Planning & Zoning Agenda

November 9th, 2026

Regular Meeting

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, November 9th, 2026

City Meeting Room – 74 6th Street

Agenda

Regular Meeting: 6:00 PM

1. Approval of October 12th, 2026, workshop meeting minutes.
2. Approval of October 12th, 2026, regular meeting minutes.
3. Review, Discussion and Decision for Accessory Structure. **(R-2) @ 229 Fred Meyer Street**. Block 247 Lots 16 and 17. Owner: Nancy Stuart; Contractor: Substandard Structures Inc.
4. Review, Discussion and Decision for Certificate of Appropriateness, Addition, Accessory Structure & Fence. **(R-1) @ 65 16th Street**. Block 98 Lot 9 and South ½ Lot 8. Owner: Jeff Stephens; Contractor: Self.
5. Review, Discussion and Decision for Certificate of Appropriateness & Accessory Structure. **(R-1) @ 15 8th Street**. Block 27 Lot 7. Owner: Anthony and Tina Bullard; Contractor: Self.
6. Review, Discussion and Decision for Accessory Structure & Fence. **(R-2) @ 11 Shadow Lane**. Philaco Shores Block 6 Lots 1-3. Owner: Twin Capital Holdings LC; Contractor: GeoFlora Group LLC.
7. Review, Discussion and Decision for Certificate of Appropriateness, Alteration, Sign & Parking Plan. **(C-1) @ 71 Market Street**. Block E-2 Lot 20 and SE 20 ½ Lot 19. Owners: H Heritage Inc.; Contractor: N/A.

8. Review, Discussion and Decision for Certificate of Appropriateness. **(R-1) @ 106 17th Street**. Block 116 Lot 2. Owner: Whitney Shotwell; Contractor: McMickin Construction LLC.

Other/New Business:

1. New member orientation / current member refresher by City Attorney.

Outstanding/Unresolved Issues:

Motion to adjourn the meeting.



October 12th

Meeting Minutes

Workshop

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

WORKSHOP

Monday, October 12th, 2026

City Meeting Room – 74 6th Street

Agenda

Attendance: Greg Golgowski, Al Ingle, Myrtis Wynn, Elizabeth Milliken, Greg Perkins, Christopher Aitken

Workshop: 5:00 PM

1. ARPC Planner introduced the goal for this workshop:
    a. Identification of recommended solution or solutions for issues (1) discussed at the September workshop, (2) identified by City Planner in the 2023 report, and (3) identified by ARPC planner in preparation for September workshop. The notes column of the table identifies where the issue originates for future reference.
    b. Identification of an approximate priority level for each issue and solution pairing. See the criteria for priority level on the first page of the table. Note, cost is not precise; it's a rough estimate. E.g., it's more expensive to hire a consultant to create a new paid street parking program than it is for the City's staff to draft an amendment to the Land Development Code to add a definition of "increased intensity of use."
2. **Issue #1 Discussion**:
    a. Al Ingle stated that the City needs a base knowledge of the number of spaces is necessary to determine whether there is a lack of parking or a surplus of parking. From there, a determination can be made regarding how critical it is that the City provide additional parking.
        i. Elizabeth Milliken added that ideally this work could be done by City staff, without hiring a new contractor.
    b. Anita Grove, Resident. Stated that former City Planner Cindy Clark already has access to digital maps with information about the number of City-owned parking spaces.

i. Al Perkins commented that because multiple businesses have paid mitigation for the same spaces, it seems that it would be difficult to create a map showing which spaces have been 'claimed' using paid mitigation for each business.
ii. Greg Golgowski also added that it would be difficult to maintain these maps once created and would require a regular effort by City Staff to update them.

c. The Board identified solution #1 as the recommended solution and identified the priority level as high. If possible, a contractor should not be hired to complete this work.

3. **Issue #2 Discussion**:
   a. Micah Priest, Planning and Operations Director. Stated that a project to construct a new pervious parking lot by Avenue H, funded by legislative appropriation from the Florida Department of Transportation, will soon go out for bid. More information can be found about this work in the October report prepared by the Grants Coordinate Leslie Glaze, Item #12.
   b. Greg Golgowski stated that the City could consider offering a different or reduced parking mitigation fee for the creation or use of pervious parking, to incentivize the creation of more previous parking.
   c. Myrtis Wynn stated that there is not a lot of room for growth downtown, and that the parking for businesses downtown will not necessarily be on the same lot as the business.
   d. Micah Priest asked for clarification from the Board: What is the issue we are trying to address?
      i. Greg Golgowski summarized the issues that P&Z has seen with applications in the past year, primarily that businesses struggle to provide the required parking minimums and are then forced to downsize in terms of number of staff, tables, etc.
   e. Greg Perkins stated that using square footage of the building to determine the required number of parking spaces would eliminate the need for the City to continuously assess whether the intensity of use has increased.

i. Anita Grove gave more background about the City's past discussion about parking in the winter of 2023 and spring of 2024 and stated that basing parking on square footage instead of use was already discussed. However, the City ultimately did not proceed with the recommendations created at that time because the subject of parking and paid parking mitigation was unpopular.

f. The Board identified solutions #1 and #2 as the recommended solutions. The priority level was not determined.

4. For the sake of time, and to avoid repetitive discussion of issues already considered by the City Commission in 2023, ARPC Planner suggested the Board move ahead to focus on those issues specifically identified at the most recent workshop in September 2026.

5. **Issue #10 Discussion**:
    a. Christopher Aitken stated that increasing the limit is a no-brainer for the City if the desire is to encourage people to park further away and walk to their destination. He would recommend the limit be increased to the greatest distance possible.
        i. Al Ingle stated that people can generally be expected to walk around a quarter of a mile.
    b. Greg Perkins added that there is always overflow parking that exists around the City; once all available parking is taken in a given area, then designated overflow parking further away can be used instead.
    c. Attorney Hartman clarified the legal requirements for the different methods of measuring this distance (e.g., property line to property line, pedestrian walking distance from door to door, etc.). In his experience, it is simpler to measure the distance from property line to property line.
    d. The Board identified solutions #1 and #2 as the recommended solutions and identified the priority level as high. Specifically, the location of off-street parking distance limit should be increased to 1,200 feet and be measured from property line to property line.

6. Chair Golgowski asked Anita Grove if the City had considered metered parking and impact fees in the past. She stated that these things had been discussed in the past, and that it would be easier to implement a paid parking program now that physical meters are not required (i.e., users can pay with their phones).

Workshop adjourned at 5:56 P.M.

October 12th

Meeting Minutes

Regular Meeting

CITY OF APALACHICOLA

PLANNING AND ZONING BOARD

REGULAR MEETING

Monday, October 12th, 2026

City Meeting Room – 74 6th Street

Agenda

Attendance: Greg Golgowki, Al Ingle, Elizabeth Milliken, Myrtis Wynn, Greg Perkins, Christopher Aitken

Regular Meeting: 6:00 PM

1. Approval of September 14th, 2026, workshop meeting minutes.
    a. Motion to approve by Elizabeth Milliken; 2nd by Myrtis Wynn – all in favor, motion carried.
2. Approval of September 14th, 2026, regular meeting minutes.
    a. Motion to approve by Greg Perkins; 2nd by Elizabeth Milliken – all in favor, motion carried.
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
    a. ARPC Planner summarized staff report.
    b. Elizabeth Milliken asked if the parking area on this property is regularly flooded.
        i. Jehu Westmark, Owner – Present. Stated that the middle of the lot, where the parking is located, doesn't regularly flood.
    c. Motion to approve by Al Ingle; 2nd by Greg Perkins – all in favor, motion carried.
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.
    a. ARPC Planner summarized staff report.
    b. Anna Keel, Owner – Present. Received no questions from the Board and made no comments.

c. Motion to approve by Myrtis Wynn; 2nd by Greg Perkins – all in favor, motioned carried.

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.
    a. ARPC Planner summarized staff report.
    b. Graham Knox, Owner – Present. Stated that the shed will go in behind the house, and no trees will be trimmed or cut down to do so.
    c. Motion to approve by Elizabeth Milliken; 2nd by Myrtis Wynn – all in favor, motion carried.
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.
    a. ARPC Planner summarized staff report.
    b. Erin Rodriguez, Contractor – Present. Received no questions from the Board. He commented that the Owners value the historic character of the structure and thus opted to move it rather than demolish it and build new construction on the same lot.
    c. Greg Golgowski asked the Planner to confirm if this is a historic structure. Planner stated that this address is not listed on the Florida Master Sile File Cultural Resource Roster for the City of Apalachicola. Accordingly, it does not meet the definition of historic structure in the City's Land Development Code, unless it is listed separately on the National Register of Historic Places.
    d. Motion to approve by Al Ingle; 2nd by Greg Perkins – all in favor, motion carried.
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.
    a. ARPC Planner summarized staff report.

b. Drew Robertson, Contractor – Present. Commented that sheet 3 of the presentation submitted with the application shows the site layout very well; and confirmed there is no concern about the distance from the intersection. All of the fence styles offered fit the historic character of the house.
c. Motion to approve by Greg Perkins; 2nd by Elizabeth Milliken – all in favor, motion carried.

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.

a. ARPC Planner summarized staff report, and recommended that the Board make two motions, one for the detached accessory structures and fence; another for the attached accessory structure/addition.
b. Drew Robertson, Contractor – Present. Asked if it would be possible to bring the existing screen porch back and into compliance with the front setback. Planner confirmed yes, and that the setback distance is measured from the property line to the vertical support of the roof covering the structure.
    i. Attorney Hartman read the definitions of 'building setback' and 'building line' from Section 101-8 of the Land Development Code to confirm the accuracy of the Planner's statement.
c. Motion to approve the detached accessory structures and fence by Christopher Aitken; 2nd by Greg Perkins – all in favor, motion carried.
d. Bryce Ward, Contractor (see item #9) asked when the City began enforcing the provisions about expansion of nonconforming structures, as many properties in the City would be considered nonconforming and therefore could not be expanded legally without a variance.
    i. Attorney Hartman stated that this is language in the Land Development Code as written, and that the Board does not have the authority to change this language. The City Commission is the appropriate body for requests to change language in the Code.

ii. He also stated that there is the option of obtaining a variance, and roughly outline the requirements for doing so. He noted that variances can be very difficult to obtain.

e. Elizabeth Milliken asked about the approval for 160 Avenue D at the previous meeting.
    i. Planner explained that this item was approved because the deck was not structurally attached to the house and therefore not an expansion in square footage of a nonconforming structure.

f. Motion to approve the attached accessory structure/addition on the condition that the existing covered porch which encroaches into the front setback must be brought into conformance with the required setback (15 ft) before the requested attached structure/addition may be built by Greg Perkins; 2nd by Christopher Aitken – all in favor, motion carried.

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.

a. ARPC Planner summarized staff report.

b. Bryce Ward, Contractor – Present. Stated that the subject property consists of two lots, with a large portion of the area at the rear of the property unused. The right-of-way is quite wide in front of this property. Additionally, he stated that it doesn't seem fair to prevent a property owner from doing something with their property because of something that was done 100 years ago. He asked what could be done with the property.
    i. Planner stated that it is only the nonconforming structure which cannot be expanded; a detached accessory structure can be placed in the rear yard without issue as long as all other applicable requirements are met (i.e., setbacks, impervious surface).
    ii. Planner also stated that if the footprint is not changed, the existing porch can be converted to heated/cooled area.
        1. Contractor stated that the existing covered porch is too small to be useful to the Owner.

c. Attorney Hartman summarized the options for application: Table the item to specific date (e.g., next month's meeting), withdraw the application for revisions, resubmit the same application once a variance has been obtained, or request that the City Commission imitate an amendment to the Land Development Code.
    i. Contractor asked for more information about the City potentially changing the Code.
        1. Attorney Hartman stated that the issue would have to be presented to the City Commission during public comment. The Commission would direct City Staff to draft revised language, at the Commission's discretion. At a minimum, this process would take 90 days but would likely take longer.
d. Greg Golgowski asked if the encroachment ordinance the City is working on has any bearing on this situation; Attorney confirmed it does not.
e. Contractor stated that it doesn't make sense that additions cannot be added onto the sides of the building which are not nonconforming or encroaching into the setbacks. In his opinion, this requirement will have a negative impact on development within the City given the number of existing structures which are nonconforming.
    i. Al Ingle stated that the Owner can always consider putting a detached accessory building next to the existing house. He gave an example of a home he used to live in, where the bathroom was in a detached structure very close, but not structurally attached to, the principal building.
f. Item withdrawn by Applicant.

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.

a. ARPC Planner summarized staff report.
b. Ashley Leonard, Contractor – Present. Stated that the existing house has a roof issue, with a series of shed roofs which have all been patched

together. The existing attached carport discussed at the September meeting will be converted into a screened porch, but the footprint will not be changed.

c. Motion to approve Al Ingle; 2nd by Greg Perkins – all in favor, motioned carried.

Other/New Business:

1. Attorney Hartman will prepare an overview for the new members / a refresher the current members on the basic functions and responsibilities of Board members. E.g., how to make motions, applicability of Sunshine law to the Board, etc.

Outstanding/Unresolved Issues:

N/A

Motion to adjourn the meeting by Elizabeth Milliken; 2nd by Greg Perkins. All in favor – meeting adjourned at 7:00 P.M.

Accessory Structure

229 Fred Meyer 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 Nancy Stuart
Address 229 Fred Meyer St
City Apalachicola State FL Zip 32320
Phone 480-227-5827

CONTRACTOR INFORMATION

Contractor Name Substantial Structures Inc
State License # CGC1507448 City License # 14-044
Email Substantial Structures1@AOL.com
Phone 850 340 0075

PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [ ] Accessory Structure
- [ ] Certificate of Appropriateness
- [X] Other Deck around ½ of Hot tub 6' dia

PROPERTY INFORMATION

Street Address (911 Address): 229 Fred ~~Meyer~~ Meyer St
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01-09S-08W-8330-0247-0160 Block: 247 Lot: 16,17
Zoning District: _____ [ ] Historic District [X] Non-Historic District
FEMA Flood Zone: _____

OFFICIAL USE ONLY

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

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

City Staff

Date Approved

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

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).

Build 13x8 DECK 30" TALL NEXT TO ABOVE Ground Pool 30' DEEP 10' ACROSS ROUND SHAPE w/ Steps For Pool Access. On Corner of property next to Fence.

