



## **AGENDA**

### **REGULAR CITY COMMISSION MEETING MONDAY, MAY 6, 2024, AT 6:00 P.M.**

**CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080**

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#### **NOTICE TO THE PUBLIC**

*THE CITY COMMISSION HAS ADOPTED THE FOLLOWING PROCEDURE: PERSONS WISHING TO SPEAK ABOUT TOPICS THAT ARE ON THE AGENDA MUST FILL OUT A SPEAKER CARD IN ADVANCE AND GIVE IT TO THE RECORDING SECRETARY. THE CARDS ARE AVAILABLE AT THE BACK OF THE MEETING ROOM. THIS PROCEDURE DOES NOT APPLY TO PERSONS WHO WANT TO SPEAK TO THE COMMISSION UNDER "PUBLIC COMMENTS."*

#### **RULES OF CIVILITY FOR PUBLIC PARTICIPATION**

1. The goal of Commission meetings is to accomplish the public's business in an environment that encourages fair discussion and exchange of ideas without fear of personal attacks.
2. Anger, rudeness, ridicule, impatience, and lack of respect for others is unacceptable behavior. Demonstrations to support or oppose a speaker or idea, such as clapping, cheering, booing, hissing, or the use of intimidating body language are not permitted.
3. When persons refuse to abide by reasonable rules of civility and decorum or ignore repeated requests by the Mayor to finish their remarks within the time limit adopted by the City Commission, and/or who make threats of physical violence shall be removed from the meeting room by law enforcement officers, either at the Mayor's request or by an affirmative vote of a majority of the sitting Commissioners.

**"Politeness costs so little." – ABRAHAM LINCOLN**

- I. **CALL TO ORDER**
- II. **PLEDGE OF ALLEGIANCE**
- III. **ROLL CALL**
- IV. **APPROVAL OF MINUTES OF THE COMMISSION MEETING ON APRIL 1, 2024**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
  - A. Sons of the American Revolution Law Enforcement Commendation Award to Officer Duncan Townsend (Presenter: Mr. Paul Sapp, Sons of the American Revolution)
  - B. Proclamation: May 2024 as Mental Health Awareness Month (Presenter: Commission Virginia Morgan)
- VIII. **PUBLIC COMMENTS**

IX. COMMISSIONER COMMENTS

X. PUBLIC HEARINGS

1. Appeal of Decision of Comprehensive Planning and Zoning Board to Grant Variance to Reduce Rear Setback from 20 Feet to 7.5 Feet for Construction of Two-Story Addition to Existing Garage at 2-B F Street (Lot B, Block 38, Coquina Gables Subdivision) (Presenter: Jennifer Thompson, City Planner)
2. Request for Conditional Use Permit for Construction of a Residence in a Commercial Land Use District at 103 E Street (Lot 6, Block 43, Coquina Gables Subdivision) (Presenter: Jennifer Thompson, City Planner)
3. Ordinance 24-02, Second Reading, to Amend Definitions Section of the Land Development Regulations for Definition of "Driveway" and "Hardscape Surface" (Presenter; Jennifer Thompson, City Planner)

XI. CONSENT

(Note: Consent items can be approved by one motion and vote unless a Commissioner wants to remove an item for discussion and a separate vote)

4. Resolution 24-04, to Adopt Policy for Submission of Requests for Proclamations to the Commission
5. Resolution 24-05, to Authorize the Disposal of Surplus Assets
6. Budget Resolution 24-04, to Transfer \$4,650 from American Rescue Plan Act Funds for ID Printer for Information Technology Printer

XII. OLD BUSINESS

7. Stormwater Utility: Setting Range of Your Assessment Fee (Presenters: Jason Sparks, City Engineer; Patty Douylliez, Finance Director)
8. City Charter Amendments: Discussion of Lack of Space for Them on the 2024 Primary and General Election Ballots, Deciding When to Determine Final Language for Certain Sections and Having a Vote-by-Mail Referendum or Special Election in 2025 (Presenters: Jeremiah Blocker, City Attorney; Max Royle, City Manager)

XIII. NEW BUSINESS

9. Plaza, Northeast Corner of D Street and A1A Beach Boulevard: Request for Approval of SEPAC's Landscaping Plan Using Tree Fund Money (Presenter: Lana Bandy, SEPAC Chair)
10. Police Chief: Discussion of Pay Increase Due to Attaining Masters in Public Administration Degree (Presenter: Mayor Dylan Rumrell)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

**NOTICES TO THE PUBLIC**

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE.** It will hold its meeting on Thursday, May 9, 2024, at 6:00 p.m. in the Commission meeting room.

2. **CITY COMMISSION SPECIAL MEETING AND WORKSHOP.** The special meeting will begin at 5:30 p.m. on Monday, May 13, 2024, in the Commission meeting room. The topic will be whether to have a vote-by-mail referendum in 2025 to ask the voters to approve changes to the City Charter. This special meeting will be followed by a workshop for the Commission to discuss policies that City staff is to follow for preparing the Fiscal Year 2025 budget.
3. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, May 21, 2024, at 6:00 p.m. in the Commission meeting room. Topics on the agenda may include:  
a) request for conditional use permit to increase outdoor seating at the Oasis Restaurant, 4000 State Road A1A; b) request for conditional use permit for outside rental of chairs and umbrellas on beach at the Hampton Inn, 430 A1A Beach Boulevard; c) request for conditional use permit to construct a residence in a commercial land use district at 610 A1A Beach Boulevard; and d review of proposed change for determining the measurement of the height of fences.
4. **HOLIDAY.** It will be Memorial Day, Monday, May 27, 2024. CITY OFFICES CLOSED. Residents scheduled for household waste pickup on Monday will have pickup on Tuesday, May 28<sup>th</sup>. Residents scheduled for pickup on Tuesday will have pickup that day.

**NOTE:**

*The agenda material containing background information for this meeting is available on the City's website in pdf format or on a CD, for a \$5 fee, upon request at the City Manager's office.*

**NOTICES:** In accordance with Florida Statute 286.0105: "If any person decides to appeal any decision made by the City Commission with respect to any matter considered at this scheduled meeting or hearing, the person will need a record of the proceedings, and for such purpose the person may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

In accordance with the Americans with Disabilities act, persons needing a special accommodation to participate in this proceeding should contact the City Manager's Office not later than seven days prior to the proceeding at the address provided, or telephone 904-471-2122, or email [sabadmin@cityofsab.org](mailto:sabadmin@cityofsab.org).



## MINUTES

### REGULAR CITY COMMISSION MEETING MONDAY, APRIL 1, 2024, AT 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

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#### I. CALL TO ORDER

Mayor Rumrell called the meeting to order at 6:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

The Commission recited the Pledge of Allegiance.

#### III. ROLL CALL

Present: Mayor Dylan Rumrell, Vice Mayor Beth Sweeny, and Commissioners Donald Samora, and Virginia Morgan.

Commissioner Undine C. George was absent. Mayor Rumrell requested that her absence be excused.

Also present were City Manager Max Royle, City Attorney Jeremiah Blocker, Police Chief Daniel Carswell, City Clerk Dariana Fitzgerald, Finance Director Patty Douylliez, Building Official Brian Law, Public Works Director Ken Gatchell, and Engineering Director Jason Sparks.

#### IV. APPROVAL OF MINUTES OF THE COMMISSION MEETING ON MARCH 4, 2024

**Motion:** To approve the minutes of the regular Commission meeting on March 4, 2024. **Moved by** Commissioner Samora, **Seconded by** Vice Mayor Sweeny. Motion passed unanimously.

#### V. ADDITIONS OR DELETIONS OF THE AGENDA

City Manager Royle asked that another presentation on the Sun Trail Grant Funds for the River-to-Sea Loop by St. Johns County's Public Works Director be added before the other scheduled presentations. He also stated that the contract intended for Item XI.2 arrived, and he would like it to be considered as originally scheduled.

#### VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

There were none.

#### VII. PRESENTATIONS

##### A. Presentation on Sun Trail Grant Funds (St. Johns County Public Works)

Greg Caldwell, Public Works Director, St. Johns County, presented a PowerPoint on Sun Trail Grant funding [Exhibit A]. He noted that Duane Kent, County Engineer, was also present. He stated that the St. Johns County Commission will be hearing this presentation tomorrow and wanted to share it with St. Augustine Beach as well. He commented that one of the goals of this trail is to increase

connectivity through the County to help improve the quality of life for County residents and tourists and to help drive the economy in distant parts of the County. Mr. Kent noted that the County, FDOT, and St. Augustine are all participating in segments of this trail.

Mr. Caldwell stated that \$730,000 in funding for design of the segment within the City would be requested for Fiscal Year 2024 and additional funds for construction expected in FY 2027. Assuming the design funding is approved, they anticipate a Request for Qualifications going out within sixty days. Mr. Kent noted that he and his staff will be in contact and keep the City updated.

The Commission clarified the proposed route, the timeline, and thanked Mr. Caldwell, Mr. Kent, and all those involved in bringing this project to fruition. Mr. Caldwell also noted that his department will also be working on ADA ramps for beach access in the City.

Henry Dean, Commissioner, St. Johns County, commented that he is excited about the project and plans to stay on top of it and keep pushing it forward.

Nancy Sikes-Kline, Mayor, City of St. Augustine, commented that this is a long time coming and it is complicated navigating the path through St. Augustine, but the County has taken the lead and is making it happen.

Mayor Rumrell moved to the next item.

- B. Resolution 24-02, to Sunset the City Charter Review Committee (Presenter: Max Royle, City Manager)

City Manager Royle reported that the Charter Review Committee has met several times, and the results of their discussions are ready to be reviewed by the Commission at the April 8<sup>th</sup> special meeting. He clarified that once the Committee is sunset, then the Sunshine Law would no longer apply to them, and they would be free to discuss their decisions with the Commission and each other.

**Motion:** To approve Resolution 24-02. **Moved by** Vice Mayor Sweeny, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor Rumrell moved to the next item.

- C. Proclamation: To Proclaim April 2024 as Sexual Assault Awareness Month (Presenters: Representatives of the Betty Griffin Center)

Allison Makhoul, advocacy Team Coordinator, Betty Griffin Center, asked for the proclamation to be approved and thanked the Commission for their consideration and support.

Commissioner Morgan thanked the Betty Griffin Center for all that they do for the community.

**Motion:** To approve the proclamation to proclaim April 2024 as Sexual Assault Awareness Month. **Moved by** Vice Mayor Sweeny, **Seconded by** Mayor Rumrell. Motion passed unanimously.

Mayor Rumrell moved to the next item.

- D. Fiscal Year 2023 Audit Report (Presenters: Representatives of City's Auditing Firm, James Moore and Associates)

City Manager Royle noted that the auditor has been delayed and asked to come back to this item.

The Commission returned to this item at 6:40 p.m.

James Halleran, James Moore and Associates, via Zoom, presented a PowerPoint [Exhibit C]. Mike Brynjulfson, CPA, was also in attendance via Zoom.

Mr. Halleran described the audit process and reported that the City's financial statements received an unmodified opinion, which means that the auditors concluded that the financial

statements are presented fairly, in all material respects, in accordance with U.S. generally accepted accounting principles. He noted that under the Government Auditing Standards, there were three weaknesses identified in the report, one deficiency from the prior year that was corrected, one repeat weakness, and one new deficiency.

He summarized the City's fund balance compared to the prior two years and noted that there was a deficit with the project capital funding of about \$133,000, which would need to be made up by the General Fund eventually, and detailed the different restricted fund balances. He stated that there was currently about \$4.5 million in the unassigned fund balance, which is about 6 months' worth of expenses for the City based on expenditures in FY 2023. He noted that, as a coastal community, it's good to have that safety net set aside for natural disasters or other unexpected expenses.

He covered a few financial highlights such as: a 14% (\$250,000) increase in charges for services, which would come from things like an increase in code enforcement fines and permit activity; a 68.3% (\$3.1 million) decrease in operating grants, due to declining ARPA funds; a 68.3% (\$1.5 million) decrease in capital grants; a 13.1% (\$571,000) increase in property taxes; and a 39.8% (\$2.7 million) increase in overall expenses. Long term debt was \$6.1 million, with \$60,000 added to the total this year due to the purchase of a new phone system, and leases totaled \$287,000 with no new additions this year. The City's Net Pension Liability (NPL) was \$7.2 million, a \$1.3 million (2%) increase from the prior year.

Vice Mayor Sweeny asked about the budget amendments and if there was anything the Commission could do to help with that issue. Finance Director Douylliez replied that is primarily a timing and policy issue, that she has until November 30<sup>th</sup> to close out invoices and correct any account deficiencies in the budget, but sometimes those can exceed the transfer limit that the City Manager can authorize and needs Commission approval, however the Commission only meets at the beginning of the month. In those cases, it requires a budget amendment after the deadline, which is a negative strike. She noted that in Sections 2.103 and 2.104 of the City Code, the City Manager can approve transfers of up to \$15,000, but anything over those limits would require Commission approval. She stated that if those limits could be increased, on the condition that the transfers do not amend the total budget for the year, then it would help her to balance the budget at the end of the year without the late amendments. She commented that sometimes she is paying invoices and balancing line items up to the last possible minute, so having it available for the November Commission meeting isn't often possible.

Mayor Rumrell stated that he would be comfortable considering a Code change as long as such transfers wouldn't modify the budget. Vice Mayor Sweeny commented that she would still like to see any purchases that may have policy implications, such as the police suddenly deciding to purchase body cameras.

**Motion:** To accept the audit report. **Moved by** Commissioner Morgan, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor Rumrell moved to Staff Comments.

#### VIII. PUBLIC COMMENTS

Susan Brady, 121 14<sup>th</sup> Street, St. Augustine Beach, FL, noted that she sent a message to the Commissioners though the online form and wanted to speak about flexible setbacks. She noted that neighbors are not informed about Planning Board meetings related to setback decisions and asked that the Commission look into it.

Meghan Holder, 610 Fairway Drive, Apt 206, St. Augustine, FL, stated that she represents a group called Our Mother's Stewards and wanted information on how to apply to use the parkettes or work with the City to run a beach cleanup.

Mayor Rumrell moved to the next Item.

IX. COMMISSIONER COMMENTS

Mayor Rumrell noted that he met with a resident about the Sabor de Sal pond, and that the City should look into assisting with that as a public interest. The TDC (Tourist Development Council) will have a revised policy on April 15, so we can potentially start looking at grants from them again.

Mayor Rumrell moved to the next Item.

X. PUBLIC HEARINGS

There were none.

XI. CONSENT

(Note: Consent items can be approved by one motion and vote unless a Commissioner wants to remove an item for discussion and a separate vote)

1. Code Enforcement Board: Re-Appointment of Two Regular Members, Ms. Trish Gilpin, and Mr. Marshall Schneider, to a Three-Year Term
2. Resolution 24-03, to Adopt Agreement with the Florida Department of Transportation for City to Maintain Landscaping Along State Road A1A

Additional information was provided as [Exhibit B].

3. Budget Resolution 24-03, to Transfer \$7,000 from Tree Fund to Purchase Palm Tree for City Hall Parking Lot and for City Hall Landscaping Project.

**Motion:** To approve the Consent Agenda. **Moved by** Commissioner Samora, **Seconded by** Commissioner Morgan. Motion passed unanimously.

Mayor Rumrell moved to the next Item.

XII. OLD BUSINESS

There was none.

XIII. NEW BUSINESS

4. Proclamations: Consideration of Policy Concerning Their Presentation (Presenter: Mayor Rumrell)

Mayor Rumrell noted that St. Johns County requires proclamations to be proposed by County staff or Commissioners and he would like to see the City have a policy that matches that.

Vice Mayor Sweeny stated that she wouldn't mind designating that as a power of the Mayor.

Commissioner Morgan commented that there have been cases where organizations reached out to her, and she directed them to City Manager Royle for assistance. She was concerned that if this power is granted to the Mayor, then citizens may feel they can't reach out to another Commissioner about it, but doesn't mind the idea of having proclamations be sponsored by Commissioners.

City Attorney Blocker noted that in some municipalities, the Mayor does have authority to approve agendas and asked if that was a direction they would like to go in. City Manager Royle

commented that he would be concerned about the Sunshine Law if a Commissioner requested an item and he then had to relay that to the Mayor for approval and potentially being caught in-between if there are any conflicts of opinion from the Mayor and another Commissioner on an item.

Mayor Rumrell opened public comment, being none, he moved to the next Item.

XIV. STAFF COMMENTS

Mayor Rumrell commented that he met with Brad Runk regarding the property north of the Mizell pond. Mr. Runk is getting an appraisal and then will begin discussion with the County on a potential purchase.

Engineering Director Sparks stated that there will be two town hall meetings on the Stormwater Utility Fee on April 10<sup>th</sup> and 25<sup>th</sup> from 5:00-6:00 p.m. with additional information being provided to the Commission in June and/or July. He also reported that the A Street parking lot is nearing completion.

Vice Mayor Sweeny asked how the Stormwater Utility Fee was being advertised. Engineering Director Sparks noted that it was on the City's website along with an FAQ for review. Finance Director Douylliez reported that an email list was created for business owners and HOAs within the City to notify them, based on available information from Business Tax Receipts, it was advertised in the Beaches News Journal, and posted on social media platforms.

Engineering Director Sparks reported that design for the Ocean Walk project is being finalized and he plans to follow the timeline he reported on previously. He stated that the next project is 7<sup>th</sup> Street, they have had a pre-construction meeting, and information is available on the City's website.

Mayor Rumrell moved to the next Item.

XV. ADJOURNMENT

Mayor Rumrell asked for a motion to adjourn.

**Motion:** to adjourn. **Moved by** Commissioner Samora, **Seconded by** Vice Mayor Sweeny. Motion passed unanimously.

Mayor Rumrell adjourned the meeting at 7:14 p.m.

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Dylan Rumrell, Mayor

ATTEST:

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Dariana Fitzgerald, City Clerk



# MEMORANDUM

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager mk

**DATE:** April 23, 2024

**SUBJECT:** Presentations

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- A. Sons of the American Revolution Law Enforcement Commendation Award to Officer Ducan Townsend
- B. Proclamation: May 2024 as Mental Health Awareness Month

## ITEM A. AWARD

Attached as page 1 is a memo from Police Chief Carswell, requesting that the award be presented at your May 6<sup>th</sup> meeting.

## ITEM B. PROCLAMATION

Attached as pages 2-3 is an email from Commissioner Morgan and the proclamation.



# St. Augustine Beach Police Department

*Daniel Carswell, Chief of Police*



## Memorandum

TO: Max Royle, City Manager  
FROM: Daniel Carswell, Chief of Police  
REF: Sons of American Revolution Award- Officer Duncan Townsend  
DATE: 4/4/2024

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Mr. Royle-

For the May 6<sup>th</sup> Commission meeting, will you please add the presentation from the Sons of American Revolution (SAR) for the Law Enforcement Commendation Award to Officer Duncan Townsend. This award is given annually to officers who have been nominated due to their dedication and outstanding work in law enforcement for the year. Mr. Paul Sapp from the SAR will be making the presentation.

Thank you,

A handwritten signature in blue ink that reads "Daniel Carswell". The signature is written in a cursive style with a large, stylized "D" and "C".

Daniel Carswell, Chief of Police

## Max Royle

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**From:** Comm Morgan  
**Sent:** Monday, February 26, 2024 2:57 PM  
**To:** Max Royle  
**Subject:** Fwd: Mental Health Month Proclamation

Dear Max,

Please review the attached proposed proclamation for mental health awareness I would like to sponsor for the May agenda. I have been attending the mental health court planning committee meetings and this is from one of the advocates. Please note we'll obviously have to change the closing to city rather than county.

Thank you,

Virginia "Ginny" Morgan  
City of St. Augustine Beach  
Commissioner - Seat 4  
comvmorgan@cityofsab.org

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**From:** Lisa Taliaferro <patientsnotprisonersfl@gmail.com>  
**Sent:** Monday, February 26, 2024 12:10:57 PM  
**To:** Comm Morgan <comvmorgan@cityofsab.org>; Ginny@coquinalawgroup.com <Ginny@coquinalawgroup.com>  
**Subject:** Mental Health Month Proclamation

**CAUTION:** This message originated from outside of your organization. Clicking on any link or opening any attachment may be harmful to your computer or the City. If you do not recognize the sender or expect the email, please verify the email address and any attachments before opening. If you have any questions or concerns about the content, please contact IT staff at IT@cityofsab.org.

Dear Ginny, It was nice meeting you at the Resource Collective meeting on Friday. Thank you so much in your interest to proclaim May, 2024 as Mental Health Month for the City of St Augustine Beach. Attached is our proclamation to review and hopefully approve. It is the same proclamation that was approved by Commissioner Sarah Arnold. Please let me know when you receive this document and if you have any questions or concerns. Thank you again for being such a viable partner for Mental Health Action Month. I look forward to hearing from you soon. Lisa

[https://docs.google.com/document/d/1W3rMwHHQP-FtWmJ1otGUZhXwlaMfyxUNNb\\_E8ZPTb1M/edit?usp=sharing](https://docs.google.com/document/d/1W3rMwHHQP-FtWmJ1otGUZhXwlaMfyxUNNb_E8ZPTb1M/edit?usp=sharing)

 ST AUG BEACH PROCLAMATION TO RECOGNIZE MAY 2024 AS MH MONTH

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**Lisa Taliaferro**

Executive Director | [Schedule a call with me on calendly](#)

## *Proclamation*

**WHEREAS**, mental health is a part of overall health;

**WHEREAS**, mental health sustains an individual's thought processes, relationships, productivity, and ability to adapt to change; and

**WHEREAS**, the consequences of not addressing mental health and psycho-social development for children and adolescents extend to adulthood and limit opportunities for leading fulfilling lives; and

**WHEREAS**, increased empathetic responses reduces the stigma of those incarcerated and struggling with mental illness who should be given the opportunity of restorative rather than punitive treatment.

**WHEREAS**, through public education and civic activities, St Johns remains engaged in the promise to address the challenges facing people with mental illness; and

**WHEREAS**, Mental Health Awareness Month is an opportunity to increase public understanding of the importance of mental health and to promote the identification and treatment of mental illness; and

**WHEREAS**, community understanding and available supports and services can greatly impact a person's ability to handle their stress and struggle and move forward; and

**WHEREAS**, promoting mental health and wellness leads to higher overall productivity, better educational outcomes, lower crime rates, stronger economies, lower health care costs, improved family life, improved quality of life and increased lifespan; and

**WHEREAS**, each business, agency, government agency, healthcare provider, faith based organization, non-profit agency and citizen shares accountability for the community's mental health needs and has a responsibility to promote mental wellness and support prevention efforts;

**NOW, THEREFORE**, the City Commission of the City of St. Augustine Beach, does hereby proclaim May 2024 as Mental Health Awareness Month.

**IN WITNESS** of which, I, Dylan Rumrell, hereunto set my hand and cause the Official Seal of the City of St. Augustine Beach, Florida, to be affixed this 6<sup>th</sup> day of May 2024.

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Mayor Dylan Rumrell

ATTEST:

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City Manager Max Royle

# MEMORANDUM

Agenda Item # 1

Meeting Date 5-6-24

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** April 1, 2024

**SUBJECT:** Appeal of Decision of Comprehensive Planning and Zoning Board Grant Variance of Reduce Rear Setback from 20 Feet to 7.5 Feet for Construction of a Two Story Addition to an Existing Garage at 2-B F Street (Lot B, Block 38, Coquina Gables Subdivision)

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## INTRODUCTION

The attached information concerning the appeal is in three parts:

- a. Pages 1-39, the application that Mr. Scott Patrou made to the Planning Board for a variance to reduce the rear setback from 20 feet to 7.5 feet for a second addition to an existing garage at 2-B F Street. The Board approved the variance by 6-0 vote at its February 20, 2024, meeting. The order approving the variance is attached as pages 40-41.
- b. Pages 42-45, the appeal of the Planning Board's decision to the City Commission by Ms. Shannan Kolbe. The minutes of that part of the Board's February 20<sup>th</sup> meeting when it approved the variance are attached as pages 46-57.
- c. Page 58, a March 27, 2024, memo from the City Planner, Ms. Jennifer Thompson, to the City Manager, in which she describes the background of Mr. Patrou's request for the variance and Ms. Kolbe's appeal.

## PROCESS FOR AN APPEAL

Section 12.6.04 has the regulations for appeals to the City Commission. This section states:

When a decision is appealed to the City Commission, the commission shall conduct the hearing in compliance with the following procedures as supplemented where necessary:

A. Scope of review.

1. The City Commission's review shall be limited to the record and applicable law.

# MEMORANDUM

2. The Commission shall have the authority to review questions of law only, including interpretations of this Code, and any constitution, ordinance, statute, law, or other rule or regulation of binding legal force. For this purpose, and allegation that a decision of the decision-maker is not supported by competent substantial evidence in the record as a whole is deemed to be a question of law. The Commission may not reweigh the evidence but must decide only whether any reasonable construction of the evidence supports the decision under review.
- B. The City Commission shall find whether in its opinion error was made, and within the terms of this Code affirm, reverse or modify the decision appealed as it deems just and equitable.
- C. Appeals from the decision of the City Commission shall be appealed to the circuit court.

Thus, based on the provisions in Section 12.06.04:

- You are to consider only the record and applicable law. No new information can be introduced at the appeal hearing.
- You shall determine whether the Planning Board made an error in granting the variance.
- Your decision shall be to affirm, deny, or modify the Planning Board's decision to grant the variance.

## PROCESS FOR CONDUCTIN THE HEARING

We suggest it be the following:

- The City Attorney outlines the appeal procedure in Section 12.06.04 of the Land Development Regulations
- Ms. Thompson presents the background of the request for the variance that the Planning Board discussed at its February 20, 2024, meeting when it approved the variance.
- A Planning Board representative explains why the Board approved the variance.
- Ms. Kolbe explains why she thinks the Planning Board erred in granting the variance.
- Ms. Patrou provides a response.
- Mayor Rumrell requests public comment.
- The Commission then decides whether to affirm, deny or modify the Planning Board's decision to grant the variance.



**City of St. Augustine Beach Building and Zoning Department**

**To:** Comprehensive Planning and Zoning Board  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
**Date:** 02/07/2024  
**Re:** VAR 2024-02, 2-B F St.

Application for Variance 2024-02 is a reapplication for Variance 2022-04. This original application was granted but has since expired as of May 9<sup>th</sup>, 2023.

The variance application is requesting a reduction of the rear yard setback requirement from 20 feet to 7.5 feet for a proposed new attached 2<sup>nd</sup> story addition consisting of a 1<sup>st</sup> floor garage and conditioned living area on the 2nd floor. This is an addition to an existing single family residence located in a medium density residential land use district located at 2-B F St.

Sincerely,

*Jennifer Thompson, MPA, CFM*

Planner  
Planning and Zoning Division



**City of St. Augustine Beach Building and Zoning Department**

**To:** Comprehensive Planning & Zoning Board  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning & Bonnie Miller, Sr. Planner  
**Date:** April 7, 2022  
**Re:** VAR File No. VAR 2022-04, 2B F Street

Variance File No. VAR 2022-04 is a request for a reduced rear setback from the required 20 feet, per City Land Development Regulations section 6.01.03, to 7.5 feet, for a new attached garage with a second story living area above, located at 2B F St.

In 1998, Variance File No. VAR 98-07 was granted to reduce the required rear setback from 10 feet to 7.5 feet to construct a detached one-story garage at 2B F St. At the time of construction in 1998, the garage was built beyond the granted variance setbacks. The current one-story garage is 4.2 feet from the rear and 7 feet from the north side property line.

On March 20<sup>th</sup>, 2021, Variance File No. VAR 2021-04 was requested for a reduction of the rear side setback from the 7.5-foot setback (which was granted in VAR 98-07) to 4.2 feet, as well as a reduction of the north side setback from the required 7.5 feet to 7 feet, to bring the existing garage into compliance to add a second-story addition for living space. This variance request was denied due to lack of hardship.

Sincerely,

*Jennifer Thompson*

Planner  
Planning and Zoning Division





**City of St. Augustine Beach Building and Zoning Department**

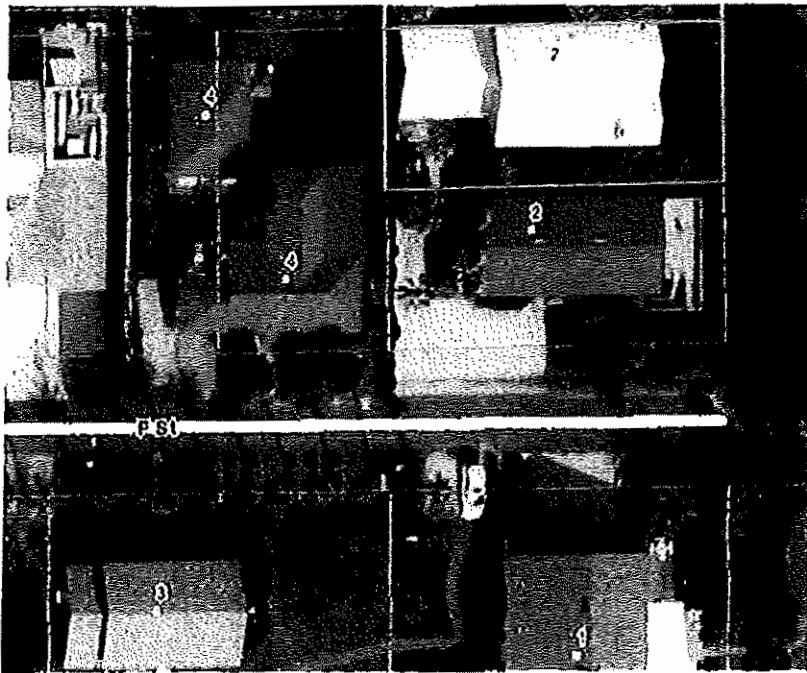
**TO: Planning and Zoning Division**

**FROM: Brian Law**

**SUBJECT: 2B F street variance**

**DATE: 4-11-2022**

The Building Division has no objection for the reduced rear setback variance request as this is not a building code issue. The current code cycle is the 2020 FBC 7<sup>th</sup> edition. The property is in a X/X(S) flood zone and lies seaward of the Coastal Construction Control Line(CCCL) and as such as DEP permit is required. Section 3109 of the 2020 FBC regulates structures seaward of the CCCL.



Brian W Law CBO, CFM, MCP  
City of St. Augustine Beach  
Director of Building and Zoning  
2200 A1A South  
St. Augustine Beach, FL 32080  
(904) 471-8758  
blaw@cityofsab.org

App: 8287

1

City of St. Augustine Beach Building and Zoning Department  
Variance Application

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
[WWW.STAUGBCH.COM](http://WWW.STAUGBCH.COM) BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the variance is being sought:

Lot(s) B Block(s) 38 Subdivision Coquina Gables

Street Address 2B F Street

2. Location (N, S, W, E): N Side of (Street Name): F Street

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? ☒ Yes No (Circle one)

4. Real estate parcel identification number: 1705200010

5. Name and address of owner(s) as shown in St. Johns County Public Records: \_\_\_\_\_

Caneel Capital Group, LLC

1017 Sea Forest lane, St. Augustine, FL 32080

6. Current land use classification: Medium Density

7. Land use variance being sought: Extension/Renewal of Variance

8. Section of land use code from which the variance is being sought: 6.01.03

9. Reasons for which the variance is being sought: Original Varinace expired prior to DEP approval  
what we are seeking is the same approval that was previously granted.

10. Supporting data which should be considered by the Board: The nature of construction specifically  
over the last several years, has become one of long wait times and delays. The property owner  
has pursued completion of this project since its approval however, bewteen contractor dealys  
and DEP approvals they were unable meet the timelines.

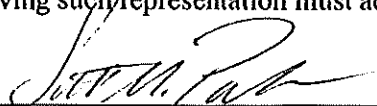

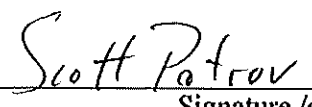
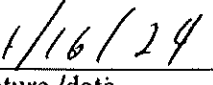
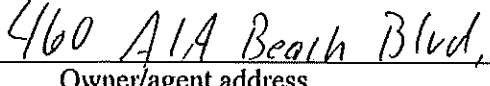


11. Has a variance application been submitted in the past year? Yes ☒ No (Circle one) If yes, what was the final result? \_\_\_\_\_

12. Please check if the following information required for submittal of the application has been included:

- ( ) Legal description of property
- ( ) Copy of warranty deed
- ( ) Owner Permission Form (if applicable)
- ( ) List of names and addresses of all property owners within 300-foot radius
- ( ) First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius
- ( ) Signed and sealed survey not older than one year showing all existing structures and improvements
- ( ) Other documents or relevant information to be considered
- ( ) Fourteen (14) copies of the completed application including supplemental documentation and relevant information

In filing this application for a variance, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

If granted, the variance will expire within one year from the time it was granted, unless more time was requested and granted in the application process. After one year has passed and the requested action has not taken place, the variance shall be considered null and void. The application must be signed by either the owner or the owners authorized agent. If an authorized agent's signature is used, a notarized written authorization approving such representation must accompany the application.

	
Print name (owner or his/ her agent)	Print name (applicant or his/her agent)
	
Signature /date	Signature /date
	
Owner/agent address	Applicant/agent address
	
Phone number	Phone number

**\*\*All agents must have notarized written authorization from the property owner(s)\*\***

**\*\*Variances shall be recorded prior to issuance of the building/development permit\*\***

**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the Comprehensive Planning and Zoning Board does not constitute approval for variation from the covenants and restrictions.\*\***

Date: 1-18-24

Variance File #: 2024-02

Applicant's name: Scott Patron agent for applicant Caneel Capital

Applicant's address: 1017 Sea Forest Ln.

For land use variance at: 2B F St.

### Charges

Application Fee: \$400.00      Date Paid: 1-18-24

Legal Notice Sign: \$10.00      Date Paid: 1-18-24

Received by: JENNIFER

Date: 1-18-24

Invoice #: 124 00551

Check # or type of credit or debit card:

218 F STREET 4

## Instructions for Applying for a Land Use Variance

- A land use variance seeks to allow for adjustments to the City's Land Development Regulations, such as setbacks or impervious surface requirements.
- The City's Comprehensive Planning and Zoning Board decides whether to grant or deny a variance request. The Board's decision **MUST** be based on whether the request meets each of the six conditions listed below.
- To help the Board evaluate your variance request, you must provide a reason or reasons for each of the six conditions. If you believe that a condition does not apply to your request, then you are to write "Not Applicable" and give the reason or reasons why the condition is not applicable to your request.
- Failure to provide a response to each of the six conditions will require the Building and Zoning Department to return your application to you. The Building and Zoning Department staff will gladly provide any assistance should you have questions regarding the listed conditions. You may use additional sheets of paper for your responses as needed. Documents may consist of pictures, photographs, maps, public records, letters from neighboring property owners or other items you may find to explain the circumstances for the variance request.

## Considerations for the Granting of a Land Use Variance

- 1) Describe the hardship that is created by following the current land use codes and regulations. Do the associated Land Development Regulations make it virtually impossible to use the property as zoned unless a variance is granted? If so, please explain.

SEE ATTACHED NARRATIVE

- 2) Describe similar variances that have been granted in the vicinity of the property since adoption of the City's Comprehensive Plan and Land Development Regulations.

SEE ATTACHED NARRATIVE

28 F STREET<sub>5</sub>

- 3) Was the property acquired after parts of the current Land Development Regulations (which are relevant to the requested variance) were adopted? Please explain factually.

SEE ATTACHED NARRATIVE

- 4) Explain how the variance requested is the minimum variance that will make possible the reasonable use of the land, building or structure.

SEE ATTACHED NARRATIVE

- 5) Explain how the granting of a variance will not alter the character of the neighborhood, diminish property values, or impair the appropriate use or development of adjacent properties.

SEE ATTACHED NARRATIVE

- 6) If the variance were approved, what would be the effects on traffic congestion in nearby streets, danger of fire, and on-site or off-site flooding?

SEE ATTACHED NARRATIVE

## Documentation Needed for a Land Use Variance

- 1) The legal description of the parcel of land for which the variance is requested shall be shown on the deed of the property or as determined on a survey. If the parcel of land is in a recorded subdivision, use the lot and block number. Include street address and location indicating street boundary and side (north, south, east, west) and nearest intersecting street.
- 2) If the land is a portion of the lot, indicate what portion of the lot (for example, south one-half, north one-third, east one-fourth, etc.). If the parcel is located in an unrecorded, unplatted subdivision, use the metes and bounds description of the boundaries.
- 3) The name(s) and address of the owner(s) of the property shall be provided, and this information shall agree with the public records of St. Johns County. If the names are different, attach a clarifying statement.
- 4) Applicant shall provide a detailed description of the land use variance being sought. If this is more extensive than can be described on the form, additional sheets can be used.
- 5) Notification of all property owners within a radius of 300 feet of the property for which the variance being sought is mandated by law. The St. Johns County Real Estate/Survey Department (telephone number 904-209-0804) will provide variance applicants with a list of the names and addresses of the property owners within 300 feet of the property for which the variance is requested. **This list of names and addresses of all property owners within 300 feet is to include the applicant's name and address. Along with the list of all property owners within 300 feet, the applicant shall submit stamped, addressed legal size envelopes with the variance application. (Note: Do not fill in a return address on the stamped envelopes. The Building and Zoning Department will stamp its address on the envelopes as the return address and mail the legal notices to all property owners). Signatures and approvals of property owners within 300 feet are not necessary. Variance applicants may provide a separate petition with the signatures of affected property owners who approve or do not object to the granting of the requested variance, but these persons should not sign the application itself. Variance applicants should ensure correct names and addresses are provided, as incorrect information shall delay or nullify any action on the variance application.**
- 6) The section(s) of the City's land use codes from which the variance is being sought shall be listed on the application. The Building and Zoning Department staff will assist you with this or any other matter involved in the variance application process.
- 7) A fee of \$400.00 will be charged for the variance administrative procedure and the legal advertising, along with \$10.00 for the legal notice sign, provided by the Building and Zoning Department, which will be posted on the property for which the variance is sought within clear view of the street and not more than 10 feet inside the property line.

## **Variance Application Narrative: 2-B F Street, St Augustine Beach, Florida**

March 18, 2022

Page 1 - R

The following narrative is related to the numbering on the City of SAB Variance Application:

### **Background:**

For introduction, there is currently a two-story home of approximately 2000 square feet and a two-car one story garage on the site. The current owners purchased this home in July of 2020.

This property was granted a variance – Number 98-07 – in 1998 to reduce the west rear setback from 10' to 7.5' for the construction of a single story garage.

Upon receipt of the variance the previous owner then constructed the garage which was built out of compliance with both the rear setback as well as the side setback. The resulting structure is 7' off the north property line (side setback) and 4.2' off of the west property line or rear setback. Please see attached referenced variance.

The new/current owners came before the board in 2021 and requested a variance to permit the construction of a 2<sup>nd</sup> floor over the existing garage, which would have required a new variance to bring the existing structure into compliance this variance request was denied by the board.

The current owners are now coming back before the board with the willingness to tear down the existing non-compliant structure and rebuild a new garage in compliance with the setbacks granted in the existing variance, if this board would permit them to modify the variance to permit a second floor over the new garage. Said new structure being built within the permitted setbacks originally granted in the prior variance.

### **Project Scope:**

The scope of the current project is to remove the existing one-story garage building. Then to build a new garage with an added bedroom and bath above. The new addition will be built in compliance with the variance granted in 1998 with a rear (west) setback of 7.5'. (The north side setback will be at the current 7.5' setback allowed per the LDR's)

Also, the new addition will be built as a detached structure using an expansion joint between the new and existing structures. The new addition will be built in compliance with current code requirements for construction seaward of the coastal construction control line (CCCL) and therefore will be built on pilings with the first floor having breakaway walls in compliance with the codes for the city and the State. This will require a permit from the State DEP.

Also note that the new garage and 2<sup>nd</sup> floor bedroom roof lines are secondary to the existing two-story home and therefore do not create any additional impacts on height.

### **9) Reasons for which the variance is being sought:**

The variance is being sought to provide a "two" story structure in compliance with the existing approved setbacks for the originally approved one story garage. The project will be built within compliance with the existing setback variance granted for the structure in 1998 which allows a 7.5' rear setback.



