

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, MAY 5, 2026 – 6:00PM
74 6th STREET APALACHICOLA, FLORIDA 32320

Agenda

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the three minutes time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

- I. Call to Order**
 - Invocation
 - Pledge of Allegiance

- II. Agenda Adoption**

- III. Public Comment**
- IV. New Business**
 - 1. Election Ordinance
 - 2. Housing Authority Board Appointment(s)
 - 3. DHR Grant Application re-submission-Phase IV (City Hall, Ave E)

- V. Unfinished Business**
 - 1. DEP WWTP Consent Order
 - 2. Strategic Visioning

- VI. Mayor and Commissioner Comments**

- VII. City Manager & Attorney Communications**

- VIII. Consent Agenda**
 - 4.7.26 CC RM Meeting Minutes
 - P&Z April 13, 2026 Meeting Minutes
 - P&Z March 9, 2026 Meeting Minutes

- IX. Department Reports**

Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

APALACHICOLA CITY COMMISSION

Agenda Item

Meeting Date: May 5,2026

SUBJECT: Election Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department:
Presenter: Attorney Hartman

BRIEF SUMMARY: At the April 7th regular meeting Attorney Hartman presented a housekeeping ordinance to update the basic election ordinance passed in 2023, specifically changing the date when newly elected officials assume office from October to December to correspond with new election dates.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve for 1st reading

ATTACHMENTS: Election Ordinance 2026-02

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve

FUNDING SOURCE: N/A

ORDINANCE NO. 2026-02

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA PROVIDING FOR THE AMENDMENT OF APALACHICOLA CODE OF ORDINANCES, PART I, ARTICLE II, SECTION 17 THE DATE ON WHICH ELECTED OFFICIALS ASSUME THE DUTIES OF OFFICE TO CORRESPOND WITH NEW ELECTION DATES; PROVIDING FOR THE REPEAL OF ANY ORDINANCE OR PARTS THEREFROM IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Apalachicola adopted Ordinance 2023-01 which amended the Charter in order to conduct its elections in November on even numbered years in order to coincide with the County, State and National election dates; and

WHEREAS, moving the City election date has resulted in an amendment being necessary to account for a new date for assumption of duties by newly elected Commissioners and/or Mayor, as applicable;

WHEREAS, pursuant to Section 100.3605 and 166.021(4), Florida Statutes the governing body of a municipality may by ordinance change the dates for election of members of the governing body of the municipality and provide for the orderly transition of office resulting from such date changes.

NOTE: ~~Struck through~~ language is language proposed to be deleted, Underlined language is amended language, and * represents sections that have been skipped and that remain unchanged.**

**NOW THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE
CITY OF APALACHICOLA, FLORIDA:**

Section 1. Adoption of Representations:

The foregoing Whereas clauses are hereby ratified and confirmed as being true, and the same are hereby made part of this Ordinance.

Section 2. Amendment to Date of Assumption of Duties:

The City Commission hereby amends Part I Charter, Article II, Section 17 of the City Code of Ordinances as follows:

Section 17. Meetings; assumption of office.

On the first Tuesday after the first Monday in ~~October~~ December following each regular municipal election every other year, the City Commission shall meet at the usual place and hold the meetings of the legislative body of the City, at which time [the] newly elected Mayor, if same shall be elected at such election, and the newly elected Commissioners shall assume the duties of office. The City Commission shall meet at such times as may be presented by ordinance or resolution, except that it shall meet regularly not less than once each month.

Section 3. Conflict:

All ordinances or Code provisions in conflict herewith are hereby repealed.

Section 4. Severability. If any section, sentence, clause, phrase or provision of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not be construed as to render invalid or unconstitutional the remaining provisions of this Ordinance.

Section 5. Effective Date. This Ordinance shall take effect immediately upon adoption by the City of Apalachicola, Florida.

PASSED FIRST READING ON: _____

PASSED SECOND READING ON: _____

CITY OF APALACHICOLA

BY: _____
Brenda Ash, Mayor

ATTEST:

Sheneidra Cummings
CITY CLERK

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: May 5, 2026

SUBJECT: Apalachicola Housing Authority Board of Commissioner Appointment

AGENDA INFORMATION:

Agenda Location: NEW BUSINESS
Item Number: 2
Department:
Presenter: Chuck
Anderson

BRIEF SUMMARY: The Apalachicola Housing Authority Board met on March 25 2026 for their regular meeting. The Board of Commissioners accepted the Director's recommendation to appoint Mrs. Valentina Webb and Mr. David Walker to serve as a Commissioner(s) on the Housing Authority Board.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve the Housing Authority Board of Commissioner's recommendation.

ATTACHMENTS: 3.25.26 Meeting Minutes reflecting the Board's recommendation to appoint Mrs. Valentina Webb and Mr. David Walker

STAFF'S COMMENTS AND RECOMMENDATIONS:

FUNDING SOURCE: N/A

MINUTES OF THE MARCH 2026 REGULAR MONTHLY MEETING OF THE BOARD OF COMMISSIONERS OF THE APALACHICOLA HOUSING AUTHORITY

March 25, 2026

The Board of Commissioners of The Apalachicola Housing Authority met on March 25, 2026, at 12:00 PM for the Regular Board Meeting located at 141 15th Street, Apalachicola, FL 32320. U.S. Department of Labor's Wage and Hour Division.

The meeting was called to order at by Vice-Chair Commissioner Ward at 12:04 PM

MEMBERS PRESENT:

Commissioner Vice- Chair Ward
Commissioner Nedra McCaskill
Commissioner Resident – Billy Shirah

Old Business

MOTION: Motion made by Commissioner Shirah and seconded by Commissioner McCaskill to approve MINUTES FEBRUARY 2026. All ayes, motion carries.

NEW BUSINESS

The Executive Director presented the bills:

February 2026 bills were: **\$54,788.66**. Motion made by Commissioner McCaskill, second by Commissioner Shirah to pay bills (invoices) as presented.

Financial Report: As of February 28, 2026 the Operating Fund Balance was: **\$313,587.19**.

Monthly Fund Balance Report:

As of January 31, 2026, the Fund Balance Report balance was: **\$585,623.86; Total w/ CFP 2024 & 2025 - \$850,087.26. (Balance on windows \$68,798.24).**

Board Operating Statement: February 2026:

February 2026 Board Operating Statement: Operating Income - **\$38,768.80**; Operating Expenses - **\$43,861.85**. Profit /(Loss) – **(\$5,093.05)**.

Tenants with Unpaid Balance Report as of January 27, 2026. The Executive Director presented the Tenants with Unpaid Balance Report which showed 6 tenants with no payment on rent with an outstanding balance - **\$18,997.50** and 2 tenants with payment with an outstanding balance - **\$730.67**. Other - **\$25.00**. Total - **\$19,753.17**.

Move in-out / Waiting List/ Tenant Updates:

Default on Judgment of Eviction – J. Jones (moved out 03/24/2026); 14 Day Notice to Pay Rent or Vacate sent to P. Jones; Applicant K. Taylor was approved for move-in. Applicant decline the apartment based on stated rent amount.

Grievance Hearing – S. Lichardello

Grievance Hearing rescheduled for April 29, 2026, at 12:00 PM at 141 15th St Apalachicola, Florida.

Budget 2026-2027:

The Executive Director present to the board of commissioner the Fiscal Year 2026-2027 budget. Motion made by Commissioner Shirah to approve the budget, seconded by Commissioner McCaskill. All ayes, motion carries.

Board of Commissioner Vacant Seat

The Executive Director present the letter of recommendation submitted to the mayor for approval of appointment for Myrtis Wynn to the AHA board commissioners.

Invitation to Bid: Electrical and Mechanical Repairs:

The AHA only received one sealed bid. The sealed bid was reviewed by the board of commissioners. The quote came in low. The board of commissioner recommended contacting the contractor to ensure that he understand the magnitude of the electrical and mechanical repairs necessary to be compliant with NSPIRE standard. The contractor requested to visit one of the units, as well as the inspection report from the February 2026 inspection. The Bid is approved pending follow-up from the contractor.

Board Member Candidates:

Recommendations for candidates: Executive Director recommended Mrs. Valentine Webb; Vice-Chair Ward recommended Mr. David Walker. Motion to approve candidates made my Commissioner McCaskill, seconded by Commissioner Shirah. All ayes, motion carries. Executive Director spoke with both candidates; both accepted the recommendation.

Meeting Adjourn – 12:47 PM

Kevin Ward: Vice-Chair


Stephnia Turrell – Executive Director

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: May 5, 2026**

SUBJECT: Authorization to re-submit City's DHR Grant Application for Phase IV City Hall

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Grants
Contact: Leslie Glaze
Presenter: Leslie Glaze

BRIEF SUMMARY: Request authorization to re-apply for a final phase IV grant of \$300,000 to complete needed repairs and ADA access to the 2nd floor. For a \$300,000 grant, the City is required to provide a combined 25% match of cash and in-kind services amounting to \$75,000. Only \$18,750 of that match is required to be cash. *Note: this is the same request approved by the Commission at their May 6, 2025 meeting. The budget match was approved then and has not been spent.*

DHR requires match confirmation and in the past, the City has met that requirement with a resolution of support. A resolution of support for this project has been prepared and proposed for your approval.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to adopt Resolution of Support for the City's application to Department of State Division of Historical Resources Special Grant Category application of \$300,000 with required match.

FUNDING SOURCE: DOS DHR funding. Match source: general budget.

ATTACHMENTS: (see attached Resolution)

STAFF'S COMMENTS AND RECOMMENDATIONS: Approval to adopt Resolution of support.

RESOLUTION 2026-06
Resolution of Match Support
Apalachicola Board of City Commissioners

WHEREAS, the Middlebrook building (former City Hall location) is a valuable city-owned historic resource in the city of Apalachicola and;

WHEREAS, the Middlebrook building is listed as an important historic resource on the State Master Site File (FR00344), and;

WHEREAS, the Middlebrook building is in need of structural repair beyond the financial assistance currently available through existing grant funds, and;

WHEREAS, the City Commission voted May 5, 2026 to apply for the Special Category funding to complete phase IV structural repair with understanding of the required match, and;

WHEREAS, the City of Apalachicola support the request for \$300,000 in Special Category funding from the Florida Department of State Division of Historical Resources which requires \$75,000 in combined cash and inkind match, and;

WHEREAS, the City of Apalachicola certifies that the required cash match is available for this project in the City budget;

NOW, THEREFORE, BE IT RESOLVED by the Apalachicola City Commission, that the board supports the grant application to the Florida Department of State, Division of Historical Resources Special Category for Phase III structural repair of the former City Hall building and certifies the required match is available.

This resolution adopted by the Apalachicola City Commission this 5th day of May 2026.

By: _____
Brenda Ash, Mayor
City of Apalachicola

ATTEST:

Sheneidra Cummings, Clerk

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: May 5,2026

SUBJECT: DEP WWTP Consent Order

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department: Administration
Presenter: Charles Chapman IV, C4 Strategies LLC

BRIEF SUMMARY: Update from last month's Board Action Request

RECOMMENDED MOTION AND REQUESTED ACTIONS: N/A

ATTACHMENTS: DEP Consent Order

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve.

FUNDING SOURCE: N/A



FLORIDA DEPARTMENT OF Environmental Protection

Northwest District
160 W. Government St., Suite 308
Pensacola, FL 32502

Ron DeSantis
Governor

Jay Collins
Lt. Governor

Alexis A. Lambert
Secretary

April 8, 2026

Chuck Anderson, City Manager
City of Apalachicola
1 Bay Ave.
Apalachicola, FL 32320
canderson@cityofapalachicola.com

RE: Consent Order
OGC Case No. 26-0447
Apalachicola WWTF
Facility ID No. FLA038857
Franklin County

Dear Mr. Anderson:

Enclosed is a second proposed Consent Order to resolve the above-referenced case.

Please review this document and **within 20 days of receipt**, either: 1) return a signed copy to the Department or 2) provide comments and suggested changes. Once fully executed, a copy of the final document will be forwarded to you.

