# Planning & Zoning Agenda

## October 12th, 2026

## Regular Meeting

# CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, October 12th, 2026

**City Meeting Room – 74 6th Street**

Agenda

**Regular Meeting: 6:00 PM**

1. Approval of September 14th, 2026, workshop meeting minutes.
2. Approval of September 14th, 2026, regular meeting minutes.
3. Review, Discussion and Decision for Certificate of Appropriateness, Sign & Parking Plan. **(O/R) @ 92 Avenue E**. Block 30 Southwest ½ Lots 4-5. Owner: Jehu Westmark; Contractor: N/A
4. Review, Discussion and Decision for Accessory Structure. **(R-2) @ 20 Adams Street**. Neels Addition Block 5 North 150' Lots 1-2 and West 20' Lot 3. Owner: Anna Keel; Contractor: Dan's Aluminum.
5. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. **(R-1) @ 114 8th Street**. Block 69 Lot 3. Owner: Graham Knox; Contractor: Self.
6. Review, Discussion and Decision for Certificate of Appropriateness, Relocation, Addition & Accessory Structure. **(R-1) @ 120 7th Street**. Block 60 Lot 5. Owners: Karen Jumonville & Jay Townsend; Contractor: Erin Rodriguez.
7. Review, Discussion and Decision for Certificate of Appropriateness & Fence. **(R-1) @ 87 Avenue D**. Block 23 Lots 9-10. Owners: Glen Perkins & Amelia Hodges; Contractor: GeoFlora Group LLC.

8. Review, Discussion and Decision for Accessory Structure, Addition & Fence. **(R-2) @ 6 Ellis Van Fleet Street**. Block 264 60 x 174 ft. Owners: Eric & Cristin Walker; Contractor: GeoFlora Group LLC.
9. Review, Discussion and Decision for Certificate of Appropriateness, Demolition & Addition. **(R-1) @ 211 Avenue G**. Block 117 Lots 1-2. Owner: Carolyn Johnston; Contractor: Bryce Ward.
10. Review, Discussion and Decision for Certificate of Appropriateness & Alteration/Renovation. **(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.**




# September 14th

# Meeting Minutes

# Workshop

# CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

WORKSHOP

Monday, September 14th, 2026

**City Meeting Room – 74 6th Street**

Agenda

**Attendance**: Greg Golgowksi, Bobby Miller, Elizabeth Milliken, Greg Perkins, Al Ingle

**Workshop**: 5:00 PM

1. **Introduction**:
    a. City Planner summarized the purpose of the workshop as part one in a longer series of workshops on the topic of parking in the C-1 District. The goal of today's workshop is to identify concerns with the City's current parking ordinance and to focus on the best solution to correct or clarify those concerns including possible ordinance revision.
2. **Public Comments**:
    a. Anita Grove, Resident. Summarized the work completed by former City Planner Bree on the state of the City's parking. This report identifies specific areas within the City's code which merit discussion and potential revision. She further identified the following issues:
        i. New businesses moving into Apalachicola do not know about parking mitigation requirements.
        ii. The administration and management of the parking mitigation program and fund is very difficult and would require a full-time staff planner or other City employee.
            1. For example, it would likely be necessary to reconstruct previous work in order to determine which businesses have paid parking mitigation.
    b. Additionally, she stated that unless businesses have dedicated or reserved parking lots, all public parking is ultimately shared among and between businesses. She concluded that the City's parking requirements

are not excessive, but the City needs to keep with those requirements and hold everyone to the same standard.

3. **Board Member Comments**:
    a. Bobby Miller asked the following questions:
        i. What happens to the funding the City collects for parking mitigation.
            1. This money should go into a separate, dedicated fund, per Ms. Grove.
        ii. What will be done with the old fire station building? His understanding is that the City has funding to demolish it.
            1. Ms. Grove stated that there is a ribbon cutting for this project among others on Friday, September 25th.
        iii. Does the grant funding for the fire station project include conversion into a potential parking lot?
            1. No, it does not. This funding would have to come from the parking mitigation fund.
    b. Bobby Miller also stated that an example of a city with true parking problems is Port St. Joe on a busy day. He further stated that the City's streets and right-of-way are so wide in order to allow room for horses and buggies to turn around. The City founders could not have imagined the current parking situation. Therefore, it is difficult to plan for future parking problems in the present. He concluded that the ultimate problem with the City's parking requirements is that they do not match the character of the downtown area, and when businesses move in downtown they are beaten down by parking requirements.
    c. Greg Perkins asked the following questions:
        i. Is the parking mitigation a one-time fee?
            1. Planner confirmed it is. The City Manager or Finance Director would know more about the amount of money in the parking mitigation fund.
    d. Greg Perkis also stated that many business owners downtown are not meeting the code requirements for their type of business/use.

i. Elizabeth Milliken added that because most businesses do not own or have the right to reserve public parking spaces; anyone can park in those spaces. For example, the Gibson Inn cannot ask you to move your car from the public parking in front of their building if you are not staying there. If the business owns the parking lot, then the situation is different and.
    1. Greg Perkins summarized his main point that multiple businesses utilize the same parking spaces.
        a. Antia Grove noted that this is the purpose of tracking parking mitigation with a map or other visual aid.

e. Elizabeth Milliken asked the following question:
    i. Why is there an issue with dirt or unpaved parking lots, especially given that asphalt and concrete can cause adverse effects like increased stormwater runoff and increased temperatures?
        1. City Planner stated that the parking requirements do not specify required or permitted surfaces, just that a certain number of spaces must be provided.
        2. Anita Grove further added that the new parking lots proposed for constructed are planned to be gravel/rocked.
            a. Elizabeth Milliken stated that it is very difficult to keep up with weeds and general maintenance in these types of parking lots.
    ii. She also gave the post office as an example of building with dedicated parking which is never utilized to its full potential in terms of number of cars parked there.

f. Al Ingle made the following comments:
    i. Given that there are more cars than there are parking spaces in the downtown, the City should make more efficient use of existing parking. He gave the following examples of how this could be done:

1. Reserve a portion of the northern parking lot(s) for boats, RVs, and other large vehicles and prohibit them from parking in other areas downtown.
2. Implement or support a golf cart of pedicab taxi service from the northern parking lot(s) to the more central downtown area, to encourage use of these more distant parking lots.

ii. There is an overabundance of parking on the north half of the downtown. The problem is that this is usually a distance people are not willing to walk. He concluded that the principal issue with parking mitigation is that there are no longer any such spaces to buy.

g. Greg Golgowski made the following comments:
   i. Based on projects which have been proposed in the past year, it seems difficult to get commercial projects approved because of the way the required number of parking spaces is counted (i.e., based on tables, stools, employees, etc.). As a result, in order to open, businesses have chosen to downsize or reduce their capacity, staff, etc.
   ii. Making the parking review and approval process simpler and easier to navigate is an important step the City should take. Simplifying the entire process would be an important step.
   iii. He concluded that, given the historic nature of the downtown Apalachicola, it is not realistic or necessarily desirable to simply build more parking lots.

4. **Group Discussion**:
   a. City Planner asked the Board if codification of the parking plan requirements and review process, as well as the creation of a dedicated parking section would be a good first step for the next workshop.
      i. Attorney Hartman stated that outside of major events, there has always been enough parking in Apalachicola. In the worst-case

scenario, one can park in more remote or inconveniently located areas and walk whereover one wants to go.

b. The Board's consensus was that any potential changes should make more efficient use of parking in the downtown and better align the City's parking requirements with the character of the downtown.

**Workshop adjourned at 5:51 P.M.**

# September 14th

# Meeting Minutes

# Regular Meeting

# CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, September 14th, 2026

**City Meeting Room – 74 6th Street**

Agenda

**Attendance**: Greg Golgowski, Elizabeth Milliken, Bobby Miller, Lee McLemore, Greg Perkins, Al Ingle

**Regular Meeting**: 6:00 PM

1. Amendment to the agenda at the request of the City Planner.
    a. Motion to amend the agenda to add appointment of a new vice chair as an item of new business by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.
2. Approval of August 10th, 2026 regular meeting minutes.
    a. Motion to approve by Bobby Miller; 2nd by Greg Perkins – all in favor, motion carried.
3. 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.
    a. City Planner summarized staff report.
    b. Steve Paterson, Owner – Present. Summarized the request for a simple fence, lean-to for a boat, and driveway expansion.
    c. Motion to approve by Bobby Miller; 2nd by Elizabeth Milliken – all in favor, motion carried.
4. 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 Tile.
    a. City Planner summarized staff report.
    b. Nick Avossa, Owner – Present. Stated that it is no issue to remove 12 square feet from the proposed driveway to be at or under the 2,400

square feet maximum. He confirmed that the driveway gets wider as it approaches the street and right-of-way.

c. Bobby Miller asked about the material used for the deck and the spacing between the boards. Owner stated that it is pressure treated lumber. He also stated that the 3/8-inch spacing between the deck boards was done on the advice of someone he knows who is familiar with municipal code requirements.

d. Motion to approve by Elizabeth Milliken; 2nd by Greg Perkins – all in favor, motion carried.

**5.** 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.

a. City Planner summarized staff report.

b. City Attorney stated that the Board should make two separate motions for the fence and the deck.

c. Motion to approve the fence as proposed by Bobby Miller; 2nd by Lee McLemore – all in favor, motion carried.

d. Anna Bull, Owner – Present. Asked for clarification from the Board as to why the request for the deck might be denied, because it is in the rear yard and will be hidden by the fence. She also stated that the deck will not be structurally attached to the house.

i. City Attorney read aloud Sec. 111-322, subsection C, expansion of historic and nonhistoric, nonconforming structures. He further stated that the task before the Board is to decide if the proposed deck constitutes an extension of a nonconforming structure. He concluded that a variance is typically warranted when a hardship occurs as a result of circumstances beyond the control of the owner or applicant.

1. Bobby Miller stated that if the two structures are not attached, the deck cannot be considered an extension of the

nonconforming house. He also stated that there are many nonconforming structures all over the City.

ii. Al Ingle shared a previous example about an old proposal for the Boss Oyster complex: Demolish the existing restaurant for a new restaurant, at the maximum permitted building footprint of 8,000 square feet. To also build an attached deck on the lot, the applicant proposed a 3-inch gap between the restaurant building and the accessory deck. This request was previously approved by the P&Z Board.

iii. Al Ingle also stated that adding a deck which encroached into either front setback would be problematic, as both front setbacks are not currently met. However, because this is a proposal involving the rear yard only, the request can be approved if the deck is not attached. It does not necessarily constitute an expansion of a nonconforming structure, as the nonconformity is not worsened by the work proposed.

1. Bobby Miller stated that, in his opinion, the intent of this section of the Code is primarily to prevent someone from expanding on a nonconformity.

e. Motion to approve the deck as proposed by Al Ingle; 2nd by Bobby Miller – all in favor, motion carried.

**6.** Review, Discussion and Decision for New Construction (Residential). **(R-2) 235 11th Street**. Block 155 Lot 8. Owner: Inspire Innovations LLC; Contractor: Alex Meca.

a. City Planner summarized staff report.
b. Owner and Contractor not present.
c. Elizabeth Milliken asked if this is a heavily wooded lot, as she could not find the location when looking for it. Planner confirmed that it is a wooded lot, and that a tree survey was provided with the application.
d. Motion to approve by Greg Perkins; 2nd by Lee McLemore – all in favor, motion carried.

7. 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.
    a. City Planner summarized staff report. Planner also stated that this work was originally referred to the Building and Planning Departments by Code Enforcement.
    b. Owners not present.
    c. Lee McLemore asked the City Attorney if the Owners would need to have something in writing from the City, like a formal encroachment agreement, to get this work approved.
        i. City Attorney stated an encroachment agreement would not be required. He further stated that he would enquire with Code Enforcement as to why this issue was referred to the P&Z Board. Arguably, this work could be considered landscaping, which the City does allow in the right-of-way, at risk, because no one has an inherent right to build in the City's right-of-way.
    d. Elizabeth Milliken gave an example of stormwater improvements done around the Lafayette Park area which required the destruction of landscaping elements installed by surrounding property owners.
    e. Bobbly Miller gave an example of a fire hydrant which had been nicely hidden by landscaping, which the City had to destroy to access the hydrant. He stated that the City should have property owners sign a written agreement acknowledging that anything built or installed in the right-of-way could potentially be destroyed.
    f. City Attorney further stated that it could be unsightly if people started putting gravel in the right-of-way all over the City but concluded that that would ultimately be a problem the City Commission has to address.
    g. No motion was made for this item.
8. 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.

a. City Planner summarized staff report.
b. Greg Krinovak, Contractor – Present on behalf of Ashely Leonard, Contractor.
c. Al Ingle commented that the lot adjacent to this property is completely vacant, and that the existing one-foot setback to the property could negatively impact the adjacent property in terms of economic value and fire risk. He also stated that the improvement of the single-car enclosed lean-to or carport clearly represented an expansion of a nonconforming structure, and that the structure would be more noncompliant after the proposed work is completed.
d. Elizabeth Milliken asked about the location of the vacant lot in relation to the subject property.
    i. Contractor confirmed the vacant lot is on the right side of the existing house, if you're looking from the street.
    ii. Elizabeth Milliken further stated that the two structures are clearly attached via the roof, if nothing else.
e. Contractor stated the carport is proposed to be renovated into a screen-in porch, and that the footprint of the existing structure is not being changed.
f. City Planner also requested that the Board decide whether modifications to the roofline which result in increased area covered under the roof constitute an expansion or extension of a nonconforming structure.
g. Bobby Miller stated that the Board would be setting a precedent in approving the renovations as proposed, which would be difficult to defend in the future.
h. Motion to table the item until (1) the Owner receives a variance from the Board of Adjustment or (2) revisions are made to the application to bring the proposal into conformance with current Code requirements by Bobby Miller; 2nd by Greg Perkins – all in favor, motion carried.

**Other/New Business**:

1. Appointment of a new vice chair.
    a. Following the resignation of the former vice chair Jim Bachrach, the Board must elect a new vice chair. The role of the vice chair is primarily to facilitate the Board's meetings in the absence of the chair.
        i. Motion to elect Al Ingle as the new vice chair by Elizabeth Milliken; 2nd by Greg Perkins – all in favor, motion carried.

**Outstanding/Unresolved Issues**:

N/A

**Motion to adjourn the meeting by Bobby Miller; 2nd by Greg Perkins. All in favor - meeting adjourned at 6:55 PM.**

# Certificate of Appropriateness,

# Sign & Parking Plan

# 92 Avenue E

# *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 Jehu F. Westmark
Address 6 Yellow Jacket Ave
City Sopchoppy State FL Zip 32358
Phone 850.445.4222 jay.westmark@gmail.com

## CONTRACTOR INFORMATION

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

## PROJECT TYPE

- ☐ New Construction
- ☐ Addition
- ☐ Alteration/Renovation
- ☐ Relocation
- ☐ Demolition
- ☐ Fence
- ☐ Accessory Structure
- ☐ Certificate of Appropriateness
- ☒ Other Vacation Rental Sign

## PROPERTY INFORMATION

Street Address (911 Address): 92 Avenue E
City & State: Apalachicola FL Zip: 32320
Parcel ID #: _____ Block: _____ Lot: _____
Zoning District: O/R [ X ] 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).

_____
_____
_____
_____
_____
_____

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | | | |
| **Doors** | | | |
| **Windows** | | | |
| **Roofing** | | | |
| **Trim** | | | |
| **Foundation** | | | |
| **Shutters** | | | |
| **Porch/Deck** | | | |
| **Fencing** | | | |
| **Driveways/Sidewalks** | | | |
| **Other** | | | |

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

## CERTIFICATION

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

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

9/5/2026 — DATE

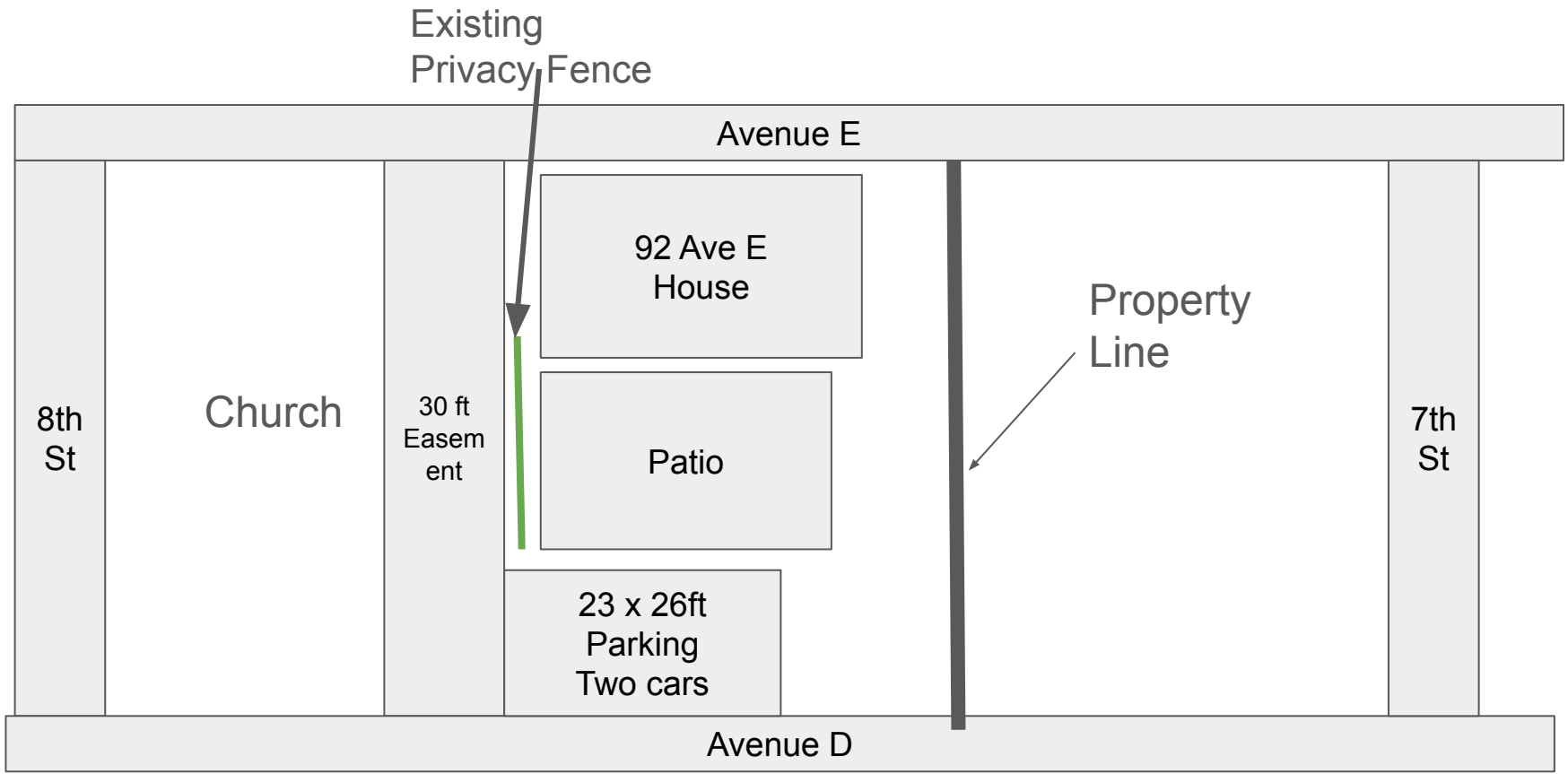
John F. Westmark — SIGNATURE OF APPLICANT

# 92 Avenue E

## Parking Plan & Vacation Rental Sign app

Jehu and Mary Katherine Westmark
850.445.4206
Admin@ForgottenCoastEscapes.com

# Parking Plan, 92 Avenue E



# 92 Ave E was previously a vacation rental property




92 Avenue E has been a restaurant, an art gallery and a vacation rental by previous owners.

The owners before last used VRBO and called it “Apalach Moon”

# New Vacation Rental Sign - 24” x 18” - on the front wall

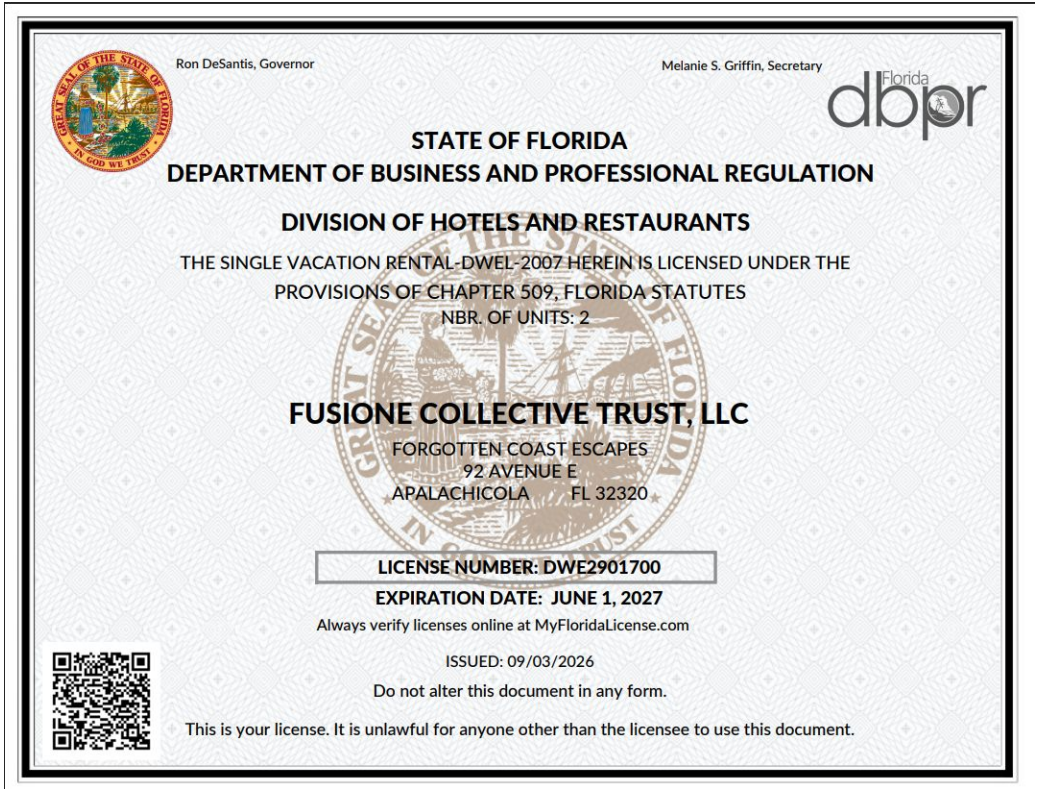





**24” x 18”**

# DBPR License

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida dbpr

**STATE OF FLORIDA**
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DIVISION OF HOTELS AND RESTAURANTS**

THE SINGLE VACATION RENTAL-DWEL-2007 HEREIN IS LICENSED UNDER THE PROVISIONS OF CHAPTER 509, FLORIDA STATUTES
NBR. OF UNITS: 2

**FUSIONE COLLECTIVE TRUST, LLC**

FORGOTTEN COAST ESCAPES
92 AVENUE E
APALACHICOLA FL 32320

**LICENSE NUMBER: DWE2901700**

**EXPIRATION DATE: JUNE 1, 2027**

Always verify licenses online at MyFloridaLicense.com

ISSUED: 09/03/2026

Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.

# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Jehu Westmark

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

**CONTRACTOR**: N/A

**PROPERTY ADDRESS** (if available): 92 Avenue E

→ Block 30 Southwest ½ Lots 4-5

**PARCEL ID**: 01-09S-08W-8330-0030-0041

**HISTORIC DISTRICT**: Yes

**CORNER LOT**: No

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

**FUTURE LAND USE**: O/R Office Residential

**WETLANDS**: No

**FLOODPLAIN**: Mixed "X" and "AE"

**DESCRIPTION OF PROJECT**:

→ Commercial parking plan and signage (24" x 18" wall sign) for new vacation rental business at subject property.

