



AGENDA

REGULAR CITY COMMISSION MEETING

MONDAY, NOVEMBER 9, 2020 AT 6:00 P.M.

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

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 a 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 REGULAR COMMISSION MINUTES OF OCTOBER 5, 2020.**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
 - A. Interview of Candidate, Ms. C. Michel Cloward, for Position of Regular Member on the Sustainability and Environmental Planning Advisory Committee
- VIII. **PUBLIC COMMENTS**

IX. COMMISSIONER COMMENTS

X. PUBLIC HEARINGS

1. Conditional Use Permit: Request to Build a Residence in a Commercial Land Use District at 16 5th Street (Lot 18, St. Augustine Beach Subdivision, Attorney James Whitehouse, Agent for the Owners) (Presenter: Brian Law, Building Official)
2. Conditional Use Permit: Request to Build a Single-Family Residence in a Commercial Land Use District at 17 13th Street (Lots 53, 54 and part of 52, Atlantic Beach Subdivision, Michael Stauffer and Scott Patrou, Agents for Ancient City Ventures) (Presenter: Brian Law, Building Official)

XI. CONSENT

3. Approval of Salary for Interim Police Chief Daniel Carswell
4. Budget Resolution 20-08 and 20-09, to Amend General Fund and Road/Bridge Funds to Reconcile Negative Balances in the Fiscal Year 2020 Budget, and Budget Resolution 20-10 to Amend the Fiscal Year 2021 Budget to Appropriate Money for an IT Project
5. Budget Resolution 20-23, to Declare as Surplus a Police Department Highwater Vehicle, LMTV Vehicle #121

XII. OLD BUSINESS

6. Ordinance 20-14, First Reading, to Change Section 4.01.06, Recreation Standards, of the Land Development Regulations (Presenter: Brian Law, Building Official)
7. Constructing Unbuilt Section of 2nd Street West of 2nd Avenue: Request to Approve Resolution 20-21, to Declare Intent to Levy a Non-Ad Valorem Assessment to Pay Costs (Presenter: Max Royle, City Manager)
8. Resolution 20-22: to Extend to February 1, 2021, Permission for Restaurants to Have Outside Seating (Presenter: Lex Taylor, Deputy City Attorney)
9. Electric Vehicle Charging Station at City Hall: Request to Approve Contract and Percentage of Revenue from Sale of Electricity (Presenter: Bill Tredik, Public Works Director)

XIII. NEW BUSINESS

10. Land Development Regulations: Review of Proposed Changes Regarding Occupancy Permits, Impervious Surface Coverage, Unsafe Buildings, and Number of Code Enforcement Board Members (Presenter: Brian Law, Building Official)
11. Mobile Food Sales: Discussion of Allowing Such in the City Because of New State Law (Presenter: Max Royle, City Manager)
12. Use of City Meeting Rooms: Consideration of Regulations and Fees (Presenter: Max Royle, City Manager)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **HOLIDAYS.** There are three in November: a. Veterans Day, Wednesday, November 11, 2020; and b. Thanksgiving Day and the day after Thanksgiving, Thursday and Friday, November 25 and 26, 2020, CITY OFFICES CLOSED. Changes to the schedule for the solid waste pickup will be Wednesday, November 11th, no pickup of yard trash/special waste. Thursday, November 25th, no pickup of household waste and recyclables. Instead, residents scheduled for pickup of both household waste and recyclables on Thursday will have pickup on Friday, November 26th. Residents normally scheduled for pickup of household waste on Friday will have service that day.
2. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, November 17, 2020, at 6:00 p.m. in the Commission meeting room at city hall. Topics on the agenda may include: a. review of request to vacate alley west of A1A Beach Boulevard between 13th and 14th Streets, b. request for variance to reduce side setback from 10 to five feet for a second story deck at 7 4th Street, and c. request for variance for 20 foot front and rear setbacks and 7.5 foot setbacks for new three story house at 7 6th Street, and d. review of Ordinance 20-14, to change Section 4.01.06, Recreation Standards of the Land Development Regulations.
3. **EVENTS IN THE CITY FOR HOLIDAY SEASON.** The City is planning three events for the public and local businesses to celebrate the 2020 winter holiday season. The first event will be the **ART WALK/SHOP AND DINE AT THE BEACH** along A1A Beach Boulevard on Saturday, November 28, 2020, from 4 p.m. to 8 p.m. The public is invited to stroll between Pope Road and A Street to see the holiday lights and display of art works, and to visit local businesses.

NOTE:

The agenda material containing background information for this meeting is available on a CD in pdf format upon request at the City Manager's office for a \$5 fee. Adobe Acrobat Reader will be needed to open the file.

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.



MINUTES

REGULAR CITY COMMISSION MEETING MONDAY, OCTOBER 5, 2020 AT 6:00 P.M.

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

I. CALL TO ORDER

Mayor England called the meeting to order at 6:01 p.m.

II. PLEDGE OF ALLEGIANCE

Mayor England asked Vice Mayor Kostka to lead the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor England, Vice Mayor Kostka, Commissioner George (virtually), Commissioner Rumrell (virtually), and Commissioner Samora.

Also present were: City Manager Royle, Assistant City Attorney Taylor, Commander Carswell, Deputy City Clerk Fitzgerald, Finance Director Douylliez, Building Official Law, and Public Works Director Tredik.

IV. APPROVAL OF MINUTES OF THE SPECIAL BUDGET MEETING OF SEPTEMBER 14, 2020, AND SEPTEMBER 22, 2020, AND REGULAR MEETING OF SEPTEMBER 14, 2020, AND THE CONTINUATION OF THE REGULAR MEETING ON SEPTEMBER 22, 2020.

Motion: to approve the minutes as written. **Moved by** Commissioner Samora, **Seconded** by Vice Mayor Kostka.

Roll call vote was as follows:

Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes

Motion passed unanimously.

Mayor England moved on to Item V.

V. ADDITIONS OR DELETIONS OF THE AGENDA

City Manager Royle stated that Commissioner Samora and Vice Mayor Kostka had requested additions to discuss the City's current face mask regulations and the Governor's new Phase 3 Executive Order. Mayor England asked the Commission if they agreed with adding it as Item # 10 and the Commission had no objection.

Mayor England moved on to Item VI.

VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

There were none.

Mayor England moved on to Item VII.

VII. PRESENTATIONS

- A. Proclamation to Declare October 2020 as Domestic Violence Awareness Month (Presenter: Kenlie Kubart, Betty Griffin Center)

Mayor England invited Kenlie Kubart to the podium to speak. Ms. Kubart asked the Commissioner to declare October as Domestic Violence Awareness Month to help raise awareness of the issue. She stated that the Betty Griffin Center is the St. Johns County safety shelter, and they offer services free of charge to survivors of domestic violence and sexual assault.

Mayor England noted that she was wearing her Betty Griffin Center lapel pin and acknowledged necessary services the Center provides to the community. She asked if the Commission had any questions for Ms. Kubart and if there were any requests for public comments. There were none.

Motion: to approve the Proclamation declaring October as Domestic Violence Awareness Month. **Moved by** Mayor England, **Seconded** by Commissioner Samora.

Roll call vote was as follows:

Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes

Motion passed unanimously.

Mayor England thanked Ms. Kubart, then moved on to Item VIII.

VIII. PUBLIC COMMENTS

Mayor England opened Public Comments.