## **Variance Application Narrative: 2-B F Street, St Augustine Beach, Florida**

March 18, 2022

Page 2 - R

### **CONSIDERATIONS FOR GRANTING OF A LAND USE VARIANCE**

- 1) The hardship in the variance is due to the constraints on the existing lot due to its configuration and access. These hardships were confirmed in the granting of the original variance in 1998. This lot is not on a directly accessible street and the lane/alley that would have served this lot has been vacated. Therefore, access to the lot is through an easement on the property to the south. In addition, the existing house (damaged by previous hurricanes) is a limiting factor on the ability to renovate the existing house and add on.  
Code requirements placed on properties seaward of the CCCL do not allow habitable space on the first floor. Therefore, to provide an additional bedroom for their expanding family the owners need to build on the 2<sup>nd</sup> floor.  
This variance is not for increased setbacks but simply to allow a 2<sup>nd</sup> floor addition over a one-story garage that was previously granted a variance.
- 2) Houses in the area all allowed to be built two stories and in fact three stories in height. The variance was already granted by the P & Z board for a one-story garage with reduced setbacks so variances have been granted.  
In addition, Lots O & P on 15<sup>th</sup> Street were granted a series of variances included reduced setbacks for two three story residences.
- 3) The property was acquired by the current owners after the sections of the LDC were implemented and after the variance was granted in 1998.
- 4) The variance request is solely for a two-story structure with minimal ceiling and wall heights. in lieu of the existing one-story structure. This is not a request for a three-story home and only includes the addition of a single bedroom and bathroom and therefore is the minimum variance required to achieve the goals of adding a bedroom.
- 5) The existing home on the lot is a two-story home with a one-story garage. The existing two-story home is compatible with the surrounding neighborhood which is composed of two- and three-story homes; a Bed and breakfast in, etc. Increasing the bedroom count will add value to the property and therefore surrounding properties. In addition, bringing the addition into compliance with current building codes and construction seaward of the CCCL will improve the value of the property and be in compliance with city codes and building codes.
- 6) The impact on traffic and other services will be nearly non-existent since there is an existing two-story home with a two-car garage on the site and the added bedroom will not add adversely to any infrastructure as the house already exists.

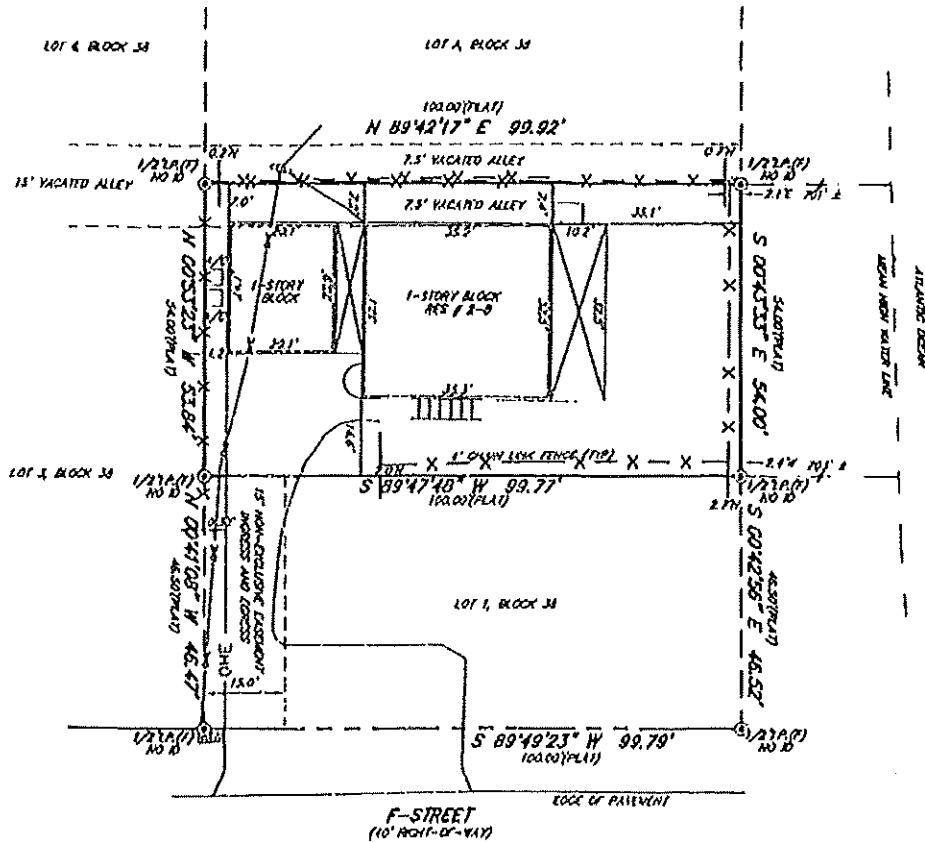
2 B F STREET

# 1705200010

# MAP SHOWING SURVEY OF

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF ST. JOHN, STATE OF FLORIDA, AND DESCRIBED AS FOLLOWS:  
 PARCEL A: LOT "B" OF BLOCK 38 OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA ASSEMBLY AS RECORDED IN MAP BOOK 3, PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHN COUNTY, FLORIDA, BEING ALSO LOT "B" OF BLOCK 38 OF COCONA GARDEN SUBDIVISION NO. 1 AS RECORDED IN MAP BOOK 3, PAGE 30 OF SAID PUBLIC RECORDS, ALSO THAT PORTION OF THE SOUTH HALF OF THAT CERTAIN UNIMPROVED 15 FOOT WIDE ALLEY RUNNING EAST AND WEST THROUGH SAID BLOCK 38 LIVING EAST OF THE WEST LINE OF LOT "B" EXTENDED NORTH ACROSS SAID ALLEY, ALL AS DESCRIBED IN DEEDS RECORDED IN OFFICIAL RECORDS BOOK 124, PAGES 137 AND 138, TOGETHER WITH ALL RIGHT DESCRIBED IN SAID DEEDS.  
 TOGETHER WITH AN NON-EXCLUSIVE EASEMENT FOR HIGHWAY AND EGRESS OVER THE WEST 15 FEET OF LOT 1, BLOCK 38 OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA ASSEMBLY AS RECORDED IN MAP BOOK 3, PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHN COUNTY, FLORIDA, BEING ALSO LOT 1 OF BLOCK 38 OF COCONA GARDEN SUBDIVISION NO. 1, AS RECORDED IN MAP BOOK 3, PAGE 30 OF SAID PUBLIC RECORDS, AS SET FORTH IN INSTRUMENT DEED RECORDED IN OFFICIAL RECORDS BOOK 631, PAGE 511 OF SAID PUBLIC RECORDS OF ST. JOHN COUNTY, FLORIDA.

CONTRIVED BY:  
 RADARCT CONSTRUCTION



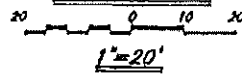
## LEGEND

A/D - AIR CONDITIONER PAD  
 B - BENCHMARK  
 N.A.V.D. - NORTH AMERICAN VERTICAL DATUM  
 T.S. - TYPICAL SECTION  
 L.A. - LOW ALLEY  
 L.R. - LOW ROAD SET (FSH 4420)

RES. - RESIDENCE  
 CEN. - CENTERLINE  
 DOTS - DOTS NOT TO SCALE  
 W.A. - WATER METER  
 E.C. - EXPOSED CONCRETE  
 C.A. - COVERED AREA  
 E.T. - ELECTRIC TRANSFORMER

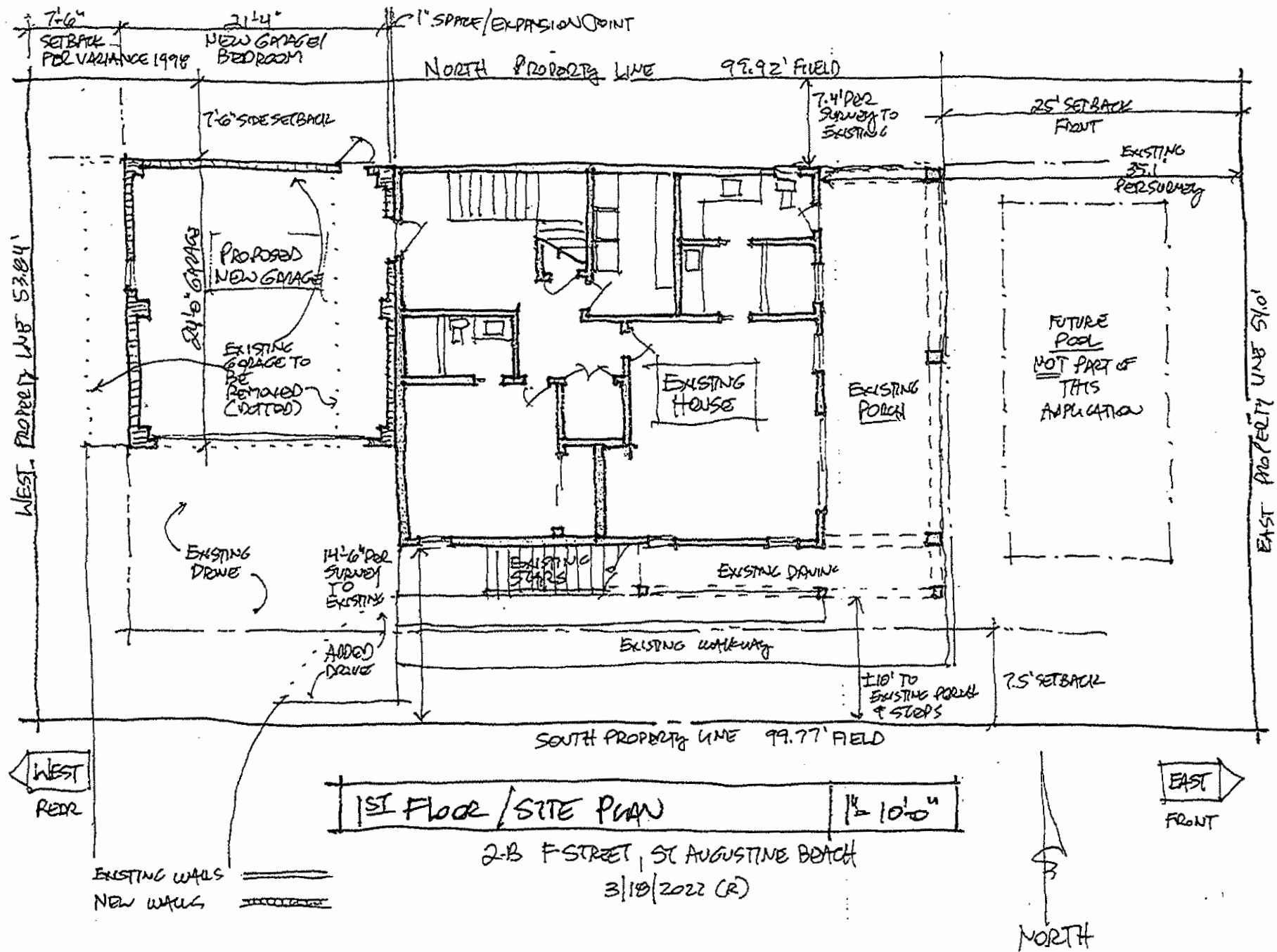
AREA = 0.124 ± ACRES  
 OR 6,367 ± sq. ft.

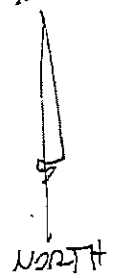
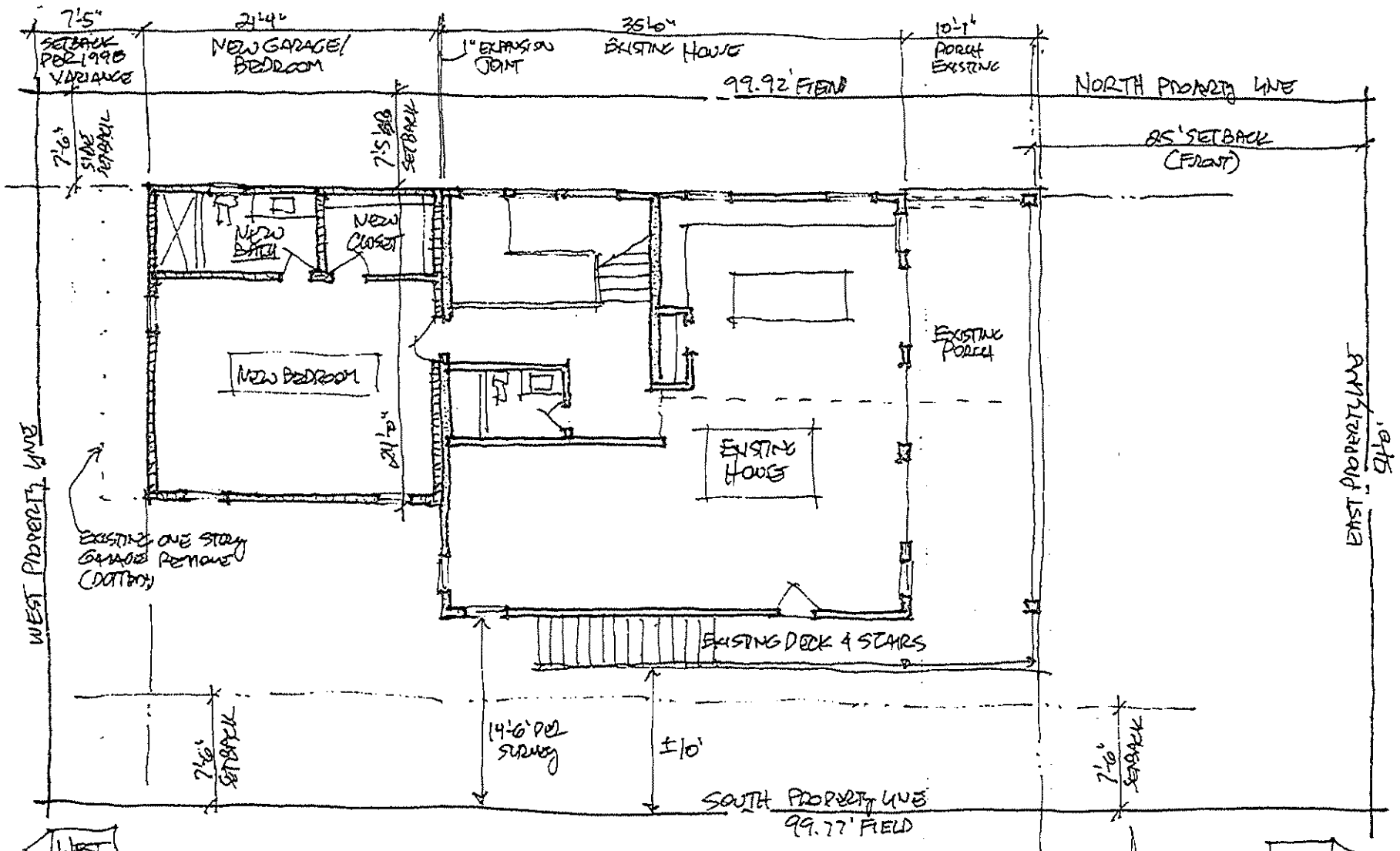
## GRAPHIC SCALE



**NOTES**  
 1. THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS LOANED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THE PARTICULAR TRANSACTION ANY USE OR REPRODUCTION OF THIS SURVEY WITHOUT THE EXPRESS PERMISSION OF THE SURVEYOR IS PROHIBITED. USE OF THIS SURVEY IN ANY SUBSEQUENT TRANSACTION IS NOT AUTHORIZED. THE SURVEYOR EXPRESSLY DISCLAIMS ANY LIABILITY TO ANY PARTIES IN FUTURE TRANSACTIONS NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

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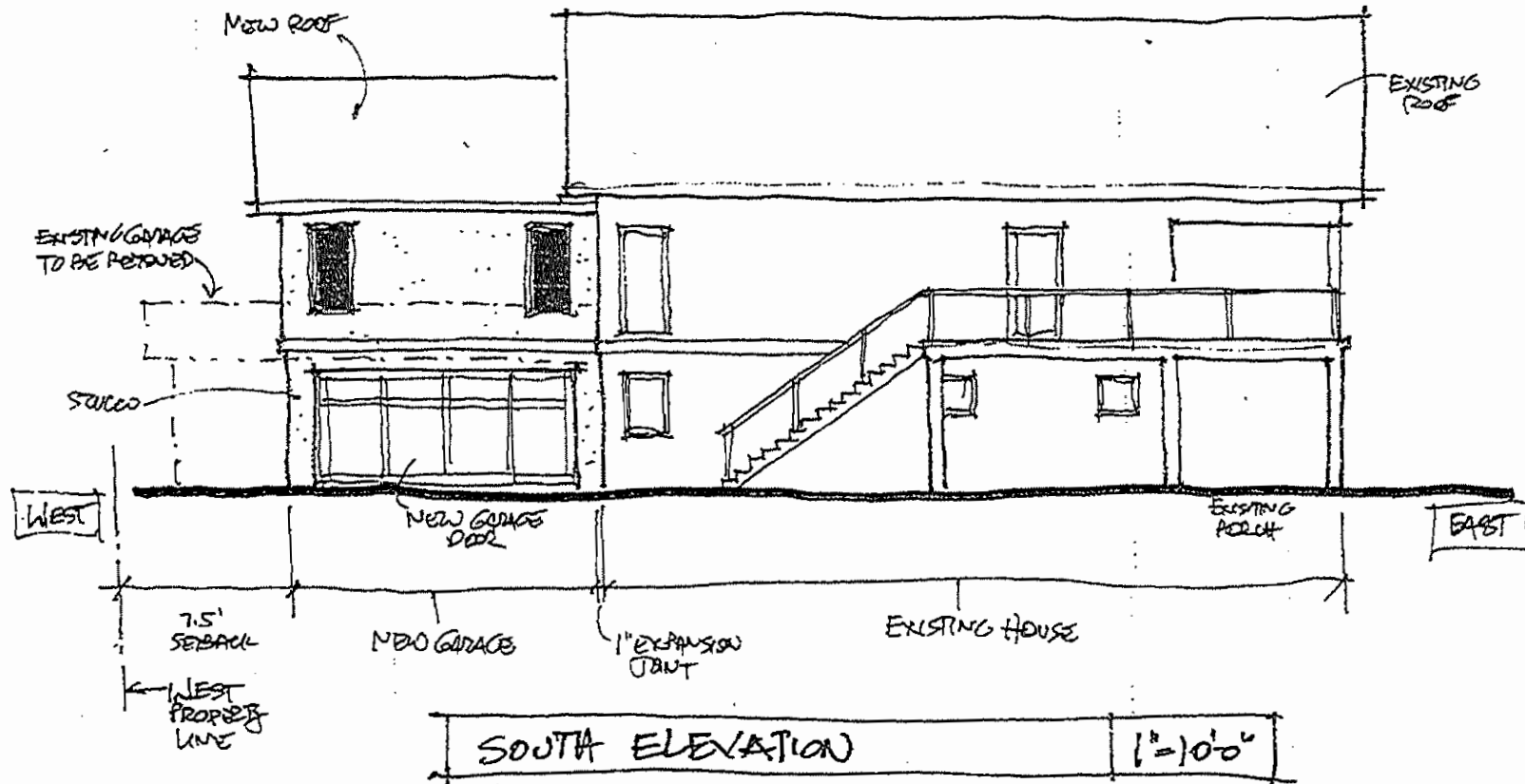




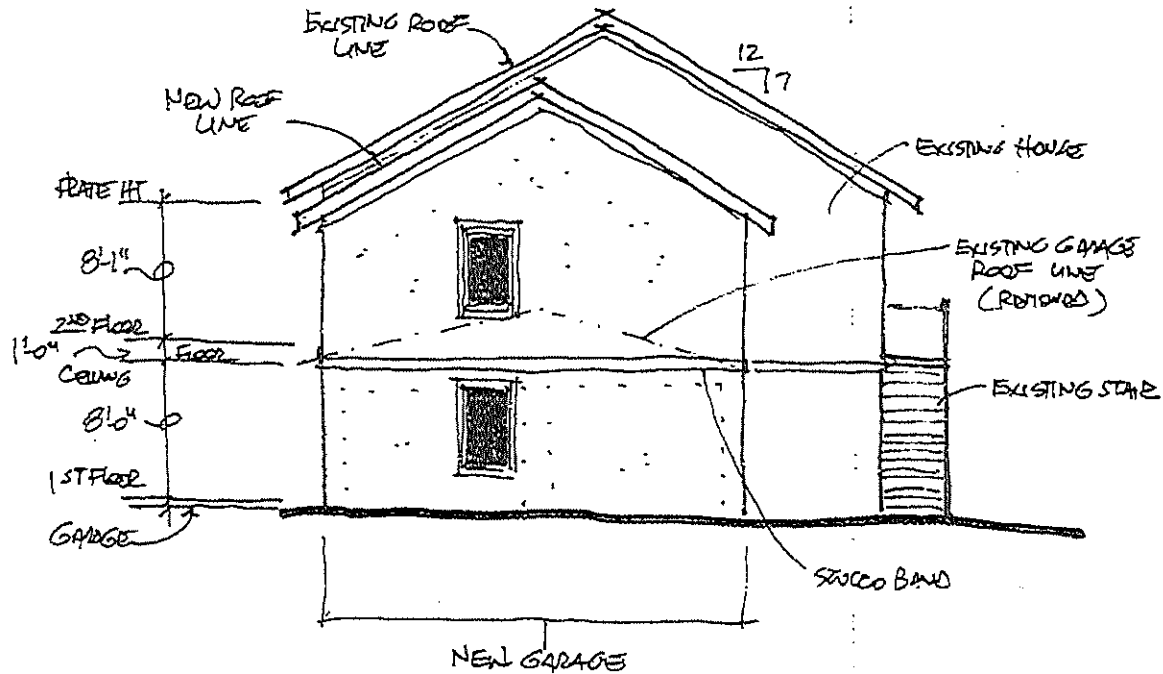
**2<sup>ND</sup> FLOOR PLAN** 1" = 10'-0"

EXISTING WALLS   
 NEW WALLS

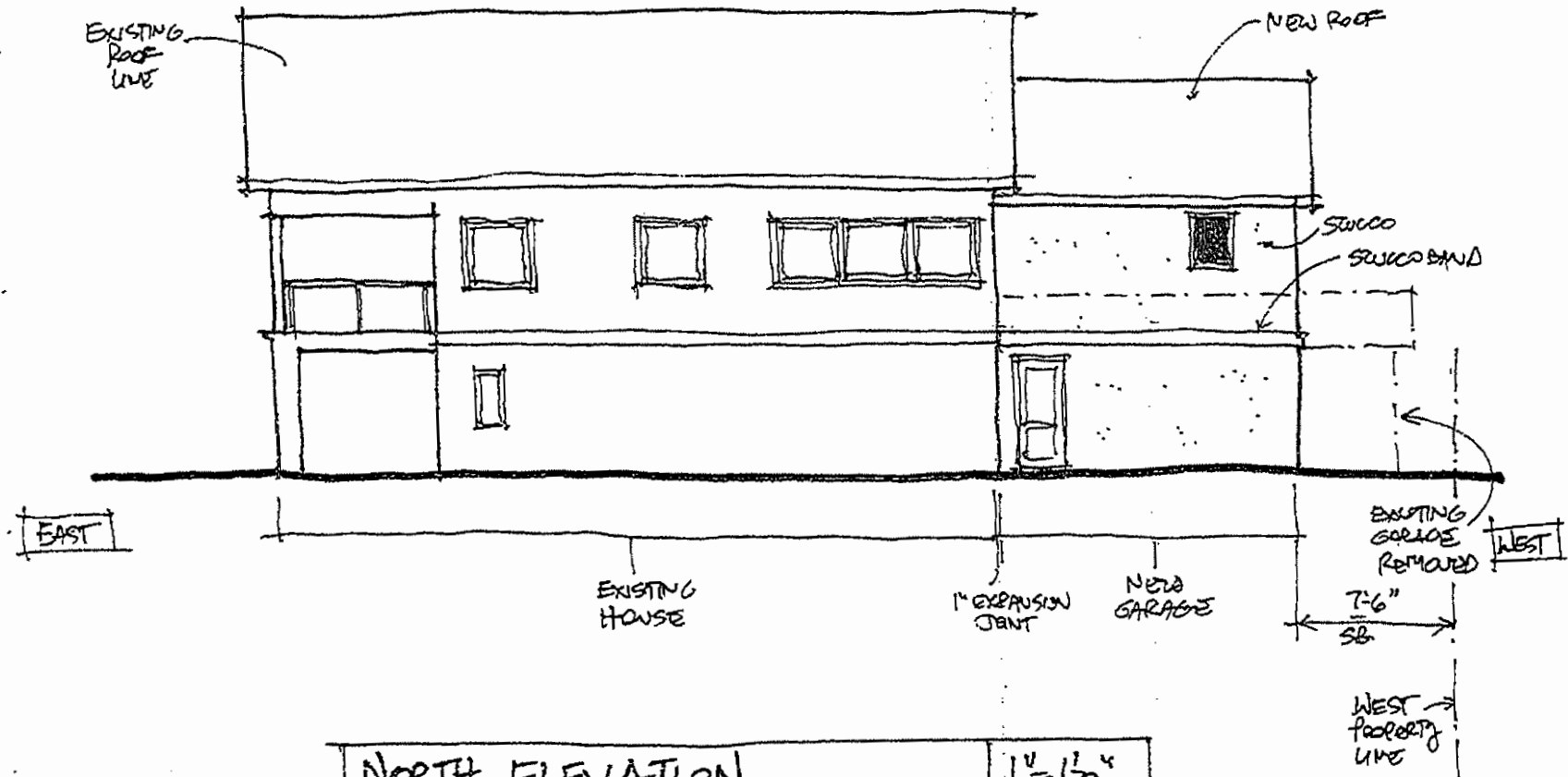
2-B F STREET, ST AUGUSTINE BEACH  
 3/10/2022 (R)



2-B F STREET, ST AUGUSTINE BEACH  
3/18/2022 (R)



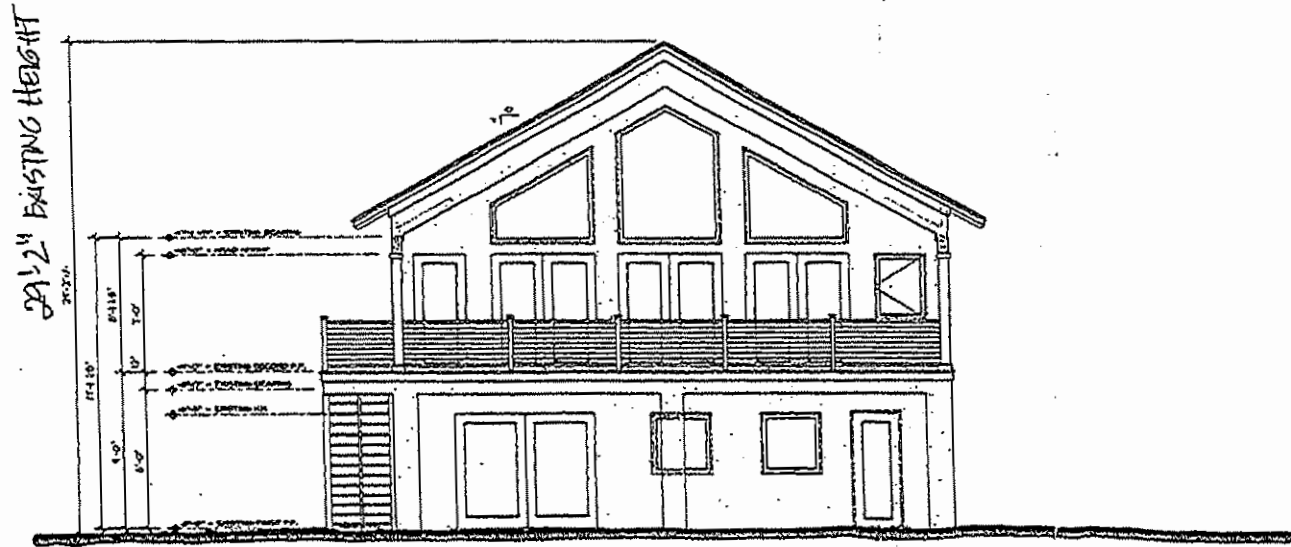
WEST ELEVATION  
2-B F STREET, ST. AUGUSTINE BEACH  
3/18/2022 CR



NORTH ELEVATION

2-B F STREET, ST. AUGUSTINE BOULEVARD

3/18/2022 (R)



ADDITION NOT VISIBLE  
FROM EAST SIDE

EAST ELEVATION	1"=10'-0"
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2-B F STREET, ST. AUGUSTINE BEACH  
3/18/2022



**BEFORE THE COMPREHENSIVE PLANNING  
AND ZONING BOARD OF THE  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

Public Records of St. Johns County, FL  
Clerk number: 2022047345  
BK: 5554 PG: 1769  
5/9/2022 2:33 PM  
Recording \$69.50

In RE:

**APPLICATION OF SCOTT PATROU, AGENT FOR  
CANEEL CAPITAL GROUP LLC, TYLER AND  
SASHA AVERDICK, APPLICANTS, FOR A LAND  
USE VARIANCE FOR REDUCTION OF THE REAR  
YARD SETBACK REQUIREMENT OF 20 (TWENTY  
FEET TO 7.5 (SEVEN-AND-ONE-HALF FEET) FOR  
PROPOSED NEW CONSTRUCTION OF A TWO-STORY  
ADDITION AT 2-B F STREET, ST. AUGUSTINE BEACH, FLORIDA, 32080**

**ORDER APPROVING VARIANCE FILE NO. VAR 2022-04**

This CAUSE came on for public hearing before the Comprehensive Planning and Zoning Board of the City of St. Augustine Beach, Florida, on Tuesday, April 19, 2022, upon Application (File No. VAR 2022-04) by Scott Patrou, Agent for Caneel Capital Group LLC, Tyler and Sasha Averdick, Applicants, for a variance for a rear yard setback reduction from 20 (twenty) feet, per Section 6.01.03 of the City of St. Augustine Beach Land Development Regulations, to 7.5 (seven-and-one-half) feet, for proposed new construction of a two-story attached addition consisting of a garage on the first floor and conditioned living area on the second floor on Lot B, Block 38, Coquina Gables Subdivision, Parcel Identification Number 170520-0010, in a medium density residential land use district at 2-B F Street, St. Augustine Beach, Florida, 32080. The Planning and Zoning Board having reviewed the Application, received public comments, and upon motion duly made, seconded and passed, the Application was approved based upon the following findings.

1. The required considerations for the granting of a variance as detailed in the Application and discussed at the hearing are incorporated herein as findings of fact.
2. The rear yard setback reduction from 20 (twenty) feet to 7.5 (seven-and-one-half) feet shall be granted for proposed new construction of a two-story attached addition consisting of a garage on the first floor and conditioned living area on the second floor based on the illustrated structural documents submitted in the Application.
3. The two-story addition for which this variance is granted shall be consistent and in accordance with all documents and materials submitted with the Application and which were provided by the applicants' agent to supplement the Application, including all schematic drawings, renderings, and site plans pertaining to the property described above.
4. A violation of the conditions listed above shall void the variance approval granted herein.

Any appeal of this decision may be made by filing an application for appeal to the St. Augustine Beach City Commission within thirty (30) days of the date of this Order.

DONE AND ORDERED this 9th day of May, 2022, at St. Augustine Beach, St. Johns County, Florida.

COMPREHENSIVE PLANNING AND ZONING  
BOARD OF THE CITY OF ST. AUGUSTINE BEACH,  
FLORIDA

By: [Signature]  
Chris Pranis, Chairperson

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or  
☐ online notarization, this 9th day of May, 2022,  
by (print name of person signing above) Chris Pranis,  
who is personally known to me ☒ or has produced the following type of  
identification \_\_\_\_\_



Bonnie Jean Miller  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# GG955959  
Expires 3/30/2024

[Signature]  
Signature of Notary Public, State of Florida

Recorded in Public Records St. Johns County, FL  
Clerk# 98021189 O.R. 1319 PG 178 01:05PM 05/15/1998  
Recording \$9.00 Surcharge \$1.50

4587

**ORDER OF THE CITY OF ST. AUGUSTINE BEACH  
COMPREHENSIVE PLANNING AND ZONING BOARD**

*Set - Let*  
RE: Henry Best  
2-B F Street  
St. Augustine Beach, FL

FILE NUMBER: Variance 98-07

ORDER GRANTING VARIANCE

The above referenced application requested a variance per Section 6.01.03 of the Land Development Regulations seeking a reduction in rear set back from ten (10) feet to seven and a half (7.5) feet in order to construct an unattached one-story garage on Lot B, Block 38 (Parcel A), O.R. 637/562, Coquina Gables Subdivision No. 1, as recorded in map book 3, page 30 of the public records of St. Johns County, Fl. aka 2B F Street, St. Augustine Beach, Florida. On April 21, 1998, the matter came before the Comprehensive Planning and Zoning Board for public hearing.

FINDINGS

Having considered the application and supporting documents, the Staff report dated April 21, 1998, correspondence to the Board and statements from the applicant and other persons speaking at the hearing, the Board makes the following findings of fact:

- (1) This matter has been fully considered after public hearing pursuant to legal notice duly published as required by law and the Land Development Regulations.
- (2) There are no material disputed facts.
- (3) The request meets each of the seven requirements of Section 10.02.03 of the Land Development Regulations.
- (4) The motion is based on the facts as stated by the applicant and as stated in the application.

NOW, THEREFORE, the Board finds the request is not in conflict with the St. Augustine Beach Comprehensive Plan, and hereby grants the VARIANCE for reduction in rear yard setback.

Deed restrictions on the subject property, if any, are not affected by this order.

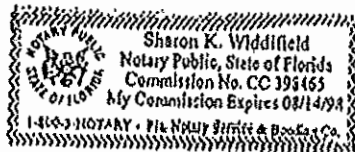
Dated this 16<sup>th</sup> day of May, 1998.

ST. AUGUSTINE BEACH  
COMPREHENSIVE PLANNING AND ZONING BOARD

William H. Feaster  
William Feaster, Chairman

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

THE FOREGOING instrument was acknowledged before me this 1 day of May, 1998, by WILLIAM FEASTER, who is personally known to me.



Sharon K. Widdfield  
Signature of Notary

Sharon K. Widdfield  
Printed Name

8-14-98  
My Commission Expires:

THIS ORDER IS SUBJECT TO APPEAL PER THE PROVISIONS OF SECTION 12.06.02 OF THE ST. AUGUSTINE BEACH LAND DEVELOPMENT REGULATIONS.

SECTION 12.06.02 - "A developer, an adversely affected party, or any person who appeared orally or in writing before the comprehensive planning and zoning board and asserted a position on the merits in a capacity other than as a disinterested witness, may appeal the decision on a development plan, variance, conditional use permit for a home occupation, or an appeal under section 12.06.01 reached at the conclusion of an administrative hearing to the city commission by filing a notice of appeal with the Department within thirty (30) days of the date of the decision."

**City of St. Augustine Beach Building and Zoning Department  
Owner Authorization Form**

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM BUILDING & ZONING (904) 471-8758 FAX (904) 471-4470

To: St. Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach, Florida 32080

From: Owner Name(s) & Phone #: Caneel Capitol

Address: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

This is to advise you that I hereby give permission to:

Contractor/Agent Name(s) & Phone #: Scott Patrou

Address: 460 A1A Beach Blvd

City, State, Zip Code: St. Augustine FL 32080

Who is my contractor/agent, to perform the following on my behalf pertaining to an application for construction, development, land use, zoning, conditional use permit, special events permit, variance, or any other action pursuant to an application for:

2 B F St.

I hereby designate and authorize the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for approval to conduct any development authorized pursuant to this application and to furnish, on request, supplemental information in support of this application. In addition, I authorize the above-listed agent to bind me, or my corporation, to perform any requirements that may be necessary to procure such approval.

I hereby recognize that any duly authorized agent of City of Saint Augustine Beach (CoSAB) may enter and inspect any parcel of land for which a development approval or permit has been issued, or where there is a reasonable cause to believe that a development activity is being carried out, for the purpose of ascertaining the state of compliance with City Codes. The interiors of buildings shall not be subject to such inspections unless related to the enforcement of the building code. No person shall refuse immediate entry or access to any authorized representative of the CoSAB or one of the specified agencies who requests entry for the purpose of inspection and who presents appropriate credentials. No person shall obstruct, hamper or interfere with any such inspection. If requested, the owner or operator of the premises shall receive a report setting forth the facts and results of the compliance determination.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Date: 11/16/24 Tyler Averdick  
Typed or Printed Name of Property Owner Signature of Property Owner

State of Florida County of: St. Johns

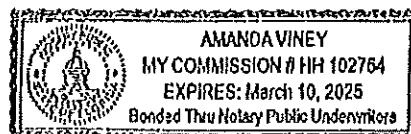
Subscribed and sworn before me this 10th day of January, 20 24, by Tyler Averdick

Who is/are personally known to me or who has/have produced \_\_\_\_\_ as identification.

Signature of Notary Public, State of Florida

Typed or Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



(Stamp or Seal)\*

**City of St. Augustine Beach Building and Zoning Department  
Owner Authorization Form**

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM BUILDING & ZONING (904)471-8758 FAX (904) 471-4470

To: St. Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach, Florida 32080

From: Owner Name(s) & Phone #:

Tyler & Sasha Averdick 904-347-3671

Address: 1017 Sea Forest Ln

City, State & Zip Code: St. Augustine FL 32080

This is to advise you that I hereby give permission to:

Contractor/Agent Name(s) & Phone #:

Scott Patton & Mike Stauffer

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Who is my contractor/agent, to perform the following on my behalf pertaining to an application for construction, development, land use, zoning, conditional use permit, special events permit, variance, or any other action pursuant to an application for:

Variance Application

I hereby designate and authorize the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for approval to conduct any development authorized pursuant to this application and to furnish, on request, supplemental information in support of this application. In addition, I authorize the above-listed agent to bind me, or my corporation, to perform any requirements that may be necessary to procure such approval.

I hereby recognize that any duly authorized agent of City of Saint Augustine Beach (CoSAB) may enter and inspect any parcel of land for which a development approval or permit has been issued, or where there is a reasonable cause to believe that a development activity is being carried out, for the purpose of ascertaining the state of compliance with City Codes. The interiors of buildings shall not be subject to such inspections unless related to the enforcement of the building code. No person shall refuse immediate entry or access to any authorized representative of the CoSAB or one of the specified agencies who requests entry for the purpose of inspection and who presents appropriate credentials. No person shall obstruct, hamper or interfere with any such inspection. If requested, the owner or operator of the premises shall receive a report setting forth the facts and results of the compliance determination.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

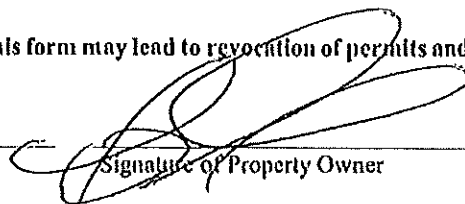
Date:

3/21/22

Typed or Printed Name of Property Owner

Tyler Averdick

Signature of Property Owner



State of Florida

County of:

St. Johns

Subscribed and sworn before me this

21

day of

March

, 20 22

by

Tyler Averdick

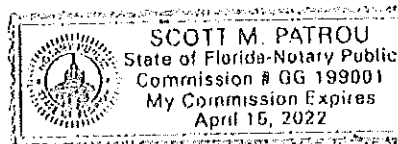
Who is/are personally known to me or who has/have produced

as identification.

