

**CITY OF APALACHICOLA**  
PLANNING & ZONING BOARD  
WORKSHOP & REGULAR MEETING  
Monday, March 11<sup>th</sup>, 2024  
**City Meeting Room – 74 6<sup>th</sup> Street**  
Minutes

**Attendance:** Vice-Chair Chase Galloway, Myrtis Wynn, Jim Bachrach, Bobby Miller, Elizabeth Milliken

**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.
  - The City Manager, Travis Wade, discussed Robert's Rules of Order.
  - The City Attorney, Dan Hartman, discussed Sunshine Law. He also explained that P&Z members can meet with applicants about their projects on their own, but that they do have to disclose this when the project comes up for discussion.
  - The City Planner, Bree Robinson, explained how Municode works and how board members and applicants alike can easily search the Land Development Code online. She discussed the City website and directed the board to review the Planning page on the website for maps, links to resources, Q&A, and to see the forms that citizens see when applying for different projects, etc.
  - The City Attorney discussed the P&Z/Architectural Review Board's roles and responsibilities as laid out in Sec. 101-60. Section 109-21, 109-22, 109-48, and 109-51 were all discussed in how the P&Z Board is to discuss Certificates of Appropriateness and make considerations.
  - The Historic District Guidelines were discussed and the City Attorney gave a brief overview of the content as well as how to take them into account – he confirmed that they are a part of the City LDC as Historic District Guidelines and the P&Z Board should use them as a tool to approve and deny application for Certificates of Appropriateness.

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- Discussion was held and the board adjourned the workshop to enter the Regular Meeting.

**Regular Meeting: 6:00 PM**

1. Approval of February 12<sup>th</sup>, 2024 meeting minutes.
  - Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn. All in favor – motion carried.
2. Review, Discussion and Decision for Fence. (R-2) @ 178 22<sup>nd</sup> Ave, Block 237 Lot 7. For Stephen Penn - Owner; Contractor: Self
  - Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken. All in favor – motion carried.
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
  - Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn. All in favor – motion carried.
4. Review, Discussion and Decision for Accessory Structures. (R-2) @ 245 Jacobie Oneal Lane, Block 226. For Olivia & Steve Wells; Contractor: TBD
  - Motion to approve by Jim Bachrach; 2nd by Bobby Miller. All in favor – motion carried.
5. Review, Discussion and Decision for Accessory Structure & Pavers. (R-2) @ 148 13<sup>th</sup> Street, Block 90 Lot ½ 2 & ½ 3. For Thomas Becknell & Pamela Erwin; Contractor: Self
  - Motion to approve by Bobby Miller; 2nd by Jim Bachrach. All in favor – motion carried.

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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
  - Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn. All in favor – motion carried.
  
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
  - Motion to approve by Bobby Miller; 2nd by Jim Bachrach. All in favor – motion carried.

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 by Jim Bachrach; 2<sup>nd</sup> by Myrtis Wynn – meeting adjourned.**

Meeting Minutes Approved by:

  
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~~Vice-Chair – Joe Taylor~~

Chase Galloway

  
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Date