Margie Lasi, 46 Ocean Pines Drive, St. Augustine Beach. She stated that she was here representing the Sea Oaks HOA regarding ongoing issues with the neighboring Ocean Ridge construction and noncompliance with the stormwater permit, since there is runoff from the roofs that is not being conveyed to the front of those houses and that then drains into houses in Sea Oaks. She noted that she has sent emails to City staff and is looking for advice on how to proceed.

Mayor England asked Public Works Director Tredik & Building Official Law to advise. Public Works Director Tredik said he is aware of the issue but has not had time to speak with builders yet and determine the best corrective action. He stated that they plan to meet this week.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach. He asked how tax exemptions would apply to the solid waste non-ad valorem and he suggested that the City find another means of raising money. He asked that Anastasia Dunes drainage be looked at. He asked about the status of a resolution on flying non-government flags and meeting rooms availability.

Mayor England closed Public Comments moved on to Item IX.

IX. COMMISSIONER COMMENTS

Mayor England asked each Commissioner if they had comments at this time.

Commissioner Rumrell had no comments.

Commissioner George stated that she had a conversation with Mark Hudson at the Florida Land Trust regarding solutions and possible resources to assist with land preservation, primarily regarding a possible donation of land to the City. She noted that this may be a possibility for grant funding. She noted that this grant had funded a stormwater treatment center at 100% for a nearby city.

Mayor England thanked Commissioner George for exploring this and asked City Manager Royle if staff could examine this option further.

City Manager Royle stated that he had called Hudson, but has not heard back. There is no problem with exploring options on a preliminary basis. The other Commissioners agreed with exploring this option.

Commissioner George noted that a critical component for the evaluation of these types of grants is how preservation-minded the community is and she is excited to report back to him that there was unanimous consent from the Commission.

Mayor England asked that Commissioner George possibly ask about rain gardens related to this program.

Commissioner Samora had no comments.

Vice Mayor Kostka had no comments.

Mayor England updated the Commission on what alternatives to Beach Blast Off were being discussed. She noted that a "Light up the Beach" campaign using colored lights instead of St. Augustine's all white Nights of Lights. She stated that Paul Slava from the St. Johns Cultural Council is working on a logo and Melinda Conlon, the City's Communications and Events Coordinator, is working on possible art walks or a night market. She also complimented the new style of reports from staff at end of agenda books.

Commissioner George asked about the vision or theme on colored lights for specifically multicolored strands or would it encourage any single color as well.

Mayor England stated that no restrictions had been discussed that she was aware of. She wanted to make it funky and beachy. She noted that Coordinator Conlon is looking into possible donations or sponsorships for the lights. She suggested that Commissioners check in with Coordinator Conlon if they had any further thoughts.

Commissioner Samora noted that he was contacted by business owners who were concerned with Beach Blast Off being cancelled and he is encouraged to know that alternatives are being explored to bring commerce to the beach.

Mayor England moved on to Item X.

X. PUBLIC HEARINGS

1. Ordinance 20-12, Public Hearing and Final Reading: to Amend Section 6.02.03 of the Land Development Code for Provisions to Permit Access of Private Property from Dead-End Streets

(Presenter: Brian Law, Building Official)

Building Official Law stated that there was one change was made since last month's meeting and that was to reduce the permit fee from \$250 to \$150 and no other changes were made.

There was no public or Commission comment on this item.

Assistant City Attorney Taylor read the full title of the Ordinance.

Motion: To approve Ordinance 20-12 as amended on permit costs from \$250 reduced to \$150. **Moved by** Mayor England. **Seconded by** Commissioner Samora.

Roll call vote was as follows:

Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes

Motion passed unanimously.

Mayor England moved on to Item XI.

XI. CONSENT

2. Resolution 20-XX, to Have Canvassing and Certification of Vote-by-Mail Ballots Cast in the November 2020 General Election Done by the Supervisor of Election and County Canvassing Board
3. Budget Resolution 20-XX, to Amend General Fund Due to Shortfalls in Revenue and Budget Resolution 20-XX, to Amend the Road/Bridge Fund to Reduce the Transfer to General Fund and Accounts for Two Capital Projects

City Manager Royle stated that one is a standard resolution for ballots cast in the general election to be counted by the Supervisor of Elections and the County Canvassing Board.

Finance Director Douylliez explained that the budget resolution is just to clean up some of the shortfalls in revenues and expenses due to COVID-19. Mayor England confirmed that this would just be moving funds from one line item to another.

There was no public or Commission comment on this item.

Motion: To approve the consent items for one resolution for canvassing and certification of vote-by-mail ballots by the Supervisor of Elections and the budget resolution to move funds to the general fund. **Moved by** Mayor England, **Seconded by** Commissioner Rumrell.

Roll call vote was as follows:

Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes

Motion passed unanimously.

Mayor England moved on to Item XII.

XII. OLD BUSINESS

4. Ocean Walk Drainage Improvements: Request to Approve Amendment #33 to Contract with Civil Engineering Consultant CMT for Investigation and Evaluation of Flood Control Improvements (Presenter: Bill Tredik, Public Works Director)

Public Works Director Tredik stated that the amendment is for an engineering investigation and evaluation of flood control improvements in the Ocean Walk subdivision. He noted that the recent rains has caused flooding in Ocean Walk and most of the City and that it seemed about the same as back in June, but the water appeared to go down a bit faster and he thinks it was due to some of the recent ditch work.

He stated that this project would gather topographical survey, including street elevations, outfall elevations, grade shots, utilities, and other data necessary to determine that characteristics of the site and develop input for the stormwater model and model conceptual improvements. He noticed that during last rain that entire system was full, so simply pumping would be a challenge since that water has to have somewhere to go. He recommended going forward with this amendment.

Mayor England reported that she received email asking if this has been bid out.

Public Works Director Tredik stated that they have not. He noted that it is an advantage to continue to use CMT since they are familiar with the City and its issues and have a city-wide model already. He stated that a Request for Qualifications may cost the same or more, but time would be lost.

Commissioner Rumrell supports bidding projects out and stated that it may be advantageous to have a second set of eyes on the situation. He noted that there may be a bigger problem since County and St. Augustine experienced widespread flooding as well.

Commissioner Samora asked when the last time was that another engineer looked at stormwater engineering in the City.

Public Works Director Tredik noted that some companies have been involved on other projects, but CMT has been the main drainage engineer and that Gary Sneddon has been the main engineer for some time.

Mayor England opened public comments.

Raphael Saler, 27 Lee Drive, St. Augustine Beach. He asked how the water gets into the drain since there is only a drain at the north entrance, not the south end of Ocean Walk. Where does water go when it cannot get into the drain? He stated that they were told that pumps would be available during storms to help. He saw Director Tredik and some Commissioners there, but no pumps.

Karen Kempler, 30 Lee Drive, St. Augustine Beach. She stated that she supports the proposed study, but there needs to be focus on more places to retain water in addition to more pipes to move water. What were the original drainage plans for Ocean Walk? She read an April 2020, article on study in Tampa on ground level water effect on retention ponds. She stated that it is important to hire a forward-thinking company cognizant of climate change to look at new, creative solutions.

Tasha Stanton, 44 Lee Drive, St. Augustine Beach. She stated that they were told the rain in June was a 10-year event and that data needs to be revised. The City needs a retention solution as well as a conveyance solution and an independent assessment that is not CMT. Mr. Sneddon's talk was repeating the same thing and defending what was done.