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck	Substantial Structures Inc	Pressure treated 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

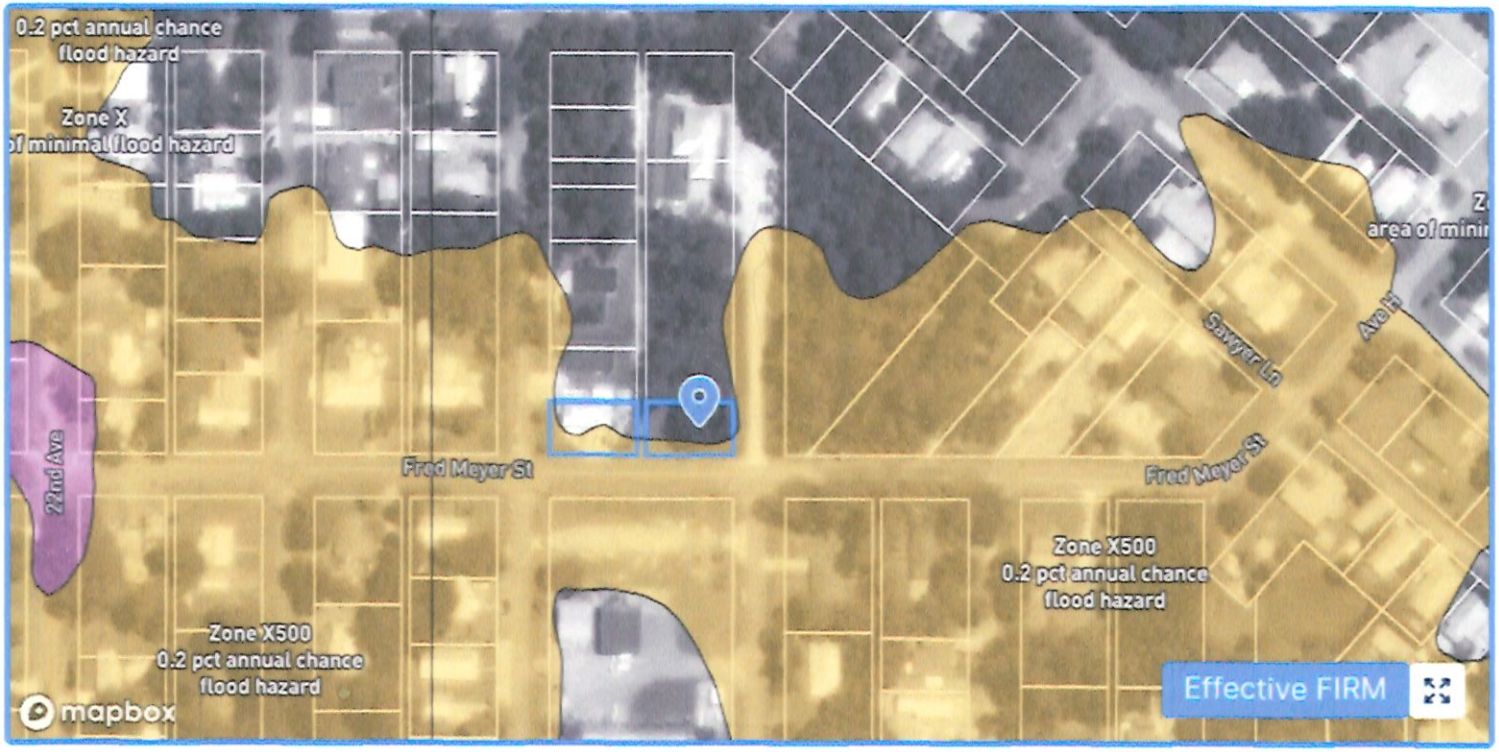
By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

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.
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.**

Sept 27, 2024
DATE

SIGNATURE OF APPLICANT


246
247
248
253
252
251
20th St.
Ave. H.
0246-0100
0.6198
0247-0180
0.13
0247-0160
0.13
0253-0040
0.1722
0253-0060
0.2066
0252-0010
2.169
0251-0210
0.3444
0253-0260
0.3444
1.03
0.28
0.2066
0.3444
0.2755
Stage of Florida



229 Fred Meyer St

Apalachicola, FL 32320

Parcel ID: 0109S08W833002470140

+ New submission



qPublic.net™ Franklin County, FL



Overview



Legend

Parcels

City Labels

Parcel ID	01-09S-08W-8330-0247-0160	**Alternate ID**	08W09S01833002470160	**Owner Address**	STUART NANCY ANN
Sec/Twp/Rng	1-9S-8W	**Class**	SINGLE FAMILY		AS TRUSTEE
Property Address	229 FRED MEYER ST APALACHICOLA	**Acreage**	0.13		229 FRED MEYER STREET APALACHICOLA, FL 32320
District	3				
Brief Tax Description	BL 247 LOTS 16,17 (Note: Not to be used on legal documents)				

Date created: 9/23/2026
Last Data Uploaded: 9/23/2026 11:33:07 AM

Developed by SCHNEIDER GEOSPATIAL

Outlook

Stewart

From sterling buskirk <substantialstructures1@aol.com>
Date Tue 9/29/2026 9:21 AM
To Micah Priest <mpriest@cityofapalachicola.com>

[You don't often get email from substantialstructures1@aol.com. Learn why this is important at https://aka.ms/LearnAboutSenderIdentification]









Sent from my iPhone

STAFF FINDINGS REPORT

PROPERTY OWNER: Nancy Stuart

AGENT (if applicable): N/A

CONTRACTOR: Substandard Structures Inc.

PROPERTY ADDRESS (if available): 229 Fred Meyers (8th) Street

→ Block 247 Lots 16 and 17

PARCEL ID: 01-09S-08W-8330-0247-0160

HISTORIC DISTRICT: No

HISTORIC STRUCTURE: No

CORNER LOT: Yes

ACREAGE: --

ZONING DISTRICT: R-2 Multifamily Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Construction of a 13' x 8' (~108 SF) elevated deck around a portion of an existing above-ground pool.
  - Referred to P&Z by Code Enforcement; the deck has already been built.

STAFF FINDINGS:

CODE OF ORDINANCES:

→ **Section 101-8. Definitions**.
  - **Accessory building** (and uses) means a structure (or a use) customarily incidental and subordinate to the principal structure or use and located on the same lot. Accessory structures shall not be used for habitable purposes. Accessory buildings shall not be constructed until a principal structure is in place. (LDC, Ch. 101, Art. 1, Sec. 101-8 Definitions.) Accessory structures shall include, but not be limited to: patios, decks (pervious and impervious), gazebos, sheds, pools, spas, and mechanical swimming pool or spa equipment.

- **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 111-269. 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*):
      - Single-family: 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.
    - Side (*corner*): 15 ft.
    - Rear: 25 ft. (principal structure); 5 ft. (accessory structure).
  - **Maximum building restrictions**:
    - Lot coverage: 40% or 2,400 SF.
      - Existing: 1,588 SF (total area of existing house only, per property appraiser
      - Proposed: 108 SF.
      - Total: 1,696 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.
    - Accessory structures are not permitted within the required 15' front yard setback; contractor confirmed over phone call on 10/30 that the structure does not encroach into the front setback.
  - Unless otherwise specified, special exceptions must comply with development standards as referenced.

RECOMMENDATION: Approval.

Certificate of Appropriateness,

Addition,

Accessory Structure & Fence

65 16th Street

(LAKESHOREPROP@YAHOO.COM)

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

Official Use Only
Date Received: _____
Meeting Date: _____
Fees Due: _____
Date Fees Paid: _____

OWNER INFORMATION

Owner Jeff Stephens
Address 65 16th Street
City Apalachicola State FL Zip 32320
Phone 770-655-1228

CONTRACTOR INFORMATION

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

PROJECT TYPE

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

PROPERTY INFORMATION

Street Address (911 Address): 65 16th Street
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: 01-09S-08W-8330-0098-0080 Block: 98 Lot: ½ of 8 lot & 9 lot
Zoning District: R1 [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.

JS
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).

Install 22'X24' carport, 10'X22' screen pool & 12'X24' pool with perious pavers.
Install wood privacy fence in back where existing fence is and along right side of pool.
Pervious gravel driveway. Pervious pavers around pool

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding		Hardie siding	
Doors		Fiberglass doors	
Windows			
Roofing		matching shingle Roof	
Trim		Hardie board	
Foundation		Concrete	
Shutters			
Porch/Deck			
Fencing		wood	
Driveways/Sidewalks		Pervious, gravel & Pavers	
Other Pool		concrete	

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

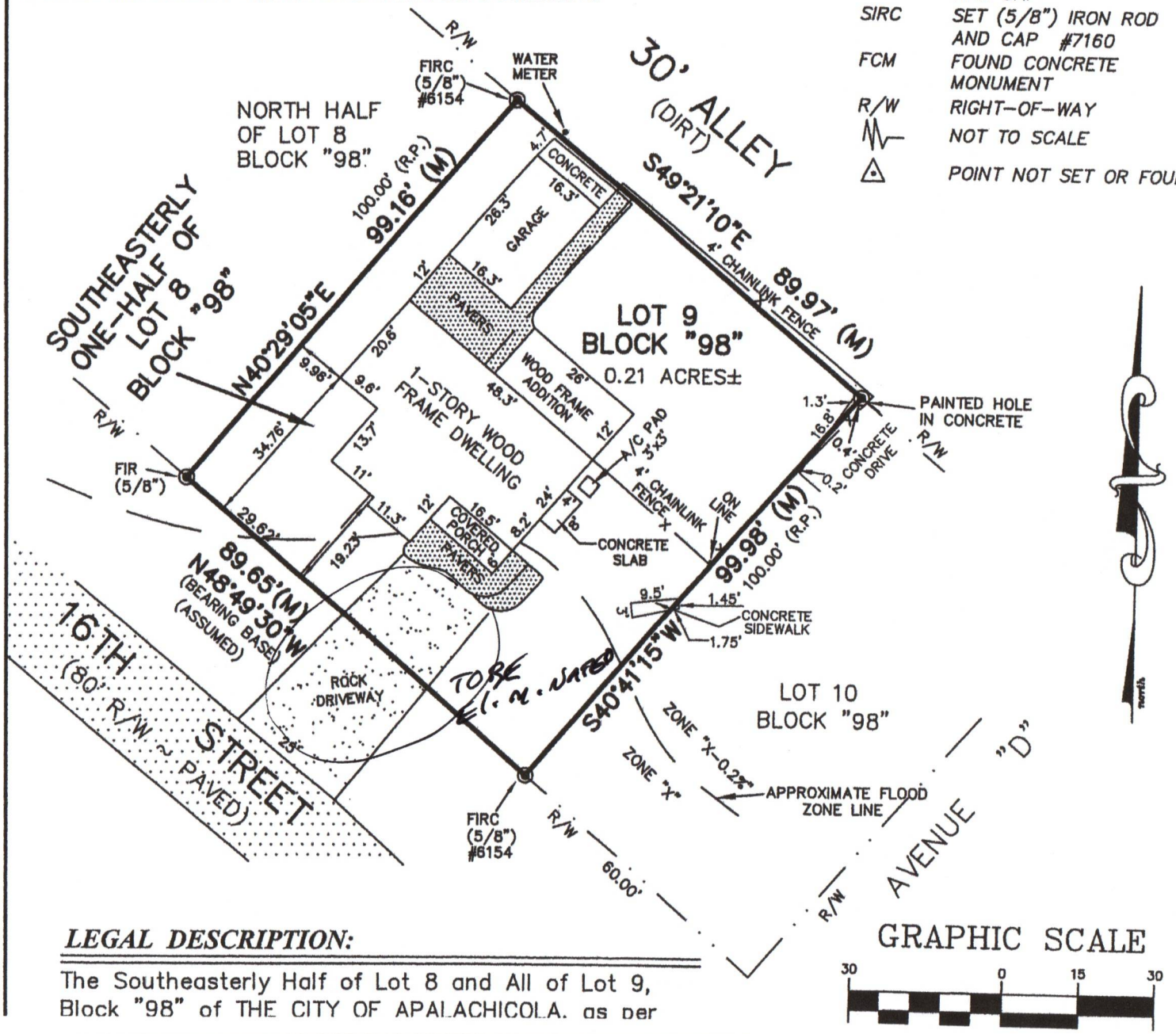
By signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

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.
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10/6/2026
DATE

SIGNATURE OF APPLICANT

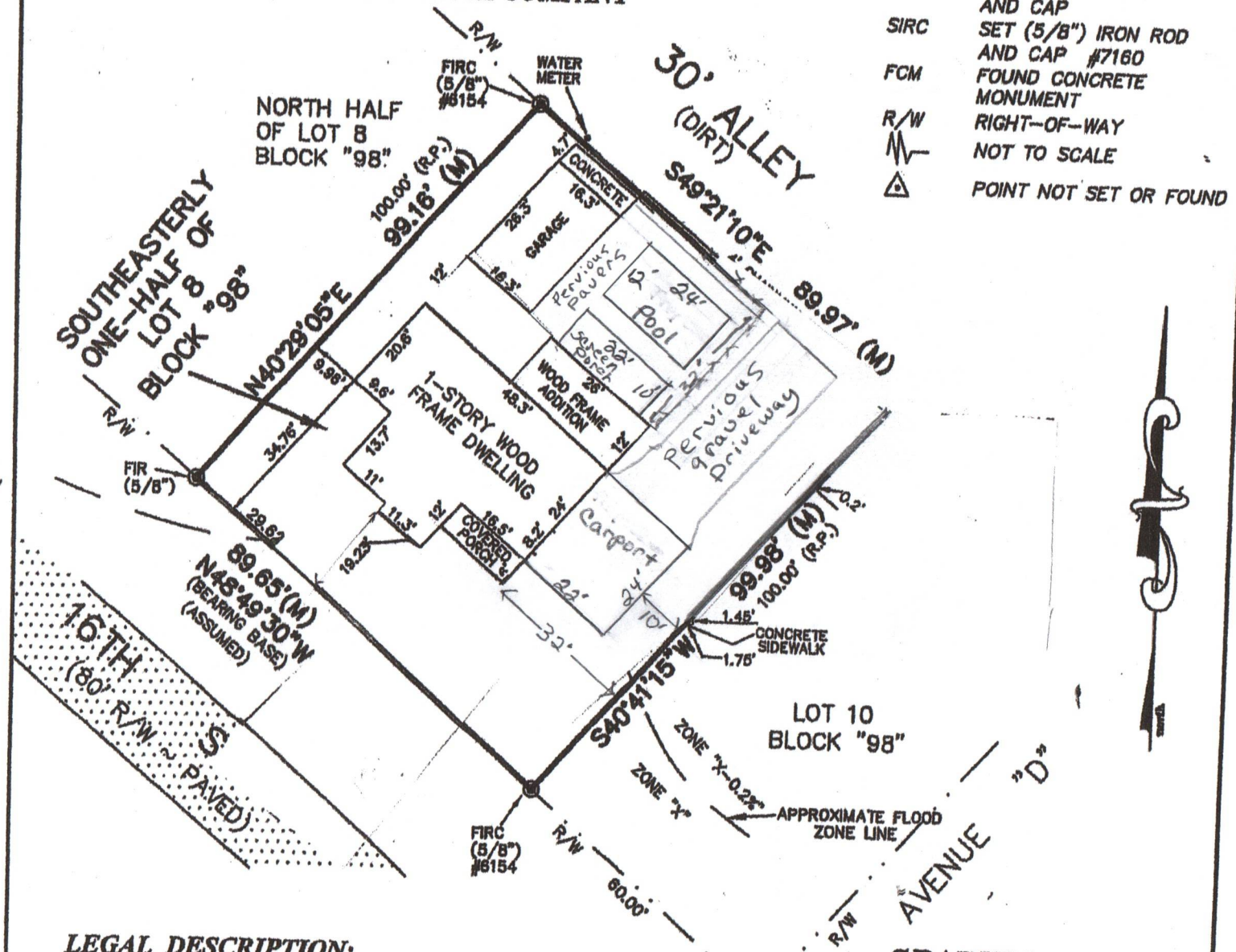
PLAT OF BOUNDARY SURVEY CERTIFIED TO:
MEGAN LEE,
WELLS FARGO HOME MORTGAGE,
SMITH, THOMPSON, SHAW, MINACCI, COLON & POWER, P.A.,
FIRST AMERICAN TITLE INSURANCE COMPANY