Should you have any questions or comments, please contact Savanna Harrison at (850) 595-0612 or via e-mail at Savanna.Harrison@FloridaDEP.gov.

Your cooperation in resolving this matter is appreciated.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth Mullins Orr".

Elizabeth Mullins Orr
Director
Northwest District

EMO/sh

Enclosure

cc: Rhett Butler, City of Apalachicola, rbutler@cityofapalachicola.com
Lisa Kelley, Dewberry, kelley@dewberry.co

BEFORE THE STATE OF FLORIDA
DEPARTMENT OF ENVIRONMENTAL PROTECTION

STATE OF FLORIDA DEPARTMENT)	IN THE OFFICE OF THE
OF ENVIRONMENTAL PROTECTION)	NORTHWEST DISTRICT
)	
v.)	OGC FILE NO. 26-0447
)	
CITY OF APALACHICOLA)	
_____)	

CONSENT ORDER

This Consent Order (Order) is entered into between the State of Florida Department of Environmental Protection (Department) and City of Apalachicola (Respondent) pursuant to Section 120.57(4), Florida Statutes (F.S.), to settle certain matters at issue between the Department and Respondent.

The Department finds and Respondent admits the following:

1. The Department is the administrative agency of the State of Florida having the power and duty to protect Florida's air and water resources and to administer and enforce the provisions of Chapter 403, F.S., and the rules promulgated and authorized in Title 62, Florida Administrative Code (F.A.C.). The Department has jurisdiction over the matters addressed in this Order.
2. Respondent is a person within the meaning of Section 403.031(9), F.S.
3. Respondent is the owner and is responsible for the operation of the City of Apalachicola Wastewater Treatment Facility (WWTF), a 1.00 MGD annual average daily flow (AADF) advanced wastewater treatment facility with effluent disposal to 1.00 MGD AADF slow-rate public access system (Facility). The Facility is operated under Wastewater Permit No. FLA038857 (Permit), which was issued on May 2, 2022, and will expire on May 1, 2027. The Facility is located on US Highway 98, South of Apalachicola Airport, Apalachicola, FL 32320, Parcel ID Nos. 09-09S-08W-0000-0020-0000 and 04-09S-08W-0000-0050-0000, in Franklin County, Florida (Property). Respondent owns the Property on which the Facility is located.

4. The purpose of Bill No. CS/HB 4103 (2026) (hereinafter, the Act), in pertinent part, envisions the transfer of Facility ownership and operational responsibilities from the Respondent to the Apalachicola Water and Sewer District.

5. This Order, and more specifically the corrective actions contained herein, are necessary to ensure the Facility is constructed, maintained, and operated in accordance with applicable Florida Administrative Code Rules.

6. As of the effective date of this Order, the Act has not become law, nonetheless the parties agree that Respondent entering into this Order (i.e., a contractual obligation incurred in the ordinary course of business) is not a violation of the terms of the Act.

7. On December 29, 2021, the Department issued to Respondent a Notice of Violation, Orders for Corrective Action, and Administrative Penalty Assessment (OGC File No. 20-0841) addressing Facility noncompliance including unauthorized bypass and failure to maintain various parts of the WWTF including (but not limited to) the headworks and associated components and the Sequencing Batch Reactors (SBRs). No responsive pleading or request for hearing was made by Respondent, and on February 22, 2022, the Department issued a Final Order which informed Respondent that the Orders for Corrective Action had become final and effective pursuant to Section 403.121(2)(c), F.S.

8. On October 11, 2024, the Department issued Permit Revision File No. FLA038857-023-DW1P, which authorizes substantial modifications to the Facility which include (but are not limited to) a new headworks structure, screening, and grit removal equipment, and two new SBR basins and blowers (Permit Revision).

9. The Department finds that Respondent was unable to perform corrective actions within the timelines established in the Final Order.

Having reached a resolution of the matter Respondent and the Department mutually agree and it is

ORDERED:

10. Respondent shall comply with the following corrective actions within the stated time periods:

a. No later than December 31, 2030, Respondent shall complete construction of the Facility improvements authorized by the Permit Revision and place them into service.

b. Within 30 days after completion of the construction under paragraph 10.a., Respondent shall submit to the Department a Certification of Completion, prepared and sealed by a professional engineer registered in the State of Florida, stating that modifications to the Facility, effluent disposal system, and new reclaimed water reuse system have been constructed in accordance with the provisions of the Permit Revision.

11. Until the headworks replacement is complete and placed into service, Respondent shall continue to monitor the headworks for signs of further damage, separation, deterioration, etc., and shall conduct annual structural integrity inspections of headworks to confirm the structure remains suitable for use. If further headworks deterioration or disrepair is noted, Respondent shall submit to the Department within 30 days a plan to obtain an evaluation by a licensed engineer and perform corrective action to maintain the integrity of the structure.

12. Every quarter after the effective date of this Order and continuing until all corrective actions have been completed, Respondent shall submit to the Department a written report containing information about the status and progress of projects being completed under this Order, information about compliance or noncompliance with the applicable requirements of this Order, including construction requirements and effluent limitations, the condition of the headworks as evaluated by paragraph 11, above, and any reasons for noncompliance. These reports shall also include a projection of the work Respondent will perform pursuant to this Order during the 12-month period which will follow the report. Respondent shall submit the reports to the Department within 30 days of the end of each quarter.

13. Respondent's completion of all corrective actions required by paragraphs 10, 11, 14-15, and 29 within the respective deadlines specified thereunder shall constitute full compliance with Chapter 62-620 and 62-600, F.A.C.

14. Within 30 days of the effective date of this Order, Respondent shall pay the Department \$250.00 for costs and expenses incurred by the Department during the investigation of this matter and the preparation and tracking of this Order.

15. Respondent agrees to pay the Department stipulated penalties in the amount of \$1,000.00 per day for each and every day Respondent fails to timely comply with any of the requirements of paragraphs 10, 11, and 29 of this Order. The Department may demand stipulated penalties at any time after violations occur. Respondent shall pay stipulated penalties owed within 30 days of the Department's issuance of written demand for payment, and shall do so as further described in paragraph 16, below. Nothing in this paragraph shall prevent the Department from filing suit to specifically enforce any terms of this Order.

16. Respondent shall make all payments required by this Order by cashier's check, money order or on-line payment. Cashier's check or money order shall be made payable to the "Department of Environmental Protection" and shall include both the OGC number assigned to this Order and the notation "Water Quality Assurance Trust Fund." Online payments by e-check can be made by going to the DEP Business Portal at: <http://www.fldepportal.com/go/pay/>. It will take a number of days after this order is final, effective and filed with the Clerk of the Department before ability to make online payment is available.

17. Except as otherwise provided, all submittals and payments required by this Order shall be sent to Department of Environmental Protection, Northwest District, Attn: Wastewater Compliance Section, 160 West Government Street, Suite 308, Pensacola, Florida 32502-5740. Electronic submittals shall be sent via e-mail to: NWD_WastewaterCompliance@FloridaDEP.gov.

18. Respondent shall allow all authorized representatives of the Department access to the Facility and the Property at reasonable times for the purpose of determining compliance with the terms of this Order and the rules and statutes administered by the Department.

19. In the event of a sale or conveyance of the Facility or of the Property upon which the Facility is located, if all of the requirements of this Order have not been fully satisfied,

Respondent shall, at least 30 days prior to the sale or conveyance of the Facility or Property, (a) notify the Department of such sale or conveyance, (b) provide the name and address of the purchaser, operator, or person(s) in control of the Facility, and (c) provide a copy of this Order with all attachments to the purchaser, operator, or person(s) in control of the Facility.

20. If any event, including administrative or judicial challenges by third parties unrelated to Respondent, occurs which causes delay or the reasonable likelihood of delay in complying with the requirements of this Order, Respondent shall have the burden of proving the delay was or will be caused by circumstances beyond the reasonable control of Respondent and could not have been or cannot be overcome by Respondent's due diligence. Neither economic circumstances nor the failure of a contractor, subcontractor, materialman, or other agent (collectively referred to as "contractor") to whom responsibility for performance is delegated to meet contractually imposed deadlines shall be considered circumstances beyond the control of Respondent (unless the cause of the contractor's late performance was also beyond the contractor's control). Upon occurrence of an event causing delay, or upon becoming aware of a potential for delay, Respondent shall notify the Department by the next working day and shall, within seven calendar days notify the Department in writing of (a) the anticipated length and cause of the delay, (b) the measures taken or to be taken to prevent or minimize the delay, and (c) the timetable by which Respondent intends to implement these measures. If the parties can agree that the delay or anticipated delay has been or will be caused by circumstances beyond the reasonable control of Respondent, the time for performance hereunder shall be extended. The agreement to extend compliance must identify the provision or provisions extended, the new compliance date or dates, and the additional measures Respondent must take to avoid or minimize the delay, if any. Failure of Respondent to comply with the notice requirements of this paragraph in a timely manner constitutes a waiver of Respondent's right to request an extension of time for compliance for those circumstances.

21. The Department, for and in consideration of the complete and timely performance by Respondent of all the obligations agreed to in this Order, hereby conditionally

waives its right to seek judicial imposition of damages or civil penalties for the violations described above up to the date of the filing of this Order. This waiver is conditioned upon Respondent's complete compliance with all of the terms of this Order.

22. This Order is a settlement of the Department's civil and administrative authority arising under Florida law to resolve the matters addressed herein. This Order is not a settlement of any criminal liabilities which may arise under Florida law, nor is it a settlement of any violation which may be prosecuted criminally or civilly under federal law. Entry of this Order does not relieve Respondent of the need to comply with applicable federal, state, or local laws, rules, or ordinances.

23. The Department hereby expressly reserves the right to initiate appropriate legal action to address any violations of statutes or rules administered by the Department that are not specifically resolved by this Order.

24. Respondent is fully aware that a violation of the terms of this Order may subject Respondent to judicial imposition of damages, civil penalties up to \$15,000.00 per day per violation, and criminal penalties.

25. Respondent acknowledges and waives its right to an administrative hearing pursuant to sections 120.569 and 120.57, F.S., on the terms of this Order. Respondent also acknowledges and waives its right to appeal the terms of this Order pursuant to section 120.68, F.S.

26. Electronic signatures or other versions of the parties' signatures, such as .pdf or facsimile, shall be valid and have the same force and effect as originals. No modifications of the terms of this Order will be effective until reduced to writing, executed by both Respondent and the Department, and filed with the clerk of the Department.

27. The terms and conditions set forth in this Order may be enforced in a court of competent jurisdiction pursuant to sections 120.69 and 403.121, F.S. Failure to comply with the terms of this Order constitutes a violation of section 403.161(1)(b), F.S.

28. This Consent Order is a final order of the Department pursuant to section 120.52(7), F.S., and it is final and effective on the date filed with the Clerk of the Department

unless a Petition for Administrative Hearing is filed in accordance with Chapter 120, F.S. Upon the timely filing of a petition, this Consent Order will not be effective until further order of the Department.

29. Respondent shall publish the following notice in a newspaper of daily circulation in Franklin County, Florida. The notice shall be published one time only within 30 days of the effective date of the Order. Respondent shall provide a certified copy of the published notice to the Department within 10 days of publication.

STATE OF FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION
NOTICE OF CONSENT ORDER

The Department of Environmental Protection ("Department") gives notice of agency action of entering into a Consent Order with CITY OF APALACHICOLA pursuant to section 120.57(4), Florida Statutes (F.S.). The Consent Order addresses the inability to perform corrective actions within required timelines at Apalachicola Wastewater Treatment Facility (WWTF), US Highway 98 south of Apalachicola Airport, Apalachicola, FL 32320. The Consent Order is available for public inspection during normal business hours, 8:00 a.m. to 5:00 p.m., Monday through Friday, except legal holidays, at the Department of Environmental Protection, Northwest District Office, 160 W. Government St., Suite 308, Pensacola, FL 32502.

