

Planning & Zoning
Agenda Packet

PLANNING & ZONING BOARD
REGULAR MEETING
Monday, October 9th, 2023
Community Center - 1 Bay Avenue
Agenda

Regular Meeting: 6:00 PM

- 1. Approval of September 11th, 2023 meeting minutes.
- Review, Discussion and Decision for Shed. (R-3) @ 297 24th Ave, Block 223 Lots 15-16. For Melanie Lauer -Owner; Contractor: TBD
- Review, Discussion and Decision for Sign & Certificate of Appropriateness. (C-1) (Historic District) @ 252 Water Street, Block G-1 Lots 2-4. For Melanie Lauer -Owner; Contractor: TBD
- 4. Review, Discussion and Decision for Sign & Certificate of Appropriateness. (C-1) (Historic District) @ 51 Market Street, Block 2 Lot 13. For Anthony Lucia -Owner; Contractor: TBD
- Review, Discussion and Decision for Fence & Certificate of Appropriateness. (C-2) (Historic District) @ 120 MLK Blvd, Block 159 Lot 5. For Apalachicola Land and Development LLC -Owner; Contractor: TBD
- 6. Review, Discussion and Decision for Fence. (R-2) @ 303 Hwy 98, Block 271 Lots 18-19. For Kathryne McLemore -Owner; Contractor: TBD

Other/New Business:

N/A

Outstanding/Unresolved Issues:

N/A

Motion to adjourn the meeting.



September 11th Minutes

PLANNING & ZONING BOARD WORKSHOP & REGULAR MEETING Monday, September 11th, 2023 Community Center - 1 Bay Avenue Minutes

<u>Attendance:</u> Joe Taylor, Elizabeth Milliken, Lee McLemore, Bobby Miller, Myrtis Wynn for both meetings and Jim Bachrach for the regular meeting.

Joint Workshop: 5:15PM

- Joint Workshop to discuss an amendment to the LDC to consider wooden decks
 spaced properly as pervious. Please see attached report and previous meeting minutes.
 - o Please see City Commission minutes.

Regular Meeting: 6:00 PM

- 1. Approval of August 14th, 2023 meeting minutes.
 - Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor

 motion carried.
- 2. Review, Discussion and Decision for Fence. (R-2) @ 213 17th Street, Block 125 Lot 9. For Brenda Ash -Owner; Contractor: TBD
 - Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor motion carried.
- 3. Review, Discussion and Decision for Addition, Removals, & Accessory Structures. (R-2) @ 245 12th Street, Block 153 Lots 6-8. For Dana Allen Owner; Contractor: TBD
 - City attorney stated that the planter referenced on the site plan is not a fence and can stay.
 - Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. Discussion: Joe Taylor reminded the board that if an applicant is not present then the vote must be unanimous to pass – All in favor, motion carried.

PLANNING & ZONING BOARD WORKSHOP & REGULAR MEETING Monday, September 11th, 2023 Community Center - 1 Bay Avenue Minutes

- 4. Review, Discussion and Decision for Fence. (R-1) @ 190 Avenue B, Block 58 Lots 1-5. For Roy & Becky Morton Owner; Contractor: TBD
 - Lee McLemore disclosed that he has a conflict due to a family relation and recused himself from the vote. Form 8B attached.
 - Motion to approve by Jim Bachrach; 2nd by Bobby Miller. Discussion: Dennis Winterringer offered public comment and suggested a condition of approval that an arborist writes a letter that the wall/fence will not kill the live oak. Board agreed and amended the motion to include the condition of approval – All in favor, motion carried.
- 5. Review, Discussion and Decision for Accessory Structures. (R-2) @ 6 Ellis Van Fleet, Block 264. For WCC Management Owner; Contractor: TBD/Owner
 - New site plan handed out and attached.
 - Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken. All in favor – motion carried.
- 6. Review, Discussion and Decision for Addition & Accessory Structures. (R-2) @ 242 Prado, NA Block 3, Lots 4-5. For Cutler Edwards -Owner; Contractor: TBD
 - Motion to approve by Bobby Miller; 2nd by Lee McLemore. All in favor motion carried.
- 7. Review, Discussion and Decision for New Construction (Principal + Accessory) & Certificate of Appropriateness. (R-1) (Historic District) @ 109 16th Street, Block 100 Lots ½ 7 & 8. For Dane Clemons Owner; Contractor: TBD
 - Motion to approve with no lodging in the accessory structure by Jim Bachrach; 2nd by Elizabth Milliken. All in favor – motion carried.

PLANNING & ZONING BOARD WORKSHOP & REGULAR MEETING Monday, September 11th, 2023 Community Center - 1 Bay Avenue Minutes

- 8. Review, Discussion and Decision for Sign & Certificate of Appropriateness. (C-1) (Historic District) @ 33 Market Street, Block 9 Lot 1. For Franklin County Board of County Commissioners Owner; Contractor: Sign Design
 - Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor

 motion carried.
- Review, Discussion and Decision for Addition & Certificate of Appropriateness (C-1)
 (Historic District) @ 51 Commerce Street, Block C Lots 10-11. Peyton Morton Owner;
 Contractor: Owner
 - City planner noted that floodplain review would take place during permitting.
 - Motion to approve by Jim Bachrach; 2nd by Lee McLemore. All in favor motion carried.
- 10. Review, Discussion and Decision for Accessory Structure within Encroachment & Breezeway

 + Certificate of Appropriateness. (O/R) (Historic District) @ 101 12th Street, Block 78 Lot

 10. For William Zester Owner; Contractor: James Pendleton
 - Applicant withdrew prior to the meeting.
- 11. Review, Discussion and Decision for Accessory Structure + Certificate of Appropriateness. (O/R) (Historic District) @ 105 11th Street, Block 75, Lots 9 and ½ 10 For Brent Mabrey Owner; Contractor: TBD
 - Motion to approve if applicant constructs breezeway for the shed to be connected to the principal structure and meet 5' rear setback by Jim Bachrach; 2nd by Lee McLemore. All in favor – motion carried.

