



P&Z Agenda

March 11th, 2024

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
WORKSHOP & REGULAR MEETING
Monday, March 11th, 2024
City Meeting Room – 74 6th Street
Agenda

Workshop: 5:00PM

- Workshop to discuss the P&Z/Architectural Review Board's roles and responsibilities as written in the City LDC. The City Attorney, City Manager, and City Planner will go over applicable LDC, provide resources, and answer any questions that any Board members may have as the City has experienced some LDC changes over the last year. This meeting is not to discuss any potential changes to the LDC, but just to refresh on the current LDC. Adjourn by 5:50PM to allow a 10-minute break prior to the 6:00PM meeting.

Regular Meeting: 6:00 PM

1. Approval of February 12th, 2024 meeting minutes.
2. Review, Discussion and Decision for Fence. **(R-2) @ 178 22nd Ave**, Block 237 Lot 7. For Stephen Penn - Owner; Contractor: Self
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. **(R-1) (Historic District) @ 140 Avenue D**, Block 48 Lot 4/5. For Charles Miller; Contractor: Ryan McClain
4. Review, Discussion and Decision for Accessory Structures. **(R-2) @ 245 Jacobie Oneal Lane**, Block 226. For Olivia & Steve Wells; Contractor: TBD
5. Review, Discussion and Decision for Accessory Structure & Pavers. **(R-2) @ 148 13th Street**, Block 90 Lot ½ 2 & ½ 3. For Thomas Becknell & Pamela Erwin; Contractor: Self
6. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(C-1) (Historic District) @ 25 Ave D**, Block E-2 Lots 1-2-3. For Star Step Capital Florida Properties LLC (Oyster City); Contractor: William Ross Development
7. Review, Discussion and Decision for Certificate of Appropriateness, Fence, & Addition. **(C-2) (Historic District) @ 111 Ave E**, Block 32 Lots 8-19. For Tom Brocato; Contractor: Self

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Other/New Business:

- **Justin McMillan has resigned from the Board – Myrtis Wynn is now a full voting member!**
- **There is an alternate position now open. Advertised on City Website for applicants 3/4/24.**

Outstanding/Unresolved Issues:

- **94 Bay Avenue was tabled at the February meeting – they expect to re-submit their design for the April P&Z meeting.**

Motion to adjourn the meeting.

(Board members: Please say seated. A Quasi-Judicial Hearing to review a Special Exception Request will begin as soon as the regular meeting has adjourned!)



Minutes

February 12th, 2024

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, February 12th, 2024
City Meeting Room – 74 6th Street
Minutes

Attendance: Joe Taylor – Chair, Chase Galloway, Jim Bachrach, Myrtis Wynn, Bobby Miller, Elizabeth Milliken, Lee McLemore

Regular Meeting: **6:00 PM**

1. Approval of January 8th, 2024 meeting minutes.
 - **Motion to approve by Jim Bachrach, 2nd by Myrtis Wynn. All in favor – motion carried.**
2. Review, Discussion and Decision for Demolition. **(R-1) (Historic District) @ 142 9th Street**, Block 72 Lot 1. For Justin Joseph - Owner; Contractor: TBD
 - **Motion to approve by Jim Bachrach, 2nd by Chase Galloway. All in favor – motion carried.**
3. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(C-1) (Historic District) @ 129 Commerce Street A**, Block F Lot ½ 11 & 20' of 12. For Howe Holdings, LLC/ Wild Herb Soap Co -Owner; Contractor: NA
 - **Motion to approve contingent on sidewalk permit being obtained by Chase Galloway, 2nd by Bobby Miller. All in favor – motion carried.**
4. Review, Discussion and Decision for Certificate of Appropriateness & Sign. **(C-1) (Historic District) @ 41 Commerce Street**, Block C Lot 20' of 15 & 16. For Steve Watkins/Donia Smith -Owner; Contractor: NA
 - **Motion to approve by Bobby Miller, 2nd by Elizabeth Milliken. All in favor – motion carried.**
5. Review, Discussion and Decision for Certificate of Appropriateness & Pervious Pavers. **(R-1) (Historic District) @ 59 Avenue C**, Block 10 Lots 9-10. For William Barnes -Owner; Contractor: Fred Bass

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- **Motion to approve by Jim Bachrach, 2nd by Bobby Miller. All in favor – motion carried.**
6. Review, Discussion and Decision for Certificate of Appropriateness & Driveway. **(R-1) (Historic District) @ 146 Bay Avenue**, Block 197 Lots 1-5. For Loren & Alicia Batzloff - Owner; Contractor: TBD
- **Motion to approve by Jim Bachrach, 2nd by Bobby Miller. All in favor – motion carried.**
7. Review, Discussion and Decision for Certificate of Appropriateness & Addition. **(R-1) (Historic District) @ 30 8th Street**, Block 35 Lot 3. For John & Mary Helms -Owner; Contractor: Poloronis
- **Motion to approve contingent upon the accessory space not being used as a dwelling by Bobby Miller, 2nd by Chase Galloway. All in favor – motion carried.**
8. Review, Discussion and Decision for Certificate of Appropriateness, Accessory Structure, & Fence. **(R-1) (Historic District) @ 114 Coach Wagoner**, Block 93 Lot 5. For David Fowlkes -Owner; Contractor: Self
- **Motion to approve by Chase Galloway, 2nd by Elizabeth Milliken. All in favor – motion carried.**
9. Review, Discussion and Decision for Accessory Structure. **(R-2) @ 103 Earl King Street**, Block 144 Lots 4-5 & Block 206 Lot 1. For Jeff Lockley -Owner; Contractor: Tool Time
- **Motion to approve contingent upon 5' setbacks being accounted for even after the sale of the rear lot with staff by Lee McLemore, 2nd by Chase Galloway. All in favor – motion carried.**
10. Review, Discussion and Decision for New Construction. **(R-2) @ 56 23rd Avenue**, Block 266 Lots 14-15. For Tom Vieth -Owner; Contractor: Self

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- **Motion to approve by Jim Bachrach; 2nd by Chase Galloway. All in favor – motion carried.**
11. Review, Discussion and Decision for Certificate of Appropriateness & New Construction. (R-1) (Historic District) @ 109 16th Street, Block 100 Lots ½ 7 & 8. For Dane & Nancy Clemons -Owner; Contractor: Clifton Renn
- **Motion to approve contingent upon accessory structure not being used as a dwelling by Bobby Miller; 2nd by Jim Bachrach. All in favor – motion carried.**
12. Review, Discussion and Decision for Certificate of Appropriateness & New Construction. (R-1) (Historic District) @ 94 Bay Avenue, Block 193 Lots 1-5. For Sarah Polow -Owner; Contractor: TBD
- **Lee McLemore abstains from voting due to conflict.**
 - **Discussion held – P&Z Board were in consensus that the lot is legally buildable, but the Certificate of Appropriateness could not be issued due to the visual appearance needing to be revised.**
 - **Motion to table the application so the applicant could revise the visual appearance of the home by Jim Bachrach; 2nd by Chase Galloway. All in favor – item tabled.**
13. Review, Discussion and Decision for Certificate of Appropriateness & Permeable Deck. (C-1) (Historic District) @ 121 Market Street, Block F-2 Lots 14 & ½ 15. For Jason O'Steen - Owner; Contractor: TBD
- **Motion to approve by Jim Bachrach; 2nd by Bobby Miller. All in favor – motion carried.**

Other/New Business:

- **City Planner would like to suggest a workshop at 5:30 preceding the March 11th P&Z regular meeting to go over the Planning & Zoning Board's role and responsibilities with**

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PLANNING & ZONING BOARD
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the City Attorney and City Manager. This could also include a Q&A for the Planning & Zoning Board Members to ask any zoning or situational questions they might have.