Persons who are not parties to this Consent Order, but whose substantial interests are affected by it, have a right to petition for an administrative hearing under sections 120.569 and 120.57, F.S. Because the administrative hearing process is designed to formulate final agency action, the filing of a petition concerning this Consent Order means that the Department's final action may be different from the position it has taken in the Consent Order.

The petition for administrative hearing must contain all of the following information:

- a) The name and address of each agency affected and each agency's file or identification number, if known;
- b) The name, address, any e-mail address, any facsimile number, and telephone number of the petitioner, if the petitioner is not represented by an attorney or a qualified representative; the name, address, and telephone number of the petitioner's representative, if any, which shall be the address for service purposes

- during the course of the proceeding; and an explanation of how the petitioner's substantial interests will be affected by the agency determination;
- c) A statement of when and how the petitioner received notice of the agency decision;
 - d) A statement of all disputed issues of material fact. If there are none, the petition must so indicate;
 - e) A concise statement of the ultimate facts alleged, including the specific facts the petitioner contends warrant reversal or modification of the agency's proposed action;
 - f) A statement of the specific rules or statutes the petitioner contends require reversal or modification of the agency's proposed action, including an explanation of how the alleged facts relate to the specific rules or statutes; and
 - g) A statement of the relief sought by the petitioner, stating precisely the action petitioner wishes the agency to take with respect to the agency's proposed action.

The petition must be filed (received) at the Department's Office of General Counsel, 3900 Commonwealth Boulevard, MS# 35, Tallahassee, Florida 32399-3000 or received via electronic correspondence at Agency_Clerk@floridadep.gov, within 21 days of receipt of this notice. A copy of the petition must also be mailed at the time of filing to the District Office at Department of Environmental Protection, Northwest District Office, 160 W. Government St., Suite 308, Pensacola, FL 32502. **Failure to file a petition within the 21-day period constitutes a person's waiver of the right to request an administrative hearing and to participate as a party to this proceeding under sections 120.569 and 120.57, F.S.** Within 10 days after filing a petition, a person whose substantial interests are affected by this Consent Order may choose to pursue mediation as an alternative remedy under section 120.573, F.S. Choosing mediation will not adversely affect such person's right to an administrative hearing if mediation does not result in a settlement. Additional information about the mediation process and procedure is provided in section 120.573, F.S. and Rule 62-110.106(12), Florida Administrative Code.

30. Rules referenced in this Order are available at

<https://floridadep.gov/ogc/ogc/content/rules>.

FOR THE RESPONDENT:

Brenda Ash
Mayor

Date

DONE AND ORDERED this__day of _____, _____, in _____, Florida.

STATE OF FLORIDA DEPARTMENT
OF ENVIRONMENTAL PROTECTION

Elizabeth Mullins Orr
Director
Northwest District

Filed, on this date, pursuant to section 120.52, F.S., with the designated Department Clerk,
receipt of which is hereby acknowledged.

Clerk

Date

Copies furnished to:

Lea Crandall, Agency Clerk
Mail Station 35

APALACHICOLA CITY COMMISSION
Agenda Item
Meeting Date: May 5, 2026

SUBJECT: City Commission Strategic Plan Introduction

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 2
Department: Administration
Presenter: Charles Chapman IV, C4 Strategies LLC

BRIEF SUMMARY: The City Commission requested a strategic visioning project be undertaken to receive input from the community and help shape future commission focus areas. Due to the potential turnover of three commission members in the November election, a shortened timeline (2-year) plan was proposed and approved by the commission. C4 Strategies was selected to facilitate this project and this is an introductory meeting with the commission and community. Mr. Chapman will introduce himself, review what is being undertaken, seek commission and community input, relay the timeline and objectives, and provide responses to any questions the commission may have.

RECOMMENDED MOTION AND REQUESTED ACTIONS: N/A

ATTACHMENTS: DRAFT Project Schedule of Events/Timeline

STAFF'S COMMENTS AND RECOMMENDATIONS: Staff recommend that the commission receive this briefing to better understand the phases of this project, associated timelines, and resources required for it to be accomplished successfully.

FUNDING SOURCE: COST: \$7,500. General Fund, Governing Body Professional Consultants line item

Project Schedule of Events

City of Apalachicola | Two-Year Action Plan Development | C4 Strategies, LLC

Final Submission Deadline: June 18, 2026 **Commission Adoption Vote:** July 7, 2026 **Revised:** April 2026

Color Key

- Phase 1 — Research & Preparation
- Phase 2 — On-Site Facilitation
- Phase 3 — Collaboration & Adoption
- Milestone / Key Deliverable
- Commission regular meeting (1st Tuesday) — voting action
- Commission workshop (3rd Tuesday) — no vote
- Virtual coordination activity
- Action required by City staff
- C4 Strategies unavailable

Commission Meeting Schedule

Meeting Type	Frequency	Day	Authority
Regular Meeting	Monthly	1st Tuesday of each month	Official votes and formal action
Workshop	Monthly (optional)	3rd Tuesday of each month	Discussion and review only — no binding votes

Week / Date	Mode	Activity / Deliverable
APRIL 2026 — Phase 1: Research & Preparation (Virtual)		
Apr 7-11	Virtual	Receive & review research documents Annual budgets, audits, CIPs, annual reports — Phase 1 research begins
Tue Apr 7	Regular Mtg	Commission regular meeting — C4 Strategies not yet on agenda; project not yet kicked off

Apr 14–18	Virtual	Background research & agency review Analyze financials, CIPs, performance metrics; prepare Commissioner interview questions
Apr 14–18	Virtual	Schedule Commissioner & staff interviews Coordinate individual 1:1s with each Commissioner, City Manager, Finance Director
Apr 21–25	Virtual	Commissioner & key staff interviews Individual interviews conducted virtually — City Manager and Finance Director included
Apr 21–25	Virtual	Draft stakeholder focus group list City depts, community orgs, governmental partners identified
Tue Apr 21	Workshop	Commission workshop (optional) — available if City needs to discuss project introduction
LATE APRIL — Official Project Kickoff (On-Site begins Apr 27)		
Apr 27–30	On-Site	MILESTONE: Official project kickoff — Apalachicola site visit Meet City Manager & staff; confirm stakeholder list; finalize logistics for Phase 2 workshop
Apr 27–30	On-Site	Finalize Phase 1 preparation Confirm workshop venue, dates, catering; review FL Statute public notice requirements with City staff
MAY 2026 — Phase 2: On-Site Facilitation		
Tue May 5	Regular Mtg	Commission regular meeting — workshop has not yet occurred; no Phase 2 action items
May 4–7	On-Site	Public town hall meeting Open community introduction to project; collect public wish-list items
May 4–7	On-Site	Confirm stakeholder focus group & materials Finalize invitations; City staff prepares financial overview presentations for workshop
May 11–14	On-Site	MILESTONE: Two-day stakeholder focus group workshop Day 1: SWOT Analysis Day 2: SMART Goals Development
May 11–14	On-Site	MILESTONE: Workshop draft transmitted to City Manager SWOT + SMART goals summary document; City Manager places on next available Commission agenda
Tue May 19	Workshop	Commission workshop — reviews SWOT + SMART goals draft; discussion only, no vote (C4 Strategies unavailable but City staff presents)
May 15–25	Unavailable	UNAVAILABLE — C4 Strategies Commission uses May 19 workshop to discuss draft; formal vote to proceed to Phase 3 reserved for Jun 2 regular meeting
May 26–Jun 1	Virtual	Phase 3 preparation — virtual reengagement C4 Strategies reconnects with City Manager; prepares for Jun 2 Commission action; begins coordinating Department Director assignments
May 26–Jun 1	City Staff	ACTION REQUIRED: Post public meeting notice City staff must post notice for June public comment town hall by Jun 1 to satisfy FL Statute requirements

JUNE 2026 — Phase 3: Collaboration, Draft Plan & Public Comment

Note: C4 Strategies is unavailable June 19 through July 5. Final adoption vote is scheduled for July 7, 2026.

Tue Jun 2	Regular Mtg	COMMISSION VOTE: Approve proceeding to Phase 3 — C4 Strategies and City staff present workshop outcomes for formal action
Jun 2–6	Virtual	Assign objectives to Department Directors Following Commission approval, C4 Strategies guides Directors in developing measurable, time-targeted objectives
Jun 6–13	Virtual	Compile DRAFT Two-Year Action Plan Integrate departmental objectives + key performance measures; deliver draft to City Manager by Jun 13
Tue Jun 16	Workshop	Commission workshop — C4 Strategies + City staff present DRAFT Two-Year Action Plan; gather feedback; public comment town hall same week
Jun 15–18	In-Person	Public comment town hall One community meeting on DRAFT plan; collect written and verbal public input
Jun 15–18	Virtual/In-Person	Refine plan & summarize public comments Incorporate Commission and public feedback; coordinate final revisions with City Manager
Jun 18	Virtual	MILESTONE: Final Two-Year Action Plan submitted to City Manager Delivered as Microsoft Word + Adobe PDF; ready for Commission adoption vote on July 7
Jun 19–Jul 5	Unavailable	UNAVAILABLE — C4 Strategies Final plan is in City Manager's hands; Commission adoption vote scheduled for July 7 regular meeting
JULY 2026 — Final Adoption		
Jul 6	Virtual	C4 Strategies Back in Office from Travel Available to support City Manager and staff in preparation for July 7 adoption vote
Tue Jul 7	Regular Mtg	COMMISSION VOTE: Final adoption of Two-Year Action Plan — plan transmitted to City Manager for implementation upon approval
Jul 7+	Complete	Post-adoption: plan transmitted for implementation Final adopted plan reproduced and distributed as desired; structured for annual review during budgeting process

Key Dependencies: (1) City staff must post the June public comment town hall notice by June 1 to comply with Florida Statute public notice requirements. (2) The May 19 Commission workshop allows the Commission to review and discuss the Phase 2 draft while C4 Strategies is unavailable, ensuring the June 2 regular meeting vote can proceed without delay. (3) C4 Strategies returns from travel on July 5 — back in office one day prior to the July 7 adoption vote.

4.7.26 CC Regular Meeting

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, April 7, 2026, at 6:00 PM, at the Commission Meeting Room located at 74 6th Street, Apalachicola, FL.

Present: Mayor Brenda Ash, Commissioner(s) Donna Knutson, Donna Duncan, Adrienne Elliott, and Despina George, City Manager Chuck Anderson, City Attorney Dan Hartman, Chief Bobby Varnes, Lt. Chase Richards, and City Clerk Sheneidra Cummings

Meeting was called to order by Mayor Ash followed by invocation and the Pledge of Allegiance.

Agenda Adoption

Motion to adopt the agenda was made by Commissioner George and seconded by Commissioner Knutson. None opposed. Motion carried, 5-0.

Public Comment

Lynn Wilder commented.
Alan Olson commented.
Kai Fornes commented.
Anita grove commented.

New Business #1: Resolution 2026-04

Attorney Hartman read Resolution 2026-04, which authorizes the city to apply for a loan from the Florida Department of Environmental Protection under the Drinking Water State Revolving fund loan program. The resolution covers funding for total organic carbon (TOC) reduction treatment plant, new well construction, and maintenance of existing wells, with 100 percent loan forgiveness and no pledge of revenues required.

City Manager Anderson explained that the city has the opportunity to be awarded over \$17 million in supplemental appropriations for hurricane Helene and Milton recovery through the drinking water state revolving loan program. The funding covers three components: new well construction for well number 8, five years of well rehabilitation for existing wells and any new wells built during the same period, and construction of a total organic carbon water treatment facility for the city's water plant.

Discussion held.

4.7.26 CC Regular Meeting

Attorney Hartman explained that the resolution could be revisited and or rescinded if needed, and that DEP would need to provide assurance that any obligations would transfer to a district if the local bill becomes law. He recommended approving the resolution to avoid losing the \$17 million opportunity while ensuring proper documentation from DEP.

Commissioner George referenced section 3 of the local bill, which states that the city may not incur additional obligations or indebtedness other than in the ordinary course of business once the act becomes law.