Other/New Business:

N/A

PLANNING & ZONING BOARD WORKSHOP & REGULAR MEETING Monday, September 11th, 2023 Community Center - 1 Bay Avenue <u>Minutes</u>

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Outstan	dina/Ur	resolv	ed Issues	3:

N/A

Motion to adjourn the meeting by Lee McLemore; 2nd by Elizabeth Milliken. Meeting adjourned.

Minutes approved by:	
Joe Taylor – Chair	Dato

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME McLemore Lee		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE City of Apalachicola, Planning and Zoning Board		
MAILING ADDRESS 192 Coach Wagoner Blvd, Apalachicola, FL		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:		
CITY COUNTY City of Apalachicola Franklin		 ☑ CITY	COUNTY	OTHER LOCAL AGENCY
		NAME OF POLITICA City of Apalachicola	L SUBDIVISION:	
DATE ON WHICH VOTE OCCURRED		, ,		
September 11, 2023		MY POSITION IS:	☐ ELECTIVE	✓ APPOINTIVE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies equally to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing the reverse side and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office MUST ABSTAIN from voting on a measure which inures to his or her special private gain or loss. Each elected or appointed local officer also is prohibited from knowingly voting on a measure which inures to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent organization or subsidiary of a corporate principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

PART YOU

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; and

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you otherwise may participate in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

• You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on other side)

APPOINTED OFFICERS (continued)

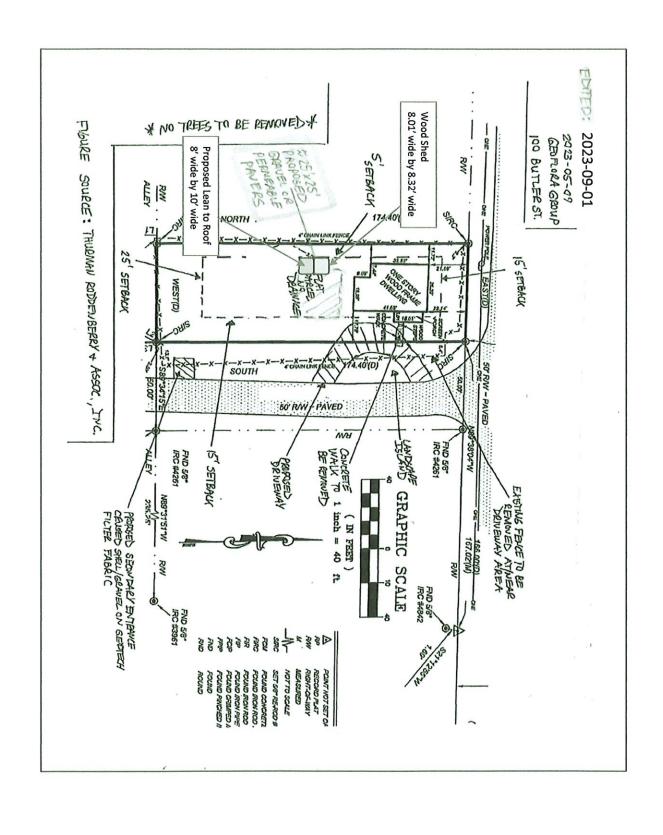
- · A copy of the form must be provided immediately to the other members of the agency.
- · The form must be read publicly at the next meeting after the form is filed.

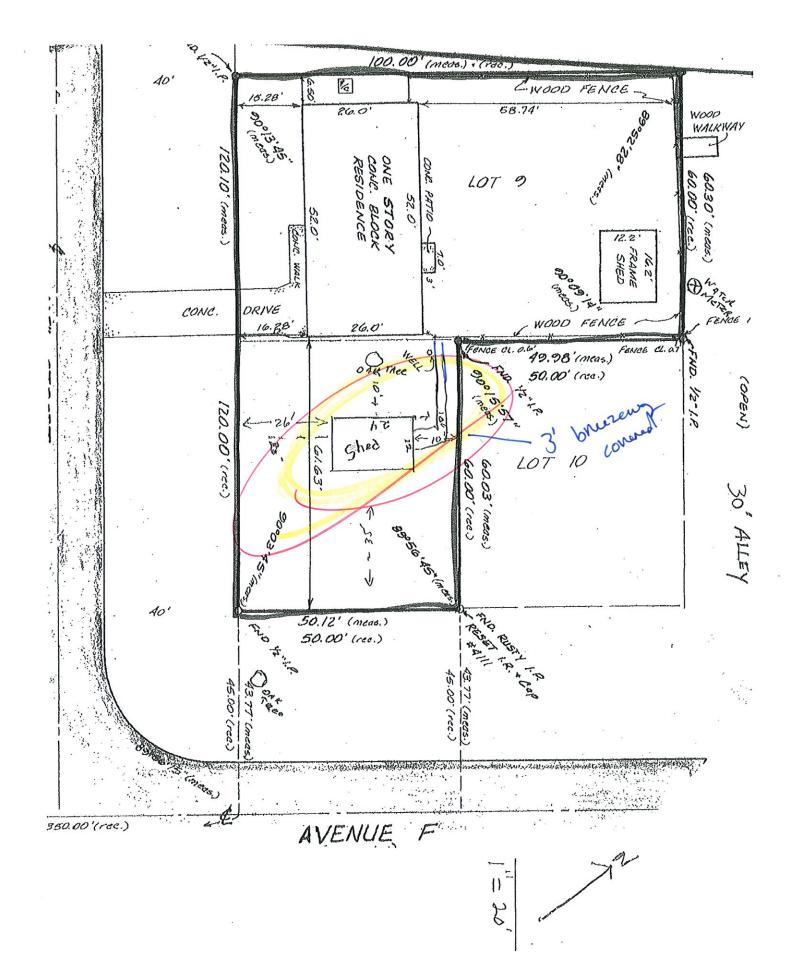
IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the
 meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the
 agency, and the form must be read publicly at the next meeting after the form is filed.

