



Planning & Zoning Agenda

September 14th, 2026

Regular Meeting

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING

Monday, September 14th, 2026

City Meeting Room – 74 6th Street

Agenda

Regular Meeting: 6:00 PM

1. Approval of August 10th, 2026 regular meeting minutes.
2. Review, Discussion and Decision for Certificate of Appropriateness, Accessory Structure & Fence. (R-1) @ 136 17th Street. Block 117 Lots 3-4. Owner: R Stephen Paterson; Contractor: Self.
3. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. (R-1) @ 132 Sawyer Lane. Block 117 Lot 9. Owner: Nicholas Avossa; Contractor: Kilgore Pavers and Tike.
4. Review, Discussion and Decision for Certificate of Appropriateness, Accessory Structure & Fence. (R-1) @ 160 Avenue D. Block 55 Lot 5. Owner: Anna Bull; Contractor: Self.
5. Review, Discussion and Decision for New Construction (Residential). (R-2) 235 11th Street. Block 155 Lot 8. Owner: Inspire Innovations LLC; Contractor: Alex Meca.
6. Review, Discussion and Decision for Certificate of Appropriateness. (R-1) 71 13th Street. Block 85 Lot 8 and ½ Lot 9. Owners: Richard and Belinda Christoper; Contractor: N/A.

7. Review, Discussion and Decision for Certificate of Appropriateness.

Alteration/Renovation, Addition & Fence. (R-1) 172 11th Street. Block 149 Lot 2.

Owner: Charles Leonard; Contractors: Ashley Leonard, Tyler Poloronis.

Other/New Business:

Outstanding/Unresolved Issues:

Motion to adjourn the meeting.



August 10th
Meeting Minutes

CITY OF APALACHICOLA
PLANNING AND ZONING BOARD
REGULAR MEETING

Monday, August 10th, 2026

City Meeting Room – 74 6th Street

Agenda

Attendance: Jim Bachrach, Myrtis Wynn, Elizabeth Milliken, Bobby Miller, Lee McLemore

Regular Meeting: 6:00 PM

1. Approval of July 13th, 2026 regular meeting minutes.
 - a. Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.
2. Review, Discussion and Decision for Fence. (R-2) @ 164 13th Street. Block 139 Lot 2. Owner: Jeannie Walker; Contractor: Self.
 - a. Jeannie Walker, Owner - Present. Summarized the request for a 6' white vinyl fence in the side yard of her property, connected to the front façade of the house by a gate on each side. A carport and shed at the back of the property make it difficult to install a fence in the rear yard, so this request is only for a fence along each side.
 - i. Myrtis Wynn asked about the trees on the left side of the property. Owner confirmed that those trees are on the neighbor's property, or almost directly on the property line. The fence along this side the property will stop short of these trees accordingly.
 - b. Motion to approve on the condition that the new fence must be entirely on the applicant's lot by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
3. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) @ 110 14th Street. Block 93 Lot 3. Owners: Mark McVey and Carol Cavallaro; Contractor: Big Scrimpin'.
 - a. Owners and contractor not present. City Planner summarized staff report and application material.

- b. Motion to approve on the condition that the new fence must be entirely on the applicant's lot by Lee McLemore; 2nd by Myrtis Wynn – all in favor, motion carried.
- 4. Review, Discussion and Decision for Accessory Structure. (R-2) @ 197 14th Street. Block 140 Lots 6-7. Owners: Michael and Constance Sams; Contractor: WaterLife Pools.
 - a. Drew Roberston, Contractor - Present. Explained the return to the P&Z Board as a result of the conditional approval issued for this property at the May 11th meeting. The property owners have determined the exact size and location of the accessory pool, as requested.
 - b. City Planner summarized staff report.
 - c. Motion to approve by Elizabeth Milliken; 2nd by Myrtis Wynn – all in favor, motion carried.
- 5. Review, Discussion and Decision for Demolition and New Construction (Residential). (R-2) 300 24th Avenue. Block 229 Lots 9-10. Owner: Keturah Washington; Contractor: Byrdson Services.
 - a. Keturah Washington, Owner – Present. Summarized the request to demolish the existing home and replace it with a new home.
 - i. Myrtis Wynn asked if the new home would be placed on the same slab as the existing home. Owner clarified that the current structure is a mobile home, and that will be replaced with a site-built home.
 - ii. Owner also confirmed that one dedicated parking area would be provided on the property, rather than in the City's right-of-way.
 - b. Motion to approve on the condition that one parking spot must be provided on the property by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.
- 6. Review, Discussion and Decision for Parking Plan & Sidewalk Seating Layout. (C-1) @ 25 Avenue D. Part of Block E-2 Lots 1-3. Owner: Star Step Capital Florida Properties LLC.; Contractor: N/A.
 - a. Carrie Pool, Representative - Present. Summarized previous discussion with the City Code Enforcement Officer and Attorney. According to their

conversation, as long as ADA requirements are met, the seating layout as proposed could be approved. She stated that the Owner is willing to go beyond the minimum required by the ADA: the minimum requirements is 36" from the street curb to the stools and bar top, and the proposal is for 37".

- i. Bobby Miller asked for clarification about the orientation of the drawing, and the relationship between the proposed stools and bar top, the building façade, and the curb. Representative explained the proposed seating layout.
- b. City Attorney explained that this would be consistent with what has been permitted along this road: ADA requirements must be met and maintained. He further stated that, in the past, the travel lane has been between the chairs/stools and the front of the building, rather than forcing pedestrians to walk in between the chairs/stools and the curb. For restaurants specifically, the tables would be against the building; in that scenario, pedestrians would walk closer to the curb.
- c. Elizabeth Milliken asked for more information about maintaining the walking space, specifically regarding the responsibility to keep it clear for pedestrian traffic. Who oversees keeping that space free and open? She expressed concern that when larger crowds gathered, pedestrians might be forced to walk in the street.
 - i. City Attorney stated that City Code Enforcement and the Apalachicola Police Department keep an eye out on this issue. If businesses have repeated problems, there is a possibility for the sidewalk permit to be revoked.
- d. Elizabeth Milliken asked what would be done if a similar request was made for a business on U.S. Highway 98. Bobby Miller stated that businesses on U.S. 98 have already had problems with pedestrians walking in the road.

- i. City Attorney clarified that if such an application came before the Board or City Staff, these safety concerns would be discussed accordingly.

- e. Motion to approve by Myrtis Wynn; 2nd by Lee McLemore – all in favor, motion carried.

7. Review, Discussion and Decision for Certificate of Appropriateness. (RF) @ 125 Water Street. Wharf Lots 15-16. Owner: Apalachicola Ventures LLC.; Contractor: GeoFlora Group LLC.

- a. Drew Robertson, Contractor - Present. Provided background information about the project. In the past there were three buildings on Wharf Lots 15 and 16. The southernmost (old cotton warehouse) building and the middle building were connected first years ago, followed by the northernmost (apartment) building. Today, all three of these buildings share the address 125 Water Street. Additionally, over the years, there has been a hodgepodge of different roof work done across all three buildings, including multiple shed roofs.
- b. Lee McLemore asked if there is any separation between the buildings, or if they are connected on ground level.
 - i. Contractor stated that there is a through-way between the buildings now. He explained that the Owner requests to connect the second floor of the northern (apartment) and southern (warehouse) buildings, over the single-story middle building. The main existing roofline will remain unchanged, and the proposed gable roof will dead end into the northern building.
- c. Bobby Miller asked if the roof is the same level all the way across.
 - i. Contractor stated that the roof is not the same level. He also added that the roof trusses of the northern building will need to be replaced, due to damage sustained by fire a few years ago. If necessary, the height of the roof of the northern building will be lower to meet the City's height limit of 35 feet when the repairs are made.

- d. Bobby Miller asked for confirmation that the breezeway will be between the north building second story and the southern building.
 - i. Contractor stated that because the southern building is two stories, it is sensible to eliminate multiple sets of stairs by connecting the second stories of the two buildings via the breezeway. However, there will still be direct access to the second story of the southern building via existing stairs.
- e. City Planner summarized the staff report, with emphasis on the sections describing the nonconforming and historic status of the building and the option to approve the requested work through the issuance of a Certificate of Appropriateness.
 - i. Contractor explained that the decision to calculate the square footage of the building using the “under roof” area is a result of the numerous decks, roofs, etc. attached to the building. Approximately 1,000 square feet of roofs will be removed on the river side of the property as part of this project, thereby lessening the total amount of roof on the site. In his opinion, this work will improve the overall appearance of the site and better blend the second stories of the southern and northern buildings together, though he is not an architect.
 - 1. Lee McLemore agreed that the current building is a complete hodgepodge of roofs, decks, additions, etc. Jim Bachrach also agreed but emphasized that Boss Oyster is an important historic building.
- f. Bobby Miller asked for additional information about the material used for this modification, so the Board can determine it will fit in with the existing character of the building.
 - i. Contractor stated that the metal siding material which cannot be retained will be replaced with new artificially weathered siding to match. None of the new material utilized will look like new material. The Boss Oyster restaurant itself will utilize the same logo and the

same sign, albeit repainted. He stated that the intent of the project at this stage is to reopen the restaurant. Additionally, he added that the restroom will be removed from the northern building. There are tentative future plans to use the northern building as additional seating space for the restaurant. However, for the time being it will essentially be an empty box of a building.

- g. Contractor clarified that if the roofline project is denied, it will not kill the project for the entire site.
 - i. Jim Bachrach stated that it's critical for the project to move forward; the existing building has been a detraction on that area of the city for many years.
- h. Bobby Miller asked for more information about potential future phases of this project, as the total property contains more than this building. Is the intent to stop the bleed on the Owner's finances for the time being by reopening Boss Oyster? What comes after that?
 - i. Contractor stated that the plan is to reach for low-hanging fruit first. The other project tentatively planned for the near future involves restoring the Miller Marine facility. Work is also proposed for the Taranto seafood building, provided that the roof can be replaced without damage to the existing concrete walls. As far as the hotel is concerned, the idea is to reopen it as is, perhaps with interior renovations to increase the size of some rooms. In essence, this will be a multi-phase project.
- i. City Attorney addressed the issue of the floodplain variance granted by the City Commission in June 2025: the variance only includes the southern building and the middle building, not the northern building. If a floodplain variance is required for the northern building, the Owner will have to return to the City Commission to request one.
 - i. Contractor stated that if the cost of the renovation to the northern building does not exceed 50% of the assessed value of the building, a floodplain variance is not required. He does not expect

that the cost of the roof replacement will exceed this 50% cap.

However, if it does the Owner will request a floodplain variance and fight that battle another day.

- j. Susan Keith, Resident – Present. Stated her concern that the northern building is not a historic building and was not included in the approved floodplain variance from 2025. Additionally, she is concerned that the elevations for the current project and the elevations presented to the City Commission in June 2025 do not match. Would a new floodplain variance not need to be issued in this situation? She also expressed agreement that this building is an eyesore to the area, and that it must be improved. However, the City should be careful to follow all the necessary steps to do so properly.
 - i. Contractor affirmed that all three buildings are attached; there are roofs that span the entire collective building. He also stated that the Owner is not required to obtain a floodplain variance for the northern building because the cost of the work will not exceed 50% of the value of the property.
- k. City Attorney summarized that the Contractor recognizes the northern building is not part of the approved floodplain variance, and if it is required that will be something for the Owner to pursue in the future. Ultimately, it is up to the Owner to seek the variance or not. It would only be necessary if construction costs exceed 50% of the building's value, i.e., if the building department tells them the costs exceed 50%, then a variance would be required.
- l. Despina George, Resident – Present. Questioned whether the previously approved variance is still valid given the new design. She also stated that the floodplain variance is intended to be for the minimum amount of work necessary to preserve the historic character of the building.
 - i. City Attorney clarified that a floodplain variance approved by the Floodplain Administrator and the City Commission is not the same type of variance issued by the Board of Adjustment. It only applies

to historic structures that would, upon repair, no longer conform with elevation requirements. The City Planner also stated that the variance does not expire; it is intended to run with the title of the property once granted.

- m. Bobby Miller stated that this specific property has been sitting for 8 years in a state of disrepair, and that other historic buildings in Apalachicola have completely deteriorated due to neglect and lack of appropriate action taken to protect them. In his view, if someone is willing to invest the money to rehabilitate this building and allow the previous use of the property to resume, he will be inclined to support it. While he acknowledges that the Board must be deliberate in their decision making, they must also do what they can to ensure that more of City's historic buildings are not lost.
- n. Motion to approve by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.

8. Review, Discussion and Decision for New Construction (Non-Residential). (C-4) @ 01-09S-08W-8330-0000-0011. Block M Lots 1-3, 18-20, Part of Lots 4 and 17. Owner: City of Apalachicola; Contractor: Arris General Contractors.

- a. John Griffin, Contractor - Present. Provided background information on the project and the site. The kiosk is proposed to be located at the corner of Dr. Martin Luther King Jr. Avenue and Market Street, across the street from the Orman House. The site can be accessed via the existing sidewalk on Market Street. In 2016, the City of Apalachicola signed on to be part of the Big Bend Scenic Byway, which runs from Apalachicola to St. Marks, through the Apalachicola National Forest and back to Tallahassee. In total for the project there will be 32 kiosks, eight of which will be larger 10' x 10' detached structure. The kiosk proposed for Apalachicola is one of these 10' x 10' structures. The kiosk will contain information about the Byway itself, as well as the specific area where the kiosk is located.
- b. Jim Bachrach asked how this project is being funded.
 - i. Contractor stated that a combination of grants from the Florida Department of Transportation (FDOT), Federal agencies, and

private contributions to the Big Bend Scenic Byway Authority are funding the project. The grant is being managed by Leon County, as they have the personnel capacity to do so. The project has been discussed and planned for around 20 years, though construction has only just started this year

- c. Bobby Miller asked if the structure was preconstructed.
 - i. Contractor confirmed it would be, and that it could best be described as a metal gazebo.
- d. Jim Bachrach commented that in the 2016 agreement, the City Commission already set the project up for everything they would need.
- e. Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.

Other/New Business:

1. P&Z Board Member Feedback Questionnaire.

- a. City Planner reminded Board Members to complete the feedback questionnaire by the next scheduled meeting in September. Electronic copies are available to Members upon request.

Outstanding/Unresolved Issues:

1. Schedule Stormwater and Parking Workshops.

- a. The City Commission approved the P&Z Board's request to workshop stormwater and commercial parking requirements. The Board decided to address parking first, followed by stormwater. The first of these workshops is tentatively scheduled for 5:00 P.M. on Monday, September 14th, before the regular meeting.

Motion to adjourn the meeting by Lee McLemore; 2nd by Bobby Miller.

All in favor – meeting adjourned at 7:25 P.M.



**Certificate of Appropriateness,
Accessory Structure, & Fence
136 17th Street**

STEVE PATERSON@yahoo.com

 City of Apalachicola Planning & Zoning Application for Development/Site Plan Approval		Official Use Only Date Received: _____ Meeting Date: _____ Fees Due: _____ Date Fees Paid: _____
OWNER INFORMATION		
Owner <u>R STEPHEN PATERSON</u>		
Address <u>136 17TH ST</u>		
City <u>APALACHICOLA</u> State <u>FL</u> Zip <u>32320</u>		
Phone <u>(850) 227-4766</u>		
CONTRACTOR INFORMATION		
Contractor Name <u>OWNER</u>		
State License # _____ City License # _____		
Email _____		
Phone _____		
PROJECT TYPE		
☐ New Construction		
☐ Addition		
☐ Alteration/Renovation		
☐ Relocation		
☐ Demolition		
☒ Fence		
☒ Accessory Structure		
☐ Certificate of Appropriateness		
☒ Other <u>DRIVEWAY</u>		
PROPERTY INFORMATION		
Street Address (911 Address): <u>136 17TH ST</u>		
City & State: <u>APALACHICOLA</u> Zip: <u>FL</u>		
Parcel ID #: <u>01-095-08W-8330-0117-0030</u> Block: <u>117</u> Lot: <u>324</u>		
Zoning District: <u>R1</u> [] Historic District [] Non-Historic District		
FEMA Flood Zone: <u>SHADED X</u>		
OFFICIAL USE ONLY		
Certificate of Appropriateness Required? Y / N _____ Setback Requirements of Property: Front: _____ Rear: _____ Side: _____ Corner Lot? Y / N _____ Street Sides: _____ Lot Coverage: _____ STAFF NOTES/RECOMMENDATIONS: _____ _____ _____ _____		<i>This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.</i> _____ City Staff _____ Date Approved

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.


Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

- WOODEN FENCE AROUND BACK YARD
- 12 X 24 LEAN TO WOOD WITH METAL ROOF
- 20 X 27 CONCRETE DRIVEWAY WITH APPROX 100 SQ FT ANGLED DRIVE TO LEAN TO

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing	1x6 PT		
Driveways/Sidewalks	CONCRETE		
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

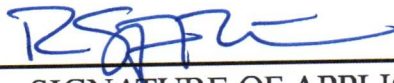
CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 30 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.
11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.**

7-28-26

DATE



SIGNATURE OF APPLICANT

LOT AREA

12000 SQ FT

EXISTING COVERAGE

1666 SQ FT

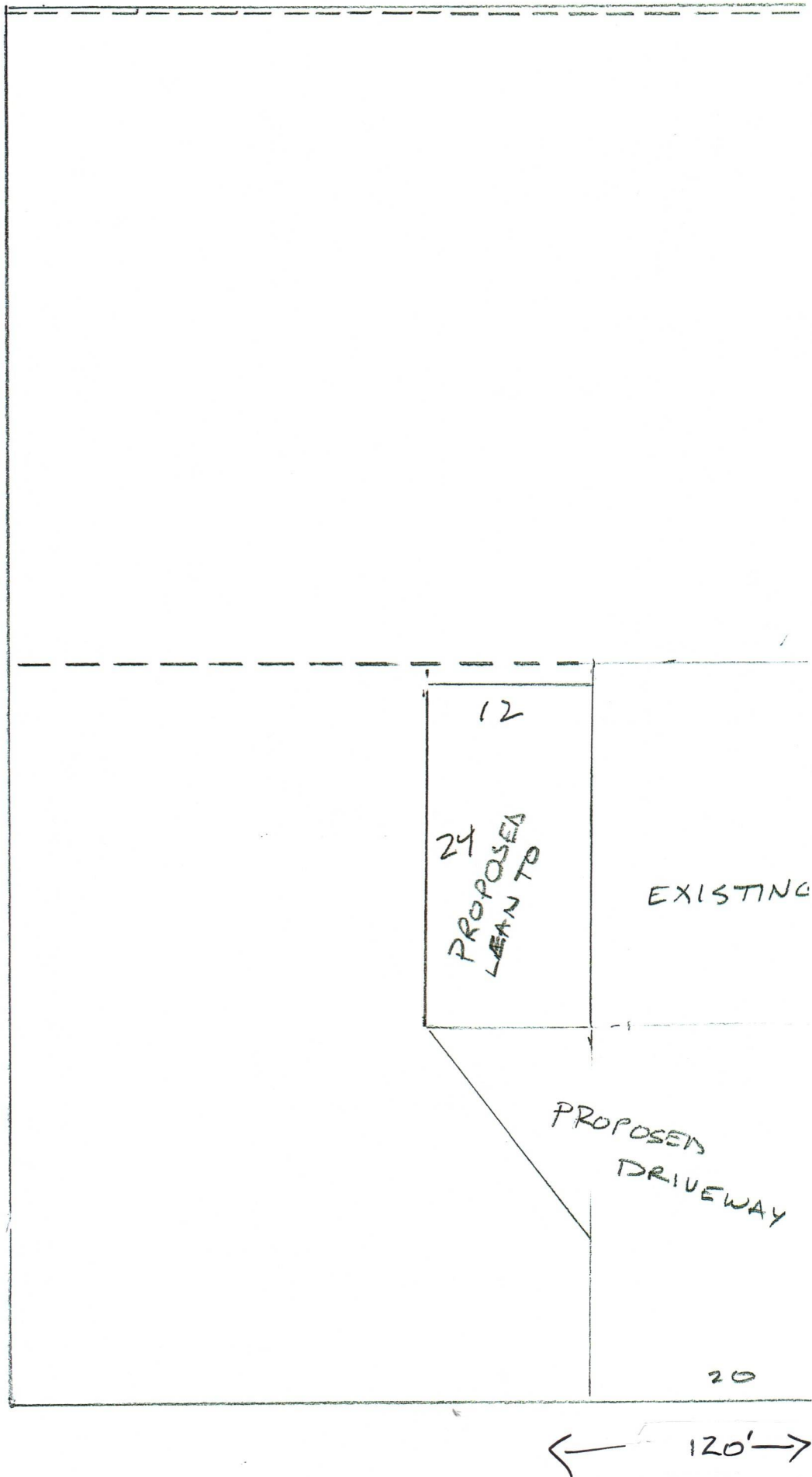
13%

PROPOSED TOTAL
COVERAGE

2590 SQ FT

21%

NEIGHBORS EXISTING FENCE

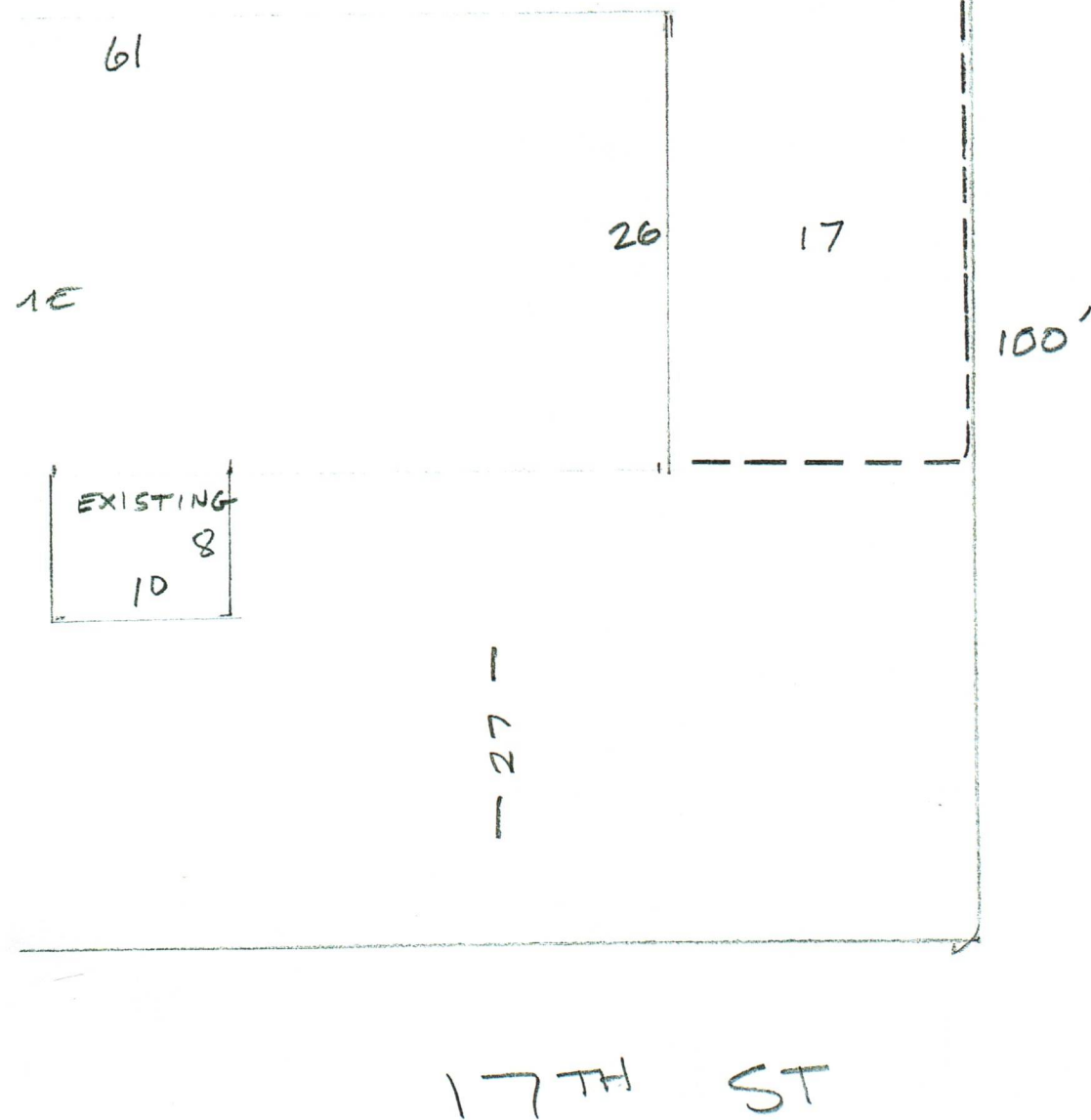


PATERSON
136 17TH ST.

PROPOSED SITE
PLAN

3/32" SCALE

PROPOSED FENCE



2x10 Ledger Simpson Strong-tie H-1Z

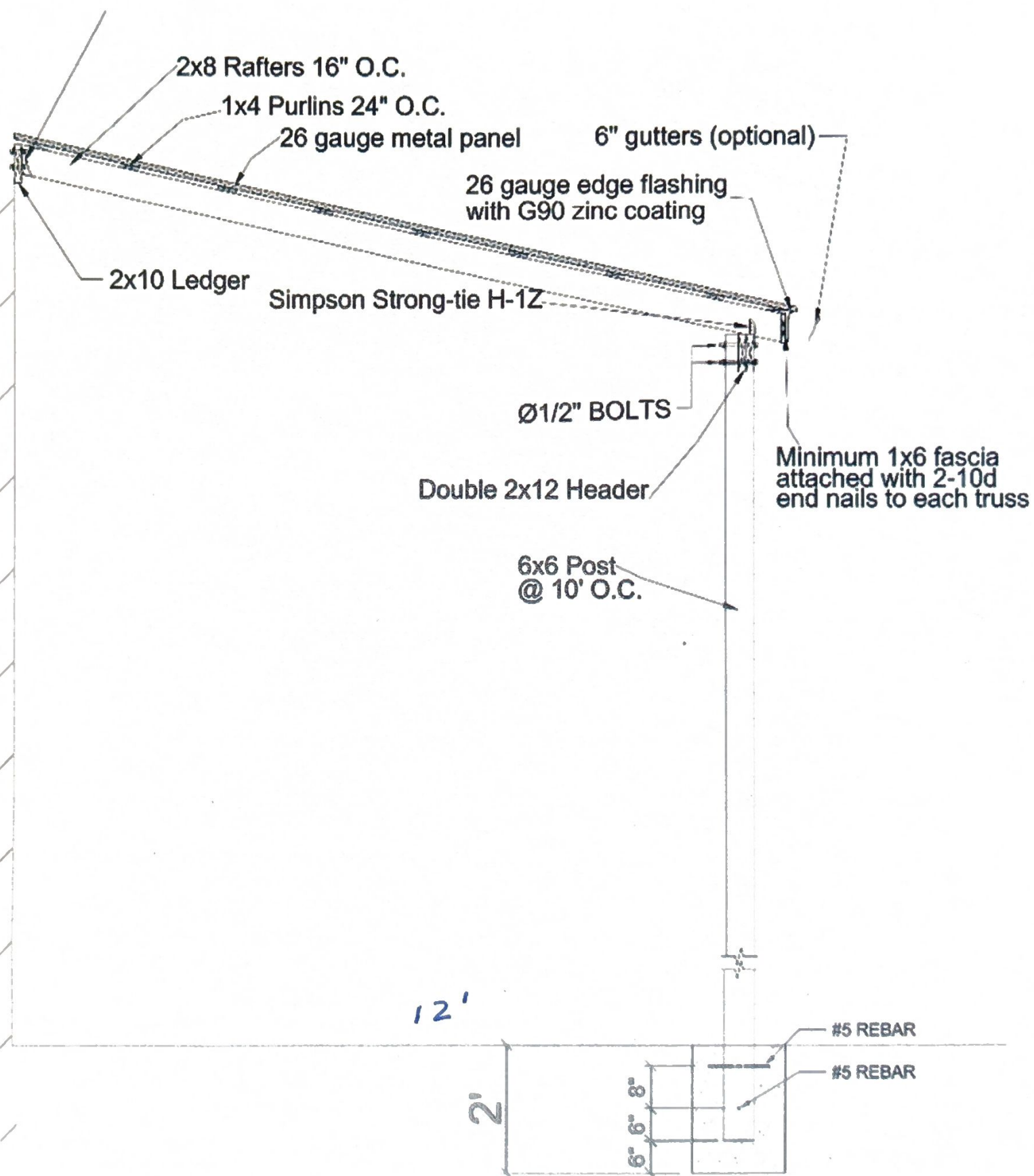
Ø1/2" BOLTS

Double 2x12 Header

6x6 Post
@ 10' O.C.

12'

Existing Home



Example fence image provided by the applicant. Proposed fence will be shorter than the one depicted in the image.



STAFF FINDINGS REPORT

PROPERTY OWNER: R Stephen Paterson

AGENT (if applicable): N/A

CONTRACTOR: Self

PROPERTY ADDRESS (if available): 136 17th Street

→ Block 117 Lots 3-4

PARCEL ID: 01-09S-08W-8330-0117-0030

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: -- (~12,000 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Construction of a new accessory lean to with new concrete driveway and ~ 5 ft. wooden fence around the rear of the property.

STAFF FINDINGS:

CODE OF ORDINANCES:

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

- **Development standards:**

- **Minimum lot size:**

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

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

- Front: 15 ft.
 - Existing front setback ~27 ft.
 - Side (interior): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.

- Existing side setbacks ~15 ft and 30 ft.
 - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
 - Existing rear setback ~40 ft.
 - **Maximum building restrictions:**
 - Lot coverage: 40% or 4,800 SF.
 - Existing: 1,666 SF
 - Proposed: 2,590 SF
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
 - Unless otherwise noted, special exceptions must comply with development standards as referenced.

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

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
 - **Dwelling.** One parking space for each dwelling unit or room for rent.
- Required off-street parking will be provided either on the same parcel of land as the principal building or structure or on a separate parcel located within 500 feet of the principal building or structure.

→ **Section 111-288(e). Fences.**

- Requirements apply to **all zoning districts** and the **historic district**.
 - a.** Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a landscape architect or engineer to draw or sign and seal the plans.
 - b.** Fences shall be erected on the lot of the applicant and shall not extend into a public right-of-way. Fences may be erected within the required setback area (i.e., area between the front, side, and rear property lines and the front, side, and rear setback lines).
 - c.** A fence may abut but shall not be located on any property line.
- **All residential districts.**
 - No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two street).

- No portion of the proposed fence will be located in the front yard.
- As required in section 111-288(b) above, front-yard fences on corner lots may not exceed two and one-half feet (30 inches) in height within 50 feet of the point of intersection of two streets.
 - The subject property is not a corner lot.
- A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
 - One side of the fence will be attached to the front façade of the house.
- No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
 - The proposed fence will ~ 5 ft. in height, and will be located in the side and rear yards.
 - The other side of the fence will be attached to the rear façade of the house.
- All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.
 - The entire proposed fence will be uniform in height and appearance.

RECOMMENDATION: Approval.



**Certificate of Appropriateness
& Accessory Structure
132 Sawyer Lane**



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

Owner Nicholas Avossa
Address 132 Sawyer Lane
City Apalachicola State fl Zip 32320
Phone 845-750-8184

CONTRACTOR INFORMATION

Contractor Name Kilgore Pavers and Tile
State License # P06000005096 City License # 26-561
Email kurtiskoepke@yahoo.com
Phone 863-323-2407

PROJECT TYPE

- | | |
|--|--|
| ☐ New Construction | ☐ Fence |
| ☐ Addition | ☒ Accessory Structure (Driveway Pavers) |
| ☐ Alteration/Renovation | ☐ Certificate of Appropriateness |
| ☐ Relocation | ☐ Other _____ |
| ☐ Demolition | |

PROPERTY INFORMATION

Street Address (911 Address): 132 Sawyer Lane
City & State: Apalachicola, fl Zip: 32320
Parcel ID #: 01-09S-08W-8330-0117-0090 Block: 117 Lot: 9
Zoning District: _____ [] Historic District [☒] Non-Historic District
FEMA Flood Zone: X

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: _____

Corner Lot? Y / N Street Sides: _____

Lot Coverage: _____

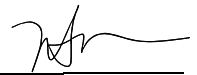
STAFF NOTES/RECOMMENDATIONS:

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff

Date Approved

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.


Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Removal of existing gravel. Regrade and lay compacted sub-base. Install driveway pavers to the street. Pavers will run adjacent to existing home, widening toward the street.

No architectural elements affected.

Approximate square footage of driveway is 510 sq. ft. There are no protected tree species in the vicinity.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks	Belgard	Appian, Napoli, 2-3/8 Concrete Brick Paver	FL21506
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 30 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.
11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.**

August 6, 2026

DATE



SIGNATURE OF APPLICANT

Nick Avossa
132 Sawyer Lane
Apalachicola
Block 117 Lot 9

Plan: (Modified September 1, 2026)

*Remove existing gravel driveway, regrade with appropriate sub base, and replace with stone pavers.
The driveway will run directly adjacent to the house and terminate at the street.*

*On property coverage is approximately **516** Square Feet. The contractor doing the work will be Kilgore Paving and Tile.*

Additional Details:

There are no protected trees in the immediate vicinity of the driveway nor on the property (single protected tree was permitted for removal and removed earlier this year).

Site Plan:

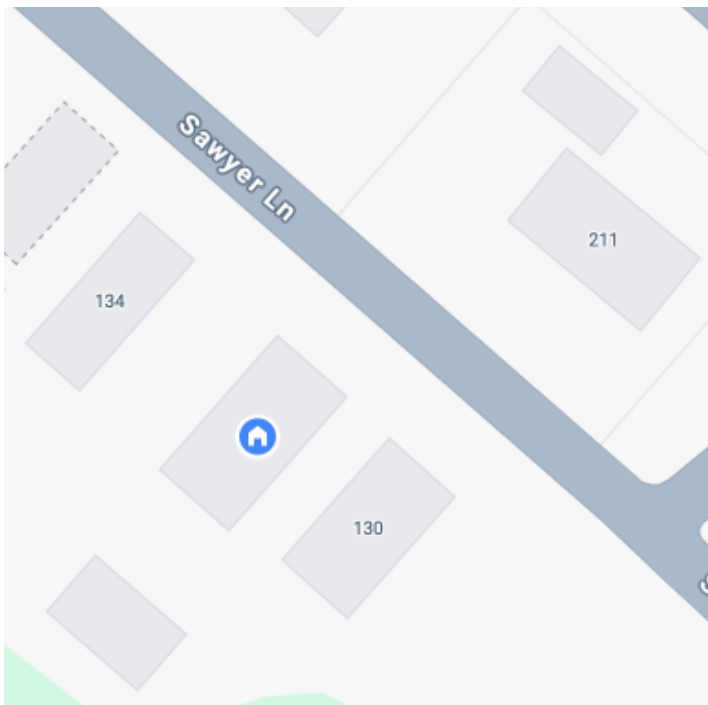
Plan below represents an appropriately accurate scale of the property as well as the location of the proposed driveway.

