and pick up procedures to increase efficiency.</p>
<b>4. ENFORCEMENT</b>	
<p><b>4A. PAST:</b> SRo and Lynn Haven pD is currently assisting with lowering travel speeds- Crossing guards at four intersections help students safely cross the road during morning and afternoon hours.</p>	<p><b>4B. FUTURE:</b> Law enforcement to assist with lowering travel speeds, speed reader boards, and crossing guards. Create flyers for parents about unsafe driving behaviors. Continuing Ed of safe pedestrian and bicycle behaviors.</p>
<b>5. EVALUATION</b>	
<p><b>5A. PAST:</b> Parent and student forms survey forms have been collected. The results are summarized in this application.</p>	<p><b>5B. FUTURE:</b> City, LHES, and PTO will conduct a follow up survey between 6-12 months after the project has been completed. Parent and student survey will re-emphasise the importance of this project.</p>



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

**SECTION 4 – PROBLEM IDENTIFICATION**

*This section will help us understand your school's situation. If the proposed project includes more than one school, please give the requested information for each school.*

**A. HAZARDOUS WALKING CONDITIONS**

1. Opportunity to resolve a documented hazardous walking condition (defined by Florida Statute 1006.23) and eliminate the resultant school busing.  
 Yes     No  
 If Yes, please enter the documented date and case number:  
 Include a discussion of public support for the project if busing were eliminated:
  
2. Opportunity to eliminate current courtesy busing being done for a perceived hazardous condition. Include a discussion of public support for the project if busing were eliminated:

**B.** Describe existing conditions/obstacles which may prevent walking or bicycling to your school. Attach a map showing the existing multimodal conditions and photographs (.jpg format) of existing conditions.  
 see attached.

**C.** Provide an estimate of the number of students living near the school and explain how this relates to the anticipated success of the proposed SRTS project:  
 Approx. 230 students live near the school. The proposed new sidewalk segments will allow these students to walk safely to school.

**D.** Provide a summary of any relevant demographic data within the school boundary area.  
 LHES'current student population is 695 students grades PreK though 5. Approximately 40-50 students walk to school. 100% ofthe LHES students receive free breakfast and lunch.

**E.** Provide the percent of free or reduced lunch program at the affected school: 100%

**F. STUDENT TRAVEL DATA:**

1. School data
  - a. Number of students in this school: 695
  - b. Percent of student in school currently walking or biking to school: 6.5%  
 Based on (mark all that apply): Existing School Data:     Visual Observation Survey:     Estimates:
2. Route Data:
  - a. Number of students from the affected schools living along the proposed route:  
 Based on (mark all that apply): Existing School Data:     Visual Observation Survey:     Estimates:
  - b. Number of students currently walking or biking along this route:  
 Based on (mark all that apply): Existing School Data:     Visual Observation Survey:     Estimates:
  - c. Estimate of students who could walk or bike along the proposed route after improvements: 230



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

**SECTION 5 – SPECIFIC INFRASTRUCTURE IMPROVEMENT(S) REQUESTED**

**A. LOCATION**

*Note: The entire proposed project must be within 2 miles of the school and in the attendance area for the affected schools. Provide a map showing the school attendance boundary area and location of the proposed project.*

Request #1 St. Name: \_\_\_\_\_ Maintaining Agency:  City  County  State

From: \_\_\_\_\_ To: \_\_\_\_\_

Project's closest point to school:  0 to 1/2 mile;  1/2 to 1 mile;  1 to 1 1/2 miles;  1 1/2 miles+

Request #2 St. Name: \_\_\_\_\_ Maintaining Agency:  City  County  State

From: \_\_\_\_\_ To: \_\_\_\_\_

Project's closest point to school:  0 to 1/2 mile;  1/2 to 1 mile;  1 to 1 1/2 miles;  1 1/2 miles+

See Attachment for additional project sites:

Discuss the projects' proximity (within 2 miles) to other facilities which might also benefit from the project, such as other schools or colleges, parks, playgrounds, libraries, or other pedestrian destinations: Provide a map of the proposed improvement locations.   
 see attached

**B. SIDEWALK, BIKE LANE, PAVED SHOULDER, OR SHARED USE PATH**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Continuation of Existing Sidewalk | <input type="checkbox"/> New Sidewalk   |
| <input type="checkbox"/> Continuation of Existing Bike Lane           | <input type="checkbox"/> New Bike Lane (includes re-striping or reconstruction) |
| <input type="checkbox"/> Continuation of Paved Shoulder               | <input type="checkbox"/> New Paved Shoulder                                     |
| <input type="checkbox"/> Continuation of Shared Use Path              | <input type="checkbox"/> New Shared Use Path                                    |

Comments: Describe below your requests in detail, including location, length, side of road, etc.

Request #1:   
 see attached

Request #2:   
 see attached

Provide Attachment for additional project sites.

Describe any other requests:   
 The funding request also includes the install of a new bike rack at LHES to increase bike storage capacity onsite.

**C. TRAFFIC CONTROLS**

- Mark all that apply in regard to traffic control devices:
- |  |  |
|--|--|
| <input type="checkbox"/> We have all necessary traffic control devices ( <b>Proceed to E</b> ) | <input type="checkbox"/> We need other school-related signals or beacons |
| <input type="checkbox"/> We need pedestrian signals (features)                                 | <input type="checkbox"/> We need other school-related signs              |
| <input checked="" type="checkbox"/> We need traffic signs                                      | <input type="checkbox"/> We need other roadway markings                  |
| <input checked="" type="checkbox"/> We need marked crosswalks                                  |  |

Describe the existing and needed traffic controls:   
 traffic calming signs are faded and need to be replaced.

**D. TRAFFIC DATA**

**Notes: Posted Speed Limit is required. AADT stands for Average Annual Daily Traffic**

St 1: Posted Speed Limit: 25/35 mph	Observed Speed: <b>40 mph</b>	AADT: <b>3,300 / 29,000</b>
St 2: Posted Speed Limit:	Observed Speed:	AADT:



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
 INFRASTRUCTURE APPLICATION**

**SECTION 6 – COST ESTIMATE**

This is designed to give FDOT a reasonable estimate of the cost of project. Make this cost estimate as accurate as possible as we do not allow contingency. If your local agency is providing local funding to supplement the request, please provide the information below.

**Questions? Contact your FDOT District Coordinator ([directory](#)):**

Projects must follow appropriate design criteria. Projects on the State Highway System must follow the criteria in the Florida Design Manual (FDM) and FDOT Design Standards. Projects on local systems must meet the minimum standards and criteria in the Manual of Uniform Minimum Standards for Design, Construction and Maintenance for streets and Highways (Florida Greenbook). These documents can be found on FDOT's web site at: <https://www.fdot.gov/roadway>

**Provide the costs for the following:**

\$ 390,516.69	Construction Cost
\$ 15,000.00	Maintenance of Traffic Cost (MOT) Mobilization Cost
	Subtotal Cost
\$ 405,516.69	Total Construction Cost
\$ 50,241.00	Professional Engineering Design Cost
\$ 28,709.15	Construction Engineering and Inspection Cost
\$ 484,466.84	<b>GRAND TOTAL COST</b>
Lynn Haven CRA	Local Contributions (if any)

Please note the phase of the project that local contributions (if any) are provided for Bernd "B"

Printed name of person preparing detailed cost estimate: Arthur Hooks, P.E.

Agency submitting cost estimate: City of Lynn Haven

Contact #: 850-265-2121

Email: [clightfoot@cityoflynnhaven](mailto:clightfoot@cityoflynnhaven)

Signature

Date:

**By signing above, your agency takes responsibility for any costs over the requested funding amount.**

Additional Agency Representative:

Contact #:

Email:

Signature

Date:

**By signing above, your agency takes responsibility for any costs over the requested funding amount.**

**REQUEST FOR FUNDING COST ESTIMATE**

A Request for Funding Cost Estimate must be signed and sealed by a licensed Professional Engineer ("P.E.") and submitted as part of the application. Please access the accompanying Funding Cost Estimate form #500-000-30b available at [Procedural Document Library \(fdot.gov\)](#).



