Planning & Zoning

Agenda Packet
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 Kathryn McLemcre -Owner; Contractor: TBD

Other/New Business:

- N/A

Outstanding/Unresolved Issues:

- N/A

Motion to adjourn the meeting.
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.
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.
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
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

MAILING ADDRESS
192 Coach Wagoner Blvd, Apalachicola, FL

CITY
City of Apalachicola

COUNTY
Franklin

DATE ON WHICH VOTE OCCURRED
September 11, 2023

NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE
City of Apalachicola, Planning and Zoning Board

THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:
☑ CITY
☐ COUNTY
☐ OTHER LOCAL AGENCY

NAME OF POLITICAL SUBDIVISION:
City of Apalachicola

MY POSITION IS:
☐ ELECTIVE
☑ 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.

. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . .

APPOINTE 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

1. Lee McLemore ____________________________________ hereby disclose that on September 11, 2023:

(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, ________________________________;
☐ 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.

Date Filed       ___________ 2023

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.
### City of Apalachicola

**Certificate of Appropriateness Application**

**Owner Information**

**Owner**: Melanie Lauer

**Address**: 397 24th Ave

**City**: Apalachicola, FL, Zip: 32320

**Phone**: 941-481-9853

**Contractor Information**

**Contractor Name**: 

**State License #**: 

**City License #**: 

**Email Address**: 

**Phone**:  

**Approval Type**: I Staff Approval Date:  

I Board Approval: I Board Denial: Date: 

**Reason for Denial**:  

### Project Type

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Remodel
- [ ] Renovation
- [ ] Donation
- [ ] Fence
- [ ] Repair (Extensive)
- [ ] Yard: Shed

### Property Information:

- **Street Address**: 397 24th Ave
- **City & State**: Apalachicola, FL, Zip: 32320
- **Historic District**: I
- **Non-Historic District**: 
- **Zoning District**: Residential R-3
- **Parcel #**: 0223-0150
- **Block(s)**: 223
- **Lot(s)**: 15-10

### TEMA Flood Zone/Panel(s)

- [ ] A
- [ ] R
- [ ] W
- [ ] L
- [ ] O
- [ ] H

### Official Use Only

- **Seawall Requirement of Property**: 
  - [ ] Yes
  - [ ] No
  - [ ] S
  - [ ] L
  - [ ] N
  - [ ] Yes

- **Water Available**: 
- [ ] Yes
- [ ] No

### Certification

- **Chairperson, Apalachicola Planning & Zoning Board**: 
- **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.**

### Note

This is a conceptual approval through the City based on our Land Development Code. Please be aware that other documentation may be required by the Building Official contracted to handle the City of Apalachicola Building Permit.

**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).

An **6x10** shed for yard tools.

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>HL Product Approval #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch/Deck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bonding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveways/Sidewalks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 substantial 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) listed are true and proper identification of the area of this petition.

2. I/We authorize staff from the City of Apex/Cleveland 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/We further understand that an incomplete application submitted 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 an Building Permit for construction from the City of Apex/Cleveland 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 change 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: [Signature]
Sign & COA

252 Water Street
**CITY OF APALACHICOLA**

CERTIFICATE OF APPROPRIATENESS APPLICATION

<table>
<thead>
<tr>
<th>OWNER INFORMATION</th>
<th>CONTRACTOR INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owner:</strong> Melanie Lauer</td>
<td><strong>Contractor Name:</strong> TBD</td>
</tr>
<tr>
<td><strong>Address:</strong> 252 Water St. Suite C</td>
<td><strong>State License #:</strong></td>
</tr>
<tr>
<td><strong>City:</strong> Apalachicola <strong>State:</strong> FL <strong>Zip:</strong> 32320</td>
<td><strong>City License #:</strong></td>
</tr>
<tr>
<td><strong>Phone:</strong> (411) 481-9335</td>
<td><strong>Email Address:</strong></td>
</tr>
<tr>
<td><strong>Reason for Dental</strong></td>
<td><strong>Phone:</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROJECT TYPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>[ ] New Construction</td>
</tr>
<tr>
<td>[ ] Addition</td>
</tr>
<tr>
<td>[ ] Alteration/Improvement</td>
</tr>
<tr>
<td>[ ] Demolition</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROPERTY INFORMATION:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Street Address:</strong> 252 Water St.</td>
</tr>
<tr>
<td>[ ] Historic District</td>
</tr>
<tr>
<td><strong>Zoning District:</strong> Commercial C-1</td>
</tr>
<tr>
<td><strong>Parcel #:</strong> DNG 0020</td>
</tr>
</tbody>
</table>

