



Planning & Zoning Agenda

December 8th, 2025

Regular Meeting 6:00 P.M.

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING

Monday, December 8th, 2025

City Meeting Room – 74 6th Street

Agenda

Regular Meeting: 6:00 PM

1. Approval of November 10th, 2025 meeting minutes.
2. Review, Discussion and Decision for Mural. **(C-3) @ 238 US Highway 98**. Block 4 Lot 3, portion Lots 1-2. Owner: Keri Elliot; Contractor: Dan Anderson; Artist: Javier Arreguin Villegas.
3. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. **(R-1) @ 105 6th Street**. Block 18, Lot 9. Owner: Cliff Buell; Contractor: Tom Saurey.
4. Review, Discussion and Decision for Certificate of Appropriateness, Accessory Structure & Fence. **(R-1) @ 64 15th Street**. Block 98 Lot 2. Owners: Jorge and Claudie Jimenez; Contractor: We Love Land Studio Inc.
5. Review, Discussion and Decision for Certificate of Appropriateness & Fence. **(R-1) @ 155 7th Street**. Block 64 Lot 7. Owners: Virginia and Barry Lawson; Contractor: Eric.
6. Review, Discussion and Decision for Certificate of Appropriateness & Signs. **(C-1) @ 71 Market Street**. Block E-2 Lots 19-20. Owner: Patrick Ferguson; Applicant: Scott Walker; Contractor: Sign Design.

Other/New Business:

1. Confirm monthly P&Z meeting day and time for 2026.
2. Florida Chapter of the American Planning Association (APA) offering training for planning officials January 28th, all day in-person in Tallahassee.

Outstanding/Unresolved Issues:

Motion to adjourn the meeting.

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING

Monday, November 10th, 2025

City Meeting Room – 74 6th Street

Minutes

Attendance: Joe Taylor, Elizabeth Milliken, Bobby Miller, Myrtis Wynn, Jim Bachrach, Greg Golgowski

Regular Meeting: 6:00 PM

1. Approval of October 13th, 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 Accessory Structure & New Residential Construction. (R-3) @ 265 Morris Cannon Street. Block 214 Lots 27-28. Owner: Kimberly Deeson; Contractor: Randall McClelland.
 - a. Kimberly Deeson, Owner – Present. Confirmed that the accessory structure will remain on the property in the long term. It will be located in the rear yard behind the principal structure, with setbacks of approximately 20' and 5' from each respective property line. Owner also agreed to move the principal structure 3' closer to Morris Cannon Street to meet minimum setback requirements.
 - b. Motion to approve by Bobby Miller; 2nd by Jim Bachrach– all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 128 7th Street. Block 65 Lots 1-2. Owner: Rebecca Hollensbe; Contractor: David's Custom Fencing.
 - a. Rebecca Hollensbe, Owner – Present, no comments made and no questions from the Board.
 - b. Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken – all in favor, motion carried.

4. Review, Discussion and Decision for New Residential Construction. (R-2) @ 141 Bay Colony Way. Lot 18 Bay Colony Way Subdivision. Owner: Corie Cates; Contractor: Self.

- a. Corie Cates, Owner – Present. Jim Bachrach asked the Owner to describe the project. Owner replied that she is intending to build a small starter home / beach cottage, due to the narrow shape of the lot.
- b. Greg Golgowski asked if the hatched area on the site plan represented the driveway. Owner confirmed that it did, and that there would be no garage.
- c. Motion to approve by Jim Bachrach; 2nd by Bobby Miller– all in favor, motion carried.

5. Review, Discussion and Decision for Commercial Signs & Mural. (C-3) @ 238 US Highway 98. Block 4 Lot 3, portion Lots 1-2. Owner: Keri Elliot; Contractor: Dan Anderson; Artist: Javier Arreguin Villegas.

- a. City Attorney advised that a separate motion be made for the two commercial signs and the mural.
- b. Keri Elliot, Owner – Present. Greg Golgowski asked for confirmation about the area of the sign. Owner confirmed it would be approximately 5' x 10'. While this is larger than the current 4' x 8' sign, the Owner explained this size better accommodates the new design.
- c. City Planner confirmed that the maximum area allowed for this type of sign is 200 square feet. The proposed sign will be around 100 square feet. Each face or side of the sign is accounted for in the calculation of sign area.
- d. Owner confirmed that the lights on the freestanding sign would be downward facing, and that the lighting on the current sign would be removed.
- e. Motion to approve the two commercial signs by Greg Golgowski; 2nd by Myrtis Wynn – all in favor, motion carried.
- f. Chair Joe Taylor stated that the proposed mural is essentially the logo of the restaurant, and question whether that would be allowed under the provision that murals are not signs.

- g. City Attorney clarified that the code of ordinances stated that the content of the mural should not be considered in the permitting process.
 - h. Owner explained that the intent behind the mural is to add nice artwork to a bare and unappealing wall, to potentially attract more business to the area. Owner stated that she would be willing to submit revised artwork and alter the design of the mural to be different from the signs.
 - i. Bobby Miller stated that the words should be removed from the mural, and that beyond this the content of the mural was not the concern of the Board.
 - j. Greg Gologowski questioned whether replicating the same design as the signs would be considered original artwork. He stated that at the time the sign ordinance was last being revised, there was concern that murals would become signs or be called signs, to get around the requirements specific to signs. He raised the possibility that the Owner could change her request and make the mural a sign to keep the proposed design.
 - k. City Attorney summarized two options for the Owner: (1) remove the words from the mural and alter the design to be different from the two signs; (2) change the request from a mural to a second building façade sign.
 - l. Jim Bachrach emphasized to the Owner that the Board was not telling her to go for one option over the other, and that it was her decision which to opt for.
 - m. Motion to table the mural application to the December 8th meeting by Bobby Miller; 2nd by Jim Bacrach – all in favor, motion carried.
- 6. Review, Discussion and Decision for Accessory Structure. (R-2) @ 237 Prado.**
- Block 1 Lots 17-18. Owner: James Owens; Contractor: Self.
- a. James Owens, Owner – Present. Jim Bachrach asked the Owner to describe the project. Owner replied that this pole barn is a replacement for an older aluminum shed destroyed by Hurricane Michael.
 - b. Greg Gologowski asked if the structure would be used commercially. Owner confirmed it would not; the pole barn will be used for storage.

- c. Motion to approve by Bobby Miller; 2nd by Jim Bachrach– all in favor, motion carried.
7. Review, Discussion and Decision for New Residential Construction. **(R-3) @ 194 25th Avenue**. Block 240 Lots 4-5. Owner: Joycelyn Escobar; Contractor: Randall McClelland.
- a. Jocelyn Escobar, Owner – Present. Greg Golgowski asked if anything had already been done on the lot. Owner confirmed that the pad had already been prepared.
 - b. City Attorney confirmed that the Owner understood that no additional fill material could be placed on the property, and that any additional elevation required by the floodplain administrator must be achieved using other means (e.g., piers or pilings).
 - c. Jim Bachrach informed the Owner that there could be potential issues in the future from the State regarding development in a wetland area.
 - d. Motion to approve on the condition that no additional fill be placed on the property by Jim Bachrach; 2nd by Elizabeth Milliken– all in favor, motion carried.
8. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 217 15th Street**. Block 135 Lot 9. Owner: Coastal Life Homes LLC; Contractor: Ronnie Gooch.
- a. Dawson Gooch, Representative - Present on behalf of the owner. No comments provided and no questions from the Board.
 - b. Motion to approve by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.
9. Review, Discussion and Decision for New Residential Construction. **(R-2) @ 69 Avenue L**. Block 135 Lot 10. Owner: Coastal Life Homes LLC; Contractor: Ronnie Gooch.
- a. Greg Golgowski asked if the two buildings would have a different façade. Representative replied yes, each building will have a slightly different façade so they won't look too similar next to each other.

- b. Myrtis Wynn asked if 69 Avenue L was the correct address.
Representative replied that the property had been given a new address very recently, 215 15th Street.
- c. Motion to approve by Bobby Miller; 2nd by Myrtis Wynn – all in favor, motion carried.

Other/New Business:

- 1. Joint workshop between Planning and Zoning Board and Tree Committee.
 - a. Chair Joe Taylor stated that he had been asked by the Tree Committee chair about the possibility of a joint workshop between the two bodies in January or February.
 - b. City Attorney advised that the Tree Committee defer to the City Commission regarding the need for and possibility of such a workshop being held.

Outstanding/Unresolved Issues:

N/A

Motion to adjourn the meeting by Jim Bachrach; 2nd by Bobby Miller.

All in favor – meeting adjourned at 7:01 P.M.



Mural

238 U.S. Highway 98



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

Owner Keri Elliott
Address 274 Ellis Van Vleet St
City Apalachicola State FL Zip 32320
Phone 850-370-0871

CONTRACTOR INFORMATION

Contractor Name Dan Anderson / must see media
State License # _____ City License # _____
Email dan@mustseemagazine.com
Phone 850-221-6986

PROJECT TYPE

☐ New Construction

☐ Addition

☐ Alteration/Renovation

☐ Relocation

☐ Demolition

☐ Fence

☐ Accessory Structure

☐ Certificate of Appropriateness

☒ Other sign replacement/update

PROPERTY INFORMATION

Street Address (911 Address): 238 US Hwy 98
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-095-086-8360-0004-011 Block: 4 Lot: 3
Zoning District: C-3 [] Historic District [X] 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:

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.

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).

Refer to provided elevations for size/materials on roadside sign and gable sign. Roadside sign is free standing PT pilings with concrete anchors and stainless steel fasteners. Gable sign attaches directly to building with stainless steel fasteners. Exterior wall mural is painted directly on existing siding.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/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 Building Department.
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. 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.

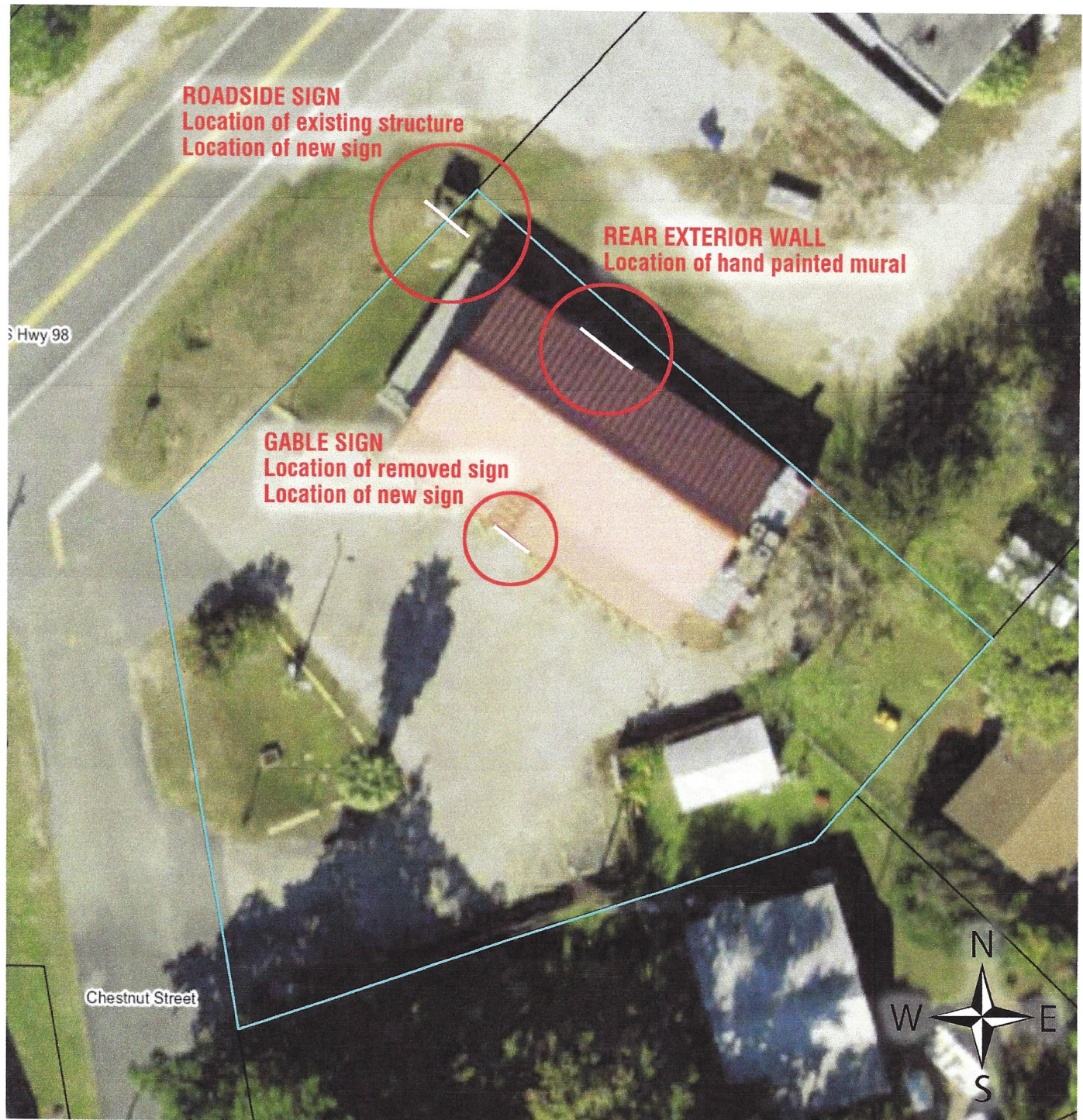
10-17-25

DATE



SIGNATURE OF APPLICANT

SITE PLAN - Signage
Bottoms Up & Hong Kong Bistro 2
238 Highway 98
Apalachicola, Florida 32320



-The materials uses to create the Mural at Honk Kong Bistro are professional spray paint made for exterior murals. The brand is MONTA 94 from Barcelona. The pigmentation last over 10 years. After the spray paint is applied, a clear coat to protect the surface will also be applied. This Mural will last as long as it is re touch every 5 to 6 years in case of the color starts to lose pigmentation.