Robert Vignato, 39 Lee Drive, St. Augustine Beach. He asked how would underground pipes get cleaned. He feels it is a waste of money to continue building on the same apparatus and the City found a way to give itself a raise instead of spending money on these projects.

Clint Stoeve, 43 Lee Drive, St. Augustine Beach. He suggests getting bids from other firms. Mr. Sneddon explained why pipes were superior with a detailed PowerPoint, but he should have explained what happens when an open ditch is replaced with a closed pipe with only one point of entry. He feels that Mr. Sneddon was sent to do damage control. He suggested approving the project in the amendment but to bid it out and to consider removing the pipe to allow for an open line.

Mayor England closed public comments and Public Works Director Tredik asked to address some of the comments.

Public Works Director Tredik stated that he has never seen five inches of rain in 2 ½ hours outside of tropical storms and it is extremely unusual. He does not know if unusual rainfall will be the new normal, if so, it will change the way engineering and permitting are done completely and will be very expensive. He will take this into consideration with the stormwater master plan and any future studies. The City does not have pumps that can handle that much rain, A1A Beach Boulevard and US 1 were underwater. There are houses that depend on the pipe system along A1A Beach Boulevard, which was flooded. Some places did not flood as much as he expected, like Atlantic Oaks Circle, which suggest that the problem is not just conveyance but elevations. On water storage, the City is built out. The Water Management District did not come into being until the 1970s, so there was no permitting for the older subdivisions; they just drained into the mosquito control ditches. It was not adequate then and is not adequate now.

This is not a project to bid, it must be an RFQ. That requires advertising, receiving responses, ranking them, then having the Commission approve who to negotiate with, followed by price and contract negotiation. It would be a month for the RFQ and responses, then probably another two to come to Commission and then negotiate. The price could be higher since new companies will not have current models like CMT does. CMT is currently doing a vulnerability study, which means they have more info on hand and are already looking at sea level rise and storm surge in the City.

The pipes were half full, but so were the ditches. He suggested that the pipes could become a cistern in the future, giving it more storage capacity. Ocean Walk is built up, so there are no more options for ponds without demolishing a house, which is a possible but expensive option. Water elevation determines the flow, if the headwater is higher than tailwater then water will flow properly, if they are even or reversed, the water will not flow properly. The system recovered quickly, which tells him it worked pretty well.

Mayor England asked if pumps would have helped during the last major rainstorm and Public Works Director Tredik said no, that by the time pumps could be mobilized, they would not have been able to keep up. He said it drained relatively quickly, six inches in an hour or so after the rain stopped, which was faster than pumps could have done. The system was draining well; it was just too much water at one time. The statewide standard is to design these systems for a 10-year storm, not a 50-year event like this last rainstorm was.

Commissioner George wondered if there could be a middle path between a new company and CMT's experience, maybe a third-party consultant who could advise the City or review the proposal.

Public Works Director Tredik stated that if this contract goes forward, we could look at the County's continuing engineering firm to peer review the work or to use them to do the work.

Commissioner George asked if our stormwater master plan could be peer reviewed as well.

Public Works Director Tredik stated that a city-wide peer review would be expensive. He noted that there needs to be a balance since draining too quickly can overtax the pond, so it should be a larger study instead of a peer reviewed smaller study.

Commissioner George asked if we could talk to County or State about a spot for a new pond, maybe a portion of the old mosquito control property or at Ron Parker Park. She asked if a master plan should be done before these smaller studies.

Public Works Director Tredik stated that this study will provide information and modeling that would be useful overall because water will still need to be conveyed out of that subdivision. He thinks that a stormwater pump system will be needed due to the lower elevation. This study is necessary, it is just a matter of going with CMT or a new company.

Commissioner Rumrell believes that a fresh set of eyes will be beneficial to help solve these problems. He likes the idea of trying to find another pond. He could not support a contract with CMT without another set of eyes taking a look at it. He thinks Public Works Director Tredik's quick plan was better than anything CMT did, which shows that another set of eyes would be helpful. It may cost a bit more, but he thinks the value to the residents is worth it.

Commissioner Samora stated that Commissioner Rumrell was articulated his thoughts well and that Public Works Director Tredik's knowledge is impressive. He agrees that another set of eyes would be beneficial and thinks City needs to think long-term.

Vice Mayor Kostka noted that it may cost more to keep fixing short term issues than looking for long term solutions. She also suggested looking at the old mosquito control property for a pond and she notes that County streets within our City are flooding too.

Mayor England stated that CMT may be overworked with the vulnerability study. She suggested that Ocean Walk could be a sample study for some of the other older subdivisions with similar issues. There are other subdivisions that are below the street grade or do not have gutters to move the water down the street.

Public Works Director Tredik stated that he could tailor the RFQ to have an engineering firm really dig into the subdivision and evaluate its applicability to other areas if time is not an issue.

Vice Mayor Kostka asked if these studies would belong to City. Assistant City Attorney Taylor said generally that would be the case, but it would depend on the contract, that the engineering firm may have some proprietary information.

Public Works Director Tredik said the City can provide all records it has access to.

Mayor England proposed an RFQ to go to other companies to evaluate a representative subdivision using Ocean Walk to help mitigate stormwater drainage.

Commissioner Rumrell asked if an overall engineering RFQ could be advertised at the same time.

Mayor England open to that, but is hesitant to mix those requests at this time. Public Works Director Tredik does not see why current contract could not remain in force, but also have a backup company. Assistant City Attorney Taylor would need to review contracts, but does not

think there was any exclusivity language. Mayor England was concerned that CMT may not give their full effort for the vulnerability study if they think we are planning to get rid of them. Commissioner Rumrell suggested returning to that when vulnerability study is complete then. Mayor England and Commissioner George agreed.

Motion: an RFQ to go to other companies to evaluate a representative subdivision using Ocean Walk to help mitigate stormwater drainage. **Moved by** Mayor England, **Seconded by** Commissioner George.

Roll call vote was as follows:

Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes

Motion passed unanimously.

5. Ocean Hammock Park: Report on Proposed Improvements (Presenter: Bill Tredik, Public Works Director)

Public Works Director Tredik showed a PowerPoint presentation (Exhibit A) on this topic. He explained that Ocean Hammock Park is an 18-acre park that stretches from A1A Beach Boulevard to the Atlantic Ocean, just north of the Sea Colony subdivision. It was originally planned for development prior to the City beginning to acquire it in section, beginning in 2005. The park has a wide variety of habitats (Exhibit A-2) including a dune system, coastal grasslands, scrub, wetlands, and a hammock and provides sanctuary to protected species like gopher tortoises and the Anastasia beach mouse. 88% of the park is undisturbed. There are some invasive plant species that Public Works has been removing when they can.

The original developer planned to build a large condo complex and deeded 2.2 acres of the property to City as conservation land (Exhibit A-2) along A1A Beach Boulevard and along the south edge of the lot where the beach walkway is now. The 2008 recession slowed the project, and a referendum approved a ½ mil levy to purchase some of the land from the developer. In 2009, an additional 11.5 acres were purchased and the final 4.5-acres in 2016 (Exhibit A-3).

