

REGULAR MEETING  
APALACHICOLA CITY COMMISSION  
TUESDAY, AUGUST 4, 2026 – 6:00PM  
74 6<sup>th</sup> 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 five minutes time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

- I. Call to Order**
- II. Agenda Adoption**
- III. Public Comment**
- IV. New Business**
  - 1. Margaret Key Library- Annual Plan of Service**
- V. Unfinished Business**
  - 1. Demo George Building Parking Waiver**
  - 2. Approval of Goal Objectives**
- VI. Mayor and Commissioner Comments**
- VII. Attorney and City Manager Communications**
- VIII. Consent Agenda**
  - 7.7.26 CC RM Minutes**
  - 7.21.26 CC SM Minutes**
  - P&Z July 13, 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: August 4, 2026**

**SUBJECT:** Submission of Annual Plan of Service for Apalachicola Margaret Key Public Library; approved by Library Advisory Board for Annual State Aid application.

**AGENDA INFORMATION:**

**Agenda Location:** New Business  
**Item Number:** 1  
**Department:** Library  
**Presenter:** Lucy Carter, Library Director (as needed)

**BRIEF SUMMARY:**

The library is seeking to apply for Florida's State Aid to Libraries Operating grant. The library has applied for and received this funding each year since 2023. The State Aid to Libraries program is administered by the Florida Department of State, Division of Library and Information Services, and is funded by annual legislative appropriation to the Division of Library and Information Services. State Aid is a continuing state grant authorized by Chapter 257, Florida Statutes, for eligible library entities.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Approving the library's Annual Plan of Service allows the library to apply for State Aid. This document is created by the library director and the Library Advisory Board with public input and sets forth annual goals and objectives for the library.

**ATTACHMENTS:**

State Aid to Libraries grant guidelines available upon request, and visible here:  
<https://dos.myflorida.com/library-archives/library-development/funding/state-aid/guidelines-applications-and-forms/>

**STAFF'S COMMENTS AND RECOMMENDATIONS:**

**FUNDING SOURCE:** Division of Library and Information Services, funded by Florida Dept. of State

## **For Adoption: 2026-2027 Annual Plan of Service**

### **GOAL I – Satisfy Curiosity & Create Personal Enrichment through Lifelong Learning**

#### **OBJECTIVES:**

1. Develop programs to engage and connect residents across cultures and ages.
  - a. Activity: Actively solicit patron input as to types of programs offered
  - b. Activity: Create learning opportunities with strategic partners to maximize library and community resources
  - c. Activity: Provide resources to connect adults to literacy and educational opportunities
2. Maximize, streamline, and invest in systems, processes, and technologies to provide each user a great library experience.
  - a. Activity: Investigate public access software to meet current patron needs
  - b. Activity: Curate user-friendly website and catalog access
  - c. Activity: Maintain social media presence that is active, relevant, and informative

### **GOAL II – Encourage Literacy & Create Engaged Readers**

#### **OBJECTIVES:**

1. Grow partnerships and deliver programs with all-ages, all-stages learning focus.
  - a. Activity: Seek out and maintain solid reciprocal relationships with community partners to support literacy efforts for variety of populations
  - b. Activity: Work with County-wide homeschooling efforts, pre-schools and schools to encourage environments of learning and literacy
  - c. Activity: Promote critical thinking skills via programming and displays in library
2. Build diverse, updated collections of materials in a variety of media and formats.
  - a. Activity: Maintain accurate catalog records—explore OCLC subscription as support
  - b. Activity: Conduct materials inventory on a regular basis
3. Create programs and outreach activities that reinforce reading.
  - a. Activity: Partner to host book discussions at least nine months per year
  - b. Activity: Utilize social media, internet, subject guides, and displays to promote information literacy activities and resources

### GOAL III – Promote Informed Citizenship & Foster Information Fluency

#### OBJECTIVES:

1. Grow reputation as a civic hub for the community.
  - a. Activity: Train library staff to recognize needs and connect people with resources to most effectively meet their needs
  - b. Activity: Grow partnerships with social service providers to offer more solutions
  - c. Activity: Promote civic engagement through displays, and library marketing
2. Provide reliable, equitable access to information tools, technology, software and connectivity.
  - a. Activity: Provide means for patrons to develop computer literacy skills
  - b. Activity: Explore mobile/remote services to homebound and underserved populations

### GOAL IV – Discover Roots through Genealogy and Local History Research

#### OBJECTIVES:

1. Serve as local history collection site and encourage connections between past and present.
  - a. Activity: Grow partnerships with local entities to showcase local history and culture
  - b. Activity: Promote and enhance the local history collection, databases, workshops and assistance; motivating residents to share local history
2. Research best practices on maintaining historical records and archives.
  - a. Activity: Consult with contacts in local and state archives on organizational system
  - b. Activity: Research training for staff and volunteers to learn responsible archival practices
  - c. Activity: Initiate projects periodically to maintain focus on archives

### GOAL V – Continually Strive for Responsive, Courteous, and Efficient Service

#### OBJECTIVES:

1. Examine systems and practices to ensure successful internal and external transactions.
  - a. Activity: Update library daily procedures manual to reflect most current practices
  - b. Activity: Encourage methods for efficient information delivery at library desk
  - c. Activity: Continue connecting with other libraries to share ideas
2. Ensure staff and daily volunteers are aware of activities and abreast of procedural changes.
  - a. Activity: Appoint volunteer liaison to schedule meetings yearly with volunteers for suggestions, feedback, and information sharing
  - b. Activity: Connect staff and volunteers with trainings for safety and skills enhancement

Approved by Apalachicola Margaret Key Public Library Board: 7/14/2026

**APALACHICOLA CITY COMMISSION  
REQUEST FOR BOARD ACTION  
Meeting Date: August 4, 2026**

**SUBJECT:** Parking – Historic Waiver and Site Plan Considerations

**AGENDA INFORMATION:**

**Agenda Location:** Unfinished Business  
**Item Number:** 1  
**Department:** Commission  
**Contact:** Dan Hartman  
**Presenter:** Dan Hartman/Applicant – Waddell Family Apalachicola Historical Preservation Society, Inc.

**BRIEF SUMMARY:** Consideration pursuant City Regulations for Historic Structures to grant an eight (8) parking space waiver for the project known as “Adaptive Reuse and Reconstruction of Demo George Building at 155 Commerce Street in Apalachicola”.

Further, Commission review of proposed parking plan for the project as requested by the P&Z Board at their June 8<sup>th</sup> meeting, allowing for offsite parking to be met with on-street parking or the City Lot on Commerce Street, approximately 500 feet from the project site. With the granting of the Waiver, up to 12 spaces would be provided on street or in the City Lot. The site has 60 ft. of street frontage, which, alone, if considering both sides of the street, would accommodate 6 parking spaces, leaving a balance of 5 spaces to be accounted for elsewhere.

Also, consideration of an encroachment agreement to allow a roof extension over sidewalk like other buildings on the block.

**UPDATE:** At the July 13, Planning and Zoning Meeting, the number of tables, stools, staff count and associated parking requirement was reduced to 12 spaces. Credit for three on-street parking spaces along the 60 ft. lot frontage was considered. With the approval of a parking waiver, under this arrangement one parking space will have to be mitigated. It was the recommendation of P&Z to strongly recommend approval of the waiver request, considering, among other issues, the proximity of City owned, unbuilt, fully funded parking lots in proximity (less than 500 ft.) to the project site.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Motion to Approve – 8 space waiver.

Motion to Approve Right of Way Encroachment for roof extension over sidewalk.

**FUNDING SOURCE:** N/A

**ATTACHMENTS:**

Master Site File designating building attached.

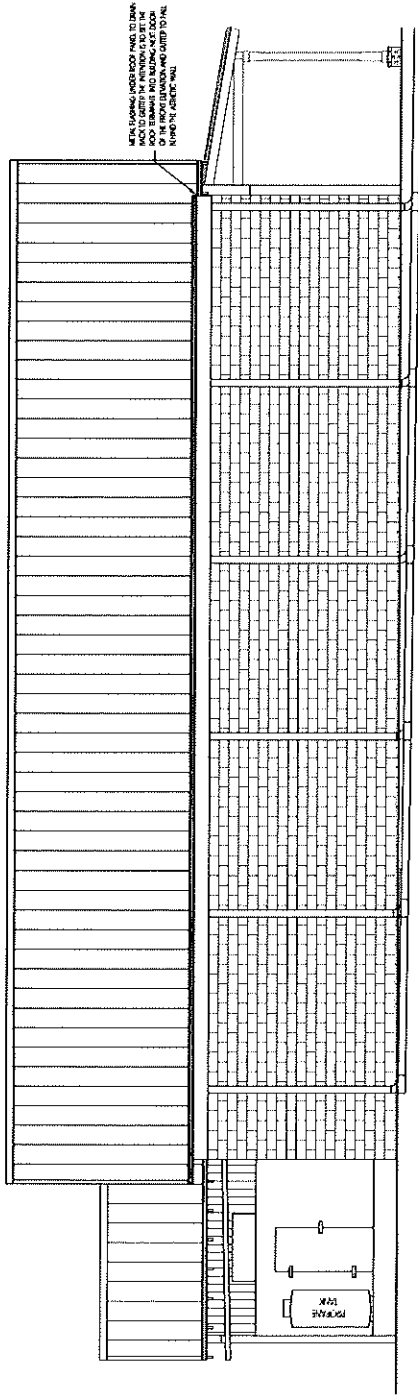
Site Plan, Parking and Related Exhibits Attached.