Signature of Notary Public, State of Florida

Typed or Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_



(Stamp or Seal)



## St. Johns County, FL

### Apply for Exemptions

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

### 2021 TRIM Notice

### Summary

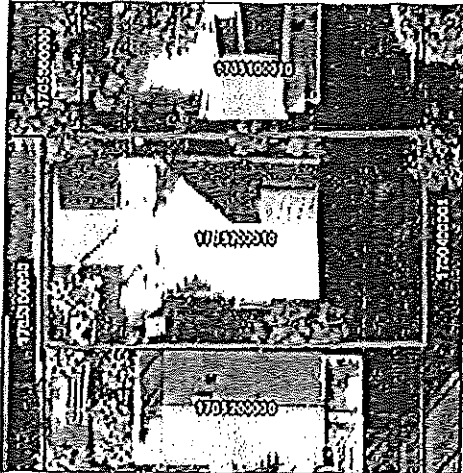
[Clicking Image Opens Cyclomedia Viewer In a New Tab](#)  
No Image Available

Parcel ID	1705200010
Location Address	2 FT
Neighborhood	SAINT AUGUSTINE 32080-0000
Tax Description*	Coquina Gables (OCNFR) (717.63)
	3-30 COQUINA GABLES LOT B & S 7.5 FT OF ALLEY LYING N BLK 38 OR 4990/1890
	*The Description above is not to be used on legal documents.
Property Use Code	Single Family (0100)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.1691
Acres	0.120
Homestead	N

### Owner Information

Owner Name	Caneel Capital Group LLC 100%
Mailing Address	1017 SEA FOREST LN
	SAINT AUGUSTINE, FL 32080-0000

## Map



## Valuation Information

	2022
Building Value	\$350,083
Extra Features Value	\$0
Total Land Value	\$621,000
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$971,083
Total Deferred	\$0
Assessed Value	\$971,083
Total Exemptions	\$0
Taxable Value	\$971,083

Values listed are from our working tax roll and are subject to change.

## Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2021	\$299,302	\$0	\$621,000	\$0	\$0	\$920,302	\$920,302	\$0	\$920,302
2020	\$292,446	\$0	\$621,000	\$0	\$0	\$913,446	\$913,446	\$0	\$913,446
2019	\$182,415	\$0	\$621,000	\$0	\$0	\$803,415	\$803,415	\$0	\$803,415
2018	\$184,880	\$0	\$621,000	\$0	\$0	\$805,880	\$792,867	\$13,013	\$792,867
2017	\$187,345	\$477	\$540,000	\$0	\$0	\$727,822	\$720,788	\$7,034	\$720,788
2016	\$189,810	\$556	\$540,000	\$0	\$0	\$730,366	\$655,262	\$75,104	\$655,262
2015	\$194,740	\$633	\$475,200	\$0	\$0	\$670,575	\$595,693	\$74,882	\$595,693
2014	\$176,325	\$714	\$364,500	\$0	\$0	\$541,539	\$541,539	\$0	\$541,539
2013	\$178,645	\$794	\$364,500	\$0	\$0	\$543,939	\$518,768	\$25,171	\$518,768
2012	\$208,294	\$873	\$262,440	\$0	\$0	\$471,607	\$471,607	\$0	\$471,607
2011	\$210,930	\$952	\$291,600	\$0	\$0	\$503,482	\$503,482	\$0	\$503,482
2010	\$213,566	\$1,031	\$324,000	\$0	\$0	\$538,597	\$538,597	\$0	\$538,597

## Building Information

Building	1	Roof Cover	Metal
Year Built	1984	Roof Structure	Gable Hip
Actual Area	3628	Interior Flooring	Ceramic Tile, Hardwood
Conditioned Area	2240	Interior Wall	Drywall
Use	Single Family Residence	Heating Type	Air Duct
Style	01	Air Conditioning	Central
Class	N	Bedrooms	3
Exterior Wall	Concrete Stucco	Baths	3
Description		Square Footage	
FINISHED UPPER STORY		1120	
OUTSIDE STAIRS		66	
FINISHED OPEN PORCH		320	
FINISHED DECK		40	
BASE AREA		1120	
FINISHED OPEN PORCH		360	



Rec. \$ 44.00	This instrument was prepared by,
Doc. \$8,295.00	record and return to:
Index: \$ 0.00	R. WILLIAM FUTCH, P.A.
	R. WILLIAM FUTCH, Esquire
	2201 S. E. 30 <sup>th</sup> Avenue
Total \$8,339.00	Suite 202
	Ocala, Florida 34471
	(352) 732-8080
	Email Address: <a href="mailto:bill@futchlaw.net">bill@futchlaw.net</a>

**WARRANTY DEED**

THIS INDENTURE, made this 14 day of July, 2019, between SEA CHAINE BEACH, LLC, a Florida limited liability company, Grantor, whose post office address is 2201 S. E. 30<sup>th</sup> Avenue, Suite 202, Ocala, Florida, 34471 to CANEEL CAPITAL GROUP, LLC, a Florida limited liability company, whose post office address is 770 A1A Beach Boulevard, Suite B, St. Augustine, Florida 32080, Grantee. (Wherever used herein the terms "Grantor" and "Grantee" include all the parties to the instrument and the heirs, legal representatives and assigns of the individuals, and the successors and assigns of corporations).

WITNESSETH, that said Grantor, for and in consideration of the sum of TEN and 00/100 (\$10.00) DOLLARS, and other good and valuable considerations, receipt of which is hereby acknowledged, hereby grants, bargains, sells, allens, remises, releases, conveys and confirms unto Grantee all that certain land situate in St. Johns County, Florida, to-wit:

**SEE ATTACHED EXHIBIT "A"**

F.S. Section 689.02 required information:  
Property Appraiser's Parcel I.D. Number: #170520-0010

**SUBJECT TO:**

1. Ad valorem taxes for 2020 and subsequent years;
2. Matters shown on EXHIBIT "B".

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

AND the Grantor hereby covenants with Grantee that Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes and assessments accruing subsequent to December 31, 2019.

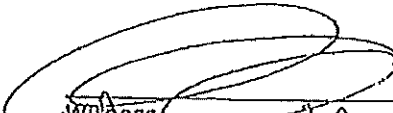
Grantor and Grantee are used for singular or plural, as context requires.



IN WITNESS WHEREOF, Grantor has hereunto set Grantor's hand and seal the day and year first above written.

Signed, sealed and delivered  
In our presence:

GRANTOR:

SEA CHAINE BEACH, LLC, a Florida limited liability company

  
\_\_\_\_\_  
Witness  
Janet Diorio  
\_\_\_\_\_  
Print Name  
Heather Pireport  
\_\_\_\_\_  
Witness  
Heather Pireport  
\_\_\_\_\_  
Print Name

BY   
\_\_\_\_\_  
R. WILLIAM FUTCH, as Manager  
  
BY   
\_\_\_\_\_  
ELIZABETH T. FUTCH, as Manager

STATE OF FLORIDA  
COUNTY OF MARION

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, the foregoing instrument was acknowledged before me by means of ✓ physical presence or \_\_\_\_\_ on line notarization by R. WILLIAM FUTCH and ELIZABETH T. FUTCH, as Managers of SEA CHAINE BEACH, LLC, a Florida limited liability company, known to me (YES ✓ or NO \_\_\_\_\_) to be the persons described in and who executed the foregoing instrument, OR who have produced \_\_\_\_\_ as identification and acknowledged before me that they executed same for the purposes expressed herein.

14 WITNESS my hand and official seal in the County and State last aforesaid this day of July, 2020.



JANET DIORIO  
Commission # GG 303530  
Expires September 7, 2023  
Notary Public - State of Florida

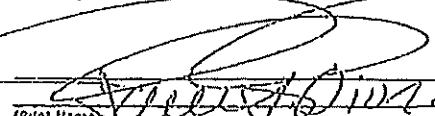
  
\_\_\_\_\_  
(Print Name)  
Notary Public, State of Florida  
My Commission Expires: 9/7/23

EXHIBIT A

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

PARCEL A: LOT "B" OF BLOCK 38 OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA ASSEMBLY AS RECORDED IN MAP BOOK 2, PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, BEING ALSO LOT "B" OF BLOCK 38 OF COQUINA GABLES SUBDIVISION NO. 1, AS RECORDED IN MAP BOOK 3 PAGE 30 OF SAID PUBLIC RECORDS; ALSO THAT PORTION OF THE SOUTH HALF OF THAT CERTAIN UNNAMED 15 FOOT WIDTH ALLEY RUNNING EAST AND WEST THROUGH SAID BLOCK 38 LYING EAST OF THE WEST LINE OF SAID LOT "B" EXTENDED NORTH ACROSS SAID ALLEY; ALL AS DESCRIBED IN DEEDS RECORDED IN OFFICIAL RECORDS BOOK 126, PAGES 137 AND 139, TOGETHER WITH ALL RIGHTS DESCRIBED IN SAID DEEDS.

PARCEL B: A PARCEL OF LAND LYING EAST OF THE EAST LINE OF LOT "B" BLOCK 38 OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA METHODIST ASSEMBLY AS RECORDED IN MAP BOOK 2, PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, MORE FULLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT "B", THENCE EASTERLY ON THE EASTERLY EXTENSION OF THE NORTH LINE OF SAID LOT "B" TO THE ATLANTIC OCEAN; THENCE SOUTHERLY ALONG SAID OCEAN 100.5 FEET, MORE OR LESS; THENCE WESTERLY, ON THE EASTERLY EXTENSION OF THE SOUTHERLY LINE OF SAID LOT "B" TO THE SOUTHEAST CORNER OF SAID LOT "B"; THENCE NORTHERLY ON THE EAST LINE OF SAID LOT "B" A DISTANCE OF 100.5 FEET TO THE POINT OF BEGINNING.

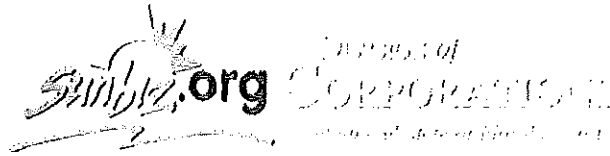
TOGETHER WITH THAT PORTION OF THE SOUTH HALF OF THAT CERTAIN UNNAMED 15 FOOT WIDTH ALLEY RUNNING EAST AND WEST ADJACENT TO PARCEL B AS DESCRIBED HEREIN. THE SOUTH HALF OF THAT CERTAIN UNNAMED 15 FOOT ALLEY RUNNING EAST AND WEST THROUGH BLOCK 38 OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA METHODIST ASSEMBLY, AS PLATTED BY THE JACKSONVILLE DISTRICT CHURCH EXTENSION MISSION SOCIETY AND RECORDED JULY 11, 1913, IN MAP BOOK 2 PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA (SAID BLOCK 38 AS SHOWN ON COQUINA GABLES SUBDIVISION NO. 1 PLAT, RECORDED IN MAP BOOK 3 PAGE 30 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, WITHOUT CHANGE OF LOCATION FROM THE AFORESAID OCEAN BEACH ADDITION PLAT, RECORDED IN MAP BOOK 2 PAGE 10), SAID PORTION BEING THAT PART THEREOF IMMEDIATELY ADJACENT TO AND NORTH OF LOT "B" OF SAID BLOCK 38, WHICH SAID UNNAMED ALLEY THROUGH SAID BLOCK 38 WAS VACATED BY RESOLUTION NO. 59538 OF THE BOARD OF COUNTY COMMISSIONERS OF ST. JOHNS COUNTY, FLORIDA, DATED JUNE 12TH, 1956, RECORDED JUNE 18TH, 1956, IN DEED BOOK 229 PAGES 456-461 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

TOGETHER WITH AN NON-EXCLUSIVE EASEMENT FOR INGRESS AND EGRESS OVER THE WEST 15 FEET OF LOT 1, BLOCK 38, OF OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA ASSEMBLY AS RECORDED IN MAP BOOK 2, PAGE 10 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, BEING ALSO LOT 1 OF BLOCK 38 OF COQUINA GABLES SUBDIVISION NO. 1, AS RECORDED IN MAP BOOK 3 PAGE 30 OF SAID PUBLIC RECORDS, AS SET FORTH IN WARRANTY DEED RECORDED IN OFFICIAL RECORDS BOOK 637, PAGE 561 OF SAID PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

**EXHIBIT B**

1. Restrictions, dedications, conditions, reservations, easements and other matters shown on the plat of OCEAN BEACH ADDITION TO THE SUBDIVISION OF THE ANASTASIA METHODIST ASSEMBLY, as recorded in Plat Book 2, Page(s) 10, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status or national origin to the extent such covenants, conditions or restrictions violate 42 USC 3604(c).
2. Restrictions, dedications, conditions, reservations, easements and other matters shown on the plat of COQUINA GABLES SUBDIVISION NO. 1, as recorded in Plat Book 3, Page(s) 30, but deleting any covenant, condition or restriction indicating a preference, limitation or discrimination based on race, color, religion, sex, handicap, familial status or national origin to the extent such covenants, conditions or restrictions violate 42 USC 3604(c).
3. Terms and Conditions Contained in Zoning Resolution For An Original Zoning District of St. Johns County, Florida recorded in Deed Book 191, Page 134.
4. Maintenance Agreement recorded in Book 640, Page 512 and Maintenance Agreement recorded in Book 1252, Page 259.
5. Easement Agreement recorded in Book 1252, Page 255.
6. Order Granting Variance recorded in Book 1319, Page 178.
7. Temporary Disposal And Pipeline Easement recorded in Book 1321, Page 960.
8. Beach Storm Damage Reduction Easement recorded in Book 1623, Page 1469.
9. Grant of Easement recorded in Book 3940, Page 951.
10. Terms and conditions of the easement(s) recorded in Book 637, Page 561.
11. The right of the United States Government, arising by reason of the United States Government's control over navigable waters in the interest of navigation and commerce and/or the inalienable right of the State of Florida in the lands and/or waters of such character.

12. Any claims of the State of Florida based on the doctrine of the state's sovereign ownership of lands lying beneath navigable waterbodies, or lands lying beneath tidally influenced waters.
13. Riparian and/or littoral rights.
14. Any part of the Land lying below the Mean High Water Line of the abutting body of water.
15. Coastal Construction Setback Lines as established by Sections 161.052 and 161.053, Florida Statutes, and as depicted on maps recorded in Map Book 13A and 138, of St. Johns County, Florida.



Department of State / Division of Corporations / Search Records / Search by Entity Name /

## Detail by Entity Name

Florida Limited Liability Company  
CANEEL CAPITAL GROUP, LLC

### Filing Information

Document Number	L20000143241
FEI/EIN Number	85-1191734
Date Filed	05/26/2020
Effective Date	05/26/2020
State	FL
Status	ACTIVE

### Principal Address

770 A1A BEACH BLVD  
SUITE B  
ST. AUGUSTINE, FL 32080

### Mailing Address

770 A1A BEACH BLVD  
SUITE B  
SAINT AUGUSTINE, FL 32080

### Registered Agent Name & Address

MOWREY, DANIEL A, ESQ.  
2801 N. THIRD STREET  
SAINT AUGUSTINE, FL 32084

Name Changed: 01/11/2021

### Authorized Person(s) Detail

#### Name & Address

Title MGR

AVERDICK, TYLER  
770 A1A BEACH BLVD STE B  
SAINT AUGUSTINE, FL 32080

Title MGR

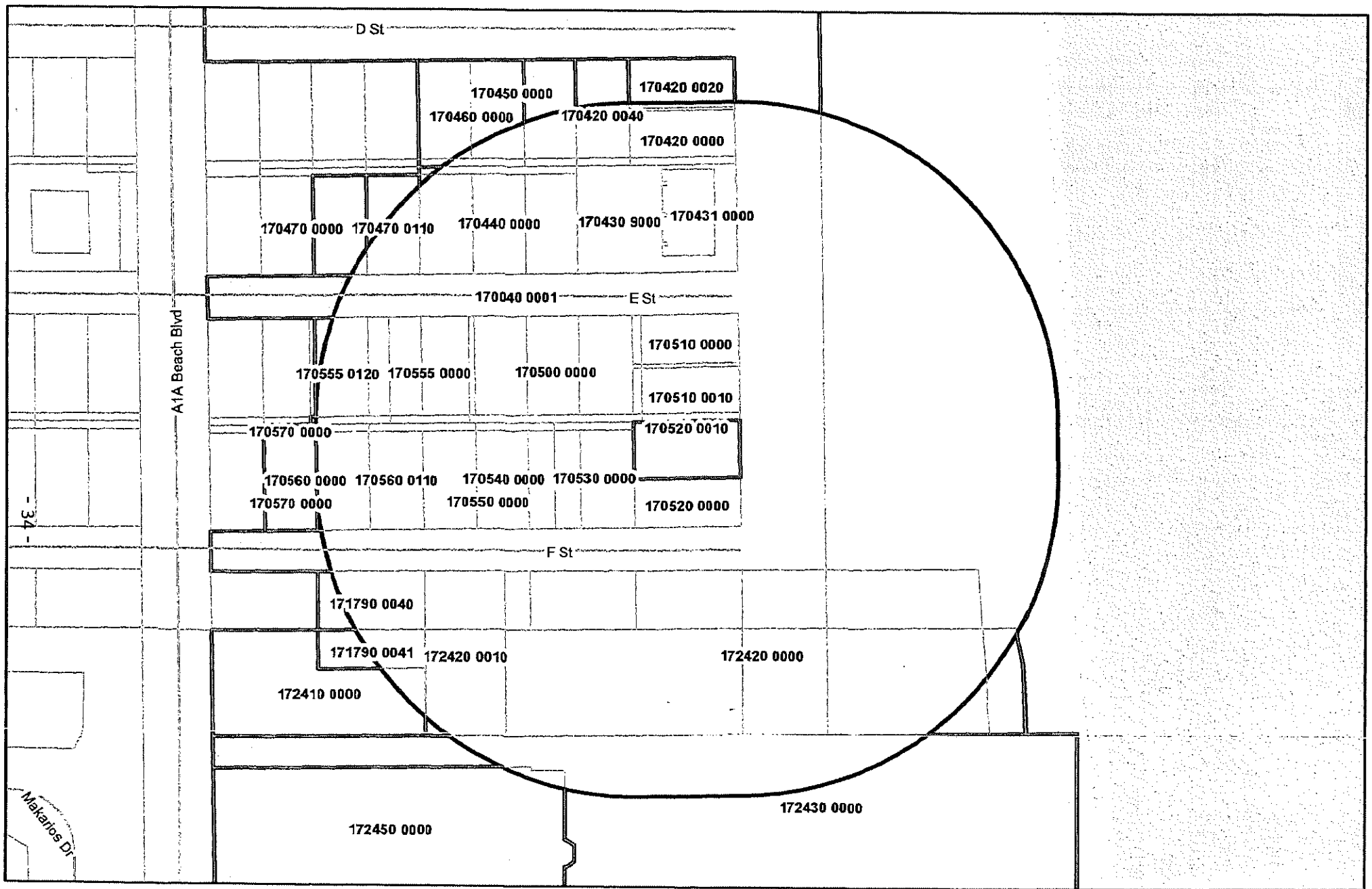
AVERDICK, SASHA  
770 A1A BEACH BLVD STE B  
SAINT AUGUSTINE, FL 32080

**Annual Reports**

Report Year	Filed Date
2021	01/11/2021

**Document Images**

<a href="#">01/11/2021 -- ANNUAL REPORT</a>	<a href="#">View Image in PDF format</a>	
<a href="#">05/26/2020 -- Florida Limited Liability</a>	<a href="#">View Image in PDF format</a>	



**Parcels within 300' of  
2B F St**



1 E STREET LLC  
43 NORTH DR  
KEY LARGO FL 330370000

CARVELLAS JOHN N,ELIZABETH A  
93 WILDERNESS RISE RD  
COLOCHESTER VT 054460000

L & L PIRTON INC  
312 VIEW POINT PL  
SAINT AUGUSTINE FL 320806151

810 BEACH INC  
1093 A1A BEACH BLVD PMB 196  
SAINT AUGUSTINE FL 320800000

CORNEY LAND HOLDINGS INC  
PO BOX 013544  
MIAMI FL 331010000

MINICH JAMES,PHYLLIS  
10 F ST  
SAINT AUGUSTINE FL 320800000

810 BEACH INC  
1093 A1A BEACH BLVD PMB 196  
SAINT AUGUSTINE FL 320806733

CREATIVE ADVISORS LLC  
79 COLON AVE  
SAINT AUGUSTINE FL 32084-0000

O'BRIEN RICHARD B ET AL  
6 F ST  
SAINT AUGUSTINE FL 320808916

810 BEACH INC  
1093 A1A BEACH BLVD PMB196  
SAINT AUGUSTINE FL 320800000

DIESEL CONSTRUCTION CO LLC  
500 WORLD COMMERCE PKWY  
SAINT AUGUSTINE FL 320920000

PEERSON SCOTT BLAIN,JULIE C  
5 D ST  
SAINT AUGUSTINE FL 320800000

810 BEACH INC  
PMB 196  
1093 A1A BEACH BLVD  
SAINT AUGUSTINE FL 320800000

FEY THOMAS F,MARTHA K  
6038 RIDGE TRACE RD  
BLACKSHEAR GA 31516-0000

PYTLAK FREDRICK R REV TRUST-20  
7 D ST  
SAINT AUGUSTINE FL 320800000

810 BEACH INC  
PMB 196  
1093 A1A BEACH BLVD  
SAINT AUGUSTINE FL 320806733

GAINES MICHAEL D,JONI W  
10 E ST  
SAINT AUGUSTINE FL 320800000

RINGWOOD THOMAS D,LINDA K  
8 F ST  
SAINT AUGUSTINE FL 320800000

ABARBANEL JACK  
C/O 2 E ST UNIT 5  
SAINT AUGUSTINE FL 32080-0000

GALA KEITH LA  
322 LAKE COMO DR  
POMONA PARK FL 321810000

ROSARIO ROMAN  
2 E ST  
UNIT 6  
SAINT AUGUSTINE FL 32080-0000

ALEXANDER JAMES S,TORREE L  
743 CROSS RIDGE DR  
PONTE VEDRA FL 320810000

GRACIE HOLDING LLC  
500 WORLD COMMERCE PKWY  
SAINT AUGUSTINE FL 320920000

SHERMAN RENNIE H REV LVG TRUST  
2729 RITTENHOUSE ST NW  
WASHINGTON DC 200150000

BISHOP LARRY,ANNE  
3 E ST UNIT 7  
SAINT AUGUSTINE FL 32080-0000

HYATT HENRY FAMILY TRUST U/A/D:  
5104 LANAI WAY  
TAMPA FL 33624-0000

SSD SEASIDE LLC  
19 AVENUE DE LA MER #105  
PALM COAST FL 321370000

JANEEL CAPITAL GROUP LLC  
1017 SEA FOREST LN  
SAINT AUGUSTINE FL 320800000

JOYNER E WAYNE TRUST  
14908 NW 94TH AVE  
ALACHUA FL 32015-0703

STICE FARMING AND PROPERTIES L  
151 PINEWOOD DR  
WEIRTON WV 260620000

STRAUSS PETER JENNINGS  
1690 SAMAR DR  
COSTA MESA CA 926260000

TRIPLE F PARTNERSHIP  
PO BOX 113  
WINTER HAVEN FL 33882-0113

VIGIL JOSE VINCENT,MARY ELISE  
1708 FRAZIER PARK DR  
DECATUR GA 30033-1521

VUCINICH JANICE  
6 E ST  
SAINT AUGUSTINE FL 320806914

WALKER DAVID W,MELANIE K  
8617 HEARTLAND CIR  
TALLAHASSEE FL 323120000

WHITE JENNIFER H  
118 AVENIDA MENENDEZ  
SAINT AUGUSTINE FL 320800000

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1704700000	GALA KEITH LA	322 LAKE COMO DR		POMONA PARK FL 321810000	3-30 COQUINA GABLES LOT 13 BLK 37 & S7.5FT OF ALLEY LY N OR5380/996
1724500000	GRACIE HOLDING LLC	500 WORLD COMMERCE PKWY		SAINT AUGUSTINE FL 320920000	6-2 PT OF LOT 4 PT OF S200 OF N300FT LYING E OF RD A1A OR4093/24 45 UNITS
1705100010	L & L PIRTON INC	312 VIEW POINT PL		SAINT AUGUSTINE FL 320806151	3-30 COQUINA GABLES E90.74FT OF LOT A BLK 38 (EX LAND LYING E TO OCEAN) & N7.5FT OF ALLEY
1705600110	MINICH JAMES,PHYLLIS	10 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLK 38 & S1/2 OF ALLEY LYING N OR3327/57
1705400000	O'BRIEN RICHARD B ET AL	6 F ST		SAINT AUGUSTINE FL 320806916	3-30 COQUINA GABLES W1/2 OF LOT 5 ALL LOT 7 BLK 38 & S7.5FT OF VACATED ALLEY
1704500000	PEERSON SCOTT BLAIN,JULIE C	5 D ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 6 BLK 37 & N7.5FT OF VACATED ALLEY OR3519/1817
1704600000	PYTLAK FREDRICK R REV TRUST-20	7 D ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 8 & 10 BLK 37 & N7.5FT OF ALLEY OR4978/1773 & 5436/955
1705500000	RINGWOOD THOMAS D,LINDA K	8 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 9 BLK 38 & S7.5FT VACATED ALLEY OR457/813 & 3144/1261(ORDER)
1704309000	SEA OATES VILLAS CONDO				(OR673/64) SEA OATES VILLAS CONDO COMMON ELEMENTS ARE COMMON TO ALL & ARE ASSESSED TO ALL
1705550000	SHERMAN RENNIE H REV LVG TRUST	2729 RITTENHOUSE ST NW		WASHINGTON DC 200150000	3-30 COQUINA GABLES BLK 38 LOT 10 (EX E5.15FT) & E30.15FT OF LOT 12 & N7.5FT OF ALLEY LYING
1705000000	SSD SEASIDE LLC	19 AVENUE DE LA MER #105		PALM COAST FL 321370000	3-30 COQUINA GABLES W9.26FT OF LOTS A & 2 ALL LOTS 4 6 8 & E5.15FT OF LOT 10 BLK 38 & N
1705600000	STICE FARMING AND PROPERTIES L	151 PINEWOOD DR		WEIRTON WV 260620000	3-30 COQUINA GABLES LOT 13 BLK 38 & S1/2 OF ALLEY LYING N OR5382/1845
1704200000	STRAUSS PETER JENNINGS	1690 SAMAR DR		COSTA MESA CA 926260000	3-30 COQUINA GABLES LOT A BLK 37 (EX N2.5FT IN OR3840/1627) & INCL N7.5FT OF VAC ALLEY LYING S OF
1704400000	VUCINICH JANICE	6 E ST		SAINT AUGUSTINE FL 320806914	3-30 COQUINA GABLES LOT 5 7 & 9 BLK 37 & S7.5FT OF ALLEY OR1390/805

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1704310005	ABARBANEL JACK	C/O 2 E ST UNIT 5		SAINT AUGUSTINE FL 32080-0000	SEA OATES VILLAS CONDO (PT OF
1704310007	BISHOP LARRY, ANNE	2 E ST UNIT 7		SAINT AUGUSTINE FL 32080-0000	SEA OATES VILLAS CONDO (PT OF
1704310002	CREATIVE ADVISORS LLC	79 COLON AVE		SAINT AUGUSTINE FL 32084-0000	SEA OATES VILLAS CONDO (PT OF
1704310009	FEY THOMAS F, MARTHA K	6038 RIDGE TRACE RD		BLACKSHEAR GA 31516-0000	SEA OATES VILLAS CONDO (PT OF
1704310004	HYATT HENRY FAMILY TRUST U/A/D:	5104 LANAI WAY		TAMPA FL 33624-0000	SEA OATES VILLAS CONDO (PT OF
1704310008	JOYNER E WAYNE TRUST	14908 NW 94TH AVE		ALACHUA FL 32615-6703	SEA OATES VILLAS CONDO (PT OF
1704310006	ROSARIO ROMAN	2 E ST	UNIT 6	SAINT AUGUSTINE FL 32080-0000	SEA OATES VILLAS CONDO (PT OF
1704310003	TRIPLE F PARTNERSHIP	PO BOX 113		WINTER HAVEN FL 33882-0113	SEA OATES VILLAS CONDO (PT OF
1704310001	VIGIL JOSE VINCENT, MARY ELISE	1708 FRAZIER PARK DR		DECATUR GA 30033-1521	SEA OATES VILLAS CONDO (PT OF

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1705100000	1 E STREET LLC	43 NORTH DR		KEY LARGO FL 330370000	3-30 COQUINA GABLES E 90.74FT OF LOT 2 & E 90.74 FT OF NORTH 3.75 FT OF LOT A BLK 38 (EX LAND LYING
1705700000	810 BEACH INC	PMB 196	1093 A1A BEACH BLVD	SAINT AUGUSTINE FL 320806733	3-30 COQUINA GABLES LOT 15 BLK 38 & S7.5FT VACATED ALLEY LYING N OR2569/1813
1717900040	810 BEACH INC	1093 A1A BEACH BLVD PMB 196		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 4 BLK 59 OR5512/1798 & 5765/774
1717900041	810 BEACH INC	PMB 196	1093 A1A BEACH BLVD	SAINT AUGUSTINE FL 320800000	PT OF LOT 4 100 X 36.5FT S OF COQUINA GABLES & E OF A1A OR5765/774
1724100000	810 BEACH INC	1093 A1A BEACH BLVD PMB196		SAINT AUGUSTINE FL 320800000	4 PT OF LOT 4 N 100 X 181FT S OF COQUINA GABLES & E OF A1A & LOT 5 BLK 59 COQUINA GABLES
1724200000	810 BEACH INC	1093 A1A BEACH BLVD PMB 196		SAINT AUGUSTINE FL 320806733	5 PT OF N100FT OF GL 4 LYING E OF A1A E 300FT OF W481FT & LOTS 1 2 & 3 BLK 59 COQUINA
1724200010	810 BEACH INC	PMB 196	1093 A1A BEACH BLVD	SAINT AUGUSTINE FL 320800000	5-1 PT OF N100FT OF GL 4 LYING E OF A1A E75.5FT OF W255.5FT & W75.5FT OF LOT 3 BLK 59
1705200000	ALEXANDER JAMES S,TORREE L	743 CROSS RIDGE DR		PONTE VEDRA FL 320810000	3-30 COQUINA GABLES LOT 1 BLK 38 OR700/1888
1705200010	CANEEL CAPITAL GROUP LLC	1017 SEA FOREST LN		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT B & S 7.5FT OF ALLEY LYING N BLK 38 & PT EAST OF LOT B (AKA PARCEL A & B)
1705300000	CARVELLAS JOHN N,ELIZABETH A	93 WILDERNESS RISE RD		COLCHESTER VT 054460000	3-30 COQUINA GABLES LOT 3 & E1/2 OF LOT 5 BLK 38 & S7.5FT OF VACATED ALLEY
1700400001	COQUINA GABLES SUBDIVISION NO				3/30 COQUINA GABLES SUBDIVISION NO 1 ROWS & ALLEYWAYS
1705550120	CORNEY LAND HOLDINGS INC	PO BOX 013544		MIAMI FL 331010000	3-30 COQUINA GABLES - BLK 38 LOT 12 (EX E30.15FT) & ALL LOT 14 & E5FT LOT 16 & N7.5FT
1724300000	DIESEL CONSTRUCTION CO LLC	500 WORLD COMMERCE PKWY		SAINT AUGUSTINE FL 320920000	6 PT OF LOT 4 S200 OF N300FT (EX PT IN OR93/206) OR485/510 OR2729/1918
1704700110	GAINES MICHAEL D,JONI W	10 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLK 37 & S7.5FT OF ALLEY LY N OR4795/968

**BEFORE THE COMPREHENSIVE PLANNING  
AND ZONING BOARD OF THE  
CITY OF ST. AUGUSTINE BEACH, FLORIDA**

In RE:

**APPLICATION OF SCOTT PATROU, GINN AND  
PATROU ATTORNEYS, AGENT FOR CANEEL  
CAPITAL GROUP LLC, TYLER AND SASHA  
AVERDICK, APPLICANTS, FOR A LAND USE  
VARIANCE FOR REDUCTION OF THE REAR  
YARD SETBACK REQUIREMENT OF 20 FEET TO  
FEET TO 7.5 FEET FOR PROPOSED NEW  
CONSTRUCTION OF A TWO-STORY ADDITION AT  
2-B F STREET, ST. AUGUSTINE BEACH, FLORIDA, 32080**

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Public Records of St. Johns County, FL  
Clerk number: 2024013487  
BK: 5904 PG: 593  
2/23/2024 2:02 PM  
Recording \$18.50

**ORDER APPROVING VARIANCE FILE NO. VAR 2024-02**

This CAUSE came on for public hearing before the Comprehensive Planning and Zoning Board of the City of St. Augustine Beach, Florida, on Tuesday, February 20, 2024, upon Application (File No. VAR 2024-02) by Scott Patrou, Agent for Caneel Capital Group LLC, Tyler and Sasha Averdick, Applicants, for a variance for a rear yard setback reduction from 20 (twenty) feet, per Section 6.01.03 of the City of St. Augustine Beach Land Development Regulations, to 7.5 (seven-and-one-half) feet, for proposed new construction of a two-story attached addition consisting of a garage on the first floor and conditioned living area on the second floor on Lot B, Block 38, Coquina Gables Subdivision, Parcel Identification Number 170520-0010, in a medium density residential land use district at 2-B F Street, St. Augustine Beach, Florida, 32080. The Planning and Zoning Board having reviewed the Application, received public comments, and upon motion duly made, seconded and passed, the Application was approved based upon the following findings and subject to the following conditions:

1. The required considerations for the granting of a variance as detailed in the Application and discussed at the hearing are incorporated herein as findings of fact, including the finding that the nature of the hardship, due to the previous exact same variance, now expired, granted for this property by the City of St. Augustine Beach Comprehensive Planning and Zoning Board on April 19, 2022, and the financial investment already made by the applicants to implement the proposed new construction described above as approved per the previous variance granted on April 19, 2022, act in favor of the granting the variance.
2. The rear yard setback reduction from 20 feet to 7.5 feet shall be granted for proposed new construction of a two-story attached addition consisting of a garage on the first floor and conditioned living area on the second floor based on the illustrated structural documents submitted in the Application.

3. The two-story addition for which this variance is granted shall be consistent and in accordance with all documents and materials submitted with the Application and which were provided by the applicants' agent to supplement the Application, including all illustrated structural drawings, renderings, and site plans pertaining to the property described above.
4. A violation of the conditions listed above shall void the variance approval granted herein.

Any appeal of this decision may be made by filing an application for appeal to the St. Augustine Beach City Commission within thirty (30) days of the date of this Order.

**DONE AND ORDERED** this 22 day of February, 2024, at St. Augustine Beach, St. Johns County, Florida.

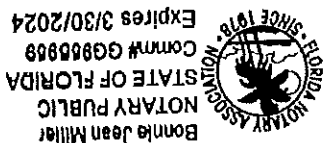
**COMPREHENSIVE PLANNING AND ZONING  
BOARD OF THE CITY OF ST. AUGUSTINE BEACH,  
FLORIDA**

By: \_\_\_\_\_

Kevin Kincaid, Chairperson

**STATE OF FLORIDA  
COUNTY OF ST. JOHNS**

The foregoing instrument was acknowledged before me by means of ☒ physical presence or  
☐ online notarization, this 22<sup>nd</sup> day of February, 2024,  
by (print name of person signing above) Kevin Kincaid,  
who is personally known to me ☒ or has produced the following type of  
identification \_\_\_\_\_



Bonnie Miller  
Signature of Notary Public, State of Florida

App, 8551

1

City of St. Augustine Beach Building and Zoning Department  
Appeal of Decision Application

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGRCH.COM BLDG. & ZONING (904)471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the appeal application is being sought:

Lot(s) B+7.5' Block(s) 38' Subdivision 3-30 Capping Gables  
Street Address 2 B F Street

2. Location (N, S, W, E): \_\_\_\_\_ Side of (Street Name): \_\_\_\_\_

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? ☒ Yes ☐ No (Circle one)

4. Real estate parcel identification number: 1705200010

5. Name and address of applicant: Caneel Capital Group LLC  
1017 Sea Forest Lane, St Augustine, FL  
32080

6. The purpose of this application is to appeal a decision made by the: Building and Zoning Department: \_\_\_\_\_

Comprehensive Planning and Zoning Board: yes

7. The decision being appealed took the form of a: ☒ Variance ☐ File No. and Date Var 2024-2

Development Order (File No. and Date) \_\_\_\_\_

Development Requirement \_\_\_\_\_

Land Use Determination \_\_\_\_\_

8. Please state the interests of the person(s) seeking the appeal in this specific case: \_\_\_\_\_

Adjacent property Owner, 17 E St.  
St. Augustine Beach, FL 32080



9. Please state the specific error alleged to be made in the case under appeal: \_\_\_\_\_

The motion to Approve the variance did not identify the hardship. Board relied upon statements from Applicant Attorney, some of which were incorrect

10. Please state any additional documents included with the application to support your appeal: \_\_\_\_\_

Addresses of Owners within 300 ft of property were not provided. Letters opposing variance were "glossed over" The vote was not unanimous, 1 vote against

11. Please check if the following information required for submittal of the application has been included:

☐ Legal description of property

☐ List of names and addresses of all property owners within 300-foot radius

☐ First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius

☐ Other documents or relevant information to be considered

☐ Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

12. Please check one of the following statements, whichever applies:

☐ If applicant is appealing a decision made by the **BUILDING AND ZONING DEPARTMENT:**

I hereby request an appearance before the City of St. Augustine Beach Comprehensive Planning and Zoning Board for a public hearing concerning the above-mentioned appeal.

☒ If applicant is appealing a decision made by the **COMPREHENSIVE PLANNING AND ZONING**

**BOARD:**

I hereby request an appearance before the City Commission of St. Augustine Beach.

In filing this application for an appeal of a decision, the undersigned acknowledges it becomes part of the official record of the Comprehensive Planning and Zoning Board or the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

Signature of Applicant \_\_\_\_\_

Printed Name of Applicant SSD Seaside, LLC by Shannen Kolbe Date 3-21-24

Address of Applicant 7 E Street St. Augustine Beach Phone 856-296-4165  
32080

**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the City Commission does not constitute approval for variation from the covenants and restrictions.\*\***

Appeal of Decision File #: \_\_\_\_\_

For appeal of decision at: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### Charges

Application Fee: \$300.00 Date Paid: \_\_\_\_\_

Legal Notice Sign: \$10.00 Date Paid: \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Invoice # \_\_\_\_\_

Check # or type of credit or debit card \_\_\_\_\_

Land Use Variance File No. VAR 2024-02, for reduction of the rear yard setback requirement of 20 feet, per Section 6.01.03 of the City's Land Development Regulations, to 7.5 feet, for proposed new construction of an attached garage with a second-story addition to an existing single-family residence in a medium density residential land use district on Lot B, Block 38, Coquina Gables Subdivision, at 2-B F Street, St. Augustine Beach, Florida, 32080, Scott Patrou, Ginn Patrou Attorneys, Agent for Caneel Capital Group LLC, Tyler and Sasha Averdick, Applicants

FROM MINUTES OF COMPREHENSIVE PLANNING AND  
ZONING BOARD MEETING, FEBRUARY 20, 2024

- C. Land Use Variance File No. 2022-04, for reduction of the rear yard setback requirement of 20 feet, per Section 6.01.03 of the City's Land Development Regulations, to 7.5 feet, for a proposed new construction of an attached garage with a second-story addition to an existing single-family residence located on Lot B, Block 38, Coquina Gables Subdivision, at 2-B F Street, Scott Patrou, Agent for Caneel Capital Group LLC, Tyler and Sasha Averdick, Applicants

Jennifer Thompson: This next agenda item is a variance application for 2-B F Street, which is highlighted on the map on the overhead screens, for reduction of the rear yard setback requirement of 20 feet to 7.5 feet, for a new attached garage with second-story living space above it. In 1998, a variance was approved for this property to reduce the required rear setback at that time from 10 feet to 7.5 feet, to construct a detached one-story garage. At the time of construction, however, the garage was built beyond what the variance allowed, and as it sits right now, it is 4.2 feet from the rear property line and 7 feet from the north side property line. On the north side, the setback should be 7.5 feet. Last year, in March 2021, a similar variance was requested for reduction of the rear yard setback from the 7.5-foot setback granted in the 1998 variance to the 4.2-foot rear setback the garage actually has. Essentially, the applicants asked for a variance to bring the nonconforming garage into conformance with the variance that had been granted in 1998. The purpose of that was so they could build the second-story addition over the garage. This variance was denied due to lack of a hardship. The applicants are now asking

for this new variance to tear down the existing garage and rebuild it in compliance with the 7.5-foot rear setback approved in 1998. I've put a couple of letters submitted from neighbors, the Ringwood's, and Rich O'Brien, up on the overhead screens (EXHIBIT A).

