

REGULAR MEETING
APALACHICOLA CITY COMMISSION
TUESDAY, MARCH 4, 2025 – 6:00PM
FORMER APALACHICOLA MUNICIPAL LIBRARY
74 6TH STREET, APALACHICOLA, FLORIDA 32320

AGENDA

You are welcome to comment on any matter under consideration by the Apalachicola City Commission when recognized to do so by the Mayor. Once recognized please rise to the podium, state your name for the record and adhere to the five-minute time limit for public comment. Comments may also be sent by email to the City Manager or to Commissioners.

I. Call to Order

- **Invocation**
- **Pledge of Allegiance**

II. Agenda Adoption

III. Public Comment

IV. New Business

- 1. Inflow and Infiltration Study Engineering Award Approval**
- 2. City Hall Grant Repair Construction Bid Award Approval**
- 3. Parking and Pedestrian Access on Ave D- Attorney Hartman**
- 4. FDOT M-SCOP Grant Resolution- Resurfacing of Commerce Street**
- 5. 1st Reading Cemetery Ordinance 2025-01**
- 6. National Volunteer Week Proclamation**
- 7. Team Franklin Interlocal Agreement**
- 8. Housing Authority Board Appointment**
- 9. 1st Reading Tree Ordinance 2025-02**

V. Unfinished Business

- 1. DEP Stormwater Mitigation & Repair Project # 24SRP65- Inovia Consulting Group**
- 2. Gibson Parking**

VI. Mayor and Commissioner Comments

VII. City Manager Communications -

VIII. Finance Director Communications -

- IX. Attorney Communications**
- X. Consent Agenda- CC 10.8.2024 Regular Meeting Minutes; CC 1.7.2025 Workshop Meeting Minutes; CC 1.4.2025 Workshop-Retreat Meeting Minutes; 1.7.2025 CC Regular Meeting Minutes; CC 12.3.2025 Workshop Meeting Minutes
P&Z 1.13.2025 Minutes**
- XI. Department Reports – Included in Agenda Packet**

Adjournment

Any person who desires to appeal any decision at this meeting will need a record of the proceeding and for this purpose, may need to ensure that a verbatim record of the proceeding is made which includes testimony and evidence upon which the appeal is based. Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office 48 hours in advance of the meeting.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 3/4/25**

SUBJECT: Inflow & Infiltration Study – Engineering Award

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 1
Department: Grants
Contact: Bree Robinson
Presenter: Bree Robinson

BRIEF SUMMARY:

The City was awarded legislative appropriation for an Inflow & Infiltration Study on City sewer lines - the study will assess local sources of surface water and/or groundwater entering the sewage system. This will be done with typical methods such as smoke testing, dye testing, and visual inspections to locate structural defects or water stains to summarize existing data pertinent to the hydrologic conditions and hydrogeology in the study and surrounding area. This project will produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify the tasks required to ultimately resolve the I&I issues. The amount awarded for this study is \$300,000.

Under City continuing services contracts, Dewberry has submitted a task order to coordinate the necessary testing and complete the report.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to award the Inflow & Infiltration Study project to Dewberry Engineers Inc. under their continuing services agreement.

FUNDING SOURCE:

Legislative Appropriation

ATTACHMENTS:

Task Order

STAFF'S COMMENTS AND RECOMMENDATIONS:

Recommend to approve award.



Dewberry Engineers Inc. | 850.227.7200
324 Marina Drive | 850.227.7215 fax
Port Saint Joe, FL 32456 | www.dewberry.com

November 12, 2024

Mr. Travis Wade, City Manager
City of Apalachicola
192 Coach Wagoner Blvd.
Apalachicola, FL 32320

RE: City of Apalachicola – Inflow and Infiltration Study
Professional Services

Dear Mr. Wade:

It is our understanding that the City has been awarded funding through FDEP to perform a pre-design study to assess and locate sources inflow and infiltration (I&I) in the City's wastewater system. It is also our understanding that the City has requested a proposal from Dewberry Engineers Inc. (DEI) to provide the professional services associated with this project. Dewberry is pleased to provide this Task Order to provide these services. **Exhibit A** contains a detailed Task Order with a description of the scope of services for the pre-construction design services. Dewberry proposes to provide these services for a lump sum fee of **\$300,000.00**. The associated fee is within the FDEP grant agreement allocations for services.

If you have any questions, please give me a call at 850.693.2181.

Sincerely,

A handwritten signature in blue ink, appearing to be "JB", with a long horizontal line extending to the right.

Josh Baxley, P.E.
Associate, Branch Manager

**EXHIBIT A
INFLOW AND INFILTRATION STUDY
PROFESSIONAL ENGINEERING SERVICES
FOR CITY OF APALACHICOLA
NOVEMBER 2024**

This Task Order is for the purpose of *Dewberry Engineers Inc. (DEI)* as the Engineer to provide professional services to the *City of Apalachicola (City)* acting by and through its Commission and under the Continuing Service Agreement.

DEI has prepared this Task Order for the Infiltration and Inflow Study, which involves the investigation of City's wastewater system for possible location of inflow and infiltration. DEI has developed the following Scope of Services and associated fee schedule:

SCOPE OF SERVICES

A. Determination of Inflow Sources (Smoke Testing)

DEI shall conduct smoke testing of the gravity sewer collection system within the limits of the City system. The purpose of which is to determine and locate the sources of direct stormwater inflow into the sewer system.

DEI shall be responsible for furnishing or contracting all labor, materials, equipment, tools, transportation and supervision for performing all work related to this task. The Engineer shall notify and seek City approval before procuring and contracting with any vendors for services should additional services be required.

B. Determination of Infiltration Sources (TV Inspection)

DEI shall be responsible for conducting sewer line video inspection services for inspection of the gravity sewer system. The purpose of which is to locate and determine the sources of indirect stormwater inflow to the sewer system through groundwater infiltration. DEI will utilize the results of the smoke testing as well as City staff knowledge to determine the areas of the system to prioritize for investigation as the current grant funding amount will not cover video services of the entire system.

The sewer line video inspection vendor shall be responsible for furnishing or contracting all labor, materials, equipment, tools, transportation and supervision for performing all work related to this task.

C. Preparation of Final Report and Presentation of Findings

DEI shall prepare a final report documenting the findings from **Tasks A-B**. Once the report has been finalized, DEI will review with City staff.

Deliverables:

1. Written report that details the sources of inflow and infiltration. Report to include but not limited to drawings, photographs, video recordings and maps.

We propose to perform the services described above for a lump sum fee of **\$300,000.00**. If additional services are required beyond **\$300,000.00** an additional task order will be required.

The following services will not be provided as part of this contract:

1. Survey services
2. Design services
3. Permitting or permitting fees
4. Bid Services
5. CEI Services

IN WITNESS WHEREOF, the parties hereto have caused this Task Order to be executed by their undersigned officials as dully authorized.

City of Apalachicola

_____ 192 Coach Wagoner Blvd.

_____ Apalachicola, FL 32320

By: _____

Name and Title: _____

Date: _____

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 3/4/25**

SUBJECT: City Hall Repair Phase III - Construction Bid Award

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 2
Department: Grants
Contact: Bree Robinson
Presenter: Travis Wade/Bree Robinson

BRIEF SUMMARY:

Funding in the amount of \$340,000 for phase III repair/reconstruction of the Middlebrook Building (old city Hall) was awarded last fall from Department of State Division of Historic Resources and a contract has been signed with the State to continue this important restoration work.

The City advertised ITN 2024-01 to repair/restore Middlebrook building phase III but only received one response. The one response we received was from the contractor we have worked with for the past two phases of this project – Oliver Sperry.

In the event only one bid is received, the State procurement language provides that the City may negotiate on the best terms and conditions for the project provided that the City document the reasons that such action is in the best interest of the state/City in lieu of resoliciting competitive sealed bids, proposals or replies.

The contractor in question – Oliver Sperry - has already been duly procured by the City for this project phase I. And, based on guidance from DHR Division Director Eric Case, the City retained them again in 2024 for phase II on a continuing services basis. The City reached out to DHR regarding this matter and DHR has provided written permission to allow the City to procure the contractor to perform phase III repair/restoration work.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to begin negotiations with Oliver Sperry to perform the Phase III City Hall repair/reconstruction work.

FUNDING SOURCE:

Department of State Division of Historic Resources

ATTACHMENTS:

N/A – bid documents available in City Hall.

STAFF'S COMMENTS AND RECOMMENDATIONS:

Recommend to approve.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2025**

SUBJECT: Parking and Pedestrian Access on Avenue D

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 3
Department: Planning and Zoning
Contact: Dan Hartman/Bree Robinson
Presenter: Dan Hartman

BRIEF SUMMARY:

The recent Gibson Parking Plan approval has brought focus to the existing parking arrangement on Ave. D between Market and 4th Streets. The City should consider directing a consultant to review the existing parking and access arrangements and provide recommendations designed to improve pedestrian access and safety at this location.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Recommend the City direct the Manager to hire an appropriate consultant to review the existing parking and access situation and provide recommendations for improving both.

FUNDING SOURCE: N/A

ATTACHMENTS: N/A

STAFF'S COMMENTS AND RECOMMENDATIONS:

This issue should be addressed expeditiously in order to implement any accepted recommendations prior to the upcoming tourist season.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 3/4/25**

SUBJECT: M-SCOP Resolution

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 4
Department: Grants
Contact: Bree Robinson
Presenter: Bree Robinson

BRIEF SUMMARY:

The FDOT M-SCOP program is open with an approaching deadline. In years past, we applied for the repaving of the entirety of Commerce Street from Leslie Street to Avenue E at a high dollar amount, \$1 million+. Our engineers recommended we reduce the scope to one city block at a time to make the dollar amount more achievable, so we reduced the scope to the highest traffic area between Avenue D and E. The worst section of the street is between Avenue F and G, however, if the City phases this project out the idea is to start at Leslie Street and work north, requesting a new block each year.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to approve the attached resolution.

FUNDING SOURCE:

FDOT M-SCOP

ATTACHMENTS:

Resolution

STAFF'S COMMENTS AND RECOMMENDATIONS:

Recommend to approve.

**CITY OF APALACHICOLA
RESOLUTION NO 2025-01**

A RESOLUTION OF THE CITY COUNCIL MEMBERS OF THE CITY OF APALACHICOLA, FLORIDA, AUTHORIZING THE MAYOR OR CITY PLANNER TO APPLY FOR FDOT FUNDING THROUGH THE “MUNICIPAL SMALL COUNTY OUTREACH PROGRAM (M-SCOP)”, FOR RESURFACING COMMERCE STREET.

WHEREAS, The City of Apalachicola, Florida has requested the State of Florida Department of Transportation for financial assistance through their M-SCOP grant program for the resurfacing of Commerce Street.

WHEREAS, the State of Florida has requested that The City of Apalachicola submit one (1) M-SCOP application attached hereto; and

WHEREAS, the State of Florida Department of Transportation requires that a resolution be passed by the City Council Members in support for applying for financial assistance through their M-SCOP grant program.

NOW THEREFORE BE IT RESOLVED BY THE CITY OF APALACHICOLA COUNCIL MEMBERS, OF FLORIDA THAT:

1. The Mayor or City Planner of the City of Apalachicola, Florida apply for financial assistance from the Florida Department of Transportation for one (1) M-SCOP grant program.

DULY PASSED AND ADOPTED by the City Council Members of City of Apalachicola, Florida, on this 4th day of March, 2025.

**CITY COUNCIL MEMBERS
CITY OF APALACHICOLA, FLORIDA**

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2025**

SUBJECT: Cemetery Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 5
Department: Planning and Zoning
Contact: Dan Hartman
Presenter: Dan Hartman

BRIEF SUMMARY:

The Commission directed staff to develop amendments to the City Code in order to regulate activities in the municipal cemeteries. Including but not limited to the preclusion or regulation of commercial activities in the cemeteries, permits, fees, hours and reporting requirements.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Approve 1st Reading and proceed with adoption process.

FUNDING SOURCE: N/A

ATTACHMENTS:

Cemetery Ordinance 2025-01

STAFF'S COMMENTS AND RECOMMENDATIONS:

ORDINANCE NO: 2025-01

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR THE REGULATION OF ACTIVITY IN CITY OWNED CEMETERIES, AMENDMENT OF THE APALACHICOLA CODE OF ORDINANCES PART II, CHAPTER 12 – CEMETERIES TO ADD SECTIONS 12-6 THROUGH 12-17; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Article VII, Section 2 of the Florida Constitution provides that municipalities shall have governmental, corporate and proprietary powers to enable municipalities to conduct municipal government, perform municipal functions and render municipal services; and

WHEREAS, Chapter 166, Florida Statutes, the “Municipal Home Rule Powers Act,” implements the applicable provisions of the Florida Constitution and authorizes municipalities to exercise any power for municipal purposes, except when expressly prohibited by law and to enact ordinances in furtherance thereof;

WHEREAS, the purpose of this Ordinance is to add language designed to clarify and enhance the City of Apalachicola’s Code regulating activities in City Cemeteries;

NOW THEREFORE, BE IT ORDAINED BY THE COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA:

Section 1. AMENDMENT OF PART II, CHAPTER 12 – CEMETERIES TO ADD SECTIONS 12-6 THROUGH 12-17:

Sec. 12-6 - Approved Activities

Permissible activities include, but are not limited to, holiday and memorial services, monument unveiling ceremonies, educational, historical or cultural awareness tours, public recognition ceremonies, religious events, family or church gatherings, photography or nature appreciation, conservation, beautification or cemetery improvement activities.

Sec. 12-7 - Restricted Activities

The Municipal-owned cemeteries of City of Apalachicola are not for sensational purposes.

1. Any tours or events marketed as haunted, paranormal, or involving ghosts, spiritualists or mediums are strictly prohibited from the municipal cemeteries¹

¹ NOTE: *Struck-through language is language proposed to be deleted, Underlined language is amended language, sections that have been skipped or remain unchanged are shown as ***.*

- a. Activities that disrupt or impede the ability of stakeholders to peacefully visit tombs, lots, or other property for the purposes of maintenance or mourning are prohibited.
- b. Weddings, vow renewals, or other nuptial ceremonies shall be allowed subject to the rules and regulations set forth and with approval of the City Manager. The application shall be made least seven (7) days prior to the event and be subject to a special event fee.
- c. Athletic events, treasure hunting, scavenger hunting, loud gatherings and other activities or events determined to be offensive, sacrilegious, disrespectful or disruptive to the dignity and character of the cemetery are prohibited.

Sec. 12-8 - Types of Cemetery Tours

Cemetery tours may be conducted by walking or other means of non-vehicle based transportation. Nothing shall preclude use of a wheelchair or other medically necessary mobility device.

Tours may be conducted between the hours of 8:00am and 6:00pm, seven days a week.

Sec. 12-9 - After-Hour Events/Activities

Permission for after-hour activities may be requested for the hours of 6:00 AM – 8:00 AM and 6:00 PM – 8:00 PM.

No after-hour activities shall be permitted between the hours of 8:00 PM and 6:00 AM.

Permission for after-hour activities must be requested at least seven (7) days in advance.

Sec. 12-10 - Cemetery Tour and Special Event Fees

All commercial tours, organized groups, and special events in the municipal cemeteries, including those during normal business hours, will be required to pay a fee established by City of Apalachicola. The fee shall be set forth by the City Commission on an annual basis, in accordance with the current policy setting forth fees and charges.

Commercial Tour operators would be required to provide the City Manager with a copy of commercial insurance policy prior to conducting tours. The commercial insurance policy shall show the City as an additional insured.

OR

All commercial activity is prohibited within municipal cemeteries.

Sec. 12.11 - Tour and Activity Conflicts

Interment services shall have priority over tours, special activities, and events in all cemeteries. Tours may be prohibited from areas with open graves or funeral services, and groups may be asked to move or leave an area where interment services are scheduled.

The City Manager, or his or her designated representative, has the discretion to exclude tours or groups from any portion of any cemetery.

The tour guide must prevent guests from intruding upon any private service. Any tours or tour vehicles in close proximity to a funeral service should leave at once.

Sec. 12.12 - Cemetery Tour Guides

All cemetery tours must have a tour guide who is responsible for the tour party.

Tour guides must be familiar with and agree to abide by the rules and regulations and any other applicable laws, ordinances, or rules.

Sec. 12-13 - Cemetery Tour Guide Responsibilities

Tour guides are responsible for ensuring all employees and patrons abide by any applicable laws or ordinances and the cemetery rules and regulations as set forth herein.

Sec. 12-14 - Alcohol

Alcohol of any type is strictly prohibited from cemetery grounds. Person(s) caught with alcohol and/or intoxicated persons will be asked to leave the cemetery. Guides, organizers, or agency representatives condoning such behavior on cemetery property may be subject to a suspension of services on cemetery grounds.

Sec. 12-15 - Waste Disposal

Each tour or activity must provide its own means of waste disposal. No garbage is to be left on cemetery property. Cigarette butts are undesirable waste and are not to be littered or left on cemetery property.

Sec. 12.16 - Damage Reporting

The tour guide or group organizer shall immediately report any damage to trees, shrubbery, turf, coping, lot markers, roadways, or structures caused by a vehicle or guests of the tour/activity to the City Manager.

The tour company or group organizer will be responsible for compensating the City for any damages caused to City property.

Sec. 12.17 - Violations

Any individual or organization that habitually violates the Rules and Regulations of Municipal Cemeteries will be prohibited from holding future tours or events in the cemetery.

Section 2. Severability. If any portion of this Ordinance is declared invalid, the valid remainder hereof shall remain in full force and effect.

Section 3. Effective Date: This Ordinance shall become effective upon adoption.

First Reading on _____ :
Second Reading and Adoption on _____ :

ATTEST: City Commission of the
City of Apalachicola, Florida

By: _____
Sheneidra Cummings, City Clerk

By: _____
Brenda Ash, Mayor

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2025**

SUBJECT: **2025 National Volunteer Week Proclamation**

AGENDA INFORMATION:

Agenda Location: **New Business**
Item Number: **6**
Department: **Admin**
Presenter: **Mayor Brenda Ash**

BRIEF SUMMARY:

National Volunteer Week was established in 1974 and gives us the opportunity to celebrate one of our greatest resources in our communities, our volunteers. This week also encourages others to get involved in volunteering.

RECOMMENDED MOTION AND REQUESTED ACTIONS: **Adopt 2025 National Volunteer Week Proclamation and acknowledge Volunteer Week as April 20th – 26th 2025.**

FUNDING SOURCE: **N/A**

ATTACHMENTS: **Letter of Request; National Volunteer Week Proclamation**

STAFF'S COMMENTS AND RECOMMENDATIONS: **Approve.**

I am writing to request a proclamation or a similar document of recognition for National Volunteer Week. Volunteer Week is April 20th – 26th 2025, Since 2011, I have been requesting proclamations from county and city governments in my area, and I have even made some requests to the Governor's Office. Each time, I have received outstanding support.

National Volunteer Week was established in 1974 and gives us the opportunity to celebrate one of our greatest resources in our communities: our volunteers. This week also encourages others to get involved in volunteering. In recent years, volunteerism has declined at the national level, though locally, we have not seen as much of a decline. This year, I kindly ask for your support in recognizing Volunteer Week in Apalachicola. This initiative can demonstrate to future generations that volunteers are appreciated and celebrated for the time they dedicate to various organizations.

I have been a volunteer for my entire adult life, striving to give my time wherever I can. Like many volunteers, I do not seek recognition or praise for my contributions. In 2011, I realized that the essence of being a volunteer means not wanting recognition; however, I felt that someone should step forward to help acknowledge the efforts of volunteers.

I am asking for your help in recognizing and thanking our volunteers in Apalachicola & Franklin County. I appreciate your time and consideration.

John C. Solomon

City of Apalachicola Volunteer Week April 20th – 26th, 2025

WHEREAS, the entire community has the power to inspire, equip, and mobilize individuals to take action that changes the world; and

WHEREAS, individuals and communities are at the forefront of social change, realizing their ability to make a difference; and

WHEREAS, during the week of April 20th – 26th, 2025, volunteers across the nation will be recognized for their commitment to service; and

WHEREAS, giving of oneself in service to another not only empowers the giver but also enriches the recipient; and

WHEREAS, over 20.4% of Floridians volunteered in 2024; and

WHEREAS, volunteers are essential to building a caring and productive community; and

WHEREAS, a volunteer saves an organization an average of \$33.49 per hour nationally; and

WHEREAS, in Florida, a volunteer saves an organization an average of \$31.61 per hour; and

WHEREAS, volunteers dedicate their time and efforts solely to improve our community;

NOW, THEREFORE, we, the Apalachicola City Commission, do hereby proclaim the week of April 20th – 26th, 2025, as National Volunteer Week in Apalachicola, Florida. We encourage all citizens to engage in volunteer work and urge others to recognize those who selflessly share their time and talents with those in need.

Signed this _____ day of _____ 2025

“Volunteers don't get paid, not because they're worthless, but because they're priceless.” Sherry Anderson

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2024**

SUBJECT: Team Franklin Interlocal Agreement

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 7
Department: Admin
Contact:
Presenter: Commissioner Elliott

BRIEF SUMMARY: Last year an initiative was started to unite Franklin County towards the common goal of facilitating workforce housing and economic development. This revolutionary initiative, now known as Team Franklin, is the first of its kind in the State of Florida. The recommendation from counsel is to present the attached local agreement to affirm the decision the City of Apalachicola made at the Regular Meeting on June 4th, 2024, to participate in this groundbreaking initiative.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Motion to Approve

FUNDING SOURCE: None

ATTACHMENTS: Team Franklin Interlocal Agreement

STAFF'S COMMENTS AND RECOMMENDATIONS:

**INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM**

THIS INTERLOCAL AGREEMENT ("Interlocal Agreement") Creating Team Franklin, a Cooperative Development Program, is made and entered into by and among the following Florida governmental entities: the City of Apalachicola, the City of Carrabelle, the Eastpoint Sewer and Water District, the Franklin County School Board, the Sheriff of Franklin County, and Franklin County (each a "Party" and collectively the "Parties").

WHEREAS, the City of Apalachicola and the City of Carrabelle are municipal corporations created pursuant to Article VIII of the Florida Constitution and chapter 166, Florida Statutes; and

WHEREAS, the Eastpoint Sewer and Water District is a special taxing district created pursuant to chapter 67-1399, Laws of Florida (the "Special District"); and

WHEREAS, the Franklin County School Board Florida, is a body corporate and the authorized contracting agent for the school district of Franklin County, Florida, pursuant to Article IX of the Florida Constitution and chapter 1001, Florida Statutes (the "School District"); and

WHEREAS, the Sheriff of Franklin County, Florida, is the chief law enforcement officer in the County created pursuant to Article VIII of the Florida Constitution and section 125.01015, Florida Statutes (the "Sheriff"); and

WHEREAS, Franklin County is a political subdivision of the State of Florida created pursuant to Article VIII of the Florida Constitution and chapter 125, Florida Statutes (the "County"); and

WHEREAS, Section 163.01, Florida Statutes, the Florida Interlocal Cooperation Act of 1969 (the "Act"), authorizes governmental entities to provide services and facilities through the use of cooperative agreements for the mutual advantage of each governmental entity; and

WHEREAS, the Parties intend to cooperate to raise the profile of economic development in the County by developing a structure that is more inclusive of countywide interests, and by engaging in activities that make the Parties more competitive and attractive in a global and knowledge-based economy; and

WHEREAS, the Parties intend to diversify their respective economic benefits and advance their shared interests by growing their tax bases (where applicable), facilitating well-paying jobs for County residents that lead to new wages supporting local businesses, increasing educational opportunities, decreasing disconsolate views that can lead to crime, improving economic sustainability, protecting the natural beauty and ecosystems of the local environment, and other public benefits; and

WHEREAS, the Parties intend to more efficiently provide service to their residents and constituents by working cooperatively and therefore desire to enter into this Interlocal Agreement providing for joint administration of economic development under the recognizable brand "Team Franklin."

NOW THEREFORE, for and in consideration of the foregoing and the mutual covenants hereinafter contained, the Parties agree as follows:

Article I
Effective Date and Term

1. This Interlocal Agreement will be effective upon execution by each of the Parties and the County recording a fully executed copy of the Interlocal Agreement in the official records of Franklin County (the "Effective Date").

2. The Initial Term of this Interlocal Agreement will begin on the Effective Date and end on September 30, 2025. At the end of the Initial Term, this Interlocal Agreement will automatically renew for an additional one (1) year term and will automatically renew every year thereafter for successive one (1) year terms. Any Party may terminate its participation in this Interlocal Agreement by providing the other Parties written notice of termination.

3. Upon the Effective Date of this Interlocal Agreement all previous agreements among the Parties, whether in writing or otherwise, regarding Team Franklin, are hereby superseded and shall be null and void. All obligations between the Parties regarding Team Franklin shall be governed solely by the provisions of this Interlocal Agreement and any amendments thereto.

Article II
Team Franklin

1. There is hereby created Team Franklin, a separate legal and administrative entity and a public body corporate and politic established pursuant to section 163.01(7), Florida Statutes ("Team Franklin").

2. The purpose of Team Franklin is to advance the objectives articulated in the recitals above and to undertake such other purposes as permitted by law. In furtherance of the foregoing, Team Franklin is authorized to exercise all of the privileges, benefits, and powers available to it under Florida law. To carry out its purpose, Team Franklin shall exercise such powers, which shall include, but are not limited to, the power to make and enter into contracts and agreements necessary or incidental to the performance of its duties; to employ agencies, employees, consultants, advisors, experts, attorneys, and such other employees and agents as may in the judgment of Team Franklin be necessary, and to set their compensation; to sue or be sued in its own name; to receive and accept any aid or contributions from any source of either money, property, labor or other things of value, to be held, used or applied only for the purposes for which such grants and contributions may be made; to adopt a seal; and to adopt its own place of its official meetings. No enumeration of powers herein shall be deemed exclusive or restrictive

but shall be deemed to incorporate all implied powers necessary or incident to carrying out the purpose of Team Franklin.