**ADDITIONAL ATTACHMENTS**

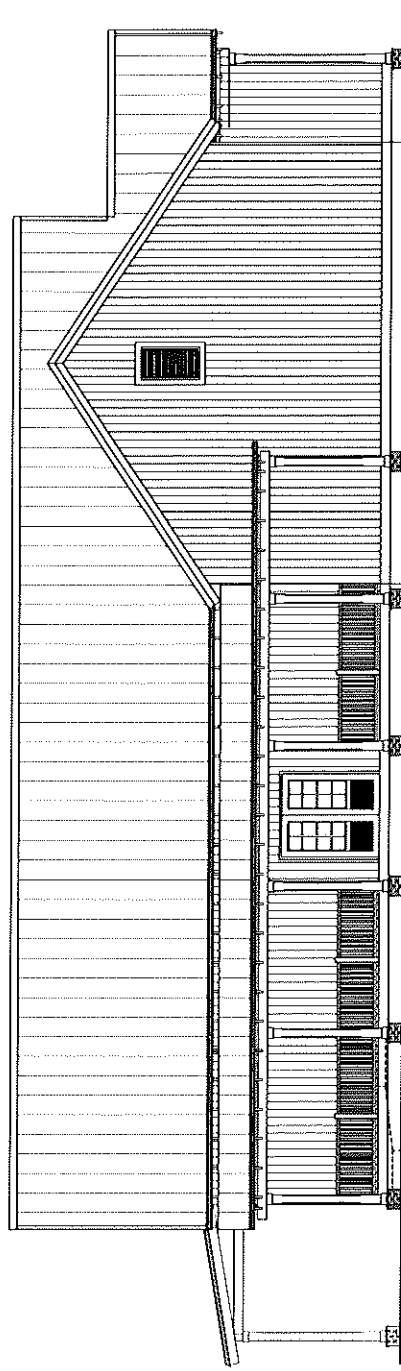
Revised building elevations illustrating the roof extension coverage over the sidewalk.

Correspondence from the Department of State on Approval of the Building Plans and Historic Designation of the Building after completion of the renovation.

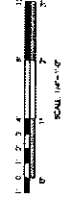
**STAFF'S COMMENTS AND RECOMMENDATIONS:**



NORTH ELEVATION (NEW CMU WALL)  
 SCALE: 1/4\"/>



SOUTH ELEVATION (COURTYARD)  
 SCALE: 1/4\"/>



REAR WALL ELEVATION (LOOKING TOWARDS COMMERCE STREET)



# MEMORANDUM

# Florida Department of State

TO: Jack Williams, Historic Preservation Architect  
FROM: Nicole Hu, Historic Preservation Grants Specialist  
DATE: 12/16/2025  
SUBJECT: DOCUMENTATION REVIEW  
Waddell Family Apalachicola Historical Preservation Society, Inc.-25.h.sc.100.056

Please review the attached documentation and provide comments which will be made available to the Grantee.  
Thank you.

Address: 159 Commerce Street, Apalachicola

## Scope of Work:

Grant funds will be used to restore the historic Demo George & Co. Building in Apalachicola. Work items include stabilize foundation; repair exterior walls; repair roof; repair/replace flooring; repair/replace ceiling finishes; upgrade mechanical; upgrade electrical; upgrade plumbing; repair/replace awning; repair four (4) existing non-historic light fixtures and hardware; and repair two (2) doors. Grant funds will also be used for architectural/engineering, civil/structural engineering services, and grant project management and administration.

All window and/or door replacements shall be submitted to the Bureau of Historic Preservation for review and approval before any window and/or door replacement work commences.

Grant Contract Period: 7/1/2024-6/30/2026

Grant Award: 450000

Match: 112500

Grant Number of Previous Phases:

## Documents Review Log (Oldest to Newest)

| Documents Reviewed                                                                                              | Date Reviewed:   | Reviewer Comments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Design Development Drawings – Grantee requested Division comments before creation of 100% Construction Drawings | 06/30/2025<br>JW | Regarding the Demo George & Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the design development plans for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design.<br><br>Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant.                                                                                                                                          |
| Partial Construction Drawings                                                                                   | 01/05/2026<br>JW | Regarding the Demo George & Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the partially complete construction drawings for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design with the following comment:<br><br>Submit 100% construction documents for review that reflect the complete scope of work.<br><br>Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant. |
| Documents Reviewed                                                                                              | Date Reviewed:   | Reviewer Comments:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

|                                                                     |                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------------------------------------------------------------------|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 100% Construction Documents – signed and sealed, including MEP      | 6/15/2026<br>KNL | <p>Regarding the Demo George &amp; Co. Building, the Architectural Preservation Services section of the office of the Florida Bureau of Historic Preservation have reviewed the design development plans for compliance with the Secretary of Interior's Standards of Design for Rehabilitation and take no exceptions to the design.</p> <p>However, please inform us of the window products that will be used when once chosen.</p> <p>Please note this review does not extend to future work, work yet detailed in any preliminary documents, or changes to the plans or documents provided. Any future renovations or constructions plans must be submitted to the Florida SHPO office for approval at least as long as the site referenced above is under a grant-related covenant.</p>                                                                                                                                                                                                                                                                         |
| N/A: comments provided to Contractor regarding building historicity | 7/7/2026<br>KNL  | <p>Although the building is undergoing a mix of preservation, restoration, and adaptive reuse, it is nonetheless historic in nature and remains listed in the National Register as a contributor to the Apalachicola National Register Historic District. Although it is a lot of new material the adaptive reuse of this property requires minimal change to spatial relationships in order to accommodate the new use; retains the historic character of the building, especially on the primary façade; preserves distinctive materials and workmanship where possible, noting that some materials must be replaced due to severe deterioration; Materials are being repaired where possible and replaced only where necessary for the long-term preservation and stability of the remaining historic fabric; and the new addition of the exterior patio garden is off a secondary side of the building, hidden behind a more temporally accurate façade. In this way the projects is in keeping with the Secretary of Interior Standards for rehabilitation.</p> |

## Jim Waddell

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**From:** Mark Tarmey <mark@4mdesigngroup.com>  
**Sent:** Wednesday, July 8, 2026 1:40 PM  
**To:** Jim Waddell  
**Subject:** FW: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street  
**Attachments:** 25.h.sc.100.056\_DemoGeorge\_APS REV Memo.pdf  
**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Have call into Len Bloodworth

**From:** Lucas, Kyra <Kyra.Lucas@dos.fl.gov>  
**Sent:** Wednesday, July 8, 2026 10:12 AM  
**To:** Mark Tarmey <mark@4mdesigngroup.com>; Case, Eric K. <Eric.Case@dos.fl.gov>  
**Subject:** RE: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street

Good Morning Mark,

I have attached the review memo you asked for indicating that the state has reviewed your plans for the Demo George building and has approved them. Although the building is undergoing a mix of preservation, restoration, and adaptive reuse, it is nonetheless historic in nature and remains listed in the National Register as a contributor to the Apalachicola National Register Historic District. Although it is a lot of new material the adaptive reuse of this property requires minimal change to spatial relationships in order to accommodate the new use; retains the historic character of the building, especially on the primary façade; preserves distinctive materials and workmanship where possible, noting that some materials must be replaced due to severe deterioration; Materials are being repaired where possible and replaced only where necessary for the long-term preservation and stability of the remaining historic fabric; and the new addition of the exterior patio garden is off a secondary side of the building, hidden behind a more temporally accurate façade. In this way the projects is in keeping with the Secretary of Interior Standards for rehabilitation.

Best,

*Dr. Kyra Lucas*

Supervisor | Survey, Registration, Architectural and Technical Services | Bureau of Historic Preservation |  
Florida Department of State | 500 South Bronough Street | Tallahassee, Florida 32399 | Office  
850.245.6339 | Cell 850.766.1352 | [Kyra.Lucas@dos.fl.gov](mailto:Kyra.Lucas@dos.fl.gov) | [Dos.fl.gov/historical/](http://Dos.fl.gov/historical/)

**From:** Mark Tarmey <mark@4mdesigngroup.com>  
**Sent:** Tuesday, July 7, 2026 3:59 PM  
**To:** Case, Eric K. <Eric.Case@dos.fl.gov>  
**Cc:** Lucas, Kyra <Kyra.Lucas@dos.fl.gov>  
**Subject:** FW: TCB 250544 HVAC Exhaust Fan Addition to Robinsons Grocery Store Osceola Street at Holtonc Street

EMAIL RECEIVED FROM EXTERNAL SOURCE

The attachments/links in this message have been scanned by Proofpoint.

Eric, Et Al...

Per COT Building Dept final inspecting this morning... we are required to ADD an Exhaust Fan ason th attached drawing to the ceiling of the janitors room...

this adaptively reused building was, literally, for five decades a local grocery and was INTENDED to be Fresh Food Market (and MAY yet still be...) to address the 'food desert' in the Bond Community and may serve as an outlet for an entity such as "Farm Share" or "Second Harvest Food Bank" or he "FAMU Ag Program" or some combination of all three. ...

IF it were to be leased as a restaurant, an exhaust fan would be required in the "Janitors Room" by code...this element was not required at permitting...as it is, the building is listed as a "white Box " Space for lease by the City. We wanted to insure that adding the City mandated 1-200 cfm exhaust fan (which per our earlier conversation) will be flush to the ceiling and ducted to exhaust to the exterior via a galvanized weathering hood on the sloped metal roof to match the standing seam metal roof over the northern lean-to addition (...which we date to the 1960s), so not typically a historic element....his space was reconstructed and reinforced and once served as the "office and inventory storage room"..

just wanted to circle back to insure this in no way runs counter to the work and release of final funds to tie City CRA group.

Best,

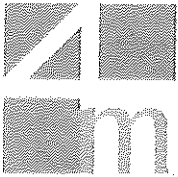
Mark A. Tarmey A.I.A. | NCARB

Managing Principal Architect | 4m Design Group PA

Architecture | Urban Design + Planning | Historic Preservation

1208 Hays Street | Second Floor | Tallahassee, FL 32301

Tel: 850.422.3676 | Cellular Tel: 850.212.2667



**From:** Justin Diekman <[justin@tiptopconstruction.net](mailto:justin@tiptopconstruction.net)>

**Sent:** Tuesday, July 7, 2026 3:08 PM

**To:** Mark Tarmey <[mark@4mdesigngroup.com](mailto:mark@4mdesigngroup.com)>

**Cc:** Ernie Page <[ernie@tiptopconstruction.net](mailto:ernie@tiptopconstruction.net)>; Jeff Diekman <[jeff@tiptopconstruction.net](mailto:jeff@tiptopconstruction.net)>

**Subject:** TCB 250544 HVAC EF Add

Here is the marked up HVAC fan showing where we added the exhaust fan. The city reviewer told me I need to get a revision for approval. I can add this to the building one please let me know when FSM thinks they can turn this around.