**STAFF FINDINGS**:

**Code of Ordinances**:

→ **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.
    - **Total required spaces**: 1.
      - The entire dwelling unit will be rented as one unit, there will be no individual rooms for rent within the unit.
    - **Total spaces provided on site**: 2.
- 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.

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

- All signs shall comply with applicable provisions of the Florida Building Code at all times.
- All signs requiring permits shall be constructed of permanent materials and shall be permanently attached to the ground, a building or another structure by direct attachment to a rigid wall, frame or structure.
- Signs that are illuminated shall only be illuminated in accordance with the following additional standards:
  - Full cutoff fixtures must be used. Up-lighting is prohibited. No sign shall have internal illumination.
  - Illumination shall be with white light only.
  - Any external lighting used to illuminate signs shall be shielded so that the light source cannot be seen from abutting roads or properties.
  - Illuminated signs shall not have lighting mechanisms that project more than 18 inches perpendicularly from any surface.
  - Illuminated signs shall have luminance no greater than 140 foot-candles as measured one foot from the sign.
  - External lighting fixtures shall be fully shielded and directed down.
  - Letters shall be individual halo-lit letters with solid opaque faces that do not permit any light to come through the face and that are silhouetted against the illuminated wall.
- All signs shall be maintained in good structural condition, in compliance with all building and electrical codes, and in conformance with this code at all times. The building inspector shall have the right to order the repair or removal of any sign which is defective, damaged or substantially deteriorated as defined in the Florida Building Code.

→ **Sec. 113-83. Signs permitted in residential zones.**

- For the purposes of this section, the following shall be considered residential districts: R-1, R-2, R-3, R-4 and **O/R**. Signs are permitted in these districts as follows:
  - For **home occupations**: one non-illuminated wall sign, not to exceed three square feet in size is permitted.
    - **Proposed area**: 24” x 18” or 3 square feet.
    - **Note**: The planning and zoning board has previously required signage for vacation rental businesses to conform with the standards prescribed for home occupation signage.

- For **permitted nonresidential uses other than home occupations**, including churches and synagogues: one freestanding monument sign not to exceed 12 square feet in area or eight feet in height

**RECOMMENDATION**: Approval.

# Accessory Structure

# 20 Adams 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 Anna Keel
Address 20 Adams Street
City Apalachicola State FL Zip 32320
Phone 512-484-8033

### CONTRACTOR INFORMATION

Contractor Name Davis Aluminum
State License # _____ City License # _____
Email dbrust2169@gmail.com
Phone 850-747-1636

### PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [x] Accessory Structure
- [ ] Certificate of Appropriateness
- [x] Other insulated patio cover

### PROPERTY INFORMATION

Street Address (911 Address): 20 Adams St
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-09S-08W-8360-0005 (pt) Block: — Lot: 1-2
Zoning District: R-2 [ ] Historic District [ ] Non-Historic District
FEMA Flood Zone: X

### OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N
Setback Requirements of Property:
Front: _____ Rear: _____ Side: _____
Corner Lot? Y (N) Street Sides: _____
Lot Coverage: _____
STAFF NOTES/RECOMMENDATIONS:

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

City Staff

Date Approved

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

**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 will be building an aluminum patio cover over an existing concrete slab. We will use patio extrusion, all aluminum and roof will be a 3" composite panel, that will attach to primary structure (11'x16')

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | — | | |
| **Doors** | — | | |
| **Windows** | — | | |
| **Roofing** | | | FL# 7561.1-R7 |
| **Trim** | — | | |
| **Foundation** | — | | |
| **Shutters** | — | | |
| **Porch/Deck** | — | | |
| **Fencing** | — | | |
| **Driveways/Sidewalks** | — | | |
| **Other** | — | | |

***NOTE:*** *Please have a site plan prepared to turn in with your application. At minimum, the site plan needs to contain: a North arrow, surrounding streets, lot lines, lot dimensions, setbacks, current structure dimensions, proposed structure dimensions, fence locations, 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.*

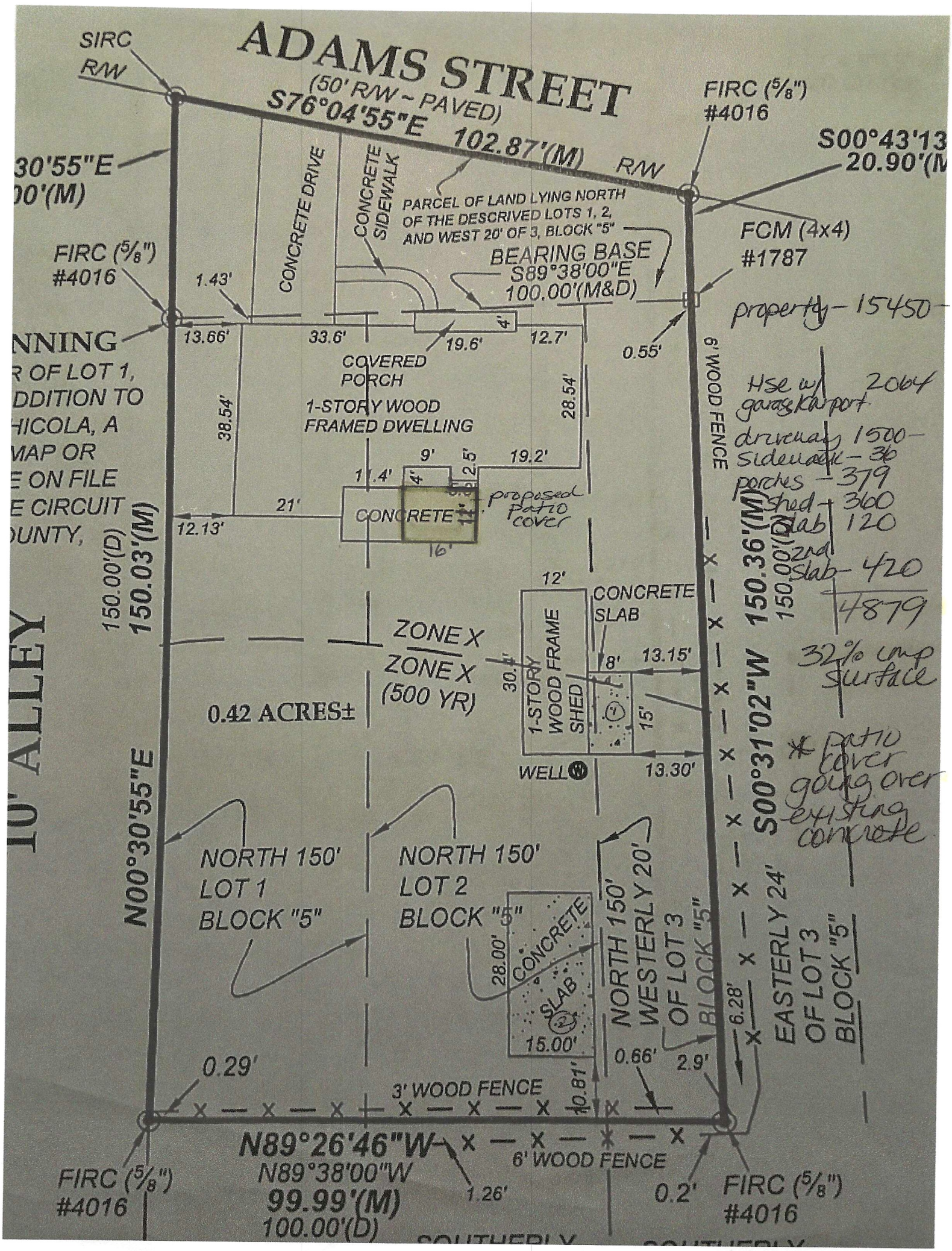
## CERTIFICATION

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:

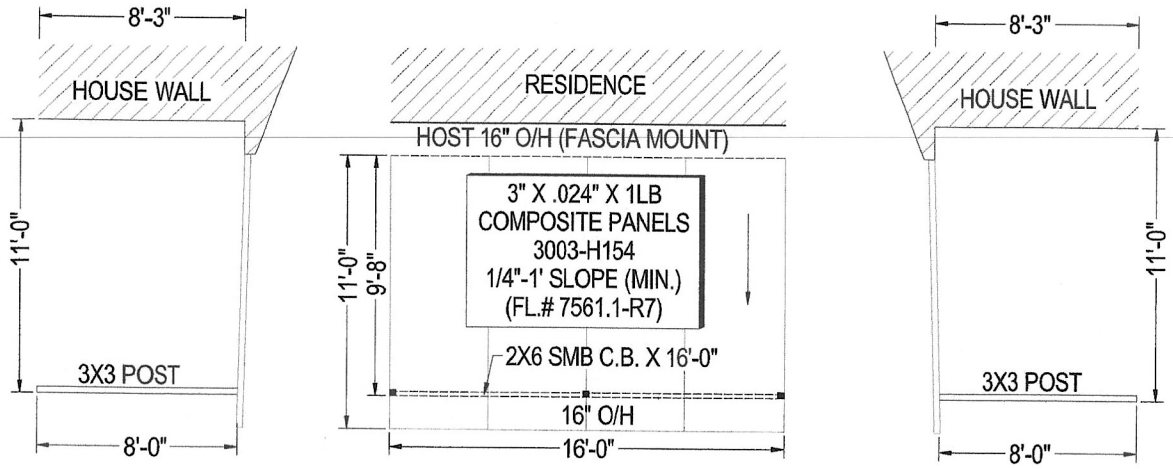
1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular 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.**

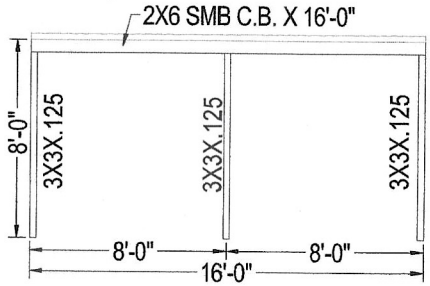
9/15/20
DATE

SIGNATURE OF APPLICANT


ADAMS STREET
(50' R/W ~ PAVED)
S76°04'55"E 102.87'(M)
SIRC R/W
FIRC (5/8") #4016
R/W
S00°43'13
20.90'(M
30'55"E
00'(M)
CONCRETE DRIVE
CONCRETE SIDEWALK
PARCEL OF LAND LYING NORTH OF THE DESCRIVED LOTS 1, 2, AND WEST 20' OF 3, BLOCK "5"
BEARING BASE S89°38'00"E 100.00'(M&D)
FCM (4x4) #1787
FIRC (5/8") #4016
NNING
R OF LOT 1,
DDITION TO
HICOLA, A
MAP OR
E ON FILE
E CIRCUIT
UNTY,
1.43'
13.66'
33.6'
19.6'
12.7'
4'
0.55'
6' WOOD FENCE
COVERED PORCH
1-STORY WOOD FRAMED DWELLING
38.54'
28.54'
9'
19.2'
11.4'
4'
2.5'
21'
12.13'
CONCRETE
proposed patio cover
16'
property - 15450
Hse w/ garage/carport 2064
driveway 1500
sidewalk - 36
porches - 379
shed - 360
slab 120
2nd Slab - 420
4879
32% imp surface
* patio cover going over existing concrete
150.00'(D)
150.03'(M)
12'
CONCRETE SLAB
ZONE X
ZONE X (500 YR)
0.42 ACRES±
30.4'
1-STORY WOOD FRAME SHED
8'
13.15'
15'
WELL
13.30'
150.00'(D)
150.36'(M)
S00°31'02"W
10' ALLEY
N00°30'55"E
NORTH 150' LOT 1 BLOCK "5"
NORTH 150' LOT 2 BLOCK "5"
28.00'
CONCRETE SLAB
15.00'
NORTH 150' WESTERLY 20' OF LOT 3 BLOCK "5"
EASTERLY 24' OF LOT 3 BLOCK "5"
6.28'
0.66'
2.9'
10.81'
0.29'
3' WOOD FENCE
N89°26'46"W
N89°38'00"W
99.99'(M)
100.00'(D)
1.26'
6' WOOD FENCE
0.2'
FIRC (5/8") #4016
FIRC (5/8") #4016

# PROPOSED HOST- ATTACHING PATIO COVER
## PLAN/ ELEVATIONS SCALE: NTS




HATCH/ SYMBOL LEGEND

| HATCH | INDICATES |
|---|---|
| | EXIST. STRUCTURE |

NOTE: ALL MAY NOT APPLY

■ = 3X3X.125

FOUNDATION NOTES:
EXISTING 4" SLAB 3000 PSI CONCRETE (MIN.)

This item has been digitally signed and sealed by Richard E. Walker, P.E. on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

RICHARD EDWARD WALKER LICENSE No. 61240 STATE OF FLORIDA PROFESSIONAL ENGINEER

Digitally signed by Richard E Walker
Date: 2026.09.09 14:38:52-04'00'


FLORIDA ENGINEERING LLC
4161 TAMIAMI TRAIL, UNIT 101
PORT CHARLOTTE, FLORIDA 33952
(941) 391-5980
FLEng.com
Orders@FLEng.com
CA CERT. #30782

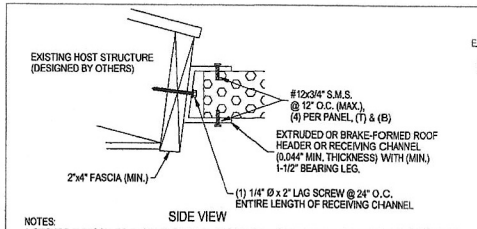

PROJECT NO. 2623240

CONTRACTOR: DAN'S ALUMINUM INC

PROJECT ADDRESS: KEEL
20 ADAMS ST
APALACHICOLA, FLORIDA 32320

| | |
|---|---|
| DESIGN DATE: | 08/25/2026 |
| REVISION 1: | DATE |
| REVISION 2: | DATE |
| DRAWN BY: | ST |
| SCALE: | NTS |

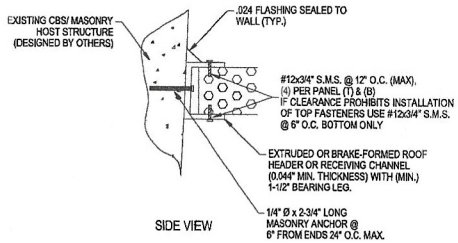
SHEET: 02




SIDE VIEW

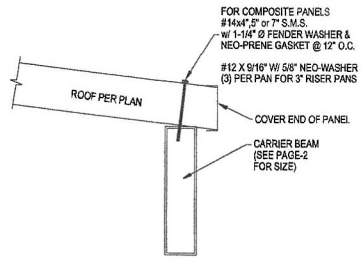
NOTES:
1. SECURE 2" FASCIA TO EACH RAFTER TAIL W/ (1) 1/4" Ø x 4" LONG PAN HEAD LAG SCREWS PRIOR TO ATTACHING REC. CHANNEL.
2. 2" THICK FASCIA OR DBL 1" FASCIA OR 1" FASCIA + 2" SUB FASCIA (1"&2" ARE NOMINAL)
3. THE HOST STRUCTURE SHALL HAVE A 2'x4" MIN. FASICA AND ROOF TRUSS SYSTEM, CONTRACTOR SHALL VERFY THIS, AND IF SMALLER CONTRACTOR SHALL BRING STRUCTURE UP TO A 2'x4" FASCIA AND ENSURE LESS THAN A 2'-0" OVERHANG.

ROOF PANEL ATTACHMENT - WOOD FRAME
SCALE: NTS

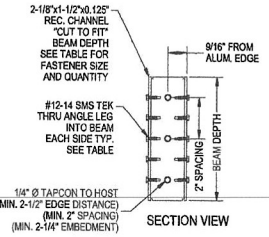



SIDE VIEW

ROOF PANEL ATTACHMENT - MASONRY
SCALE: NTS




ROOF PANEL TO CARRIER BEAM
CONNECTION SCALE: NTS

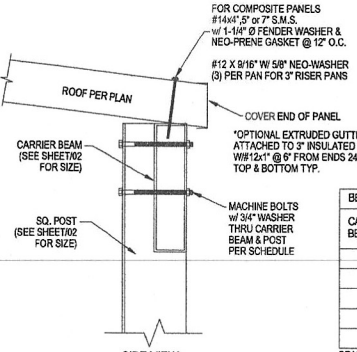



SECTION VIEW

| BEAM TO HOST w/ 1/8" REC. TABLE | | |
|---|---|---|
| BEAM SIZE | QUANTITY SMS TO BEAM EACH SIDE | QUANTITY 1/4" ANCHOR (INTERNAL) |
| 2X4 | (4) #12 | (2) 1/4" |
| 2X5 | (5) #12 | (2) 1/4" |
| 2X6 | (5) #12 | (3) 1/4" |
| 2X7 | (6) #14 | (3) 1/4" |
| 2X8 | (7) #14 | (4) 1/4" |
| 2X9 | (8) #14 | (4) 1/4" |
| 2X10 | (9) #14 | (5) 1/4" |

NOTE: FOR WOOD APPLICATION USE: 1/4" Ø X 3" LAGS IN LIEU OF 1/4" x 3" TAPCON

SELF-MATING BEAM TO WALL CONNECTION
SCALE: NTS

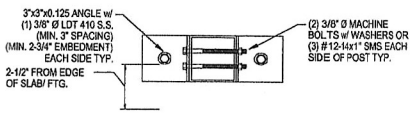



SIDE VIEW

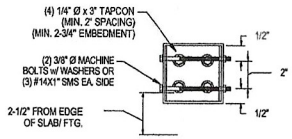
POST TO CARRIER BEAM CONNECTION
SCALE: NTS

| BEAM TO POST SCHEDULE | |
|---|---|
| CARRIER BEAM SIZE | MACHINE BOLT QTY./ DIAMETER |
| 2X6 | (2) 3/8" Ø |
| 2X7 | (3) 3/8" Ø |
| 2X8 | (3) 3/8" Ø |
| 2X9 | (4) 3/8" Ø |
| 2X10 | (4) 3/8" Ø |

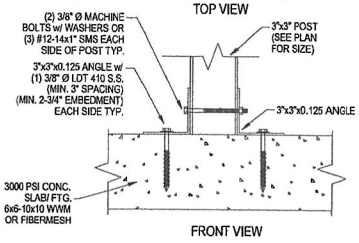
BEAM TO POST NOTES:
MAINTAIN 1" SEPARATION
BETWEEN MACHINE BOLTS.
MAINTAIN 1" MIN. BOLT
SEPARATION FROM
EDGE OF BEAM/ POST




TOP VIEW

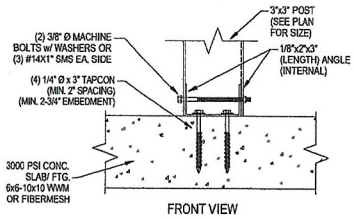



TOP VIEW




FRONT VIEW

3"x3" POST CONNECTION DETAIL
SCALE: NTS




FRONT VIEW

3"x3" POST CONNECTION DETAIL
(INTERNAL BASE) SCALE: NTS

This item has been digitally signed and sealed by Richard E. Walker, P.E., on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

RICHARD EDWARD WALKER LICENSE No. 61240 STATE OF FLORIDA PROFESSIONAL ENGINEER

Digitally signed by Richard E Walker
Date: 2026.09.09 14:38:53-04'00'

FLORIDA ENGINEERING LLC
4161 TAMIAMI TRAIL, UNIT 101
PORT CHARLOTTE, FLORIDA 33952
(941) 391-5980
FLEng.com
Orders@FLEng.com
CA CERT. #30782

PROJECT NO. 2623240

CONTRACTOR: DAN'S ALUMINUM INC

PROJECT ADDRESS: KEEL
20 ADAMS ST
APALACHICOLA, FLORIDA 32320

| | |
|---|---|
| DESIGN DATE: | 08/25/2026 |
| REVISION 1: | DATE |
| REVISION 2: | DATE |
| DRAWN BY: | ST |
| SCALE: | NTS |

SHEET: 03

Inst. Number: 201319003377 Book: 1094 Page: 364 Date: 6/18/2013 Time: 2:00:02 PM
Doc Deed: 1050.00 Marcia Johnson Clerk of Courts, Franklin County, Florida

BARBARA SANDERS
SANDERS AND DUNCAN, PA
Fla. Bar No. 442178
P.O. Box 157 Apalachicola, FL 32329
850-653-8976

Parcel ID Number: 01-09S-08W-8360-0005-0011

Inst:201319003377 Date:6/18/2013 Time:2:00 PM
Doc Stamp-Deed:1050.00
DC,Marcia Johnson,Franklin County B:1094 P:364

# Warranty Deed

**This Indenture,** Made this 17th day of June, 2013 A.D., Between
Coastline Rentals LLC, a Florida limited liability company
of the County of Franklin, State of Florida, grantor, and
Anna I. Keel and Jeffrey Scott Keel, wife and husband
whose address is: 2441 Indian Pass Road, Port Saint Joe, FL 32456
of the County of Gulf, State of Florida, grantees.

**Witnesseth** that the GRANTOR, for and in consideration of the sum of
----------TEN DOLLARS ($10)---------- DOLLARS,
and other good and valuable consideration to GRANTOR in hand paid by GRANTEES, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the said GRANTEES and GRANTEES' heirs, successors and assigns forever, the following described land, situate, lying and being in the County of Franklin State of Florida to wit:

The North 150.0 feet of Lots 1 and 2 and the North 150.0 feet of the West 20.0 feet of Lot 3, Block 5 of Neel's Addition to the City of Apalachicola, according to the map or plat thereof recorded in Volume "S", Page 302, of the Deed Records of Franklin County, Florida. Also that parcel of land lying North of the above described Lots 1 and 2 and the West 20.0 feet of Lot 3, Block 5 of Neel's Addition to the City of Apalachicola and lying South of the South boundary of Adams Street as now relocated and shown on the map or the City of Apalachicola, Florida, in Neel's Addition as recorded in Volume "OO", Pages 321 through 326 of the Deed Records of Franklin County, Florida.

Subject to all reservations, covenants, restrictions and easements of record, as set forth in Chicago Title Insurance Company's Commitment for Title Insurance #4388369, without intent to reimpose the same, and subject to all applicable zoning ordinances and / or restrictions imposed by governmental authorities, if any, and subject to taxes for the current year.

SAID PROPERTY IS NOT THE HOMESTEAD OF THE GRANTORS OR THE GRANTORS' SPOUSES, NOR IS IT CONTIGUOUS THERETO.

and the grantor does hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons whomsoever.
In **Witness Whereof, the** grantor has hereunto set its hand and seal the day and year first above written.
Signed, sealed and delivered in our presence:

Jessica Day
Printed Name: Jessica Day
Witness as to All

Veronica Wallace
Printed Name: Veronica Wallace
Witness as to All

Coastline Rentals LLC, a Florida limited liability company

By: Charles W. Manning by William C. Creamer his attorney in fact (Seal)
Charles W. Manning Managing Member, by William C. Creamer, his Attorney-in-Fact
P.O. Address: P.O. Box 1064, Eastpoint, FL 32328

By: William C. Creamer (Seal)
William C. Creamer, Member
P.O. Address: P.O. Box 1064, Eastpoint, FL 32328

BY: William G. Creamer (Seal)
William G. Creamer, Member
P.O. Address: P.O. Box 1064, Eastpoint, FL 32328

1083-13

Inst. Number: 201319003377 Book: 1094 Page: 365 Date: 6/18/2013 Time: 2:00:02 PM
Doc Deed: 1050.00 Marcia Johnson Clerk of Courts, Franklin County, Florida

STATE OF Florida
COUNTY OF Franklin

The foregoing instrument was acknowledged before me this 17th day of June, 2013 by Charles W. Manning, Managing Member, by William C. Creamer, his Attorney-in-fact and William C. Creamer and William G. Creamer, Members of Coastline Rentals LLC, a Florida limited liability company, who are personally known to me or who have produced their Florida driver's licenses as identification.