3. Membership in Team Franklin shall be limited to public agencies as defined in section 163.01(3)(b), Florida Statutes, organized and operating within the geographic boundaries of Franklin County, Florida.

4. Membership of Team Franklin shall consist of the six Parties (each a "Member") and any other public agency that the Members may later admit by amendment of this Interlocal Agreement.

5. Team Franklin shall endure for as long as this Interlocal Agreement is effective or until its Members dissolve Team Franklin by majority vote. Upon termination, any assets of Team Franklin shall be allocated among Members based on their pro rata contributions.

6. Each Member shall appoint one representative to act on its behalf on Team Franklin (each a "Representative"). Each Representative shall have one vote on Team Franklin. At the time of selection and while acting as a Representative, each Representative shall be a public official of the respective Member. If any Representative shall cease to be a public official, resign, or be removed as the Representative of the respective Member, the Member shall appoint a new Representative within thirty days.

7. The Members hereby designate their respective Representative as follows:

- (a) County: Commissioner Jessica Varnes Ward
- (b) School District: Board member Melonie Inzetta
- (c) Special District: Commissioner Colton Sapp
- (d) Sheriff: Colonel Dwayne Coulter
- (e) City of Apalachicola: Commissioner Adriane Elliot
- (f) City of Carrabelle: Mayor Sabrina Brown

8. Any Representative may resign from Team Franklin by giving at least forty-five (45) days prior written notice to all other Representatives. The notice shall state the effective date of resignation, and the resignation shall take effect on that date. Each Member may in its sole discretion remove its Representative at any time and appoint a new Representative by resolution of the Member provided to all other Representatives. A Member may voluntarily remove itself from Team Franklin by written notice provided to each Member followed by Team Franklin's adoption of resolution recognizing the removal, which shall take place within thirty (30) days of the date of such written notice. Upon leaving office, a Representative shall turn over to Team Franklin upon request all records or copies thereof pertaining to Team Franklin.

Article III Meetings and Operations

1. Team Franklin shall meet at least once per calendar year. The board of directors shall consist of all Representatives, who at their first meeting shall appoint as officers a chairperson, a vice-chairperson, and a secretary-treasurer to conduct the meetings and perform

such other functions as herein provided or as Team Franklin may direct. The officers shall serve one (1) year terms unless they sooner resign or are otherwise removed by majority vote. The chairperson and the vice-chairperson shall be authorized to take such action and sign such documents on behalf of Team Franklin and in furtherance of its purposes as shall be approved by resolution of Team Franklin. The secretary-treasurer (or designee) shall keep minutes of all meetings, proceedings and acts of Team Franklin, but such minutes need not be verbatim. Copies of all minutes of the meetings of Team Franklin shall be provided to all Representatives. As often as necessary, Team Franklin may appoint by resolution an executive director, who may be a Representative and who shall perform such functions and duties as prescribed by Team Franklin.

2. In addition to its annual meeting, Team Franklin shall meet at such times and at such places within Franklin County as it may approve, at the request of the chairperson or at the request of a majority of the Representatives. Before a meeting, the chairperson shall set forth the date, time, location and purpose of the meeting and furnish notice to each Representative not less than fourteen (14) days before the date of the meeting. Such notice shall specify the date, time, location and purpose of such meeting and any action proposed to be taken. Emergency meetings may be held in the manner provided by the laws of the State of Florida.

3. The affairs, actions and duties of Team Franklin shall be undertaken at duly called and noticed public meetings. At any meeting at which any official action is to be taken, a majority of the Representatives shall constitute a quorum, and a majority vote of the Representatives present shall be the act of Team Franklin. A certificate, resolution or instrument signed by the chairperson or the vice-chairperson shall be evidence of the action of Team Franklin, and any such certificate, resolution or other instrument so signed shall conclusively be presumed to be authentic. Likewise, all facts and matters stated therein shall conclusively be presumed to be true.

4. Team Franklin shall conduct its meetings as public meetings in accordance with chapter 286, Florida Statutes.

5. Team Franklin is agency for purposes of chapter 119, Florida Statutes, and its secretary-treasurer (or designee) shall be custodian of its public records.

6. Team Franklin Representatives shall act in accordance with the ethics standards of chapter 112, Florida Statutes, and their respective Member ethical requirements.

7. Team Franklin may from time to time adopt policies or procedures relating to its actions as it deems necessary or desirable to its successful operation. Such policies or procedures shall be approved by a two-thirds (2/3) vote of Members, and any amendments shall also be approved by a two-thirds (2/3) vote.

8. No Representative of Team Franklin shall be liable for any action taken in good faith or for an omission, or for any act or omission by any other Representative.

Article IV
Financial Matters

1. There shall be no cost for membership in Team Franklin.
2. Members shall be responsible for their respective Representative's costs of serving on Team Franklin.
3. Team Franklin may establish policies or procedures for reimbursement of Members' or Representatives' necessary expenses incurred in accordance with the terms of this Interlocal Agreement.
4. Team Franklin will determine the appropriate means for funding its operations, which may include voluntary contributions of Members or other public or private parties, including grants. Team Franklin shall establish an annual budget.
5. Team Franklin shall have no authority to create debts, liabilities or other obligations that are binding upon its constituent Members. Any debts, liabilities, or obligations of Team Franklin shall not constitute the debts, liabilities, or obligations of any of the Parties hereto.
6. No Member shall be required to borrow money or incur any debt obligation for Team Franklin or to participate in any Team Franklin program except upon the election of such Member and the execution of any related program documents.
7. Members' obligations of any kind pursuant to this Interlocal Agreement, or any subsequent agreement entered into pursuant to this Interlocal Agreement, are subject to Florida law regardless of whether a particular obligation has been expressly so conditioned. Since funds are appropriated annually by Members on a fiscal year basis, a Member's legal liability for the payment of any costs will not arise unless and until appropriations for such costs are approved by the Member or its governing board for the applicable fiscal year (nor will such liability arise if a request for such appropriations is excluded from the budget approved for any Member).
8. Neither this Interlocal Agreement nor participation in Team Franklin shall constitute an indebtedness of any Member or an obligation for which any member is obligated to levy or pledge any form of taxation or for which any Member has levied or pledged any form of taxation.
9. No Representative or other officer, employee, or other natural person or agent of a Member will have any personal liability for the obligations of Team Franklin.

Article V
Indemnification

1. Each Member agrees to indemnify and save harmless the other Members and their Representatives, agents, officials, and employees against all injuries, deaths, losses, damage, claim,

suits, liabilities, judgments, costs, attorney fees, and expenses which may accrue against the other Members as a consequence of the intentional or negligent acts of the indemnifying Member's Representatives, employees, agents, or licensees arising out of the performance of each Member's obligations under this Interlocal Agreement up to the maximum limits provided by Section 768.28, Florida Statutes. Nothing contained in this Interlocal Agreement shall constitute a waiver of sovereign immunity or of the limitations on liability provided to any Member under the Florida Constitution or general law. In the event of any threatened or impending action that may give rise to a claim under the terms of this article, the Member seeking indemnification for such claim must promptly give written notice to the other Members. The indemnity provided herein shall not apply to any settlement agreement entered into by one Member without the consent of the indemnifying Members. The terms of this article shall survive the termination of this Interlocal Agreement.

Article VI
Notices

1. Any notice, demand, request, consent, approval or other communication authorized or required hereunder (excluding day-to-day communication in the administration of this Interlocal Agreement in the ordinary course) shall be in writing. Notices to Team Franklin or to a Member shall be addressed to the addresses provided below, or such other addressee or addresses as Team Franklin or a Member may from time to time designate by written notice to the other Members:

If to Team Franklin:	Adriane Elliott 192 Coach Wagoner Blvd. Apalachicola, Florida 32320 Email: aelliott@cityofapalachicola.com
With copy to:	Bill Williams 270 State Road 65 Eastpoint, Florida 32328 Email: w.williams@franklinsheriff.com
If to County:	Michael Morón, County Coordinator 33 Market Street, Suite 203 Apalachicola, FL 32320 Email: michael@franklincountyflorida.com
With copy to:	Thomas "Mike" Shuler Law Offices of Thomas M. Shuler, P.A. 34 4th St Apalachicola, FL 32320-1702 Email: mshuler@shulerlawfl.com

If to City of Apalachicola: Sheneidra Cummings, City Clerk
192 Coach Wagoner Blvd.
Apalachicola, Florida 32320
Email: scummings@cityofapalachicola.com

With copy to: Daniel W. Hartman
Hartman Law Firm, P.A.
PO Box 10910
Tallahassee, FL 32302-2910
Email: dan@fllegalteam.com

If to City of Carrabelle: Sebrina Brown, Mayor
1206 Hwy 98 East
Carrabelle, FL 32322
Email: sbrown@mycarrabelle.com

With copy to: Daniel W. Hartman
Hartman Law Firm, P.A.
PO Box 10910
Tallahassee, FL 32302-2910
Email: dan@fllegalteam.com

If to School District: Superintendent Steve Lanier
85 School Road, Suite 1
Eastpoint, FL 32328
Email: slanier@fcsdfl.org

With copy to: Donna Duncan
80 Market Street
Apalachicola, Florida 32320
Email: dduncan@fairpoint.net

If to Special District: Billy Fuentes, Administrator
40 Island Drive
Eastpoint, FL 32328
Email: billy@ewsdfl.com

With copy to: Morgan Thompson, Office Manager
40 Island Drive
Eastpoint, FL 32328
Email: morgan@ewsdfl.com

If to Sheriff: Sheriff A. J. "Tony" Smith

270 State Road 65
Eastpoint, FL 32328
Email: sheriff@franklinsheriff.com

With copy to:

Deborah Dempsey
270 State Road 65
Eastpoint, FL 32328
Email: d.dempsey@franklinsheriff.com

2. For purposes of this Interlocal Agreement, "written" communication, communication "in writing," or information "expressly" indicated includes electronic documents that are conveyed via electronic means.

3. "Electronic document" means agreement-related communications, including attachments, and including the Interlocal Agreement itself, that are in an electronic or digital format. Electronic documents may be signed electronically, and the electronic signatures appearing on such documents shall have the same legal effect for all purposes, including validity, enforceability and admissibility, as a handwritten signature.

4. "Electronic means" means electronic transmittal, upload/download from a secure Member website, or other means that allow: (a) the reliable transmission of electronic documents; (b) the documentation of transmissions, including sending and receipt; (c) printing of the transmitted electronic document by the recipient; (d) the storage and archiving of the electronic document by sender and recipient; and (e) the use by recipient of the electronic document for purposes permitted by the Interlocal Agreement. Electronic means does not include the use of text messaging or consumer social media services.

5. An electronic document delivered via electronic means shall be sufficient to bind the Members in lieu of a hard-copy original. This Interlocal Agreement and related electronic documents may be created, executed, and retained electronically and delivered via electronic means.

6. Any notices shall be deemed given when addressed to the designated point of contact and upon the earlier of (a) delivery by hand, (b) 24 hours after delivery by electronic means, or (c) five calendar days after regular United States mail.

Article VII Dispute Resolution

1. In the event of a dispute between or among any Team Franklin Members arising under or relating to this Interlocal Agreement or the conduct of Team Franklin, the respective Members' chief administrators or their respective designee(s) shall review the dispute and negotiate a mutually acceptable resolution. Any dispute not resolved by the designee(s) shall be referred to the chief administrators to come to a mutually acceptable resolution. If the chief

administrators are unable to agree, the matter shall be referred to the respective governing board, which must hold a joint meeting to resolve the matter. If the matter is not resolved at the joint meeting of the governing boards, the Members may avail themselves of any other available legal rights or remedies available. This process shall substitute for the dispute resolution process set forth in Chapter 164 of the Florida Statutes.

Article VIII
Miscellaneous

1. Nothing contained herein shall be deemed to authorize the delegation of the constitutional or statutory duties of the State or the Team Franklin Members or any officers thereof.

2. All of the privileges and immunities from liability; exemptions from laws, ordinances and rules; and pensions and relief, disability, workers' compensation, and other benefits which apply to the activity of officers, agents or employees of any public agents or employees of any governmental agencies when performing their respective functions within the territorial limits of their respective governmental agencies shall apply to the same degree and extent to the performance of such functions and duties of such officers, agents or employees extraterritorially under the provisions of this Interlocal Agreement.

3. This Interlocal Agreement constitutes the sole and complete understanding between the Parties and supersedes all other agreements between them, whether oral or written with respect to the subject matter. No amendment, change, or addendum to this Interlocal Agreement is enforceable unless agreed to in writing by the Parties and incorporated into this Interlocal Agreement.

4. This Interlocal Agreement embodies the entire understanding of the Parties regarding the subject matter hereof, and there are no further or other agreements or understandings, written or oral, among the Parties relating to the subject matter hereof.

5. By the signatures affixed hereto, the Parties intend to be bound by the terms and conditions hereof. This Interlocal Agreement is binding upon and shall inure to the benefit of the Parties and their respective heirs, executors, administrators, successors and assigns.

6. This Interlocal Agreement may be executed in counterparts, each of which shall be deemed an original and which taken together shall constitute one Interlocal Agreement.

7. The laws of the State of Florida govern the rights, obligations, and remedies of the Parties under this Interlocal Agreement. The exclusive venue for any legal or judicial proceedings in connection with the enforcement or interpretation of this Interlocal Agreement is the Circuit Court of the Second Judicial Circuit in and for Franklin County, Florida.

8. Each Party has had the opportunity to be represented by legal counsel of the Party's choice with respect to this Interlocal Agreement. This Interlocal Agreement shall be deemed to have been drafted jointly by the Parties and, in the event of any ambiguity, shall not

be construed or interpreted against a drafting Party. No Party has relied upon any representations or statements made by another Party which are not specifically set forth in this Interlocal Agreement.

9. The provisions of the Interlocal Agreement are intended to be severable. However, the material provisions of the Interlocal Agreement are dependent upon one another, and such interdependence is a material inducement for the Parties to enter into this Interlocal Agreement. Therefore, should any material term, provision, covenant, or condition of the Interlocal Agreement be held invalid or unenforceable by a court of competent jurisdiction, the Party protected or benefited by such term, provision, covenant, or condition may demand that the Parties negotiate such reasonable alternate language or provisions as may be necessary either to restore the protected or benefited Party to its previous position or otherwise mitigate the loss of protection or benefit resulting from the holding.

10. Inventions conceived in the performance of the Interlocal Agreement shall remain the property of the originating Party. In the case of joint inventions, the Parties shall engage in good faith negotiations to establish their respective intellectual property rights. Failing agreement, each Party shall have equal ownership and rights in such joint inventions, without further obligation or accounting any other Party.

11. No delay or failure on the part of a Party to exercise any right or remedy accruing to such Party upon the occurrence of an event of violation shall affect any such right or remedy, be held to be an abandonment thereof, or preclude such Party from the exercise thereof at any time during the continuance of any event of violation. No waiver of a single event of violation shall be deemed to be a waiver of any subsequent event of violation.

[Remainder of page blank - signatures follow]

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the County on this ____ day of _____, 2025.

**BOARD OF COUNTY COMMISSIONERS
OF FRANKLIN COUNTY, FLORIDA**

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the City of Apalachicola on this ____ day of _____, 2025.

CITY OF APALACHICOLA, FLORIDA

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the City of Carrabelle on this ____ day of _____, 2025.

CITY OF CARRABELLE, FLORIDA

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the Eastpoint Sewer and Water District on this ____ day of _____, 2025.

EASTPOINT SEWER AND WATER DISTRICT

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the Franklin County School Board on this ____ day of _____, 2025.

FRANKLIN COUNTY SCHOOL BOARD

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

INTERLOCAL AGREEMENT
CREATING "TEAM FRANKLIN"
A COOPERATIVE DEVELOPMENT PROGRAM

IN WITNESS WHEREOF, this Interlocal Agreement has been executed by and on behalf of the authorized officers and representatives of the Sheriff of Franklin County, Florida, on this ____ day of _____, 2025.

SHERIFF OF FRANKLIN COUNTY, FLORIDA

By: _____

(Seal)

ATTEST:

Approved as to form and sufficiency:

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2025**

SUBJECT: Housing Authority Board Appointment

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 8
Department: Admin
Presenter: Mayor Brenda Ash

BRIEF SUMMARY:

At the board meeting held on February 5, 2025, the Executive Director recommended tenant Billy Shirah to serve as the Resident Commissioner. The Board of Commissioner accepted the Executive Director recommendation for Resident Commissioner.

RECOMMENDED MOTION AND REQUESTED ACTIONS: Approve the recommendation.

FUNDING SOURCE: N/A

ATTACHMENTS: Letter of Request; National Volunteer Week Proclamation

STAFF'S COMMENTS AND RECOMMENDATIONS: Approve.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: March 4, 2025**

SUBJECT: Tree Ordinance

AGENDA INFORMATION:

Agenda Location: New Business
Item Number: 9
Department: Administration
Contact: Scott Davis, Tree Committee Chair
Presenter: Dan Hartman

BRIEF SUMMARY: City Manager Wade met with the Tree Committee and discussed revisions to the Tree Ordinance. The discussion resulted in the attached revisions to the Ordinance. Committee Member Winterringer drafted the attached draft Ordinance with the highlighted changes.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Approve First Reading and proceed with adoption process.

FUNDING SOURCE: N/A

ATTACHMENTS:

Tree Ordinance 2025-02

STAFF'S COMMENTS AND RECOMMENDATIONS:

ORDINANCE NO: 2025-02

AN ORDINANCE OF THE CITY OF APALACHICOLA, FLORIDA, PROVIDING FOR THE AMENDMENT OF PART II, SUBPART B, CHAPTER 105, ARTICLE II, TREE PROTECTION, SECTIONS 105-21 THROUGH 105-30; CHAPTER 109, ARTICLE II, SITE PLAN REVIEW REGULATIONS SECTIONS 109-46 THROUGH 109-51 AND CREATING CHAPTER 111, ARTICLE I, SITE PLAN REVIEW REGULATIONS SECTION(S) 111-10 THROUGH 111-15; PROVIDING FOR PURPOSE; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

FINDINGS:

WHEREAS, the City of Apalachicola is a Florida Municipality duly incorporated, with all the rights and powers as provided in s. 2(b), Art. VIII of the State Constitution.

WHEREAS the City to provide clarification and additional guidance regarding the protection of trees located within the City. The amendments provide for additional definitions, permitting considerations and enforcement;

WHEREAS, the City of Apalachicola has determined that it is in the public interest to adopt amendments to its Land Development Code pertaining to Tree Protection and Site Plan Review;

WHEREAS, included in this Ordinance is the relocation of the general Site Plan Review Regulations being amended in order to remove them from Chapter 109 and move them to Chapter 111 as indicated for clarity; and

NOW, THEREFORE, BE IT ORDAINED BY THE CITY COMMISSION OF THE CITY OF APALACHICOLA, FLORIDA, that:

NOTE: ~~Struck through language~~ is language proposed to be deleted, Underlined language is amended language, and * represents sections that have been skipped and that remain unchanged.**

Chapter 105 ENVIRONMENT

ARTICLE II. TREE PROTECTION

Sec. 105-21. Purpose and intent.

- (a) Trees are recognized to be a valued asset, providing a healthier and more beautiful environment in which to live. Tree preservation enhances the value and marketability of property and thereby promotes the stability of residential neighborhoods, making them more livable and desirable.
- (b) This article establishes protective regulations for tree preservation and a permitting process to ensure good management practices on private and city-owned property, including utility easements for continued healthy and beautiful trees.

Sec. 105-22. Definitions.

Tree. A woody plant having one or more well-defined trunks capable of being maintained with a clear trunk and normally growing to an overall height at maturity of a minimum of 15 feet.

Diameter at breast height. The diameter of a tree trunk as measured four and a half (4 ½) feet above ground level.

Dead. In a state of irrecoverable decline with more than 50 percent of leaves, branches, and limbs not alive.

Drip line. The limiting line established by a series of perpendicular drop points marking the maximum radius of the crown of an existing tree, but not less than ten feet from the trunk, whichever is greater.

Heritage tree. A protected native tree (section 105-23) whose trunk is 35 or more inches in diameter at breast height.

Relocate. As used in article II, tree protection regulations and elsewhere in this Code, the digging up of a protected tree by a property owner from a place on the owner's property and the planting of the same tree in another place on the same property or in a public place.

Substantial alteration. The heavy cutting of top branches (topping), cutting of major lower limbs (elevating), or significant trimming of a tree that alters the natural symmetry of the tree. The term does not include customarily accepted practices used by certified arborists for pruning shade trees.

Sec. 105-23. Protected native trees.

The native trees predominately foresting the City of Apalachicola are:

- Bald and pond cypress (*Taxodium distichum* and *Taxodium ascendens*),
 - Eastern and southern redcedar (*Juniperus virginiana* and *Juniperus silicicola*),
 - Live oak (*Quercus virginiana*),
 - Longleaf pine (*Pinus palustris*),
 - Sabal (cabbage) palm (*Sabal palmetto*),
 - Southern magnolia (*Magnolia grandiflora*), and
-

Sycamore (*Platanus occidentalis*).

Individual trees of these species having diameters of eight or more inches at breast height are protected (hereinafter referred to as "protected trees"). Other native trees and all nonnative trees are not protected.

Sec. 105-24. Preservation of heritage trees.

No heritage tree on privately- or city-owned property shall be removed or substantially altered by a private landowner or a department of the city unless:

- (1) Under a declared emergency (section 105-25(1)(c)) or in the case of an imminent hazard (section 105-25(2)), the city manager, or in the manager's absence the manager's designee (e.g., code enforcement officer), finds for a specific tree that immediate action is required to eliminate a condition endangering public safety or property.
- (2) In a non-emergency or non-imminent hazard situation:
 - a. On private property, coincident with the planning and zoning board's approval of a proposed development plan that is conditional on a tree permit application being approved, the city manager approves the issuance of a tree permit to a private landowner to remove or substantially alter a tree on a lot because not doing so would make the lot undevelopable for any principal structure (section 105-26(1)(c)).
 - b. On private property when no development is proposed or on city property, the city manager documents in writing his or her reasons for allowing removal or substantial alteration (sections 105-26(1)(c) and 105-26(2)(c)).

Sec. 105-25. Activities exempted from or requiring a tree permit.

- (1) A tree permit is not required for the following exempt activities:
 - a. Unprotected trees—The removal, relocation, or substantial alteration of:
 - Native trees not listed in section 105-23;
 - Native trees listed in section 105-23 that are less than eight inches in diameter at breast height;
 - Cultivated varieties of once native trees developed by selective breeding and sold by plant nurseries;
 - and
 - Nonnative trees, including invasive species.Dead trees when the code enforcement officer inspects the trees and agrees they are dead.
 - b. As provided by State law (F.S. § 163.045), the pruning, trimming, or removal of a tree on a residential property if the property owner possesses documentation from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect that the tree poses an unacceptable risk to persons or property. A tree poses an unacceptable risk if removal is the only means of practically mitigating its risk below moderate, as determined by the tree risk assessment procedures outlined in Best Management Practices - Tree Risk Assessment, Second Edition (2017).
 - c. Pruning—Pruning of unprotected trees, and light pruning of protected trees that does not substantially alter the protected trees.
 - d. Emergency—The removal or substantial alteration of any significantly-damaged, protected, non-heritage tree during or following a natural or man-made disaster (e.g., hurricane, tornado, high wind, flood, or forest fire) when the city commission or manager declares a state of emergency and determines that permitting requirements will hamper private or public work to restore safety and order to the city. City permission is required to remove or substantially alter a heritage tree (section

105-24(1)). In the interest of expeditiously addressing damaged heritage trees, the city's oral permission is sufficient, and written permission is not required.

- e. Highway and electric utility rights-of-way—The removal or trimming of protected trees by:

The Florida Department of Transportation along roads under its jurisdiction to maintain safe lines of sight at road intersections and alleys and horizontal clearance areas along roadways where errant vehicles leaving the roadway might travel.

The electric utility along power lines necessary for the maintenance of accepted public safety standards and system reliability.

- (2) A tree permit is required for the following activities.

Any removal or substantial alteration of a protected tree not exempted in section 105-25(1). Some specific situations requiring a permit include:

Imminent hazard—The removal or substantial alteration of a protected tree when an applicant proposes that immediate action is required due to a condition endangering public safety or property.

Diseased or pest-infested tree—The removal or substantial alteration of a diseased or pest-infested, protected tree when an applicant proposes that doing so will prevent the spread of the disease or pests to healthy trees.

Storm-damaged tree—The removal or substantial alteration of a protected tree damaged by a storm for which the city commission or manager did not declare a state of emergency.

Tree in decline—The removal or substantial alteration of a protected tree that has lost vigor and displays pale green or yellow leaf color, small leaves, poor growth, leaf drop, or dieback of twigs and branches. A tree in decline is not a dead tree.

Sec. 105-26. Permits for removal, relocation, or substantial alteration of protected trees.

Any person wishing to remove or substantially alter a protected tree shall submit an application to the code enforcement officer.

A tree permit shall be issued to remove or substantially alter a protected tree only if such action is in compliance with these article II requirements and the section 109-51 site plan requirements.