FLORIDA DEPARTMENT OF TRANSPORTATION  
**FLORIDA'S SAFE ROUTES TO SCHOOL  
INFRASTRUCTURE APPLICATION**

**SECTION 7 - SUBMISSION CHECKLIST**

**Notes:** *These will be counted toward total application score.*

- Application
- SRTS Meeting Public Notification
- SRTS Meetings Sign in Sheet & Minutes
- Proof of Right of Way
- Letters of Public Support (up to 6)
- Documentation Affected Homeowners were Notified
- Documentation of Hazardous Walking Condition (if applicable)
- Current/recent color photo of project location (jpg format)
- Request for Funding Cost Estimate
- Map Showing School Location and Attendance Boundary
- Map Showing Existing Conditions
- Map Showing Proposed Improvements
- Traffic/Engineering Report Evaluating the Problem (if applicable)
- Signal Warrants (if applicable)
- Benefit Cost Form (if applicable)
- District specific requirements (if any)



# I. COPY OF PUBLIC NOTICE, SIGN IN SHEET AND MINUTES OF PUBLIC MEETINGS

CHAIRPERSON  
Margo Deal Anderson

CITY MANAGER  
MICHAEL E. WHITE

CRA ATTORNEY  
ADAM ALBRITTON



BOARD MEMBERS  
ANTONIOUS G. BARNES

JUDY TINDER

DAN RUSSELL

RODNEY FRIEND

LYNN HAVEN COMMUNITY REDEVELOPMENT AGENCY  
*(The Lynn Haven City Commission serves as the CRA Board)*

## PUBLIC NOTICE

**CRA WORKSHOP**  
**TUESDAY, DECEMBER 11, 2018 – 3:00 PM**  
Lynn Haven Elementary School,  
301 West 9<sup>th</sup> St., Lynn Haven, FL 32444

Lynn Haven CRA will be hosting a public workshop at Lynn Haven Elementary School to discuss the proposed Safe Routes to School (SRTS) grant program and application project. The Public is invited to attend and encouraged to ask any questions pertaining this project. For more information, please contact CRA Director Ben Janke at 850-248-0701.

\*\*IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT THIS MEETING, THEY WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE THEY MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS BASED. FLORIDA STATE STATUTE 286.0105

\*\* IN ACCORDANCE WITH THE AMERICANS DISABILITIES ACT AND 286.26, FLORIDA STATUTES, PERSONS WITH DISABILITIES NEEDING SPECIAL ACCOMMODATION TO PARTICIPATE IN THIS PROCEEDING SHOULD CONTACT THE LYNN HAVEN PLANNING DEPARTMENT NO LATER THAN TWO DAYS PRIOR TO THE PROCEEDING AT TELEPHONE 850-265-7316 FOR ASSISTANCE. IF HEARING IMPAIRED, TELEPHONE THE FLORIDA RELAY SERVICE NUMBERS, (800) 955-8771 (TDD) OR (800) 955-8770 (VOICE), FOR ASSISTANCE.

**Ben Janke**

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**From:** Ben Janke  
**Sent:** Thursday, December 6, 2018 1:24 PM  
**To:** 'news@baybullet.com'; 'news@pcnh.com'; 'news@wmbb.com'; 'news@wjhg.com'; 'Lynn Haven Ledger'  
**Cc:** Communications; webmaster  
**Subject:** Public Notice - Safe Routs To School Workshop 12/11  
**Attachments:** Public Notice CRA Workshop 121118.pdf

See attached

**Bernd "Ben" Janke, AICP**  
*CRA Director, Lynn Haven CRA*  
*Economic Development Director, City of Lynn Haven*  
817 Ohio Ave., Lynn Haven, FL 32444  
Phone (850)248-0701  
Cell (850)814-3840





## SRTS PROJECT - INDIVIDUAL MEETINGS TO DISCUSS PROJECT

### SIGN IN SHEET

NAME	POSITION / TITLE	EMAIL / PHONE	DATE
JOHN CANNON	PRINCIPAL LHES	850-767-1454	12/12/18
OFFICER JOHANSON	SCHOOL RESOURCE OFFICER LHES	JOHNS.LWB@BAY.K12.FL.US	12/12/18
Charlie Wiles	PTO	cbwiles1108@gmail.com	12/13/18
LEW WALTERS	DIRECTOR OF FACILITIES, SCHOOL DISTRICT	WALTERL@BAY.K12.FL.US	12/20/18
KYLE ROWELL	PROJECT MANAGER, BAY SCHOOL DISTRICT	ROWELKW@BAY.K12.FL.US	12/20/18



## SRTS WORKSHOP MEETING MINUTES

**Meeting Date:** December 11, 2018, 3:00 PM  
**Meeting Called to Order by:** Ben Janke at 3:00 PM  
**Attendees:** see attached sign in sheet  
**Staff:** Bernd "Ben" Janke, CRA Director

**Location:** Lynn Haven Elementary School

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**Welcome and Introduction:** Ben Janke welcomed the audience to the SRTS workshop at Lynn Haven Elementary School.

**SRTS General Program Presentation:** Mr. Janke provided an overview over the Safe Routes To School program, including the information about the need for this program, its benefits, how to get started, the five "E's", who is funding this program, useful SRTS links, as well as the process of developing and submitting a project.

**Introduction to Lynn Haven Elementary School project idea SRTS:** Ben Janke provided a conceptual layout of the proposed project as a starting point for group discussion. This concept was developed with the input from the Lynn Haven PD, as well as the School Crossing Guards. The group provided some feedback and asked questions. Comments are listed below:

- Having the ability to walk all the way around the school is a good idea
- Group noticed an increased foot traffic on New York Ave.
- Would like to increase bicycle rack capacity
- Would also like to see 5<sup>th</sup> street sidewalk extension to Kinsaul Park. Connecting parks with the school is important
- The possibility of a flyover across Hwy 77 was discussed with the group.
- Safe connection to Sheffield Park is very important. Intersection of 9<sup>th</sup> and Ohio Ave. is dangerous and is used frequently by students to walk to school and by classes to visit Sheffield Park on field trip
- Connect school to rails to trails project.