Veronica Wallace

VERONICA WALLACE
Notary Public
My Commission Expires: 08/28/14

VERONICA WALLACE
Commission # DD 986587
Expires August 28, 2014
Bonded Thru Troy Fain Insurance 800-385-7019

CWM.
WCC.
WGC

1083-13

# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Anna Keel

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

**CONTRACTOR**: Dan's Aluminum

**PROPERTY ADDRESS** (if available): 20 Adams Street

→ Neels Addition Block 5 North 150' Lots 1-2 and West 20' Lot 3

**PARCEL ID**: 01-09S-08W-8360-0005-0011

**HISTORIC DISTRICT**: No

**CORNER LOT**: No

**ACREAGE**: ~0.35 (15,450 SF)

**ZONING DISTRICT**: R-2 Multifamily residential

**WETLANDS**: No

**FLOODPLAIN**: Mixed "X" and "AE"

**DESCRIPTION OF PROJECT**:

→ Installation of a new aluminum cover over a portion (11' x 16' or ~176 square feet) of an existing uncovered concrete slab patio in the rear yard.

**STAFF FINDINGS**:

**CODE OF ORDINANCES**:

→ **Sec. 115-1. - City requirements**.
- Applications for all new residential development in special waterfront district or areas of special hazard (A&V zone) must include a stormwater management plan which may consist of a best management practice (BMP) as part of their site plan. Proposed improvements that increase lot coverage shall also provide for stormwater treatment by indicating the stormwater treatment best management practice that will be utilized.
  - There is no increase in impervious surface/lot coverage proposed with this work. See provided site plan.

→ **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.
            - Side (*interior*):
            - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
        - **Maximum building restrictions**:
            - Lot coverage:
                - Single-family: 40%.
                    - Existing: 4,879 SF.
                    - Proposed: 4,879 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 specified, special exceptions must comply with development standards as referenced.

**RECOMMENDATION**: Approval.

# Certificate of Appropriateness

# & Accessory Structure

# 114 8th 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 W. GRAHAM KNOX
Address 114 8th St.
City APALACHICOLA State FL Zip 32320
Phone 850-370-0473

### CONTRACTOR INFORMATION

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

### PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [x] Accessory Structure
- [ ] Certificate of Appropriateness
- [ ] Other _____

### PROPERTY INFORMATION

Street Address (911 Address): 114 8th
City & State: APALACHICOLA, FL Zip: 32320
Parcel ID #: 01-09S-08W-8320-0069-0030 Block: 69 Lot: 3
Zoning District: _____ [ ] Historic District [ ] Non-Historic District
FEMA Flood Zone: NO

### 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).

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
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| **Shutters** | | | |
| **Porch/Deck** | | | |
| **Fencing** | | | |
| **Driveways/Sidewalks** | | | |
| **Other** | | storage shed | |

***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.*

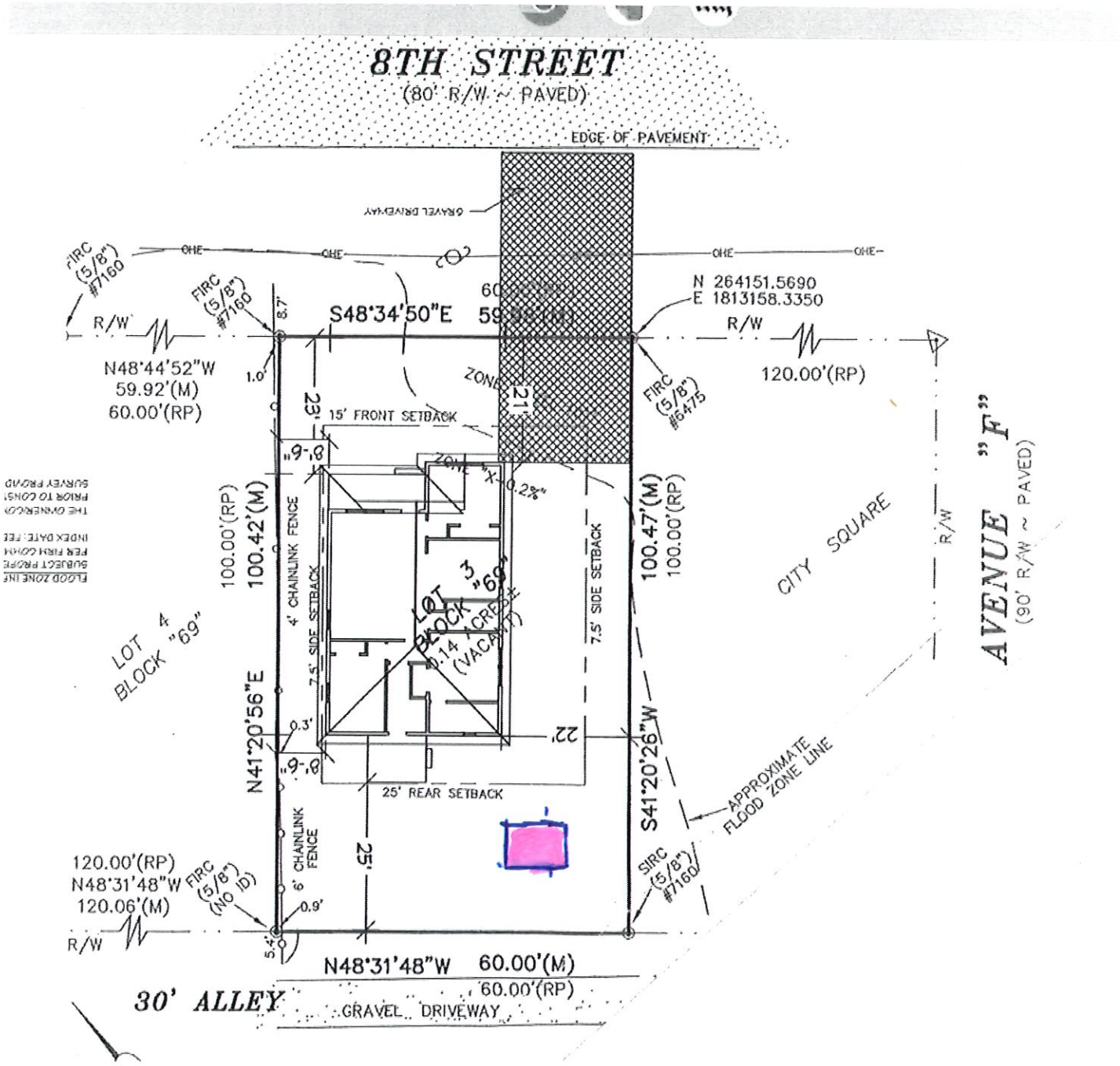
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5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes 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.**

9/20/26
DATE

SIGNATURE OF APPLICANT




Minimum 5' setback from side and rear property lines will be met, per phone call with applicant 9/24/26.

DESCRIPTION

Pre-fabricated storage shed will be 9 x 12, and placed between rear of the house and alley within required setbacks. Shed will be constructed of T-111 siding painted green, leveled on blocking and secured on both sides by mobile home anchors. No trees will be removed and there is no need to even trim branches.

# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Graham Knox

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

**CONTRACTOR**: N/A

**PROPERTY ADDRESS** (if available): 114 8th Street

→ Block 69 Lot 3

**PARCEL ID**: 01-09S-08W-8330-0069-0030

**HISTORIC DISTRICT**: Yes

**CORNER LOT**: No

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

**ZONING DISTRICT**: R-1 Single-family residential

**WETLANDS**: No

**FLOODPLAIN**: Predominantly "X" minor "AE"

**DESCRIPTION OF PROJECT**:

→ Installation of a new 9' x 12' (~108 SF) pre-fabricated storage shed in the rear yard.
- Proposed accessory structure is not located within the "AE" floodplain area of the subject 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.
    - 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).
            - The proposed storage shed will be located at least 5' from both the rear and side property lines per phone conversation with the applicant 9/24/2026.
    - **Maximum building restrictions**:
        - Lot coverage: 40% or 2,400 SF.
            - Existing: 1,456 SF.
            - Proposed: 108 SF.
            - Total: 1,564 SF.
        - Building height: 35 ft.
- **Applicable regulations**:
    - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
        - The proposed accessory structure will be located in the rear yard behind the existing principal structure.

**RECOMMENDATION**: Approval.

# Certificate of Appropriateness,

# Relocation, Addition &

# Accessory Structure

# 120 7th 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 Karen Tunsville & Jay Townsend
Address 120 Frederick S. Humphries St.
City Apalachicola State FL Zip 32320
Phone 850.212.0797

### CONTRACTOR INFORMATION

Contractor Name Erin Rodriguez Const, LLC
State License # CGC1521107 City License # 07-031
Email erin@erconstructionLLC.com
Phone 850.323.1601

### PROJECT TYPE

- [ ] New Construction
- [X] Addition
- [X] Alteration/Renovation
- [X] Relocation
- [ ] Demolition
- [ ] Fence
- [ ] Accessory Structure
- [ ] Certificate of Appropriateness
- [ ] Other _____

### PROPERTY INFORMATION

Street Address (911 Address): 120 Frederick S. Humphries Street
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-09S-08W-8330-0060-0050 Block: 60 Lot: 5
Zoning District: R-1 [ X ] Historic District [ ] Non-Historic District
FEMA Flood Zone: AE-10

### OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y / N
Setback Requirements of Property:
Front: _____ Rear: _____ Side: _____
Corner Lot? Y /N Street Sides: _____
Lot Coverage: _____
STAFF NOTES/RECOMMENDATIONS:

_____
_____
_____
_____

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

_____
City Staff

_____
Date Approved

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

_____
**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).

Raising and relocating existing structure on existing lot to conform with set back requirements. Constructing addition and accessory storage shed.

SEE ATTACHED PLANS

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | — | Wood Lap Siding | — |
| **Doors** | TBD | Impact Resistant | — |
| **Windows** | TBD | Impact Resistant | — |
| **Roofing** | — | Metal | — |
| **Trim** | — | Wood | — |
| **Foundation** | — | Block Piers | — |
| **Shutters** | — | — | — |
| **Porch/Deck** | — | Wood | — |
| **Fencing** | — | — | — |
| **Driveways/Sidewalks** | — | — | — |
| **Other** | — | — | — |

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

## CERTIFICATION

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

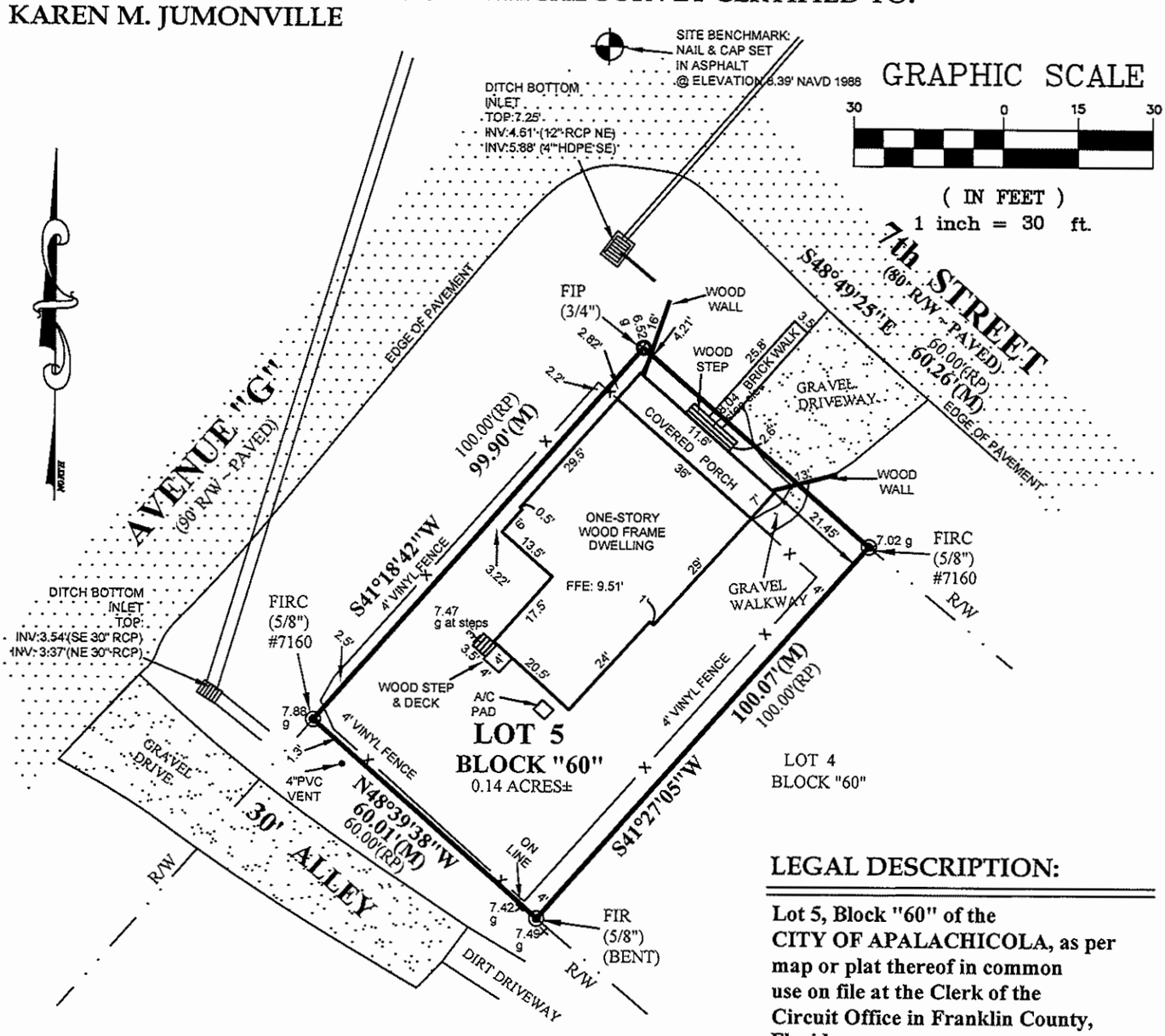
1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 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.
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9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.
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9.16.26

DATE

SIGNATURE OF APPLICANT

# PLAT OF BOUNDARY & TOPOGRAPHICAL SURVEY CERTIFIED TO:
## KAREN M. JUMONVILLE




## LEGAL DESCRIPTION:

**Lot 5, Block "60" of the CITY OF APALACHICOLA, as per map or plat thereof in common use on file at the Clerk of the Circuit Office in Franklin County, Florida.**

## NOTES:

1. SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.
2. BEARING REFERENCE: Bearings based on Florida Grid North State Plane NAD 83
3. NO IMPROVEMENTS have been located in this survey other than shown hereon.
4. There are NO VISIBLE ENCROACHMENTS other than those shown hereon.
5. This survey is dependent upon EXISTING MONUMENTATION.
6. Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.
7. 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.

## 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* |
| *R/W* | *RIGHT-OF-WAY* |
| | *NOT TO SCALE* |
| | *POINT NOT SET OR FOUND* |
| | *POWER POLE* |
| X=7.33' | *GROUND ELEVATION* |

## FLOOD ZONE INFORMATION:

Subject property is located in Zone "AE (EL 10)" as per Flood Insurance Rate Map Community Panel No: 120089 0526F index date: February 5, 2014, Franklin County, Florida.

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

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

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

JAMES T. RODDENBERRY LICENSE NUMBER No. 4261 STATE OF FLORIDA PROFESSIONAL SURVEYOR & MAPPER

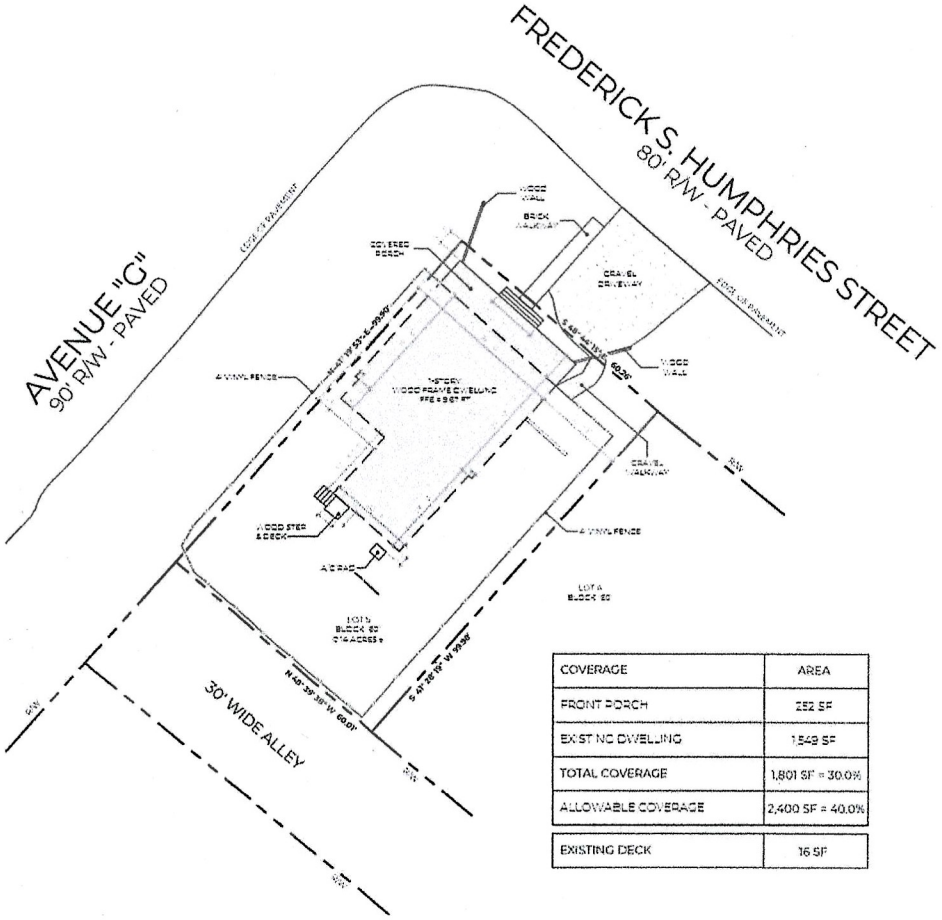

T R & A — Thurman Roddenberry & Associates, Inc.
PROFESSIONAL SURVEYORS AND MAPPERS
P.O. BOX 100 • 125 SHELDON STREET • SOPCHOPPY, FLORIDA 32358
PHONE NUMBER: 850-962-2538 FAX NUMBER: 850-962-1103
LB # 7160


| | | | |
|---|---|---|---|
| DATE: 09/22/26 | DRAWN BY: MD | N.B. PER PLAT | COUNTY: FRANKLIN |
| FILE: 98048.DWG | DATE OF LAST FIELD WORK: 09/21/26 | CHECKED BY: | JOB NUMBER: 98-048 |

120 Frederick S. Humphries Street -- Pg. 1 of 15

9.16.26

Contractor: Ernt Rodriguez Const., LLC

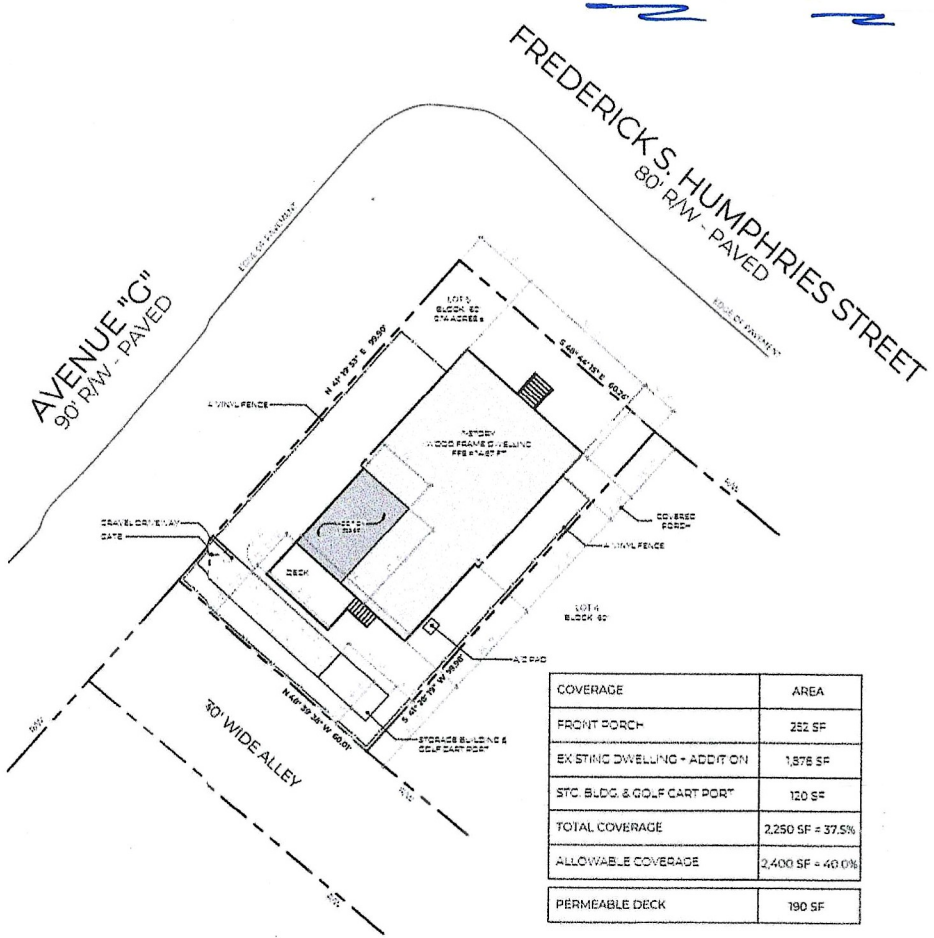



| COVERAGE | AREA |
|---|---|
| FRONT PORCH | 252 SF |
| EXIST NG DWELLING | 1,549 SF |
| TOTAL COVERAGE | 1,801 SF = 30.0% |
| ALLOWABLE COVERAGE | 2,400 SF = 40.0% |

| EXISTING DECK | 16 SF |
|---|---|

EXISTING SITE PLAN

SCALE: 1" = 20'




| COVERAGE | AREA |
|---|---|
| FRONT PORCH | 252 SF |
| EXISTING DWELLING + ADDITION | 1,878 SF |
| STG. BLDG. & GOLF CART PORT | 120 SF |
| TOTAL COVERAGE | 2,250 SF = 37.5% |
| ALLOWABLE COVERAGE | 2,400 SF = 40.0% |

| PERMEABLE DECK | 190 SF |
|---|---|

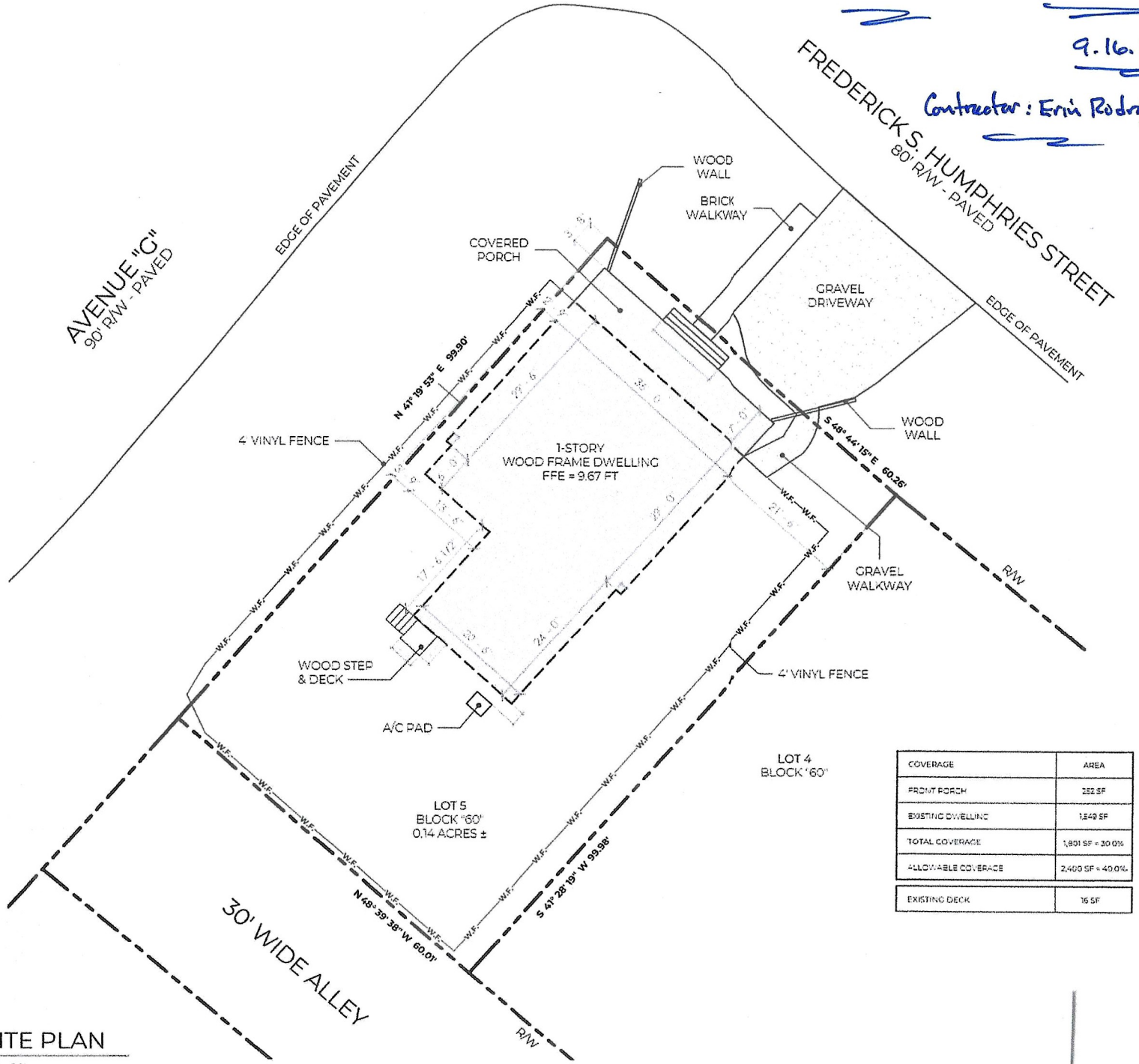
PROPOSED SITE PLAN

SCALE: 1" = 20'