Substantial alteration of a protected tree shall be allowed only under a declared emergency (sections 105-24(1) and 105-25(1)(c)), when a permit is obtained in the case of an imminent hazard (sections 105-24(1) and 105-25(2)), or when a permit is obtained in a non-emergency or non-imminent hazard situation to eliminate limbs that encroach on an adjacent structure.

- (1) Private property.

- a. If the proposed tree removal or substantial alteration is in conjunction with proposed development the planning and zoning board reviews (e.g., a newly-proposed structure, the expansion of an existing structure where the footprint increases in size, the construction of a driveway or walkway, or other such development that disturbs the land surface), the code enforcement officer shall implement these tree protection requirements at the time the planning and zoning board reviews and decides to approve, conditionally approve, or disapprove the site plan.
- b. If the proposed tree removal or substantial alteration is not in conjunction with proposed development that the planning and zoning board reviews (e.g., tree removal due to tree roots affecting the structural integrity of a building foundation), the code enforcement officer, city manager, or a designee shall implement these tree protection requirements at the time he or she reviews and makes a decision on the tree removal or substantial alteration application. Only the city manager shall make decisions on heritage trees (subsection c).

- c. If the proposal is the removal or substantial alteration of a heritage tree, the code enforcement officer shall provide a copy of the tree application to the tree committee appointed by the city commission. The committee shall review the tree permit application and make a recommendation to the city manager.

When proposed removal or substantial alteration of a heritage tree is in conjunction with a development plan for a privately-owned lot that is reviewed by the planning and zoning board, the city manager shall allow removal or substantial alteration of the heritage tree only when no principal structure could be legally built on the lot taking into consideration the location of the tree and such requirements as setbacks and minimum required size for single-family dwellings. Through the variance process the board of adjustment may consider reducing setbacks or minimum dwelling size if doing so would spare the tree.

The city manager's reasons for allowing removal or substantial alteration of a heritage tree shall be documented in writing.

(2) City property.

- a. A person wanting to remove or substantially alter a protected tree on city property adjacent to private property owned by the person (e.g., to create an entryway to a proposed driveway on private property) shall apply for a tree permit. Cost of the permit and tree removal or substantial alteration shall be borne by the applicant.
- b. A city department wanting to remove or substantially alter a protected tree on city property shall make a request to the code enforcement officer. To document the request, the code enforcement officer shall prepare a tree application for the proposed action. Removal or substantial alteration of the tree shall not occur unless the code enforcement officer, city manager, or one of their designees approves the removal or substantial alteration.
- c. If the proposal is the removal or substantial alteration of a heritage tree, the code enforcement officer shall provide a copy of the tree application to the city manager and tree committee appointed by the city commission. The committee shall review the tree permit application and make a recommendation. The city manager shall make a decision on the proposal and document in writing the reasons for allowing any removal or substantial alteration.

As a condition of approval, decision makers may require that certain protected trees or native trees listed in section 105-23 that are less than eight inches in diameter at breast height be relocated from the area of proposed development to an undeveloped location.

Under a tree permit, thinning of healthy protected trees may be justified if selective removal of trees improves the development of remaining trees and allows them to grow faster and in a fuller, characteristic form.

To ensure that a tree permit is not prematurely issued for a proposed development that is never approved, the tree permit and building permit will be issued simultaneously.

Sec. 105-27. Protection of trees during building operations.

Within the drip line radius of a protected tree, the following activities shall not occur during development, redevelopment, or improvement: deposition of debris and fill; storage of gasoline, oil, paint, chemicals, and other toxic materials harmful to trees; and attachment of wire to trees.

Driveways and sidewalks of impervious concrete and asphalt may not be constructed within the drip line of protected trees.

Sec. 105-28. Utility easement trimming.

Electric utility companies and their contractors that perform vegetation maintenance and tree pruning or trimming within electric utility right-of-way corridors shall do so in accordance with the following requirements. As defined in State law (F.S. § 163.3209), "vegetation maintenance and tree pruning or trimming" means "the mowing of vegetation within the right-of-way, removal of trees or brush within the right-of-way, and selective removal of tree branches that extend within the right-of-way."

- (1) All tree management will be limited to what is necessary for the proper maintenance of existing and new utility facilities in order to provide safe and reliable utility service.
- (2) Prior to vegetation maintenance and tree pruning or trimming, the utility shall provide the city manager with a minimum of five business days' advance notice. Such advance notice is not required for vegetation maintenance and tree pruning or trimming required to restore electric service or to avoid an imminent vegetation-caused outage.
- (3) The electric utility shall meet with the city manager, or the manager's designee (e.g., code enforcement officer), to discuss and submit the utility's vegetation maintenance plan, including the utility's trimming specifications and maintenance practices. The plan shall identify any heritage trees that are proposed for trimming and the amount of trimming proposed.
- (4) Vegetation maintenance and tree pruning or trimming conducted by utilities shall conform to American National Standards Institute (ANSI) A300 (Part I)—2008 (R2014) pruning standards and ANSI Z133.1-2000 Pruning, Repairing, Maintaining, and Removing Trees, and Cutting Brush—Safety Requirements.
- (5) Vegetation maintenance and tree pruning or trimming conducted by utilities must be supervised by qualified electric utility personnel or contractors licensed to do business in the City of Apalachicola and trained to conduct vegetation maintenance and tree trimming or pruning consistent with these requirements or by certified arborists certified by the certification program of the International Society of Arboriculture. Trimming of patriarch trees may only be performed by certified arborists.

Sec. 105-29. Reforestation fund.

Fees collected for the lawful removal of protected trees shall be placed in a reforestation fund maintained by the City of Apalachicola. (Fees for the administrative processing of tree permit applications and fines for the unlawful removal or substantial alteration of protected trees (section 105-30) shall not be placed in the reforestation fund.) Reforestation fund fees shall be spent to acquire, install, and maintain, and promote a reforestation program on city property, primarily in parks, squares, and along highway and street corridors.

The city, by resolution, is authorized to set and change the permit application fee and any corresponding reforestation fund fee for permits applied for in this article, which resolutions are incorporated by reference herein.

Sec. 105-30. Penalties for violations.

Any person that removes or substantially alters a protected tree before a tree permit is obtained shall be charged a doubled permit application processing fee for an after-the-fact permit.

If an after-the-fact tree permit is not issued because the tree removal or substantial alteration is not in accordance with these tree protection regulations, a fine in the amount specified in section 101-143 shall be imposed. Each tree that is illegally removed or substantially altered is a separate offense.

Any person that illegally removes or substantially alters a patriarch tree shall be fined up to \$25,000.00.

Commercial tree care contractors or general contractors are required to be licensed by the city in order for them to conduct business within the city. Commercial tree care contractors or general contractors hired by the City

of Apalachicola to complete tree removals or substantial alterations must show proof of commercial general liability insurance in the amount of \$1,000,000.00 per occurrence for bodily injury and property damage with a provision that does not allow cancellation without 30 days written notice to the city. Two or more violations of any provision of these tree protection requirements by any commercial tree care contractor or general contractor may result in revocation of such person's license to do business within the city.

Chapter 109 HISTORIC PRESERVATION

ARTICLE II. HISTORIC AND CULTURAL PRESERVATION REGULATIONS

Sec. ~~111-10109-46~~. Purpose and intent.

The public health, safety and welfare require the harmonious, orderly and progressive development of land within the City of Apalachicola. The development of the land is a vital step in the process of community development. Once land has been developed, the correction of defects is costly and difficult. Substantial public responsibility is created by each new development, involving the maintenance of streets and storm water management systems and the provision of additional public services. As the general health, safety and welfare of the community are thereby affected by the development of land, it is in the direct interest of the public that site development be conveyed, designed and carried out in accordance with sound land and water management principles.

The purpose and intent of this chapter is to assure that new development within Apalachicola will not adversely affect the public's natural or financial resources, especially Apalachicola Bay or its tributaries.

Sec. ~~111-11109-47~~. Applicability.

This chapter establishes procedures and standards for the preparation, review and approval of plans to carry out development.

Sec. ~~111-12109-48~~. Procedures for site plan application, review and decision.

(1) *Pre-application conference.*

- a. It is recommended that the applicant meet with the city planner, building department and building official to discuss the proposed development prior to submitting a formal application. The purpose of this conference is to familiarize the applicant with minimum design guidelines and to minimize any potential adverse impacts of the proposed development on the city's natural or financial resources.

(2) *Application.*

- a. An approved site plan is required prior to the issuance of a building permit. It shall be considered unlawful for any person to construct, erect or alter a building or structure or to develop, change or improve land for which a site plan is required except in accordance with an approved site plan. Enforcement shall occur pursuant to Chapter III of this Code for failure to obtain a permit or for failure to follow a permit.
- b. The site plan shall be prepared in accordance with requirements contained in this section. For a plan to be placed on the agenda of the next planning and zoning board meeting, the plan must be received by the building department and considered complete no less than 30 days prior to the planning and zoning board meeting.
- c. The applicant shall submit four copies of all parts of the site plan. Electronic copies of site plans and building plans may also be submitted if available.

(3) *Review.*

- a. The city planner and building department shall review the site plan to determine whether all required information is included in the application. If any required information is missing, the building department shall inform the applicant of any information require to complete the application.
- b. All site plans for architectural compatibility shall be reviewed by the planning and zoning board sitting as the architectural review board.

(4) *Decision.*

- a. Based upon the information contained in the site plan application, the planning and zoning board shall approve, approve subject to stated conditions, or deny the site plan. Any person aggrieved by the decision of the planning and zoning commission may, in accordance with Chapter III, file a written appeal within the city commission.

(5) *Construction.*

- a. Upon site plan approval and issuance of a building permit, the development shall be built in accordance with the approved site plan and site regulations. Deviation from the approved site plan shall require the submission of an application for a revised site plan.

Sec. ~~111-13~~ ~~109-49~~. Fees.

Application fees for site plan review, as adopted from time to time by the city commission, must be paid by the applicant at the time of application.

Sec. ~~111-14~~ ~~109-50~~. Time limit on approval.

Following approval of the site plan, the applicant shall have one year, unless to commence construction on the site. Notwithstanding the above time frame, site plans for multifamily development and new non-residential development shall be effective for two years. Any site where development has not commenced shall cause the site plan to be re-evaluated by the appropriate bodies and any newly adopted regulations shall be imposed at the discretion of the city.

Sec. ~~111-15~~ ~~109-51~~. Site plan requirements.

- (1) Site plans or any portion thereof involving engineering shall be certified, sealed, and prepared by and/or under the direct supervision of a professional engineer, qualified by training and experience into the specific technical field involved and registered or licensed to practice that profession.
- (2) Site plans shall contain documents and maps indicating:
 - a. General information:
 - i. Name of project.
 - ii. Intended use of site.
 - iii. Legal description of the property, size of parcel in acres or square feet and the linear dimensions of the property.
 - iv. Name, address and telephone number of the owner or owners of record.
 - v. Name, address and telephone number of the owner's designated agent or attorney.
 - vi. Names, addresses, signatures and registrations of the professionals preparing the plan.
 - b. Maps:

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- i. Vicinity map, showing relationship of proposed development to the surrounding streets, wetlands and surface water bodies at a scale of not less than one inch equals 2,000 feet.
 - ii. Site plan map with date and north arrow at a scale not smaller than one inch equals 50 feet.
 - iii. Elevation survey and topography at one foot contour intervals, existing and proposed.
 - iv. Building restriction lines (i.e., highway setback lines, easements, covenants, rights-of-way, and building setback lines, existing and proposed).
 - v. Location of existing and proposed building and structure footprints.
 - vi. Location, elevation, and dimensions and materials of existing and proposed drive areas, or other paving.
 - vii. Location of existing and proposed fences by type of material (e.g., wood or metal), type of design (open or closed) and height.
 - viii. Location of existing and proposed walls by type of material (e.g., brick or masonry).
 - ix. Location of each proposed, off-street parking space (regular and handicapped) and how they will be identified on site with paint or curb stops, including a diagram showing traffic circulation on site and access and egress to adjacent street.
 - x. Location of proposed, designated loading and unloading zones.
 - xi. Location of temporary and permanent structures and features proposed in the stormwater management plan.
 - xii. Species and size (inches diameter breast height) of existing protected trees and which of these trees are proposed to be removed, relocated, or substantially altered.
- c. Proposed buildings and structures:
- i. Number of stories.
 - ii. Square footage grosses each floor.
 - iii. Building height.
 - iv. Multi-family dwellings.
 - (i) Number and square footage of dwelling units and density (dwelling units per acre).
 - (ii) Calculation of off-street parking spaces required by supplementary parking section showing the number of dwelling units and spaces.
 - v. Commercial. Calculation of off-street parking spaces required by Chapter IV Zoning District supplementary parking section showing:
 - (i) Projected number of employees on peak shift.
 - (ii) If an eating and/or drinking establishment, seats and occupancy load and number of tables for service and number of stools at service counter.
 - (iii) If an office, studio or financial institution, floor space
 - (iv) If a retail establishment, floor space devoted to merchandising.
 - (v) If a child care center, floor space.
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- d. Lot coverage allowed by the zone and calculations showing proposed lot coverage. Materials used to cover surface drive areas, walkways, patios and other areas counting as lot coverage.
- e. New multi-parcel (e.g., subdivision), commercial, and multi-family developments:
- i. Existing infrastructure (on-site, adjacent to site, and across or opposite any public right-of-way.)
 - Surface drive areas and median/curb cuts to access driveways.
 - Sidewalks, streets, alleys, and easements (note widths and type).
 - Size and location of nearest water mains, valves, and fire hydrants.
 - Sanitary sewer systems (size and invert elevations).
 - Power, telephone and cable lines.
 - ii. Proposed streets, sidewalks, and surface drive areas:
 - If required, engineering plans and specifications including elevation and dimensions for streets, sidewalks, and surface drive areas (driveways, parking areas and storage areas).
 - Cross section of proposed street improvements
 - Fire lanes.
 - Locations of proposed surface drive areas, curb or median cut(s) to access driveways.
 - Internal traffic circulation plan, including directional arrows and signs to direct traffic flow.
 - Location of traffic-control signs and signalization devices.
 - Locations of sidewalks.
 - Coordination of walkways and driveway and their elevations with facilities in adjacent developments, including the elevation of the crown of the most adjacent road to ensure that lot filling and hardened surfaces are not elevated higher than local streets.
 - Proposed streets and alleys.
 - When applicable, the location of service roads and access roads extended onto the site.
 - iii. Proposed water and sewer facilities:
 - Water. Size, material, and location of water mains, valves and fire hydrants. Engineering plans and specifications are required prior to the issuance of a building permit.
 - Sanitary sewer systems. Size, material, and location of lines. Engineering plans and specifications, with submittal of a profile where required, are required prior to the issuance of a building permit.
 - Any commitments, such as contributions to offset public facilities impacts.
 - Projected water usage in gallons per day, projected solid waste, projected number of school age children.
- f. Solid waste handling facilities. The location of the dumpster and access for refuse service collection, including dumpster pad screening, fencing and landscaping shall be identified.
- g. Dredge and fill. If any dredging or filling is intended in the development, a copy of the complete environmental resource permit application proposed for the Northwest Florida Water Management District shall be provided.
- h. Stormwater management plan requirements general:
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- i. Sufficient information for the city to evaluate the environmental characteristics of the affected areas, the potential and predicted impacts of the proposed activity on wetlands and surface water, and the effectiveness and acceptability of those measures proposed for reducing adverse impacts.
 - ii. If a State stormwater permit is required, the following shall be a part of the stormwater plan submitted to the city.
 - iii. The design contained in any ten-two (10/2) self-certified general permit).
 - iv. A design that treats run off from the 25 year -24-hour duration storm event and ensures that post development runoff rates, volumes and pollutant loads do not exceed pre - development conditions:

The design contained in a complete application proposed to a State agency for:

A general permit or;

An environmental resource permits.

For proposed development not requiring a State stormwater permit, a plan to control surface water runoff including:

Temporary sediment control barriers and vegetative cover;

Permanent best management practices.

Sec. ~~109-24~~ 109-52. [Historic Apalachicola Design Guidelines.]

The historic design guidelines of the city, adopted by Ordinance No. 2013-03 on Aug. 6, 2013, are incorporated herein by reference as if fully set out at length, and a copy is on file and available for inspection in the offices of the city and a copy is on file and available for inspection in the offices of the city and may be accessed at the city's website, <https://www.cityofapalachicola.com/>.

ARTICLE I H. ~~IN GENERAL~~ SITE PLAN REVIEW REGULATIONS

Sec. 111-1 through 111-9 *.....*

Insert new Sec. 111-10 through 111-15 from Chapter 109 as amended above.

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
March 4, 2025**

SUBJECT: Selection of Contractor for Stormwater Mitigation & Repair Project #24SRP65

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 1
Department: Finance
Contact: Bree Robinson, Planner
Presenter: Cindy Clark, Grants Consultant

BRIEF SUMMARY:

The City received a \$2,403,500.00 Florida Department of Environmental Protection Grant in 2024 to design and complete repairs to the City's stormwater infrastructure. In accordance with procurement requirements, the City advertised for a qualified engineering firm to complete the design-work and oversee the actual repair work. The first round of applicants produced a bid respondent that was selected but which did not work out. A subsequent scope modification required that the project be re-bid and letters again sent to qualified firms.

Three engineering firms responded to the second request for proposals: Dewberry Engineers Inc., Inovia Consulting Group and Anchor CEI. The bid packages were reviewed and scored by City staff in accordance with the request criteria. The scoring results ranked Inovia highest followed by Dewberry Engineers and Anchor.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Request: Authorize staff to begin negotiations with Inovia to prepare a proposal to complete the work in accordance with the scope.

ATTACHMENTS:

N/A

**APALACHICOLA CITY COMMISSION
REQUEST FOR BOARD ACTION
Meeting Date: 3/4/25**

SUBJECT: Gibson Parking

AGENDA INFORMATION:

Agenda Location: Unfinished Business
Item Number: 2
Department: Building
Contact: Dan Hartman/Bree Robinson
Presenter: Dan Hartman/Bree Robinson/Cutler Edwards

BRIEF SUMMARY:

Gibson representatives have put together a complete parking plan which shows all surrounding available street parking, the planned parking lot, the incorporation of an additional neighboring property for additional parking, and accurate numbers of rooms, staff, tables, and barstools for the requirements to be tallied. Gibson representatives have proposed decreasing the numbers of tables and barstools in their seating plans, which decreases their overall density and number of required parking spaces. The complex now requires a total of 100 spots to meet their parking requirement - with 45 Avenue D tied in there are 92 physical spots and 100 spots total. *(Note: 8 waived parking spots were waived at the January 2025 City Commission meeting for 51 Avenue C (FR00284, historic Gibson Inn building).)*

Applicant is requesting acknowledgment that they will legally tie 45 Avenue D in with the Gibson property in order to meet their parking requirements, as allowed by the City LDC (Sec. 111-288 (i)(3)), and that the proposed seating changes have not been made yet, but will be upon final approval of the parking plan from the City Commission or Planning & Zoning.

Staff recommendation is to send this parking plan to the Planning & Zoning Board for final review at the March 10th meeting.

RECOMMENDED MOTION AND REQUESTED ACTIONS:

Motion to send the Gibson parking plan to the Planning & Zoning Board March meeting for final review and approval of the parking plan and inclusion of 45 Avenue D.

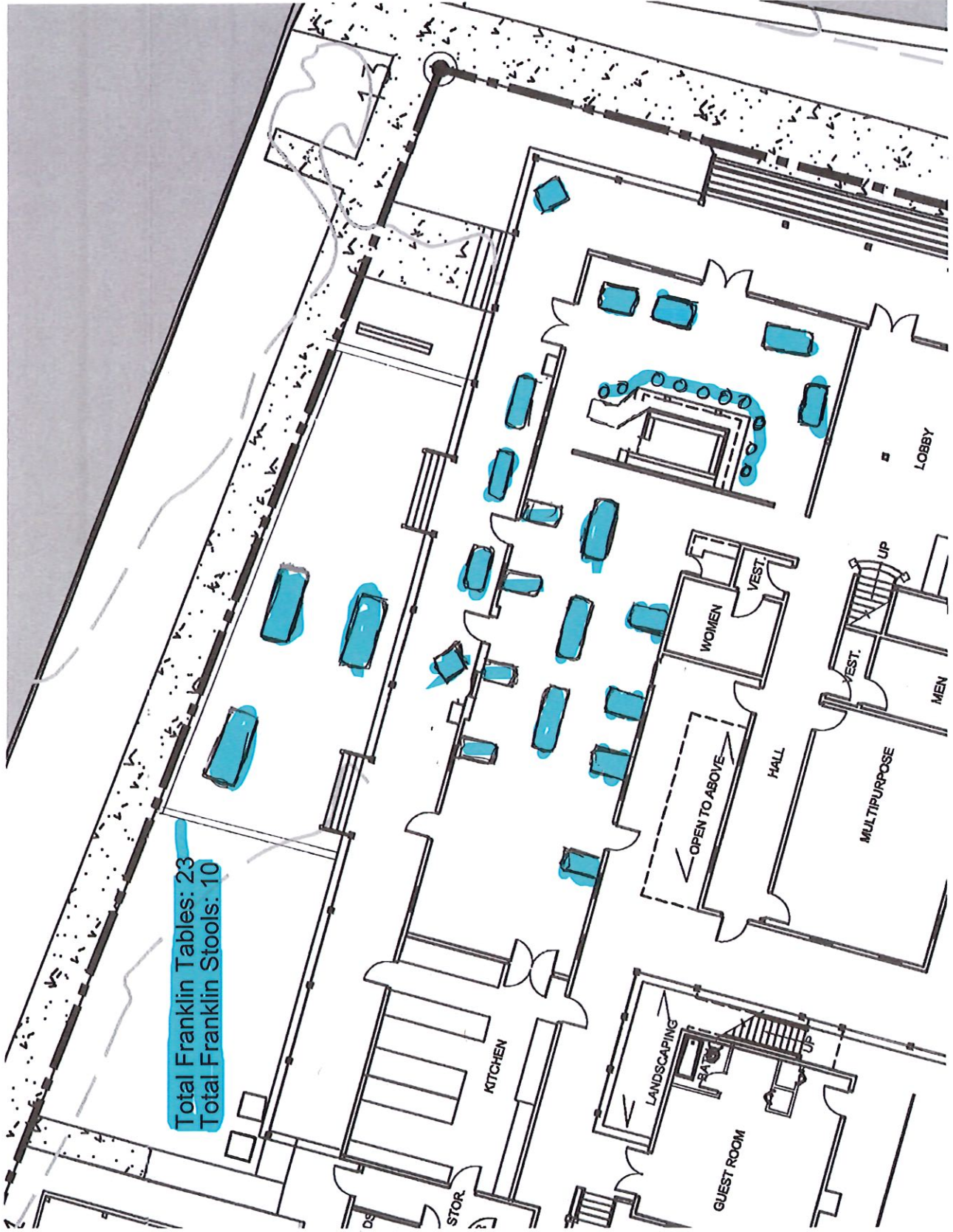
FUNDING SOURCE: N/A

ATTACHMENTS: Presentation submitted by applicant.

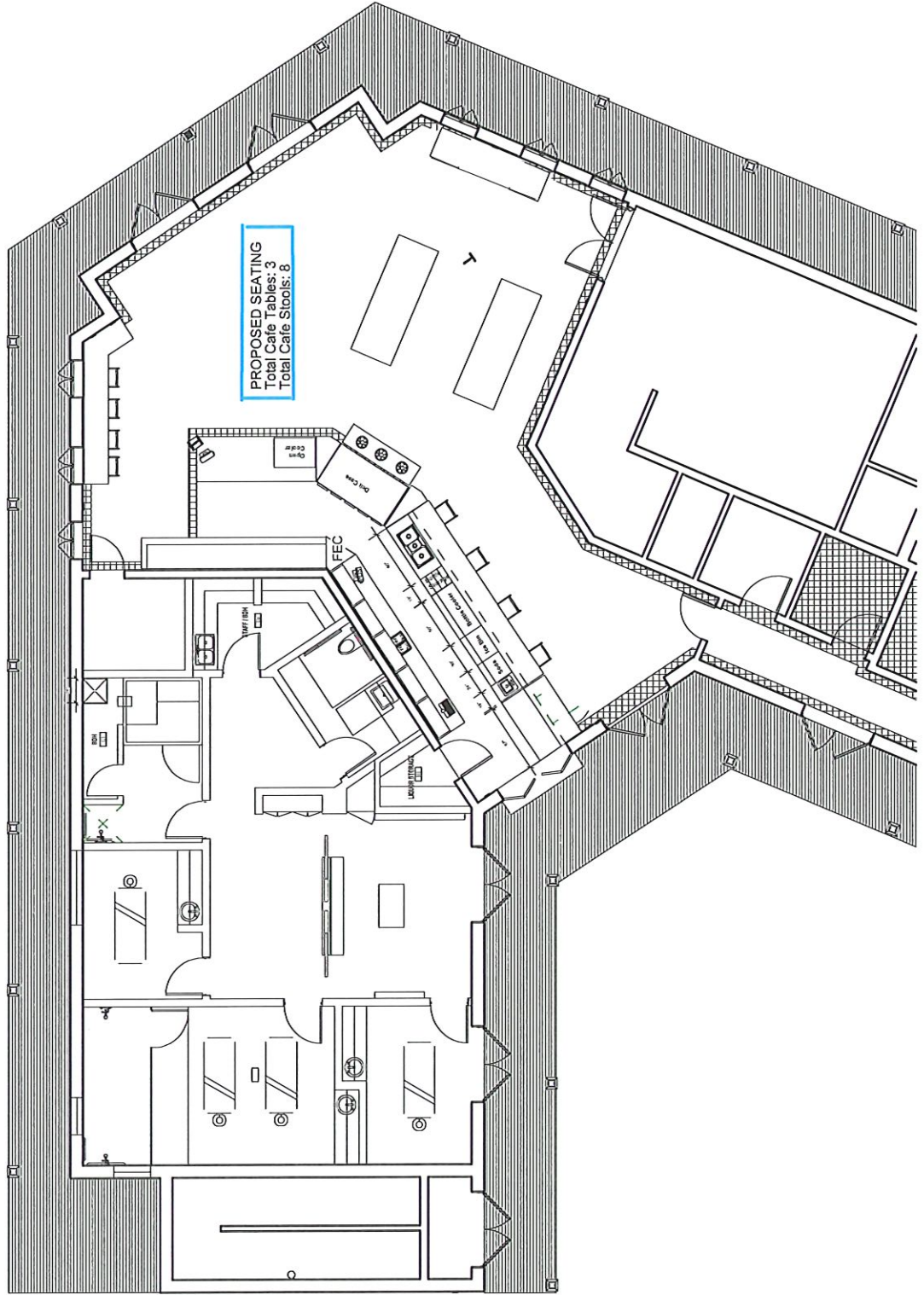
STAFF'S COMMENTS AND RECOMMENDATIONS: Send this item to the Planning & Zoning March meeting for review of the parking plan and inclusion of 45 Avenue D.