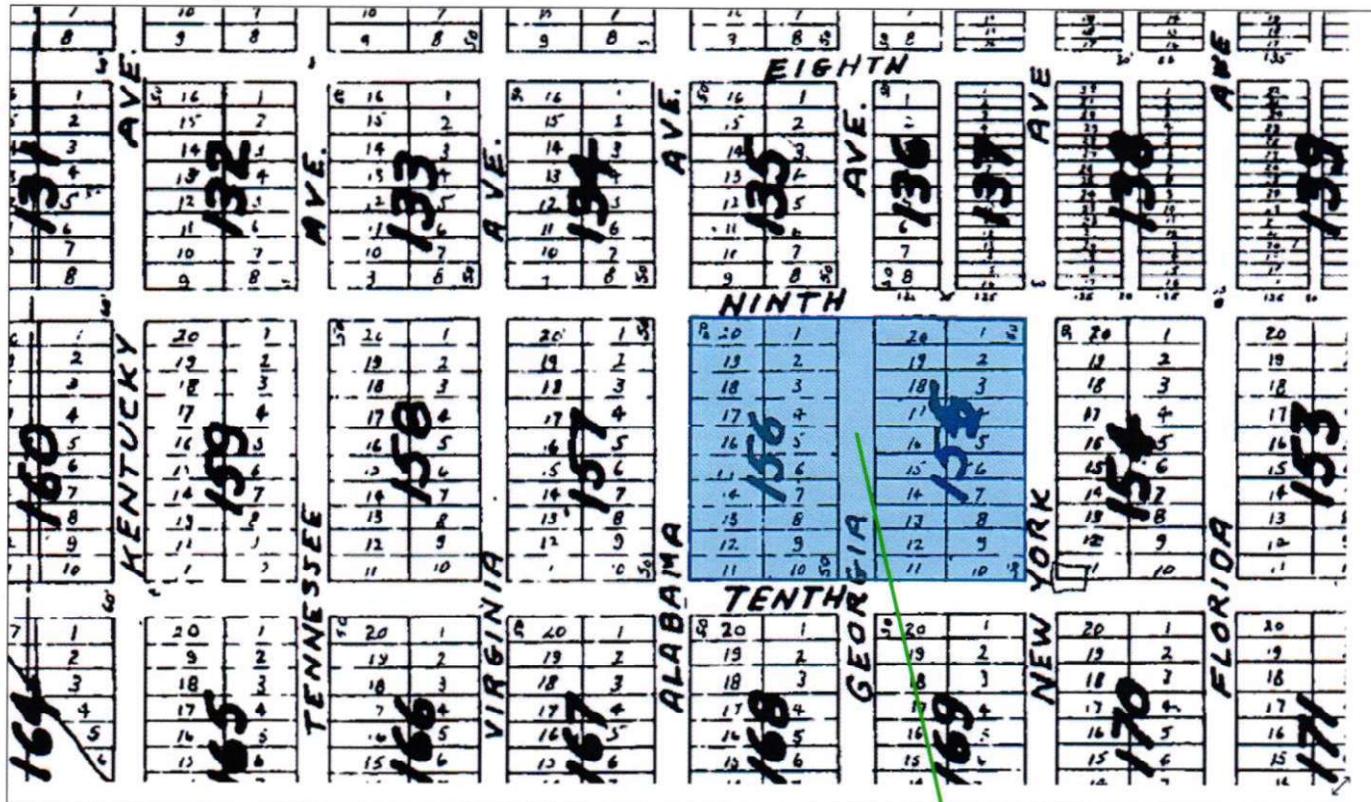
Ben Janke concluded the workshop by gathering the comments from the public. Next step will be the further review and possible implementation of each comment.