-This Mural will stay in the same location unless natural disaster or demolition of the building.

-Artist are knowledgeable of the compensation after completing the project. If the project is not completed there wont be no compensation.

-I Javier Arreguin agreed for the city to remove the mural if it becomes a safety hazard for three community.

I Javier Arreguin allow and give permission to business owner of Honk Kong Bistro and Bar to use my original design as part of the artistic part of their building.

DATE: 11/20/25

SIGNATURE:


A handwritten signature in black ink, appearing to read 'Javier Arreguin', with a stylized, cursive script.A single, curved handwritten line or mark, possibly a checkmark or a stylized letter.







PUB 71

 javier.atteguinov

Greetings from

EASTPOINT



javonareguitar
javier areguin
South.com



STAFF FINDINGS REPORT

PROPERTY OWNER: Keri Elliot

AGENT (if applicable): N/A

CONTRACTOR: Dan Anderson / Must See Media

PROPERTY ADDRESS (if available): 238 U.S. Highway 98

→ Block 4 Lot 3, portions Lots 1-2

PARCEL ID: 01-09S-08W-8360-0004-0011

HISTORIC DISTRICT: No

CORNER LOT: Yes

ACREAGE: -- (~20,000 SF)

FUTURE LAND USE: C-3 Highway Commercial

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Installation of new wall mural.

STAFF FINDINGS:

Code of Ordinances:

→ **Sec. 113-86. Murals, original artwork murals on private property.**

- "Original artwork mural" means a painting or artwork temporarily or permanently affixed to a privately owned building. An "original artwork mural" is not a "sign" under this chapter. An "original artwork mural" which is not visible from a public right of way is not regulated by this section or by any other section in this chapter.
- Installation of original artwork murals shall be limited to business and commercial zones C-1, C-2, C-3, C-4 and RF.
 - *Mural will be installed in the C-3 district.*
- This section is intended to permit original artwork murals on a content-neutral basis that:
 - (i) are sufficiently durable and will be properly maintained;

- (ii) are located on appropriate places on buildings and constitute a particular scale of the building facade;
 - (iii) do not include any unsafe features or would not pose any unsafe conditions to vehicular or pedestrian traffic;
 - (iv) provide avenues for artistic expression, and
 - (v) are assets to the community.
- **§ 113-86(4).** An application for a mural permit shall be filed jointly by a building owner and an artist with the planning department by way of a form prepared by the planning department and shall include the following:
 - ✓ Name of the artist and the owner. Street address and location of the proposed mural.
 - ✓ Examples of previous work done by the artist, with references.
 - ✓ Description of the materials to comprise the proposed mural and manner of application.
 - ✓ Statement regarding durability of the materials considering the location and positioning of the proposed mural.
 - ✓ Plans and specifications for the proposed mural including an exact picture graphic and other description. The application should include clear and legible drawings with description showing the location of the mural, drawings should show the dimensions and materials. Color photos of the building must accompany the mural sketch, showing the wall to be painted in relation to adjacent streets and buildings.
 - ✓ Statement that the proposed mural will remain in place for at least two years.
 - ✓ Statement that no compensation will be given or received for the right to display the mural or the right to place the mural on the property. The artist may be compensated for the completion of the mural, however.
 - ✓ Any fees assessed by the city for application and approval must be received prior to mural installation.
 - ✓ Artist must waive and release, in favor of the city and the building owner, the right of attribution or integrity which artist has in the mural under *17 U.S.C. §§ 106A and 113(d)(Visual Artist Rights Act)*.
 - ✓ Artist's agreement to allow the city or the building owner to remove the mural with 90 days' notice to the artist at the address provided in the application and building owner if the mural is not maintained, or if it becomes a safety hazard.

- ✓ Signed acknowledgement by artist and business owner to abide by all mural requirements and execute all necessary documents.

○ **§ 113.86(5) Review criteria.** The application shall be reviewed using the following criteria:

- ☐ The mural must be durable, permanent, and easily protected from vandalism and weathering; consideration shall be given to the structural and surface integrity and stability of the building facade, the permanence and durability of the mural, and the mural's resistance to weathering, theft, and vandalism.
- ☐ The mural must not have any unsafe features or conditions that may affect public safety.
- ☐ The mural must not disrupt traffic nor create any unsafe conditions or distractions to motorists or pedestrians.
- ☐ The mural surface must be prepared with an outdoor primer to ensure good adhesion for the artwork.
- ☐ Clear, anti-graffiti coating must be applied over the completed artwork.
- ☐ The mural must not extend more than two inches from the plane of the wall to which it is attached.
- ☐ The mural must be located on only one facade of a building. The mural may not be placed on the primary facade of the structure. Exceptions from this paragraph 7 can be applied for, reviewed by the city planning department, and approved by the Planning & Zoning Board, when the nature of the business is creative, artistic or some other special circumstance is presented.
- ☐ The mural must be compatible with the character of the surrounding area (particularly when near residential areas) in terms of its size, style, colors, materials, general appearance, and location.
 - *Mural wall will abut another business in the C-3 district.*
- ☐ Any licensed, copyrighted, or trademarked characters or likenesses used on murals must have permission from the holder or owner of the license, copyright, or trademark.
- ☐ No approval shall be issued for mural installation if there are outstanding code enforcement violations charged by the city on the property

where the mural is to be located. Outstanding debts to the city must be paid in full prior to issuance of the mural permit.

- If installation of the permitted original artwork mural has not taken place within 12 months of the date of issuance of the mural permit, the permit is void and no further work on the mural may be done at the site until a new permit has been approved and new fee paid.
 - A request for permit extension must be in writing and must be received by the planning department before the original permit expiration date.
 - An approved mural permit may be extended by the planning department for an additional period of no more than 12 months upon the planning department finding that the applicant was unable to begin or continue the installation of the approved mural for reasons beyond his or her control.

RECOMMENDATION: Approval, the revised mural application meets the requirements of the Code of Ordinances and the requested revisions made by the P&Z Board during the November 10th meeting.



**Certificate of Appropriateness &
Accessory Structure**

105 6th Street



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

Official Use Only

Date Received: _____
Meeting Date: _____
Fees Due: _____
Date Fees Paid: _____

OWNER INFORMATION

Owner Cliff Buell
Address 105 6th Street
City Apalachicola State FL Zip 32320
Phone 518-321-6987

CONTRACTOR INFORMATION

Contractor Name Tom Saurey
State License # CBC1253645 City License # _____
Email licenses@tuffshed.com
Phone 904-460-5423

PROJECT TYPE

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

PROPERTY INFORMATION

Street Address (911 Address): 105 6th Street
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-09S-08W-8330-0018-0090 Block: 18 Lot: 9
Zoning District: _____ [] 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:

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.

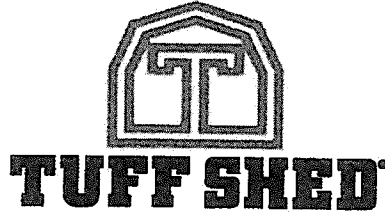
CS
Applicant Initial

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).

12x16 woodshed, in the rear of the yard, no concrete, No MEP, 3' auger anchors

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/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.



1777 S. Harrison St. #600

Denver, CO 80210

FL PRODUCT APPROVALS				
PRODUCT TYPE	MANUFACTURER	MODEL	FL PRODUCT #	EXPIRATION
SIDING (PANEL)	LP BUILDING SOLUTIONS	SIDING	FL9190.3	12/31/2030
SIDING (LAP)	JAMES HARDIE BUILDING PRODUCTS, INC	LAP	FL10477.1	12/31/2026
SIDING (CEMENT)	JAMES HARDIE BUILDING PRODUCTS, INC	CEMENT STUCCO	FL13223.2	12/31/2026
SLIDING WINDOW	TAFCO CORP.	SLIDER	FL20743.1	2/1/2026
TUFF SHED DOUBLE DOOR	TUFF SHED, INC.	SHED DOOR	FL22202.1	06/14/2028
TUFF SHED DOUBLE DOOR (HVHZ)	TUFF SHED, INC.	SHED DOOR	FL22202.2	06/14/2028
TUFF SHED SINGLE DOOR	TUFF SHED, INC.	SHED DOOR	FL22202.3	06/14/2028
TUFF SHED SINGLE DOOR (HVHZ)	TUFF SHED, INC.	SHED DOOR	FL22202.4	06/14/2028
STEEL DOOR INSWING	JELD-WEN	6 PANEL/3068	FL11138.1	10/31/2026
STEEL DOOR OUTSWING	JELD-WEN	6 PANEL/3068	FL11138.2	04/30/2026
FULL LITE DOOR	JELD-WEN	EXTERIOR DOOR	FL17454.1	12/31/2027
9 LITE DOOR INSWING	JELD-WEN	EXTERIOR DOOR	FL12509.2	10/31/2028
9 LITE DOOR OUTSWING	JELD-WEN	EXTERIOR DOOR	FL12509.4	10/31/2028
FLOOD VENTS	SMART VENT PRODUCTS, INC	VENT	FL5822.6	12/31/2026
RIDGE VENTS	GAF COBRA RIDGE VENT3	RIDGE VENT	FL8287.1	07/12/2025
IMPACT RESISTANT OVERHEAD GARAGE DOOR	OVERHEAD GARAGE CORP.	GARAGE DOOR	FL14170.8	12/31/2026
ROOF UNDERLAYMENT	GAF	FELTBUSTER	FL10628.1	07/12/2026
ASPHALT SHINGLES	GAF	SHINGLES	FL10124.1	12/16/2025
TRANSOM WINDOWS	INNOVATIONS MANUFACTURING INC	WINDOW	FL17667.1	12/31/2026

As Required by Florida statute 553.842 and Florida Administrative Code 9B-72 , please provide the information and product approval number(s) for the building for the building components listed above if they will be utilized on the building structure. Florida approved products are listed online at www.floridabuilding.gov or can be obtained from local product supplier.

All products are per Florida building code 8th edition

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.
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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.