Chris Pranis: My memory is foggy sometimes, but didn't we discuss, when this came up before, that if they took the garage down or if it was taken down by mother nature, they would have to abide by the current Code if they were going to rebuild?

Jennifer Thompson: That is the protocol for any nonconforming structure. If it is substantially damaged or torn down, it cannot be rebuilt to what had been there before.

Chris Pranis: Okay, I just wanted to make that clear.

Victor Sarris: Just so I am clear, what is considered the rear and side yards for this lot?

Jennifer Thompson: For oceanfront lots, the ocean or east side is considered the front, the west side is considered the rear, and the north and south sides are considered the side yards for setback purposes.

Victor Sarris: Just for clarification, what was the final verdict on the variance that came before the Board last year for this same property?

Jennifer Thompson: The variance was denied due to lack of hardship. The applicants requested that the nonconforming garage be accepted as a conforming structure. Additionally, the original variance only allowed for a one-story garage, and because they wanted to build a second-story over the garage, they needed to ask for an addendum to this variance, as the garage was not built in conformance with the 1998 variance.

Conner Dowling: What is the current required rear yard setback for that lot?

Jennifer Thompson: The current required rear setback is 20 feet.

Chris Pranis: Are the applicants present?

Scott Patrou, 460 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, agent for applicants: I am here on behalf of the applicants, or I am technically the agent here on behalf of the homeowners. I'd like to go through just a couple of things. I think the history of this property is very important, so I'd like to do a quick overview. In 1998, when the original variance was approved for the garage, the rear setback was 10 feet. The homeowner at that point applied for and was granted a variance to build a detached one-story garage with a rear yard setback reduction from 10 feet to 7.5 feet. Subsequently, the garage was built out of conformity, which is why you see it where it is now, with only a 4.2-foot setback off the rear, or west, property line, and only a 7-foot side yard setback on the north side. So, at that time, the garage was built out of conformity in two locations. Twenty years later, my clients purchased the property, and at that time, they were not aware of any of this. I know that is not the Board's problem, but they inherited this issue.

Last year, they applied for a variance and came before the Board to try to add a bedroom over the garage. The hardship for this lot is created in a couple of different ways, one of which is the fact that the alleyway to the north was vacated, so the access to the lot is through an easement on the lot next door to the south. The other hardship is that this lot is seaward of the Coastal Construction Control Line (CCCL), which actually imposes quite a few restrictions on where and how you can build. Particularly, it doesn't allow the homeowners to convert the garage as it sits now into habitable living space. Their situation is such that they have three children, and they're just trying to get an extra bedroom. When they applied for the variance last year, they basically were trying to find a way to work around what they have and asked the Board to approve the building as it is, with the garage having a rear setback of 4.2 feet and a north side setback of 7 feet, and they were asking to be able to build on top of this. I've watched the video of this meeting and the determination to deny the variance based on lack of hardship seems to be a misrepresentation of what was stated in the video. That discussion went back and forth a little, and the action taken by the Board was to deny it at that time. In regard to whether the garage could be rebuilt as it is if it were torn down, it could not be rebuilt as it is, as it was not built in conformity with the variance that was granted to allow it. The garage could be rebuilt in accordance with the existing 1998 variance because that variance runs with the land, so it would allow the current homeowners to build a one-story, detached garage with a reduced rear yard setback of 7.5 feet. The current homeowners are actually locals to St. Augustine Beach, they live here, and Mr. Averdick owns and runs a business here. This property is a beach house that he is trying to create for his family, and he does not even have a short-term rental license for it, so this is not somebody coming in and trying to sling people through the property. He is trying to build it out for his family to utilize. It's cool because his business is right at the end of the street, in a building that I used to occupy, so this creates a really neat environment for him and his family. Focusing on what we're asking for now, after the variance applied for last year was denied, the current homeowners decided to finish renovating the house as it stands with all the restrictions on what they can do, because if they go in excess of the 50% improvement rule, now all of a sudden, they've got to bring the entire structure up to current code per the CCCL, the Department of Environmental Protection (DEP), and all that stuff, which changes dramatically what they can do with the primary structure. If they do not want to start from scratch, this really limits what they can do, and takes away the opportunity for them to add that fourth bedroom for their third child. After getting that rejection on the variance they applied for last year, they've gone back to the drawing board, realizing they've inherited this issue of having this non-conforming structure, and are now proposing to tear it down and rebuild it in conformity with all the new building codes. They would be able to do that because they've already had extensive conversations with the architect as well as Mr. Law and understand any new construction must comply with current City Code, Florida Building Code (FBC), and DEP regulations. So, they are now asking for this new variance to rebuild this garage under the setbacks given in that original 1998 variance and asking for additional living space for a bedroom over it.

What I would like to jump to next are just a couple of diagrams to give you a little bit more explanation of what the homeowners are trying to do. I know you all have these diagrams in your meeting packets, so this is just a recap. The dotted line represents the existing

structure as it stands, and the proposed new structure will be built to fit within the 7.5-foot rear and north side setback lines. The second piece that I think is really a big element of this is how the design of the second floor has been created. We understand one of the concerns neighbors may have is that there may be interference to their views of potentially having access or sight to the ocean. Maybe by adding this floor, it is going to create some sort of impediment to their current views of the ocean. The homeowners have been very cautious and careful and neighborly, in my opinion, to design the second floor that goes over the garage to actually be built below the existing roofline. It is all the way over into the 7.5-foot setback lines, and still stays below the roofline of the existing house. So, this is not an attempt to build up to the 35-foot maximum building height and throw a party deck up there. The proposed design of the second floor addition over the garage consists of a bedroom, a closet, and a bathroom. That is what the request is. The new roofline over the garage will still be below the existing roofline of the house. Another thing I would like to point out is the location of this garage as it relates to other properties. One of the comments at the meeting last year talked about the impact of this property to the property directly to the south. The addition over the garage would be going up a little bit behind this driveway. It is not pushing in on somebody's bedroom window. If you look at some of the surrounding houses, there is no angle I can see that is going to directly be impacted by this roofline going up approximately 10 or 12 feet. The house directly behind it, to the west, will not have its current view to the ocean impeded, as the proposed addition over the garage will be below the roofline of the existing house.

Chris Pranis: Is the existing garage attached to the house, or is it freestanding?

Scott Patrou: That's a great question. Mr. Law and I actually had conversations about this because there are concepts and constructs beyond my expertise as to what is considered attached and not attached. I guess you can build structures that are touching but are technically independent of each other because they have their own support system. However, I believe the existing garage is attached.

Conner Dowling: The roofs connect, but there is a breezeway that separates the garage.

Brian Law: Right now, the garage has four separate walls, but it is attached to the breezeway. If this variance is granted, the new addition will have to be substantially structurally independent, due to the renovation currently occurring. That may seem like a lot, but you see it every time you see a townhome. Each townhome is structurally independent, and has its own support, so in the loss of one, the others remain. This is a tricky scenario because this addition, if allowed, would have to be built on a deep pile foundation, have a completely independent roofline, and be designed with a one-inch expansion joint around it, so in the event of a storm or other disaster in which the main structure suffers a casualty, the new addition should be able to withstand it and remain.

Victor Sarris: So, what has been established is that a variance was granted in 1998 to allow the rear setback to be reduced to 7.5 feet for a one-story garage. However, we know that the garage was actually built with a rear yard setback of 4.2 feet. The 4.2-foot rear setback is now off the table, as the applicants are asking with this new variance to

build a new garage with a 7.5-foot rear yard setback and second-story living space above it. The view that is there from neighboring properties will not be obscured because the new structure will be lower than the existing main structure of the house. So, there is no real challenge there as far as the neighbors to the west, and what you're trying to achieve is basically a new two-story structure built with 7.5-foot rear and side setbacks.

Scott Patrou: Yes. It could also be phrased as the ability to build a second floor over the garage, which was granted a variance in 1998 to reduce the rear setback to 7.5 feet.

Victor Sarris: Yes, but with the understanding that the existing garage structure will be torn down.

Scott Patrou: That's correct. The existing garage will be completely removed, and an entire new garage and room over it will conform to all the new building codes and the 7.5-foot rear yard setback granted for the garage per the 1998 variance.

Brian Law: The effort of the last variance application, which was presented to the Board last year by Mr. Whitehouse, I believe, as the agent and attorney for the applicants, asked the Board to essentially consider making the existing garage conforming. I recommended the Board not do that, but instead leave the garage as it is and deem it nonconforming. The applicants are now asking to remove the existing garage to build a new garage with a second-floor above it with the 7.5-foot rear setback granted per the 1998 variance.

Chris Pranis: Does the 1998 variance carry with the property?

Jacob McCrea: It should specifically be stated in the variance order that the variance runs with the land, but even if this is not, based on precedent, it is going to run with the land.

Chris Pranis: The variance application that came before the Board last year asked that the 1998 variance be modified to make the existing garage conforming with the 4.2-foot rear setback it was actually built at.

Scott Patrou: Yes, and that was part of the Board's consternation at the time, that if the variance was approved for the garage to have a 4.2-foot rear setback, this may create a precedent for owners of nonconforming buildings to just come and get a variance and all of a sudden, you have a secondary structure built two feet off the property line. The request for this new variance, I think, is a demonstration of this family's desire to be here. They are basically saying they will go as far as to tear the nonconforming garage down and build it back the way it was supposed to be built. Remember too, they could also just tear the existing garage and house down, the whole thing, and build a 35-foot high giant block house like other people on the street have done. That is not what they are trying to do. They are trying to keep it in line with everything that is there, rebuild the garage to the 7.5-foot rear yard setback granted by the variance in 1998, and put second-story living space over it. We would be fine with the limiting statement in a variance stating that any structure added, or any height added to the new garage, cannot exceed the height of the existing home or something like that, if that would make the Board more comfortable.



Hester Longstreet: The only access to that room over the garage will be from the inside of the house, and there will be no outside stairs trying to go through to it?

Scott Patrou: That's correct, the only access will be from inside the house.

Hester Longstreet: We're talking about tearing down a two-car garage and rebuilding it as a one-car garage. Correct?

Scott Patrou: I think, technically, it would still fit under the purview of a two-car garage because there is that breezeway that was discussed earlier. So, the rebuild of the new garage would eliminate that breezeway to slide the new garage over to fit within the 7.5-foot rear setback. I do not think there would actually be a big width change in the garage itself. It may be nominal, whether you call it a two-car, or a one-car, garage.

Chris Pranis: Do we have public comment?

Betty Carvellas, 4 F Street, St. Augustine Beach, Florida, 32080: I live next door, and you should have received a letter from me. It was not mentioned as one of the letters submitted from neighbors, so did you get that letter, from Betty and John Carvellas?

Jennifer Thompson: I am sorry, when did you send it, or where did you send it to?

Betty Carvellas: I sent it via email to Max Royle and I received an email back from him that said he had shared it.

Brian Law: Do you have a copy with you?

Betty Carvellas: I have it on my phone (EXHIBIT B). I am sorry. I could try resending it from my phone when I am done speaking. Mr. Royle told me that he had shared it, so I did not do anything else with it.

Brian Law: If you could send it to Ms. Thompson's provided email, I'll go print it, so the Board has it. That is the best we can do, as we never received that letter.

Betty Carvellas: Oh, I am sorry about that. I can tell you essentially what I said. At the end of the letter, I thanked you all, as my husband and I both served on town boards. It's never easy, and it takes up a lot of time. I appreciate the time and effort you put in. I understand about the 1998 variance, but it was also my understanding that in 1998, the required rear setback was 10 feet, and it's now 20 feet. That garage is right up against our property, 4.2 feet off the rear property line. You can practically reach through our fence and touch it, but it's just kind of there, and doesn't really present a problem. It's not much higher than our fence, really, but pushing the new garage and addition back to 7.5 feet is really only about 3 feet more. We do have a big backyard. We're not concerned about the sightline, as we haven't been able to see the ocean because of the dunes for a long time anyway, but it's just the idea of it looming over our backyard and being quite close to us in general. I'm assuming the new setback requirement of 20 feet versus 10 feet was

based on best land-use practices, as that's a big difference. Granting a variance to go from 20 feet to 7.5 feet is allowing a 12.5-foot reduction in the rear setback, which will put the new garage and second-story addition quite close to our house. I understand that if there's a hurricane and the existing garage is destroyed, it would now have to be rebuilt according to current Code, but I don't know how that works if the garage is torn down. If they're going to tear it down, does it have to meet the 20-foot rear setback requirement, or could it be torn down and rebuilt with a 7.5-foot rear setback per the 1998 variance?

John Carvellas, 4 F Street, St. Augustine Beach, Florida, 32080: I believe it's been said that the 1998 variance granted for a rear setback reduction to 7.5 feet for a one-story garage wasn't followed. Near the end of the previous discussion from the attorney, it sort of morphed into a variance for any building. So, indeed, what is now being proposed is a little different, and the variance request is now for a two-story addition. It is not going to block our view, or be a huge thing, but I do remember the discussion from last year. Someone asked if the existing garage was torn down, because it's so far out of the variance, at 4.2 feet from the rear property line, instead of 7.5 feet, as granted by the variance, would it have to be rebuilt with a 7.5-foot rear setback? I believe I said it would be unfair to make the owners tear it down after all these years. So, the question becomes this, that if they voluntarily tear it down, after spending the last 15 months rebuilding it, I think they should have to meet the current standards, because they are voluntarily tearing it down. You may disagree, and if you do, life goes on, but there is a purpose to these rules and regulations. My house is 80 years old, and I'm sure if I want to make a change to it, I will have to comply with current rules and regulations. I understand that, and I think the new standards are there for a reason, especially given the changes in the environment, climate, and growth of the area. So, I would just ask you to consider that.

Chris Pranis: Thank you. Any other public comment? Okay, public comment is closed. I have a question for either the City Attorney or Mr. Law. In this situation, what is going to take precedence, the 7.5-foot rear setback reduction granted by the 1998 variance, or the current setback regulations for building a structure?

Brian Law: Last year, I informed this Board that we would take no code enforcement action against a 22-year-old nonconforming structure. The City allowed it to be built, whether right or wrong. Was there a change in surveying techniques that became more accurate over time? It's unknown. As far as we understand the variance, it was granted for a one-story, unattached garage. Whether the setbacks were 10 feet or not at the time, keep in mind, as we just saw for the last variance request, these are parallel lots, as the front setback faces the ocean, and the rear setback is to the west, so it gets a little confusing. Having said that, we will take no action against this building being left as it exists as a nonconforming structure. If the Board decides to grant this variance, it will be granting a new variance. The variance from 1998 will go away, and the existing garage with its 4.2-foot rear setback will become redundant and irrelevant. The applicants are asking for a new two-story addition with a garage on the first floor and a bedroom, closet and bathroom above it, so, if this variance is granted, the existing garage will be torn down, and rebuilt as a new building that will shift 2.5 feet to the east and a tad to the south, to bring it into conformance with the 7.5-foot side yard setback requirement.

Chris Pranis: If the Board doesn't approve the variance and the existing garage is taken down, a new garage would have to meet the current regulations.

Brian Law: If they decide to remove the entire facility, then they would have to build to the current regulations or apply for a variance.

Scott Patrou: If the variance is denied, then the existing structure can remain for the time being, meaning that there's no obligation on the part of the owners to tear down this nonconforming structure. They have seen, however, that this structure is a problem, and have offered to voluntarily take on the cost of tearing it down and building it back with the 7.5-foot rear yard setback granted by the 1998 variance. They are basically saying they will go through all that expense because there are so many more extensive building codes they will have to comply with just to add this extra bedroom. If it's denied, then there's not a big push for them to tear down the existing garage, so this nonconforming structure will still be there 4.2 feet away from the lot next door. As Mr. Law said earlier, the variance process was created to address these issues with these odd-shaped lots. A variance for another odd lot was presented earlier, as it seems F Street is full of lots in odd orientations that don't have access, so easements have to be created to get to them.

Victor Sarris: We mentioned this lot is odd, specifically because of how you have to get to it from that easement. As that presents a challenge, I think there is some consideration that needs to be given as to what the alternatives are here.

Conner Dowling: If you go up and down St. Augustine Beach, the beachfront lots are a mishmash. I went and kind of reviewed all of them today, and this condition isn't abnormal or odd, it's pretty typical. There are two, sometimes three, buildings on what would be this type of beachfront lot, and there may be access from alleyways, or access through easements, like this one, to get through to the main street. There are other examples of two-story buildings that are not within the current setbacks, for sure. It runs the gamut, basically, as far as what the conditions are for these lots. So, to me at least, it seems very specific to each individual case and sort of what they're addressing and asking for. It seems like the previous variance granted in 1998 almost doesn't matter at this point. I'm curious as to what you all remember about the variance turned down by the Board last year. I'm assuming the owners were asking to build a second-story over their existing garage, and the variance was denied based on not having a hardship, so the only difference between that and this is that we're switching it back to the original 7.5-foot rear setback granted by the 1998 variance. Based on this new proposal, the applicants show something I think is reasonable to ask for, as something lower than the roofline is a reasonable request. They are not asking to build a giant, maxed-out structure.

Chris Pranis: I believe last year's variance was to add a second-story over the garage, by first requesting the garage with its 4.2-foot rear setback be deemed conforming.

Hester Longstreet: They wanted to build the room addition over the garage, but the Board said no because the garage was supposed to be built with a 7.5-foot rear setback and it was actually built with a 4.2-foot rear setback.

Scott Patrou: Obviously, there's a pretty substantial cost differential between those two options. So, the natural progression was to ask for the first variance last year because in having to rebuild the whole thing, it's now also subject to the new building codes, so there will have to be pilings that have to go into the ground for a whole separate structure.

Victor Sarris: I think, to your point, we certainly don't want to go along and set a precedent that we can do these things without careful consideration of the specific lot conditions. In this instance, I see the challenges and alternatives that are being presented here, and I don't see this as a far reach or request, in my opinion.

Conner Dowling: I appreciate Mr. and Ms. Carvellas for coming, as they arguably have one of the most affected properties, along with the property next door to the south. From an architectural standpoint, this is really more like a side setback, it's not really a rear setback. I mean, it is for this particular property, but the proposed garage and second story addition will really be built next to the Carvellas' side yard. To assume the current 20-foot rear yard setback requirement should be upheld is technically correct, but the applicants' lot does not have the same orientation as the Carvellas' lot, as their backyard is next to the Carvellas' side yard, and their front yard faces the beach. On paper, it sounds like a lot going from 20 feet to 7.5 feet, but in my mind, that's not the case.

Chris Pranis: We also have to keep in mind that this will set a precedent at this point.

Jacob McCrea: In terms of setting a precedent, with each variance case, you may set a precedent that new applicants might use to discuss prior variances that have been granted to try to bolster their point, but the Board is under no obligation, whenever a variance comes before it, to ever consider any other variance granted at a similar location or anything like that. It's a de novo, or fresh review, so besides setting legal precedents, it's more a concern for public interaction than anything the Board is bound to.

Hulsey Bray: Why do they need a second bedroom on top of the garage? What's the hardship there?

Scott Patrou: I think the hardship, as Mr. Sarris alluded to earlier, is the access issue as to where the garage has to be oriented, as this is the only way to get to it because at one time there was an alleyway for access to this lot, but that alleyway has since been vacated. The hardship has to be more specific to the reason for the variance, because of the existing structure and the inability to modify it as a result of the implications and the CCCL restrictions, which limit the ability to add to it without tearing the whole thing down, which the owners could do, and then they could rebuild it to 35 feet in height. Instead of doing that, they said they will tear the entire existing garage down and rebuild it in conformity with the variance granted in 1998. It pretty much has to be where it is because that's the only access point from the easement standpoint due to the lot's orientation.

Hulsey Bray: Correct me if I'm wrong, the conformity is for a one-story garage.

Scott Patrou: Correct.

Hulsey Bray: Okay, so why do they need the bedroom above the garage? Is this their primary residence?

Scott Patrou: It is not currently their primary residence.

Conner Dowling: Is it a rental property?

Scott Patrou: It is not, and the owners do not even own a rental or short-term rental license or permit. It is not like they have another license or permit on another property that they can try to transfer over to this property or something like that.

Brian Law: I would not permit living areas on the first floor of a new structure because of the DEP reference monument of approximately 17.4 feet. That's why the first floor would have to remain either storage, parking, or access with some provisions under the new definitions of allowable use which do not permit habitable spaces.

Scott Patrou: This further adds to the hardship because they can't remodel the existing garage to make it into a bedroom, because this would not be permitted.

Victor Sarris: This is a unique situation. I feel we've taken the precedent issue off the table by establishing this is not something we would have to defend at a later date, due to the uniqueness of the lot. I think we have to look at, certainly, the considerations of the neighbors. I don't live there, so I can't say this wouldn't bother me, but I do see consideration with the fact that it is pretty much the same footprint, and while it is higher, it is farther away. There should be some consideration for the uniqueness of this lot.

Chris Pranis: What's the general consensus?

Hulsey Bray: I don't think there's a hardship for the apartment above the garage. They don't live in the house.

Conner Dowling: It's a bedroom, not an apartment.

Hulsey Bray: There's no need and no hardship for a bedroom.

Brian Law: It is really not the Board's purview as to why they need a bedroom. The Board is here to review and consider the application based on the facts presented.

Hester Longstreet: Well, we do have to look at the hardship. What's listed on the application as a hardship says it is due to the constraints on the existing lot because of the lot configuration and access. It's still going to be a problem with lot configuration and access, and they'll still need the easement for access onto F Street, as they don't have an alleyway to use. So, I don't see that as a legitimate hardship.

Hulsey Bray: By the fact that the easement is needed for access, if they're adding another bedroom, that's another vehicle. Is there room for another vehicle in the parking area?

Scott Patrou: If they're able to have the garage, they'll have two parking places inside the garage. Again, this is for family use. I don't even think they have any kids that are of driving age. They have three young children around middle school age, I believe.

Conner Dowling: Reducing the height of the second-story under the existing roofline is probably the biggest thing for me, as in the long term, if this family is investing in this house to upkeep it, adding this will keep it at its current scale for, hopefully, a good number of years or a few decades. If this house isn't allowed to grow based on what the value of a beachfront property is, it will be torn down and a giant house maxed out to all the limits will inevitably be built and none of us will get to say anything about that. I feel what is being proposed is reasonable based on what has been presented and shown.

Scott Patrou: I would also point out that this Board, although it was back in 1998, made a finding that there was a hardship because that prior easement was granted. So, as to the establishment of a hardship, the Board has already created a precedent in this particular case, understanding that precedent is related, based on the City Attorney's comments, for this specific house. A hardship was previously established by the Board in 1998, and to a certain degree, it has been reestablished based on tonight's discussion.

Victor Sarris: It is somewhat of a stretch to define a hardship here. I do think the uniqueness of this lot and the access to it and what they want to do, along with the fact that we're not setting a precedent on binding this to future vague hardships, gives us an opportunity to help the situation out, so this is something I would consider approving.

Chris Pranis: The one thing that maybe we can discuss is that the Board seems to want to set in the motion that the new structure is not to exceed the height of the main structure of the home. Is everybody okay with that?

Hester Longstreet: Yes, let's see if we can figure out how the variance can be granted to allow the existing garage to be torn down and rebuilt, according to DEP requirements, and with the existing variance allowing a rear yard setback of 7.5 feet and with a low roofline that will not exceed the height of the existing house. I'd also like the motion to say the access to the new addition over the garage will only come from inside the house.

Brian Law: I understand what you're saying. The motion could simply be that the variance is approved as requested in accordance with the submittal documents which clearly show the elevation of the garage and second-story addition above as lower than the house and access to second-story addition will only be from the interior of the existing house.

Chris Pranis: So, do we need to define that the new garage with the addition above will not exceed the height of the existing house, or just go with submitted documents?

Jacob McCrea: I would subject any approval based on the submittal documents, which are part of the application, as that's better than the vague language of not exceeding the height of any existing structure. The application provides drawings and plans that need to be followed if the variance is approved.

Hester Longstreet: So, they will be able to use no other plans except the ones submitted with the variance application and which we are agreeing on right now?

Brian Law: When the permit documents and plans are submitted, they will first go to zoning for review to ensure a one-hundred-percent match in dimensions and architectural features. Some things, such as a different type of siding, if this is even shown on the plans or drawings, or a different window size, would be allowed, but the garage and second-story addition above would have to be exactly the way it is proposed.

Scott Patrou: I'd like to get some clarification on that, as this design was prepared for this meeting. It has not been finalized, so it hasn't been scaled. There are certain pieces that will fall in line perfectly and we can ensure it doesn't exceed the height and things like that, but I don't want to pigeon-hole my clients by saying the bathroom must be right here and the door must be right there. I'd like to find a way to articulate this motion so it gives some flexibility within the discussion, such as by saying the roofline is not to exceed the roofline of the house and there will be no exterior access to the second floor.

Chris Pranis: Does the submission of documents pigeon-hole the exact way something must be built?

Brian Law: No, I would never turn down a plan for an interior change, and the reason why is because what would stop them from building it, coming back three months later, and doing an interior renovation? But the phrase that could be used in the motion could be a structural description as illustrated by the attached documents, which will be recorded with the St. Johns County Clerk of the Court if the Board sees fit to grant this, so it will become part of the history of the property.

Jacob McCrea: That's the language I would recommend.

**Motion:** to approve Land Use Varlance File No. VAR 2022-04 for a rear yard setback reduction from 20 feet to 7.5 feet for proposed new construction of a two-story addition consisting of a garage on the first floor and conditioned living area on the second floor based on the illustrated structural documents submitted in the application. Moved by Chris Pranis, seconded by Conner Dowling, passed 6-0, by unanimous voice-vote.



**City of St. Augustine Beach Building and Zoning Department**

**To:** Max Royle, City Manager  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
**Date:** 03/27/2024  
**Re:** Appeal for VAR 2024-02, 2B F St.

On March 21, 2024, Shannan Kolbe, SSD Seaside LLC, of 7 E St applied to appeal a decision made by the Planning and Zoning Board to approve VAR 2024-02 for a reduced setback at 2B F St. The Comprehensive Planning and Zoning Board approved VAR 2024-02 at their monthly meeting on February 20, 2024. The motion to approve was passed by a vote of 6-1.

Variance 2024-02 is a reapplication for Variance 2022-04. This original application was granted but has since expired as of May 9<sup>th</sup>, 2023. Variance 2024-02 requests a reduction of the rear yard setback requirement from 20 feet to 7.5 feet for a proposed new attached 2<sup>nd</sup> story addition consisting of a 1<sup>st</sup> floor garage and conditioned living area on the 2nd floor. This is an addition to an existing single-family residence located in a medium density residential land use district located at 2-B F St.

In 1998, Variance 98-07 was granted to reduce the required rear setback from 10 feet to 7.5 feet to construct a detached one-story garage at 2B F St. At the time of construction in 1998, the garage was built beyond the granted variance setbacks and currently sits at 4.2 feet from the rear and 7 feet from the north side property line.

The appeal application states under #10, that the addresses of property owners within 300 feet of the property were not provided. This list of addresses was provided and checked for accuracy by the Planning and Zoning Division. The letters to notify residents within 300 feet of 2B F St were sent by the Planning and Zoning Division and mailed at least 15 days prior to the meeting as required.

Sincerely,

*Jennifer Thompson, MPA, CFM*

Planner  
Planning and Zoning Division



**City of St. Augustine Beach Building and Zoning Department**

**To:** Comprehensive Planning and Zoning Board  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
**Date:** 03/07/2024  
**Re:** Conditional Use Permit Application 2024-01 for 103 E St

Conditional use permit application 2024-01 is an application to build a single-family residence in a commercial district located at 103 E St. On April 5, 2021, the Commission approved a conditional use permit at this location, which has since expired.

In the past when conditional use permits have been approved to build a single-family residence in a commercial zone, they have been approved with the stipulation that they conform to the medium density single-family residence regulations in the City's Land Development Regulations.

---

**To:** Max Royle, City Manager  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning & Bonnie Miller, Senior Planner  
**Date:** 03/27/2024  
**Re:** Conditional Use Permit Application 2024-01 for 103 E St

At the Comprehensive Planning and Zoning Board meeting on March 26, 2024, the Board made the recommendation to approve the proposed Conditional Use Permit 2024-01 for a proposed single-family residence located in a commercial land use district at 103 E St. The Board voted 4-1 to recommend that the Commission approve the new proposed residence to follow the medium density regulations for single family residences.

Sincerely,

*Jennifer Thompson, MPA, CFM*

Planner  
Planning and Zoning Division



## City of St. Augustine Beach

2200 A1A South  
St. Augustine Beach, FL 32080  
www.staugbch.com

CITY MGR. (904) 471-2122  
FAX (904) 471-4108

BLDG & ZONING (904) 471-8758  
FAX (904) 471-4470

### NOTICE OF PUBLIC HEARING

### APPLICATION FOR CONDITIONAL USE FILE NO. CU 2024-01

March 1, 2024

To Whom it May Concern:

Please take notice that the City Commission of the City of St. Augustine Beach will hold a public hearing on Monday, May 6, 2024, at 6:00 p.m. at City Hall, 2200 State Road A1A South, St. Augustine Beach, Florida, 32080, to consider the application of James G. Whitehouse, Esquire, St. Johns Law Group, Agent for 103 E Street LLC, Luke and Sadie Newcomer, St. Augustine Beach, Florida, PERTAINING TO LOT 6, BLOCK 43, AND THE NORTH ONE-HALF OF THE VACATED ALLEY LYING SOUTH PER OR5775/1262(Q/C), COQUINA GABLES SUBDIVISION, PARCEL IDENTIFICATION NUMBER 170930-0000, AKA 103 E STREET, SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, for a conditional use permit, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, for proposed new construction of a single-family residence on property described above in a commercial land use district at 103 E Street, St. Augustine Beach, Florida, 32080.

Persons interested may appear and be heard at the time and place specified. If any person decides to appeal any decision made by the Board with respect to any matter considered in the hearings, he or she will need a record of the proceedings, and for such purpose, may need to ensure a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based.

Max Royle

City Manager

**City of St. Augustine Beach Building and Zoning Department**  
**Conditional Use Permit Application**

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080  
 WWW.STAUGBCH.COM BLDG. & ZONING (904) 471-8758 FAX (904) 471-4470

1. Legal description of the parcel for which the conditional use permit is being sought:

Lot(s) 6 Block(s) 43 Subdivision COQUINA GABLES

Street Address 103 E Street

2. Location (N, S, W, E): S Side of (Street Name): E Street

3. Is the property seaward of the Coastal Construction Control Line (CCCL)? Yes ☐ No ☒ (Circle one)

4. Real estate parcel identification number: 170930-0000

5. Name and address of owner(s) as shown in St. Johns County Public Records: \_\_\_\_\_

103 E Street LLC

109 E Street, St Aug Beach, FL

6. Current land use classification: Expired CUP allowing Residential in Commercial  
(see attached)

7. Section of land use code from which the conditional use permit is being sought: \_\_\_\_\_

8. Description of conditional use permit being sought: \_\_\_\_\_

\*SEE ATTACHED\*

9. Supporting data which should be considered by the Board: \_\_\_\_\_

\*SEE ATTACHED\*

10. Has an application for a conditional use permit been submitted in the past year? Yes ☐ No ☒ (Circle one)

If yes, what was the final result? GRANTED CUP - 4/5/21

11. Please check if the following information required for submittal of the application has been included:

- ☒ Legal description of property
- ☒ Copy of warranty deed
- ☒ Owner Permission Form (if applicable)
- ☒ List of names and addresses of all property owners within 300-foot radius
- ☒ First-class postage-stamped legal-size (4-inch-by-9½-inch) envelopes with names and addresses of all property owners within 300-foot radius
- ☒ Survey to include all existing structures and fences
- ☒ Elevations and overall site plan of proposed structure if conditional use is requested for construction of a residential structure in a commercial land use district
- ☒ Other documents or relevant information to be considered
- ☒ Fourteen (14) copies of the completed application including supplemental documentation and/or relevant information

In filing this application for a conditional use permit, the undersigned acknowledges it becomes part of the official record of the City Commission and Comprehensive Planning and Zoning Board and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

*\*Owner's authorization attached*

Print name (owner or his/ her agent)

Print name (applicant or his/her agent)

Signature/date

Signature/date

*JAMES F. WHITEHOUSE, ESQ*

*104 Sea Grove Manor, St. Augustine*

Owner/agent address

Applicant/agent address

*904 495 8400*

Phone number

Phone number

*JAMESWHITEHOUSE@STLAUGROW.COM*

Email address

Email address

**\*\*All agents must have notarized written authorization from the property owner(s)\*\***  
**\*\*Conditional use permits shall be recorded prior to issuance of the building/development permit\*\***  
**\*\* Please note that if you are a resident within a development or subdivision that has covenants and restrictions, be aware that approval of this application by the City Commission or Comprehensive Planning and Zoning Board does not constitute approval for variation from the covenants and restrictions.\*\***

Date: \_\_\_\_\_

Conditional Use File #: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's address: \_\_\_\_\_

For conditional use permit at: \_\_\_\_\_

### Charges

Application Fee: \$400.00      Date Paid: \_\_\_\_\_

Legal Notice Sign: \$10.00      Date Paid: \_\_\_\_\_

Received by \_\_\_\_\_

Date \_\_\_\_\_

Invoice # \_\_\_\_\_

Check # or type of credit or debit card \_\_\_\_\_

ST. JOHNS



Dedicated and Responsive Service

February 16, 2023

**TO:** City of St. Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach, FL

**FROM:** James G. Whitehouse, Esq.  
St. Johns Law Group  
104 Sea Grove Main Street  
St. Augustine, FL 32080

**RE: CONDITIONAL USE PERMIT –  
RESIDENTIAL USE IN A COMMERCIAL DISTRICT  
LOT 6 – 103 E Street (Approved Permit expired)**

**Summary of Conditional Use Permit Request:**

This is a request to renew an expired APPROVED Conditional Use Permit to allow a residential use in a Commercial District at 103 E Street. The former CUP allowed for the development of Lots 5, 6, 7 & 8 for residential uses. Lots 7 & 8 have been developed with residential uses as approved under the permit. Lots 5 & 6 were not developed within the short one-year time period due to construction and timing issues. The owners of Lot 6, also known as 103 E Street, are back before you to request a renewal of this approval so that they may proceed with the compatible residential development as previously found to be reasonable and appropriate and was approved. The front four lots are slated to be developed with commercial uses. This property, as the other three that were approved, is tagged with a commercial designation, although they are all situated in that transitional area between traditional commercial uses along the boulevard and the neighborhood, single family uses that lay further down the side streets. Over time, up and down the boulevard, these transitional areas have developed with transitional uses, such as some form of residential or mixed-residential uses to buffer the traditional residential uses that lay to the west. This request proposes to renew this expired formerly approved placement of a residential use upon this lot with the ability to use it for the same type of transitional uses as has become common.

Accordingly, this request seeks to renew that CUP to allow them to construct a compatible single-family house, as proposed, on the lot listed. As you will see from the aerials, this proposal is extremely compatible as a transitional use between the traditional commercial uses typically found on the front two lots along the boulevard and the single-family houses in the areas to the west. These parcels in this transitional area, that are labeled with a commercial designation, have sat undeveloped due to their location in this transitional area. Traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in single family houses to the west; thus, transitional quasi-

T (904) 495-0400  
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(888) 588-2599

104 Sea Grove Main Street  
St. Augustine, Florida 32080  
[www.sjlawgroup.com](http://www.sjlawgroup.com)

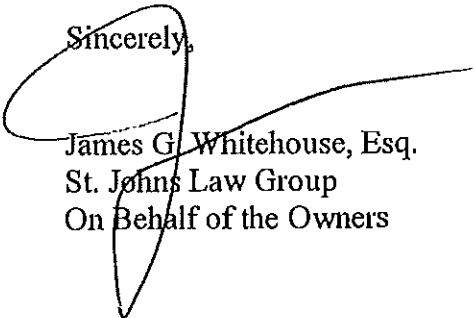
residential and mixed residential uses are typical in planning models to provide that transitional buffer between traditional commercial uses and lower-density residential uses.

Accordingly, we would request that this approval be allowed to again run with the land so that any future sale of the property would allow for this residential use in a commercial district to continue. Further, as is customary for these permits under our code, the permit would be required to be commenced within one year of the approval.

In sum, we have attached all the appropriate and required documentation, as well. Finally, a grant of this permit will not have any adverse effect upon the area; in fact, it will promote the public interest to preserve the currently approved development pattern of the area with a use that meets the transitional buffer planning pattern and is of a wholly compatible mass and scale as to compliment the neighborhood uses to the west. Further, it meets with the former guidance of the staff, planning board and commission, which has sought to keep the lots along the boulevard with commercial uses. Approval of this application will further that goal.

We sincerely appreciate your review and reasonable consideration and look forward to answering any further questions at your leisure.

Sincerely,



James G. Whitehouse, Esq.  
St. Johns Law Group  
On Behalf of the Owners

**BEFORE THE CITY COMMISSION  
OF THE CITY OF  
ST. AUGUSTINE BEACH, FLORIDA**

In re:

**APPLICATION FOR CONDITIONAL USE  
PERMIT TO CONSTRUCT FOUR SINGLE-  
FAMILY RESIDENCES IN A COMMERCIAL  
LAND USE DISTRICT AT 103 F STREET AND  
104 F STREET (LOTS 5,6,7 AND 8, BLOCK 43,  
COQUINA GABLES SUBDIVISION), ST.  
AUGUSTINE BEACH, FLORIDA, 32080.**

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Public Records of St. Johns County, FL  
Clerk number: 2021054160  
BK: 5284 PG: 1444  
5/13/2021 1:32 PM  
Recording \$18.50

**ORDER APPROVING CONDITIONAL USE (2021-04)**

The application by Mr. and Mrs. Len Trinca, for a conditional use permit to allow four single-family residences in a commercial land use district located at 103 and 104 F Street, St. Augustine Beach, Florida 32080, having come on to be heard before the City Commission on April 5, 2021, and the City Commission having received the recommendations of the Comprehensive Planning and Zoning Board, having taken public comments, and having considered said application fully, it is therefore:

**ORDERED** that the application is hereby approved as follows:

1. The documentation for granting of a conditional use as detailed in the Application and discussed at the hearing are incorporated herein as findings of fact.
2. The conditional use permit is granted to allow new construction of four single-family residences in a commercial land district located at 103 and 104 F Street, St. Augustine Beach, Florida 32080.
3. Said single-family residence shall be constructed to conform to regulations for single-family residences in medium density residential land use districts as specified in the City of St. Augustine Beach Land Development Regulations.
4. The use shall be conducted in such a way as to not violate City Code.
5. The use shall be transferable and run with the land.



6. The use shall be commenced within one (1) year and shall not lapse for more than one (1) year.

7. A violation of the conditions listed above shall void the conditional use granted herein.

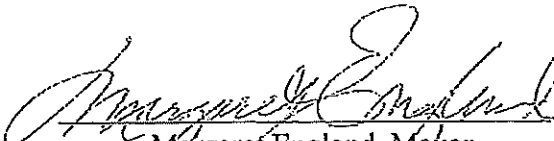
Any appeal of this decision may be made by filing an appropriate action with a court of competent jurisdiction within thirty (30) days of the date of this Order.