	DISCLOSURE OF LOCAL OFFICER'S INTEREST	
I, Lee McLemore	, hereby disclose that on September 11	; 20 23:
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93 93	riew, discussion and decision regarding construction of a fence/value.	vall at the
9(1) 23 Date Filed	tel	
Date riled	Signature	

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.







Shed 397 24th Ave

CITY OF APALACIHCOLA		Official Uso Only	
CERTIFICATE OF APPROPRIATENESS APPLICATION		1OIA	Application #
			Clty Representative
		1	Date Recolved
OWNER INFORMATION	CONTR	ACTOR INFORM	ATION
4			, , , , , , , , , , , , , , , , , , , ,
OWNER Melanie Laver	Contracto	us Namoi	
Address 397 24th Ave		•	City Liconso II
City Apula Unitola, Stato Flzip, 32320			
Phono (443 481 9353			
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Approval Type; [] Staff Approval Date:	I I Boau	d Approval [] Be	pard Denial Date
*Reason for Denial			
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X)	ROJECT	TYPE	· ·
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PROPERTY INFORMATION:		•	
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[] Historic District Mon-Historic District Zor		resident	at 120
Parcel #: 62V5	0150	Block(s)	223 rolls 1516
TEMA Mood Zone/Panel II. (For AE, AO, AH or VE Please complete alluched Mood Application)			
OFFICIAL USE ONLY			
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		Chalmarean Andrel	nicola Planulug & Zoning Board
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NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC). Please be aware that other documentation may be required by the Building Official contracted to handle the City of Application Building Permits,

Bree Robinson

City Planner

 $850.323.0985\,/\,brobinson@cityofapalachicola.com$

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architectural elements, m	Project and Materials, De sterials, and relationship She o	scribe the proposed project in terms of the existing structure(s),	size, affected
Project Scope	Manufacture;	Dug Asuk Dan Julian	Pl D. L.
A Magacocope	tyratinfägifit@f.	Product Description	FL Product Approval #
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Porch/Deck			
Fencing			
Driveways/Sidewalks			
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		AND BURNEY AND ASSESSMENT	POWER.

CERTIFICATION

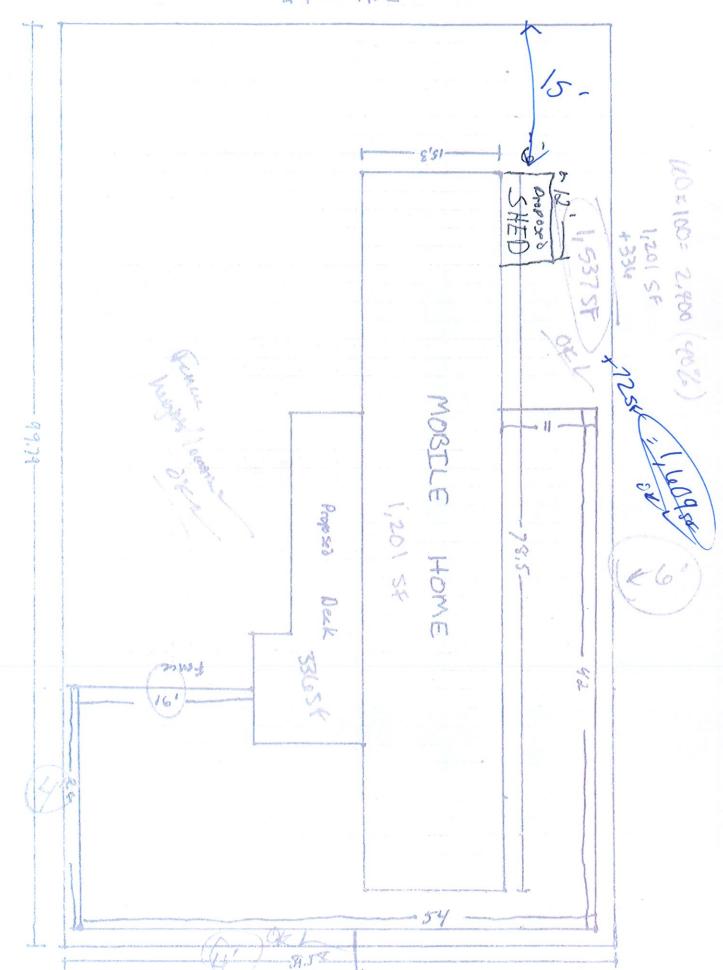
By Signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I neknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

