

**MINUTES OF THE JOINT WORKSHOP OF THE APALACHICOLA CITY COMMISSION AND  
PLANNING AND ZONING BOARD HELD TUESDAY, FEBRUARY 5, 2019, 5:00 PM AT THE  
APALACHICOLA COMMUNITY CENTER.**

**PRESENT:** Mayor Van W. Johnson, Sr.  
Mayor Pro Tem Brenda Ash  
Commissioner Jimmy Elliott  
Commissioner Anita Grove  
Commissioner Mitchell Bartley

Ron Nalley, City Manager  
Lee Mathes, Director of Administrative Services  
Deborah Guillotte, City Clerk  
Bobby Varnes, Chief of Police  
Pat Floyd, City Attorney

<b>CALL TO ORDER</b>
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Mayor Johnson called the meeting to order at 5:00 PM.

Cindy Clark stated Planning and Zoning Board has been working diligently on rewriting the Historic Preservation Regulations and Requirements. The required workshops have been held with the Planning and Zoning Board, and the process now requires a joint workshop with both the City Commission and Planning and Zoning Board before moving forward with the ordinance adoption process. Planning and Zoning's initial goal is to turn the historic guidelines which currently don't have any regulatory authority into something the City can use more as development standards to help guide the preservation and regulations of historic structures. Ms. Clark outlined the recommendations made by the Planning and Zoning Board.

Rebecca Jetton stated that models from all over the state, including the University of Florida Historic Preservation plan, had been pulled and used to comprise the suggested changes. Ms. Jetton recommends the Commission approve the recommended changes and proposed and proceed with ordinance adoption process.

Ms. Clark stated the Department of State Division of Historic Preservation has read these changes and submitted their comments. Ms. Clark stated this proposed ordinance amendment proposes the following changes: 1) Repeals Chapter VI in its entirety and creates a new Chapter VI (historic preservation) for the purpose and intent of protecting historic assets; 2) Establish plan requirements for obtaining a Certificate of Appropriateness within the Historic District; 3) Provide for protective maintenance of historic structures and provide required material descriptions; 4) Amend/add definition; 5) Take the guidelines and turn them into requirements with specific development standards; 6) Clarify between contributing (historic) and non-contributing (not historic) structures with a map provided identifying contributing and non-contributing; 7)

Preserve the integrity of the historic square by placing limitations on use; 8) Prohibit development that would alter the historic plat of the City; 9) Provide for relocation over demolition; 10) Identify building materials for historic restoration/renovation; 11) Encourage porch or sides facing historic squares; 12) Provide for development standards for porches on contributing structure; 13) Provide for the preservation of commercial storefronts and prohibits blinking lights; 14) Require that accessory structures cannot exceed height of principal structures; and 15) Provide for accessory structure location.

Bonnie Davis stated the proposed changes would encourage development which would face a historic square to have the side which faces the square look like an entrance (covered porch).

Dennis Winterringer requests the City make a policy to post on the City website proposed changes regarding LDC changes at least fourteen days prior to a meeting.

Ms. Clark responded proposed Ordinance changes had been posted on the City website a couple weeks before this meeting.

Rebecca Jetton stated the policy Mr. Winterringer is requesting requires five hearings, when Florida Statutes only require two hearings. The City's entire Charter, City Ordinances and Land Development Regulations are at Municode and will be producing entire document within the next couple months.

Commission Ash stated if we would like more public comments that we need to have this available online and be able to accept comments with a cutoff date, so they can be compiled prior to having a workshop or meeting.

Ms. Clark stated there have been two public workshops with Planning and Zoning, the joint workshop today, and there are two additional opportunities for public comments during the ordinance adoption process.

Attorney Floyd suggests having the same committee do a review of the policy and make suggested changes reducing from five meetings to two meetings since we are implementing these other factors and we can do some streamlining in the process.

Ms. Clark suggests leaving the policy as is, because when it gets to the City Commission, Planning and Zoning has held workshops and public comment has been received and the issues are worked out by the time decisions are to be made.

Mayor Johnson stated he thinks it is a good time to have a policy made and Ms. Clark stated the City already has a policy in place.

Mr. Winterringer would like the policy to require publishing the document on the City’s website fourteen days before Planning and Zoning workshop, whereas the Florida Statutes require notice ten days prior to a hearing where official action is taken.

Mayor Johnson commented he is confident moving forward with the proposed Ordinance.

Commissioner Jimmy Elliott made a motion to move forward with adoption process of the Historic Preservation Regulations and Requirements and the other proposed revisions as outlined by Cindy Clark . Commission Anita Grove second and the motion carried 5-0.

<b>ADJOURNMENT</b>
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With no further business, Commissioner Brenda Ash made a motion to adjourn the meeting at 6:00 pm. Commissioner Anita Grove seconded and motion carried 5-0.

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Van W. Johnson, Sr., Mayor

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Deborah Guillotte, City Clerk