Attorney Hartman explained that DEP would add provisions similar to those being negotiated for the consent order, acknowledging that this loan is being entered into in the ordinary course of business and is consistent with the local bill terms.

A motion was made by Commissioner Duncan to adopt Resolution 2026-04. Commissioner Elliott seconded. No further discussion. Motion carried, 4-1 with Commissioner Knutson opposed.

New Business #2: Resolution 2026-05

Attorney Hartman read Resolution 2026-05 adopting the 2026 update to the Franklin County local mitigation strategy. Manager Anderson explained that the resolution adopts the county's updated mitigation strategy plan, which identifies approximately 80 projects for Apalachicola individually or as part of Franklin County. The plan helps set priorities and secure funding for mitigation projects, with the county requesting all participating municipalities to adopt the resolution.

A Motion was made by Commissioner Elliott to adopt Resolution 2026-05. Commissioner Knutson seconded. None opposed. Motion carried, 5-0.

New Business #3: National Volunteer Week Proclamation

Attorney Hartman read the proclamation declaring the week of April 19th through 25th, 2026 as National Volunteer Week in Apalachicola. The proclamation recognized the commitment of volunteers and their essential role in building a caring and productive community.

A motion was made by Commissioner George to approve the National Volunteer Week Proclamation. Commissioner Elliott seconded. Motion carried, 5-0.

4.7.26 CC Regular Meeting

New Business #4: Apalachicola Rodeo

Amanda Lake presented a proposal for a two-day rodeo and concert event for December 4th and 5th at the site under the bridge where the seafood festival is held. The event would feature bull riding, bronc riding, and cowgirls barrel racing in a fast-paced, family-friendly show lasting no more than two hours. Lake emphasized community partnerships with organizations like River Keepers and local 4-H chapters, as well as creating a music-based scholarship in honor of Ashley Morgan.

Lake explained that early December is a slower tourism season and the event could bring visitors to support local restaurants, lodging, and small businesses. She committed to operating within city and county guidelines regarding alcohol sales and expressed willingness to collaborate with the commission to shape the event appropriately.

Mayor Ash inquired about property maintenance and restoration. Lake explained that local construction companies would haul in dirt and clay for the arena, then remove and recycle it afterward. She emphasized leaving the property better than found.

Commissioner Elliott asked about setup and takedown times. Lake estimated about two hours for arena teardown, with dirt removal taking longer but completed within one business day.

Commissioners discussed logistics including road closures, security requirements, and emergency response plans. Manager Anderson confirmed he had walked the property with Lake to ensure proper footprint and access.

Commissioner George questioned whether this was the applicant's first rodeo and asked about the organization structure. Lake explained that Bar C Performance is her LLC production company and described their approach of partnering with local non-profit organizations for various aspects of the event.

Commissioner Knutson requested to see an emergency response plan given the limited access at the 10-foot hole location. Commissioner Duncan supported the idea, noting similarities to other successful events at the location.

Commissioner Elliott expressed strong support, emphasizing the economic benefits during the slow December tourism season.

A motion was made by Commissioner Elliott to allow A-C Performance Horses LLC to host a two-day rodeo event in Apalachicola on December 4th and 5th, 2026. Commissioner Knutson seconded. No further discussion. Motion carried, 4-1. Commissioner George opposed.

4.7.26 CC Regular Meeting

New Business #5: P&Z Board Appointment

A motion was made by Commissioner Elliott to appoint Ashley Leonard to the Planning and Zoning Board as the Alternate Member. Commissioner Duncan seconded. Motion initially tied 2-2, then carried 3-2 with Mayor Ash's tie-breaking vote. Commissioners Knutson and George opposed.

New Business #6: Election Ordinance Discussion

Attorney Hartman presented a housekeeping ordinance to update the basic election ordinance passed in 2023, specifically changing the date when newly elected officials assume office from October to December to correspond with new election dates.

Commissioner Elliott questioned whether qualifying period dates should also be updated to avoid an extended campaign period. Attorney Hartman agreed to verify current qualifying dates and include corresponding adjustments if desired by the commission.

Commissioner Duncan supported adjusting all dates to coincide with the new election date. The commission agreed to move the ordinance forward for first reading at the May meeting, including qualifying date changes.

New Business #7: DEP Consent Order

Attorney Hartman reported on the wastewater treatment plant consent order received from DEP. Due to concerns about whether entering into this long-term agreement through 2030 constituted ordinary course of business under the pending local bill, staff arranged a meeting with DEP representatives.

DEP agreed to revise the consent order to include language stating that the parties agree the city entering into this order is incurred in the ordinary course of business and not a violation of the local bill. This provides the city cover from accusations of operating contrary to the local bill while ensuring necessary facility construction proceeds.

The deadline for signing was extended, and DEP will provide a revised draft for commission review, likely at the May meeting.

Discussion held.

4.7.26 CC Regular Meeting

Mayor and Commissioner Comments

Commissioner Knutson announced that Keep Franklin County Beautiful received a cigarette reduction grant and requested permission to place cigarette butt receptacles around town, with volunteers responsible for emptying them. The collected butts would be recycled. She also requested trash cans and fishing line receptacles at Lafayette Pier and 10-foot hole, and at the shooting range. Commissioner Knutson also explained her opposition to the first resolution (2026-04) was based on consistency concerns with how both the loan and consent order should be handled similarly given similar uncertainties.

Commissioner Duncan thanked Lt. Chase Richards for conducting a concealed weapons class and discussed potential formation of a gun club to sponsor and fundraise for range improvements. She congratulated Lt. Richards as the incoming Chief.

Commissioner George clarified that she believed both resolutions were being handled consistently, with the first resolution just starting the process to avoid losing funding while allowing time for engineer input and DEP discussions. She thanked the Parks and Recreation Committee and Happy organization for the successful Lafayette Park rededication event.

Commissioner Elliott reported on public safety issues including a fire hydrant blocked by a parking space downtown and requested review of parking arrangements near fire hydrants. She encouraged feedback on FDOT's 5-year plan, which includes \$4 million for Highway 98 resurfacing in 2027, and submitted requests for improved crosswalk visibility and pedestrian safety features. She announced the next Team Franklin meeting scheduled for April 24th to discuss workforce housing proposals for essential workers.

City Manager Communications

Manager Anderson provided updates on several items: auditors arriving April 16-17 for fieldwork within the Finance Dept and reported that the City's ledgers are in good shape; Librarian Lucy Carter being invited to attend a state library conference May 11-13 focused on small rural libraries; negative test results for volatile organic compounds near well number 5 following the Chapman oil spill; permit approval for downtown revitalization project; HUD audit scheduled April 20-22 for CDBG program participation; V-pier progress; selection of C4 Consultants for strategic planning with a short-term two-year plan.

Regarding the local bill, Anderson reported it has not moved to the governor's office and no dates announced for budget special session. He is seeking a meeting with Kim Kramer from Office of Policy and Budget.

4.7.26 CC Regular Meeting

On utility billing, Anderson and City Clerk Sheneidra Cummings clarified that delinquent accounts average \$30,000-\$60,000, not the half million dollars mentioned in public comment. They explained the monthly billing process, validation procedures, and shutoff procedures for overdue accounts.

Anderson provided updates on wastewater treatment plant preparation work, African American history museum on track for September completion, and Pop-On building demolition still scheduled as part of downtown revitalization after new state director confirmed structural unsoundness.

Mayor Ash requested updates on WWTP, African American History Museum, and the Popham Building demolition. Mayor Ash also informed Manager Anderson on lighting outages at Riverfront Park.

Attorney Communications: Discussion on Draft Encroachment Ordinance

Attorney Hartman reported no additional comments received on the encroachment ordinance. He will work with the Happy organization to revise the draft according to their comments and provide a new version to the commission, possibly for workshop discussion, by the May meeting.

Consent Agenda

A motion was made Commissioner Elliott to approve the consent agenda. Commissioner Knutson seconded. None opposed. Motion carried, 5-0.

Adjournment

A Motion was made by Commissioner Elliott moved to adjourn. Commissioner Knutson seconded. None Opposed. Motion carried, 5-0.

Meeting adjourned.

ATTEST:

Sheneidra Cummings, CITY CLERK

Brenda Ash, MAYOR

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING
Monday, March 9th, 2026
City Meeting Room – 74 6th Street

Minutes

Attendance: Jim Bachrach, Greg Golgowski, Myrtis Wynn, Bobby Miller, Lee McLemore

Regular Meeting: 6:00 PM

1. Approval of February 9th, 2026 regular meeting minutes.
 - a. Motion to approve by Greg Golgowski; 2nd by Myrtis Wynn – all in favor, motion carried.
2. Review, Discussion and Decision for Accessory Structure. (R-2) @ 202 17th Street. Block 121 Lot 1. Owners: Terry Raymond and Lisa Coates; Contractor: Better Built Barns LLC.
 - a. Terry Raymond and Lisa Coates, Owners – Present. No comment or questions from the Board.
 - b. Motion to approve by Bobby Miller; 2nd by Greg Golgowski – all in favor, motion carried.
3. Review, Discussion and Decision for Fence. (R-2) @ 99 Butler Street. Block 1 Lots 15 and east 10' Lot 14, Neels Addition. Owners: Andrew Schriever and Dawn Michele; Contractor: GeoFlora Group LLC.
 - a. Drew Roberston, Contractor – Present. Explained to the Board that the owners had applied around 1 year ago for a concrete block fence on this property which was never built. This application requests a custom wood fence in the same location. Asked about the possibility of building within the setbacks and how doing so would effect the height of the fence.
 - b. City Planner explained that fences can be built within the required setback area and can abut the property line. If the owners opt to place the fence along the property lines rather than the setback lines, the height for portions of the fence will have to be lowered to 2½ feet. If the Owners wish

to change the placement and height of the fence they will need to reapply with a revised site plan.

- c. Bobby Miller asked the Contractor what he would tell the Owners following the meeting. Contractor replied that he would let them know building closer to the property lines is an option. However, he did not think it was likely that they would want to change their request.
- d. Motion to approve by Greg Golgowski; 2nd by Bobby Miller – all in favor, motion carried.

4. Review, Discussion and Decision for Certificate of Appropriateness. (R-1) @ 67 Avenue C. Block 15 Lots 1-2. Owner: Randy Fike; Contractor: GeoFlora Group LLC.

- a. Drew Roberston, Contractor – Present. Explained that the current 4" x 4" posts are very dainty looking, and the owner would like to change the appearance for aesthetic reasons. He also noted that it's not clear if the current posts are original to the house or if they were added more recently.
- b. City Planner clarified that because this request only requires a Certificate of Appropriateness, the Board's role is primarily to determine whether the change will be visually compatible with the surrounding area.
- c. Bobby Miller asked if the Owner intended to maintain any of the decorative elements at the top of the existing posts. He stated that the Board's role in this item is to protect the historic integrity of the home and therefore the area. The new columns should not look too modern.
- d. Greg Golgowski stated that he looked around the surrounding area and did not see any columns larger than 8" x 8" by his estimation. Contractor stated that 8" x 8" could achieve the Owner's goal.
- e. Jim Bachrach asked for clarification that the change would only be for aesthetic and not structural purposes. Contractor confirmed the change would be aesthetic only. The existing posts themselves would remain; they would be wrapped to achieve the desired size. The new wrapping would be properly attached to the floor and the roof of the porch.

- f. Motion to approve on the condition that the posts not exceed 8" x 8" by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.

5. Review, Discussion and Decision for Certification of Appropriateness & Addition / Alteration. (R-1) @ 122 Avenue L. Block 161 Lot 6. Owners: Mark and Terry Galbraith; Contractor: Chris Presnell.