LEGAL DESCRIPTION:

The Southeasterly Half of Lot 8 and All of Lot 9, Block "98" of THE CITY OF APALACHICOLA, as per

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
MEGAN LEE,
WELLS FARGO HOME MORTGAGE,
SMITH, THOMPSON, SHAW, MINACCI, COLON & POWER, P.A.,
FIRST AMERICAN TITLE INSURANCE COMPANY



LEGEND

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

LEGAL DESCRIPTION:

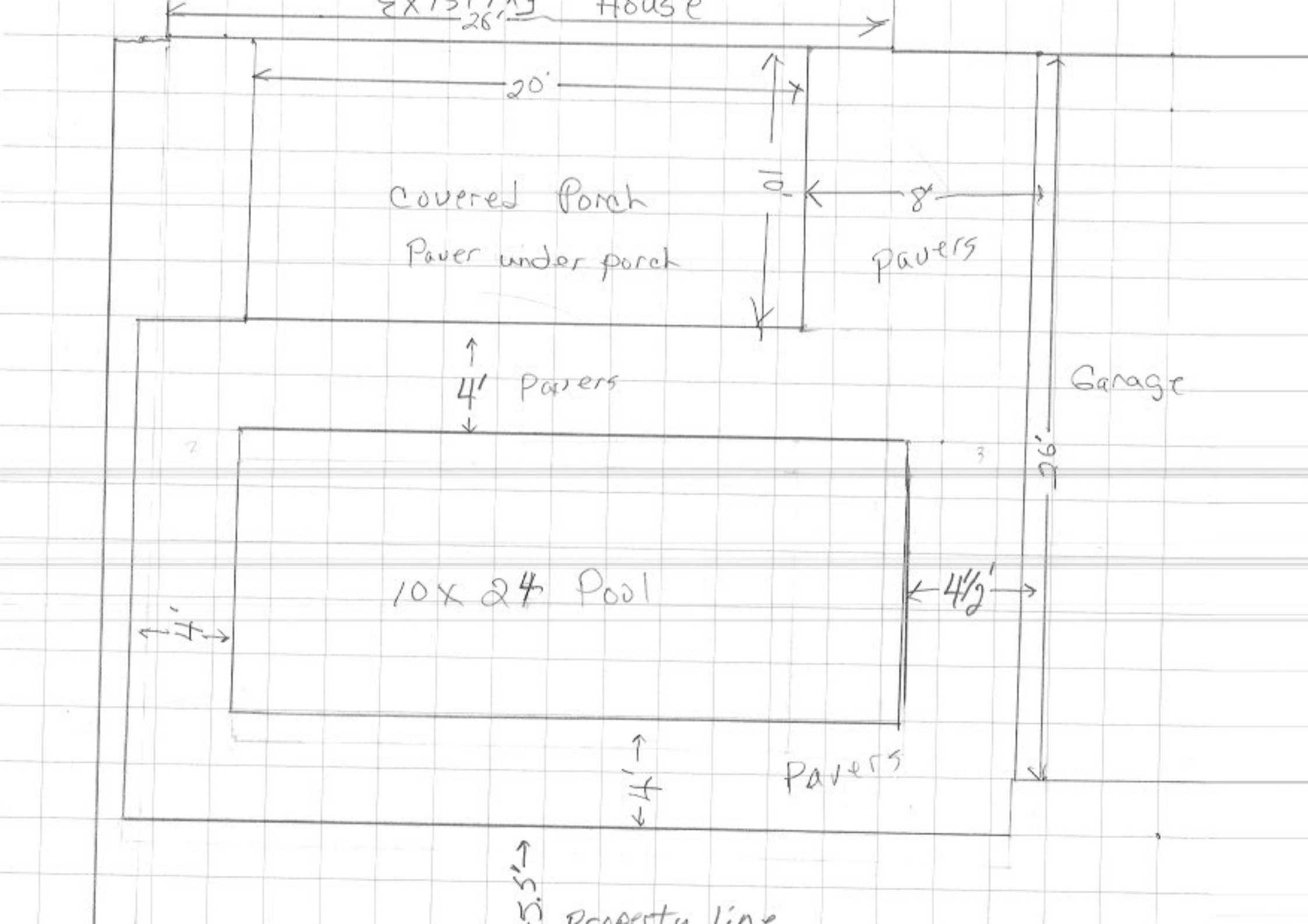
The Southeasterly Half of Lot 8 and All of Lot 9, Block "98" of THE CITY OF APALACHICOLA

GRAPHIC SCALE

30 0 15 30

Lot	8922 sf
40%	3569 sf
existing	
House	1644 sf
Garage	428 sf
Front Porch	99 sf
	1398 sf
Proposed	
Screen porch	220 sf
Carport	528 sf
12x24 pool	228 sf
Balance of 40% of lot	422 sf

(Lot 16 74 sf)


Existing House
26'
20'
10'
8'
Covered Porch
Paver under porch
pavers
4' Pavers
Garage
96'
10x24 Pool
4'
4½'
4'
Pavers
5'
Property line

Example Carport



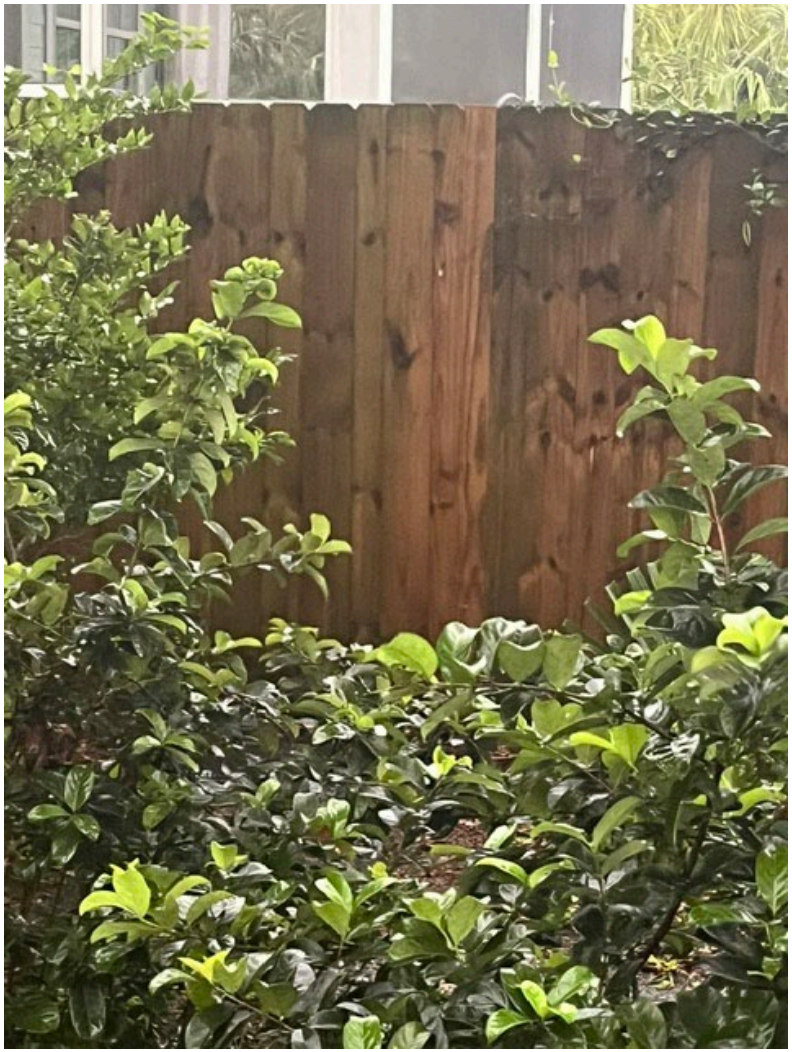


Example Pool & Pool Screen





Existing Fence



Example Porch



STAFF FINDINGS REPORT

PROPERTY OWNER: Jeff Stephens

AGENT (if applicable): N/A

CONTRACTOR: Self

PROPERTY ADDRESS (if available): 65 16th Street

→ Block 98 Lot 9 and South ½ Lot 8

PARCEL ID: 01-09S-08W-8330-0098-0080

HISTORIC DISTRICT: Yes

HISTORIC STRUCTURE: No

CORNER LOT: No

ACREAGE: -- (~8,922 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Installation of a new 22' x 24' carport, 10' x 22' screened porch addition in rear yard, and 12' x 24' accessory pool in rear yard. Installation of a new portion of 6' wood privacy fence in the rear/side yard around the pool, to match existing fence. Removal of existing rock driveway and installation of new pervious gravel driveway.

- Existing vinyl siding on principal structure also to be replaced with board and batten siding to match new carport.

STAFF FINDINGS:

CODE OF ORDINANCES:

→ **Section 101-8. Definitions**.

- **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.

→ **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 3,569 SF.
      - Existing: 2,171 SF.
      - Proposed: 976 SF (carport + screened porch + pool).
      - Total: 3,147 SF or ~35%.
    - 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.
    - None of the proposed accessory structures will be located in the front yard or within the required front yard setback.

→ **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 will be connected to the rear of the principal structure, at the new addition.
- All fence construction, repair and replacement of any section or portion thereof must be consistent with the remaining fence on the property. The intent of this section is to ensure that all fencing erected on a property is uniform and consistent in construction and appearance.

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

- (**c**) **Alleys**. Ten-foot alleys are intended to accommodate utility lines, such as water and sewer, and are not intended to support traffic. Ten-foot alleys are not to be used for ingress and egress.
    - The alley to be used for ingress and egress is 30' wide.

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

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

→ **Section 41. Decks, patios, hot tubs and pools.**

- Modern installations of decks, pools, patios and hot tubs should be considered on a case-by-case basis. The appropriateness of such modern features should vary according to site, size and design. Amenities such as pools, decks and hot tubs should not be located as to be highly visible from the street. Brick patios and wood decking with excessive square footage in proportion to the area of the lot damages historical integrity and appearance.
    - Wood decking or brick patios are allowed in side or rear yards. Wood decks should not be built on the front of any house.
    - Wooden decks in side yards not adjacent to a public right of way should be set back and screened with fencing or landscaping.

- Best efforts should be made to ensure that decks, pools, hot tubs and patios are not visible from the elevation right of way by use of landscape or approved fence screening.
- The proportion of decking, patio or pool dimensions should not exceed fifty percent of the total lot minus the building footprint.
    - 50% of total lot area: 4,461 SF.
    - Existing building footprint:1,644 SF
    - Maximum permitted deck/patio/pool area: 2,817 SF.
- No swimming pool should be built in a front yard of any structure in the historic district.
    - The proposed swimming pool will not be located in the front yard.
- Swimming pools may be built in a side or rear yard adjacent to a public right of way only if the pool is located directly behind the principal structure or it is set to the rear half of the side yard.

→ **Section 42. Accessory structures**.

- Construction of excessive outbuildings detracts from the quality of an historic neighborhood and lessens its intended appearance and historical design by taking away areas devoted to landscaping and open space. The Architectural Review Committee reviews all new outbuildings, permitting them only if they are compatible.
- The construction of all accessory structures including garages, carports, guesthouses, pools, storage sheds, pool cabanas, studios and similar structures should be subject to the following conditions:
    - Accessory structures should be compatible with the principal structure on the lot in materials, detailing, color, style, design, height, scale and massing.
    - No accessory structure may be built in the front yard of a structure in the historic district.
        - The attached carport will not be built in the front yard.
    - Accessory structures should not exceed the height of the principal building on the site.
    - The design of new outbuildings must be complementary to the existing streetscape if they are visible from the public right of way.
    - The addition of "gatehouses" in conjunction with enclosed walls or fences is not encouraged.
    - The construction or installation of metal, plastic or cloth covered garages, storage sheds or other buildings is not encouraged where visible from the public right of way.

        - The carport will be covered with board and batten siding.
    - Pre-existing historically appropriate outbuildings may be repaired or restored.
    - Construction of new outbuildings must comply with all criteria or new construction in the historic district.
    - The design of gazebos or other open outbuildings should be complimentary in terms of scale, proportion, color finish and details to the primary building. Landscape features including an arbor, trellis or pergola (at least 50% open) will be reviewed on a case-by-case basis.
    - The location of gazebos or other outbuildings is an important consideration and approval may be denied if the siting is deemed inappropriate or intrusive.
    - Temporary pre-fabricated metal or plastic storage structures are not encouraged. Exterior storage areas should be enclosed by a solid wall with solid entrance and gate

RECOMMENDATION: Approval.

Certificate of Appropriateness

& Accessory Structure

15 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 ANTHONY S. & TINA L. BULLARD
Address 15 8th St
City Apalachicola State FL Zip 32320
Phone 229-561-2040

CONTRACTOR INFORMATION

Contractor Name Owner Contract Build
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): 15 8th St
City & State: Apalachicola FL Zip: 32320
Parcel ID #: 01095S08WB33000270070 Block: 27 Lot: 7
Zoning District: R-1 [✓] Historic District [ ] Non-Historic District
FEMA Flood Zone: X

OFFICIAL USE ONLY

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

_____
_____
_____
_____

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

_____
City Staff

_____
Date Approved

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

ABS
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).

