

Planning Board Meeting Agenda

Monday, February 9, 2026, 4:00 PM
City of Panama City, City Hall
501 Harrison Avenue, Lower Level, Room 010
Panama City, FL 32401

Land Development Requests

The Unified Land Development Code (ULDC) requires the Planning Board conduct public hearings on certain land development requests and applications. The Planning Board has final decision-making authority concerning appeals of administrative decisions, communication towers, major Development Orders and expansion or modification of nonconformities and variances. The City of Panama City Commission makes final decisions on but receives recommendations from the Planning Board on the following application types: Comprehensive Plan Amendment (text and map), amendment to the ULDC, annexations, development agreements, preliminary and final plats, replats, Planned Unit Developments (PUDs), rezonings, and vacations or abandonments of easements and/or rights-of-way.

American Disabilities Act

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in these proceedings should contact the City Clerk's Office at (850) 872-3021 by 5 pm on the Friday prior to the public hearing (s).

Public Meeting Times and Locations

Planning Board meetings are held on the second Monday of every month at 4:00 PM at the City of Panama City Hall, 501 Harrison Avenue, Lower Level, Room 010, Panama City, FL 32401. City Commission meetings are held in the Bay County Government Center Commission Chambers, 840 W 11th Street, Panama City, Florida 32401. The first City Commission meeting of each month will be held on the 2nd Tuesday at 8:00AM. The second City Commission meeting of each month will be held on the 4th Tuesday at 5:30PM. Dates and times are subject to change due to budget hearings in September and holidays.

Applicant Non-Appearence Policy Notice

Applicants, or any other party that initiates a quasi-judicial hearing ("Applicant"), shall appear in person, or by an authorized representative, at the public hearing. In the event of an applicant's non-appearance during quasi-judicial hearings, then the following procedure shall apply:

1. **First Non-Appearence.** The Planning Board shall continue the matter once, to the next regularly scheduled Planning Board meeting

2. **Second Non-Appearance.** If the Applicant or authorized representative fails to appear at the continued hearing without good cause shown, the application shall be deemed abandoned, and the matter shall be administratively terminated without further hearing.

No portion of the application fee shall be refunded in the event an application is terminated for failure to appear as set forth herein.

Within ten (10) days of a termination following a second non-appearance, an applicant may file a written request for reconsideration with the Planning Board Clerk, demonstrating good cause for non-appearance or substantial hardship, that prevented attendance. The request must be in writing and supported by documentation. The Planning Board may, in its sole discretion, grant reconsideration and reschedule the hearing if it finds that the applicant has shown sufficient justification for failure to appear and that doing so does not prejudice the rights of other parties or compromise the integrity of the process. "Substantial hardship" is defined as an extraordinary or unforeseen circumstance beyond the applicant's reasonable control that prevents timely attendance at a scheduled hearing. Routine scheduling conflicts or lack of preparation shall not constitute substantial hardship.

Applicants shall be notified in writing of this policy set forth by resolution at the time of application and in all published agendas or notices for quasi-judicial hearings.

Quasi-Judicial Proceedings

Certain matters that come before the Panama City Planning Board ("Board") are quasi-judicial proceedings, meaning that the Board will hear evidence and render a decision regarding this matter based upon the evidence received. The parties before the Board and the public are entitled to present evidence (documents, witnesses, etc.) and cross-examine witnesses. All witnesses are under oath and the entire proceedings are recorded. However, if you need a verbatim record, you must hire your own court reporter.

The Board is not bound by the strict Rules of Evidence and may consider any evidence which it deems relevant and trustworthy. Furthermore, any member of the Board may ask questions of the parties or the witnesses. Since quasi-judicial proceedings are legal in nature, everyone is expected to adhere to proper courtroom decorum and etiquette.

Do not argue with a witness or the opposing party and direct any comments or objections to the Chairman. The burden of proof in a quasi-judicial proceeding rests with the Applicant, therefore, the Applicant has the opportunity to address the Board last, after all Public Participation and before the Board deliberates.

The following is the procedure which the Board will follow during quasi-judicial hearings.

- I. Public Hearing announced. Introduction of Application by Staff
- II. Ex-parte communication disclosure by Board members.
- III. Identification of Applicant and Affected Parties* that intend to participate in the hearing (Affected Parties that only intend to make a statement may do so at the Public Participation part of the agenda)

*An "affected party" means any person or entity that will suffer an adverse effect to an interest protected or furthered by the ULDC, including interests related to health and safety, police and fire protection service systems, densities or intensities of development, transportation facilities, health care facilities, equipment or services, and environmental

or natural resources. The alleged adverse interest may be shared in common with other members of the community at large but must exceed in degree the general interest in community good shared by all persons.

- IV. Swearing of witnesses.
- V. Applicant's presentation of witnesses* or other evidence. (10 minutes)
- VI. Affected Parties' statement of standing, presentation of witnesses* or other evidence. (5 minutes each if only giving testimony and or documentary evidence; 10 minutes each if presenting a witness(es). Please do not be repetitive of other Affected Parties. Affected Parties are encouraged to coordinate their presentations and may seek more time for presentation at the discretion of the Board but may not yield time to other Affected Parties.)
- VII. Staff's presentation of witnesses** or other evidence. (10 minutes)
- VIII. Public Participation. Please do not be repetitive of another speaker. Each speaker is allotted 3 minutes. Speakers may not yield time to another speaker.
- IX. Rebuttal by Applicant and or Staff (if necessary). (15 minutes)
- X. Close of Evidence and Public Hearing. Deliberation and action by the Board.

Witnesses may be cross examined by opposing party if the opposing party so desires. After the close of the evidence and during the deliberation by the Board, members of the public are prohibited from commenting. Anyone violating this rule will be asked to leave the room after a warning.

1. Call Public Meeting To Order / Roll Call
2. Changes / Deletions To Agenda
3. Announcements – Disclosures (As Applicable)
4. Approval Of Minutes

Approval of the December 8, 2025, Planning Board Meeting Minutes

Documents:

[2COPC PB MINUTES FOR 2025.12.08.PDF](#)

5. Quasi-Judicial Proceedings
6. Requests
7. Non- Action Item (S):
8. Audience Participation
9. Adjourn