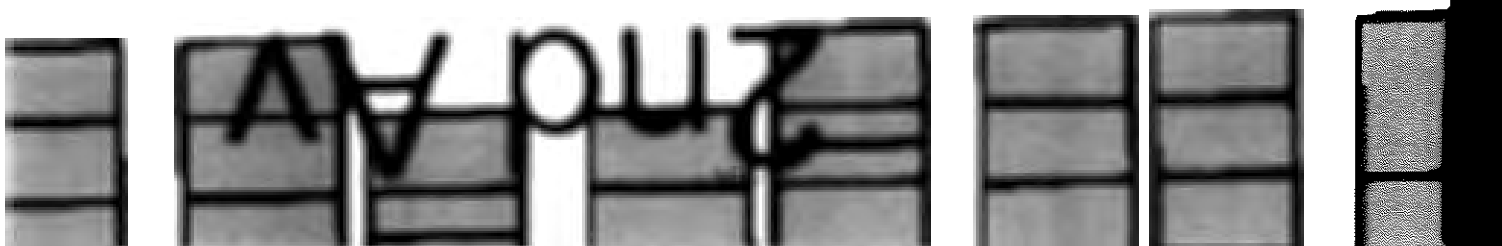
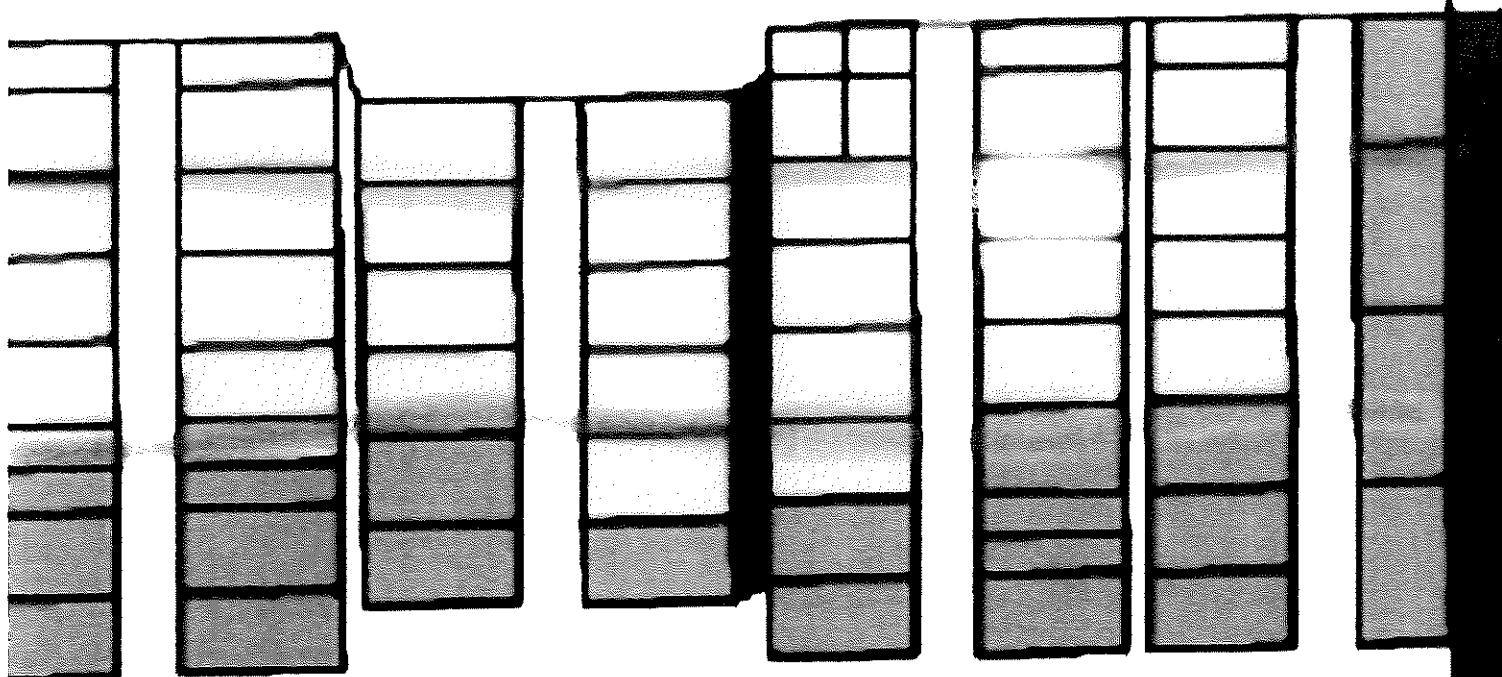
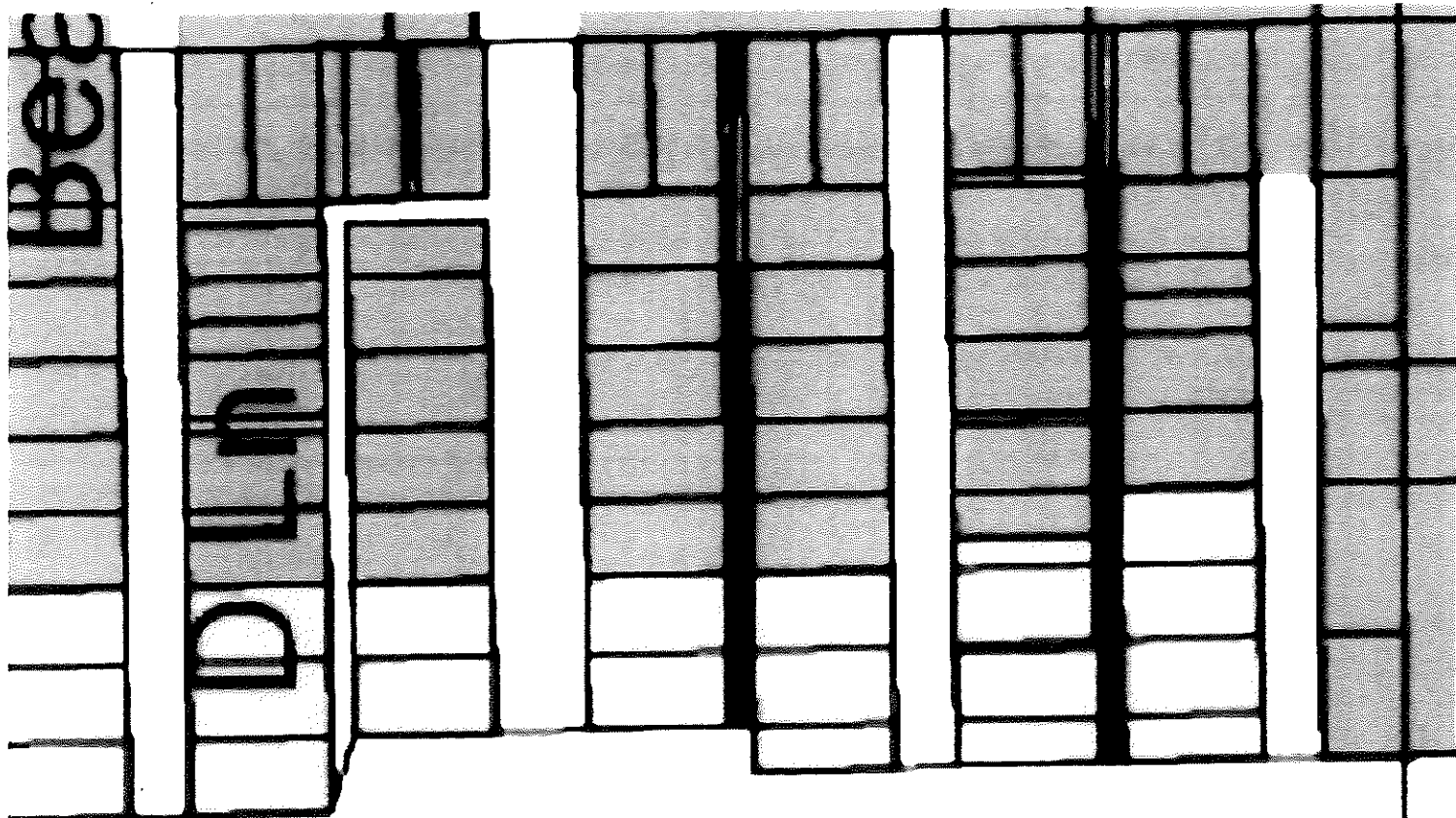
**DONE AND ORDERED** this 5<sup>th</sup> day of April 2021, at St. Augustine Beach, St. Johns County, Florida.

**CITY COMMISSION OF THE CITY OF  
ST. AUGUSTINE BEACH, FLORIDA**

**ATTEST:**

  
\_\_\_\_\_  
Max Royle, City Manager

  
\_\_\_\_\_  
Margaret England, Mayor





### Legal Description

Lot 6, Block 43, Coquina Gables Subdivision No. 1, together with the North 1/2 of vacated alley lying Southerly of and contiguous to Lot 6, as recorded in Map Book 3, Page 30, of the Public Records of St. Johns County, Florida.

Lot Six (6) in Block Forty-Three (43), according to the Plat of Ocean Beach Addition to the Subdivision of the Anastasia Methodist Assembly, as platted by the Jacksonville District Church Extension Mission Society, and recorded in the Office of the Clerk of the Circuit Court of St. Johns County, Florida, on July 11, 1913, in Plat Book Two (2), Page Ten (10); together with the North 1/2 of vacated alley lying South of the adjacent to said Lot; according to Ordinance No. 16-08 recorded in Official Records Book 4308, Page 413, all of the Public Records of St. Johns County, Florida.

Parcel ID No. 170930-0000

Prepared by and return to:

Taylor Arrubla Hardwick P.A.  
6015 A1A South  
St. Augustine, FL 32080  
352-473-8088

[Space Above This Line For Recording Data]

## Quit Claim Deed

This Warranty Deed made this 13<sup>th</sup> day of June, 2023, between Luke Newcomer and Sadie Newcomer, husband and wife, whose post office address is 109 E Street, St. Augustine, FL 32080, grantor, and 103 E Street LLC, a Florida limited liability company, whose post office address is 109 E Street, St. Augustine, FL 32080, grantee:

(Whenever used herein the terms "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in St. Johns County, Florida, to-wit:

Lot 6, Block 43, Coquina Gables Subdivision No. 1, together with the North 1/2 of vacated alley lying Southerly of and contiguous to Lot 6, as recorded in Map Book 3, Page 30, of the Public Records of St. Johns County, Florida.

Lot Six (6) in Block Forty-Three (43), according to the Plat of Ocean Beach Addition to the Subdivision of the Anastasia Methodist Assembly, as platted by the Jacksonville District Church Extension Mission Society, and recorded in the Office of the Clerk of the Circuit Court of St. Johns County, Florida, on July 11, 1913, in Plat Book Two (2), Page Ten (10); together with the North 1/2 of vacated alley lying South of the adjacent to said Lot; according to Ordinance No. 16-08 recorded in Official Records Book 4308, Page 413, all of the Public Records of St. Johns County, Florida.

Parcel ID No. 170930-0000

Subject to covenants, restrictions, reservations and easements of record, if any, and taxes for the current year and subsequent years.

This instrument prepared without benefit of title examination, title insurance or attorney's opinion of title.

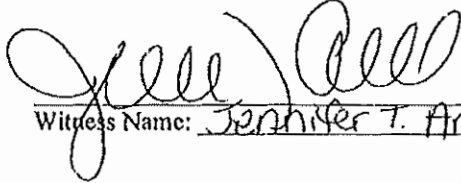
Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

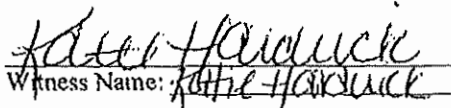
To Have and to Hold, the same in fee simple forever.

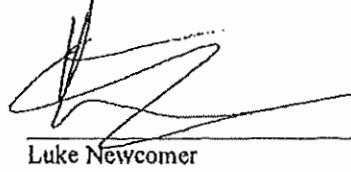
And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2022.

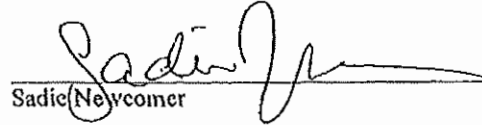
In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

  
Witness Name: Jennifer T. Arrubla

  
Witness Name: Katelyn T. Hardwick

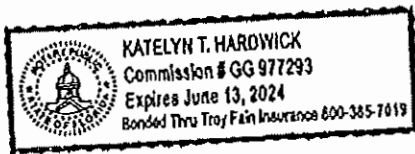
  
Luke Newcomer (Seal)

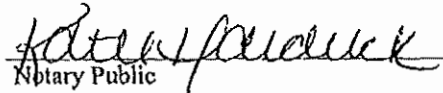
  
Sadie Newcomer (Seal)

State of Florida  
County of St. Johns

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 13th day of June, 2023, by Luke Newcomer and Sadie Newcomer, who ☒ are personally known to me or ☐ who have produced a driver license as identification

[Notary Seal]



  
Notary Public

Printed Name: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

City of St. Augustine Beach Building and Zoning Department  
Owner Authorization Form

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080  
WWW.STAUGBCH.COM BUILDING & ZONING (904)471-8758 FAX (904) 471-4470

To: St. Augustine Beach Building and Zoning Department  
2200 A1A South  
St. Augustine Beach, Florida 32080

From: Owner Name(s) & Phone #: 103 E Street LLC (LUKE & SADR NEWCOMER)  
Address: 109 E Street

City, State & Zip Code: St Augustine Beach, FL 32080

This is to advise you that I hereby give permission to:

Contractor/Agent Name(s) & Phone #: JAMES G. WHITETHOUSE, ESQ.

Address: 104 Sea Breeze Main St.

City, State, Zip Code: St Augustine Beach, FL 32080

Who is my contractor/agent, to perform the following on my behalf pertaining to an application for construction, development, land use, zoning, conditional use permit, special events permit, variance, or any other action pursuant to an application for:

CUP  
(on any other land use matters)

I hereby designate and authorize the agent listed above to act on my behalf, or on behalf of my corporation, as the agent in the processing of this application for approval to conduct any development authorized pursuant to this application and to furnish, on request, supplemental information in support of this application. In addition, I authorize the above-listed agent to bind me, or my corporation, to perform any requirements that may be necessary to procure such approval.

I hereby recognize that any duly authorized agent of City of Saint Augustine Beach (CoSAB) may enter and inspect any parcel of land for which a development approval or permit has been issued, or where there is a reasonable cause to believe that a development activity is being carried out, for the purpose of ascertaining the state of compliance with City Codes. The interiors of buildings shall not be subject to such inspections unless related to the enforcement of the building code. No person shall refuse immediate entry or access to any authorized representative of the CoSAB or one of the specified agencies who requests entry for the purpose of inspection and who presents appropriate credentials. No person shall obstruct, hamper or interfere with any such inspection. If requested, the owner or operator of the premises shall receive a report setting forth the facts and results of the compliance determination.

I further understand incomplete or false information provided on this form may lead to revocation of permits and/or termination of development activity.

Date: 1/31/24 LUKE NEWCOMER  
Typed or Printed Name of Property Owner

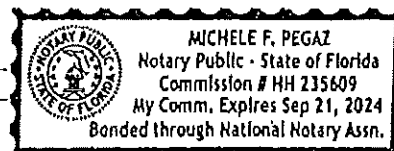
[Signature]  
Signature of Property Owner

State of Florida County of: ST. JOHNS

Subscribed and sworn before me this 31 day of JANUARY, 20 24, by LUKE NEWCOMER

Who is/are personally known to me or who has/have produced FLORIDA driver's license as identification.

Michele F. Pegaz  
Signature of Notary Public, State of Florida  
Typed or Printed Name: Michele F. Pegaz  
My Commission Expires: 9/21/2024



(Stamp or Seal)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Limited Liability Company  
103 E STREET LLC

### Filing Information

Document Number	L23000150782
FEI/EIN Number	NONE
Date Filed	03/24/2023
Effective Date	03/24/2023
State	FL
Status	ACTIVE

### Principal Address

103 E STREET  
ST. AUGUSTINE, FL 32080

### Mailing Address

109 E STREET  
ST. AUGUSTINE BEACH, FL 32080

### Registered Agent Name & Address

HARDWICK, KATELYN T  
6015 A1A S  
ST. AUGUSTINE, FL 32080

### Authorized Person(s) Detail

#### Name & Address

Title MGR

NEWCOMER, LUKE  
109 E STREET  
ST. AUGUSTINE BEACH, FL 32080

Title MGR

NEWCOMER, SADIE  
109 E STREET  
ST. AUGUSTINE BEACH, FL 32080

### Annual Reports

No Annual Reports Filed



03/24/2023 -- Florida Limited Liability.

[View image in PDF format](#)

## St. Johns County, FL

### Apply for Exemptions

### Sales Questionnaire Form

*If you are a new owner of this property, please click here to submit a Sales Questionnaire*

### 2022 TRIM Notice

### Summary

Parcel ID	1709300000
Location	103 E ST
Address	SAINT AUGUSTINE 32080-0000
Neighborhood	Coquina Gables (717)
Tax Description*	3-30 COQUINA GABLES LOT 6 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR5775/1262(Q/C)
	*The Description above is not to be used on legal documents.
Property Use Code	Vacant Residential (0000)
Subdivision	Coquina Gables Subdivision No 1
Sec/Twp/Rng	3-8-30
District	City of St Augustine Beach (District 551)
Millage Rate	15.5533
Acreage	0.110
Homestead	N

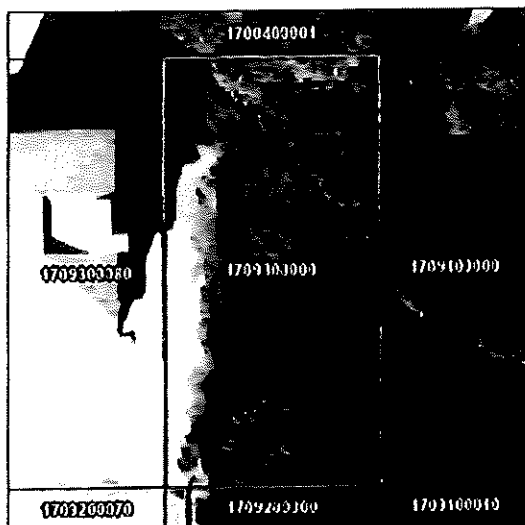
[Click Here to Open Cyclomedia Viewer in a New Tab](#)



### Owner Information

Owner Name	103 E Street LLC 100%
Mailing Address	109 E STREET SAINT AUGUSTINE, FL 32080-0000

### Map



## Valuation Information

	2024
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$255,040
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$255,040
Total Deferred	\$0
Assessed Value	\$255,040
Total Exemptions	\$0
Taxable Value	\$255,040

Values listed are from our working tax roll and are subject to change.

## Historical Assessment Information

Year	Building Value	Extra Feature Value	Total Land Value	Ag (Market) Value	Ag (Assessed) Value	Just (Market) Value	Assessed Value	Exempt Value	Taxable Value
2023	\$0	\$0	\$255,040	\$0	\$0	\$255,040	\$255,040	\$0	\$255,040
2022	\$0	\$0	\$212,240	\$0	\$0	\$212,240	\$212,240	\$0	\$212,240
2021	\$0	\$0	\$379,000	\$0	\$0	\$379,000	\$244,684	\$134,316	\$244,684
2020	\$0	\$0	\$319,000	\$0	\$0	\$319,000	\$222,440	\$96,560	\$222,440
2019	\$0	\$0	\$334,000	\$0	\$0	\$334,000	\$202,218	\$131,782	\$202,218
2018	\$0	\$0	\$334,000	\$0	\$0	\$334,000	\$183,835	\$150,165	\$183,835
2017	\$0	\$0	\$309,000	\$0	\$0	\$309,000	\$167,123	\$141,877	\$167,123
2016	\$0	\$0	\$210,000	\$0	\$0	\$210,000	\$143,748	\$66,252	\$143,748
2015	\$0	\$0	\$150,000	\$0	\$0	\$150,000	\$130,680	\$19,320	\$130,680
2014	\$0	\$0	\$130,000	\$0	\$0	\$130,000	\$118,800	\$11,200	\$118,800
2013	\$0	\$0	\$108,000	\$0	\$0	\$108,000	\$108,000	\$0	\$108,000

## Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	50	0	50	FF	\$250,000
Vacant Residential	0	0	1	UT	\$5,040

## Sale Information

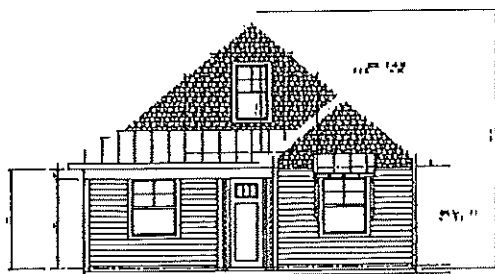
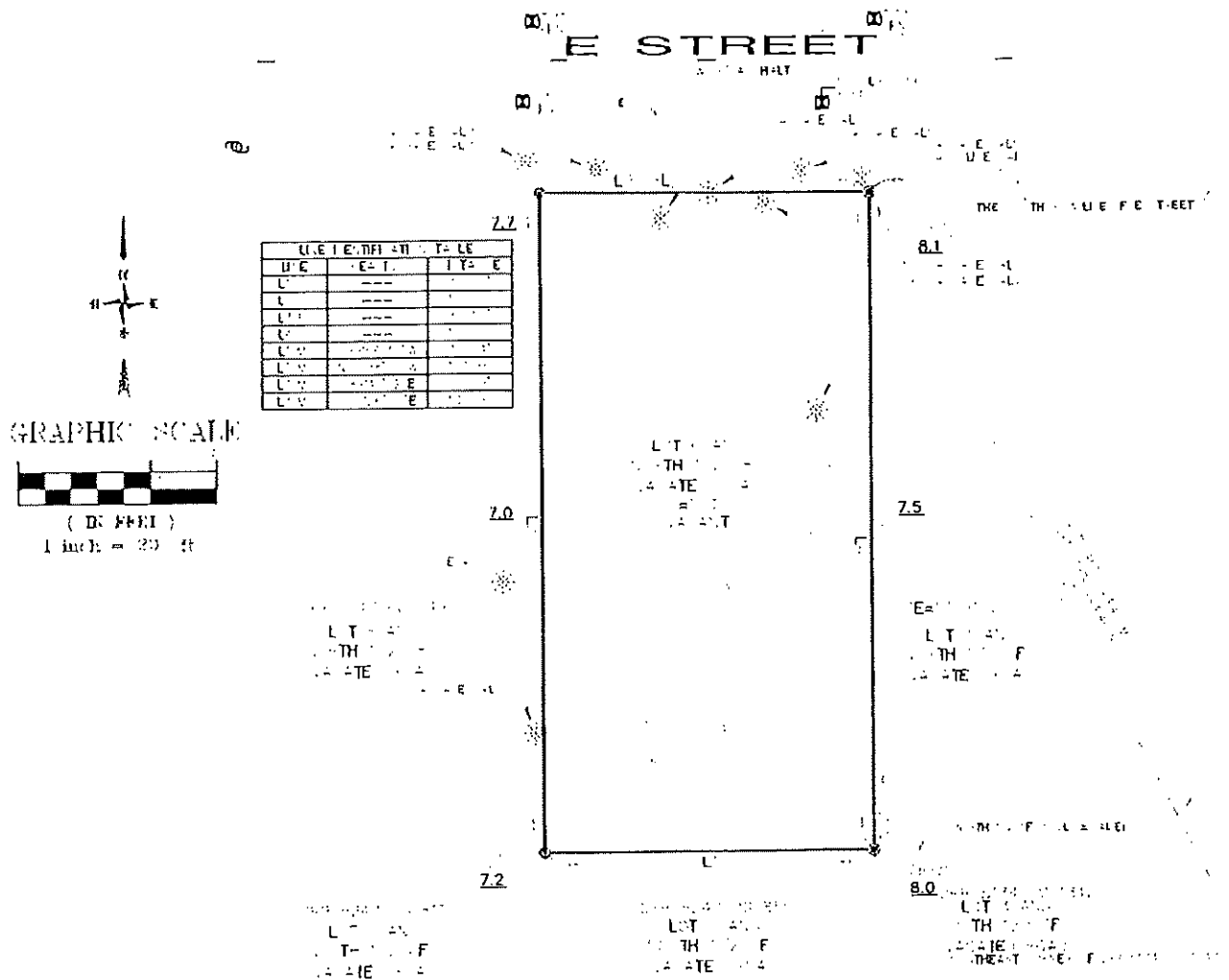
Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/15/2023	6/13/2023	\$290,300.00	QUITCLAIM DEED	5775	1262	U	V	NEWCOMER SADIE,LUKE	103 E STREET LLC
6/9/2022	6/9/2022	\$500,000.00	WARRANTY DEED	5576	776	Q	V	GUSTAFSON ADAM	NEWCOMER SADIE,LUKE
4/23/2021	4/23/2021	\$215,000.00	WARRANTY DEED	5246	1171	Q	V	TRINCA LEONARD R,RENEE	GUSTAFSON ADAM
12/28/2016	10/17/2016	\$0.00	VACATION OF R/W	4308	413	U	V	CITY OF ST AUGUSTINE BEACH	
	1/31/2005	\$250,000.00	WARRANTY DEED	2368	264	U	V	BEST MILLICENT RUDD ESTATE BY PERS REP	TRINCA LEONARD P & RENEE
	12/7/2004	\$0.00	LETTERS OF ADMN	2339	405	U	V	BEST MILLICENT RUDD (DECD 7/6/04)	BEST MILLICENT RUDD ESTATE (LETT OF ADMIN)

No data available for the following modules: Exemption Information, Building Information, Sketch Information, Extra Feature Information.

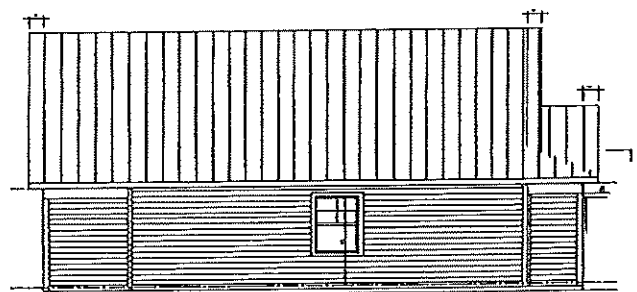
This report was generated by the St. Johns County Property Appraiser's Office. It is intended for informational purposes only and should not be used for legal or financial decisions. The information is based on the best available data as of the date of the report. The Property Appraiser's Office is not responsible for any errors or omissions in this report. For more information, please contact the Property Appraiser's Office at (904) 261-1234. User Privacy Policy : GDPR Privacy Notice  
Last Data Upload: 2/14/2024, 2:18:31 AM



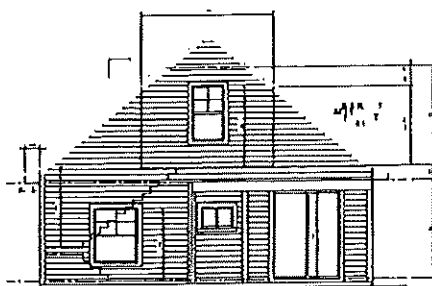
# Proposed Conceptual Site Plan and Elevations



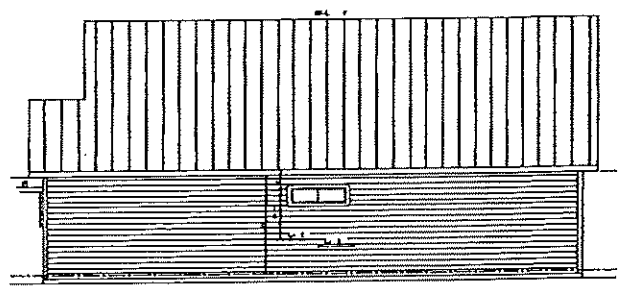
**FRONT ELEVATION**  
SCALE 1/4" = 1'-0"



**LEFT ELEVATION**  
SCALE 1/4" = 1'-0"



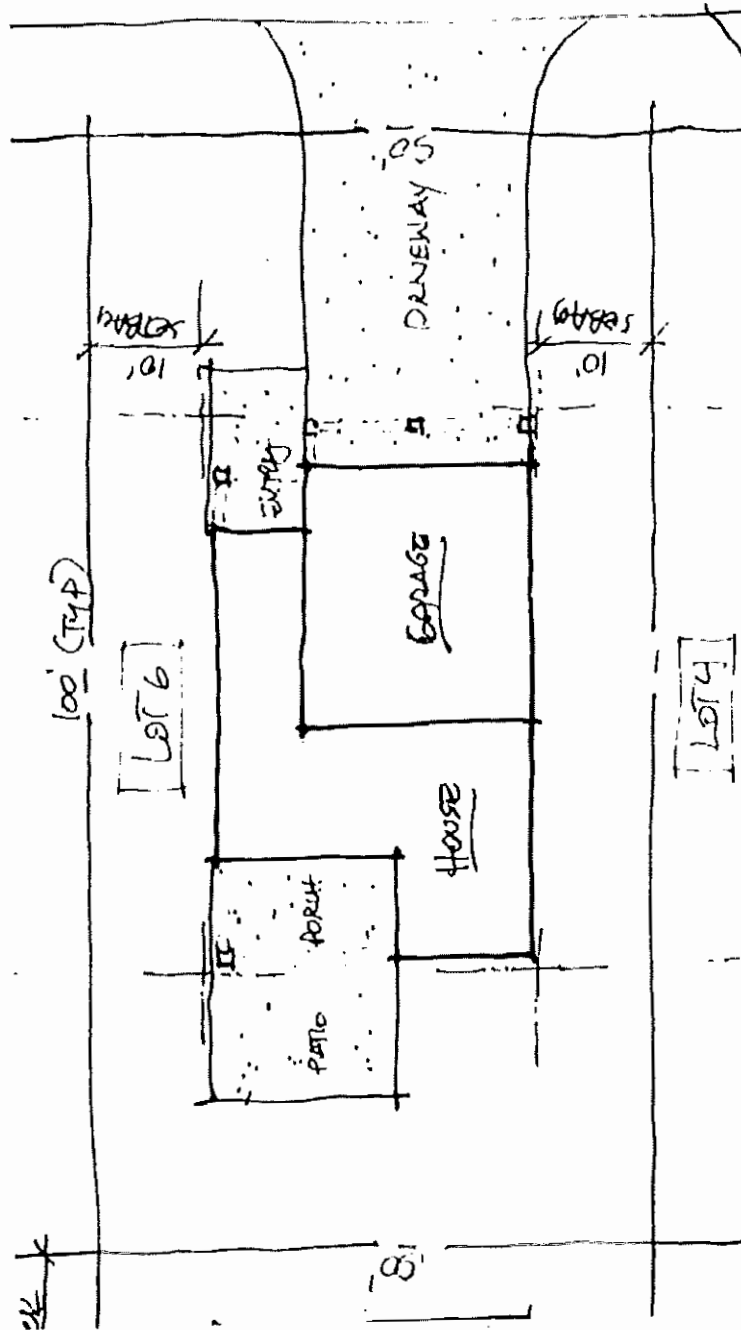
**REAR ELEVATION**  
SCALE 1/4" = 1'-0"



**RIGHT ELEVATION**  
SCALE 1/4" = 1'-0"

Team Appendix

# Proposed Conceptual Site Plan



## NOTES

### • HEIGHT:

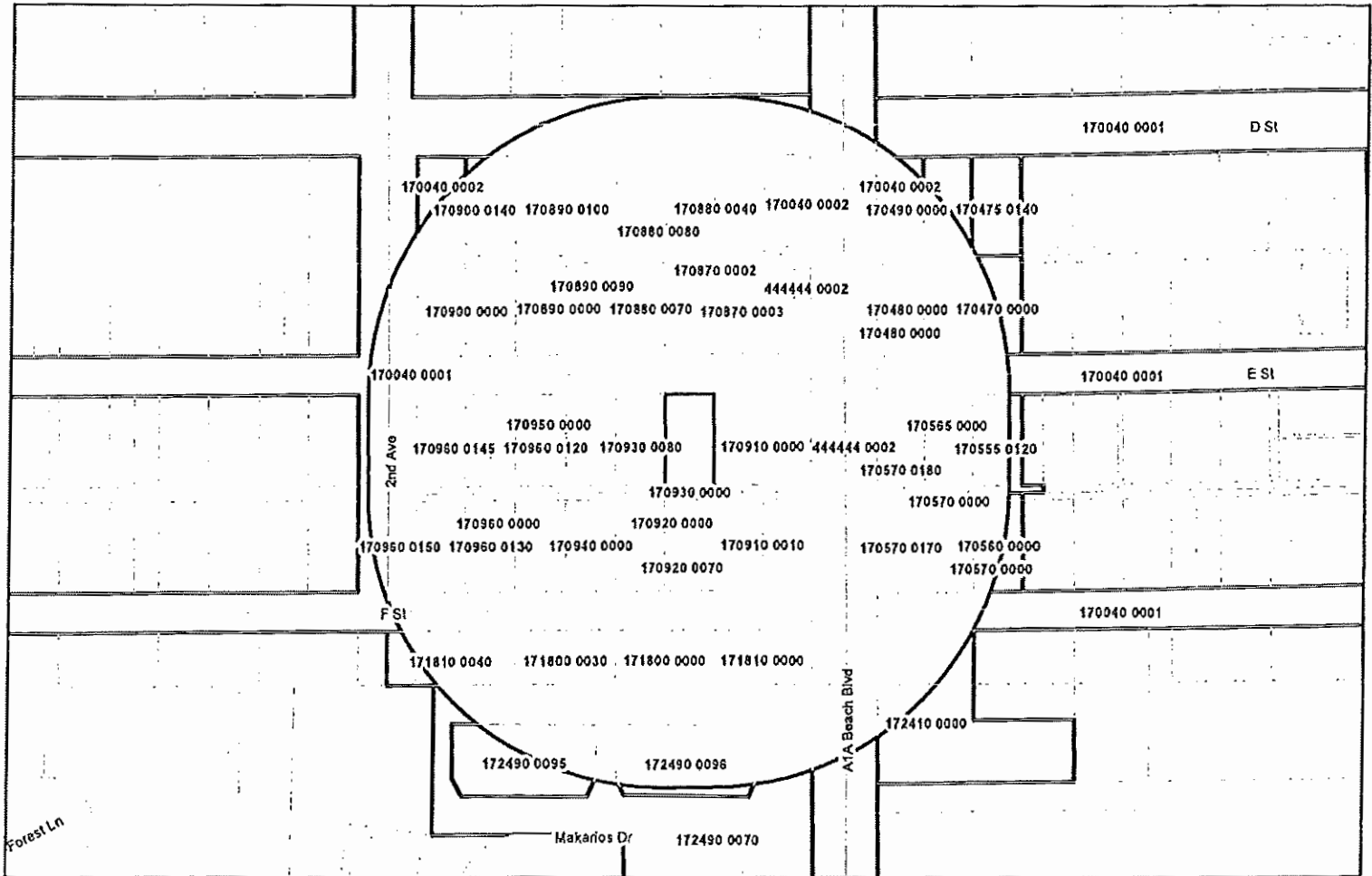
ALL BUILDINGS  
SHALL MEET TO  
35' HEIGHT  
REQUIREMENT

### • LOT COVERAGE

ALL BUILDINGS  
SHALL MEET  
MAXIMUM LOT  
COVERAGE  
REQUIREMENTS

### • ISR:

ALL PROPERTIES  
SHALL MEET  
MAXIMUM ISR



# Parcels within 300' of 103 E. Street



Map Printed: 2/20/2024

103 E STREET LLC  
109 E STREET  
SAINT AUGUSTINE FL 320800000

BAZILEVS YURI,STELLANA  
14 CAPE CLUB DR  
SHARON MA 02067-0000

FAZZIO MILDRED M LIVING TRUST U  
65 SE 5TH AVE APT L  
DELRAY BEACH FL 33483-5310

112 E STREET LLC  
109 E STREET  
SAINT AUGUSTINE FL 320800000

BRIGHTMOVE INC  
320 HIGH TIDE DR STE 201  
SAINT AUGUSTINE FL 320800000

FEY THOMAS F,MARTHA K  
6038 RIDGE TRACE RD  
BLACKSHEAR GA 31516-0000

810 BEACH INC  
1093 A1A BEACH BLVD PMB196  
SAINT AUGUSTINE FL 320800000

BUKRUIAN CHRISTINE M  
108 A E ST  
SAINT AUGUSTINE FL 320800000

GALA KEITH LA  
322 LAKE COMO DR  
POMONA PARK FL 321810000

810 BEACH INC  
PMB 196  
1093 A1A BEACH BLVD  
SAINT AUGUSTINE FL 320806733

CLEARO ALBERT ETAL  
115 E ST  
SAINT AUGUSTINE FL 320800000

GAY RAY E,DIANNE M LIVING TRUST  
1858 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

ACKERMAN NEIL R REVOC LVG TRUST  
21 TULIP LN  
SAN CARLOS CA 94070-0000

COLE GEORGE B JR  
900 N PENNSYLVANIA AVE  
BETHANY BEACH FL 199300000

HAWKINS FAMILY LIVING TRUST  
5187 BALDWIN TERR  
MARIETTA GA 30068-0000

ALEXANDER TADZIA  
112 F ST  
SAINT AUGUSTINE FL 320800000

COOPER ANDREW,MERYL  
1314 OLD GULPH ROAD  
VILLANOVA PA 19085

HELHOSKI KATHERINE  
15 D ST  
SAINT AUGUSTINE FL 320806910

ALEXANDER WILLIAM TODD,CLARISS  
22 LEE DR  
SAINT AUGUSTINE FL 320805981

CORNEY LAND HOLDINGS INC  
PO BOX 013544  
MIAMI FL 331010000

HIGGS SUSAN RENEE  
7750 A1A S UNIT 123  
SAINT AUGUSTINE FL 320800000

ALMERIA INVESTMENTS LLC  
453 OCEAN FOREST DR  
SAINT AUGUSTINE FL 320800000

DETTRA GREGORY P,TARA L  
110 F ST  
SAINT AUGUSTINE FL 320800000

INGLIMA KENNETH J,LINDA ANN  
1857 MAKARIOS DR  
SAINT AUOUSTINE FL 32080-5727

ARMIGER CARL ET AL  
57 N WHITNEY ST  
SAINT AUGUSTINE FL 320849599

EGAN DENNIS,KATHLEEN  
1854 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

KILGORE NANCY REV TRUST  
114 F ST  
SAINT AUGUSTINE FL 320800000

BAYENS JAMES C,LYNNE B  
57 MARSH CREEK LN  
RICHMOND HILL GA 31324-0000

ENGLISH PAULA A  
115 F ST  
SAINT AUGUSTINE FL 320800000

KING JOHN F,MARY B ETAL  
1856 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

KURZAWSKI RICHARD STEPHEN,ELIZA  
1956 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-5729

NORTH AMERICAN DREAMS LLC  
210 6TH ST  
SAINT AUGUSTINE FL 320802906

TITTLE OTTO,ADRIENNE L  
1714 DEVONSHIRE LN  
SARASOTA FL 342367515

LACHICA RONALDO M  
1857 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-5730

OCEAN WAY SURF COMPANY LLC  
1706 MAKARIOS DR  
SAINT AUGUSTINE FL 320800000

TRINCA LEONARD  
505 SEBASTIAN SQ  
SAINT AUGUSTINE FL 320954820

LECLAIR STEVEN,DANIELLE REVOCAB  
1853 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

PREHEIM DWIGHT L TRUST  
15 E ST  
SAINT AUGUSTINE FL 320800000

VIDAMOUR SHEILA R REVOCABLE LIV  
1953 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