11/12/25

DATE

Ceifford Buell

SIGNATURE OF APPLICANT

BUILDING PERMIT APPLICATION CHECKLIST

(ALL STEPS MAY NOT APPLY TO SMALLER PROJECTS)

_____ 1. Approval from City Planning & Zoning Board

_____ 2. Complete Building Permit Application

_____ 3. TWO COMPLETE SETS OF PLANS INCLUDING:

- Site Plan (Tree Overlay if available is very helpful)
- Final Site Plan (New Construction) – Stormwater Management Plan
- Signed/Sealed Structural Drawings
- 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 (All permits valued at \$2,500 or more)

_____ 8. Flood Elevation Certificate

_____ 9. Fill Permit Application

_____ 10. Floodplain Management Application (NOT if Flood Zone X)

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

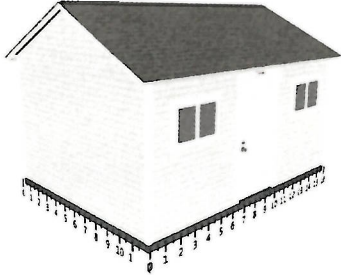
Clifford Buell
Applicant Name, Signature

11/12/25
Date

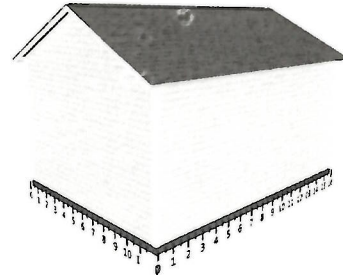
City of Apalachicola Building Department
1 Bay Ave., Apalachicola, FL 32320
(850)653-9319



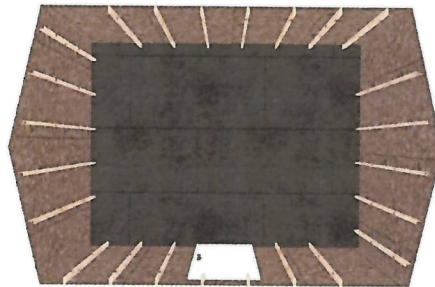
Cliff Buell
105 6th Street
Apalachicola FL 32320
Q-3309097



Wall D



Wall A



Wall C

Wall B

Base Details/Permit Details

Building Size & Style

Premier Pro Tall Ranch - 12' wide by 16' long

Paint Selection

Base: Delicate White, Trim: Delicate White

Roof Selection

Weathered Wood Dimensional Premium Shingle

Drip Edge

White

Is a permit required for this job?

Yes

Who is pulling the permit?

Tuff Shed

Optional Details

High Wind

High Wind - Retail

Doors

6-Panel Residential Door (Left Hand Outswing),

Windows

2 3'x2' Insulated Horizontal Sliding Window

Walls

467 Sq Ft House Wrap

467 Sq Ft Horizontal Cement Lap Siding

Roof

248 Sq Ft Roof - 6/12 Roof Pitch

Upgrade

17 Lin Ft Ridge Vent

Floor and Foundation

6 Ea Shed Anchor into Dirt - Auger or MR88

Jobsite/Installer Details

Do you plan to insulate this building after Tuff Shed installs it?

Yes

Is there a power outlet within 100 feet of installation location?

Yes

The building location must be level to properly install the building. How level is the install location?

Leveling >12" or Over 200 sq ft

Will there be 18" of unobstructed workspace around the perimeter of all four walls?

Yes

Can the installers park their pickup truck & trailer within approximately 200' of your installation site?

Yes

Substrate Shed will be installed on?

Grass

Signed by:

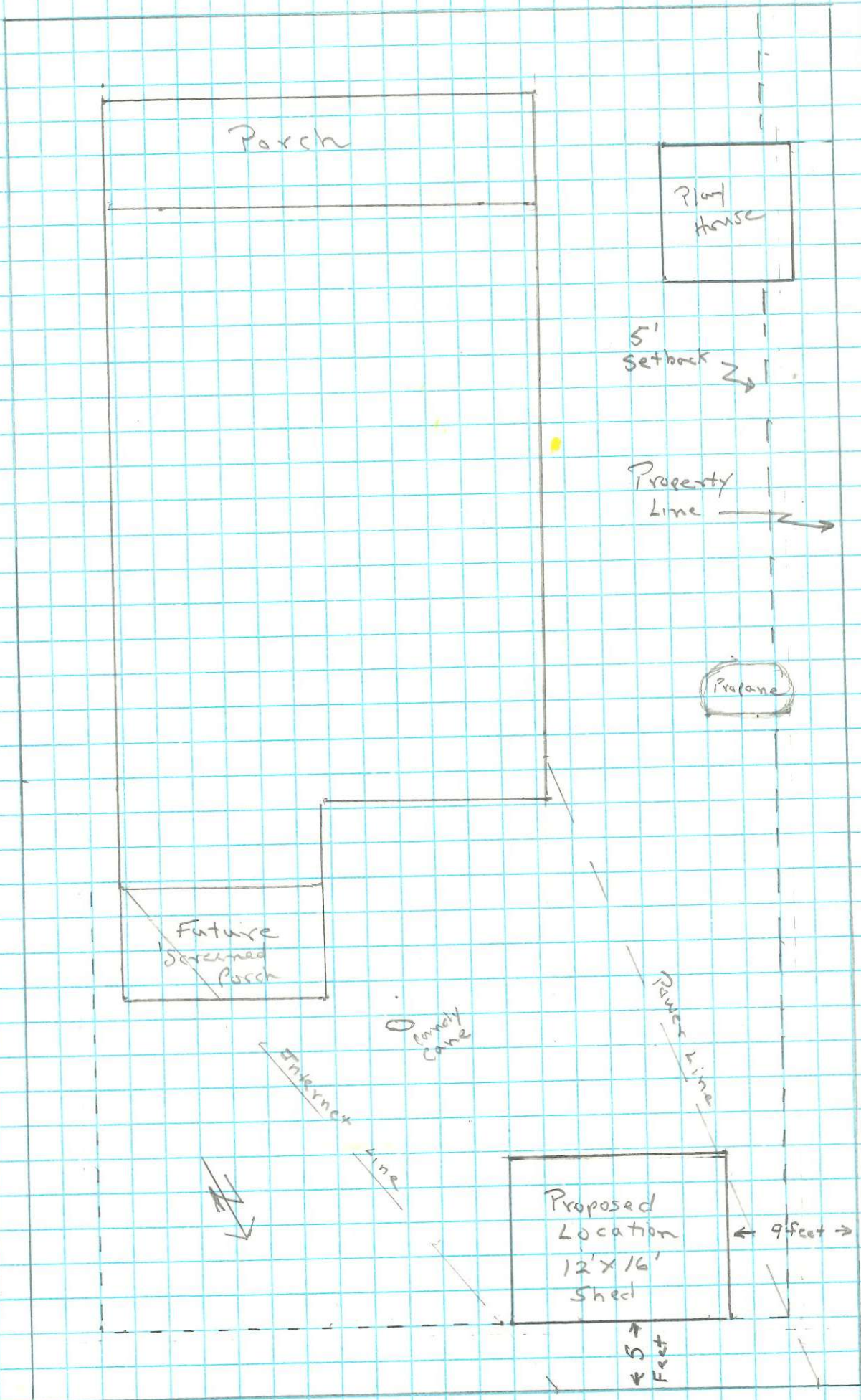
Cliff Buell

Customer Signature: _____

Date: 10/31/2025

1EB8D8D1743341D...

Scale -
4 Squares =
10' 0"



STAFF FINDINGS REPORT

PROPERTY OWNER: Cliff Buell

AGENT (if applicable): N/A

CONTRACTOR: Tom Saurey

PROPERTY ADDRESS (if available): 105 6th Street

→ Block 18 Lot 9

PARCEL ID: 01-09S-08W-8330-0018-0090

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: -- (~6,000 SF)

FUTURE LAND USE: R-1 Single-family Residential

WETLANDS: No

FLOODPLAIN: "AE"

DESCRIPTION OF PROJECT:

→ Installation of a 12' x 16' woodshed in the rear yard of the property.

STAFF FINDINGS:

Code of Ordinances:

→ **Section 111-268. R-1 Single-Family Residential.**

- **Development standards:**

- **Minimum lot size:**

- Single-family & home occupations: 6,000 SF (60' x 100').

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

- Rear: 5 ft. (accessory structure).
 - Proposed 5' rear setback, 9' side setback.

- **Maximum building restrictions:**

- Lot coverage: 40%.
 - *Principal*: 1,800 SF
 - *Accessory (existing)*: 60 SF

- *Accessory (proposed): 192 SF*
 - *Total: 2,052 SF (34%)*
- Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.

RECOMMENDATION: Approval, meets all requirements of the Code of Ordinances.



**Certificate of Appropriateness,
Accessory Structure & Fence
64 15th Street**



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

Owner JIMENEZ JORGE + CLAUDIE
Address 64 15th St.
City APALACHICOLA State FL Zip 32320
Phone 518.728.0478 CLAUDIE

CONTRACTOR INFORMATION

Contractor Name T.B.P.
State License # _____ City License # _____
Email _____
Phone _____

PROJECT TYPE

☐ New Construction

☐ Addition

☐ Alteration/Renovation

☐ Relocation

☐ Demolition

☒ Fence

☐ Accessory Structure

☐ Certificate of Appropriateness

☒ Other NEW DECK

PROPERTY INFORMATION

Street Address (911 Address): 64 15th St.
City & State: 64 APALACHICOLA, FL Zip: 32320
Parcel ID #: 01-095-08W-3330-0098-0020 Block: 98 Lot: 2
Zoning District: X R-1 [] Historic District [] Non-Historic District
FEMA Flood Zone: X

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:

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.

JS
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).

REMOVAL OF EXISTING DECKING (BOTH FRONT + REAR),
 REPLACE NEW DECKING (BOTH FRONT + REAR) - COMPOSITE
 NEW GRAVEL DRIVEWAY + PATHWAYS
 NEW FENCING (WOODEN 6' TALL)

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck		COMPOSITE DECKING	
Fencing		WOODEN	
Driveways/Sidewalks		LIMEROCK GRAVEL #57	
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 Building Department.
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. 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.

DATE



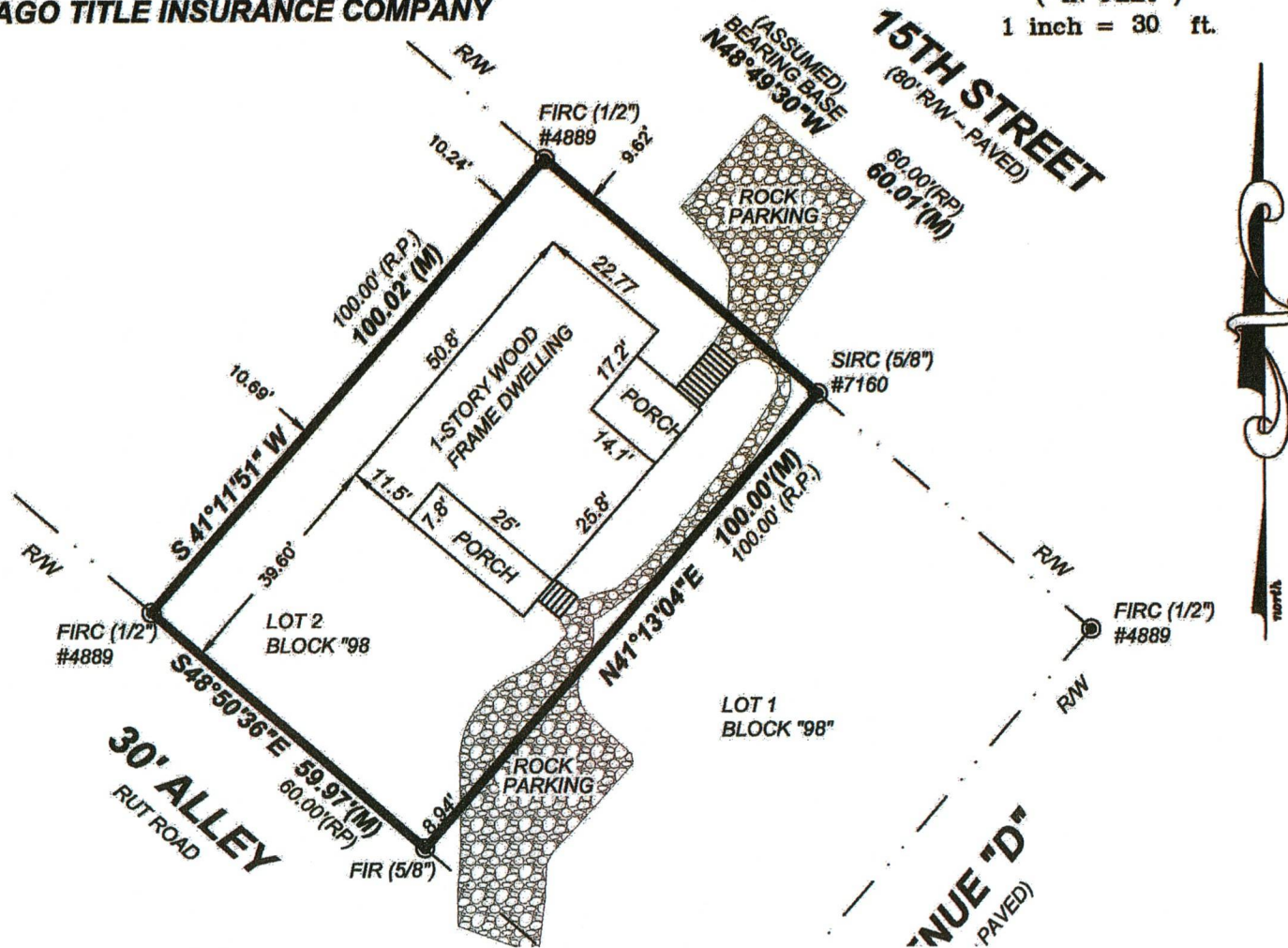
SIGNATURE OF APPLICANT

GRAPHIC SCALE



(IN FEET)

1 inch = 30 ft.