**TEMA Flood Zone/Panel #:**
(For A, X, or VE please complete attached Flood Application)

**OFFICIAL USE ONLY:**

Seaback requirement of Property:
| XE | R | S | L |


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:

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).

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'x4'.

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>M. Product Approval #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch/Deck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveways/Sidewalks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 submission requirements and procedures and have read and understand the following:

1. I/We hereby state to the fact that the above supplied property addresses, parcel number(s), and legal description(s) listed are the true and proper identification of the area of this petition.

2. I/We authorize staff of the City of Apalachicola and the Planning and Community and Economic Development Office to enter onto the property in question during regular city business hours 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/We further understand that an incomplete application submitted 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 schedule 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 these changes. There will be no change 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 my decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (60) 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 instillation 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 regulations.

[Signature]

DATE

9/20/23

SIGNATURE OF APPLICANT
location:
actual sign contents:

2' x 4' 8sf
Sign & COA
51 Market Street
CERTIFICATE OF APPROPRIATENESS APPLICATION

OFFICIAL USE ONLY

Application # ____________________
City Representative ____________________
Date Received ____________________

OWNER INFORMATION

Owner ____________________
Address ____________________
City ____________________ State FL Zip 32320
Phone ____________________

CONTRACTOR INFORMATION

Contractor Name ____________________
State License # ____________________ City License # ____________________
Email Address ____________________
Phone ____________________

Tenant Sights will be installed by Tenant ____________________

Project Type

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Remodeling
- [ ] Renovation
- [ ] Demolition
- [ ] Other: Storage for business

PROJECT TYPE

Property Information:

Street Address: 51 Market St. 
City & State: Apalachicola FL 32320

Historic District: [ ] Historic District [ ] Non-Historic District
Zoning District: ___
Parcel #: 0-095-08W-8330-0002-0130 Block(s): 2 Lot(s): 13

OBMA: Bond/Zone/Parcel # X

Offical Use Only

Supreme requirement of Property:

Height: _______ 
Usage: _______ 
Lat Cov: _______ 
Lot: _______ 

Water Available: _______ 
Sewer Available: _______ 
Type 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 Approved: ____________________

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
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

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>EL Product Approval #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tint</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch/Deck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveways/Sidewalks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 submitted 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 Apex/Chapel Hill and the Planning and Community 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 submitted 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 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 Apex/Chapel Hill Community and Economic Development Office.

6. I/we understand that all changes to the approved scope of work stated in a COA must be approved by the PZB before work commences on those changes. There will be no change 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. It is 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 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: 9/22/23

SIGNATURE OF APPLICANT: [Signature]
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

[Signature]

(date) 9/19/23
2. Current signage
3. 51 Market St
BUILDING PERMIT APPLICATION CHECKLIST

1. Approval From City Planning & Zoning Board

2. Complete Building Permit Application

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

4. Contractor Information
   *License
   *Photo ID of License Holder
   *COI: Workers Comp/General Liability
   *Letter of Authorization

5. Contract/Scope of Work

6. Energy Forms

7. Notice of Commencement on all permits of $2500 or more

8. Flood Elevation Certificate

9. Fill permit application

10. Floodplain Management Application (if not in flood zone X)

11. Water/Sewer Impact Fees Receipt (if applicable)

Applicant: [Signature]
Date: 9/22/23

Building Official: [Signature]
Date: [Signature]

Building Department: 850.653.1522  towens@cityofapalachicola.com
(Applications can be found on cityofapalachicola.com)
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: 850-323-0965
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>
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