Outstanding/Unresolved Issues:

- N/A

Motion to adjourn the meeting by Bobby Miller; 2nd by Chase Galloway – meeting adjourned.

Chair, Joe Taylor

Date



Fence

178 22nd Ave



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 2/14/24
Meeting Date: 3/11/24
Fees Due: 0
Date Fees Paid: _____

OWNER INFORMATION

Owner STEPHEN PENN
Address 178 22ND AVE
City APALACHICOLA State FL Zip 32320
Phone 919-964-0096

CONTRACTOR INFORMATION

Contractor Name N/A
State License # _____ City License # _____
Email _____
Phone _____

PROJECT TYPE

- | | |
|--|---|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> <u>Fence</u> |
| <input type="checkbox"/> Addition | <input type="checkbox"/> Repair |
| <input type="checkbox"/> Alteration/Renovation | <input type="checkbox"/> Variance |
| <input type="checkbox"/> Relocation | <input type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Other _____ |

PROPERTY INFORMATION

Street Address (911 Address): 178 22ND AVE
City & State: APALACHICOLA, FL Zip: 32320
Parcel ID #: SEE ATTACHED PLAT Block: 237 Lot: 7
Zoning District: R-2 [] Historic District [☒] Non-Historic District
FEMA Flood Zone: _____

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y ☒ N
Setback Requirements of Property:
Front: _____ Rear: _____ Side: _____
Corner Lot? Y/N _____ Street Sides: _____
Lot Coverage: _____
STAFF NOTES/RECOMMENDATIONS:

- meets LDC ✓

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff _____

Date Approved _____

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.

SP
Applicant Initial

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).

REPAIR EXISTING FENCE; ADD NEW FENCE

**FENCE LOCATION INSIDE PROPERTY LINE, WHERE HIGHLIGHTED
IN ATTACHED PLAT, BY PINK AND GREEN MARKER. BACK TWO
LOTS I'M NOW TOLD CANNOT BE APPROVED FOR FENCING.
AND SO ARE NOW EXCLUDED FROM THIS REQUEST.**

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing	ACE HARDWARE STOCK	SIX FOOT HIGH FENCE, EIGHT FEET WIDE SEGMENTS	
Driveways/Sidewalks			
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

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 numbers(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 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 business 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 Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & 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 Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. There will be no charge for revisions. 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 P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, 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 documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for 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 there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

Feb 14, 2024

DATE

Stephen Parn

SIGNATURE OF APPLICANT

DATE: 02/20/23	DRAWN BY: BB	N.B. PER PLAT	COUNTY: Franklin
FILE: 96150.DWG	DATE OF LAST FIELD WORK: 02/17/23	CHECKED BY: AW	JOB NUMBER: 96-150



Certificate of Appropriateness & Fence

140 Avenue D



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 2/23
Meeting Date: 3/11
Fees Due: \$25.00
Date Fees Paid: 2/23

OWNER INFORMATION

Owner Charles R. Miller
Address 140 Ave D
City Apalachicola State Fl. Zip 32320
Phone 602-938-5437

CONTRACTOR INFORMATION

Contractor Name Ryan McClain
State License # 7 City License #
Email RV29003770
Phone 850-653-5968

PROJECT TYPE

- ☐ New Construction
☐ Addition
☐ Alteration/Renovation
☐ Relocation
☐ Demolition
- ☒ Fence
☐ Repair
☒ Certificate of Appropriateness
☐ Other

PROPERTY INFORMATION

Street Address (911 Address): 140 Ave D
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-095-08W-8330-0048-6040 Block: 48
Zoning District: R-1 [X] Historic District [] Non-Historic District
FEMA Flood Zone: No

*Lot NW 15' of Lot #4
all of lot #5*

OFFICIAL USE ONLY

Certificate of Appropriateness Required? ☒ N

Setback Requirements of Property:

Front: Rear: X Side: Alley

Corner Lot? ☒ N Street Sides:

Lot Coverage: 1

STAFF NOTES/RECOMMENDATIONS:

- Certificate of Appropriateness
needed for fence type
- Approve fence within
Property lines

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff

Date Approved

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.

CRM
Applicant Initial

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).

Install 92' of wooden fencing on South side and Alley side of property, 6' tall, to block undesirable looking property across alley from our view. Recent realtor "showings" of property "For Sale" by interested prospects have produced "negative" results due to deplorable neighbors backyard conditions that are present

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing	Taylor Building Supply 6'x8" H 268 Hwy. 298 Pine treated wood East point, Ky. 32320		
Driveways/Sidewalks			
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

Owners, Builders, Developers

PLEASE NOTE:

1. If the proposed development is located within the City's Historic District; a Certificate of Appropriateness from the City's Planning & Zoning Board and Architectural Review Committee is necessary before any permitting can take place.
2. Required site plan elements and the Development Order/Certificate of Appropriateness applications are due 10 BUSINESS DAYS prior to the scheduled monthly meeting (second Monday of each month) of the Planning & Zoning Board.
3. Residential site plan approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving P&Z approval, the applicant must re-apply and receive P&Z approval again. (Commercial site plan approvals are valid for two years.)
4. After you have received your Planning & Zoning Approval and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department at 192 Coach Wagoner Blvd, Apalachicola to apply for your building permit. A P&Z Development Order Application is not a building permit application – there will be building permit forms to fill out. Building permit issuance and all inspections will be coordinated with the Building Department Clerk. Please be advised that additional documentation may be required by the Building Clerk or Building Official. Please email buildingdept@cityofapalachicola.com or call City Hall at (850)653-7592 with any permitting questions.
5. Land Development regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com.
6. Please note that if any shrubs are planted or any materials (concrete, gravel, etc.) are placed in the City Right of Way that there is a possibility of removal at no expense to the City.

It is our intent to save you time any money in your plan preparation! The City of Apalachicola Planning & Zoning Board is a seven-member citizen board that also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the City. By working with the Planning & Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Bree Robinson
City Planner
(850)323-0985
brobenson@cityofapalachicola.com

Thank you,
PLANNING & ZONING BOARD
CITY OF APALACHICOLA


Applicant Initial

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 numbers(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 there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

