



**Planning & Zoning
Agenda Packet**

CITY OF APALACHICOLA
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.
2. Review, Discussion and Decision for Shed. **(R-3) @ 297 24th Ave**, Block 223 Lots 15-16. For Melanie Lauer -Owner; Contractor: TBD
3. 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
5. 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 Kathyne McLemore -Owner; Contractor: TBD

Other/New Business:

- N/A

Outstanding/Unresolved Issues:

- N/A

Motion to adjourn the meeting.



September 11th

Minutes

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

Attendance: 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.
 - 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.

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
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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 Elizabeth Milliken. All in favor – motion carried.**

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PLANNING & ZONING BOARD
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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.**

9. 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**

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Outstanding/Unresolved Issues:

- N/A

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

Minutes approved by:

Joe Taylor – Chair

Date

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 City of Apalachicola	COUNTY Franklin	<input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
DATE ON WHICH VOTE OCCURRED September 11, 2023		NAME OF POLITICAL SUBDIVISION: City of Apalachicola
		MY POSITION IS: <input type="checkbox"/> ELECTIVE <input checked="" type="checkbox"/> APPOINTEE

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:

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:

(a) A measure came or will come before my agency which (check one)

- ☐ inured to my special private gain or loss;
- ☐ inured to the special gain or loss of my business associate, _____;
- ☒ inured to the special gain or loss of my relative, Sister in Law, Brother in Law _____;
- ☐ inured to the special gain or loss of _____, by
whom I am retained; or
- ☐ inured to the special gain or loss of _____, which
is the parent organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

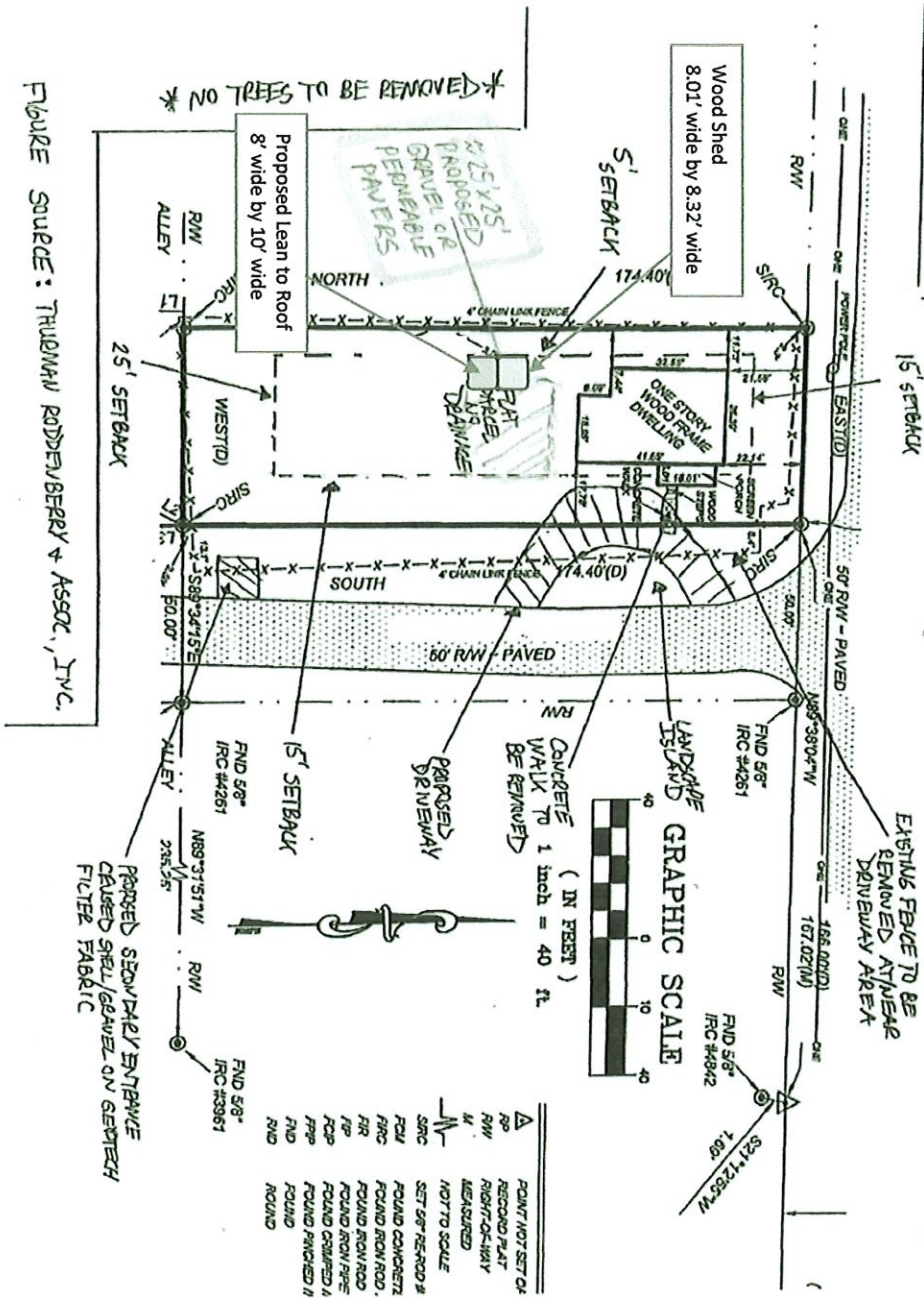
Agenda item #4, review, discussion and decision regarding construction of a fence/wall at the home of my sister in law.