- a. Mark and Terry Galbraith, Owners – Present. Explained the request to create a screened porch to serve as part of the entry to the house. Also noted that the large brick house will likely be demolished in the future, as it is in the worst condition. Interestingly, this house started as shotgun houses, and multiple additions over the years resulted in the structure seen today.
- b. City Planner explained that all three structures are nonconforming in terms of both minimum setbacks and impervious lot coverage.
- c. Jim Bachrach stated the Planning and Zoning Board has never approved an addition to a nonconforming structure. A variance from the Board of Adjustment would likely be needed to move forward with the proposal.
- d. City Attorney added that it is ultimately the choice of the applicant to apply for a variance, but that obtaining one requires meeting a very high bar. Lee McLemore asked for the price of a variance application. City Planner stated it was \$1,600. Additionally, the City Planner further explained that to grant a variance, the Board of Adjustment must find that strict application of the Land Development Code deprives the Owner of reasonable use of the property and/or structure, among other things.
- e. Greg Gologowski asked if a pervious deck or pavers could be approved. City Planner stated it could be possible, as the Land Development Code expressly prohibits an expansion in square footage of a nonconforming structure. Pavers which are not actually attached to the structure could potentially be approvable.
- f. Owner withdrew application. No motion made.

Other/New Business:

N/A

Outstanding/Unresolved Issues:

N/A

**Motion to adjourn the meeting by Lee McLemore; 2nd by Bobby Miller.
All in favor - meeting adjourned at 6:55 P.M.**

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING
Monday, April 13th, 2026
City Meeting Room – 74 6th Street
Agenda

Attendance: Joe Taylor, Jim Bachrach, Greg Golgowski, Lee McLemore, Bobby Miller, Ashley Leonard.

Regular Meeting: 6:00 PM

1. Approval of March 9th, 2026 regular meeting minutes.
 - a. Motion to approve by Jim Bachrach; 2nd by Greg Golgowski – All in favor, motion carried.
2. Review, Discussion and Decision for Accessory Structure. (R-2) @ 170 19th Avenue. Block 247 Lots 1-13 and Lots 29-30. Owner: Edward Pearsall; Contractor: Self.
 - a. Edward Pearsall, Owner – Present. No comment or questions from the Board.
 - b. Motion to approve by Jim Bachrach; 2nd by Greg Golgowski – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 126 Avenue D. Block 43 Lots 4-5. Owner: Conrad Walser; Contractor: Self.
 - a. Conrad Walser and Kathryn Chesser, Owners – Present. Confirmed that the height of the fence would not exceed 6'. As indicated on the survey, the fence will only run through the rear yard.
 - b. Motion to approve by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
4. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 140 Avenue D. Block 48 NW 15' Lot 14 and Lot 15. Owner: John Cooke; Contractor: Self.

- a. Motion to approve by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.
5. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 179 Avenue F. Block 93 Lots 1-2. Owner: Marjorie Howard; Contractor: Curtis Allen.
 - a. Joseph Howard, Owner's Son – Present. Confirmed to the Board that a new contractor will be hired to resolve all existing issues with the current fence. The Owners are willing to comply with all of the City's requirements and want everything to be done correctly.
 - b. Motion to approve on the conditions that: (1) the fence in the front yard shall not exceed 4' in height; (2) the finished face of the fence shall face the street; (3) the chain link fence shall not be visible from the street; and (4) the fence shall be located entirely on the lot of the owner by Lee McLemore; 2nd by Bobby Miller – all in favor, motion carried.
6. Review, Discussion and Decision for Certificate of Appropriateness & New Residential Construction. (C-2) @ 190 7th Street. Block 170 Lot 3. Owners: Robert and Joyce Hall; Contractor: Hall Contracting and Construction Inc.
 - a. Motion to approve by Jim Bachrach; 2nd by Lee McLemore – all in favor, motion carried.
7. Review, Discussion and Decision for New Residential Construction (Renewal). (R-2) @ 197 22nd Avenue. Block 263 Lots 16-19. Owners: Ron and Regina Ramfjord; Contractor: Tyler Poloronis.
 - a. Ron and Regina Ramfjord, Owners – Present. Confirmed to the Board that there are no major changes proposed to the site plan. Any changes would be to the interior of the house only. Also confirmed that the front porch will be screened.
 - b. Motion to approve by Bobby Miller; 2nd by Jim Bachrach - all in favor, motion carried.
8. Review, Discussion and Decision for New Residential Construction. (R-2) @ 126 18th Avenue. Block 251. Owners: Robert and Andrea Brown; Contractor: Bryce Ward.

- a. Bryce Ward – Contractor. Present. Bobby Miller asked for clarification about the location of the property and Contractor provided more detailed information.
 - b. Greg Golgowski commented that the attached garage sticks out past the front façade of the building. Contractor confirmed that it did.
 - c. Motion to approve by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.
9. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 112 7th Street. Block 60 Lot 3. Owner: Josh Porter; Contractor: NRG Industries.
- a. Dennis Winterringer, Attendee – Presented the following concerns to the Board. There is no approved stormwater management plan. The Owners placed fill on this property without a sealed grading plain or floodplain management permit. The placement of the fill will cause drainage issues because one side of the lot is higher than the other. A drainage ditch may be necessary where the fence is proposed. The Board should not approve this application and should wait for the decision of the Floodplain Administrator.
 - b. Bobby Miller stated that there is no alley on this block, instead there is a drainage ditch.
 - c. Joe Taylor and Jim Bacrach confirmed that the application on the agenda is for the fence, and that the fence meets all the requirements of the Land Development Code.
 - i. Attorney confirmed that the Owners would proceed with construction of the fence at risk, if it turns out drainage or anything else is necessary on the recommendation of the Floodplain Administrator.
 - d. Ashley Leonard asked if the approval could be conditioned on compliance with the Land Development Code. Attorney stated that if there is an issue with compliance, it becomes a Code Enforcement problem. No development would be allowed if out of compliance. Additionally, it is not

necessary to condition approval on compliance with the Code because compliance with the Code is already required. Further, the Attorney stated there is a difference between stormwater standards for residential and nonresidential developments; if the review of the stormwater management plan is more technical in nature than the Board may defer to Staff review and recommendation.

- i. Bobby Miller stated that the Board is not in the business of stormwater engineering.
- e. Greg Golgowski stated that if the current request is approved but the stormwater management plan / floodplain management permit requires alterations to the site plan, the applicant must come back before the Board.
- f. Jim Bachrach questioned on what basis the fence could be denied, as it is unrelated to the stormwater management plan.
- g. Motion to approve by Jim Bachrach; 2nd by Bobby Miller. Following discussion, motion amended to read as follows:
 - i. Motion to table this item until the next meeting the Owners or Contractor can attend by Jim Bachrach; 2nd by Bobby Miller – all in favor, motion carried.

10. Review, Discussion and Decision for Certificate of Appropriateness, New Residential Construction, Accessory Structure & Fence. (R-1) 104 9th Street.

Block 70 Lot 1. Owners: Stephen and Betty Bailey; Contractor: Construct Group SE Inc.

- a. City Planner summarized changes made to the application following the February meeting.
- b. Stephen and Betty Bailey, Owners – Present. Confirmed that the sabal palm is on their property and that they intend to retain it where it is. Confirmed that the intent with the fill is to level the property. Clarified that the Army Corps permit took a long time to obtain because the property had to be inspected for historical and archaeological resources. None were found.

- c. Glen Coxwell, Contractor – Present. Stated that the purpose of the 3' brick wall is to help mitigate stormwater issues; directional weep holes could be added to the wall to further help with drainage. Additionally, he reaffirmed that all City requirements would be met in addition to those outlined in the Florida Department of Environmental Protection (FDEP) permit.
- d. Ashley Leonard expressed concern about the requirements of the FDEP and the impact of the brick wall on undisturbed wetlands. City Attorney clarified that the City does not regulate wetlands; if the Owners are found to violate their permit with FDEP, there would be consequences from FDEP.
- e. Tom Brocato – Attendee. Stated that this area has experienced flooding problems for the past 50 years. Further stated that even though vacant properties in this area can hold water, it isn't enough to mitigate flooding problems.
- f. Caroline Widen – Attendee. Explained how the drainage changed after the lot next to hers was cleared for development. As a result, the water backs up into the lot and doesn't drain the way it did before it was cleared. Her concern is that the brick wall will prevent the water from draining and hold it in the lot.
- g. Matt Tucker – Attendee. Stated that allowing fill on this lot will increase the flood risk for the surrounding lots and potentially increase insurance rates accordingly. There are no brick fences or walls in this neighborhood. Additionally, though reduced from the previous meeting the height of the building is still too large compared to the surrounding area.
- h. Dennis Winterringer – Attendee. Presented the following concerns to Board. There are no brick walls in the City, so this proposal would look out of place. Bobby Miller clarified there is a brick wall by the Chapman house. The elevations don't show an enclosure around the bottom of the building; open foundations may be allowed but the Board should require an enclosure. The stormwater management plan is inadequate and the floodplain management permit has not been obtained. The sabal palm

should be relocated out of the path of the brick wall. The concrete apron around the driveway should be removed, as it will result in extra runoff. Permeable pavers or brick would be more suitable.

- i. The Contractor stated that there are houses in the Historic District with brick pilings; brick could be added to the pilings here if required. He also confirmed (1) that weep holes could be built into the brick wall to facilitate the movement of water and drainage of that water and (2) that the brick wall will sit on a concrete footer installed below grade. The brick will not sit on the ground.
- i. Motion to approve by Jim Bachrach; 2nd by Bobby Miller – Lee McLemore opposed, motion carried 5-1.

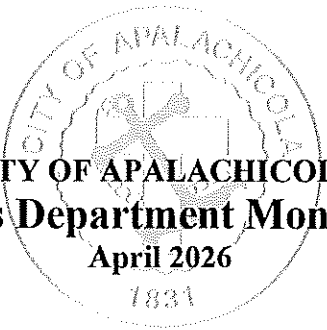
Other/New Business:

N/A

Outstanding/Unresolved Issues:

N/A

**Motion to adjourn the meeting by Jim Bachrach; 2nd by Bobby Miller.
All in favor - meeting adjourned at 7:35 PM.**



CITY OF APALACHICOLA
City Clerk's Department Monthly Report
April 2026

Utility Billing

- Processed and mailed utility bills before month-end deadline
- Applied late payment penalties to applicable accounts
- Completed monthly utility Billing Clerk duties, including account audits and adjustments
- Processed ACH payments and adjustment requests
- Progressively creating SOP manuals for both Utility Billing and Clerk's Office
- Performed monthly audit on past due accounts and adjustments

Staff Training & Oversight

- Ongoing process of training former receptionist Shelly Toluba for the Billing Clerk position
- Created job Description and advertised for the open Front Office Billing Clerk-1 position
- Assisted City staff with project reporting and interdepartmental support

Customer Service & Public Inquiries

- Assisted walk-in and phone customers with:
- Cemetery plot inquiries and arrangements
- Utility bill questions and payments
- Garbage/yard trash complaints
- Public records requests
- Golf cart decals and Battery Park ramp stickers
- Business license processing
- Other miscellaneous services
- Received 15 Public Records Requests; Completed 13 with (2) awaiting payment and/or fulfillment

Administrative & Commission Support

- Compiled Commission meeting agenda packets and distributed to the Commission and City Attorney
- Notified 2K Web Group to post meeting packets, dates, and times to the City website
- Responded to official correspondence and conducted research for information requests
- Completed tasks assigned by the City Manager and Mayor
- Compiled additional records for the on-going JLAC audit

Office & Management

- Performed administrative tasks related to the daily operations of the Clerk's Office and oversight of the Utility Billing Division