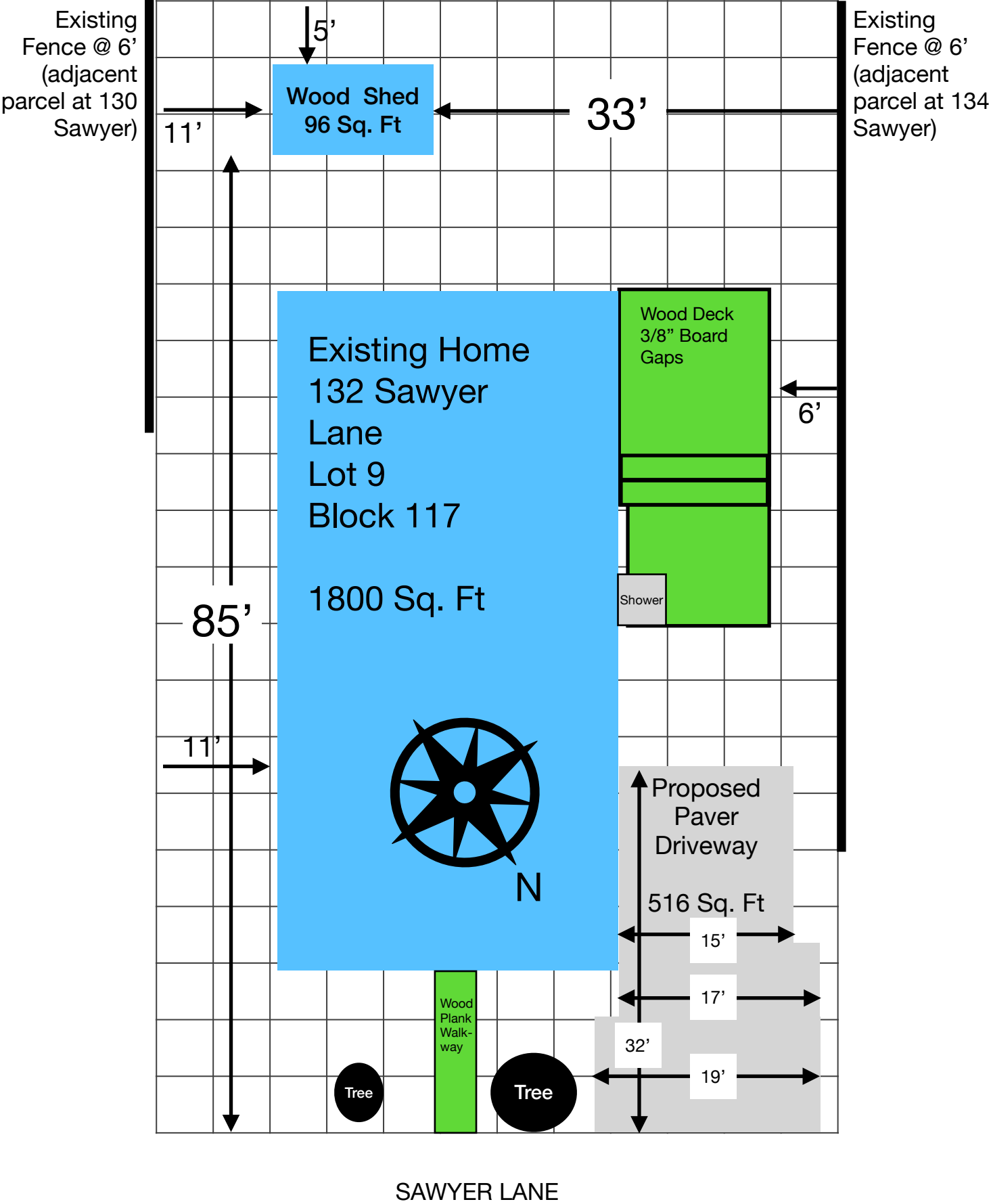
Permeability:

*The calculated impermeable area is **2412** sq. ft. on a 6000 sq. ft. lot which calculates to 40%.*

ALL of the wood decking has board gaps of 3/8" and thus should not contribute too impermeable allowance.

The outdoor shower has a gravel floor.





STAFF FINDINGS REPORT

PROPERTY OWNER: Nicholas Avossa

AGENT (if applicable): N/A

CONTRACTOR: Kilgore Pavers and Tile

PROPERTY ADDRESS (if available): 132 Sawyer Lane

→ Block 117 Lot 9

PARCEL ID: 01-09S-08W-8330-0117-0090

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: -- (~6,000 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Replacement of existing gravel drive with new stone pavers (~516 SF).

STAFF FINDINGS:

CODE OF ORDINANCES:

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

- **Development standards:**

- **Minimum lot size:**

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

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

- Front: 15 ft.
 - Side (interior): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.
 - Side (corner): 15 ft.

- Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
- **Maximum building restrictions:**
 - Lot coverage: 40% or 2,400 SF.
 - Existing structures: 1,896 SF.
 - Proposed paver drive: 516 SF.
 - Total: 2,412 SF.
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.

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

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
 - **Dwelling.** One parking space for each dwelling unit or room for rent.
- Required off-street parking will be provided either on the same parcel of land as the principal building or structure or on a separate parcel located within 500 feet of the principal building or structure.

RECOMMENDATION: Approval on the condition that the impervious surface on the site cannot exceed 40% of the total lot area or ~2,400 square feet.



**Certificate of Appropriateness,
Accessory Structure, & Fence
160 Avenue D**



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

CONTRACTOR INFORMATION

Owner Anna Bull

Address 160 Ave D

City Apalachicola State FL Zip 32320

Phone 904-742-6878

Contractor Name _____

State License # _____ City License # _____

Email _____

Phone _____

PROJECT TYPE

☐ New Construction

☒ Fence

☐ Addition

☒ Accessory Structure

☐ Alteration/Renovation

☐ Certificate of Appropriateness

☐ Relocation

☐ Other _____

☐ Demolition

PROPERTY INFORMATION

Street Address (911 Address): 160 Ave D

City & State: Apalachicola, FL Zip: 32320

Parcel ID #: 01-085-08W-8330-0055-0050 Block: 55 Lot: 4

Zoning District: _____ ☒ Historic District ☐ Non-Historic District

FEMA Flood Zone: _____

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: _____

Corner Lot? Y / N Street Sides: _____

Lot Coverage: _____

STAFF NOTES/RECOMMENDATIONS:

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

 City Staff

 Date Approved

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 Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

I would like to build a deck with pressure-treated lumber, 2x4 x 11 ft, 2 inches tall with handrails at 37 inches above the deck. I have 4 existing steps (concrete) from my current landing that I will incorporate. I would also like to build a fence out of pressure-treated lumber and remove old chain link fence.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck	Yellow wood	4x4 posts 2x6 handrail	
Fencing	Yellow wood	5/4 x 6 deck boards 4x4 posts 1x6 fencing	
Driveways/Sidewalks			
Other			

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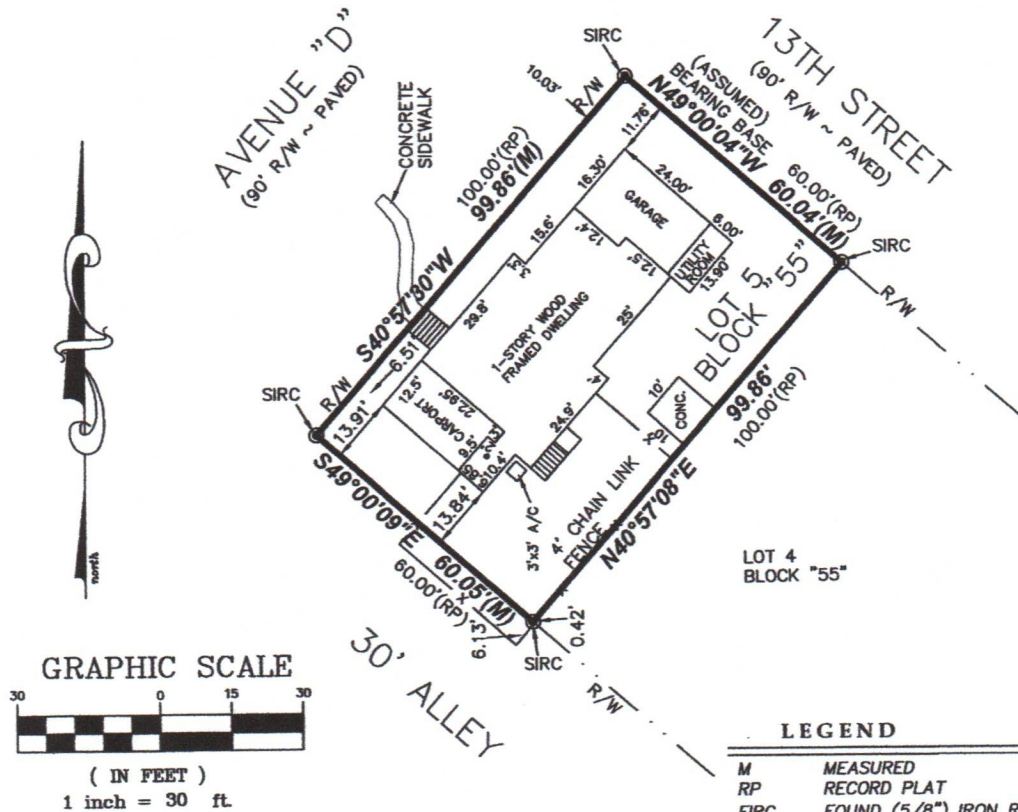
8/3/26

DATE

ABull

SIGNATURE OF APPLICANT

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
 JOE EUGENE LINEBERRY, JR. and REGINA CELESTE LINEBERRY
 SUNTRUST BANK,
 SANDERS & DUNCAN, P.A.,
 CHICAGO TITLE INSURANCE COMPANY



LEGAL DESCRIPTION:

Lot 5, Block "55" of the CITY OF APALACHICOLA,
 as per map or plat in common use on file at the
 Clerk of the Circuit Court in Franklin County, Florida

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

NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Westerly right-of-way boundary of 13 Street having an assumed bearing of North 40 degrees 57 minutes 31 seconds East
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.

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

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

FLOOD ZONE INFORMATION:

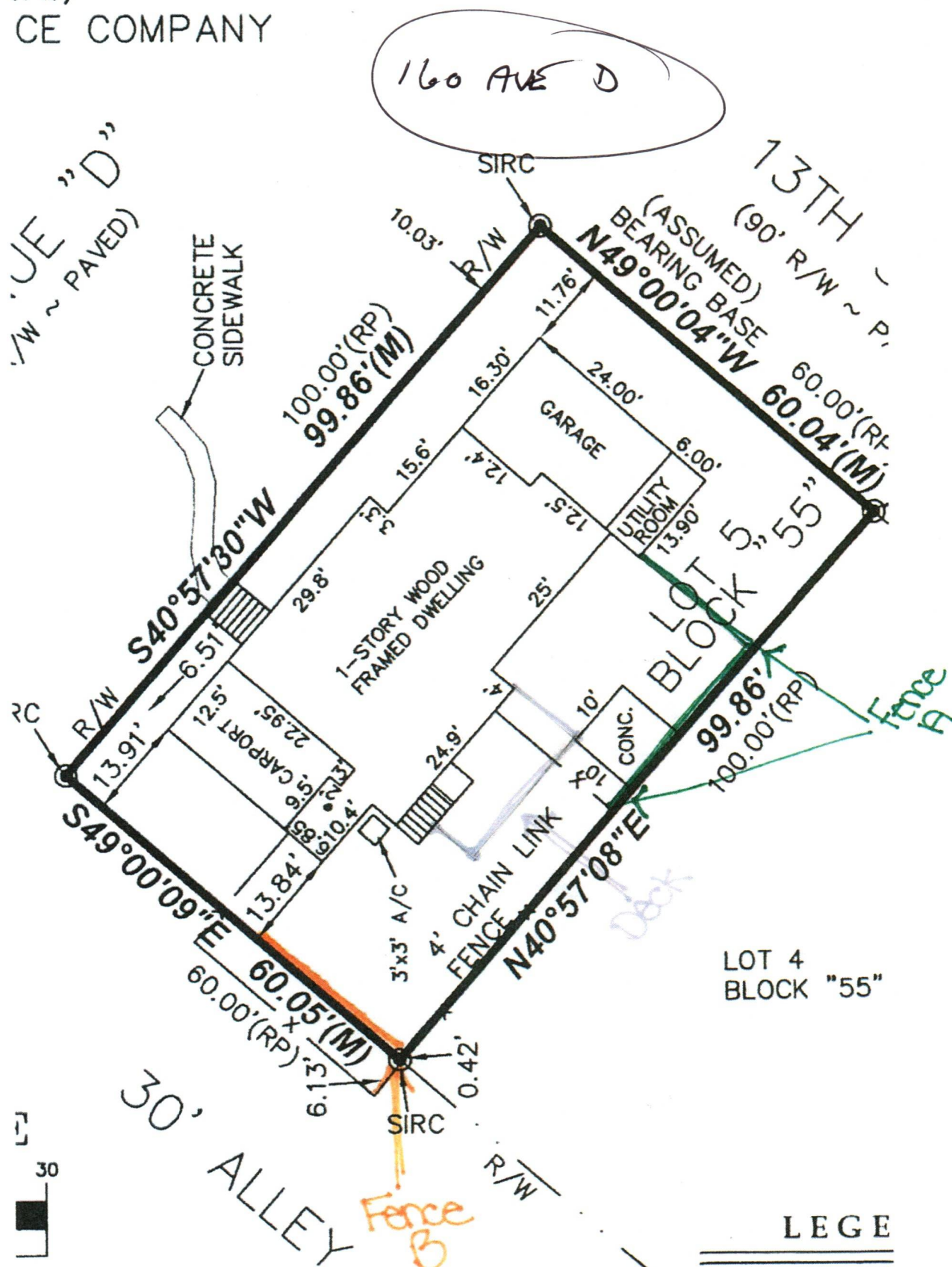
Subject property is located in Zone "X" (0.2%) as per Flood Insurance Rate Map Community Panel No: 120089 0526F index date: February 5, 2014, Franklin County, Florida.

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

TR & A			
THURMAN RODDENBERRY & ASSOCIATES, INC.			
PROFESSIONAL SURVEYORS AND MAPPERS			
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358			
PHONE NUMBER: 850-963-2338		FAX NUMBER: 850-963-1183	
LB # 7568			
DATE: 07/03/19	DRAWN BY: MMD	LB: 508 PG 48	COUNTY: Franklin
FILE: 10128.DWG	DATE OF LAST FIELD WORK: 07/02/19	JOB NUMBER: 10-128	

.A.,
CE COMPANY

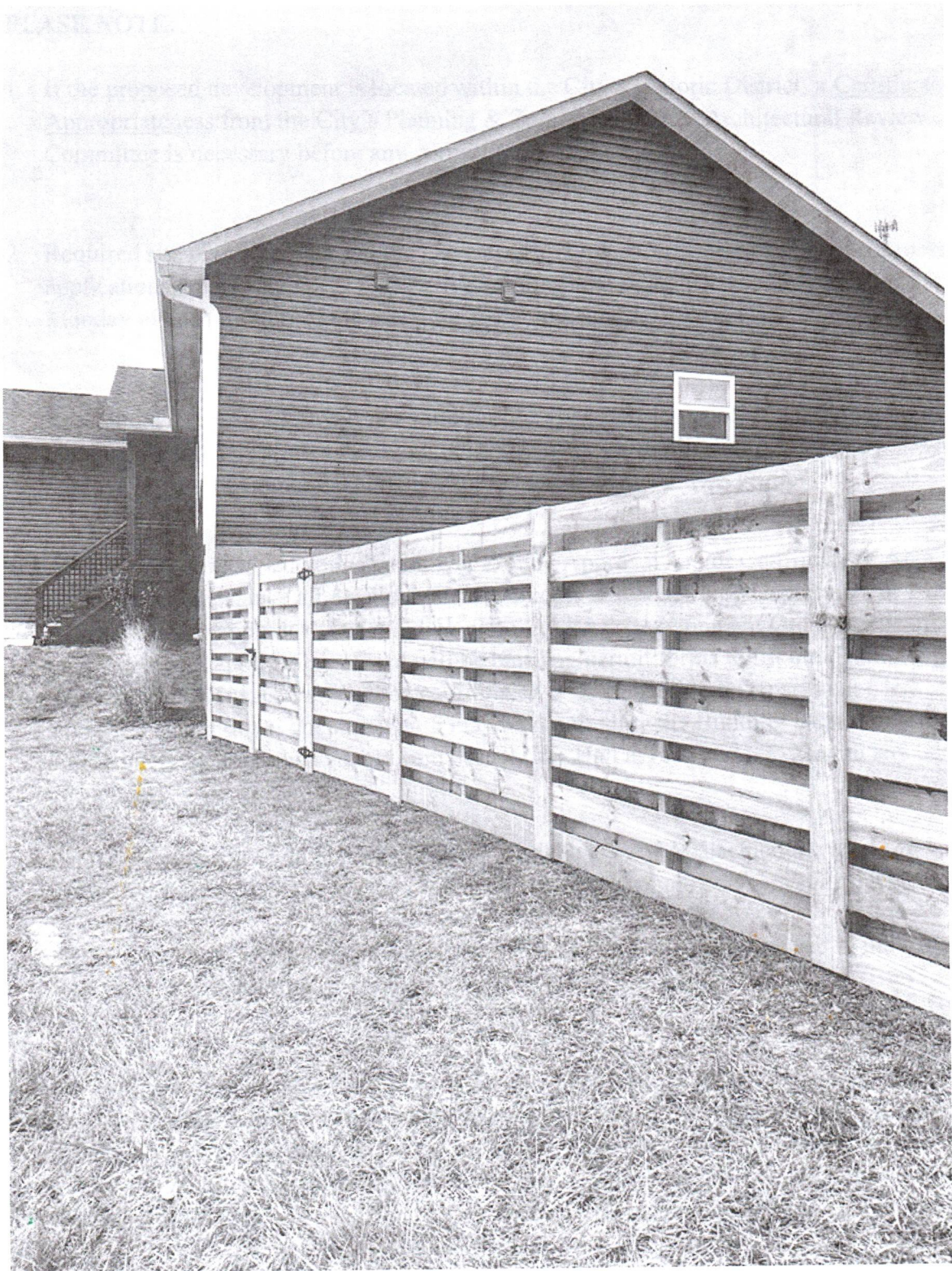
1/2" = 1' JE "D"
/W ~ PAVED)