A detailed Park Management Plan was required to obtain the 11.5-acre property (Exhibit A-3). It was last updated in 2018 and was originally was required to be complete by 2020. Phase 1 construction was the beach walkway in 2009 (Exhibit A-4) and the parking lot in 2012. Due to a lack of grants and funding, little has been done until now. Phase 2A should cost about \$145,000, 75% will come from the Florida Recreation Development Assistance Program (FRDAP) grant and 25% from impact fees. Construction is planned to begin in 2021. This will include restrooms, picnic areas, water bottle filling station, walking trails, and additional accessible parking. Phase 2B (Exhibit A-5) would include an observation deck, picnic pavilion, children's playscape, trails, bicycle rack, canoe/kayak storage, and habitat restoration. This is planned to begin in two sub phases in 2022, if funding is available.

Commissioner Rumrell stated that this land is a great asset to the City, and he looks forward to seeing the finished product. Public Works Director Tredik has done outstanding work.

Commissioner George noted that the City has had a vision for this park for a long time and thanked Public Works Director Tredik for making it finally happen. She suggested the possibility of selling bricks, tiles, or walkway boards to help fundraise, if needed.

Vice Mayor Kostka also suggested donations, maybe naming rights for a trail, loop, or the pavilion.

Public Works Director Tredik noted that he could not have done this without the groundwork that was completed by late Public Works Director Joe Howell and he suggested the possibility of naming something after him.

Commissioner Samora complimented Public Works Director Tredik for a great job finding funding and ideas. He asked about the costs to maintain it long term.

Public Works Director Tredik stated that current staff can keep up with the overall maintenance, but time will tell what will be needed after development. He stated that they have been focusing on the perimeter of the park, but this would open the interior. He stated that they will need to monitor the wetlands and dune system to ensure they are healthy, which may need contract work or volunteer agencies.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach. He fully supports Public Works Director Tredik and the Commission's efforts. He pushed for a walkway back in 2007-08 and the walkway is well used by the public. He encouraged Public Works Director Tredik to share the planned layout with the Police Department for safety and to consider security cameras and the potential for the homeless population to settle in the area after dark. He pushed for composite boards over wood.

Mayor England asked Chief Hardwick if there were cameras there now. Chief Hardwick said there are not any at this time due to power supply issues, but it had been discussed with Joe Howell in the past. He recommended cameras and maybe a license plate reader at the entrance/exit. Public Works Director Tredik noted that they are also planning on additional lighting.

XIII. NEW BUSINESS

6. Police Chief: Discussion of Appointing Interim Chief and Scheduling a Workshop in November (Presenter: Police Chief Robert Hardwick)

Chief Hardwick stated that he sent the Commissioners memo with several recommendations, a letter of support for Cmdr. Daniel Carswell as Interim Chief, as well as his resume (Exhibit B). He won the primary election for St. Johns County Sheriff and he feels confident on winning that election, if so then he will begin the transition to the Sheriff's Office in mid-November. There was a succession plan with Cmdr. Lee Ashlock, but he is now at the Pentagon on military orders. Chief Hardwick recommends Cmdr. Carswell as Interim Chief. Cmdr. Carswell has worked under Chief Hardwick for eight years, with SABPD for sixteen years, and is highly recommended. Cmdr. Carswell has attended numerous training academies and leadership schools. He noted that several officers were in the audience to support Cmdr. Carswell.

Chief Hardwick further explained the other two options in his memo for a selection committee to choose applicants to be interviewed by the Commission or to openly advertise the position. He noted that when he was hired there were 224 applicants and paid around \$20,000 for advertising and background checks and he ended up being only a mile away, so there are plenty of qualified candidates in St. Johns County. He stated that a hiring firm from Boca Raton was used and they specialize in government positions. He noted that he will be there to support Cmdr. Carswell if he is appointed as Interim Chief.

Mayor England suggested a workshop to look at state of the agency and give Cmdr. Carswell an opportunity to act as Interim Chief for six months. Let Chief Hardwick settle into his new

position and see where there may be benefits in working with the SJCSO before appointing a permanent Chief. She would like to fully understand what the agency currently has and will need to move forward.

Chief Hardwick noted that SABPD is due for re-accreditation at the end of this month and he will see it through. FDLE is sending six agents to audit the evidence room before he leaves, and Florida Police Chief's Association will review his budget. He noted that one officer is out on military leave, but the agency is fully staffed.

Mayor England confirmed with Chief Hardwick that the agency has enough staff for Cmdr. Carswell to run it on an interim basis.

Vice Mayor Kostka supports giving a little breathing room to explore all options. She has no concerns about Cmdr. Carswell.

Commissioner Samora noted that he met with Cmdr. Carswell and he approves acting quickly to fill the interim position, but taking time before filling it permanently. He asked what the official date for transfer of power would be.

Chief Hardwick stated that many of their duties are intertwined, so they are already familiar with many of each other's duties. He will remain in contact even after election and Cmdr. Carswell knows how to contact him for support if needed. His official start date as Sheriff would be January 4, 2021.

Commissioner George noted that she is very proud of Chief Hardwick. She stated that the Police Department is important to the Community and she wants to provide them with stability and continuity, so she strongly supports Chief Hardwick's recommendation of Cmdr. Carswell. She supports giving time for technical housekeeping issues getting sorted before a permanent Chief is appointed, but was concerned about the way it was communicated. She would like to make it clear for the record that there would have to be radical doubt for her to support dissolving the Police Department. She thinks that the Mayor's comments suggested that possibility and asked her to clarify further. She is okay with taking stock to see how SABPD and SJCSO can work together more efficiently.

Mayor England stated that she had no preconceived notions of the agency as a whole, but wants to delay the workshop until Chief Hardwick is settled in new position and can provide more data from SJCSO. She wants to make sure that the Commission and public are fully informed.

Chief Hardwick stated that any of his staff would always have a job with him, whichever agency he is with. He noted that 99.9% of this agency would like to stay right here. He sets the standards high. He has no intention of SJCSO absorbing SABPD; that they have worked too hard to get to where they are now.

Commissioner Rumrell echoed Commissioner George's comments and stressed that SABPD means a great deal to the community and tourists and that he is strongly opposed to defunding or dissolving SABPD at all. He noted that he also spoke with Cmdr. Carswell and supports him.

Mayor England clarified that the workshop she proposed would be primarily budgetary as well as further examining how SABPD and SJCSO could better work together.

Chief Hardwick noted that all employees at SJCSO had their pay increased this year based on a study to be able to continue living within St. Johns County and not have to commute from nearby counties with a lower cost of living.

Cmdr. Carswell stated that 2020 has been hard for him and he is appreciative to be here. He stated that this meeting has helped to sort out some of the expectations for him and the position. He stated that Chief Hardwick is leaving an amazing agency that is set for the future and he plans to continue that level of excellency and transparency with the community. He noted that they have some new staff, including Lt. Travis Harrell.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach. He been coming to meetings for 15 years and was on the last Charter Committee when they reviewed dissolving SABPD and it was overwhelmingly defeated by the voters. It was the only initiative that was voted down. He stated that Chief Hardwick has been wonderful, and he supports maintaining SABPD.

Natalie Gillespie, SABPD, 2300 A1A South, St. Augustine Beach. She has worked with Cmdr. Carswell since she started in March 2013 and you could not pick a better person to be Interim Chief. He has the respect of entire agency and their support 100%.

Frankie Hammonds, SABPD, 2300 A1A South, St. Augustine Beach. He has been here since 2003 and has served with Cmdr. Carswell since shortly after. Cmdr. Carswell has his full support.