120 Frederick S. Humphries Street -- Pg. 2 of 15

9.16.26

Contractor: Erin Rodriguez Const., LLC




| COVERAGE | AREA |
|---|---|
| FRONT PORCH | 252 SF |
| EXISTING DWELLING | 1,549 SF |
| TOTAL COVERAGE | 1,801 SF = 30.0% |
| ALLOWABLE COVERAGE | 2,400 SF = 40.0% |

| |
|---|
| EXISTING DECK | 16 SF |

EXISTING SITE PLAN

SCALE: 1" = 10'

120 Frederick S. Humphries Street -- Pg. 3 of 15

9.16.26

Contractor: Erin Rodriguez Const., LLC




| COVERAGE | AREA |
|---|---|
| FRONT PORCH | 252 SF |
| EXISTING DWELLING + ADDITION | 1,878 SF |
| STG. BLDG. & GOLF CART PORT | 120 SF |
| TOTAL COVERAGE | 2,250 SF = 37.5% |
| ALLOWABLE COVERAGE | 2,400 SF = 40.0% |
| PERMEABLE DECK | 198 SF |

PROPOSED SITE PLAN

SCALE: 1" = 10'

PREPARED BY
CHUCK WRIGHT, ARCHITECT
FLORIDA LICENSE NUMBER AR17267
7595 County Road 30A, PORT ST. JOE, FLORIDA 32456
Phone: 850-229-1292 Cell: 850-227-8315
E-Mail: chwright4@mediacombb.net
Architecture for Living

AVENUE "G"

LUKONVILLE/TOWNSEND
ADDITIONS/ALTERATIONS
120 FREDRICK S. HUMPHRIES STREET

EXISTING STORM SEWER CATCH BASIN

EXISTING STORM SEWER CATCH BASIN

EXISTING HOUSE LOCATION (FFE 9.51')

15' SETBACK

GRAVEL DRIVE

RAIN BARRELS

BRICK STEPS

PAVER WALK

ALLEY

ADDITION

DECK

5'

WOOD RAMP

ELEVATED SHED

REPOSITIONED ELEVATED HOUSE (FFE 14.67')

GRAVEL PARKING

20'

RAIN BARRELS

P.T. WOOD CURBS

10'

YARD FENCE * 4' TALL

GUTTERS AT ALL DRIP EAVES

15' SETBACK

FLOOD ZONE AE(10')

FREDRICK S. HUMPHRIES STREET

NORTH

# SITE DEVELOPMENT PLAN

1" = 20'

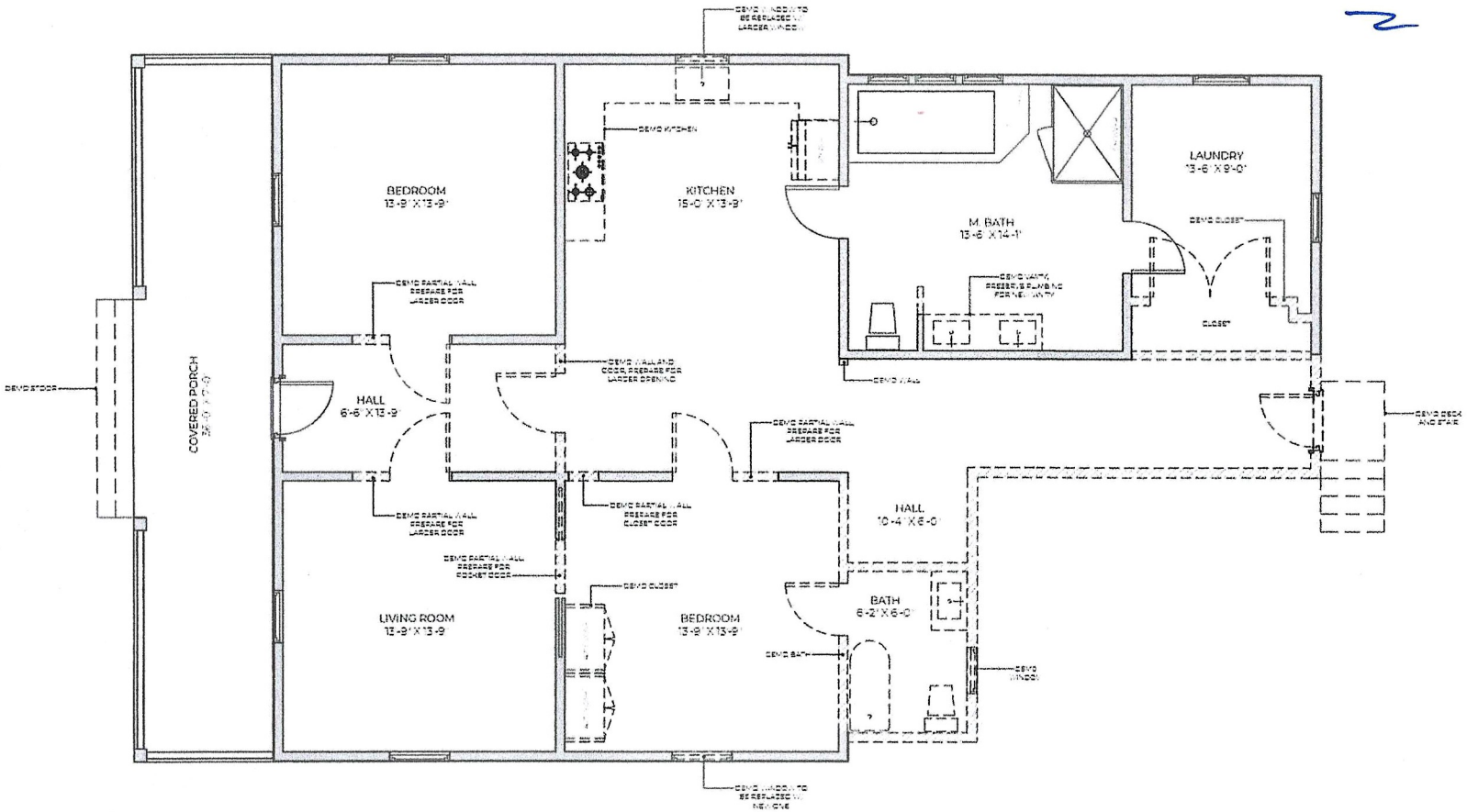
PROJECT DESCRIPTION: REPOSITION EXISTING HOUSE TO COMPLY WITH SETBACKS ONTO CMU PIER FOUNDATION. CONSTRUCT ELEVATED ADDITIONS, INSTALL GUTTERS + RAIN BARRELS TO CONTROL ROOF RUNOFF. PROJECT INVOLVES NO FILL OR TERRAIN ALTERATION.

COVERAGE SUMMARY

| | |
|---|---|
| EXIST. HOUSE | 1,800 SF |
| ADDITION | 329 SF |
| BRICK STEPS + WALK | 98 SF |
| SHED | 150 SF |
| TOTAL @ 39.6% | 2,377 SF |
| LOT 6,000 SF X 40% | 2,400 SF |
| LEEWAY | 23 SF |

9.16.26

Contractor: Erin Rodriguez Const., LLC



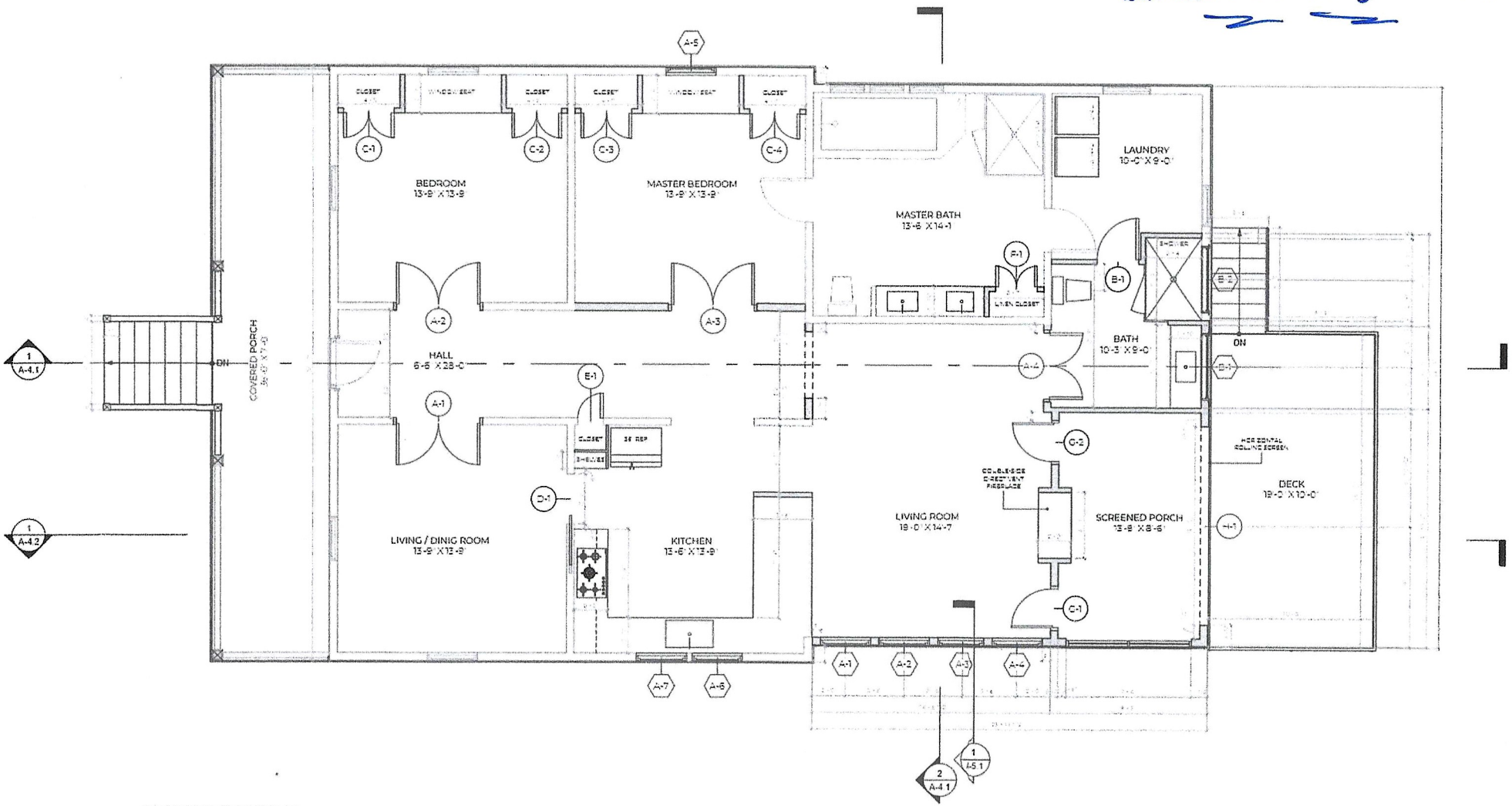

② EXISTING + DEMO. FLOOR PLAN
1/4" = 1'-0"

EXISTING WALLS TO REMAIN

EXISTING WALLS TO DEMO

9.16.26

Contractor: Erin Rodriguez Const., LLC




1 PROPOSED FLOOR PLAN
1/4" = 1'-0"

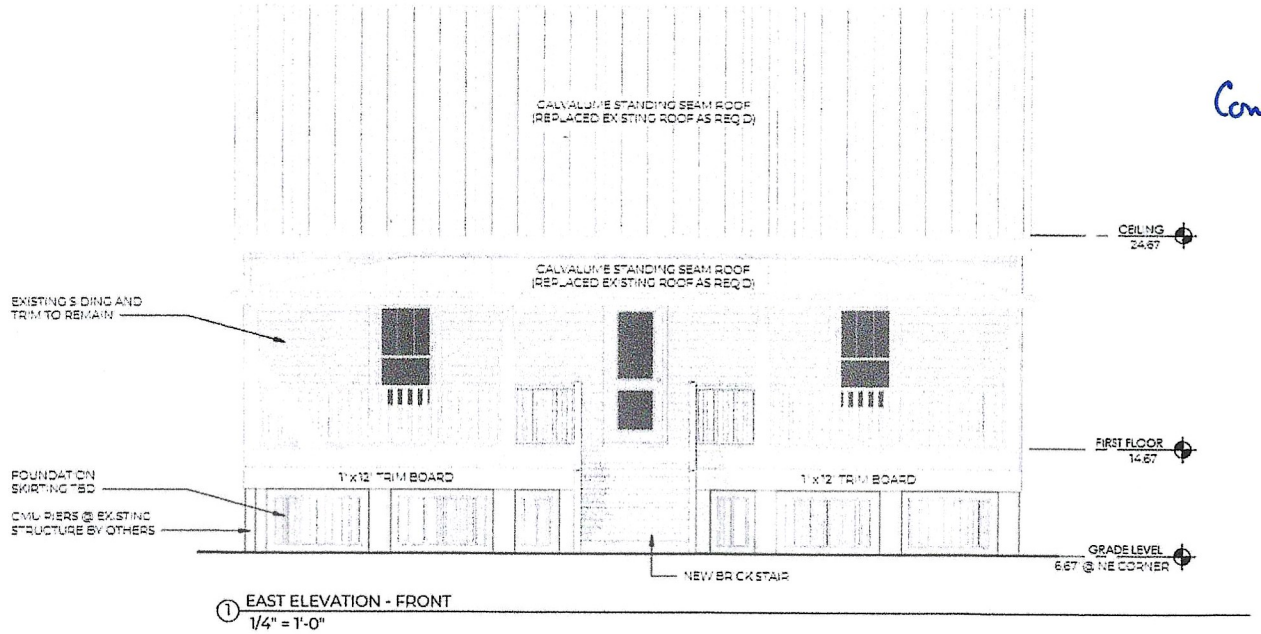
EXISTING WALLS

NEW WALLS

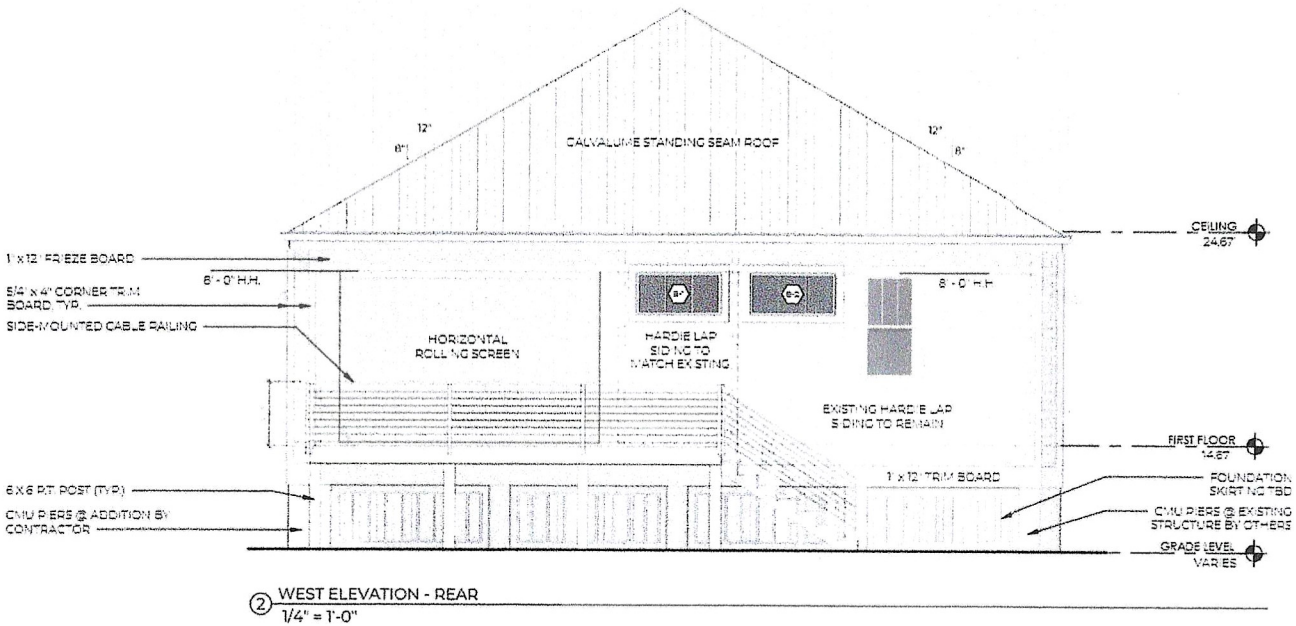
120 Frederick S. Humphries Street -- Pg. 6 of 15

9.16.26

Contractor: Erin Rodriguez Const., LLC



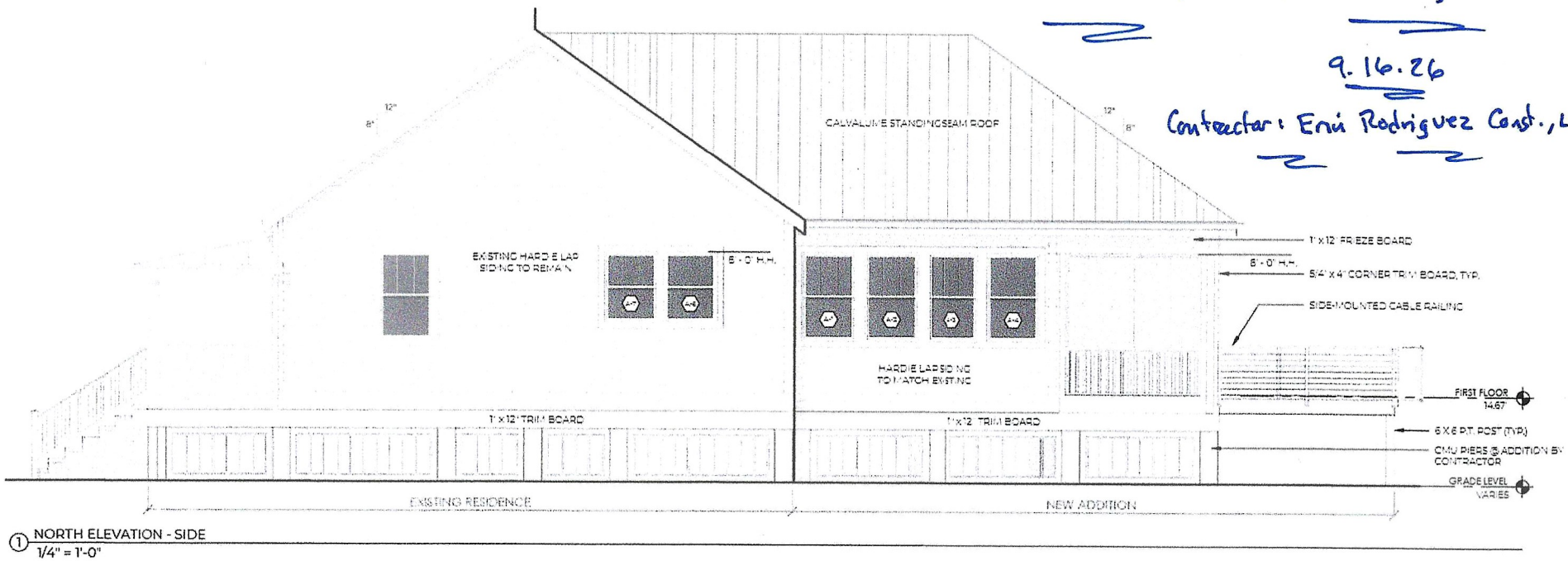

① EAST ELEVATION - FRONT
1/4" = 1'-0"



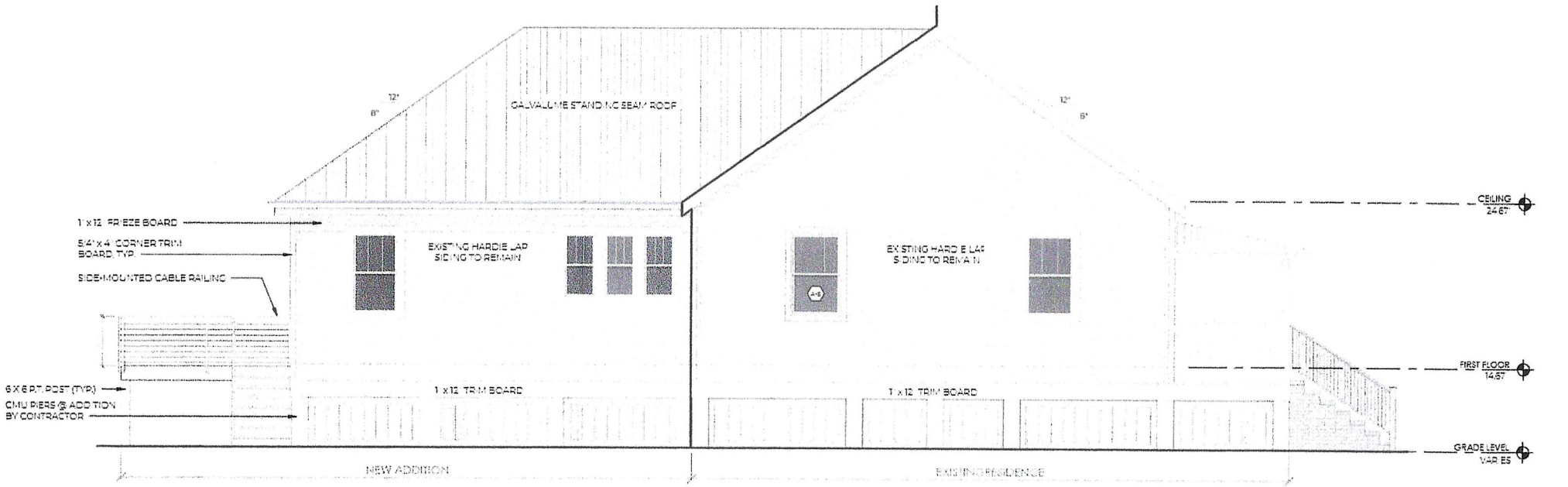

② WEST ELEVATION - REAR
1/4" = 1'-0"