Thanks,



Justin Diekman

Project Manager at Tip Top Construction, Inc.

CGC1532466

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M (850) 591-4881

E [justin@tiptopconstruction.net](mailto:justin@tiptopconstruction.net)

W [www.tiptopconstruction.net](http://www.tiptopconstruction.net)

Due to scams please send all pay apps to [TTCbilling@tiptopconstruction.net](mailto:TTCbilling@tiptopconstruction.net)  
Tip Top Construction, Inc. will never ask for a wire transfer via email.

**APALACHICOLA CITY COMMISSION**  
**Request for Board Action**  
**Meeting Date: 8/4/2026**

**SUBJECT:** Approval of Strategic Plan Goal Objectives

**AGENDA INFORMATION:**

**Agenda Location:** Unfinished Business  
**Item Number:** 2  
**Department:** Governing Body  
**Contact:** Charles Chapman, C4 Strategies  
**Presenter:** Charles Chapman, C4 Strategies/Chuck Anderson, City Manager

**BRIEF SUMMARY:** At the July 21<sup>st</sup> City Commission meeting C4 Strategies presented the Strategic Plan goals to the City Commission. The commission approved the goals and the next step for final approval is to review/discuss/change and adopt the objectives (action steps) presented to reach each goal.

**RECOMMENDED MOTION AND REQUESTED ACTIONS:**

Motion to review, change if needed and approve the objectives (action steps) for each goal for the City Commissions Strategic Visioning Plan.

**FUNDING SOURCE:** General Fund, if required

**ATTACHMENTS:**

Approved Strategic Plan goals

**STAFF'S COMMENTS AND RECOMMENDATIONS:** Recommend approval of requested action

**CITY OF APALACHICOLA, FLORIDA**

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*Two-Year Strategic Plan*

# **Phase Two Commission Report**

**Review and Approval of Goals for the Two-Year Strategic Plan**



Stakeholder Engagement, SWOT Analysis &  
Strategic Goal Development Workshop

**Prepared for the Apalachicola City Commission**

*by C4 Strategies, LLC*

June 19, 2026

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## Strategic Goals for City Commission Review and Approval

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Utilizing the identified strengths, weaknesses, opportunities, and threats the following strategic goals are provided for the City Commission to consider for review and approval:

### **Two Year Strategic Goals:**

- Within two years, the city will take concrete steps to protect and preserve the city's historic character in balance with maximizing the economic value for current and future generations.
- The city will translate city ordinances from legal language into an easy-to-understand guide in printed and online format to help residents, visitors, and other interested parties to understand and comply with the requirements of the city codes.
- Increase citizen involvement by establishing advisory boards that provide input and feedback to the City Commission and staff.
- In order to protect, promote, and preserve the historic waterfront and water resources, the City will create a Waterfront Development Advisory Board.
- Develop a system of accountability measures to illustrate the achievements of department and report them at each commission meeting.
- Develop and implement a workforce development program using partnerships to provide the services.
- The city will take concrete steps to explore increasing the inventory of attainable/affordable housing options for residents
- The city will undertake an analysis and develop an implementation plan to ensure its ability to recruit, hire, and retain the most qualified city employees possible.
- Ensure a successful two-year transition of the City's utility system to the independent special district established by HB 4103 (2026), consistent with legal requirements and industry best practices for customer service quality assurance.

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## Background and Methodology

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Phase 2 – Stakeholder Engagement and Workshop Facilitation began with a public notice of an email address established for the submission of community input as to what they identify as the Strengths, Weaknesses, Opportunities, and Threats facing the City of Apalachicola (government). The dates for the open call for comment through the email address were May 20, 2026, to June 1, 2026, with input taken until June 5, 2026, to allow respondents additional time to submit their comments.

The City of Apalachicola also organized an intensive two-day stakeholder focus group workshop with twenty-five community leaders invited to participate in the facilitated exercise. Email submissions received were summarized and included in the materials the invited stakeholders participating in the two-day focus group utilized in their discussions.

On Day One, participants conducted a Strengths, Weaknesses, Opportunities, and Threats (SWOT) Analysis of the City government. On Day Two, participants developed strategic goals using the SMART framework (Strategic, Achievable, Measurable, Results-Oriented, and Timely).

The outcomes of the individual city commissioner interviews and the stakeholder workshop are compiled below for the City Commission review and approval to proceed to phase 3 of the process. Phase 3 will include city staff developing objectives to achieve the approved goals over the two-year period of the plan.

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## Strengths, Weaknesses, Opportunities, and Threats

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Each category provides the top three ranked features or issues identified by the stakeholder group. Also provided are items that were not ranked and included here for reference.

### Strengths

**Number 1:** Involved citizenry with a new attitude of active engagement and availability to assist the city in service on committees, potential partnerships, and seeking funding sources/alternatives to help gather resources.

**Number 2:** Strong professional leadership in place with a clear understanding of the policy making and oversight role of the City Commission alongside the day-to-day management of the city staff by the City Manager.

**Number 3:** The city's historical, well-planned platting alongside the waterfront location (Bay and River) are key features the city that should prize and utilize in planning, preservation, and development efforts.

### Other strengths identified:

- An expressed renewed desire of city leadership to involve the community in strategic planning and encouragement of the residents to engage.

- The community itself is very supportive of each other. The qualities of the people who call the City of Apalachicola home is a key feature of what makes the city a special place to work, live, and play.

## Weaknesses

**Number One:** The city is inconsistent with enforcing and applying the comprehensive plan, land development code, and building code.

**Number Two:** City owned properties and infrastructure are not operated and maintained in the most desirable manner. Waterfront properties, infrastructure (potable water, wastewater, stormwater, sidewalks) are not modernized to meet today's needs and expectations

**Number Three:** A reputation for city mismanagement (poor planning oversight, inconsistent enforcement of codes, weak fiscal controls, and subjective decision making) is real in the minds of residents. Because of this mindset, there is a disdain for public service and a resistance to becoming engaged.

### Other weaknesses identified:

- Poor communication and public notice practices about meetings, workshops, amendment to commission agendas, and city project updates.
- The ability of the city to recruit, hire, train, and retain the best employees possible.
- A perceived attitude that is resistant to change with too much focus on the past without a vision or desire to advance into the future.
- Lack of expressed city support for residents well being and needs (elder services, youth involvement, affordable housing, economic development/job creation, and the tensions between residents and tourists).

## Opportunities

**Number One:** Improvements to the planning, building, and code enforcement process, procedures, and services to become more professional and predictable including active public education on what is expected and how to comply.

**Number Two:** The city is uniquely positioned to become a desirable transient boating destination with its location to the Apalachicola, Chattahoochee and Flint river systems and the Gulf.

**Number Three:** The city's historical design and character is still viable and preservation efforts are achievable if active management and intentional planning is engaged now.

### Other opportunities identified:

- The community desires and supports the "authenticity" of Apalachicola should be protected providing the city leadership support to make the tough choices to protect the unique qualities of Apalachicola.
- The city possesses the ability to connect the waterfront properties with existing parks into a "riverwalk" destination for residents, businesses, and visitors to enjoy.

- A renovation and re-development of the “Old” high school property into a variety of services including potential housing or training facilities.
- Regional partnerships should be sought out to help enhance the city’s capacity to meet the needs of residents and businesses.

## **Threats**

**Number One:** Aggressive and well-funded developers are considering the City of Apalachicola who are unprepared/underfunded to respond to meet the demand for the planning, building and code enforcement the new development will present.

**Number Two:** Relationship with State legislative leaders is fractured. As such the city is now facing increased state scrutiny and intervention, including the loss of local control in decision making and infrastructure management (HB 4103).

**Number Three:** The availability of qualified workforce will continue to erode as ability to pay competitive wages and the housing stock becomes increasingly limited due to expansion pressure for short-term rental housing increases.

### **Other threats identified:**

- Potential loss of tax and fee revenue resources to fund city operations
- Developer interest inconsistent with the “authenticity” of City of Apalachicola
- The lack of a comprehensive plan to ensure the future of the city will have a balance of future growth consistent with Apalachicola’s history and culture.
- Natural disasters such hurricanes and flooding events.
- Any continued sentiment by city leadership and/or residents to move the city forward due to cynicism, apathy, and distrust of the city government.

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## Appendix A: Community Input Received by Email

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The following input was submitted by community members through the dedicated project email address and is provided for reference alongside the ranked workshop findings above.