LEGAL DESCRIPTION:

Lot 2, Block "98" of the CITY OF APALACHICOLA, a subdivision as per map or plat in common use on file at the Clerk of the Circuit Office in Franklin County, Florida

RW
FIRC (1/2")
#4889

LEGEND


M	MEASURED
RP	RECORD PLAT
FIRC	FOUND (5/8") IRON ROD AND CAP
SIRC	SET (5/8") IRON ROD AND CAP #7160
FCM	FOUND CONCRETE MONUMENT
RW	RIGHT-OF-WAY
	NOT TO SCALE
	POINT NOT SET OR FOUND

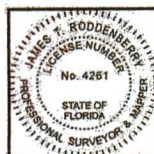
NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Southwesterly right-of-way boundary of 15th Street having an assumed bearing of North 48 degrees 49 minutes 30 seconds West
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors and Mappers (F.A.C. 5J-17.051/.052).

The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.


JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4261

**FLOOD ZONE INFORMATION:**

Subject property is located in Zone "X" (0.2%) as per Flood Insurance Rate Map Community Panel No: 120089 0526F index date February 5, 2014, Franklin County, Florida.



THURMAN RODDENBERRY & ASSOCIATES, INC

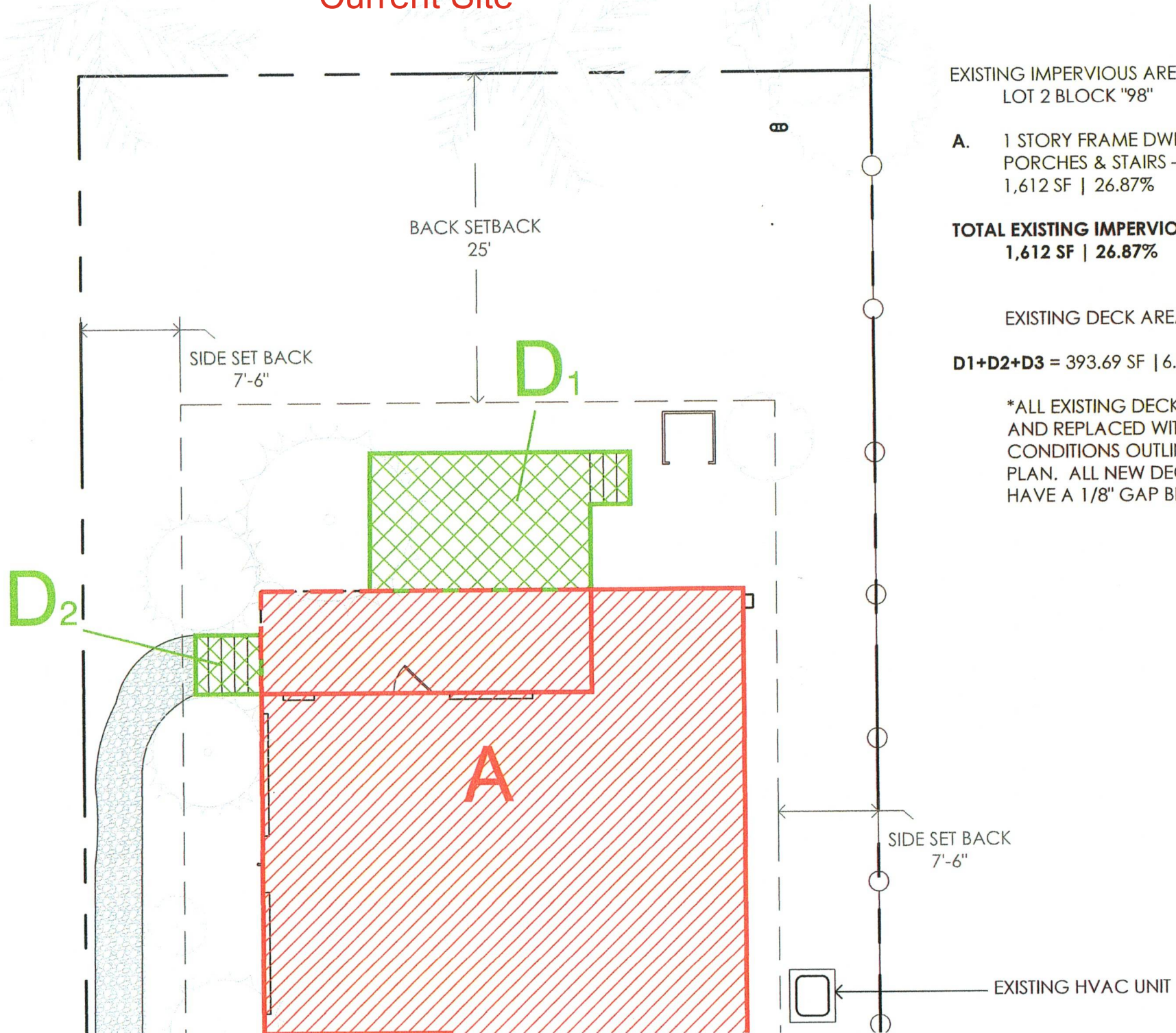
PROFESSIONAL SURVEYORS AND MAPPERS

P.O. BOX 100 • 123 SHELDON STREET • SOPCHOPPY, FLORIDA 32358

PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103
LB # 7160

DATE: 01/14/04	DRAWN BY: MD	N.B.387 Pg 67	COUNTY: Franklin
FILE: 04033.DWG	DATE OF LAST FIELD WORK: 01/12/04	JOB NUMBER: 04-033	

Current Site



EXISTING IMPERVIOUS AREA CALCULATIONS:
LOT 2 BLOCK "98"

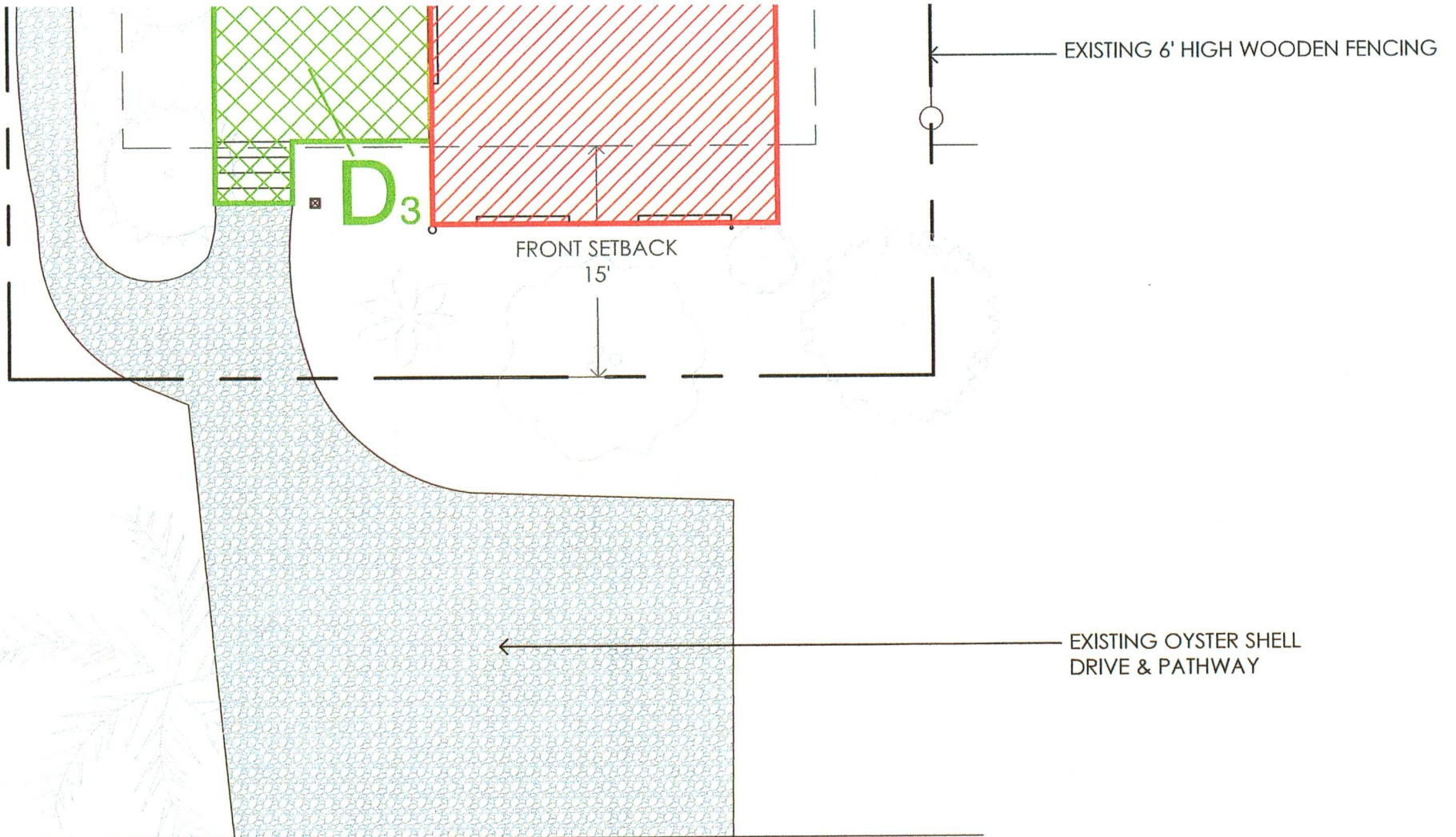
- A. 1 STORY FRAME DWELLING,
PORCHES & STAIRS -
1,612 SF | 26.87%

TOTAL EXISTING IMPERVIOUS AREA:
1,612 SF | 26.87%

EXISTING DECK AREA:

D₁+D₂+D₃ = 393.69 SF | 6.56% (10% MAX.)

*ALL EXISTING DECK WILL BE REMOVED
AND REPLACED WITH PROPOSED
CONDITIONS OUTLINED IN THE MATERIALS
PLAN. ALL NEW DECKING BOARDS TO
HAVE A 1/8" GAP BETWEEN BOARDS



15TH STREET
(80' R/W - PAVED)

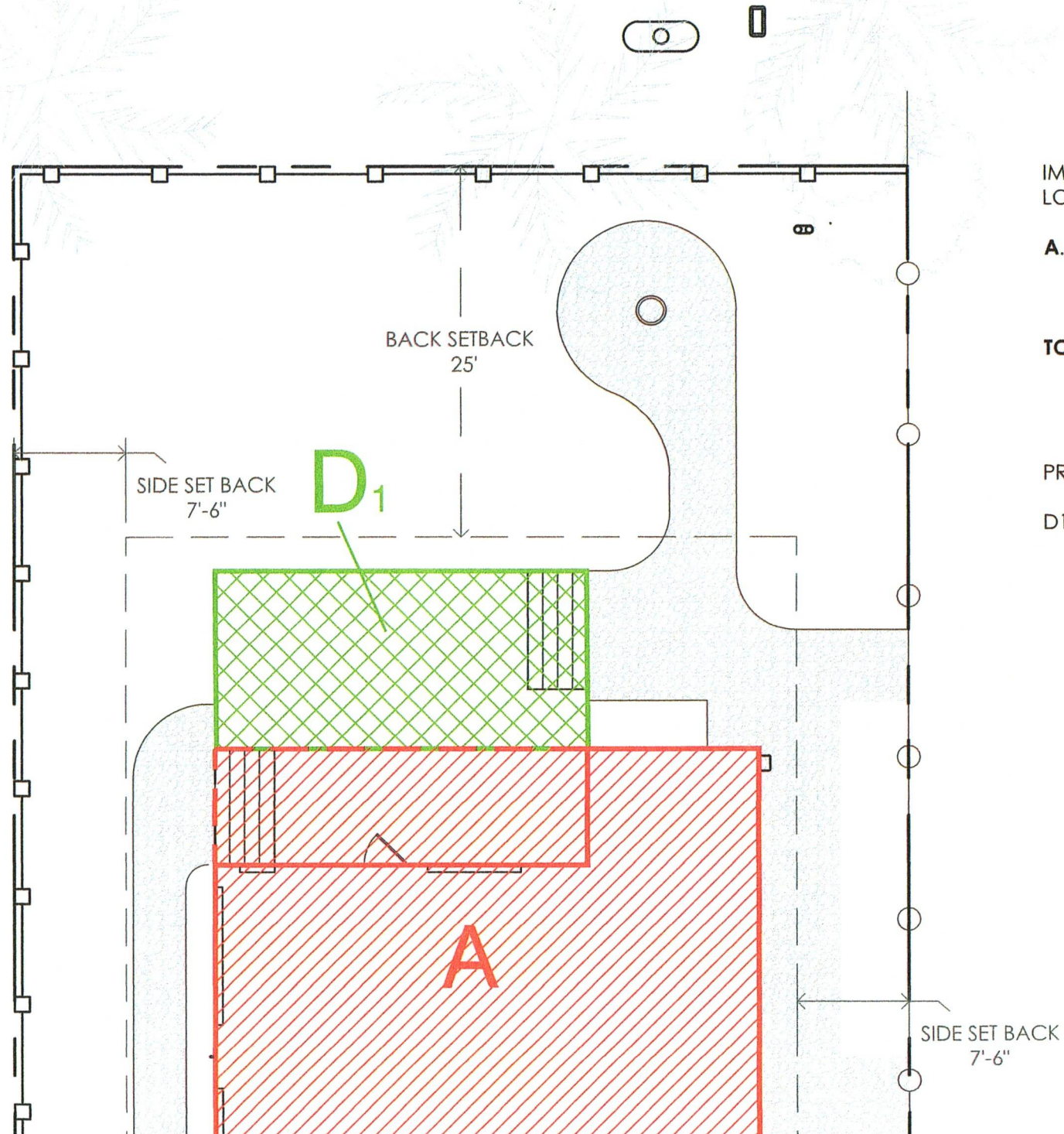
*PROPERTY AREA LOT CALCULATIONS:
BLOCK 2 LOT 98
APPX. 60' x 100' = 6,000 SF