Krissie Padgett, SABPD, 2300 A1A South, St. Augustine Beach. She fully supports Cmdr. Carswell. He is a familiar face to the agency and the community; everyone has known him for a long time, and he has done a great job.

Motion: To approve Cmdr. Daniel Carswell as Interim Chief of Police for a period of six months. **Moved by** Mayor England, **Seconded by** Commissioner George.

Roll call vote was as follows:

Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes

Motion passed unanimously.

Mayor England reminded everyone that she wants to set up a workshop to examine the agency's budget, technology, appointing a permanent Chief of Police, and information that Chief Hardwick may bring from SJCSO. She suggested sometime in March.

Chief Hardwick stated that over the next 30 days, he would like to have Cmdr. Carswell shadow him.

Assistant City Attorney Taylor noted that Cmdr. Carswell would have been Interim Chief by default since he is the current next in command, so this is more a decision on how to move forward. The next step would be to decide whether to extend Cmdr. Carswell as Interim Chief, to appoint him permanently, or to conduct a search for the position, so the timing in March would work out perfectly.

Mayor England asked City Manager Royle to determine the date and agenda for a workshop in March.

7. Stormwater Utility Fee: Consideration of Proposal (Presenter: Bill Tredik, Public Works Director)

Public Works Director Tredik showed a PowerPoint presentation (Exhibit C) on this topic. He explained that this proposed fee would be used specifically to address stormwater management within the City. He noted that this is particularly needed in the older subdivisions. He stated that impervious surfaces are increasing, there is inadequate conveyance, and there are even some projects from the 2004 stormwater master plan that still have not been implemented. The stormwater master plan needs to be updated, which would be a major project. There are issues like sea level rise, storm surge, and increasing storm intensity that the City needs to be able to mitigate for the future.

He noted that stormwater projects are expensive and noted that the Mizell stormwater treatment area retrofit is estimated to cost \$2.6 million in construction costs and that additional pump stations, treatment areas, piping improvements, drainage structures, roadway improvements, underdrains, along with solutions for storm surge will all be needed (Exhibit C-2). Long term projects and maintenance costs would be in the millions.

He continued that there is no dedicated source of funding for these projects, it currently comes from the general fund, so it competes with every other City budget request, which is why these projects have been inconsistently implemented. He noted that a localized special assessment could be implemented for specific areas who benefit from certain projects, but that doesn't help the City as a whole and if there are multiple projects, there would be multiple assessments at the same time. He stated that a city-wide non-ad valorem stormwater assessment would be used to fund these projects, along with master plan improvements, long-term maintenance, and purchase equipment and pay for staffing related specifically to stormwater and drainage.

He stated that stormwater utility fees are assessed all over Florida and showed a list of just a few rates from various cities and counties (Exhibit C-3) that he received from the Florida Stormwater Association. He noted that these rates are all over the place and may be based on tier systems or by equivalent residential unit (ERU), which is a standard based on the square footage of a typical single-family residence in that area, and the way it is assessed can be tailored to the City's needs. He repeated that this would exclusively fund stormwater management. He stated that the process for approval of this assessment would be exactly the same as was done for the solid waste non-ad valorem.

Mayor England asked about an ad valorem millage for stormwater instead of non-ad valorem. City Manager Royle stated it would have to be a referendum in that case.

Public Works Director Tredik explained that unlike the solid waste non-ad valorem, which only applied to residences who used the City's waste services, this would apply city-wide to residences and businesses based on the size of the property. He noted that Flagler Beach's rate was \$8.83 per month, or about \$106 a year, and Jacksonville Beach is \$5.00 a month. The fee would be less than solid waste since it would be shared by the entire City. He is concerned that soon the City will have a great new stormwater master plan with a list of projects that have no funding. He explained that, for example, if the rate is set at \$5 for an ERU of 2,500 square feet and a business is 7,500 square feet, which includes building and impervious parking, then that business would be charged 3 ERUs for a \$15 a month rate. He stated that there could be discounts for properties or subdivisions that have their own stormwater drainage systems.

Commissioner George stated that she would rather offer it up for residents to vote on. She thinks timing is bad since the City just added a new non-ad valorem and raised the millage. She thinks other options should be explored first, like paid parking. She stated that there was a lot of community support for paid parking and a small, but vocal, opposition.

Commissioner Rumrell stated that he leans more toward a referendum and thinks there should be a plan in place first to show the residents what they money would be used for. He also wants to explore other options, like TDC funding. He thinks stormwater improvements are needed, but he has a hard time moving forward on this without a plan. He is inclined to hold a referendum after a plan is in place.

Commissioner Samora stated that this is not a bad idea, and the Commission did task staff with finding alternative sources of funding, but it is not the best time for this assessment. He agreed with putting this on a shelf until a plan is in place. He asked if areas outside the City drain to Mizell pond and Public Works Director Tredik said yes. Commissioner Samora wondered about annexing other properties or assessing a fee like this to properties outside the City limits.

Public Works Director Tredik stated that the City could not assess non-City residents, but there could be a discussion with the County for solutions.

Vice Mayor Kostka thanked staff for exploring options and stated that this shows a need for intergovernmental communication and partnership. She agreed that this may be the time to re-explore paid parking. The City has a revenue problem, but it is hard to keep putting the entire burden on the citizens. She suggested appealing for more TDC funding since there are many hotels within out City; our City is taking a beating from tourists using our roads, beach accesses, and infrastructure and the City is not getting any compensation for it. She stated that she sees the justification for this assessment, but the timing is horrible, especially without a plan.

Mayor England asked when vulnerability study will be delivered, and Public Works Director Tredik replied April. She stated that after that study is complete, then there can be further research and hard figures to determine whether there should be a fee or a referendum.

Finance Director Douylliez stated that the deadline for notifying the Tax Collector that the City intends to move forward on a non-ad valorem assessment would be December of any year. This plan would take a lot of preparation to put in place and the City does not have the ability or staff available to bill manually, so it would need to be simplified as much as possible. Impervious surface area is not one of the data options that the City has access to from the Property Appraiser.

Public Works Director Tredik stated the master drainage plan update is currently scheduled for fiscal year 2022 at an estimated \$75,000. The City may be able to use some of the money allocated for Ocean Walk to begin the study early in order to have this plan available as soon as possible.

Mayor England asked City Manager Royle to describe referendum process.

City Manager Royle reported that it would be part of the 2022 general election, which would be a traditional referendum as part of the Governor's race that year as well as three City Commissioners. There is also the option of a postcard referendum; every registered voter in the City would be mailed a ballot for them to mail back.

Mayor England stated that she is not ready to jump on a fee yet, but would like more information before going to the public.

Public Works Director Tredik clarified that tonight he was just looking for direction on whether the Commission would like staff to pursue this for FY 2022.

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach. He noted that exemptions do not apply to non-ad valorem charges. The City needs more investigation into what each subdivision needs for stormwater management and it needs a more active discussion with the County.

Commissioner George stated that she liked Mr. Binder's comments and agreed that now is not the time, but more information would be beneficial. She suggested looking into what other areas may be taxing our system.

Mayor England asked that this topic be added as an agenda item in May 2021 to revisit with more information.

Public Works Director Tredik also suggested that it could be a topic in the February budget workshops.