City of Apalachicola

Transaction List

Sorted by Location No
From 03/16/2026 through 04/16/2026

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason Batch	Amount
44663	00028	BLUE MOON.	04/14/2026	Adjustment ADJ	ADJ	1070.19
10801	00182	GULF OIL.	03/16/2026	Adjustment MIS NO READ	MIS	121.99
			04/09/2026	Adjustment GAR WRNG	GAR	-332.34
512051	00251	VITALITY	04/02/2026	Adjustment		20.55
512051	00253	VITALITY	04/02/2026	Adjustment		-20.55
10090	00390	GRAY, THOMAS	04/10/2026	Adjustment WLK 1X	WLK	-292.89
36968	00461	CUNNINGHAM.	03/16/2026	Adjustment BIE LATE	BIE	-14.86
41699	00580	VANCE, GREGORY	03/25/2026	Adjustment WLK 1X LK ADJ	WLK	-279.56
38112	00713	FLEMING, NORMAN	03/25/2026	Adjustment LSA	LSA	-97.20
35662	10960	HARRIS, O'SHEILA	03/18/2026	Adjustment WLK 1X LK ADJ	WLK	-224.96
54302	20213	GILKERSON.	04/13/2026	Adjustment BIE TOO	BIE	-70.00
54361	25503	JONES, JR.	04/10/2026	Adjustment PAJ ONLINE	PAJ	-25.00
10801	30130	GULF OIL.	04/13/2026	Adjustment BIE	BIE	15.24
			04/13/2026	Adjustment		-30.48
30240	30240	CAMERON.	03/16/2026	Adjustment BIE 10%PEN	BIE	-12.17
30340	30340	WATKINS, GEORGE	03/25/2026	Adjustment LSA LK: SWR	LSA	-122.93
48212	31408	WILLIAM.	03/27/2026	Adjustment X1 LEAK ADJ		186.99
			04/15/2026	Adjustment		-423.98
47789	32155	FRANKLIN COUNTY	03/16/2026	Adjustment ADJ COUNTY	ADJ	-32.14
43636	32235	LEWIS, JO ANNE	03/24/2026	Adjustment WLK 1X LEAK	WLK	-1091.19
43588	32320	BUFF, DENISE	03/18/2026	Adjustment WLK 1X LEAK	WLK	-327.89
32390	32390	COXWELL, BEVERLY	03/27/2026	Adjustment FPO POOL ADJ	FPO	-23.40
37939	33030	APALACHICOLA BAY	04/14/2026	Adjustment BIE METER	BIE	-537.10
33100	33100	HALL - HSE. BRUCE	03/19/2026	Adjustment CK LEGAL SHO		9.00
35503	33200	ROBINSON, TALITHA	03/27/2026	Adjustment PER	PER	547.55
44530	33416	TOWNSEND, III.	03/25/2026	Adjustment BIE MVD BIE	BIE	-299.09
512551	33750	BROWN, CAROL	03/16/2026	Adjustment ADJ SEWER	ADJ	-22.88
36114	34140	DERICO, DAPHNE D	04/07/2026	Adjustment BIE BIE	BIE	-70.22
40660	40660	INGRAM, G.	03/26/2026	Adjustment BILLED IN ER		-843.42
41121	41121	FRANKLIN COUNTY.	03/27/2026	Adjustment PER	PER	-547.55
43702	41736	RESTER, APRIL H	03/27/2026	Adjustment WLK X1 LEAK	WLK	-241.51
49607	41840	HEMBREE, KIM	03/18/2026	Adjustment 1X LEAK ADJ		-954.80
45687	42111	LOPEZ, MAGDALENA	04/13/2026	Adjustment ADJ	ADJ	-174.53
43775	42570	SUDDETH.	03/26/2026	Adjustment BIE 25.00	BIE	-25.00
43190	43190	HAND, ANNIE	04/10/2026	Adjustment WLK LEAK	WLK	-105.18
28728	43370	MCNAIR, BARBARA	03/24/2026	Adjustment MIS READ	MIS	96.77
31913	43680	MANN'S, SANTANA	04/10/2026	Adjustment EFT	EFT	-149.53
44100	44100	GATLIN, GLADYS	03/16/2026	Adjustment WLK 1 X ADJ	WLK	-830.65
512941	50403	FRANKLIN COUNTY	03/16/2026	Adjustment ADJ 10% PEN	ADJ	-22.60
50890	50890	NASH, OLIVER	03/16/2026	Adjustment WLK 1X ADJ	WLK	-77.90
			03/27/2026	Adjustment WLK X1 LEAK	WLK	-77.90

Account No	Location No	Customer Name	Trans. Date	Trans. Type	Reason	Batch	Amount
48567	50980	TRETT, JENIFER	04/16/2026	Adjustment PAJ \$25.00LF	PAJ		-25.00
36160	51205	CARTER, JOSEPH	04/14/2026	Adjustment BIE EID ERROR	BIE		95.91
51210	51210	MALOY, PAUL	04/14/2026	Adjustment BIE	BIE		-20.34
			04/14/2026	Adjustment BIE	BIE		-95.91
51271	51690	JONES, LOUIS JAMES	04/10/2026	Adjustment DEAD METER			-387.01
62657	657	COOK, WAYNE	03/16/2026	Adjustment			-53.50
71423	735	MOORE, SHAWN	03/27/2026	Adjustment LATE FEE ADJ			-25.00
73246	761	BYRD, ALLEN	03/24/2026	Adjustment ADJ PER	ADJ		-1439.80

Grand Totals

Adjustment	
WATER	-1793.41
SEWER	-2274.91
GARBAGE	-398.30
SCIPIO CREEK	-1439.80
SUF	-58.00
STORMWATER	-4.00
BP RATES2022	-53.50
WATER Penalty	-2048.65
SEWER Penalty	-97.20
WATER Miscellaneous	-41.00
SCIPIO CREEK Miscellaneous	-25.00
SUF Miscellaneous	-50.00
SUF Redist	0.00
	<u>-8283.77</u>

City of Apalachicola
Past Due Accounts
 Where due date is before 04/16/2026

Account No	Location No	Name	Service Address	Service	Amount
00615	50150	AMY BRANTLEY	53 BAYSHORE DR		172.10
10100	00399	JANICE MARTINA	60 AVE C		136.08
10231	00266	GIBSON INN LLC	56 MARKET ST		4995.12
10646	00086	THE CONSULATE	74 WATER ST		763.53
10647	00084	THE CONSULATE	74 WATER ST WTR ONLY		33.38
10648	00090	THE CONSULATE	76 WATER ST UP APT		273.68
10851	00206	NAT'L OCEANIC ADM.	265 7TH ST		471.02
10950	10950	IVY ROSE JONES	194 5TH ST		157.53
10970	00284	ORMAN HOUSE SGI	177 5TH ST ORMAN		1522.39
10980	10980	CHRISTELL FORD	168 5TH ST		573.62
11035	11035	ANN TURRELL	155 6TH ST		9.90
11135	51080	LEE BENOIT	140 MELANIE LN		45.48
11170	00304	JANE TAYLOR	164 4TH ST (FRONT APT)		96.77
11175	00306	JANE TAYLOR	164 4TH ST (BACK APT)		96.77
15512	15512	CITY - SYLVESTER	261 10TH ST		146.67
15611	15611	JOHN LAYNE, JR	350 BROWNSVILLE		1.00
16030	16030	CHAPMAN	CHAPMAN		2.20
16041	42530	DARRON AUSTIN	210 10TH ST		163.30
16086	51106	JASON WHITE	139 DEER PATCH LN		213.52
17750	17750	RV PARK (SECTION)	177 5TH ST RV PARK		1024.39
17877	43115	TABERNACLE OF	147 8TH ST		95.22
20140	00590	WILLIE WALKER	109 DR FREDERICK		134.77
20170	21320	MEGHAN DAVIS	104 AVE D		301.90
20440	00220	CLARA YORK	153 4TH ST		96.77
20610	00497	JOHN GORRIE ST MUS	46 6TH ST		1716.14
20991	00648	JANIE BIVONA	89 AVE C		257.19
21122	52330	GARRETT DEARINGER	29 PINE DRIVE		193.22
21340	33210	ERIC SPRINGER	306 24TH AVE		149.53
24571	24571	ALEX LITTLEFIELD	245 7TH STREET		289.58
25511	25511	CITY - PERM FLUSH-	192 COACH WAGONER		15.24
25512	25512	CITY-PERM FLUSH-	192 COACH WAGONER		15.24
26101	11011	MORTON MCLEMORE	110 BAY COLONY WAY		232.20
29056	40005	KAYLA RICKARDS	8 FRED MEYER ST		742.11
29809	31960	DAVID GLIDDEN	101 21ST AVE		244.40
30012	42140	DEDRA THOMPSON	226 11TH ST		982.19
30081	30081	HELEN WILLIS	127 BAY AVE (HSE)		122.63
30171	30171	CARL CARLSON	127 AVENUE C (WTR		111.27
30323	41733	ANTHONY CROOM	320 12TH ST		359.69
30414	50300	LINDSEY FAIRCLOTH	8 DEASON ST		38.08
30488	33225	CLARA SAPP	305 24TH AVE		206.30

Account No	Location No	Name	Service Address	Service	Amount
31740	00555	WARREN	80 AVE G		231.47
31881	31881	APALACH INN LLC	249 HWY 98 (WTR ONLY)		5.39
32700	32700	JAMES HARRIS	54 25TH AVE		218.54
33125	33125	RICHARD SMITH	444 25TH AVE		85.68
33235	33235	BENJAMIN	350 24TH AVE		187.95
33250	33250	KATURAH	300 24TH AVE		122.63
33290	33290	AUDREY SILVA	276 24TH AVE		297.16
33350	33350	JOY ROACH CARROLL	168 24TH AVE		159.60
33370	33370	WALTER CHAFFEE	112 24TH AVE		242.34
33445	33445	JAMES TIPTON	277 25TH AVE		19.63
33495	33495	DENISE BURKETT	297 25TH AVE		149.53
33516	33516	CHRISTOPHER	293 24TH AVE		109.70
33631	33496	BOBBY MCLAURIN	299 25TH AVE		460.57
33700	43180	ASHLEY WILLIAMS	90 AVE I		989.65
34371	20381	ST VINCENT	96 5TH ST		505.63
34983	32075	MATTHEW DOOLEY	91 22ND AVE		675.08
35027	00216	CAROL HOADLEY	159 4TH ST		324.06
35048	00088	LLW BUILDING	77 COMMERCE ST		247.27
35199	33415	WALTER ROBINSON	204 24TH AVE		1.70
35224	33120	NATASHA JONES	449 25TH AVE		141.12
35607	35989	HAYES MARINE	477 MARKET ST		437.18
35689	42310	GOMESHIA COHENS	172 11TH ST		494.14
35801	31140	SARAH AND TORBEN	40 16TH ST		136.08
36885	32550	TONYA HUGHES	259 BROWNSVILLE RD		2.63
37096	33610	JOHN STOKES	235 REX BUZZETT		339.11
37168	40490	R WILSON SMITH	90 16TH ST		121.77
37310	33888	RODRIGO CABEZAS	221 CORNELIEUS RIZER		15.42
38024	00675	W THOMAS CAGLE	89 AVE D		85.90
38140	51515	JAMES COPELAND	525 HWY 98		826.88
39393	42095	DANA ALLEN	245 12TH ST		214.53
39595	31557	GINA TARANTO	224 16TH ST		108.93
39673	30145	HELEN WILLIS	20 10TH ST		136.08
39852	52270	STEVEN RUSSELL	5 PINE DR		45.48
39920	33348	MARQUES JACKSON	180 24TH AVE		157.51
40026	33867	ROBERT LAUTHER	208 SAWYER LN		284.41
40121	33165	LEAVINS SEAFOOD	449 24TH AVE		271.64
40248	40248	FELICIA RHODES	180 22ND AVE		122.63
40450	40450	KELLEY FUNERAL	149 AVE H		1310.62
40620	40620	MARJORIE HOWARD	179 AVE F		447.65
40710	40710	BRENDA WILSON	181 AVE G		0.20
40906	52541	RANDY SULLIVAN	15 BAYVIEW DR		73.84
40925	40925	ENGIE INSIGHT	139 AVE E #05165-0		1543.55
40996	41650	ALLEN WEAVER	202 12TH ST		16.48