TOTAL AREA = 6,000 SF



EXISTING CONDITIONS | IMPERVIOUS COVERAGE CALCULATIONS

Proposed Site



IMPERVIOUS AREA CALCULATIONS: LOT 2 BLOCK "98"

- A. 1 STORY FRAME DWELLING,
PORCHES & STAIRS -
1,612 SF | 26.87%

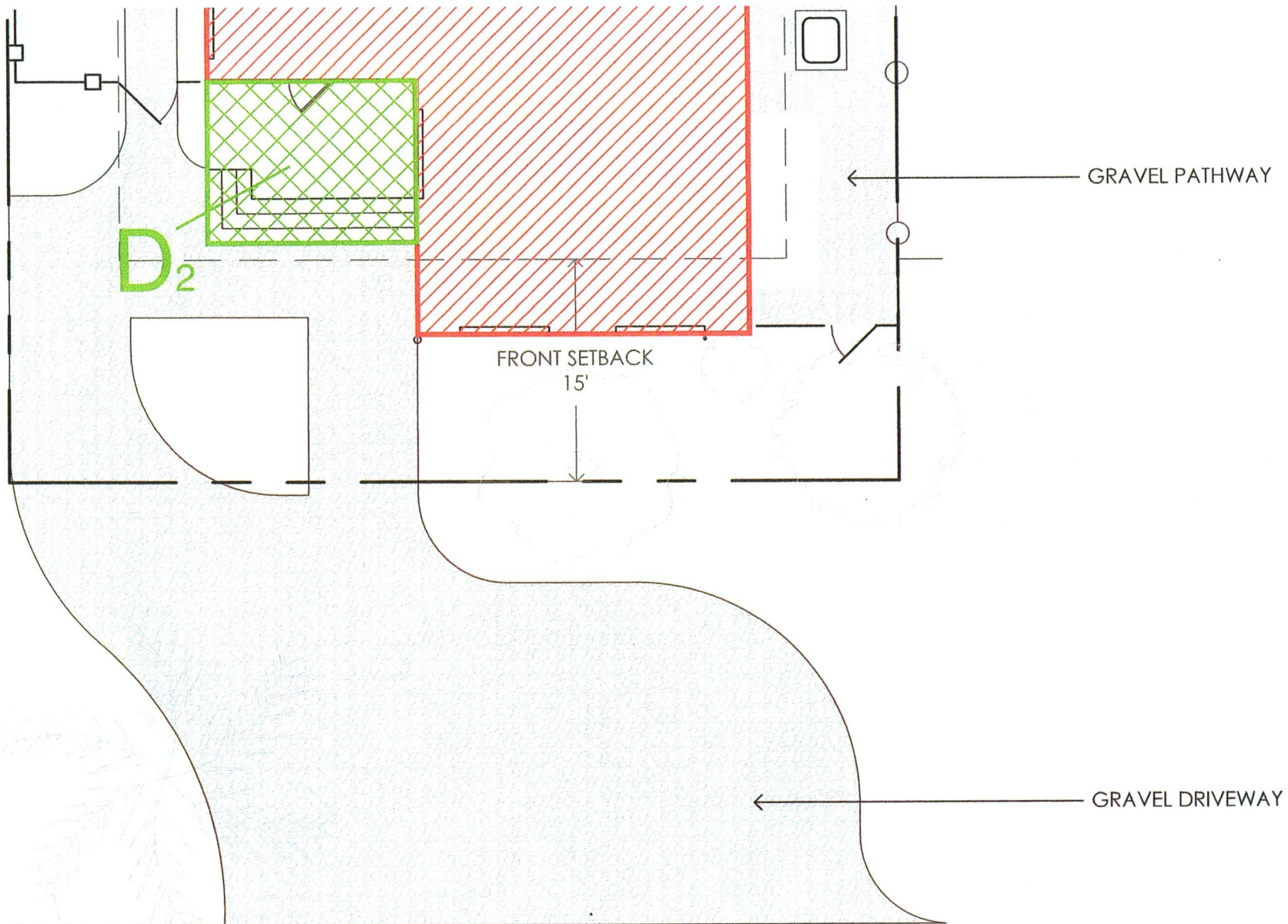
TOTAL EXISTING IMPERVIOUS AREA:
1,612 SF | 26.87%

PROPOSED DECKING AREA CALCULATIONS:

D1 (300 SF) + D2 (155 SF) = 455 SF | 7.58%

PROPOSED DECKING:
455 SF or 7.58% of 6,000 SF

TOTAL DECKING AREA = 455 | 7.58%
(*BUILT TO CITY ORDINANCE 23-05)



15TH STREET
(80' R/W - PAVED)

*PROPERTY AREA LOT CALCULATIONS:
BLOCK 2 LOT 98
APPX. 60' x 100' = 6,000 SF

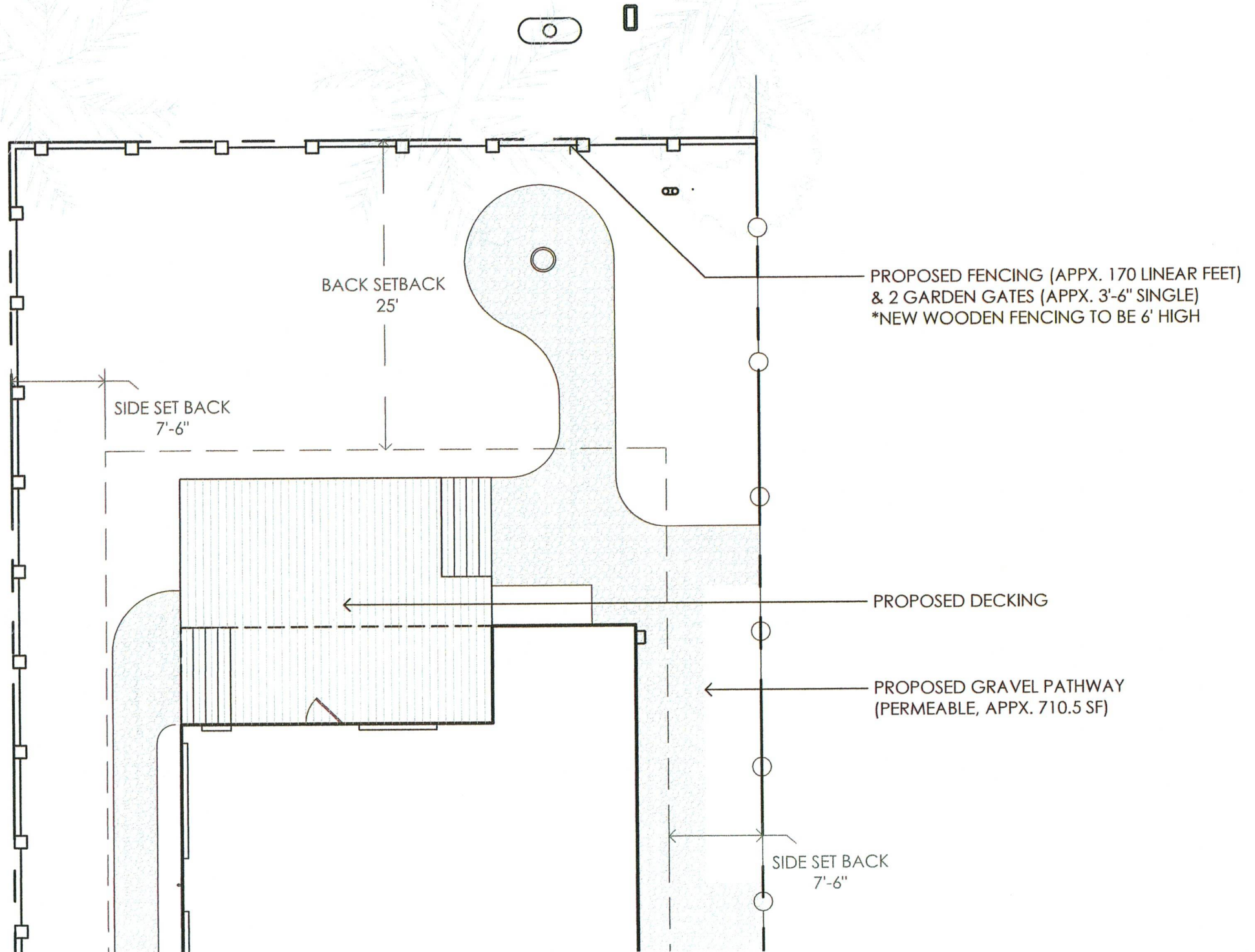
TOTAL AREA = 6,000 SF

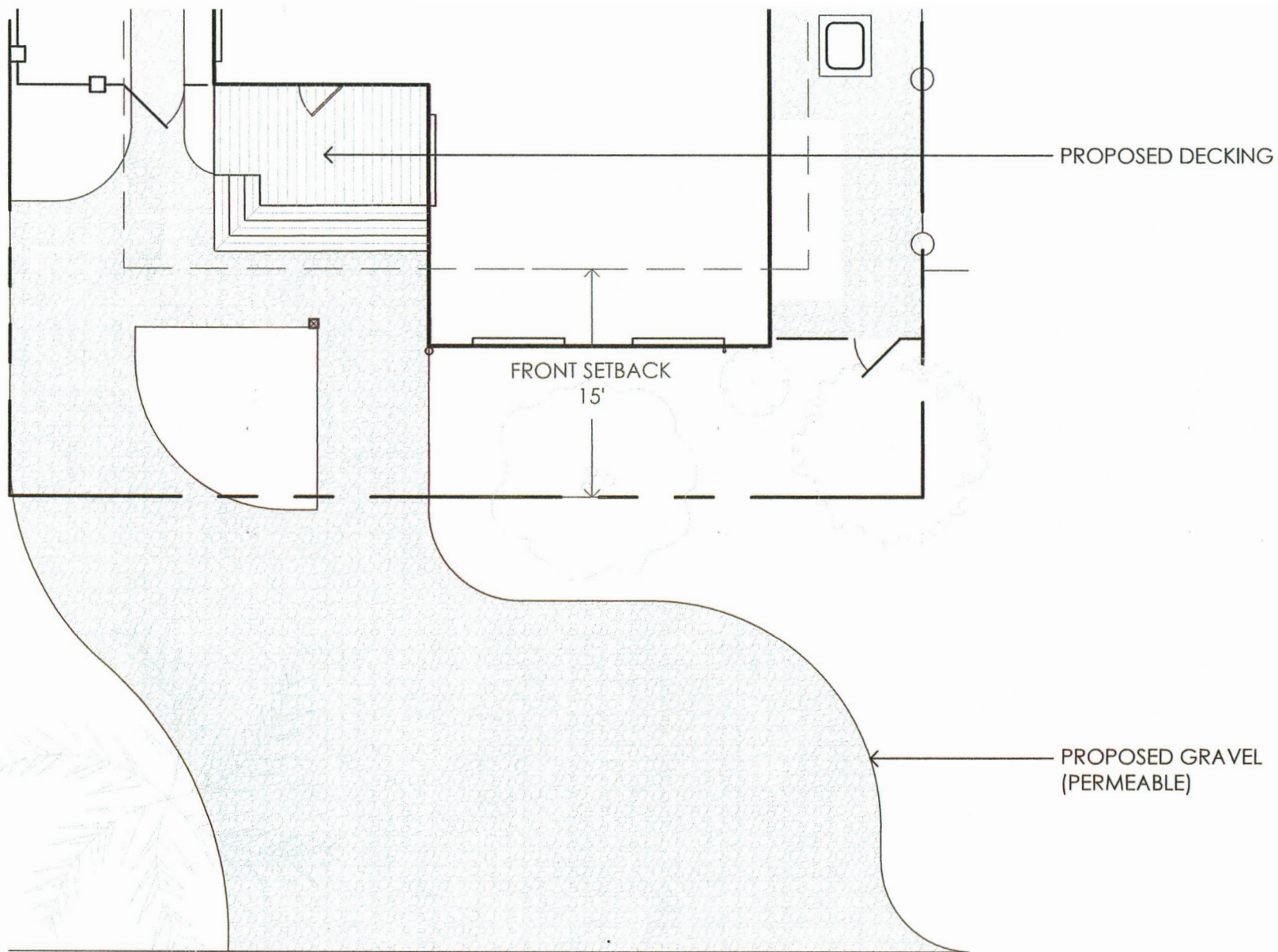


PROPOSED CONDITIONS | IMPERVIOUS COVERAGE CALCULATIONS

WE LOVE
LAND
STUDIO, INC.