9/14/23
Date Filed

Lee
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.

2023-05-09
GEORGEA GROUP
100 BUTLER ST.





Shed

297 24th Ave

CITY OF APALACHICOLA CERTIFICATE OF APPROPRIATENESS APPLICATION		Official Use Only
		Application # _____ City Representative _____ Date Received _____
OWNER INFORMATION	CONTRACTOR INFORMATION	
Owner <u>Melanie Lauer</u> Address <u>397 24th Ave</u> City <u>Apalachicola</u> State <u>FL</u> Zip <u>32320</u> Phone <u>(443) 481 9353</u>	Contractors Name _____ State License # _____ City License # _____ Email Address _____ Phone (____) _____	
Approval Type: <input type="checkbox"/> Staff Approval Date: _____ <input type="checkbox"/> Board Approval <input type="checkbox"/> Board Denial Date: _____ *Reason for Denial: _____		
PROJECT TYPE		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition </div> <div style="width: 45%;"> <input type="checkbox"/> Fence <input type="checkbox"/> Repair (Extensive) <input type="checkbox"/> Yardance <input checked="" type="checkbox"/> Other <u>Shed</u> </div> </div>		
PROPERTY INFORMATION		
Street Address: <u>397 24th Ave</u> City & State: <u>Apalachicola FL</u> Zip: <u>32320</u> <input type="checkbox"/> Historic District <input checked="" type="checkbox"/> Non-Historic District Zoning District: <u>Residential R-3</u> Parcel #: _____ Block(s): <u>223</u> Lot(s): <u>15-16</u> FEMA Flood Zone/Panel #: _____ (For AE, AO, AH or VE Please complete attached Flood Application)		
OFFICIAL USE ONLY		
Setback requirement of Property: Front: <u>15</u> Rear: _____ Side: <u>15</u> Lot Coverage: <u>40%</u> Water Available: _____ Sewer Available: _____ Taps Paid: _____		This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued. Certificate of Appropriateness Approval: _____ Chairperson, Apalachicola Planning & Zoning Board

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 contacted to handle the City of Apalachicola Building Permits.

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

OK
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).

An ~~8x10~~ shed for yard tools.
6x12'

Project Scope	Manufacturer	Product Description	FL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
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 have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola 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.
3. I/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. I/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 scheduled Planning and Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning 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. I/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. I/We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the PZB; otherwise the decision of the PZB will be final.
8. I/We understand that a Certificate 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. I/We 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 COA 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.

DATE

9/20/23

SIGNATURE OF APPLICANT

Melanie Bauer



Sign & COA
252 Water Street

CITY OF APALACHICOLA
CERTIFICATE OF APPROPRIATENESS APPLICATION

Official Use Only

Application # _____
 City Representative _____
 Date Received _____

OWNER INFORMATION

CONTRACTOR INFORMATION

Owner Melanie Lauer
 Address 252 Water St. Suite C
 City Apalachicola State FL Zip 32320
 Phone (434) 819-353

Contractors Name TBD
 State License # _____ City License # _____
 Email Address _____
 Phone (____) _____

Approval Type: ☐ Staff Approval Date: _____ ☐ Board Approval ☐ Board Denial Date: _____

*Reason for Denial: _____

PROJECT TYPE

- ☐ New Construction
☐ Addition
☐ Alteration/Renovation
☐ Relocation
☐ Demolition

- ☐ Fence
☐ Repair (Extensive)
☐ Variances
☒ Other Sign

PROPERTY INFORMATION

Street Address 252 Water St. City & State Apalachicola FL Zip 32320

☒ Historic District ☐ Non-Historic District

Zoning District Commercial C-1

Parcel #: 0061-0020 Block(s) G-1 Lot(s) 24

FEMA Flood Zone/Panel #: _____
 (For AE, AO, AH or VE Please complete attached Flood Application)

OFFICIAL USE ONLY

Setback requirement of Property:

Front: _____ Rear: _____ Side: _____ Lot Coverage: _____

Water Available: _____ Sewer Available: _____ Taps Paid: _____

This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued.

