

MINUTES OF THE SPECIAL MEETING OF THE APALACHICOLA CITY COMMISSION HELD
TUESDAY, APRIL 5, 2022, 3:00 PM AT THE APALACHICOLA COMMUNITY CENTER.

PRESENT: Mayor Brenda Ash
Commissioner Anita Grove
Commissioner Despina George
Commissioner Adriane Elliott
Commissioner Donna Duncan

Travis Wade, City Manager
Deborah Guillotte, City Clerk

CALL TO ORDER

Mayor Brenda Ash called the meeting to order.

AGENDA ADOPTION

Commissioner Anita Grove made a motion to approve the Agenda. Commissioner Despina George seconded and the motion carried 4-0.

DEO 2022 GRANT CYCLE – DISCUSS AND DIRECT CITY MANAGER TO APPLY FOR SPECIFIC ITEMS

City Manager Travis Wade in his *written presentation, gave a brief summary stating that the Community Planning Technical Assistance (CPTA) Grant Program provides counties, municipalities, regional planning councils the opportunity to create innovative plans and development strategies to promote a diverse economy, vibrant rural and suburban areas, and meet statutory requirements for planning, while also protecting environmentally sensitive areas. Understanding that many Florida communities have been impacted by hurricanes, CPTA grants may also be used to assist with disaster recovery, resiliency and economic development planning, therefore, the City is allowed one application for up to \$75,000.

Julie Dennis with Ovid Solutions gave a brief background and history of the City's 2020 Work Plan that was related to the area of critical state concern, which addresses statutory requirements and sets the City up so they could pursue legislative funding sources through the Apalachicola Stewardship Act. Ms. Dennis reviewed Ovid Solution's current proposal of the DEO Community Planning Technical Assistance Grant. **See Attachment "A"**. Cindy Clark of Bay Media stated she had written the initial Comp Plan, subsequent year-based amendments and Land Development Regulations, and was there to answer any Commission questions. Ms. Clark stated she had talked with Manager Wade about some required amendments that need updating at this time in the Comp Plan.

Commission and public discussion held.

Commissioner Grove made a motion to apply for the DEO Technical Assistance Grant, incorporating both the Area of State Critical Concern needs, as well as updating the Comprehensive Plan, including the work plan and documents in preparation for the 2023 legislative session, up to \$75,000. Commissioner George seconded and the motion carried 5-0.

* Commissioner George's motion in the May 3, 2022, minutes was to change City Manager Travis Wade "stated" to written presentation.

ADJOURNMENT

Commissioner Elliott made a motion to adjourn the meeting. Commissioner Grove seconded and the motion carried 5-0.

Brenda Ash, Mayor

Deborah Guillotte, City Clerk

DEO Community Planning Technical Assistance Grant

Background on Grant Opportunity

Funding Agency: Florida Department of Economic Opportunity

Eligible Applicants: Local governments (municipalities and county) along with Regional Planning Councils.

Max Grant Award: \$75,000.00; Cost-Reimbursement Grant

Project Completion Date: May 31, 2023

Required for Proposal: Letter of Request signed by Chief Elected Official or City Manager; Scope of Work with Budget

Due Date: April 11

Potential Proposal

- Introduce a two-year project to conduct a visioning for Downtown Apalachicola and the Historic District that will result in a plan that identifies projects along with conceptual drawings of these projects in Year 1. Complete the required updates to the local comprehensive plan in Year 2.
- Funding will only be awarded for Year 1 and is not guaranteed for Year 2. The City will need to submit a second proposal for Year 2, but it will put the City in a more competitive position to have completed Year 1 successfully.

Year 1 Proposal (22-23): Downtown and Historic District Revitalization Plan (\$75,000)

- Create a stakeholder's group to guide the effort that includes representation from local government, potentially state government, community organizations, business leaders, etc.
- Conduct creative community engagement and public outreach on improvements.
- Identify projects to make improvements downtown and in the historic district along with funding sources to implement these projects.
- Prepare conceptual drawings to provide an idea of what these projects will look like once implemented.
- Prepare cost estimates for the projects to prepare for grant application development and match each project with an appropriate funding strategy.
- Identify updates needed to the local comprehensive plan to implement these projects.
- Compile all information into a comprehensive Revitalization Plan that will position the City for many different funding opportunities including: state grants, the Bipartisan Infrastructure Package and Triumph Gulf Coast.

Year 2 Proposal (23-24): Local Comprehensive Plan Update (\$75,000)

- Prepare Evaluation and Appraisal Report (EAR) that details all updates that are needed to the comprehensive plan to address statutory requirements along with changes needed to address community needs and outputs of the visioning exercise in Year 1.
- Prepare draft amendments to the comprehensive plan.
- Coordinate with DEO on the EAR-based amendment process including their required reviews of reports and draft amendments.
- Conduct public hearings.
- Present draft amendments to the local government for adoption.