20' x 30' [redacted] with 12' eave, 8x8 post, metal trusses, galvinized color roofing metal

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.*

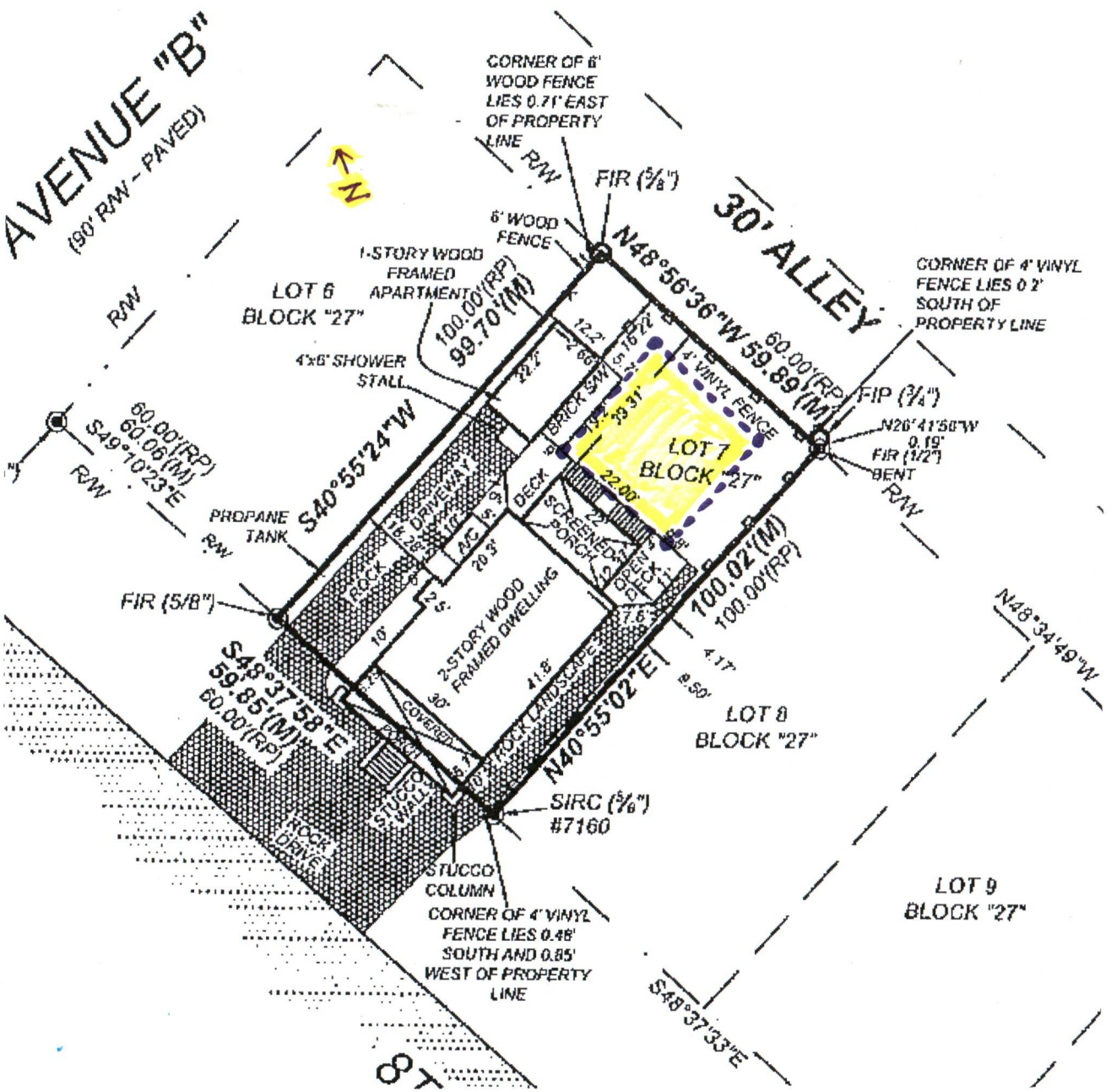
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10-8-26
DATE

Anthony Steven Dullard
SIGNATURE OF APPLICANT


AVENUE "B"
(90' R/W - PAVED)
R/W
N
CORNER OF 6' WOOD FENCE LIES 0.71' EAST OF PROPERTY LINE
FIR (5/8")
6' WOOD FENCE
30' ALLEY
N48°56'36"W 59.89'(M)
60.00'(RP)
CORNER OF 4' VINYL FENCE LIES 0.2' SOUTH OF PROPERTY LINE
1-STORY WOOD FRAMED APARTMENT
LOT 6
BLOCK "27"
100.00'(RP)
99.70'(M)
4'x6' SHOWER STALL
12.2'
2.6'
5.15'
5.2'
4' VINYL FENCE
BRICK SW
19.3'
39.31'
LOT 7
BLOCK "27"
22.00'
FIP (3/4")
N26°41'58"W
0.19'
FIR (1/2")
BENT
60.00'(RP)
60.06'(M)
S49°10'23"E
S40°55'24"W
PROPANE TANK
DRIVEWAY
16.28'
5.10'
DECK
9.9'
AC
20.3'
SCREENED-IN PORCH
22'
OPEN DECK
11'
8.8'
100.02'(M)
100.00'(RP)
FIR (5/8")
ROCK
10'
2-STORY WOOD FRAMED DWELLING
41.8'
7.6'
4.17'
8.50'
N48°34'49"W
S48°37'58"E
59.85'(M)
60.00'(RP)
30'
COVERED
ENTRY
ROCK LANDSCAPE
N40°55'02"E
LOT 8
BLOCK "27"
STUCCO WALL
SIRC (5/8")
#7160
ROCK DRIVE
STUCCO COLUMN
CORNER OF 4' VINYL FENCE LIES 0.48' SOUTH AND 0.85' WEST OF PROPERTY LINE
LOT 9
BLOCK "27"
S48°37'33"E

This Document Prepared By and Return to:
Donna Duncan
FL Bar # 63869
Donna Duncan, P.A.
109 Dr. Martin Luther King Jr. Ave.
Apalachicola, FL 32320

Inst: 202619004297 Date: 09/16/2026 Time: 12:30PM
Page 1 of 2 B: 1454 P: 455, Michele Maxwell, Clerk of Court Franl
County, By: CW
Deputy ClerkDoc Stamp-Deed: 5040.00

Parcel ID Number: 01-09S-08W-8330-0027-0070

[Space Above This Line For Recording Data]

Warranty Deed

(STATUTORY FORM - SECTION 689.02, F.S.)

This Indenture, Made this 15th day of September, 2026 A.D., **Between Philip Shelley and Rhonda O. Johnson, husband and wife,** with mailing address of 98 Bay Avenue, Apalachicola, FL 32320 of the County of Franklin, State of Florida, **grantors**, and **Anthony Steven Bullard and Tina Lynn Bullard, husband and wife**, whose address is: 15 8th Street, Apalachicola, FL 32320 of the County of Franklin, State of Florida, **grantees.**

Witnesseth that the GRANTORS for and in consideration of the sum of TEN DOLLARS ($10) DOLLARS, and other good and valuable consideration to GRANTORS in hand paid by GRANTEES, the receipt whereof is hereby acknowledged, have 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:

Lot 7, Block 27, in the City of Apalachicola, according to the map or plat of said city in general use as filed in the Public Records of Franklin County, Florida

Subject to all reservations, covenants, restrictions and easements of record, as set forth in Old Republic National Title Insurance Company's Commitment for Title Insurance #12328646, 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. AND TOGETHER with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

Said property is not the homestead of the Grantors.

And the grantors do hereby fully warrant the title to said land, and will defend the same against lawful claims of all persons

whomsoever.

In Witness Whereof, the grantors have hereunto set their hands and seals the day and year first above written.

Signed, sealed and delivered in our presence:

Witness: Shelley Shepard
Printed Name: Shelley Shepard
P.O. Address: 140 1st. St. W
St. George Isl. Fl 32328

Witness: Veronica Wallace
Printed Name: Veronica Wallace
P.O. Address: 109 Mikka Rd
Apalachicola FL 32320

Philip Shelley

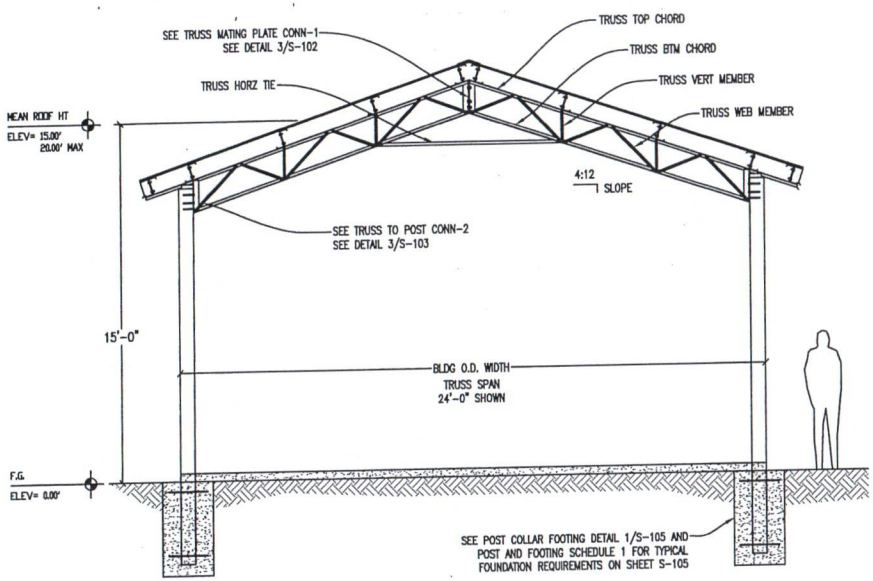
Rhonda O. Johnson

State of Florida
County of Franklin

The foregoing instrument was acknowledged before me by means of [X] physical presence or [ ] online notarization, this 15th day of September, 2026, by Philip Shelley and Rhonda O. Johnson, husband and wife, who [ ] are personally known to me or [X] have produced their Florida drivers License as identification.

VERONICA WALLACE
Commission # HH 635814
Expires August 28, 2030

Veronica Wallace
Notary Public
My Commission Expires: 08/28/2030

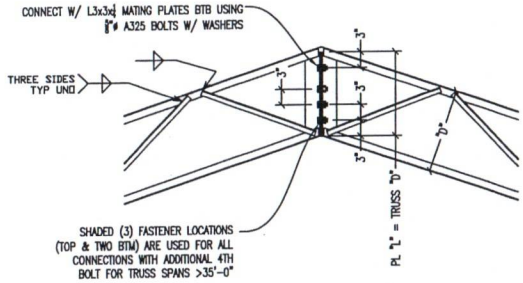


2 S-102 BLDG ELEVATION & SECTION
SCALE: 3/16" = 1'-0"

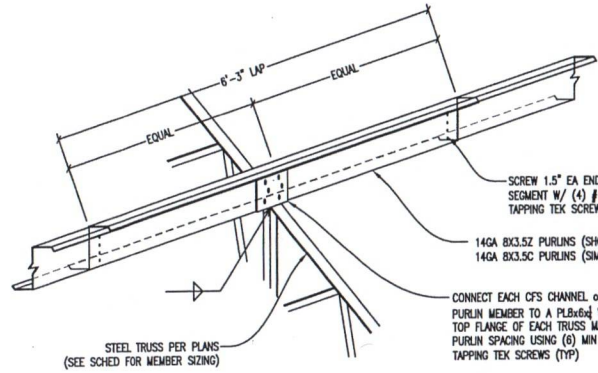
TRUSS MEMBER SCHEDULE						
TRUSS SPAN "S"	DEPTH "D"	MAX PANEL DIM.	TRUSS MEMBER SIZES			
			TOP CHORD	BTM CHORD	DIAGONAL WEBS	HORZ TIE
≤ 24'	18"	60"	L1½x1½x⅛	L2x2x⅛	¶.1¦x1½x⅛	L1½x1½x⅛
24' to 32'	18"	60"	L2x2x⅛	L2x2x⅛	¶.1¦x1½x⅛	L1½x1½x⅛
33' to 35'	18"	60"	L2x2x⅛	L2x2x¼	¶.1¦x1½x⅛	L1½x1½x⅛
36' to 40'	20"	48"	L2x2x⅛	L2x2x¼	L1½x1½x⅛	L1½x1½x⅛
41'to 50'	24"	48"	L2x2x¼	L3x3x¼	L1½x1½x⅛	L1½x1½x⅛

• USE L1½x1½x⅛ FOR FIRST (3) DIAG WEB MEMBERS AT OUTSIDE ENDS OF TRUSSES THEN USE L1½x1½x⅛ PER SCHED THEREAFTER (SEE S-103).

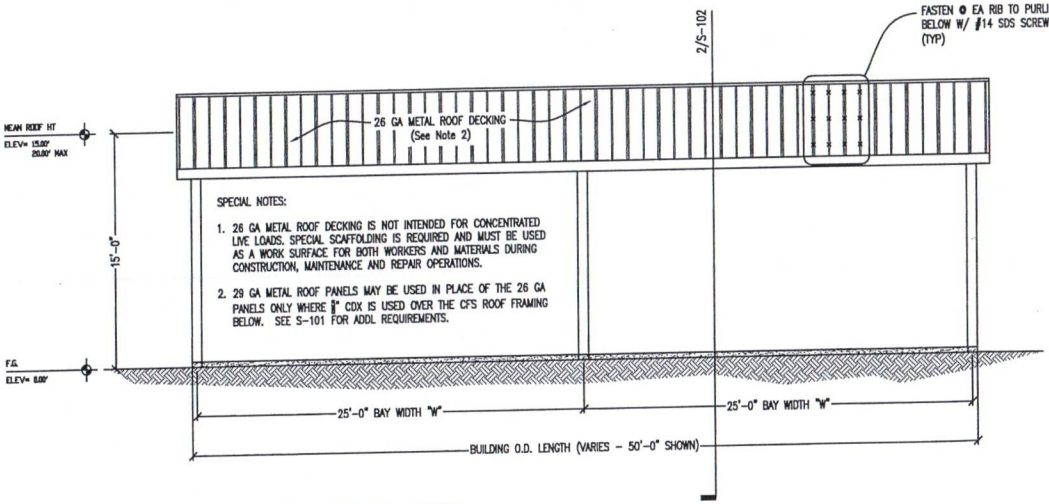
NOTES:
1. ALL TRUSS VERTICAL WEB MEMBERS ARE L1x1x⅛ UNO.
2. ADDL HORZ CROSS-BAR FOR SUPPORT GABLE END WALL FRAMING IS NOT SHOWN ON THIS TABLE. MATCH TRUSS CHORD SIZE FOR MEMBER & SUPPORT W/ DROP VERT BARS FROM TRUSS ABOVE @ 48" O.C.



3 S-102 TRUSS MATING PLATE CONN-1
SCALE: 1/2" = 1'-0"



4 S-102 TYPICAL PURLIN LAP DETAIL
N.T.S.



1 S-102 BLDG SIDE ELEVATION VIEW
SCALE: 1/8" = 1'-0"

APR 27 2026
D. Allen Barnes Jr, PE, LEED-AP
FL Reg. No. 70353

This Document Is Not Valid without the Original Colored Ink Signature and Raised Embossed Seal of the E.O.R.