Certificate of Appropriateness Approval:

Chairperson, Apalachicola Planning & Zoning Board

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 Apalachicola Building Permits.

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

or Bree

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 for my business, from the existing hardware that is out front of the building. The sign is wooden with dark writing and is (8 sq feet) 2' x 4'

Project Scope	Manufacturer	Product Description	FL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

CERTIFICATION

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4. I/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 scheduled Planning and Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning 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. I/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. I/We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the PZB; otherwise the decision of the PZB will be final.
8. I/We understand that a Certificate 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. I/We 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 COA 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.

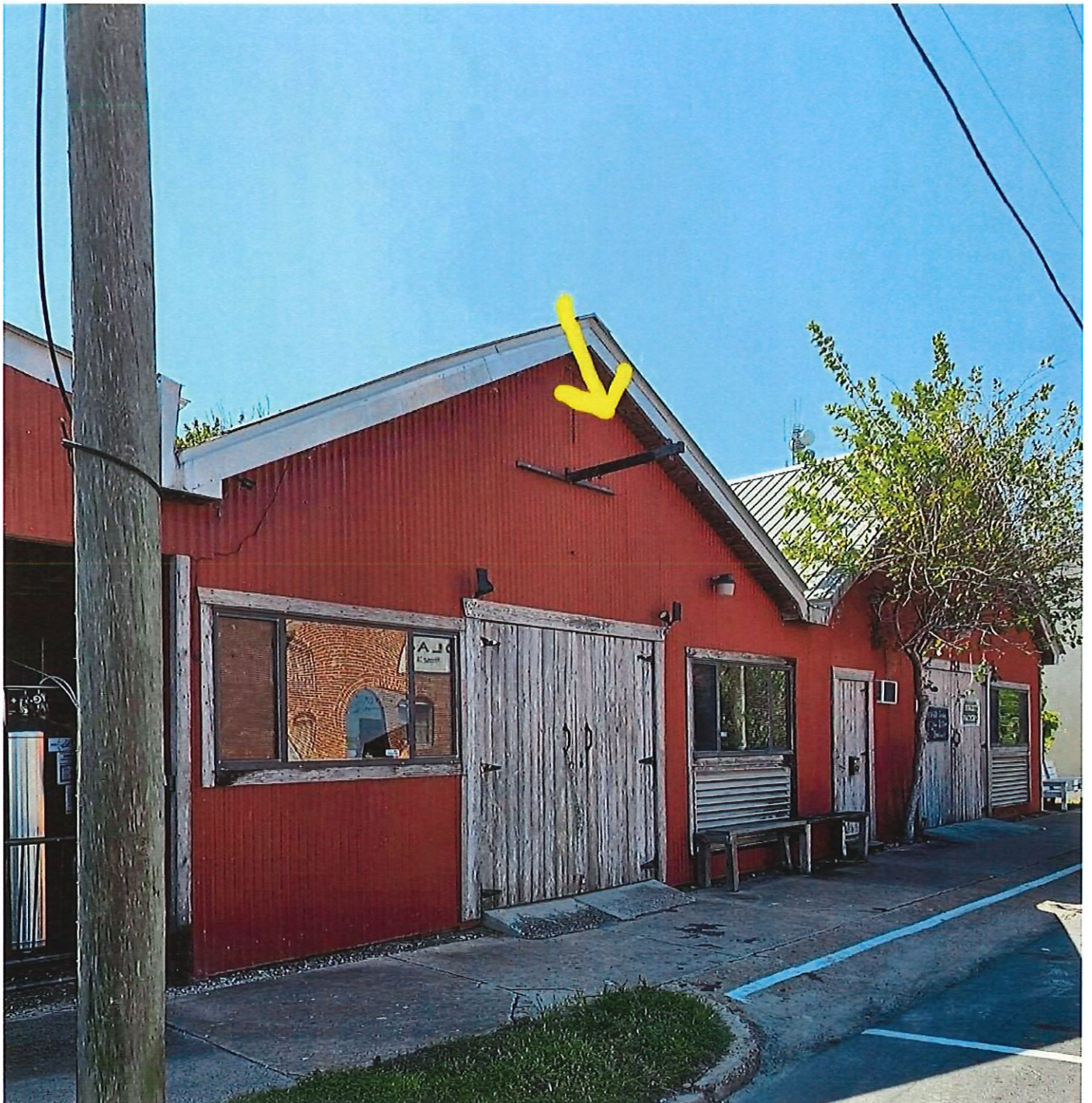

DATE


SIGNATURE OF APPLICANT

location:



location:





example:

BELLE'S

Winery & SALOON

actual sign contents:

2' x 4'

85K



Sign & COA

51 Market Street

CITY OF APALACHICOLA CERTIFICATE OF APPROPRIATENESS APPLICATION		Official Use Only Application # _____ City Representative _____ Date Received _____
OWNER INFORMATION Owner: <u>Anthony Lucia</u> Address: <u>51 Market St</u> City: <u>Apalachicola</u> State: <u>FL</u> Zip: <u>32320</u> Phone: <u>(714) 331-3113</u>	CONTRACTOR INFORMATION <u>Tenant</u> <u>signs will be installed by Tenant</u> Contractor's Name: <u>Brian K. Burkett</u> State License # _____ City License # _____ Email Address: <u>b.burkett@coastalrealtysb.com</u> Phone: <u>(850) 238-7484</u>	
Approval Type: <input type="checkbox"/> Staff Approval Date: _____ <input type="checkbox"/> Board Approval <input type="checkbox"/> Board Denial Date: _____ *Reason for Denial: _____		
PROJECT TYPE		
<input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition	<input type="checkbox"/> Fence <input type="checkbox"/> Repair (Extensive) <input type="checkbox"/> Variances <input checked="" type="checkbox"/> Other: <u>Signage for business</u>	