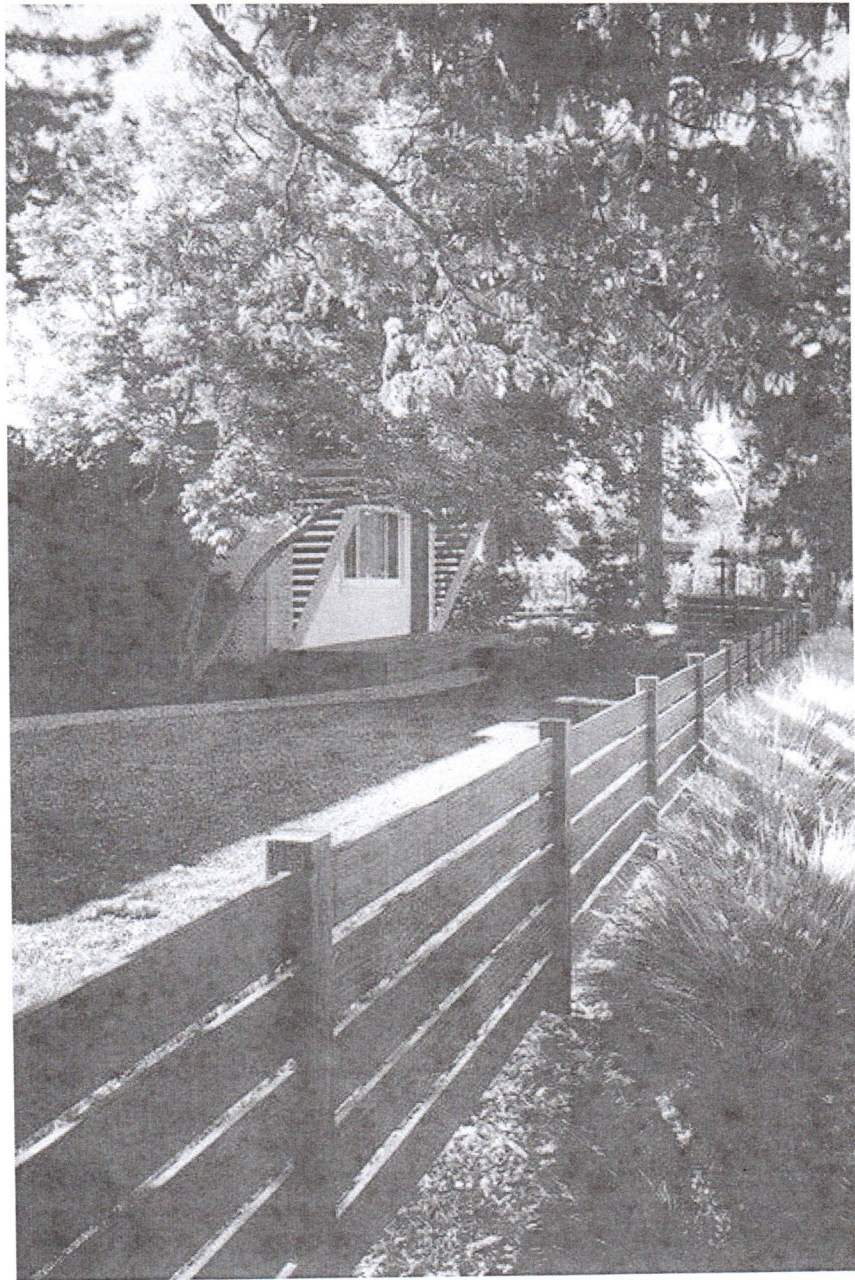
LOT 4
BLOCK "55"

LEG

M	MEA
RP	REC
FIRC	FOL
	ANL



★ Fence B ★



★ Fence A ★

23'

4x4 POST

DOUBLE 2x8 BAND

2x6 JOIST

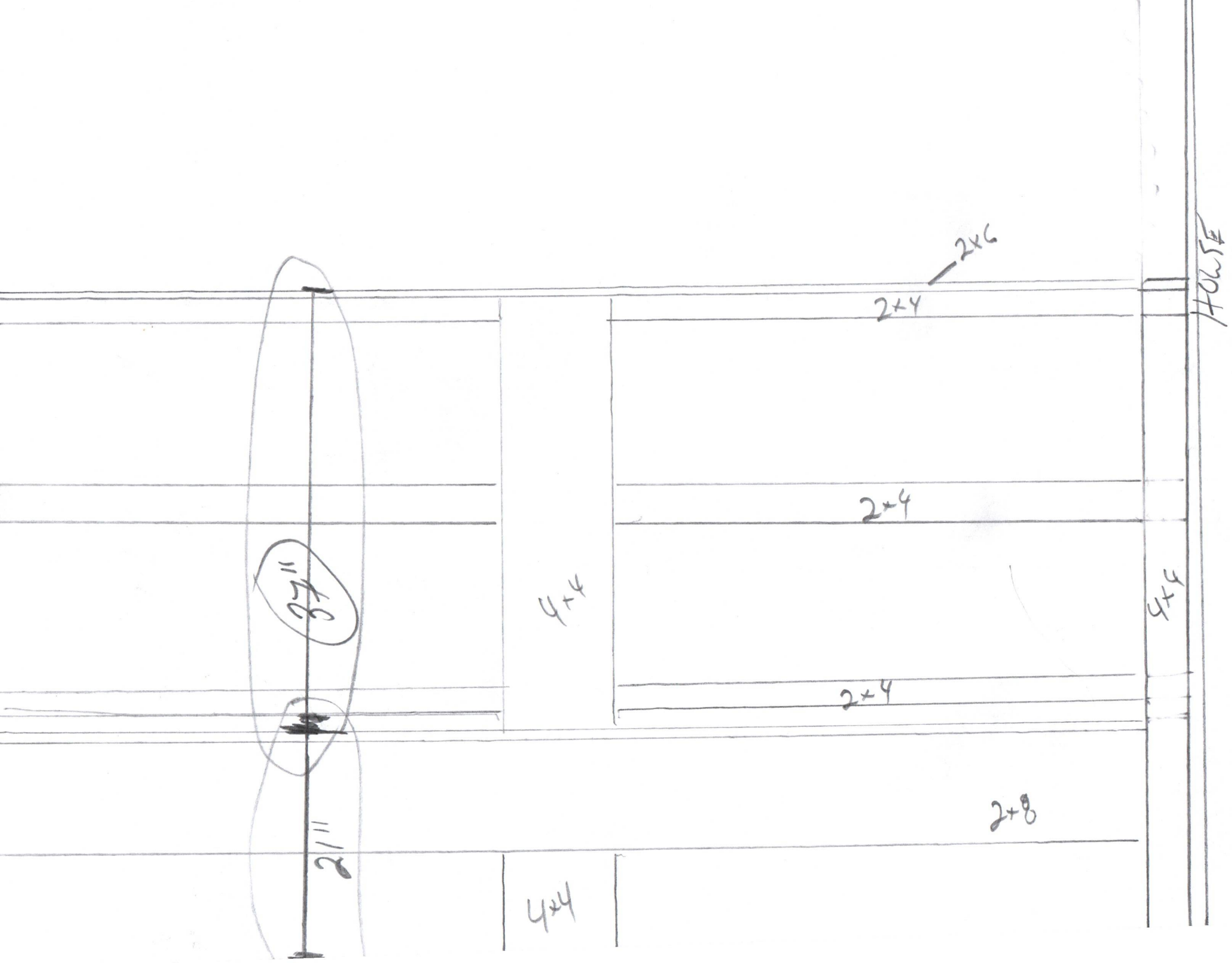
2x6 BRIDGING BLOCKS

DOUBLE 2x6 BAND

EXISTING
CONCRETE
STAIRS

House





STAFF FINDINGS REPORT

PROPERTY OWNER: Anna Bull

CONTRACTOR (if applicable): N/A

PROPERTY ADDRESS (if available): 160 Avenue D

→ Block 55 Lot 5

PARCEL ID: 01-09S-08W-8330-0055-0050

HISTORIC DISTRICT: Yes

CORNER LOT: Yes

ACREAGE: -- (6,000 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Construction of a new accessory deck, and replacement of existing chain link fence with wood fencing (Fence A, 4 ft. and Fence B, 6 ft.).

STAFF FINDINGS:

CODE OF ORDINANCES:

→ **Section 101-8. Definitions.**

- **Corner lot** means a lot abutting upon two or more streets at their intersection or at a street corner having an interior angle not greater than 135 degrees. All boundaries abutting streets shall be considered front yards, and all other boundaries shall be considered side yards.
- **Nonconforming building** means any building or structure which existed lawfully at the time it was permitted, but that does not comply with the current regulations of the zoning district or the adopted comprehensive plan land use designation in which it is located

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

- **Development standards:**
 - **Minimum lot size:**

- Single-family & home occupations: 6,000 SF (60' x 100').
- **Minimum building size:**
 - Single-family: 800 SF.
- **Minimum building setbacks:**
 - Front: 15 ft.
 - The property does not meet the required front setback on the Avenue D side.
 - Side (interior): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.
 - Side (corner): 15 ft.
 - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
- **Maximum building restrictions:**
 - Lot coverage: 40%.
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
 - Unless otherwise noted, special exceptions must comply with development standards as referenced.

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

- **Expansion of historic and nonhistoric, nonconforming structures.** The intent of this section is not to permit either historic or nonhistoric nonconforming structures to be enlarged upon, expanded, or extended, except as allowed through the variance process at section 101-61(2). Existing nonconformities of a structure shall not be used as grounds for adding other structures prohibited elsewhere in the same district.
 - An expansion in square footage for either historic or nonhistoric structures shall be permitted where such expansion meets all requirements of this code, including those of section 101-61(3)b when a variance is needed.
 - An expansion of either an historic or nonhistoric, nonconforming structure is permissible when it is required by law or ordered by the building inspector to secure the safety of the building.

→ **Section 111-288(e).**

- Requirements apply to **all zoning districts** and the **historic district**.
 - a. Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for

authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a landscape architect or engineer to draw or sign and seal the plans.

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

c. A fence may abut but shall not be located on any property line.

○ **All residential districts.**

- No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two street).
- As required in section 111-288(b) above, front-yard fences on corner lots may not exceed two and one-half feet (30 inches) in height within 50 feet of the point of intersection of two streets.
 - The proposed fences will not be located in the front yard.
- A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
- No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
 - Both proposed fence sections will be located in the side yard. The fence along the alley (Fence B) will be 6' and the remaining fence (Fence A) will be 4'.
- All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.

→ **Section 43. Fences and walls.**

- Fences are important elements of the design and character of historic structures and districts. The scale and character of fences, posts and gates must be compatible with the house and the neighboring structures. Chain link, unfinished block walls, reed fencing and non-vertical fencing are not appropriate.

- Fencing should be constructed so the finished face is toward the street or neighboring property.
- Design and construction of fences or changes to existing fences must be approved and permitted.
- A picket fence up to 36" in height is permitted at the front of the structure; if a building is located on a corner lot, this height should be consistent on both front and side elevations, at least to the front edge of the structure. Picket fences should be constructed in proportion to historic dimensions.
- Six-foot high picket fences may be permitted on side and rear property lines only. All front elevation fences should not exceed 36" in height, unless there is a previous masonry and wood or iron picket combination fence.
- Solid six-foot fences with abutting vertical boards are permissible on side and rear elevations if adjacent owners have signed notarized statements of agreement.
- Six-foot fences may begin from the rear of where the facade of the house joins the front porch.
- Traditional historic fencing included wood pickets, wrought iron, concrete and combinations of these materials. Fencing should be designed with respect for the site land environment.
- Fence heights will be measured from the sidewalk or from the level of the grade, whichever is highest.
- Fences erected within the required setback area (i.e., between the property line and the setback line) are subject to the same height restrictions as fences erected on the property line.

RECOMMENDATION:

1. Accessory Deck: Denial.

- a. Enlargement, expansion, or extension of a nonconforming structure is permitted only by (1) variance, (2) certificate of appropriateness for preservation, restoration, or rehabilitation of the building, (3) order of the building official or (4) where otherwise required by law.

2. Fence: Approval, on the condition that all new fencing installed on the property must be uniform in construction and appearance.



**New Construction
((Residential)
235 11th Street**



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

Owner Inspire Innovations LLC
 Address 4506 Morningwood Dr
 City Matthews State NC Zip 28105
 Phone (804) 3868057

CONTRACTOR INFORMATION

Contractor Name Alex Meca
 State License # ^{CGC} 1535234 City License # 286088
 Email artgcontract@gmail.com
 Phone (904) 3823028

PROJECT TYPE

☒ New Construction

☐ Addition

☐ Alteration/Renovation

☐ Relocation

☐ Demolition

☐ Fence

☐ Accessory Structure

☐ Certificate of Appropriateness

☐ Other _____

PROPERTY INFORMATION

Street Address (911 Address): 235 11th St
 City & State: Apalachicola, FL Zip: 32320
 Parcel ID #: 01-095-08W-8330-0155-0080 Block: 155 Lot: 8
 Zoning District: _____ [] Historic District [X] Non-Historic District
 FEMA Flood Zone: X

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: _____

Corner Lot? Y / N Street Sides: _____

Lot Coverage: _____

STAFF NOTES/RECOMMENDATIONS:

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff

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WJH
 Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding	James Hardie	5/8 thick fiber cement Lap siding	10477.1
Doors	Anderson, Jeld-wen	E-series french gliding and stationary Patio door	21476.1 22356
Windows	Anderson	E-series Double Hung full Frame window	24229.1
Roofing	Owens Corning	3 tab, 4 tab Laminated	10674.1
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

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10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.
11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.**

8/12/2026

DATE



SIGNATURE OF APPLICANT

LETTER OF AUTHORIZATION

Owner Information

Owner Name: Inspire Innovations LLC

Mailing Address: 4506 Morningwood Dr, Matthews, NC

Phone: (904) 386-8057

Email address: inspirellc2015@gmail.com

Project and Contractor Information

Project Address: 235 11th St, Apalachicola, FL 32320

Company Name: Artegiano Contracting LLC

Contractor License Number: CGC1535234

Description of Work: Build a Single Family House

I, CLAUDIR VISENTIN (property Owner/Agent),
give permission to the Company listed above to obtain the necessary permits to complete the scope of work
as described above.

I attest this information is true and accurate to the best of my knowledge.



Owner/Agent Signature (Agent signature will require a separate Letter of Agency)

CLAUDIR VISENTIN

Print Name

8-12-26

Date

NOTARY AS TO OWNER

Before me this 12 day of August, 2026,

Personally appeared Claudir Visentin

Who executed the foregoing instrument, and acknowledge before
me same was executed for the purposes therein expressed.

Type of ID produced: New Jersey Driver License

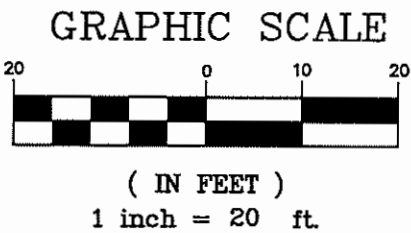
Notary Signature: 

Printed Name: Elizabeth Plummer

My Commission Expires: March 14, 2031

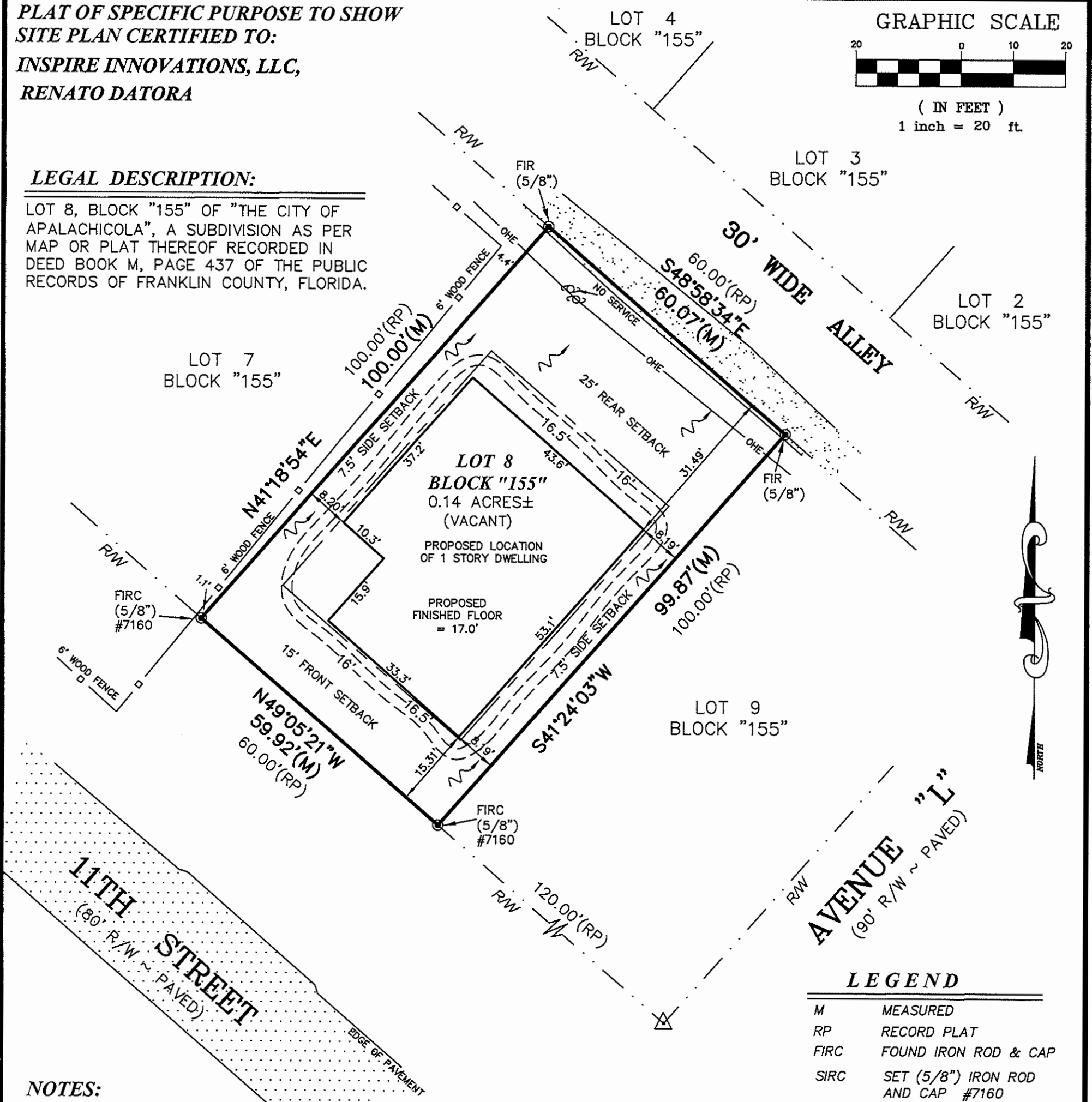


PLAT OF SPECIFIC PURPOSE TO SHOW
SITE PLAN CERTIFIED TO:
INSPIRE INNOVATIONS, LLC,
RENATO DATORA



LEGAL DESCRIPTION:

LOT 8, BLOCK "155" OF "THE CITY OF APALACHICOLA", A SUBDIVISION AS PER MAP OR PLAT THEREOF RECORDED IN DEED BOOK M, PAGE 437 OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA.