- I/We hereby attest to the fact that the above supplied properly address(es), parcel number(s), and legal description(s) is (are) the true and proper identification of the area of this polition.
- 2. I/We authorize stall from the City of Application and the Permitting and Community and Economic Development Office to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
- 8. If We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
- 4. If We understand that, for Board review cases, an agenda and stall report (it applicable) will be available on the City's website approximately one week before the schedule Planning and Zoning Board Meeting.
- I/We understand that the approval of this application by the Pluming and Zoning Board or staff in no way constitutes
 approval of a Building Permit for construction from the City of Apalachicola Community and Economic Development
 Office.
- 6. If We understand that all changes to the approved scope of work stated in a COA have to be approved by the PZB before work commences on those changes. There will be no charge for the revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/possibles.
- 7. If We understand that my decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (80) days after the decision of the PZB; otherwise the decision of the PZB will be lind.
- 8. If We understand that a Certificates of Appropriateness is only valid for one year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
- I/Wo understand that the COA is hereby made to obtain a permit to do work and installation as indicated. I certify that
 all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
- 10. I/We understand that separate permits are required for Electrical, Plumbing, Mechanical, and Roofing Work,
- 11. I/We understand that there will be no issuance of a GOA without the property owner obtaining Homeowner's Association approval (if required) prior to the PZB Meeting and/or before the beginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

9/20/23

IGNATURE OF APPLICANT

TATE



REX BUZZETT ST.



Sign & COA

252 Water Street

CERTIFICATE ON APPROPRIATENESS A	PPINGATION Official Use Only .
	Application #
;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;;	CONTRACTOR INFORMATION
1 10 10 10 10 10 10 10 10 10 10 10 10 10	Contractors Name: TBD State License # City License # Email Address Phone I Board Approval [Board Denial Date
*Reason for Denial	
T.	ROJEGT TYPE .
New Constituetion Addition Alteration/Renovation Relocation Ornicition Ornicition	☐ Fence ☐ Ropnir (Extensive) ☐ Yatinuce ☐ Others
PROPERTY INFORMATION:	
	City & State Apolachicola [L zip 32320 nlng District Commercial C)
Parcel #s	0020 Block(s) _ G-/ _ Lot(s) _ 2
TEMA Mond Zone/Panel (For AE, AO, AH or VIE Please complete alluched Mond Application) OBTRIC	IAL USE ONLY
Setback requirement of Property: Nonti Renri Side; Lot Coverage Water Available: Sower Availables Taps Paid	Carliffeate of Appropriatouses Approval
· · · · · · · · · · · · · · · · · · ·	Chairperson, Apalachicola Planulug & Zoning Buard

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Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

as the

Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected
architectural elements, materials, and relationship to the existing structure(s).
I'd like to hang a sign to my husiness.
from the existing hardware that is out front
of the building. The sign is wooden with
dary with a and is 18 so Feet 2'x 4'

Project Scope	Manufacturor	Product Description	FL Product Approval #
Siding	CONTRACTOR OF THE PROPERTY OF		
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Windows			
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Foundation			
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Porch/Deck			,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Vencing			
Driveways/Sidewalks			·····
Other	7577 (500 mm) 7577 (500 mm)		



CERTIFICATION

By Signing below, I certily that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have compiled with all of the submittal requirements and procedures and have read and understand the following:

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- 2. If We authorize staff from the City of Application and the Permitting and Community and Economic Development Office to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
- 8. If We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
- 4. If We understand that, for Board review cases, an agenda and stall report (if applicable) will be available on the City's website approximately one week before the schedule Planning and Zoning Board Meeting.
- I/We understand that the approval of this application by the Plunning and Zoning Board or staff in no way constitutes
 approval of a Building Parmit for construction from the City of Apalachicola Community and Economic Development
 Office.
- 6. If We understand that all changes to the approved scope of work stated in a COA have to be approved by the PZB before work commences on those changes. There will be no charge for the revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
- 7. If We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (80) days after the decision of the PZB; otherwise the decision of the PZB will be lind.
- 8. If We understand that a Certificates of Appropriateness is only valid for one year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
- If Yo understand that the COA is hereby made to obtain a permit to do work and installation as indicated, I certify that
 all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
- 10. I/We understand that separate permits are required for Electrical, Plumbing, Mechanical, and Roofing Work,
- 11. I/We understand that there will be no issuance of a GOA without the property owner obtaining Homeowner's Association approval (if required) prior to the PZB Meeting and/or before the beginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

Mulani Sauce

SIGNATIONE OF APPLICANT

location:

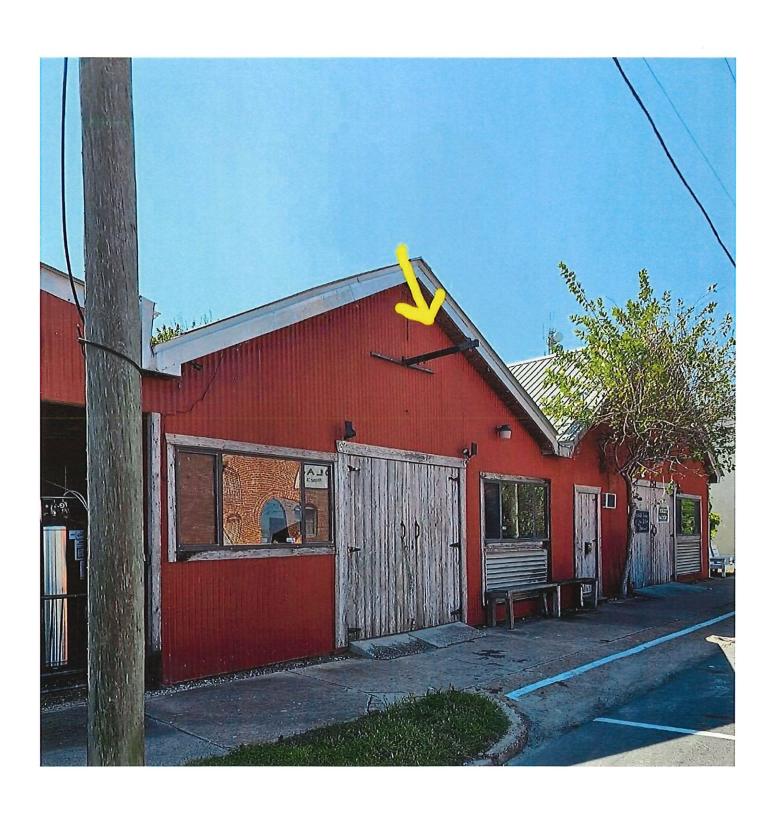














example:

BELLES Offinery & SALOON

actual sign content.



Sign & COA
51 Market Street

CITY OF APALACITICOLA CERTIFICATE OF APPROPRIATENESS A		TION	Official Uso Only .	
		1	Application #	
		ì	Olly Representative	
OWNER INFORMATION	CONT	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	MINON Tenant	
The transfer of the transfer o	Sign	s unll be w	stalled by Jenant	
OMINUT ONTHONY LINERA			an k. Burkett	
Address 51 Warlet St	Slate Lice	enso II	City License #	
city apalachicola sinto FL zip 32320	1		Hacoastalrealtyesb.com	
Phono (714) 331 - 3113		850) 238		
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*Reason for Denial				
<u>, </u>	ROJECT	TYPE	*	
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☐ :Addition		Ropair (Extensive)		
☐ :Alteration/Renovation				
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. Relocation	1	Other Sland	ige to ousiness	
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PROPERTY INFORMATION:				
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	ning Distric	0 1		
Parcel 11 01-095-08W-8330-00	002.	0130 Block(s)	2 Inl(n) 13	
WEMA Mood Zone/Panel X (Roy AE, AO, AH or VE Please complete alluched Mood Application)				
OPPICIAL USE ONLY				
Sotback regulrement of Propertys		use, and developmen	equost has been approved for zonlag, land at review by the City of Applachteola and a	
Monti Renri Side; Lot Covernge;		building permit is au	thorized to be issued.	
Wutor Available: Sowor Available: Yaps Paid			priatomes Approvali	
		Olut and the second		
		Charperson, Apalac	bicola Planulug & Zoning Doard	

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC). Please be aware that other documentation may be required by the Building Official contracted to hundle the City of Apalachicola Building Permits,

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s). 3 Signs with company name and logo 3'tall x 5' wide
metal
professionally printed
see attached photo
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Project Scope	Manufacturor	Product Description	RL Product Approval #
Siding	CONT. ALL THE SEE BOOK AND THE LAND THE PARTY OF THE PART		Training and the second
Doors			AMIII
Windows			
Roofing			THE REPORT OF THE PARTY OF THE
Trim	(1) (1) (1) (1) (1) (1) (1) (1) (1) (1)		
Foundation			
Shuttors	1201505555555		
Porch/Deck			
Pencing			
Driveways/Sidewalks			
Other			

CERTIFICATION

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 Office to enter onto the property in question during regular city business hours in order to take photos which will be
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9/22/23

SIGNATURE OF APPLICANT

DATE

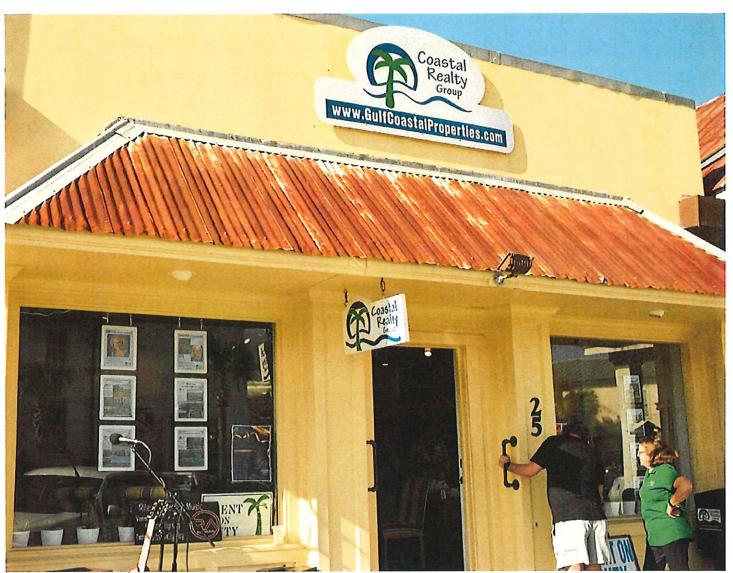
Proposed List of signage at 51 Market Street, Apalachicola

I sign on the top side of the building on the side facing the bridge.