Proposed Site





15TH STREET
(80' R/W - PAVED)

*PROPERTY AREA LOT CALCULATIONS:
BLOCK 2 LOT 98
APPX. 60' x 100' = 6,000 SF

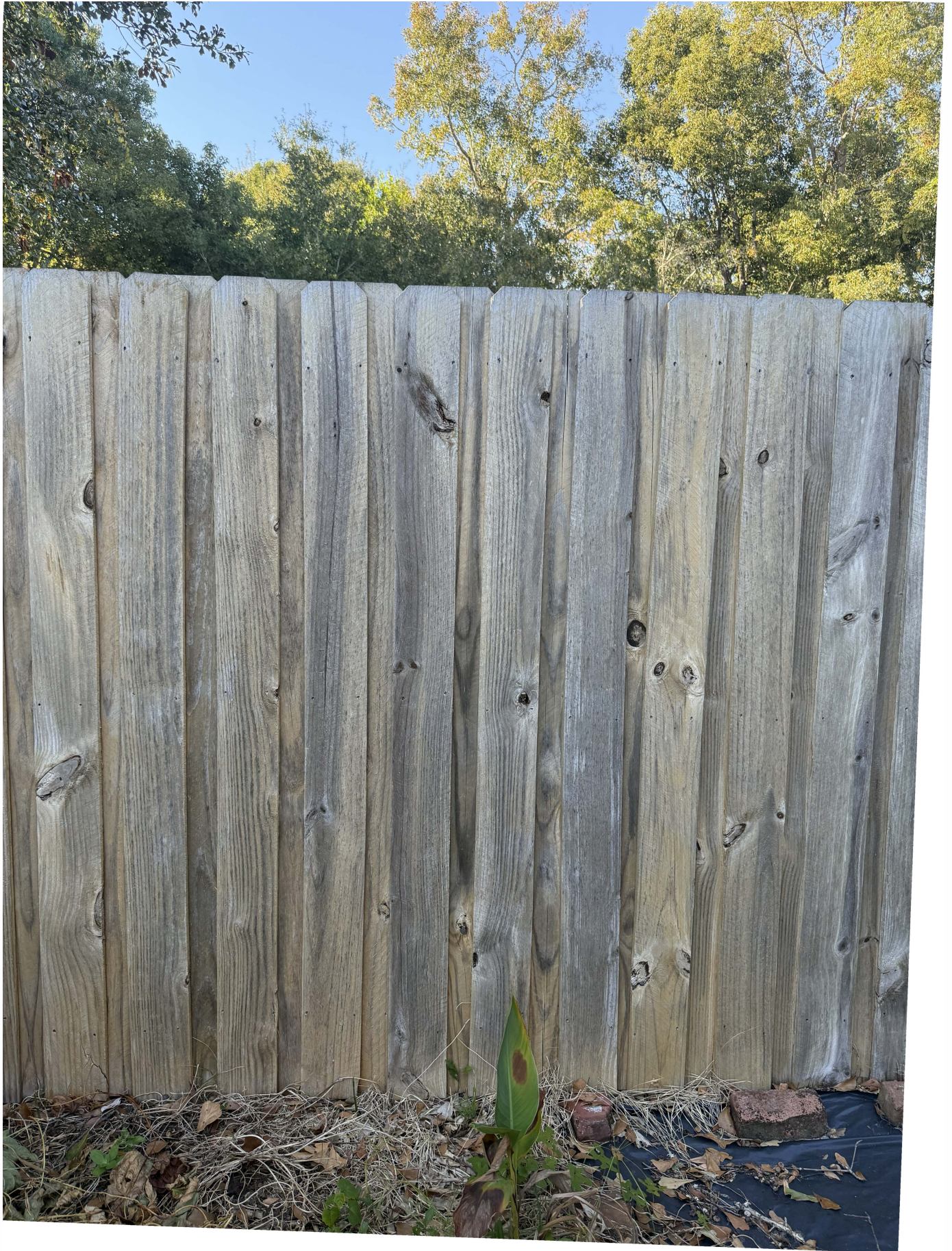
TOTAL AREA = 6,000 SF



PROPOSED CONDITIONS | MATERIALS PLAN

WE LOVE
LAND
STUDIO, INC.

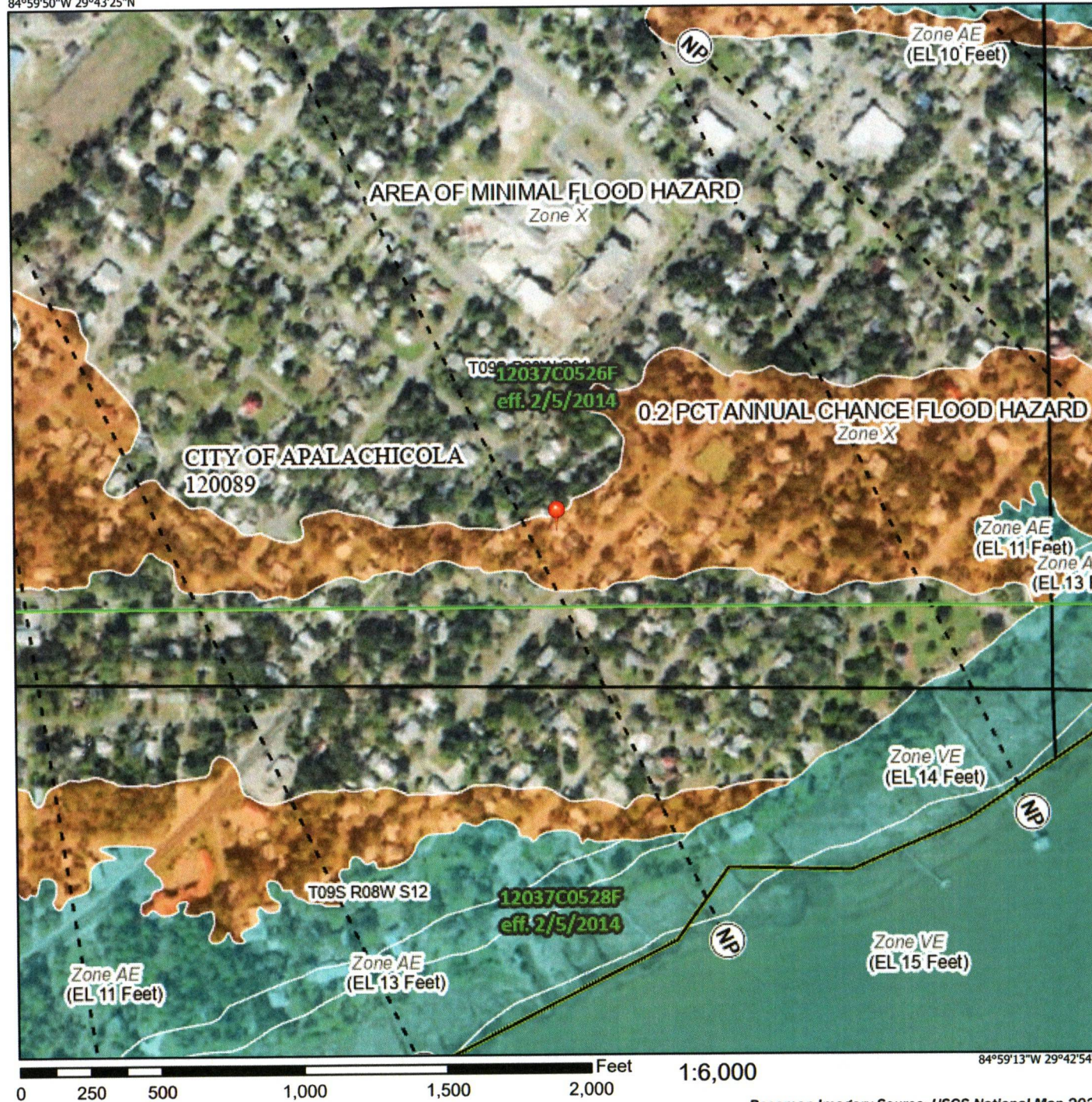
Existing fence, new fence will match



National Flood Hazard Layer FIRMette



84°59'50"W 29°43'25"N



Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AO, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes. Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		20.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped

The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on **11/19/2025 at 7:59 PM** and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

STAFF FINDINGS REPORT

PROPERTY OWNER: Jorge and Claudie Jimenez

AGENT (if applicable): N/A

CONTRACTOR: We Love Land Studio Inc.

PROPERTY ADDRESS (if available): 64 15th Street

→ Block 98 Lot 2

PARCEL ID: 01-09S-08W-8330-0098-0020

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: -- (~6,000 SF)

FUTURE LAND USE: R-1 Single-family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

- Remove existing front and rear deck and replace with permeable composite deck (1/8 inch spacing between boards).
- Install new 6' wooden fence in rear and side yard.
- Replace existing oyster shell drive and pathway with limerock gravel.

STAFF FINDINGS:

Code of Ordinances:

- **Section 101-8. Definitions.**
 - **Impervious surface coverage** means those hard surface man-made areas that do not allow, or minimally allow, the penetration of water, that reduce the natural rate or percolation of water or result in an increase in the natural quantity and rate of storm water runoff. Examples include but are not limited to roof tops, parking, clay, asphalt, concrete, brick, compacted gravel, paved recreational areas such as pools, tennis courts, and landscape pavers.
 - **Exceptions:** Pervious decks as described herein shall be allowed within open space and not considered impervious. **Pervious decks** are defined as decks with a minimum spacing of 1/8 inch between

decking boards. Pervious decks shall be limited to an additional ten percent additional total lot coverage. For example, if the maximum impervious coverage is 40 percent then a deck may be added which covers additional lot area up to a total of 50 percent lot coverage when adding the total impervious lot coverage and the pervious deck coverage.

→ **Section 111-268. R-1 Single-Family Residential.**

○ **Development standards:**

▪ **Minimum lot size:**

- Single-family & home occupations: 6,000 SF (60' x 100').

▪ **Minimum building size:**

- Single-family: 800 SF.

▪ **Minimum building setbacks:**

- Front: 15 ft.
- Side (interior lot): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.
- Rear: 25 ft. (principal structure); 5 ft. (accessory structure).

▪ **Maximum building restrictions:**

- Lot coverage: 40% (50% with permeable decking).
 - *Principal: 1,612 SF*
 - *Deck 1: 300 SF*
 - *Deck 2: 155 SF*
 - *Total deck area: 455 SF (~8%)*
 - *Total lot coverage: 2,067 SF (~34%)*
- Building height: 35 ft.

→ **Section 111-288 (e) Fences.**

○ Requirements apply to **all zoning districts** and the **historic district**.

a. Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a landscape architect or engineer to draw or sign and seal the plans.

b. Fences shall be erected on the lot of the applicant and shall not extend into a public right-of-way. Fences may be erected within the required setback area (i.e., area between the front, side, and rear property lines and the front, side, and rear setback lines).