PROPERTY INFORMATION: Street Address: <u>51 Market St.</u> City & State: <u>Apalachicola</u> Zip: <u>32320</u> <input checked="" type="checkbox"/> Historic District <input type="checkbox"/> Non-Historic District Zoning District: <u>C1</u> Parcel #: <u>01-095-08W-8330-00C2-0130</u> Block(s): <u>2</u> Lot(s): <u>13</u> FEMA Flood Zone/Panel #: <u>X</u> (For AE, AO, AH or VE Please complete attached Flood Application)		
OFFICIAL USE ONLY		
Setback requirement of Property: Front: _____ Rear: _____ Side: _____ Lot Coverage: _____ Water Available: _____ Sewer Available: _____ Taps Paid: _____	This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued. Certificate of Appropriateness Approval: _____ Chairperson, Apalachicola Planning & Zoning Board	

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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

1554

Project Scope	Manufacturer	Product Description	RL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

CERTIFICATION

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9/22/23
DATE


SIGNATURE OF APPLICANT


Proposed List of signage at 51 Market Street, Apalachicola

1 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.

1 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

 9/19/23
_____, _____ (date)



2. Current signage



3. 51 Market St



4.

BUILDING PERMIT APPLICATION CHECKLIST

- ___ 1. Approval From City Planning & Zoning Board
- ✓ 2. 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
- n/a 4. Contractor Information
- *License
 - *Photo ID of License Holder
 - *COI: Workers Comp/General Liability
 - *Letter of Authorization
- ✓ 5. Contract/Scope of Work
- n/a 6. Energy Forms
- n/a 7. Notice of Commencement on all permits of \$2500 or more
- n/a 8. Flood Elevation Certificate
- ___ 9. Fill permit application
- n/a 10. Floodplain Management Application (if not in flood zone X)
- n/a 11. Water/Sewer Impact Fees Receipt (if applicable)

BBW _____ 9/22/23
Applicant Date

Building Official

Date

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

From: Bree Robinson <brobenson@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
brobenson@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>
Subject: Permit Application for Signage

 You don't often get email from helen.coastalrealty@gmail.com. [Learn why this is important](#)