Space	Rooms	Tables	Stools	Staff	Parking Area	Spaces
Gibson	69	0	0	9	Taranto Lot	13
Spa		0	0	2	Ave C at lot	8
					4th st hotel side	16
Franklin + Parlor Bar, all areas		23	10	7	Ave C hotel side	4
Café**		3	8	3	Market St	10
Subtotal F&B Tables/Stools/Staff		26	18	10	Ave D hotel side	15
					45 Ave D	
Category totals	69	26	18	21	Parking Lot	17
					4th St	6
					Ave D	3
Parking Space Calculator					Total physical	92
Rooms 1:1	69				Historic Waiver	
Staff 1:2	10.5				Gibson main bldg.	8
Tables 1:2	13				waived spots avail	8
Stools 1:4	4.5					
Spa sq ft open to public:	1083					
Subtotal	100					
Total spaces required:	100				Total Spaces Available:	100

- F&B density reduced to meet parking plan
 - Ah La Cart currently office upstairs, laundry downstairs
 - New building has dedicated laundry space
 - New Ah La Cart usage: Office upstairs, employee break room downstairs (no current break room)
 - Ah La Cart wing - meeting space. Currently use dining room and Billiards Room for meetings.
- 45 Ave D to be legally tied to Gibson as additional parking. When renovated, building will serve as an as-needed Gibson event space.



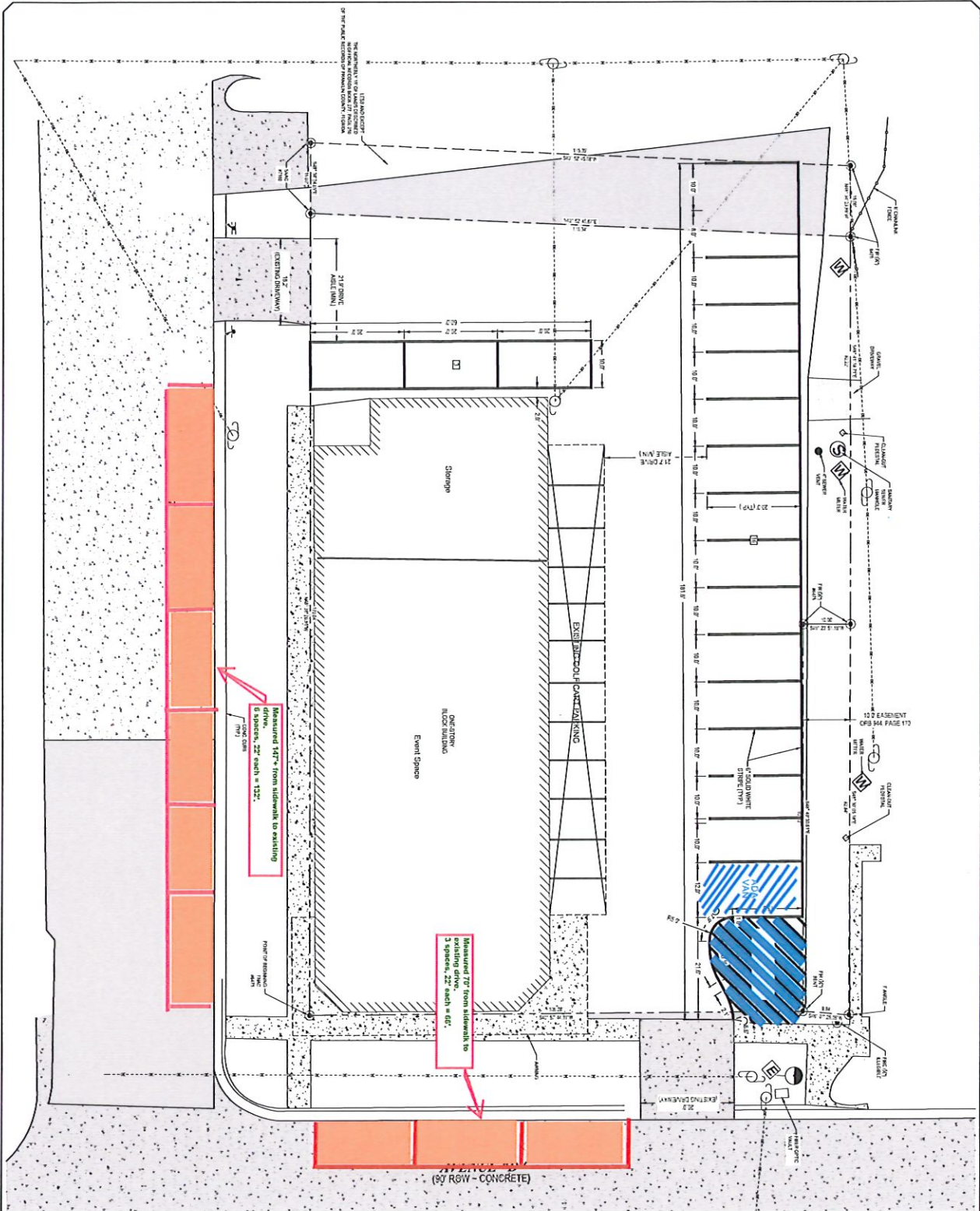
Total Franklin Tables: 23
Total Franklin Stools: 10



PROPOSED SEATING
Total Cafe Tables: 3
Total Cafe Stools: 8

LEGEND

M	MEASURED
D	DETERMINED
W	WARRANTY
P	POINT NOT SET ON FOUND
CLV	CLV ELEVATION
FNC	FNC FOUND BOUNDARY & CAP
FIC	FIC FOUND BOUNDARY & CAP
F3/4"	3/4" FOUND BOUNDARY ELEVATION
F1/4"	1/4" FOUND BOUNDARY ELEVATION
F1/8"	1/8" FOUND BOUNDARY ELEVATION
F1/16"	1/16" FOUND BOUNDARY ELEVATION
F1/32"	1/32" FOUND BOUNDARY ELEVATION
F1/64"	1/64" FOUND BOUNDARY ELEVATION
F1/128"	1/128" FOUND BOUNDARY ELEVATION
F1/256"	1/256" FOUND BOUNDARY ELEVATION
F1/512"	1/512" FOUND BOUNDARY ELEVATION
F1/1024"	1/1024" FOUND BOUNDARY ELEVATION
F1/2048"	1/2048" FOUND BOUNDARY ELEVATION
F1/4096"	1/4096" FOUND BOUNDARY ELEVATION
F1/8192"	1/8192" FOUND BOUNDARY ELEVATION
F1/16384"	1/16384" FOUND BOUNDARY ELEVATION
F1/32768"	1/32768" FOUND BOUNDARY ELEVATION
F1/65536"	1/65536" FOUND BOUNDARY ELEVATION
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SITE INFORMATION TABLE

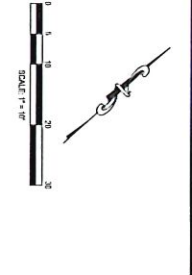
FRANCIS COUNTY PARCEL ID# 10-08-001-000-000-000	APPROVED LOCAL CONTROL	COMM/PS/PLAC/COMM/CA
PLANNING DEPARTMENT	PLANNING DEPARTMENT	PLANNING DEPARTMENT
ADJACENT ZONING	ADJACENT ZONING	ADJACENT ZONING
NORTH SIDE	CENTRAL COMMERCIAL	APPLICABLE
EAST SIDE	APPLICABLE	CENTRAL COMMERCIAL
WEST SIDE	CENTRAL COMMERCIAL	PLANNING DEPARTMENT
PROPOSED BUILDING SETBACKS	PROPOSED BUILDING SETBACKS	PROPOSED BUILDING SETBACKS
NORTH SIDE	NONE	NONE
SOUTH SIDE	NONE	NONE
EAST SIDE	NONE	NONE
WEST SIDE	NONE	NONE
ALLOWED BUILDING HEIGHT	3 ST	3 ST

LEGEND

STANDARD PARKING SPACES	18 SPACES
COMPACT PARKING SPACES	3 SPACES
HANDICAPPED PARKING SPACES	3 SPACES
TOTAL PARKING SPACES	24 SPACES

NOTES:

- NO HANDICAPPED PARKING SPACES TO BE PROVIDED UNLESS DEVELOPER PROVIDES PROPER SIGNAGE AND ADA COMPLIANT PAVEMENT AT THE DESIGNER'S DISCRETION.
- ALL DIMENSIONS ARE IN FEET UNLESS OTHERWISE NOTED.
- EXISTING SIGNAGE TO BE REMOVED AND REPLACED WITH PROPOSED SIGNAGE.
- EXISTING SIGNAGE TO BE MAINTAINED AND REPLACED WITH PROPOSED SIGNAGE.



PROJECT NUMBER: 24-180-03

DESIGNED BY	DRAWN BY	CHECKED BY	DATE	BY	ITEM
L. KATSON	J. BARRICK	T. HARSH			

FOR: GIBSON INN LLD
 P.O. BOX 221
 APALACHICOLA, FL 32329

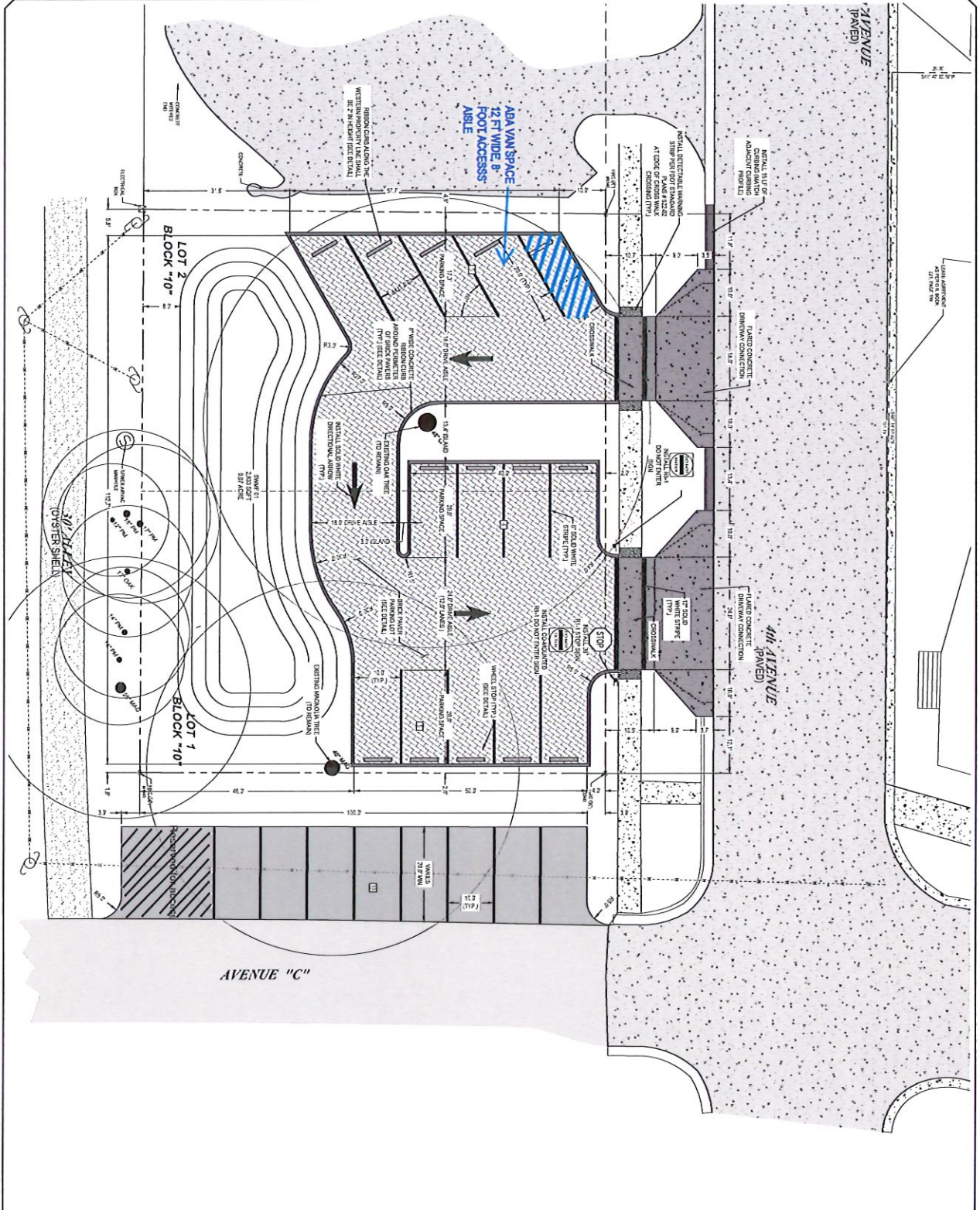
DATE: 10-22-24
 SHEET NO.: C-04

PARKING STRIPING & SIGNAGE PLAN

GIBSON INN OVERFLOW PARKING LOT
 4TH STREET AND AVENUE 'D'
 APALACHICOLA, FL 32320


SOUTHEASTERN CONSULTING ENGINEERS, INC.
 115-A SAILORS COVE DRIVE
 PORT ST. LOUIS, FL 32245
 (850) 227-1297
 LEF 25064

SEAL, FLSA
 PROFESSIONAL ENGINEER
 B. LAUREN WATSON, P.E.
 LICENSE NUMBER 00333



SITE DATA TABLE

ITEM	AREA (SQFT)	AREA (ACRES)
TOTAL SITE AREA	11,026.45 SQFT	0.27 ACRES
BILOCK PAVEMENT	1,887.85 SQFT	0.04 ACRES
PROPPOSED ASPHALT	2,841.59 SQFT	0.06 ACRES
TOTAL IMPROVED AREA	4,729.44 SQFT	0.11 ACRES
IMPROVEMENT PERCENTAGE		42.93%
TOTAL UNIMPROVED AREA	6,297.01 SQFT	0.14 ACRES
TOTAL UNIMPROVED PERCENTAGE		57.07%
ADJACENT ZONING		SR-10

SITE INFORMATION TABLE

FRANKLIN COUNTY PARCEL ID#	01-000-000-000-0010-0010 & 01-000-000-000-0010-0020
JURISDICTIONAL CONTROL	CITY OF PALMACHOLA
ZONING	C-1 GENERAL COMMERCIAL
PROJECT NAME	GIBSON INN LLD
PROJECT ADDRESS	P.O. BOX 221 APALACHICOLA, FL 32329
ADJACENT ZONING	C-1 GENERAL COMMERCIAL
OWNER	APALACHICOLA
DESIGNER	SCE
DATE	7/29/24
SCALE	AS SHOWN
WESTING	NONE
ADJACENT ELEVATION HEIGHT	31.7'

REVISIONS:

DATE	BY	ITEM

LEGEND:

- Number of parking spaces in improved area

SITE & RIGHT-OF-WAY PARKING TABLE

ITEM	SPACES PROVIDED
STANDARD PARKING SPACES	13 SPACES
STANDARD WHEELCHAIR SPACES WITH BILOCK PAVEMENT	4 SPACES
TOTAL PARKING SPACES	17 SPACES

NOTES:

- NO HANDICAP PARKING SPACES SHOWN DUE TO EXISTING HANDICAP PARKING AT THE GIBSON INN LOCATION. THE PROVIDER OF THIS SERVICE IS RESPONSIBLE FOR THE GIBSON INN TO OBTAIN ADJACENT HANDICAP PARKING SPACES AT THE GIBSON INN LOCATION.
- CONSULT WITH A LICENSED SURVEYOR TO OBTAIN THE EXACT BOUNDARIES OF THE GIBSON INN PROPERTY AND TO DETERMINE THE EXACT LOCATION OF THE DRIVE AISLES AND DRIVEWAYS. ANY PRELIMINARY INFORMATION SHOULD BE VERIFIED BY THE SURVEYOR AND THE CONSTRUCTION PHASES AND THE LAND TRIM DIMENSIONS OF THE SITE.



PROJECT NUMBER: 23-180-01
 DESIGNED BY: L. WATSON
 DRAWN BY: J. BARKWICK
 CHECKED BY: T. MARSH
 FOR: GIBSON INN LLD
 P.O. BOX 221
 APALACHICOLA, FL 32329

SCE
 SOUTH-EASTERN
 CONSULTING ENGINEERS, INC.
 1150A SAULSBURY DRIVE
 FORT ST. JOE, FL 32455
 (850) 237-1297
 LBF 29264

GIBSON INN OVERFLOW PARKING LOT
 4TH AVENUE
 APALACHICOLA, FL 32320

SCALE: 1" = 10'

FLORIDA
 PROFESSIONAL ENGINEER
 S. LANCE WATSON, P.E.
 LICENSE NUMBER 00323

DATE: 7.29.2024 11:36 AM, FILE LOCATION: C:\USERS\JEARHARD\B\E\ - SOUTH-EASTERN CONSULTING ENGINEERS, INC\DESIGN\TOP-50E PROJECTS\GIBSON INN OVERFLOW PARKING\01-5-SHEET 01_GIBSON INN OVERFLOW_PLANSET.DWG

THIS INSTRUMENT RETURN TO:
Daniel W. Hartman, Esq.
192 Coach Wagoner Blvd
Apalachicola, FL 32320
850-653-9319

STATE OF FLORIDA:
COUNTY OF FRANKLIN:

PARKING RESTRICTION AND DEDICATION

DECLARATION OF COVENANTS AND RESTRICTIONS

THIS DECLARATION OF COVENANTS AND RESTRICTIONS (this "Declaration") is made and entered into this ___ day of _____, 2025, by **Gibson Inn, LLC**, a Florida limited liability company ("Gibson" or "Declarant") and the **City of Apalachicola**, a Florida municipal corporation (the "City").

WHEREAS, GIBSON is the owner of a tract of real Property consisting of Lots 8, 9, 10 and part of the Lot 7, of Block 2 in the City of Apalachicola, Parcel ID No. 01-09S-08W-8330-0002-0070 with a street address of 45 Ave. D, County of Franklin, State of Florida, more particularly described in Exhibit A attached hereto and incorporated by reference, and intends to restrict the use of the parking located on and adjacent to the Property for the benefit of a separate parcel of Property owned by Gibson Inn, LLC located at 51 Ave C with a Parcel ID No. 01-09S-08W-8330-0001-0010 more particularly described in Exhibit B; and

WHEREAS, the City is tasked with providing for the public health, safety and welfare within the City which includes approving, regulating and authorizing parking associated with commercial developments within the City; and

WHEREAS, GIBSON, as the owner of the Properties shown in Exhibits A and B, desires to utilize the parking associated with the 45 Ave D (Exhibit A) parcel for the guests and employees utilizing the Properties shown in Exhibits A and B; and

NOW, THEREFORE, in consideration of the above premises and for other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the parties, intending to be legally bound, agree as follows:

1. Incorporation of Recitals; Certain Definitions. The recitals above stated are incorporated herein by reference. For the purposes of this Declaration, the following terms shall have the following meanings:

- a. "Parking Spaces" shall mean the seventeen (17) parking spaces currently located on 45 Ave D and the nine (9) on street parking spaces attributed to this address and Property described in Exhibit A;

- b. "Improvements" shall mean all buildings, outbuildings, underground or above ground utility and irrigation installations, slope alterations, roads, driveways, parking areas, fences, screening walls and barriers, retaining walls, stairs, decks, windbreaks, plants, trees, shrubs, poles, signs, loading areas and all other structures or landscaping improvements of every type and kind located from time to time on the Properties described in the Attachments hereto.
- c. "Owner" shall mean the record owner of any portion of the Properties.
- d. "Properties" shall mean the property described in Exhibits A and B.
- e. "Site Plan" shall mean the plan reflecting the Improvements located on the Properties.

3. Dedication of All Parking Spaces.

(a) Gibson, as the present fee simple Owner of the property described in Exhibit A hereby dedicates all on site and attributed street parking associated with the parcel to the Improvements located on the property described in Exhibit B. The Gibson acknowledges that this deprives the property described in Exhibit A of any onsite or street parking required for any use associated with improvements on the 45 Ave D site.

(b) Notwithstanding the above, these Covenants and Restrictions were required by the City in order for the Declarant to obtain an approved parking plan for the Improvements found on the property described in Exhibits A and B.

8. Covenants Running with the Land; Non-merger. The Covenants and Restrictions described herein granted shall run with the land in perpetuity. It is the intent of Declarant to this instrument to subject its fee simple interest currently held by the Gibson Inn, LLC to this Declaration. Any easement interests shall remain separate and distinct interests attributable to the applicable Property as provided hereunder which shall continue in full force and effect.

10. Changes/Alteration of On Site Parking (45 Ave D). The Gibson shall have the right to from time to time change the driveways and parking areas on the 45 Ave D Property as long as such changes will in no way change or alter the total amount of on-site Parking spaces.

11. Indemnification The Gibson shall and does hereby, indemnify and hold the City, its legal representatives, employees, successors and assigns (all of whom shall be collectively referred to as the "Indemnitees") harmless of, from and against any and all loss, cost, expense, suits, judgments and liabilities for damages or injuries, of whatsoever kind, whether to persons or property, arising in any way by any reason of the use and/or benefit of the easements herein granted by the indemnifying parties; provided, however, that said indemnity and hold harmless shall exclude any and all loss, cost, expense, suits, judgments and liabilities for damages or injuries, of whatsoever kind, whether to persons or property, caused by negligence of "Indemnitees," or any other person acting under their direction or contract with them, or other third parties.

12. Default. In the event of a default by the Declarant with respect to any obligations under this Declaration, the City shall provide written notice thereof to the Declarant and the Declarant shall cure such default within thirty (30) days of receipt of written notice of the default

(or such longer time period if such default cannot be reasonably cured within thirty (30) days provided that the defaulting party commences a cure within thirty (30) days and diligently pursues such cure of the default); provided, however, in the event the default involves potential danger to the health or safety of persons then the defaulting Declarant shall cure such default immediately. If Declarant fails to cure the default pursuant to the provisions of this paragraph, then the City may cure such default on behalf of the Declarant and any amount which the City expends for such purpose, or which will otherwise be due by the Declarant to the City, will be paid to the City on demand, without contest, upon delivery of an invoice from the City for the same, together with interest at the lower of (i) the rate of 10% per annum, or (ii) the maximum rate permissible from time to time under applicable law, all from the date of the expenditure to the date of payment in full. M

13. Amendment. Except as otherwise expressly provided in the following sentence, this Declaration may not be modified or amended, in whole or in part, except by the written consent of the Declarant and City as evidenced by an amendment to this Declaration that has been fully executed and acknowledged and recorded in the Franklin County Official Records.

14. Waiver. No waiver of any breach of any covenant or provision herein contained shall be deemed a waiver of any preceding or succeeding breach thereof, or of any other covenant or provision herein contained. No extension of time for performance of any obligation or act shall be deemed an extension of time for performance of any other obligation or act.

15. Severability. If any term, covenant or condition of this Declaration or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this Declaration shall not be affected thereby and each such term, covenant or condition of this Declaration shall be valid and enforceable to the full extent permitted by law.

16. Governing Law. The terms of this Declaration shall be construed in accordance with and governed by the laws of the State of Florida.

17. Notice. Any notices given pursuant to this Declaration shall be in writing, and shall be sent by nationally recognized overnight carrier, personally delivered or deposited in the United States certified mail, postage prepaid, return receipt requested, at the following addresses.

Upon the conveyance of any of the Property by the Declarant or by any successive Owners, the notice address for the new Owner shall be provided either (a) by providing a notice to the City in compliance with the terms of this Section and by recording a notice describing this Declaration and stating its address for notice with the Franklin County Official Records, (b) through an amendment to this Declaration, or (c) through the vesting deed conveying title to such new Owner. Any Declarant/Owner may change its notice address by providing a notice to the City in compliance with the terms of this Section and by recording a notice describing this Declaration and changing its address for notice with the Franklin County Clerk's office.

18. Integration. This Declaration is an integrated agreement and expresses the complete agreement and understanding of the parties. Any and all prior or contemporaneous oral agreement or prior written agreement regarding the subject matter hereof shall be merged herein and then extinguished.