APEX ENGINEERING GROUP, PLLC
110 Logan Ln Ste 4, Santa Rosa Beach, Florida 32459
Florida Certificate of Authorization: # 32176
Phone: 850-231-4540, Email: Info@apexengineeringgroup.net

OPEN POLE BARN
STEEL TRUSS WITH STEEL PURLIN DESIGN
BRISTOL / WEWA ACE HARDWARE
LOCATIONS VARY, WINDSPEEDS ≤150 MPH

DRAWING TITLE: STRUCTURAL PLANS

DRAWING NO. S-102

PROJECT NUMBER: 1080-2001 | DESIGNED BY: DAB | REVIEWED BY: n/a | PRINT DATE: 04/27/2026 | P.O. No: LL127207 for Wewa Ace

STAFF FINDINGS REPORT

PROPERTY OWNER: Anthony & Tina Bullard

AGENT (if applicable): N/A

CONTRACTOR: Self

PROPERTY ADDRESS (if available): 15 8th Street

→ Block 27 Lot 7

PARCEL ID: 01-09S-08W-8330-0027-0070

HISTORIC DISTRICT: Yes

HISTORIC STRUCTURE: Yes

CORNER LOT: No

ACREAGE: -- (~6,500 SF)

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Installation of a 20' x 30' (~600 SF) open metal pole barn in the rear of the subject property.

STAFF FINDINGS:

CODE OF ORDINANCES:

→ **Section 101-8. Definitions**.

- **Impervious surface coverage** means those hard surface man-made areas that do not allow, or minimally allow, the penetration of water, that reduce the natural rate or percolation of water or result in an increase in the natural quantity and rate of storm water runoff. Examples include but are not limited to roof tops, parking, clay, asphalt, concrete, brick, compacted gravel, paved recreational areas such as pools, tennis courts, and landscape pavers.

→ **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 2,600 SF.
    - Existing: 1,976 SF
    - Proposed: 600 SF.
    - Total: 2,576 SF.
  - Building height: 35 ft.

- **Applicable regulations**:
  - In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.
  - Unless otherwise noted, special exceptions must comply with development standards as referenced.

→ **Section 42. Accessory structures**.

- Construction of excessive outbuildings detracts from the quality of an historic neighborhood and lessens its intended appearance and historical design by taking away areas devoted to landscaping and open space. The Architectural Review Committee reviews all new outbuildings, permitting them only if they are compatible.
- The construction of all accessory structures including garages, carports, guesthouses, pools, storage sheds, pool cabanas, studios and similar structures should be subject to the following conditions:
  - Accessory structures should be compatible with the principal structure on the lot in materials, detailing, color, style, design, height, scale and massing.
  - No accessory structure may be built in the front yard of a structure in the historic district.
    - The proposed pole barn will not be located in the front yard.
  - Accessory structures should not exceed the height of the principal building on the site.

- The design of new outbuildings must be complementary to the existing streetscape if they are visible from the public right of way.
- The addition of "gatehouses" in conjunction with enclosed walls or fences is not encouraged.
- The construction or installation of metal, plastic or cloth covered garages, storage sheds or other buildings is not encouraged where visible from the public right of way.
    - The pole barn will not be visible from the public of right-of-way once the adjacent vacant lots are improved.
- Pre-existing historically appropriate outbuildings may be repaired or restored.
- Construction of new outbuildings must comply with all criteria or new construction in the historic district.
- The design of gazebos or other open outbuildings should be complimentary in terms of scale, proportion, color finish and details to the primary building. Landscape features including an arbor, trellis or pergola (at least 50% open) will be reviewed on a case-by-case basis.
- The location of gazebos or other outbuildings is an important consideration and approval may be denied if the siting is deemed inappropriate or intrusive.
- Temporary pre-fabricated metal or plastic storage structures are not encouraged. Exterior storage areas should be enclosed by a solid wall with solid entrance and gate

RECOMMENDATION: Approval.

Accessory Structure & Fence

11 Shadow Lane

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

Official Use Only
Date Received: _____
Meeting Date: _____
Fees Due: _____
Date Fees Paid: _____

OWNER INFORMATION

Owner TWIN CAPITAL HOLDINGS, LC
Address 3801 BURTON CT
City ALBANY State GA Zip 31721
Phone 229-343-0503

CONTRACTOR INFORMATION

Contractor Name GEO FLORA GROUP, LLC
State License # CGC1534033 City License # _____
Email OFFICE@GEOFLORAGROUP.COM
Phone 850-745-4226

PROJECT TYPE

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

PROPERTY INFORMATION

Street Address (911 Address): 11 SHADOW LANE
City & State: APALACHICOLA, FL Zip: 32320
Parcel ID #: 01-09S-08W-8370-0006-0010 Block: 6 Lot: 1, 2, 3
Zoning District: SINGLE FAM [ ] Historic District [X] Non-Historic District
FEMA Flood Zone: AE (EL 11)

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.

GEOFLORA
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).

DRIVEWAY: REGRAVEL EXISTING, CREATE GRAVEL CIRCULAR DRIVE IN FRONT.
DECK: 12' x 15' WOODEN DECK (NON-ELEVATED) OFF BACK USING BMPs FOR AE (EL 11)
FENCE: WOODEN PRIVACY FENCE ALONG REAR PROPERTY LINE (6' TALL).

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck USING BMP FOR AE (EL 11) FEMA	YELLOW WOOD	PRESSURE TREATED BOARDS	
Fencing USING BMP FOR AE (EL 11) FEMA		FENCING BOARDS TREATED, DOG EAR OR HORIZONTAL 5/4 BOARDS IN BASKET WEAVE	
Driveways/Sidewalks		STANDARD GRAVEL #57 GRAVEL	
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.**

9/14/2026
DATE

Tamara Lee Battis
SIGNATURE OF APPLICANT

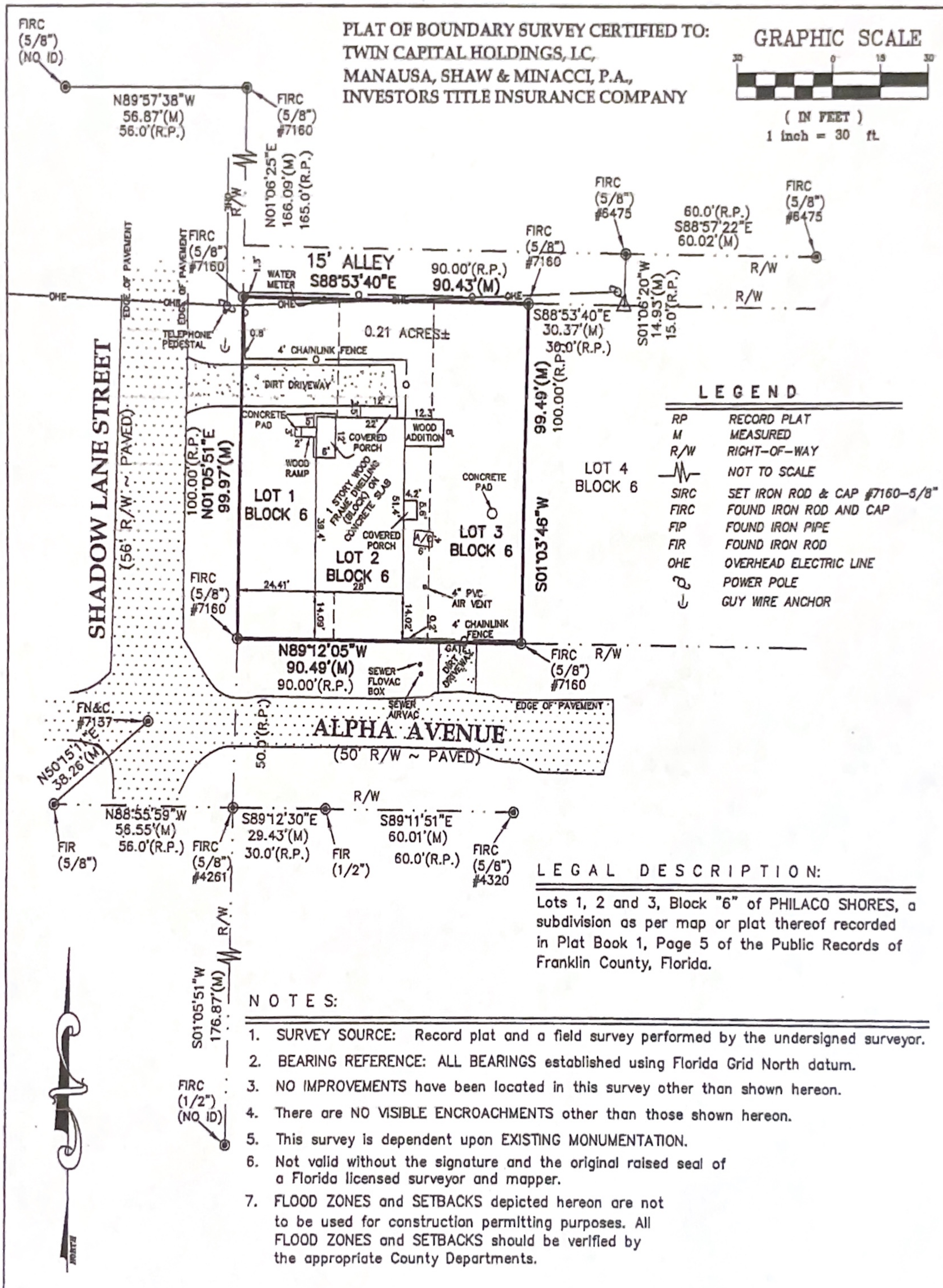
PLAT OF BOUNDARY SURVEY CERTIFIED TO:

TWIN CAPITAL HOLDINGS, LC,
MANAUSA, SHAW & MINACCI, P.A.,
INVESTORS TITLE INSURANCE COMPANY

GRAPHIC SCALE

30 0 15 30

(IN FEET)
1 inch = 30 ft.



LEGEND

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

LEGAL DESCRIPTION:

Lots 1, 2 and 3, Block "6" of PHILACO SHORES, a subdivision as per map or plat thereof recorded in Plat Book 1, Page 5 of the Public Records of Franklin County, Florida.

NOTES:

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

FLOOD ZONE INFORMATION:

Subject property is located in Zone "AE (EL 11)" as per Flood Insurance Rate Map Community Panel No:120089 0528F, index date: February 05, 2014, Franklin County, Florida

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

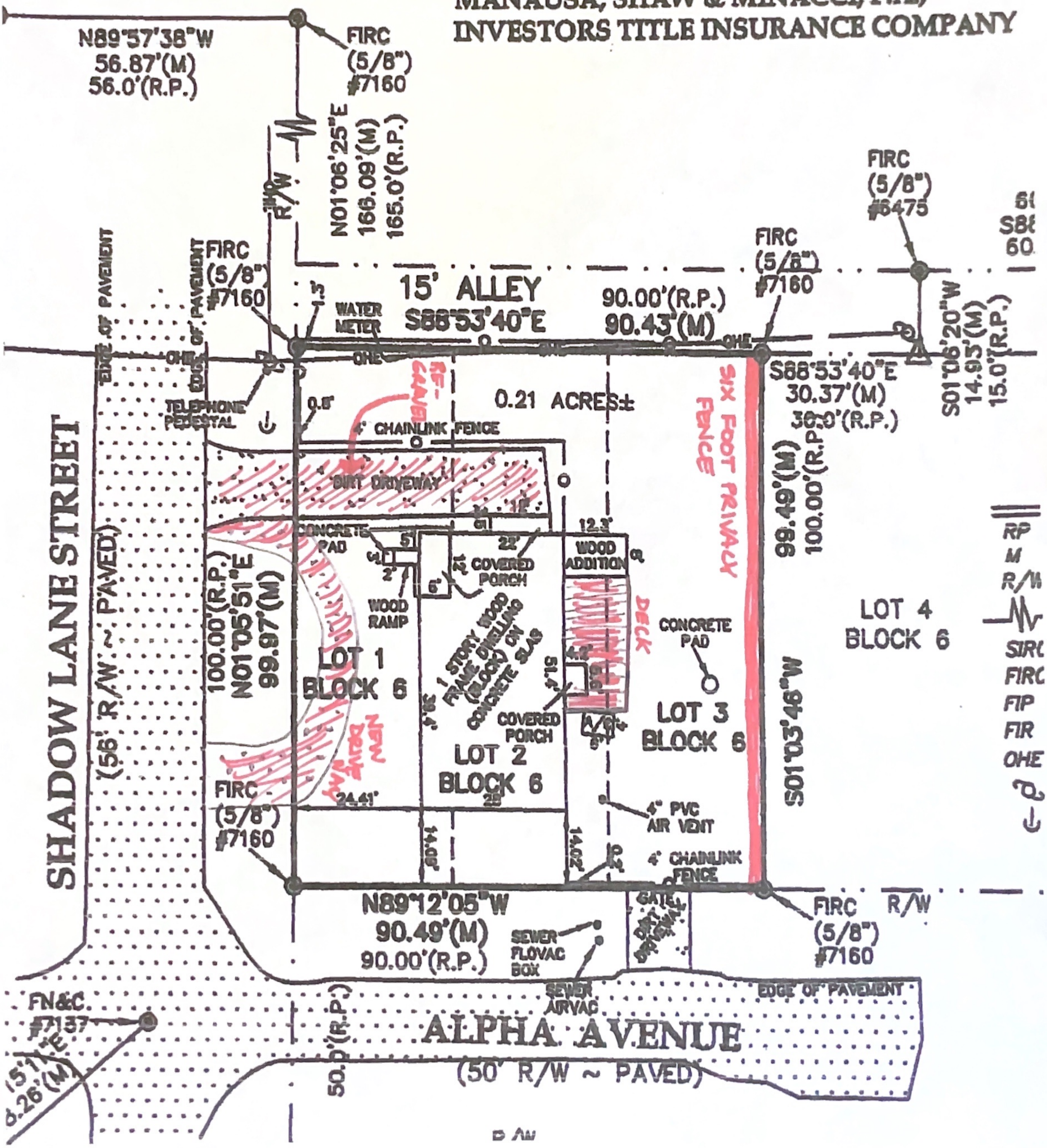
The undersigned surveyor has not been provided a current title opinion or abstract of matters affecting title or boundary to the subject property. It is possible there are deeds of records, unrecorded deeds, easements or other instruments which could affect the boundaries.