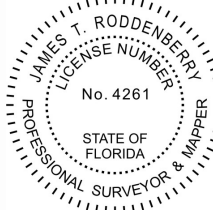
NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: ALL BEARINGS established using Florida Grid North datum.
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
7. FLOOD ZONES and SETBACKS depicted hereon are not to be used for construction permitting purposes. All FLOOD ZONES and SETBACKS should be verified by the appropriate County Departments.
8. ELEVATIONS depicted hereon were established using NAVD 1988 datum.

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

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

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



LEGEND

M	MEASURED
RP	RECORD PLAT
FIRC	FOUND IRON ROD & CAP
SIRC	SET (5/8") IRON ROD AND CAP #7160
OHE	OVERHEAD ELECTRIC LINE POWER POLE
FIR	FOUND IRON ROD
R/W	RIGHT-OF-WAY
~	NOT TO SCALE
△	POINT NOT SET OR FOUND
CMP	CAMPOR TREE
PM	PALM TREE
MAG	MAGNOLIA TREE
MPL	MAPLE TREE
WO	WATER OAK TREE

FLOOD ZONE INFORMATION:

Subject property is located in Zone "X" as per Flood Insurance Rate Map Community Panel No: 120089 0526F index date: February 05, 2014, Franklin County, Florida.



THURMAN RODDENBERRY & ASSOCIATES, INC

PROFESSIONAL SURVEYORS AND MAPPERS

P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358

PHONE NUMBER: 850-962-2538

FAX NUMBER: 850-962-1103

LB # 7160

DATE: 08/17/26

DRAWN BY: BB

N.B. PER PLAT

COUNTY: FRANKLIN

FILE: 05407.DWG

DATE OF LAST FIELD WORK:
08/14/26

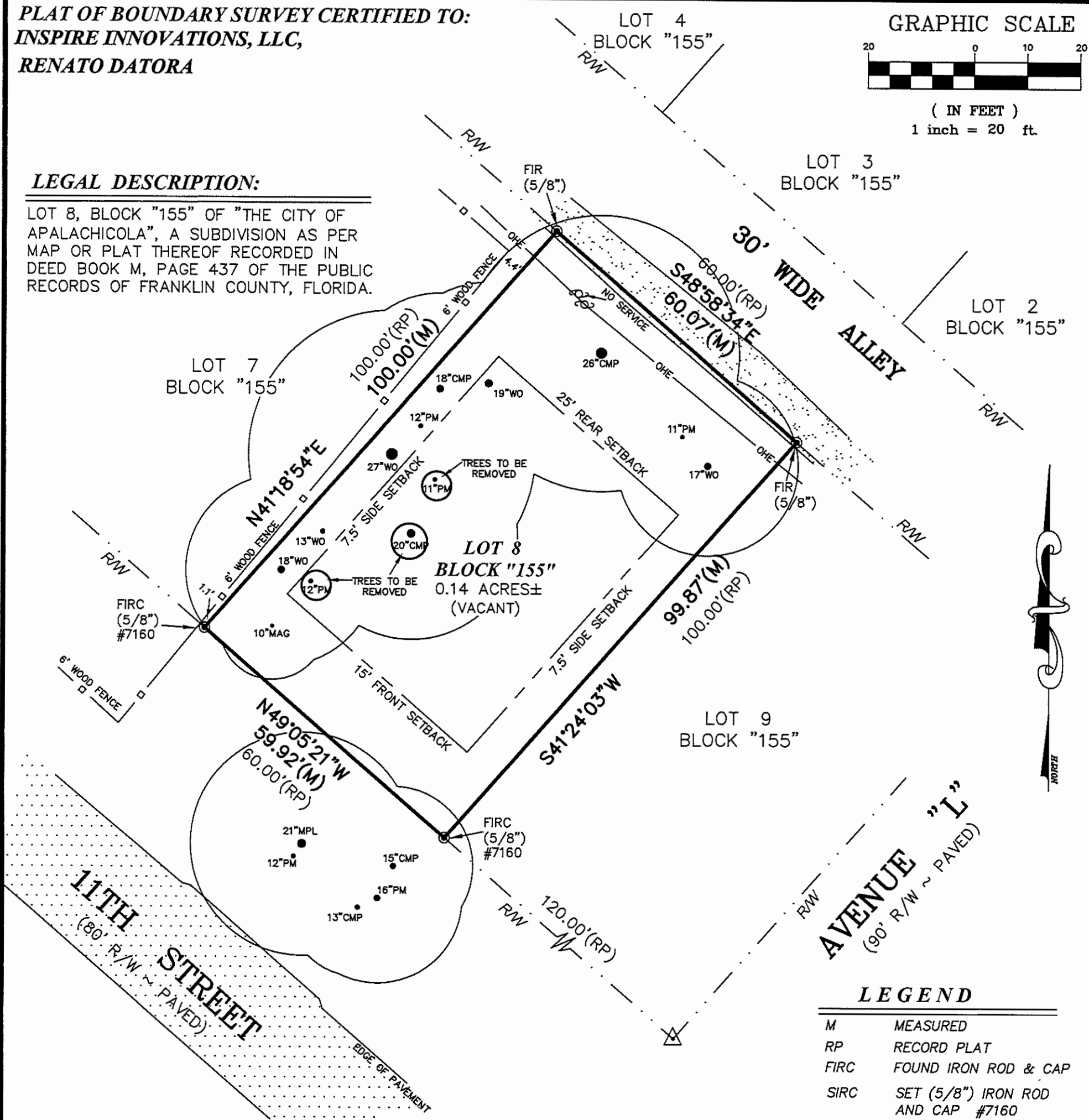
CHECKED BY:
TR

JOB NO: 05-407

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
INSPIRE INNOVATIONS, LLC,
RENATO DATORA

LEGAL DESCRIPTION:

LOT 8, BLOCK "155" OF "THE CITY OF APALACHICOLA", A SUBDIVISION AS PER MAP OR PLAT THEREOF RECORDED IN DEED BOOK M, PAGE 437 OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA.



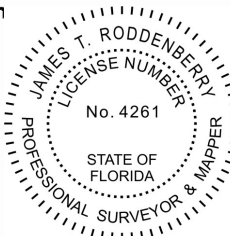
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I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying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

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



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TR & A THURMAN RODDENBERRY & ASSOCIATES, INC			
PROFESSIONAL SURVEYORS AND MAPPERS			
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358			
PHONE NUMBER: 850-962-2538		FAX NUMBER: 850-962-1103	
LB # 7160			
DATE: 08/17/26	DRAWN BY: BB	N.B. PER PLAT	COUNTY: FRANKLIN
FILE: 05407.DWG	DATE OF LAST FIELD WORK: 08/14/26	CHECKED BY: TR	JOB NO: 05-407

NEW SINGLE FAMILY DWELLING
235 11th St, Apalachicola, Florida, 32320



DESIGN CRITERIA	
Code:	Florida Building Code 2023
ASCE Standard:	ASCE 7-22
Risk Category:	II
Vult:	140 mph
Exposure:	C
Enclosure Classification:	Enclosed

Design conforms to FBC 2023 (8th Ed) High Velocity Hurricane Zone provisions per Chapter 16, Sections 1620-1626

APPLICABLE CODES (ARCHITECTURAL):
-ALL DISCIPLINES: FLORIDA BUILDING CODE (F.B.C.)
-2023 EDITION (8TH EDITION)-NATIONAL ELECTRICAL CODE
-2020 EDITION-FLORIDA FIRE PREVENTION CODE
-2023 EDITION
WHICH INCLUDES NFPA 101, 2021 EDITION, NFPA 1, 2021 EDITION, & STATE STATUTES, 2021 EDITION (ADOPTED REFERENCED PUBLICATIONS FOUND HEREIN.)

DRAWING LOG - GENERAL		
CODE	SHEET TITLE	PERMIT ISSUED
01 - GENERAL		
COV	Cover Sheet - General e Architectural	X
SP-01	SITE & LOCATION PLAN	X

DRAWING LOG - ARCHITECTURAL		
CODE	SHEET TITLE	PERMIT ISSUED
02 - ARCHITECTURAL		
A-00	FIRST FLOOR PLAN	X
A-01	Architectural Sheet - SPECIFICATIONS	X
A-02	Architectural Sheet - SPECIFICATIONS	X
A-03	PROPOSED ROOF PLAN	X
A-04	EXTERIOR ELEVATIONS	X
A-05	BUILDING SECTIONS	X
A-06	ARCHITECTURAL DETAILS	X
A-07	CONSTRUCTION DETAILS	X



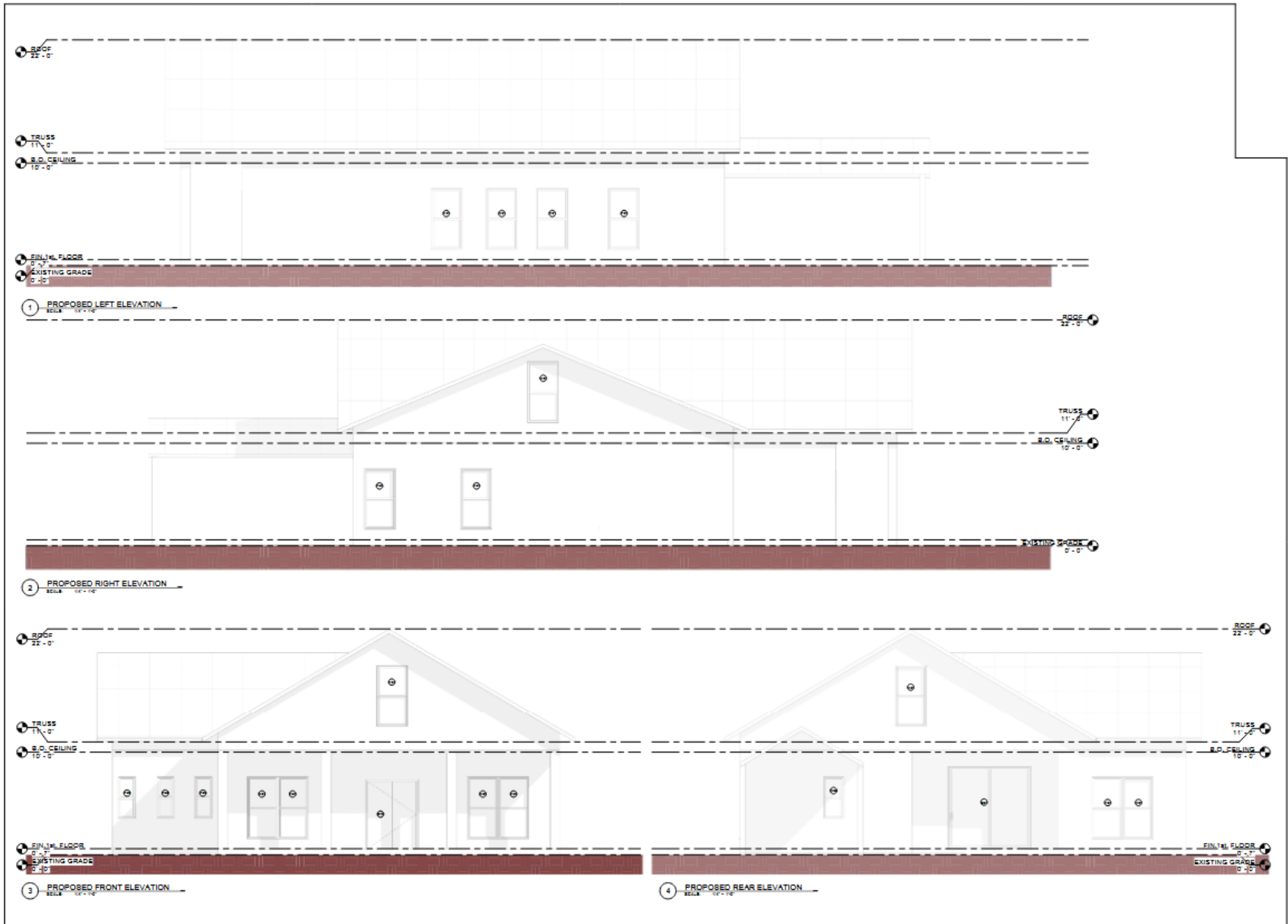
NOT TO BE USED FOR ANY OTHER PROJECT WITHOUT THE WRITTEN CONSENT OF ARCHIVERO LLC. ANY VIOLATION OF THIS AGREEMENT SHALL BE SUBJECT TO THE FULL AND EXCLUSIVE JURISDICTION OF THE COURTS OF THE STATE OF FLORIDA.

PROJECT ADDRESS:
235 11th St, Apalachicola, Florida, 32320

DESIGNED BY:	Diana Llamas
CHECKED BY:	Diana Llamas
JOB NUMBER:	APC 01
DATE:	05/03/2024
REVISION / DATE	

SCALE:

COV



PROJECT:
 11/11/2021
 11/11/2021
 11/11/2021



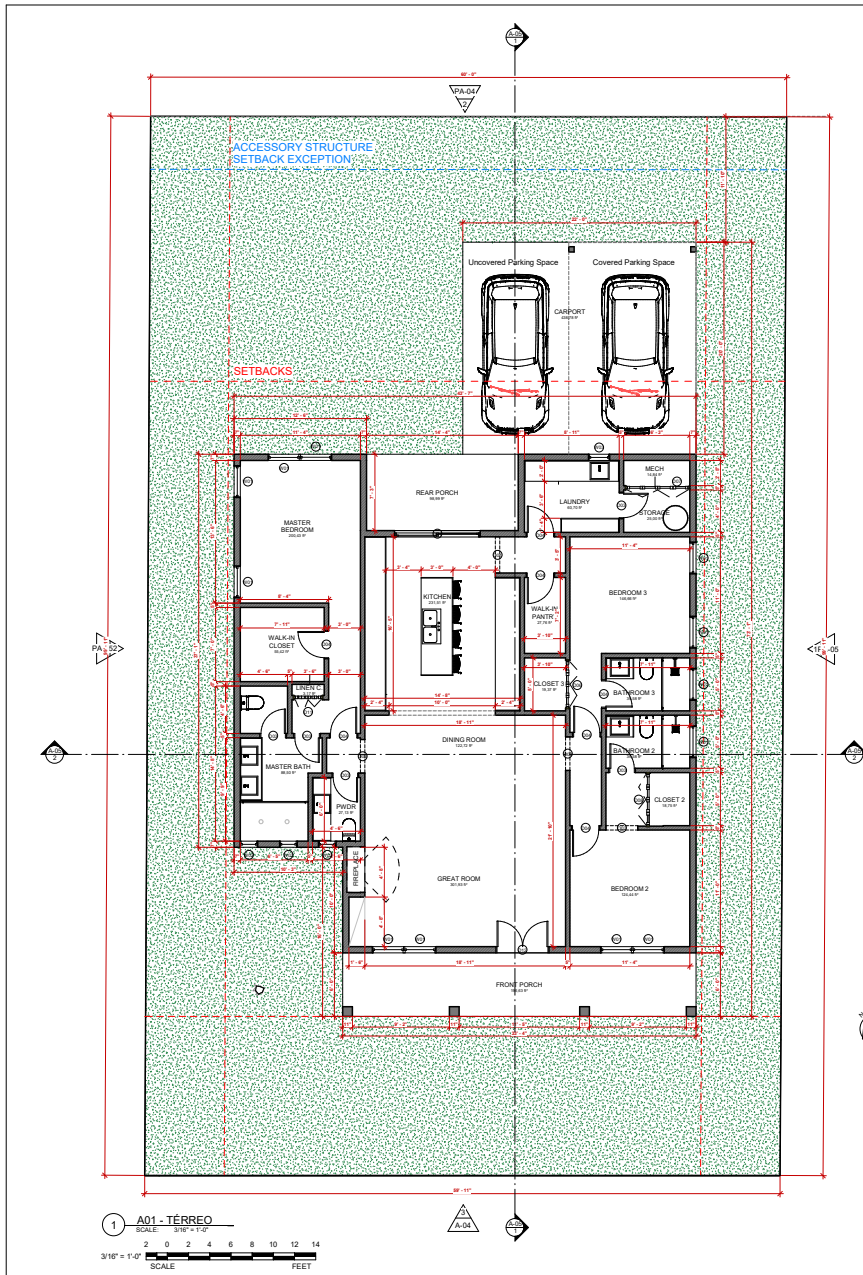
THIS DOCUMENT IS THE PROPERTY OF ARCHIVERO, INC. AND IS NOT TO BE REPRODUCED OR TRANSMITTED IN ANY FORM OR BY ANY MEANS, ELECTRONIC OR MECHANICAL, WITHOUT THE WRITTEN PERMISSION OF ARCHIVERO, INC.