1 sign on the top side of the building on the other side facing downtown.

I sign on the front, hanging under the balcony spindles facing the street.

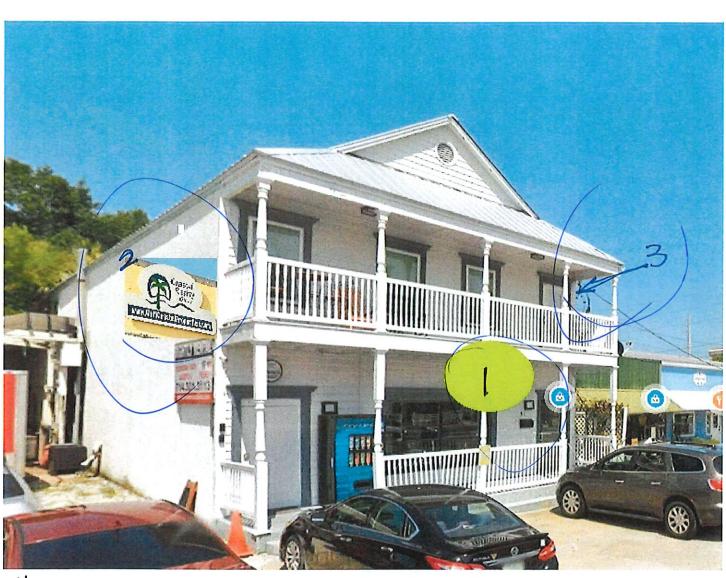
As owner of the subject property, I, Anthony Lucia, consent to
having the signage added for the upcoming tenant, Coastal
Realty Group, effective October 1, 2023
CAL .



2. Current signage



3. 51 Market St



4.

BUILDING PERMIT APPLICATION CHECKLIST

1.	Approval From City Planning & Zoning Board			
<u> </u>	Complete Building Permit Application			
n/a 3.	2 COMPLETE SETS OF PLANS INCLUDING: "Site plan "Final Site Plan(New Construction)-Stormwater Mgt. "Signed/Sealed Structural Drawings "Wall section foundation through the roof "Elevations "Floor Plan "Fire Protection "Drawn to scale			
<u>rila</u> 4.	Contractor Information *License *Photo ID of License Holder *COI: Workers Comp/General Liability *Letter of Authorization			
<u>v</u> 5.	Contract/Scope of Work			
n/a 6.	Energy Forms			
n/a 7.	Notice of Commencement on all permits of \$2500 or more			
<u>n/a</u> 8.	Flood Elevation Certificate			
9.	Fill permit application			
<u>n(a</u> 10.	Floodplain Management Application (if not in flood zone X)			
<u>n/a</u> 11.	Water/Sewer Impact Fees Receipt (if applicable)			
BL	2/12/23			
Applic	cant Date			
Buildi	ng Official Date			

Building Department: 850.653.1522 towens@cityofapalachicola.com (Applications can be found on cityofaplachicola.com)

hmeeks coastalrealtycsb.com

From:

Bree Robinson

brobinson@cityofapalachicola.com>

Sent:

Wednesday, September 20, 2023 8:37 AM

To:

helen.coastalrealty@gmail.com; Building Dept (Shared)

Cc:

bburkett coastalrealtycsb.com; Pamela Erwin; Ron Nippe

Subject:

Re: Permit Application for Signage

Attachments:

Planning & Zoning Application 2023.pdf

Good morning!

All signs are required to attend Planning and Zoning for approval before applying for a permit and installing! The next Planning & Zoning meeting will be October 9th and the deadline for submission is this Friday! The signs cannot be installed until approved and permitted.

Please return the attached application to my email or in City Hall by Friday 5PM to be placed on the October P&Z agenda. On the second page of the application you will need to write in the dimensions of all the proposed signage.

Thanks!

Bree Robinson

City Planner City of Apalachicola 192 Coach Wagoner Blvd. o: 850-323-0985 brobinson@cityofapalachicola.com



Florida has a very broad Public Records Law. Most written communications to or from State and Local Officials regarding State or Local business are public records available to the public and media upon request. Your email communications may therefore be subject to public disclosure.

From: Helen Meeks < helen.coastalrealty@gmail.com >

Sent: Tuesday, September 19, 2023 3:25 PM

To: Building Dept (Shared) <buildingdept@cityofapalachicola.com>

Cc: Helen Meeks <helen.coastalrealty@gmail.com>; Brian K. Burkett <bburkett@coastalrealtycsb.com>

You don't often get email from helen.coastalrealty@gmail.com. Learn why this is important

Subject: Permit Application for Signage

Good Afternoon

Our company is about to move from 25 Avenue D to 51 Market Street and I have attached the following for your review for signage.

- 1 proposed list of signage
- 2 current placement of our sign to show dimensions

- 3 subject property 51 Market St
- 4 subject property with sign locations indicated
- 5 permit application

Our scheduled move-in date is September 28 and our signs would be installed Sep 30 and Oct 1 during the morning hours when traffic is lighter.

Thank you!

