

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, July 14th, 2025

City Meeting Room – 74 6th Street

Minutes

Attendance: Joe Taylor, Elizabeth Milliken, Myrtis Wynn, Jim Bachrach, Lee McLemore, Bobby Miller

Regular Meeting: 6:00 PM

1. Approval of June 9th, 2025 meeting minutes.
 - a. Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn– all in favor, motion carried.
2. Review, Discussion and Decision for Additional Lot Coverage. (R-3) @ 286 25th Avenue. Block 231 Lot 1-5. Owners: James and Patricia Pendleton; Contractor: Clint Ivey.
 - a. Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) (Historic District) @ 233 6th Street. Block 128 Lot 7. Owner: Betty Allen; Contractor: Self.
 - a. Jim Bachrach asked if the finished side of the fence needed to face the interior or exterior of the property, ARPC Planner replied that this was not something the City regulated.
 - b. Motion to approve on the condition that the applicant lower the fence in the front yard to four feet and attach the fence to the façade of the house by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
 - c. Joe Taylor noted (regarding the Certificate of Appropriateness) that the Board has previously approved the use of corrugated tin material in the Historic District.

4. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. (R-1) (Historic District) @ 212 4th Street. Block 61 Lot 4. Owners: John and Angel Silva; Contractor: Self.
 - a. Angel Silva, applicant, commented that the new shed is replacing an older damaged shed on her property.
 - b. Motion to approve on the condition that the shed be placed at least five feet from the rear property line by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.
5. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. (R-1) (Historic District) @ 127 Avenue B. Block 44 Lot 1-6. Owner: George Wilkerson; Contractor: GeoFlora Group.
 - a. Drew Robertson present on behalf of George Wilkerson – Answered question from Elizabeath Milliken about the approximate height of the RV (~14 ft).
 - b. Bobby Miller asked the City Attorney how the City would enforce the conditional approval. City Attorney replied that Code Enforcement would be responsible for monitoring and ensuring no one lived in the RV.
 - c. Motion to approve on the condition that the private garage be used for storage of the RV only, not for residential use by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.
6. Review, Discussion and Decision for Certificate of Appropriateness & Alteration/Renovation. (C-2) (Historic District) @ 111 Avenue E. Block 32 Lot 8-10. Owners: Tom Brocato and Rebecca Stafford; Contractor: Andy Chambers Renovations.
 - a. Rebecca Stafford, applicant, commented that the proposed renovation would essentially be an expansion of their living space for her to work in. The proposed renovations would also be an improvement to the outside appearance of the building.
 - b. Motion to approve by Bobby Miller; 2nd by Jim Bachrach – all in favor, motion carried.

7. Review, Discussion and Decision for Certificate of Appropriateness & New Residential Construction. **(O/R) @ 111 11th Street**. Block 75 Lot 8. Owner: Ronnie E. Gooch; Contractor: Self.
 - a. Dawson Gooch present on behalf of Ronnie Gooch – No comments made for this item.
 - b. Motion to approve by Jim Bachrach; 2nd by Lee McLemore – all in favor, motion carried.
8. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 202 17th Street**. Block 121 Lot 1. Owner: Coastal Life Homes LLC; Contractor: Ronnie E. Gooch.
 - a. Dawson Gooch present on behalf of Ronnie Gooch – Answered question from Elizabeth Milliken about the design of the house: Are the house designs the same for agenda items 7 and 8? Yes, though they may be mirrored depending on the site.
 - b. Motion to approve by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
9. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 14 24th Avenue**. Block 270 Lots 8-10. Owner: Anthony Chase Crum; Contractor: Self.
 - a. Anthony Crum, applicant, present but made no comment and received no questions from the Board.
 - b. Motion to approve by Lee McLemore; 2nd by Bobby Miller – all in favor, motion carried.

Other/New Business:

1. Chair Joe Taylor noted at the beginning of the meeting that the Board's policy on applicant/representative attendance has been as follows:
 - a. If the applicant or their representative is not present to answer questions at the meeting where their item is on the agenda, the Board's approval must be unanimous.

2. Board members had several questions for the Apalachee Regional Planning Council (ARPC) planners regarding their role as the City's planners after all the agenda items were heard:
- a. Bobby Miller asked if the format of the agenda, with staff findings and a recommendation for each item, would remain the same going forward.
 - i. Yes, that is the ARPC's standard format.
 - b. Lee McLemore asked for an overview of the process for submitting a P&Z application.
 - i. ARPC Planner replied that applications can be emailed to planning@cityofapalachicola.com, and that fees are paid directly to the City. Email is the preferred method of receiving applications, but they can also be physically sent in the mail if needed.
 - c. Bobby Miller commented that he appreciated that the ARPC was able to accept, review, and place on the agenda applications that were received after the normal 10 business day deadline.
 - i. ARPC Planner replied that during this transition period, last minute applications can be accepted while the agenda is still being finalized. After the agenda is sent to the City, applications can no longer be accepted and must go to the Board the following month.
 - d. Jim Bachrach asked if only a member of City Staff could submit applications to the ARPC.
 - i. ARPC Planner replied that the applicant can email an application directly to planning@cityofapalachicola.com, but noted that the ARPC cannot accept payment from applicants.
 - e. Joe Taylor commented that City Staff should help accommodate applicants who don't have an email or who otherwise cannot send an electronic copy of their application themselves (e.g., by scanning their application for them when they come to City Hall in person). He does not want there to be a barrier preventing anyone from completing a P&Z application.

- i. Lee McLemore added that his wife Patricia McLemore was told by City Staff that she would need to mail her application to the ARPC, causing her item to be placed on the August agenda rather than the July agenda.
- ii. ARPC Planner affirmed that email is the preferred method of sending and receiving applications. The cost of sending an application in the mail as well as the associated delay in receiving the application should be avoided whenever possible.

Outstanding/Unresolved Issues:

N/A

Motion to adjourn the meeting by Jim Bachrach; 2nd by Lee McLemore. All in favor – meeting adjourned at 6:27 P.M.