



Planning & Zoning Agenda

July 8th, 2024

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, July 8th, 2024
City Meeting Room – 74 6th Street
Agenda

Regular Meeting: 6:00 PM

1. Approval of June 10th, 2024 meeting minutes.
2. Review, Discussion and Decision for Certificate of Appropriateness, Fence, & Accessory Structure. (R-1) (Historic District) @ 51 10th Street, Block 39 Lots 6. For First Baptist Church - Owner; Contractor: Mr. Fence
3. Review, Discussion and Decision for Accessory Structure, Driveway, & Fence. (R-2) @ 245 Prado, Block 1 Lots NE 13/14. For Donna Taratoot - Owner; Contractor: TBD

Other/New Business:

Outstanding/Unresolved Issues:

Motion to adjourn the meeting.



Minutes

June 10th, 2024

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, June 10th, 2024
City Meeting Room – 74 6th Street
Minutes

Attendance: Chair – Joe Taylor, Bobby Miller, Myrtis Wynn, Greg Golgowski

Regular Meeting: **6:00 PM**

1. Approval of May 16th, 2024 meeting minutes.
 - a. **Motion to approve by Myrtis Wynn; 2nd by Greg Golgowski – all in favor, motion carried.**

2. Review, Discussion and Decision for Certificate of Appropriateness and Renovation. **(R-1) (Historic District) @ 160 5th Street**, Block 63 Lots 4-5. For Kathy Archibald - Owner; Contractor: Erin Rodriguez
 - a. **Motion to approve by Bobby Miller; 2nd by Myrtis Wynn – all in favor, motion carried.**

3. Review, Discussion and Decision for Certificate of Appropriateness and Accessory Structure. **(R-1) (Historic District) @ 194 10th Street**, Block 157 Lots 3-4. For Ann & Doug Rauscher - Owner; Contractor: Construct Group SE Inc.
 - a. **Motion to approve by Greg Golgowski; 2nd by Bobby Miller – all in favor, motion carried.**

Other/New Business:

Outstanding/Unresolved Issues:

- **Special Exception Request for 92 Avenue E was withdrawn by applicant – the Public Hearing was cancelled and will not be rescheduled.**

Motion to adjourn the meeting by Bobby Miller; 2nd by Myrtis Wynn – meeting adjourned.



**Certificate of Appropriateness, Fence, & Accessory
Structure**

51 10th Street



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

Official Use Only

Date Received: 6/7/24
 Meeting Date: 7/8/24
 Fees Due: \$50.00
 Date Fees Paid: 6/29/24

OWNER INFORMATION

Owner First Baptist Church
 Address 46 9th Street
 City Apalachicola State FL Zip 32320
 Phone 850 653 5410

CONTRACTOR INFORMATION

Contractor Name Mr. Fence
 State License # _____ City License # _____
 Email Mrfenceflorida.com
 Phone 850 604 0900

PROJECT TYPE

- | | |
|--|--|
| <input type="checkbox"/> New Construction | <input checked="" type="checkbox"/> Fence |
| <input type="checkbox"/> Addition | <input checked="" type="checkbox"/> Repair |
| <input type="checkbox"/> Alteration/Renovation | <input checked="" type="checkbox"/> Certificate of Appropriateness |
| <input type="checkbox"/> Relocation | <input checked="" type="checkbox"/> Other <u>10x10 Shed</u> |
| <input type="checkbox"/> Demolition | |

PROPERTY INFORMATION

Street Address (911 Address): 51 10th Street
 City & State: Apalachicola FL Zip: 32320
 Parcel ID #: 01-095-08W-8330-0039-0060 Block: 39 Lot: 6
 Zoning District: R-1 [] Historic District [] Non-Historic District
 FEMA Flood Zone: _____

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y N
 Setback Requirements of Property:
 Front: _____ Rear: 5' Side: 5'
 Corner Lot? Y N Street Sides: _____
 Lot Coverage: 40%
STAFF NOTES/RECOMMENDATIONS:
- lot coverage ok ✓
- setbacks ok ✓
- see comment on Ave D
fence height within

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.

J.S.
 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).

10X10 Shed
 Pressure Treated Wood
 Metal Roof

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other Shed		Pressure Treated wood Metal Roof 10X10	

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

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).