**Adjourn:** The workshop was adjourned at 4:05 PM.



## E. PROOF OF RIGHT OF WAY

1911 Plat of the City of Lynn Haven, FL



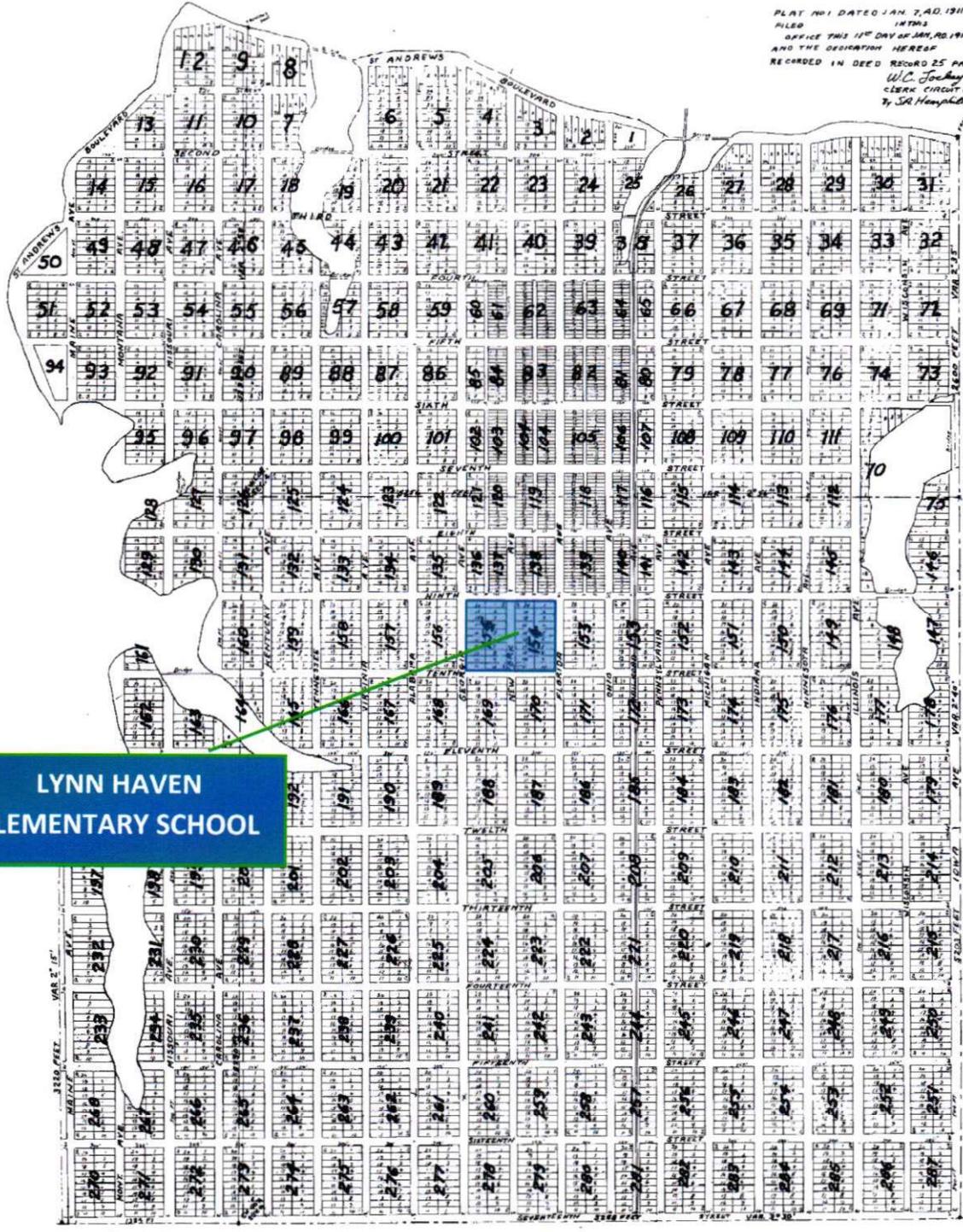
**LYNN HAVEN  
ELEMENTARY SCHOOL**

FLAT NO. 1  
**LYNNHAVEN**

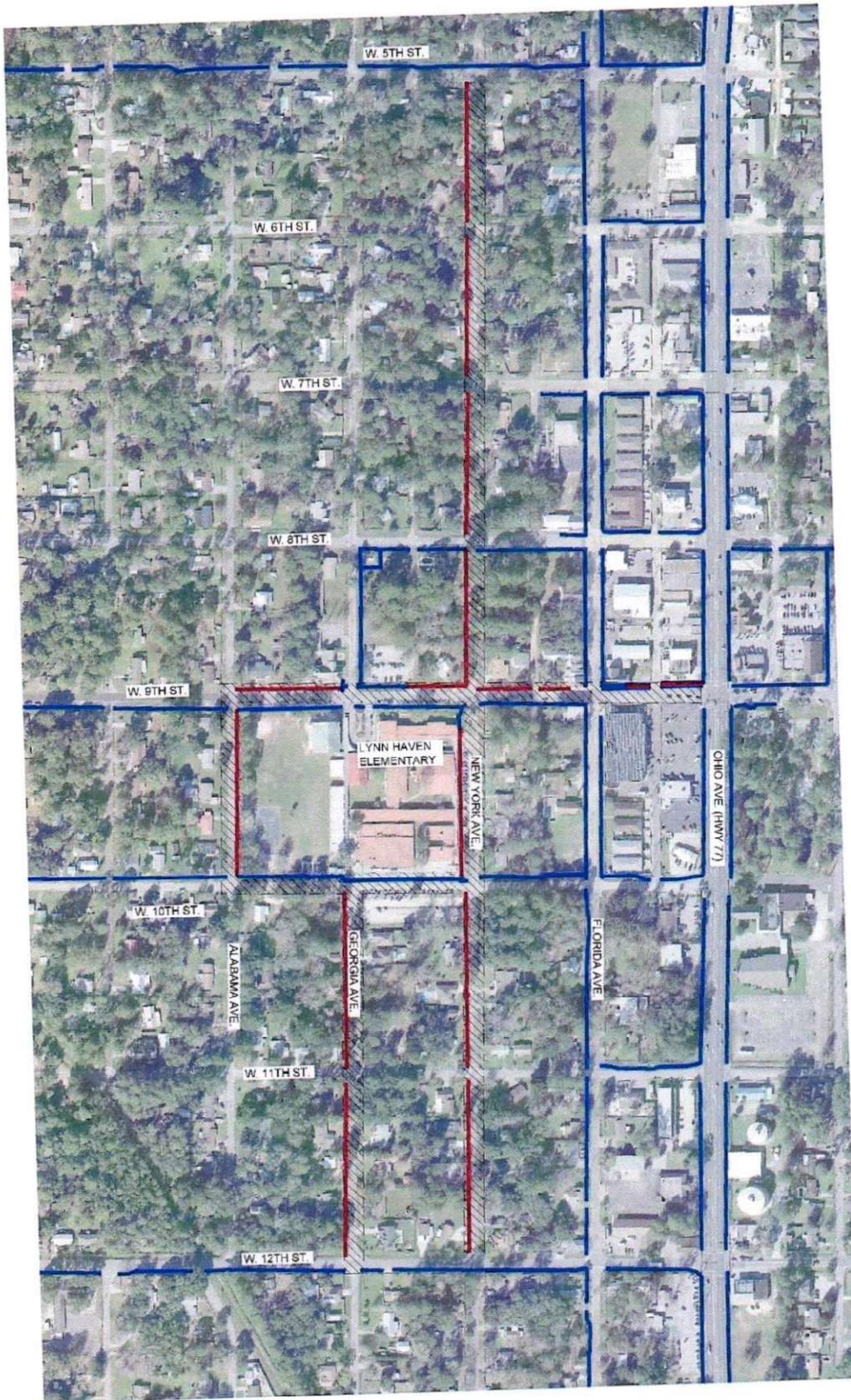
COMPRISING THE FOLLOWING LANDS  
 SITUATED IN  
 WASHINGTON CO., FLA.  
 AS OWNED AND PLATTED

BY  
 THE ST. ANDREWS BAY DEVELOPMENT CO.  
W 1/2 of Sec 10  
 E 1/4 of Sec 8, South, all 1/4 South of Bay, and 1/2 of Sec 1  
 of Sec 8, all in Township 23 Range 4 West  
 Scale 400' = 1"

PLAT NO. 1 DATED JAN. 7, AD. 1911  
 FILED  
 IN TRAS  
 OFFICE THIS 15<sup>TH</sup> DAY OF JAN., AD. 1911  
 AND THE DESIGNATION HEREOF  
 RECORDED IN DEED RECORD 25 PAGE 101  
 W.C. Torrey  
 CLERK CIRCUIT COURT  
 BY SR. HENRY L. PATEL



**LYNN HAVEN  
 ELEMENTARY SCHOOL**



 APPROXIMATE LENGTH OF PROPOSED SIDEWALK = 5,625 L.F.  
 EXISTING LYNN HAVEN SIDEWALKS

 BAY COUNTY GIS RIGHT-OF-WAY





PROJECT MAP FOR SRTS IMPROVEMENTS PHASES 1-3





## LYNN HAVEN POLICE DEPARTMENT

RICKY G. RAMIE – CHIEF OF POLICE

December 29, 2022

Honorable Jesse Nelson, Mayor of Lynn Haven,

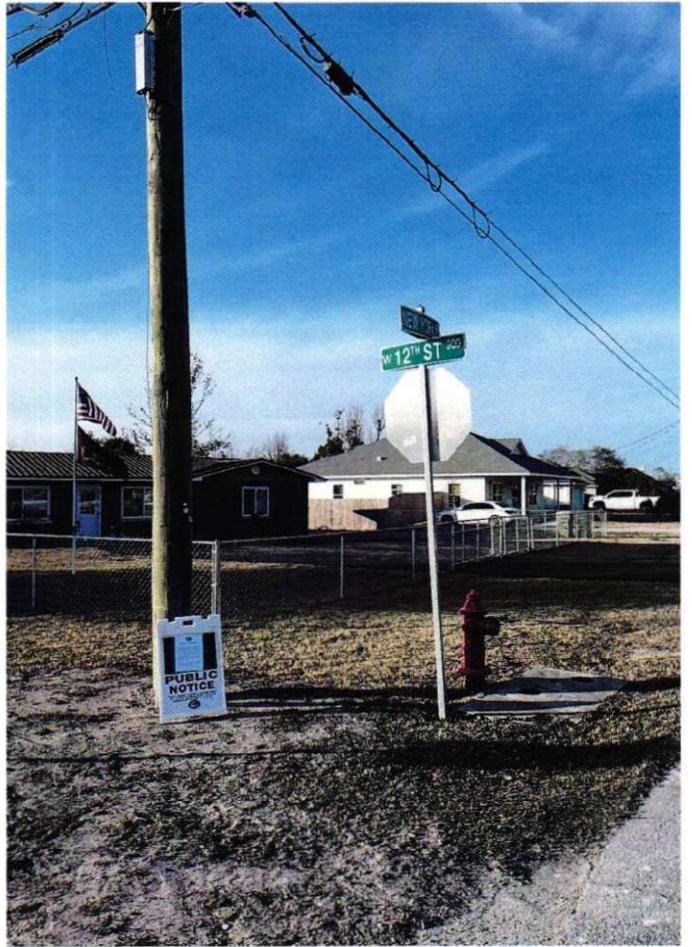
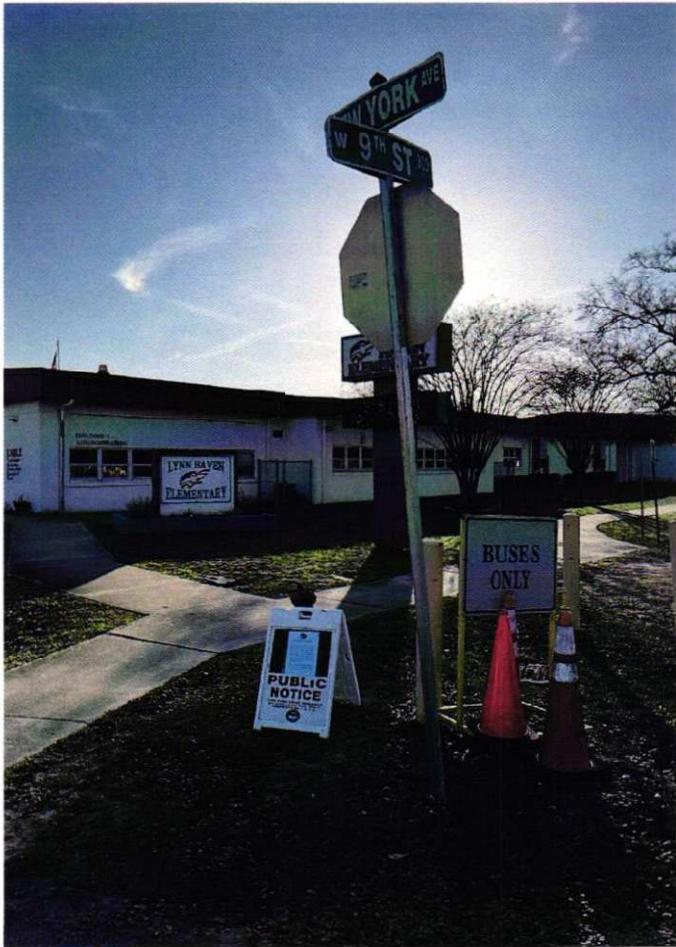
The Lynn Haven Police Department appreciates the opportunity to partner with the city to pursue funding for the Safe Routes to Schools. It is the pleasure of the Lynn Haven Police Department to assist in communicating the importance of providing a safe identifiable route to and from our schools. I have been involved in planning, directing, crossing and escorting students to and from schools in Lynn Haven for over twenty years. I understand the value of established routes that allow the students to walk safely away from vehicle traffic. The Lynn Haven Police Department and I support the installation of sidewalks on: New York Avenue from W. 5th Street to W. 12th Street, Alabama Ave from W. 9th Street to W. 10th Street, Georgia Avenue from W. 10th Street to W. 12th Street, and W. 9th Street from Alabama Avenue to Ohio Avenue in Lynn Haven. Thank you for supporting the Safe Routes to Schools. We look forward to working together.