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 APALACHICOLA CERTIFICATE OF APPROPRIATENESS APPLICATION		Official Use Only Application # _____ City Representative _____ Date Received _____
OWNER INFORMATION Owner <u>Apalachicola Land and Development LLC</u> Address <u>1224 Alban Ave</u> City <u>Tallahassee</u> State <u>FL</u> Zip <u>32301</u> Phone <u>850</u> <u>212-8181</u>	CONTRACTOR INFORMATION Contractors Name <u>NOT REQUIRED FOR FENCE</u> State License # _____ City License # _____ Email Address _____ Phone (____) _____	
Approval Type: <input type="checkbox"/> Staff Approval Date: _____ <input type="checkbox"/> Board Approval <input type="checkbox"/> Board Denial Date: _____ *Reason for Denial: _____		
PROJECT TYPE		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Alteration/Renovation <input type="checkbox"/> Relocation <input type="checkbox"/> Demolition </div> <div style="width: 45%;"> <input checked="" type="checkbox"/> Fence <input type="checkbox"/> Repair (Extensive) <input type="checkbox"/> Variances <input type="checkbox"/> Other _____ </div> </div>		
PROPERTY INFORMATION Street Address <u>120 MLK BLVD</u> City & State <u>Apalachicola Florida</u> Zip <u>32320</u> <input checked="" type="checkbox"/> Historic District <input type="checkbox"/> Non-Historic District Zoning District <u>C-2</u> Parcel # <u>01-09S-08W-8330-0159-0050</u> Block(s) <u>159</u> Lot(s) <u>5</u> FEMA Flood Zone/Panel # <u>X</u> (For AE, AO, AH or VE Please complete attached Flood Application)		
OFFICIAL USE ONLY		
Setback requirement of Property: Front _____ Rear _____ Side _____ Lot Coverage _____ Water Available _____ Sewer Available _____ Taps Paid _____	This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued. Certificate of Appropriateness Approval _____ Chairperson, Apalachicola Planning & Zoning Board	

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 contacted to handle the City of Apalachicola Building Permits.

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

OK BRR

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).

Project Scope	Manufacturer	Product Description	RL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing		6" WOOD FENCING	
Driveways/Sidewalks			
Other			


CERTIFICATION

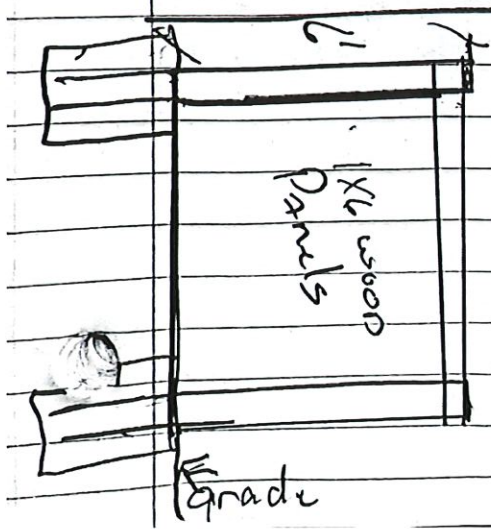
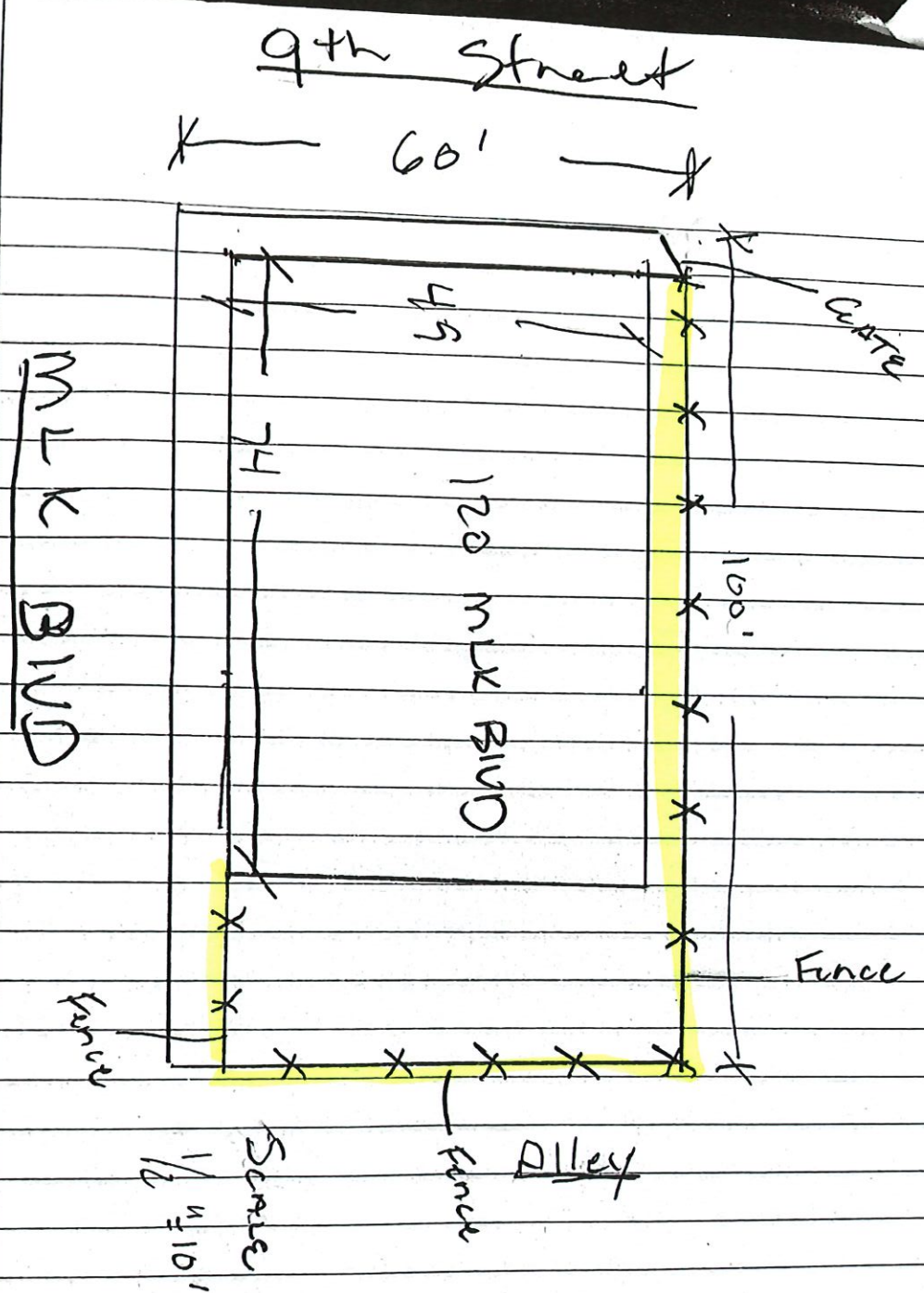
By Signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understood the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola 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.
3. I/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. I/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 scheduled Planning and Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning 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. I/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. I/We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the PZB; otherwise the decision of the PZB will be final.
8. I/We understand that a Certificate 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. I/We 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 COA 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 rules or regulation.