19. Authority. Each party hereto represents and warrants to the other that the execution of this Declaration and any other documents required or necessary to be executed pursuant to the provisions hereof are valid, binding obligations and are enforceable in accordance with their terms.

19. Successors and Assigns. The terms, conditions and requirements of this Declaration shall be binding on and inure to the benefit of the parties and their respective successors and assigns.

20. Attorneys' Fees. In the event it becomes necessary for either party hereto or any subsequent Owner to file suit to enforce this Declaration or any provision contained herein, the prevailing party in such suit shall be entitled to recover, in addition to all other remedies and damages as provided herein, its reasonable attorneys' fees, paralegal fees and costs incurred in such suit at trial, appellate, bankruptcy and/or administrative proceedings.

(Signature/Notary pages attached)

IN WITNESS THEREOF, the Declarants have executed this Declaration as of the day and year first above written.

GIBSON:

**GIBSON Inn, LLC,
a Florida limited liability company**

Witness: _____
Address: _____

By: Gibson Inn, LLC
Its: Manager

Witness: _____
Address: _____

By: _____ (SEAL)
Steven Etchen, its Manager

STATE OF FLORIDA :

ACKNOWLEDGEMENT

COUNTY OF FRANKLIN:

I, the undersigned notary public, do hereby certify that Steven Etchen, Manager of Gibson Inn, LLC, a Florida limited liability company, personally and physically appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and seal this ____ day of _____, 2025.

Notary Public for South Carolina
My Commission Expires: _____

EXHIBIT A

All of lots eight (8), nine (9), and ten (10), and that part of lot seven (7) adjoining lot eight (8), fronting five (5) feet on fourth street and extending back to the line between lot seven (7) and lot four (4). All in Block two (2) of the City of Apalachicola, in the County of Franklin, in the State of Florida according to the Map or Plat of said City in general use; all of said lands comprising a Parcel or Tract fronting one hundred eighty-five (185) feet on fourth street extending back one hundred fifteen (115) feet and fronting one hundred fifteen (115) feet on Avenue "D".

Less and except, by Thurman Roddenberry & Associates, Inc. Survey containing job no. 93-399esmt. Dated August 9, 2007:

Begin at the most Northeasterly corner of Lot 10, Block 2 of the City of Apalachicola, as per Map or Plat thereof in common use on file at the Clerk of the Circuit Office in Franklin County, Florida, said point also lying on the Northwesterly right-of-way boundary of Avenue "D". From said point of beginning run South 41 degrees 05 minutes 20 seconds West along said right-of-way boundary 10.00 feet, thence leaving said right-of-way boundary run North 48 degrees 54 minutes 40 seconds West 82.00 feet, thence run North 41 degrees 05 minutes 20 seconds East 10.00 feet to the Northeasterly boundary of Lot 9, Block "2" of said City of Apalachicola, thence run South 48 degrees 54 minutes 40 seconds East along the Northeasterly boundary of Lots 9 & 10, Block "2" of said City of Apalachicola a distance 82.00 feet to the point of beginning.

Above parcel being further described on survey by Edwin G. Brown & Associates, Inc., dated April 3, 2008, containing job no. 95-339 psc:31613:

Property described in Official Records Book 277, Page 250 of the Official Records of Franklin County, Florida, less and except lands described in Official Records Book 944, Page 171 of the 32 Official Records of Franklin County, Florida, being more particularly described as follows:

Begin at the Southwest corner of Block "2" of the City of Apalachicola as recorded in Official Record Book "M", Page 437 of the Official Records of Franklin County, Florida, said point also lying on the intersection of the Northerly right of way of Avenue "D" and the Northeasterly right of way of Fourth Street and also said point being the point of beginning; thence leaving said point of beginning run along said Northerly right of way Avenue D, North 40 degrees 41 minutes 17 seconds East 105.211 feet to a point lying on the Southwesterly boundary of lands as described in Official Record Book 944, Page 170 of the Official Records of Franklin County, Florida; thence leaving said Northerly right of way of Avenue D run along said Southwesterly boundary line North 48 degrees 54 minutes 18 seconds West 82.00 feet to a point lying on the Northwesterly boundary of lands as described in Official Record Book 944, Page 170 of the Official Records of Franklin County, Florida; thence leaving said Southwesterly boundary run along said Northwesterly boundary North 40 degrees 41 minutes 17 seconds East 10.00 feet to a point lying on the Northeasterly boundary line of Lots 8 and 9 Block "2" of the City of Apalachicola; thence run along said Northeasterly boundary line of lots 8 and 9, run North 48 degrees 54 minutes 18 seconds west 97.13 feet to a re-bar marking the Northeast corner of Lot 8 Block "2" of the City of Apalachicola; thence South 43 degrees 36 minutes 35 seconds West 115.33 feet to a nail and cap lying on the Northeasterly right of way of Fourth street; thence run along said Northeasterly right of way South 48 degrees 54 minutes 40 seconds East 185.01 feet to the point of beginning.

Less and except:

The Northerly 15 feet of lands as described in Official Record Book 277, Page 250 of the Official Records of Franklin County, Florida and being more particularly described as follows:—

Commence at the Southwest corner of Block "2" of the City of Apalachicola as recorded in Official Record Book "M", Page 437 of the Official Records of Franklin County, Florida, said point also lying on the intersection of the Northerly right of way of Avenue "D" and the Northeasterly right of way of Fourth street; thence run along said Northeasterly right of way North 48 degrees 54

minutes 40 seconds West, a distance of 170.01 feet to the point of beginning; thence leaving said point of beginning and said Northeasterly right of way run North 43 degrees 36 minutes 35 seconds East, a distance of 115.33 feet to a set re-bar lying on the Easterly boundary line of Lot 8 Block "2" of the City of Apalachicola as described in Official Record Book 277, Page 250 of the Official Records of Franklin County, Florida; thence run along said Easterly boundary of Lot 8, North 48 degrees 54 minutes 18 seconds West, a distance of 15.00 feet to a found re-bar marking the Northeast corner of said Lot 8; thence South 43 degrees 36 minutes 35 seconds West, a distance of 115.33 feet to a nail and cap lying on the Northeasterly right of way of Fourth street; thence run along said Northeasterly right of way South 48 degrees 54 minutes 40 seconds East, a distance of 15.00 feet to the point of beginning.

Also;

A portion of property described in Official Records Book 963, Page 270 in the Public Records of Franklin County, Florida. Being more particularly described as follows:

Begin at the Southwest corner of Block "2" of the City of Apalachicola as recorded in Official Record Book "M", Page 437 of the Public Records of Franklin County, Florida, said point lying on the intersection of the Northerly right of way line of Avenue "D" and the Northeasterly right of way line of Fourth street, said point also being the point of beginning; thence leaving said point of beginning run along said Northerly right of way line of Avenue D, North 40 degrees 41 minutes 17 seconds East 105.34 feet; thence leaving said Northerly right of way line of Avenue D, run North 49 degrees 01 minutes 08 seconds West 82.12 feet, thence run North 41 degrees 03 minutes 09 seconds East 10.04 feet; thence run North 48 degrees 57 minutes 29 seconds West 82.19 feet to a rod and cap; thence run South 43 degrees 35 minutes 38 seconds West 115.39 feet to a nail and cap said point lying on the Northeasterly right of way line of said Fourth street; thence run along said Northeasterly right of way line South 48 degrees 57 minutes 03 seconds East 170.10 feet to the point of beginning.

EXHIBIT B

The land referred to herein below is situated in the County of Franklin, State of Florida, and is described as follows:

PARCEL 1

ALL OF LOTS 1 AND 2, THE SOUTHEASTERLY HALF OF LOT 3, THE EAST 14 FEET OF THE NORTHWESTERLY HALF OF LOT 3 AND ALL OF FRACTIONAL LOT 8, OF BLOCK 1, OF THE CITY OF APALACHICOLA, FLORIDA, AS RECORDED IN DEED BOOK "M", PAGE 437, OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA, NOW IN COMMON USE.

SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS A WHOLE AS FOLLOWS:

BEGIN AT AN IRON ROD AND CAP (MARKED #7160) MARKING THE MOST WESTERLY SOUTHWEST CORNER OF THE SOUTHEASTERLY HALF OF LOT 3, BLOCK "1", OF THE CITY OF APALACHICOLA, FLORIDA AS RECORDED IN DEED BOOK "M", PAGE 437 OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA; THENCE RUN SOUTH 41 DEGREES 19 MINUTES 22 SECONDS WEST 20.00 FEET TO A "X" MARK IN CONCRETE; THENCE RUN SOUTH 48 DEGREES 40 MINUTES 38 SECONDS EAST 151.79 FEET TO AN "X" MARK IN CONCRETE; THENCE RUN NORTH 56 DEGREES 44 MINUTES 39 SECONDS EAST 97.06 FEET TO A NAIL AND CAP (MARKED #7160); THENCE RUN-NORTH-27 DEGREES 47 MINUTES 06 SECONDS WEST 223.83 FEET TO AN IRON ROD AND CAP (MARKED #7160); THENCE RUN SOUTH 53 DEGREES 37 MINUTES 11 SECONDS WEST 6.13 FEET; THENCE RUN SOUTH 39 DEGREES 12 MINUTES 56 SECONDS WEST 61.97 FEET TO A REBAR; THENCE RUN SOUTH 49 DEGREES 40 MINUTES 56 SECONDS EAST 30.55 FEET TO A HOLE PUNCH IN CONCRETE; THENCE RUN SOUTH 41 DEGREES 19 MINUTES 22 SECONDS WEST 86.00 FEET TO THE POINT OF BEGINNING.

LESS AND EXCEPT ALL THAT PROPERTY CONTAINED IN THAT CERTAIN AGREEMENT BETWEEN THE CITY OF APALACHICOLA AND THE GIBSON VENTURE, AS RECORDED IN OFFICIAL RECORDS OF FRANKLIN COUNTY, FLORIDA, VOLUME 221 PAGE 109, OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA, DESCRIBED AS FOLLOWS:

BEGIN AT AN IRON PIPE MARKING THE MOST WESTERLY SOUTHWEST CORNER OF THE SOUTHEASTERLY HALF OF LOT 3, BLOCK "1", OF THE CITY OF APALACHICOLA, FLORIDA AS RECORDED IN DEED BOOK "M", AT PAGE 437 OF THE PUBLIC RECORDS OF FRANKLIN COUNTY, FLORIDA AND RUN SOUTH 41 DEGREES 19 MINUTES 22 SECONDS WEST A DISTANCE OF 19.50 FEET TO A POINT ON THE BACK OF A CONCRETE CURB, THEN SOUTH 48 DEGREES 41 MINUTES 38 SECONDS EAST ALONG SAID BACK OF CURB A DISTANCE OF 151.97 FEET TO THE INTERSECTION OF SAID BACK OF CURB WITH THE BACK OF A SIDEWALK, THEN NORTH 56 DEGREES 58 MINUTES 16 SECONDS EAST ALONG THE BACK OF SAID SIDEWALK AND THROUGH A CONCRETE MONUMENT A DISTANCE OF 97.06 FEET TO AN IRON PIPE, THEN NORTH 27 DEGREES 21 MINUTES 51 SECONDS WEST ALONG THE BACK OF A SIDEWALK A DISTANCE OF 223.72 FEET TO AN IRON PIPE, THEN LEAVING SAID BACK OF SAID SIDEWALK RUN SOUTH 53 DEGREES 04 MINUTES 53 SECONDS WEST A DISTANCE OF 6.19 FEET TO AN IRON PIPE ON A LINE 50 FEET SOUTHWESTERLY OF AS MEASURED AT RIGHT ANGLES TO AND PARALLEL WITH THE CENTERLINE OF PAVEMENT OF MARKET STREET - STATE ROAD NO. 30 (U.S. 98), THEN SOUTH 27 DEGREES 09 MINUTES 41 SECONDS EAST ALONG SAID PARALLEL LINE A DISTANCE OF 195.32 FEET TO A POINT ON THE SOUTHEASTERLY BOUNDARY LINE OF SAID BLOCK "1" THEN SOUTH 41 DEGREES 19 MINUTES 22 SECONDS WEST ALONG SAID BOUNDARY LINE THROUGH AN IRON PIPE A DISTANCE OF 77.58 FEET TO A POINT ON THE SOUTHWESTERLY BOUNDARY LINE OF SAID BLOCK "1", THEN NORTH 48 DEGREES 40 MINUTES 33 SECONDS WEST ALONG SAID BOUNDARY LINE A DISTANCE OF 150.00 FEET TO THE POINT OF BEGINNING.

PARCEL 2

ALL OF LOTS ONE (1) AND TWO (2) OF BLOCK TEN (10) OF THE CITY OF APALACHICOLA, COUNTY OF FRANKLIN AND STATE OF FLORIDA, ACCORDING TO A MAP OR PLAN OF SAID CITY IN MOST GENERAL USE.

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, October 8, 2024, at 6:00 PM at the Commission Meeting Room, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Despina George, Commissioner Anita Grove, Commissioner Adriane Elliott, City Manager Travis Wade, City Clerk Sheneidra Cummings, (Absent: Commissioner Duncan)

Workshop Meeting opened by Mayor Ash followed by invocation and Pledge of Allegiance.

Mayor Brenda Ash presented an amendment requested to add New Business Item # 2, Approval of Fire House Subs Public Safety Grant.

AGENDA ADOPTION

Motion to adopt the agenda with the amendment made by Commissioner Elliott, seconded by Commissioner Grove. None opposed. Motion carried, 5-0.

AAHM PRESENTATION: African American Museum 95% Completed Documents

A representative presented the 95% completed documents for the African American Museum project. He showed slides comparing the original concept from January 2024 to the current 95% completed plans. The presenter explained changes made to the roof design, floor plans, and overall layout. He described the exterior and interior finishes, including brick and stucco elements. The presentation also covered lighting plans, reception area design, and potential plaza development.

Commissioners provided feedback on the design, with some expressing concern about the red brick elements making the building look dated. The presenter agreed to explore alternative brick colors or reducing the amount of brick to maintain a more contemporary aesthetic while still tying it to the neighboring Holy Family Senior Center.

City Manager Wade noted there was an accelerated timeline for the project, with construction needing to be complete by the end of 2025. He mentioned the possibility of 6-month extensions if needed.

The commission reached a consensus to move forward with finalizing the plans to 100% completion, with the understanding that interior design elements could be decided later with community input.

PUBLIC COMMENT

There were no public comments.

NEW BUSINESS: Letter of Support for EWSD Infrastructure Grant Application

City Manager Wade explained that the East Point Water and Sewer Division was applying for a grant and requested a letter of support from the commission.

Motion made by Commissioner Grove to support the letter of support for East Point Water and Sewer, seconded by Commissioner Elliott with Discussion. The motion carried, 4-0.

During discussion, Commissioner Elliott provided additional context about the Team Franklin affordable housing initiative, which involves multiple governmental entities working together. She

clarified that the City of Apalachicola would not be financially obligated or committing any property through this letter of support.

Commissioner George expressed concerns about language in the grant application that suggested the City had pledged to manage property outside city limits. Attorney Hartman advised that the letter of support did not constitute a legal commitment to provide land or money.

NEW BUSINESS: Firehouse Subs Public Safety Foundation Grant Award Approval

City Manager Wade explained that the city had been awarded a grant for jaws of life equipment from the Firehouse Subs Public Safety Foundation. He requested approval to accept the award and proceed with procurement.

Motion made by Commissioner Grove moved for the City of Apalachicola City Commission, on behalf of the City of Apalachicola Volunteer Fire Department, to approve and accept the award from the Firehouse Subs Public Safety Foundation for the requested Hurst spreader, cutter, ram and accessories valued up to \$50,000. Commissioner George seconded the motion. None opposed. Motion carried 4-0.

UNFINISHED BUSINESS: Grant Application Approval Policy (Draft)

City Manager Wade presented a draft grant application approval policy for the commission's consideration. The policy outlined scenarios where city commission approval would be required for grant applications.

Commissioner George expressed concerns about the policy, potentially giving away the commission's authority to set the vision for the city. She argued that the charter does not give the city manager authority to file grant applications without commission approval.

Commissioner Elliott countered that the established City Manager form of government allows for day-to-day operations to be handled by staff, including grant applications. She suggested that commissioners could still stay informed through regular meetings with the grant coordinator.

Discussion Held.

After discussion, the commission was unable to reach a consensus on approving the draft policy.

A motion was made by Commissioner Grove to table the matter, seconded by Commissioner Elliott. None opposed. The motion carried 4-0.

The commission agreed to have Commissioner Grove work with Attorney Hartman, City Manager Wade, and the grants coordinator to revise the policy for consideration at the next meeting.

MAYOR AND COMMISSIONER COMMENTS

Mayor Ash commended the Water and Sewer Department field crew for their exemplary work during Hurricane Idalia. She requested that the Public Works Department provide written mowing and storm drain maintenance schedules. The Mayor also proposed scheduling a visionary retreat for the Commission in January to discuss the city's vision, potential charter updates, and strategic planning. The Commission agreed to hold the retreat on January 4, 2025, at 10:00 AM, with the location to be determined.

Commissioners echoed praise for city staff's storm response efforts. They also discussed the need for additional AED devices in the city and potential funding sources.

Commissioner George raised concerns about the fountain removal at Riverfront Park, noting that some citizens had expressed interest in repairing and maintaining it. She requested cost estimates for repairs and ongoing maintenance.

Commissioner George also addressed issues with live streaming city meetings, requesting that all commission meetings be streamed after significant investment in recording equipment. City Manager Wade agreed to live-stream all meetings going forward.

Commissioner Elliott suggested extending live streaming to committee meetings as well. She also requested that the city implement annual employee evaluations to support merit-based raises.

CITY MANAGER COMMUNICATIONS - Report Attached

City Manager Wade referred to his written report for most items. He highlighted that city employees assisted with recovery efforts in Horseshoe Beach by cooking meals for workers.

Report Included in Agenda Packet

FINANCE DEPARTMENT COMMUNICATIONS –

Report Included in Agenda Packet

ATTORNEY COMMUNICATIONS

Attorney Hartman requested that Commissioners review the draft encroachment ordinance and provide feedback. He also presented draft language for cemetery regulations, asking for commissioner input on whether to use specific language banning "haunted" or "paranormal" tours or more general language prohibiting disruptive behavior. The commission agreed to discuss the cemetery regulations at the November meeting.

CONSENT AGENDA

Motion made by Commissioner Elliott moved to approve the consent agenda, seconded by Commissioner George. None opposed. Motion carried 4-0.

DEPARTMENT REPORTS

Included in Agenda Packet

ADJOURNMENT

Motion to adjourn made by Commissioner Elliott, seconded by Commissioner Grove. None opposed. Motion carried, 4-0.

Meeting adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS

A Workshop Meeting of the Apalachicola City Commission was held on Tuesday, January 7, 2025, at 5:00 PM at the Former Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Adriane Elliott, Commissioner Despina George, Commissioner Duncan, City Manager Travis Wade, City Clerk Sheneidra Cummings, City Planner Bree Robinson

Meeting called to order by Mayor Ash followed by prayer and Pledge of Allegiance

AGENDA ADOPTION

Motion was made by Commissioner Elliott to adopt the agenda and seconded by Commissioner Grove. None opposed. Motion carried, 5-0.

PUBLIC COMMENT

Allen Pierce commented in support of renovating the Popham Building.

Popham Building Discussion

Brett Hammond from Hammond Design Group Architects presented updated concepts for the Popham Building. He showed various designs, including an open deck concept with seating arrangements and potential extensions into the river. The commission discussed the following key points:

- The current building footprint is approximately 6,500 square feet, while the proposed deck concept is around 2,400 square feet.
- Commissioner Elliott expressed support for the open deck concept (slide 5.6) with 2,400 square feet and the addition of a 600 square foot open-air pavilion at the end of the fishing platform extension (slide 5.9).
- Commissioners discussed the potential to use salvaged lumber from the existing Popham Building for seating and educational displays.
- The commission emphasized the importance of keeping maintenance costs low and tying the design into existing waterfront structures like Battery Park Marina.
- There was discussion about the possibility of future dock spaces and fishing piers, pending DEP approval.

The consensus among the commissioners was to move forward with a combination of designs 5.6 (open deck) and 5.9 (end pavilion). Brett Hammond agreed to finalize the plan set based on this direction and present it to the commission at a later date.

Dan Sheer from HALF Engineers provided an update on the permitting process:

- Demolition permits for the Popham Building and fire station are expected to be obtained quickly.
- The US Army Corps of Engineers permit for dock work is estimated to take 4-6 months.
- Once permits are secured, the bidding process will begin, following the city's procurement procedures.

African American Museum Discussion

Brett Hammond presented brick samples for the African American Museum project. The commission discussed the following:

- Various brick options were shown, including a blue-black brick with oyster shell banding and a gray blend option, and the Commission decided to proceed with the said option.

ADJOURNMENT

Motion made by Commissioner Elliott moved to adjourn the meeting. The motion was seconded by Commissioner Grove.

Meeting adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

A Regular Meeting of the Apalachicola City Commission was held on Tuesday, January 7, 2025, at 6:00 PM at the Former Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Adriane Elliott, Commissioner Despina George, Commissioner Duncan, City Manager Travis Wade, City Clerk Sheneidra Cummings, City Planner Bree Robinson, Chief Bobby Varnes

Meeting called to order by Mayor Ash followed by prayer and Pledge of Allegiance

AGENDA ADOPTION

Add new business item # 4 made by Commission George to approve the as presented without the amendment seconded by Commissioner Grove. 3 opposed. Motion failed. Motion to adopt the agenda with the amendment made by Commissioner Duncan. Seconded by Elliott. Commissioner George opposed. Motion carried 4-1.

PUBLIC COMMENTS

Caty Greene informed the Commission about the new president of the Historical Society and the Raney House, Ken Essex.

NEW BUSINESS- Arbor day Foundation Proclamation

Read by Attorney Hartman. Motion to adopt the Arbor Day proclamation made by Commissioner Grove seconded by Commissioner Elliott. No discussion. Motion carried.

NEW BUSINESS- Tree Ordinance

Manager Wade presented the proposed edits to the Tree Ordinance. Dennis Winterringer commented on the updated presented. Requested the Commission provide guidance and approval to schedule 2 workshops to discuss the Ordinance.

Attorney Hartman commented.

Commissioner Grove commented on the changes to submittal process. Commissioner grove suggested table New Business Item #2. Motion to table New business item #2 to 2/4/25 was made by Commissioner Grove, seconded by Commissioner George. No further discussion. None opposed. Motion carried, 5-0.

NEW BUSINESS: Cemetery Ordinance

Attorney Hartman presented a draft cemetery ordinance aimed at addressing recent issues with tours and commercial activities in municipal cemeteries. The ordinance provided options to either regulate or prohibit commercial activity.

Discussion held.

Shan Ratzloff commented in support of restricting the Cemetery being used for commercial activity.

Commissioner Grove is in favor of restricting all commercial activity.

Commissioner George is in favor to restrict all commercial activity.

Commissioner Duncan commented on the definition of "commercial activity".

Discussion held.

Commissioner Elliott was not in favor of restricting commercial activity in cemeteries. Stating that based on the ordinance presented, activities would be highly regulated. Commissioner Elliott would like to strike the additional verbiage in sec 10-10 i.e., the "or" language.

Motion made by Commissioner Grove to strike the language "or all commercial activity is prohibited within municipal cemeteries" and proceed with the drafted version as presented; Commissioner George seconded with discussion. None opposed. Motion carried, .

NEW BUSINESS- Manager Wade's Leave Payout

Motion to approve Manager Wade leave payout made by Commissioner Elliott seconded by Commissioner Duncan. Discussion, Commissioner Grove; Commissioner George. No further discussion. Motion Carried, Opposed 2-3, Commissioner Grove and George.

UNFINISHED BUSINESS- Grant Approval Policy

Manager Wade presented the updated grant approval policy. Motion to approve to the Grant approval policy made by Commissioner Grove and seconded by Commissioner Elliott. Discussion, Commissioner George was not in support of approving the policy as presented. 1 opposed, Commissioner George. Motion carried, 4-1. Commissioner George opposed.

UNFINISHED BUSINESS- Gibson Parking Plan

Public Comments continued.

Al Ingle- commented in opposition to the Gibson's Parking plan.

Susan Keith- commented in opposition to the parking plan.

Attorney Hartman presented the Commission with additional information for their parking plan and parking mitigation.

Cutler Edwards presented the updates on the proposed parking plan and provided the Commission with clarification on the proposed parking, and comments in opposition to the proposed plan.

The Commission discussed a complex parking plan for the Gibson Inn development project. Key points included:

- A request for historic waivers of 8 parking spaces each for the Gibson Inn and Buck House buildings
- A request to mitigate 11 additional required parking spaces through payment to the city's parking fund
- Concerns about the accuracy of parking space counts and measurements in the proposed plan
- Questions about the applicability of historic waivers to different parts of the project
- Debate over whether to consider the project as separate structures or as one combined site

Discussion held.

Commissioner Elliott commented on ADA accessibility and size of parking spaces. Commissioner Elliott recommend restoring the handicap parking space and the corner of Ave D and 4th Ave with an additional creation of another handicap space. Commissioner Elliott is not in favor of having 4 parking spaces alongside of 4th Street and Ave C (across from the Taranto House).

Commissioner Duncan, no comment.

Commissioner Grove commented and thanked Staff and Attorney Hartman to resolve the parking issue. Commissioner Grove inquired with City Planner that the spaces have been measured and is allowable based on City code. City Planner Bree Robinson confirmed that the parking plan presented meets code.