LEFORS JUNE ANN,ERIC  
145 KING ARTHUR CT  
SAINT AUGUSTINE FL 320860000

PRIDGEON KIMBERLY  
1955 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

WALKER DEBORAH SUE LIVING TRUS  
111 E ST  
SAINT AUGUSTINE FL 320800000

LUCCHESI WILLIAM  
2045 HOLLIS RD  
LANSDALE PA 194460000

RIMKUS SADIE ETAL  
109 E ST  
SAINT AUGUSTINE FL 320806843

WILLIAMS KELL COLEMAN III,JENNI  
26 LADOGA AVE  
TAMPA FL 33606-3804

MAIER ROBERT ANDREW ET AL  
1047 WINTERBERRY DR  
MONTEAGLE TN 37356-0000

SCHNIRCH DIETER,BERIT TRUSTEES  
5362 FESTIVAL CIR  
LA PALMA CA 906231307

YEEWWW LLC  
1 10TH STREET  
APT 303  
SAINT AUGUSTINE FL 320800000

MMR III HOLDINGS LLC  
PO BOX 363  
MC HENRY IL 600510000

SMITHA DONALD L,MARILYN L  
47 LEGACY CROSSING DR  
PONTE VEDRA FL 32081-8363

MORET HARRIET A REV LIVING TRUS  
1851 MAKARIOS DR  
SAINT AUGUSTINE FL 32080-0000

SPANBURG MATT  
106 E ST  
SAINT AUGUSTINE FL 320800000

MOWERY DANIEL,HEATHER  
1548 SAN RAFAEL WAY  
SAINT AUGUSTINE FL 32080-0000

STICE FARMING AND PROPERTIES L  
151 PINWOOD DR  
WEIRTON WV 260620000

NEWCOMER LUKE,SADIE  
109 E ST  
SAINT AUGUSTINE FL 320800000

SUTTON CHRISTOPHER LAWRENCE ET  
116 GREENBRIAR ESTATES DR  
SAINT JOHNS FL 322590000



PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1709300000	103 E STREET LLC	109 E STREET		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 6 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR575/1262(Q/C)
1708900000	112 E STREET LLC	109 E STREET		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLOCK 42 & S 1/2 OF VACATED ALLEY LYING N IN OR1575605
1705700000	810 BEACH INC	PMB 198	1093 A1A BEACH BLVD	SAINT AUGUSTINE FL 320806733	3-30 COQUINA GABLES LOT 15 BLK 38 & S7.5FT VACATED ALLEY LYING N OR2563/1813
1724100000	810 BEACH INC	1093 A1A BEACH BLVD PMB198		SAINT AUGUSTINE FL 320800000	4 PT OF LOT 4 N 100 X 181FT S OF COQUINA GABLES & E OF A1A & LOT 5 BLK 59 COQUINA GABLES
1709600130	ALEXANDER TADZIA	112 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 13 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
1709000000	ALEXANDER WILLIAM TOOD, CLARISS	22 LEE DR		SAINT AUGUSTINE FL 320805981	3-30 COQUINA GABLES LOTS 13 & 16 BLK 42 & S 1/2 OF VACATED ALLEY LYING N OF LOT 13
1708800040	ALMERIA INVESTMENTS LLC	453 OCEAN FOREST DR		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 4 & 6 BLK 42 & N 1/2 OF VACATED ALLEY LYING S OR2357/1069 & 1575605
1709200070	ARMIGER CARL ET AL	57 N WHITNEY ST		SAINT AUGUSTINE FL 320849599	3-30 COQUINA GABLES LOT 7 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
1709100010	BRIGHTMOVE INC	320 HIGH TIDE DR STE 201		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 1 & 3 BLK 43 & VACA ALLEY LYING IN BETWEEN PER OR4308/413
1708900090	BUKRUJAN CHRISTINE M	108 A E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 8 BLOCK 42 & S 1/2 OF VACATED ALLEY LYING N IN OR1575605
1724900070	CARRIAGE HOMES AT MAKARIOS CON				(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO COMMON ELEMENTS ARE COMMON TO
1709800145	CLEARO ALBERT ETAL	115 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES W 1/2 LOT 14 & ALL LOT 16 BLK 43 & N 1/2 OF VACA ALLEY
1709200000	COLE GEORGE B JR	900 N PENNSYLVANIA AVE		BETHANY BEACH FL 199300000	3-30 COQUINA GABLES LOT 5 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
1709400000	COOPER ANDREW, MERYL	1314 OLD GULPH ROAD		VILLANOVA PA 19085	3-30 COQUINA GABLES LOT 8 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413

NONE(103 E. Street)

St. Johns County GIS Division 2/20/2024

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1700400001	COQUINA GABLES SUBDIVISION NO				3/30 COQUINA GABLES SUBDIVISION NO 1 ROWS & ALLEYWAYS
1700400002	COQUINA GABLES SUBDIVISION NO				3/30 COQUINA GABLES SUBDIVISION NO 1 ALL UN-NAMED PLAZAS
1705550120	CORNEY LAND HOLDINGS INC	PO BOX 013544		MIAMI FL 331010000	3-30 COQUINA GABLES - BLK 38 LOT 12 (EX E30, 15FT) & ALL LOT 14 & E5FT LOT 16 & N7.5FT
1709600000	DETTRA GREGORY P,TARA L	110 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 11 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
1718100040	ENGLISH PAULA A	115 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 4 BLK 60 & E1/2 OF VACATED 2ND AVE LYING W OR2781/1800 & 3785/762(ORD 13-09)
1704700000	GALA KEITH LA	322 LAKE COMO DR		POMONA PARK FL 321810000	3-30 COQUINA GABLES LOT 13 BLK 37 & S7.5FT OF ALLEY LY N OR5380/996
1704900000	HELHOSKI KATHERINE	15 D ST		SAINT AUGUSTINE FL 320806910	3-30 COQUINA GABLES LOT 16 BLK 37 & N7.5FT OF ALLEY OR1034/767 & 1053/90(QC)
1709000140	HIGGS SUSAN RENEE	7750 A1A S UNIT 123		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 14 BLK 42 & N1/2 OF VACATED ALLEY LYING S OR2160/23 & 1575/605
1709300150	KILGORE NANCY REV TRUST	114 F ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 15 BLK 43 & S 1/2 OF VACA ALLEY LYING NORTH PER OR4308/413
1718000030	LEFORS JUNE ANN,ERIC	145 KING ARTHUR CT		SAINT AUGUSTINE FL 320860000	3-30 COQUINA GABLES LOT 3 BLK 60 OR5414/1322
1705700170	LUCCHESI WILLIAM	2045 HOLLIS RD		LANSDALE PA 194480000	3-30 COQUINA GABLES LOT 17 BLK 39 & S 7.5 FT VACATED ALLEY LYING N
1705700180	MMR III HOLDINGS LLC	PO BOX 363		MC HENRY IL 600510000	3-30 COQUINA GABLES LOT 18 BLK 38 (EX R/W OF RD A1A) & N7.5FT OF VACATED ALLEY LYING S
1709300080	NEWCOMER LUKE,SADIE	109 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 8 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413
1708800080	NORTH AMERICAN DREAMS LLC	210 5TH ST		SAINT AUGUSTINE FL 320802906	3-30 COQUINA GABLES LOT 8 BLK 42 & N1/2 OF VACATED ALLEY LYING S (CITY ORD #01-05)

NONE(103 E. Street)

St. Johns County GIS Division 2/20/2024

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1718100000	OCEAN WAY SURF COMPANY LLC	1708 MAKARIOS DR		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 1 BLK 60 (EX R/W OF RD #A1A) OR 5245/1885
1705650000	PREHEIM DWIGHT L TRUST	15 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 16 (EX ESFT) BLK 38 & N7.5FT OF VACATED ALLEY LYING S
1709500000	RIMKUS SADIE ETAL	109 E ST		SAINT AUGUSTINE FL 320806843	3-30 COQUINA GABLES LOT 10 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413
1703900100	SCHNIRCH DIETER, BERIT TRUSTEES	5362 FESTIVAL CIR		LA PALMA CA 906231307	3-30 COQUINA GABLES LOTS 10 & 12 BLK 42 & N1/2 OF VACATED ALLEY LYING S OR 167/358 & 970/
1708800070	SPANBURG MATT	106 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 7 BLK 42 & S1/2 OF VACATED ALLEY LYING N OR 4506/62
1705600000	STICE FARMING AND PROPERTIES L	151 PINEWOOD DR		WEIRTON WV 260620000	3-30 COQUINA GABLES LOT 13 BLK 38 & S1/2 OF ALLEY LYING N OR 5382/1845
1704750140	SUTTON CHRISTOPHER LAWRENCE ET	118 GREENBRIAR ESTATES DR		SAINT JOHNS FL 322590000	3-30 COQUINA GABLES LOT 14 BLK 37 & N7.5FT OF ALLEY OR 5228/44
1708700002	THE GARDENS @ E STREET CONDO				(OR 1551/873) THE GARDENS @ E STREET CONDO COMMON ELEMENTS ARE COMMON TO ALL AND ARE ASSESSED TO ALL
1718000000	TITTLE OTTO, ADRIENNE L	1714 DEVONSHIRE LN		SARASOTA FL 342387515	3-30 COQUINA GABLES LOT 2 BLK 60 OR 2410/332
1709100000	TRINCA LEONARD	505 SEBASTIAN SQ		SAINT AUGUSTINE FL 320934820	3-30 COQUINA GABLES LOTS 2 & 4 BLK 43 & VACA ALLEY LYING IN BETWEEN PER OR4308/413
1709600120	WALKER DEBORAH SUE LIVING TRUS	111 E ST		SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOT 12 & E1/2 LOT 14 BLK 43 & N 1/2 OF VACA ALLEY LYING SOUTH PER OR4308/413
1704600000	YEEWWW LLC	1 10TH STREET	APT 303	SAINT AUGUSTINE FL 320800000	3-30 COQUINA GABLES LOTS 15 & 17 & S7.5FT VACATED ALLEY BLK 37 (EX R/W RD A1A)

NONE(103 E. Street)

St. Johns County GIS Division 2/20/2024

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1724901505	ACKERMAN NEIL R REVOC LVG TRUST	21 TULIP LN		SAN CARLOS CA 94070-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
1724901502	BAYENS JAMES C,LYNNE B	57 MARSH CREEK LN		RICHMOND HILL GA 31324-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901602	BAZILEVS YURI,STELLANA	14 CAPE CLUB DR		SHARON MA 02067-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
1724901504	EGAN DENNIS,KATHLEEN	1854 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901601	FAZZIO MILDRED M LIVING TRUST U	65 SE 5TH AVE APT L		DELRAY BEACH FL 33483-5310	(OR1558/854) CARRIAGE HOMES AT
1708700010	FEY THOMAS F,MARTHA K	6038 RIDGE TRACE RD		BLACKSHEAR GA 31516-0000	(OR1551/873) THE GARDENS @ E STREET
1724901508	GAY RAY E,DIANNE M LIVING TRUST	1858 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901608	HAWKINS FAMILY LIVING TRUST	5187 BALDWIN TERR		MARIETTA GA 30068-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901507	INGLIM KENNETH J,LINDA ANN	1857 MAKARIOS DR		SAINT AUGUSTINE FL 32080-5727	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901506	KING JOHN F,MARY B ETAL	1858 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901606	KURZAWSKI RICHARD STEPHEN,EUZA	1958 MAKARIOS DR		SAINT AUGUSTINE FL 32080-5729	(OR1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1724901607	LACHICA RONALDO M	1957 MAKARIOS DR		SAINT AUGUSTINE FL 32080-5730	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
1724901503	LECLAIR STEVEN,DANIELLE REVOCAB	1853 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS
1724901604	MAIER ROBERT ANDREW ET AL	1047 WINTERBERRY DR		MONTEAGLE TN 37358-0000	(OR1558/854) CARRIAGE HOMES AT MAKARIOS

NONE(103 E. Street) (CONDO OWNERS IN: CYPRESS LANDING UNREC SUBD)

St. Johns County GIS Division 2/20/2024

PIN	NAME	ADDRESS	ADDRESS 2	CITY ST ZIP	LEGAL DESCRIPTION
1724901601	MORET HARRIET A REV LIVING TRUS	1851 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR 1558/854) CARRIAGE HOMES AT MAKARIOS
1708700020	MOWERY DANIEL, HEATHER	1548 SAN RAFAEL WAY		SAINT AUGUSTINE FL 32080-0000	(OR 1551/873) THE GARDENS @ E STREET
1724901605	PRIDGEON KIMBERLY	1955 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR 1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1708700040	SMITHA DONALD L, MARILYN L	47 LEGACY CROSSING DR		PONTE VEDRA FL 32081-8383	(OR 1551/873) THE GARDENS @ E STREET
1724901603	VIDAMOUR SHEILA R REVOCABLE LIV	1953 MAKARIOS DR		SAINT AUGUSTINE FL 32080-0000	(OR 1558/854) CARRIAGE HOMES AT MAKARIOS CONDO
1708700030	WILUAMS KELL COLEMAN III, JENNI	26 LADOGA AVE		TAMPA FL 33606-3804	(OR 1551/873) THE GARDENS @ E STREET

HOHE(103 E. Street) (CONDO OWNERS (H; CYPRESS LANDING UNREC SUBD)

St Johns County GIS Division 2/20/2024



**City of St. Augustine Beach Building and Zoning Department**

**To:** Comprehensive Planning and Zoning Board  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
**Date:** 02/23/2024  
**Re:** Proposed Code Change, Section 2.00.00, adding a definition for Driveway and Hardscape Surface

Currently, the City's Land Development Regulations does not have a definition for "driveway" or "hardscape surface". The Planning and Zoning Division proposed a driveway definition at the February Planning and Zoning meeting, however, after conversations with the Planning and Zoning Board and citizens, it was apparent that the definition was unclear and open to interpretation.

The Planning and Zoning Division and the Public Works Department have altered the definition of driveway and added a definition for hardscape surface which we are proposing be added to Section 2.00.00:

"Driveway- a hardscape surface that is used for vehicular ingress or egress from a private dwelling or structure to a right of way."

"Hardscape surface- a pervious or impervious surface such as pavers, concrete, bricks, or any similar hard material."

Sincerely,

*Jennifer Thompson, MPA, CFM*

Planner

Planning and Zoning Division

**City of St. Augustine Beach Building and Zoning Department**

**To:** Comprehensive Planning and Zoning Board  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
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"Hardscape surface- a pervious or impervious surface such as pavers, concrete, bricks, or any similar hard material."

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**To:** Max Royle, City Manager  
**From:** Jennifer Thompson, Planner  
**CC:** Brian Law, Director of Building and Zoning, Bonnie Miller, Senior Planner  
**Date:** 03/27/2024  
**Re:** Proposed Code Change, Section 2.00.00, adding a definition for Driveway and Hardscape Surface

At the Comprehensive Planning and Zoning Board meeting on March 27, 2024, the Board approved the proposed definitions for "driveway" and "hardscape surface" by a unanimous vote.

Sincerely,

*Jennifer Thompson, MPA, CFM*

Planner

Planning and Zoning Division

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## Sec. 2.00.00. Definitions as used in this Appendix.

Terms in the LDC shall have the following definitions.

Driveway-a hardscape surface that is used for vehicular ingress or egress from a private dwelling or structure to a public right of way.

Hardscape Surface-a pervious or impervious surface such as pavers, concrete, bricks, or any similar hard material.



**ORDINANCE NO: 24-02**

**AN ORDINANCE OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, RELATING TO LAND DEVELOPMENT REGULATIONS AND REVIEW; AMENDING THE LAND DEVELOPMENT REGULATIONS OF THE CITY OF ST. AUGUSTINE BEACH, ARTICLE II, SECTION 2.00.00 FOR DEFINITION OF DRIVEWAY & HARDSCAPE SURFACE; AND PROVIDING AN EFFECTIVE DATE.**

**WITNESSETH:**

**WHEREAS**, § 166.041, Florida Statutes, provides for procedures for the adoption of ordinances and resolutions by municipalities; and

**WHEREAS**, the City Commission for the City of St. Augustine Beach finds that it is in the best interest of public health, safety, and general welfare that the following amendments be adopted consistent with the requirements of Section 166.021 (4), Florida Statutes.

**BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA;**

**SECTION 1.** The foregoing recitals are incorporated as legislative findings of fact.

**SECTION 2.** Amend Article II - Section 2.00.00 Definitions – Driveway, and Hardscape

Surface as used in this Appendix of Appendix A – LAND DEVELOPMENT

REGULATIONS, of the City of St. Augustine Beach be, and the same is, hereby

amended, revised, and restated to read:

**Sec. 2.00.00. Definitions-**

Driveway- a pervious or impervious surface that is used for vehicular ingress or egress from a private dwelling or structure to a right of way.

Hardscape Surface-a pervious or impervious surface such as pavers, concrete, bricks, or any similar hard material.

(Ord. No. 18-.02, § 1(Exh. 1), 4-2-2018; Ord No. 19-01, § 1, 3-4-19; Ord. No. 21-01, § 2, 4-5-21; Ord. No. 21-15, § 2, 1-3-22)

**SECTION 3.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

**SECTION 4.** If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

**SECTION 5.** This Ordinance shall take effect ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes

**PASSED, APPROVED AND ADOPTED** at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this \_\_\_\_ day of \_\_\_\_\_ 2024.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_


MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2024. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

DRAFT

**MEMORANDUM**

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** April 23, 2024

**SUBJECT:** Resolution 24-04, to Adopt Policy for Submission of Requests for Proclamations to the Commission

---

At your April 1<sup>st</sup> meeting, Mayor Rumrell suggested that persons and organizations desiring Commission approval of a proclamation submit the request to a Commissioner, who can then ask the City Manager to put the request on the agenda. You agreed with the Mayor's suggestion. The attached resolution formalizes the policy concerning the submission of proclamation requests.

## RESOLUTION 24-04

CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY  
FLORIDA

RE: TO ADOPT REGULATION CONCERN-  
ING THE SUBMISSION OF REQUEST FOR  
PROCLAMATIONS

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on Monday, May 6, 2024, resolves as follows:

**WHEREAS**, organizations or individuals from time to time may submit to the City requests for proclamation to be approved by the City Commission; and

**WHEREAS**, these requests are now submitted without any prior review of them by a City Commissioner; and

**WHEREAS**, the City Commission agreed at its April 1, 2024, regular meeting with Mayor Dylan Rumrell's proposal that there may be a more formal procedure for the submission of requests for proclamations to the City Commission.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Commission of the City of Saint Augustine Beach, St. Johns County, Florida, hereby adopts the policy that organizations or individuals desiring approval by the Commission of a proclamation first submit the request and a draft of the proposed proclamation to a Commissioner who, if he or she approves it, will forward the proclamation to the City Clerk for drafting of it in the City's format and for inclusion of it on the agenda for the next available Commission meeting.

**RESOLVED AND DONE**, this 6<sup>th</sup> day of May 2024, by the City Commission of the City of Saint Augustine Beach, St. Johns County, Florida.

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Dylan Rumrell, Mayor

ATTEST:

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Max Royle, City Manager

---

**M E M O R A N D U M**

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** ASSET SURPLUS RESOLUTION 24-05  
**DATE:** 4/18/2024

---

Resolution 24-04 is to surplus equipment on the attached lists. The miscellaneous equipment will either be placed on the auction site for sale or destroyed.

The 2020 Jeep Wrangler is being placed on the surplus list because of the need for additional repairs to extend its life. To date, we have spent over \$18,000 in repairs, with more needed. The plan will be to auction this unit and apply the proceeds to the purchase of a replacement vehicle. A future budget resolution will be needed to pay for the difference between the auction proceeds and the cost of a replacement vehicle.

If further information is needed, please let me know.

**RESOLUTION 24-05**

**CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY**

**RE: TO DECLARE AS SURPLUS  
AND AUTHORIZE THEIR  
DISPOSAL ITEMS LISTED ON  
EXHIBIT A**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on Monday, May 6<sup>th</sup>, 2024, resolves as follows:

**WHEREAS**, from time to time the City's departments have items of property which have reached the end of their useful life, or are broken and for which the cost of repairs would exceed the value of the item(s), or are obsolete and/or no longer of use to the department, and

**WHEREAS**, Section 10 of the City's Capital Asset Policy requires that the City Commission approve the disposal of any property that is declared surplus.

**NOW, THEREFORE, BE IT RESOLVED**, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida, does declare as surplus items from various departments listed on Exhibit A (attached), and authorizes their disposal.

**RESOLVED AND DONE**, this 6<sup>th</sup> day of May 2024 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
City Manager



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
	R38R301R4CD	Samsung Galaxy S10e	PWD	IT Department		
	FFMZK5TTJC6D	iPhone 8 64GB	Code Enforcement	IT Department		
	R58RA0497FT	Samsung Galaxy A12	PWD	IT Department		
	C6KH40QT0GRH	iPhone 12 MINI 64 GB	PWD	IT Department		
1714	5J TSA22737	Panasonic CF-54	Police	IT Department		
1913/0019(IT)	GZY8P73	Dell Latitude 5511 Laptop (Broken Screen & Poor Battery)	Building Dept.	IT Department		
	C10A487064	Fujitsu fi-7160 (Broken)	Police	IT Department		
	U64145G7Z565100	Brother PJ-722 Printer (Won't Power on)	Police	IT Department		
	U64145G7Z565097	Brother PJ-722 Printer (Won't Power on)	Police	IT Department		

Comments: \_\_\_\_\_

Dept Head Approval: \_\_\_\_\_

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_





**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
	U64145J9Z932375	Brother PJ-722 Printer (Defective Print)	Police	IT Department		
	AGHT92752	Canon PIXMA Printer (Powering Issues)	City Hall Manager	IT Department		
	MXL92832KK	HP Z2 Desktop		IT Department		
	2UA8382KS9	HP Z240 Desktop		IT Department		
	2UA8382KV2	HP Z240 Desktop	IT Department	IT Department		
		Fusion5 Windows 10 Tablet FWIN232 Plus S2	BD Department	Destroyed/Fire Hazard		

Comments: \_\_\_\_\_

Dept Head Approval: \_\_\_\_\_

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
	R58T405HHQA	Samsung Galaxy A12 32GB	IT Department	IT Department		
	G0PHCCDGN72J	iPhone 11 64GB	PWD	IT Department		
	FFWHJ2FEN72J	iPhone 11 64GB	PWD	IT Department		
	FFWHJ5FZN72J	iPhone 11 64GB	PWD	IT Department		
	DX3FNCQUKXKN	iPhone XR 64GB	PWD	IT Department		
	F4GGL0PW0GRH	iPhone MINI 64GB Green	Building	IT Department		
	FFMC26Q8JC6D	iPhone 8 64GB	Code Enforcement	IT Department		
	FFMZX600JC6D	iPhone 8 Silver 64GB VZ	Building	IT Department		
	990006387001075	MiFi 7730L	PD	IT Department		
	C6KH40980GRH	iPhone 12 MINI 64GB	PWD	IT Department		

Comments: \_\_\_\_\_

Dept Head Approval: \_\_\_\_\_

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1869	5CD8275JCD	HP Probook	Finance/Admin	Storage		
	AWLB915A0241	InFocus IN35 Projector	CityHall	Storage		
		Fusion5 Windows 10 Tablet FWIN232 Plus S2	Building Department	Storage		
	F1DZ104T	Belkin Omniview SE Plus 4 Port KVM Switch	PD	Storage		
	990006153729628	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		
	990006153718951	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		
	990006153736169	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		
	990006153719108	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		
	990006153736441	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		
	990006153719868	Verizon Kyocera DuraXV Flip Phone	Finance/Admin	Storage		

Comments: \_\_\_\_\_

Dept Head Approval: \_\_\_\_\_

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
	U63877E7N674420	Brother HL-L2320D Printer	Admin\Finance	Storage		
IT0001	DTVMTAA003833050C03000	Acer VM5W1 Desktop Computer	Admin\Finance	Storage		

Comments: \_\_\_\_\_

Dept Head Approval: 

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

**Date of Transaction:** \_\_\_\_\_

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1894	674FTG2	Latitude 5424 Rugged Laptop	PD	Storage		
1707	5JTSA22772	Panasonic CF 54 Rugged Laptop	PD	Storage		
1702	5ITSA16082	Panasonic CF 54 Rugged Laptop	PD	Storage		
1700	5ITSA16085	Panasonic CF 54 Rugged Laptop	PD	Storage		
1703	5JTSA22615	Panasonic CF 54 Rugged Laptop	PD	Storage		
1697	5JTSA22177	Panasonic CF 54 Rugged Laptop	PD	Storage		
1704	5ITSA16198	Panasonic CF 54 Rugged Laptop	PD	Storage		
1717	5ITSA16029	Panasonic CF 54 Rugged Laptop	PD	Storage		
1713	5JTSA22687	Panasonic CF 54 Rugged Laptop	PD	Storage		
1712	5ITSA16135	Panasonic CF 54 Rugged Laptop	PD	Storage		

**Comments:** \_\_\_\_\_

**Dept Head Approval:** \_\_\_\_\_

**Date:** 4/16/24

**Finance Dept Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_




**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: \_\_\_\_\_

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
1706	5JTSA22647	Panasonic CF 54 Rugged Laptop	PD	Storage		
1695	5JTSA22807	Panasonic CF 54 Rugged Laptop	PD	Storage		
1711	5JTSA22569	Panasonic CF 54 Rugged Laptop	PD	Storage		
1708	5JTSA22638	Panasonic CF 54 Rugged Laptop	PD	Storage		
1710	5ITSA16034	Panasonic CF 54 Rugged Laptop	PD	Storage		
1715	5JTSA22244	Panasonic CF 54 Rugged Laptop	PD	Storage		

Comments: \_\_\_\_\_

Dept Head Approval: 

Date: 4/16/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: 4/15/24

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1248	1FVHCYAK03HM04810	2003 FREIGHTLINER CAB & CHASE	PWD	PWD		
	4XAWH50AXDE	Polaris side by side 4 seater	PWD	PWD		
	214292					

Comments: \_\_\_\_\_

Dept Head Approval: KEN GATCHELL

Date: 4/15/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: 4/15/24

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1248	1FVHCYAK03HM04810	2003 FREIGHTLINER CAB & CHASE	PWD	PWD		
	4XAWH50AXDE	Polaris side by side 4 seater	PWD	PWD		
	214292					

Comments: \_\_\_\_\_

Dept Head Approval: KEN GATCHELL

Date: 4/15/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_





**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

**Date of Transaction:** 4/15/2024

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1900	1C4HJXFG4LW214908	2020 Jeep Wrangler	Police	Police Dept		

**Comments:** Retire asset/auction to replace vehicle due to excessive repair costs.

**Dept Head Approval:** Travis G. Harrell

**Date:** 4/15/2024

**Finance Dept Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_



## City of St. Augustine Beach Disposal/Retirement of Capital Asset

Date of Transaction: 4/15/24

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1762	MY28118003	HP 24" LARGE FORMAT PRINTER	PWD	PWD		
1352	GT67D69127H	CONTEX 36" SCANNER	PWD	PWD		
1850	AG-013A	TRIPLITE BATTERY BACKUP	IT	PWD		
		WITH SERVER RACK SYSTEM				
070		5 DRAW FILE CABNET	BUILDING DEPT.	PWD		
162		4 DREA FILE CABNET	BUILDING DEPT.	PWD		
		5 DRAW FILE CABNET	BUILDING DEPT.	PWD		
		ELKAY WATYER COOLER	BUILDING DEPT.	PWD		
		ELKAY WATER COOLER	PWD	PWD		
1316	1GCEC14X46Z121483	2006 1500 CHEVY PICKUP	PWD	PWD		

Comments: \_\_\_\_\_

Dept Head Approval: KEN GATCHELL

Date: 4/15/24

Finance Dept Approval: \_\_\_\_\_

Date: \_\_\_\_\_



**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

**Date of Transaction:** 4/15/2024

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1900	1C4HJXFG4LW214908	2020 Jeep Wrangler	Police	Police Dept		

**Comments:** Retire asset/auction to replace vehicle due to excessive repair costs.

**Dept Head Approval:** Travis G. Harrell

**Date:** 4/15/2024

**Finance Dept Approval:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**M E M O R A N D U M**

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** BUDGET RESOLUTION 24-04  
**DATE:** 3/27/2024

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The above-referenced budget resolution is requested to transfer funds from ARPA to pay for the ID Printer in IT. This unit was ordered and budgeted in FY23; however, due to supply shortages we did not receive it until FY24. The money was placed back into the reserve balance of ARPA funds, and this will pull the funds into the FY24 budget to cover the expenditure.

If there are any questions, please let me know.

**BUDGET RESOLUTION 24-04**

**CITY OF ST. AUGUSTINE BEACH  
ST. JOHNS COUNTY**

**RE: TO AMEND THE FY2024  
ARPA FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2023-2024 ARPA Fund Budget as follows:

**INCREASE:** Account 320-1300-513-5281 (ARPA-Finance-Computer Equip) in the amount of \$4,650 which will increase the appropriation in this account to \$4,650.

**INCREASE:** Account 320-381-200 (ARPA-Transfer from Capital Projects Reserves) in the amount of \$4,650 which will increase the appropriation in this account to \$4,650.

**RESOLVED AND DONE,** this 6<sup>th</sup> day of May 2024 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

\_\_\_\_\_  
Mayor – Commissioner

ATTEST:

\_\_\_\_\_  
City Manager



# City of St. Augustine Beach

2200 A1A South  
St. Augustine Beach, FL 32080  
www.staugbch.com

Agenda Item # 7

Meeting Date 5-6-24

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## Memorandum

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**Date:** May 6, 2024  
**From:** Jason D. Sparks P.E., City Engineer  
**To:** Max Royle, City Manager  
**Subject:** Stormwater Utility Implementation

The proposed Stormwater Utility provides a stable, dedicated and equitable source of funding for:

1. Achieving State and Federal Stormwater Regulatory Requirements
2. Performing Stormwater System Operation and Maintenance (O&M) Activities
3. Enhancing Water Quality
4. Increasing Stormwater System Resiliency (the ability to “bounce back” from an extreme event)
5. Capital Improvement Project Program

The following is a discussion of the City’s Stormwater Utility System elements.

### Achieving State and Federal Stormwater Regulatory Requirements

The City of St. Augustine Beach’s stormwater drainage system is designated a regulated small municipal separate storm sewer system (MS4) and is required to comply with a National Pollutant Discharge Elimination System (NPDES) Phase II generic permit issued by the Florida Department of Environmental Protection (FDEP). Our NPDES permit (unfunded mandate) is the driver for much of the City’s stormwater program and revenue needs.

NPDES regulations require the City to implement a Stormwater Management Program (SWMP) that reduces pollutants in discharges to the maximum extent practicable. The SWMP must address the six Minimum Control Measures (MCMs) required by Chapter 62-624, Florida Administrative Code:

- Public education and outreach
- Public participation/involvement
- Illicit discharge detection and elimination (IDDE)
- Construction site runoff control
- Post-construction runoff control
- Pollution prevention/good housekeeping for municipal operations



## City of St. Augustine Beach

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Each MCM has multiple best management practices (BMPs) implemented by the City to demonstrate permit compliance. The BMPs have Measurable Goals (MGs). The City provides calendar year documentation proving BMPs were implemented.

Annual reporting and permit compliance monitoring as well as on-site audits are performed by FDEP.

### **Performing Stormwater System Operation and Maintenance Activities**

The stormwater system Operation and Maintenance (O&M) program consists of proactive and reactive inspections, cleaning and repairs of approximately:

- 500 Inlets and Catch Basins;
- 40,000 feet of culvert pipes;
- 13,000 feet of drainage ditches;
- 5 stormwater retention ponds;
- 3 stormwater pump stations; and
- 1.4 miles of street sweeping.

Public Works staff is also dedicated to construction site runoff controls and the Urban Forestry Program as well as overhead related costs.

### **Enhancing Water Quality**

Adequately and properly maintaining the City's stormwater drainage system leads to increased water quality at the system outfalls. The Mizell Stormwater Management Facility (SMWF/Weir and Pump Station) each year removes hundreds of pounds of Total Suspended Solids, Nitrogen and Phosphorus from stormwater runoff.

### **Increasing Stormwater System Resiliency**

The definition of resiliency is the capacity to withstand or to recover quickly from difficulties; toughness. Improvements to the City's drainage system to increase resiliency will be implemented via the Adaptation Plan resulting from the Vulnerability Assessment currently underway. The following are proposed and existing improvements:

- Regional Drainage System Rehabilitation & Replacement (R&R)
- Auxiliary pumping equipment
- FDOT Permit(s) for emergency discharge during abnormal events
- Existing Pump Station(s) R&R
- Emergency Back-Up Power Generation at Mizell SWMF
- Public Works Facility



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- City Hall/IT

### **Capital Improvement Program Plan**

The City's Capital Improvement Program (CIP) is funded chiefly by fully and partially (cost share) funded grants. Historically, the City's share or up-front payments were supported by American Rescue Plan Act (ARPA) dollars. ARPA is no longer a viable funding source. Millage can only be increased a specific amount each year.

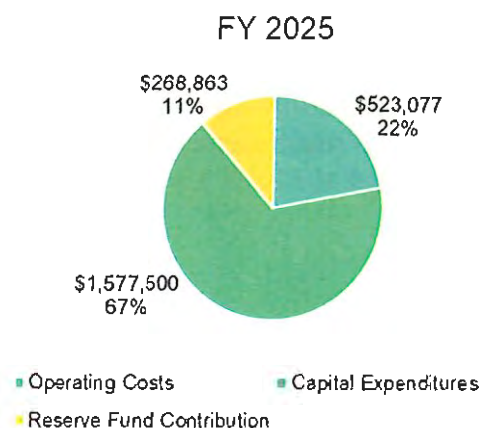
Grant projects are prioritized each year by grant work plan completion dates/timing. Non-grant projects are prioritized by needed funding amount/estimated cost. The Citywide Sidewalk and Citywide Pavement Management programs are funded separately each year.

Refinement of the capital budget is expected following completion of the Vulnerability Assessment, mid Fiscal Year (FY) 2025. The City's newest 10-year CIP budget projection FY2025-2034.

### **Staffing/Geographic Information System (GIS)**

A GIS needs assessment is a tool the city can use to take stock of how staff, GIS and data are currently being utilized, and to put some thought into how we would like to better utilize them in the future—to improve operations, analyze data, communicate an idea, and many other things GIS and data can do. A GIS needs assessment is the first step toward creating a GIS strategic plan; it informs the development of steps the City will need to take to meet our goals.

### **Stormwater Program Costs**







## City of St. Augustine Beach

2200 A1A South  
St. Augustine Beach, FL 32080  
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### **Proposed Rate Structure and Rate Model**

The proposed three tier rate structure based on Impervious Area is comprised Single Family Residential (SFR), Multi-Family Residential, Single Family Attached and Non-Single Family Residential customer categories based on St. Johns County Property Appraiser data. The billing unit or Equivalent Residential Unit (ERU) is based on the median IA for SFR properties, approximately 60% of the total ERU's within the City of St. Augustine Beach City Limits. One ERU is equal to 3,800 square feet of IA.

Tiers	Description	Impervious Area Breakpoint	ERUs
<b>Tier 1</b>	IA <= 2,500 sf	2,500	0.6
<b>Tier 2</b>	2,500 sf < IA <= 5,200 sf	5,200	1.00
<b>Tier 3</b>	IA >5,200 sf		1.6

The rate model is based on adequate funding for Operation and Maintenance, Mizell Stormwater Management Facility reserves (20 yr end of life replacement) and 0.01% capital program funding. The minimum rate per ERU to generate FY2025 revenue is \$187.20. The intermediate rate (partial 10% capital program funding) per ERU is \$224.40 annually. In FY2034, the intermediate rate (10% capital program funding) is \$279.60 annually, FY2034 intermediate rate at 25% capital program funding is \$354.00 annually, so on and so forth. See enclosed table for additional values.

The Stormwater Utility Fee will be assessed annually as non-ad valorem special assessment on residents' St. Johns County property tax bill.

### **Recommended Actions**

The City Commission approve a stormwater utility triple tier rate structure, rates ranging from \$188.40 to \$354.00 per year per ERU. Staff recommends setting the FY2025 rate at \$224.20 per ERU (intermediate revenue level: 100% O&M/Mizell SWMF Reserves & 10% capital funding).



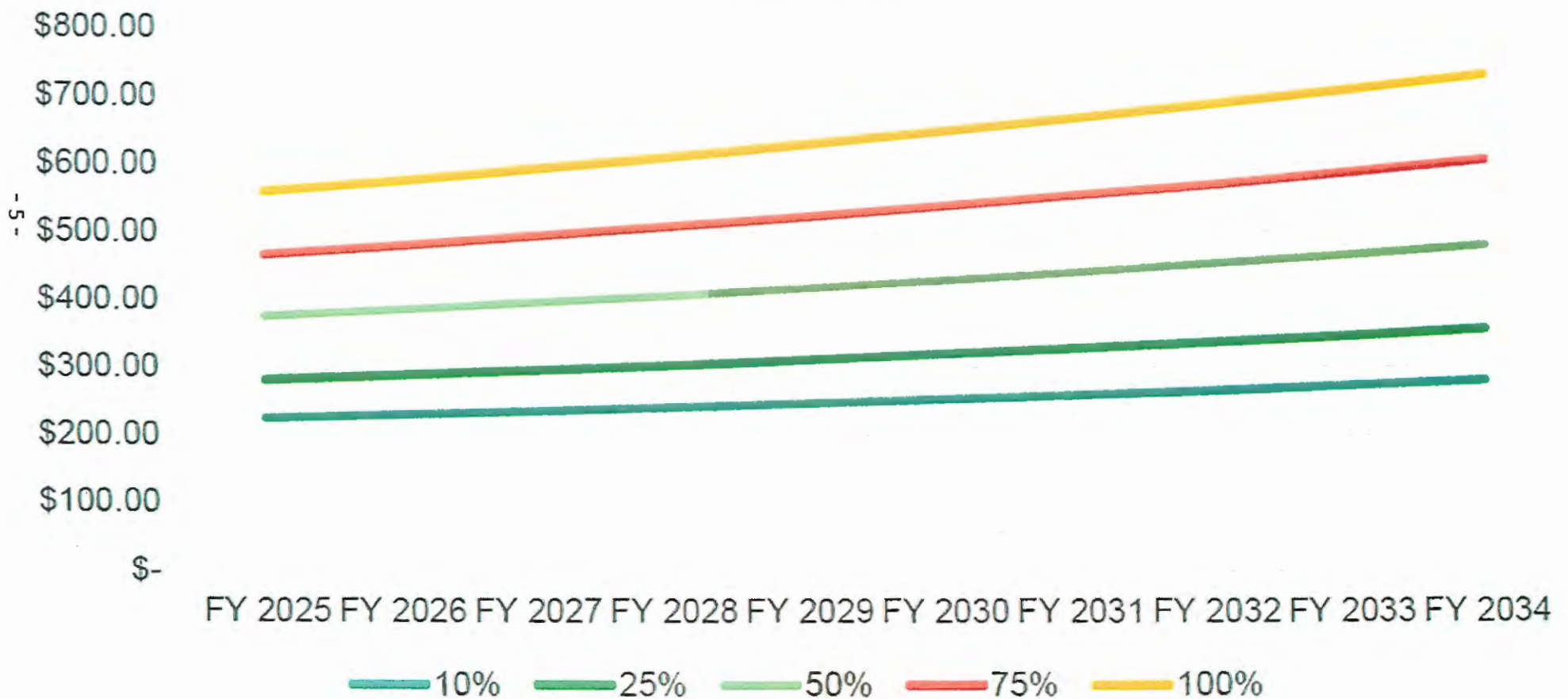
## City of St. Augustine Beach

2200 A1A South

St. Augustine Beach, FL 32080

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### Annual Rates Under Different Capital Funding Scenarios





# City of St. Augustine Beach

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St. Augustine Beach, FL 32080  
www.staugbch.com

## Scenario Outputs, 4/26/2024

For all scenarios, OM and reserves will be fully funded.