9.26.2023

DATE


SIGNATURE OF APPLICANT



Fence
Section

Fence Detail

CITY OF APALACHICOLA
PERMIT APPLICATION FOR
FENCE

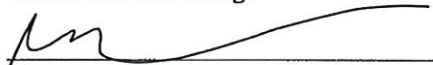
DATE: 9.25.2023 Permit Issued: _____ Permit Fee _____
OWNER'S NAME: Apalachicola Land & Development LLC Email: apalachicoalland@gmail.com
ADDRESS: 1224 Alban Ave
CITY, STATE & ZIP CODE: Tallahassee, Florida 32301 PHONE # 850.694.1555
ADDRESS OF PROJECT: 120 MLK Blvd
PROPERTY PARCEL ID # 01-09S-08W-8330-0159-0050
LEGAL DESCRIPTION OF PROPERTY: Block 159 Lot 5

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that NO WORK or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for structural work, electrical, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc. (applications may be emailed to acreamer@cityofapalachicola.com or dropped off at City Hall mailbox)

Height of Fence: Front _____ Rear 6 L. Side 6 R. Side 6

*(Provide site plan indicating heights at all locations and materials used)

OWNER'S AFFIDAVIT: I hereby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

 9.25.2023
Signature of Owner or Agent Date

APPLICATION APPROVED BY: _____ CODE ENFORCEMENT OFFICER.

(email to: acreamer@cityofapalachicola.com or drop off in City drop box)
(make checks payable to City of Apalachicola)

192 Conch Wagoner Blvd, 850-653-8222



Fence

303 Hwy 98

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 fence that is 70x65x75 ft. attached to the house on two sides.
Using 8 foot long by 6 foot height pre-made wood panels.
Will require 27 panels, 29 posts, and one gate.

Project Scope	Manufacturer	Product Description	FL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
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 have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
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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 COA 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
DATE


SIGNATURE OF APPLICANT



65 ft.

70 ft.

75 ft.

6' tall

α ✓

BER

US Hwy 93