Replace Rotten 6' privacy Fence with New 6' privacy Fence

PROJECT SCOPE	MANUFACTURER	PRODUCT DESCRIPTION	FL PRODUCT APPROVAL #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing	Mr. Fence of Florida	6' Pressure Treated Lumber	
Driveways/Sidewalks			
Other			

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

CERTIFICATION

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

1. I/We hereby attest to the fact that the above supplied property address(es), parcel numbers(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola to enter onto the property in question during regular business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 business days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the Planning & Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning & Zoning Board or staff in NO way constitutes approval of a Building Permit for Construction from the City of Apalachicola Community and Economic Development Office.
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. There will be no charge for revisions. 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.

6-7-24

DATE



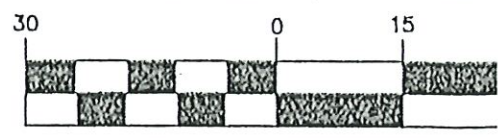
SIGNATURE OF APPLICANT

House	1,140 sq. ft.
Concrete Slab (Court)	852 sq. ft.
Front Sidewalk (Pavers)	128 sq. ft.
Back Porch & Sidewalk	91 sq. ft.
*New 10x10 Proposed Shed	100 sq. ft.
Total	2311 Sq. ft.

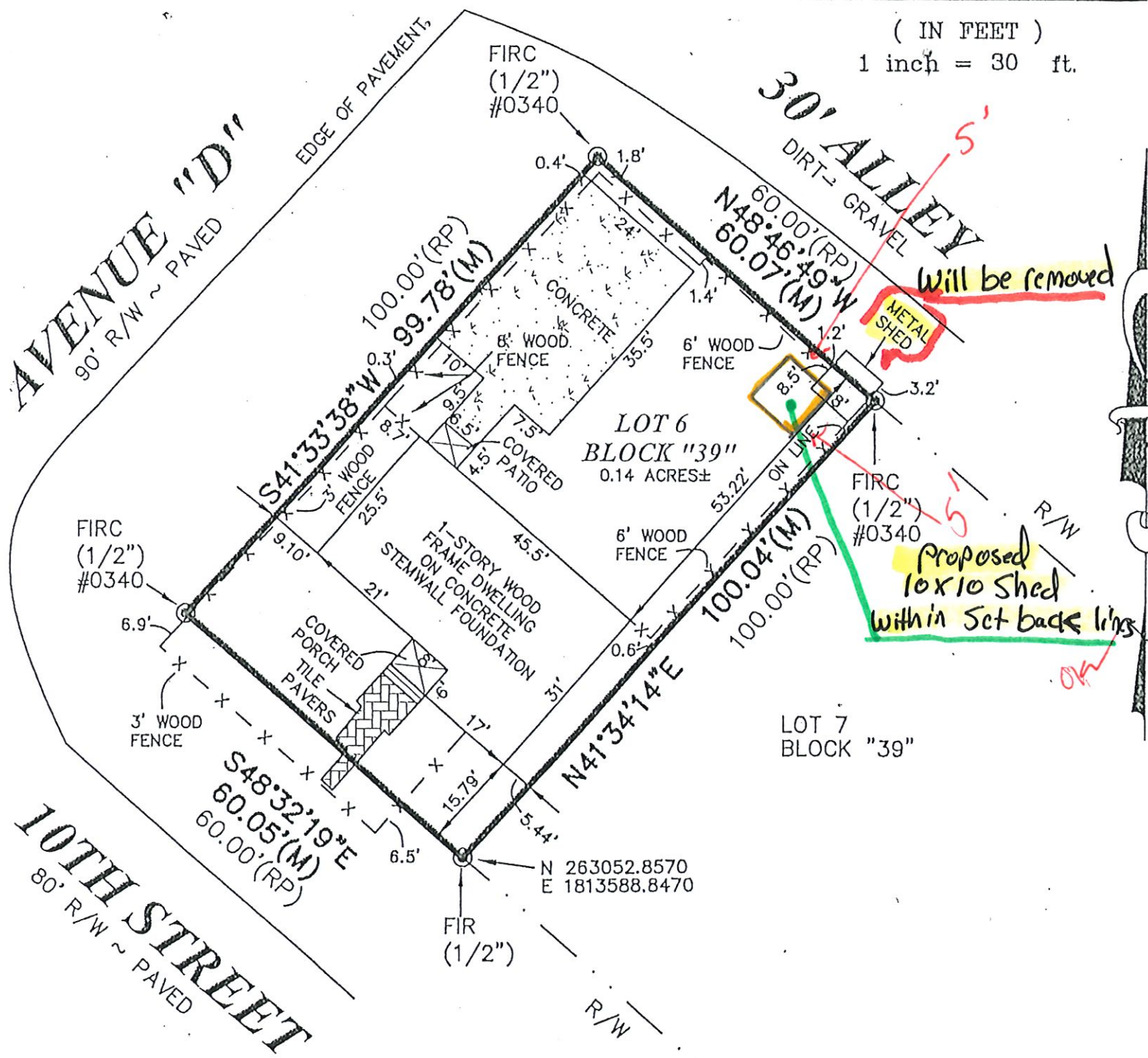
*Existing (old)8x8 shed will be removed

BOUNDARY SURVEY CERTIFIED TO:
 WEST CHRISTIAN SCHOOL

GRAPHIC SCALE



(IN FEET)
 1 inch = 30 ft.



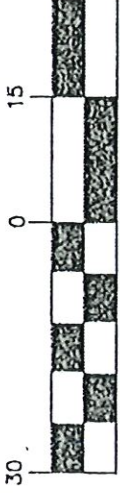
DESCRIPTION:

39" of THE CITY OF APALACHICOLA a subdivision

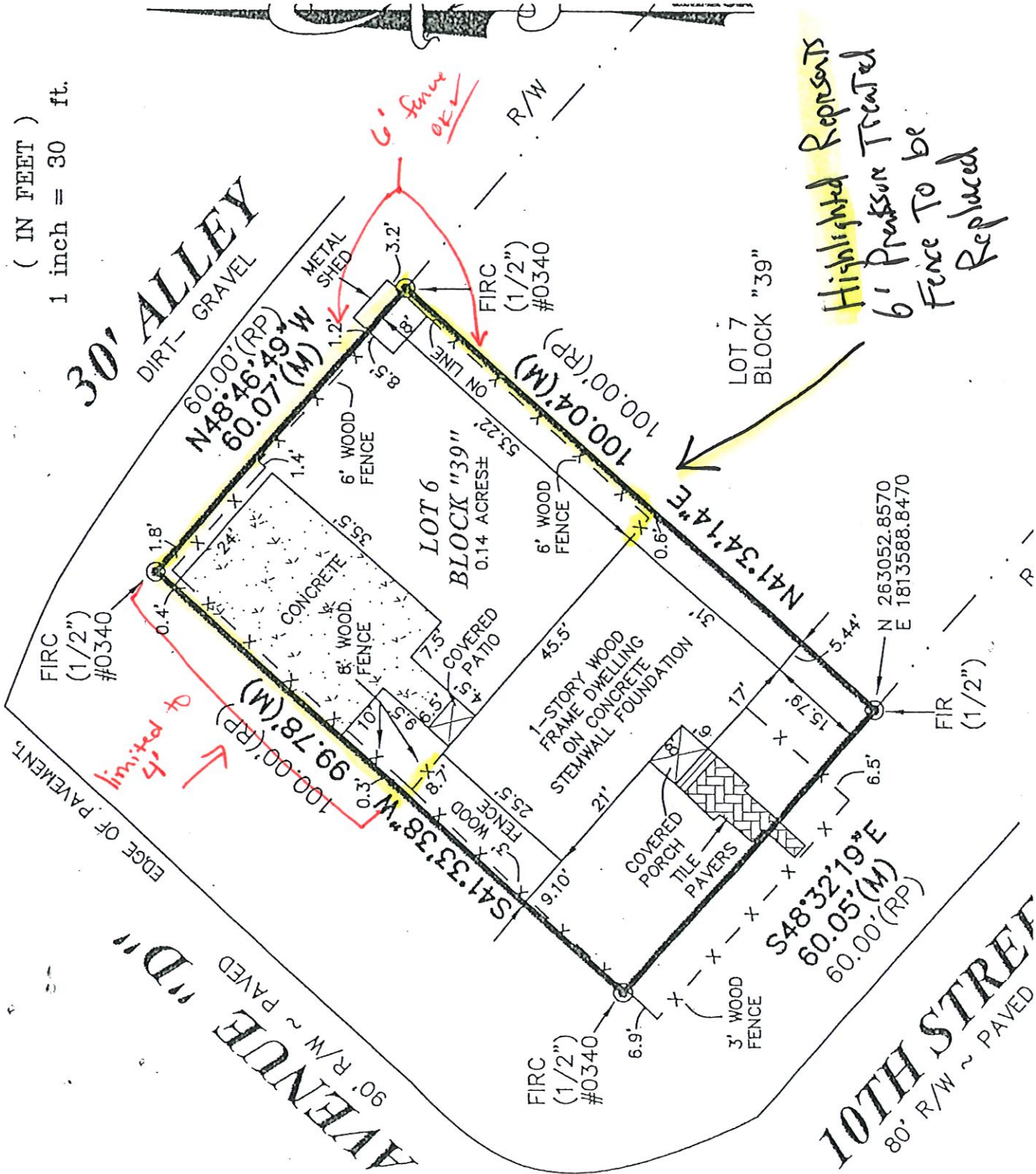
LEGEND

UNDARY SURVEY CERTIFIED TO:
1ST CHRISTIAN SCHOOL

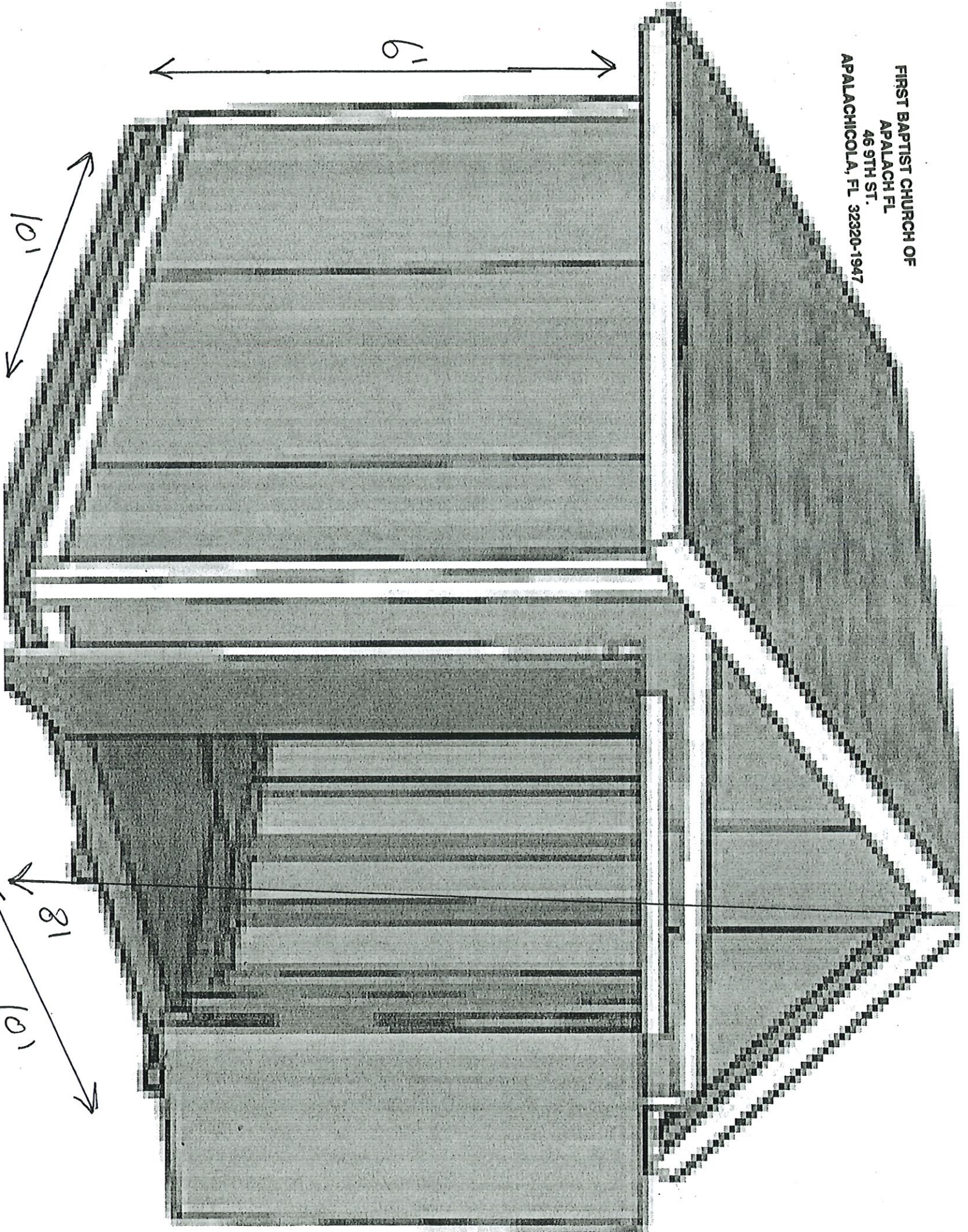
GRAPHIC SCALE



(IN FEET)
1 inch = 30 ft.