### 10% of Capital Rate Funded

Total Annual Capital Expenses  
Capital funded through rates (\$)   
Capital funded through rates (%)

By ERU (Monthly) with Collection Rates  
By ERU (Annually) with Collection Rates

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Total Annual Capital Expenses	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (\$)	\$ 157,750	\$ 163,271	\$ 168,986	\$ 174,900	\$ 181,022	\$ 187,358	\$ 193,915	\$ 200,702	\$ 207,727	\$ 214,997
Capital funded through rates (%)	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%	10.00%
By ERU (Monthly) with Collection Rates	\$ 18.70	\$ 19.20	\$ 19.60	\$ 20.10	\$ 20.60	\$ 21.10	\$ 21.60	\$ 22.10	\$ 22.70	\$ 23.30
By ERU (Annually) with Collection Rates	\$ 224.40	\$ 230.40	\$ 235.20	\$ 241.20	\$ 247.20	\$ 253.20	\$ 259.20	\$ 265.20	\$ 272.40	\$ 279.60

### 25% of Capital Rate Funded

Total Annual Capital Expenses  
Capital funded through rates (\$)   
Capital funded through rates (%)

By ERU (Monthly) with Collection Rates  
By ERU (Annually) with Collection Rates

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Total Annual Capital Expenses	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (\$)	\$ 394,375	\$ 408,178	\$ 422,464	\$ 437,251	\$ 452,554	\$ 468,394	\$ 484,780	\$ 501,755	\$ 519,317	\$ 537,493
Capital funded through rates (%)	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%	25.00%
By ERU (Monthly) with Collection Rates	\$ 23.40	\$ 24.00	\$ 24.60	\$ 25.20	\$ 25.90	\$ 26.60	\$ 27.30	\$ 28.00	\$ 28.70	\$ 29.50
By ERU (Annually) with Collection Rates	\$ 280.80	\$ 288.00	\$ 295.20	\$ 302.40	\$ 310.80	\$ 319.20	\$ 327.60	\$ 336.00	\$ 344.40	\$ 354.00

### 50% of Capital Rate Funded

#### Annual Revenue Projections

Total Annual Capital Expenses  
Capital funded through rates (\$)   
Capital funded through rates (%)

By ERU (Monthly) with Collection Rates  
By ERU (Annually) with Collection Rates

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Total Annual Capital Expenses	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (\$)	\$ 788,750	\$ 816,356	\$ 844,929	\$ 874,501	\$ 905,109	\$ 936,780	\$ 969,575	\$ 1,003,510	\$ 1,038,633	\$ 1,074,985
Capital funded through rates (%)	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%	50.00%
By ERU (Monthly) with Collection Rates	\$ 31.20	\$ 32.00	\$ 32.90	\$ 33.80	\$ 34.70	\$ 35.70	\$ 36.70	\$ 37.80	\$ 38.80	\$ 39.90
By ERU (Annually) with Collection Rates	\$ 374.40	\$ 384.00	\$ 394.80	\$ 405.60	\$ 416.40	\$ 428.40	\$ 440.40	\$ 453.60	\$ 465.60	\$ 478.80

### 75% of Capital Rate Funded

#### Annual Revenue Projections

Total Annual Capital Expenses  
Capital funded through rates (\$)   
Capital funded through rates (%)

By ERU (Monthly) with Collection Rates  
By ERU (Annually) with Collection Rates

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Total Annual Capital Expenses	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (\$)	\$ 1,183,125	\$ 1,224,534	\$ 1,267,393	\$ 1,311,752	\$ 1,357,662	\$ 1,405,181	\$ 1,454,363	\$ 1,505,265	\$ 1,557,950	\$ 1,612,478
Capital funded through rates (%)	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%	75.00%
By ERU (Monthly) with Collection Rates	\$ 39.90	\$ 40.00	\$ 41.20	\$ 42.40	\$ 43.60	\$ 44.90	\$ 46.20	\$ 47.50	\$ 48.90	\$ 50.40
By ERU (Annually) with Collection Rates	\$ 466.80	\$ 480.00	\$ 494.40	\$ 508.80	\$ 523.20	\$ 538.80	\$ 554.40	\$ 570.00	\$ 586.80	\$ 604.80

### 100% of Capital Rate Funded

#### Annual Revenue Projections

Total Annual Capital Expenses  
Capital funded through rates (\$)   
Capital funded through rates (%)

By ERU (Monthly) with Collection Rates  
By ERU (Annually) with Collection Rates

	FY 2025	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	FY 2031	FY 2032	FY 2033	FY 2034
Total Annual Capital Expenses	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (\$)	\$ 1,577,500	\$ 1,632,713	\$ 1,689,857	\$ 1,749,002	\$ 1,810,218	\$ 1,873,575	\$ 1,939,150	\$ 2,007,021	\$ 2,077,266	\$ 2,149,971
Capital funded through rates (%)	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%
By ERU (Monthly) with Collection Rates	\$ 46.70	\$ 48.00	\$ 49.50	\$ 50.90	\$ 52.40	\$ 54.00	\$ 55.60	\$ 57.30	\$ 59.00	\$ 60.80
By ERU (Annually) with Collection Rates	\$ 560.40	\$ 576.00	\$ 594.00	\$ 610.80	\$ 628.80	\$ 648.00	\$ 667.20	\$ 687.60	\$ 708.00	\$ 729.60



GENERAL FUND  
FY24 BUDGET  
Budget Meeting September 25, 2023

ROAD & BRIDGE DEPARTMENT

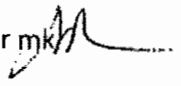
ACCOUNT ID	Description	FY23 Budget	FY24 Budget	Total 2024	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
001-4100-541-1200	Road & Bridge Dept-Regular Wages	\$358,562.97	\$526,317.00	\$185,259	\$191,743	\$198,454	\$205,400	\$212,589	\$220,030	\$227,731	\$235,702	\$243,951	\$252,490	\$261,327
001-4100-541-1400	Road & Bridge Dept-Overtime Wages	\$8,146.00	\$7,350.00	\$1,000	\$1,035	\$1,071	\$1,109	\$1,148	\$1,188	\$1,229	\$1,272	\$1,317	\$1,363	\$1,411
001-4100-541-2100	Road & Bridge Dept-Fica	\$27,453.13	\$40,826.00	\$14,249	\$14,748	\$15,264	\$15,798	\$16,351	\$16,923	\$17,515	\$18,129	\$18,763	\$19,420	\$20,099
001-4100-541-2200	Road & Bridge Dept-Retirement	\$53,090.43	\$100,554.00	\$43,525	\$45,048	\$46,625	\$48,257	\$49,946	\$51,694	\$53,503	\$55,376	\$57,314	\$59,320	\$61,396
001-4100-541-2300	Road & Bridge Dept-Life & Health Ins	\$110,212.03	\$130,618.00	\$45,408	\$46,997	\$48,642	\$50,344	\$52,107	\$53,930	\$55,818	\$57,771	\$59,793	\$61,886	\$64,052
001-4100-541-2400	Road & Bridget Dept-Workers Comp	\$16,445.00	\$17,234.00	\$7,634	\$7,902	\$8,178	\$8,464	\$8,761	\$9,067	\$9,385	\$9,713	\$10,053	\$10,405	\$10,769
001-4100-541-2500	Road & Bridge Dept-Unemployment Comp	\$437.00	\$460.00	\$100	\$104	\$107	\$111	\$115	\$119	\$123	\$127	\$132	\$136	\$141
001-4100-541-3400	Road & Bridge Dept-Oth Contractual Svcs	\$7,502.00	\$110,000.00	\$25,000	\$25,875	\$26,781	\$27,718	\$28,688	\$29,692	\$30,731	\$31,807	\$32,920	\$34,072	\$35,265
001-4100-541-4100	Road & Bridge Dept-Telephone	\$4,204.00	\$4,850.00	\$485	\$502	\$520	\$538	\$557	\$576	\$596	\$617	\$639	\$661	\$684
001-4100-541-4310	Road & Bridge Dept-Electricity	\$25,992.00	\$27,292.00	\$22,729	\$23,525	\$24,348	\$25,200	\$26,082	\$26,995	\$27,940	\$28,918	\$29,930	\$30,977	\$32,061
001-4100-541-4320	Road & Bridge Dept-Water & Sewer	\$1,407.90	\$1,480.00	\$148	\$153	\$159	\$164	\$170	\$176	\$182	\$188	\$195	\$202	\$209
001-4100-541-4430	Road & Bridge Dept-Equipment Leases	\$850.00	\$900.00	\$90	\$93	\$96	\$100	\$103	\$107	\$111	\$115	\$119	\$123	\$127
001-4100-541-4510	Road & Bridge Dept-Liability Insurance	\$3,646.00	\$4,121.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
001-4100-541-4520	Road & Bridge Dept-Building/Property Ins	\$10,539.00	\$16,747.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
001-4100-541-4620	Road & Bridge Dept-Equip Repair/Maint	\$6,261.00	\$11,000.00	\$2,000	\$2,070	\$2,142	\$2,217	\$2,295	\$2,375	\$2,459	\$2,545	\$2,634	\$2,726	\$2,821
001-4100-541-4630	Road & Bridge Dept-Vehicle Repair/Maint	\$10,851.00	\$10,000.00	\$1,000	\$1,035	\$1,071	\$1,109	\$1,148	\$1,188	\$1,229	\$1,272	\$1,317	\$1,363	\$1,411
001-4100-541-4680	Road & Bridge Dept-Drainage Maint/Repair	\$33,800.00	\$25,000.00	\$100,000	\$103,500	\$107,123	\$110,872	\$114,752	\$118,769	\$122,926	\$127,228	\$131,681	\$136,290	\$141,060
001-4100-541-4681	Road & Bridge Dept-Drainage-Mizell Pond	\$0.00	\$5,000.00	\$25,000	\$25,875	\$26,781	\$27,718	\$28,688	\$29,692	\$30,731	\$31,807	\$32,920	\$34,072	\$35,265
001-4100-541-4700	Road & Bridge Dept-Printing,Copying,Bind	\$645.00	\$700.00	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
001-4100-541-5230	Road & Bridge Dept-Small Tools & Equip	\$3,655.00	\$5,000.00	\$1,208	\$1,250	\$1,294	\$1,339	\$1,386	\$1,435	\$1,485	\$1,537	\$1,591	\$1,646	\$1,704
001-4100-541-5280	Road & Bridge Dept-Computer Software Sub	\$9,819.00	\$12,600.00	\$8,000	\$28,000	\$28,980	\$29,994	\$31,044	\$32,131	\$33,255	\$34,419	\$35,624	\$36,871	\$38,161
001-4100-541-5281	Road & Bridge Dept-Computer Equipment	\$2,985.00	\$3,135.00	\$3,000	\$3,105	\$3,214	\$3,326	\$3,443	\$3,563	\$3,688	\$3,817	\$3,950	\$4,089	\$4,232
001-4100-541-5290	Road & Bridge Dept-Other Operating Suppl	\$4,467.00	\$5,000.00	\$500	\$518	\$536	\$554	\$574	\$594	\$615	\$636	\$658	\$681	\$705
	<b>TOTAL ROAD &amp; BRIDGE</b>	<b>\$700,970.46</b>	<b>\$1,066,184.00</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
				<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
Total				<b>\$486,335</b>	<b>\$523,077</b>	<b>\$541,385</b>	<b>\$560,333</b>	<b>\$579,945</b>	<b>\$600,243</b>	<b>\$621,251</b>	<b>\$642,995</b>	<b>\$665,500</b>	<b>\$688,793</b>	<b>\$712,900</b>

# MEMORANDUM

Agenda Item # 8

Meeting Date 5-6-24

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** April 23, 2024

**SUBJECT:** City Charter Amendments: Discussion of Lack of Space for Them on the 2024 Primary and General Election Ballots, Deciding When to Determine Final Language for Certain Sections and Having a Vote-by-Mail Referendum or Special Election in 2025

---

## INTRODUCTION

The Supervisor of Elections, Ms. Vicky Oakes, has discussed with the City Attorney and the City Manager her recommendation that you not attempt to have the City Charter changes on the ballot in 2024 because of lack of space. Ms. Oakes says there are two other means to present the proposed changes to the voters: a vote-by-mail referendum or a special election. We have attached her estimate of the costs of each.

## ACTIONS REQUESTED

There are two:

1. That you discuss Ms. Oakes' proposal and decide which election method to use in the first quarter of 2025. Money can be put in the FY 25 budget to pay the costs of the method you have chosen. Because her staff is versed in election laws and procedures, they would manage the method you choose.
2. That you decide the language for changes to sections of the Charter, such as term limits, that you discussed at your April 8<sup>th</sup> special meeting but left without deciding what the language would be. These decisions will have to be made before the City Attorney can write the ordinance or ordinances that will adopt the language for the Charter changes. You can discuss the changes at your already scheduled special meeting on Monday, May 13<sup>th</sup>, at 5:30 p.m.

## QUESTION

It is how can the City explain the proposed Charter changes to the voters without violating a state law, Chapter 106.113, Florida Statutes? We have attached an email from the City Clerk that shows the law's provisions. Mr. Blocker can advise the language the City can use to explain the Charter changes without violating Chapter 106.113.



## Estimated Cost of Conducting a Special Election

City of St. Augustine Beach

Prepared April, 23 2024

By: SJC Supervisor of Elections Office

### Cost to Conduct a Mail Ballot Election:

Mail Ballot to all Active/Inactive Registered Voters (6161 voters at \$1.75 per kit plus \$.69 postage)	\$7,439
Cost of Prepaid Postage for Returning Mail Ballots (3080 ballots at \$.69 each for postage) <b>50% Return</b>	\$2,125
Replacement Mail Ballots Requested - lost, damaged, misplaced, etc. (\$1.75 per kit at estimated 100 ballots)	\$175
Mail Ballot Only Envelope Re-Design Fee to meet F.S. 101.6103 requirements	\$250
Test Ballots	\$50
In-Office Ballot on Demand Ballots for In-Office Voters and Canv. Bd. Duplication needs (est. 100 ballots)	\$14
Advertising	\$1,000
Miscellaneous Supplies	\$150
<b>TOTAL ESTIMATED COST TO CONDUCT MAIL BALLOT ELECTION:</b>	<b>\$11,204</b>

### Cost to Conduct a Special Election:

Vote By Mail Ballots Requested (estimated 411 absentee ballots at \$1.75 per kit)	\$719
Cost of Prepaid Postage for Returning Vote By Mail Ballots (411 ballots at \$.69 each for postage)	\$284
Test Ballots	\$50
In-Office Ballot on Demand Ballots for In-Office Voters and Canv. Bd. Duplication needs (est. 100 ballots)	\$14
Election Day Ballots (5453 ballots ordered at \$.45 each)	\$2,454
Advertising	\$1,000
Election Day Poll Worker Salaries 1CK/1AC/1PD/3EI	\$1,800
Sample Ballots (Postage and Printing Costs) Postage .13/ea Print .08/ea	\$3,500
Transportation of Voting Equipment	\$200
Miscellaneous Supplies	\$150
<b>TOTAL ESTIMATED COSTS TO CONDUCT SPECIAL ELECTION*</b>	<b>\$10,171</b>

## Max Royle

---

**From:** Dariana Fitzgerald  
**Sent:** Thursday, March 14, 2024 8:32 AM  
**To:** Max Royle  
**Subject:** RE: State Law

F.S. 106.113

(2) A local government or a person acting on behalf of local government may not expend or authorize the expenditure of, and a person or group may not accept, public funds for a political advertisement or any other communication sent to electors concerning an issue, referendum, or amendment, including any state question, that is subject to a vote of the electors. This subsection applies to a communication initiated by a local government or a person acting on behalf of a local government, irrespective of whether the communication is limited to factual information or advocates for the passage or defeat of an issue, referendum, or amendment. This subsection does not preclude a local government or a person acting on behalf of a local government from reporting on official actions of the local government's governing body in an accurate, fair, and impartial manner; posting factual information on a government website or in printed materials; hosting and providing information at a public forum; providing factual information in response to an inquiry; or providing information as otherwise authorized or required by law.

[http://www.leg.state.fl.us/statutes/index.cfm?App\\_mode=Display\\_Statute&Search\\_String=&URL=0100-0199/0106/Sections/0106.113.html](http://www.leg.state.fl.us/statutes/index.cfm?App_mode=Display_Statute&Search_String=&URL=0100-0199/0106/Sections/0106.113.html)

If you have any additional questions, feel free to contact me.

Dariana A. Fitzgerald, CMC  
City Clerk  
City of St. Augustine Beach  
2200 A1A South, St. Augustine Beach, FL 32080  
(904) 471-2122; FAX (904) 471-4108  
[www.staugbch.com](http://www.staugbch.com)

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**From:** Max Royle <mroyle@cityofsab.org>  
**Sent:** Thursday, March 14, 2024 8:11 AM  
**To:** Dariana Fitzgerald <dfitzgerald@cityofsab.org>  
**Subject:** State Law

I think there's one that restricts what cities and counties can do to inform the public about topics on a referendum. Cities and counties aren't supposed to spend public money to advocate or tell residents how to vote. I'm asking in this connection with what we can tell the public about the Charter amendments. Pls. check if you can find the law.


Thanks

# MEMORANDUM

Agenda Item # 9

Meeting Date 5-6-24

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** April 23, 2024

**SUBJECT:** Plaza, Northeast Corner of D Street and A1A Beach Boulevard: Request for Approval of SEPAC's Landscaping Plan Using Tree Fund Money

---

## INTRODUCTION

Under the City's regulations, seventy-five percent of the money paid for tree removal payments goes into a tree and landscape fund. Money from this fund may be spent after a recommendation from the Public Works Director and approval by the City Commission.

The Sustainable and Environmental Planning Advisory Committee (SEPAC) wants to use money from the fund to landscape the plaza at the northwest corner of D Street and the Boulevard. Because the Public Works Director won't approve the project, SEPAC's Chair, Ms. Lana Bandy, has asked to speak to you at your May 6<sup>th</sup> meeting.

## ATTACHMENTS

They are:

- a. Pages 1-2, and email from Ms. Bandy with a sketch of the proposed landscaping plan.
- b. Pages 3-5, emails to and from Ms. Bandy, the City Manager and the Finance Director concerning SEPAC's request.
- c. Pages 6-9, an email from Russell Adams, the Assistant Public Works Director, explaining why the Public Works Department isn't in favor of the proposal and recommending with photos other locations for landscaping.

## ACTION REQUESTED

It is that you decide whether to approve SEPAC's landscaping plan for the plaza at the northeast corner of D Street and A1A Beach Boulevard, or to approve Mr. Adams' suggestions that SEPAC landscape plazas on the west side of the Boulevard at 8<sup>th</sup> Street and between 10<sup>th</sup> and 11<sup>th</sup> Streets.



## Max Royle

---

**From:** Lana Bandy <lcbandym@yahoo.com>  
**Sent:** Monday, March 25, 2024 10:39 AM  
**To:** Max Royle  
**Cc:** Dariana Fitzgerald  
**Subject:** May 6 Commission Meeting Request  
**Attachments:** D Street Plan.pdf

**CAUTION:** This message originated from outside of your organization. Clicking on any link or opening any attachment may be harmful to your computer or the City. If you do not recognize the sender or expect the email, please verify the email address and any attachments before opening. If you have any questions or concerns about the content, please contact IT staff at [IT@cityofsab.org](mailto:IT@cityofsab.org).

---

Hi Max,

I'm writing to request a spot for SEPAC on the Commission's May 6 agenda. We would like to discuss using some tree fund monies for the plazas and our plans for the northeast corner of A1A Beach Blvd/D Street (attached).

Please let me know if you have any questions.

Best,  
Lana Bandy  
Chair, SEPAC

# NOTES:

## ZONE-2

EXTEND PINE BARK  
BEYOND OAK TREE

ADD 2 COQUINA BOULDERS, 'A' & 'B'

ZONE-1: EXIST'G BERM W/ PINE BARK

ZONE-2 (SEE NOTES)

## ZONE-3

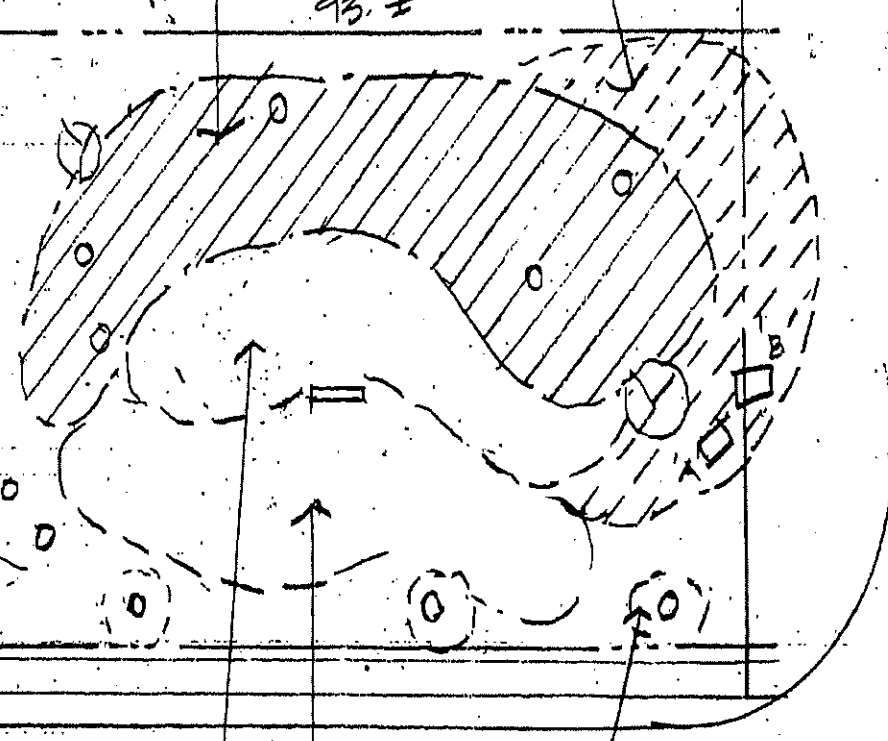
EXTEND PINE BARK  
& ADD (8) CRinum  
LILIES.

## ZONE-4

ADD ECO. GARDEN  
(SIM. TO 8th ST.)

## ZONE-5

PROTECT SABAL  
PALMS W 3' Ø  
RUBBER TREE GUARD  
& SHELL MIX.  
ADD DUNE DAISY



ZONE-3

ZONE-4

ZONE-5

AA / BEACH BLVD

---

**From:** Max Royle <[mroyle@cityofsab.org](mailto:mroyle@cityofsab.org)>  
**Sent:** Monday, March 25, 2024 12:05 PM  
**To:** Patricia Douylliez <[pdouylliez@cityofsab.org](mailto:pdouylliez@cityofsab.org)>  
**Subject:** FW: May 6 Commission Meeting Request

If Commission approves, will we need a budget resolution to appropriate the money or is there money already appropriated in the budget for this type of project?

---

**From:** Lana Bandy <[lcbandym@yahoo.com](mailto:lcbandym@yahoo.com)>  
**Sent:** Monday, March 25, 2024 10:39 AM  
**To:** Max Royle <[mroyle@cityofsab.org](mailto:mroyle@cityofsab.org)>  
**Cc:** Dariana Fitzgerald <[dfitzgerald@cityofsab.org](mailto:dfitzgerald@cityofsab.org)>  
**Subject:** May 6 Commission Meeting Request

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---

Hi Max,

I'm writing to request a spot for SEPAC on the Commission's May 6 agenda. We would like to discuss using some tree fund monies for the plazas and our plans for the northeast corner of A1A Beach Blvd/D Street (attached).

Please let me know if you have any questions.

Best,

Lana Bandy

Chair, SEPAC

*A dedicated financial fund shall be created under the authority of this Code to receive payments described above when protected trees are not replaced after removal. The funds paid as a result of tree removal shall be distributed as follows: seventy-five (75) percent to the tree and landscape fund with the remaining twenty-five (25) percent to the building and zoning department. Expenditures of the tree and landscape fund occur after recommendation from the public works director and approval by the city commissioners in advance of the expenditure for the following projects:*

- 1. City construction and capital improvements limited to tree and landscaping costs including equipment, installation, and irrigation.*
- 2. Beautification limited to the cost of trees, landscaping requirement and installation of the beautification project. Where funds are used to plant trees in the plazas or city road right-of-way, funds may also be used to fund design by a registered landscape architect.*
- 3. Conservation or natural preserve protection.*
- 4. The construction and maintenance of structures and landscaping in city-owned parks.*

Then I would need a dollar figure to prepare the budget resolution for these expenditures and I would not want to do this unless we are assured that it will be completed by the end of the fiscal year. Otherwise, I will put it together.

Patricia Douylliez

Finance Director

City of St Augustine Beach

2200 A1A S

St Augustine, FL 32080

(904) 471-2122, x. 103

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## Max Royle

---

**From:** Lana Bandy <lcbandym@yahoo.com>  
**Sent:** Tuesday, March 26, 2024 2:59 PM  
**To:** Max Royle  
**Subject:** Re: May 6 Commission Meeting Request

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---

Hi Max,

Currently the project does not have the support of Public Works, but we have asked them to reconsider.

If Public Works approves the project and the use of the money for the plaza, we would be asking the Commission to approve the use of the funds from the landscape/tree fund. If Public Works continues to decline our request to put an eco-garden on that plaza, we would be asking the Commission to overrule Public Works and allow the project to go forward.

I hope this helps,  
Lana

On Monday, March 25, 2024 at 01:51:35 PM EDT, Max Royle <mroyle@cityofsab.org> wrote:

Lana,

You'll need a recommendation from Public Works. What is PW's recommendation?

Max

---

**From:** Patricia Douylliez <pdouylliez@cityofsab.org>  
**Sent:** Monday, March 25, 2024 1:41 PM  
**To:** Max Royle <mroyle@cityofsab.org>  
**Subject:** RE: May 6 Commission Meeting Request

Well first our code reads the recommendation must come from the Public Works Director:

**City Tree and Landscape Fund.**



## **City of St. Augustine Beach Public Works Department**

**TO:** Max Royle  
**FROM:** Russell Adams  
**SUBJECT:** D Street Plaza Beautification and Landscaping  
**DATE:** 04-01-2024

Mr. Royle,

Prior to the SEPAC March meeting, Public Works was presented with a sketch Mr. Thomson created to alter the landscape at the D street plaza. (Located at the NE corner of D Street and A1A Blvd.) After discussions with staff, we felt that one of the other 50 +/- plazas in the city would be better suited for this type of landscaping. The NE corner of D Street already has established landscaping and requires minimal maintenance. Furthermore, I am unaware of any support or objection from the surrounding residents. In the past we have asked for residents' input when we made changes to a parkette.

Public Works would suggest the following alternate locations:

- Expanding landscape design at 8<sup>th</sup> street (West) and A1A Beach Blvd. (See Attached Photos)
- Improve plaza b/t 10<sup>th</sup> street and 11th Street (West) on A1A Beach Blvd. (See Attached Photos)

If the commission does decide to allow the improvements to the D street plaza, Public Works would request the plaza be maintained by a 3<sup>rd</sup> party, similar to the current agreement for the 8<sup>th</sup> street plaza.

Russell Adams  
City of St. Augustine Beach  
Assistant Public Works Director














**MEMORANDUM**

**TO:** Mayor Rumrell  
Vice Mayor Sweeny  
Commissioner Morgan  
Commissioner George  
Commissioner Samora

**FROM:** Max Royle, City Manager 

**DATE:** April 25, 2024

**SUBJECT:** Police Chief: Discussion of Pay Increase Due to Attaining Masters in Public Administration Degree

---

In 2021, the City's Police Chief at the time, Rob Hardwick, was elected St. Johns County Sheriff and assumed the office in January of 2021. When he left, the Commission appointed Lt. Dan Carswell as Interim Police Chief. In April 2021, his title was changed to Police Chief.

Mayor Rumrell recalls that at the time of his appointment, there were comments by some Commissioners about him receiving a pay increase once he obtained the Masters degree in Public Administration, though this suggestion wasn't formally adopted by a vote.

Now that Chief Carswell has earned the degree, Mayor Rumrell proposes that the Commission approve an increase in annual pay to recognize the Chief's achievement.

Mayor Rumrell has checked the pay of the police chiefs of other small cities in our area and believes from what he has found that Chief Carswell is underpaid. He will have information about the other chief's pay at your May 6<sup>th</sup> meeting.

Chief Carswell's current annual pay is \$106,185.86. Using the City's current pay step plan and the step he is at, the pay range for the police chief's position is \$110,359 - \$113,492.

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
MAY 6, 2024**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-4.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's March 26, 2024, meeting will be provided with this Report for the Commission's June 3<sup>rd</sup> meeting.

**SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE**

The minutes of the Committee's March 21, 2024, meeting are attached as pages 5-8.

**CHARTER REVIEW COMMITTEE**

The Committee's final meeting was held on Wednesday, March 6<sup>th</sup>. After it, the consultant, Dr. Georgette Dumont, provided a summary of the Committee's recommended changes, which was forwarded to the City Commissioners and the City Attorney. The Commission held a special meeting at 5:30 p.m. on Monday, April 8<sup>th</sup>, to review the Committee's recommendations and decided which ones will be adopted by ordinance to be on the ballot for the August 2024 primary election or the November 2024 general election. However, because the Supervisor of Elections has advised that there is no room on the ballot for the Charter changes, the City Commission will discuss at its May 6<sup>th</sup> meeting having the changes voted on by mail ballot or at a special election in 2025.

ON A RELATED MATTER: The Commission at its April 1<sup>st</sup> meeting approved a resolution that disbanded the Charter Review Committee.

**POLICE DEPARTMENT**

Please see page 9.

**PUBLIC WORKS/ENGINEERING DEPARTMENT**

Please see pages 10-15.

**FINANCE DEPARTMENT**

Please see page 16.

**CITY MANAGER**

1. Complaints
  - A. Boat in Yard

A Sandpipe resident has complained about a large boat parked on private property in her neighborhood. The Code Enforcement Division checked and found no violation of City regulations.

#### B. Visitor Parking

A 7<sup>th</sup> Street resident complained about beach visitors parking by her house and blocking the street. Police Department staff and found that the street wasn't blocked.

### 2. Major Projects

#### A. Road/Sidewalk Improvements

##### 1) Opening 4<sup>th</sup> Street between A1A Beach Boulevard and 2<sup>nd</sup> Avenue

No action to report.

##### 2) Paving 13<sup>th</sup> Lane

No action to report.

##### 3) Construction/paving of 9<sup>th</sup> Lane

The Lane between 9<sup>th</sup> and 10<sup>th</sup> Streets, east of A1A Beach Boulevard. A lot on the north side of the Lane is inaccessible because the Lane hasn't been cleared and paved. A meeting was held on January 24<sup>th</sup> with City staff and an engineering firm hired by the lot owner. The firm will develop a proposal for paving the Lane with paver bricks at the lot owner's cost, who will also be responsible for maintaining the bricks. The proposal is still under staff review.

##### 4) Paving West End of 7<sup>th</sup> Street

Residents have requested this project. It will be done to alleviate flood and reduce the potential for flood-related losses. The project will ensure adequate drainage from the streets to the City's drainage system that is located at the west end of the streets. The project will consist of the construction of improvements, such as structures, piping, swales, curbs and gutters and the paving of any dirt sections. The residents of the 200 block of each street have been notified of the next phase, which is soil exploration and testing at two locations on each street. Construction will start on May 5<sup>th</sup>.

#### B. Beach Matters

##### 1) Off-Beach Parking

There is no discussion at this time for having paid parking anywhere in the City.

##### 2) Beach Restoration

Approximately 2.5 million cubic yards of sand will be put on the beach from the middle of Anastasia State Park to A Street for a cost of nearly \$33 million. The project was started in early March and is scheduled to be finished later this year.

## C. Parks

### 1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and where the boardwalk to the beach is now located. Over 10 years, the City received a state grant and money from a bond issue to purchase the remaining 16 acres. Then the City obtained other grants to construct the boardwalk, have prefabricated restrooms brought to the Park and other improvements made.

The City Commission at its June 5, 2023, meeting directed the City Manager to ask the Florida Communities Trust, the agency that provided the original grants to purchase the property, whether it would approve deleting all or some of projects required by the park management plan. These include an observation deck, central trail, picnic pavilion, children's playscape, signage and secondary trails. In response to the Manager's letter, the Florida Communities Trust has indicated it would consider having the Park's focus changed from recreation to conservation, pending review of information that it requested the City send to it. The City has yet to receive official confirmation that the Trust has approved the request.

ON A RELATED MATTER: It concerns repairs to the beach access boardwalk. The Commission has appropriated \$25,000 for this project. The Assistant Public Works Director and the City Manager asked the St. Augustine Port, Waterway and Beach Commission at its December 19<sup>th</sup> meeting to re-allocate for the repairs some of the remaining \$80,000 it had provided to construct new boardwalks. The Port Commission agreed to provide a \$25,000 match for repairs only. The City will pay an engineering firm to do a structural evaluation of the boardwalk. Two quotes for the structural evaluation have been provided to the Public Works Department and one was selected to do the evaluation, which is being done now. Repairs may begin in early summer of 2024.

### 2) Hammock Dunes Park

This 6.1-acre park is on the west side of A1A Beach Boulevard between the shopping plaza and the Whispering Oaks subdivision. At this time, there are no plans for improvements to the Park because of other demands on the City's budget.

## 3. Finance and Budget

### A. Fiscal Year 2023

Fiscal Year 2023 began on October 1, 2022, and ended on September 30, 2023. The City's auditing, James Moore and Associates, has begun work on preparing the audit. The audit report will be presented to the Commission at their April 1<sup>st</sup> meeting.

### B. Alternative Revenue Sources

In response to the City Commission's request that the administration suggest potential sources of revenue to fund City operations, the Public Works Director has proposed a stormwater utility fee. The Commission discussed this proposal at two meetings in 2021 and decided not to authorize the staff to proceed to the

next step in the process to adopt the fee in the future. However, at its October 3, 2022, meeting, the Commission decided to hold a public hearing on November 14, 2022, concerning the fee, and at that meeting approved a resolution stating the City's intent to adopt a non-ad valorem assessment for a stormwater fee. The next step will be to adopt a range for the fee. The Public Works Director presented an ordinance to the Commission at its February 6th. The Commission passed the ordinance on final reading at their March 6<sup>th</sup> meeting but did not approve a budget resolution to appropriate \$13,790 for a civil engineering consultant to digitize impervious surfaces of residences and businesses in the City for determining an equivalent residential charge. The Commission asked that City staff work on preparing the information for a residential charge. Money was appropriated in the FY 24 budget for a consultant to develop a range of fees. The City advertised a Request for Qualifications to find a consultant to do the study. Only one firm, Jones Edmunds, responded by the deadline. Once City staff negotiates costs, a proposal will be presented to the City Commission. A final contract was executed with Jones Edmunds and a kickoff meeting was held on January 24<sup>th</sup>. Jones Edmunds is to do the initial analysis and a proposed rate structure. The City Engineer provided a progress report at the Commission's March 4<sup>th</sup> and April 1<sup>st</sup> meetings. Also, two town hall meetings were held for residents to comment about the development of the fee. At the May 6<sup>th</sup> meeting, the Commission will be asked to approve the rates.

#### C. Fiscal Year 2024

It began on October 1, 2023, and will end on September 30, 2024. March 31, 2024, marked the end of half of FY 24. As of that date, the City had received \$7,277,667 and spent \$4,588,712. The excess of revenues over expenditures was \$2,688,955. The excess shows that the City is still receiving major amounts from its most significant revenue source, property taxes. In March alone, the City received \$218,403. By the end of March, the year-to-date total received was \$4,349,429 or 94% of the total projected to be received for the entire fiscal year. Other major revenue sources were solid waste service charges (\$1,012,081), building permits (\$167,079), electric utility tax (\$342,726 and income from the state's half-cent sales tax (\$235,133). The City's total General Fund budget for FY 24 is \$11,366,843.

#### D. Audit Report for Fiscal Year 2023

It was presented by the auditing firm of James Moore and Associates to the City Commission at its April 1, 2024, meeting. The Commission accepted the report.

#### 4. Miscellaneous

##### A. Permits for Upcoming Events

In late March and in April, the City Manager approved the following permits: a) Mickler Mile Race, May 27, 2024; and b) Church picnic at the pier pavilion on July 13, 2024.

##### B. Vision Plan

On November 13<sup>th</sup>, the Commission held a workshop and a consultant, Mr. Clayton Levins, Executive Director of Smart North Florida, provided an overview of the Smart City concept. The Commission discussed applying the concept to improvements for getting around the City by walking and bicycling, stormwater management and beach access parking.

##### C. Renovations of the Former City Hall/Hotel Property

#### D

At the City Commission's March 4, 2024, meeting, Ms. Christina Parrish Stone, Executive Director of the St. Johns Cultural Council, provided an update on the progress of the renovations: a) finished are the balcony on building's east side is finished, the second story windows on the building's south side and framing the second story windows on the north side; b) still to be done are the exterior ground floor columns along the building's north side.

The Cultural Council has applied for a \$750,000 state grant to do the entrance lobby, an elevator to the second floor, and to start renovating some of the second floor artists' studios. The Council may know in April whether it has received the grant.

## COSAB NEW SFR CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Description	User Code 1
3897	15 SABOR DE SAL RD	P2200622	SFR-D	3/7/2022	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4665	171 RIDGEWAY RD	P2200670	SFR-D	3/10/2022	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
5018	507 F ST	P2201176	SFR-D	6/15/2022	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
5269	6 15TH ST		SFR-D		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
5587	14 6TH ST	P2300483	SFR-D	2/2/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
5851	12 2ND ST	P2300674	SFR-D	3/1/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
5889	2 C ST	P2300588	SFR-D	2/13/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
6548	16 LINDA MAR DR	P2300883	SFR-D	4/11/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
6585	9 10TH ST	P2301090	SFR-D	5/25/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7032	31 SEAFOAM WAY	P2400234	SFR-D	11/22/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING by	RES
7091	413 C ST	P2301106	SFR-D	5/26/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7129	131 15TH ST	P2301109	SFR-D	5/26/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7354	619 OLD BEACH RD	P2301329	SFR-D	7/26/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7408	6 2ND ST		SFR-D		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7674	115 D ST	P2301511	SFR-D	8/29/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
7781	494 PYRUS ST	P2400283	SFR-D	12/8/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8010	2576 A1A S	P2400471	SFR-D	2/7/2024	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8012	106 RIDGEWAY RD	P2400315	SFR-D	12/18/2023	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8117	4 A-B 11TH ST		SFR-D		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8180	410 D ST	P2400343	SFR-D	1/8/2024	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8210	224 BIG MAGNOLIA CT	P2400381	SFR-D	1/10/2024	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8212	371 OCEAN FOREST DR	P2400402	SFR-D	1/17/2024	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8224	322 RIDGEWAY RD	P2400765	SFR-D	4/15/2024	NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
8388	210 F ST		SFR-D		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: First to 04/23/24

Expiration Date Range: First to 09/05/25

Applied For: Y Open: Y

Application Date Range: First to 04/23/24

Use Type Range: First to Last

Hold: N

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: N

Work Type Range: SFR-A to SFR-D

User Code Range: RES to RES

Denied: N

Void: N

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y



## COSAB COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Description	User Code 1
6695	3570 A1A S	P2300551	COM REMODEL	2/10/2023	COMMERCIAL BUILDING ALT. -- RENOVATION PERMIT	COM
8207	1033 A1A BEACH BLVD		COMMERCIAL NEW		NEW COMMERCIAL BUILDING -- PHASED SITE	COM
8225	621 A1A BEACH BLVD		COMMERCIAL NEW		NEW COMMERCIAL BUILDING	COM
8299	530 A1A BEACH BLVD	P2400489	COM REMODEL	2/6/2024	COMMERCIAL BUILDING ALT. -- REMOVE 21 GUEST ROOM SPA TUBS TURN INTO SEATING SPACE, AND OTHER EXEMPT ROOM REPAIRS.	COM
8705	3945 A1A S		COM BUILD OUT		COMMERCIAL ALTERATION BUILDING - INTERIOR REMODEL	COM

Application Id Range: First to Last

Issue Date Range: First to 04/23/24      Expiration Date Range: First to 09/05/25      Applied For: Y Open: Y

Application Date Range: First to 04/23/24      Use Type Range: First to Last      Hold: N

Building Code Range: BUILDING to BUILDING      Contractor Range: First to Last      Completed: N

Work Type Range: COM ADDITION to COMMERCIAL NEW      User Code Range: COM to COM      Denied: N  
Void: N

Customer Range: First to Last      Inc Permits With Permit No: Yes      Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y      All: Y      User Selected: Y

## FY'24 COSAB TREE REMOVAL

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date
8002	702 16TH ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/8/2023
8004	215 10TH ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/8/2023
8065	501 E ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/20/2023
8098	16 SEA OAKS DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/28/2023
8185	685 POPE RD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	12/19/2023
8236	2888 A1A S	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	1/19/2024
8270	965 SALTWATER CIR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	1/12/2024
8328	211 C ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	1/25/2024
8406	1133 OVERDALE RD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	2/13/2024
8489	712 Ocean Gate Lane	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	3/21/2024
8553	708 OCEAN PALM WAY	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	3/21/2024
8619	40 OCEAN WOODS DR E	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	4/4/2024
8620	210 F ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	4/4/2024
8659	601 COQUINA BLVD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	4/11/2024
<b>Totals</b>				

Application Id Range: First to Last

Issue Date Range: 10/01/23 to 04/23/24

Expiration Date Range: First to 09/05/25

Applied For: Y Open: Y

Application Date Range: First to 04/23/24

Use Type Range: First to Last

Hold: N

Building Code Range: TREE to TREE

Contractor Range: First to Last

Completed: Y

Work Type Range: First to Last

User Code Range: First to Last

Denied: N

Void: N

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

Activity Date Range: 10/01/23 to 04/23/24

Activity Type Range: T-TREE REMOVAL to T-TREE REMOVAL

Inspector Id Range: First to Last

'SENT LETTER': Y Open With No Date: N

## COSAB FY'24 ZONING REPORT

Application Id	Parcel Id	Property Location	Building Code	Activity Type	Inspector	Date	Status
7604	1640900000	56 WILLOW DR	ZONING	Z-VARIANCE	BONNIE M	1/17/2024	DENIED
7672	1627800000	2040 A1A S	ZONING	Z-VARIANCE	BONNIE M	10/2/2023	CANCEL
7693	1742000020	1001 A1A Beach Blvd	ZONING	Z-FINAL DEV	BONNIE M	9/19/2023	APPROVED
7693	1742000020	1001 A1A Beach Blvd	ZONING	Z-FINAL DEV	BONNIE M	10/2/2023	APPROVED
7845	1670700002	15-FT.WIDE ALLEY S.OF 15TH ST.	ZONING	Z-VACATE ALLEY	BONNIE M	10/6/2023	CANCEL
8287	1705200010	2-B F ST	ZONING	Z-VARIANCE	BONNIE M	2/20/2024	APPROVED
8441	1709300000	103 E STREET	ZONING	Z-COND USE	BONNIE M	3/26/2024	APPROVED
8441	1709300000	103 E STREET	ZONING	Z-COND USE	BONNIE M	5/6/2024	OPEN
8551	1705200010	2-B F ST	ZONING	Z-APPEAL	JENNIFER	3/21/2024	OPEN
8562	1748500000	4000 A1A SOUTH	ZONING	Z-COND USE	JENNIFER	3/22/2024	OPEN
8563	1703400000	6 D ST UNIT A	ZONING	Z-FLEX SETBACKS	JENNIFER	3/22/2024	OPEN
8674	1698900000	610 A1A BEACH BLVD	ZONING	Z-COND USE		5/21/2024	OPEN
8674	1698900000	610 A1A BEACH BLVD	ZONING	Z-COND USE		6/3/2024	OPEN

Application Id Range: First to Last

Range of Building Codes: ZONING to ZONING

Activity Date Range: 09/01/23 to 06/21/24 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last

Included Activity Types: Both

Sent Letter: Y



## MINUTES

### SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING THURSDAY, FEBRUARY 8, 2024, AT 6:00 P.M. CITY OF ST. AUGUSTINE BEACH, 2200 A1A South, St. Augustine Beach, FL 32080

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#### I. CALL TO ORDER

Chair Bandy called the meeting to order at 6:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

#### III. ROLL CALL

Present: Chair Lana Bandy, Vice Chair Karen Candler, and Members Craig Thomson and Sandra Krempasky.