- c. A fence may abut but shall not be located on any property line.
- **All residential districts.**
 - No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two street).
 - A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
 - *The 6' fence will be attached to the side of the principal structure, and will not come up all the way to the front façade.*
 - No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
 - *The proposed fence will not exceed 6'.*
 - All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.
 - *~170 linear feet of wood fencing total, will be consistent in appearance.*

RECOMMENDATION: Approval, both the permeable decks and the wood fencing meet all requirements of the Code of Ordinances.



**Certificate of Appropriateness
& Fence
155 7th Street**



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

Official Use Only

Date Received: 11/19/25

Meeting Date: 12/8/25

Fees Due: _____

Date Fees Paid: \$50

OWNER INFORMATION

Owner Erin and Barry Lawson
Address 155 Dr. Frederick St
City Apalachicola State FL Zip 32320
Phone 404-484-6177

CONTRACTOR INFORMATION

Contractor Name ERC
State License # CC1521107 City License # _____
Email erin@erlawsonllc.com
Phone 850-323-1601

PROJECT TYPE

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

PROPERTY INFORMATION

Street Address (911 Address): 155 Dr. Frederick St
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-095-08W-8330-0064-0070 Block: 64 Lot: 7
Zoning District: _____ [X] 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:

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.

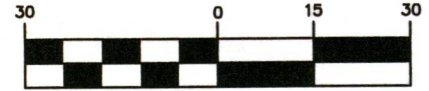
Bh
Applicant Initial

DATE: 10/03/24	DRAWN BY: MMD	N.B. 690 PG 48	COUNTY: Franklin
FILE:18211.DWG	DATE OF LAST FIELD WORK: 10/02/24	CHECKED BY:	JOB NUMBER: 16-211

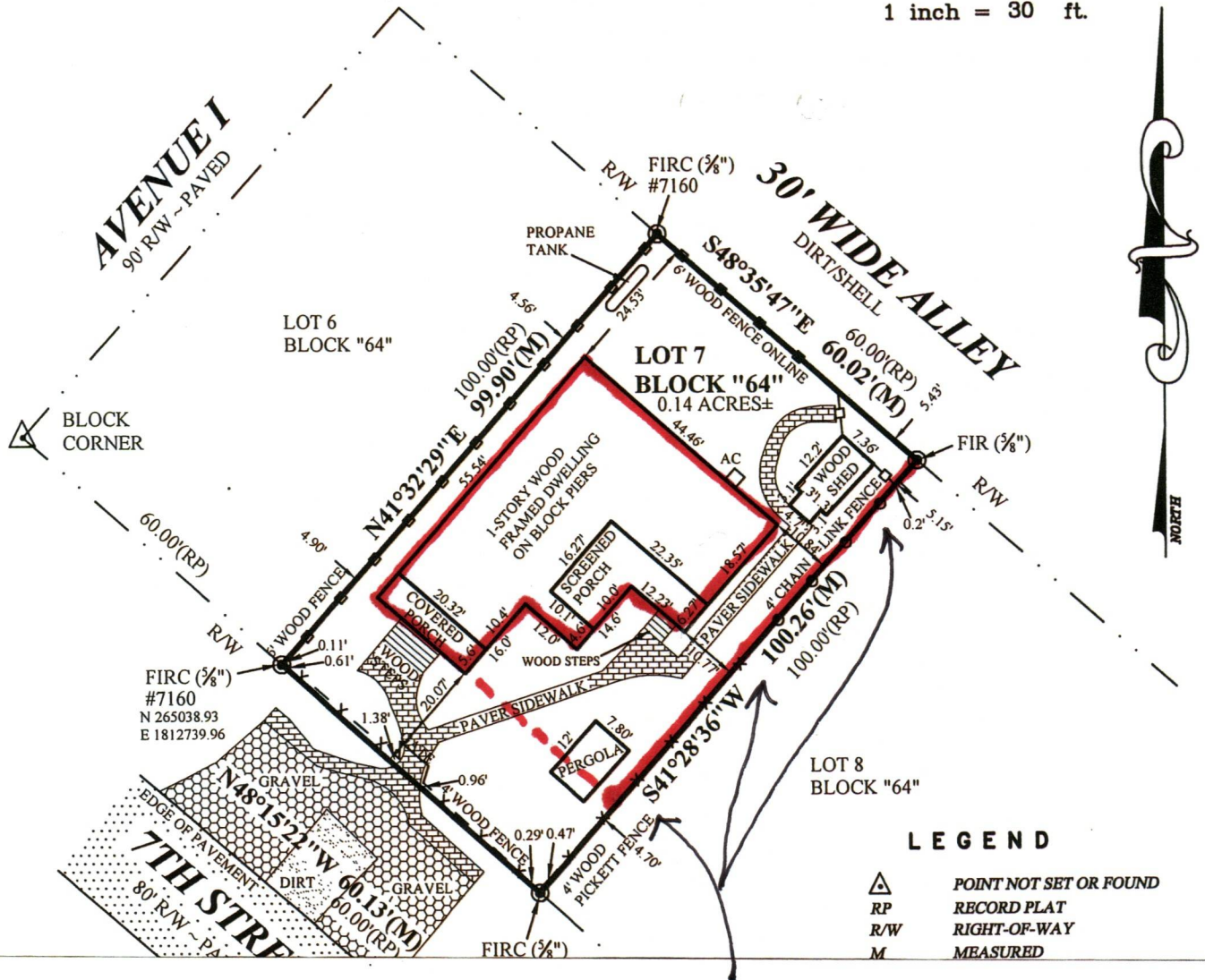
Revised Final Site Plan

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
BARRY LAWSON,
DONNA DUNCAN, P.A.,
CHICAGO TITLE INSURANCE COMPANY

GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.



PROPOSED FENCE REPLACEMENT

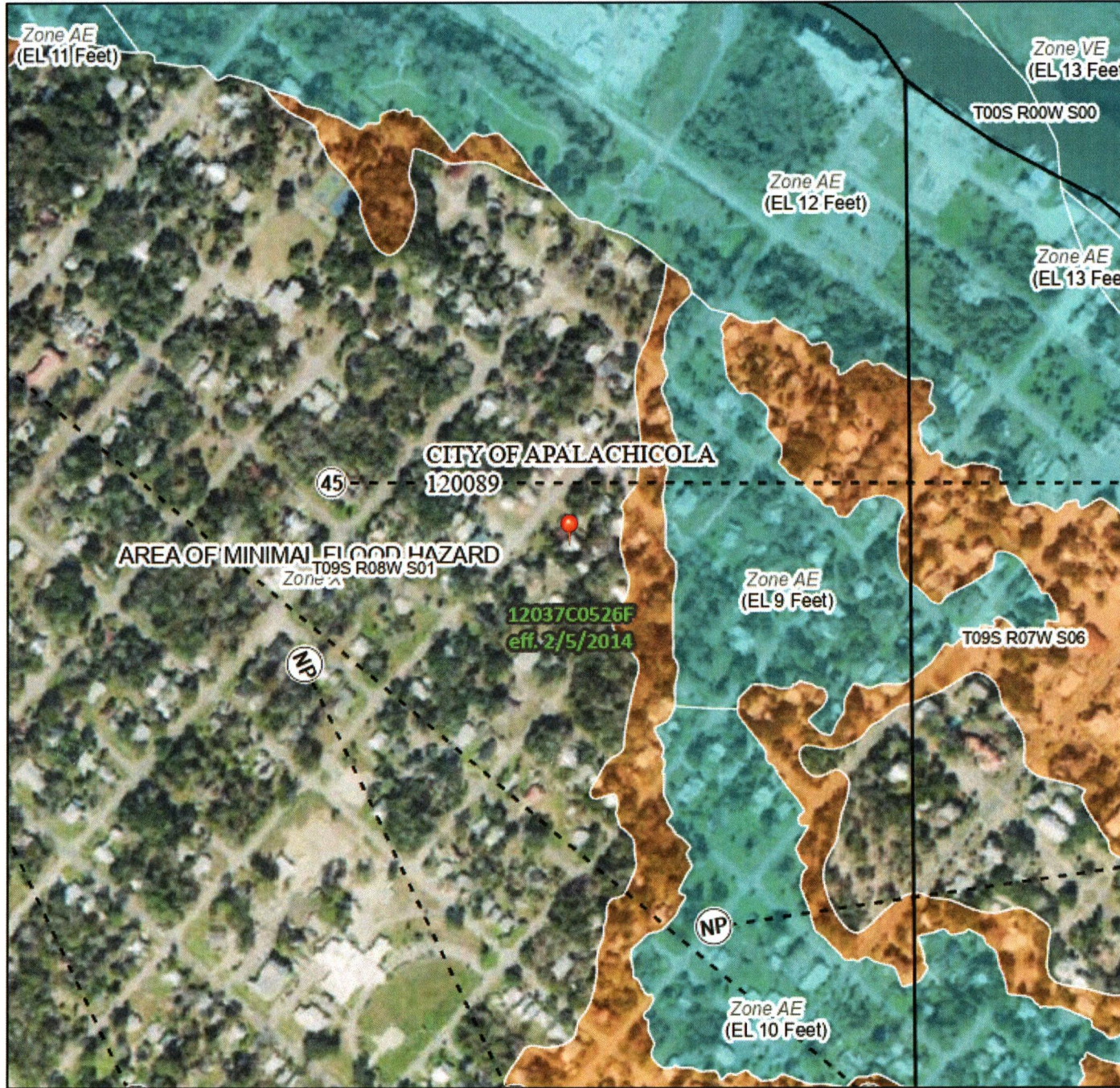
Existing fence, new fence will match



National Flood Hazard Layer FIRMette



84°59'45"W 29°43'56"N



0 250 500 1,000 1,500 2,000 Feet

1:6,000

84°59'7"W 29°43'25"N

Basemap Imagery Source: USGS National Map 2023

Legend

SEE FIS REPORT FOR DETAILED LEGEND AND INDEX MAP FOR FIRM/PANEL LAYOUT

SPECIAL FLOOD HAZARD AREAS		Without Base Flood Elevation (BFE) Zone A, V, A99
		With BFE or Depth Zone AE, AH, VE, AR
		Regulatory Floodway
OTHER AREAS OF FLOOD HAZARD		0.2% Annual Chance Flood Hazard, Areas of 1% annual chance flood with average depth less than one foot or with drainage areas of less than one square mile Zone X
		Future Conditions 1% Annual Chance Flood Hazard Zone X
		Area with Reduced Flood Risk due to Levee. See Notes, Zone X
		Area with Flood Risk due to Levee Zone D
OTHER AREAS		NO SCREEN Area of Minimal Flood Hazard Zone X
		Effective LOMRs
GENERAL STRUCTURES		Area of Undetermined Flood Hazard Zone D
		Channel, Culvert, or Storm Sewer
		Levee, Dike, or Floodwall
OTHER FEATURES		29.2 Cross Sections with 1% Annual Chance Water Surface Elevation
		17.5 Coastal Transect
		Base Flood Elevation Line (BFE)
		Limit of Study
MAP PANELS		Jurisdiction Boundary
		Coastal Transect Baseline
		Profile Baseline
		Hydrographic Feature
		Digital Data Available
		No Digital Data Available
		Unmapped
		The pin displayed on the map is an approximate point selected by the user and does not represent an authoritative property location.

This map complies with FEMA's standards for the use of digital flood maps if it is not void as described below. The basemap shown complies with FEMA's basemap accuracy standards

The flood hazard information is derived directly from the authoritative NFHL web services provided by FEMA. This map was exported on 11/19/2025 at 8:36 PM and does not reflect changes or amendments subsequent to this date and time. The NFHL and effective information may change or become superseded by new data over time.

This map image is void if the one or more of the following map elements do not appear: basemap imagery, flood zone labels, legend, scale bar, map creation date, community identifiers, FIRM panel number, and FIRM effective date. Map images for unmapped and unmodernized areas cannot be used for regulatory purposes.

STAFF FINDINGS REPORT

PROPERTY OWNER: Virginia and Barry Lawson

AGENT (if applicable): N/A

CONTRACTOR: Eric

PROPERTY ADDRESS (if available): 155 7th Street

→ Block 64 Lot 7

PARCEL ID: 01-09S-08W-8330-0064-0070

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: 0.14 (~6,000 SF)

FUTURE LAND USE: R-1 Single-family Residential

WETLANDS: No

FLOODPLAIN: “X”

CERTIFICATE OF APPROPRIATENESS: Yes

DESCRIPTION OF PROJECT:

- Replace existing 4’ wood and chain link fence with 6’ pine fence that matches the 6’ wood fence at the rear of the property.
 - Replacement fence will be in the side yard only.