Sincerely,

A handwritten signature in blue ink, appearing to read "R. Ramie", with a long horizontal flourish extending to the right.

Chief R. Ramie



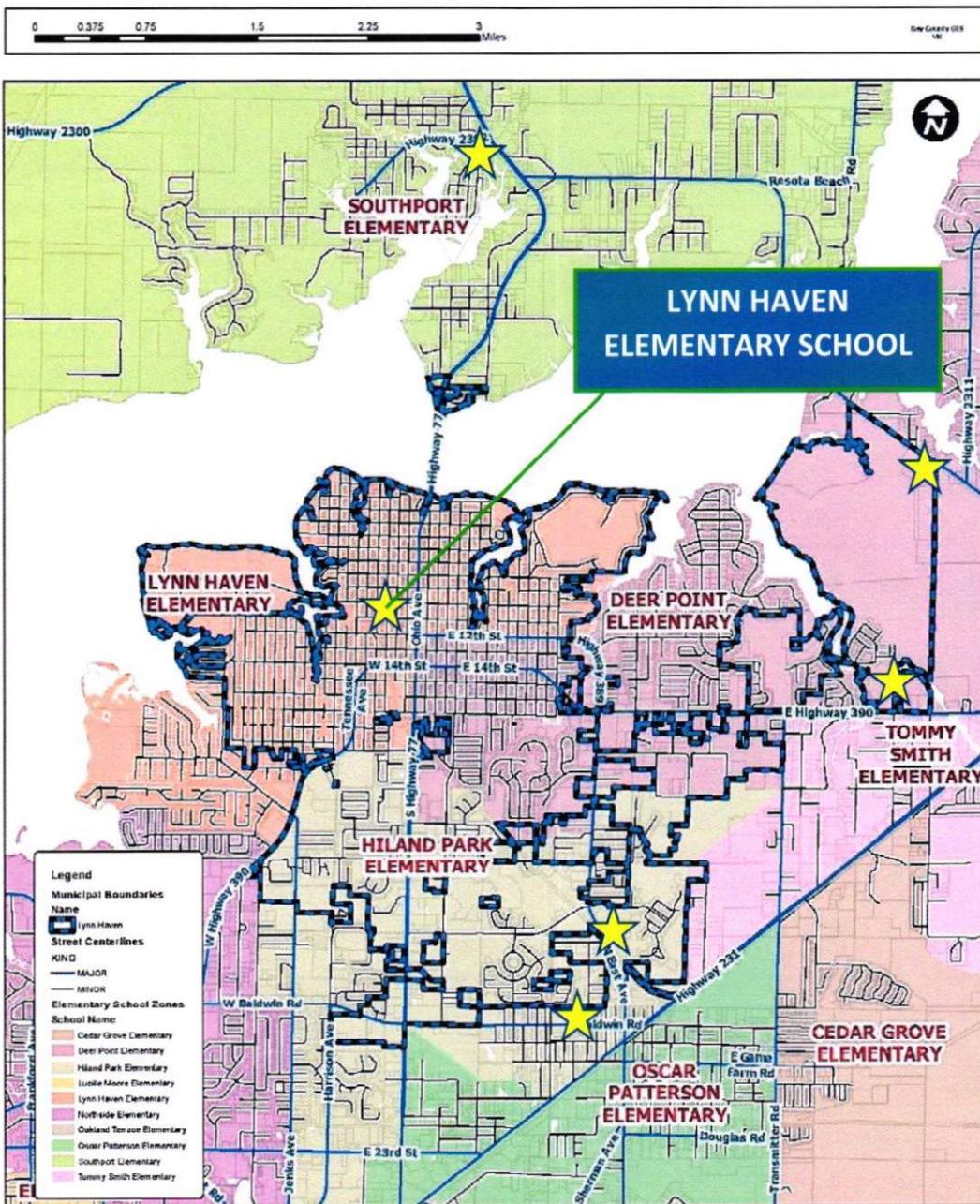






## D. MAP SHOWING WHERE STUDENTS ATTENDING SCHOOL LIVE

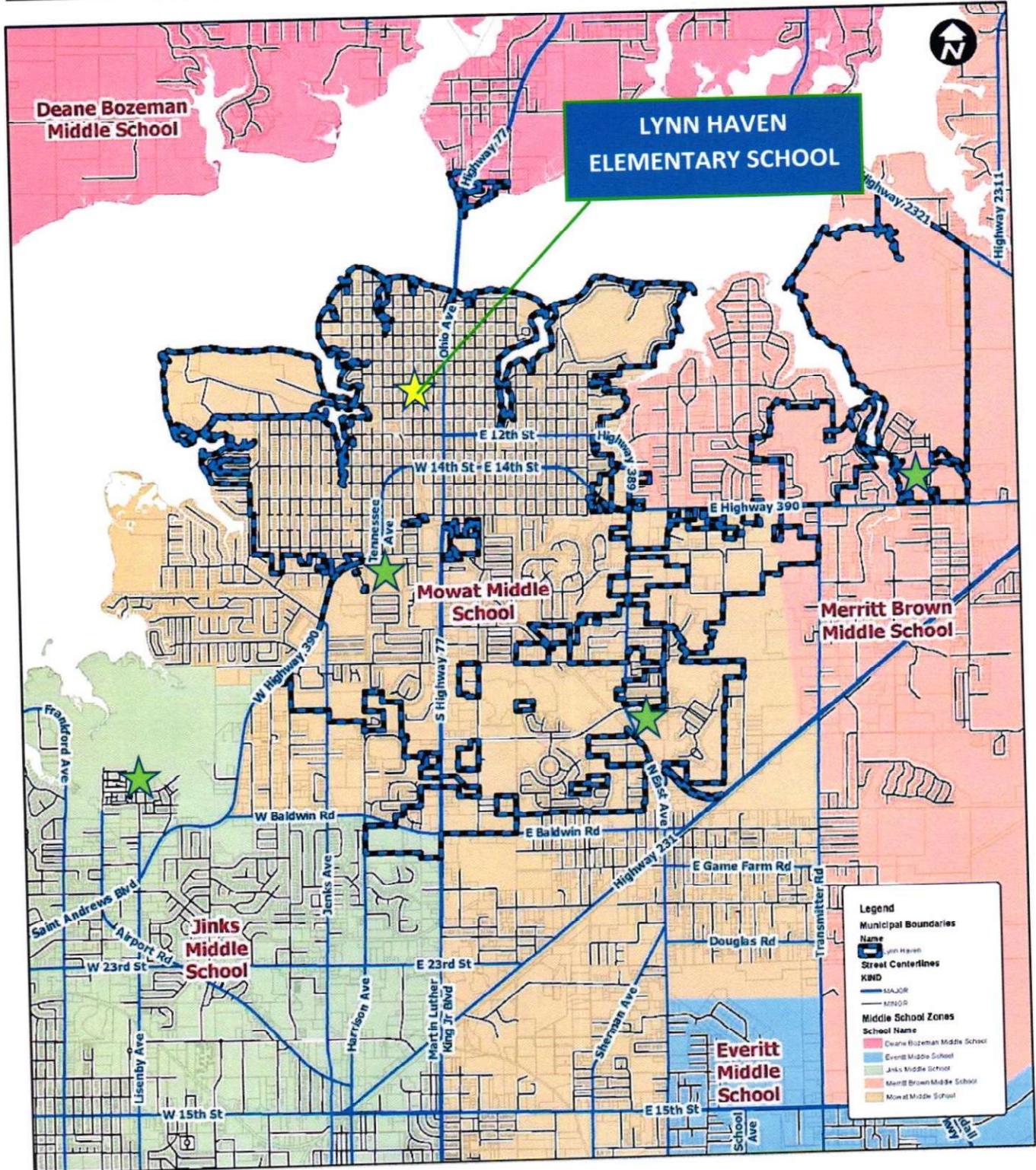
### LYNN HAVEN - ELEMENTARY SCHOOL ZONES