2/22/24

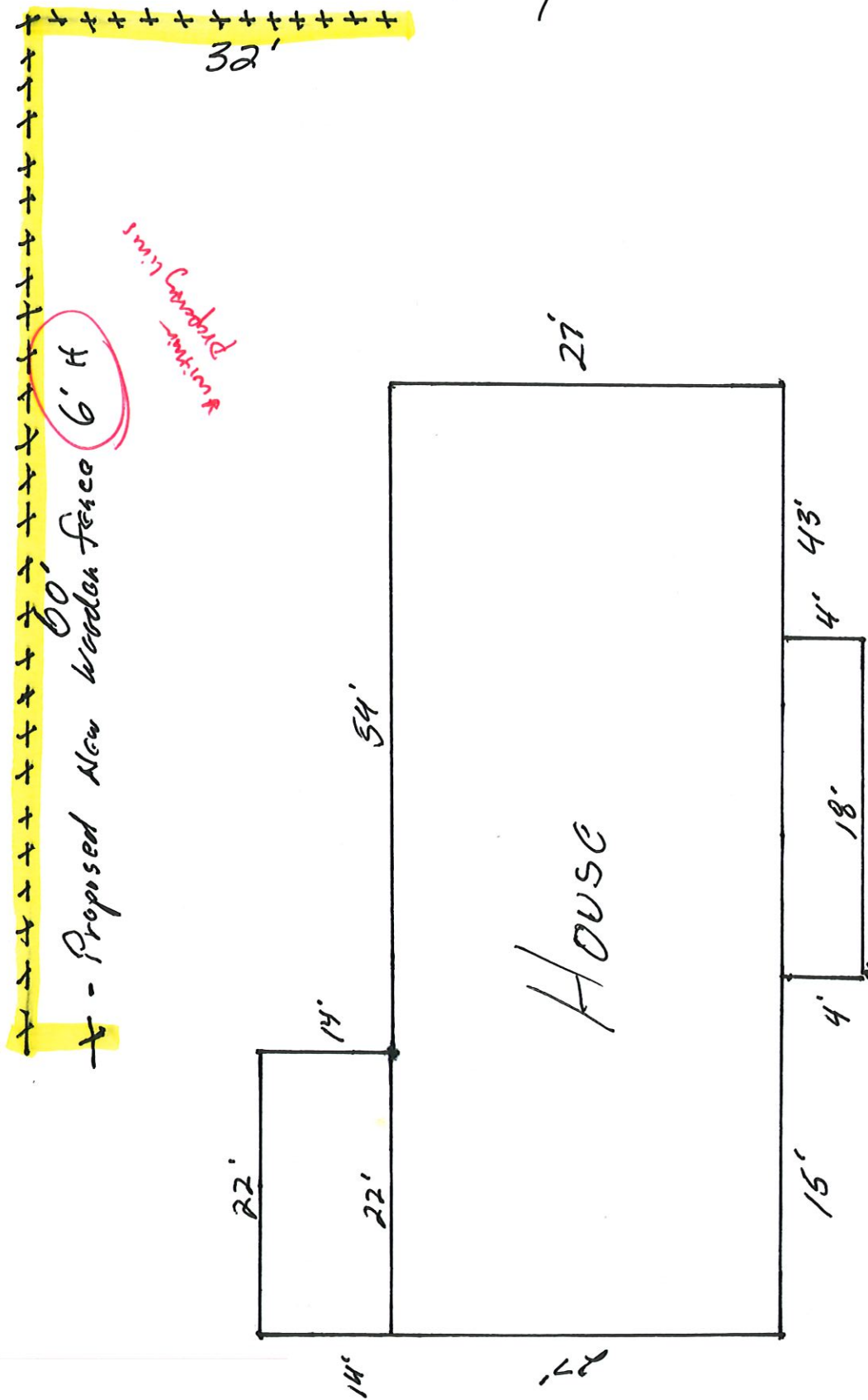
DATE



SIGNATURE OF APPLICANT

Chain Link Fence

Alley



North

File D



Accessory Structures
245 Jacobie Oneal Lane



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 2/23/24

Meeting Date: 3/11/24

Fees Due: \$ 50.00

Date Fees Paid: 2/26/24

OWNER INFORMATION

Owner Olivia + Steve Wells
Address 245 Jacobie Oneal Lane
City Apalachicola State FL Zip 32320
Phone 850 624 0642 / 850 819 4580

CONTRACTOR INFORMATION

Contractor Name Stormer for shed Undetermined for Reno/Deck
State License # _____ City License # _____
Email YourStorageconnection@gmail.com
Phone 850 445 5456

PROJECT TYPE

☐ New Construction

☐ Addition

☒ Alteration/Renovation

☐ Relocation

☐ Demolition

☐ Fence

☐ Repair

☐ Variance

☐ Certificate of Appropriateness

☒ Other Accessory

PROPERTY INFORMATION

Street Address (911 Address): 245 Jacobie Oneal Lane
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-095-08W-8330-0143-0080 Block: 226 Lot: _____
Zoning District: R-2 [] Historic District [X] Non-Historic District
FEMA Flood Zone: X

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y ☒ N

Setback Requirements of Property:

Front: _____ Rear: 5' Side: 5'

Corner Lot? Y ☒ N Street Sides: _____

Lot Coverage: 40%

STAFF NOTES/RECOMMENDATIONS:

- meets LDC ✓

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff _____

Date Approved _____

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.

OCW
Applicant Initial

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).

- 8'x16' Lofted Barn Shed by Stor-Mor
- replacing existing window w/ French Doors to backyard.
- Trex Decking off back of House: 16'x16'

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors	Undetermined		N/A
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck	Trex		N/A
Fencing			
Driveways/Sidewalks			
Other Shed	Stor-Mor	8x16 Lofted Barn	N/A

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02/23/2024
DATE

Oliver Welch

SIGNATURE OF APPLICANT

THE WELLS' PORCH ADDITION

R-2 ZONING DISTRICT

SETBACKS:

FRONT - 15'
SIDE - 7.5'
REAR - 20' PRINCIPLE
5' ACCESSORY

15' FRONT SETBACK

LOT LINE

5' SIDE SETBACK

5' REAR SETBACK

5' SIDE SETBACK

PRINCIPLE STRUCTURE
40' x 31'

13.5'

10' x 10' DECK
15.0'

8' x 10' SHED
10.0'

proposed: 1,717 SF / 2,400 SF

OK

7.5' SIDE SETBACK

2' x 2'

SHEDS

STANDARD WITH:

- ▶ SPRING LATCH BOLTED DOORS
- ▶ HIGH END DURABLE HINGES



Signature SIDE UTILITY

STEEPER PITCHED GABLE ROOF •
TRANSOM DORMER • TWO 2 x 3 WINDOWS
• 70" DOUBLE WOODEN DOORS WITH
TRANSOM WINDOWS • SHINGLES •
SHUTTERS • DECORATIVE HINGES

AVAILABLE SIZES: 8 x 16 - 16 x 60

PICTURED: 10 x 20 CAPE COD GRAY SIDING,
WHITE TRIM, ESTATE GREY SHINGLES



SIDE UTILITY

STANDARD PITCHED GABLE ROOF • TWO 2 x 3
WINDOWS • 70" DOUBLE WOODEN DOORS

*ALSO AVAILABLE IN METAL, SEE DEALER FOR DETAILS

AVAILABLE SIZES: 8 x 16 - 16 x 60

PICTURED: 10 x 20 HUNTER GREEN SIDING,
WHITE TRIM, GALVALUME ROOF

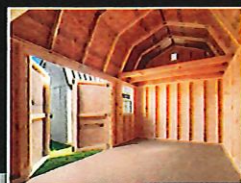
SIDE LOFTED BARN

TWO LOFTS AT OPPOSITE ENDS • TWO 2 x 3
WINDOWS • 70" WIDE DOUBLE DOORS

*ALSO AVAILABLE IN METAL, SEE DEALER FOR DETAILS

AVAILABLE SIZES:
8 x 16 - 16 x 40

PICTURED: 10 x 16 SLATE BLUE SIDING,
SUPER WHITE TRIM, CHARCOAL GRAY ROOF





Accessory Structure & Pavers

148 13th Street

**CITY OF APALACHICOLA
CERTIFICATE OF APPROPRIATENESS APPLICATION**

Official Use Only

Application # _____
City Representative _____
Date Received _____

\$50 ✓

3/1/24

OWNER INFORMATION

Owner **Thomas Becknell & Pamela Erwin**
Address **148 13th ST**
City **Apalachicola, FL** Zip **32320**
Phone **(651) 434-8304**