Coastal Realty Group
Fence & COA

120 MLK Blvd
# CITY OF APALACHICOLA

**CERTIFICATE OF APPROPRIATENESS APPLICATION**

## OWNER INFORMATION

<table>
<thead>
<tr>
<th>Owner</th>
<th>Apalachicola Land and Development LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>1224 Aiban Ave</td>
</tr>
<tr>
<td>City</td>
<td>Tallahassee</td>
</tr>
<tr>
<td>State</td>
<td>FL</td>
</tr>
<tr>
<td>Zip</td>
<td>32301</td>
</tr>
<tr>
<td>Phone</td>
<td>(850) 212-8181</td>
</tr>
</tbody>
</table>

## CONTRACTOR INFORMATION

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>NOT REQUIRED FOR FENCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License #</td>
<td>City License #</td>
</tr>
<tr>
<td>Renfrew Address</td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td></td>
</tr>
</tbody>
</table>

## PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Remodel
- [ ] Repair
- [ ] Demolition

## PROPERTY INFORMATION

<table>
<thead>
<tr>
<th>Street Address</th>
<th>120 MLK BLVD</th>
</tr>
</thead>
<tbody>
<tr>
<td>City &amp; State</td>
<td>Apalachicola Florida</td>
</tr>
<tr>
<td>Zip</td>
<td>32301</td>
</tr>
<tr>
<td>Parcel #</td>
<td>01-06S-08W-8330-0159-0050</td>
</tr>
<tr>
<td>Zoning Dist.</td>
<td>C-2</td>
</tr>
</tbody>
</table>

## OFFICIAL USE ONLY

- [ ] 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 Approved

- [ ] City of Apalachicola Planning & Zoning Board

---

**NOTE:** This is a conceptual approval through the City based on the 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 / brolinson@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).

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>BL Product Approval #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sliding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Door</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch/Deck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveways/Sidewalks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 submitted requirements and procedures and have read and understand the following:

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

2. I/We authorized staff from the City of Appalachicola and the Planning and Community and Economic Development Office to enter onto the property in question during regular 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 submitted may cause any application to be deferred to the next posted deadline date.

4. I/We understand that, for Board review cases, 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 Appalachicola 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 change 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 purely needed 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 Homeowners 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 regulations.

9.26.2023

DATE

SIGNATURE OF APPLICANT
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 #: 01-00S-08W-8350-0159-0050

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 6 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.

Signature of Owner or Agent 9.25.2023

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
CITY OF APALACHICOLA
CERTIFICATE OF APPROPRIATENESS APPLICATION

Owner INFORMATION

Owner: Kathryn McIlwain
Address: 303 US HWY 98
City: Apalachicola
State: FL
Zip: 32320
Phone: (850) 653-6648

CONTRACTOR INFORMATION

Contractor Name:
State License #:
City License #:
Business Address:
Phone:

Approval Type: 
[ ] Shelf Approval
[ ] Board Approval
[ ] Board Denial

Reason for Denial:

PROJECT TYPE

[ ] New Construction
[ ] Addition
[ ] Alteration/Remodel
[ ] Relocation
[ ] Demolition

PROPERTY INFORMATION

Street Address: 303 US Hwy 98
City & State: Apalachicola, FL
Zip: 32320

Zoning District:
R-2 & R-1

Parcel #: 01-098-08W-8330-02-71-0180
Block(s): 271
Lot(s): 18

NHS Flood Zone/A zone:
AO, AE or VFI Zone complete attached Flood Application

NOTICE: 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

Free Robinson
City Planner
850.323.0985 / brobinson@cityofapalachicola.com

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/contractor to handle the City of Apalachicola Building Permit.
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 70x15x7.5 ft. attached to the house on two sides using 8 foot long 8 foot height pre-made wood panels will require 27 panels, 29 posts and one gate.

<table>
<thead>
<tr>
<th>Project Scope</th>
<th>Manufacturer</th>
<th>Product Description</th>
<th>UL Product Approval #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Siding</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Doors</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Windows</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Roofing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foundation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Shutters</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Porch/Deck</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fencing</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Driveways/Sidewalks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 submission requirements and procedures and have read and understood the following:

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

2. I/We authorize staff from the City of Apalachicola and the Planning 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 submitted 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 schedule 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 hardwired 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 the work and in no way authorizes work that is in violation of any association rule or regulation.

DATE: 9/29/2023

SIGNATURE OF APPLICANT: [Signature]