STAFF FINDINGS:

Code of Ordinances:

- **Section 1-2. Definitions and Rules of Construction.**
 - Where any provision of this Code imposes greater restrictions upon the subject matter than the general provision imposed by the Code, the provision imposing the greater restriction or regulation shall be deemed to be controlling.
- **Section 101-8. Definitions.**
 - **Front yard** means a yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street line

and the principal building or any projections thereof, other than the projections of uncovered steps, uncovered balconies or uncovered porches.

→ **Section 111-288(e).**

- Requirements apply to **all zoning districts** and the **historic district**.
 - a.** Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a landscape architect or engineer to draw or sign and seal the plans.
 - b.** Fences shall be erected on the lot of the applicant and shall not extend into a public right-of-way. Fences may be erected within the required setback area (i.e., area between the front, side, and rear property lines and the front, side, and rear setback lines).
 - c.** A fence may abut but shall not be located on any property line.
- **All residential districts.**
 - No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two street).
 - A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
 - No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
 - *The proposed fence will not exceed 6'.*
 - All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.
 - *The replacement fence will be consistent with the remaining fence on the property.*

→ **Section 111-288(g).** In the event that two or more separate provisions of this code indicate conflicting regulations or standards (historic district, zoning district,

waterfront review zone), the highest and most restrictive regulation and/or standard shall govern.

- *Section 101-8 definition of front yard includes a covered porch as part of the principal building. Section 111-288(e) excludes a covered porch as part of the principal building/façade.*
 - *See also excerpt from Section 1-2 above.*

RECOMMENDATION: Approval on the condition that the 6' fence must begin at the façade of the house, not the covered front porch.

→ 4' wood fence is allowed down to the front lot line.



**Certificate of Appropriateness
& Signs
71 Market Street**



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

Official Use Only

Date Received: 11/21/25

Meeting Date: 12/18/25

Fees Due: \$50.00

Date Fees Paid: 11/21/25

OWNER INFORMATION

Owner Patrick Ferguson
Address 71 Market Street
City Apalachicola State FL Zip 32320
Phone 662-397-0152

CONTRACTOR INFORMATION

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

PROJECT TYPE

☐ New Construction

☐ Addition

☐ Alteration/Renovation

☐ Relocation

☐ Demolition

☐ Fence

☐ Accessory Structure

☐ Certificate of Appropriateness

☒ Other Sign

PROPERTY INFORMATION

Street Address (911 Address): 71 Market St
City & State: Apalachicola FL Zip: 32320
Parcel ID #: _____ Block: _____ Lot: _____
Zoning District: _____ [] 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:

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.

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).

Sign on building and window artwork.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/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

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 Building Department.
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. 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.

Nov 21st, 2025
DATE


SIGNATURE OF APPLICANT



12/8 /25 P2 MTG

Planning & Zoning Approval
must precede Sign Permit
Application.

P&Z Approval Date: _____

City of Apalachicola SIGN PERMIT APPLICATION

Business Owner's Name: SUGAR B's LLC d/b/a: QUERICO! Cuban Kitchen Ph # 303-921-1939
Address of Sign Location: 71 Market Street email: scott.walker@comcast.net
Business License Number: _____ Zoning of Property: _____
Building Owner's Name: Patrick Ferguson Ph# 662-397-0152
Property/Parcel ID# _____
Company installing sign: Sign Design Ph# 850-670-5757
Please include the following in your application:

1. A complete list describing each existing sign on the premises, including sign type, copy, sign area, location on premises and date to be installed.
2. Detailed drawing showing the location of the affected lot, buildings and signs showing both existing and proposed signs.
3. A scale drawing of each proposed sign or sign revision, including location, size, height, copy, structural and footing details, material, method of attachment, illumination, front and end views of canopies and any other information required to ensure compliance with appropriate laws.
4. Written consent of the owner of the building, structure, or property where the sign is to be erected.

Each applicant for a sign permit shall, upon request of the enforcement officer, submit any additional information deemed necessary.

After installation of sign, applicant must submit photographs of completed sign placement on premises within 30 days of issuance of permit.

Scott Walker
Business Owner

Date: 11/21/2025

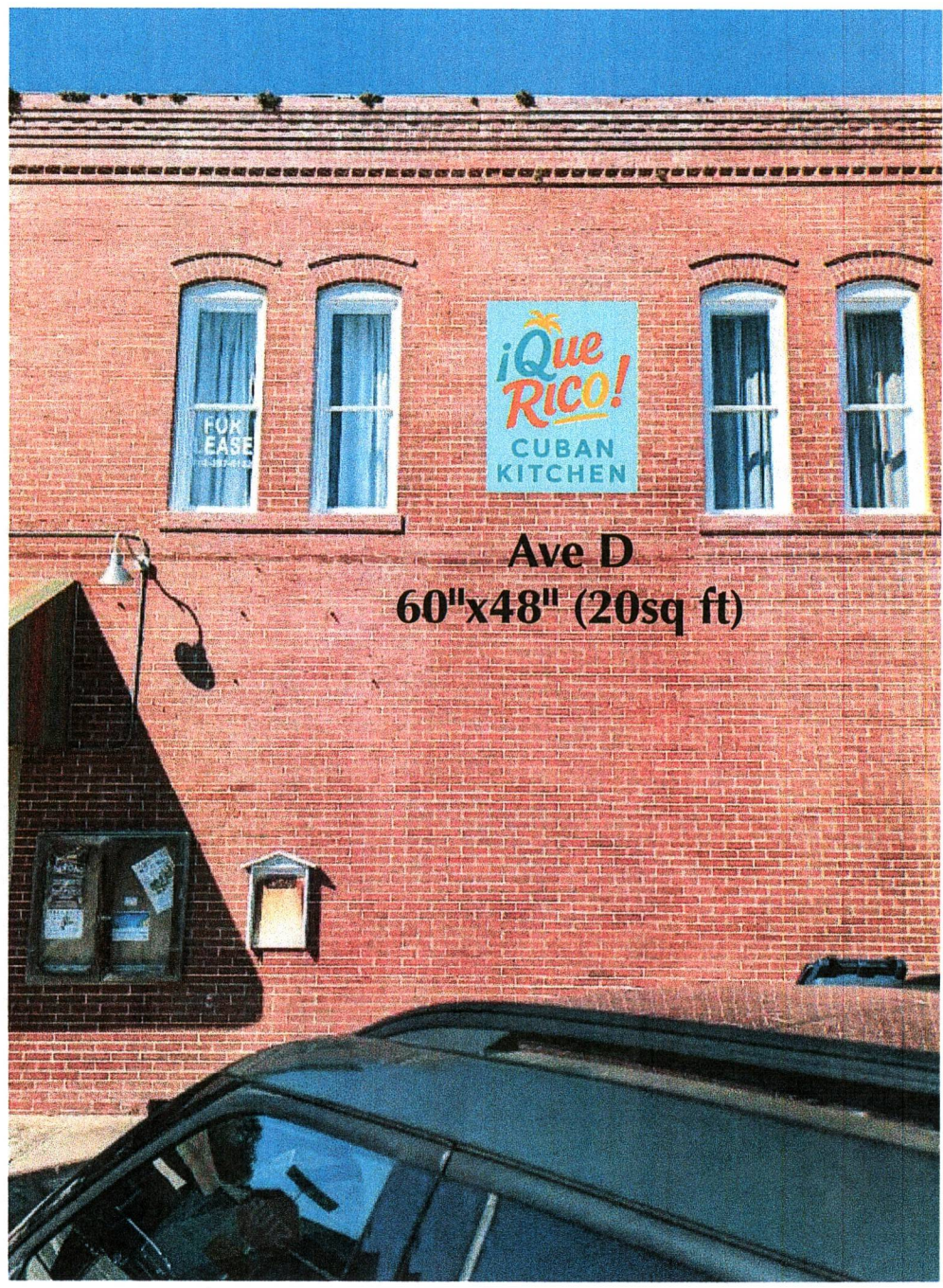
Building Official

Date: _____

OFC USE	FEES:
Application Fee:	\$50.00
Sign Fee*:	_____
Total:	_____
*\$2.00 per sf	
Paid:	_____



Market St
48"x36" (12sq ft)



Ave D
60"x48" (20sq ft)

BRIANNA,

THESE ARE ACTUALLY CLEAR VINYL CLING-ON WINDOW PCS.
WORDING IS IN COLOR AND READ FROM OUTSIDE. EVERYTHING

Corner of Market St and Ave D

ELSE IN EACH WINDOW IS CLEAR.

Market St

Ave D



UNSURE HOW OR IF THIS IS CHARGED
AS SIGNAGE? SQUARE FEET OF
APPROXIMATE SIGN IN EACH WINDOW?

2

**18"x24" double sided
6 mil polymetal hanging sign**





Go Fish
clothing & jewelry co.

FOR
LEASE
662-397-0153

STAFF FINDINGS REPORT

PROPERTY OWNER: Patrick Ferguson (J.P. Ferguson Properties LLC)

APPLICANT (if applicable): Scott Walker

CONTRACTOR: Sign Design

PROPERTY ADDRESS (if available): 71 Market Street

→ Block E-2 Lots 19 (SE 20 ½ ft) and 20 (all, beginning 50 ½ ft facing Market St)

PARCEL ID: 01-09S-08W-8330-00E2-0200

HISTORIC DISTRICT: Yes

CORNER LOT: Yes

ACREAGE: -- (~3,700 SF)

FUTURE LAND USE: C-1 General Commercial Downtown

WETLANDS: No

FLOODPLAIN: Predominantly “X” minor “AE”

DESCRIPTION OF PROJECT:

→ Installation of two wall signs, two bracket (hanging) signs and clear vinyl window decals.

- **Wall Sign #1:** 48” x 36” (Market Street)
- **Wall Sign #2:** 60” x 48” (Avenue D)
- **Bracket Sign #1:** 18” x 24” (Market Street)
- **Bracket Sign #2:** 18” x 24” (Avenue D)

STAFF FINDINGS:

Code of Ordinances:

→ **Section 101-8. Definitions.**

- **Bracket sign** means a small, pedestrian-oriented, double-faced sign, less than four square feet, that is hung beneath a marquee.
- **Window sign** means any sign, pictures, symbol or combination thereof, designed to communicate information about an activity, business, commodity, event, sale or service that is attached inside a window or upon the window panes or glass and is visible from the exterior of the window.

→ **Sec. 113-28. Signs regulated but not requiring permits.**

- **Window signs** on or within windows relating to the business conducted within; or to nonprofit civic or charitable organizations provided that no more than 25 percent of any window area is utilized for such signs.

→ **Sec. 113-82. Sign design, construction and maintenance.**

- All signs shall comply with applicable provisions of the Florida Building Code at all times.
- All signs requiring permits shall be constructed of permanent materials and shall be permanently attached to the ground, a building or another structure by direct attachment to a rigid wall, frame or structure.
- All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this code at all times. The building inspector shall have the right to order the repair or removal of any sign which is defective, damaged or substantially deteriorated as defined in the Florida Building Code.

→ **Sec. 113-84. Signs permitted in commercial zones.**

- Signs in these zones may be illuminated in accordance with section 113-82. Signs are permitted in these districts as follows:
 - **Building façade sign** (including wall and awning signs): Up to 3 signs per façade.
 - **Maximum area (total):** 5% of total building façade.
 - **Maximum area (individual sign):** 10% of street façade frontage (or 24 square feet, whichever is greater).
 - **Sign #1:** 48" x 36" (4' x 3' or 12 SF).
 - **Sign #2:** 60" x 48" (5' 4' or 20 SF).
 - Each sign will be placed on a façade with street frontage.
 - **Maximum height:** Roofline.
 - **Bracket sign:** 1 sign per façade.
 - **Maximum area (individual sign):** 4 SF
 - **Sign #1:** 18 x 24" (1.5' x 2' or 3 SF)
 - **Sign #2:** 18" x 24" (1.5' x 2' or 3 SF)
 - **Window sign:** (no limit)
 - **Maximum area (individual sign):** 25% of total window area.
 - Applicant confirmed window decals will not take up more than 25% of the window area.
- **Computation of height.** The height of the sign shall be computed as the distance from the ground directly below the center of the sign or from the

grade of the closest point in the traveled way of the road or street the sign is located along, whichever is higher, to the sign or sign structure's highest point.

RECOMMENDATION: Approval, all proposed signs meet the requirements of the Code of Ordinances.