9.16.26

Contractor: Erni Rodriguez Const., LLC



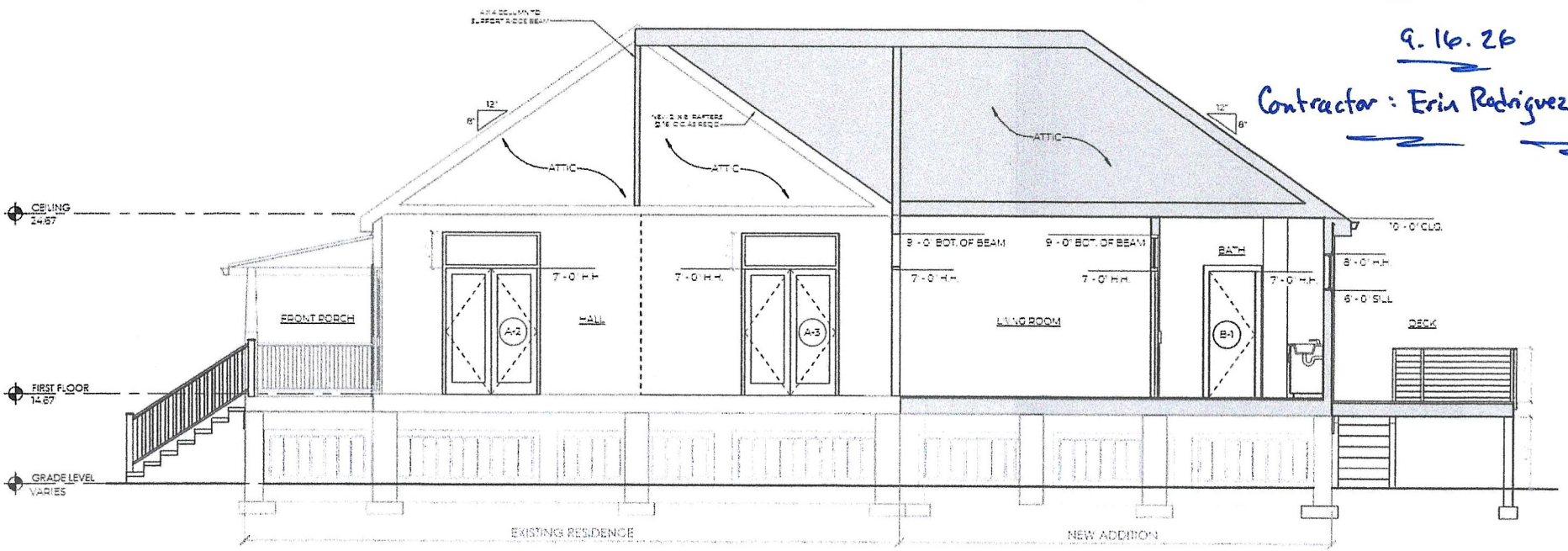

① NORTH ELEVATION - SIDE
1/4" = 1'-0"



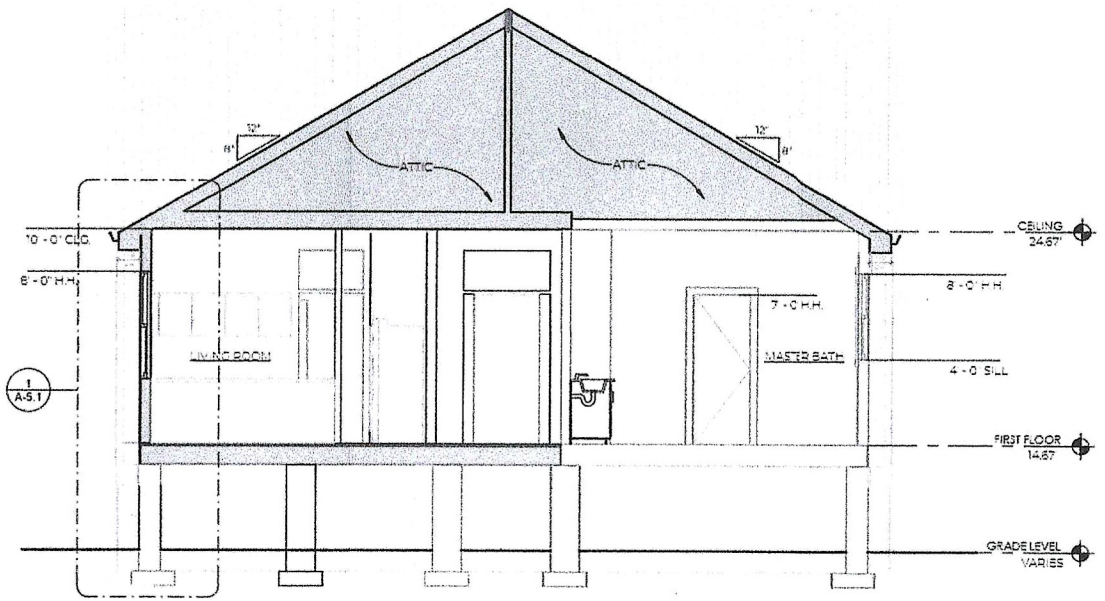

② SOUTH ELEVATION - SIDE
1/4" = 1'-0"

9.16.26

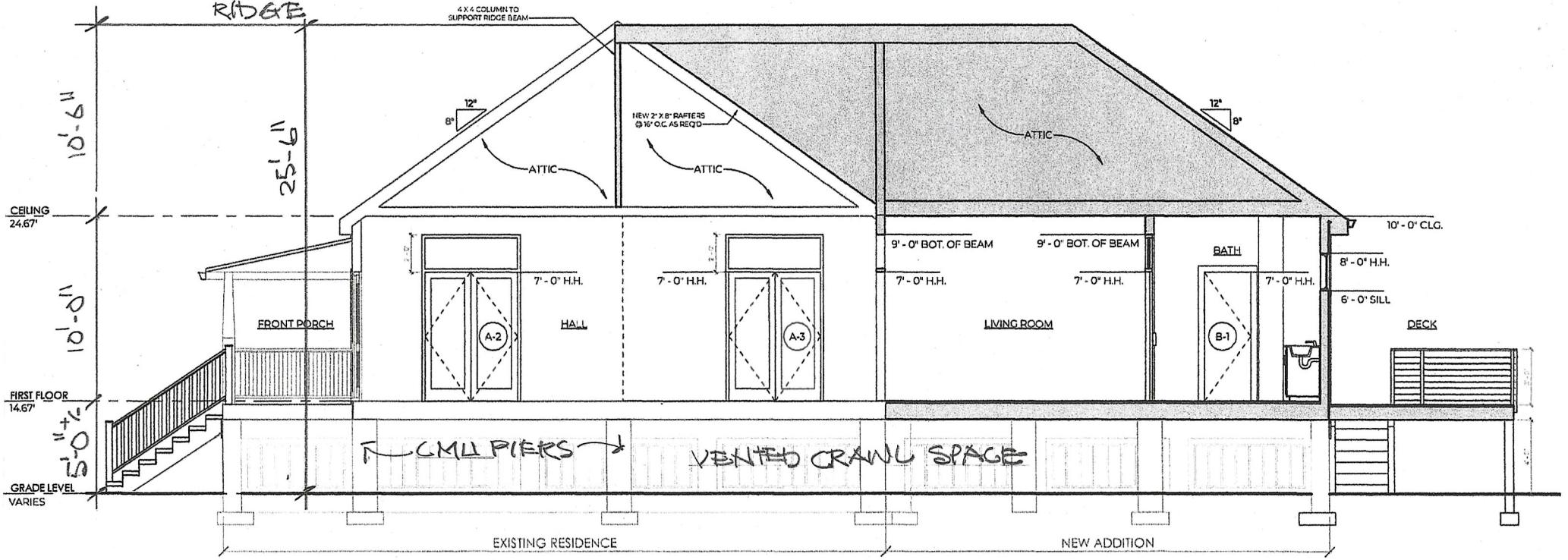
Contractor: Erin Rodriguez Const, LLC



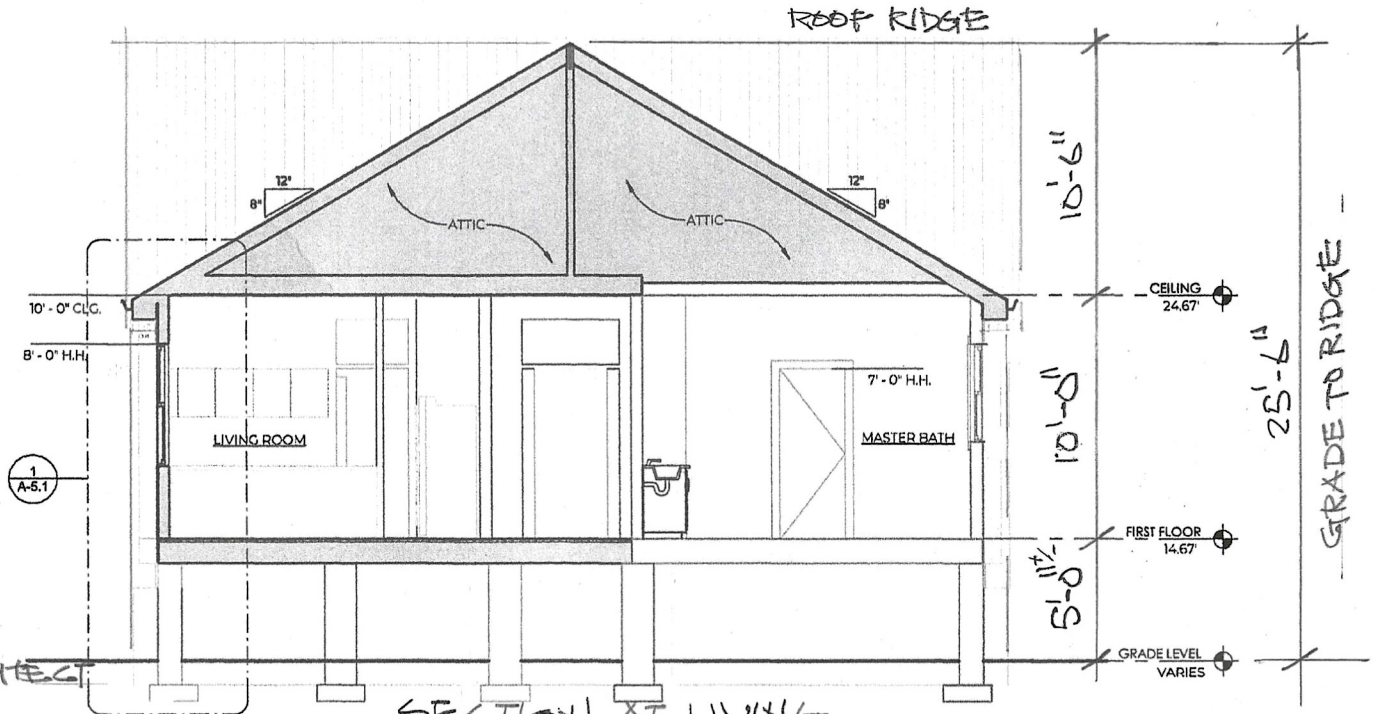

1 SECTION A @ C/L HALL
1/4" = 1'-0"




2 SECTION B @ LIVING ROOM
1/4" = 1'-0"




LENGTHWISE SECTION
1/8" = 1'-0"



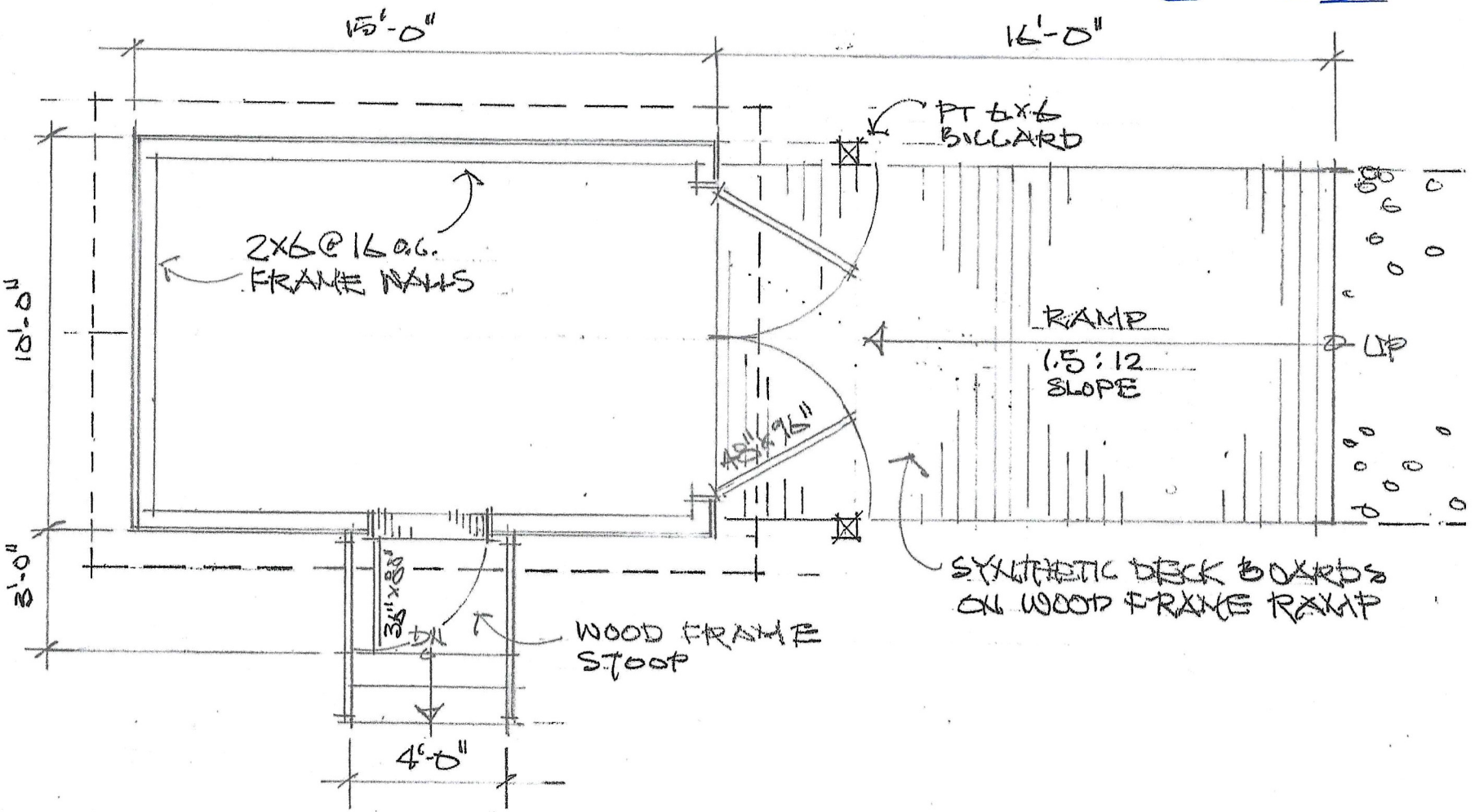

SECTION AT LIVING
1/8" = 1'-0"

CHUCK WRIGHT, ARCHITECT
5/18/2026

OWNER:
KAREN JUMONVILLE + JAY
120 FREDERICK S. HUMPHF
APALACHICOLA, FL 32320
850-212-0797

9.16.26

Contractor: Erin Rodriguez Const., LLC




CART SHED FLOOR PLAN

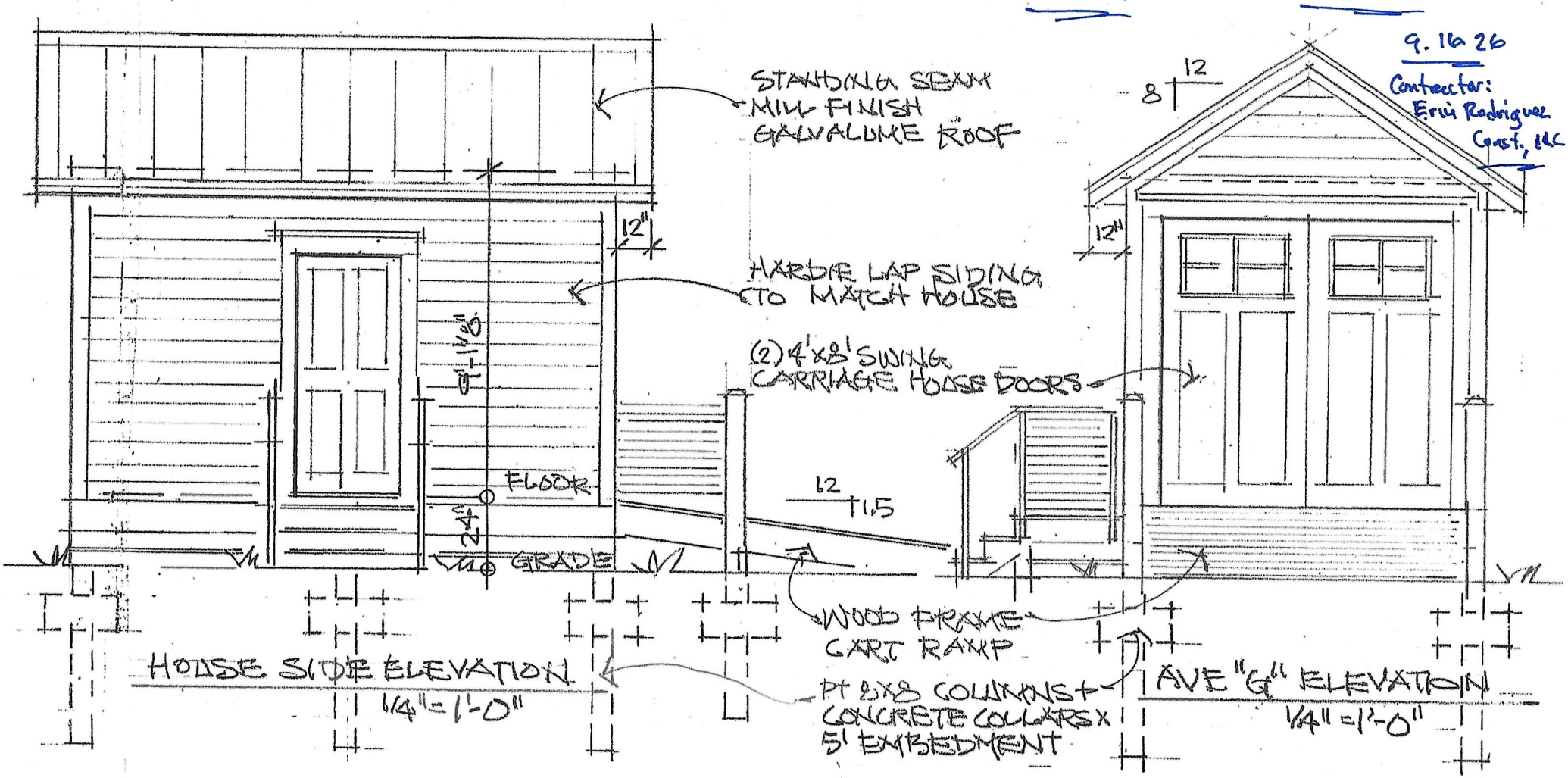
1/4" = 1'-0"

PREPARED BY
CHUCK WRIGHT, ARCHITECT
FLORIDA LICENSE NUMBER AR17267
7595 County Road 30A, PORT ST. JOE, FLORIDA 32456
Phone: 850-229-1292 Cell: 850-227-8315
E-Mail: chwright4@mediacombb.net
Architecture for Living

JUMONVILLE/TOWNSEND
120 FREDRICK S. HUMPHRIES ST.
APALACHICOLA
ADDITIONS/ALTERATIONS

9.16.26

Contractor: Erik Rodriguez Const., LLC




# CART SHED OUTBUILDING ELEVATIONS

PREPARED BY
CHUCK WRIGHT, ARCHITECT
FLORIDA LICENSE NUMBER AR17267
7595 County Road 30A, PORT ST. JOE, FLORIDA 32456
Phone: 850-229-1292 Cell: 850-227-8315
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Architecture for Living

JOMcNVILLE/TOWNSEND
120 FREDRICK S. HUMPHRIES ST.
APALACHICOLA
ADDITIONS/ALTERATIONS

# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Karen Jumonville and Jay Townsend

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

**CONTRACTOR**: Erin Rodriguez

**PROPERTY ADDRESS** (if available): 120 7th Street

→ Block 60 Lot 5

**PARCEL ID**: 01-09S-08W-8330-0060-0050

**HISTORIC DISTRICT**: Yes

**HISTORIC STRUCTURE**: No

**CORNER LOT**: Yes

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

**ZONING DISTRICT**: R-1 Single-family residential

**WETLANDS**: No

**FLOODPLAIN**: "AE"

**DESCRIPTION OF PROJECT**:

→ Relocation and raising of an existing single-family house to meet corner lot setback requirements. Construction of a new addition to the principal structure and construction of a detached accessory storage shed.

**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.

→ **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 – 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.
  - Side (*corner*): 15 ft – proposed 15 ft.
  - Rear: 5 ft – proposed 5 ft. each side for accessory.
- **Maximum building restrictions**:
  - Lot coverage: 40% or 2,400 SF.
    - Existing: 1,800 SF.
    - Proposed: 577 SF (addition + shed + brick pavers).
    - Total: 2,377 or ~39.6%.
      - Note proposed deck not included in impervious surface coverage calculation; if pervious (minimum 1/8 inch spacing between boards) LDC allows an additional 10% coverage, i.e., ~623 SF is the maximum permitted deck area.
  - Building height: 35 ft.
    - Proposed: 25'-6"

- **Applicable regulations**:
  - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
    - The proposed accessory structure will not be located in the front yard.

→ **Section 115-1. City Requirements**.

- Applications for all new residential development in special waterfront district or areas of special hazard (A&V zone) must include a stormwater management plan which may consist of a best management practice (BMP) as part of their site plan. Proposed improvements that increase lot coverage shall also provide for stormwater treatment by indicating the stormwater best management practice that will be utilized.
  - Only those areas necessary for construction activities shall be cleared.
  - During construction, building debris shall be removed from the stormwater flow path and deposited in trash receptacles and

temporary stormwater control barriers shall be installed and maintained.

- Temporary stormwater controls shall be maintained until permanent controls are installed. Permanent controls, when required, shall be constructed prior to the issuance of a certificate of occupancy.
- Direct connection between building gutters and downspouts and onsite stormwater systems into the city's stormwater conveyances is not allowed.

**RECOMMENDATION**: Approval.

# Certificate of Appropriateness

# & Fence

# 87 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

Owner Glen Perkins and Amelia Hodges
Address 87 Ave D
City Apalachicola State FL Zip 32320
Phone _____

### CONTRACTOR INFORMATION

Contractor Name Joseph Drew Robertson (GeoFlora Group,LLC)
State License # CGC1534033 City License # 24-176
Email office@geofloragroup.com
Phone 8502109257

### PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [x] Fence
- [ ] Accessory Structure
- [ ] Certificate of Appropriateness
- [ ] Other _____

### PROPERTY INFORMATION

Street Address (911 Address): 87 Ave D
City & State: Apalachicola Fl Zip: 32320
Parcel ID #: 01-09s-08w-8330-0020-0090 Block: 23 Lot: 9-10
Zoning District: R1 [x] Historic District [ ] Non-Historic District
FEMA Flood Zone: Zone x and X 0.2%

### 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).

Construct wood picket fence with wood pergola-style arches over gates to match the approved design.

