



**Planning & Zoning Agenda**

**February 9<sup>th</sup>, 2026**

**Regular Meeting 6:00 P.M.**

**CITY OF APALACHICOLA**  
PLANNING AND ZONING BOARD  
REGULAR MEETING

Monday, February 9<sup>th</sup>, 2026

**City Meeting Room – 74 6<sup>th</sup> Street**

Agenda

**Regular Meeting: 6:00 PM**

1. Approval of January 12<sup>th</sup>, 2026 regular meeting minutes.
2. Review, Discussion and Decision for Fence. **(R-2) @ 278 Prado Street**. Block E Unit 5 of Palmer Pointe. Owner: Marie Garrett; Contractor: All Pro Fence + Deck LLC.
3. Review, Discussion and Decision for Accessory Structure & Alteration / Renovation. **(R-1) @ 36 Myrtle Avenue**. Block 8 Neels Adn South Part Lots 7-10. Owner: Jerry Hood; Contractor: Self.
4. Review, Discussion and Decision for Certificate of Appropriateness, New Residential Construction & Accessory Structure. **(R-1) @104 9<sup>th</sup> Street**. Block 70 Lot 1. Owners: Stephen and Betty Bailey; Contractor: Construct Group SE Inc.
5. Review, Discussion and Decision for Certificate of Appropriateness & Alteration / Renovation. **R-1 @ 96 Avenue D**. Block 29 ½ Lot 6. Owners: Christopher and Sabrina Fornes; Contractor: Evergreen Construction of North Florida.
6. Review, Discussion and Decision for New Residential Construction & Accessory Structure. **R-2 @ 260 6<sup>th</sup> Street**. Block 174 Lot 5. Owner: Thomas Griffith; Contractor: Self.

**Other/New Business:**

1. Select a new vice-chairperson from the regular board members; the vice-chair presides if the chairperson is unable to attend.

**Outstanding/Unresolved Issues:**

**Motion to adjourn the meeting.**

**CITY OF APALACHICOLA**  
PLANNING AND ZONING BOARD  
REGULAR MEETING

Monday, January 12<sup>th</sup>, 2026

**City Meeting Room – 74 6<sup>th</sup> Street**

Minutes

**Attendance: Joe Taylor, Lee McLemore, Elizabeth Milliken, Myrtis Wynn**

**Regular Meeting: 6:00 PM**

1. Approval of December 8<sup>th</sup>, 2025 meeting minutes.
  - a. Motion to approve by Myrtis Wynn; 2<sup>nd</sup> by Lee McLemore - all in favor, motion carried.
2. Review, Discussion and Decision for Accessory Structure. (R-2) @ 99 Butler Street. Block 1 Lot 15 and east 10' Lot 14. Owners: Andrew and Dawn Shriever; Contractor: GeoFlora Group LLC.
  - a. Drew Roberston, Contractor – Present on behalf of Owners. No comment and no questions from the Board.
  - b. Motion to approve by Elizabeth Milliken; 2<sup>nd</sup> by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. (R-1) @ 121 6<sup>th</sup> Street. Block 19 Lot 10. Owners: Gary and Georgeanna McCray. Contractor: Self / TBD.
  - a. Owners not present. City Planner summarized staff findings and recommendation.
  - b. City Attorney proposed modified recommendation – the Owners must have a new survey made to determine whether the principal structure meets setback requirements.
  - c. Elizabeth Milliken asked if the Planning and Zoning Board would need to review applications to raise buildings. City Planner stated that, in the Historic District, a Certificate of Appropriateness is required for any change in the external appearance of a building.

- d. Myrtis Wynn stated that in her lifetime as a resident of Apalachicola, this specific block has always had issues with flooding.
  - e. Motion to approve on the condition that the Owners obtain a new survey to determine setback conformity, and pursue one of the following: (1) If conforming, build the deck as originally requested; (2) If nonconforming, build the deck to provide safe access to the building, as determined by the Building Official, by Lee McLemore; 2<sup>nd</sup> by Myrtis Wynn – all in favor, motion carried.
4. Review, Discussion and Decision for Certificate of Appropriateness & Alteration/Renovation. (R-1) @ 40 9<sup>th</sup> Street. Block 38 Lot 5. Owner: Christopher Niles. Contractor: Byrd's Construction.
- a. Christopher Niles, Owner – Present. Stated that the intent of the project is to retain the historic character of the building. Also noted that several houses in the surrounding area have similar shed dormers.
  - b. Motion to approve by Lee McLemore; 2<sup>nd</sup> by Elizabeth Milliken – all in favor, motion carried.
5. Review, Discussion and Decision for Certificate of Appropriateness & Addition. (C-1) @ 41 Commerce Street. Block C-1 SE 20' Lot 15, Lots 16-17. Owner: Steve Watkins. Contractor: CP Squared LLC.
- a. Chris Presnell, Contractor – Present on behalf of Owner. Summarized the project: to replace and cover a section of an existing uncovered deck. Roof material to match existing roof.
  - b. Motion to approve by Lee McLemore; 2<sup>nd</sup> by Myrtis Wynn – all in favor, motion carried.

#### **Other/New Business:**

- 1. Vice Chair Chase Galloway gave notice of resignation from the Planning and Zoning Board.
  - a. City Attorney stated Greg Gologowski, the current alternate member, will become a full-time member. The City Commission must appoint a new

alternate member. The Planning and Zoning Board must elect a new Vice Chair.

- b. Motion for (1) Greg Gologowski to become a full-time Planning and Zoning Board member and (2) the City Attorney to request the City Commission begin the process of selecting a new alternate member by Lee McLemore; 2<sup>nd</sup> by Elizabeth Milliken – all in favor, motion carried.

**Outstanding/Unresolved Issues:**

N/A

**Motion to adjourn the meeting by Lee McLemore; 2<sup>nd</sup> by Elizabeth Milliken. All in favor – meeting adjourned at 6:22 P.M.**



**Fence**

**278 Prado Street**

**Unit E-5**



**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**

**CONTRACTOR INFORMATION**

Owner Marie Garrett  
 Address 278 Prado Street E-5  
 City Apalachicola State FL Zip 32320  
 Phone 229-344-4864

Contractor Name All Pro Fence & Deck, LLC  
 State License # LI900019564 City License # \_\_\_\_\_  
 Email jpeyolah@aol.com  
 Phone 850-408-7109

**PROJECT TYPE**

- |  |   |
|--|---|
| <input type="checkbox"/> New Construction      | <input checked="" type="checkbox"/> Fence               |
| <input type="checkbox"/> Addition              | <input type="checkbox"/> Repair                         |
| <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): 278 Prado Street E-5 - Palmer Point Townhouse  
 City & State: Apalachicola FL Zip: 32320  
 Parcel ID #: 01-095-084-8600-000E-0050 Block: ~~100~~ E Lot: Unit 5  
 Zoning District: 003 [ ] 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.

MB  
 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).

See attached - Attachment A

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing	Master Halo Legends vinyl Fence - white	6 Foot vinyl Fence 4x6 - Gate	
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.

1-8-2026

DATE

Marie Garrett

SIGNATURE OF APPLICANT

## Owners, Builders, Developers

### PLASE 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](mailto: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](http://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](mailto:brobenson@cityofapalachicola.com)

Thank you,  
PLANNING & ZONING BOARD  
CITY OF APALACHICOLA

  
Applicant Initial

Planning & Zoning Approval must precede Fence Permit Application for a New or materially-altered fence.

P&Z Approval Date: \_\_\_\_\_



## Fence Permit Application

Owner's Name: Marie Garrett email: mg121389@gmail.com  
 Address: 278 Prado St ES Apalachicola, FL 32320 Ph# 229-344-4864  
 Address of Project: 278 Prado St E-5 Apalachicola FL 32320  
 Property Parcel ID#: 01-095-08W-8600-000E-0050  
 Legal Description of Property: Palmer Pointe Townhomes - Building E Unit 5

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that **NO WORK** or installation/ has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that separate permits must be secured for structural work, electrical, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

Height of Fence: Front: \_\_\_\_\_ Rear: 6' L Side: 6' R Side: 6'

For **New/Materially Altered Fence with P&Z Approval**: Attach approved documents submitted to Planning & Zoning (which must include detailed drawings of fence location, heights and materials to be used in construction of fence).

For **Repair/Replacement Fence**, attach photos of existing fence and a description of repair work to be done.

Owner's Affidavit: I hereby certify that the information contained in this application is true and correct to the best of my knowledge and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Marie Garrett Date: 1-8-2026  
 Owner or Agent

\_\_\_\_\_  
 Building Official (for new/materially altered) Date: \_\_\_\_\_

\_\_\_\_\_  
 Code Enforcement Officer (repair/replacement <50%) Date: \_\_\_\_\_

OFC USE	
<b>FEES:</b>	
<input type="checkbox"/>	Certificate of Appropriateness: \$25.00
<input type="checkbox"/>	New/Altered Fence: \$75.00
<input type="checkbox"/>	Repair/Replace Fence: \$0.00
Total Paid: _____	
Date: _____	

Attachment - A

ALL PRO FENCE & DECK, LLC.

62 Quail Run  
Crawfordville, FL 32327  
850-408-7709 or Email: joeyolaf@aapl.com

Invoice No.

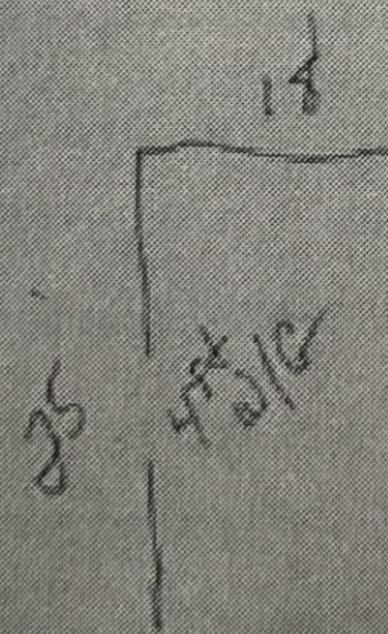
INVOICE

Customer

Name: Makie Garrett  
Address: Prada A-P ES  
City: Apalachicola State: FL ZIP:  
Phone: 229-244-4864

Date: Jan 5<sup>th</sup> 2026  
Order No.  
Rep.  
FOB

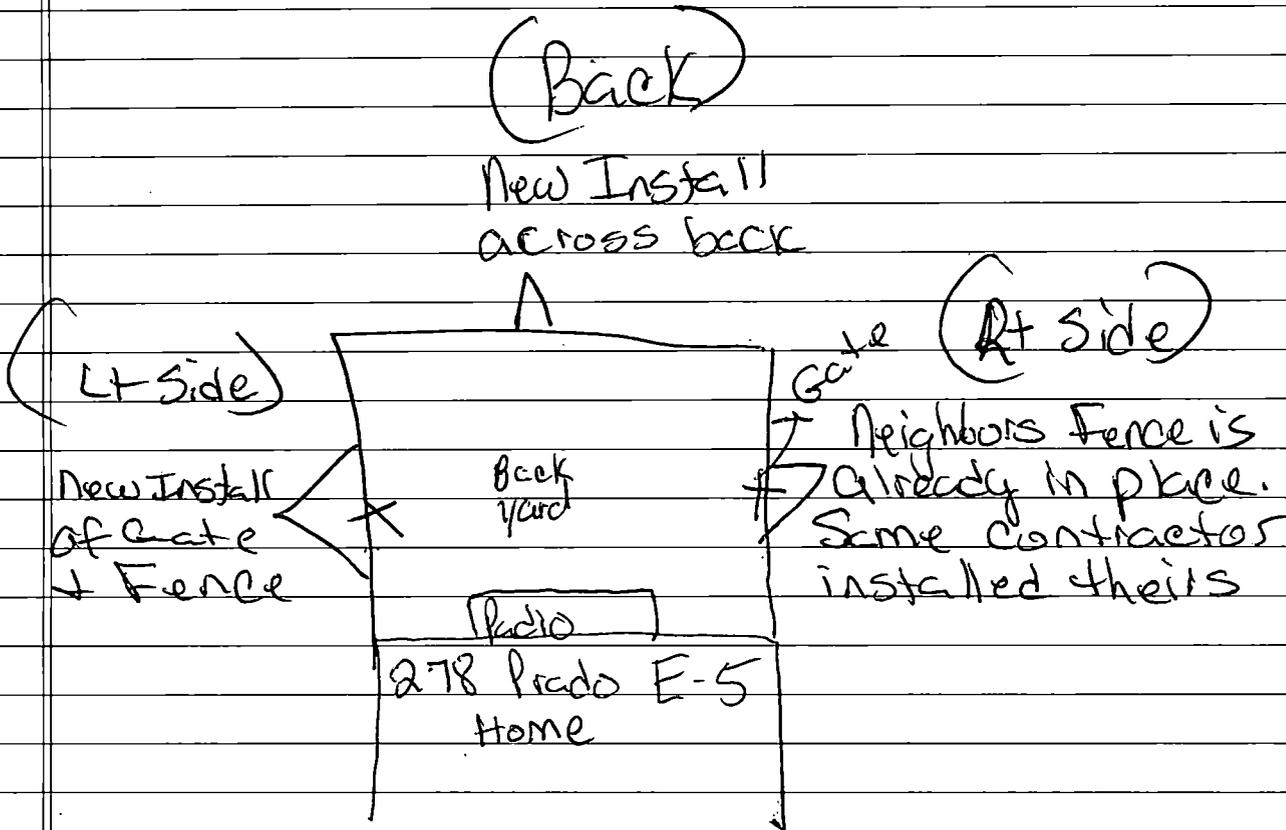
Qty	Description	Unit Price	TOTAL
43'	6 ft White Privacy Vane Lensa	44 <sup>00</sup> ft	1892 <sup>00</sup>
1	4x6 w/g	500 <sup>00</sup>	500 <sup>00</sup>
2	Alum. Inserts for Gate	50 <sup>00</sup> EA	100 <sup>00</sup>
			<hr/> 2492 <sup>00</sup>