### Organizational STRENGTHS

- Strong Existing Legal and Regulatory Foundation
- Unusually Strong Preservation Language in the LDC & Comprehensive Plan
- Home Rule Authority
- Recent Improvements in Community Communications
- Prior Capital Improvement Plan as a Proven Model

### External STRENGTHS

- Historic Identity and Built Environment
- Historic Tourism as a Functioning Economic Engine
- Master Site File as a Ready Determinant of Historic Status
- Exceptionally Knowledgeable and Engaged Resident Base
- Waterfront and Boating Infrastructure as a Functioning Tourism Draw
- African-American History Museum and Cotton Warehouse Restoration as Cultural Capital in Progress

### Priority STRENGTHS

- The LDC's Preservation Framework as a Legal Shield and Policy Anchor
- Historic Character as an Irreplaceable Economic Asset
- The Resident Population as an Untapped Strategic Planning Resource
- The Historic Plat as the City's Foundational Strategic Asset

### Organizational WEAKNESSES

- Incomplete Regulatory Framework
- Absence of Recorded Encroachment Agreements
- Past Agreements of Questionable Legal Validity
- Limited Staff and Administrative Capacity
- Comprehensive Plan Commitments Systematically Unmet
- No Formal Employee Evaluation System
- Building Department Process Lacks Written Policy, Transparency, and Consistency
- Architectural Review Committee Effectively Non-Functional

- No Multi-Year Capital Improvement Planning
- Sidewalk and Road Infrastructure in Documented Disrepair
- Fire Department Capacity Not Keeping Pace with Population Growth

### **External WEAKNESSES**

- Affordable Housing Vulnerability
- “Ask Forgiveness Rather Than Permission” Civic Culture
- Palm Tree Bronzing Disease Spreading Without Adequate Public Awareness or Response Coordination
- Dilapidated Waterfront Properties Suppressing Tax Base and Aesthetic Quality
- Fragmented and Difficult-to-Navigate Boating Access Information
- Absence of Affordable and Senior Housing Options

### **Priority WEAKNESSES**

- The Regulatory Gap Between Temporary and Fixed Encroachments
- Absence of Recorded Agreements as a Title and Governance Failure
- The Gap Between Stated Policy Commitments and Operational Follow-Through
- Code Enforcement Inconsistency as a Public Trust Failure

### **Organizational OPPORTUNITIES**

- Encroachment Ordinance Reform as a Title-Clarity and Market-Confidence Tool
- Building Permit Process as a Low-Cost Enforcement Lever
- “Permitless Public Amenity” Framework as a No-Cost Beautification Strategy
- Five-Year Grace Period as a Managed, Predictable Transition
- Restore and Modernize the Capital Improvement Plan
- Adopt a Written, Published Building Department Process
- Formalize ARC Review with Funded Neutral Expertise
- Adopt Historic Plat Protection Ordinance
- Develop a Centralized Boating Access Platform
- Conduct a Strategic City Property Inventory
- Establish a Proactive Tree Disease Response Program

### **External OPPORTUNITIES**

- Rich Landscape of Peer Municipality Models
- Plain-Language Policy Guide as a Public Trust and Communications Tool

- Boating and Cruising Tourism as an Underdeveloped Revenue Category
- Entrepreneurial Business Recruitment Through Shared Marketplace Model
- Historic District Design Standards as a Developer Recruitment Filter

### **Priority OPPORTUNITIES**

- Recorded Encroachment Agreements as a Self-Reinforcing Governance Mechanism
- Building Permit Trigger as the City's Most Practical Enforcement Entry Point
- The Visioning Process Itself as a Trust-Rebuilding Mechanism
- Waterfront as the City's Highest-Potential Economic Development Zone

### **Organizational THREATS**

- Legal Exposure from Continued Inaction
- Past Agreement Fragility as a Latent Legal Risk
- Comprehensive Plan Non-Compliance as a Legal and Credibility Vulnerability
- Issuing Final Approvals with Open Contingencies
- Staff Empowered to Make Binding Decisions That Should Require Board Action

### **External THREATS**

- Loss of Historic Structures Through Title Uncertainty and Market Attrition
- Aggressive Enforcement Backlash
- “Ask Forgiveness Rather Than Permission” Culture Expanding the Problem
- State Statutory Constraints as a Hard Boundary
- Development Pressure on the Riverfront Without a Guiding Framework
- Large Commercial Vehicle Traffic Damaging Historic Street Infrastructure
- Population Growth Outpacing Public Safety Capacity
- Golf Cart Traffic Safety Conflicts on Key Corridors
- Workforce Recruitment and Retention Constrained by Housing and Amenity Gaps

### **Priority THREATS**

- Irreversible Loss of Historic Built Environment
- Compounding Legal Exposure from the Regulatory Gap
- Development Pressure on the Riverfront in the Absence of a Protective Framework
- The Civic Trust Deficit as a Compounding Governance Threat

## **Community Identified Goals**

- Establish the public trust as the foundational principle of right-of-way governance
- Create a comprehensive, consolidated right-of-way encroachment ordinance
- Develop and maintain a formal registry of encroaching historic structures
- Establish equitable, tiered treatment of encroaching structures
- Require all permitted encroachments to be governed by recorded agreements that run with the land
- Adopt a financial hardship exception mechanism
- Develop a financial hardship accommodation pathway
- Publish a plain-language public guide for city regulations and amenities
- Reduce the Building Department's review and approval process to a written policy
- Establish enforced submission deadlines for special meeting agendas
- Require digital submission and immediate public posting of all commercial applications and any residential application seeking a variance, encroachment, or exception.
- Require a signed Compliance Checklist certified by the City Planner and/or P&Z Chairman as a prerequisite for building permit issuance
- Restore a formal multi-year Capital Improvement Plan
- Establish a formal employee evaluation system
- Make proactive public communications a defined staff responsibility
- Historic Preservation is a Priority
- Economic Development and Waterfront Opportunities
- Housing and Community Sustainability
- Traffic Flow and Parking Capacity



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## Appendix B: Interviews with Mayor and City Commissioners (April 2026)

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*Purpose: Consolidate leadership perspectives to inform strategic plan goal setting decisions.*

### 1. Core Strategic Themes (High Alignment)

#### ***Organizational Modernization***

- Broad consensus that the city is transitioning toward a more professional, structured municipal organization.
- Priorities include standard operating procedures, clear roles, and potential of expanded leadership capacity (e.g., Assistant City Manager).

#### ***Workforce & Housing Interdependency***

- Workforce recruitment and retention challenges are directly tied to housing affordability.
- Competitive compensation, career pathways, and attainable housing are foundational to service delivery.

#### ***Governance Alignment (Commission–Manager Model)***

- Strong agreement on the need to reinforce roles: Commission sets policy; staff executes.
- Gaps persist in consistency, communication, and alignment of priorities.

#### ***State-Level Risk Exposure***

- Significant concern regarding HB 4103, home rule erosion, and property tax reform.
- Weak legislative relationships limit the City’s ability to influence outcomes.

#### ***Community Engagement & Communication***

- Engagement is strong during crises but inconsistent otherwise.
- Need for structured, ongoing mechanisms and improved transparency.

#### ***Managed Growth & Preservation of Character***

- Unified preference for controlled, community-informed growth that protects natural and historic assets.

### 2. Secondary Themes (Moderate Alignment)

- Economic Transition: Shift from extractive industries to a diversified, quality-of-life-based economy.
- Intergovernmental Coordination: Opportunities to strengthen collaboration with Franklin County and regional partners.
- Development Processes: Inconsistency in planning, code enforcement, and permitting undermines confidence.

- **Fiscal Management:** Need for improved budget discipline, audit practices, and grant compliance.
- **Civic Identity & Branding:** Lack of a clearly defined narrative and proactive communication strategy.
- **Aesthetics & Beautification:** Physical appearance impacts economic development and community pride.

### **3. Key Risks and Threats**

- **Utility Governance (HB 4103):** Potential loss of local control, financial uncertainty, and rate impacts.
- **Home Rule Erosion:** Broader statewide trend reducing municipal autonomy.
- **Property Tax Reform:** Uncertainty in long-term revenue stability.
- **Workforce Attrition:** Inability to recruit/retain staff due to wages and housing constraints.
- **Operational Capacity Gaps:** Staffing, expertise, and organizational systems remain underdeveloped.
- **External Development Pressure:** Risk of growth being shaped by outside interests if not proactively managed.

### **4. Divergent Perspectives (Leadership Variability)**

- **Organizational Readiness:**
  - Some view current progress as strong and improving; others see ongoing structural dysfunction requiring urgent correction.
- **Staff vs. Commission Roles:**
  - Differences in comfort with staff-driven initiatives versus tighter Commission oversight.
- **Framing of External Threats:**
  - Variation in emphasis (governance, financial, or strategic implications of state actions).
- **Urgency of Action:**
  - Ranges from “strategic advancement” to “organizational recovery/crisis response.”

### **5. Strategic Implications**

- **The City is in a transitional phase requiring simultaneous:**
  - Organizational stabilization efforts
  - Workforce and housing interventions for recruitment and retention
  - Governance discipline procedurally and financially
  - External advocacy strengthening with the State and Federal delegations
- **Near-term success depends on:**

- Converting alignment on problems into coordinated execution
- Prioritizing foundational systems (people, processes, policies) before expansion of current initiatives or starting something new

## **6. Priority Focus Areas for Action Planning**

- Organizational Structure & Staffing Capacity
- Workforce Strategy (Recruitment and Retention) & Attainable Housing Strategy
- Governance Protocols & Information Flow
- State and Regional Relationship Management
- Community Engagement Framework
- Land Use, Development Standards & Growth Management

*Commission Interview Note: While perspectives vary in emphasis, there is strong overall alignment on the City's core challenges and direction. The primary gap is not vision, but execution capacity and consistency.*

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

**Present:** Mayor Brenda Ash, Commissioner Donna Knutson, Commissioner Donna Duncan, Commissioner Adrienne Elliott, Commissioner Despina George, City Manager Chuck Anderson, City Attorney Dan Hartman, Chief 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 agenda made by Commissioner George, seconded by Commissioner Elliott. Motion carried 5 to 0.

### **PRESENTATION: Swearing in of Incoming Chief of Police Chase Richards**

Chief Chase Richards was sworn in as the incoming Chief of Police for the City of Apalachicola.

### **Public Comment**

Joe Taylor, Director of Franklin's Promise Coalition, presented two items. First, he requested permission to park a small food distribution trailer at the pavilion near the corner of 8th and Ave F, twice a month for up to three days at a time, to support food delivery for transportation-disadvantaged residents. He noted that the coalition had completed appropriate insurance arrangements to additionally insure the city. He also requested use of an electrical outlet at the location to power a freezer for perishable food during summer months. City Manager Anderson agreed to address the request during his report. Second, Mr. Taylor announced an upcoming community meeting at Holy Family on July 21st focused on flooding, stormwater, and nature-based solutions, and invited the city's tree committee and parks and recreation representatives to attend. Mayor Ash recognized Mr. Taylor for his years of service on the Planning and Zoning Board.

Susan Keith requested that the Commission, city manager, and public recognize and applaud the volunteer fire department, first responders, and law enforcement for their extraordinary service during the July 4th weekend.