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | | | |
| **Doors** | | | |
| **Windows** | | | |
| **Roofing** | | | |
| **Trim** | | | |
| **Foundation** | | | |
| **Shutters** | | | |
| **Porch/Deck** | | | |
| **Fencing** | | Standard wood picket fencing | |
| **Driveways/Sidewalks** | | | |
| **Other** | | | |

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

## CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

9-16-24

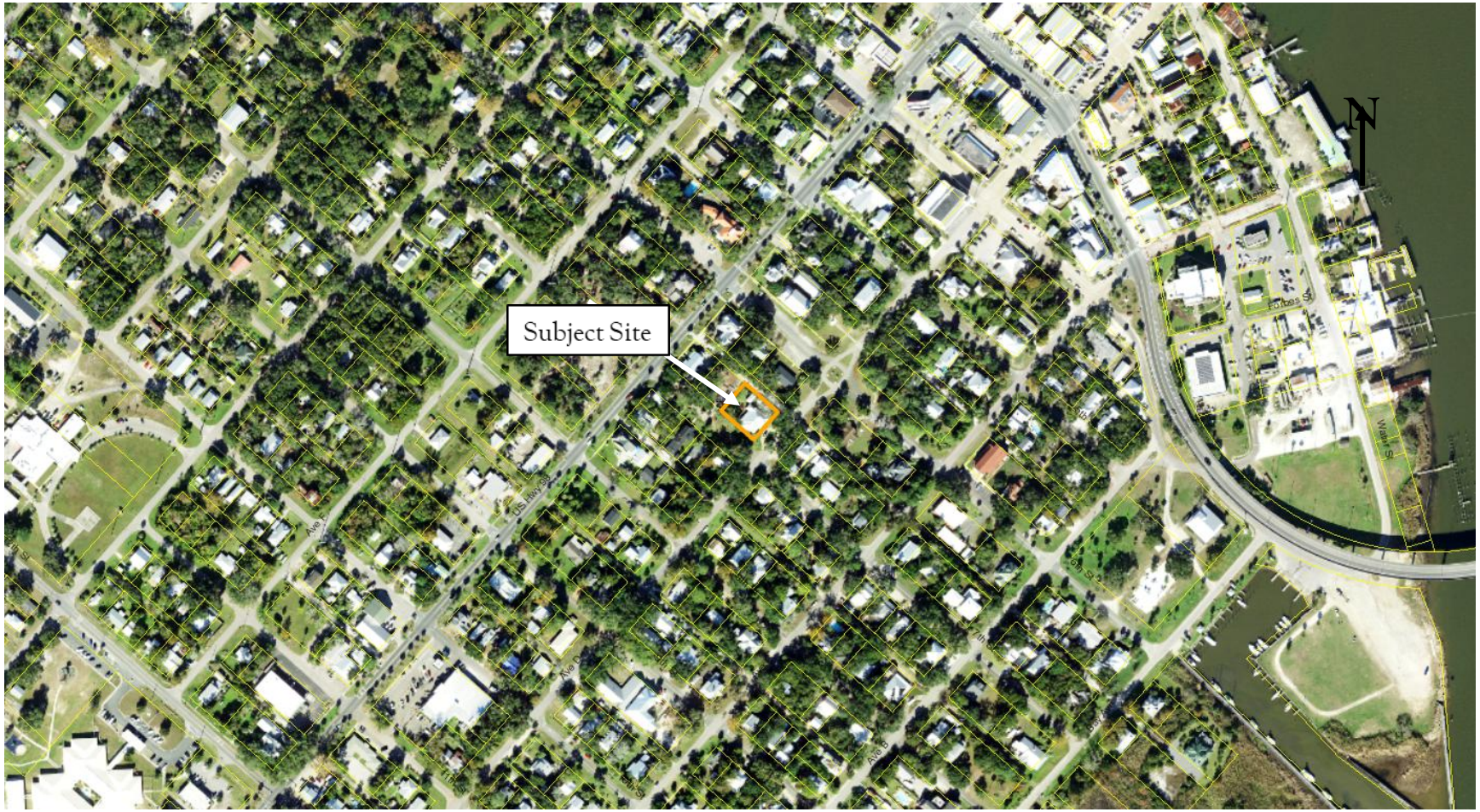
DATE

SIGNATURE OF APPLICANT

Page: 1

**Site Location**
Perkins Residence
87 Ave D
Apalachicola Fl 32320

**Overall Parcel Location**
Source: Franklin Co Prop Appraiser
Scale: Not to Scale
Date: September 2026



| Page: 2 | **Site Location**<br>Perkins Residence<br>87 Ave D<br>Apalachicola Fl 32320 | **Parcel Location**<br>Source: Franklin Co Prop Appraiser<br>Scale: Not to Scale<br>Date: September 2026 | Development · Permitting · Construction<br>GeoFlora Group<br>GeoFloraGroup.com · 850-745-4226 |
|---|---|---|---|

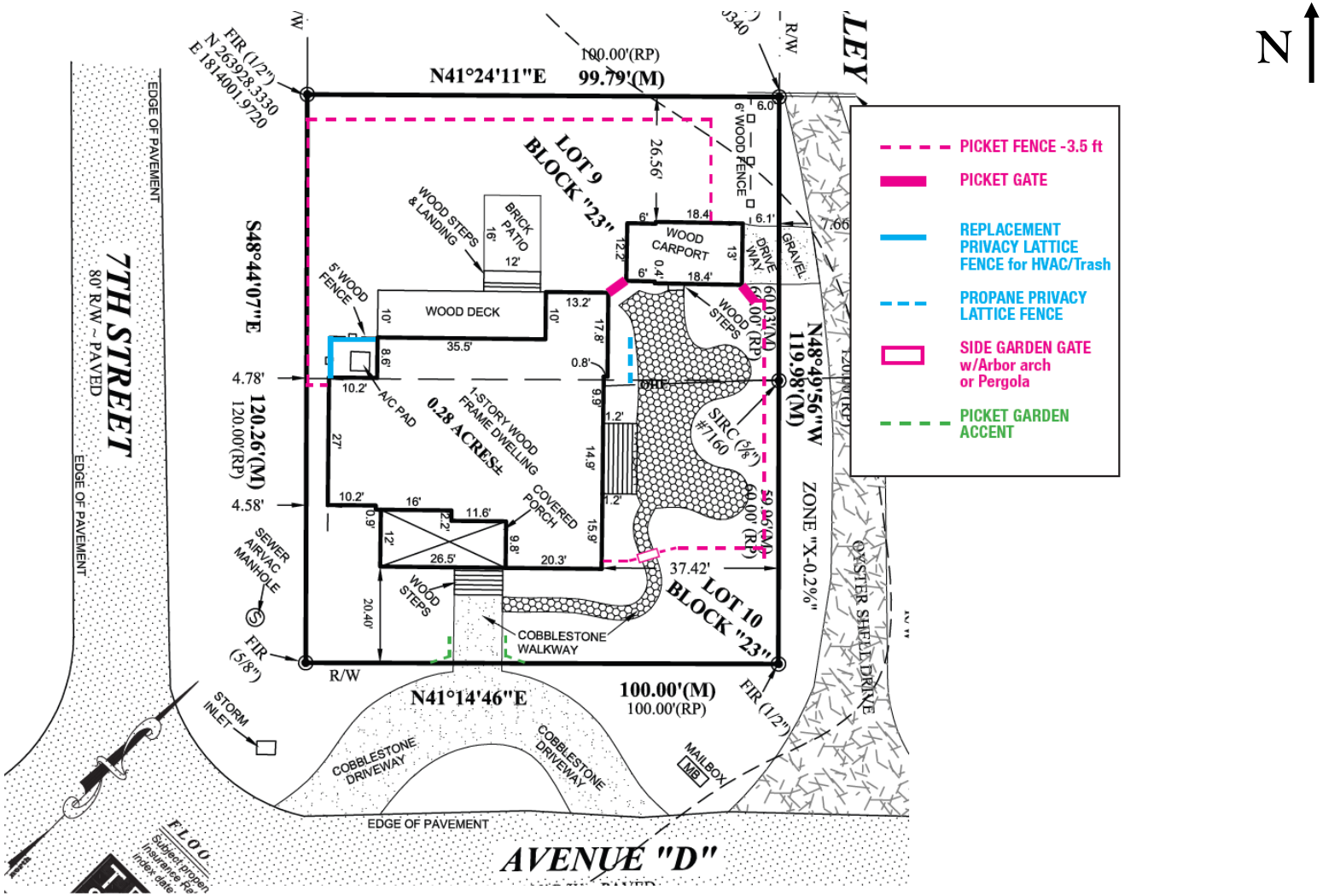


Page: 3

**Site Location**
Perkins Residence
87 Ave D
Apalachicola Fl 32320

**Proposed Fence Location**
Source: Roddenberry and Assoc
Scale: Not to Scale
Date: September 2026

GeoFlora Group
Development · Permitting · Construction
GeoFloraGroup.com · 850-745-4226



| Page: 4 | **Site Location**<br>Perkins Residence<br>87 Ave D<br>Apalachicola Fl 32320 | **Proposed Fence Styles**<br>Source: Photos from Homeowner<br>Scale: N/A<br>Date: September 2026 | Development · Permitting · Construction<br>GEOFLORA GROUP<br>GeoFloraGroup.com · 850-745-4226 |
|---|---|---|---|

## Option 1 Style: PICKET FENCE - 3.5 ft



- Note the scallop detail each side of post
- we want a different cap and heavy post (see photo at right)
- Note arch detail on picket at post



## Option 2 Style: Concave Pickets - 3.5 ft



## REPLACEMENT PRIVACY LATTICE FENCE for HVAC / Garbage



## SIDE GARDEN GATE w/Arbor arch

Opt 1 Opt2



| Page: 5 | **Site Location**<br>Perkins Residence<br>87 Ave D<br>Apalachicola Fl 32320 | **Proposed Fence Styles**<br>Source: Photos from Homeowner<br>Scale: N/A<br>Date: September 2026 | Development · Permitting · Construction<br>GEOFLORA GROUP<br>GeoFloraGroup.com · 850-745-4226 |
|---|---|---|---|

## SIDE GARDEN GATE w/Pergola






## POST SIZE (plus detail)



# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Glen Perkins and Amelia Hodges

**CONTRACTOR (**if applicable): GeoFlora Group

**PROPERTY ADDRESS** (if available): 87 Avenue D

→ Block 23 Lots 9-10

**PARCEL ID**: 01-09S-08W-8330-0023-0090

**HISTORIC DISTRICT**: Yes

**HISTORIC STRUCTURE**: No

**CORNER LOT**: Yes

**ACREAGE**: --

**ZONING DISTRICT**: R-1 Single-family residential

**WETLANDS**: No

**FLOODPLAIN**: "X"

**DESCRIPTION OF PROJECT**:

→ Installation of a new 42" or 3.5' tall wood picket fence with one gate covered by pergola-style arches.

**STAFF FINDINGS**:

**Code of Ordinances**:

→ **Section 111-288(e).**

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

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

  **b.** Fences shall be erected on the lot of the applicant and shall not extend into 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).
    - The proposed fence will not exceed 48" or 4' in height.
  - 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 fence will not be located within 50' of the intersection of Avenue D and 7th Street.
  - A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
  - No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
  - 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 material.

**RECOMMENDATION**: Approval.

# Accessory Structure, Addition

# & Fence

# 6 Ellis Van Fleet 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: Eric and Cristin Walker
Address: 1062 Liberty grove Rd
City: Alpharetta State: GA Zip: 30004
Phone: 678-873-5590

## CONTRACTOR INFORMATION

Contractor Name: Joseph Drew Robertson (GeoFlora Group,LLC)
State License #: CGC1534033 City License #: 24-176
Email: office@geofloragroup.com
Phone: 8505108524

## PROJECT TYPE

- ☐ New Construction
- ☐ Addition
- ☐ Alteration/Renovation
- ☐ Relocation
- ☐ Demolition
- ☐ Fence
- ☑ Accessory Structure
- ☐ Certificate of Appropriateness
- ☑ Other: Pole barn, privacy wall, covered porch

## PROPERTY INFORMATION

Street Address (911 Address): 6 Ellis Van Fleet
City & State: Apalachicola Fl Zip: 32320
Parcel ID #: 01-09s-08w-8330-0264-0090 Block: 264 60x174 FT Lot: _____
Zoning District: R2 [ ] 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.

EW
**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).

Construct 16x30' pole barn, privacy wall built off of shed and house wall, construct 19x10 covered porch area

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | | | |
| **Doors** | | | |
| **Windows** | | | |
| **Roofing** | | Metal roofing on porch<br>Metal roofing on Polebarn | |
| **Trim** | | | |
| **Foundation** | | | |
| **Shutters** | | | |
| **Porch/Deck** | | PT 2x6 | |
| **Fencing** | | Standard wood fencing for privacy/shower wall | |
| **Driveways/Sidewalks** | | | |
| **Other** | | GeoFlora Standard Pole barn kit | |

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

## CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

09/22/2026

DATE

SIGNATURE OF APPLICANT

Page: 1

**Site Location**
Walker Residence
6 Ellis Van Vleet
Apalachicola Fl 32320

**Overall Parcel Location**
Source: Franklin Co Prop Appraiser
Scale: Not to Scale
Date: September 2026



Page: 2

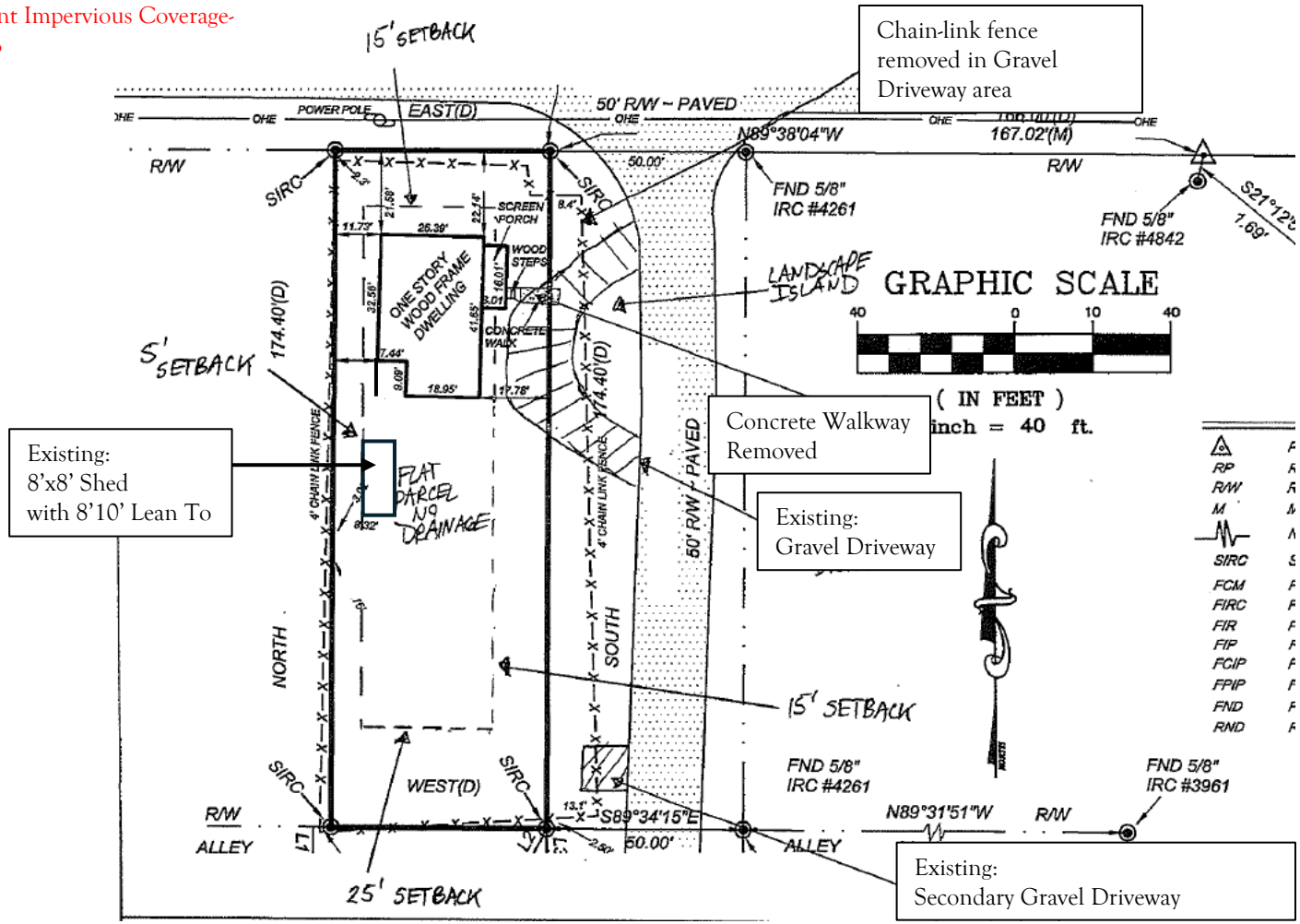
**Site Location**
Walker Residence
6 Ellis Van Vleet
Apalachicola Fl, 32320

**Overall Parcel Location**
Source: Franklin Co Prop Appraiser
Scale: Not to Scale
Date: September 2026



| Page: 3 | **Site Location**<br>Walker Residence<br>6 Ellis Van Vleet<br>Apalachicola Fl, 32320 | **Current Site Plan Layout**<br>Source: Roddenberry & Assoc<br>Scale: Not to Scale<br>Date: September 2026 | GeoFlora Group<br>Development · Permitting · Construction<br>GeoFloraGroup.com · 850-745-4226 |
|---|---|---|---|

Current Impervious Coverage-
11.2%




Chain-link fence removed in Gravel Driveway area

Existing:
8'x8' Shed
with 8'10' Lean To

Concrete Walkway Removed

Existing:
Gravel Driveway

Existing:
Secondary Gravel Driveway

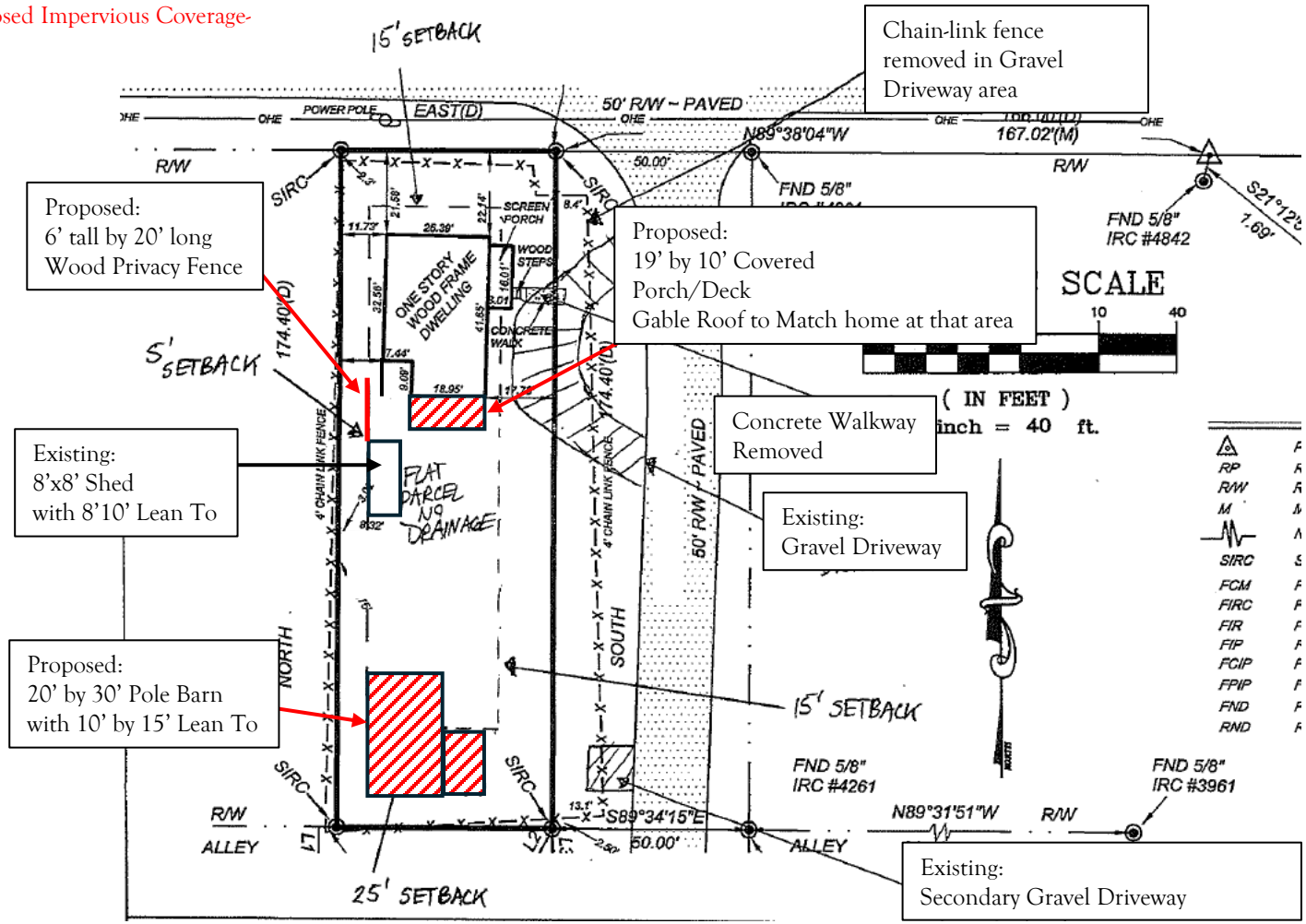
Page: 4

**Site Location**
Walker Residence
6 Ellis Van Vleet
Apalachicola Fl, 32320

**Proposed Site Plan Layout**
Source: Roddenberry & Assoc
Scale: Not to Scale
Date: September 2026

GeoFlora Group
Development · Permitting · Construction
GeoFloraGroup.com · 850-745-4226

Proposed Impervious Coverage-
21%



Page: 5

**Site Location**
Walker Residence
6 Ellis Van Vleet
Apalachicola Fl, 32320

**South Elevation**
Source: GeoFlora Photos
Scale: Not to Scale
Date: September 2026



# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Eric and Cristin Walker

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

**CONTRACTOR**: GeoFlora Group LLC

**PROPERTY ADDRESS** (if available): 6 Ellis Van Fleet Street

→ Block 264 60 x 174 ft

**PARCEL ID**: 01-09S-08W-8330-0264-0090

**HISTORIC DISTRICT**: No

**HISTORIC STRUCTURE**: No

**CORNER LOT**: Yes

**ACREAGE**: -- (~10,000 SF)

**ZONING DISTRICT**: R-2 Multifamily Residential

**WETLANDS**: No

**FLOODPLAIN**: "X"

**DESCRIPTION OF PROJECT**:

→ Construction of a 20' x 30' (600 SF) accessory pole barn with 10' x 15' (150 SF) lean-to and a 19' x 10' (190 SF) covered porch attached to the rear of the principal structure. Installation of a new 6' wood privacy fence in the side yard.

**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.
- **Front yard** means a yard extending across the front of a lot between the side lot lines and being the minimum horizontal distance between the street line and the principal building or any projections thereof, other than the projections of uncovered steps, uncovered balconies or uncovered porches.

- **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 111-269. 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.
    - 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.
      - Existing covered porch encroaches into 15' front/side corner setback.
    - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
      - Accessory pole barn and lean-to will be at least 5' from adjacent property lines.
  - **Maximum building restrictions**:
    - Lot coverage: 40% or 4,000 SF.
      - Existing: 1,120 SF
      - Proposed: ~940 SF
      - Total: 2,060 SF or ~21%
    - 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(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**.
  - A fence extending from the side of a principal structure to the side lot line shall attach to the structure no closer to the front lot line than where the facade (not including any covered front porch, uncovered porch, uncovered steps, and uncovered balconies) is located. These fences shall not exceed six feet (72 inches) in height.
  - No fence or wall in excess of six feet (72 inches) in height shall be allowed in side and/or rear yards. These fences may begin from the rear of the principal structure facade.
    - The proposed 6' fence is located in the side year, near but not attached to the rear of the principal structure.
  - 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.

→ **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.

**RECOMMENDATION**:

1. For the detached accessory structure(s) and fence: approval.

2. For the attached covered porch: denial, or table the application until the applicant receives a variance from the Board of Adjustment. Section 111-322 does not permit enlargement, expansion, or extension of nonconforming structures except by variance.