FL License # L19000019564

Thanks

TOTAL



# STAFF FINDINGS REPORT

**PROPERTY OWNER:** Marie Garrett

**CONTRACTOR** (if applicable): All Pro Fence + Deck LLC

**PROPERTY ADDRESS** (if available): 278 Prado Street Unit E-5

→ Block E Unit 5 (Palmer Pointe)

**PARCEL ID:** 01-09S-08W-8600-000E-0050

**HISTORIC DISTRICT:** No

**CORNER LOT:** No

**ACREAGE:** 0.05

**FUTURE LAND USE:** R-2 Multifamily Residential

**WETLANDS:** No

**FLOODPLAIN:** "X"

**CERTIFICATE OF APPROPRIATENESS:** No

**DESCRIPTION OF PROJECT:**

→ Install a 6' white privacy around the entire back yard of the existing principal structure.

**STAFF FINDINGS:**

**Code of Ordinances:**

→ **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 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).





**Accessory Structure &  
Alteration/Renovation**

**36 Myrtle Avenue**



**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	CONTRACTOR INFORMATION
-------------------	------------------------

Owner <u>JERRY HOOD</u> Address <u>36 MYRTLE AVE</u> City <u>APALACHICOLA</u> State <u>FL</u> Zip <u>32320</u> Phone <u>770 312-3320</u>	Contractor Name <u>SELF</u> State License # _____ City License # _____ Email _____ Phone _____
---	---

**PROJECT TYPE**

- |   |   |
|---|---|
| <input type="checkbox"/> New Construction                 | <input type="checkbox"/> Fence                          |
| <input type="checkbox"/> Addition                         | <input type="checkbox"/> Accessory Structure            |
| <input checked="" 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): 36 MYRTLE AVE  
 City & State: APALACHICOLA, FLORIDA Zip: 32320  
 Parcel ID #: 01-095-08W-8360-0008-0071 Block: 8 Neels Lot: 7,8,9,10  
 Zoning District: R1 [ ] Historic District [X] Non-Historic District  
 FEMA Flood Zone: AE

**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: _____ _____ _____ _____	<p><i>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 &amp; Zoning Board and a building permit is authorized to be issued.</i></p> <hr/> City Staff _____ <hr/> 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.*

JA  
 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).

MAIN 1 STORY DWELLING: EXTEND EXISTING 16' x 3.75' SIDE ACCESS DECK 27' x 3.75' TO THE END OF THE HOUSE FOR A TOTAL OF 43.75'. RELOCATE EXISTING ACCESS STAIRWAY TO THE END OF THE PROPOSED ADDITIONAL DECK.  
TWO STORY DETACHED GARAGE: RECONFIGURE EXISTING STAIRCASE, REMOVE QUARTER DECK LANDING AND ATTACH STRAIGHT STAIRCASE TO BE PARALLEL WITH OUTSIDE WALL.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck	YELLAWOOD	PRESSURE TREATED LUMBER	
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, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). 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.

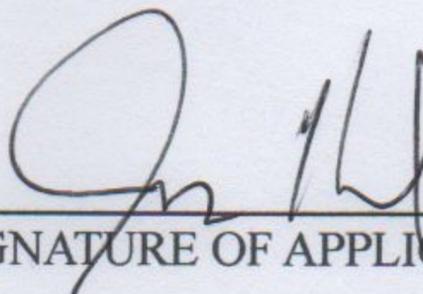
## CERTIFICATION

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.

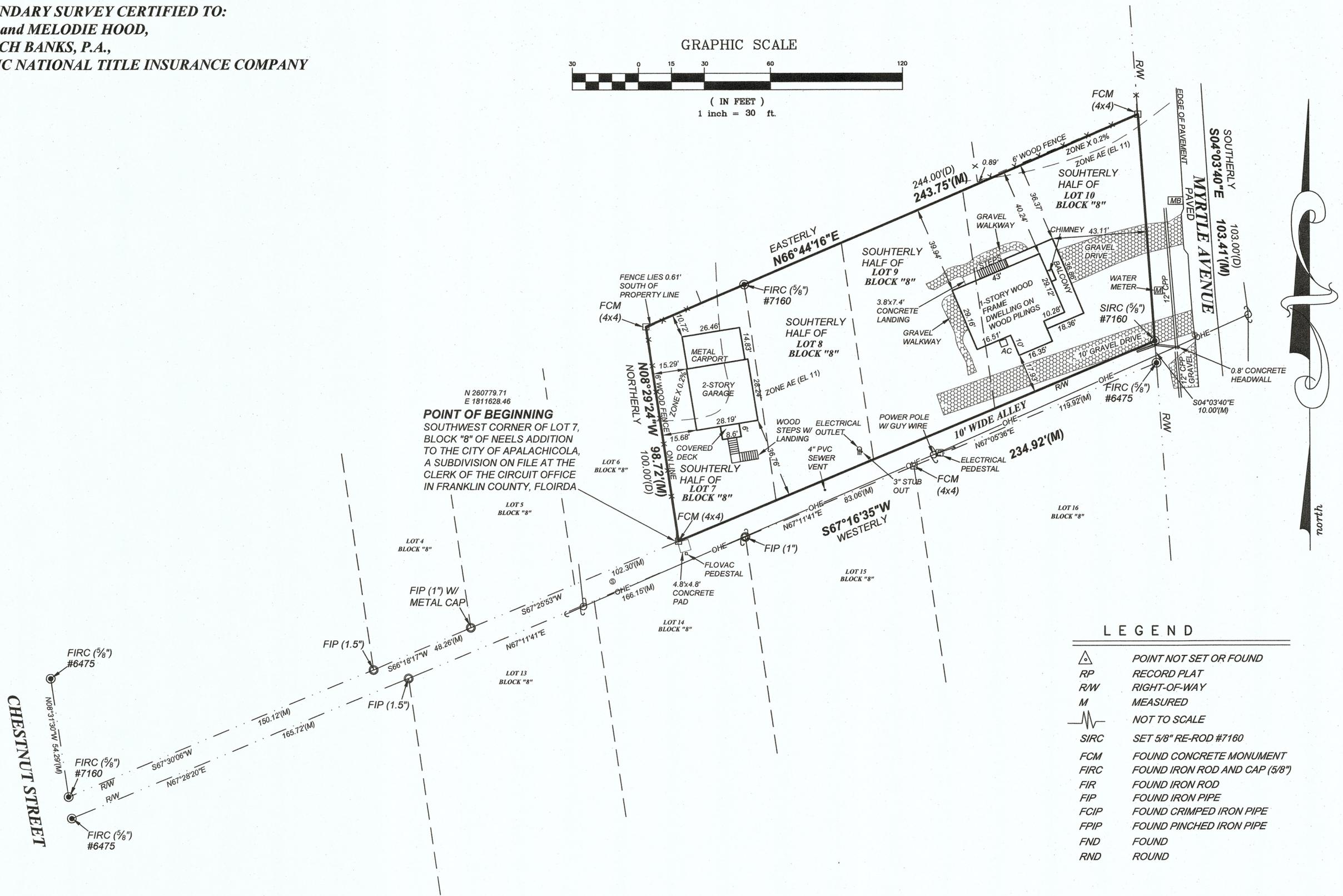
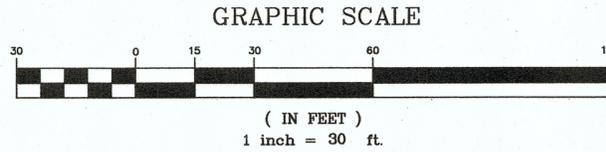
1/16/2026

DATE



SIGNATURE OF APPLICANT

**PLAT OF BOUNDARY SURVEY CERTIFIED TO:  
 JERRY HOOD and MELODIE HOOD,  
 KRISTY BRANCH BANKS, P.A.,  
 OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY**



**POINT OF BEGINNING**  
 SOUTHWEST CORNER OF LOT 7,  
 BLOCK "8" OF NEELS ADDITION  
 TO THE CITY OF APALACHICOLA,  
 A SUBDIVISION ON FILE AT THE  
 CLERK OF THE CIRCUIT OFFICE  
 IN FRANKLIN COUNTY, FLORIDA

**LEGEND**

	POINT NOT SET OR FOUND
	RECORD PLAT
	RIGHT-OF-WAY
	MEASURED
	NOT TO SCALE
	SET 5/8" RE-ROD #7160
	FOUND CONCRETE MONUMENT
	FOUND IRON ROD AND CAP (5/8")
	FOUND IRON ROD
	FOUND IRON PIPE
	FOUND CRIMPED IRON PIPE
	FOUND PINCHED IRON PIPE
	FOUND
	ROUND

- NOTES:**
1. SURVEY SOURCE: Record deed and a field survey performed by the undersigned surveyor.
  2. BEARING REFERENCE: FLORIDA GRID NORTH (NAD 83)
  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.
  7. See attached sheet for legal description.

**FLOOD ZONE INFORMATION:**  
 Subject property is located in Zone "X" (0.2%) and Zone "AE" (EL 11)  
 as per Flood Insurance Rate Map Community Panel No: 120089 0528F  
 index date: February 5, 2014, Franklin County, Florida.

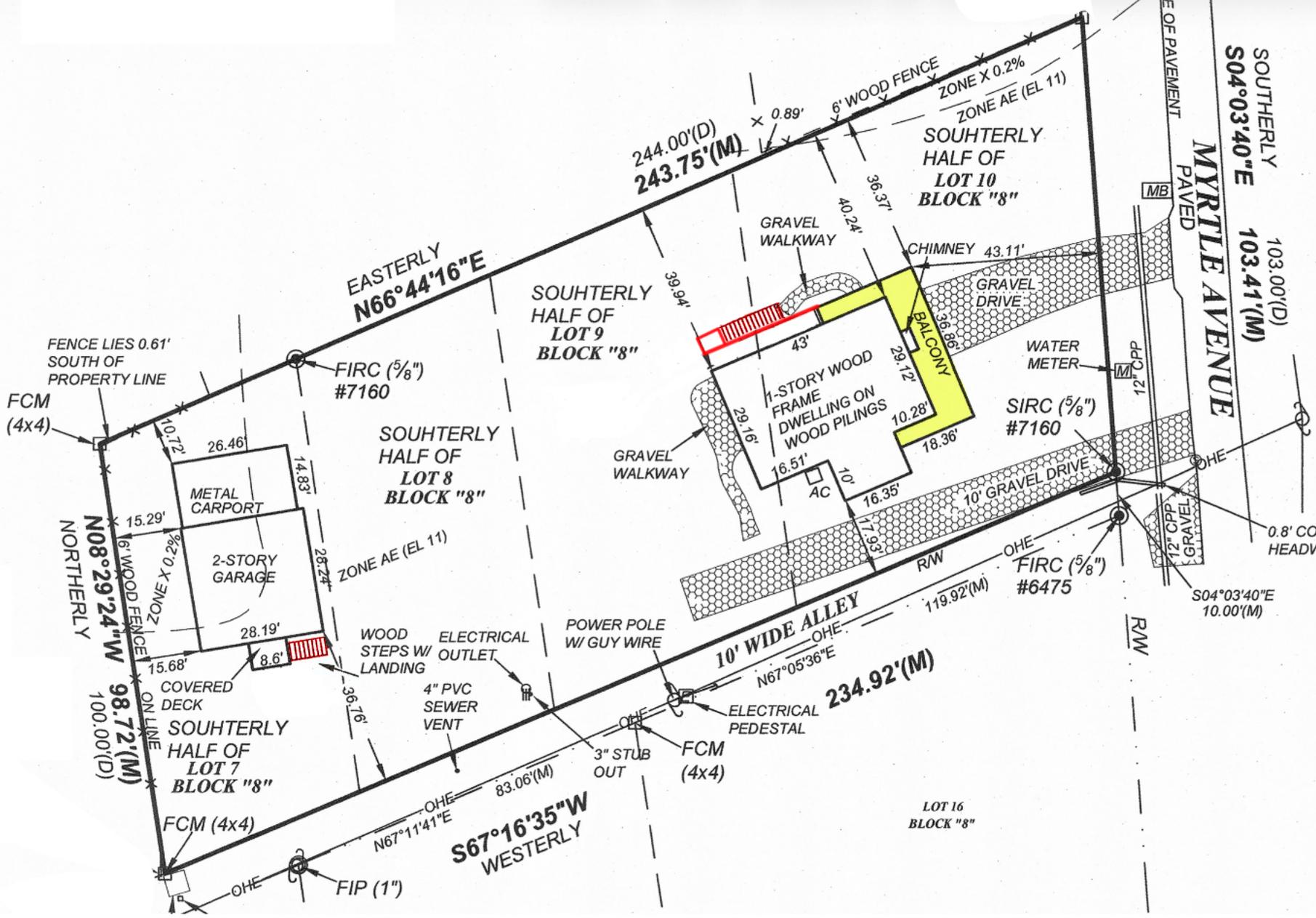
I hereby certify that this is a true and correct representation of the property shown hereon and that this survey meets the minimum technical standards for land surveying (Chapter 5J-17, .051/.052 Florida Administrative Code).