JAMES T. RODDENBERRY
Surveyor and Mapper
Florida Certificate No: 4281

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: 850-962-3153
LB # 7160

DATE: 08/14/28	DRAWN BY: BB	N.B. PER PLAT	COUNTY: Franklin
FILE: 22417.DWG	DATE OF LAST FIELD WORK: 08/11/28	CHECKED BY: TR	JOB NO: 22-417

PLAT OF BOUNDARY SURVEY CERTIFIED T(
TWIN CAPITAL HOLDINGS, LC,
MANAUSA, SHAW & MINACCI, P.A.,
INVESTORS TITLE INSURANCE COMPANY



STAFF FINDINGS REPORT

PROPERTY OWNER: Twin Capital Holdings LLC

AGENT (if applicable): N/A

CONTRACTOR: GeoFlora Group LLC

PROPERTY ADDRESS (if available): 11 Shadow Lane

→ Philaco Shores Block 6 Lots 1-3

PARCEL ID: 01-09S-08W-8370-0006-0010

HISTORIC DISTRICT: No

HISTORIC STRUCTURE: No

CORNER LOT: Yes

ACREAGE: -- (~9,000 SF)

ZONING DISTRICT: R-2 Multifamily Residential

WETLANDS: No

FLOODPLAIN: "AE"

DESCRIPTION OF PROJECT:

→ Construction of a new 12' x 15' deck and 6' tall wood privacy fence along the property abutting Lot 4. Re-gravel the existing driveway and add a new circular driveway.

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. <u>All boundaries abutting streets shall be considered front yards, and all other boundaries shall be considered side yards</u>.
  - **Front yard** means a yard extending across the front of a lot between the side lot lines and <u>being the minimum horizontal distance between the street line and the principal building</u> or any projections thereof,

other than the projections of uncovered steps, uncovered balconies or uncovered porches.

- **Fill** means any material, such as, but not limited to, sand, soil, gravel, lime rock, rocks, shell, bricks, concrete, rubble, asphalt, wood or waste of any kind, that is: placed, stored, or dumped upon the surface of the ground resulting in an increase in the natural surface elevation; deposited on the land surface to fill depressions or contour the land (e.g., soil and sand); used as a landscaping material (e.g., topsoil, organic material, and sod), or used as a surfacing material for walkways, surface drive areas, and patios (e.g., rock, shell, impermeable or permeable concrete, and brick pavers).
  - A fill permit must be completed and submitted to the Building Department for the placement of new gravel for the driveway(s).
- **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.
- **Pervious decks** as described herein and items identified on a site plan as a best management practice to treat stormwater shall be allowed within open space and not considered impervious. Pervious decks are defined as decks with a minimum spacing of 1/8 inch between decking boards. Pervious decks shall be limited to an additional ten percent additional total lot coverage (i.e. ten percent additional total lot coverage above the code maximum for impervious coverage applicable to each zoning category; e.g. if max impervious coverage is 40 percent then a deck may be added which covers additional lot area up to a total of 50 percent lot coverage when adding the total impervious lot coverage and the pervious deck coverage).

→ **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.
      - The setback on the Alpha Ave side is 14.02'.
    - Side (*interior*): 7½ ft. each side, or any combination on each side that equals at least 15 ft. No such setback shall be less than 5 ft.
    - Side (*corner*): 15 ft.

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

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

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

→ **Section 111-288(e). Fences**.

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

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

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

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

- No fence or wall in excess of four feet (48 inches) in height shall be allowed in the front yard (for corner lots, the two sides of the lot paralleling the two streets).
    - The portion of the fence between the front façade of the principal structure and Alpha Avenue cannot exceed 4' or 48".
- 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.

→ **Sec. 115-2. Fill and lot grading requirements.**

- **Fill, lot grading or landscaping involving up to ten cubic yards of fill**. Fill as defined, lot grading and/or landscaping activities involving the deposition/addition, movement and placement of soils involving less than ten cubic yards of fill on an individual lot or parcel shall require a building permit and floodplain management permit.
- **Fill involving more than ten cubic yards**. Fill or lot grading involving more than the deposition of ten cubic yards of fill shall require a building permit and floodplain management permit. Additionally, the application requires a sealed grading plan prepared by a Florida licensed professional architect, surveyor, or engineer

RECOMMENDATION:

1. **Deck**. Approval on the condition that:
    a. The deck must meet the definition of 'pervious deck' per Sec. 101-8.
    b. The deck cannot be attached to the (nonconforming) principal structure.
2. **Fence**. Approval on the condition that any portion of fence in the front yard cannot exceed 4' or 48" in height.

Certificate of Appropriateness,

Alteration, Sign & Parking Plan

71 Market 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 H HERITAGE INC.
Address 495 ABIGAIL LN.
City GURLEY State AL Zip 35748
Phone 256-479-7712

CONTRACTOR INFORMATION

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

PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [X] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [ ] Accessory Structure
- [X] Certificate of Appropriateness
- [X] Other BUSINESS SIGNAGE PARKING PLAN REVIEW

PROPERTY INFORMATION

Street Address (911 Address): 71 MARKET ST.
City & State: APALACHICOLA FLORIDA Zip: 32320
Parcel ID #: 01-095-08W-8330-00E2-0200 Block: E2 Lot: 19,20
Zoning District: _____ [X] 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).

1. CORNER BUSINESS SIGNAGE - ADDENDUM A, DESIGN BRIEF INCLUDED
2. AWNING COVERING REPLACEMENT - ADDENDUM A, DESIGN BRIEF INCLUDED
3. PARKING PLAN REVIEW - ADDENDUM A, ADDENDUM B, EXHIBIT D & C

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.
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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.
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11. **I/We understand that the City of Apalachicola will never request a P&Z fee greater than the amount(s) outlined in the adopted fee schedule, nor will the City of Apalachicola request fee payment be made by wire transfer. Please contact City Hall directly with any questions regarding fee payment.**

10/23/26
DATE

SIGNATURE OF APPLICANT

Project scope and application details

ADDENDUM A I Continuation of application pages 3-4

Business / project: Holtz Leather Co., 71 Market Street, Apalachicola, FL 32320, at Avenue D. **Owner:** H Heritage Inc., as entered on the City application. **Applicant:** Ricky Holtz; rick@holtzleather.com. The survey covers 71-73 Market Street; the retail parking request is for the 1,100 sq. ft. Holtz store at 71 Market Street.

1. Corner identification sign

Replace the former Bottoms Up sign at the existing corner sign location with the Holtz Leather Co. sign in Exhibit F. Proposed overall dimensions: **20 in. wide x 81-3/4 in. high**; rectangular envelope approximately **11.35 sq. ft. per face**. Exterior-suitable wood panel with aged black finish, warm cream lettering, and gold border/details. Layered wooden HOLTZ letters project approximately 1 in. from the panel face. Baskerville uppercase lettering; LEATHER CO. and APALACHICOLA below. No internal illumination proposed.

Existing location and overall sign profile are retained. Exhibit F identifies items for installer verification, including display-face count, anchorage, bracket reuse, clearance, weight and mounting details. Any external lighting requires identification in the installation submittal.

2. Awning covering replacement

Remove existing cloth awning coverings and replace them with **black standing-seam metal panels** on the existing supporting frames. Existing width, height, projection, slope, profile, locations and footprint remain unchanged. No new framing, enlargement or additional awning area is proposed. Exhibit G includes existing and proposed views. Manufacturer, panel specifications and applicable Florida product approval information are to be supplied by the installer.

3. Parking plan review

Request P&Z; approval of the parking plan required for the business tax license. Retail merchandising area is **1,100 sq. ft.**; peak staffing is **two employees**. Addendum B and Exhibits C-E identify existing public parking and request determination of eligible credit. The plan proposes use of existing spaces without physical reconfiguration.

Application continuation / items for confirmation

The attached handwritten application supplies the owner, mailing/contact details and parcel ID. Complete the zoning and installer details as required, initial the application, and sign/date the City certification. Confirm fees with City staff. Flood-zone clarification: the supplied survey depicts Zones X (0.2%) and AE (EL 12); the handwritten flood-zone entry should be checked against current mapping. Staff should confirm whether a current survey or further site details are required.

Retail parking plan

ADDENDUM B I Business tax license / P&Z review

Approval requested: Review the existing street parking serving the proposed Holtz Leather Co. retail business at 71 Market Street and determine the required parking count and eligible on-street credits under Section 111-288(i).

Existing public on-street location	Spaces	Treatment requested
Avenue D beside 71 Market Street	4	Primary adjacent supply
Market Street in front of 71 Market Street	2	Primary adjacent supply
Subtotal immediately adjacent to 71 Market Street	6	Requested for review / credit
Market Street in front of 73 Market Street	2	Supplemental; separate review
Total identified nearby public spaces	8	Not exclusive or reserved

Retail area and staffing basis

Merchandising floor area: 1,100 sq. ft. **Peak employees:** 2. The City-provided retail formula includes one space for two employees, two spaces for the first 1,000 sq. ft., and additional parking for the remaining 100 sq. ft. **Preliminary calculation:** (2 employees / 2) + 2 base spaces + (100 / 300 x 2) = 3.67 spaces, rounded up to **four spaces**. Staff/Board confirmation of the additional-area calculation, rounding and final required count is requested.

On-street parking credit request

Request credit for eligible existing spaces beside and in front of 71 Market Street under Section 111-288(i)(4), subject to City review of the existing-building provision, prior use and any change in intensity. The two spaces in front of 73 Market Street are disclosed separately as supplemental public parking; their eligibility and any prior allocation to other uses must be determined by the City.

The six primary spaces numerically exceed the preliminary four-space requirement, **if the City determines they are eligible**. No exclusive ownership, reserved use, or prior approval of these public spaces is claimed. Existing sidewalks, entrance access, crosswalks and required accessible routes remain unobstructed. Counts and locations are applicant-reported and subject to field verification. This request does not calculate parking for other tenants or upstairs lodging.

Reference: City of Apalachicola, Sec. 111-288(i)(2)-(4), reproduced in the September 14, 2026 P&Z; Parking Workshop materials. Final interpretation and parking allocation rest with City staff and the Board.

Parking location diagram

EXHIBIT C I Conceptual orientation only - not to scale

Address relationship shown schematically; see original survey for bearings and dimensions.

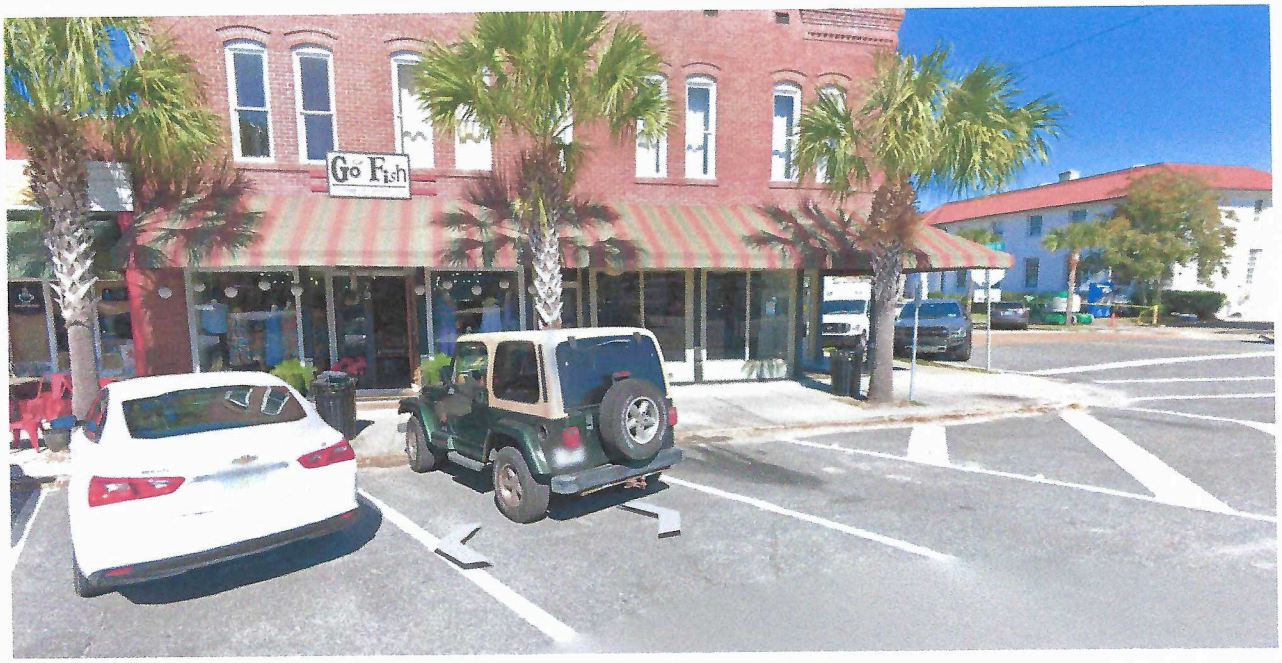


D1-D4: Four spaces on Avenue D. **M1-M2:** Two spaces in front of 71 Market Street. **S1-S2:** Two supplemental spaces in front of 73 Market Street.

Illustrates applicant-reported counts, not measured stall locations, dimensions or ownership. Do not use for construction or restriping. See Exhibit D for streetscape context and Exhibit E for the unmodified boundary survey with north arrow and scale.

Existing street parking photographs

EXHIBIT D | Applicant-supplied Google Maps screenshots



Market Street frontage: 2 spaces at 71; 2 supplemental at 73.



Avenue D side: 4 existing spaces reported by applicant.

Photos show existing context; vehicles and perspective may obscure pavement markings. Counts are supplied by the applicant and require City verification.