8. Land Development Regulations: Proposal to Change Section 4.01.06 re: Recreation Standards for Facilities (Presenter: Brian Law, Building Official)

Building Official Law stated that Codes are being reviewed and updated for conformity with the updated Comprehensive Plan. He noted that parts of this section are essentially irrelevant since the City is built up, but it is still required to have it.

Mayor England stated that the section looks more consolidated.

Building Official Law replied that he made it match the Comprehensive Plan. It is just part of what happens every seven years when the Comprehensive Plan is updated.

Mayor England asked that the City Attorney draft an ordinance.

9. November Regular City Commission Meeting: Scheduling Date for It Because Commission Room Will be a Polling Site for the November General Election (Presenter: Max Royle, City Manager)

City Manager Royle stated that the next regular Commission meeting would have been on November 2nd, but voting for the general election will be in the Commission room through November 3rd. They will be out of the room by the 4th or 5th of November. He suggested moving the meeting to the second Monday, November 9th.

Motion: To change regular meeting date from November 2 to November 9, 2020. **Moved by** Mayor England, **Seconded by** Commissioner George.

Roll call vote was as follows:

Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes

Motion passed unanimously.

10. Revisiting City's Mask Resolutions and Ordinance and Temporary Outdoor Seating Resolution

Mayor England stated that this was to discuss Executive Order 20-244 and the City's mask resolutions and ordinance.

Commissioner Samora clarified that he would like to discuss all aspects of operations that might be affected by Executive Order 20-244.

Mayor England asked the City Attorney to confirm that we do not have to change our ordinance or resolutions as long as City is not assessing funds.

Assistant City Attorney Taylor replied that the Executive Order only affected emergency ordinances and the City passed a real ordinance, so the City is not affected. That ordinance can be turned on or off by noticed Resolution or the Commission could do an emergency repeal by a 4/5th vote.

Mayor England noted that the resolution on creating temporary outdoor seating says that it expires when the Governor allows 50% indoor occupancy and Executive Order 20-244 allows 100% now.

Assistant City Attorney Taylor confirmed that it would be expired now unless the Commission wanted to bring it back.

Building Official Law noted that Mango Mango's tent is coming down tomorrow and that is the last.

Mayor England asked if the Commission wanted to renew this resolution for businesses for the upcoming holiday season.

Building Official Law stated that he has no objection if the Commission wanted to allow this for an additional time period.

Commissioner Samora replied that some businesses are trying to be responsible and limit indoor seating, so additional outdoor seating supports them. He asked about government meetings in person.

Assistant City Attorney Taylor replied that meeting electronically has been extended to the end of October.

Mayor England asked if meeting electronically was still possible for some Commissioners if there was still a quorum in-person.

Assistant City Attorney Taylor would not suggest that since voting becomes an issue.

Mayor England asked if there is a plan for spacing.

City Manager Royle confirmed that tables will be added, and seating reconfigured to increase spacing.

Mayor England asked Commissioner George and Commissioner Rumrell if they were okay with meeting in-person in November.

Commissioner George and Commissioner Rumrell both replied that each was fine with meeting in-person and were just trying to give space.

Mayor England asked if the Commissioners were okay with extending the outdoor seating resolution until the end of the year.

Commissioner George suggested it should go past New Year's into January to help the business through the holiday season, assuming that no issues are reported, and the seating is physically safe for guests

Assistant City Attorney Taylor stated that that should be done by a new resolution, but the Commission could extend it by vote until the next meeting. He will draft something by the next meeting.

Motion: to extend Resolution 20-11 to the first of February and change section 3. **Moved by** Mayor England, **Seconded by** Commissioner George.

Roll call vote was as follows:

Commissioner Samora	Yes
Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes

Motion passed unanimously.

Vice Mayor Kostka noted that the City of St. Augustine has modified their orders. She stated that the Phase 3 plan specifically speaks to restaurants, bars, theme parks, etc.

Motion: to extend the meeting. **Moved by** Commissioner Samora, **Seconded by** Vice Mayor Kostka.

Roll call vote was as follows:

Commissioner George	Yes
Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes

Motion passed unanimously.

Mayor England stated that she glanced through the Phase 3 plan and did not see anything that required a change to the City's ordinance and resolution, so she would prefer to just leave things alone for now.

Commissioner Samora thinks the City should have continuity with downtown for the benefit of visitors, but if we change the ordinance or resolutions then it still ends up as strongly worded recommendation.

Commissioner George stated that a local restaurant had asked her if the City still had any masks to give out, so this gives businesses option to enforce if they want to, but does not see a reason to change. She stated that our orders expire when there is no longer a State of Emergency.

Commissioner Rumrell stated that he feels same as Commissioner Samora.

XIV. STAFF COMMENTS

City Manager Royle stated that the City still has some masks for business.

Building Official Law had no comments.

Commissioner Samora complimented the new code compliance report from the Building Department.

Building Official Law replied that that information has been summarized for years, but now the software can provide real time data.

Mayor England stated that she found the code compliance report fascinating.

Public Works Director Tredik hopes to install charging stations soon. He noted that he will need to order lights soon to get them up in time for holidays.

Mayor England replied that the logo and branding should be available within the week. She expressed her sympathies to City Clerk Raddatz for the loss of her mother.

Deputy City Clerk Fitzgerald had no comments.

Finance Director Douylliez had no comments.

Chief Hardwick will send dates on accreditation

Assistant City Attorney Taylor had no comments.

XV. ADJOURNMENT

Motion: to adjourn to meeting. **Moved by** Mayor England, **Seconded by** Commissioner Samora.

Roll call vote was as follows:

Commissioner Rumrell	Yes
Mayor England	Yes
Vice Mayor Kostka	Yes
Commissioner Samora	Yes
Commissioner George	Yes

Motion passed unanimously.

Meeting was adjourned at 9:41 p.m.

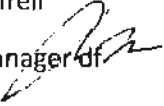
Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 23, 2020

SUBJECT: Interview of Candidate, Ms. C. Michel Cloward, for Position of Regular Member on the Sustainability and Environmental Planning Advisory Committee

SEPAC lacks two regular members and an alternate. Ms. Cloward has requested that you consider her application for the position of regular member. Her application is attached.

She's been invited to your November 9th meeting for the customary interview.



**ST. AUGUSTINE BEACH CITY COMMISSION
BOARD AND COMMITTEE APPLICATION**

FOR APPOINTMENTS TO COMMITTEES NOT INVOLVED IN LAND USE

Date received by City 8/12/2020

Thank you for your expressed interest in being considered for appointment to committees, boards, commissions or advisory groups appointed by the City Commission. The Commission appreciates your willingness to serve your fellow citizens in a volunteer capacity. Please complete this application to the best of your ability. (You may attach a resume and/or additional data. Please reference attachments in the appropriate section(s).)

Name: Chaya "Michel" Cloward

Address: 204A A St., St. Augustine, FL 32080

Phone #: 904.687.8263 E-Mail Address: Michelcloward@gmail

How long have you been a legal resident of the City of St. Augustine Beach. 1 year

I am a full-time ☒ part-time ☐ resident ☐

I am ☒ am not ☐ a registered voter in St. Johns County.

List all active professional licenses and certifications: REAL ESTATE SALES ASSOCIATE LICENSE.