PROJECT ADDRESS:
 233 11th St Apalachicola, Florida, 32320

DRAWN BY:	Chape Vazquez
CHECKED BY:	Chape Vazquez
JOB NUMBER:	APC 01
DATE:	01/20/24
REVISION / DATE:	

SCALE:

A-04



STAFF FINDINGS REPORT

PROPERTY OWNER: Inspire Innovations LLC

AGENT (if applicable): N/A

CONTRACTOR: Alex Meca

PROPERTY ADDRESS (if available): 235 11th Street

→ Block 155 Lot 8

PARCEL ID: 01-09S-08W-8330-0155-0080

HISTORIC DISTRICT: No

CORNER LOT: No

ACREAGE: 0.14± (~6,000 SF)

ZONING DISTRICT: R-2 Multifamily Residential

WETLANDS: No

FLOODPLAIN: “X”

DESCRIPTION OF PROJECT:

→ New construction of a single-family residential home.

STAFF FINDINGS:

CODE OF ORDINANCES:

→ **Section 111-269. R-2 Multifamily Residential.**

- **Development standards:**

- **Minimum lot size:**

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

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

- Front: 15 ft.
 - Proposed 15 ft.
 - Side (interior): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.

- Proposed 7½ ft. each side.
- Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
 - Proposed 11 ft. 10 inches from accessory parking to rear lot line.
 - Proposed 31 ft. from principal structure to rear lot line.
- **Maximum building restrictions:**
 - Lot coverage: 40% or 2,400 SF.
 - Total proposed: 2,281.89 SF
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
 - The proposed accessory parking will be located in the rear yard.

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

- **(c) Alleys.** Ten-foot alleys are intended to accommodate utility lines, such as water and sewer, and are not intended to support traffic. Ten-foot alleys are not to be used for ingress and egress.
 - The alley at the rear of the subject property is approximately 30' in width.
- **(k)** All development shall be required to connect to the city water and sewer system where and when it is available.

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

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
 - **Dwelling.** One parking space for each dwelling unit or room for rent.
- Required off-street parking will be provided either on the same parcel of land as the principal building or structure or on a separate parcel located within 500 feet of the principal building or structure.

RECOMMENDATION: Approval.



**Certificate of
Appropriateness
71 13th Street**

 City of Apalachicola Planning & Zoning Application for Development/Site Plan Approval		Official Use Only Date Received: _____ Meeting Date: _____ Fees Due: _____ Date Fees Paid: _____
OWNER INFORMATION CONTRACTOR INFORMATION		
Owner <u>Richard + Belinda Christopher</u> Address <u>3095 Watson Drive</u> City <u>Marianna</u> State <u>FL</u> Zip <u>32320</u> Phone <u>850-209-1577</u> <u>850-209-2586</u>		Contractor Name _____ State License # _____ City License # _____ Email _____ Phone _____
PROJECT TYPE		
☐ New Construction ☐ Addition ☐ Alteration/Renovation ☐ Relocation ☐ Demolition ☐ Fence ☐ Accessory Structure ☒ Certificate of Appropriateness ☐ Other _____		
PROPERTY INFORMATION		
Street Address (911 Address): <u>71 13th Street</u> City & State: <u>Apalachicola Florida</u> Zip: <u>32320</u> Parcel ID #: <u>01-095-08W-8330-0085-0080</u> Block: <u>85</u> Lot: <u>Lot 8 + NW 1/2 of Lot 9</u> Zoning District: <u>R1</u> [☒] Historic District [☐] Non-Historic District FEMA Flood Zone: <u>X</u>		
OFFICIAL USE ONLY		
Certificate of Appropriateness Required? Y / N Setback Requirements of Property: Front: _____ Rear: _____ Side: _____ Corner Lot? Y / N Street Sides: _____ Lot Coverage: _____ STAFF NOTES/RECOMMENDATIONS: _____ _____ _____ _____		<i>This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.</i> City Staff _____ Date Approved _____

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.


 Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

We seraped up 10 x 60 ft grass in front of the house.
 We re-placed the area with small stones that are totally
 100% permeable.
 We also put 10x3in pavers outlining the small rocks.
 (10 x 60 ft permeable driveway)

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks		small rocks permeable 10x60ft	
Other			

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 30 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
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11. I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.

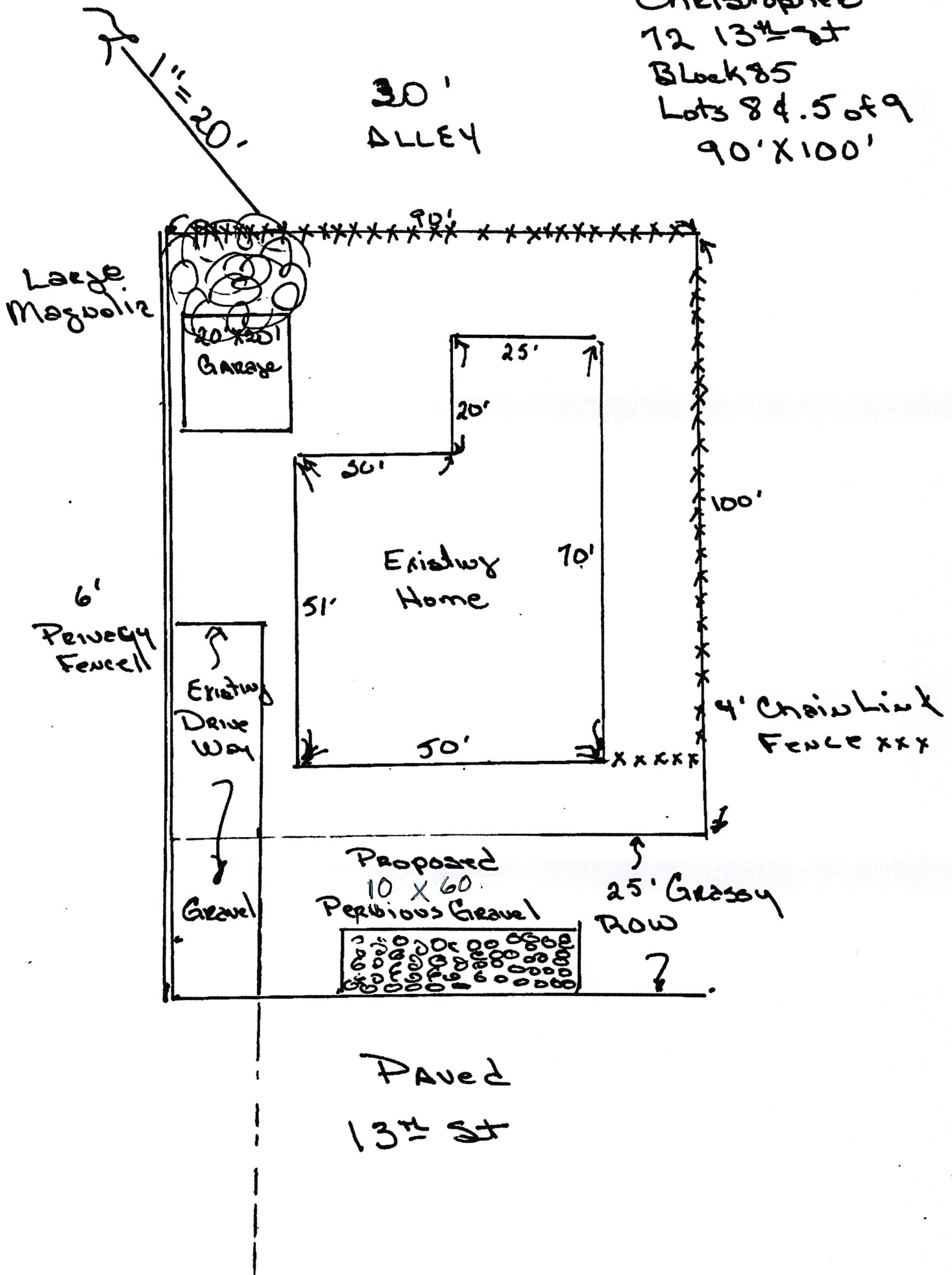
8-21-2026

DATE

Brenda Christopher

SIGNATURE OF APPLICANT

Christopher
12 13th St
Block 85
Lots 8 & 5 of 9
90' X 100'



STAFF FINDINGS REPORT

PROPERTY OWNER: Richard and Belinda Christopher

AGENT (if applicable): N/A

CONTRACTOR: N/A

PROPERTY ADDRESS (if available): 71 13th Street

→ Block 85 Lot 8 and ½ Lot 9

PARCEL ID: 01-09S-08W-8330-0085-0080

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: -- (~9,000 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: “X”

DESCRIPTION OF PROJECT:

→ Construction of a 10’ x 60’ gravel bed driveway within the City’s right-of-way.

STAFF FINDINGS:

CODE OF ORDINANCES:

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

- **Development standards:**

- **Minimum lot size:**

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

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

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

- **Maximum building restrictions:**
 - Lot coverage: 40%.
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
 - Unless otherwise noted, special exceptions must comply with development standards as referenced.

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

- There shall be provided at the time of the erection of any principal building or structure parking space with adequate provisions for ingress and egress no less than the following space requirements.
 - **Dwelling.** One parking space for each dwelling unit or room for rent.
- Required off-street parking will be provided either on the same parcel of land as the principal building or structure or on a separate parcel located within 500 feet of the principal building or structure.

RECOMMENDATION: Denial. The Planning and Zoning Board cannot authorize development within the City's right-of-way.



**Certificate of Appropriateness,
Alteration/Renovation,
Addition & Fence
172 11th Street**



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

Official Use Only

Date Received: _____

Meeting Date: _____

Fees Due: _____

Date Fees Paid: _____

OWNER INFORMATION

Owner Charles Leonard
Address 130 Sawyer Lane
City Apalachicola State FL Zip 32320
Phone 712-490-1521

CONTRACTOR INFORMATION

Contractor Name Ashley Leonard, Tyler Poloronis
State License # _____ City License # _____
Email ashley@leonarddesignhouse.com
Phone 712-490-1521

PROJECT TYPE

☐ New Construction

☒ Addition

☒ Alteration/Renovation

☐ Relocation

☐ Demolition

☒ Fence

☐ Accessory Structure

☒ Certificate of Appropriateness

☐ Other _____

PROPERTY INFORMATION

Street Address (911 Address): 172 11th Street
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-09S-08W-8330-0149-0020 Block: 149 Lot: 2
Zoning District: R-1 ☒ Historic District ☐ Non-Historic District
FEMA Flood Zone: X

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N

Setback Requirements of Property:

Front: _____ Rear: _____ Side: _____

Corner Lot? Y / N Street Sides: _____

Lot Coverage: _____

STAFF NOTES/RECOMMENDATIONS:

This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.

City Staff

Date Approved

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC.) Please be aware that other documentation may be required by the Building Official.

Applicant Initial

Describe the proposed project and materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Renovation of the existing one-story residence and existing side addition. Existing nonconforming setback conditions will remain unchanged, and the existing building footprint will generally be retained. Proposed work includes reconstruction of the side addition to correct the existing low-slope roof condition and improve water runoff and drainage. The project also includes a front porch façade extension to improve the front elevation, provide a more cohesive roof connection, and create a usable covered seating area.

The proposed design is intended to preserve the existing low residential scale and utilize materials and architectural detailing compatible with the character of the Historic District.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding	James Hardie	HardiePlank Smooth horizontal lap siding, painted or board and batten	FL13192
Doors	TBD	Impact-rated exterior doors; style/finish per elevations	
Windows	Custom Window Systems	StormStrong 6100 Impact SH + Picture; 2-over-2 grille	FL17791 / FL18148 / FL17794
Roofing	TBD	Concealed-fastener standing-seam metal roof; dark finish	Roofer will obtain separate permit
Trim	James Hardie / wood	Smooth flat painted exterior trim; fascia/corners/openings	N/A
Foundation	Existing	Existing slab foundation to remain except localized work	N/A
Shutters	N/A	No shutters proposed	N/A
Porch/Deck	Concrete slap	Exposed wood posts/beams with shaker-block connection detail	N/A
Fencing	Site-built wood	6-ft horizontal wood privacy fence at side/rear	N/A
Driveways/Sidewalks	Existing	Existing shell/concrete driveway to remain. Add sidewalk.	N/A
Other	Exterior lighting	Simple wall sconces as shown on elevations	N/A

NOTE: Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, fence heights, and the location, size and species of protected trees (refer to tree permit for a list of protected trees). Applications requiring a Certificate of Appropriateness will also need to submit renderings/elevations of any proposed structures and note the materials proposed. More information may be requested by City Staff.

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8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

08/27/2026

DATE



SIGNATURE OF APPLICANT

172 11th Street | Apalachicola

Residential Renovation | Certificate of Appropriateness



Proposed Scope

Exterior renovation to the existing one-story residence.

Proposed work includes reconstruction of the existing side/rear addition and a front porch facade extension as shown and dimensioned on the site plan. The existing nonconforming residence footprint is generally retained.

New footprint area is limited to the front porch/façade extension and covered roof/soffit area behind the screened porch; no other expansion of the existing nonconforming footprint is proposed.

Project Data

Parcel: 01-09S-08W-8330-0149-0020

Legal: Lot 2, Block 149

Lot: 60 ft x 100 ft

Zoning: R-1 | Historic District

Flood Zone: X

Prepared By: Leonard & Co Design House

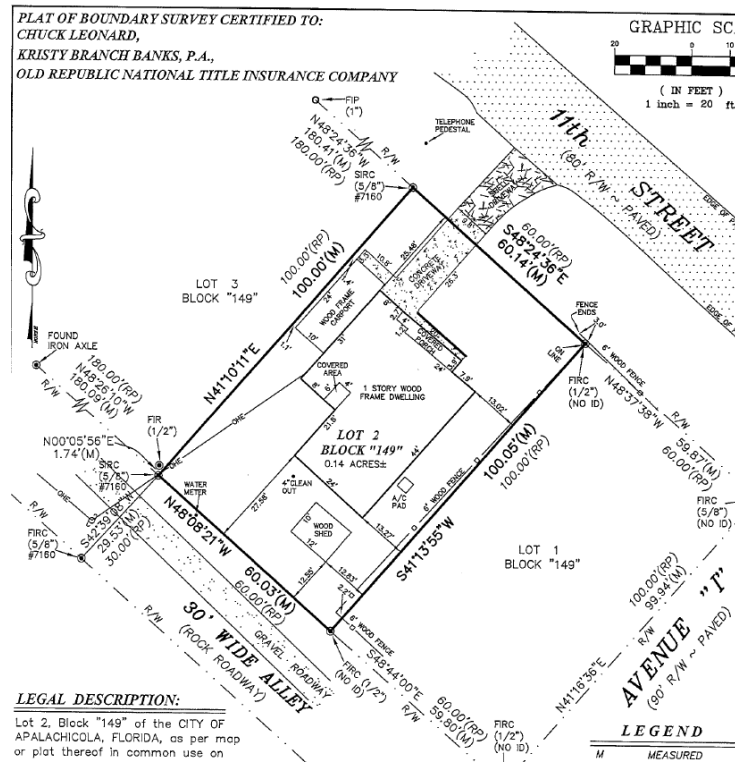
Submission Contents

A1.0 Proposed Site Plan

A2.0 Proposed Street Elevation

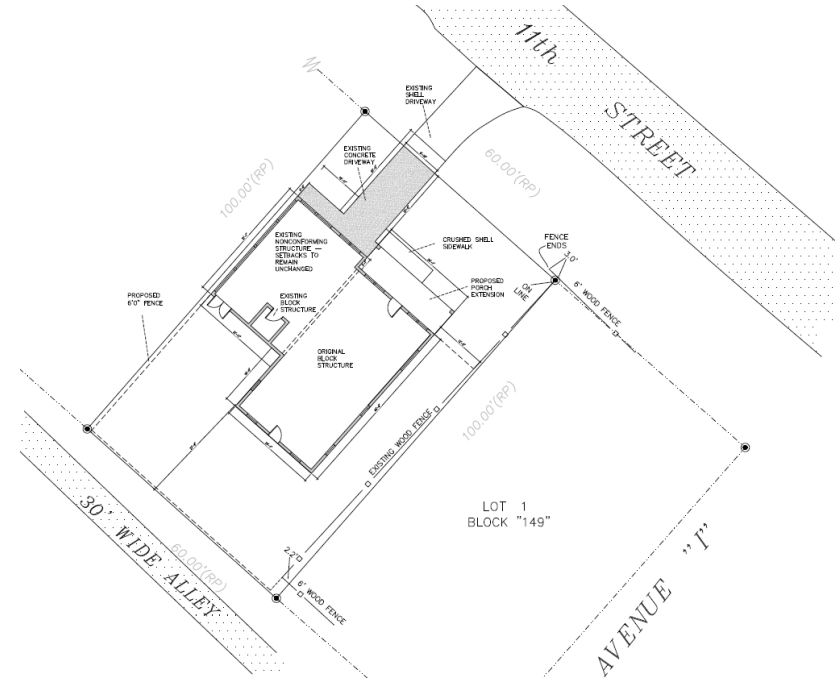
A2.1 Proposed Porch + Fence Design

A1.0 — Proposed Site Plan



Site Plan Notes

- Existing residence footprint shown for reference.
- Existing nonconforming conditions to remain.
- Existing shell and concrete driveway to remain.
- Existing and proposed 6-ft wood fence locations shown.