CONTRACTOR INFORMATION

Contractors Name **N/A**
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)
- ☐ Yardance
- ☒ Other **Shed 10x10**

- dock, power

PROPERTY INFORMATION

Street Address **148 13th ST** City & State **Apalachicola, FL** Zip **32320**

☐ Historic District ☒ Non-Historic District Zoning District **R-2**

Parcel # **01 095 08W 8330 0090 0020** Block(s) **90** Lot(s) **NW 1/2 Lot 2 SE 1/2 Lot 3**

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

OFFICIAL USE ONLY

Setback requirement of Property:

Front **15** Rear **25** Side **7 1/2** Lot Coverage **40**

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

N/A
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 connected to handle the City of Apalachicola Building Permits. :

Bree Robinson

City Planner

850.323.0985 / brobinson@cityofapalachicola.com

**OK
BFR**

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).

Wood shed 10 x 10

- deck + panes

Project Scope	Manufacturer	Product Description	PL Product Approval #
Sliding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			
Shed	self	10x10	

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:

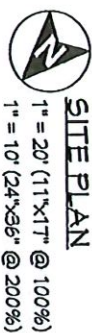
1. I/We hereby attest to the fact that the above applied property address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola and the Permitting and Community and Economic Development 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.

10-26-23
DATE

02-23-24

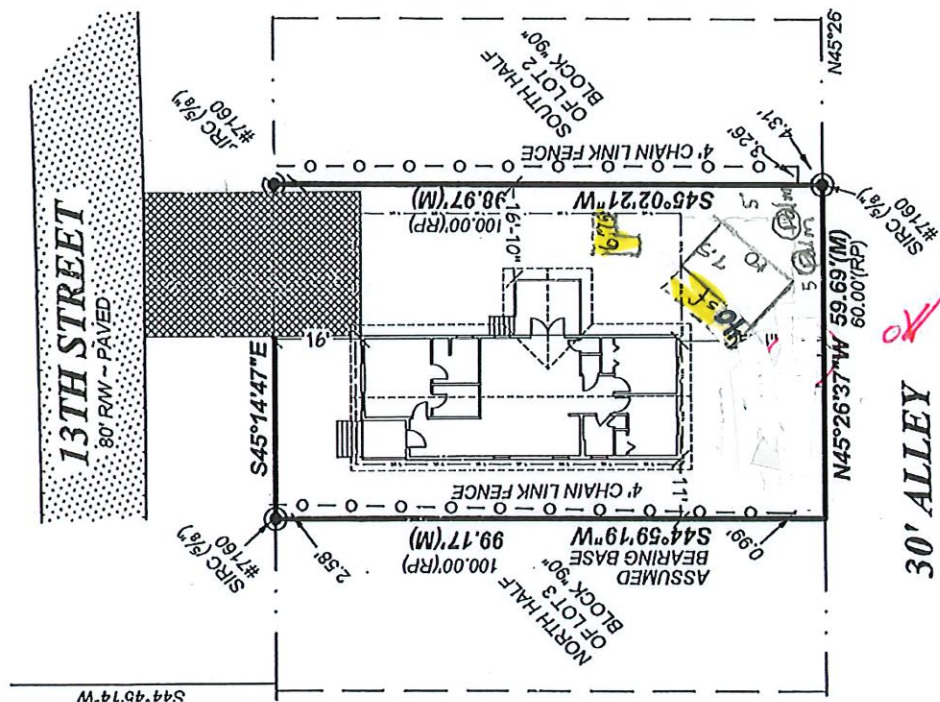

SIGNATURE OF APPLICANT





1" = 20' (1" = 1" @ 100%)
1" = 10' (24" = 36" @ 200%)

SITE PLAN



PLANNING DEPARTMENT
SUBJECT PROPERTY IS LOCATED IN ZONE 27 AS PER THE
COMMUNITY MAP, NO. 15894, DATE
INDEX DATE: FEBRUARY 3, 2014, FRANKLIN COUNTY, IL
THE OWNER/CONTRACTOR SHALL VERIFY THE HOUSE LOCATION
PRIOR TO CONSTRUCTION.
SURVEY PROVIDED BY OTHERS

1310
6.75-pavers
40.0 deck
135675

1,210sf

1,310sf

3/1/24



Certificate of Appropriateness + Sign

25 Ave D



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 2/28/24
Meeting Date: 3/11/24
Fees Due: \$130.00
Date Fees Paid: 2/26/24

OWNER INFORMATION

Owner Star Step Capital Florida Properties LLC
Address 25 AVE D
City Apalach State FL Zip 32320
Phone 850-510-9469

CONTRACTOR INFORMATION

Contractor Name William Ross Development
State License # CBC126354 City License # _____
Email rusty@southernshoresbuilders.com
Phone 662-871-2698

PROJECT TYPE

☐ New Construction

☐ Addition

☒ Alteration/Renovation

☐ Relocation

☐ Demolition

☐ Fence

☒ Repair

☐ Variance

☒ Certificate of Appropriateness

☒ Other Signage

PROPERTY INFORMATION

Street Address (911 Address): 25 AVE D
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-095-08W-8330-00E2-0021 Block: E-2 Lot: 1-2-3
Zoning District: C-1 ☒ Historic District ☐ Non-Historic District
FEMA Flood Zone: 2

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: N/A

Corner Lot? Y / N Street Sides: _____

Lot Coverage: 80%

STAFF NOTES/RECOMMENDATIONS:

- Certificate of Appropriateness
needed for facade
+ signage

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff _____

Date Approved _____

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.

*Point of Contact:
Carrie Poole
carrie.poole@oystercity.beer

CP
Applicant Initial

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).

Facade improvements include replacing two front facing windows with roll up garage doors. Each door is 8x7. Repairs to existing patio deck. No changes to current set backs. Plumbing and electrical work as needed. Repairs to existing interior floor. Exterior signage (3ft x 10ft) - rendering included separately.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors	Aaron overhead doors	8x7 roll up garage doors (2)	
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck		repairs to existing patio deck	
Fencing			
Driveways/Sidewalks			
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

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 numbers(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 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 business 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 Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & 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 Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. There will be no charge for revisions. 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 P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, 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 documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for 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 there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

2/24/24
DATE



SIGNATURE OF APPLICANT

Owners, Builders, Developers

PLEASE NOTE:

1. If the proposed development is located within the City's Historic District; a Certificate of Appropriateness from the City's Planning & Zoning Board and Architectural Review Committee is necessary before any permitting can take place.
2. Required site plan elements and the Development Order/Certificate of Appropriateness applications are due 10 BUSINESS DAYS prior to the scheduled monthly meeting (second Monday of each month) of the Planning & Zoning Board.
3. Residential site plan approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving P&Z approval, the applicant must re-apply and receive P&Z approval again. (Commercial site plan approvals are valid for two years.)
4. After you have received your Planning & Zoning Approval and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department at 192 Coach Wagoner Blvd, Apalachicola to apply for your building permit. A P&Z Development Order Application is not a building permit application – there will be building permit forms to fill out. Building permit issuance and all inspections will be coordinated with the Building Department Clerk. Please be advised that additional documentation may be required by the Building Clerk or Building Official. Please email buildingdept@cityofapalachicola.com or call City Hall at (850)653-7592 with any permitting questions.
5. Land Development regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com.
6. Please note that if any shrubs are planted or any materials (concrete, gravel, etc.) are placed in the City Right of Way that there is a possibility of removal at no expense to the City.