Educational background: BACHELOR'S OF SCIENCE IN INFORMATION SYSTEMS OPERATIONS MANAGEMENT

Past work experience: INFORMATION SECURITY, PROPERTY MANAGEMENT, BUSINESS SUSTAINABILITY ADVOCATE (SMALL BUSINESS STARTED TO FACILITATE ENERGY COST SAVINGS FOR BUSINESSES)

Please list any civic clubs, professional organizations or public interest groups of which you are a member or in which you have been active: (attach additional sheet, if necessary)

1. GREENSBORO JAYCEES (PREVIOUS BOARD MEMBER)
3. INFORMATION SYSTEMS SECURITY ASSOCIATION (ISSA) (PREVIOUS BOARD MEMBER)
4.

Please indicate by preference, all City boards, committees of councils in which you have an interest:

1. Beautification Advisory Committee ☒
2. Other ☐

I am available for meetings

- a. During the day only ☐
- b. Evening only ☐
- c. Anytime ☒

List three (3) personal or professional references:

1. DAN LANG, BROKER ASSOCIATE, 904.501.6867
2. CATRINA KUDATWASHE, ENTREPRENEUR, 407.276.7850
3. DAVIS CLOWARD, RETIRED, 786.563.5094

You may use this space for a brief biographical profile or to list certain skills you possess that may be relevant to the appointment you are seeking. (Indicate below if you are attaching a resume.)

SEE ATTACHED RESUME.

NOTE: All information provided will become a matter of public record and will be open to the public. If you require special accommodations because of a disability to participate in the application/selection process, you must notify the City Commission in advance. This application will be kept on file for one (1) year, at which time you must notify the City Commission of your intent to remain an active applicant and update your application accordingly or it will be removed from the active file.

I hereby authorize the City of St. Augustine Beach or its representatives to verify all information provided and I further authorize the release of any information by those in possession of such information which may be requested by the City. I certify that all information provided herein is true and accurate to the best of my knowledge. I understand that a volunteer position provides for no compensation except that as may

be provided by Florida Statutes or other enabling legislation.

Michael Cloward

Signature

8/12/2020

Date

Please return completed application to:

The City of St. Augustine Beach
2200 A1A South
St. Augustine Beach, FL 32080
Phone: (904) 471-2122 Fax: (904) 471-4108

Thank you for your interest!

Contact

michelcloward@gmail.com

www.linkedin.com/in/cmcloward
(LinkedIn)

Top Skills

Leadership

Training

Sustainable Business

Languages

Hebrew (Elementary)

Spanish (Limited Working)

Honors-Awards

Bryan Achievement and Leadership
Award

Publications

Cloud Computing: What Does It All
Mean?

Secure Your Data: Best Practices for
Everyone!

Green IT Reduces Costs

Chaya Michel Cloward

Cyber Guardian, Real Estate Agent
St Augustine

Summary

Motivated and productive business professional with superior communication skills; analytical, planning, and troubleshooting skills. Dedicated to achieving a win-win situation for my clients and their clients.

Exemplary relationship building that foster trust and dependability. Proven leadership capabilities with minimal supervision, self-motivated with high energy and easily conveys technical concepts to non-technical users.

Specialties:

- Customer Service
- Sustainable cost saving drivers
- Process efficiency
- Team development
- Technology solutions
- Information systems

Experience

Sunshine Realty & Appraisal Services, LLC

Licensed Realtor

June 2020 - Present (3 months)

St Augustine, Florida, United States

I am a multi-talented, driven, team player with the personality skills to put anyone at ease.

Self Employed

Cybersecurity Marketing Consultant

September 2019 - Present (1 year)

United States

Create and share cybersecurity content to help educate and create Cyber Guardians.

Citadel Information Group
Information Security Analyst
August 2017 - August 2019 (2 years 1 month)
Greater Los Angeles Area

Citadel Information Group delivers Information Peace of Mind® to business and the not for profit community. We are a full service integrated cyber security and IT management firm. We work either consultatively or as part of a client's senior management team to assist our clients cost-effectively manage the confidentiality, privacy, integrity and availability of their information. We are particularly adept at working with small and medium sized organizations where we often provide a combination of management expertise, technology know-how, coaching and training. As leaders in the Los Angeles information security community, we are experienced in security management best practices such as ISO 27001-02, CISSP, CISM, ITIL® and six-sigma as well as compliance requirements such as HIPAA HITECH, GLBA, PCI DSS and Breach Disclosure.

Icon Media Direct
Information Systems Support Specialist
August 2014 - May 2017 (2 years 10 months)

Icon Media Direct, Inc. is the advertising industry's premier Direct Response media agency. We specialize in Direct Response media services, including Short Form and Long Form television, Spanish language television, Digital and Print.

Coordinate a variety of technical and administrative services related to information management within the organization; plan, organize, coordinate, and execute reporting service requests between end users and systems; respond to various problems and coordinate with technical staff to create solutions or enhance systems performance.

Sustainable IT Solutions
Founder / CEO
June 2013 - December 2016 (3 years 7 months)
Los Angeles

Sustainable IT Solutions offers custom training tailored towards your business processes and systems. Founded on the principles of sustainability; cost reduction, data security, efficiency, and a positive impact on the environment. We promote Business Sustainability and the use of Green IT to reduce businesses impact on our resources and environment.

Seamlessly develop and drive strong working relationships with existing customers, and prospects to identify and cultivate key educational opportunities that supports business goals.

1-800-DENTIST

Helpdesk Coordinator & Support

June 2013 - January 2014 (8 months)

Los Angeles, CA

Single point of contact for end user support in hardware, software, phones, and other devices.

Includes: diagnosing, installing, repairing, maintaining, modifying, and upgrading all hardware and software for workstation optimal performance. Trained employees on best practices, computer skills, and internal software. Created an exceptional level of customer service and willingness to go above and beyond for all internal and external customers.

Responsibilities:

- Installed , configured, tested, maintained, monitored, troubleshoot end-user workstations and other hardware throughout organization.
- Provided exceptional customer service for all internal users.
- Maintained ticket system by consistently updating by removing duplicates and closing old tickets.
- Developed and created helpdesk manual including all processes and procedures.
- Responsible for all asset management physically and in system.
- Opened the lines of communication between departments to improve efficiency and decrease redundancy.
- Administer and maintain end-user accounts, permissions, and access rights.
- Implemented new VoIP phone system.

Achievements:

- Modified processes to reduce new hire tickets from three to one.
- Increased productivity and extended life of machines by mandating shut-down policy and performed maintenance.
- Reduced help desk tickets submitted by 80%.

UNCG

Technology Support Specialist/DMCA Manager

May 2010 - May 2013 (3 years 1 month)

University of North Carolina Greensboro

- Document and managed the Digital Millennium Copyright Act DMCA campus violations.
- Educate and train on laptop security, maintenance and care.
- Troubleshoot and support hardware, software, and mobile devices.
- Annually updated and revised Employee Manual.
- Created technical documentation.

Solua, Inc

Office Manager

December 2009 - March 2011 (1 year 4 months)

Reported directly to President. Processed and managed online orders, customer service, and marketing for organization.

