

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING

Monday, August 11th, 2025

City Meeting Room – 74 6th Street

Minutes

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

Regular Meeting: 6:00 PM

1. Approval of July 14th, 2025 meeting minutes.
 - a. Motion to approve by Jim Bachrach; 2nd by Lee McLemore – all in favor, motion carried.
2. Review, Discussion and Decision for New Residential Construction. (R-2) @ 230 17th Street. Block 123 Lot 4. Owner: Coastal Life Homes LLC; Contractor: Ronnie E. Gooch.
 - a. Dawson Gooch, present on behalf of Ronnie Gooch – Informed the Board that this item was rescheduled from the July meeting to the August meeting to receive an updated parcel ID number.
 - b. Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Permeable Pavers. (R-1) (Historic District) @ 101 Bay Avenue. Block 36 Lots 1-5. Owner: Patricia McLemore; Contractor: Self.
 - a. Lee McLemore recused himself due to his personal relationship with the Owner.
 - b. Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.
4. Review, Discussion and Decision for Commercial Sign. (R-3) @ 343 25th Avenue. Block 222 Lots 21-22. Owner: Daisy Jimenez (Clearwater Apalach LLC); Contractor: Self.

- a. City Attorney summarized past precedent set by the Board regarding both the use and the signage. The City requires that monthly vacation rentals have a sign on the property visible from the right-of-way stating that the property offers monthly rentals. Given that this is a residential district, it would be more appropriate to require the sign area to be reduced to three square ft and mounted on a wall or fence, rather than be freestanding. Accordingly, the sign would not need to be double-sided. City Attorney noted that the Board has previously approved a three square ft wall mounted monthly rental sign in the R-1 district.
 - b. Motion to approve on the condition that the sign area be no larger than three square feet, and that the sign be attached to the façade of the house or a fence by Bobby Miller.
 - i. City Attorney recommended that since the Owner was not present, the Board should decide whether to table this item until the September meeting.
 - ii. Elizabeth Milliken stated that since the approval conditions were quite different from what the Owner initially proposed, she would be inclined not to approve the item.
 - iii. Bobby Miller withdrew his motion.
 - c. Motion to table the item until the September 8th meeting by Jim Bachrach; 2nd by Greg Gologowski – all in favor, motion carried.
5. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 162 Bay Colony Way**. Lot 11. Owners: Matt & Megan Lee; Representative: Jeff Stephens; Contractor: Jubilee Builders.
- a. Matt & Megan Lee, Owners – Present, made no comment to the Board and received no questions from the Board.
 - b. Motion to approve by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
6. Review, Discussion and Decision for Accessory Structure & Fence. **(R-2) @ 148 13th Street**. Block 90 Lot 2. Owners: John W. Swan & Lesley J. Wentworth; Contractor: Self.

- a. John Swan, Owner – Informed the Board that the existing chain link fence would be replaced with a taller wooden fence, and that they would like to install a new carport.
 - b. Greg Golowski asked how the carport would be accessed, John Swan confirmed it would be accessed from the alley.
 - c. Joe Taylor asked for confirmation that the 6' fence would not be in the front yard. City Planner confirmed the 6' fence would be in the side/rear yard only.
 - d. Motion to approve by Jim Bacrach; 2nd by Bobby Miller– all in favor, motion carried.
7. Review, Discussion and Decision for New Residential Construction. **(R-1) @ 245 7th Street**. Block 174 Lot 8. Owner: Alex Littlefield; Contractor: Self.
- a. Alex Littlefield, Owner – Confirmed that the tree was a hickory tree, though the exact species was not known. He asked if he needed to identify the species, and if it was not protected, he would not need a tree permit.
 - b. City Planner confirmed that if a tree is not listed as protected in the Code of Ordinances, there is no need to acquire a tree permit for removal.
 - c. Bryce Ward, Attendee – Commented that the City should consider more carefully the cumulative impact of multiple different fees for development, especially in the context of enticing new residents to move to the City and encouraging new development.
 - i. City Attorney encouraged Bryce Ward to attend City Commission meetings to express this sentiment, as the Planning and Zoning Board members are appointed by the City Commission and do not have control over this area.
 - ii. Joe Taylor affirmed that fees and the fee schedule are beyond the scope of the Planning and Zoning Board.
 - d. Motion to approve on the condition that it be determined whether the tree is a protected pecan (*Carya illinoensis*) requiring a tree permit for removal by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.

8. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. (R-1) (Historic District) @ 130 5th Street. Block 19 Lot 3. Owners: Ed & Tammy Davis; Contractor: Bryce Ward.
 - a. Bryce Ward, Contractor – Present, made no comments to the Board.
 - b. Seth Ward, Representative – Informed the Board that the owners would like a carport for the storage of a golf cart and bicycles.
 - c. Greg Gologowski asked if access to the carport would be along the side of the house. Seth Ward confirmed that access would be down the side of the house; while narrow there would be enough space for a golf cart.
 - d. Motion to approve by Bobby Miller; 2nd by Jim Bacrach – all in favor, motion carried.
9. Review, Discussion and Decision for Certificate of Appropriateness, New Residential Construction, Accessory Structure, Additional Lot Coverage, & Fence. (R-1) (Historic District) @ 911 Address Pending. Block 181 Lot 9. Owners: Christian & Audrey Robin; Contractor: Self.
 - a. Christian Robin, Owner – Informed the Board that a 911 address (205 6th Street) had been received from Franklin County a few days prior to the meeting. He also noted that the accessory structure will be built for access to the alley behind the lot, if it is cleared/developed.
 - b. Motion to approve on the condition that the accessory structure not be used for residential use by Jim Bachrach; 2nd by Myrtis Wynn – all in favor, motion carried.

Other/New Business:

1. City Planner informed the Board there will be two special exception applications heard at a public hearing following the September 8th P&Z Meeting: 97 Martin Luther King Jr Ave (Bed and Breakfast) and 203 7th Street (African American Cultural Heritage Museum).
 - a. Joe Taylor asked whether letters would be sent requesting return comments or feedback from citizens. City Planner confirmed that while

letters would be sent informing citizens of the hearing date, time, and place, these letters would not request any information be returned to the City. Anyone wishing to provide comments on the applications should attend the public hearing following the regular meeting.

Outstanding/Unresolved Issues:

N/A

Motion to adjourn the meeting by Jim Bachrach; 2nd by Greg Golgowski. All in favor – meeting adjourned at 6:40 P.M.