FIRST BAPTIST CHURCH OF
APALACH FL
46 9TH ST.
APALACHICOLA, FL 32320-1947

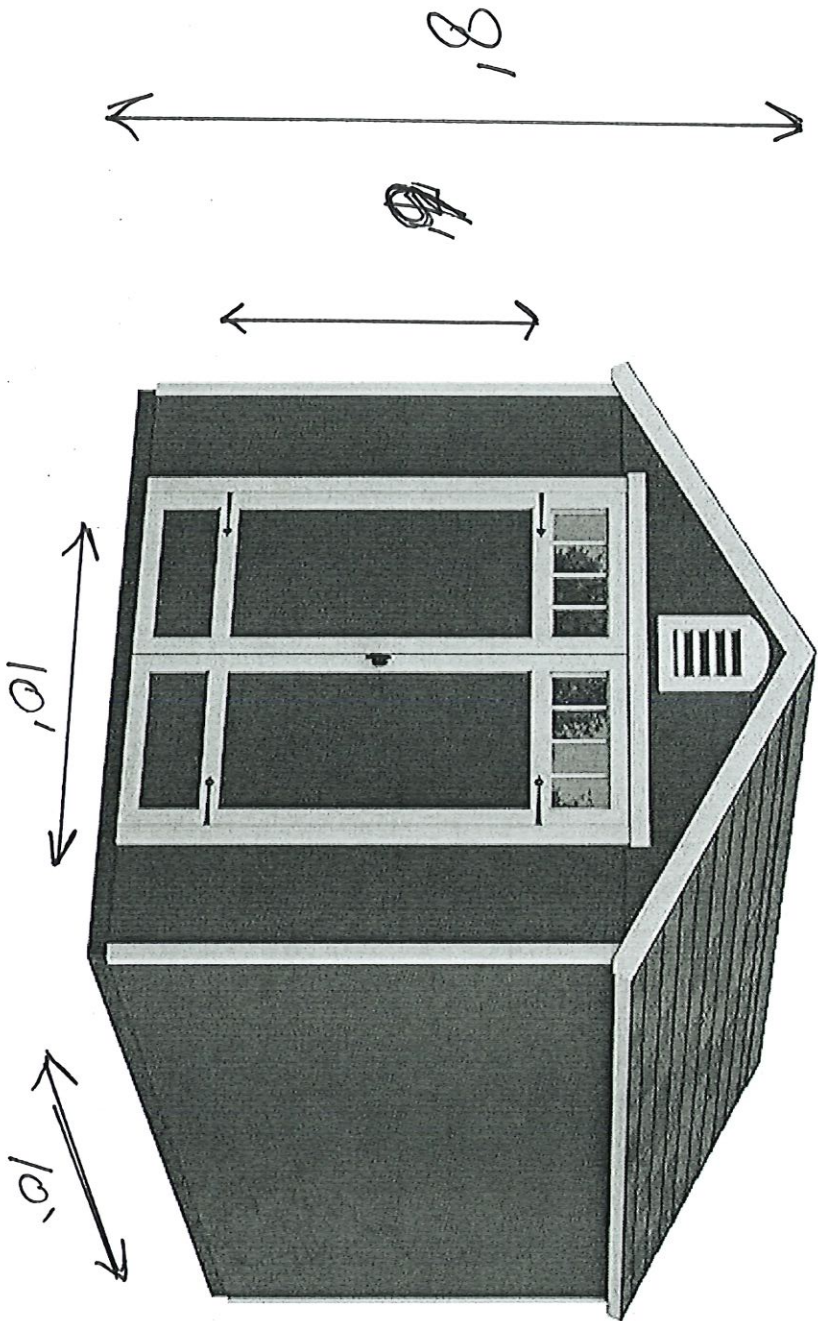


6'

10'

18'

10'



FIRST BAPTIST CHURCH OF
APALACH FL
469TH ST.
APALACHICOLA, FL 32320-1947



FRANKLIN COUNTY SHERIFF'S OFFICE

SHERIFF A.J. SMITH

270 State Road 65 • Eastpoint, Florida 32328

Phone: 850-670-8500 • Fax: 850-670-8566

www.franklinsheriff.com

May 10, 2024

To Whom It May Concern,

The First Baptist Christian School is an important educational provider for our community. They are seeking approval to replace a fence on the property for the preschool children. Their safety is paramount, and I recommend that a new six-foot privacy fence replace the current rotten six-foot privacy fence. The fence is imperative for their safety to protect the kids and prevent accidents from occurring.

Please allow the First Baptist Christian School to complete adequate repairs to the fence for school safety concerns.

Sincerely,

A handwritten signature in black ink, appearing to read "A.J. Smith". The signature is stylized and cursive.

Sheriff A.J. "Tony" Smith
Franklin County Sheriff's Office



Accessory Structure, Driveway, & Fence

245 Prado



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

Official Use Only

Date Received: 6/21/24
 Meeting Date: 7/8/24
 Fees Due: \$50.00
 Date Fees Paid: 6/25/24

OWNER INFORMATION	CONTRACTOR INFORMATION
Owner <u>Donna C. Taratoot</u>	Contractor Name <u>TBD</u>
Address <u>245 Prado</u>	State License # _____ City License # _____
City <u>Apalachicola</u> State <u>FL</u> Zip <u>32320</u>	Email _____
Phone <u>(850) 653-6045</u>	Phone _____

PROJECT TYPE

<input type="checkbox"/> New Construction	<input checked="" type="checkbox"/> Fence
<input checked="" type="checkbox"/> Addition -shed	<input type="checkbox"/> Repair
<input type="checkbox"/> Alteration/Renovation	<input type="checkbox"/> Certificate of Appropriateness