# Certificate of Appropriateness,

# Demolition & Addition

# 211 Avenue G

## *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 Carolyn Johnston
Address 211 Ave G
City Apalachicola State FL Zip 32320
Phone 248-675-9770

### CONTRACTOR INFORMATION

Contractor Name Bryce Ward
State License # RB0066825 City License # _____
Email Bryce@1stChoicebuilders.Net
Phone 850-323-0338

### PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [x] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [ ] Accessory Structure
- [ ] Certificate of Appropriateness
- [ ] Other _____

### PROPERTY INFORMATION

Street Address (911 Address): 211 Ave G
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-095-08W-8330-0117-0010 Block: 117 Lot: 4,2
Zoning District: R1 [✓] 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.

PBL
**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 will be removing the existing 6X10 covered porch & replacing with 8x14 closed in room. All Siding, Windows, Foundation will match existing house.

| PROJECT SCOPE | MANUFACTURER | PRODUCT DESCRIPTION | FL PRODUCT APPROVAL # |
|---|---|---|---|
| **Siding** | | Wood Sidrng to Match existing house | |
| **Doors** | | N/A | |
| **Windows** | | Andersor to Match existing Windows | |
| **Roofing** | | Standing Seam | |
| **Trim** | | Wood | |
| **Foundation** | | concrete footer With Piers | |
| **Shutters** | | N/A | |
| **Porch/Deck** | | N/A | |
| **Fencing** | | N/A | |
| **Driveways/Sidewalks** | | N/A | |
| **Other** | | 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.*

PBW

# 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.**

9-24-2026
DATE

Bryce Ward
SIGNATURE OF APPLICANT

# JOHNSTON RESIDENCE ADDITION

211 AVE G, APALACHICOLA, FL 32320

DRAWING INDEX:

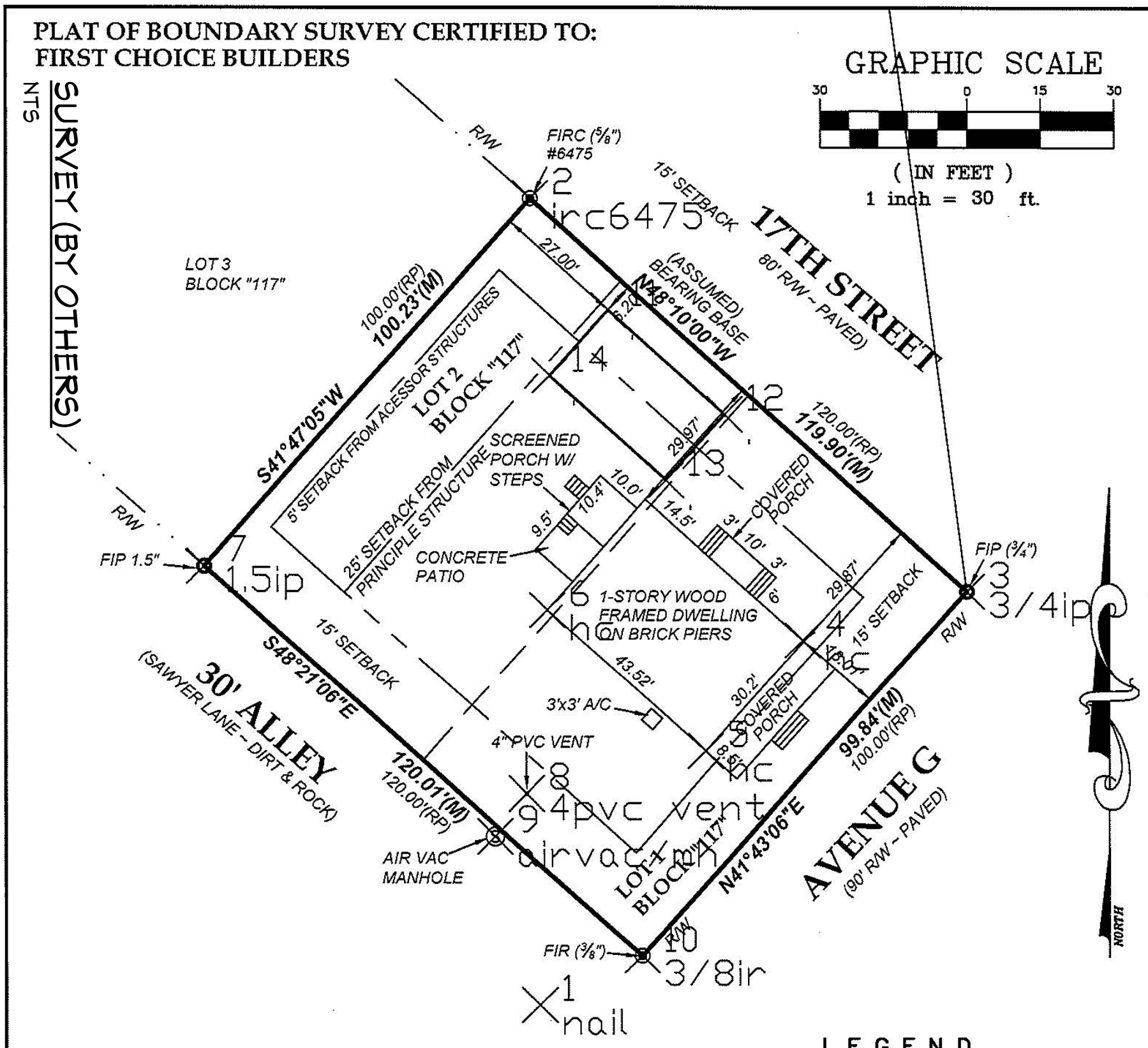

S-1 SURVEY (BY OTHERS)
A-1 EXISTING SITE PLAN
A-2 NEW SITE PLAN
A-3 EXISTING FLOOR PLAN & NEW FLOOR PLAN
A-4 ELEVATIONS
A-5 FOUNDATION/FLOOR FRAMING & ROOF PLAN
A-6 STRUCTURAL SECTION


WARD DRAFTING

| | |
|---|---|
| date | 09/23/2026 |
| rev | 0 |
| drawn | ZACH WARD |

plans/reno/johnston

# PLAT OF BOUNDARY SURVEY CERTIFIED TO:
# FIRST CHOICE BUILDERS




## LEGAL DESCRIPTION:

Lots 1 and 2 Block "117" 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

| | |
|---|---|
| *FCM* | *FOUND CONCRETE MONUMENT* |
| *RP* | *RECORD PLAT* |
| *R/W* | *RIGHT-OF-WAY* |
| *M* | *MEASURED* |
| *SIRC* | *SET 5/8" RE-ROD #7160* |
| *FIRC* | *FOUND IRON ROD AND CAP* |

## NOTES:

1. *SURVEY SOURCE: Record plat and a field survey performed by the undersigned surveyor.*
2. *BEARING REFERENCE: Southerly right-of-way boundary of 17th Street having an assumed bearing of North 48 degrees 10 minutes 00 seconds West*
3. *NO IMPROVEMENTS have been located in this survey other than shown hereon.*
4. *There are NO VISIBLE ENCROACHMENTS other than those shown hereon.*
5. *This survey is dependent upon EXISTING MONUMENTATION.*
6. *Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.*
7. *Setbacks should be verified before construction.*

## FLOOD ZONE INFORMATION:

*Subject property is located in Zone "X" as per Flood Insurance Rate Map Community Panel No: 120088 0526E index date: June 17, 2002, Franklin County, Florida.*

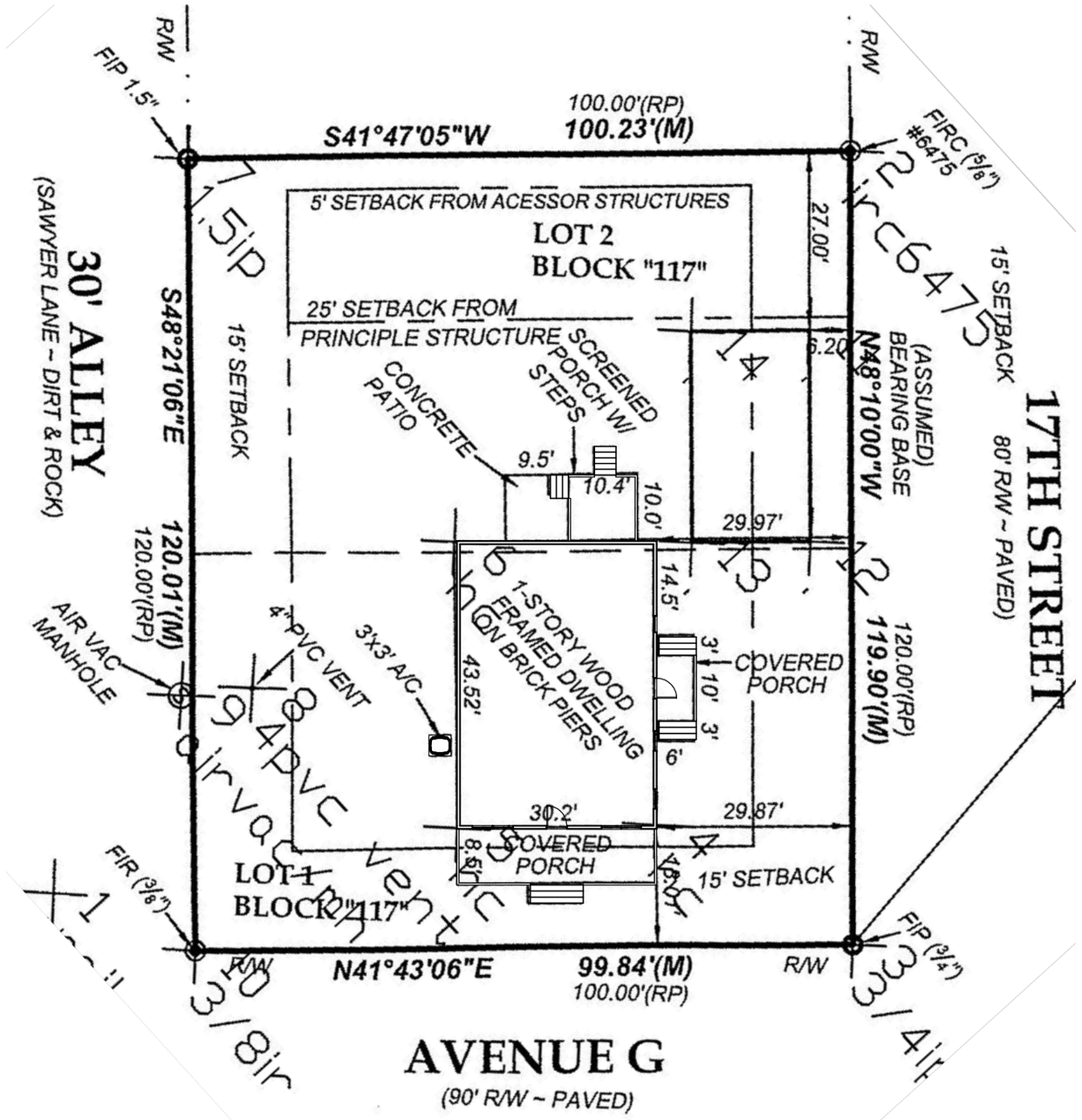
*I hereby certify that this is a true and correct representation of the property shown hereon and that this survey meets the minimum technical standards for land surveying (Chapter 61G17-6, Florida Administrative Code).*

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

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


T R & 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: 10/26/11 | DRAWN BY: MMD | N.B. 520 PG 57 | COUNTY: Franklin |
| FILE: 11254.DWG | DATE OF LAST FIELD WORK: 10/25/11 | JOB NUMBER: 11-254 | |

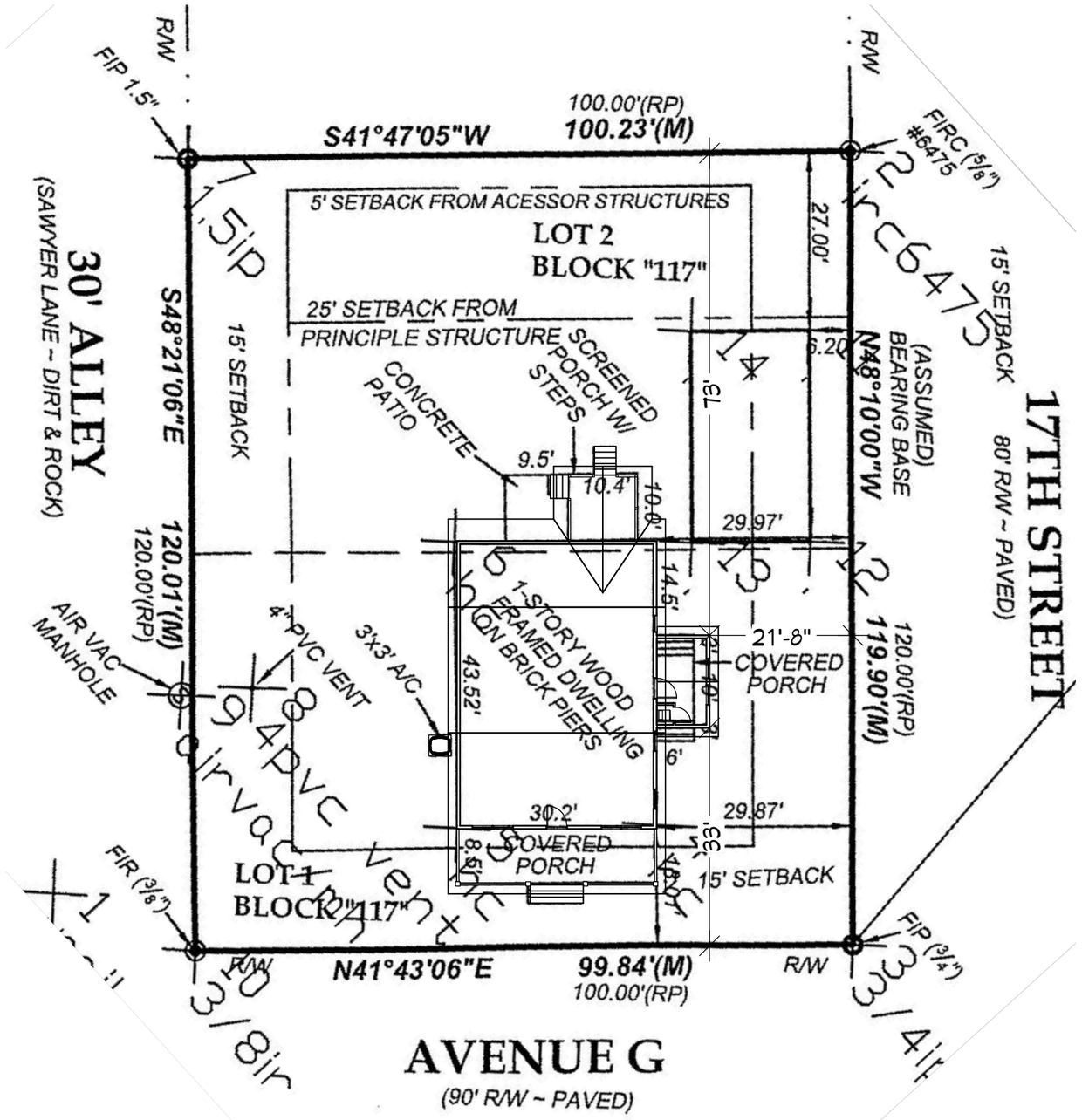



FLOOD ZONE INFORMATION:
SUBJECT PROPERTY IS LOCATED IN ZONE "X" AS PER FIRM
COMMUNITY PANEL NO. 120088 0526F
INDEX DATE: FEBRUARY 5, 2014, FRANKLIN COUNTY, FL

THE OWNER/CONTRACTOR SHALL VERIFY THE HOUSE LOCATION PRIOR TO CONSTRUCTION.
CURRENT SURVEY NOT PROVIDED.

## EXISTING SITE PLAN

1" = 20' (11"x17" @ 100%)
1" = 10' (24"x36" @ 200%)




FLOOD ZONE INFORMATION:
SUBJECT PROPERTY IS LOCATED IN ZONE "X" AS PER FIRM
COMMUNITY PANEL NO. 120088 0526F
INDEX DATE: FEBRUARY 5, 2014, FRANKLIN COUNTY, FL

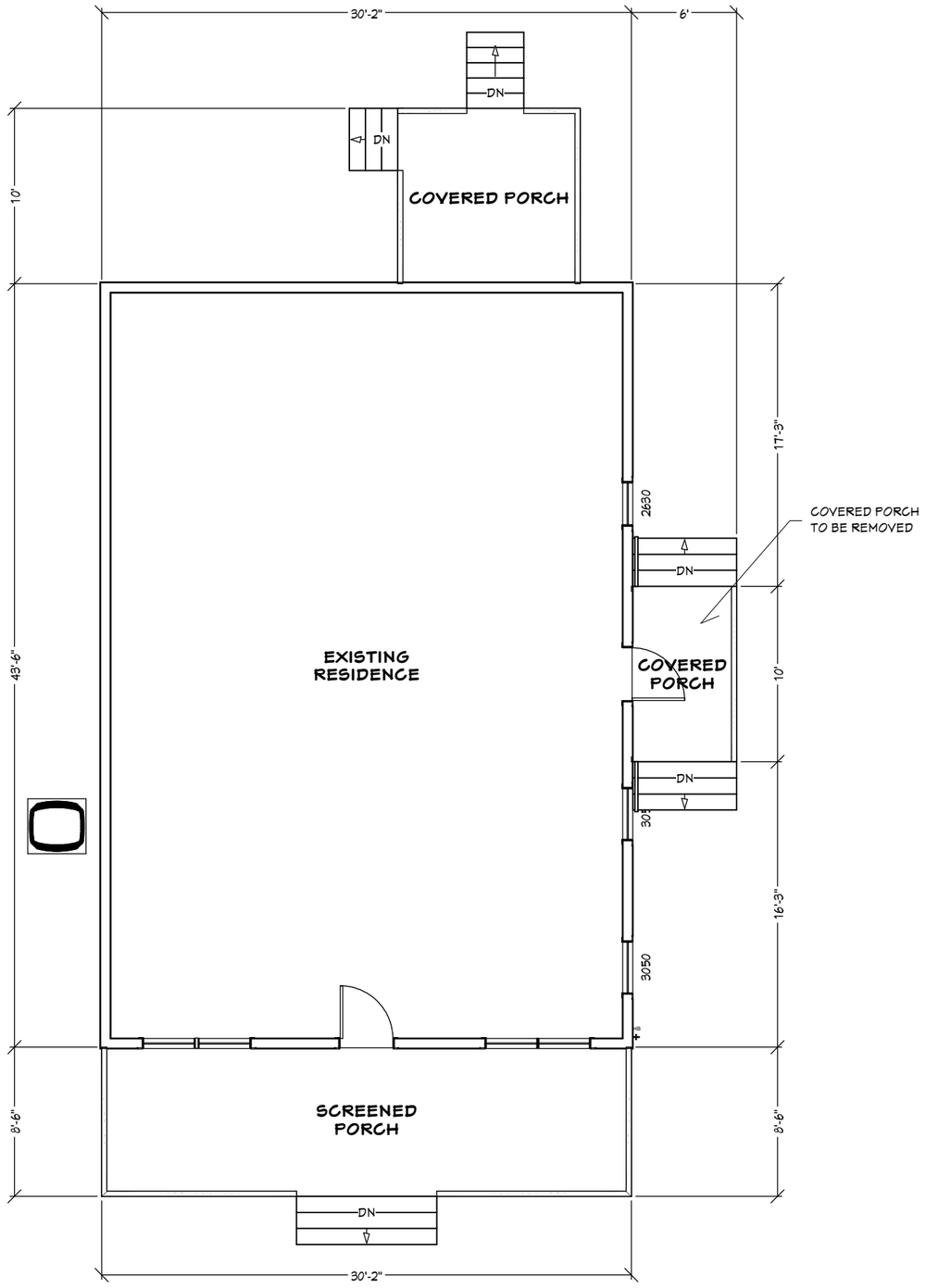
THE OWNER/CONTRACTOR SHALL VERIFY THE HOUSE LOCATION PRIOR TO CONSTRUCTION.
CURRENT SURVEY NOT PROVIDED.

IMPERVIOUS COVERAGE:

| | |
|---|---|
| LOT AREA: | 11,999 |
| HOUSE/PORCHES: | 1,895 SF |
| DETACHED GARAGE: | 580 SF |
| IMPERVIOUS COVERAGE: | ~0.206 |

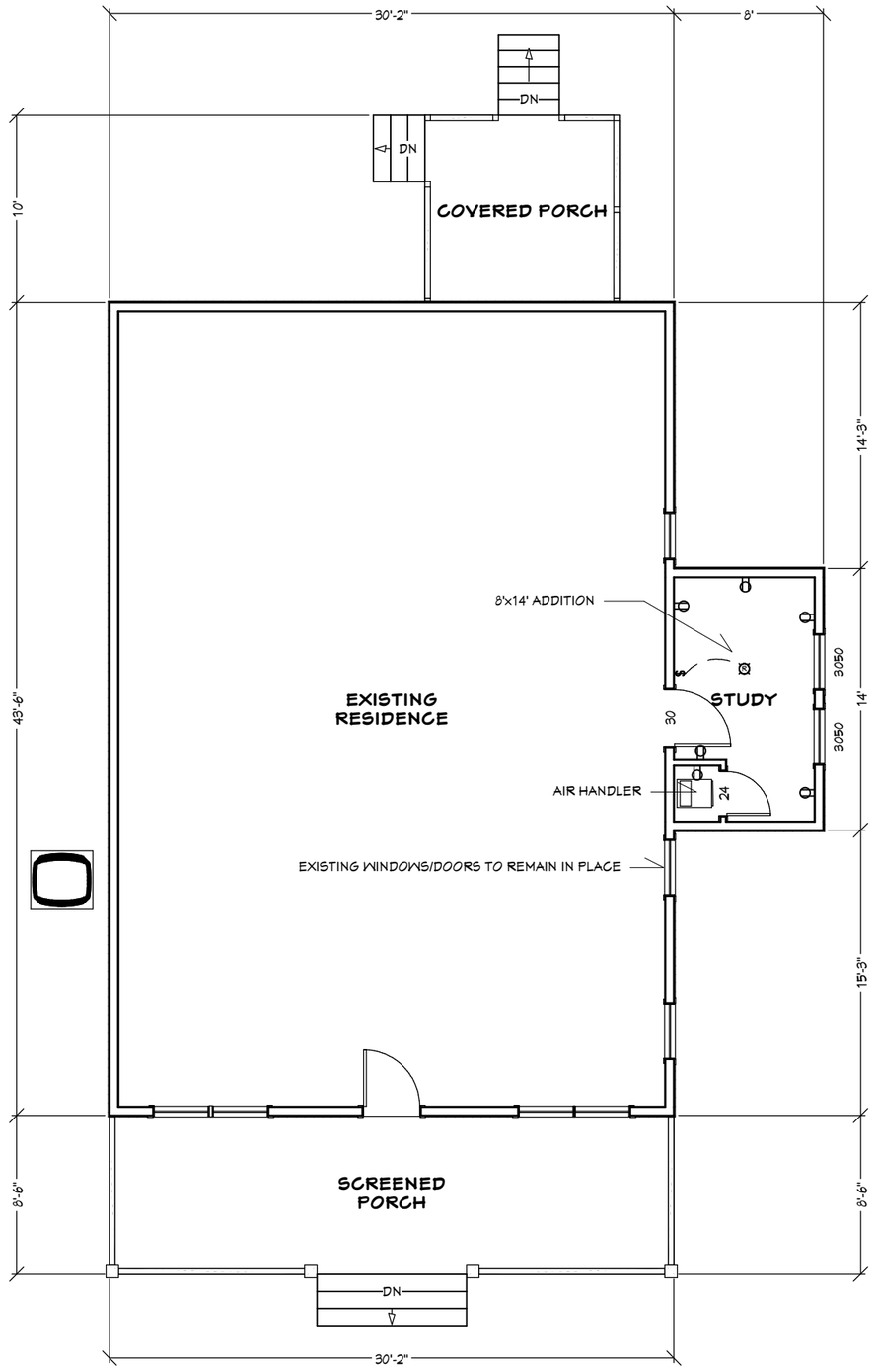
## NEW SITE PLAN

1" = 20' (11"x17" @ 100%)
1" = 10' (24"x36" @ 200%)