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

**TR & A THURMAN RODDENBERRY & ASSOCIATES, INC**  
 PROFESSIONAL SURVEYORS AND MAPPERS  
 P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358  
 PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103  
 LB # 7160

DATE: 02/09/23	DRAWN BY: MMD	COUNTY: Franklin
FILE: 23080.DWG	DATE OF LAST FIELD WORK: 02/07/23	JOB NUMBER: 23-080



SOUTHERLY  
S04°03'40"E  
103.00'(D)  
103.41'(M)

MYRTLE AVENUE  
PAVED

E OF PAVEMENT

SOUTHERLY  
HALF OF  
LOT 10  
BLOCK "8"

SOUTHERLY  
HALF OF  
LOT 9  
BLOCK "8"

SOUTHERLY  
HALF OF  
LOT 8  
BLOCK "8"

SOUTHERLY  
HALF OF  
LOT 7  
BLOCK "8"

LOT 16  
BLOCK "8"

EASTERLY  
N66°44'16"E

NORTHERLY  
N08°29'24"W  
100.00'(D)  
98.72'(M)

WESTERLY  
S67°16'35"W

10' WIDE ALLEY  
OHE  
N67°05'36"E  
234.92'(M)

ZONE AE (EL 11)

ZONE X 0.2%  
ZONE AE (EL 11)

FIRC (5/8")  
#7160

SIRC (5/8")  
#7160

FIRC (5/8")  
#6475

WOOD STEPS W/  
LANDING

ELECTRICAL  
OUTLET

POWER POLE  
W/ GUY WIRE

ELECTRICAL  
PEDESTAL

METAL  
CARPORT

2-STORY  
GARAGE

COVERED  
DECK

GRAVEL  
WALKWAY

GRAVEL  
WALKWAY

CHIMNEY  
43.11'

GRAVEL  
DRIVE

WATER  
METER

12" CPP

12" CPP

OHE

0.8' COI  
HEADW

S04°03'40"E  
10.00'(M)

FENCE LIES 0.61'  
SOUTH OF  
PROPERTY LINE

FCM  
(4x4)

6' WOOD FENCE  
ON LINE

FCM (4x4)

OHE

FIP (1")

3" STUB  
OUT

FCM  
(4x4)

11.93'

119.92'(M)

OHE

RW

RW

OHE

12" CPP

MB

MB

244.00'(D)  
243.75'(M)

39.94'

40.24'

36.37'

43.11'

36.86'

29.12'

10.28'

18.36'

16.35'

1.93'

119.92'(M)

N67°05'36"E

234.92'(M)

83.06'(M)

N67°11'41"E

98.72'(M)

100.00'(D)

15.68'

8.6'

28.19'

15.29'

10.12'

26.46'

14.83'

28.27'

36.16'

39.94'

43.11'

46.28'

50.45'

54.62'

58.79'

62.96'

67.13'

71.30'

75.47'

79.64'

83.81'

87.98'

92.15'

96.32'

100.49'

104.66'

108.83'

113.00'

117.17'

121.34'

125.51'

129.68'

133.85'

138.02'

142.19'

146.36'

150.53'

154.70'

158.87'

163.04'

167.21'

171.38'

175.55'

179.72'

183.89'

188.06'

192.23'

196.40'

200.57'

204.74'

208.91'

213.08'

217.25'

221.42'

225.59'

229.76'

233.93'

238.10'

242.27'

246.44'

250.61'

254.78'

258.95'

263.12'

267.29'

271.46'

275.63'

279.80'

283.97'

288.14'

292.31'

296.48'

300.65'

304.82'

308.99'

313.16'

317.33'

321.50'

325.67'

329.84'

334.01'

338.18'

342.35'

346.52'

350.69'

354.86'

359.03'

363.20'

367.37'

371.54'

375.71'

379.88'

384.05'

388.22'

392.39'

396.56'

400.73'

404.90'

409.07'

413.24'

417.41'

421.58'

425.75'

429.92'

434.09'

438.26'

442.43'

446.60'

450.77'

454.94'

459.11'

463.28'

467.45'

471.62'

475.79'

479.96'

484.13'

488.30'

492.47'

496.64'

500.81'

504.98'

509.15'

513.32'

517.49'

521.66'

525.83'

530.00'

534.17'

538.34'

542.51'

546.68'

550.85'

555.02'

559.19'

563.36'

567.53'

571.70'

575.87'

580.04'

584.21'

588.38'

592.55'

596.72'

600.89'

605.06'

609.23'

613.40'

617.57'

621.74'

625.91'

630.08'

634.25'

638.42'

642.59'

646.76'

650.93'

655.10'

659.27'

663.44'

667.61'

671.78'

675.95'

680.12'



Current view of North side deck leading to front door



Proposed view of North side deck extended to the end of the house with stairs shifted to face east.



Current view of garage with steps leading up to overhead apartment.



Proposed view of garage steps leading up to overhead apartment.

# STAFF FINDINGS REPORT

**PROPERTY OWNER:** Jerry Hood

**AGENT** (if applicable): N/A

**CONTRACTOR:** Self

**PROPERTY ADDRESS** (if available): 36 Myrtle Avenue

→ Block 8 Neels ADN South Part Lots 7-10

**PARCEL ID:** 01-09S-08W-8360-0008-0071

**HISTORIC DISTRICT:** No

**CORNER LOT:** Yes (?)

**ACREAGE:** -- (~18,400 SF)

**FUTURE LAND USE:** R-1 Single-Family Residential

**WETLANDS:** No

**FLOODPLAIN:** "AE"

## **DESCRIPTION OF PROJECT:**

- 27' x 3.75' expansion of an existing deck and relocation of existing stairs to new addition. Total length of new deck will be 43' x 3.75'.
  - Also, relocation of existing stairs on accessory building and removal of existing deck landing.

## **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:**
      - Front: 15 ft.
      - Side (corner lot): 15 ft.

- There will be ~40' separating the deck from the closest property line.
- Rear: 5 ft. (accessory structure).
- **Maximum building restrictions:**
  - Lot coverage: 40% (~7,360 SF maximum).
    - Current: 3,814 SF
    - Proposed: 3,915.25 SF
  - Building height: 35 ft.

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



**Certificate of Appropriateness,  
New Residential Construction &  
Accessory Structure  
104 9th 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**

**CONTRACTOR INFORMATION**

Owner STEPHEN BAILEY and BETTY BAILEY  
 Address 24135 HIDDEN POND LN  
 City BROOKSVILLE State FL Zip 34602  
 Phone 828-564-3918

Contractor Name Construct Group SE Inc  
 State License # CGC1513032 City License # \_\_\_\_\_  
 Email constructgroupse@yahoo.com  
 Phone 850-694-1555

**PROJECT TYPE**

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

**PROPERTY INFORMATION**

Street Address (911 Address): 104 9th Street  
 City & State: Apalachicola, Florida Zip: 32320  
 Parcel ID #: 01-09S-08W-8330-0070-0010 Block: 70 Lot: 1  
 Zoning District: R-1 [  ] Historic District [  ] Non-Historic District  
 FEMA Flood Zone: AE-10

**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.*

S.M.B.  
**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).

---



---



---



---



---

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.

1-15-2026

DATE

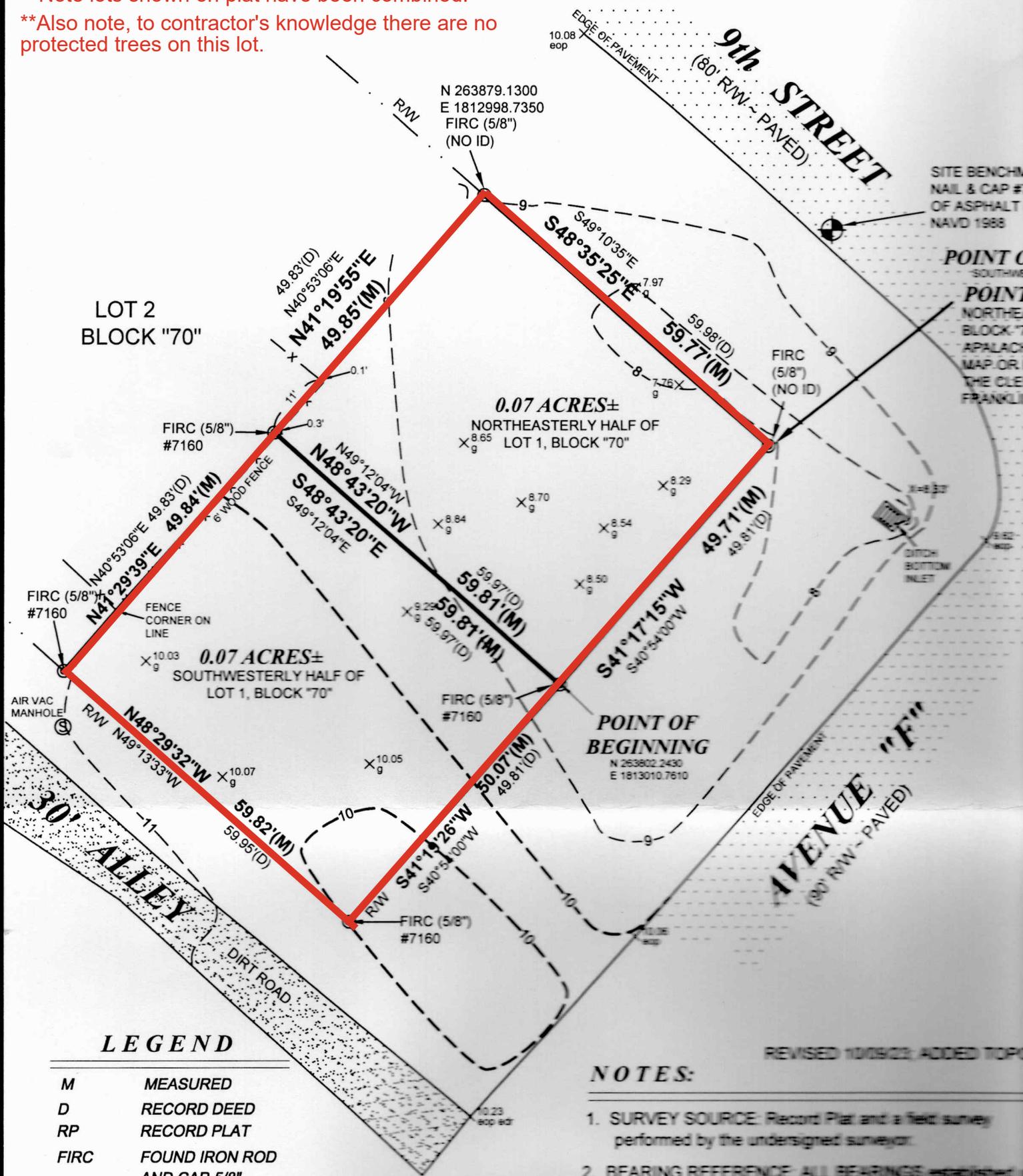
Steph M. Bailey

SIGNATURE OF APPLICANT

**PLAT OF BOUNDARY & TOPOGRAPHICAL SURVEY CERTIFIED TO:  
 STEPHEN M. BAILEY and BETTY C. BAILEY,  
 DODD TITLE COMPANY, INC.,  
 FIRST AMERICAN TITLE INSURANCE COMPANY**



\*Note lots shown on plat have been combined.  
 \*\*Also note, to contractor's knowledge there are no protected trees on this lot.