<input type="checkbox"/> Relocation	<input checked="" type="checkbox"/> Other <u>circular drive & driveway</u>
<input type="checkbox"/> Demolition	

PROPERTY INFORMATION

Street Address (911 Address): 245 Prado
 City & State: Apalachicola, Florida Zip: 32320
 Parcel ID #: _____ Block: 1 Lot: NE 13/14
 Zoning District: R-2 [] Historic District [] Non-Historic District
 FEMA Flood Zone: X

OFFICIAL USE ONLY

Certificate of Appropriateness Required? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Setback Requirements of Property: Front: _____ Rear: <u>5'</u> Side: <u>5'</u> Corner Lot? Y <input checked="" type="checkbox"/> N <input type="checkbox"/> Street Sides: _____ Lot Coverage: <u>40%</u> STAFF NOTES/RECOMMENDATIONS: <u>- Lot coverage OK ✓</u> <u>- setbacks OK ✓</u> <u>- fence height 6' OK ✓</u>	<i>This development request has been approved for a Certificate of Appropriateness (if applicable), zoning, land use, and development review by the City of Apalachicola Planning & Zoning Board and a building permit is authorized to be issued.</i>
_____	City Staff _____
_____	Date Approved _____

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

det
 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) Add 6 ft high wooden fence just inside the property line across the back (northerly) side of the property (89.60 ft), down the westerly side (95 ft) to the front of the house with a 15.53 ft gate connecting to the SW corner of the front of the house - Hurricane Michael destroyed old fence.
- 2) Placement of a Stor-Mor storage shed in the northwesterly rear corner 5 ft from any property line.
- 3) addition of a milled asphalt circular drive 12 ft wide beginning 14 ft from the SW property line, 75 ft long and attached to a milled asphalt driveway, 14 ft wide and 55 ft long beginning at the SE corner property line. If driveway not approved then circular drive is 100 ft long.