Mr. Chapman clarified that the goals are not ranked in priority order and are intended to be pursued concurrently. He noted the plan is a two-year action plan rather than a longer-horizon strategic plan, given the city's unique circumstances including the utility transition and upcoming elections. He also noted that once goals are approved, Phase 3 will involve building out measurable objectives, with the intent to present the full plan at a future meeting. City Manager Anderson noted the approved plan would be used to inform the FY 2026–27 budget development. The Commission expressed appreciation for the process and unanimously agreed to table action until July 21st.

**Motion** was made by Commissioner Elliott to table the approval of the Strategic Planning goals to the July 21<sup>st</sup> Commission. No discussion. None opposed. Motion carried, 5-0.

#### **New Business #2: Audit Findings – Comp Time**

City Attorney Dan Hartman introduced this item, explaining that the city's most recent audit identified a finding related to compensatory time accrued by employees in a manner inconsistent with the city's personnel policy, which requires that overtime be paid in accordance with the Fair Labor Standards Act (FLSA) rather than banked as comp time. Three employees were identified as having accrued comp time balances, with the most significant amount belonging to Finance Director Lee Mathes at 389 hours, resulting from extensive work to reconstruct the city's accounting records and support audit completion. The other two employees had lower balances and had developed plans to use their time through leave.

City Manager Anderson provided context, noting that when he arrived, all city employees except himself had been reclassified from salaried to hourly positions, which created the conflict. He has since reclassified several positions—including the Finance Director, Grants Director, Police Chief, Library Director, Special Projects Coordinator, and City Clerk—as FLSA-exempt salaried positions. He confirmed that budget savings from unfilled positions are available to cover payouts and recommended that the commission authorize payment of the accrued comp time balances within the current fiscal year.

Commissioner George moved to approve the payout, acknowledging that the hours were legitimate, approved by the city manager over time, and represented necessary extraordinary work. She noted the total payout figure of approximately \$24,548.02 represents gross wages only and would be increased by payroll taxes and, where applicable, Florida Retirement System contributions. Commissioner Elliott emphasized the need for a clear policy going forward that defines exempt employee classifications, establishes use-it-or-lose-it provisions, and potentially creates an escrow mechanism to ensure funds are available for future payouts. Commissioner George echoed the need for a written policy that also addresses excessive accruals for exempt employees. City Manager Anderson noted that balances are expected to decrease before final payout as employees use accumulated time.

Elliott noted having previewed elements of the project and expressed enthusiasm for the community benefit.

**Motion** by Commissioner Elliott, seconded by Commissioner Duncan, to approve the Big Bend Scenic Byway FDOT Approach Marker Permit. No further discussion held. None opposed. Motion carried, 5-0.

**New Business #5: Capital Improvements Plan Funding Request for Riverfront Park Transient Boating**

Parks and Recreation Chair Donna Ingle introduced the first in a series of monthly park enhancement plans to be brought before the Commission under the recently adopted park adoption program. Park adoptee Chris Aiken presented his plan to revitalize Bodiford Park, which would include painting the dock to prevent deterioration, adding landscaping, and installing a kayak launch on the north side of the park.

Motion to approve the Bodiford Park Enhancement Plan to be completed by park adoptee Chris Aitken made by Commissioner Elliott while noting a need for staff to verify whether any submerged land lease with the state would require modification to accommodate the kayak. Motion was seconded by Commissioner George. No further discussion was held. None opposed. Motion carried, 5-0.

Following the motion, Parks and Rec Vice-Chair Torben Madsen presented a broader parks and recreation activity schedule developed with staff, ranging from softball and basketball to movie nights and game nights, and requested that the Commission allocate the approximately \$25,000 sitting in the dormant Farmers Market fund to the Parks and Recreation Committee to begin programming.

Following discussion, several commissioners expressed concern about the origin of the Farmers Market funds, with Commissioner George noting those revenues had originally been tied to improvements at Scipio Creek/Mill Pond, and Commissioner Duncan raising the issue of adequate public notice before redirecting the funds. Commissioner Knutson raised the mill pond's emergency infrastructure needs, including the lack of working water connections for city-owned marina docks. Commissioner Elliott suggested the motion focus on allocating funds through the upcoming budget cycle without designating the specific source. Commissioner Knutson amended her motion accordingly.

**Motion** by Commissioner Knutson, seconded by Commissioner Duncan, to allocate funds to the Parks and Recreation Committee through the FY 2026–27 budget cycle. No further discussion was held. None opposed. Motion carried, 5-0.

**New Business #8: Grant Application Approval – Mitigation Measures Critical Assets**

City Manager Anderson presented a request to submit a grant application to the Florida DEP Resilience Implementation Program for \$250,000, with no local match required, to purchase “tiger dams”—portable, water-filled flood barrier systems deployable from a trailer.

**Motion** was made by Commissioner Elliott, seconded by Commissioner Knutson, to approve submission of the grant application to the FDEP Resilience Implementation Program for Mitigation Measures – Critical Assets. No Discussion. None Opposed. Motion carried, 5-0.

**New Business #9: Grant Application Approval – Commerce Street Pervious Parking**

Discussion held.

**Motion** was made by Commissioner George, seconded by Commissioner Knutson, to authorize staff to submit the grant application for the Avenue Stormwater Retrofit Project to the DEP Resilience Implementation Program. No further discussion was held. None opposed. Motion carried, 5-0.

**New Business #10: Grant Application Approval – Avenues Stormwater Retrofit Project**

City Manager Anderson presented a request to submit a grant application to the Florida DEP Resilience Implementation Program for \$2,500,000 with no local match required, to address nuisance flooding at five priority locations along Water Street and Avenues D, E, F, and G. He described the project as a continuation of prior Hinterland Group stormwater work and noted it is particularly timely given the loss of Stewardship Act funding.

**Motion** was by Commissioner George, seconded by Commissioner Knutson, to authorize staff to submit a grant application to the DEP Resilience Implementation Program for the Avenues Stormwater Retrofit Project. No Discussion. None opposed. Motion carried, 5-0.

**New Business #11: Grant Application Approval – Stormwater Pipe Relining & Backflow Device**

City Manager Anderson presented a request to submit a grant application for \$100,000 with no local match required to fund stormwater pipe relining and backflow device installation on Avenue B between 11<sup>th</sup> and 12<sup>th</sup> Streets and on 5<sup>th</sup> Avenue between Avenues C and E. He explained that a prior \$100,000 state appropriation in 2021–22 funded the design and one of three originally planned improvements (Fred Meyer Road), but rising

#### 7.7.26 CC RM

5. Reimbursement to the city for transition-related work performed after December 1, 2026.
6. Retention of city employees who elect to join the district, including a minimum retention period.
7. Submission of an annual five-year capital improvement plan by the district, consistent with the city's comprehensive plan and Land Development Code.
8. Right of first refusal for the city to reacquire assets or utility service authority if the district is dissolved.
9. Location of the district's headquarters within city limits.
10. Standard interlocal agreement provisions for amendment and severability.

Commissioner Knutson raised the importance of streamlining permit and contract transfers, noting that every permit previously issued would need to be re-permitted under the new entity. Commissioner George stressed the need for the city to retain adequate records for audit purposes and to safeguard resident data privacy during the records transfer. Attorney Hartman confirmed that Chapter 119 public records obligations apply equally to both entities.

City Manager Anderson reported that the Finance Director is developing a cost-tracking mechanism to capture all staff hours dedicated to the utility transition, both retroactively within the current fiscal year and going forward, to support future reimbursement claims. He also noted that shared assets—such as equipment purchased from both utility and public works funds—are being inventoried and assessed for depreciated value.

Attorney Hartman advised the Commission that the interlocal cannot contradict the statutory December 1, 2026 transfer deadline, and that on that date all assets and liabilities transfer by operation of law regardless of the status of administrative processes. He emphasized that the city must be fully exited from the utility by that date, and that the interlocal negotiation outcome would determine whether a legal challenge remains warranted—particularly on the issue of compensation for the taking of city-owned assets.

End of discussion.

#### **New Business #13: Code Enforcement Hearing Officer Contract**

City Manager Anderson and City Attorney Hartman jointly presented a proposal to retain a hearing officer (special magistrate) for code enforcement proceedings, as authorized under city code Section 28-133. Franklin County uses Cole Davis for this service and has expressed satisfaction with his performance. The one-year contract is expected to cost less than \$10,000 annually, below the competitive bidding threshold. Hearing officer costs would be partially offset by administrative fees assessed against violators found in breach of city code. Commissioner George asked whether an RFQ should be issued; Attorney



restoring the historic structure, and therefore may not qualify under the city code provision for a historic parking waiver, which requires restoration of a historic structure. Susan Keith asked for clarification on the number of on-street parking spaces the applicant intended to count toward his parking plan, expressing concern about committing a disproportionate share of Commerce Street parking to a single business.

Commissioner George disclosed that the applicant is her first cousin once removed and that the building was formerly her grandfather's property; Attorney Hartman confirmed this relationship does not create a legal impediment. The Commission expressed interest in reviewing documentation from the Department of State confirming that the project meets the criteria for a historic building restoration under city code Section 2-88-1100-11, before acting on the waiver request. Attorney Hartman confirmed the parking plan itself would be addressed by Planning and Zoning on Monday and that the waiver determination is within the Commission's purview. Commissioner George moved to table the waiver pending review of grant documentation.

**Motion** by Commissioner George, seconded by Commissioner Knutson, to table the parking waiver request for the Demo George Building pending staff review of the Division of Historic Resources grant documentation to determine whether the project qualifies as a restoration of a historic structure under the applicable code provision. Motion carried, with Commissioner Elliott voting no.

#### **Mayor and Commissioner's Comments**

*No separate commissioner comments was recorded; commissioner's remarks were incorporated throughout agenda item discussions.*

#### **City Manager Communications**

City Manager Anderson offered the following updates:

- **July 4th Weekend:** Extended thanks to city public works staff for maintaining cleanliness throughout the holiday weekend, and to the police department and volunteer fire department for their response to the marine fire and other calls.
- **Franklin's Promise Coalition – Food Distribution:** The manager confirmed his support for allowing the Coalition to use the pavilion near the community garden at 8th and F Streets twice per month for up to three days at a time, to stage food distribution for transportation-disadvantaged residents. He noted a draft agreement is being developed and that he would have City Attorney Hartman review it before execution. He indicated the city has authority to proceed under existing policies and

**Consent Agenda**

A motion was made by Commissioner Elliott to approve the consent agenda items, seconded by Commissioner Knutson. No discussion. None opposed. Motion carried, 5-0.