## EXISTING FLOOR PLAN

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)




## NEW FLOOR PLAN

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)

ELECTRICAL PLAN IS SCHEMATIC
CONSULT OWNER FOR FINAL
PLACEMENT AND QUANTITIES



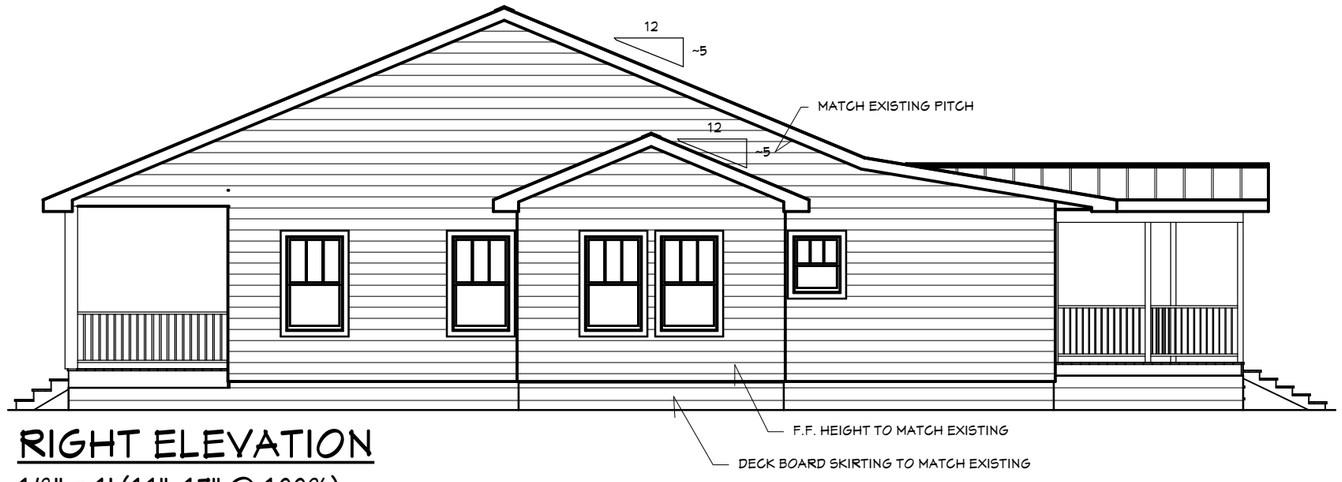

## FRONT ELEVATION

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)



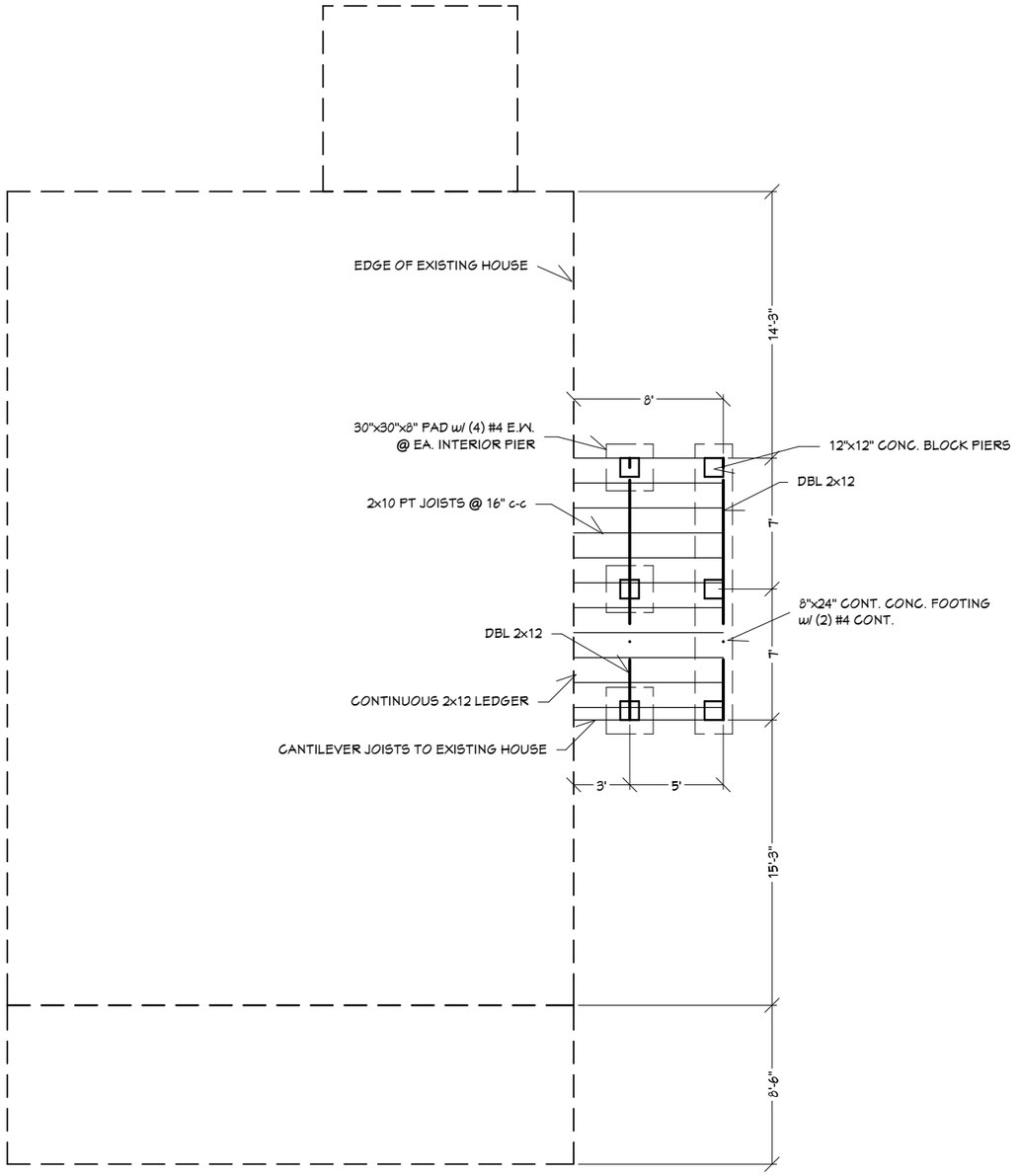

## REAR ELEVATION

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)



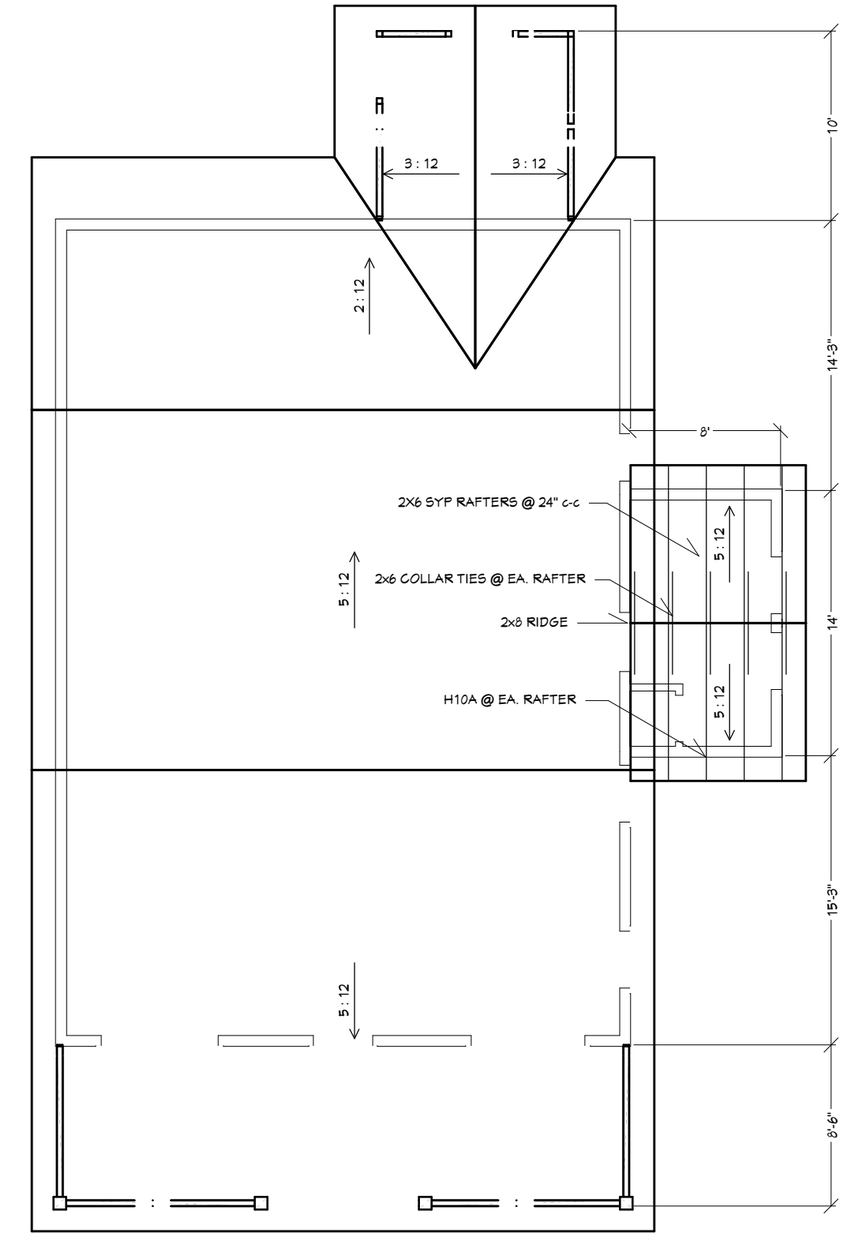

## RIGHT ELEVATION

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)



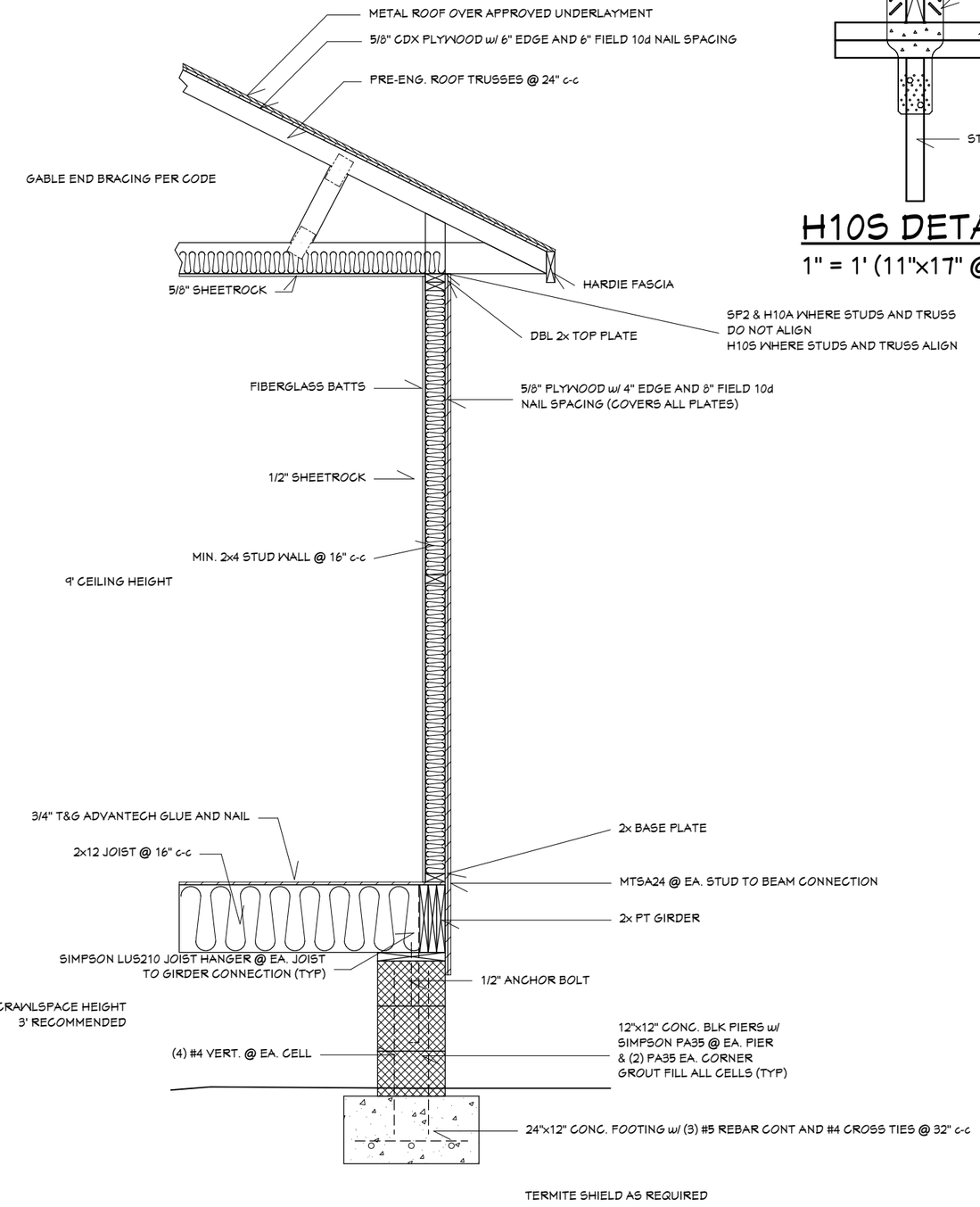

## FOUNDATION/ FLOOR FRAMING

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)



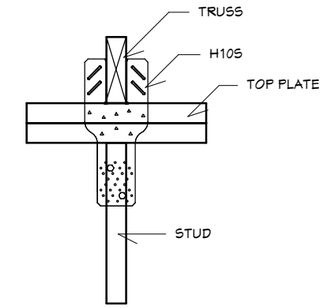

## ROOF PLAN

1/8" = 1' (11"x17" @ 100%)
1/4" = 1' (24"x36" @ 200%)



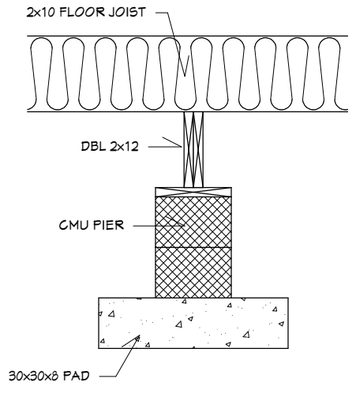

## STRUCTURAL SECTION

1/2" = 1' (11"x17" @ 100%)
1" = 1' (24"x36" @ 200%)




## H10S DETAIL

1" = 1' (11"x17" @ 100%)




## INTERIOR PIER

1/2" = 1' (11"x17" @ 100%)

# STAFF FINDINGS REPORT

**PROPERTY OWNER**: Carolyn Johnston

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

**CONTRACTOR**: Bryce Ward

**PROPERTY ADDRESS** (if available): 211 Avenue G

→ Block 117 Lots 1-2

**PARCEL ID**: 01-09S-08W-8330-0117-0010

**HISTORIC DISTRICT**: Yes

**HISTORIC STRUCTURE**: Yes

**CORNER LOT**: Yes

**ACREAGE**: -- (~12,000 SF)

**ZONING DISTRICT**: R-1 Single-Family Residential

**WETLANDS**: No

**FLOODPLAIN**: "X"

**DESCRIPTION OF PROJECT**:

→ Demolition of an existing 6' x 10' (~60 SF) covered porch and replacement with a new 8' x 14' (~112 SF) enclosed addition to the existing house.

**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 is ~9.5 ft (Avenue G 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% or 4,800 SF.
  - Existing: 2,475 SF.
  - Proposed: Remove ~60 SF, add ~112 SF.
  - Total: 2,527 SF or ~21%.
- 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**.
○ Repairs, alterations, and additions necessary for the preservation, restoration, and rehabilitation of a nonconforming structure may be permissible when authorized by the architectural review board in the form of a certificate of appropriateness, provided the structure is a documented historic structure.
○ **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.

**RECOMMENDATION**: Either of the following:

1. Table the application until the applicant obtains a variance for the proposed addition from the Board of Adjustment.
2. Denial, as Sec. 111-322 of the City's Land Development Code does not permit the enlargement, expansion, or extension of historic nonconforming structures except as outlined above.

# Certificate of Appropriateness

# & Alteration/Renovation

# 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
- [X] [redacted]
- [X] [redacted]
- [ ] Accessory Structure
- [X] Alteration/Renovation
- [X] Certificate of Appropriateness
- [ ] Relocation
- [ ] Other _____
- [ ] Demolition

## 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 [X ] 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**

# CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Building Department.
6. I/We understand that all changes to the approved scope of work stated in a Certificate of Appropriateness or Development Order application have to be approved by the P&Z Board before work commences on those changes. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the P&Z Board may be appealed to the City Commission within 30 days after the decision by the P&Z Board; otherwise, the decision will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year after issuance. They are renewable for six months without cause if requested, and for an additional six months upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documents to City Staff, if needed.
9. I/We understand that P&Z Board approval is permission to obtain a permit for work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that there will be no issuance of a Certificate of Appropriateness without the property owner obtaining Homeowner's Association approval (if required) prior to the P&Z Board Meeting and/or before the beginning of an work and in no way authorizes work that is in violation of any association rules or regulations.

**08/27/2026**
DATE

SIGNATURE OF APPLICANT




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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NOTE: THIS DRAWING IS NOT FOR CONSTRUCTION PURPOSES.

NOTE: ALL DIMENSIONS PROVIDED ARE FOR REFERENCE ONLY AND MUST BE VERIFIED ON-SITE BY THE CONTRACTOR OR CLIENT. LEONARD & CO DESIGN HOUSE ASSUMES NO 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
09/23/2026

DRAWING TITLE:
**FLOOR PLAN**

A1

| REV: | DESCRIPTION: | BY: | DATE: |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |



PROPOSED FRONT ELEVATION



PROPOSED ROOF FORM + FRONT/SIDE RELATIONSHIP

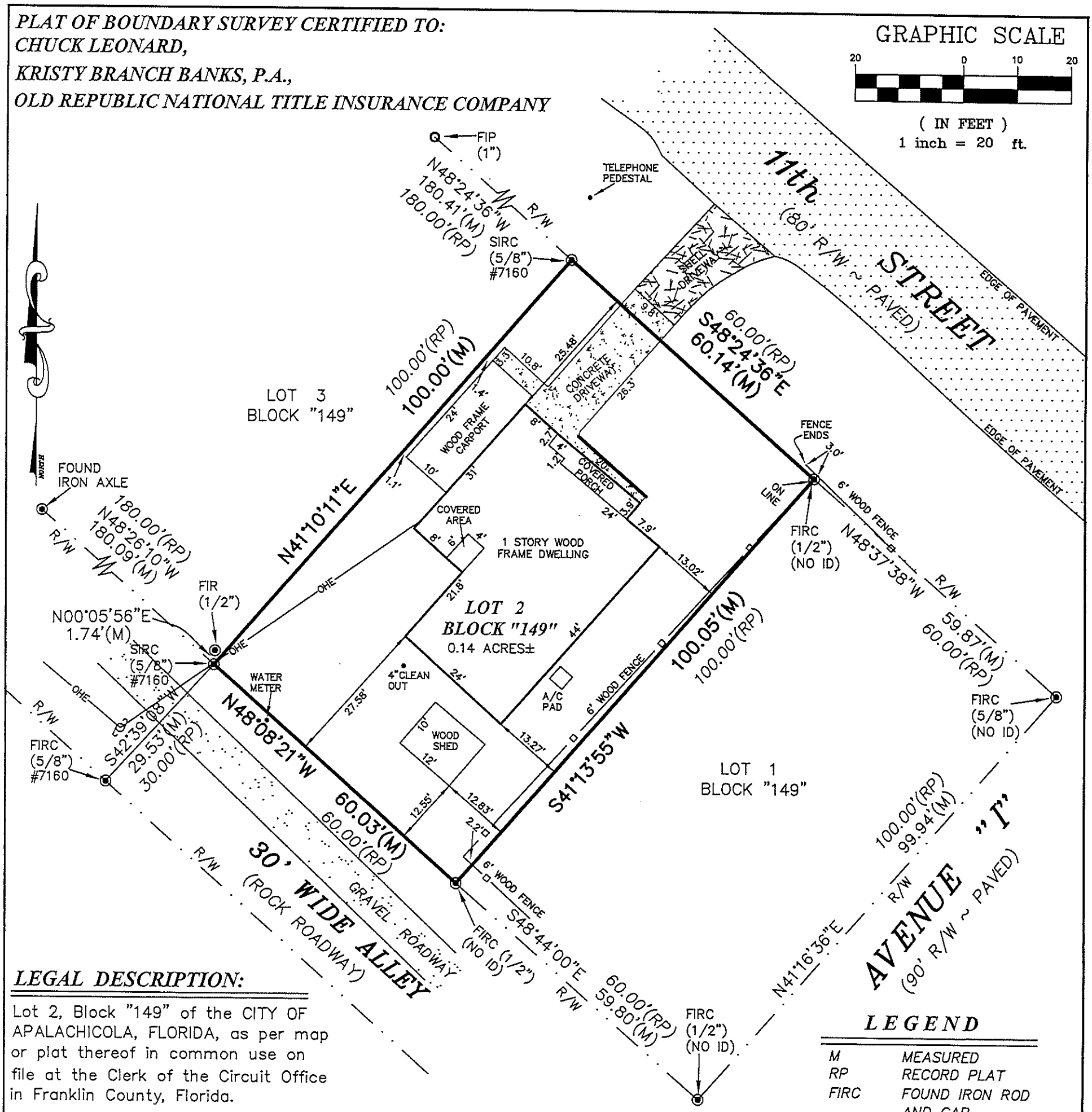


PROPOSED SIDE ELEVATION



PROPOSED REAR/SIDE ROOF CONDITION

*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. 5J-17.051, 052).*

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

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

## *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.


T R & 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

## 172 11th St Revisions

**From** Ashley Leonard <ashley@leonarddesignhouse.com>
**Date** Wed 9/23/2026 9:46 AM
**To** Brianna Williams <bwilliams@arpc.org>

1 attachment (588 KB)
172 11th St Revisions.pdf;

External (ashley@leonarddesignhouse.com)

Absolute Computing Solutions Advanced Email Filter

Graymail Spam Phish More...

Hi Brianna,

I'm submitting the revised Certificate of Appropriateness materials for 172 11th Street and wanted to confirm that this meets the submission requirements.

Exterior renovation and reconstruction of portions of the existing one-story residence within the existing building footprint.

The existing nonconforming side/rear footprint is retained and is not enlarged or extended toward the side or rear property lines. At the rear portion of the structure, the existing roof overhang and supporting post(s) have been removed from the proposed design. The revised roof is contained over the existing building footprint and does not create an additional covered area beyond the existing structure.

At the front of the residence, the existing porch dimensions are retained. The proposed porch posts are within the 3'-9" existing roof overhang and do not increase the porch footprint. The roof façade is being revised to match the existing gable.

Please let me know if anything further is needed for the submission.

Ashley

.

# 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 attached addition (wood frame carport on survey).

**STAFF FINDINGS**:

**CODE OF ORDINANCES**:

→ **Section 101-8. Definitions**.
- **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.
            - 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.
            - 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.

**COMMENTS**:

→ See email above for summary of revisions to the site plan & elevations made by the contractor following the regular meeting on September 14th.

**RECOMMENDATION**: Approval.


CITY OF APALACHICOLA
1831
FLORIDA