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

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June 21, 2024

DATE



SIGNATURE OF APPLICANT

10' ALLEY
(NOT CONSTRUCTED)

N89°04'08"E 100.00' (RP)
89.60'(M)

FIRC (5/8") 87160

R/W
EASTERLY 50.00' (RP)

30' x 16'
Stor-Mor Shed

Jack Fence 90'
6' max

LOT 13
BLOCK "1"

LOT 14
BLOCK "1"

0.31 ACRES±

LESS & EXCEPT EASTERLY 10' PORTION
(AS PER ORB. 1337, PAGE 368)

LOT 15
BLOCK "1"

UN-NAMED STREET

(50' R/W ~ PAVED)

20'
SCREEN PORCH
240

ONE-STORY
BRICK DWELLING

1,769

COVERED
PORCH

CONCRETE
PAD

Circular
drive

DRIVEWAY

LC = 90 x 150 = 13,500
40% = 5,400SF

current = 2,169 SF
proposed = + 480 SF Shed
1,200 SF drive
1,551 SF left

FIRC (5/8") 87160

FIR (5/8")

EASTERLY
50.00' (RP)

S89°17'39"W

89.77'(M)
100.00' (RP)

N89°46'36"E
10.00'(M)

PAVEMENT

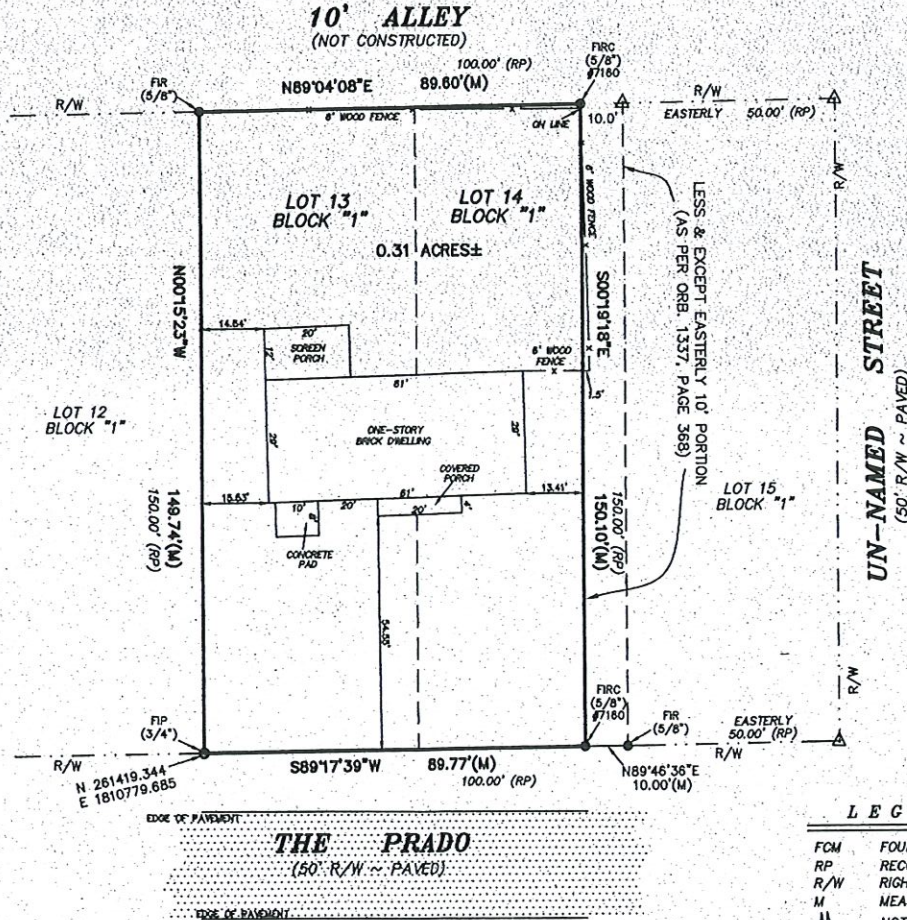
THE PRADO

LEG 1

FOM FOUNI

PLAT OF BOUNDARY SURVEY CERTIFIED TO:
DONNA C. TARATOOT

GRAPHIC SCALE



UN-NAMED STREET
(50' R/W ~ PAVED)