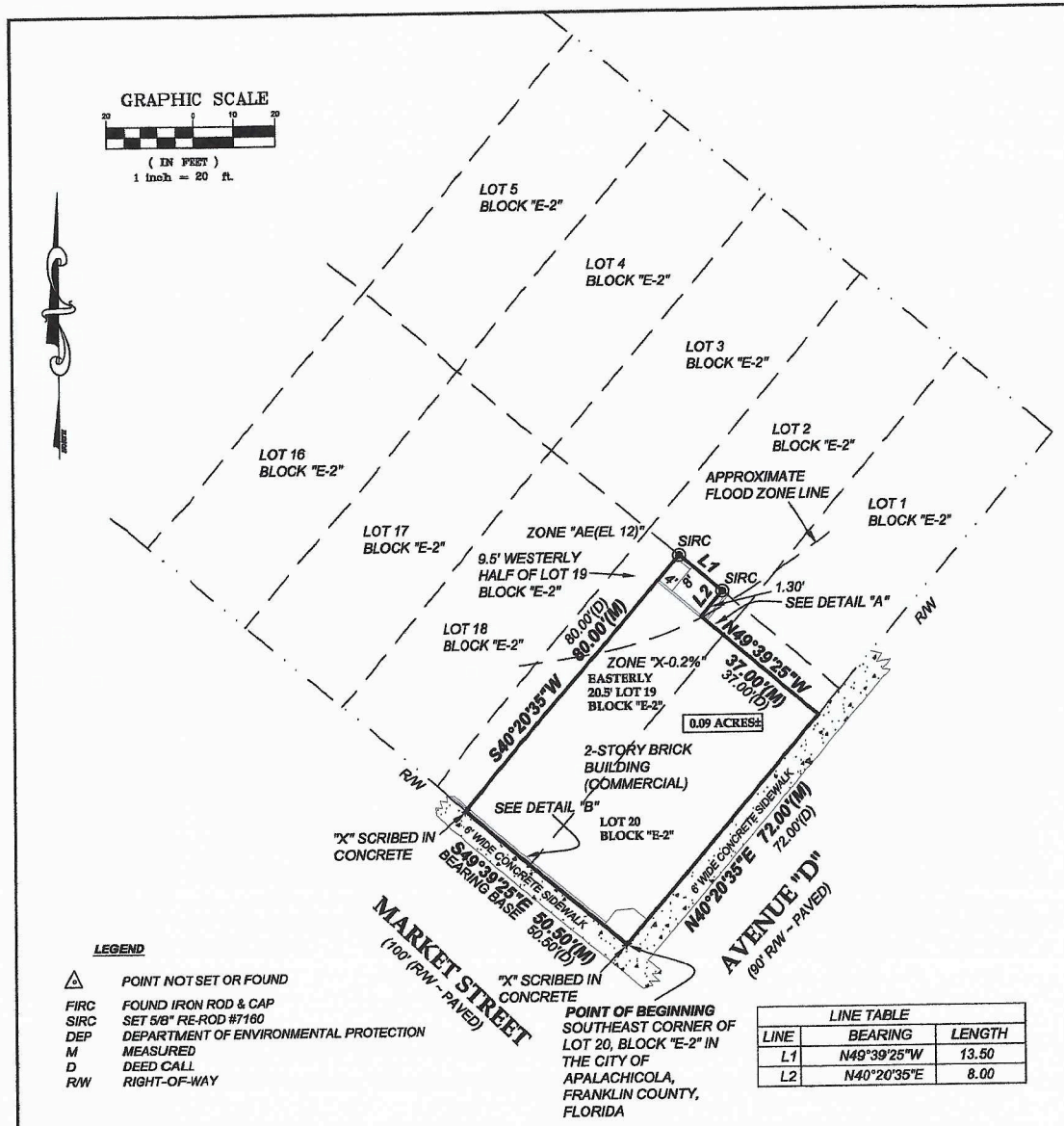
Aerial location reference

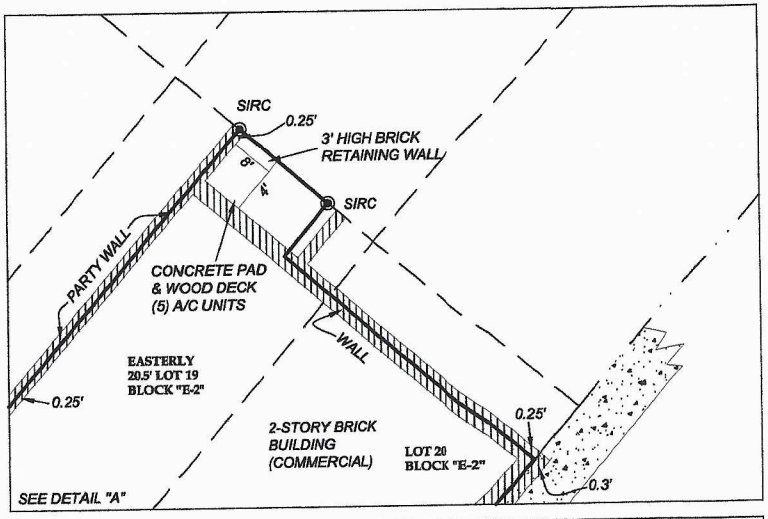
EXHIBIT D - CONTINUED | Applicant-supplied Google Maps screenshot

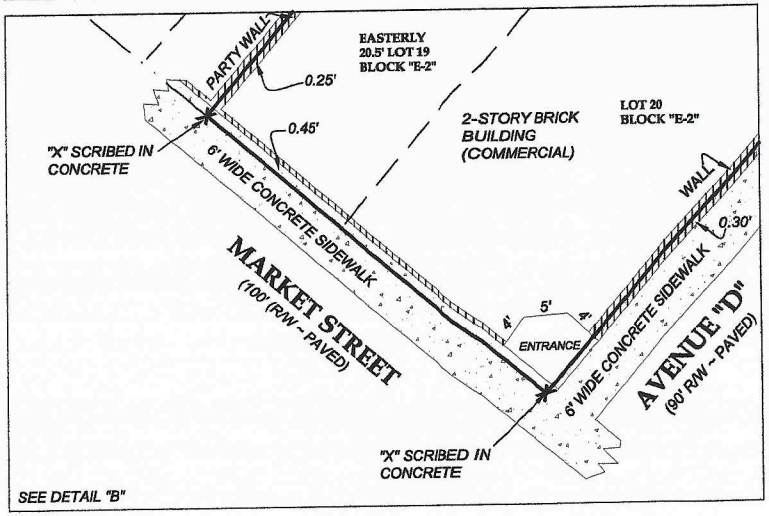


Corner property at Market Street and Avenue D. This image is supplied for vicinity context only; it is not a measured parking plan. Use Exhibit C for the stated parking count by frontage and Exhibit E for surveyed property boundaries.

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
JP FERGUSON PROPERTIES, LLC.,
CENTENNIAL BANK,
DONNA DUNCAN, P.A.,
CHICAGO TITLE INSURANCE COMPANY







LEGEND

△	POINT NOT SET OR FOUND
FIRC	FOUND IRON ROD & CAP
SIRC	SET 5/8" RE-ROD #7160
DEP	DEPARTMENT OF ENVIRONMENTAL PROTECTION
M	MEASURED
D	DEED CALL
R/W	RIGHT-OF-WAY

LINE TABLE		
LINE	BEARING	LENGTH
L1	N49°39'25"W	13.50
L2	N40°20'35"E	8.00

REVISED 06/13/21: RECERTIFICATION ONLY-NOT FIELD UPDATED-BB

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).

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

NOTES:

1. **SURVEY SOURCE: Deed of record and a field survey performed by the undersigned surveyor.**
2. **BEARING REFERENCE: Northeasterly right-of-way boundary of Market Street being South 49 degrees 39 minutes 25 seconds East as per Department of Transportation Right-of-Way Map Section #49540-2610.**
3. **NO IMPROVEMENTS have been located in this survey other than shown hereon.**
4. **There are NO VISIBLE ENCROACHMENTS other than those shown hereon.**
5. **This survey is dependent upon EXISTING MONUMENTATION.**
6. **Not valid without the signature and the original raised seal of a Florida licensed surveyor and mapper.**
7. **See attached sheet for legal description.**
8. **Elevations show hereon were established NAVD '88**

FLOOD ZONE INFORMATION:
Subject property is located in Zones "X" (0.2%) and "AE (EL 12)"as per Flood Insurance Rate Map Community Panel Number: 120089 0526F, Index Date: February 05, 2014, Franklin County, Florida.

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

DATE: 12/01/11	DRAWN BY: MMD	N.B. 508 PG 49 & 50	COUNTY: FRANKLIN
FILE: 11282.DWG	DATE OF LAST FIELD WORK: 11/30/11	JOB NUMBER: 11-282	

Corner Sign Replacement

DESIGN BRIEF / REQUEST FOR CERTIFICATE OF APPROPRIATENESS

Replace the former Bottoms Up identification sign with a Holtz Leather Co. sign at the existing building-corner sign location. Retain the existing overall sign size and tall profile with inset curved corners.

EXISTING SIGN



Applicant photograph

PROPOSED SIGN



Concept rendering

OVERALL DIMENSIONS

20 in. wide x 81-3/4 in. high
(1 ft. 8 in. x 6 ft. 9-3/4 in.)

SIGN AREA

11.35 sq. ft. rectangular envelope per face. Number of display faces to be verified; two faces would total 22.71 sq. ft.

BOARD & LETTERING

Flat exterior-suitable wood panel. Three-layer wooden HOLTZ lettering, 1 in. combined projection from the panel face: cream face, black outline layer and offset metallic-gold backing.

TYPE & WORDING

Baskerville, uppercase. Stacked HOLTZ, with LEATHER CO. and APALACHICOLA below. Final font outlines to be supplied by the sign maker.

LIGHTING

No internal illumination proposed. External lighting, if included, to be identified in the installation submittal.

COLORS & FINISHES

AGED BLACK	Low-sheen painted wood panel and black letter-outline layer.
WARM CREAM	Painted HOLTZ faces and smaller LEATHER CO. lettering.
REFLECTIVE GOLD	Gold foil/leaf border, dividers and APALACHICOLA; metallic-gold offset letter backing.

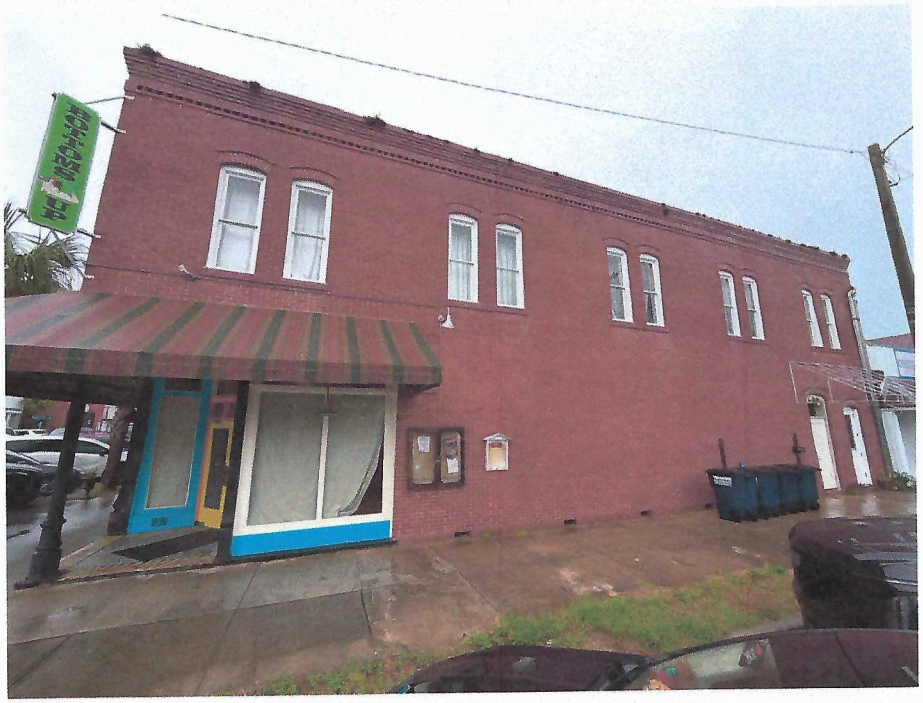
Vintage patina is intentional. Color chips are visual references; the gold finish is metallic and reflective.

INSTALLATION NOTES: Dimensions are interpreted from the applicant's tape-measure photographs and require field verification. Existing corner location is proposed; bracket reuse, anchorage, mounting height, clearance, panel thickness, final weight and display-face count are to be verified in the installer's shop drawing. Rendering is illustrative, not a scaled fabrication or structural drawing.

Awning Material Replacement

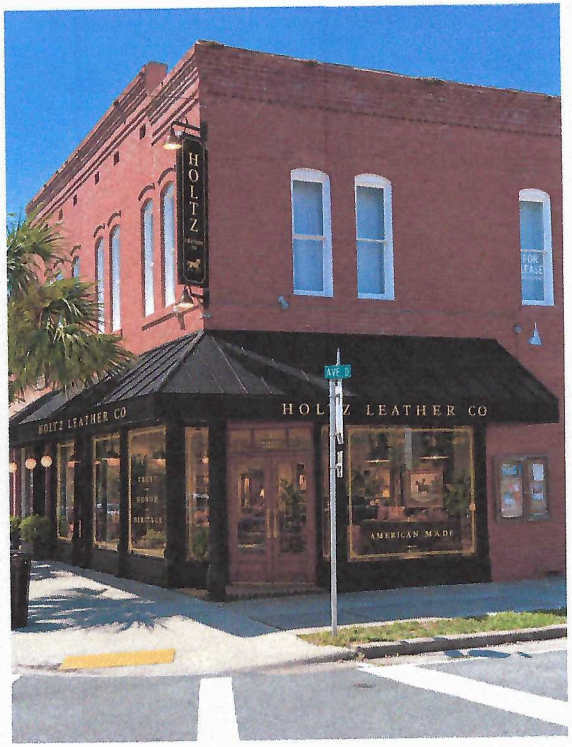
ONE-PAGE DESIGN BRIEF / PLANNING & ZONING - CERTIFICATE OF APPROPRIATENESS

EXISTING - FABRIC AWNING



Existing-condition photograph / Avenue D elevation

PROPOSED - BLACK STANDING-SEAM METAL



Concept rendering / corner appearance

PROPOSED WORK

Remove the existing cloth awning coverings and replace them with black standing-seam metal panels, using the existing supporting frames. This is a covering-material replacement only: existing awning width, height, depth/projection, slope, profile, locations and footprint will remain unchanged. No new framing, enlargement or additional awning area is proposed.

SCOPE NOTE: Proposed rendering illustrates the black metal finish. Signage, doors and storefront finishes shown are contextual and are addressed separately from this awning-covering request. Existing awning geometry governs; rendering is not a dimensional construction drawing.

Complete storefront design

EXHIBIT H I Overall concept - corner sign and awning replacement



Coordinated appearance: Black standing-seam metal awnings on the existing frames, gold business lettering, and the vertical corner identification sign complement the historic red-brick building.

Design reference: This rendering shows the intended overall appearance. Exhibit F governs the proposed corner sign artwork, dimensions and materials; Exhibit G governs the unchanged awning geometry. Valance lettering, exterior lights, window graphics and door finishes shown are conceptual details for City review and coordination; provide separate specifications or approvals as required.

STAFF FINDINGS REPORT

PROPERTY OWNER: H Heritage Inc

AGENT (if applicable): Ricky Holtz

CONTRACTOR: N/A

PROPERTY ADDRESS (if available): 71 Market Street

→ Block E-2 Lot 20 and SE 20½ Lot 19

PARCEL ID: 01-09S-08W-8330-00E2-0200

HISTORIC DISTRICT: Yes

HISTORIC STRUCTURE: No[1]

CORNER LOT: Yes

ACREAGE: --

FUTURE LAND USE: C-1

WETLANDS: No

FLOODPLAIN: Predominantly "X" minor "AE"

DESCRIPTION OF PROJECT:

→ Replacement of existing sign and awnings, and associated parking plan, for a new business at the 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. When calculating the required
- number of parking spaces, fractional numbers of spaces go to the next whole number.
  - **Retail Establishments**. One off-street parking space for each two persons at work on peak shifts (1space : 2 employees), plus two for the first 1,000 square feet of floor space devoted to merchandising (2

[1] According to the definition of 'historic structure' in LDC Sec. 101-8.

spaces), plus two for each additional 300 square feet used (2 spaces : 300 SF).