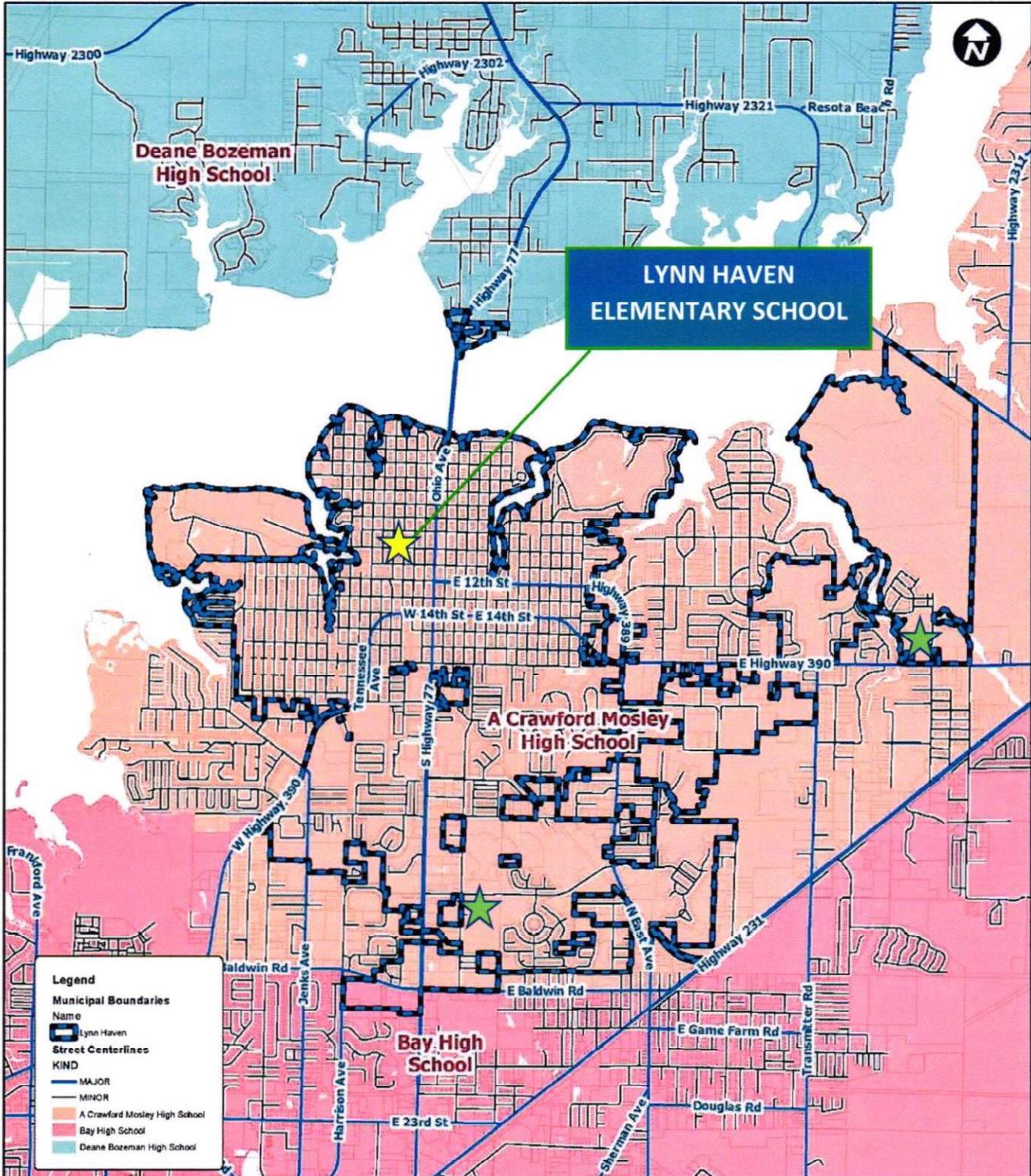
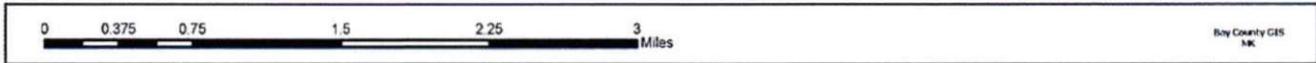
# LYNN HAVEN - MIDDLE SCHOOL ZONES



Bay County GIS  
1:K



# LYNN HAVEN - HIGH SCHOOL ZONES



STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION  
ENGINEER'S COST ESTIMATE SPREADSHEET

500-000-00B  
SAFETY  
06/19

Project Title: Safe Routes to School - Phase II  
Date: 5/9/2024

Pay Item Number*	Pay Item Description*	Funds Requested				Other Funds				Source(s) of Match	Total Quantity	Total Engineer's Cost
		Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost	Quantity	Unit	Engineer's Unit Cost	Engineer's Subtotal Cost			
		1	LS	\$ 15,000.00	\$ 15,000.00						1	\$ 15,000.00
0102 1	MAINTENANCE OF TRAFFIC										1072.22	\$ 110,106.50
0522 1	CONCRETE SIDEWALK 4" THICK	133.33	SY	\$ 151.73	\$ 20,230.67						133.33	\$ 20,230.67
0522 1	CONCRETE SIDEWALK AND DRIVEWAYS, 6" THICK	200.00	SF	\$ 29.12	\$ 5,824.00						200.00	\$ 5,824.00
0527 2	DETECTABLE WARNING MAT	1223.00	LF	\$ 4.57	\$ 5,589.11						1223.00	\$ 5,589.11
0104 10 3	SEDIMENT BARRIER	820.33	SY	\$ 4.31	\$ 3,535.64						820.33	\$ 3,535.64
0570 1 2	PERFORMANCE TURF, SOD	0.94	AC	\$ 43,331.74	\$ 40,785.15						0.94	\$ 40,785.15
0110 1 1	CLEARING AND GRUBBING	288.00	LF	\$ 5.71	\$ 1,644.48						288.00	\$ 1,644.48
0711 11123	THERMOPLASTIC, STANDARD, WHITE, SOLID, 12" FOR CROSSWALK AND ROUNDABOUT	69.00	LF	\$ 9.99	\$ 689.31						69.00	\$ 689.31
0711 11125	THERMOPLASTIC, STANDARD, WHITE, SOLID, 24" FOR STOP LINE AND CROSSWALK											
0654 2 27	MIDBLOCK CROSSWALK: REC RAPID FLASHING BEACON, FURNISH\INSTALL- SOLAR, SIGN ASSEMBLY- SINGLE DIR ACCESSIBLE DETECTOR	6	EA	\$ 13,164.48	\$ 78,986.88						6	\$ 78,986.88
N/A	SO AR LIGHTING FOR CROSS-WALK (SCL-2 SERIES)	12	EA	\$ 5,250.00	\$ 63,000.00						12	\$ 63,000.00
0425 11	MODIFY EXISTING DRAINAGE STRUCTURE	1	EA	\$ 3,738.74	\$ 3,738.74						1	\$ 3,738.74
0120 2	BORROW EXCAVATION, TRUCK MEASURE	56.33	CY	\$ 42.18	\$ 2,376.14						56.33	\$ 2,376.14
0120 6	EMBANKMENT	226.48	CY	\$ 16.87	\$ 3,820.74						226.48	\$ 3,820.74
N/A	WHEELSTOP	28	EA	\$ 126.32	\$ 3,536.96						28	\$ 3,536.96
N/A	CONTINGENCY (20% - CITY FUNDED)					1	LS	\$ 71,772.86	\$ 71,772.86		1	\$ 71,772.86
N/A	MOBILIZATION (10% - CITY FUNDED)					1	LS	\$ 35,886.43	\$ 35,886.43		1	\$ 35,886.43
N/A	DESIGN 14%	1	LS	\$ 50,241.00	\$ 50,241.00						1	\$ 50,241.00
N/A	SURVEY 10%	1	LS	\$ 35,886.43	\$ 35,886.43						1	\$ 35,886.43
N/A	AS-BUILTS AND CERTIFICATIONS (2.5% - CITY FUNDED)					1	LS	\$ 8,971.61	\$ 8,971.61		1	\$ 8,971.61
N/A	GEDTECH (PRELIMINARY INVESTIGATION AND POST TESTING) 3%	1	LS	\$ 10,765.93	\$ 10,765.93						1	\$ 10,765.93
N/A	CE - 8%	1	LS	\$ 28,709.15	\$ 28,709.15						1	\$ 28,709.15
<b>Funds Requested</b>					\$ 484,466.83	<b>Other Funds</b>				\$ 116,630.90	<b>Subtotal</b>	\$ 601,097.74
											<b>\$ 601,097.74</b>	