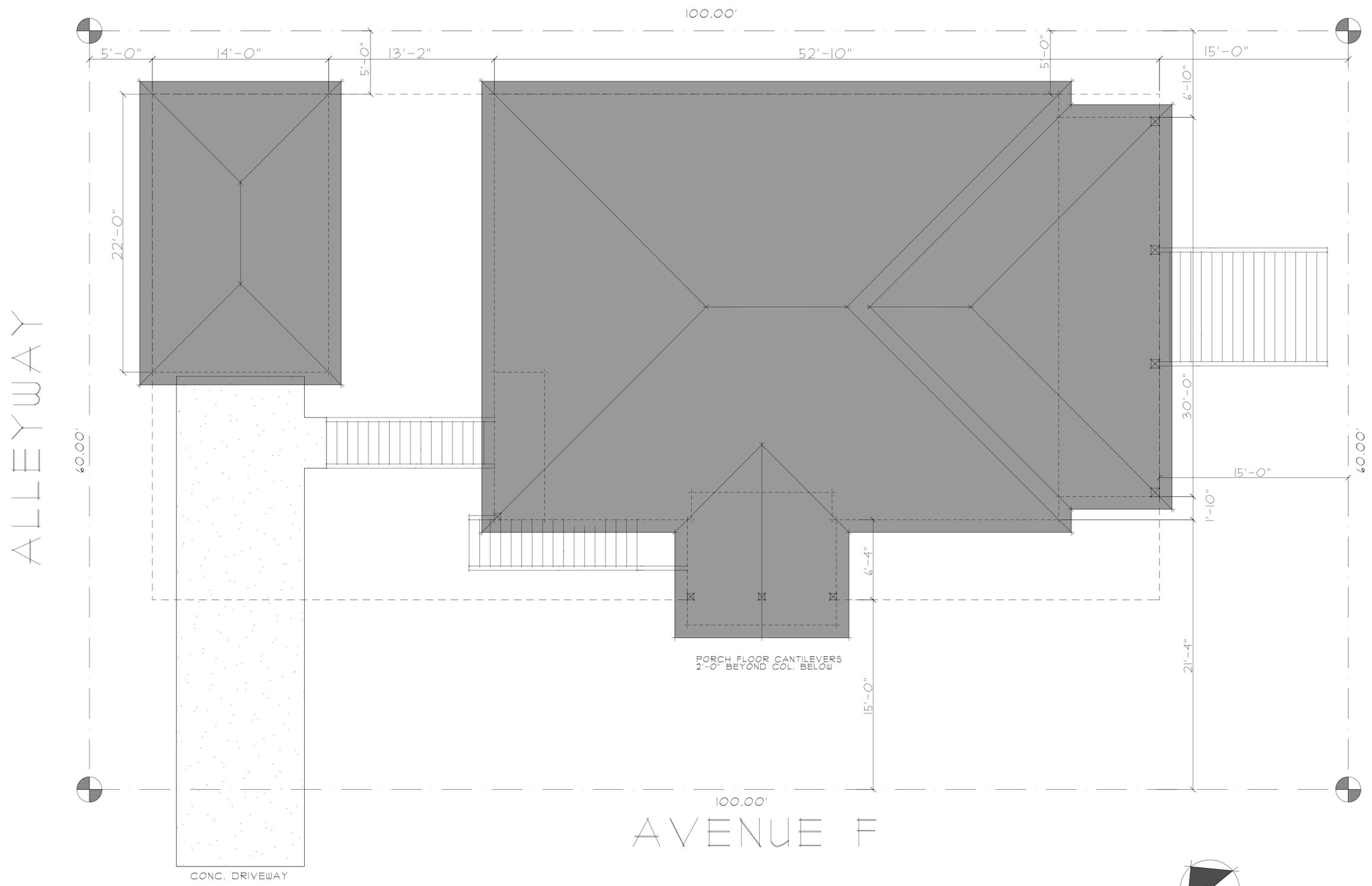
**LEGEND**

M	MEASURED
D	RECORD DEED
RP	RECORD PLAT
FIRC	FOUND IRON ROD AND CAP-5/8"
FCM	FOUND CONCRETE MONUMENT

**NOTES:**

1. SURVEY SOURCE: Record Plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: ALL BEARINGS established a
3. NO IMPROVEMENTS have been located in this survey
4. There are NO VISIBLE ENCROACHMENTS other than

REVISED 10/09/02; ADDED TOPO



100.00'  
 AVENUE F

Site Plan

104 9th STREET  
 APPALACHICOLA, FL. 32320 Scale : 1/4"=1'-0"

Design House home plans were designed and drafted to meet average conditions and codes in the State of Florida at the time they were drawn. All plans were designed to meet the specifications of seismic zone 1. Because every state, county and municipality has its own regulations, codes, ordinances and requirements, the purchaser of these plans shall be responsible for verifying or causing a third party or party to verify the scale and dimensions on the drawings, the loading capacity of structural elements and general structural integrity and the availability of certain desired products relative to the dimensions on the plans. The purchaser and/or builder of this plan releases Design House, Inc. its shareholders, officers, directors and employees from any claims or lawsuits that may arise during the construction of this home or anytime thereafter. Design House authorizes the sale and use of these plans expressly upon the purchaser's obligation to determine the suitability of these plans for your specific site and application. Certain states require the seal of an architect and/or an engineer. This service is not included in our plan prices. These plans can be modified to meet your local codes and all requirements. It is the responsibility of the purchaser and/or builder to insure that the home is built in strict compliance with all applicable codes (city, county, state and federal). All plans published and sold by Design House, Inc. are protected under the Federal Copyright Act, Title 17 of the United States Code and Chapter 37 of the Code of Federal Regulation. The purchaser is granted a limited use of these plans for construction purposes only. Further distribution of these plans is strictly prohibited. Prices and conditions of plans subject to change without notice.

**Design House**  
 residential design services  
 1400 Village Square Boulevard | Unit 2-14 | Tallahassee, Florida 32312  
 904.309.0222 | www.dhphouse.com | info@dhphouse.com

DRAWN TOMH
CHECKED
DATE
SCALE AS SHOWN
JOB NO. 2024021

**BAILEY RESIDENCE**



Left Elevation

Scale : 1/4"=1'-0"



Front Elevation

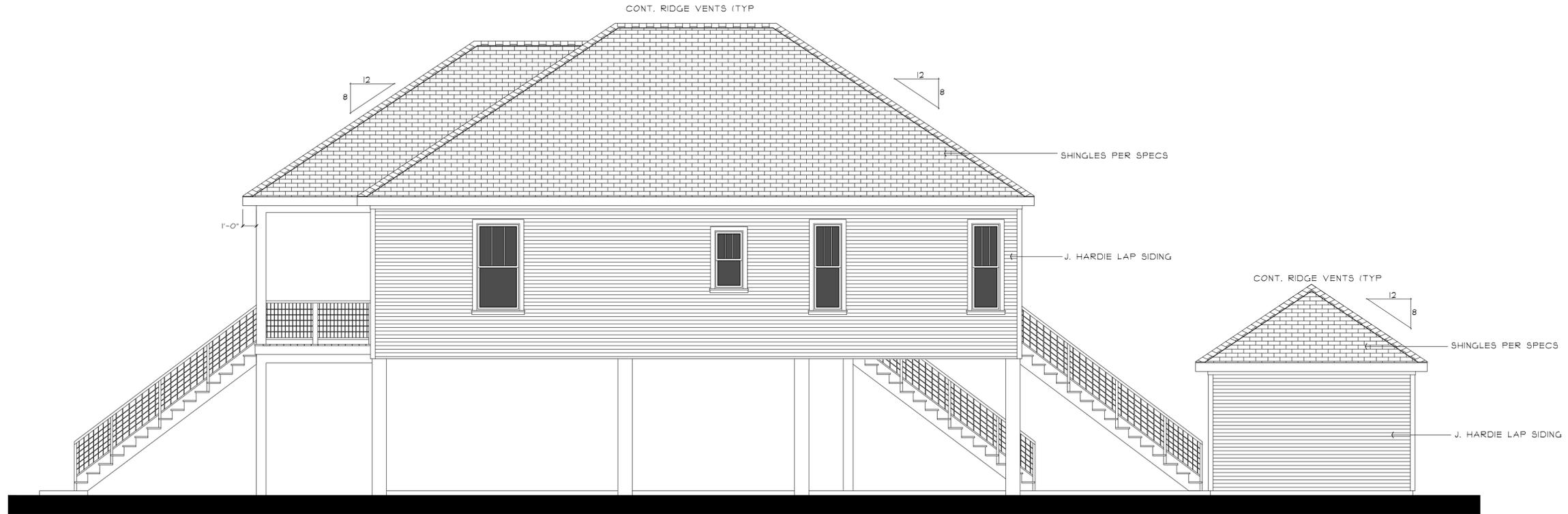
Scale : 1/4"=1'-0"

Design House home plans were designed and drafted to meet average conditions and codes in the State of Florida at the time they were drawn. All plans were designed to meet the specifications of seismic zone 1. Because every state, county and municipality has its own regulations, codes, ordinances and requirements, the purchaser of these plans shall be responsible for verifying or causing a third party or parties to verify the scale and dimensions on the drawings, the loading capacity of structural elements and general structural integrity and the availability of certain desired products relative to the dimensions on the plans. The purchaser and/or builder of this plan releases Design House, Inc., its shareholders, officers, directors and employees from any claims or lawsuits that may arise during the construction of this home or anytime thereafter. Design House authorizes the sale and use of these plans expressly upon the purchaser's obligation to determine the suitability of these plans for your specific site and application. Certain states require the seal of an architect and/or an engineer. This service is not included in our plan prices. These plans can be modified to meet your local codes and all requirements. It is the responsibility of the purchaser and/or builder to insure that the home is built in strict compliance with all applicable codes (city, county, state and federal).

**Design House**  
residential design services  
1400 Village Square Boulevard | Unit 2-14 | Tallahassee, Florida 32312  
850.509.0222 | www.dhplans.com | info@dhplans.com | e copyright ©2024

DRAWN TOMH
CHECKED
DATE
SCALE AS SHOWN
JOB NO. 2024021

BAILEY RESIDENCE



Right Elevation

Scale : 1/4"=1'-0"



Rear Elevation

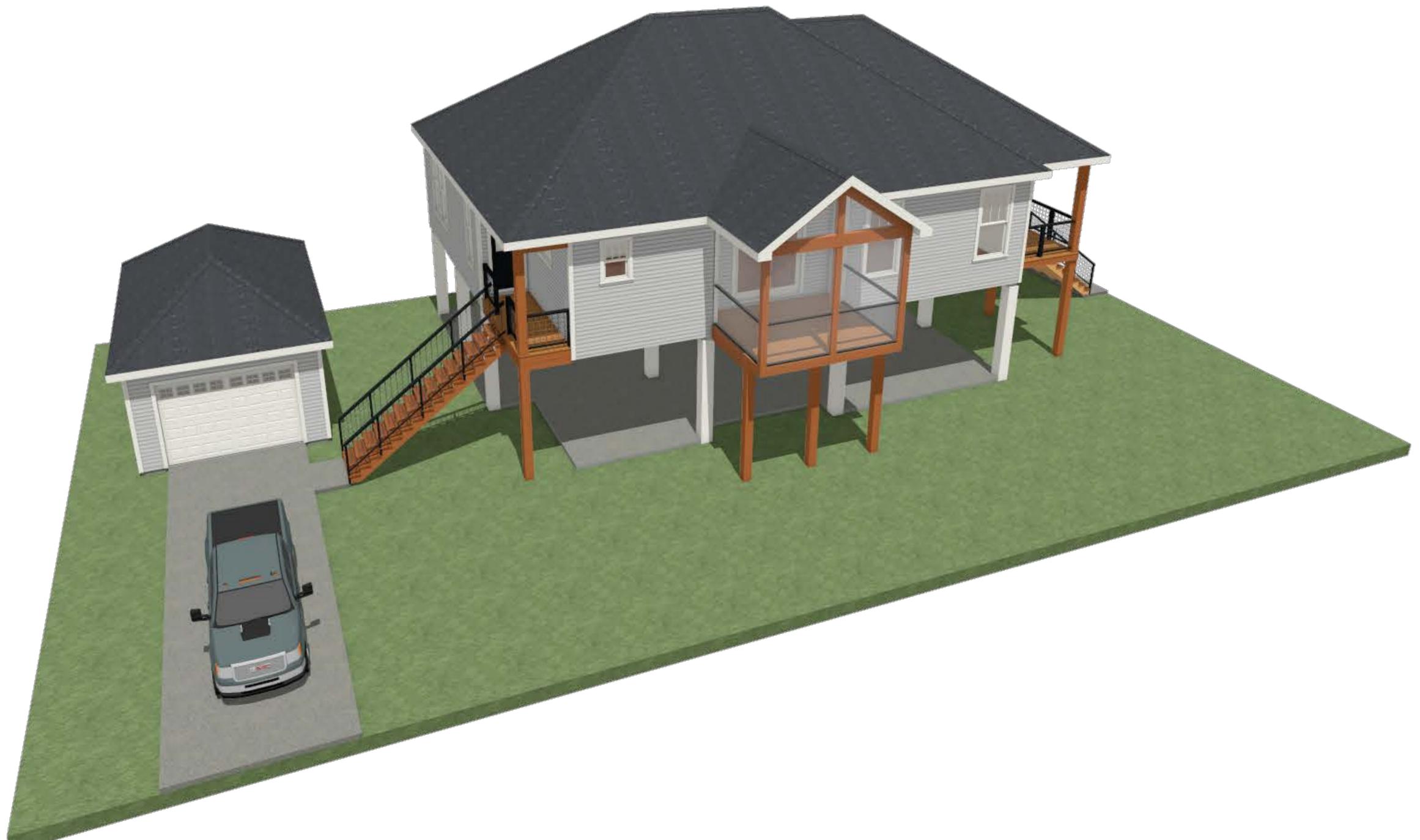
Scale : 1/4"=1'-0"