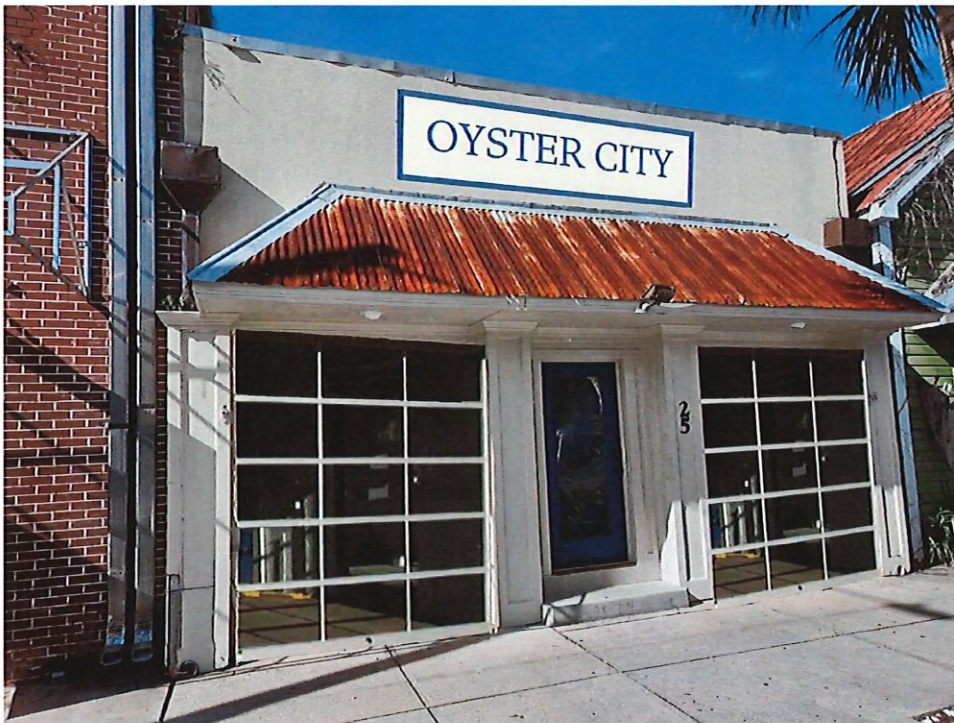
It is our intent to save you time any money in your plan preparation! The City of Apalachicola Planning & Zoning Board is a seven-member citizen board that also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the City. By working with the Planning & Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Bree Robinson
City Planner
(850)323-0985
brobinson@cityofapalachicola.com

Thank you,
PLANNING & ZONING BOARD
CITY OF APALACHICOLA

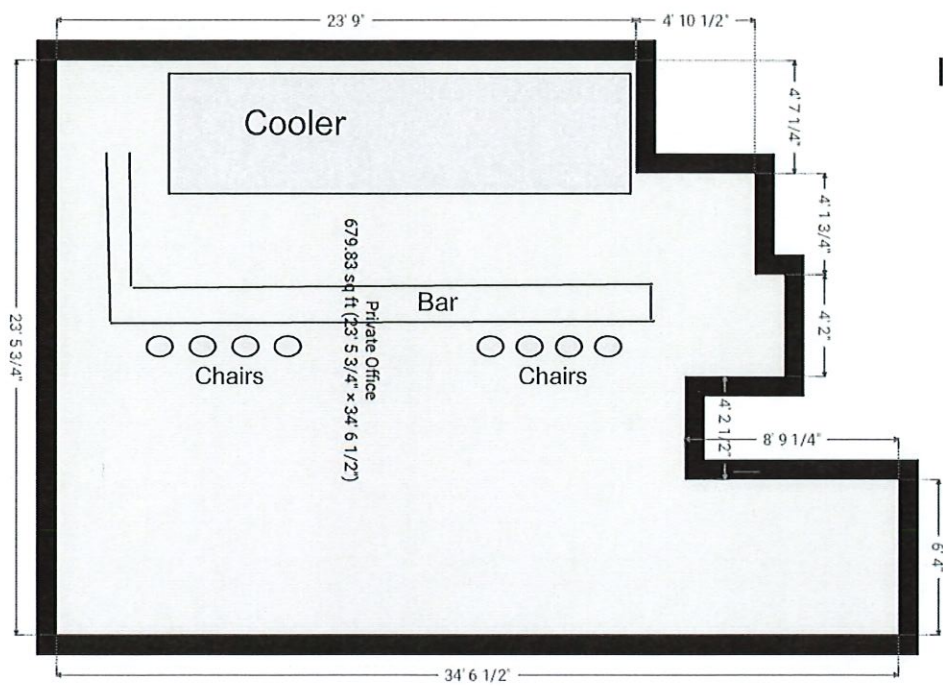

Applicant Initial

*Certificate of
Appropriateness*



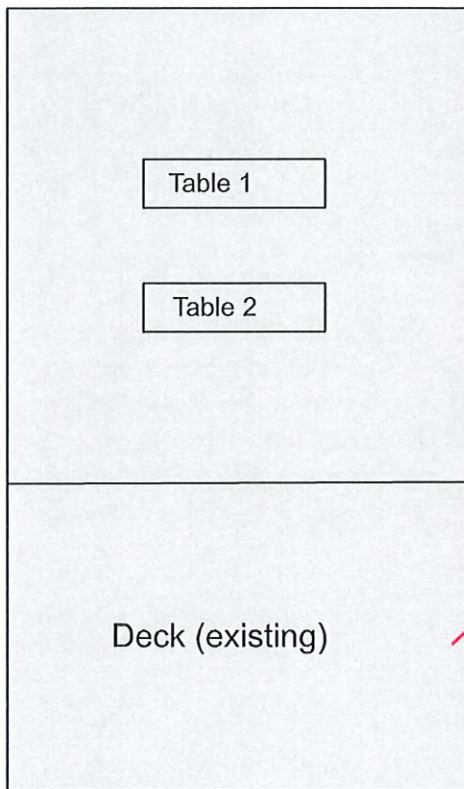
Facade Improvements

- Exterior signage
(3'x10') - under 10% ✓
 - Building face is
24'5"x17'3" (423sqft)
- Two Roll Up
Overhead Doors
(8'x7')



Interior layout

- Walk in cooler
- Bar
- 8 Bar stools



Patio Layout

- Deck (14'x18')
- Uncovered space (14'x20')
 - Two 8' tables



Certificate of Appropriateness, Fence, & Addition

111 Ave E



City of Apalachicola Planning & Zoning
Application for Development/Site Plan Approval

Official Use Only

Date Received: 2/14/24
Meeting Date: 3/11/24
Fees Due: \$530.00
Date Fees Paid: 2/14/24

OWNER INFORMATION

Owner C. THOMAS BROCATO
Address 111 AVE. E
City APALACHICOLA State FL Zip 32320
Phone 850/596-2723

CONTRACTOR INFORMATION

Contractor Name SELF
State License # _____ City License # _____
Email _____
Phone _____

PROJECT TYPE

- ☒ New Construction COVERED PARKING ☒ Fence NEW (111 AVE E) PRIVATE AREA
☐ Addition GARAGE DOOR, METAL ☐ Repair
☒ Alteration/Renovation AND ROOF REPLACEMENT ☐ Variance
☐ Relocation ☒ Certificate of Appropriateness
☐ Demolition ☐ Other _____

PROPERTY INFORMATION

Street Address (911 Address): 111 AVE. E AND 89 9TH STREET
City & State: APALACHICOLA Zip: 32320 40' LOT 8
Parcel ID #: 01-095-08W-8330-0032-0090 Block: 32 Lot: ALL LOTS 9-10
Zoning District: C-2 [☒] Historic District [☐] Non-Historic District
FEMA Flood Zone: _____

OFFICIAL USE ONLY

Certificate of Appropriateness Required? ☒ Y ☐ N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: _____

Corner Lot ☒ Y ☐ N Street Sides: _____

Lot Coverage: 40%

STAFF NOTES/RECOMMENDATIONS:

- Need C.o.A. for all facade improvements to accessory, & fencing type.
- Site plan approval for covered parking awning & fence.