Member George O'Brien was absent.

Also present: City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

#### IV. PRESENTATION OF REPORTS:

##### 1. Review of Landscaping Plan for A Street Parking Lot

Foreman Large reported that Public Works will be doing the landscaping and will likely change it from what the plan shows to make it look a lot like the other plazas. Member Krempasky commented that it should look like it belongs with the parkette across the street. Foreman Large noted that A1A Beach Boulevard may be widened right at A Street, so we aren't putting any of the palm trees that were taken out back in yet. Member Krempasky commented that she's not sure about using the Argentine bahiagrass noted in the plan. Foreman Large repeated that this is all likely to change and noted that there is no irrigation in the area, so that grass would not do well. Member Thomson asked for a revised plan to be drafted and to consider ground cover that doesn't require irrigation.

Foreman Large also noted that the dune daisies in the 8<sup>th</sup> Street Eco Garden have died. The Committee discussed the soil conditions and watering procedures for the area.

Jim LeClare, 115 Whispering Oaks Circle, St. Augustine Beach, FL, stated that he is going to try another native plant, the partridgeberry; that his garden was damaged by manure contaminated with herbicides. He commented that he talked to the City Commission about cleaning up the vines at Ocean Hammock Park and he would like to get a small group of volunteers together that they can start pulling down the rest of the vines. He also stated that he would like to get the state to lower the speed limit on State Road A1A because of the deer crossing.

## 2. Reforestation and Landscaping Projects

### a. Mickler Boulevard

Foreman Large reported that trash has been removed from the area, but mainly they are waiting to see what grows this spring. He noted the bee pollinators are still being used and that he spoke with a few residents who approve of them.

### b. Parkette Planning/Green Infrastructure

Member Thomson stated that he would like to develop a Pride in Our Plazas program for volunteers to help maintain them. He would also like to continue with the experimental Eco Garden model and proposed a location on the northwest corner of D Street and A1A Beach Boulevard. He also noted that trees are being scarred by overzealous weed eaters and he would like to make protecting the trees from that part of the project.

Foreman Large commented that they had spoken previously about putting buffers around the trees, but that Public Works doesn't want to add anything more to D Street and A1A Beach Boulevard because the plazas already have matching landscaping. Member Thomson commented that those plazas need regular maintenance, and one goal of this plan is to reduce the needed maintenance. Foreman Large stated that he would bring it up again, but Public Works' current position is that those plazas are already full, and it would be better to spend the time and funding on an undeveloped plaza. He asked for a sketch to present to the Public Works Director and Assistant Director.

The Committee discussed the potential use of tree rings to protect the bases of trees. Member Thomson stated that if they could come up with sufficient ground cover, they may not need tree rings.

Foreman Large reported that the gardener that takes care of the 8<sup>th</sup> Street Eco Garden is doing a really good job, the Eco Garden sign was put in, and there are now two pollinator boxes there. He noted that he has seen residents stop to look at it, even spoke with him and asked questions. He commented that there are two more signs left. Member Krempasky asked if the Committee still wanted her to create a flyer about the Eco Garden.

### c. Urban Forestry

Foreman Large reported that they have southern magnolias, little gem magnolias, and oak trees leftover from the Lowe's donation. He asked the Committee let him know if they had any locations in mind where those could be planted, and he will try to provide a count for next month.

### d. Environmental Planning Projects

Member Thomson reported that they aren't getting funds to do any major projects and wanted to know why they aren't pushing for a Climate Change Action Plan and things like clean energy devices, tools, and vehicles.. He also stated that there is a Comprehensive Plan when promoting environmental planting regulations, like using the native plants along the right-of-ways. He suggested the Committee members read the Comprehensive Plan and offer suggestions to present to the Commission.

## 3. Educational Programs

a. Environmentally Friendly Landscaping Recognition

Chair Bandy confirmed that they didn't receive any applications in the last month. She suggested sending out letters trying to get people to complete packets. Member Krempasky volunteered to do so.

b. Environmental Speaker and Film Series

Chair Bandy reported that she was planning on showing a film on coral reefs. She spoke with former Committee member Nicole Miller, who is now with NOAA (National Oceanic and Atmospheric Administration), and she is willing to come and speak on the topic.

Jim LeClare, 115 Whispering Oaks Circle, St. Augustine Beach, FL, stated that we seem to attack the supplier and not the buyer of the sugar cane industry in Florida and that there have been some strides at fighting pollution and over usage of water.

The Committee discussed potential topics such as Florida springs, the relation between oysters and pollution, and manatees and seagrass. Chair Bandy noted that there could be three more scheduled for the year.

c. Newsletter Topics

Chair Bandy reported that there are usually two topics in the newsletter, but they only have one so far, but she said she can always add to please join SEPAC. She stated that she can write about the Eco Garden and asked what the action item would be. Member Thomson said it would be to collect names of potential volunteers.

d. Environmental Education Materials

Member Krempasky reported that she spoke with Derek Sands in the City's Engineering Department about potential materials they might want handed out, so she may have something available for the next film or Arbor Day.

Chair Bandy reported that she will meet with Island Prep, and they are excited to work with us on some projects. She shared the recycling video idea with them, and that it would be a great project for a class or student, and she was thinking that maybe on Arbor Day they would want to help with a booth. She suggested having the kids speaking on a local radio station, being involved in a film for kids at the Library, or even having a green club. She also stated that if they have a library that she and Mr. Thomson have been collecting books, magazines, and newspaper materials on environmental topics, so there could be an environmental section. She also was wondering if they use environmentally friendly landscaping practices, if they have their playground mulched or if they use recycled glass mulch, and that maybe we can call them environmental ambassadors or something like that.

Chair Bandy provided a copy of an email [Exhibit A] and noted that there is a virtual film festival going on.

V. OTHER COMMITTEE MATTERS

The Committee agreed to reschedule their next meeting to March 21, due to the Commission Room being needed for the Presidential Preference Primary election.

Foreman Large reported that Arbor Day will now be on April 26, Friday. He suggested having any interested parties contact Melinda Conlon. He noted that last year the City gave away Florida privet, persimmon, and red cedar and there were none leftover.

vi. ADJOURNMENT

**Motion:** to Adjourn. **Moved** by Member Thomson. **Seconded** by Member Krempasky. Motion passed unanimously.

Chair Bandy adjourned the meeting at 7:34 p.m.

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Lana Bandy, Chair

*ATTEST*

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Dariana Fitzgerald, City Clerk

## **COMMISSION REPORT**

**April 2024**

**TO: MAYOR/COMMISSIONERS**

**FROM: DANIEL P. CARSWELL, CHIEF OF POLICE**

**DEPARTMENT STATISTICS March 15<sup>th</sup>, 2024 – April 23<sup>th</sup>, 2024**

**CALLS FOR SERVICE – 1,990**

**OFFENSE REPORTS - 66**

**CITATIONS ISSUED - 123**

**LOCAL ORDINANCE CITATIONS - 59**

**DUI – 4**

**TRAFFIC WARNINGS- 291**

**TRESSPASS WARNINGS- 63**

**ANIMAL COMPLAINTS - 23**

**ARRESTS - 28**

- **ANIMAL CONTROL:**
- St. Johns County Animal Control handled 23 complaints in St. Augustine Beach area.

**MONTHLY ACTIVITIES –**

**Lawn Mowing – March 27th**

**Blood Drive – April 16th**



**St. Augustine Beach Public Works/Engineering Monthly Project Report**
**April 19, 2024**

Grant Project	Grant Type	Grant Amount	Grant Expiration Date	Project Stage	Status
Ocean Walk Drainage Impvmts	Leg. Appr.: LPA0222	\$694,000	09/30/2025	Phase I Construction Quote	04/09: Ph I request for quote sent to SJC 22-112 Contractor. 04/03: Sent House Rep Stevenson executed ltr to CBecker, FDEP. 04/02: Quarterly Report submitted. 03/25: CO#5 issued by FDEP.
Ocean Walk Drainage Impvmts	SJRWMD (25% Cost Share)	\$354,087	09/30/2025	Phase I Pre-Bid	04/15: Funding withdrawal request sent to SJRWMD due to change in scope. This item will be deleted from this report.
Sea Oats	FDEP (Matching Funds): 19SJ3	\$25,000	9/30/2024	Preconstruction	04/03: Quarterly Progress report sent to Jlrving, FDEP.
C.R. A1A/Pope Road Storm Surge Protection	FEMA/ FDEM: 4468-017-R	\$52,500	10/18/2024	FDEM Phase II Review	04/05: Per MWeiss, FDEP Quarterly Report received. 04/02: Quarterly Report submitted.
Magnolia Dunes/ Atlantic Oaks Circle Drainage Impvmts	Leg. Appr. : LPA0387	\$1,200,000	12/31/2026	Design Proposal Phase	04/23: Meeting with Magnolia Dunes HOA President. 04/22: Surveyor starting topographic survey field data collection. 04/09: Mtg with FDEP; ALewis sent follow up email ref funding reallocation and FDEP Change Order. 04/08: Approved Consultant PO #24-01191.
7th 8th and 9th Street Drainage	Leg. Appr. : LPA0386	\$90,000	12/31/2024	Design/ Permitting	04/19: 7 <sup>th</sup> St Residents informed of May 1 construction start date. 04/17: American Precast submittal approved. 04/12: Submitted Request for Reimbursement #2 to FDEP construction start notice. 04/09: 7th St Submittal Reviews provided to Contractor. 04/04: Mtg in field with Ocean Ridge Jeff Dix regarding pedestrian gate on 7th Street. 04/02: Quarterly Report submitted. 04/01: 7th Street submittals received and reviewed for JSparks. 03/27: Preconstruction meeting with Contractor, tentative schedule given of May start and completion. 03/26: PO issued to consultant for Construction Admin. 03/20: PO issued to Contractor.

**St. Augustine Beach Public Works/Engineering Monthly Project Report****April 19, 2024**

Vulnerability Assessment Update	FDEP: 23PLN30	\$50,000	06/30/2026	Kick-Off Mtg/ Background Data Acquisition	04/10: Consultant provided Critical Asset Report; City reviewing and providing comments. 04/10: Revised Quarterly Report submitted. 04/12: Per MOvadek, amendment in final completion stage. 04/02: Quarterly Report submitted. Pay request preparation in progress. 03/25: Continue to develop the critical asset database (Background Data Acquisition) and stormwater model schematic (Exposure Analysis) under 24PLN67; quarterly report prepared and ready for review and signature.
Vulnerability Assessment Expansion of Funding	FDEP: 24PLN	\$151,549	TBD	FDEP Drafting Grant Agreement	04/08: No Quarterly Report needed per KCarter, FDEP. Requested updated Consultant Scope of Work proposal. 04/01: Per KCarter, agreement is currently in internal review process. 03/21: Revised draft grant agreement (completion dates) sent to KCarter.



# St. Augustine Beach Public Works/Engineering Monthly Project Report

April 19, 2024

Non-Grant Project	Contract Expiration Date	Project Stage	Completion	Status
2nd St Widening and Extension	01/16/24	Construction	04/12/2024	04/12: Sent Final certificate for payment to DBCC. CAD files successfully added to SJCUD GIS. 04/01: SJRWMD As Built Certification Acceptance letter received.
A Street to 1st Street West Parking Lot	G&H SJC 22-112 (2027)	Construction	05/17/24	04/19: Lot opened to the public. Ribbon Cutting pending. Substantial Completion letter sent to Contractor.
Citywide Pavement Management	02/2024	In Progress	2nd Qtr FY2024	04/19: Streetscan to provide updated inventory.
11th Street Drainage & Roadway	TBD	Pre-Design/ Permitting	FY24	04/11: Public Works is scheduling liner installation. 03/27: Pipe lining Contractor PO Approved 24-01076 for \$141,686.
Stormwater Utility Rate Structure Determination	TBD	Contract Negotiations	FY24-25	04/25: Next Town Hall Mtg. 04/17: Progress meeting #3. 04/16: Received Draft financial model. 04/10: Held Town Hall Meeting. 03/28: All parcels are billable. 03/20: Progress Meeting. May 6 Commission approval of proposed tiered rates.
Enterprise Asset Management/Smart N FL	TBD	Ongoing	TBD	03/01: Requested FY25 budget funding. 01/18 Clayton followed up in December; City still unsure of a well-defined scope of work.



Proposed Appropriations Projects	Funding	Estimated Amount	Scope
<b>Mizell Stormwater Treatment Facility Improvements (Pond Berm, Weir and Discharge Canal)</b>	24-25 Appropriations	\$2,000,000	02/16: Good chance City will receive funding. Need discussion with Commission about bankrolling over next 5 years. 12/20: Attestation forms signed by MRoyle and sent to H-Rep. Stevenson office. 11/06: DRAFT Senate/House Forms. Evaluate increasing weir and pond berm height to provide additional storm surge protection at the Mizell Weir. Evaluate downstream and upstream impacts. Benefits majority of the City's drainage service area, as well as County and FDOT facilities. Note that had Hurricane Ian's storm surge been a few inches higher, the weir would have overtopped, resulting in inundation of the city's drainage system. Combined with intense rainfall, this could be severely damaging to properties. (estimated benefit 5,000 people). Armor canal, renew S side bulkhead W of Fiddlers' Point Drive
<b>Mickler Blvd Ditch Erosion Mitigation 16th Street to 11th Street; A Street to 11th Street.</b>	24-25 Appropriations	\$4,100,000	02/16: Good chance City will receive funding. Need discussion with Commission about bankrolling over next 5 years. 12/20: Attestation forms signed by MRoyle and sent to H-Rep. Stevenson office. 11/07: DRAFT Senate/House Forms Regrade ditch at 11th Street, south of 16th Street. Armor ditch throughout project limits with semi-permeable product to mitigate erosion/stabilize ditch bank and increase ease of maintenance. Culvert improvements beneath 16th Street, 11th Street and at 3 independent driveway locations north of A Street will reduce system head loss and promote positive drainage. Mag Dunes/Atlantic Oaks project may absorb this project to armor ditch.
<b>Oceanside Circle Roadway and Drainage Improvements</b>	24-25 Appropriations	\$2,000,000	02/16: Good chance City will receive funding. Need discussion with Commission about bankrolling over next 5 years. 12/20: Attestation forms signed by MRoyle and sent to H-Rep. Stevenson office. 11/07: DRAFT Senate/House Forms Oceanside Circle is ~915 linear feet dead end road connected to, and north of, Versaggi Dr. in SAB. Prior to 2011, the road was shell/dirt. In late 2011, for cost reasons (30% less), the City paved the road with a double chip seal instead of a typical road build (stabilized subbase, limerock base, and asphaltic concrete surface). The average life span of a chip seal is 7 years, versus up to 25 years for a typical constructed traditional asphaltic concrete road. The chip seal surface on Oceanside Circle is now deteriorating and in need of replacement. Oceanside Circle also has no drainage system and runoff causes localized flooding in low areas prior to eventual ground percolation. Flooding is worsening due to increasing impervious surface areas associated with new residential development on the roadway. Roadway flooding significantly reduces the life of a roadway, leading to base failure and potholes. Construction of a drainage system is essential prior to reconstruction of the roadway.
<b>FDOT Ditch 500/400 Capacity Expansion</b>	24-25 Appropriations	\$3,000,000	02/16: Good chance City will receive funding. Need discussion with Commission about bankrolling over next 5 years. 12/20: Attestation forms signed by MRoyle and sent to H-Rep. Stevenson office. 11/08: DRAFT Senate/House Forms. Expand storage capacity for COSA floodwater mitigation projects. FDOT retains O&M Authority.



Future FY Projects	Project Year(s)	Status
Parking Improvements - 4th Street East Parallel Parking, 5th Street Parking, 8th Street Lot SW	FY25-26 ARPA & City Paid	\$370K (\$215K + \$155k) & \$305K
Citywide Parking Improvements	FY25-26 City Paid	Pushed to FY25-26
CRA1A / Pope Road	FY25-26 Federal Grant	\$750k each year
Citywide Pavement Management Program	FY25-28 City Paid	~\$300k/year
Ocean Walk Drainage Improvements	FY25 State Grant	\$305,086.00 (FDEP) and \$177,043 (SJRWMD)
Magnolia Dunes / Atlantic Oaks Circle Drainage Improvements	FY25 State Grant	\$499,000.00
11th Street Roadway and Drainage improvements	FY25-26 City Paid	\$200k/yr
Sea Oats	FY25 City Paid	\$25k (grant reimbursement)
Oceanside Circle	FY25-26 City Paid	\$750k/yr (Legislative Appropriations?)
Replace Storm Drainage pipes on Mickler Blvd	FY26-27 City Paid	\$50k & \$200k
Sandpiper and Linda Mar LSs Rehab	FY25-26	
FY24-25 LAP projects (previous table)	TBD	
Vulnerability Assessment Adaptation Plan	FY25	

Site Plan reviews/Bldg Dept projects	Status
Publix Drainage	04/19: Engineering approved plans.
A1A and F St	Initial review complete.

<b>Misc Projects</b>		<b>Status</b>
Sea Oaks ponds		04/17: Provided Ridge As-Builts to Consultant. 04/04: Met with Consultant to review draft report. 04/03: Draft report comments provided to Consultant. 03/18: Consultant preparing report and cost estimate.
OTR/Sabor Del Sal		04/01: City Commission Mtg. Evaluate/approve City support on case by case basis during abnormal events/natural disasters. Project to be deleted from this report.
Oceanside Circle		01/10: Consider rehab/upgrade to Linda Mar LS in conjunction with this project. 11/21: Unofficial peer review comments align with current design. Alternative suggestion to acquire property and build pond at end of Circle or analyze for smaller pump station at end of Circle pumping to Linda Mar station. Legislative Appropriations
Mizell Canal/Marsh Creek		04/11: HOA performing repairs to Fiddler's Point Drive. 03/06: City will not participate in Rau paver repair. 02/23: TCE recorded for Mr. Rau property ingress/egress. 02/22: Mr. Rau requested City assist in cost of paver repair.
NPDES StH2O Insp memo		04/10 and 03/26: Sent email to Stormwater Utility Implementation Consultants with Chapter 7 Article 1 and Appendix Section 6 for proposed Stormwater Ordinance revision. 02/16: Propose implementing fees for site plan review (commercial, stormwater erosion and sed ctrl, lot grading/lot grading final, waste control, IDDE inspections, etc.) to comply with NPDES permit requirements.
Stormwater Code Revision		Revise Code during Stormwater Utility Implementation.
NPDES Erosion and Sedimentation Control Ordinance 05-08		Ordinance review for addition of monetary penalty amount and verbiage regarding project size. Address during Stormwater Utility Rate Determination
Contractor Continuing Svcs Bid		02/16: Not started, SJC piggyback currently utilized.
9th Lane Opening (Developer Project)		04/03: SJC responded, prepared to meet with GDG, Developer and attorney. Sent email to GDG requesting availability to meet, no response. 03/26: Sent email to SJC Growth Mgmt for review.
Sandpiper and Linda Mar LSs		02/16: Program design/permitting and construction over next 5 year window.
Ocean Hammock Park Management Plan Revision		02/16: MOrozco, FDEP review of revised Park Mgmt plan is in progress.

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M E M O R A N D U M

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**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 4/12/2024

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**Finance**

The city is halfway through Fiscal Year 2024, and we have collected sixty-four percent of our budgeted revenue while expenses are trending at forty percent. Budgeting for Fiscal Year 2025 is currently underway, with capital requests for the next ten years prepared for review by the commission at our May 13<sup>th</sup> budget workshop.

**Communications and Events**

<https://www.staugbch.com/events>

We have a couple events coming to the city over the next few weeks. Arbor Day will be held here at City Hall on April 26<sup>th</sup>, to include a tree give away. Then we have the Art in the Park event in Lakeside Park on May 18<sup>th</sup> with music from Yael Za Za. Hope to see everyone there!

## PENDING ACTIVITIES AND PROJECTS

1. LAND DEVELOPMENT REGULATIONS CHANGES. At their May 6<sup>th</sup> meeting, the City Commission will consider amending Article II, Definitions, of the Land Development Regulars, to add a definition for "driveway".

2. VISION PLAN. After discussion and making changes to it, the Commission adopted the Plan at its March 6, 2023, meeting. On November 13, 2023, the Commission held a workshop concerning incorporating Smart City concepts on the Vision Plan with Mr. Clayton Levins, Executive Director of Smart North Florida. He explained how Smart North Florida could help the City. The outcome was that the Commission determined the priorities for utilizing Smart City concepts were obtaining data for pedestrian/bicycle improvements, stormwater management and parking for beach access.

ON A RELATED MATTER: It concerns a Smart City concept to assess the condition of the City's streets. A company, Street Logic, using advanced technology, reviewed every City street and will provide a report on pavement management. The report will help City staff to plan and budget for repairs.

3. PARKING IMPROVEMENTS. There are no on-going projects and no plans for the Commission to consider paid parking.

### 4. JOINT MEETINGS:

a. With the County Commission: No date has been proposed.

b. With the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (SEPAC): No date has been proposed for a meeting.

5. UPDATING PERSONNEL MANUAL. City staff has begun reviewing the Manual section by section. When the review is done, a labor attorney will be asked to review the Manual to make certain it complies with current regulations and laws. Then a draft will be prepared for the Commission to review.

6. GRANTS. The City has received grants from the following agencies:

a. Coastal Partnership Initiative: The City received a Partnership grant for \$60,000 which along with \$110,000 from American Rescue Plan Act funds was used to construct a nature trail in Ocean Hammock Park. The deadline for bids was May 23<sup>rd</sup>. One bid FOR \$826,210 was received. As this was well above the \$170,000 appropriated for this project, the Commission at its June 5, 2023, meeting rejected the bid and decided to ask the Florida Communities Trust (FCT), which provided grants to help purchase the Park, to allow the City to stop construction of any more facilities, such as the scenic overlook, in the Park. This will change the focus of the park from active recreation to passive recreation/conservation. The Florida Communities Trust responded favorably to this request and asked that the City provide documentation to what improvements have been made to the Park to date, which the City provided. The City informed the state that it wouldn't use the Coastal Partnership Initiative grant. The State has requested a revised management plan that would make the park more passive than active. To date, the state has not replied yet as to whether the Park can be converted to passive recreation/conservation.

b. Vulnerability Assessment. The City received a \$50,000 grant from the Florida Department of Environmental Protection's Resilient Florida Program. The grant will help pay the costs to create the



City's vulnerability study to ensure that it complies with recent changes to state law. The state sent a draft work plan for the City to review and comment, which the City provided. The grant agreement has been executed. In July 2023, the City applied for an additional \$151,549, which was approved, to complete the study. A purchase order has been issued; the City Engineer has met with the consultant and the consultant has begun performing the tasks, such as data acquisition and exposure analysis. The original grant agreement has been revised and an amendment was approved. A new grant agreement for the additional funding is in the process of being executed. However, progress is continuing on identifying critical assets and building the city-wide stormwater model.

**7. FLOODING COMPLAINTS.** Citizens have expressed concerns about the following areas:

a. Ocean Walk Subdivision. The subdivision is located on the east side of Mickler Boulevard between Pope Road and 16<sup>th</sup> Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents complained that the piping of the ditch caused flooding along the subdivision's west side. To improve the flow of water, the Public Works Director had debris cleared from the Mickler and 11<sup>th</sup> Street ditches. The Commission approved the hiring of a civil engineering consultant, the Matthew Design Group. It provided a plan for swales, a pump station and other improvements. Also, in 2022, the City received a state appropriation of \$694,000 for the project. The St. Johns River Water Management District will provide up to an additional \$354,087 for the project. In October, the City Manager signed the agreement with the District for the money. As the estimated cost for the project is \$1.4 million, the project will be done in stages, which the Florida Department of Environmental Protection has approved. Additional funding will be sought for the later stages. The City has received an easement from one subdivision resident. The City Engineer provided an update report at the City Commission's March 4<sup>th</sup> meeting. Final plans have been received from the consulting engineer and they have been reviewed by the contractor to provide a quote for the construction phase.

b. Oceanside Circle. This street is located in the Overby-Gargan unrecorded subdivision, which is north of Versaggi Drive. Three bids were received for a new, paved road and drainage improvements. As all the bids were well above the \$500,000 estimate provided by the City's civil engineering consultant, the City Commission at its February 6, 2023, meeting, approved the Public Works Director's recommendation to reject the bids. This project has been postponed. It could be funded in the future by one or more of the following means: a stormwater utility fee, assessing the owners of the properties adjacent to the street, grants or an appropriation by the Florida Legislature. The City has applied for legislative funding in the state's Fiscal Year 2024-25 budget.

c. Sabor de Sal Pond. Sabor de Sal is a small subdivision of 24 lots located north of Ocean Trace Road. In the middle of it is a small pond. When the subdivision was platted in 1980, no drainage facility was provided for the pond. Consequently, during storms, the water level can rise. Some residents have asked that the City continue the practice of pumping water from the pond after storms. At the City Commission's April 1, 2024, meeting, Mayor Rumrell proposed that the City do the pumping after a declared storm emergency. The Public Works Director will apply to the Florida Department of Transportation for a permit to pump stormwater from Sabor de Sal to the department's State Road A1A drainage system.

d. County Road A1A and Pope Road Surge Control. Application for \$557,702, 75% of which will come from the Hazard Mitigation Grant Program. The contract with the Florida Division of Emergency Management has been executed. The Public Works Director prepared a Request for Qualifications for a

design consultant. The responses were reviewed and ranked by a City staff committee and the Commission at its September 12, 2022, meeting authorized the City Manager to negotiate with the firm ranked first, the Matthews DCCM. The contract was executed in October 2022 and the design has been completed. The City has submitted the design and bid documents to the Florida Division of Emergency Management for evaluation and approval of construction funding. Florida DEM requested additional engineering information leading to the realization that the City would be obligated to maintain County roadway and drainage assets. Therefore, the City requested FDEM to either cancel the project or transfer it to the County. The FDEM is still considering this request.

e. Magnolia Dunes/Atlantic Oaks Subdivisions. Thanks to the efforts of Vice Mayor Rumrell, state representative Cyndi Stevenson and state senator Travis Hutson, \$1,200,000 was put in the state's Fiscal Year 2023, which went into effect on July 1, 2022. The appropriation survived the Governor's veto pen. The Florida Department of Environmental Protection prepared a grant agreement, which was signed in late October 2022. The next step is for the City to advertise a Request for Qualifications for a design consultant to do design and permitting work. At its February 6<sup>th</sup> meeting, the City Commission approved the staff negotiating a fee for services with Environmental Consulting and Technology of Jackson. Negotiations are under way. The consultant has been hired and the pre-design study is currently being done. The state has extended the grant agreement for an additional year. It will expire on June 30, 2026. At the Commission's September meeting, City staff asked that discussion of plans for the drainage improvements be postponed so that the staff could research more options. The City Engineer presented the options at the Commission's October 2, 2023, meeting. The Commission decided the staff should explore using the Florida Department of Transportation retention pond on State Road A1A.

On October 26<sup>th</sup>, the City Engineer, Assistant Public Works Director and City Manager held a town hall meeting with residents of the two subdivisions. The final pre-design study was received on November 2, 2023. Since then, in April 2024 the City executed a contract with a consultant to design, permit and provide services during construction.

f. West End of 7<sup>th</sup> Street. Construction will start May 5, 2024.

g. Maintenance of Ponds in Sea Oaks Subdivision

In 2009, the City signed an easement and maintenance agreement with the Sea Oaks Homeowners' Association for the City to maintain two ponds in the subdivision as part of the City's responsibility to management of the Sea Oaks' stormwater system. At its December 4, 2023, meeting, the Commission approved a budget resolution to appropriate \$24,275 for surveying and civil engineering services. The services are needed to restore the ponds so that they will function as designed. Surveying has been done. It will be sent to Jones Edmonds, an engineering firm retained by the City. It will do an analysis of what must be done to bring the ponds into compliance with St. Johns River Water Management District regulations. Jones Edmonds has provided a draft report, which the City reviewed and returned to the consultant for revisions.

8. STORMWATER UTILITY FEE. The Commission decided at its October 4, 2021, meeting that the time to levy the fee wasn't right in light of the recent increase in the non-ad valorem fee for the collection of household waste and recyclables and the increase in property taxes due to the rise of property values in the City. The Commission discussed the fee at its October 3, 2022, meeting and approved having a public hearing on November 14<sup>th</sup> meeting. At that meeting, the Commission approved a resolution stating the

City's intent to adopt the non-ad valorem assessment. At its March 6, 2023, meeting, the Commission adopted an ordinance that will allow the Commission to levy a stormwater utility fee in 2024. At that meeting, the Commission did not approve a budget resolution to appropriate \$13,000 for a civil engineering consultant to research the data needed for the City to propose a range of fees for the utility but as the fees cannot be recommended by the June or July deadline for submission of the range to the Tax Collector. Money has been appropriated in the FY 24 budget to pay a consultant to develop a fee schedule for Fiscal Year 2025. In the meantime, the City staff prepared a Request for Qualifications from consulting firms. The deadline for responses was September 11<sup>th</sup>. A contract was executed with Jones Edmunds, the only company that responded. A progress report was provided by the City Engineer, Mr. Jason Sparks, and a consultant at the City Commission's March 4<sup>th</sup> meeting. On April 10<sup>th</sup> and 25<sup>th</sup>, two town hall meetings were held. Three residents attended the April 10<sup>th</sup> meeting and two attended the one on April 25<sup>th</sup>. The next step is for the Commission at its May 6<sup>th</sup> meeting to decide on a yearly stormwater utility fee that will be on the tax bill that property owners receive each November.

9. RENOVATING THE FORMER CITY HALL AND CIVIL RIGHTS MONUMENT. At the City Commission's March 4, 2024, meeting, Ms. Christine Parrish Stone, Executive Director of the St. Johns Cultural Council, provided an update report on the renovations to the building for eventual use as an arts center: a) the upstairs balcony on the building's east side and new second story windows on the building's south side have been rebuilt; b) the framing of new second story windows on the north side has been done; c) remaining to be completed are new columns.

Ms. Parrish Stone also reported that the Cultural Council has applied for a \$750,000 state grant to do the entrance lobby and the elevator to the second floor, and to begin work on new second floor artists' studios. Whether the grant has been awarded may be known in May.

In June 2024, an event is planned to commemorate civil rights efforts to integrate the beach in front of the former city hall in 1964.

10. BEACH RESTORATION. According to the U.S. Army Corps of Engineers, 2.5 million cubic yards of sand will be put on the beach from the middle of Anastasia State Park southwards to south of A Street. The federal government will pay the entire \$33 million cost. The project was started in early March but work has been delayed for various reasons so that the project may not be finished by the end of June 2024.

11. INTERGOVERNMENTAL PROJECTS. When the Commission discussed the strategic plan at its February 1, 2021, meeting, more involvement with the County and St. Augustine was mentioned as desirable. Below is a summary of the City's current involvement with various area governmental entities.

a. Mobility: No formation to report.

b. River-to-Sea Loop: This is a Florida Department of Transportation, St. Johns County, St. Augustine and St. Augustine Beach project to construct 26 miles of a paved bike/pedestrian trail as part of the 260-mile trail from the St. Johns River in Putnam County to the ocean in St. Johns County. The Loop will then go south through Flagler and Volusia counties to Brevard County. This is a long-term, multi-year project. It's proposed that the Loop will enter St. Augustine along King Street, go across the Bridge of Lions, south along State Road A1A to the State Park, through the Park or along State Road A1A to A1A Beach Boulevard. Though possibly not feasible in all locations, the goal is to have a wide, perhaps 10-foot, bike/pedestrian trail separate from the adjacent road.

The Loop's proposed route through the City is along the west side of A1A Beach Boulevard from Pope Road to A Street, then transition to the east side of the Boulevard from A Street to the where the Boulevard merges with State Road A1A. The Loop will then go south along SR-A1A into Flagler County and has been funded by the Florida Department of Transportation.

At the City Commission's April 1, 1924, meeting, Mr. Greg Caldwell, County Public Works Director, informed the Commission that \$730,000 from state funds would be requested to design the segments that will be in the City. City staff will be involved with the design. Money for construction is expected in 2027.

c. Transportation Development Plan: The development of the plan involves several agencies, such as the County, St. Augustine, our City, the North Florida Transportation Organization and the Sunshine Bus System. On February 25, 2021, the City Manager attended by telephone a stakeholders' meeting for an update on the development of the plan's vision, mission goals and objectives. Most of the presentation was data, such as population density, percentage of residents without vehicles, senior citizens and low income and minority residents in the County and the areas served by the Sunshine Bus. The next stakeholders' meeting has yet to be announced. The agenda will include transit strategies and alternatives and a 10-year implementation plan.

d. Recycling Glass Containers. St. Augustine Beach has joined St. Augustine's program. St. Augustine has put a dumpster in the south city hall parking lot for glass containers, the City's Communications Coordinator, Ms. Melinda Conlon, has informed the public of this new service and to date the dumpster has been well-used.

12. BEACH ACCESS WALKOVERS. The Assistant Public Works Director and City Manager asked the St. Augustine Port, Waterway and Beach Commission at its July 18<sup>th</sup> meeting to appropriate money in its Fiscal Year 2024 budget for walkovers. The Port Commission at its July 18, 2023, meeting appropriated \$190,025 for walkovers. The City matched this amount to construct walkovers at 10<sup>th</sup> and 6<sup>th</sup> Streets in Fiscal Year 2024. These two were completed in November. Money for two more walkovers, C and E Streets, will be requested for the Fiscal Year 2025 budget. At a November 17, 2023, meeting of the County's Transportation Advisory Group, an agreement for the County to maintain the walkovers was discussed. No action has been done to date by the County.

13. HAMMOCK DUNES PARK. This Park is located on the west side of A1A Beach Boulevard between the shopping center and the Whispering Oaks subdivision. At this time, it has no amenities, such as walking trails, and the City has no money for them because of significant drainage and other projects.

14. UNDERGROUNDING OF ELECTRIC WIRES ALONG A1A Beach Boulevard. Because of the estimated cost of \$1 million per mile and the City's current focus is on drainage improvements, there is no current action to report. However, in accordance with Commission policy, the undergrounding of the lines will be done on new residential streets, such as 2<sup>nd</sup> Street west of 2<sup>nd</sup> Avenue.

15. TRAFFIC SIGNAL ON STATE ROAD A1A AT MADRID STREET AND THE ENTRANCE TO MARSH CREEK SUBDIVISION. This has been requested by City residents. The signal would benefit the residents of two private, gated subdivisions, Whispering Oaks and Marsh Creek, and one ungated subdivision, Sevilla Gardens, with public streets. In response to emails from the City Manager, the Florida Department of Transportation responded that there aren't enough residents in Sevilla Gardens to justify the signal and

the two gated subdivisions would be responsible for having a traffic study done, and, if the study showed the signal was justified, paying for the signal. The City Manager forwarded this information to a Whispering Oaks resident, who said he would contact Marsh Creek. At the Commission's December 5, 2022, meeting, Commissioner George said she would contact the Marsh Creek Homeowners Association about the traffic signal proposal. She reported at the Commission's April 3, 2023, meeting that the cost of the signal system, according to the Florida Department of Transportation, would be \$1 million. At the Commission's August 7, 2023, meeting, she reported that she met with the board members of the Marsh Creek Homeowners Association and that some of the members were not in favor of the signal. She said she would follow up with the board again to see if they wanted more information or if they would take a formal position concerning the signal.

#### 16. NEW STREETLIGHTS ON 11<sup>TH</sup> STREET

The City has asked Florida Power and Light to put two new lights on the north side of 11<sup>th</sup> Street between Mickler Boulevard and the entrance to the Ocean Ridge subdivision. No definite date yet as to when Florida Power and Light will have the lights in place.

17. NEW STREETS. There is one project: 4<sup>th</sup> Street between A1A Beach Boulevard and 2<sup>nd</sup> Avenue. Fourth Street is a platted street, most of which between the Boulevard and 2<sup>nd</sup> Avenue is unpaved. The City's policy is that the cost to open and pave such streets is paid by the owners of the lots adjacent to them and the City. The owners are charged an assessment. At its November 14, 2022, meeting, the City Commission approved the City Manager notifying the owners of the City's intent to construct the street and charge them an assessment. In early December, the Manager sent the notification letters to the four owners. In late February, one property owner in response to his inquiry was told the cost to construct the street would be between \$460,000 and \$500,000, though the City Engineer considers this estimate to be low. The other property owners did not respond. There's no action by the City at this time on this topic.

18. CLEANING OF STATUES IN LAKESIDE PARK. Some of the statues are showing wear and their age. The City Manager wrote to Ms. Marianne Lerbs, the wife of sculptor Thomas Glover, who is now deceased, for guidance to clean the statues.

19. HOLIDAY LIGHTING DECORATIONS. For years, the City put up nautically-themed holiday lights on streetlight poles along A1A Beach Boulevard. The poles are owned by Florida Power and Light. In 2020, FP&L prohibited the use of its poles for the lights. However, in 2023, FP&L announced decorations would be allowed on poles that had no transformers and other electrical hardware on them. The City Manager has sent an agreement to FP&L, which is now reviewing the poles on which the City wants to put its decorations for the 2024 Christmas holiday season. In the meantime, the Public Works staff is discussing additional lighting in the plazas at 3<sup>rd</sup> and D Streets.