249

Total Estimate

A reasonable estimate of the project costs is required prior to adoption in the Department's Five Year Work Program. Use **Present Day Cost** values. Projects must follow appropriate design criteria and meet Americans with Disabilities Act requirements. Estimates shall be broken down to eligible and non-eligible project costs. Estimates are to be prepared and signed by a Professional Engineer from Agency's Engineering Office. Use the following links to access the basis of estimates manual as well as historical cost information for the project area:

[Basis of Estimates Manual](#)  
[Historical Cost Information](#)



PREPARED BY:

Name: Arthur Hooks  
Signature: *Arthur Hooks*

PE Number: 66355

Date: 5/12/25

REVIEWED BY:

Name: Billy Woodbery  
Signature: *Billy Woodbery*

Date: 5/12/25

Check Reconciliation (Filtered)

C	Check #	Vendor Name	Amount	Check Date	Clear Date
N	403192	15217 DAVISON FUELS I	16,787.33	01/16/2026	
N	403193	30033 ECSC	34,357.69	01/16/2026	
N	403213	12914 BCL CIVIL CONTR	30,273.51	01/16/2026	
N	771704	137 FIREFIGHTERS PE	16,556.40	01/09/2026	
N	771705	153 GENERAL EMPLOYE	57,252.56	01/09/2026	
N	771716	27605 BAY COUNTY	105,781.60	01/16/2026	
N	771726	172 FPL - FLORIDA P	81,512.91	01/16/2026	
N	771740	30896 PREMIER PAVING	32,250.00	01/16/2026	
N	771759	26087 PUBLIC RISK MGM	210,154.00	01/16/2026	
N	771762	30971 RCX SPORTS, LLC	13,497.66	01/16/2026	
N	771763	30325 CLASSIC RECREAT	17,116.50	01/16/2026	
N	771764	30997 EDWARD MICHAEL	21,200.00	01/16/2026	

\*\* END OF REPORT - Generated by Kiki Roman \*\*

**RESOLUTION NO. 2025-09-474**

**A RESOLUTION OF THE CITY OF LYNN HAVEN, FLORIDA,  
ADOPTING THE FINAL BUDGET FOR FISCAL YEAR 2025-2026 AND  
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Lynn Haven, Florida, on September 23, 2025, held a public hearing as required by Florida Statute 200.065; and

WHEREAS, the City of Lynn Haven, Florida, set forth the appropriations, revenues and other sources estimated for the City's Operating Budget for fiscal year 2025-2026 in the amount of \$61,858,708.

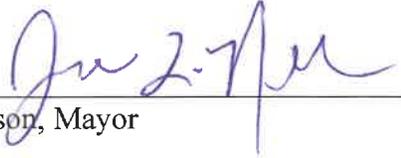
NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Lynn Haven, Florida, that:

		<b>Amended FY 2025 as of 4-21-25</b>	<b>Proposed FY 2026 GRAND TOTAL</b>	<b>Variance Proposed FY 2026 vs Amended FY 25</b>
General Fund:	511 Legislative	\$98,892	\$104,646	6%
	512 Executive	\$491,705	\$704,441	43%
	513 Finance	\$730,370	\$841,817	15%
	515 Planning	\$242,248	\$271,992	12%
	516 Public Works	\$27,357	\$26,850	-2%
	517 General Fund Debt Service	\$155,911	\$155,267	0%
	518 Facility Maintenance	\$959,551	\$962,024	0%
	519 Admin	\$478,208	\$3,713,586	677%
	520 IT	\$771,097	\$764,069	-1%
	521 PD	\$5,396,531	\$4,792,059	-11%
	522 Fire	\$3,104,636	\$5,343,217	72%
	523 Code Enforcement	\$158,898	\$151,278	-5%
	524 Bldg. Dept	\$520,594	\$445,520	-14%
	527 HR	\$1,098,768	\$285,718	-74%
	528 LH Bayou Preserve	\$360,421	\$351,575	-2%
	529 Budgeting	\$0	\$0	N/A
	539 Customer Service	\$587,979	\$140,996	-76%
	541 Street	\$3,369,656	\$2,386,135	-29%
	549 Fleet	\$201,311	\$244,474	21%
	552 Economic Development	\$734,945	\$1,854,630	152%
	571 Library	\$0	\$0	N/A
	572 Community Services/Sports	\$1,504,678	\$1,437,073	-4%
	573 Community Services/Parks	\$1,525,913	\$1,372,371	-10%
	574 Communications/Marketing	\$586,534	\$442,623	-25%
	576 Animal Shelter	\$287,945	\$267,202	-7%
	581 Indirect Recovery	-\$2,201,032	-\$2,705,956	23%
	581 Reserve	\$0	\$0	N/A
	<b>General Fund Total</b>	<b>\$21,193,114</b>	<b>\$24,353,606</b>	<b>15%</b>
Disaster Recovery Fund:	101525 Disaster	\$5,093,236	\$4,335,514	-15%
Misc. Government Funds:	021531 General Impact Fees	\$1,120,769	\$194,070	-83%
	102526 Hurricane Michael Relief	\$0	\$0	N/A
	103525 COVID	\$5,000	\$5,000	0%
	301546 Surtax	\$4,932,811	\$3,396,122	-31%
Enterprise Funds:	401533 Water	\$5,965,441	\$7,261,373	22%
	402535 Sewer	\$7,829,216	\$7,563,367	-3%
	404538 Stormwater	\$12,494,737	\$8,216,123	-34%
	405534 Sanitation	\$3,410,512	\$3,879,472	14%
	501533 Water Impact Fees	\$146,149	\$150,354	3%
	502535 Sewer Impact Fees	\$594,244	\$444,762	-25%
	504538 Stormwater Impact Fees	\$413,559	\$59,673	-86%
CRA:	701559 CRA	\$1,671,992	\$1,999,274	20%
	<b>City Wide Total</b>	<b>\$64,870,778</b>	<b>\$61,858,708</b>	<b>-5%</b>

This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Lynn Haven, Florida, in regular session assembled at 5:30 p.m., this the 23rd day of September 2025.