Lot Area: 6000 SF

Existing Building Footprint: 1741 SF

Existing Concrete Driveway: 283 SF

New Front Porch: 171 SF

Total Impervious: 2195 SF/ 36.6%

A2.0 — Existing + Proposed Elevation



A2.1 — Porch + Fence Design

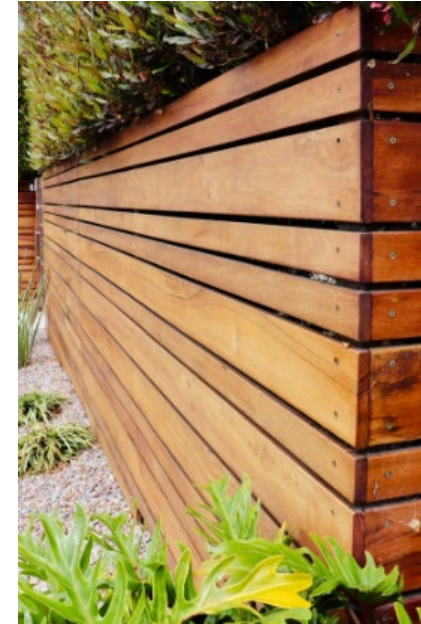


Porch Detail

Applied/block timber trim creates a simple shaker-like outline at the connection.

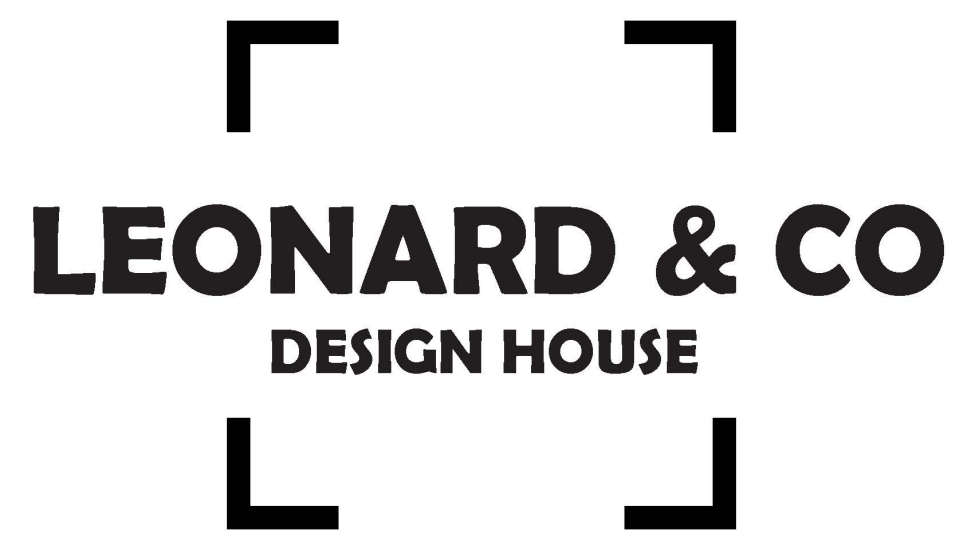
Square timber post; natural/stained wood finish.

Porch slab.

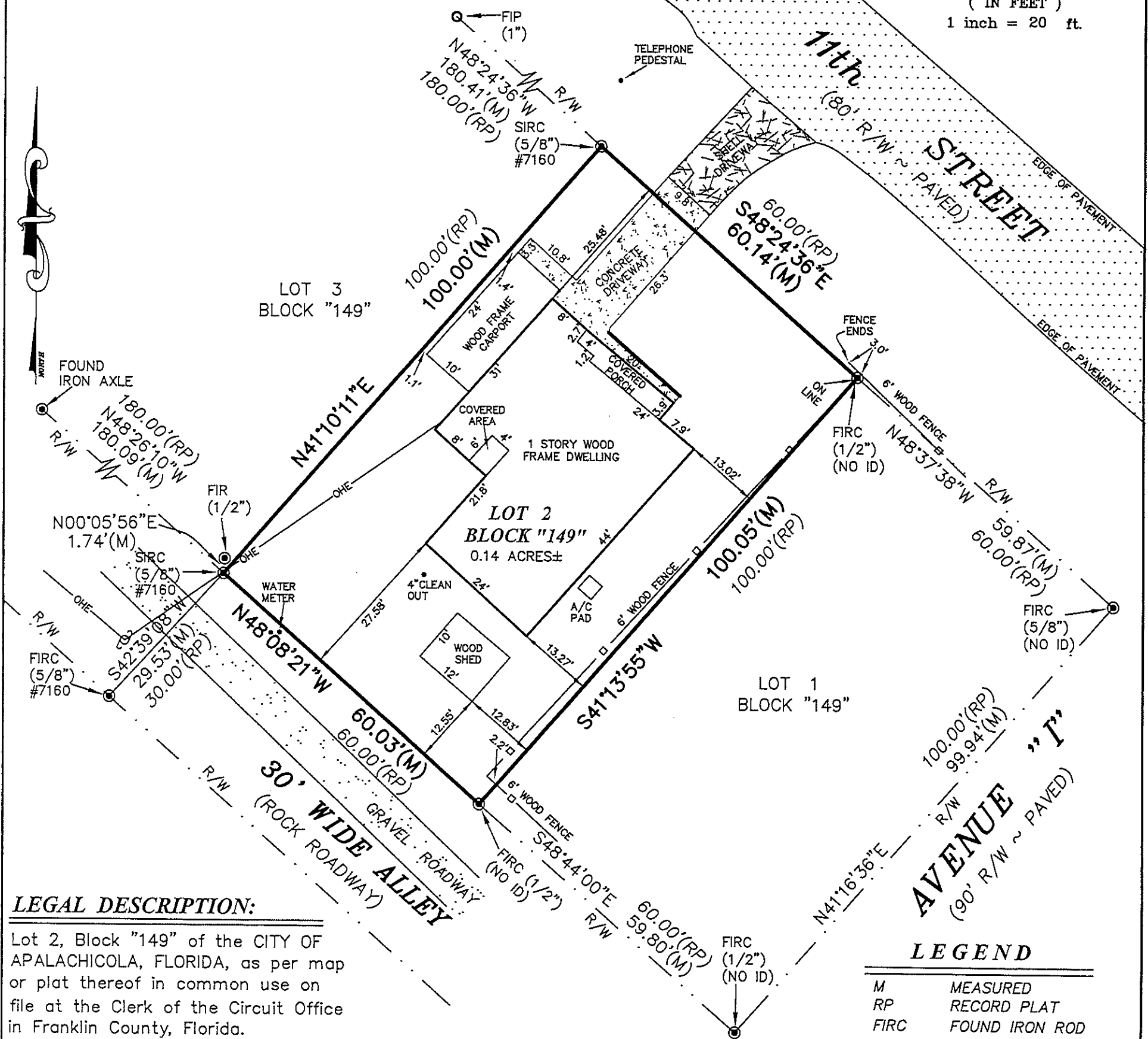
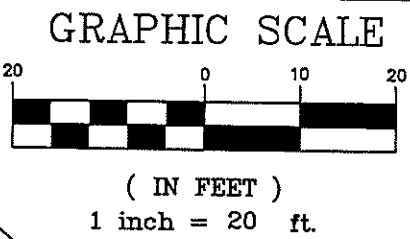


Fence sign

Proposed fence: 6-ft horizontal wood privacy fence at side/rear yard locations shown on site plan. Use clean horizontal boards with simple wood posts.



PLAT OF BOUNDARY SURVEY CERTIFIED TO:
CHUCK LEONARD,
KRISTY BRANCH BANKS, P.A.,
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY



LEGAL DESCRIPTION:

Lot 2, Block "149" of the CITY OF APALACHICOLA, FLORIDA, as per map or plat thereof in common use on file at the Clerk of the Circuit Office in Franklin County, Florida.

NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: ALL BEARINGS established using Florida Grid North datum.
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
7. ELEVATIONS depicted hereon were established using NAVD 1988 datum.
8. FLOOD ZONES and SETBACKS depicted hereon are not to be used for construction permitting purposes. All FLOOD ZONES and SETBACKS should be verified by the appropriate County Departments.

I hereby certify that this was performed under my responsible direction and supervision and the plat and description are true and accurate to the best of my knowledge and belief. The survey meets or exceeds the standards for practice for land surveying as established by the Florida Board of Professional Surveyors and Mappers (F.A.C. 17-663/05).

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

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

LEGEND

M	MEASURED
RP	RECORD PLAT
FIRC	FOUND IRON ROD AND CAP
SIRC	SET IRON ROD & CAP #7160-5/8"
FIR	FOUND IRON ROD
FIP	FOUND IRON PIPE
FCM	FOUND CONCRETE MONUMENT
R/W	RIGHT-OF-WAY
NOT TO SCALE	
POINT NOT SET OR FOUND	
POWER POLE	
OHE	OVERHEAD ELECTRIC LINE

FLOOD ZONE INFORMATION:

Subject property is located in Zone "X" as per Flood Insurance Rate Map Community Panel No: 120089 0526F index date: February 05, 2014, Franklin County, Florida.

TR & A

THURMAN RODDENBERRY & ASSOCIATES, INC

PROFESSIONAL SURVEYORS AND MAPPERS

P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358

PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103

LB # 7160

DATE: 02/03/26	DRAWN BY: BB	N.B. PER PLAT	COUNTY: FRANKLIN
FILE: 26057.DWG	DATE OF LAST FIELD WORK: 01/29/26	CHECKED BY: TR	JOB NO: 26-057



Outlook

Re: 172 11th St COA

From Ashley Leonard <ashley@leonarddesignhouse.com>**Date** Wed 9/2/2026 10:41 PM**To** Brianna Williams <bwilliams@arpc.org>**Cc** Ron Nippe <rnippe@cityofapalachicola.com>; Building Dept (Shared)
<buildingdept@cityofapalachicola.com> 1 attachment (103 KB)

17211th_ (STACKED PLANS)_ Exterior Plan.pdf;



External (ashley@leonarddesignhouse.com)

[Graymail](#) [Spam](#) [Phish](#) [More...](#)

Hi Brianna,

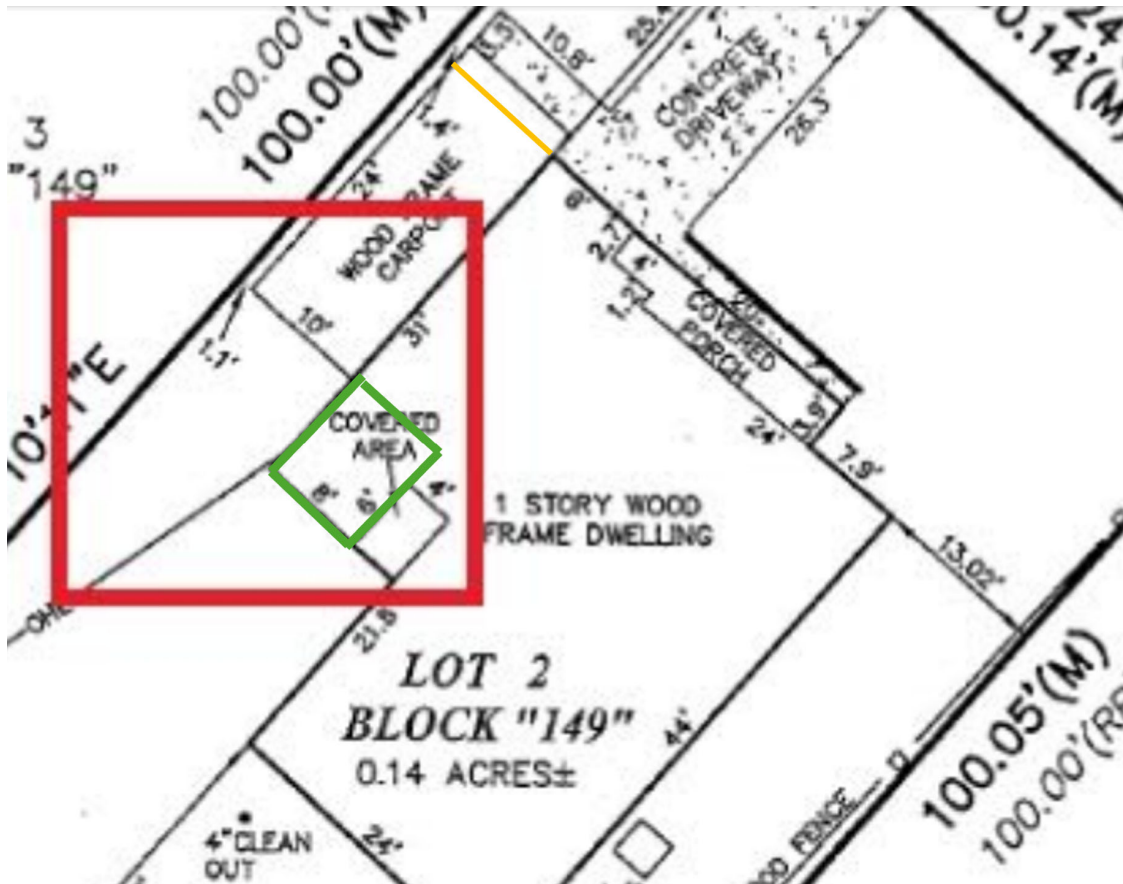
Thank you for reaching out. I definitely see where clarification is needed, and I realize I created some confusion by following my roof outline in the ext floorplan which caused me to inadvertently move a wall on one of the plans, but not consistently across the set.

The proposed work is clearer on the interior floor plan and 3D models, so I have attached that as well.

- **Carport dimensions and use:** The existing carport is approximately 10' x 24'. The proposed screened area will be approximately 10' x 21', reducing the existing footprint at the front to clean up the façade, which currently jogs forward of the adjacent addition. It will be a screened space and will not be heated or cooled.
- **Rear block structure:** There is an existing concrete block structure beneath the current roof that is not clearly represented on the original survey. I have shown this in an image below for clarification. The small existing alcove between the block structure and the home, labeled as a covered area on the survey, is proposed to be used as an outdoor shower.
- **Roof configuration:** The floor plan on Sheet A1.0 suggesting that the structure was being extended toward the rear was an error on my end. That extension does not exist in my Revit 3D model (previous images) and is not shown on the interior floor plans (provided now). The rear building footprint is not changing. The proposed work in this area is limited to simplifying the existing roof configuration into a rectangular gable to address the current roof geometry and water runoff issues. I have also included photos of the existing structure so you can compare the current conditions with the proposed roof overhang.



On the attached markup, green identifies the existing block structure, and yellow identifies the portion of the existing addition/carport that is being removed, resulting in the reduced front façade.



If you agree, I would like to update the presentation and plans for the Board to clearly reflect these existing and proposed conditions. I think I still have time to make those revisions before the September meeting.

See revised material below.

Best,

Ashley



ASHLEY LEONARD

712-490-1523

172 11th Street | Apalachicola

Residential Renovation | Certificate of Appropriateness

Revised Material



Proposed Scope

Exterior renovation to the existing one-story residence.

Proposed work includes reconstruction of the existing side/rear addition and a front porch facade extension as shown and dimensioned on the site plan. The existing nonconforming residence footprint is retained.