Commissioner George provided the public with an update on the process and prior approvals. Commissioner George also commented on the stormwater retention requirement that was set on Jan. 10, 2022, and mentioned that the developer knew from that meeting date. 7:23 Commissioner George question if 18 parking spots are available to be placed on Ave D.

Further Discussion held.

Motion made by Commissioner George to approve the parking mitigation waiver of up to (8) spots per each correctly documented spaces; and additionally, the spots that are available after the determination of the adequate parking space that are along the Buck House ; seconded by Commissioner Grove. Discussion, Commissioner Elliott. No further discussion. Motion failed. 3-2.

Commissioner George immediately noted that she accidentally voted against her motion and requested to restate her vote. Discussion held on point of order. It was determined that the motion was disposed of and new motion was needed.

After extensive discussion, a following motion was made by Commissioner Grove to approve a waiver for the 8 spots for the Gibson Inn. Motion seconded by Commissioner Elliott. No discussion. None opposed. Motion carried, 5-0.

Motion to table the second request until adequate parking is determined and the amount of the parking mitigation of the 11 parking spots fee is determined, made by Commissioner George until 2/4/25 CC RM. Motion seconded by Commissioner Duncan. Discussion, Commissioner George. None opposed. Motion carried, 5-0.

The applicant was directed to provide more detailed and accurate parking measurements, particularly for angled parking on Avenue D, for the February meeting.

MAYOR AND COMMISSIONER COMMENTS

Mayor Ash commented. Mayor Ash recommended that the City follow up on the strategic planning workshop, AAHM and relocating the City Hall.

Commissioners provided updates on various projects and committees they were involved with, including:

- Working with Alex on a Fire Mitigation Program
- Various activities held at the library
- Increasing sales tax and establishment of CRA
- FDOT project submissions
- Discussions about oyster licensing
- Updates on the community garden initiative
- Information about affordable housing efforts
- Resignation of City Manager and application review process
- Associated costs to secure facilitator for the proposed Strategic Planning Workshop/Meeting

Commissioner Elliott informed the public that the P3 Board has an upcoming meeting next week and invites the Community to contribute and participate.

MANAGER COMMUNICATIONS

Manager Wade provided updates on various on-going projects, the building official position; and increasing security during City events. Manager Wade provided additional updates on:

- Duke Energy's plans to replace a tower on Commerce Street
- The need to fill the Building Official position
- Plans to improve security for upcoming events using concrete barriers
- Progress on the Leslie Street project

CONSENT AGENDA

Motion to adopt consent agenda made by Commissioner George; seconded by Commissioner Grove. None opposed. Motion carried, 5-0.

ADJOURNMENT

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

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS

A Workshop Meeting/Retreat of the Apalachicola City Commission was held on Saturday, January 4, 2025, at 10:00AM at the Fort Coombs Armory, 66 4th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Adriane Elliott, Commissioner Despina George, Commissioner Donna Duncan, City Manager Travis Wade, City Clerk Sheneidra Cummings, Finance Director Lee Mathes, City Attorney Dan Hartman, City Planner Bree Robinson, Police Chief Bobby Varnes

The Workshop Meeting called to order by Mayor Ash followed by prayer and Pledge of Allegiance.

Mayor Ash acknowledged the presence of Tom Morgan, a business owner of Apalach Outfitters, and Brian Deloach, a resident and former Leon City of Tallahassee Commissioner. The Mayor also welcomed Rebecca and Tom Brocato, local business owners, to the meeting.

Mayor Ash invited the Commission to share their vision for the City. Mayor Ash expressed that the City did not have a firm vision or mission statement. A sample vision statement was presented: "To be a vibrant, sustainable destination that celebrates its rich history, diverse culture, and natural beauty offering unforgettable experiences for all visitors."

Commissioner Grove suggested modifying the vision statement to focus on being a city first before being a destination. She emphasized the importance of addressing the needs of citizens and creating a balanced economy.

Commissioner George highlighted the need to address the concerns of residents, including the need for better services, affordable housing, and insurance issues. She also stressed the importance of preserving the city's history and authenticity.

Discussion held.

The discussion then moved to various city departments:

Police Department

Chief Barnes reported on the progress and challenges faced by the police department. He mentioned that the department had come a long way in recent years but still needed additional equipment and funding. Chief Barnes highlighted the need for:

- Replacing service weapons
- Funding for public relations events
- Addressing staffing challenges
- Continuing to adapt to changing times and technologies

The commission discussed the possibility of implementing fees for events to offset costs incurred by the police department.

Water Department

Field Crew Supervisor Rhett Butler opened the discussion on the focus of the water department being the city's three wells and the need for maintenance and upgrades. The possibility of implementing a carbon dioxide injection system to improve water quality was mentioned, along with

the pursuit of grants and legislative appropriations for this project. Mr. Butler also inquired about the City's ability to utilize interest on high-yield savings account(s) to be able to afford City employees' raises, Christmas bonuses, etc.

Finance and City Properties

The commission discussed the need to review city-owned properties, particularly the Johnson Complex, which was described as a "money pit" due to high insurance and utility costs. The possibility of downsizing City hall to a more cost-effective building was proposed.

Planning & Zoning /Grants

City Planner Bree Robinson presented the Commission with a handout of various recommendations and City projects that are ongoing and/or proposed detailing their projected costs, pros and cons of proceeding with said projects, accessory dwelling unit discussion, as well as the need for a full-time Building Official.

Discussion held on the current City Hall Building.

Clerk Office-Administration

City Clerk Sheneidra Cummings presented updates on the front office that included various staff suggestions, salary recommendations for Receptionist position, as well as an update on the newly acquired office equipment and utility billing software that streamline the Billing Department and front office.

Waste Water Treatment Plant

Manager Wade presented recommendations on behalf of WWTP Supervisor Will Cox and Public Works Supervisor Greg Harris. Manager Wade presented updates on the plan for the new Wastewater Treatment Plant, procurement for construction, receiving \$250K in federal funding to replace spray heads in the City's spray fields and the plan for any excess funds to be focused on the upkeep and maintenance of spray field zones. Manager Wade also presented the need for a new office building for the Water Treatment Plant etc.

Public Works

Manager Wade reported on the needs of the Public Works department, including:

- Regular replacement of equipment such as mowers, string trimmers, and chainsaws
- Vehicle replacements
- The need for a dedicated mini excavator
- A recent project to clean out stormwater manholes citywide

Library

The discussion on the library centered around issues of communication and management. Concerns were raised about:

- The library staff's perception of autonomy from city policies

- After-hours events and staffing
- The need for clear communication between the library, the city, and supporting organizations like the Pals group

Discussion held.

Strategic Planning Presentation

Mayor Ash emphasized the need for strategic planning and proposed scheduling a session with a professional strategic planner. Key points for future planning included:

- Updating the City's vision and mission statement
- Creating a scope of work for event service fees or impact fees
- Realistic budgeting for each department
- Reviewing and potentially selling surplus city properties
- Scheduling workshops for specific projects like the African American museum and relocating City Hall office
- Exploring the possibility of implementing a CRA (Community Redevelopment Agency) or sales tax; and any potential revenue opportunities
- Updating the Capital Improvement Plan

The meeting concluded with a call for continued discussion on improving the commercial area and addressing affordable housing issues in the City.

Discussion held.

Mayor Ash noted some suggestions for City Manager Wade in preparation for his resignation, including a meeting with Commissioner Grove in regard to the Capital Improvement Plan. Mayor Ash also recommended that Attorney Hartman communicate with Bree in regard to the ordinances that she proposed to be updated; meet with Finance Director Lee Mathis on updating the Water and Sewer ordinance pertaining to the rates, and fee(s); as well as review the City's Charter to see if any updates are needed etc. Suggestions were made to schedule meeting dates to discuss City Hall relocation, the African American history Museum, CRA Sales assessment and process(es) required to move forward with re-establishment and incorporate any potential revenue opportunities.

ADJOURNMENT

Workshop adjourned by Mayor Ash. None opposed.

Meeting Adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

A Workshop Meeting of the Apalachicola City Commission was held on Tuesday, December 3, 2024, at 5:00 PM at the Former Apalachicola Municipal Library, 74 6th Street, Apalachicola, Florida.

Present: Mayor Brenda Ash, Commissioner Anita Grove, Commissioner Adriane Elliott, Commissioner Despina George, City Manager Travis Wade, City Clerk Sheneidra Cummings, City Planner Bree Robinson
Absent: Commissioner Duncan

Meeting called to order by Mayor Ash followed by prayer and Pledge of Allegiance

PUBLIC COMMENT

Here and none.

PRESENTATION

Brett Hammond presented the Commission with additional pavilion options including historical informative display options, ramps, roof pitch, and lighting etc.

Discussion held.

Mayor Ash inquired about lighting and shade options.

Commissioner Grove commented on

Commissioner Elliot suggested using the material to create a 2-stage replica of the Popham building. Commissioner Elliott also commented on liability, cost of maintenance and human capital to maintain proposed structure. Instead, she suggested having ADA accessible docks.

Commissioner George suggested not having such a steep roof and suggest going back to a flatter pitched roof. Commissioner Gorge suggested a former design like the seating and trees that was in Lafayette Park.

The consensus of the Borad was to have Mr. Hammond incorporate the feedback and suggested presented regarding the proposed design and come back to the Commission and present an updated rendering.

Mr. Synder agreed with Commissioner Elliott to have a small replica in-site.

Commissioners would like to see an open concept with no structure. Commissioner Grove would like to see additional dockage for transients.

Commissioner George foresee the area for sightseeing, resting and a way to connect to the waterway.
Mayor Ash would like to see something more simple and low maintenance.

ADJOURNMENT

Motion to adjourn workshop meeting made by Commissioner Elliott seconded by Commissioner Grove.
None opposed. Motion carried, 5-0.

Meeting adjourned.

BRENDA ASH, MAYOR

ATTEST:

SHENEIDRA CUMMINGS, CITY CLERK

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, January 13th, 2025
City Meeting Room – 74 6th Street
Minutes

Attendance: Joe Taylor, Jim Bachrach, Elizabeth Milliken, Myrtis Wynn

Regular Meeting: 6:00 PM

1. Approval of December 9th, 2024 meeting minutes.
 - a. **Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn – all in favor; motion carried.**

2. Review, Discussion and Decision for Certificate of Appropriateness & Fence. (R-1) (Historic District) @ 226 Center Street, Block 8 Lot 5. For Emily Spear - Owner; Contractor: TBD
 - a. **Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken – all in favor; motion carried.**

3. Review, Discussion and Decision for Fence (R-1) @ 99 Butler Street, Block 1 Lots 15 & East 10' of Lot 14. For Andrew & Dawn Schriever - Owner; Contractor: GeoFlora Group, LLC
 - a. **Motion to approve by Jim Bachrach; 2nd by Myrtis Wynn – all in favor; motion carried.**

4. Review, Discussion and Decision for New Construction (R-2) @ 21 24th Street, Block 271 Lot 28&29. For Neil & Sharon Parker - Owner; Contractor: Self
 - a. **Motion to approve by Jim Bachrach; 2nd by Elizabeth Milliken – all in favor; motion carried.**

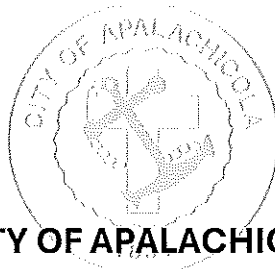
5. Review, Discussion and Decision for Certificate of Appropriateness, Addition, and Accessory Structure (R-1) @ 207 Avenue D, Block 107 Lot 9 & 10. For Tom Bradberry - Owner; Contractor: GeoFlora Group, LLC
 - a. **Motion to approve contingent upon the 'bonus room' not being rented out in any capacity by Elizabeth Milliken; 2nd by Myrtis Wynn – all in favor; motion carried.**

CITY OF APALACHICOLA
PLANNING & ZONING BOARD
REGULAR MEETING
Monday, January 13th, 2025
City Meeting Room – 74 6th Street
Minutes

Other/New Business:

Outstanding/Unresolved Issues:

Motion to adjourn the meeting by Jim Bachrach; 2nd by Myrtis Wynn. Meeting adjourned.



CITY OF APALACHICOLA CITY CLERK'S DEPARTMENT REPORT

February 2025

- Implemented online bill-pay and Customer Web Portal
- Processed and mailed out utility bills before the end of the month
- Applied late payment penalties
- Completed Billing Clerk's monthly tasks and conducted account audits
- Compiled agenda packets and emailed to Commission and City Attorney.
- Notified 2K Web Group to upload meeting agenda packets to website and post meeting dates and times to website.
- Assisted customers with cemetery items, utility bill questions and payments, garbage/yard trash complaints, public records request, golf cart decals, Battery Park ramp stickers, business licenses, and other miscellaneous duties.
- Processed ACH billing
- Audited Waste One Garbage Invoice and reconciled accounts that were in error
- Completed tasks as assigned by the City Manager and Mayor.
- Fulfilled 3 Public Records Request; 3 open requests
- Completed and mailed general monthly billing.
- Assisted Staff with various issues and projects.
- Assisted employees with HR related issues
- Issued (2) 24-25FY Business Tax Receipts
- Completed billing adjustments and Water deposit refund requests
- Responding to emails and fulfilling requests that requires research
- Additional tasks related to maintaining the Clerk's Office and overseeing Utility Billing

City of Apalachicola
Public Works Department Report
February 2025

The public works department, services all city vehicles and replaces all the tires on city vehicles, services all the mowers and weed eaters, cuts all city parks, cut all city properties, empty all garbage cans down town and city parks, clean city right of ways, cut city right of ways, and patch holes on city roads as needed.

- Completed a few work orders.
- Serviced 2 city vehicle.
- collected trash from downtown and public parks.
- cut our routine main roads parks
- Loaded and hauled several loads of yard debris
- Changed oil and service mowers.
- Cleaning alleys and removing debris on the north side of the town
- Picking up debris piles around town
- Repaired pot holes around town
- Put new alley in between 5th and 6th and Ave K and L
- Replaced storm drain pipe at river front park

Building Maintenance

- . Turned the water meter on at Old library and New library and put 2 -shelf together at Holy Family
- . Put 2 GFI in bathroom and kitchen at the Rainy House and added plugs in closet
- . Painted yellow caution strips on steps at Holy Family
- . Put 3 Shelves together at Holy Family
- . Put shelves up at city Hall

- . Replaced all air filters in the city buildings
- . Fixed toilet handle in women restroom at community center
- . Replaced soap dispenser in women's restroom in public bathrooms
- . Put new blinds up at police station

COMPLETED BY : Greg Harris

Grant Updates City Commission – February 2025

Submitted Applications - Pending Results:

1. **Commerce Rural Infrastructure Fund – Well Rehabilitation**
 - a) An application requesting \$344,250 to rehabilitate the City's three wells was submitted on 9/13/24. The specific technology requested would allow for quicker repairs and lessen the risk of future boil water notices. No match was required for the City to apply. There is \$15 million available statewide – awards should be announced by 12/31/24. **NOT FUNDED. Commerce staff reached out and stated that the project was a valid request, but funding was limited. Commerce staff encouraged City to look at the upcoming Small Cities CDBG program, as this project could be a good fit for application.**
2. **DEP Local Trail Management Grant Program – Riverfront Park Fitness Trail**
 - a) An application requesting \$185,000 for replacement of the dock boards at Riverfront Park was submitted 8/29/24. No match was required to apply. **NOT FUNDED – holding for re-application.**
3. **FDACS – UCF-C Grant Program – Lafayette Park Tree Canopy Improvements Project (Requested \$10,000, City Cash Match \$10,000)**
 - a) An application requesting funding for the planting of 34 trees in Lafayette Park was submitted 7/18/24. The City Commission agreed to budget \$10,000 towards this project in the next fiscal year and the City submitted a request to FDACS for the remaining \$10,000.
 - b) Evaluation committee made final selections 10/10 – notifications expected mid to late October.
 - c) **FUNDED – Project bid out competitively and awarded to Gulf Coast Landscaping & Supply. Awaiting agreement from FDACS before contracts can be signed.**
4. **DHR – 2025-26 Special Category – Phase II HCA (Harrison-Raney Building) mitigation/repair. \$350,000 (City Cash Match \$21,875) FUNDED**
 - a) 2025-26 DHR Special Category grant request for Phase II to complete additional repairs to HCA currently being drafted and was submitted by June 3, 2024. Phase II to complete repairs not funded in Phase I and will include windows, doors and additional masonry work.
 - b) Application submitted for consideration - \$21,875 cash match is obligated under the application as approved at the 6/4/24 CC meeting.
 - c) **FUNDED – HCA phase II application was reviewed and ranked favorably during Nov. 19 Florida Trust Board Meeting. Trust board recommended funding; funding is pending legislative budget approval (Spring 2025).**

Funded Applications:

Firehouse Subs:

1. **Firehouse Subs Public Safety Foundation - Hurst Rescue Tools "Jaws of Life" \$38,465**
 - a) An application requesting Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted by City staff 7/11/24 and announced as funded on 10/8/24. These tools were a request from the VFD and will aid them in their efforts. Firehouse Subs is worked directly with Hurst to send the equipment to the City - the Jaws of Life equipment was delivered mid-November and the VFD has scheduled a training with Hurst staff on December 2nd to learn how to operate the equipment safely.
 - b) **Project CLOSED OUT – will be removed from the March grant report.**

FDOT:

1. **SCOP - Leslie Street \$610,169.30 (G2N05)**
 - a) This project will remedy the underground issues, resurface the entire street length, and obtain new road signs based off engineer's estimate and recommendations. Engineering firm, Dewberry, has

completed the plans and they were sent to FDOT for a final review prior to procurement - 5/23/24 the plans were approved and advertisements for procurement were scheduled in The Times and The Tallahassee Democrat. Bids are due by June 28th at 4PM.

- b) The current project completion date per FDOT is 10/31/24.
- c) City procured North Florida Construction for the construction work – CEI is currently being procured under the City’s Continuing Services Engineers procurement. City Manager will request action to award the CEI to an engineering firm and then construction can begin. CEI was awarded to Urban Catalyst Engineering.
- d) CONSTRUCTION START DATE WAS SEPTEMBER 9th! Construction in progress – currently **not on schedule**. During construction it was discovered that the stormwater pipe is made of terra cotta. City has requested a change order to replace the terra cotta with a new concrete pipe to prevent any future issues. Brick manholes were also discovered and an additional change order has been requested to replace them while they are exposed to avoid disrupting the street in the future. Once approved by FDOT, this project will move forward. FDOT has granted an extension through the end of this year – an additional extension to March 2025 may be requested if needed to complete construction.
- e) Change order was approved by FDOT – expected to be fully executed first week of December. Contractor has ordered materials needed.
- f) Project is on schedule to be complete by Summer 2025.

DEP:

- 1. **Resilient Florida - Critical Asset Flood Management \$2,403,500 (24SRP65)**
 - a) This grant will complete identified drainage projects in the city that have been documented, but not funded by other sources. Funds will repair known nuisance flooding drainage issues in 29+ locations throughout the city. The City of Apalachicola Critical Asset Flood Mitigation Projects include the replacement and retrofit of pipe systems at multiple roadway intersections, addition of inlets, pipes, water quality vaults, crown reconstruction, and construction of roadway conveyance system. DEP has tentatively scheduled a site visit in October.
 - b) Bay Media Services was awarded a contract for administering this grant at the June City Commission meeting.
 - c) Baskerville Donovan Inc was scored highest and selected by City Commission to negotiate engineering services. 10/24
 - d) Negotiations with Baskerville Donovan were unsuccessful. All bids were rejected and staff has modified scope based on field visit with DEP and is advertising new RFQ for engineering services.
 - e) The modified scope was readvertised, and three firms submitted qualifications: Dewberry Engineers; Anchor CEI and Inovia Consulting Group. Staff ranked the three based on criteria including experience with related projects, qualifications and availability of staff, demonstrated ability to meet schedules and pricing constraints. The firms were ranked in order: Inovia, Dewberry, Anchor. A Board Action Request to the Commission to enter into negotiations with the highest-ranking firm has been drafted.
- 2. **Resilient Florida Planning Grant – COA Adaptation Plan \$67,000 (24PLN12)**
 - a) This award is funding for preparing a infrastructure plan for flood protection. The City of Apalachicola will complete the City of Apalachicola Adaptation Plan Project to include an Adaptation Plan consistent with the Florida Adaptation Planning Guidebook. The project will include public outreach and stakeholder engagement. Agreement signed 3/20/24 and project procurement is underway.
 - b) Bay Media Services was awarded the contract for this scope of work at the June City Commission meeting. 1st Workshop is planned for later this fall, following completion of Vulnerability Assessment.
 - c) Project pending completion of VA update (March 2025).
- 3. **Resilient Florida – Comprehensive Vulnerability Assessment \$272,500 (22PLN10)**
 - a) The City of Apalachicola will conduct the City of Apalachicola Comprehensive Vulnerability Assessment project to include an update to the 2017 Vulnerability Assessment. This includes the impact of sea-level rise, storm surge, and rainfall flooding. The impacts of flooding will be projected and mapped over a planning horizon that extends to 2070. Critical assets, vulnerable infrastructure, and historic properties at risk will be identified. Comprehensive plan amendments to comply with the

Peril of Flood statute and adaptation strategy recommendations will also be included in the Project. \$200,000 in supplemental funding was awarded as part of the VA help resolve identified data gaps and will result in the City digitizing its infrastructure facilities including water distribution lines, sewer and stormwater.

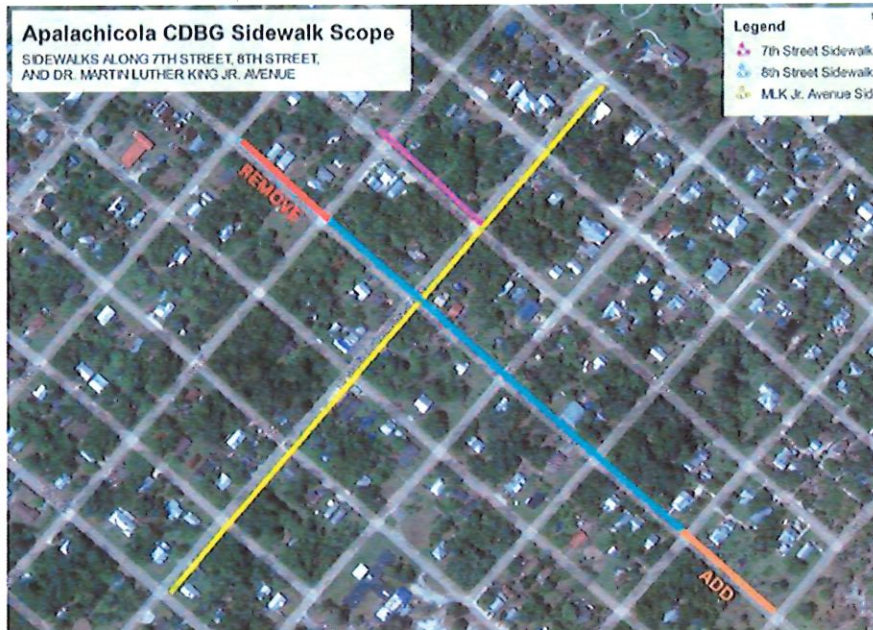
- b) Data Gap infrastructure mapping 100% complete. Exposure Analysis 100% complete. Sensitivity Analysis 90% complete. Focus Area Identification 90%. The updated VA is expected to be completed by the end of March with a presentation to the commission in April.
- 4. **Resilient Florida – Wastewater Plant Repairs \$13,381,516 (22SRP17) + SLFRP - WWTP Headworks & SBR Relocation, Replacement and Upgrades for Advanced Wastewater Treatment \$5,551,875 (WG038) = Total \$18,933,391 for WWTP Relocation/Replacement**
 - a) These grants combined are to replace and repair critical wastewater facility components and to relocate the facility to ensure it is out of the flood zone. The project will ensure that the City is storm ready for years to come!
 - b) The project is at 85% design and the permit applications have been submitted and is currently sitting at 60% complete. Currently, final design is underway which includes biological process modelling, and process equipment selection.
 - c) DEP is creating an amendment to WG038 to combine the budget into one line item to ensure that there are no issues with the ARPA funding pools in the future. (completed in August 24)
 - d) Pay Request 4 has been submitted to DEP for payment 8/12/24 and has been reimbursed via advanced pay.
 - e) Pay Request 5 submitted December 2024. **Updated cost estimates exceed existing funds**; Gouras & Associates / Dewberry working with DEP to finalize scope of work to be completed with existing funds and submit additional funding applications.
 - f) Completion of plans currently scheduled for March 2025!
 - g) SCHEDULE:
 - i. Projected construction start date: May 2025
 - ii. Projected initiations of operations date: December 2026
 - iii. Projected construction end date: December 2026

Florida Commerce [Formerly DEO]:

- 1. **Rural Infrastructure Fund - Water Treatment Plant Improvements, Potable Water Studies \$147,000 (D0225)**
 - a) This grant will evaluate existing conditions, create an enhanced sampling plan, hydraulic modeling, treatability studies and alternatives analysis. Engineering firm, Dewberry, is in progress and these studies are 45% complete!
 - b) A one-year extension request has been requested to complete this project – it was executed mid-September and the deadline is now May 2025. Dewberry’s work continues.
 - c) The report has been completed! Deliverables and reimbursement requests are being drafted to send in to Commerce to close this project out in the coming months.
- 2. **Rural Infrastructure Fund – Drainage Basin Analysis Phase II + Camera Work of Stormwater Lines \$300,000 (D0260)**
 - a) This grant will fund an analysis of the drainage basins that border Apalachicola River and Bay. The proposal also includes funding to begin camera-work of the stormwater lines in Phase 1. The project aims to document all stormwater conveyance characteristic, both structural and natural, along with deficiencies of each that have contributed to localized flooding within 18 drainage basin areas totaling 310 acres in the city. The City will then prioritize repairs in areas where localized flooding is present and plan for water quality treatment at the stormwater outfalls which discharge into the Apalachicola River and Apalachicola Bay. Basins 11 and 3 were covered by the 2018 grant. This grant application would address the following basins: 1, 2, 4, 5, 6, 7, 8, 9, 10, 12-19
 - b) Agreement signed 2/1/24. Grant administration with grant continuing services procurement approved at July City Commission meeting. Task order to engage Dewberry Engineering drafted; currently in review by Florida Commerce. Request for contract extension drafted, pending Commerce approval.
 - c) Contract extension approved 10-14-24. Pending Dewberry mobilization.