CITY OF LYNN HAVEN, FLORIDA

BY:   
Jesse Nelson, Mayor

ATTEST:

  
Chris Lightfoot  
Interim City Manager

**City of Lynn Haven**  
**Fiscal Year 2025 Purchase Orders to be rolled into Fiscal Year 2026**

2025 PO #	VENDOR	2026 PO #	AMOUNT REMAINING AS OF		Fund Total
			9.30.25	GL ACCOUNT	
25002646	TYLER TECH	26000882	\$4,960.00	001513-540001	
25003210	DEWBERRY	26000511	\$1,350.00	001515-531023	
25000307	PANHANDLE ENGINEERING	26000868	\$2,237.50	001515-531023	
25001108	MOWREY ELEVATOR	26000518	\$175.00	001518-534000	
25003103	SUDDEN SERVICE	26000878	\$2,259.99	001519/001521-546002	
25003138	ABBOTT APPRAISAL	26000206	\$1,800.00	001519-531081	
25003231	SWARTZ ASSOCIATES	26000339	\$2,624.00	001519-550000-081	
25003213	PLACE SERVICES	26000740	\$3,605.72	001520-531081	
25002564	ELECTRICAL & COMPUTER RES	26000883	\$3,500.00	001520-564000	
25000851	KONICA MINOLTA	26000641	\$272.83	001521-544000/551000	
25001429	CARQUEST(BUMPER)	26000852	\$167.21	001522-546001	
25000037	HAMMOND DESIGN	26000879	\$3,817.49	001522-562000-92522	
25002563	TYLER TECH	26000763	\$13,880.00	001539-531041	
25000904	PANHANDLE ENGINEERING	26000880	\$2,135.00	001541-531081-25009	
25003104	EMERALD COAST STRIPING	26000630	\$600.00	001541-546009	
25002973	BCL CIVIL CONTRACTORS	26000540	\$340,135.94	001541-563001-22034	
25001441	DEWBERRY	26000552	\$8,036.30	001541-563001-22034	
25000635	BLUE SKY MANAGEMENT	26000881	\$20,493.50	001541-563001-22034	
25002223	SPATCO	26000637	\$2,100.00	001549-564000	
25000563	FLORIDA ARCHITECTS	26000643	\$135,569.50	001552-563000-22033	
25001786	GULF RENTAL	26000467	\$5,000.00	001552-5820050-21003	
25002811	JAMES GUY	26000764	\$2,500.00	001552-582050-21003	
25002988	PANAMA CITY SPORTS OFFIC	26000330	\$13,605.00	001572-534002	
25002989	PANAMA CITY BEACH OFFICIAL	26000338	\$21,346.00	001572-534002	
25002823	VERTICAL COMMUNICATIONS	26000297	\$3,379.85	001573-546002	
25003121	CULLIGAN	26000497	\$166.50	001573-552000	
25002027	CLASSIC RECREATION	26000873	\$17,116.50	001573-563000	
25002778	VCS VERTICAL COMM	26000506	\$1,834.77	001576-546002	\$614,668.60
25003098	PANHANDLE ENGINEERING	26000515	\$6,537.50	101525-531022-92571	
25003105	SMYRNA	26000067	\$3,014.00	101525-562000-21049	
25001485	PANHANDLE ENGINEERING	26000597	\$5,000.00	101525-563000-92560	\$14,551.50
25002084	PANHANDLE ENGINEERING	26000748	\$18,134.46	301546-531022-25015	
25002025	PANHANDLE ENGINEERING	26000500	\$12,695.00	301546-563000-25019	\$30,829.46
25003048	CORE & MAIN	26000375	\$87,083.35	401-114103	
25002345	CORE & MAIN	26000376	\$987.80	401-114103	
25002945	FERGUSON	26000501	\$1,480.00	401-114103	
25000677	PANHANDLE ENGINEERING	26000749	\$10,027.50	401533-531022-25011	
25000116	PANHANDLE ENGINEERING	26000750	\$1,087.50	401533-531022-25012	
25002031	PANHANDLE ENGINEERING	26000751	\$9,037.00	401533-531022-25016	
25003239	ADVANCE AUTO PARTS	26000701	\$56.00	401533-546003	
25002562	SUDDEN SERVICE	26000248	\$8,986.00	401533-546003, 402535	
25000392	FORTILINE	26000389	\$1,573.47	401533-552000	\$120,318.62
25000115	PANHANDLE ENGINEERING	26000861	\$1,036.50	402535-531022	
25000505	PANHANDLE ENGINEERING	26000862	\$2,371.25	402535-531022-23013	
25001536	PANHANDLE ENGINEERING	26000863	\$5,237.50	402535-531022-23013	
25000456	MOTT MACDONALD	26000514	\$174,206.85	402535-531022-23015	
25003143	SUDDEN SERVICE	26000254	\$2,025.34	402535-531081-21035	

**City of Lynn Haven**  
**Fiscal Year 2025 Purchase Orders to be rolled into Fiscal Year 2026**

2025 PO #	VENDOR	2026 PO #	AMOUNT REMAINING AS OF		Fund Total
			9.30.25	GL ACCOUNT	
25003170	AAG	26000619	\$6,339.79	402535-531081-21035	
25003141	FERGUSON	26000502	\$3,329.00	402535-546003	
25003209	AAG	26000628	\$4,271.06	402535-546003	
25001606	AQUA AEROBIC	26000785	\$2,000.00	402535-546003	
25002893	AAG	26000639	\$10,284.25	402535-546004	
25002504	QUALITY SITEWORK MATERIALS	26000869	\$4,000.00	402535-550000	
25001462	BILL SMITH ELECTRIC	26000864	\$25,000.00	402535-563000-22017	
25001697	JIM HOUSE	26000611	\$19,947.00	402535-563000-25001	
25002488	JIM HOUSE	26000777	\$667,508.00	402535-563000-25001	
25002822	AQUA PRODUCTS	26000640	\$24,340.00	402535-564000	
25002490	DEWBERRY	26000848	\$25,432.50	402535-564000	
25002034	AQUA-AEROBIC	26000866	\$48,450.00	402535-564000	\$1,025,779.04
25002555	DEWBERRY	26000584	\$11,627.50	404538-531022	
25000930	STANTEC CONSULTING	26000378	\$17,990.00	404538-531043	
25003064	PANHANDLE ENGINEERING	26000498	\$17,200.00	404538-546009-25030	
25002597	MCCALL SOD FARM	26000516	\$1,369.00	404538-552000	
25003240	ECSC	26000499	\$94,196.16	404538-563000-22012	
25002489	PANHANDLE ENGINEERING	26000513	\$22,500.00	404538-563000-22012	
25000675	DEWBERRY	26000548	\$92,225.00	404538-563000-22032	
25003156	ECSC	26000726	\$4,055,240.66	404538-563000-22032	
25000634	BLUE SKY MANAGEMENT	26000867	\$22,620.00	404538-563000-22032	\$4,334,968.32
25003206	SANSOM	26000258	\$261.53	405534-546001	\$261.53
25003008	HANCOCK	26000370	\$540.43	701559-540000	
25003099	BCL CIVIL CONTRACTORS	26000377	\$126,336.98	701559-563000-23017	
25001729	DEWBERRY	26000642	\$1,922.35	701559-563000-25017	
25002201	PPG PITTSBURGH	26000870	\$650.11	701559-582050-21014	\$129,449.87
25003151	CARQUEST(BUMPER)	26000851	\$1,388.48	MULTI	\$1,388.48
<b>TOTAL:</b>			<b>\$6,272,215.42</b>		<b>\$6,272,215.42</b>