Design House home plans were designed and drafted to meet average conditions and codes in the State of Florida at the time they were drawn. All plans were designed to meet the specifications of seismic zone 1. Because every state, county and municipality has its own regulations, codes, ordinances and requirements, the purchaser of these plans shall be responsible for verifying or causing a third party or parties to verify the scale and all dimensions on the drawings, the loading capacity of structural elements and general structural integrity and the availability of certain desired products, relative to the dimensions on the plans. The purchaser and/or builder of this plan releases Design House, Inc., its shareholders, officers, directors and employees from any claims or lawsuits that may arise during the construction of this home or anytime thereafter. Design House authorizes the sale and use of these plans expressly upon the purchaser's obligation to determine the suitability of these plans for your specific site and application. Certain states require the seal of an architect and/or an engineer. This service is not included in our plan prices. These plans can be modified to meet your local codes and all requirements. It is the responsibility of the purchaser and/or builder to insure that the home is built in strict compliance with all applicable codes (city, county, state and federal). All plans published and sold by Design House, Inc. are protected under the Federal Copyright Act, Title 17 of the United States Code and Chapter 37 of the Code of Federal Regulation. The purchaser is granted a limited use of these plans for construction purposes only. Further distribution of these plans is strictly prohibited. Prices and conditions of plans subject to change without notice.

**Design House**  
 Residential Design Services  
 1400 Village Square Boulevard, Unit 2-114 | Tallahassee, Florida 32312  
 904.809.0222 | www.dhph.com | info@dhph.com | © copyright 2024

DRAWN TOMH
CHECKED
DATE
SCALE AS SHOWN
JOB NO. 2024021

**BAILEY RESIDENCE**





# STAFF FINDINGS REPORT

**PROPERTY OWNER:** Stephen and Betty Bailey

**AGENT** (if applicable): N/A

**CONTRACTOR:** Construct Group SE Inc.

**PROPERTY ADDRESS** (if available): 104 9<sup>th</sup> Street

→ Block 70 Lot 1

**PARCEL ID:** 01-09S-08W-8330-0070-0010

**HISTORIC DISTRICT:** Yes

**CORNER LOT:** Yes

**ACREAGE:** -- (~6,000 SF)

**FUTURE LAND USE:** R-1 Single-Family Residential

**WETLANDS:** No

**FLOODPLAIN:** AE

## **DESCRIPTION OF PROJECT:**

- New construction of a 1,849 SF single-family residential home and a 22' x 14' (308 SF) detached garage.
  - Additionally, the applicant obtained permit from FDEP for placement of ~3,325 SF of fill on this property for construction of these buildings.

## **STAFF FINDINGS:**

### **Code of Ordinances:**

- **Section 101-8. Definitions.**
  - **Corner lot** means a lot abutting upon two or more streets at their intersection. All boundaries abutting streets shall be considered front yards, and all other boundaries shall be considered side yards.
  - **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.

- **Side yard** means a yard between the main building and the side line of the lot extending from the front yard to the rear yard and being the minimum horizontal distance between a side lot line and the side of the main building or any projection thereof.

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

- **Development standards:**
  - **Minimum lot size:**
    - Single-family: 6,000 SF (60' x 100').
  - **Minimum building size:**
    - Single-family: 800 SF.
  - **Minimum building setbacks:**
    - Front: 15 ft.
      - Proposed 15 ft each side (Ave F and 9<sup>th</sup> Street).
    - Side (interior): 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.
      - Proposed 5 ft side abutting 106 9<sup>th</sup> Street / 01-09S-08W-8330-0070-0020.
    - Side (corner): 15 ft.
    - Rear: 5 ft. (accessory structure).
      - Proposed 5 ft each side for accessory.
  - **Maximum building restrictions:**
    - Lot coverage: 40% (2,400 SF).
      - Proposed principal: 1,849 SF
      - Proposed accessory: 308 SF
      - Total: 2,157 SF.
    - 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.
    - The proposed accessory structure will be located in the side yard.

→ **Section 111-288(i). Parking Requirements.**

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
  - **Dwelling**. One parking space for each dwelling unit or room for rent.

- The detached garage will be used to meet the minimum off-street parking requirement.

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



**Certificate of Appropriateness  
& Alteration/Renovation  
96 Avenue D**



**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**

**CONTRACTOR INFORMATION**

Owner Christopher and Sabrina Fomes  
 Address PO Box 339  
 City Apalachicola State Florida Zip 32320  
 Phone 808-748-1952

Contractor Name Evergreen Construction of North Florida  
 State License # CRC1334663 City License # \_\_\_\_\_  
 Email llc@buildwithevergreen.com  
 Phone 850.212.8181

**PROJECT TYPE**

- |   |   |
|---|---|
| <input type="checkbox"/> New Construction                 | <input type="checkbox"/> Fence                          |
| <input type="checkbox"/> Addition                         | <input type="checkbox"/> Accessory Structure            |
| <input checked="" 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): 96 Ave D  
 City & State: Apalachicola Florida Zip: 32320  
 Parcel ID #: 01-09S-08W-8330-0029-0060 Block: 29 Lot: 1/2 Lot 6  
 Zoning District: \_\_\_\_\_ [] Historic District [] Non-Historic District  
 FEMA Flood Zone: AE

**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).

~~Primarily interior renovations, with some exterior elements that need repair and upgrades. Original footprint will stay the same. A side porch will be demo-ed and rebuilt because of structural deficiencies. All efforts will be made to maintain the architectural elements of a historical home. Some windows will be removed for interior upgrades, but siding will be replaced with like materials as existing.~~

---



---



---

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
<b>Siding</b>		Wood siding to match existing	
<b>Doors</b>	Thermatru	Fiberglass exterior doors	
<b>Windows</b>		Vinyl windows	
<b>Roofing</b>		metal to match preexisting	
<b>Trim</b>		wood to match house	
<b>Foundation</b>		footers and block piers	
<b>Shutters</b>			
<b>Porch/Deck</b>			
<b>Fencing</b>			
<b>Driveways/Sidewalks</b>			
<b>Other</b>			

**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, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). 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.
11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.**

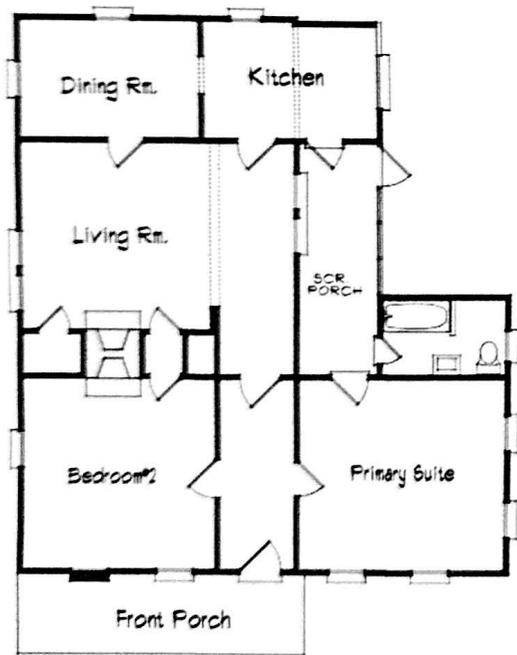
1-23-2024

DATE

Lahaela Lee-Coxwell

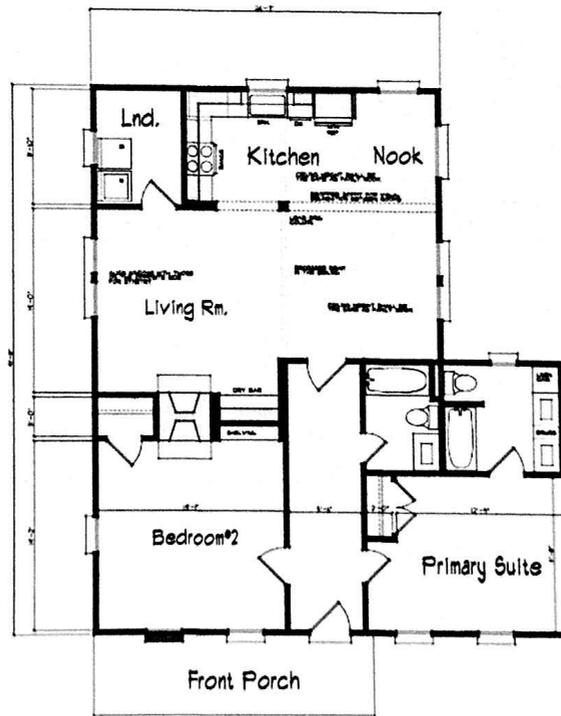
SIGNATURE OF APPLICANT

Tom Harrison  
 Design House of Tallahassee, Inc.  
 850-508-0922



Existing Floor Plan

Scale: 1/4"=1'-0"



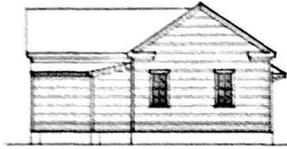
Proposed Floor Plan

Scale: 1/4"=1'-0"

**Design House**  
 Interior Design  
 96 Avenue D  
 Appalachicola, FL 32310  
 850-508-0922

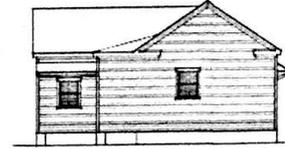
LARAELA-LEE COXWELL  
 96 AVENUE D  
 APPALACHICOLA, FL.

TOMH  
 8/24/2008  
 AS SHOWN  
 2025033  
 2



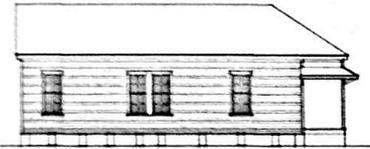
Exist. Rear Elevation

Scale: 1/8"=1'-0"



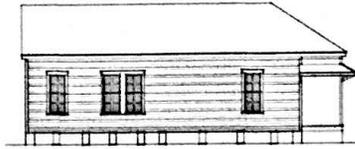
Proposed Rear Elevation

Scale: 1/8"=1'-0"



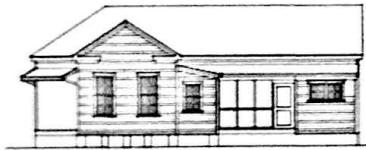
Exist. Left Elevation

Scale: 1/8"=1'-0"



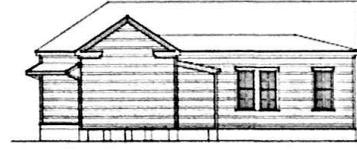
Proposed Left Elevation

Scale: 1/8"=1'-0"



Exist. Right Elevation

Scale: 1/8"=1'-0"



Proposed Right Elevation

Scale: 1/8"=1'-0"



Exist. Front Elevation

Scale: 1/4"=1'-0"



Proposed Front Elevation

Scale: 1/4"=1'-0"

Small vertical text block, likely a title or project name.



LARAELE-LEE COXWELL  
96 AVENUE D  
APPALACHICOLA, FL.

TOMH  
1/23/2024  
AS SHOWN  
2024033

Screenshot

# STAFF FINDINGS REPORT

**PROPERTY OWNER:** Christopher and Sabrina Fornes

**AGENT** (if applicable): N/A

**CONTRACTOR:** Evergreen Construction of North Florida

**PROPERTY ADDRESS** (if available): 96 Avenue D

→ Block 29 ½ Lot 6

**PARCEL ID:** 01-09S-08W-8330-0029-0060

**HISTORIC DISTRICT:** Yes

→ 96 Avenue D is a designated historic structure listed on the Florida Master Site File for Apalachicola (actual year built 1910).