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff _____

Date Approved _____

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.

C.T.B.
Applicant Initial
PLS

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).

CHAIN LINK FENCE 120 LINEAR FEET IN PRIVATE AREA BEHIND BUILDING 111 AVE. E, APALACHICOLA. TWO (CHAIN LINK) GATES; ONE FOR ALLEY ACCESS, ONE FOR 9TH STREET ACCESS. GATES: FOUR (CHAIN LINK) GATE SECTIONS @ 8' EACH. TORN DOOR/WOOD FRAME! ONE WOOD FRAMED GATE AT 9TH STREET, BETWEEN BUILDINGS WITH FENCING TOTAL 13 FEET

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding	N/A		
Doors			
Windows			
Roofing		METAL/TIN (SEE PHOTO)	
Trim		WOOD, FLAT (SEE PHOTO)	
Foundation			
Shutters			
Porch/Deck			
Fencing		BLACK METAL CHAIN LINK 4' HT	
Driveways/Sidewalks			
Other		BROWN METAL MANUAL (PHOTO)	

NEW COVERED PARKING AND OLD CARWASH

PHOTO

PHOTO

GARAGE DOOR

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, and fence heights. Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.


CERTIFICATION

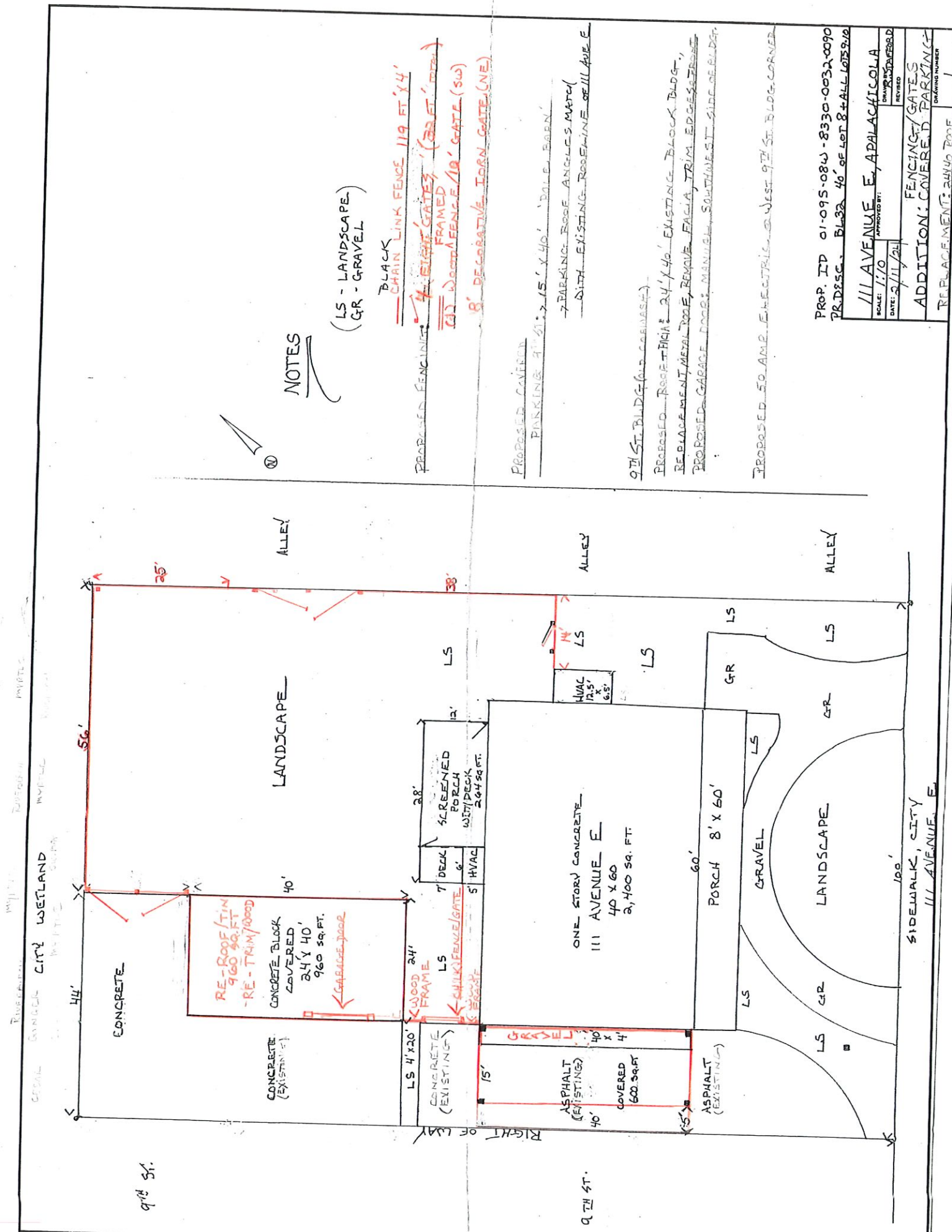
By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

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10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

Feb. 7 '24
DATE



SIGNATURE OF APPLICANT




NOTES

(LS - LANDSCAPE)
(GR - GRAVEL)

BLACK LINK FENCE 119 FT X 4'

PROPOSED FENCING: 4' EIGHT GATES, 1' (32 FT. TOTAL) FRAMED WOOD FENCE 10' GATE (SW)

8' DECORATIVE IRON GATE (NE)

PROPOSED GARAGE

PARKING 9' X 15' X 40' 'DOLL BARN'

PARKING ROOF ANGLES MATCH WITH EXISTING ROOFLINE OF 11th AVE E

9th ST. BLDG. (OLD GARAGE)

PROPOSED ROOFTOP: 24' X 40' EXISTING BLOCK BLDG., REPLACEMENT METAL ROOF, REMOVE FACIA, TRIM EDGES, REPAIR PROPOSED GARAGE DOOR, MANUEL, SOUTHWEST SIDE OF BLDG.