- d) Contractors are currently in the field inventorying the drainage system. According to Dewberry, they are approximately 35% complete.
- 3. CDBG-DR – Avenues Stormwater Repair Project \$3,891,869 (\$29,000 City Cash Match) (M0016)**
- a) This grant is to fund repairs and upgrades for the avenues stormwater drainage system. Dewberry is the engineering firm for this project.
 - b) Quotes received for drainage pipe inspections and route survey. Existing conditions CCTV survey was completed. The engineer received videos and reports which have been analyzed. The engineer worked with contractor to revise scope and cost for drainage pipe survey.
 - c) An amendment request was submitted on 5/10/2024 to add CE&I as a reimbursable task and to extend the period of performance through September 2025.
 - d) Meetings were held with Commerce’s consultant (KPMG) to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) Engineering:
 - i. Engineering: Survey is 100% complete. Engineering continued throughout the month and is scheduled for completion in February 2025. Design was 85% complete as of 01.31.2025.
 - f) Environmental:
 - i. The ERR was certified on 01.02.2025. The Combined Public Notice of FONSI/NOI-RRROF/Final Floodplain Notice was posted to the City’s website on 01.02.2025 and the City accepted comments through 01.22.2025. FONSI documentation and HUD Form 7015.15 were submitted to Commerce’s environmental team on 01.31.2025. Commerce issued environmental clearance / AUGF on 02.19.2025.
 - g) SCHEDULE:
 - i. Projected construction start date: April 2025
 - ii. Projected construction end date: August 2025
- 4. CDBG-DR – Hometown Revitalization (Riverfront) \$4,400,000 (\$70,000 Private Owner Match + \$313,365 City Cash Match) (M0034)**
- a) This grant is to revitalize the businesses and public areas in the riverfront district. This work includes private business’s docks along with public docks, sidewalks, lighting, and parking areas.
 - b) Certifications and liability agreements have been distributed to all owners – matching funds have been requested from owners 30-days prior to bidding the project.
 - c) The City Commission planned to amend the scope for the Popham Building to just design and partial demolition as the deliverables. After several meetings, Commerce agreed with the scope change presented by the City and it has been incorporated into the scope.
 - d) Meetings were held with Commerce’s consultant (KPMG) were held in June to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) The engineer has continued work on survey drawings, environmental evaluations, permit applications, and preliminary and schematic designs. (Note that construction activities cannot commence until Commerce approves the Environmental Review Record.) The project engineer reported the following for October:
 - i. Plan Set 1 (Dock and Pier Repair/Reconstruction)
 1. Design and plans for Plan Set 1 along Scipio Creek sites are complete. An Opinion of Probable Costs for Plan Set 1 has been finalized. Engineers are preparing Signed and Sealed Submittal Package for City of Apalachicola and completed and submitted the Final Structural Report for the waterfront facilities.
 2. CDBG-DR NEPA Environmental Review is ongoing.
 3. Edgewater Group has continued with the environmental permitting process developing permit documentation required for the USACE, Section 10 issues regarding regulated wildlife and State 404 permitting needs.
 - a. Comment responses to RAIs from agencies is being completed.
 - b. Edgewater is responding to USACE SAV inquiries.
 - c. Edgewater met with US Army Corps of Engineers (USACE) at the Water St. Hotel location to resolve a compliance concern.
 4. The Cultural Resource Assessment Survey (CRAS) for the Riverfront Revitalization project is

- completed and submitted for follow on coordination.
- ii. Plan Set 2 (Water, Commerce and 4th Street Upgrades)
 - 1. Office survey work and maps/drawings are complete and submitted to Halff and have been incorporated into our plans.
 - 2. Design and plan drawings of the proposed Water, Commerce and 4th Street upgrades are complete – QC is occurring and 100% Plans will be sent to the City of Apalachicola once QC is complete.
 - 3. Permitting for Plan Set 2 is underway. With 100% Plans submittal, permitting team will finalize the permit submittal for review.
 - 4. The Cultural Resource Assessment Survey (CRAS) for the Riverfront Revitalization project has commenced. No current updates for the CRAS for Plan Set 2.
 - iii. Popham Building
 - 1. Hammond Design Group (HDG) is currently working to develop construction documents for the approved deck area at the Popham Building site. HDG has submitted documents to the structural engineer and is proceeding to pull a review set of documents together to submit to Halff for review.
- f) Environmental Updates:
- i. The CRAS was transmitted to the Seminole Tribe on 02.05.2025. The tribe agreed with the finding of no effect, subject to inadvertent discovery clauses in the contract documents and archaeologist oversight for ground disturbing activities at the Battery Park site.
 - ii. The CRAS was submitted to SHPO in February 2025. Additional information was requested thereafter.
 - iii. The Contaminations / Toxics substances section of the ERR was provided for ICF / Commerce review in February 2025.
 - iv. A TA call was held with ICF re: the explosive section on 02.03.2025
- g) SCHEDULE:
- i. Projected construction start date: April 2025
 - ii. Projected construction end date: September 2025
5. **CDBG-DR – Hill Community Project \$935,753 (\$910,000 Funded + \$25,000 City Cash Match) (M0033)**
- a) This project is to revitalize three (originally 5, two locations dropped out by choice) businesses within the Hill through exterior work and renovations - each location's scope differs. This project is also to create sidewalks and lighting in the Hill area to spur economic development through walkable connectivity. Gouras and Associates is the grant administrator and CDG is the engineering firm working on the plans. Certifications for the private business owners have been prepared and sent to each owner to ensure that the program guidelines are being met by all parties.
 - b) The City Commission finalized the scope of the Sidewalk & Lighting project at a special meeting on 2/20/24 after workshopping the previously approved scope. The below image shows the final scope of these improvements - these are subject to Commerce approval. The cost of materials has increased during the progression of this grant, so the priority for the funding will be sidewalks first with primary focus on MLK and the 8th Street section.



- c)
- d) Florida Commerce and the City held a TA call on 4/29/2024 to discuss scope changes requested by the City. Changes to the sidewalk layout based on public feedback was discussed, as well as structural issues that have been identified for several commercial buildings.
- e) Liability Agreements were created by the City Attorney and distributed to the business owners. Project guidelines were also provided. Meetings to discuss these documents are scheduled with business owners. 3/3 project beneficiaries have submitted their signed documents. A meeting was held with the remaining property owners and FloridaCommerce to review grant requirements; as a result of this meeting, Commerce subsequently confirmed participant eligibility, pending submission of additional documentation from the participant. The City has continued to work with property owners to finalize agreements between the City and the Property Owner for utilization of CDBG funds for project activities.
- f) An amendment has been received from the engineer to modify the sidewalk layout and update the scope of engineering to correspond with modified building scopes; this was submitted to Commerce for authorization to execute on 07.03.2024.
- g) Environmental Clearance / AUGF issued by Commerce 01.02.2025
- h) Game Room business verbally opted out of the grant program in a meeting with City staff in City Hall on 1/9/25. On 2/19/25 another meeting was held where they now want to be included again, but have requested the City Commission obligate extra funding towards their building – discussions will follow.
- i) Architectural Update:
 - a. Property owners are reviewing final plans and providing comments on same. City is working to finalize contract documents for bidding. Commerce review of final plans / contract documents is required prior to bidding. Anticipated submission to commerce: March 2025
- j) Sidewalk Update:
 - a. Plans were 90% complete as of 01.31.2025. Anticipated plan completion late February / early March 2025, after which plans and contract documents will be submitted to Commerce for review and authorization to solicit bids.
- k) SCHEDULE:
 - i. Projected construction start date: April/May 2025
 - ii. Projected construction end date: August/September 2025

DOS:

1. DHR African American Cultural and Historical Grants - Apalachicola History & Culture African American Museum \$1,250,000 (\$1,000,000 Award, \$250,000 City Cash Matching Funds) (23.s.aa.900.039)

- a) This project is funding the design and construction of a one-story, 2,000SF building with elevated ceilings. Priorities include: security, storage, office space, greeting station/gift shop, breezeway to Holy Family, bathrooms, controlled lighting for displays.
- b) There was a meeting on 1/16/2024 to show the concept direction of elevations and floor plans for the proposed museum. The third set of concepts was introduced to the City Staff, Commission, and community stakeholders. There was a presentation introducing potential site planning concepts, indoor and outdoor arrangements of display area, and potential exterior plaza configuration. Commission voted on exterior and interior layouts and designs for the museum provided by the architects. The modern style building, second floor plan, and exposed roof style were all chosen. The next phase is moving these concepts to construction documents – the architect/engineering team is in progress. See the concept design below:



- c)
 - d) A public workshop was held July 2nd for the Architect team to present the 50% plans for the site, building, and space to the City Commission and interested citizens.
 - e) An updated timeline has been communicated to DOS and an extension to June of 2025 has been granted. The project completion date is estimated to be in December of 2025, so City staff and DOS are anticipating another 6-month extension to be filed February of 2025.
 - f) Hammond Design to presented 95% Plans to the City Commission 10/8/24.
 - g) A workshop to discuss tile options has been scheduled for 12/3/24 prior to the City Commission regular meeting. Tile options were solidified and plans are very close to completion and ready to bid out!
 - h) City held a workshop on 1/28/25 to discuss options for if the bids come in over budget as expected, City Commission consensus was to move forward with the project aware that the building materials and design might have to be slightly changed in order to stay under budget.
- 2. DHR Special Categories – Old City Hall Phase II Structural Damage \$395,000 + \$98,750 In-Kind Match (\$50,000 Cash Match) (24.h.sc.100.069)**
- a) City was funded for Phase II of the repair/structural work to the old city hall building! Agreement was signed 8/8/23. Bay Media will continue with grant administration as well as 4M Design, Mark Tarmey, on the designs as allowed by DOS. This grant is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the NPS grant. The purpose is to stabilize the building, by proposing to install an interior rigid steel frame to provide the structural integrity of the building, exterior masonry, and support the historic second floor wood frame.
 - b) Phase II will install structural interior steel framing, additional 2nd floor shutters and interior/exterior masonry work, electrical, plumbing. Admin to schedule staff, architect (4M Design) and contractor (OSP) onsite meeting to finalize Phase II scope and develop construction contract.

- c) Contractor agreement for shutters and windows with Oliver Sperry executed. Scope modification approved by DHR. Construction of first contract deliverables pending arrival of windows and shutters. Building interior has been LiDAR scanned to verify scale and structural dimensions of existing second floor framing with high degree of accuracy for required Structural improvements to second floor framing. Awaiting structural drawings and estimate for remainder of phase II construction work.
 - d) Upstairs windows and shutters to arrive for installation mid December. Structural plans for interior stabilization scheduled to be completed mid December.
 - e) Upstairs windows and shutters installed. Approved structural plan currently being reviewed and plans being quoted.
- 3. DHR Special Categories – City Hall Phase III \$340,000 + \$30,000 City Cash Match (25.h.sc.100.036)**
- a) DOS reached out 6/18/24 to announce that this project was awarded through the FY25 Special Category Grants program. The phase III funding for City Hall will complete the second-floor structural work, interior/exterior masonry repair of second floor and will complete the mechanical and plumbing not completed in phase II for the first floor and all for the second floor. Additionally, it will provide a second-required stair access to the second level.
 - b) Agreement signed 10/25/24!
 - c) Procurement underway for architect/contractor - BAR prepared for City Commission to retain Oliver Sperry as contractor to continue phase III work upon completion of phase II.

FEMA:

- 1. Hurricane Michael - Bodiford Park Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$53,824 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on an extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.
- 2. Hurricane Michael - Scipio Creek Marina Finger Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$74,090 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.
- 3. Hurricane Michael – V Pier Dock Repairs**
 - a) Dewberry engineers completed the construction plans for this project – the pier falls within the original footprint and no additional permitting is required. FEMA reviewed the original plans and a revised plan set was created afterwards – revised set is still pending FEMA review and approval to bid out for construction. Waiting on an extension from FEMA.

FDEM:

- 1. HMGP Market Street Vacuum Station \$120,000 (4399-150-R) with DEO Match of \$37,500 (M0142)**
 - a) The scope of this project is for the design of a new vacuum sewage station located near intersection of Market Street and Avenue G. The purpose of this project is to provide protective measures to wastewater infrastructure of the historic downtown commercial district in Apalachicola. CPWG Madrid is 90% complete with the engineered plans for the Market Street Vacuum Station – they submitted 100% designs and permits, but there were some remaining issues/priorities in the plans pointed out by staff that are currently being remedied. Monthly meetings with Commerce continue.
 - b) The Engineer submitted all deliverables and staff is reviewing them prior to submitting to FDEM. Once approved by staff, all documents will be uploaded and FDEM will conduct a CBA to determine Phase II.
 - c) Submitted deliverables to FDEM. They have come back and asked for additional documentation from the engineers. Waiting for CPWG Engineering to supply cost estimate documentation!
 - d) CPWG supplied the cost estimate information and then an additional RFI (request for information) was

issued and questions were answered 10/24/24. This is a good sign that the construction could be soon funded.

- e) FDEM has sent multiple RFI's and CPWG engineers are answering as needed. FDEM RFI's have been resolved, DEP Permit RFI still outstanding.
- 2. HMGP Critical Facilities Generators \$241,862 (4399-092-R) with DEO Match of \$26,064.75 (M0141)**
- a) This grant will provide protection and storm mitigation by providing City Hall, the police, and fire department with portable generators. One will be at City Hall, the other will be shared by Police and Fire. The purpose of this project is to provide protection to a critical facility in Apalachicola. The project is for the purchase and installation of an emergency generating system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards.
 - b) The contract with BGN was executed and monthly progress meetings with Commerce continue – permitting is in process and general installation will begin very soon! Generators have been ordered.
 - c) The City is waiting on generators to arrive. The next step is to pour concrete and install electrical.
 - d) Work has begun on this project. The only delay is the generator delivery. Some sizes are back ordered. The end goal is to have both generators installed by October 2024 pending no further shipping delays.
 - e) Generators delivered – work is underway! Generators installed! City to soon seek reimbursement.
 - f) Deliverable and reimbursement package being developed, final inspection has been requested.
- 3. HMGP Wastewater Vacuum Station Portable Generator \$170,000 (4486-007-R)**
- a) For purchase and setup of an emergency generator system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards at the 108 Avenue F location. (The current generator is too small for the need and this will provide an appropriately sized and portable generator.)
 - b) The bid for this project came in over budget. A budget increase was requested in February, 2024. We are waiting on determination from FDEM. The contractor has guaranteed his price without an increase until June 24, 2024. FDEM approved the cost increase. Waiting for FEMA's approval of the budget increase.
 - c) Budget increase was approved by FEMA, waiting on contract modification from FDEM.

State Appropriations:

- 1. Spray Field & Solar Project \$130,000 (LPA0452)**
- a) The original request for this award was for 150 replacement spray heads and installation of 11 solar controllers and supplementary batteries. The spray heads are \$553.00 apiece, and the solar installation costs (in total) amounts to \$87,880.00 for 22 locations.
 - b) DEP issued an amendment in April 2024 allowing for the funds to be used solely for acquisition of needed parts instead of having to hire out a contractor for the parts and install. This will allow The City to stretch the budget further and be able to buy more spray heads and install them in house – procurement is in the works as acquisition quotes will need to be obtained and approved by DEP prior to ordering. Work will be completed by 12/31/25.
 - c) Meeting with DEP was held 2/21/25 regarding procurement – ordering of sprayheads is underway!
- 2. Inflow & Infiltration Study \$300,000 (LPA0451)**
- a) The City of Apalachicola has an aging infrastructure made of terra cotta pipes and faulty water lines. The City is funded to do an infiltration and inflow study - the study will assess local sources of surface water and/or groundwater prior to entering a sewage system. This will be done with typical methods such as smoke testing, dye testing, and visual inspections to locate structural defects or water stains to summarize existing data pertinent to the hydrologic conditions and hydrogeology in the study and surrounding area. This will produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify the tasks required to complete a resolution to the problem by 6/30/25.
 - b) Award of I&I Study on March agenda for award.
- 3. Stormwater Pipe Relining & Backflow Devices - \$100,000 (LPA0140)**
- a) Urban Catalyst is the procured engineer for this project. The following locations in Apalachicola will be addressed: 1) Fred Meyer Street near 18th Street just east of the intersection, where the road is sinking

- at a damaged pipe joint; 2) 5th Street between Avenue C and Avenue E., where the road has several areas where the pipe joints are caving in; and 3) Avenue B between 11th and 12th Street. Funding agency does not anticipate that the funding under this Agreement will result in a fully completed project, so this award will cover a portion of the work.
- b) An extension to 6/30/25 was granted – engineering is complete and the City tried to bid out the work with no responses twice – DEP agreed for us to be able to obtain quotes to move forward instead of going through the bidding process. Quotes for the final work are being acquired.
 - c) An award for the work on Fred Meyer and exploratory excavation was made at the December meeting. The contract has been signed with Jason White Construction to do the work.
- 4. Avenue H Parking Lot \$135,013 (Waiting for Agreement)**
- a) The 2024 legislative session funded half of the requested funding for the Avenue H Parking Lot project. This project will provide 39 parking spaces in an area with very few options for public parking and encourage additional economic activity in the downtown area. Permeable parking will also help with storm water management. Parking for local businesses will be provided - additionally, parking spaces will be provided that will be available for parking mitigation by local businesses.
 - b) Agreement received – City Commission gave consensus at February meeting to opt for a gravel parking lot in order to meet the budget constraints. Procurement will soon follow.
- 5. Fire Hydrant Replacement Phase III \$275,000 (Waiting for Agreement)**
- a) The 2024 Legislative session funded the Fire Hydrant Replacement Phase II project. The request was originally for \$550,000 to finish out the project, but only \$275,000 was funded. The City has worked over the last three years to replace 215 old and inoperable fire hydrants throughout the city. There are currently 110 fire hydrants remaining that are still in need of replacement. These new hydrants will benefit residents in close proximity in obtaining homeowners insurance, they will benefit the City with FDEP required flushing of drinking water and will benefit the all City residents with fire suppression and control. The funding should cover 55 of the remaining needed 110 hydrants.
 - b) An agreement has not yet been received – report will be updated once the agreement has been executed.
 - c) Introductory meeting with state legislative grants staff held 7/25/24 – state staff stated that an agreement would not be drafted until a purchase order for the hydrants has been approved. City Manager Wade is working on this.
 - d) Pending interim City Manager appointment – PO is pending.

ARPA:

- 1. American Rescue Plan - \$1,179,010**
- a) The City received an award of \$1,179,010 through the SLFRF program – the City has elected to use the funding as a “standard allowance” for government services.
 - b) The City Commission has been workshopping priorities for the funding – the yearly report was submitted by April 30th.

All information in this report is accurate up to 2/21/25 at 12:00PM! If you have questions regarding any of the above projects, please direct your questions to Bree Robinson – City Planner brobinson@cityofapalachicola.com.

Grant Updates City Commission – February 2025

Submitted Applications - Pending Results:

1. **Commerce Rural Infrastructure Fund – Well Rehabilitation**
 - a) An application requesting \$344,250 to rehabilitate the City's three wells was submitted on 9/13/24. The specific technology requested would allow for quicker repairs and lessen the risk of future boil water notices. No match was required for the City to apply. There is \$15 million available statewide – awards should be announced by 12/31/24. **NOT FUNDED. Commerce staff reached out and stated that the project was a valid request, but funding was limited. Commerce staff encouraged City to look at the upcoming Small Cities CDBG program, as this project could be a good fit for application.**

2. **DEP Local Trail Management Grant Program – Riverfront Park Fitness Trail**
 - a) An application requesting \$185,000 for replacement of the dock boards at Riverfront Park was submitted 8/29/24. No match was required to apply. **NOT FUNDED – holding for re-application.**

3. **FDACS – UCF-C Grant Program – Lafayette Park Tree Canopy Improvements Project (Requested \$10,000, City Cash Match \$10,000)**
 - a) An application requesting funding for the planting of 34 trees in Lafayette Park was submitted 7/18/24. The City Commission agreed to budget \$10,000 towards this project in the next fiscal year and the City submitted a request to FDACS for the remaining \$10,000.
 - b) Evaluation committee made final selections 10/10 – notifications expected mid to late October.
 - c) **FUNDED – Project bid out competitively and awarded to Gulf Coast Landscaping & Supply. Awaiting agreement from FDACS before contracts can be signed.**

4. **DHR – 2025-26 Special Category – Phase II HCA (Harrison-Raney Building) mitigation/repair. \$350,000 (City Cash Match \$21,875) FUNDED**
 - a) 2025-26 DHR Special Category grant request for Phase II to complete additional repairs to HCA currently being drafted and was submitted by June 3, 2024. Phase II to complete repairs not funded in Phase I and will include windows, doors and additional masonry work.
 - b) Application submitted for consideration - \$21,875 cash match is obligated under the application as approved at the 6/4/24 CC meeting.
 - c) **FUNDED – HCA phase II application was reviewed and ranked favorably during Nov. 19 Florida Trust Board Meeting. Trust board recommended funding; funding is pending legislative budget approval (Spring 2025).**

Funded Applications:

Firehouse Subs:

1. **Firehouse Subs Public Safety Foundation - Hurst Rescue Tools "Jaws of Life" \$38,465**
 - a) An application requesting Jaws of Life rescue tools for the Apalachicola Volunteer Fire Department was submitted by City staff 7/11/24 and announced as funded on 10/8/24. These tools were a request from the VFD and will aid them in their efforts. Firehouse Subs is worked directly with Hurst to send the equipment to the City - the Jaws of Life equipment was delivered mid-November and the VFD has scheduled a training with Hurst staff on December 2nd to learn how to operate the equipment safely.
 - b) **Project CLOSED OUT** – will be removed from the March grant report.

FDOT:

1. **SCOP - Leslie Street \$610,169.30 (G2N05)**
 - a) This project will remedy the underground issues, resurface the entire street length, and obtain new road signs based off engineer's estimate and recommendations. Engineering firm, Dewberry, has

- completed the plans and they were sent to FDOT for a final review prior to procurement - 5/23/24
the plans were approved and advertisements for procurement were scheduled in The Times and The
Tallahassee Democrat. Bids are due by June 28th at 4PM.
- b) The current project completion date per FDOT is 10/31/24.
 - c) City procured North Florida Construction for the construction work – CEI is currently being procured under the City’s Continuing Services Engineers procurement. City Manager will request action to award the CEI to an engineering firm and then construction can begin. CEI was awarded to Urban Catalyst Engineering.
 - d) CONSTRUCTION START DATE WAS SEPTEMBER 9th! Construction in progress – currently **not on schedule**. During construction it was discovered that the stormwater pipe is made of terra cotta. City has requested a change order to replace the terra cotta with a new concrete pipe to prevent any future issues. Brick manholes were also discovered and an additional change order has been requested to replace them while they are exposed to avoid disrupting the street in the future. Once approved by FDOT, this project will move forward. FDOT has granted an extension through the end of this year – an additional extension to March 2025 may be requested if needed to complete construction.
 - e) Change order was approved by FDOT – expected to be fully executed first week of December. Contractor has ordered materials needed.
 - f) Project is on schedule to be complete by Summer 2025.

DEP:

1. **Resilient Florida - Critical Asset Flood Management \$2,403,500 (24SRP65)**
 - a) This grant will complete identified drainage projects in the city that have been documented, but not funded by other sources. Funds will repair known nuisance flooding drainage issues in 29+ locations throughout the city. The City of Apalachicola Critical Asset Flood Mitigation Projects include the replacement and retrofit of pipe systems at multiple roadway intersections, addition of inlets, pipes, water quality vaults, crown reconstruction, and construction of roadway conveyance system. DEP has tentatively scheduled a site visit in October.
 - b) Bay Media Services was awarded a contract for administering this grant at the June City Commission meeting.
 - c) Baskerville Donovan Inc was scored highest and selected by City Commission to negotiate engineering services. 10/24
 - d) Negotiations with Baskerville Donovan were unsuccessful. All bids were rejected and staff has modified scope based on field visit with DEP and is advertising new RFQ for engineering services.
 - e) The modified scope was readvertised, and three firms submitted qualifications: Dewberry Engineers; Anchor CEI and Inovia Consulting Group. Staff ranked the three based on criteria including experience with related projects, qualifications and availability of staff, demonstrated ability to meet schedules and pricing constraints. The firms were ranked in order: Inovia, Dewberry, Anchor. A Board Action Request to the Commission to enter into negotiations with the highest-ranking firm has been drafted.
2. **Resilient Florida Planning Grant – COA Adaptation Plan \$67,000 (24PLN12)**
 - a) This award is funding for preparing a infrastructure plan for flood protection. The City of Apalachicola will complete the City of Apalachicola Adaptation Plan Project to include an Adaptation Plan consistent with the Florida Adaptation Planning Guidebook. The project will include public outreach and stakeholder engagement. Agreement signed 3/20/24 and project procurement is underway.
 - b) Bay Media Services was awarded the contract for this scope of work at the June City Commission meeting. 1st Workshop is planned for later this fall, following completion of Vulnerability Assessment.
 - c) Project pending completion of VA update (March 2025).
3. **Resilient Florida – Comprehensive Vulnerability Assessment \$272,500 (22PLN10)**
 - a) The City of Apalachicola will conduct the City of Apalachicola Comprehensive Vulnerability Assessment project to include an update to the 2017 Vulnerability Assessment. This includes the impact of sea-level rise, storm surge, and rainfall flooding. The impacts of flooding will be projected and mapped over a planning horizon that extends to 2070. Critical assets, vulnerable infrastructure, and historic properties at risk will be identified. Comprehensive plan amendments to comply with the

Peril of Flood statute and adaptation strategy recommendations will also be included in the Project. \$200,000 in supplemental funding was awarded as part of the VA help resolve identified data gaps and will result in the City digitizing its infrastructure facilities including water distribution lines, sewer and stormwater.