**Department Reports**

Department reports were included in the agenda packet and received without further discussion.

**Adjournment**

**Motion** to adjourn made by Commissioner George, seconded by Commissioner Elliott. None opposed. Motion carried, 5-0.

**The meeting was adjourned.**

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**BRENDA ASH, MAYOR**

**ATTEST:**

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**SHENEIDRA CUMMINGS, CITY CLERK**

**CITY OF APALACHICOLA**  
**PLANNING AND ZONING BOARD**  
**REGULAR MEETING**  
Monday, July 13<sup>th</sup>, 2026  
**City Meeting Room – 74 6<sup>th</sup> Street**

Minutes

**Attendance:** Joe Taylor, Jim Bachrach, Lee McLemore, Myrtis Wynn, Elizabeth Milliken, Greg Golgowski, Ashley Leonard, alternate (*non-voting*)

**Regular Meeting: 6:00 PM**

1. Approval of June 8<sup>th</sup>, 2026 regular meeting minutes.
  - a. Motion to approve by Jim Bachrach; 2<sup>nd</sup> by Greg Golgowski – all in favor, motion carried.
2. Review, Discussion and Decision for Accessory Structure. (R-1) @ 27 Myrtle Avenue. Neels Addition Block 8 Lot 16. Owners: Al and Donna Ingle; Contractor: Self.
  - a. Al Ingle, Owner – Present. Explained the difference between the required front yard inside versus outside the Historic District
  - b. Greg Golgowski asked whether the two existing structures in this area of the property will be replaced with the new construction. Owner did not clearly confirm whether these structures would stay or be removed.
  - c. Motion to approve by Jim Bacahrach; 2<sup>nd</sup> by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Fence. (R-1) @ 226 Center Street. Neels Addition Block 8 Lot 5 less south 76'. Owner: Emily Spear; Contractor: Self / TBD.
  - a. Emily Spear, Owner – Not present.
  - b. Motion to approve on the condition that any fencing running past the front façade of the house must not exceed 4' in height and must use the same material as the existing fence by Greg Golgowski; 2<sup>nd</sup> by Jim Bachrach – all in favor, motion carried.

4. Review, Discussion and Decision for Fence. (R-2) @ 224 17<sup>th</sup> Street. Block 123 Lot. Owner: Carolina Narine; Contractor: Big Scrimpin'.
  - a. Owner, Carolina Narine – Present. No comment or questions for the Board. Contractor also present, no comment or questions for the Board.
  - b. Motion to approve by Jim Bachrach; 2<sup>nd</sup> by Lee McLemore – all in favor, motion carried.
5. Review, Discussion and Decision for New Construction (Residential). (R-2) @ 228 17<sup>th</sup> Street. Block 123 Lot 5. Owner: RG Building and Framing Inc.; Contractor: Self.
  - a. Contractor – Present. Greg Golgowksi asked if it would be possible to keep the 20" pine in the front center of the lot by modification of the site plan. Contractor confirmed it was not possible but explained that new trees may be replanted to replace those removed.
  - b. Motion to approve by Myrtis Wynn; 2<sup>nd</sup> by Jim Bachrach – all in favor, motion carried.
6. Review, Discussion and Decision for Certificate of Appropriateness and Parking Plan. (C-1) @ 155 Commerce Street. Block G-1 Lots 12-13. Owner: Waddell Family Apalachicola Historical Preservation Society Inc.; Contractor: Galloway Construction Inc.

#### **CERTIFICATE OF APPROPRIATENESS**

- a. Jim Waddell, Representative – Present. Stated that, historically, the awnings covered the entire sidewalk. The columns currently proposed are in the middle of the sidewalk. The intent is to revise the elevation to show the column placed on the edge of the sidewalk. The encroachment would be from the back of the curb to the property line, covering the columns and the awning overhang entirely. This was not pursued further with the City Commission at the July 7<sup>th</sup> meeting, as the elevation needs to be revised.
  - i. Greg Golgowski stated that the Code objects to obstructions in the sidewalk, and that many buildings in Apalachicola have a very similar overhang.

- b. Greg Golgowski also asked how much of the original structure would be retained, as it is in very bad shape currently. Representative stated that the corrugated metal siding from the original building will be reused for the exterior of the new building. Additionally, the line, grade, walls, and finished floor elevation will be retained. However, much of the existing structure is not built to current Code standards and will have to be redone accordingly. The finished structure will look like the old building, especially the front elevation facing Commerce Street.
- c. City Attorney summarized discussion and decision from the July 7<sup>th</sup> City Commission meeting. The canopy shown on the submitted elevations can be reviewed and approved for a Certificate of Appropriateness. The City Commission will provide final approval or denial for the encroachment over the sidewalk.
- d. Motion to approve the certificate of appropriateness by Greg Golgowski; 2<sup>nd</sup> by Lee McLemore – all in favor, motion carried.

#### **PARKING PLAN**

- e. Jim Waddell, Representative. Summarized the changes to the submitted material following the June 8<sup>th</sup> Board meeting. 20 total spaces will be required for the interior and exterior of the building. The previous request was for 19. He also discussed the impact of the historic and current landscape on parking in Apalachicola. Right-of-way widths on the original City plat from the 1800s are incredibly wide considering the lack of automobiles at that time. Today it would be nearly impossible to provide off-street parking on narrow 30' wide lots. Parking for lots like these must be on the street itself or on other property. Very few or none of the buildings downtown have enough parking to support the current use. For example, the parking spaces in front of buildings are intended for the residential use on the second floor. The commercial use on the ground floor relies on other street parking. Additionally, though Commerce Street is narrow and lacks a sidewalk, it may be possible to utilize parallel parking on both sides of the street depending on how the width of the

travel lanes is measured. Lastly, the vacant lot adjacent to the subject lots cannot be utilized for parking as the Owners have a different plan for it.

- f. City Attorney discussed the examples of the Gibson Inn and the Yacht Club. The subject lots together have 60' of frontage on the street and therefore can claim three on-street parking spaces. In the case of the above examples, on-street parking adjacent to the applicant's property was allowed to be claimed/utilized for the parking plan. The historic structure parking waiver accounts for up to 8 additional spaces. Any remaining spaces can be paid for in accordance with Sec. 111-294 parking mitigation. Lastly, he noted it is not the fault of the applicant that the street is narrow.
- g. Elizabeth Milliken asked about the two new parking lots proposed for this area. Neither the City Attorney nor the Planner could provide additional details.
  - i. Jim Bachrach asked if either of those two parking lots existed today, would there be any issue approving the parking plan as proposed? City Planner stated that as they are within 500 ft. of the subject property, so potentially no, there would not be an issue. City Attorney added there may be an issue with double-counting parking spaces for multiple different businesses in the same parking lot, especially if the parking lot in question is publicly, not privately, owned. At the same time, the parking available in these lots is not used all the time by every business in a given area. He also stated that though there is certainly room for improvement in the existing parking regulations, the City must interpret and enforce them as written.
    - 1. Lee McLemore noted that this is a very underutilized area of the City, and there is a lot of empty space accordingly. The existing parking lot is almost never full, except during holidays or other special events. The commercial district

should be drawn back to that area, to improve the local tax base.

- ii. City Attorney stated that a business cannot claim City parking without paying parking mitigation. The only way around this would be to make an agreement with the City, wherein a portion of the City's parking lot is dedicated to that specific business. He clarified that the Board will approve the parking plan, and the City Commission will decide on the historic structure parking waiver.
- h. Representative stated that he isn't confident that the historic structure parking waiver will be approved. As a result, and to make sure the grant deadline is met, he is willing to reduce the total number of required spaces from 20 to 12. All of the exterior tables and chairs will be removed, and the number of staff working on shift will also be reduced by half. Between the three spaces immediately adjacent to the property and the historic structure parking waiver, the remaining spaces will be accounted for with paid mitigation. The Owner can reapply in the future for additional exterior tables and chairs. Representative stated that he is willing to do so because the intent behind this project is not to make money with this business, but to preserve the legacy of his family which built the waterfront district.
  - i. The City Attorney stated that the City's parking regulations have put the Board in this position of requiring applicants to reduce the number of tables/chairs, or else pay into the mitigation fund. Unless this project is different from others (i.e., the Gibson Inn or the Yacht Club), the Board should not hold it to a different standard or make concessions which were not given to past projects.
    - 1. Lee McLemore asked who these parking lots are being built for, if not for local businesses to use. City Attorney stated that if the City grants the historic structure parking waiver to a maximum of 8 spaces, it is as if those spaces no longer exist. Instead, those future customers will park in the City

parking lots. Parking mitigation dollars are further used to build and maintain City parking lots.

- i. Joe Taylor asked for confirmation that the Owner can request to amend the parking plan in the future for additional outdoor tables and seating.
  - i. City Attorney confirmed this is possible, and summarized the modified parking plan as follows:
    - 1. 3 spaces on Commerce Street (60' of street frontage; 20' = 1 parking space).
    - 2. Up to 8 spaces waived using the historic structure parking waiver.
    - 3. All remaining spaces addressed with paid parking mitigation.The total number of spaces requested is 12.
- j. Greg Gologowski asked why the existing street parking on Commerce Street cannot be utilized. Joe Taylor stated that the Board must follow established past precedent.
- k. Motion to approve a parking plan for 12 spaces as described above in (i)(i), and to support positive consideration for the issuance of the historic structure parking waiver by the City Commission by Jim Bachrach; 2<sup>nd</sup> by Elizabeth Milliken – all favor, motion carried.

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

- 1. Overview of current stormwater management requirements and permitting process.**
  - a. Planner summarized the prepared agenda item and asked for comments or feedback from the Board.
  - b. Joe Taylor stated one common problem is that fill has already been placed on the property before it comes to the Board. Additionally, he noted that in the past there have been issues with neighbors and flooding, prompting the Board to require the submission of engineered stormwater plans. In complex situations like these, there should be a clear option for the Board to request engineered stormwater plans.