Project Data

Parcel: 01-09S-08W-8330-0149-0020

Legal: Lot 2, Block 149

Lot: 60 ft x 100 ft

Zoning: R-1 | Historic District

Flood Zone: X

Prepared By: Leonard & Co Design House

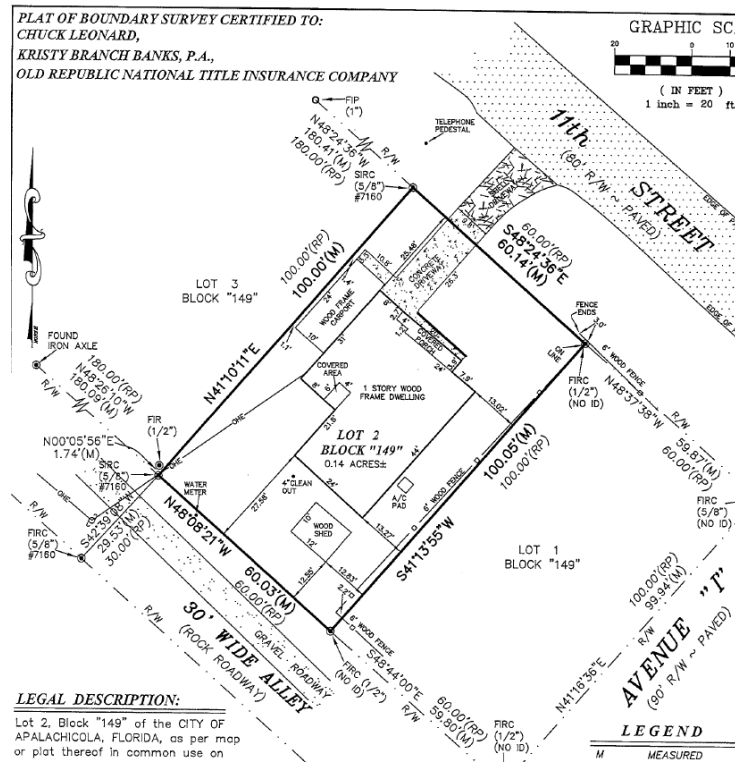
Submission Contents

Proposed Site Plan

Proposed Street Elevation

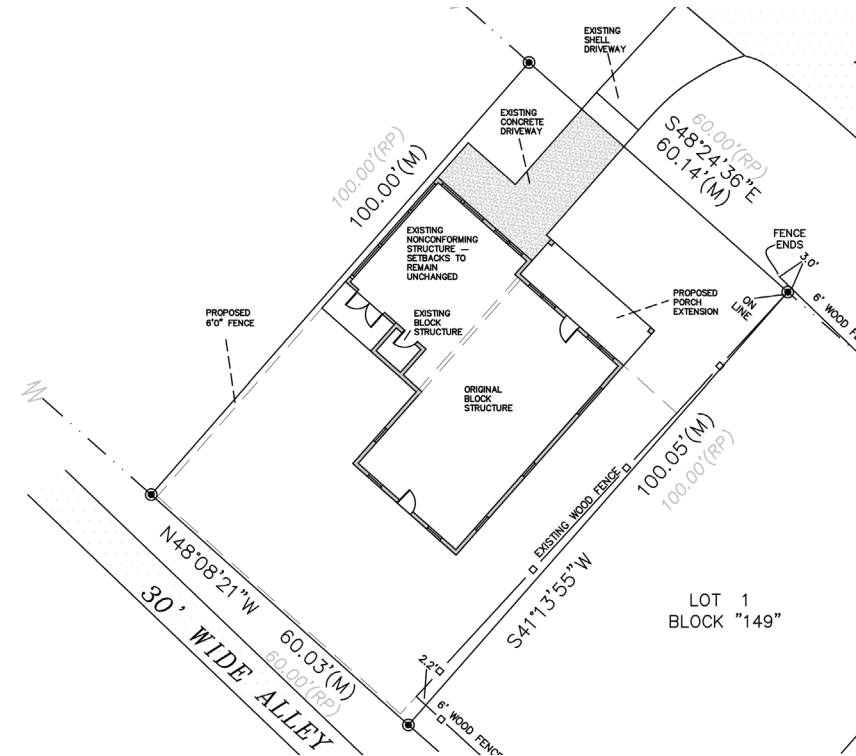
Proposed Porch + Fence Design

Proposed Site Plan



Site Plan Notes

- Existing residence footprint shown for reference.
- Existing nonconforming conditions to remain.
- Existing shell and concrete driveway to remain.
- Existing and proposed 6-ft wood fence locations shown.



Lot Area: 6000 SF

Existing Building Footprint: 1741 SF

Existing Concrete Driveway: 283 SF

New Front Porch: 171 SF

Total Impervious: 2195 SF/ 36.6%

Existing + Proposed Elevation



Porch + Fence Design

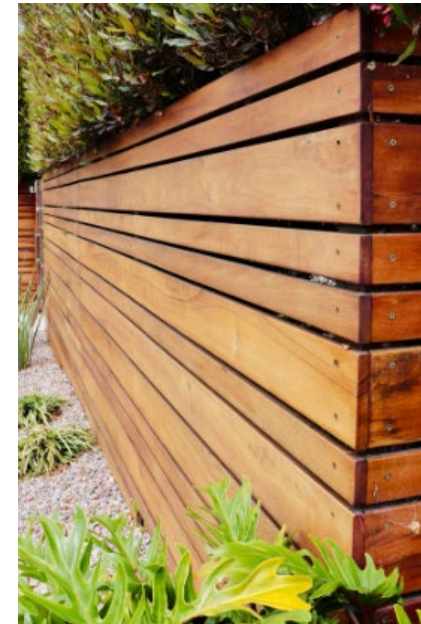


Porch Detail

Applied/block timber trim creates a simple shaker-like outline at the connection.

Square timber post; natural/stained wood finish.

Porch slab.



Fence sign

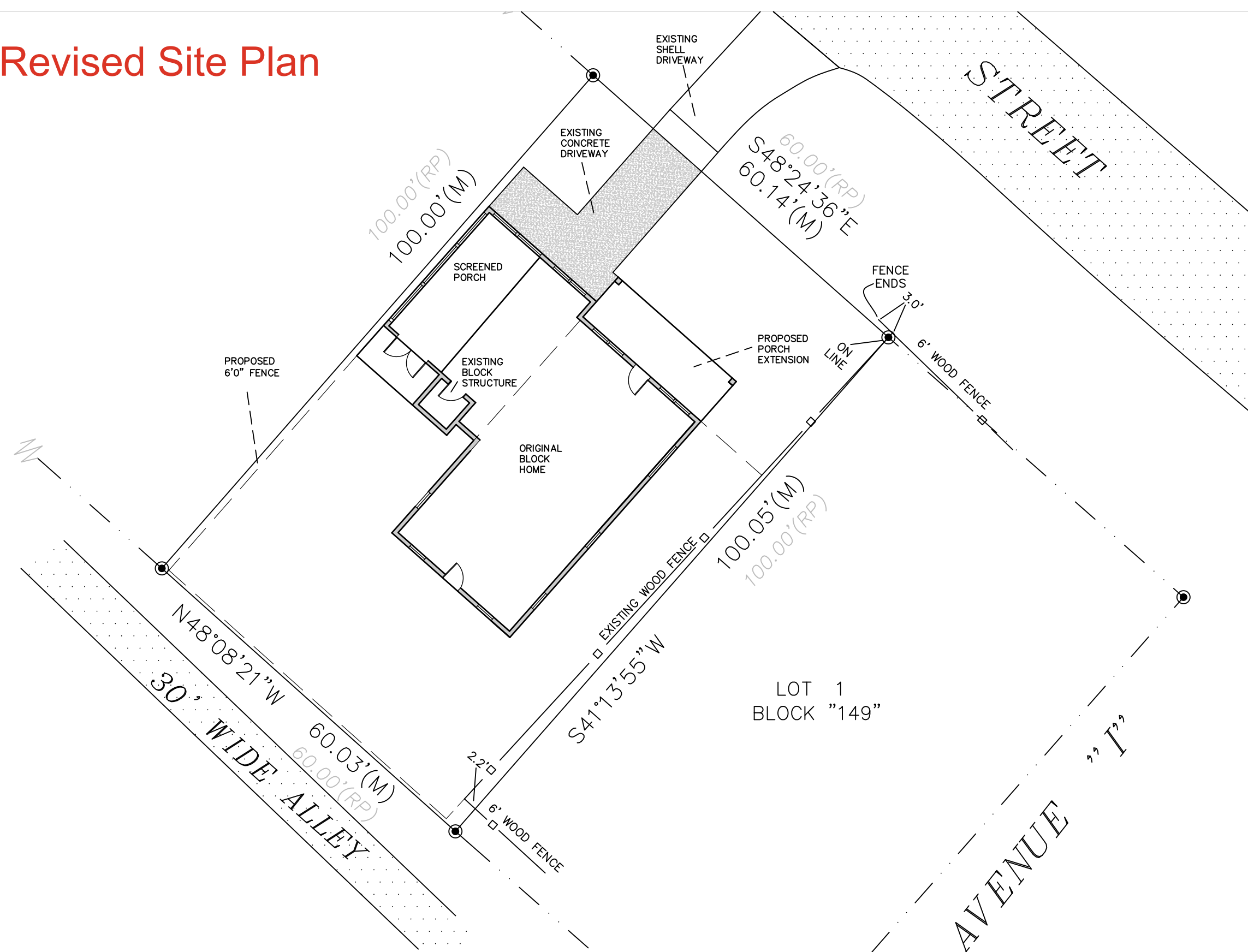
Proposed fence: 6-ft horizontal wood privacy fence at side/rear yard locations shown on site plan. Use clean horizontal boards with simple wood posts.

Tree Removal

One existing tree is proposed for removal, as identified in the photograph below. All other existing trees on the property are intended to remain and be protected during construction.



Revised Site Plan



DESIGN:
LEONARD & CO
DESIGN HOUSE

DESIGN & PROJECT MANAGEMENT
RESIDENTIAL, COMMERCIAL, CONSULTATION.
APALACHICOLA, FL 32320
CONTACT NO- 712-490-1523
E-MAIL : ashley@leonarddesignhouse.com

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CLIENT
172 11TH ST
APALACHICOLA, FL
32320

PROJECT NAME:
172 11TH

NOTES:

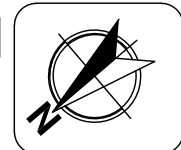
SHEET NO:
3 OF 15

DATE
09/01/2026

DRAWING TITLE:

SITE PLAN

SCALE:
1/16" = 1' - 0"



R2

REV:	DESCRIPTION:	BY:	DATE:

DESIGN:



DESIGN & PROJECT MANAGEMENT
RESIDENTIAL, COMMERCIAL, CONSULTATION,
APALACHICOLA, FL 32320
CONTACT NO- 712-490-1523
E-MAIL : ashley@leonarddesignhouse.com

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RESPONSIBILITY FOR ACCURACY OF DIMENSIONS IN RELATION
TO FABRICATION OR SITE CONDITIONS.

CLIENT

172 11TH ST
APALACHICOLA, FL
32320

PROJECT NAME:

172 11TH

NOTES:

SHEET NO.:

4 OF 15

SCALE:

3/16" = 1' - 0"

DATE:

09/03/2026

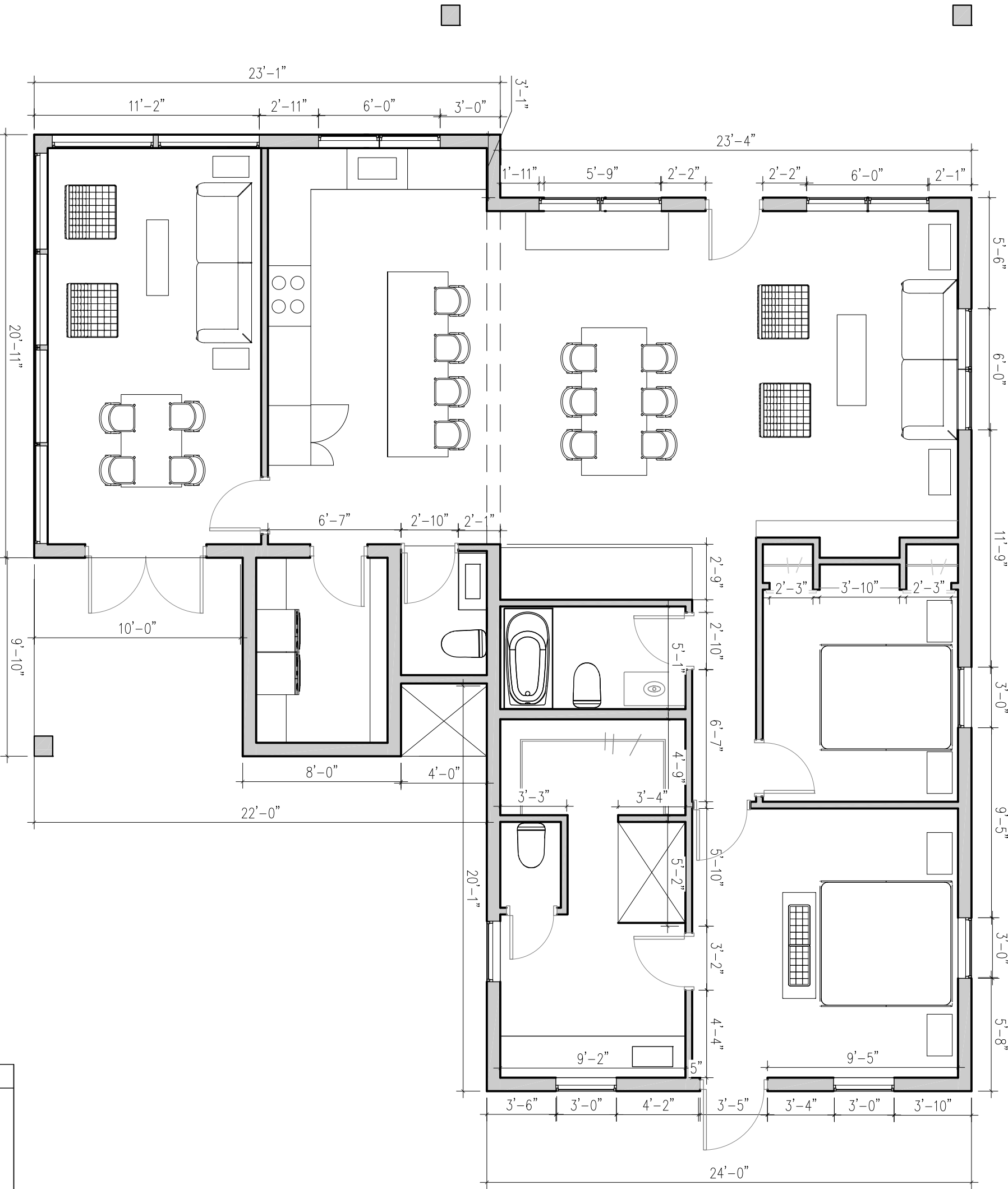
DRAWING TITLE:

FLOOR
PLAN



A1

REV.	DESCRIPTION	BY:	DATE:



STAFF FINDINGS REPORT

PROPERTY OWNER: Charles Leonard

AGENT (if applicable): N/A

CONTRACTOR: Ashley Leonard; Tyler Poloronis

PROPERTY ADDRESS (if available): 172 11th Street

→ Block 149 Lot 2

PARCEL ID: 01-09S-08W-8330-0149-0020

HISTORIC DISTRICT: Yes

CORNER LOT: No

ACREAGE: ±0.14 (~6,000 SF).

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: “X”

DESCRIPTION OF PROJECT:

→ Renovation of the roofline of the existing single-family building and associated addition, ~3’ extension of the roof over the existing front porch slab, and new 6’ wood privacy fence in the side and rear yard.

STAFF FINDINGS:

CODE OF ORDINANCES:

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

- **Development standards:**

- **Minimum lot size:**

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

- **Minimum building size:**

- Single-family: 800 SF.

- **Minimum building setbacks:**

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

- Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
- **Maximum building restrictions:**
 - Lot coverage: 40% or ~2,400 SF.
 - Existing: 2,024 SF
 - Proposed: 171 SF.
 - Total: 2,195 SF.
 - Building height: 35 ft.
- **Applicable regulations:**
 - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
 - Unless otherwise noted, special exceptions must comply with development standards as referenced.

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

- **Expansion of historic and nonhistoric, nonconforming structures.** The intent of this section is not to permit either historic or nonhistoric nonconforming structures to be enlarged upon, expanded, or extended, except as allowed through the variance process at section 101-61(2). Existing nonconformities of a structure shall not be used as grounds for adding other structures prohibited elsewhere in the same district.
 - An expansion in square footage for either historic or nonhistoric structures shall be permitted where such expansion meets all requirements of this code, including those of section 101-61(3)b when a variance is needed.
 - An expansion of either an historic or nonhistoric, nonconforming structure is permissible when it is required by law or ordered by the building inspector to secure the safety of the building.

→ **Section 111-288(e).**

- Requirements apply to **all zoning districts** and the **historic district**.
 - a.** Application for approval of any new fence or material alteration of an existing fence must be made in the same manner as for authorization of a building permit with a full description of materials to be used, dimensions and placement clearly stated on the plans. It is not necessary for a landscape architect or engineer to draw or sign and seal the plans.
 - b.** Fences shall be erected on the lot of the applicant and shall not extend into a public right-of-way. Fences may be erected within the required setback area (i.e., area between the front, side, and rear property lines and the front, side, and rear setback lines).

- c.** A fence may abut but shall not be located on any property line.

- No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two street).
 - The proposed fences will not be located in the front yard.
- As required in section 111-288(b) above, front-yard fences on corner lots may not exceed two and one-half feet (30 inches) in height within 50 feet of the point of intersection of two streets.
 - The subject property is not a corner lot.
- A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
- No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
 - The fence will be attached to the rear of the façade.
- All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.
 - The 'existing fence' shown on the site plan is the neighbor's fence, which encroaches ~2' onto the subject property. The proposed fence on the applicant's property will be uniform in height and appearance.

- The proposed improvement will bring the existing roofline further out toward 11th Street (~3' for a total of 7' under the roof) to completely cover the existing concrete patio slab.
 - The posts currently fall in the middle of the concrete slab (see sheet A2.0); under this proposal the posts will be moved to the edge of the concrete slab. The roofline of the entire building will be modified.
- The proposed improvement will also expand the structure on the side of the property adjacent to Lot 3 and remodel the existing wood frame carport. See the difference in size of the structure in this area between the site plan and the survey on Sheet A1.0.

- The wood frame carport is 1.1' from the neighboring property line, per the provided survey. Per the provided site plan, the setbacks will remain unchanged. This component of the proposal clearly represents an expansion of a nonconforming structure, which cannot be authorized except by variance or as otherwise provided by Sec. 111-322.
 - The minimum required side setback is 5', provided that both sides total to at least 15'. The carport measures 10' x 24' according to the survey. In order to meet the minimum side setback, the width of this structure should not exceed ~6'.
- See email response from applicant dated 9/2 which clarifies:
 - The existing carport structure will not be expanded at the rear.
 - The existing carport area will be reduced at the front façade, to improve the appearance of the entire structure from the street.

RECOMMENDATION:

1. If the Board finds the proposed work **is not** an enlargement, expansion, or enlargement of a nonconforming structure:
 - a. Approval.
2. If the Board finds the proposed work **is** an enlargement, expansion, or enlargement of a nonconforming structure:
 - a. Approval on the condition that the alteration/remodel work must bring the structure into compliance with the minimum required side setback of 5 ft.

AND/OR

 - b. Table to allow revisions to the application as requested by the Board.

OR

 - c. Table this application until the applicant obtains a variance from the Board of Adjustment.