LEGEND

FCM	FOUND CONCRETE MONUMENT
RP	RECORD PLAT
R/W	RIGHT-OF-WAY
M	MEASURED
NTS	NOT TO SCALE
SIRC	SET 5/8" RE-ROD #7160
FIRC	FOUND IRON ROD AND CAP
FN&C	FOUND NAIL AND CAP
FIR	FOUND IRON ROD
FIP	FOUND IRON PIPE
△	POINT NOT SET OR FOUND
PRM	PERMANENT REFERENCE MONUMENT
OHE	OVERHEAD ELECTRIC LINE
⊕	UTILITY POLE
ORB.	OFFICIAL RECORDS BOOK
PG.	PAGE

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.

LEGAL DESCRIPTION:

Lots 13 and 14, Block "1" of NEEL'S ADDITION, a subdivision as per map or plat thereof recorded in Volume "S", Page 302 of the Public Records of Franklin County, Florida. LESS & EXCEPT the Easterly 10 feet of Lot 14, Block "1" as per Official Records Book 1337, Page 368 of the Public Records of Franklin County, Florida.

I hereby certify that this was performed under my responsible direction and supervision and the plot 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 established by the Florida Board of Professional Surveyors, Chapter 463, F.S. (F.A.C. 63-17.081).

The undersigned surveyor has provided a current title opinion of the property title or boundary to the satisfaction of the client. The survey is based on the records, monuments, and other instruments which could affect the property.

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

FLOOD ZONE INFORMATION:

Subject property is located in Zone "X" as per Flood Insurance Rate Map Community Panel No: 120089 0528F
Index date: February 5, 2014, Franklin County, Florida.

	THURMAN RODDENBERRY & ASSOCIATES, INC			
	PROFESSIONAL SURVEYORS AND MAPPERS			
P.O. BOX 100 • 138 SHELDON STREET • SOPCHOPPY, FLORIDA 32358		PHONE MEMPHIS: 901-943-2238 FAX MEMPHIS: 901-943-1191		
DATE: 06/05/24		DRAWN BY: BB	N.B. PER PLAT	COUNTY: FRANKLIN
FILE: 00471.DWG	DATE OF LAST FIELD WORK: 06/04/24	CHECKED BY: AW	JOB NUMBER: 00-471	

Owners, Builders, Developers

PLEASE NOTE:

1. If the proposed development is located within the City's Historic District; a Certificate of Appropriateness from the City's Planning & Zoning Board and Architectural Review Committee is necessary before any permitting can take place.
2. Required site plan elements and the Development Order/Certificate of Appropriateness applications are due 10 BUSINESS DAYS prior to the scheduled monthly meeting (second Monday of each month) of the Planning & Zoning Board.
3. Residential site plan approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving P&Z approval, the applicant must re-apply and receive P&Z approval again. (Commercial site plan approvals are valid for two years.)
4. After you have received your Planning & Zoning Approval and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department at 192 Coach Wagoner Blvd, Apalachicola to apply for your building permit. A P&Z Development Order Application is not a building permit application – there will be building permit forms to fill out. Building permit issuance and all inspections will be coordinated with the Building Department Clerk. Please be advised that additional documentation may be required by the Building Clerk or Building Official. Please email buildingdept@cityofapalachicola.com or call City Hall at (850)653-7592 with any permitting questions.
5. Land Development regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com.
6. Please note that if any shrubs are planted or any materials (concrete, gravel, etc.) are placed in the City Right of Way that there is a possibility of removal at no expense to the City.

It is our intent to save you time any money in your plan preparation! The City of Apalachicola Planning & Zoning Board is a seven-member citizen board that also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the City. By working with the Planning & Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Brec Robinson
City Planner
(850)323-0985
brobinson@cityofapalachicola.com

Thank you,
PLANNING & ZONING BOARD
CITY OF APALACHICOLA


Applicant Initial