- c. City Attorney stated that in the past during disputes, no one has been required to submit a plan up to the standards of NFWFMD, for example. Depending on the best management practice chosen for the site, different levels of engineering and technical expertise must be utilized. He further stated that single-family lot owners cannot be expected to treat stormwater runoff from neighbor's properties or adjacent roads.
  - i. Joe Taylor clarified that there are certain elements on certain lots that the Board does not have the technical capacity to review.
  - ii. City Attorney stated that in such cases engineered stormwater documents can be requested for review by the City's engineer.
- d. Dennis Winterringer, Attendee. Commented on existing issues in the City's permitting process: the involvement of other external reviewers is not easily verified, and accordingly it is difficult to know whether steps or tasks outlined in the Land Development Code are completed properly. For example, the Building Inspector may review only for compliance with the Florida Building Code and not necessarily the fill and lot grading requirements of the City's Code. Finally, he noted that it is the Board's responsibility to determine which BMP is best for a specific piece of property based on the existing and proposed environmental conditions.
- e. Elizabeth Milliken stated that there are numerous historic streams around Apalachicola; these areas would never have been considered buildable in the past. However, these are the only remaining lots yet to be developed. Neighbors adjacent to these lots experience flooding problems when they are eventually improved.
  - i. City Attorney stated that in the past property owners simply filled in their lots without any permits.
  - ii. Lee McLemore commented that many properties in the Apalachicola area were filled with oyster shells.
- f. Alexandria (76 Avenue G), Attendee. Commented that she lives in a historic home surrounded by other historic homes. The property across the street is essentially surrounded by a moat after it rains. These property

owners intend to fill in their lot to fix this flooding problem, which in turn has created tension with other adjacent property owners. She stated that those who can afford to fix their flooding problems can and will; in the process this creates new problems for others who have to pay for a solution of their own.

- i. Joe Taylor added that the City has submitted a series of grant applications to address stormwater problems. While it may take time to benefit from these applications, this demonstrates the City is aware of the problem and actively working on it.
- g. City Attorney and Planner summarized the potential issue created by SB 180's prohibition against changes to the Land Development Code or Comprehensive Plan which may be considered more restrictive or burdensome to property owners.
- h. Greg Golgowski requested that the Planner prepare a pamphlet or handout summarizing the City's stormwater requirements which might be posted on the City's website as a resource for developers and property owners.
- i. The Board requests that the City Commission consider allowing the Board to conduct a workshop on the topic of clarifying the existing stormwater requirements in the Land Development Code.

## **2. Appointment of a new Chair from the full-time members.**

- a. Joe Taylor expressed desire for the new Chair to gain experience running the meetings before the longest serving Board members leave in the coming months.
- b. Jim Bachrach, the current Vice Chair, stated that he has served as Chair twice in the past, and has served on the Board for more than eight years. He is not interested in serving as Chair again.
- c. City Attorney explained that the role of the Chair is largely to facilitate meetings. The Chair typically does not make motions and shares input at the end of any discussion amongst the other members.

- d. Lee McLemore stated that Greg Golgowski always comes to prepared to the Board's meeting.
- e. Christopher Aitken (76 Avenue G), Attendee. Commented that he applied to serve on the Board and wanted to see how the meetings are run.
- f. Motion to appoint Greg Golgowski as the new Chair of the Planning and Zoning Board by Jim Bachrach; 2<sup>nd</sup> by Elizabeth Milliken – all in favor, motion carried.

**3. Workshop to discuss revisions to the current commercial parking requirements.**

- a. In light of the above discussion concerning the parking plan for 155 Commerce Street, the Board requests that the City Commission consider allowing the Board to conduct a workshop on this topic.

**Outstanding/Unresolved Issues:**

- 1. Attorney update on P&Z Board term length and composition issue following June 16<sup>th</sup> City Commission workshop.
  - a. The amendment to the existing ordinance will eliminate the school board member. The board will have seven members, and one alternate member. Members will be able to serve two consecutive four-year terms. After two years off, the member can be nominated to serve again.
  - b. The City Commission will review a draft of this ordinance in August. This will not be considered the first reading of the ordinance; the ordinance will not go into effect until later this year.

**Motion to adjourn the meeting by Lee McLemore; 2<sup>nd</sup> by Jim Bachrach. All in favor – meeting adjourned at 8:03 PM.**

**CITY OF APALACHICOLA**  
**City Clerk's Department Monthly Report**  
**July 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**

- Training former receptionist Shelly Toluba for the Billing Clerk position and new-hire Candace Burke for the Frank Office Billing Clerk 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 6 Public Records Requests; Completed (3) requests.

**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  
**Past Due Accounts**  
Where due date is before 07/16/2026

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| <u>Account No</u> | <u>Location No</u> | <u>Name</u> | <u>Service Address</u> | <u>Service</u> | <u>Amount</u>        |
|-------------------|--------------------|-------------|------------------------|----------------|----------------------|
| Totals            |                    |             |                        | Count          |                      |
|                   |                    |             |                        | 154            | WATER -77930.67      |
|                   |                    |             |                        | 94             | SEWER 110670.36      |
|                   |                    |             |                        | 94             | GARBAGE 13646.74     |
|                   |                    |             |                        | 2              | SCIPIO CREEK 4643.96 |
|                   |                    |             |                        | 87             | SUF 8109.51          |
|                   |                    |             |                        | 98             | STORMWATER 1002.75   |
|                   |                    |             |                        | 2              | BP RATES2022 5596.10 |
|                   |                    |             |                        |                | Grand Total 65738.75 |

**Total past due accounts: 168**

## City of Apalachicola

## Transaction List

Sorted by Location No

From 06/16/2026 through 07/16/2026

| Account No | Location No | Customer Name     | Trans. Date | Trans. Type              | Reason | Batch | Amount    |
|------------|-------------|-------------------|-------------|--------------------------|--------|-------|-----------|
| 10800      | 00180       | GULF OIL.         | 07/16/2026  | Adjustment ADJ ACCT ADJ  | ADJ    |       | 371.98    |
|            |             |                   | 07/16/2026  | Adjustment ADJ 2 OF 4    | ADJ    |       | 340.21    |
|            |             |                   | 07/16/2026  | Adjustment               |        |       | 332.67    |
|            |             |                   | 07/16/2026  | Adjustment ADJ 4 OF 4    | ADJ    |       | 332.67    |
| 10801      | 00182       | GULF OIL.         | 07/07/2026  | Adjustment MXD MTR SIT   |        |       | -902.43   |
|            |             |                   | 07/07/2026  | Adjustment               |        |       | -785.87   |
|            |             |                   | 07/16/2026  | Adjustment BIE           | BIE    |       | -809.49   |
|            |             |                   | 07/16/2026  | Adjustment BIE           | BIE    |       | -453.35   |
| 20330      | 00346       | ROUX STANLEY.     | 06/17/2026  | Adjustment BIE 10% PEN   | BIE    |       | -11.39    |
|            |             |                   | 07/06/2026  | Adjustment ADJ 1X ADJ    | ADJ    |       | -54.54    |
| 20282      | 00586       | KENNISTON.        | 06/25/2026  | Adjustment BIE           | BIE    |       | -52.35    |
|            |             |                   | 07/15/2026  | Adjustment ADJ MTR RPL   | ADJ    |       | -167.32   |
| 40013      | 00657       | RICE. JUDITH C    | 07/15/2026  | Adjustment ADJ MTR RPL   | ADJ    |       | -1044.47  |
| 21200      | 00707       | MILLIKEN. MARK    | 07/01/2026  | Adjustment FPO POOL FILL | FPO    |       | -73.25    |
| 28535      | 11036       | TURNER. KENNETH   | 06/18/2026  | Adjustment PAJ ADJ       | PAJ    |       | -57.97    |
| 45415      | 20270       | LAWRENCE. JONI    | 07/14/2026  | Adjustment MNR           | MNR    |       | -6011.06  |
| 34371      | 20381       | ST VINCENT        | 07/13/2026  | Adjustment BIE           | BIE    |       | -45.55    |
| 12555      | 21410       | BROCATO. CHARLES  | 07/09/2026  | Adjustment PER CK#1366   | PER    |       | 0.58      |
| 54564      | 25503       | POINTER. CO'LELA  | 07/01/2026  | Adjustment WLK 1X ADJ    | WLK    |       | -372.98   |
| 54713      | 25641       | LINEBERRY. JOE    | 07/06/2026  | Adjustment BIE           | BIE    |       | -218.26   |
| 33660      | 32354       | WILLIAMS. MARK    | 07/13/2026  | Adjustment               |        |       | -1884.29  |
| 40121      | 33165       | LEAVINS SEAFOOD.  | 07/06/2026  | Adjustment DEM DEAD      | DEM    |       | -14194.67 |
| 54672      | 33170       | BRIGHT. CANDICE E | 07/13/2026  | Adjustment ADJ NEW ACCT  | ADJ    |       | -2101.30  |
| 35175      | 33441       | SEBASTIAN. JUAN   | 06/23/2026  | Adjustment BIE           | BIE    |       | -162.36   |
| 36520      | 36520       | RICHARDSON.       | 07/07/2026  | Adjustment ADJ MTR NO    | ADJ    |       | -1160.68  |
| 46338      | 39227       | PAGE. JOANNA      | 07/13/2026  | Adjustment BIE 10% PEN   | BIE    |       | -3.19     |
| 40248      | 40248       | RHODES. FELICIA   | 07/15/2026  | Adjustment FPO ADJ SRI   | FPO    |       | -78.83    |
| 49620      | 41215       | PECK. CONSTANCE   | 06/25/2026  | Adjustment BIE           | BIE    |       | -45.55    |
| 30012      | 42140       | THOMPSON. DEDRA   | 07/09/2026  | Adjustment LSA 1X YRLY   | LSA    |       | -982.19   |
| 42236      | 42236       | STANLEY. JAMES    | 07/09/2026  | Adjustment               |        |       | -986.43   |
| 34480      | 42420       | HAWKINS. MARY L   | 06/30/2026  | Adjustment BIE           | BIE    |       | -232.45   |
| 42490      | 42490       | O'NEAL. GRACIE    | 06/16/2026  | Adjustment WLK 1X ANU    | WLK    |       | -306.16   |
| 35133      | 42940       | ELLIOTT. ANGELA   | 06/29/2026  | Adjustment MIS READ ERR  | MIS    |       | 155.16    |
| 33700      | 43180       | WILLIAMS. ASHLEY  | 07/15/2026  | Adjustment ADJ           | ADJ    |       | -216.23   |
| 43340      | 43340       | CUMMINGS. LARRY   | 06/24/2026  | Adjustment PAJ           | PAJ    |       | -38.52    |
|            |             |                   | 07/08/2026  | Adjustment               |        |       | 38.52     |
| 43510      | 43510       | SIMMONS. DOROTHY  | 07/16/2026  | Adjustment BIE           | BIE    |       | -29.91    |
| 36143      | 43670       | WALKER. TERRENCE  | 06/24/2026  | Adjustment BIE           | BIE    |       | -243.61   |
| 48967      | 48967       | PERKINS. GREGORY  | 07/14/2026  | Adjustment ASSIGNMTRIS   |        |       | -1105.79  |
| 50850      | 50850       | KENT. JERRY       | 07/06/2026  | Adjustment ADJ CITY LEAK | ADJ    |       | -495.68   |
| 46428      | 51170       | VELAZQUEZ. OSIEL  | 07/13/2026  | Adjustment WLK           | WLK    |       | -536.99   |