Account No	Location No	Name	Service Address	Service	Amount
41111	32020	CATARINO VASQUEZ	268 PRADO		556.55
41120	41120	OLD HEALTH DEP	137 12TH ST		315.17
41140	41140	WEEMS MEMORIAL	135 AVE G		1582.35
41146	41730	KELVIN MARTIN	302 12TH ST		596.84
41300	44055	RHONDA BANKS	79 AVE K		660.08
41309	30830	CATHERINE WOOD	55 15TH ST		232.45
41480	41480	LUCIOUS PETERSON	150 13TH ST WILLIE		792.77
41511	42130	ANDREA PEMBERTON	240 11TH ST		161.08
41563	00116	SALTY BAY	82 COMMERCE ST		185.63
41737	15589	ASHLEY ALLEN	166 23RD AVE		150.96
41790	41790	MARVIN CROOM	208 13TH ST		590.94
41793	41793	TOM VIETH	56 23RD AVE		15.24
41920	41920	ROYAL AMERICAN	401 24TH AVE		1808.78
42232	42232	YOLANDA JONES	204 11TH ST		121.77
42234	42234	CAROLYN WILLIAMS	208 11TH ST		134.70
42320	42320	COMM. MENTAL	159 12TH ST		360.21
42500	42500	CARMEN ESCOBAR	213 11TH ST		282.33
42620	42620	VAL WEBB	255 11TH ST		147.63
42700	42700	BENITA JUDSON	170 9TH ST		31.91
42705	06171	HEBERTO JOSE	138A 25TH AVE		324.89
42716	40247	DANIEL WHITE	181 22ND AVE		136.08
42759	26118	DAVID WILLOUGHBY	322 SMITH RD		1238.53
42790	42790	CAROL BARFIELD	150 9TH ST		323.10
42941	52594	HARRY THIBODEAUX	2 SHOREWOOD PL		38.70
43010	43010	BARBARA REICHEL T	124 8TH ST		433.52
43075	51785	EMMA TAUNTON	57 GIBSON RD		262.34
43347	34240	TERESA CARR	398 24TH AVE APT 401		369.08
43379	34100	CHAMAIYA WILLIAMS	398 24TH AVE APT 302		230.61
43510	43510	DOROTHY SIMMONS	222 8TH ST		134.70
43775	42570	SHERMAINE SUDDETH	125 AVE M		184.51
43920	43920	NAT. ESTUARINE	261 7TH ST		1996.47
43935	43935	ULES SEWELL	253 8TH ST		308.71
44150	44150	REBECCA THORNTON	176 6TH ST		322.64
44365	40980	MARIANO ZAMBRANO	109 12TH ST		531.31
44462	17213	KRISTOPHER	110 25TH AVE		1555.39
44693	43130	MAGEN CREAMER	130 HIGHLAND PARK RD		631.64
44810	31090	CLAIRE SIMMONS	200 AVE B		650.95
45107	31590	FLYNN AUTO PARTS	230 US HWY 98		317.45
45308	50613	JOHN RUDDER	413 BROWNSVILLE RD		487.04
45483	52189	BRISBIN SKILES	89 MAIN ST		362.93
45523	31910	ZACHERY CRAIG	262 PRADO		703.31
45528	33494	LAURA PRICE	298 25TH AVE		122.63
45560	42730	DISC VILLAGE INC	150 10TH ST		236.92

Account No	Location No	Name	Service Address	Service	Amount
45665	32620	BRANDY GLAETTLI	261 BROWNSVILLE RD		565.69
45676	42800	ZACHARY JONES	148 9TH ST		735.41
45806	31020	ELI THOMAS	196 AVE C		109.70
45879	27756	CLEYDI HERNANDEZ	277 24TH AVE		447.33
45949	40520	BLUE HERON	221 AVE E		271.78
45968	51234	MICHAEL MICHALEC	145 SQUIRE RD		19.04
45970	46703	BRYAN DESLOGE	196 9TH ST		212.85
46020	33530	SKYLAR ANTROBUS	296 23RD AVE		87.83
46076	43765	ELIZABETH RUSSELL	245 10TH ST		189.15
46110	00310	THOMAS SAUNDERS	59 AVE G		379.20
46154	31930	CECELIA ALLEE	8 SUNSET CIR		96.77
46428	15542	OSIEL GOMEZ	27 PINE DR		399.65
46428	51170	OSIEL GOMEZ	137 LONG RD		548.61
46457	40500	MICHAEL SAVAGE	207 AVE E		611.14
46725	50614	JORDAN NEYLAN	413 BROWNSVILLE RD		130.68
46740	40970	CHARLES LEONARD	112 11TH ST		917.98
46756	34040	TAKIAH FORD	398 24TH AVE APT 503		343.60
46789	51510	AMY HARVEY	1075 ROSEMONT ST		133.48
47841	43420	MARTHA GREENE	208 7TH ST		113.54
47871	00464	MICHAEL NORTHROP	85 BAY AVE		161.08
48021	33900	CHALA HOPPER	151 17TH ST		914.65
48074	51766	BRITTANY CONNOLLY	33 GIBSON RD		45.48
48081	43024	HENRY HUNTER	136 9TH ST		603.87
48211	45209	SIERRA SHATTUCK	1601 PEACHTREE ST		31.88
48237	31490	SHANE BUTLER	3 ELLIS VANVLEET ST		57.33
48327	50165	STANLEY ORINKO	73 WORLEY DR		31.92
48364	00726	JOHN HELMS	30 8TH ST		122.63
48411	00720	RINA BARONE	107 AVE B		109.70
48463	40102	SHERRIE NORDBROK	150 20TH AVE		362.50
48538	52125	MICHAEL TAYLOR	536 OYSTER RD		38.70
48567	50980	JENIFER TRETT	1416 BLUFF RD		0.26
48586	00500	DAWN PHARR	84 AVE D		52.95
48947	21921	CARMEN ESCOBAR	334 FRED MEYER ST		219.23
49003	00069	SINKING SHIP LLC	23 AVE D		447.22
49169	00558	JAMES LANDRUM	115 - B DR FREDRICK		123.31
49272	00693	MOUNT ZION FIRST	100 AVE E		96.77
49370	42020	IAN KELLY	340 22ND AVE		467.09
49487	52581	GULF COAST CUSTOM	623 HWY 98		250.33
49546	35508	JACQUELINE MILLER	245 CORNELIEBUS RIZER		189.88
49603	32652	DELVIN POWELL	1062 ROSEMONT ST		150.58
49605	42014	PATTI RUITER	363 22ND AVE		938.23
49624	41732	DOUGLAS HOWARD	358 21ST AVE		360.68
49637	23331	CAMERON WHITE	331 EARL KING STREET		136.08

Account No	Location No	Name	Service Address	Service	Amount
49799	38022	CHRISTY OSTEEN	160 9TH ST		324.06
49808	49808	TRACEY PETTIS	106 HIGHLAND PARK		233.49
49840	40915	CHELSEY VENRICK	145 AVE E SMALL APTS		717.96
49845	33720	SEAN PAYTON	187 AVE L		606.56
49853	33321	JACK AND ANSLEY	269 24TH AVE		303.40
49868	52022	HERBERT MEEKS	166 MANATEE BLUFF		36.48
49919	41981	ANIYAH RIVERA	346 22ND AVE		147.63
49925	00633	SCOTT LEGGETT	28 7TH ST		149.18
49971	52180	ROBBIE BUTLER	551 OYSTER RD		19.04
50069	34230	SHINE PEARSON	398 24TH AVE APT 402		70.22
50134	50134	FRANK PEARSALL	170 19TH AVENUE		945.77
50207	33630	SHERMAINE SUDDETH	247 REX BUZZETT		277.57
50210	50210	TERESA DEAN	39 ALAN DR		38.70
50269	23278	MARTHA DAVIS	278 THE PRADO BLDG		172.79
50294	50835	AMY E JOHNSON	230 KEVIN RD		19.04
50426	33175	JOSE DAVID CHEL	436 24TH AVE		1365.29
50435	40350	WHITNEY SHOTWELL	106 17TH ST		134.70
50436	33000	EENP PROPERTIES,	254 HWY 98		116.05
504801	50603	LOREN SIPRELL	413 BROWNSVILLE RD		31.92
50492	30232	ABIGAIL TRUELSEN	232 8TH STREET		96.08
50527	33366	SARA ESTES	111 25TH AVE		50.00
50532	30620	SHELLEY SHEPARD	78 12TH ST		50.00
50543	30333	YESSICA AVALOS	33 THOMAS DR		50.00
50551	00250	LEON TEAT	80 MARKET ST		50.00
50660	50660	CLETIS ANDERSON	406 BROWNSVILLE RD		38.70
50670	50670	TAMMIE CLINE	54 BAYVIEW DR		43.65
50811	52361	LEANN GAY	20 BAYVIEW DR		184.75
50965	50965	WINONA BARBER	4 SHANNON LN		19.04
51036	00328	MICHEAL TUMEY	107 5TH ST		136.76
51050	51050	ROYCE ROLSTAD JR	1810 BLUFF RD		19.04
51060	51060	A. MILLER	2001 B BLUFF RD		19.04
51124	34135	DARLENE CREAMER	398 24TH AVE APT 202		96.08
51174	00293	COLIN SLEMKEWICZ	200 4TH ST		109.70
51176	31772	CHRISTIAN GRAHAM	259 PRADO		869.07
51222	42430	MEJIA MATIAS	198 10TH ST		549.63
512301	42930	ELAINA ADCOCK	106 9TH ST		147.63
51237	32910	LAKESHIA COLLINS	235 AVE D		122.63
51330	51330	BETTY WALKER	325 BAY CITY RD		75.96
51344	35127	EDEN RASH	37 APACO		189.88
51514	50645	STACY GUNTER	2 DUNAWAY LN		19.05
51673	34120	TRIANNA LOCKLEY	398 24TH AVE APT 204		70.22
51751	41951	CARSON STULSKY	441 23RD AVE		147.63
51783	48431	KURYNE LEE	165 10TH ST		452.59

Account No	Location No	Name	Service Address	Service	Amount
51816	51816	DARLENE RICHARDS	42 GIBSON RD		180.44
52095	52095	CONNIE SAWYER	520 OYSTER RD		40.85
52128	52128	DANIELLE GRIFFIN	546 OYSTER RD		112.61
52290	52290	BAYVIEW TRAILER	PINE DR		384.22
52360	52360	BUDDY BUTLER	43 PINE DR		716.49
52385	52385	DOLLAR GENERAL	449 W HWY 98		113.60
52485	52485	KATHERINE CONNER	515 HWY 98		161.63
54299	33400	KAREN SASNETT	173 25TH AVE		446.32
54302	20213	JORDAN GILKERSON	202 13TH STREET		456.33
54325	45001	MARY MIRABELLA	152 20TH AVE		558.39
54331	12265	AUDREY BRADSHAW	322 COTTAGE HILL RD		159.70
54353	00286	SETH SILVA	214 4TH ST		50.00
54361	25503	HARRISON JONES, JR	93 AVE K		151.08
54414	52595	CARSON DENNIS	7 SHOREWOOD PL		144.52
54420	52370	EDDIE MOSES	10 BAYVIEW DR		25.48
54434	32194	KAREN COX-DENNIS	194 10TH STREET		40.42
54445	00292	JACOB PRICE	202 4TH ST		159.70
54456	33801	MICHAEL ANDERSON	221 WHISPERING PINES		199.53
54481	33276	TOMAS JUAN	280 24TH AVENUE		146.77
54488	00330	ALEAH STEIN	142 4TH ST		50.00
54496	52500	MARTIN DAVIS	455 HWY 98		50.00
54510	42520	JEFF STEPHENS	125 AVE L		50.00
54511	42950	PENNY CATES	109 AVE G		50.00
54525	30225	JOHN COOKE	140 AVE D		50.00
54530	33416	CLEYDI HERNANDEZ	266 CORNELIEUS RIZER		50.00
54531	35566	CRYSTAL FOLEY	107 9TH ST		50.00
54534	40040	AUSTIN WARD	144 21ST AVE		50.00
54539	33384	SARA GIBBS	105 24TH AVE		50.00
54542	32470	JARJORIE HOWARD	21 26TH ST		50.00
54550	32480	ALEXA ANDERSON	10 25TH AVE		50.00
54555	34140	JERRY MCCLAIN	398 24TH AVE APT 201		50.00
54560	31460	ZACHARY GLOVER	11 ELLIS VAN VLEET ST		50.00
54562	50620	KATRINA AIKENS	413 RILEY TRAILER LOT		50.00
54563	25961	ALLISON FERREIRA	174 SAWYER LANE		50.00
54570	52603	HALL BRYANT	606 HWY 98		50.00
54575	32930	EMILY SPEAR	226 CENTER ST / AVE D		50.00
55120	41430	EUMC - THE NEST	190 COACH WAGONER		293.64
56025	114825	POLORONIS LINDSEY	114 8TH STREET		242.58
56025	156025	POLORONIS LINDSEY	1560 PEACHTREE		134.02
60075	20512	RAY AND SUSAN	75 BATTERY PARK		1951.00
60172	672	CHARLES PENNYCUFF	72 BATTERY PARK		133.75
60248	648	AARON HIPPENSTEAL	48 BATTERY PARK		271.25
60260	646	WILLIAM PHILLIPS	46 BATTERY PARK		224.65