**CORNER LOT:** Yes

**ACREAGE:** -- (~3,000 SF)

**FUTURE LAND USE:** R-1 Single-Family Residential

**WETLANDS:** No

**FLOODPLAIN:** AE

## **DESCRIPTION OF PROJECT:**

- Demolition and reconstruction of existing side porch due to structural deficiencies. Removal and relocation of windows from right, left, and rear elevations + associated replacement of siding, to match existing.
  - Building footprint / lot coverage will not be changed.

## **STAFF FINDINGS:**

### **Code of Ordinances:**

- **Section 108-10. Definitions.**
  - **Nonconforming lot** means any lot of record which does not meet the minimum dimensions, area, building units density, or intensity requirements of the zoning district or the adopted comprehensive plan land use designation in which the lot is located.
  
- **Section 111-268. R-1 Single-Family Residential.**

- **Development standards:**
  - **Minimum lot size:**
    - Single-family: 6,000 SF (60' x 100').
      - The subject parcel is considered a nonconforming lot.
  - **Minimum building size:**
    - Single-family: 800 SF.
  - **Minimum building setbacks:**
    - Front: 15 ft.
    - Side (interior): 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.
    - Side (corner): 15 ft.
    - Rear: 25 ft. (principal structure)
  - **Maximum building restrictions:**
    - Lot coverage: 40%.
      - No proposed change in existing lot coverage.
    - Building height: 35 ft.

→ **Sec. 111-322. Historic nonconforming structures.**

- The intent of this section is to preserve all historic structures, including those that are nonconforming as to size, setback, elevation, and/or height.
  - Nothing in this section shall be construed to prevent the ordinary and routine maintenance and repair of historic, nonconforming structures.
  - Repairs, alterations, and additions necessary for the preservation, restoration, and rehabilitation of a nonconforming structure may be permissible when authorized by the architectural review board in the form of a certificate of appropriateness, provided the structure is a documented historic structure.
    - The intent of the applicants is to maintain the existing architectural character of the building.

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



**New Residential Construction &  
Accessory Structure  
260 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	CONTRACTOR INFORMATION
-------------------	------------------------

Owner <u>Thomas Griffith</u> Address <u>75 North Avenue</u> City <u>Ellijay</u> State <u>GA</u> Zip <u>30540</u> Phone <u>770-324-2363</u>	Contractor Name <u>Thomas Griffith</u> State License # <u>GA R8100214</u> City License # <u>—</u> Email <u>thomasgriffithconstruction@gmail.com</u> Phone <u>770 324 2363</u>
---	--

**PROJECT TYPE**

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

**PROPERTY INFORMATION**

Street Address (911 Address): 260 6th Street  
 City & State: Apalachicola, FL Zip: 32320  
 Parcel ID #: 01-095-08W-8330-0174-0050 Block: 174 Lot: 5  
 Zoning District: R-2 [ ] 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.*

*\* I am a general contractor in Georgia  
 This will be our personal home  
 in Apalachicola.*

TG  
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).

New construction home designed and built to be appropriate with surrounding, historical architecture

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding	James Hardie	Lap siding Cedar mill Cement Fiber	
Doors	Tucker	Staingrade Wood doors	
Windows	Anderson	White Clad Anderson 400 series	
Roofing	Coastal metal Roofing supply	Galvalume metal Roof	
Trim	James Hardie	Concrete fiber 1x4, 1x6, 1x8, 1x10	
Foundation	?	Concrete Block piers w/ stucco	
Shutters	Custom made by T. Griffith	Painted wood shutters	
Porch/Deck	?	5/4 decking	
Fencing	Custom made by T. Griffith	Wood Fence	
Driveways/Sidewalks	?	Gravel / Sand mix (Natural)	
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

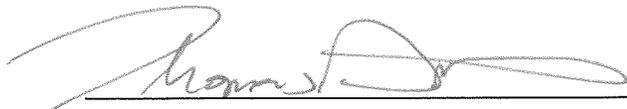
By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

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.

1-20-24

---

DATE

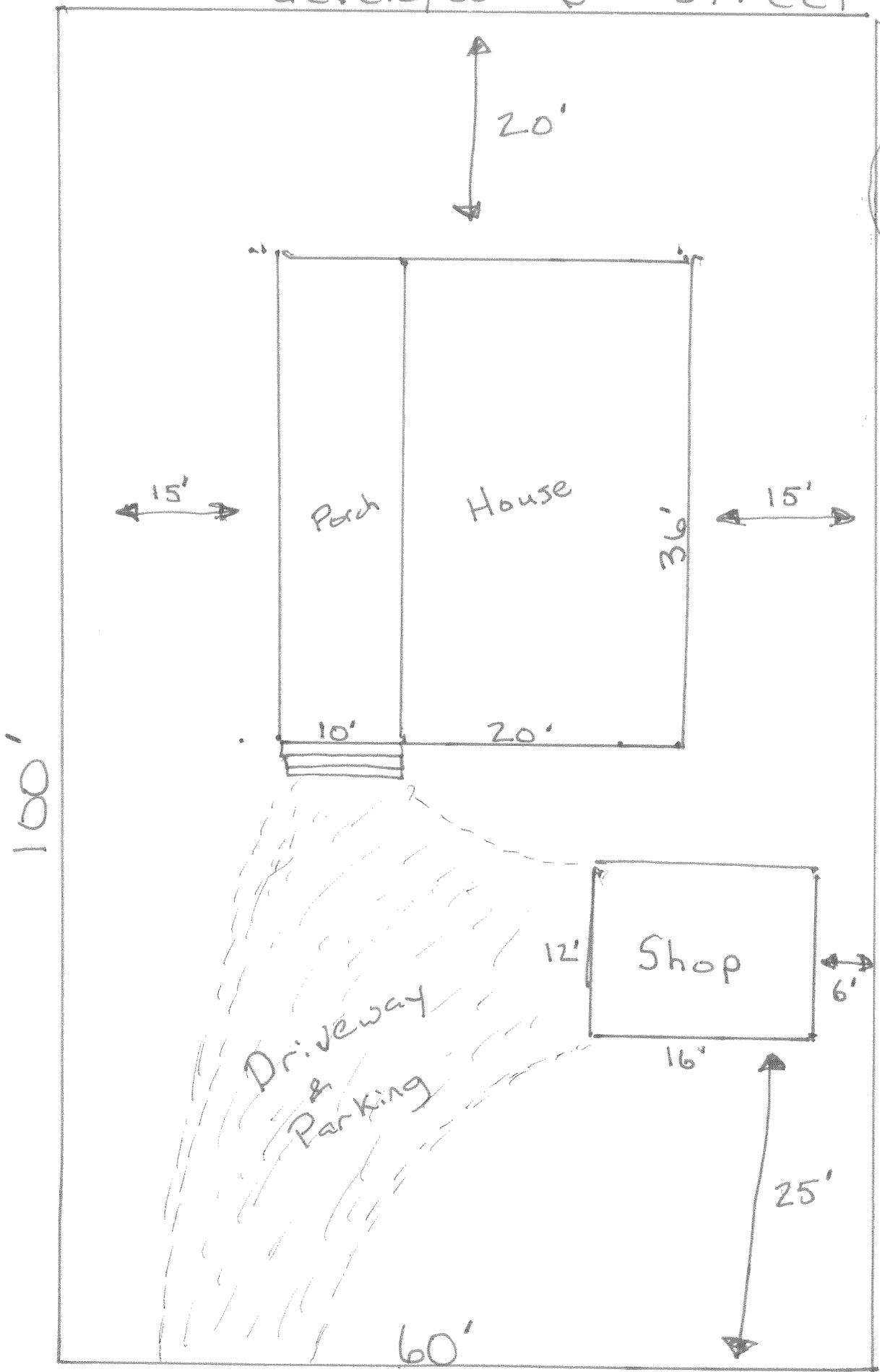


---

SIGNATURE OF APPLICANT

Undeveloped 6th Street

① Site Plan

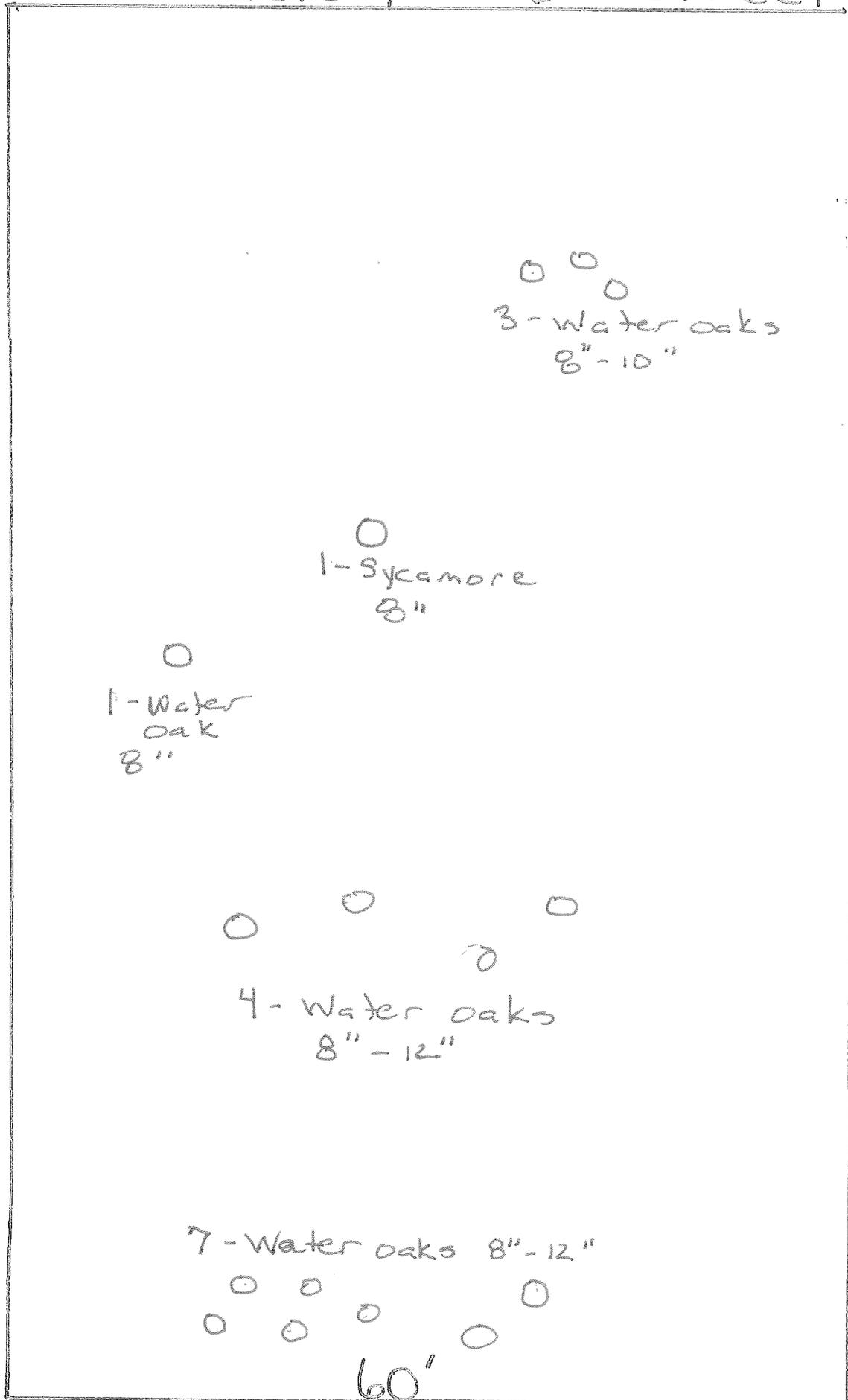


1cm = 4'

Alley

Guy Wire Pole

# Undeveloped 6th Street



100'

3 - Water oaks  
8" - 10"

1 - Sycamore  
8"

1 - Water  
oak  
8"

4 - Water oaks  
8" - 12"

7 - Water oaks 8" - 12"

60'