| Account No | Location No | Customer Name     | Trans. Date | Trans. Type             | Reason | Batch | Amount   |
|------------|-------------|-------------------|-------------|-------------------------|--------|-------|----------|
| 51667      | 51667       | BURKE, BEVERLY    | 06/17/2026  | Adjustment BIE 10% PEN  | BIE    |       | -6.58    |
| 45483      | 52189       | SKILES, BRISBIN   | 07/06/2026  | Adjustment BIE NO SEWER | BIE    |       | -910.36  |
| 49487      | 52581       | CUSTOM CARTS INC  | 06/23/2026  | Adjustment PAJ BIE      | PAJ    |       | -175.00  |
| 54352      | 54321       | GARCIA, DORA D    | 07/02/2026  | Adjustment MNR          | MNR    |       | -106.03  |
|            |             |                   | 07/02/2026  | Adjustment OBA ACCT ADJ | OBA    |       | 98.30    |
| 76610      | 61011       | BYRD, ALLEN       | 07/10/2026  | Adjustment BIE NO SLIP  | BIE    |       | -1048.06 |
| 51707      | 627         | WILLIAMS, JESSICA | 06/17/2026  | Adjustment 25 LTFEE ADJ |        |       | -25.00   |
| 54373      | FMH-3       | FORRESTER, BUTCH  | 07/13/2026  | Adjustment BIE          | BIE    |       | -5492.43 |

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**Grand Totals**
**Adjustment**

|                            |           |
|----------------------------|-----------|
| WATER                      | -22022.21 |
| SEWER                      | -15316.69 |
| GARBAGE                    | -219.27   |
| SCIPIO CREEK               | -1048.06  |
| SUF                        | -361.00   |
| STORMWATER                 | 2.00      |
| WATER Penalty              | -1158.53  |
| SEWER Penalty              | -35.80    |
| GARBAGE Penalty            | -16.62    |
| WATER Miscellaneous        | -1732.30  |
| SUF Miscellaneous          | -25.00    |
| BP RATES2022 Miscellaneous | -25.00    |
|                            | <hr/>     |
|                            | -41958.48 |

# Public Works August 2026 Monthly Commissioner's Report

To: City of Apalachicola Board of Commissioners

From: Public Works Department

Re: July 2026 Monthly Activities

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July 2026 Public Works Activities

## **Maintenance:**

All vehicles and equipment were serviced as needed including oil changes, fluids, & filters.

Replaces all tires on city vehicles, changed oil in WWTP trucks.

Maintenance completed on lawn mowers, weed eaters, & blowers.

## **Ditches:**

Cut & clean all ditches including 26<sup>th</sup> street.

## **Roads:**

All storm drains and roads have been maintained and cleaned, including patched potholes on 4<sup>th</sup> Street.

## **Waste Collection:**

Garbage runs completed.

City's parks cleaned of debris/trash removal.

## **City Building Maintenance:**

All maintenance on City buildings completed. Replaced air filters on all city buildings.

## **Landscaping:**

Mowed, weeded, and edged City property including rights-of-ways, storm drains, and City parks.

## **Personnel:**

1 full-time position in Public Works remains open.





# **CITY OF APALACHICOLA CODE ENFORCEMENT**

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

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## **CODE ENFORCEMENT / Harbormaster**

**July 2026**

**Documenting Low hanging branches on roadways.**

**Documenting potential discrepancies in City Ordinance**

**Removing lawn signs from right-of-way**

**Daily Phone Inquiries & Emails Answered**

**Route inspections daily**

## **Formal Notices of Violation**

- **STR violation: 3 cases in progress; 1 Resolved**
- **Fence violations: 2 in progress;**
- **Nuisance violations involving trash, waste, inoperable vehicles, etc.: 9 cases in progress- 1 resolved**
- **Building permit violations: 1 in progress**

## **Citations**

- 1 Fence built without approval or permit- \$250 – issued and waiting on payment

### **Battery Park**

There was a billing error while changing over to the new software that caused most of the slip occupants to be billed twice in June. The numbers below are below normal because I had to credit most of them for the month of July. There are a few that will be credited in August since they paid in Cash for July. This is for Battery Park and Scipio Creek.

- 35 Resident Contracts Signed; 5 outstanding contracts to be signed onto new billing
- 7 Non-Resident Contracts signed; 1 outstanding
- Gross Total - \$799.93.
- Processing Fees - (-\$3.88.)
- Net total - \$795.95

### **Scipio Creek**

- 55 Completed Contracts; 6 outstanding.
- Revenue: Paid in full - \$1,079.73.
- Gross Total - \$3,281.17.
- Processing Fees - ( -\$40.74)
- Net total - \$3,240.42

### **Riverfront Transient from Dockwa**

- Gross Total - \$3,918.34
- Processing fee - (-\$143.06)
- Net Total - \$3,775.28



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

### July Planning and Zoning Board

- Answered phone calls and emails from Board members.
- Attended July P&Z Board regular meeting on July 13<sup>th</sup>, 2026.
- Prepared July P&Z Board regular meeting minutes.

### August Planning and Zoning Board

- Accepted and reviewed six applications (*as of July 21<sup>st</sup>, submission deadline July 24<sup>th</sup> at 5:30 p.m.*):
  - 197 14<sup>th</sup> Street.
  - 300 24<sup>th</sup> Avenue.
  - 145 Avenue C.
  - 25 Avenue D.
  - 164 13<sup>th</sup> Street.
  - 01-09S-08W-8330-0000-0011.
- Prepared August P&Z Board regular meeting draft agenda, agenda summary, and staff reports.

### Miscellaneous

- Answered questions from the public and City Staff:
  - Parking requirements and parking plans.
  - Tree permit process and approval.
  - Vacation rental sign requirements.
  - Nonconforming and conforming fences.
  - Process for appealing P&Z decisions to the City Commission.
  - Process for obtaining a variance from the Board of Adjustment.
  - Time limits on development orders.
  - Demolition permits inside and outside the Historic District.
- Prepared draft planning services contract for Fiscal Year 2026-2027.

## Apalachicola Margaret Key Public Library July 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 PALS are in the library.

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

### July 2026 Statistics:

– 2,001 patrons visited our library this month! – 43 new accounts opened  
– 289 patrons used our computers – 665 books/movies/audiobooks circulated – 256 items donated to the library – \$800.37 collected as library revenue – 90 hours donated by our wonderful volunteers – 70,100 people reached on social media

What a joyful July in the library! Our special summer activities, including sewing and art classes, crafting/crocheting, basket weaving, magic shows, animal shows, and our Americana film festival have brought so many people in to enjoy the library this month. We've also been busy implementing a Summer Learning and Literacy program, with a \$10,000 grant earned from the Early Learning Coalition of Northwest Florida. Moving quickly, instructors Joy Floyd from Franklin Co. School, Becky Batson-Byrd from Early Head Start, Marisa Getter from ABC School, and Lynn Sapienza from Bring Me A Book Forgotten Coast, were hired to help the library host twice weekly Learning and Literacy Dinners. For July and in to August, local families have visited the library for free dinner from Izzy's Café, followed by separate activities for adults and kids that encourage critical thinking about learning and literacy. Kids also received free books from Bring Me A Book Forgotten Coast, and any food not eaten was sent home with families or donated to E-CCC. A community win, all around! Supporting all our summer events, we wish to thank the above-mentioned instructors, businesses, and organizations, along with many thanks to PALS members for volunteering with our events. Thanks also to specific activity instructors/volunteers: Curt Anderson, Marina Benoit, Elly Bissen, Amy Crosby, Daphne Evanoff, Sheryl Haynes, Connie Justice, Rich Lenhart, Bonnie Lewis, Sharon Lofstead, Phyllis Pope, Elinor Mount Simmons, and Celia Winterringer. For supporting our Summer Reading program through generous prize donations, we thank the Apalachicola Chocolate & Coffee Company and Piggly Wiggly Apalachicola. Our Summer Kickoff and Closeout parties also had free books for kids from Bring Me A Book Forgotten Coast, and Franklin County's Home Instruction for Parents of Preschool Youngsters, and free ice cream (!) from the Franklin County Sherri's Office.

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. 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 i.e. FREE tutoring is by appointment. (We 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](mailto:apalachicolalibrary@gmail.com).

**In Gratitude,  
Isel Sánchez-Whiteley & Megan Shiver, Library Assistants  
Lucy Carter, MLIS Library Director**