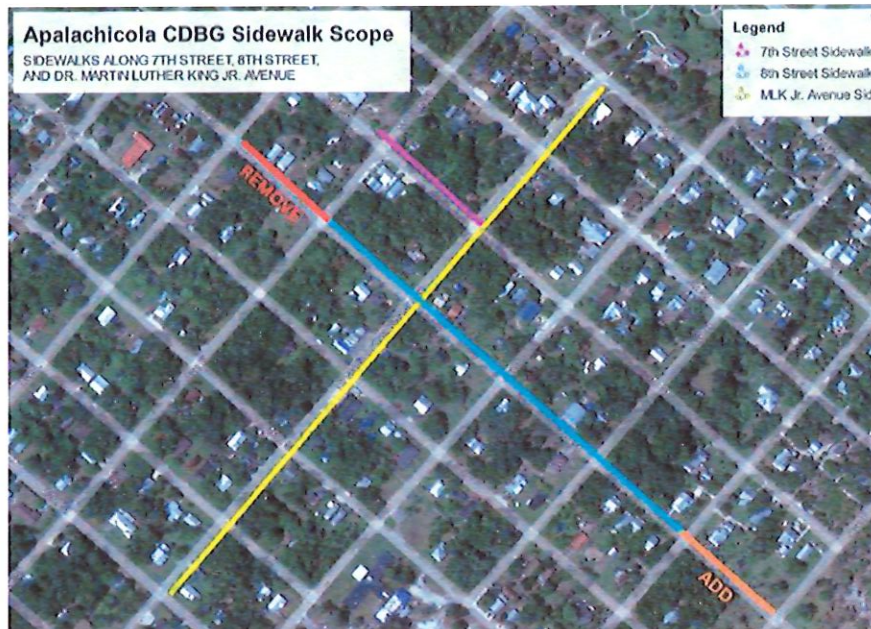
- b) Data Gap infrastructure mapping 100% complete. Exposure Analysis 100% complete. Sensitivity Analysis 90% complete. Focus Area Identification 90%. The updated VA is expected to be completed by the end of March with a presentation to the commission in April.
- 4. **Resilient Florida – Wastewater Plant Repairs \$13,381,516 (22SRP17) + SLFRP - WWTP Headworks & SBR Relocation, Replacement and Upgrades for Advanced Wastewater Treatment \$5,551,875 (WG038) = Total \$18,933,391 for WWTP Relocation/Replacement**
 - a) These grants combined are to replace and repair critical wastewater facility components and to relocate the facility to ensure it is out of the flood zone. The project will ensure that the City is storm ready for years to come!
 - b) The project is at 85% design and the permit applications have been submitted and is currently sitting at 60% complete. Currently, final design is underway which includes biological process modelling, and process equipment selection.
 - c) DEP is creating an amendment to WG038 to combine the budget into one line item to ensure that there are no issues with the ARPA funding pools in the future. (completed in August 24)
 - d) Pay Request 4 has been submitted to DEP for payment 8/12/24 and has been reimbursed via advanced pay.
 - e) Pay Request 5 submitted December 2024. **Updated cost estimates exceed existing funds**; Gouras & Associates / Dewberry working with DEP to finalize scope of work to be completed with existing funds and submit additional funding applications.
 - f) Completion of plans currently scheduled for March 2025!
 - g) SCHEDULE:
 - i. Projected construction start date: May 2025
 - ii. Projected initiations of operations date: December 2026
 - iii. Projected construction end date: December 2026

Florida Commerce [Formerly DEO]:

- 1. **Rural Infrastructure Fund - Water Treatment Plant Improvements, Potable Water Studies \$147,000 (D0225)**
 - a) This grant will evaluate existing conditions, create an enhanced sampling plan, hydraulic modeling, treatability studies and alternatives analysis. Engineering firm, Dewberry, is in progress and these studies are 45% complete!
 - b) A one-year extension request has been requested to complete this project – it was executed mid-September and the deadline is now May 2025. Dewberry’s work continues.
 - c) The report has been completed! Deliverables and reimbursement requests are being drafted to send in to Commerce to close this project out in the coming months.
- 2. **Rural Infrastructure Fund – Drainage Basin Analysis Phase II + Camera Work of Stormwater Lines \$300,000 (D0260)**
 - a) This grant will fund an analysis of the drainage basins that border Apalachicola River and Bay. The proposal also includes funding to begin camera-work of the stormwater lines in Phase 1. The project aims to document all stormwater conveyance characteristic, both structural and natural, along with deficiencies of each that have contributed to localized flooding within 18 drainage basin areas totaling 310 acres in the city. The City will then prioritize repairs in areas where localized flooding is present and plan for water quality treatment at the stormwater outfalls which discharge into the Apalachicola River and Apalachicola Bay. Basins 11 and 3 were covered by the 2018 grant. This grant application would address the following basins: 1, 2, 4, 5, 6, 7, 8, 9, 10, 12-19
 - b) Agreement signed 2/1/24. Grant administration with grant continuing services procurement approved at July City Commission meeting. Task order to engage Dewberry Engineering drafted; currently in review by Florida Commerce. Request for contract extension drafted, pending Commerce approval.
 - c) Contract extension approved 10-14-24. Pending Dewberry mobilization.

- d) Contractors are currently in the field inventorying the drainage system. According to Dewberry, they are approximately 35% complete.
3. **CDBG-DR – Avenues Stormwater Repair Project \$3,891,869 (\$29,000 City Cash Match) (M0016)**
- a) This grant is to fund repairs and upgrades for the avenues stormwater drainage system. Dewberry is the engineering firm for this project.
 - b) Quotes received for drainage pipe inspections and route survey. Existing conditions CCTV survey was completed. The engineer received videos and reports which have been analyzed. The engineer worked with contractor to revise scope and cost for drainage pipe survey.
 - c) An amendment request was submitted on 5/10/2024 to add CE&I as a reimbursable task and to extend the period of performance through September 2025.
 - d) Meetings were held with Commerce’s consultant (KPMG) to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) Engineering:
 - i. Engineering: Survey is 100% complete. Engineering continued throughout the month and is scheduled for completion in February 2025. Design was 85% complete as of 01.31.2025.
 - f) Environmental:
 - i. The ERR was certified on 01.02.2025. The Combined Public Notice of FONSI/NOI-RROF/Final Floodplain Notice was posted to the City’s website on 01.02.2025 and the City accepted comments through 01.22.2025. FONSI documentation and HUD Form 7015.15 were submitted to Commerce’s environmental team on 01.31.2025. Commerce issued environmental clearance / AUGF on 02.19.2025.
 - g) SCHEDULE:
 - i. Projected construction start date: April 2025
 - ii. Projected construction end date: August 2025
4. **CDBG-DR – Hometown Revitalization (Riverfront) \$4,400,000 (\$70,000 Private Owner Match + \$313,365 City Cash Match) (M0034)**
- a) This grant is to revitalize the businesses and public areas in the riverfront district. This work includes private business’s docks along with public docks, sidewalks, lighting, and parking areas.
 - b) Certifications and liability agreements have been distributed to all owners – matching funds have been requested from owners 30-days prior to bidding the project.
 - c) The City Commission planned to amend the scope for the Popham Building to just design and partial demolition as the deliverables. After several meetings, Commerce agreed with the scope change presented by the City and it has been incorporated into the scope.
 - d) Meetings were held with Commerce’s consultant (KPMG) were held in June to discuss project progress and reiterate that the project must be finalized by 09.30.2025.
 - e) The engineer has continued work on survey drawings, environmental evaluations, permit applications, and preliminary and schematic designs. (Note that construction activities cannot commence until Commerce approves the Environmental Review Record.) The project engineer reported the following for October:
 - i. Plan Set 1 (Dock and Pier Repair/Reconstruction)
 1. Design and plans for Plan Set 1 along Scipio Creek sites are complete. An Opinion of Probable Costs for Plan Set 1 has been finalized. Engineers are preparing Signed and Sealed Submittal Package for City of Apalachicola and completed and submitted the Final Structural Report for the waterfront facilities.
 2. CDBG-DR NEPA Environmental Review is ongoing.
 3. Edgewater Group has continued with the environmental permitting process developing permit documentation required for the USACE, Section 10 issues regarding regulated wildlife and State 404 permitting needs.
 - a. Comment responses to RAIs from agencies is being completed.
 - b. Edgewater is responding to USACE SAV inquiries.
 - c. Edgewater met with US Army Corps of Engineers (USACE) at the Water St. Hotel location to resolve a compliance concern.
 4. The Cultural Resource Assessment Survey (CRAS) for the Riverfront Revitalization project is

- completed and submitted for follow on coordination.
- ii. Plan Set 2 (Water, Commerce and 4th Street Upgrades)
 - 1. Office survey work and maps/drawings are complete and submitted to Halff and have been incorporated into our plans.
 - 2. Design and plan drawings of the proposed Water, Commerce and 4th Street upgrades are complete – QC is occurring and 100% Plans will be sent to the City of Apalachicola once QC is complete.
 - 3. Permitting for Plan Set 2 is underway. With 100% Plans submittal, permitting team will finalize the permit submittal for review.
 - 4. The Cultural Resource Assessment Survey (CRAS) for the Riverfront Revitalization project has commenced. No current updates for the CRAS for Plan Set 2.
 - iii. Popham Building
 - 1. Hammond Design Group (HDG) is currently working to develop construction documents for the approved deck area at the Popham Building site. HDG has submitted documents to the structural engineer and is proceeding to pull a review set of documents together to submit to Halff for review.
- f) Environmental Updates:
- i. The CRAS was transmitted to the Seminole Tribe on 02.05.2025. The tribe agreed with the finding of no effect, subject to inadvertent discovery clauses in the contract documents and archaeologist oversight for ground disturbing activities at the Battery Park site.
 - ii. The CRAS was submitted to SHPO in February 2025. Additional information was requested thereafter.
 - iii. The Contaminations / Toxics substances section of the ERR was provided for ICF / Commerce review in February 2025.
 - iv. A TA call was held with ICF re: the explosive section on 02.03.2025
- g) SCHEDULE:
- i. Projected construction start date: April 2025
 - ii. Projected construction end date: September 2025
5. **CDBG-DR – Hill Community Project \$935,753 (\$910,000 Funded + \$25,000 City Cash Match) (M0033)**
- a) This project is to revitalize three (originally 5, two locations dropped out by choice) businesses within the Hill through exterior work and renovations - each location's scope differs. This project is also to create sidewalks and lighting in the Hill area to spur economic development through walkable connectivity. Gouras and Associates is the grant administrator and CDG is the engineering firm working on the plans. Certifications for the private business owners have been prepared and sent to each owner to ensure that the program guidelines are being met by all parties.
 - b) The City Commission finalized the scope of the Sidewalk & Lighting project at a special meeting on 2/20/24 after workshopping the previously approved scope. The below image shows the final scope of these improvements - these are subject to Commerce approval. The cost of materials has increased during the progression of this grant, so the priority for the funding will be sidewalks first with primary focus on MLK and the 8th Street section.



- c)
- d) Florida Commerce and the City held a TA call on 4/29/2024 to discuss scope changes requested by the City. Changes to the sidewalk layout based on public feedback was discussed, as well as structural issues that have been identified for several commercial buildings.
- e) Liability Agreements were created by the City Attorney and distributed to the business owners. Project guidelines were also provided. Meetings to discuss these documents are scheduled with business owners. 3/3 project beneficiaries have submitted their signed documents. A meeting was held with the remaining property owners and FloridaCommerce to review grant requirements; as a result of this meeting, Commerce subsequently confirmed participant eligibility, pending submission of additional documentation from the participant. The City has continued to work with property owners to finalize agreements between the City and the Property Owner for utilization of CDBG funds for project activities.
- f) An amendment has been received from the engineer to modify the sidewalk layout and update the scope of engineering to correspond with modified building scopes; this was submitted to Commerce for authorization to execute on 07.03.2024.
- g) Environmental Clearance / AUGF issued by Commerce 01.02.2025
- h) Game Room business verbally opted out of the grant program in a meeting with City staff in City Hall on 1/9/25. On 2/19/25 another meeting was held where they now want to be included again, but have requested the City Commission obligate extra funding towards their building – discussions will follow.
- i) Architectural Update:
 - a. Property owners are reviewing final plans and providing comments on same. City is working to finalize contract documents for bidding. Commerce review of final plans / contract documents is required prior to bidding. Anticipated submission to commerce: March 2025
- j) Sidewalk Update:
 - a. Plans were 90% complete as of 01.31.2025. Anticipated plan completion late February / early March 2025, after which plans and contract documents will be submitted to Commerce for review and authorization to solicit bids.
- k) SCHEDULE:
 - i. Projected construction start date: April/May 2025
 - ii. Projected construction end date: August/September 2025

DOS:

1. DHR African American Cultural and Historical Grants - Apalachicola History & Culture African American Museum \$1,250,000 (\$1,000,000 Award, \$250,000 City Cash Matching Funds) (23.s.aa.900.039)

- a) This project is funding the design and construction of a one-story, 2,000SF building with elevated ceilings. Priorities include: security, storage, office space, greeting station/gift shop, breezeway to Holy Family, bathrooms, controlled lighting for displays.
- b) There was a meeting on 1/16/2024 to show the concept direction of elevations and floor plans for the proposed museum. The third set of concepts was introduced to the City Staff, Commission, and community stakeholders. There was a presentation introducing potential site planning concepts, indoor and outdoor arrangements of display area, and potential exterior plaza configuration. Commission voted on exterior and interior layouts and designs for the museum provided by the architects. The modern style building, second floor plan, and exposed roof style were all chosen. The next phase is moving these concepts to construction documents – the architect/engineering team is in progress. See the concept design below:



- c)
 - d) A public workshop was held July 2nd for the Architect team to present the 50% plans for the site, building, and space to the City Commission and interested citizens.
 - e) An updated timeline has been communicated to DOS and an extension to June of 2025 has been granted. The project completion date is estimated to be in December of 2025, so City staff and DOS are anticipating another 6-month extension to be filed February of 2025.
 - f) Hammond Design to presented 95% Plans to the City Commission 10/8/24.
 - g) A workshop to discuss tile options has been scheduled for 12/3/24 prior to the City Commission regular meeting. Tile options were solidified and plans are very close to completion and ready to bid out!
 - h) City held a workshop on 1/28/25 to discuss options for if the bids come in over budget as expected, City Commission consensus was to move forward with the project aware that the building materials and design might have to be slightly changed in order to stay under budget.
2. **DHR Special Categories – Old City Hall Phase II Structural Damage \$395,000 + \$98,750 In-Kind Match (\$50,000 Cash Match) (24.h.sc.100.069)**
- a) City was funded for Phase II of the repair/structural work to the old city hall building! Agreement was signed 8/8/23. Bay Media will continue with grant administration as well as 4M Design, Mark Tarmey, on the designs as allowed by DOS. This grant is to secure funding to complete the Old City Hall Renovation and support the ongoing repairs funded through the NPS grant. The purpose is to stabilize the building, by proposing to install an interior rigid steel frame to provide the structural integrity of the building, exterior masonry, and support the historic second floor wood frame.
 - b) Phase II will install structural interior steel framing, additional 2nd floor shutters and interior/exterior masonry work, electrical, plumbing. Admin to schedule staff, architect (4M Design) and contractor (OSP) onsite meeting to finalize Phase II scope and develop construction contract.

- c) Contractor agreement for shutters and windows with Oliver Sperry executed. Scope modification approved by DHR. Construction of first contract deliverables pending arrival of windows and shutters. Building interior has been LiDAR scanned to verify scale and structural dimensions of existing second floor framing with high degree of accuracy for required Structural improvements to second floor framing. Awaiting structural drawings and estimate for remainder of phase II construction work.
 - d) Upstairs windows and shutters to arrive for installation mid December. Structural plans for interior stabilization scheduled to be completed mid December.
 - e) Upstairs windows and shutters installed. Approved structural plan currently being reviewed and plans being quoted.
- 3. DHR Special Categories – City Hall Phase III \$340,000 + \$30,000 City Cash Match (25.h.sc.100.036)**
- a) DOS reached out 6/18/24 to announce that this project was awarded through the FY25 Special Category Grants program. The phase III funding for City Hall will complete the second-floor structural work, interior/exterior masonry repair of second floor and will complete the mechanical and plumbing not completed in phase II for the first floor and all for the second floor. Additionally, it will provide a second-required stair access to the second level.
 - b) Agreement signed 10/25/24!
 - c) Procurement underway for architect/contractor - BAR prepared for City Commission to retain Oliver Sperry as contractor to continue phase III work upon completion of phase II.

FEMA:

- 1. Hurricane Michael - Bodiford Park Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$53,824 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on an extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.
- 2. Hurricane Michael - Scipio Creek Marina Finger Dock Repairs (76103)**
 - a) Dewberry engineers completed the engineered plans for this project. Project construction was bid out and awarded to Coastline Clearing in the amount of \$74,090 on 4/2/24! Contracts are in progress and work should begin soon. Waiting on extension from FEMA. Held a call with FEMA and City staff. They requested revised drawings. Once approved, an extension should be granted.
- 3. Hurricane Michael – V Pier Dock Repairs**
 - a) Dewberry engineers completed the construction plans for this project – the pier falls within the original footprint and no additional permitting is required. FEMA reviewed the original plans and a revised plan set was created afterwards – revised set is still pending FEMA review and approval to bid out for construction. Waiting on an extension from FEMA.

FDEM:

- 1. HMGP Market Street Vacuum Station \$120,000 (4399-150-R) with DEO Match of \$37,500 (M0142)**
 - a) The scope of this project is for the design of a new vacuum sewage station located near intersection of Market Street and Avenue G. The purpose of this project is to provide protective measures to wastewater infrastructure of the historic downtown commercial district in Apalachicola. CPWG Madrid is 90% complete with the engineered plans for the Market Street Vacuum Station – they submitted 100% designs and permits, but there were some remaining issues/priorities in the plans pointed out by staff that are currently being remedied. Monthly meetings with Commerce continue.
 - b) The Engineer submitted all deliverables and staff is reviewing them prior to submitting to FDEM. Once approved by staff, all documents will be uploaded and FDEM will conduct a CBA to determine Phase II.
 - c) Submitted deliverables to FDEM. They have come back and asked for additional documentation from the engineers. Waiting for CPWG Engineering to supply cost estimate documentation!
 - d) CPWG supplied the cost estimate information and then an additional RFI (request for information) was

issued and questions were answered 10/24/24. This is a good sign that the construction could be soon funded.

- e) FDEM has sent multiple RFI's and CPWG engineers are answering as needed. FDEM RFI's have been resolved, DEP Permit RFI still outstanding.
- 2. HMGP Critical Facilities Generators \$241,862 (4399-092-R) with DEO Match of \$26,064.75 (M0141)**
 - a) This grant will provide protection and storm mitigation by providing City Hall, the police, and fire department with portable generators. One will be at City Hall, the other will be shared by Police and Fire. The purpose of this project is to provide protection to a critical facility in Apalachicola. The project is for the purchase and installation of an emergency generating system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards.
 - b) The contract with BGN was executed and monthly progress meetings with Commerce continue – permitting is in process and general installation will begin very soon! Generators have been ordered.
 - c) The City is waiting on generators to arrive. The next step is to pour concrete and install electrical.
 - d) Work has begun on this project. The only delay is the generator delivery. Some sizes are back ordered. The end goal is to have both generators installed by October 2024 pending no further shipping delays.
 - e) Generators delivered – work is underway! Generators installed! City to soon seek reimbursement.
 - f) Deliverable and reimbursement package being developed, final inspection has been requested.
- 3. HMGP Wastewater Vacuum Station Portable Generator \$170,000 (4486-007-R)**
 - a) For purchase and setup of an emergency generator system to reduce and/or mitigate the damage that might otherwise occur from severe weather or other hazards at the 108 Avenue F location. (The current generator is too small for the need and this will provide an appropriately sized and portable generator.)
 - b) The bid for this project came in over budget. A budget increase was requested in February, 2024. We are waiting on determination from FDEM. The contractor has guaranteed his price without an increase until June 24, 2024. FDEM approved the cost increase. Waiting for FEMA's approval of the budget increase.
 - c) Budget increase was approved by FEMA, waiting on contract modification from FDEM.

State Appropriations:

- 1. Spray Field & Solar Project \$130,000 (LPA0452)**
 - a) The original request for this award was for 150 replacement spray heads and installation of 11 solar controllers and supplementary batteries. The spray heads are \$553.00 apiece, and the solar installation costs (in total) amounts to \$87,880.00 for 22 locations.
 - b) DEP issued an amendment in April 2024 allowing for the funds to be used solely for acquisition of needed parts instead of having to hire out a contractor for the parts and install. This will allow The City to stretch the budget further and be able to buy more spray heads and install them in house – procurement is in the works as acquisition quotes will need to be obtained and approved by DEP prior to ordering. Work will be completed by 12/31/25.
 - c) Meeting with DEP was held 2/21/25 regarding procurement – ordering of sprayheads is underway!
- 2. Inflow & Infiltration Study \$300,000 (LPA0451)**
 - a) The City of Apalachicola has an aging infrastructure made of terra cotta pipes and faulty water lines. The City is funded to do an infiltration and inflow study - the study will assess local sources of surface water and/or groundwater prior to entering a sewage system. This will be done with typical methods such as smoke testing, dye testing, and visual inspections to locate structural defects or water stains to summarize existing data pertinent to the hydrologic conditions and hydrogeology in the study and surrounding area. This will produce a pre-design report that will detail the scope of the problem in the analysis area, outline design options, and identify the tasks required to complete a resolution to the problem by 6/30/25.
 - b) Award of I&I Study on March agenda for award.
- 3. Stormwater Pipe Relining & Backflow Devices - \$100,000 (LPA0140)**
 - a) Urban Catalyst is the procured engineer for this project. The following locations in Apalachicola will be addressed: 1) Fred Meyer Street near 18th Street just east of the intersection, where the road is sinking

- at a damaged pipe joint; 2) 5th Street between Avenue C and Avenue E., where the road has several areas where the pipe joints are caving in; and 3) Avenue B between 11th and 12th Street. Funding agency does not anticipate that the funding under this Agreement will result in a fully completed project, so this award will cover a portion of the work.
- b) An extension to 6/30/25 was granted – engineering is complete and the City tried to bid out the work with no responses twice – DEP agreed for us to be able to obtain quotes to move forward instead of going through the bidding process. Quotes for the final work are being acquired.
 - c) An award for the work on Fred Meyer and exploratory excavation was made at the December meeting. The contract has been signed with Jason White Construction to do the work.
- 4. Avenue H Parking Lot \$135,013 (Waiting for Agreement)**
- a) The 2024 legislative session funded half of the requested funding for the Avenue H Parking Lot project. This project will provide 39 parking spaces in an area with very few options for public parking and encourage additional economic activity in the downtown area. Permeable parking will also help with storm water management. Parking for local businesses will be provided - additionally, parking spaces will be provided that will be available for parking mitigation by local businesses.
 - b) Agreement received – City Commission gave consensus at February meeting to opt for a gravel parking lot in order to meet the budget constraints. Procurement will soon follow.
- 5. Fire Hydrant Replacement Phase III \$275,000 (Waiting for Agreement)**
- a) The 2024 Legislative session funded the Fire Hydrant Replacement Phase II project. The request was originally for \$550,000 to finish out the project, but only \$275,000 was funded. The City has worked over the last three years to replace 215 old and inoperable fire hydrants throughout the city. There are currently 110 fire hydrants remaining that are still in need of replacement. These new hydrants will benefit residents in close proximity in obtaining homeowners insurance, they will benefit the City with FDEP required flushing of drinking water and will benefit the all City residents with fire suppression and control. The funding should cover 55 of the remaining needed 110 hydrants.
 - b) An agreement has not yet been received – report will be updated once the agreement has been executed.
 - c) Introductory meeting with state legislative grants staff held 7/25/24 – state staff stated that an agreement would not be drafted until a purchase order for the hydrants has been approved. City Manager Wade is working on this.
 - d) Pending interim City Manager appointment – PO is pending.

ARPA:

- 1. American Rescue Plan - \$1,179,010**
- a) The City received an award of \$1,179,010 through the SLFRF program – the City has elected to use the funding as a “standard allowance” for government services.
 - b) The City Commission has been workshopping priorities for the funding – the yearly report was submitted by April 30th.

All information in this report is accurate up to 2/21/25 at 12:00PM! If you have questions regarding any of the above projects, please direct your questions to Bree Robinson – City Planner brobins@cityofapalachicola.com.