Alley

\* - - - - - O  
↑                      ←  
Guy Wire Pole

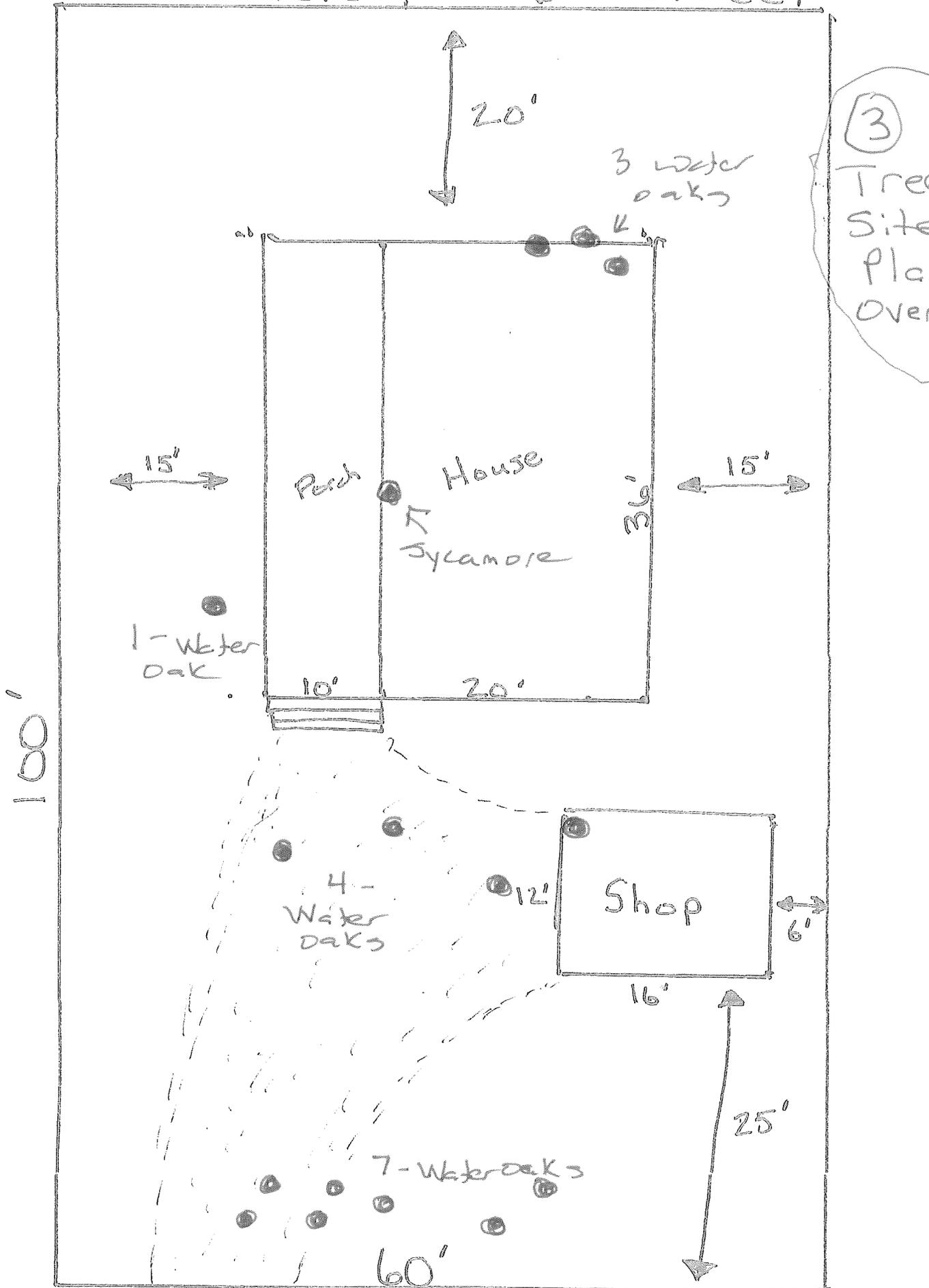
②

Tree  
Removal

15 - Water  
oaks  
8" - 12"

1 - Sycamore  
8"

# Undeveloped 6th Street



③ Tree Site Plan Overlay

1cm = 4'

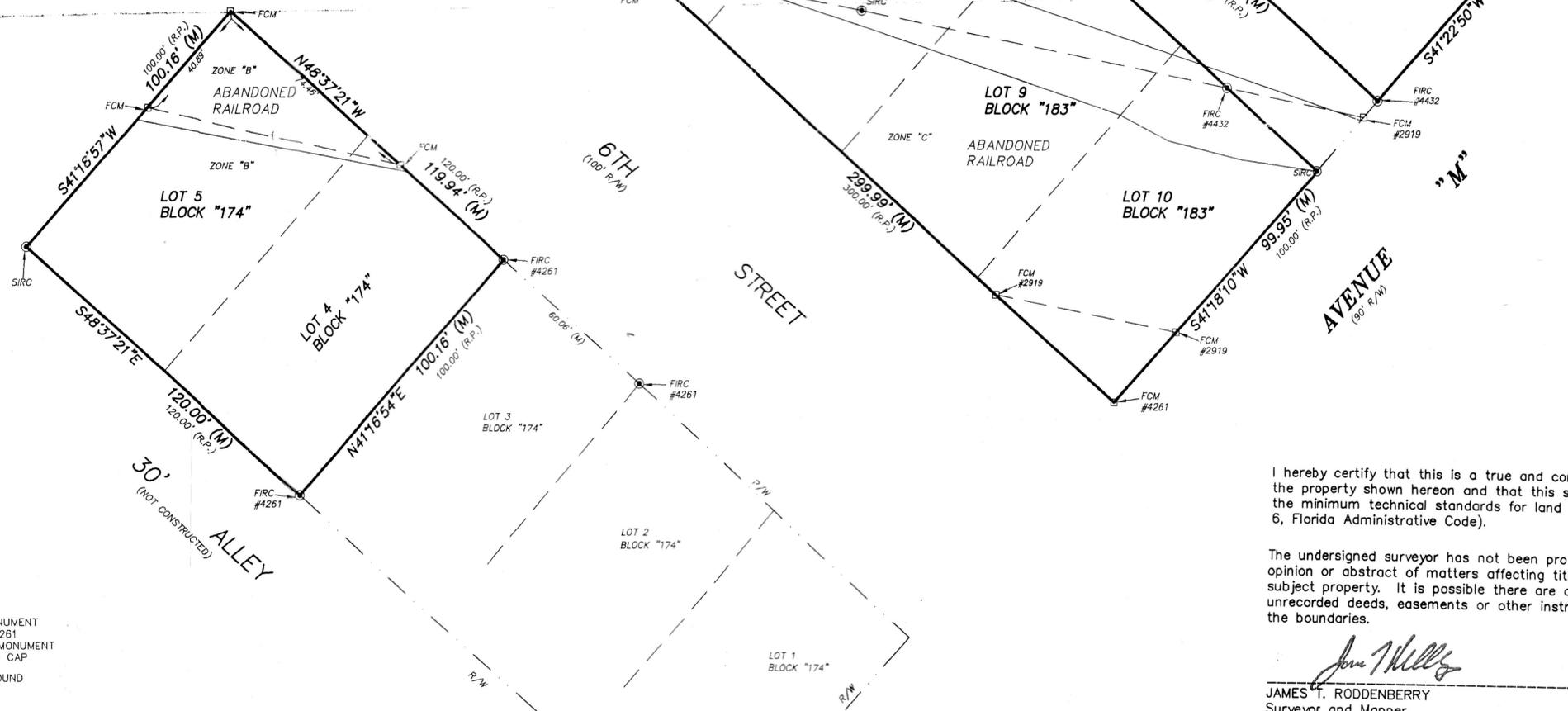
Alley

Guy Wire Pole

PLAT OF BOUNDARY SURVEY CERTIFIED TO:  
 JANE A. DOERFER,  
 CITIZENS FEDERAL SAVINGS BANK OF PORT ST. JOE,  
 DODD TITLE CO., INC.,  
 STEWART TITLE GUARANTY CO.

NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Northeasterly right-of-way boundary of 6th Street having an assumed bearing of Noth 48 degrees 39 minutes 52 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.
7. Improvements not located as per clients instructions.



LEGEND

- CM CONCRETE MONUMENT
- R/W RIGHT OF WAY
- M MEASURED
- D DEED CALL
- FND FOUND
- FCM FOUND CONCRETE MONUMENT
- SIRC SET 5/8" RE-ROD #4261
- FTCM FLAT TOP CONCRETE MONUMENT
- FIRC FOUND IRON ROD AND CAP
- △ POINT NOT SET OR FOUND
- W NOT TO SCALE

*Deed to*  
 Lot 5, has recorded easement to Jane Doerfer  
 Lot 4, Best Lot Next to George & Leslie Coors

FLOOD ZONE INFORMATION:

Subject property is located in Zone "C", "B" and A-8 (EL. 9) as per Flood Insurance Rate Map Community Panel No:120089 0001B, index date: August 03, 1992, Franklin County, Florida

LEGAL DESCRIPTION:  
 Lots 4 and 5, Block "174" and Lots 1, 2, 3, 6, 7, 8, 9 and 10, Block "183" of the CITY OF APALACHICOLA, as per map or plat thereof in common use on file at the Clerk of the Circuit Office in Franklin County, Florida.

I hereby certify that this is a true and correct representation of the property shown hereon and that this survey meets the minimum technical standards for land surveying (Chapter 61G17-6, Florida Administrative Code).

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

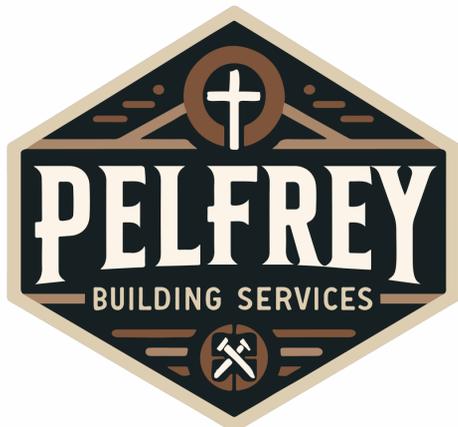
**James "Thurman" Roddenberry**  
 Professional Land Surveyor  
 Florida Certificate No. 4261

P.O. Box 100 • 114 Municipal Avenue • Sopchoppy, FL 32358-0100 • (850) 962-2538

DATE: 11/15/00	DRAWN BY: D.C.	N.B.301 pg.17	COUNTY: FRANKLIN
FILE: 00642.DWG	DATE OF LAST FIELD WORK: 11/09/00	JOB NUMBER: 00-642	

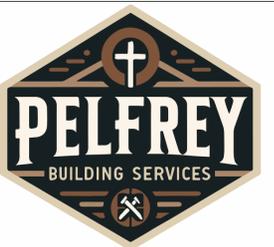
# Apalachicola House

Thomas Griffith  
Construction



Drawn by Cole Pelfrey

Sheet List	
Sheet Number	Sheet Name
A0	Cover Sheet
A1	Floor Plans
A2	Elevations
A3	Roof Plan & Section
A4	3D Views



706-506-0698

Project Name:

# Apalachicola House

Thomas Griffith Construction

Drawn by Cole Pelfrey

Revisions:

Location:

Date:

1/13/2025

Sheet Name:

Elevations

Sheet Number:

A2

Scale

1/4" = 1'-0"

1/13/2025 8:13:21 AM



① Front  
1/4" = 1'-0"



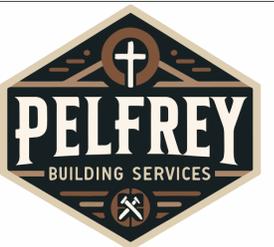
③ Right  
1/4" = 1'-0"



② Rear  
1/4" = 1'-0"



④ Left  
1/4" = 1'-0"



706-506-0698

Project Name:

# Apalachicola House

Thomas Griffith Construction

Drawn by Cole Pelfrey

Revisions:

Location:

Date:  
1/13/2025

Sheet Name:  
3D Views

Sheet Number:  
A4

Scale:



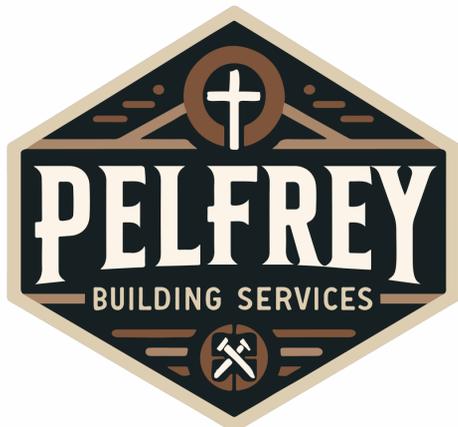
① 3D Front



② 3D Rear

# Apalachicola House Shop

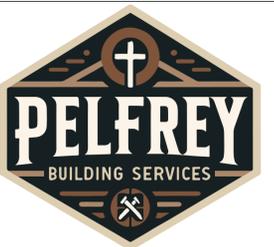
Thomas Griffith  
Construction



Drawn by Cole Pelfrey

Sheet List	
Sheet Number	Sheet Name
A0	Cover Sheet
A1	Floor Plans
A2	Elevations
A3	Roof Plan
A4	3D Views

Area Schedule	
Name	Area
Main Level	192 SF
Loft	57 SF



706-506-0698

Project Name:

# Apalachicola House Shop

Thomas Griffith Construction

Drawn by Cole Pelfrey

Revisions:

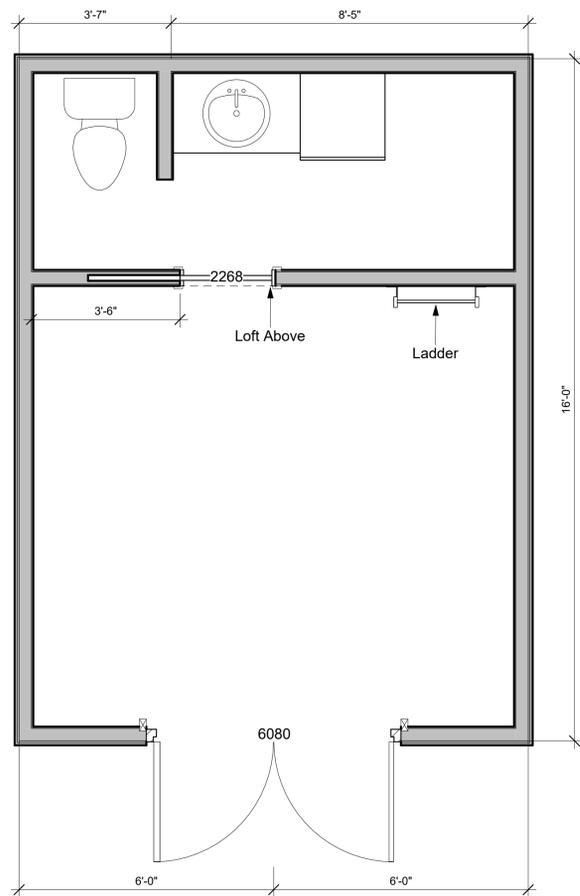
Location:

Date: 1/13/2025

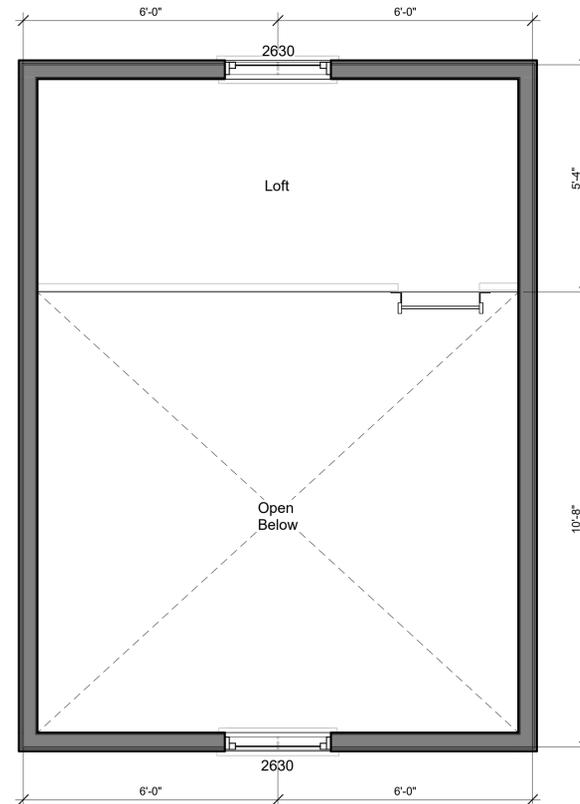
Sheet Name: Floor Plans

Sheet Number: A1

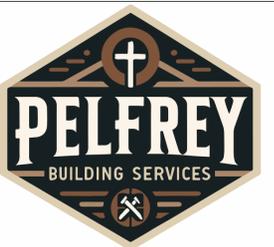
Scale: 1/2" = 1'-0"



① Main Level  
1/2" = 1'-0"



② Loft  
1/2" = 1'-0"



706-506-0698

Project Name:

# Apalachicola House Shop

Thomas Griffith Construction

Drawn by Cole Pelfrey

Revisions:

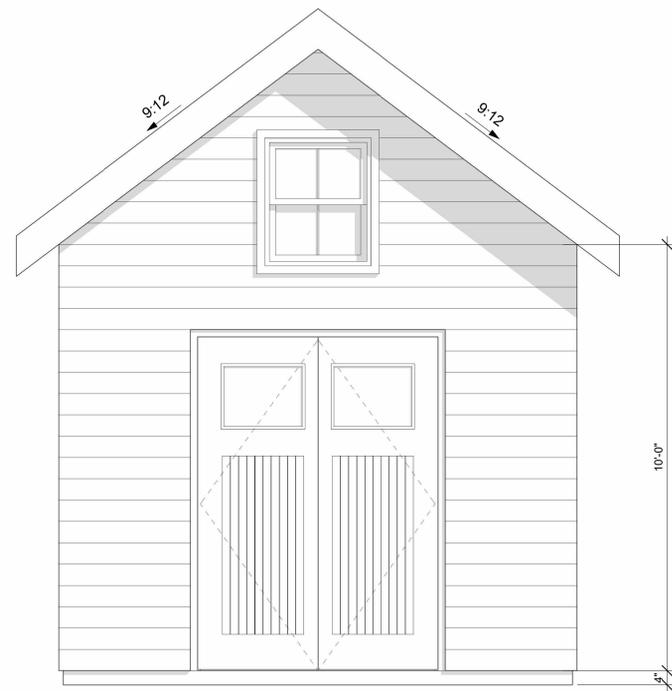
Location:

Date: 1/13/2025

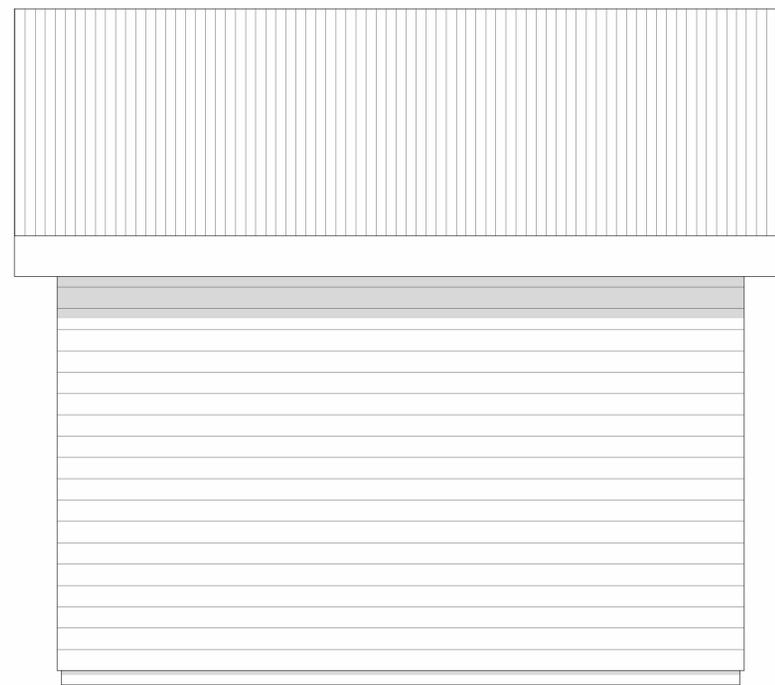
Sheet Name: Elevations

Sheet Number: A2

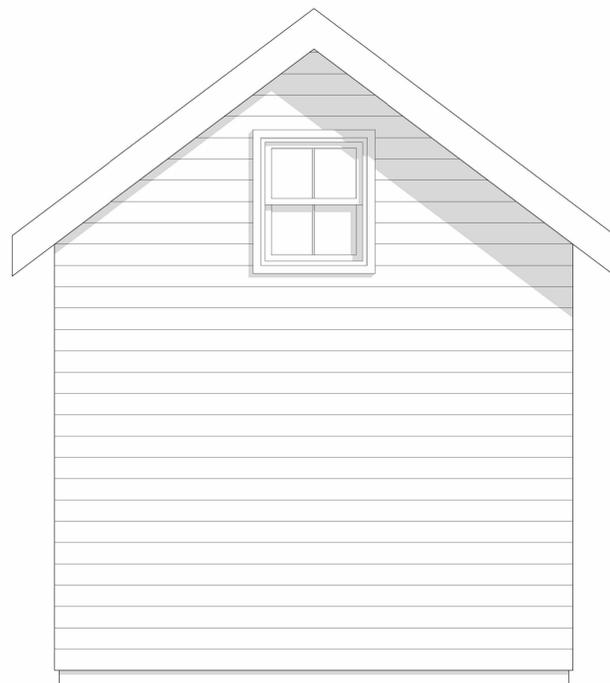
Scale 1/2" = 1'-0"



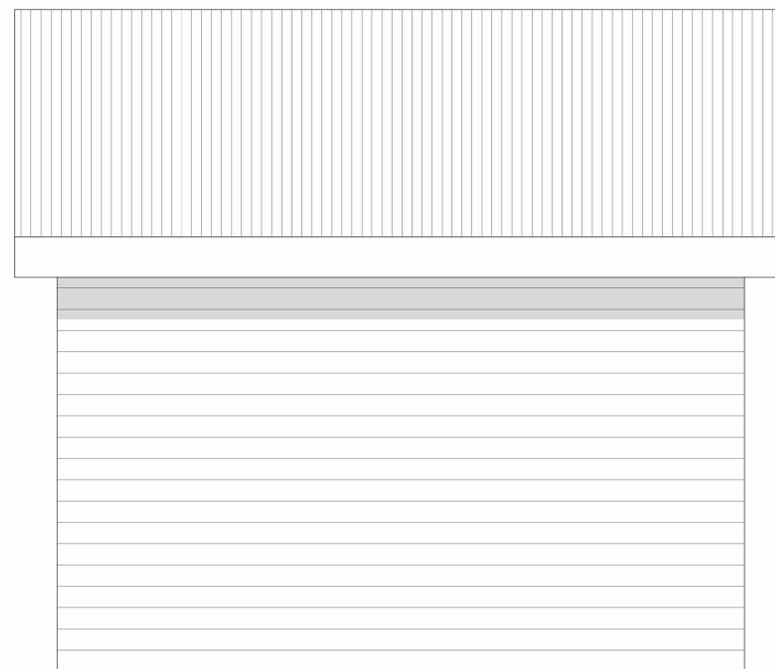
① Front  
1/2" = 1'-0"



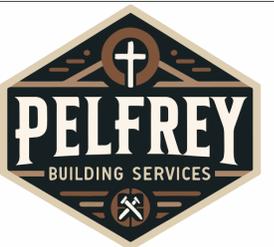
③ Right  
1/2" = 1'-0"



② Rear  
1/2" = 1'-0"



④ Left  
1/2" = 1'-0"



706-506-0698

Project Name:

# Apalachicola House Shop

Thomas Griffith Construction

Drawn by Cole Pelfrey

Revisions:

Location:

Date:

1/13/2025

Sheet Name:

3D Views

Sheet Number:

A4

Scale



① 3D Front



② 3D Rear

# STAFF FINDINGS REPORT

**PROPERTY OWNER:** Thomas Griffith

**AGENT** (if applicable): N/A

**CONTRACTOR:** Self

**PROPERTY ADDRESS** (if available): 260 6<sup>th</sup> Street

→ Block 174 Lot 5

**PARCEL ID:** 01-09S-08W-8330-0174-0050

**HISTORIC DISTRICT:** No

**CORNER LOT:** No

**ACREAGE:** -- (~6,000 SF)

**FUTURE LAND USE:** R-2 Multifamily Residential

**WETLANDS:** No

**FLOODPLAIN:** Predominantly “X” minor “AE”

## **DESCRIPTION OF PROJECT:**

- New construction of 1,078 SF single-family residential home and 192 SF accessory house shop/tool shed.
  - And associated removal of one protected 8” sycamore, requiring a tree permit.

## **STAFF FINDINGS:**

### **Code of Ordinances:**

- **Section 111-269. R-2 Multifamily Residential.**
  - **Development standards:**
    - **Minimum lot size:**
      - Single-family: 6,000 SF (60’ x 100’).
    - **Minimum building size:**
      - Single-family: 800 SF.
    - **Minimum building setbacks:**
      - Front: 15 ft.
        - Proposed 20 ft.
      - Side (interior lot):

- Single-family: 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.
    - Proposed 15 ft. each side.
  - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
    - Proposed greater than 25 ft. for principal; 6 ft. for accessory.
  - **Maximum building restrictions:**
    - Lot coverage:
      - Single-family: 40% (2,400 SF).
        - Proposed principal: 1,078 SF.
        - Proposed accessory: 192 SF.
        - Total: 1,270 SF
    - 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.
    - Proposed house shop/tool shed will be located in the rear yard.

→ **Section 111-288. Supplementary Regulations, in general.**

- **(c) Alleys.** Ten-foot alleys are intended to accommodate utility lines, such as water and sewer, and are not intended to support traffic. Ten-foot alleys are not to be used for ingress and egress.
- **(k)** All development shall be required to connect to the city water and sewer system where and when it is available.

→ **Section 111-288(i). Parking Requirements.**

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
  - **Dwelling.** One parking space for each dwelling unit or room for rent.
    - Parking area indicated on site plan will be use to meet this requirement.

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