PROPOSED 50 AMP ELECTRICAL WEST 9th ST. BLDG. CORNER

PROP. ID 01-095-08W-8330-0032-0090
PREP. BL32 40' OF LOT 8 + ALL LOTS 9-10

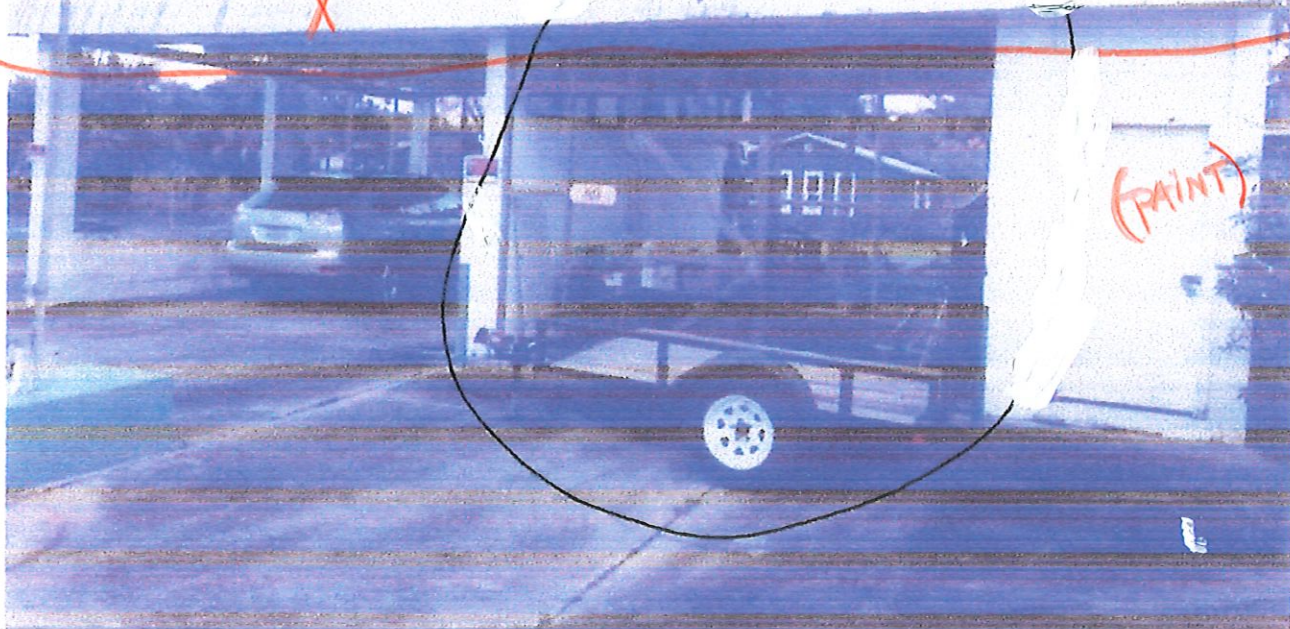
111 AVENUE E, APALACHICOLA
SCALE: 1" = 10'
DATE: 2/11/24
APPROVED BY: [Signature]
DRAWN BY: [Signature]

REVISIONS
DATE: 2/11/24
BY: [Signature]

ADDITION: COVERED PARKING
REPLACEMENT: 24' X 40' ROOF
DRAWING NUMBER



PHOTO 1



REPLACE EXISTING METAL ROOF.

REMOVE EXISTING FACIA, TRIM/EDGE
AS IN PHOTO #2

PAGE 2 (of 2)

Search

APALLOCHIAA, LTH Copy

Mail

Contacts

Calendar

Tasks

Business

Preferences

Side

Close

Reply

Reply to All

Forward

Delete

Spam

Actions



Side

From: TB

To: Tom Brocato

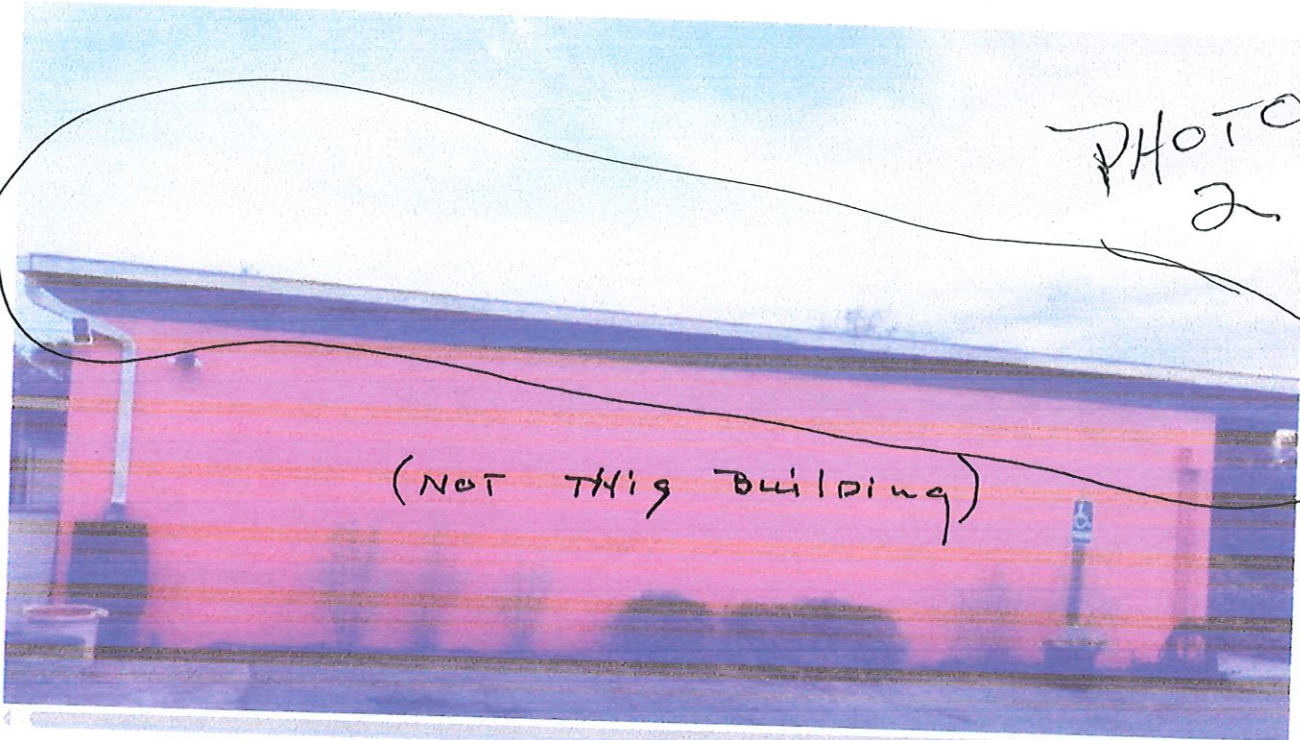


PHOTO
2

(NOT THIS BUILDING)

CARWASH ROOF REPLACEMENT
TO MATCH ABOVE.

SAME TRIM.

METAL ROOF.