- **Total employees**: 2 employees; 1 required parking space.
- **Total merchandising area**: 1,100 SF; 2 required parking spaces.
- **Total required parking spaces**: 3 spaces.

- Required off-street parking will be provided either on the same parcel of land as the principal building or structure or on a separate parcel located within 500 feet of the principal building or structure.

→ **Section 111-294. Parking Mitigation**.

- This section allows developers to substitute payments toward off-site parking for on-site parking in C-1, C-4, and RF districts.
- Mitigation may be used to offset up to half of the required parking spaces for a development. The other half must be met by on-site or approved off-site requirements as established in this Code, unless otherwise referenced for historic structures or development on one lot as identified in section 111-288(i)(11) or (12).
  - The fee shall be calculated by multiplying the number of required parking spaces for the principal buildings, structures, or uses to be provided for designated city parking areas by the rate of $5,000.00 per required parking space. The rates are intended to offset the city's reasonable cost to construct new parking facilities of each type, and to maintain them for a period of 30 years.
- All proposed parking mitigation contributions shall be placed in the parking mitigation fund, which shall be used exclusively to establish parking to serve nonresidential uses in the commercial districts.

→ **Sec. 101-8. Definitions**.

- **Awning sign** means a sign placed or painted directly on the surface of an awning.
- **Projecting sign** means any sign affixed to a building or wall in such a manner that its leading edge extends more than 12 inches beyond the surface of such building or wall.
  - The proposed sign is 20 inches wide.

→ **Sec. 113-2. Definitions**.

- **Building facade** means that portion of any exterior elevation of a building extending from grade to the top of the parapet wall or eaves and the entire width of the building elevation, including window areas.

- **Building facade sign** means a sign attached to the building facades and include, but not necessarily be limited to, wall signs, painted signs, marquee signs, projecting signs, blade signs, and awning signs.
- **Blade** or **bracket signs** means a small, pedestrian-oriented, double-faced sign, less than four square feet, that projects perpendicular from a structure (blade sign) or is hung beneath a marquee (bracket sign).
    - The proposed sign is not a blade or bracket sign as it is not pedestrian-oriented.

→ **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.
- "A"-frame or sandwich signs shall be no larger than 24 by 40 inches and shall only be displayed during a business' hours of operation. Only one such sign shall be allowed per storefront. Each business shall have a valid sidewalk permit to display a sandwich or A-frame sign, renewed annually as required by section 36-54

→ **Sec. 113-84. Signs permitted in commercial zones**.

- Signs in these zones may be illuminated in accordance with section 113-82. Signs are permitted in these districts as follows:
  - **Building façade sign** (including wall and awning signs): Up to 3 signs per façade.
  - **Marquee sign**: 1 per building.
  - **Blade or bracket sign**: 1 per façade.
  - **Window signs** (no limit)
  - **Sandwich / board sign**: 1 per ground floor building façade frontage (may be placed in the public right-of-way with a permit issued from the code enforcement officer).
  - **Freestanding sign / monument sign**: 1 sign for 100' of street frontage, 2 signs for 200' or greater street frontage.
- In addition to the above maximum total signage allowances, each business with an off-street entrance may have one non-illuminated, attached directory sign per occupancy, not to exceed three square feet.
- **Computation of height**. The height of the sign shall be computed as the distance from the ground directly below the center of the sign or from the grade of the closest point in the traveled way of the road or street the sign is located along, whichever is higher, to the sign or sign structure's highest point.
- A building facade sign can be ten percent of total building facade area or 24 square feet, whichever is greater.

→ **Sec. 113-85. Projecting signs**.

- Such signs shall be hung at a 90° angle from the building face.
- Each sign face shall not exceed eight square feet of sign area.
- The bottom of said sign shall allow an eight-foot pedestrian clearance from the sidewalk level.
- The top of the sign may be suspended no higher than the bottom of the sills of the first level of windows above the first story in a multi-story building.
  - The existing awning prevents the projecting sign from being suspended at the bottom of the second-floor windowsills.

→ **Sec. 33. Awnings**.

- Canvas awnings were an important design element in traditional storefronts, serving as a transition between the storefront and its upper stories. They added shade and color to a business district. Traditional striped awnings were sometimes used historically in Apalachicola's residential neighborhoods as well as on commercial streetscapes. Retention or

replacement of historic awnings is recommended. Replacement awnings should replicate the original design.

- The installation of awnings on residences should not obscure the character-defining features of a contributing structure. If dated historical photo documentation over fifty years old can be produced that demonstrates awnings existed on the structure or a similar building, awnings in a style similar to those depicted may be considered appropriate and approved.
- Canopies extending over walkways from the entrances of fronts of buildings to the public sidewalk will be reviewed on a case-by-case basis.
- A standard street awning should be mounted below the cornice so that the valance is eight feet above the sidewalk elevation and projects out no more than two-thirds of the width of the sidewalk.
- Awning covers and canopies should be made of canvas or other compatible materials; aluminum or other metal awning coverings and canopies are not appropriate in historic districts.
    - The request replacement awning covers are made of standing-seam metal panels.
- The awning should reinforce the frame of a storefront but not cover the space between the second story windowsills and the storefront cornice.
- If a flat canopy exists, it can be dressed with a one to two-foot awning valance.
- Awnings should be constructed in proportion to the entryway and should be compatible with the design of the structure and adjacent streetscape. Awning shape should follow the shape of the window opening.
    - The request replacement awning will retain the footprint, profile, and location of the existing awning.
- Signage for awnings, canopies and coverings will be evaluated for consistency with the City's Sign Regulations.
- The overall design and architectural appearance of the building, including proposed and existing awnings and signage, will be considered in determining the appropriateness and compatibility of the specific installation request.

RECOMMENDATION:

1. **Parking plan**: Approval.

2. **Sign**: Approval on the condition that the area of each sign face must not exceed eight (8) square feet.
3. **Replacement awnings**: Approval on the condition that the awning material cannot be aluminum or other metal.

Certificate of Appropriateness

106 17th 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 Whitney Shotwell
Address 106 17th St.
City Apalachicola State FL Zip 32320
Phone (843) 906-5877

CONTRACTOR INFORMATION

Contractor Name McMickin Construction LLC
State License # _____ City License # _____
Email Mcmickinconstruction@gmail.com
Phone (470) 277-2529

PROJECT TYPE

- [ ] New Construction
- [ ] Addition
- [ ] Alteration/Renovation
- [ ] Relocation
- [ ] Demolition
- [ ] Fence
- [ ] Accessory Structure
- [X] Certificate of Appropriateness
- [X] Other James Hardie Siding Replacement

PROPERTY INFORMATION

Street Address (911 Address): 106 17th St.
City & State: Apalachicola, FL Zip: 32320
Parcel ID #: _____ Block: _____ Lot: _____
Zoning District: _____ [X] Historic District [ ] Non-Historic District
FEMA Flood Zone: _____

OFFICIAL USE ONLY

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

_____
_____
_____
_____
_____

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

_____
City Staff

_____
Date Approved

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

WLS
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).

Replacing vinyl siding with James Hardie siding…installing all new OSB sheathing and Tyvek waterproofing. New paint and landscaping upon completion.
*New style to be board and batten w/ lap siding skirting

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding	James Hardie	Fiber-cement composite siding (Clapboard & Board and Batten)	
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:

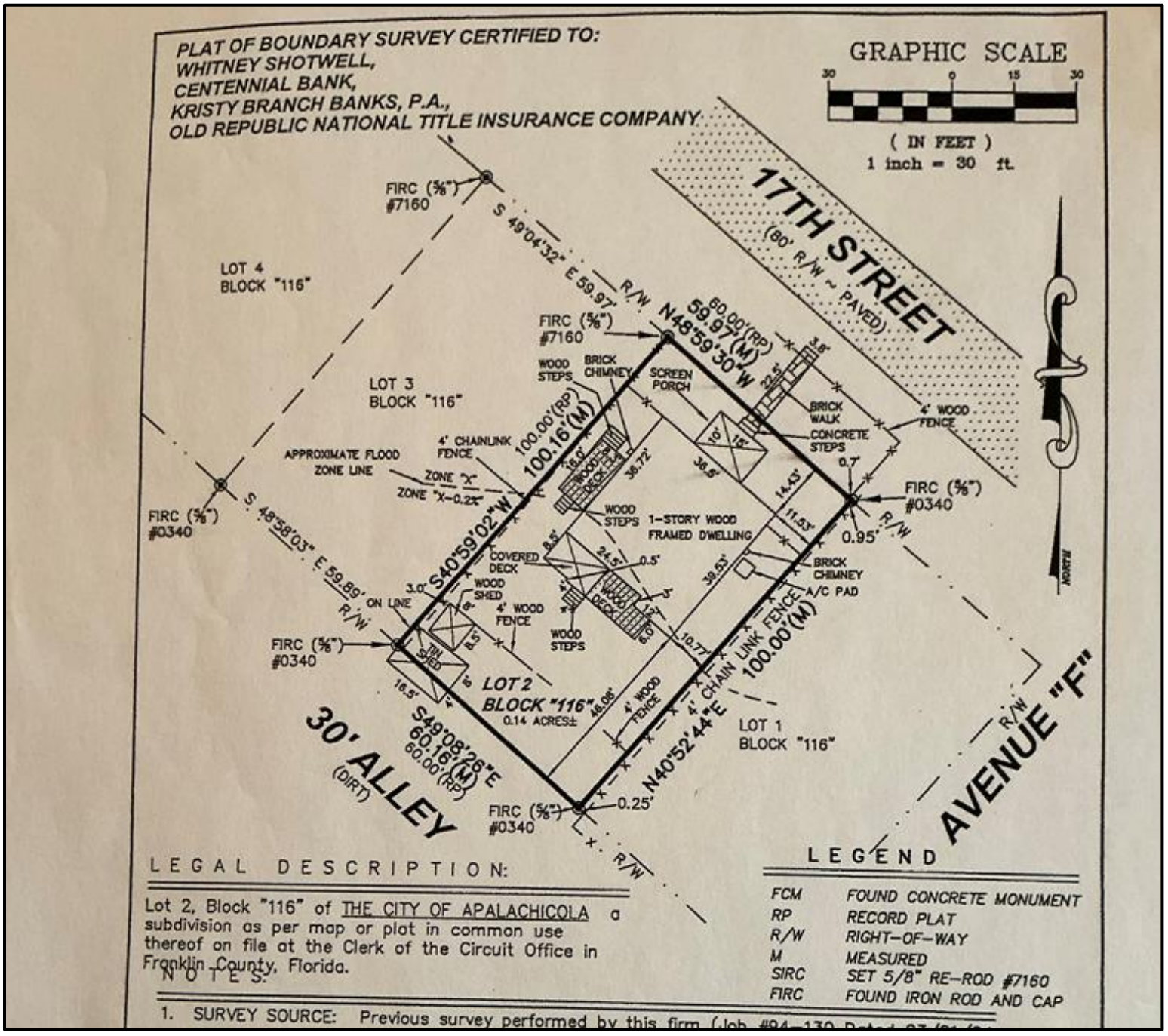
1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular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

10/26/26

DATE

SIGNATURE OF APPLICANT

Survey


PLAT OF BOUNDARY SURVEY CERTIFIED TO:
WHITNEY SHOTWELL,
CENTENNIAL BANK,
KRISTY BRANCH BANKS, P.A.,
OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
GRAPHIC SCALE
30 0 15 30
(IN FEET)
1 inch = 30 ft.
17TH STREET
(80' R/W ~ PAVED)
AVENUE "F"
30' ALLEY
(DIRT)
LOT 4
BLOCK "116"
LOT 3
BLOCK "116"
LOT 2
BLOCK "116"
0.14 ACRES±
LOT 1
BLOCK "116"
FIRC (⅝") #7160
FIRC (⅝") #0340
S 49°04'32" E 59.97' R/W
N48°59'30"W 60.00'(RP) 59.97'(M)
S40°59'02"W 100.00'(RP) 100.16'(M)
S 48°58'03" E 59.89' ON LINE R/W
S49°08'26"E 60.16'(M) 60.00'(RP)
N40°52'44"E 100.00'(M)
APPROXIMATE FLOOD ZONE LINE
ZONE "X"
ZONE "X-0.2%"
4' CHAINLINK FENCE
WOOD STEPS
BRICK CHIMNEY
SCREEN PORCH
BRICK WALK
CONCRETE STEPS
4' WOOD FENCE
1-STORY WOOD FRAMED DWELLING
COVERED DECK
WOOD DECK
WOOD SHED
TIN SHED
BRICK CHIMNEY
A/C PAD
CHAIN LINK FENCE
0.95'
0.25'
LEGAL DESCRIPTION:
Lot 2, Block "116" of THE CITY OF APALACHICOLA a subdivision as per map or plat in common use thereof on file at the Clerk of the Circuit Office in Franklin County, Florida.
NOTES:
1. SURVEY SOURCE: Previous survey performed by this firm (Job #94-139
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

Finished Exterior



STAFF FINDINGS REPORT

PROPERTY OWNER: Whitney Shotwell

AGENT (if applicable): N/A

CONTRACTOR: McMickin Construction LLC

PROPERTY ADDRESS (if available): 106 17th Street

→ Block 116 Lot 2

PARCEL ID: 01-09S-08W-8330-0116-0020

HISTORIC DISTRICT: Yes

HISTORIC STRUCTURE: No

CORNER LOT: No

ACREAGE: --

ZONING DISTRICT: R-1 Single-Family Residential

WETLANDS: No

FLOODPLAIN: "X"

DESCRIPTION OF PROJECT:

→ Replacement of existing vinyl siding with new board and batten siding.

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').
    - Two-family: 9,000 SF (90' x 100').
    - Special exceptions: 12,000 SF (120' x 100').
  - **Minimum building size**:
    - Single-family: 800 SF.
  - **Minimum building setbacks**:
    - Front: 15 ft.

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

▪ **Maximum building restrictions**:

- Lot coverage: 40%.
- Building height: 35 ft.

○ **Applicable regulations**:

▪ In residential districts, and on any lot used for residential purposes, no accessory structure shall be located in required front yards.

▪ Unless otherwise noted, special exceptions must comply with development standards as referenced.

→ **Sec. 22. - Building exteriors wood**.

○ Apalachicola architecture is most commonly of wood construction including distinctive architectural features such as siding, cornices, brackets, entablatures, shutters, columns, and balustrades. The preservation and repair of wooden features protects the historic character of Apalachicola architecture. It is recommended that replacement siding on contributing structures should match the original siding.

▪ Wood weatherboard, clapboards or lapped siding of appropriate dimensions.

▪ Wooden vertical board and batten siding with 1" x 2" or 1" x 3" battens.

RECOMMENDATION: Approval.


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