Account No	Location No	Name	Service Address	Service	Amount
60353	649	FWC FLORIDA FISH &	49 BATTERY PARK		749.00
60375	669	BRUCE MILLENDER	69 BATTERY PARK		267.50
60668	668	RYAN SANDOVAL	68 BATTERY PARK		133.75
61061	661	JAMES WOJCIK	61 BATTERY PARK		260.40
61177	677	CHASE MILLENDER	77 BATTERY PARK		267.50
61403	60012	REGGIE GIDDENS	12 BATTERY PARK		1626.40
61415	60215	JASON HART	15 BATTERY PARK		2335.40
62106	6607	DANIEL PFISTER	07 BATTERY PARK		4879.20
65455	666	JERED WESTON	67 BATTERY PARK		465.45
67400	674	ANTHONY POLORONIS	74 BATTERY PARK		426.25
700029	729	ANERR, FDEP	29 SCIPIO CREEK		211.20
70016	716	SUSAN MACKEN	16 SCIPIO CREEK		0.60
70020	721	EDWARD ESTES	21 SCIPIO CREEK		59.39
70211	711	MARK MOORE	11 SCIPIO CREEK		0.01
70215	740	DALLAS GILBERT	40 SCIPIO CREEK		533.28
70260	705	TERRELL CHISHOLM	05 SCIPIO CREEK		401.25
70333	734	STEVE HAWLEY	34 SCIPIO CREEK		117.48
70355	755	RANDY SOBIERAJ	55 SCIPIO CREEK		3135.65
70505	701	DAVID CROSBY	01 SCIPIO CREEK		99.51
70550	750	JERRY GAINOUS	50 SCIPIO CREEK		993.60
70680	680	WILLIAM (BUD)	80 BATTERY PARK		706.20
71123	723	LORI WILSON	23 SCIPIO CREEK		1853.95
71313	713	STEVE SMEBY	13 SCIPIO CREEK		141.28
71423	735	SHAWN MOORE	35 SCIPIO CREEK		0.01
72222	722	SHAYNE GILBERT	22 SCIPIO CREEK		62.60
72510	710	CHRIS GRANGER	10 SCIPIO CREEK		3614.41
72664	764	DANNY BRUCE	64 SCIPIO CREEK		80.25
73131	603	ARTHUR	03 SCIPIO CREEK		321.00
73232	732	JEFF PADGETT	32 SCIPIO CREEK		121.98
73838	738	CATHERINE BARBER	38 SCIPIO CREEK		2681.60
74444	744	WILSON BAILEY	44 SCIPIO CREEK		604.48
75151	751	MARY MANISCALCO	51 SCIPIO CREEK		62.60
760128	728	ANERR, FDEP	28 SCIPIO CREEK		186.20
760129	70128	ANERR, FDEP	BB SCIPIO CREEK		187.10
76610	61011	ALLEN BYRD	11 ANDRIS PIER		927.13
FSH HYD MTR1	FHM - 1	CITY-WATER DEPT.	192 COACH WAGONER		236.65
WATER	WATER	WATER WORK ORDER	192 COACH WAGONER		450.00

Totals			Count		
			230	WATER	-65495.18
			162	SEWER	108210.38
			154	GARBAGE	21532.69
			24	SCIPIO CREEK	16396.56
			142	SUF	11905.59
			168	STORMWATER	2044.57

Account No	Location No	Name	Service Address	Service	Amount
				15 BP RATES2022	14697.70
				Grand Total	109292.31

Total past due accounts: 292

City of Apalachicola
Payment Reconciliation
 03/16/2026 through 04/14/2026

March Billing Cycle

Category	Type	Payment Method	Count	Amount	
Payments	Manual	CASH	141	-18122.27	
		CHECK	860	-159411.56	
		CREDIT CARD	70	-9747.24	
		NOT SPECIFIED	1	-336.63	
	Total - Manual			1072	-187617.70
	Payment Redistribution			146	0.00
	Total - Payment Redistribution			146	0.00
	Recurring	Bank Draft		638	-108042.71
		Token-based Credit Card		25	-3845.84
	Total - Recurring			663	-111888.55
	Web	CREDIT CARD		266	-36703.19
		E-CHECK		23	-5858.03
Total - Web			289	-42561.22	
Total - Payments			2170	-342067.47	
GRAND TOTAL			2170	-342067.47	



City of Apalachicola | Planning and Community Development *Monthly Report April 2026*

April Planning and Zoning Board

- Attended April P&Z Board regular meeting on April 13th, 2026.
- Prepared April P&Z Board regular meeting minutes.

May Planning and Zoning Board

- Accepted and reviewed four applications (*submission deadline April 24th at 5:30 p.m.*):
 - 112 7th Street.
 - 155 Commerce Street.
 - 18 Adams Street.
 - 196 7th Street.
- Prepared May P&Z Board regular meeting draft agenda and agenda summary.
- Reviewed Land Development Code stormwater management requirements (Chapter 115) and prepared findings for P&Z Board.

Miscellaneous

- Answered questions from the public and City Staff:
 - RV Parks in commercial zoning districts.
 - Florida Department of Health RV Park permit requirements.
 - Setbacks for accessory structures.
 - Permitted uses and development standards in specific zoning districts.
 - Rezoning process and timeline.
 - Regulations for modular homes.
 - Sign requirements for monthly and short-term rentals.
- Fulfilled one public records request in collaboration with City Clerk and City Attorney.



CITY OF APALACHICOLA CODE ENFORCEMENT

1 Bay Avenue * Apalachicola, Florida 32320 * 850-653-8222

CODE ENFORCEMENT

April 2026

Gathering required documents for Business sidewalk permits that were previously issued. (Business Licenses, COI, Alcohol Licenses)

Issued notice to all Food vendors that report is needed for grease trap cleanings

Documenting Low hanging branches on roadways.

Documenting potential discrepancies in City Ordinance

Removing lawn signs from right-of-way

Making Digital files for previous CEO cases

Daily Phone Inquiries & Emails Answered

Route inspections daily

Formal Notices of Violation

- STR violation: 6 cases in progress.
- Fence violations: 2 cases; 1 resolved and 1 denied by P&Z.
- Nuisance violations involving trash, waste, inoperable vehicles, etc.: 8 cases in process.
- Building permit violation: 1 case resolved.
- Sidewalk violation: 1 case resolved.

Informal Notices of Violation

- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 3 notices issued; 2 resolved.**

Permits Issued

- **Business sidewalk permits: 4 issued.**
 - **4 at \$200 each.**
 - **1 at \$500.**
 - **Total collected: \$1,300**

APALACHICOLA POLICE DEPARTMENT

April 2026

April has been busy this month with spring break visitors. We have been writing several tickets for violations of parking, and non- permitted boat launches. We participated this month in the annual Cops for Kids event, where Sgt. Webb and Lizzette interacted with the local youth, handing out gifts and meeting them. Sgt Webb and Lizzette will also be participating in the Career Day event at the high school this month.

April 2026 Totals

Traffic Stops/ Warnings/ citations	50	
Arrests/ Warrant Requests	0	
Traffic Accidents	4	
Burglary/Theft calls	1	
Assist Citizens/ Complaints/investigations		400
Trespass Warnings/agreements	3	
Business alarm calls/building checks/welfare checks		500
assist county call/other agencies	12	
Assist Animal control	0	
Domestic cases involving violence/disturbance calls		0
Total calls from dispatch	1200	

Apalachicola Margaret Key Public Library
April 2026



Library hours are 10am to 6pm Monday – Friday, and Sundays from 12pm to 4pm.

We are YOUR City of Apalachicola Library. Come sign up for your FREE Apalachicola library card. Any library offering is FREE to the public.

Our 'Friends of the Library group' is the Patrons of the Apalachicola Library Society (PALS).

They are a 501c3 nonprofit and membership forms to join are in the library.

Follow us on Facebook or Instagram @Apalachicolapubliclibrary for the latest!

April 2026 Statistics:

- 2,502 patrons visited our library this month! - 27 new accounts opened

- 286 patrons used our computers - 497 books/movies/audiobooks circulated - 164 items donated to the library - \$540.15 collected as library revenue - 212 hours donated by our wonderful volunteers (!) - 69,844 people reached on social media

Spring has sprung in Apalachicola and in our library! Early in April, we had a visit from the Easter Bunny along with an in-library Easter egg hunt. Kids also enjoyed coloring wooden eggs and making tissue paper flowers which decorated the library nicely. Twice this month, visitors created postcards mailed out to international pen pals. This activity is awesome for any age and leads to meaningful cultural discussions and some very cool postcards arriving in to our library from all over the world. Our Volunteer Income Tax Assistance Program finished up this month, with 87 returns ultimately prepared free-of-cost for citizens in our area this tax season. The library also held its first annual feature in the Susan Buzzett Clemenson Author Series with Dr. Littlejohn from Monticello, Florida speaking on genealogy and historical research for her 'Palmetto Pioneers' trilogy. STEAM this month caused a stir with kids witnessing a leak proof bag and sticky ice, prompting great questions and good fun. The public also brought questions on health insurance and Medicare to our visiting representative from SHINE (Serving the Health Insurance Needs of Elders) who came down to assist in the area.

...Now that's a healthy number of activities for the month, right?

So, would you believe that all of these activities [and more!] are completely volunteer-led? PALS members organized the Easter egg hunt and the author event; while the Easter Bunny visited from the Franklin County Sheriff's Office. As for post-card construction and mailing; our monthly STEAM program; VITA tax services; even the Health Insurance Q&A; all of these, are the work of good-hearted persons in our community, who share their time and resources to help others. As April is National Volunteer Appreciation Month, we honored these volunteers and many more at our annual Volunteer Open House.

Volunteers: You keep our library thriving, and WE THANK YOU!

Remember, this is YOUR library. We warmly welcome any seasonal and out-of-town visitors. Come grab a calendar, a free cup of coffee or tea, a few books, and enjoy fellowship with other library patrons. Your City of Apalachicola Library helps with reading, writing, and learning, and offers a suite of print/copy/scan/fax/and notary services. We loan FREE books, movies, puzzles, board games, and items from our Library of Things, and offer FREE audio books, e-books, and digital magazines through the Libby app. We also have a Book sale space on-site with FREE magazines. All donations go to our Friends of the Library group, PALS. Free Legal Help through Legal Services of Northwest Florida is available on the first Thursday of each month; appointments are suggested. We also offer Yoga weekly (in a by-donation class) on Mondays @ 6:15pm, Bring Me A Book Forgotten Coast hosts 'Books for Babies' weekly on Tuesday mornings @ 10:30am, and Mahjong meets Mondays and Wednesdays mornings @ 10:15. Our once-a-month Book Club meets each 3rd Wednesday @ 6pm; and Homework Help ie. FREE tutoring, is by appointment. (We also now have *16* volunteer tutors helping local students!) Please let us know any other ways we can serve you. Call: 850-653-8436 or email us: apalachicolalibrary@gmail.com.

In Gratitude,

Isel Sánchez-Whiteley & Adreenah Wynn, Library Assistants
Lucy Carter, MLIS Library Director