SAME ANGLE.
(SIMPLE FACIA)

79.1

Search

APALACHICOLA...L THERAPY

Mail

Contacts

Calendar

Tasks

Briefcase

Preferences

Garage door

Close

Reply

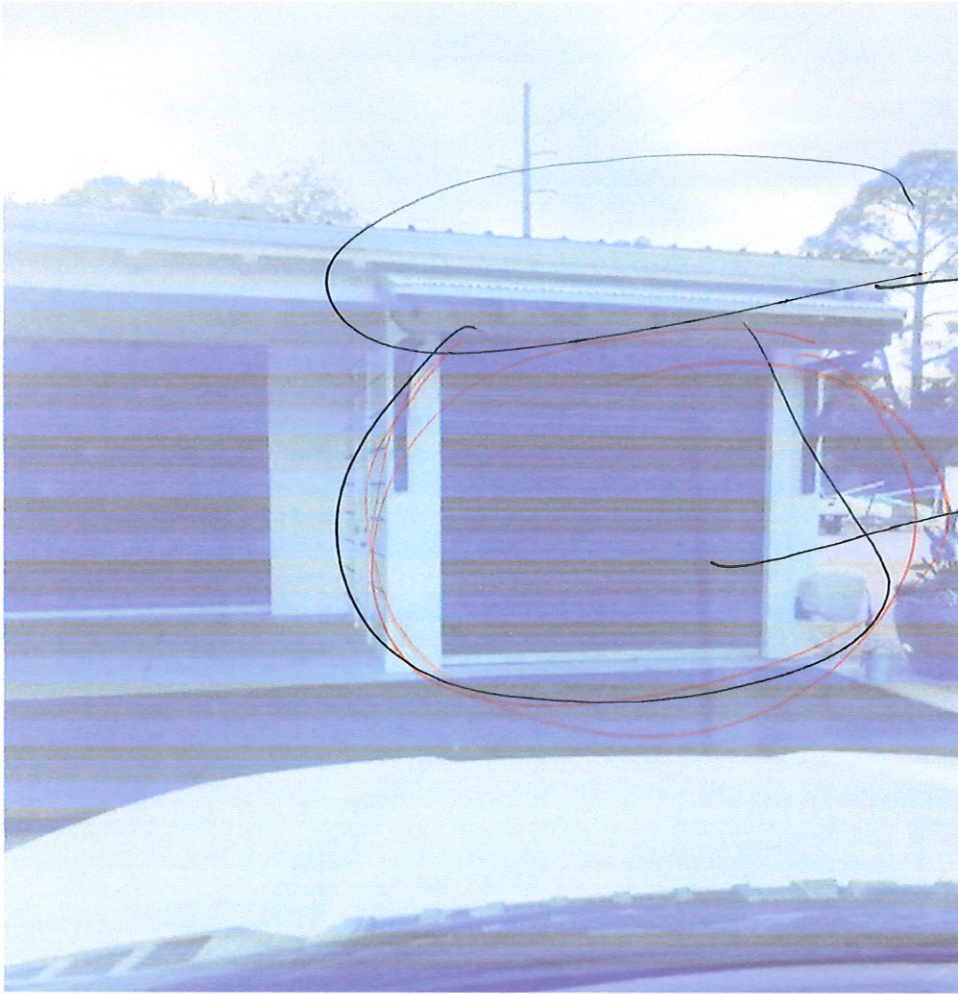
Reply to All

Forward

Delete

Spam

Actions



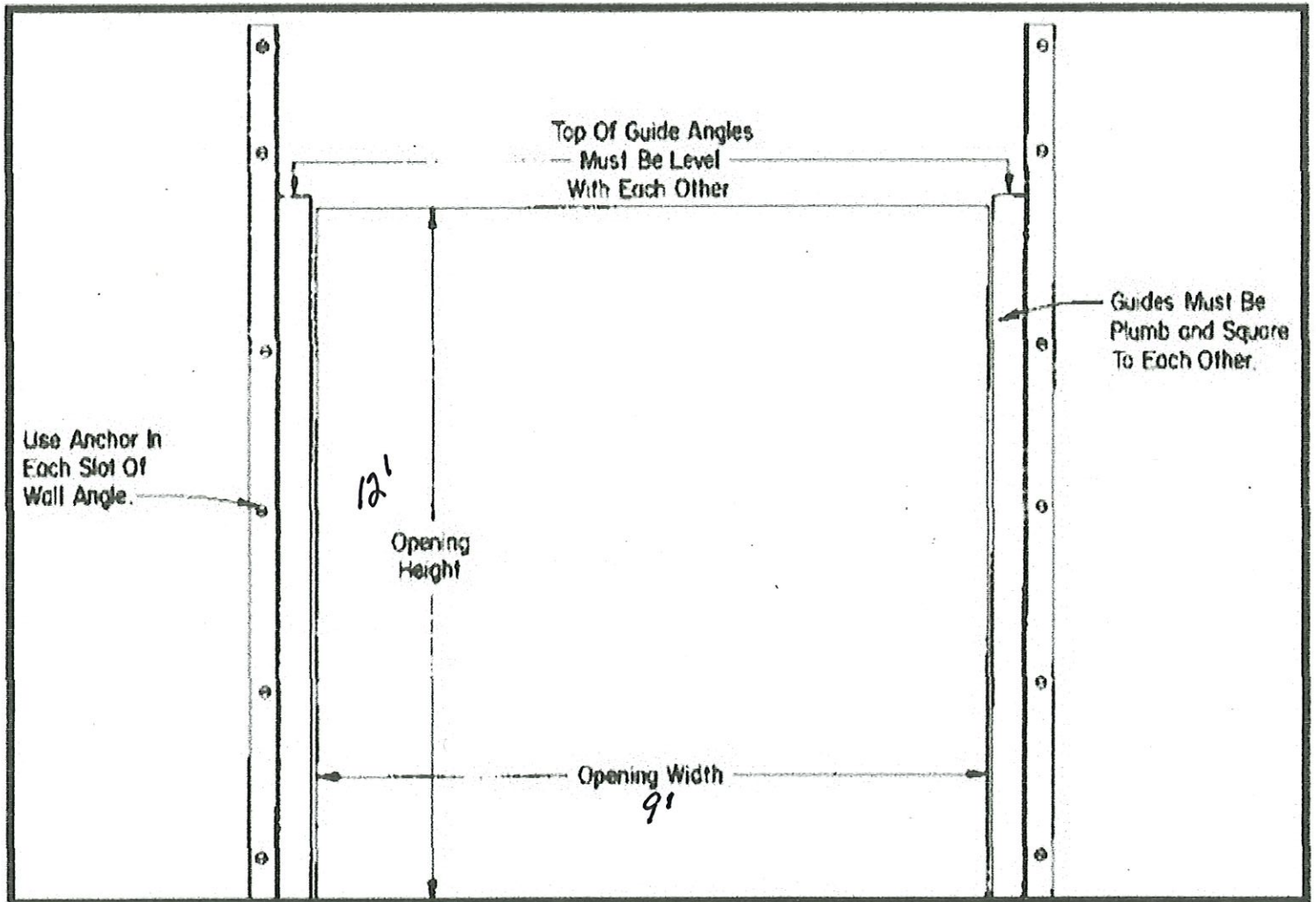
Trim/FACIA

NEW
METAL DOOR

ADD GARAGE Door
S.W. 9TH ST. (OLD CARWASH)

Pg. 2

Need header



PRICHARD & SONS - GARAGE DOOR
1213 CORNELL DR.
PAULINA CITY 32405
850-769-1081

3,000.00

89 9TH STREET
OLD CARWASH

Mail

Contacts

Calendar

Tasks

Briefcase

Preferences

Covered parking

Covered parking

Close

Reply

Reply to All

Forward

Delete

Spam

Actions



Sent from my iPhone

"6x6" POSTS
METAL ROOF

Certificate of
Appropriateness
for C-2 zone.

EXAMPLE
ABOVE

- NEW COVERED PARKING
9TH ST. SIDE of 111 AVE. E
- ROOFLINE TO MATCH ANGLE
OF 111 AVE. E. BUILDING,
- METAL TRUSSES