Helen M. Meeks

Licensed Assistant 1252 Cape San Blas Road Port St Joe, FL 32456

Office: 850-227-7770 Mobile: 229-726-1400

hmeeks@coastalrealtycsb.com helen.coastalrealty@gmail.com





Fence & COA 120 MLK Blvd

CITY OF APALACITICOLA Official Uso Only CERTIFICATE ON APPROPRIATENESS APPLICATION Application # _ City Representative. Date Recoived ... MOLLYWILD HANDER THE TANK OF THE TANK CONTRACTOR INFORMATION Apalachicola Land and Development LLC Contractors Names NOT REQUIRED FOR FENCE 1224 Alban Ave Address _ Shila Lleguso II _____ City Liconso II ____ City_Tallahassee ___Sinto FL Zip Emuli Address Phono (850) 212-8181 Approval Type: I Staff Approval Date. PROJECT TYPE THE WAR STATE May Construction Addition . Altombor/Ronovation Relocation. MOTERIALIONALIAMIONAL Street Address 120 MLK BLVD City & State , Apalachicoal Florida [] XIIstorio District | Non-Historio District Zoning District Parcel # 01-09S-08W-8330-0159-0050 Block(s) 159 PEMA Mood Zone/Panel III. X (For AB, AO, AH or VE Please complete alluched Mood Application) This dayolopmont request has been approved for zoning, land use, and development review by the Gity of Applachicola and a building permit is authorized to be issued. Sothack regularment of Property Monti ____ Renri ___ Slifer ___ Lot Covernger_ Carillicate of Appropriateness Approvals Water Availables ____ Sower Availables ,___ Taps Paid ___ Chairparson, Apalachicola Planning & Zoning Buard

' MOTE: This is a conceptual approval through the City bused on our Land Development Code (LDC), Please be aware that other documentation may be required by the Building Official contracted to handle the City of Apalachicala Building Permits, : !

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

94 PM

Describe The Proposed I	Project and Materials, De aterials, and relationship	scribe the proposed project in terms of to the existing structure(s),	size, affected
	Marca 1.2		(managed) and the second of th
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Project Scope	Manufacturor	Product Description	RL Product Approval #
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Porch/Deck	/		177-34
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CERTIFICATION

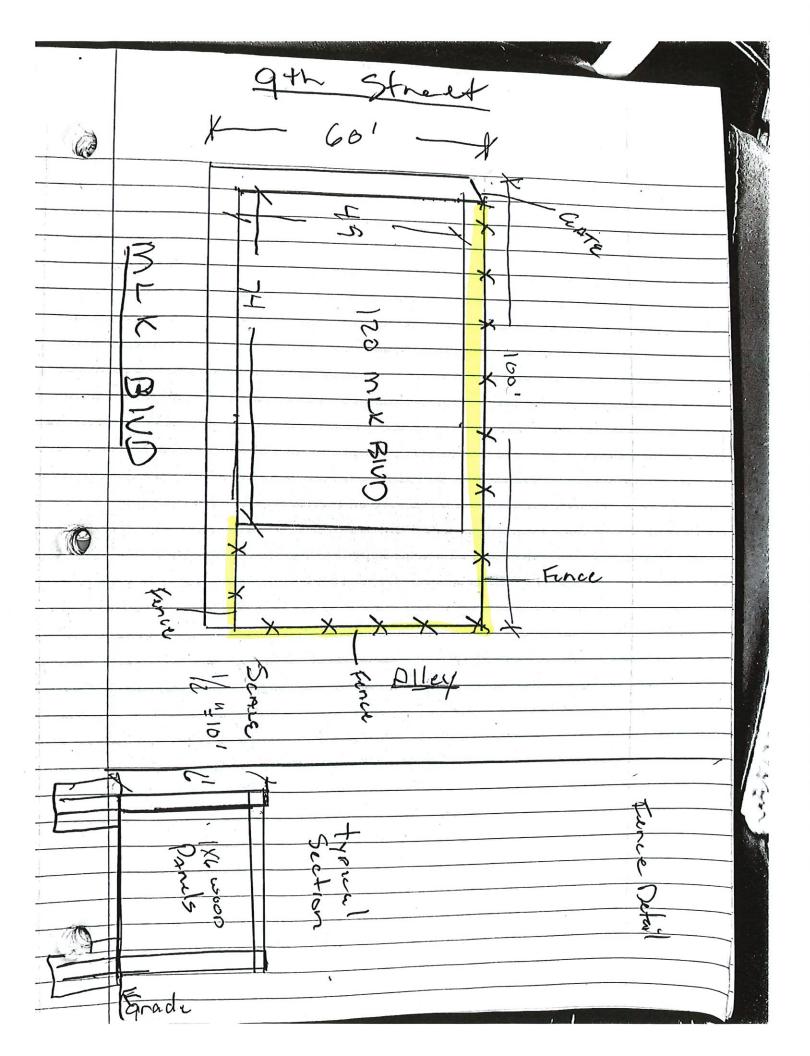
By Signing below, I carily that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and large read and understand the following:

- 1. If Wo horsby attest to the fact that the above supplied properly address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this polition.
- 2. J/We authorize staff from the City of Apalachicola and the Permilting and Community and Economic Development Office to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
- 8. WWo understand that the GOA review three period will not commence until the application is deemed complete by stuff and may take up to 10 days to process. I thether understand that an incomplete application submitted may cause my application to be deformed to the next posted deadline date.
- 4. If We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the schedule Planning and Zoning Board Meeting.
- I/We understand that the approval of this application by the Planning and Zoning Board or staff in no my constitutes
 approval of a Building Permit for construction from the City of Apalachicola Community and Economic Development
 Office.
- 6. If Wo understand that all changes to the approved scope of work stated in a COA have to be approved by the PZB before work commences on those changes. There will be no charge for the revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalities.
- 7. If We understand that any decision of the PZB may be appealed to the City Commission. Politions to appeal shall be presented within thirty (80) days after the decision of the PZB will be lined.
- 8. J/We understand that a Certificates of Appropriateness is only valid for one year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
- 9. Yelfo understand that the COA is tweely made to obtain a pormit to do work and installation as indicated, I carify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
- 10. I/Wo understand that separate paralls are required for Electrical, Plumbing, Mechanical, and Roofing Work,
- 11. If We understand that there will be no issuance of a COA without the properly owner obtaining Momeowner's Association approval (if required) prior to the PZB Meeting and/or before the heginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

SIGNATURE OF APPLICANT

9.26.2023

DATE



CITY OF APALACHICOLA PERMIT APPLICATION FOR FENCE

DATE: 9.25.2023	Permit Issued:		Permit Fee
OWNER'S NAME:	Apalachicola Land & Development LLC	Email;	apalachicoalland@gmail.com
ADDRESS: 1224	Alban Ave		
CITY, STATE & ZIP CO	DDE: Tallahassee, Florida 32301	PHONE	#850.694.1555
ADDRESS OF PROJEC			
PROPERTY PARCEL II	01-09S-08W-8330-0159-0050		
LEGAL DESCRIPTION	OF PROPERTY: Block 159 Lot 5		
WORK or installation has the standards of all laws r secured for structural w air conditioners, etc. (ap Hall mailbox) Height of Fence: Front	de to obtain a permit to do the work and a commenced prior to the issuance of a egulating construction in this jurisdiction, electrical, plumbing, signs, roof plications may be emailed to acreament.	permit and that ton. I understanding, pools, furna @cityofapalachi	all work will be performed to meet that a separate permit must be aces, boilers, heaters, tanks, and cola.com or dropped off at City
OWNER'S AFFIDAVIT: best of my knowledge. A construction and zoning.	I herby certify that the information c nd that all work will be done in compli	ontained in this ance with all app	application is true and correct to the plicable laws regulating
m	9.25.2023		9.
Signature of Owner or A	gent Date		
APPLICATION APPRO	OVED BY:	CO	DE ENFORCEMENT OFFICER.
	<u>camer@citvofapalachicola.com</u> nake checks payable to City of A		City drop box)

192 Conch Wngoner Blvd, 850-653-8222



Fence 303 Hwy 98

CITY OF APALACFICOLA	Majorith I de a a a a a a a a a a a a a a a a a a	Official Uso Only	7
CERTIFICATE ON APPROPRIATENESS AP	Application #		
		City Representative	
		Date Received	
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202 US Ihm 00			
- Manhadistala Ci 2022A	Emnil Address		
Phono (850) 653-10648	Phone		
	[Board Approval [] B	oard Denial Date	
PR	OJEOT TYPE	a t	
Now Constitution Addition	Fonco Ropali (Extensive)		٠.
☐ :Altantion/Renovallon ☐ :Relocation ☐ :Domoliilon	Valiance Others		·
PROPERTY INFORMATION:		77.	
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	ng District R-2 &		
Parcel #: 01-09.5-08W-8330-02-71		(22)	separate
WEMA Mood Zone/Panel III AE (For AE, AO, AH or VE Please complete altuched Mood Application)		218 3,4	by Hwy
OPPICIA	LUSE ONLY		1 42
Seiback requirement of Property: Ironti Renri Side; Lot Coverage;	huilding nermit is on	ignost has been approved for zonlug, land it raylen by the City of Apalachicola and a thorized to be issued.	Control
Wittor Available: Sowor Availablet Taps Paid	Cordificate of Approp	ilsvoxi <u>yit</u> k, ssunofalu	
	Churperson, Apalaci	bicola Planulug & Zoning Board	
NOTE: This is a conventual unarrayal through the City based of		MANON THE LANGE OF THE PARTY OF	/

`NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC). Planse be aware that other documentation may be required by the Building Official contracted to handle the City of Apalachicola Building Permits, : :

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

BER

Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected
architectural elements, materials, and relationship to the existing structure(s).
Putting up a femile that is 70 x 65 x 75 ft attached
to the house on two sides
Using 8 foot long lay le foot height pre-made wood panels.
WILL VEANIR 27 painers, 29 posts, and one gate

•

Project Scope	Manufacturor	Product Description	FL Product Approval #
Siding			
Doora	SWINING COLUMN		
Windows			
Roofing	VESSELLE E	AND AND RESERVOIS AND	
Tylm	431933 Nobel 2014 Turk Tribun 2014		
Foundation		1,111,11	
Shuttors			
Porch/Deck			
Tencing			
Driveways/Sidewalks			
Other			

CERTIFICATION

By Signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and Inversal and understand the following:

- 1. If We hereby allest to the fact that the above supplied properly address(es), parcel number(s), and legal description(s) is (are) the true and proper identification of the area of this polition.
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- 8. If We understand that the COA review time period will not commune until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submitted may cause my application to be deformed to the next posted deadline date.
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- 10. I/We understand that separate permits are required for Electrical, Plumbing, Mechanical, and Roofing Work,
- 11. I/We understand that there will be no issuance of a GOA without the property owner obtaining Homeowner's Association approval (if required) prior to the PZB Meeting and/or before the beginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

9/29/2023

SIGNATURE OF APPLICANT