Education

University of North Carolina at Greensboro

Bachelors of Science, Information Systems Operations

Management · (2009 - 2013)

Instituto Tecnológico y de Estudios Superiores de Monterrey /
ITESM

Semester Fall 2012 Study Abroad, Spanish · (2012 - 2012)

Universidad San Ignacio de Loyola


Semester Spring 2012 Study Abroad, Spanish · (2012 - 2012)

May 2003 Valencia Community College

Associate of Arts, Communications · (1999 - 2003)

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 15, 2020

SUBJECT: Conditional Use Permit: Request to Build a Residence in a Commercial Land District at #16 5th Street (Lot 18, St. Augustine Beach Subdivision, Attorney James Whitehouse, Agent for the Owners)

INTRODUCTION

16 5th Street is a vacant lot on the north side of 5th Street, east of A1A Beach Boulevard. At your December 2, 2019, meeting, you approved a conditional use permit for James and Kimberly Cochran to build a residence in a commercial land use district at that address. The City's Land Development Regulations require such a permit.

As Mr. and Mrs. Cochran have sold the property and as the conditional use permit granted in December 2019 has expired, the new owners of the property, Mr. Michael Collier and Ms. Wai Lee Young, have applied for a new permit. Their request was reviewed by the Comprehensive Planning and Zoning Board at its October 13, 2020, meeting. By a 6-1 vote the Board recommended to you that the conditional use permit be approved:

"subject to the conditions that the new home be built in accordance with current Land Development Regulations for medium density residential land use districts with no variances granted for reduced setback requirements (currently required to be a minimum of 25 feet front and rear and 10 feet on the sides), or to exceed the allowable maximum impervious surface ratio (ISR) coverage for medium density residential land use districts; the Building Department shall require verification of the new home's building height by a licensed surveyor after the trusses are installed and the roof is on because the approximate height of the building to the top of the roof per elevation drawings included with the conditional use application show the height of the proposed new home at 34 feet, 10 inches" (from memo prepared by the Building Department's Executive Assistant).

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-21, the application for the permit that the Planning Board reviewed at its October 13th meeting.

- b. page 22, a memo from Ms. Bonnie Miller, Building Department Executive Assistant, in which she states the Board's recommendation to you that you approve the conditional use permit.

PROCEDURE FOR THE PUBLIC HEARING

First, have Mr. Law provide background about the request for the permit and the Board's recommendation to you.

Second, have Mr. James Whitehouse, agent for Mr. Collier and Ms. Young, present their request to you.

Third, have public comment concerning the request.

ACTION REQUESTED

It is that you hold the public hearing on the request for the conditional use permit and that you then decide whether to grant it.



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM

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

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

To: Comprehensive Planning and Zoning Board
From: Bonnie Miller, Executive Assistant
CC: Brian Law, Building Official
Date: 10-06-20
Re: Conditional Use File No. CU 2020-03, 16 5th Street

Conditional Use 2020-03 is a request for a new conditional use permit for a commercial lot previously granted a conditional use permit by the City Commission on December 2, 2019, for proposed new construction of a single-family residence, which requires approval by the City Commission per Section 3.02.02 of the City's Land Development Regulations (LDRs).

The conditional use order allowing construction of the proposed new single-family residence on Lot 18, St. Augustine Beach Subdivision, at 16 5th Street, was originally granted to James and Kimberly Cochrane, the applicants and owners of this property at 16 5th Street at the time conditional use permit was granted by the City Commission on December 2, 2019 as transferable with the condition that the use shall be commenced within one (1) year of the date of the approved order. On February 28, 2020, the Cochranes sold the property to the current owners, Michael Collier and Wai Yee Young, who asked for an extension to the current conditional use permit's December 2, 2020 expiration date, due to their location out-of-state and the many effects of the COVID-19 pandemic that occurred shortly after their purchase of the property. However, as there are no parameters in the LDRs for extending a conditional use order past its expiration date, the new owners were advised by City staff that they would have to reapply for a new conditional use permit, which they've done with the submittal of this new conditional use application.

The Building and Zoning Department has no objection to the granting of a new conditional use permit to allow a single-family residence to be built on this property, subject to the same conditions specified in the current conditional use order, which require the new home to be built in compliance with current regulations for medium density residential land use districts with no variances to reduce setback requirements (currently required to be a minimum of 25 feet front and rear and 10 feet on the sides), maximum 50% impervious surface ratio (ISR) coverage with an additional 15% of the square footage of the lot allowed for pavers that have a 10% or greater permeability ratio, and verification of the building height in compliance with the City's height ordinance and LDRs submitted by a certified and licensed land surveyor prior to issuance of a certificate of occupancy. Staff recommends a new conditional use order also specifically state total lot coverage shall not exceed 35%, which is the maximum lot coverage

allowed for all residential land use districts within the City limits per Section 3.02.04 of the LDRs. Lot coverage is defined in this section as the square footage of the building divided by the square footage of the lot, including second floor decks with no roof and a solid surface floor, but not including paved areas for parking, sidewalks or driveways.

Sincerely,

Bonnie Miller

Executive Assistant
Building and Zoning Department

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

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBEACH.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) 18 Block(s) 5th Subdivision St. Augustine Beach

Street Address 16 5th Street, St. Augustine Beach, FL 32080

2. Location (N, S, W, E): N Side of (Street Name): 5th Street

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

4. Real estate parcel identification number: 169890 0180

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

Wai Young and Mike Collier, 815 40TH Place, Everett, WA 98201

6. Current land use classification: Commercial

7. Section of land use code from which the conditional use permit is being sought: 3.02.02

8. Description of conditional use permit being sought: _____

SEE ATTACHED

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

SEE ATTACHED

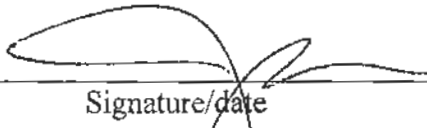
10. Has an application for a conditional use permit been submitted in the past year? Yes No (Circle one)

If yes, what was the final result? UNANIMOUSLY APPROVED by City Commission (DEC. 2, 2019)

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 Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

<p style="font-size: 1.2em; font-family: cursive;">JAMES G. WHITEHOUSE</p> <hr/> <p>Print name (owner or his/ her agent)</p>	<p style="font-size: 1.2em; font-family: cursive;">ST. JOHNS LAW GROUP</p> <hr/> <p>Print name (applicant or his/her agent)</p>
<p style="font-size: 1.2em; font-family: cursive;"></p> <hr/> <p>Signature/date</p>	<p style="font-size: 1.2em; font-family: cursive;">9/11/2020</p> <hr/> <p>Signature/date</p>
<p style="font-size: 1.2em; font-family: cursive;">104 Sea Grove Main Street</p> <hr/> <p>Owner/agent address</p>	<p style="font-size: 1.2em; font-family: cursive;">St Augustine Beach</p> <hr/> <p>Applicant/agent address</p>
<p style="font-size: 1.2em; font-family: cursive;">904 295 0400</p> <hr/> <p>Phone number</p>	<hr/> <p>Phone number</p>

****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 does not constitute approval for variation from the covenants and restrictions.****

Date: 9-15-2020

Conditional Use File #: CU2020-03

Applicant's name: James G. Whitehouse, Agent for Owners

Applicant's address: 104 Seagrave Main St., St. Augustine Beach,
Florida 32080

For conditional use permit at: 16 5th Street, St. Augustine Beach,
Florida 32080

Charges

Application Fee: \$400.00 Date Paid: 9-15-2020

Legal Notice Sign: \$10.00 Date Paid: 9-15-2020

Received by Bonnie Miller

Date 9-15-2020

Invoice # I2002382

Check # or type of credit or debit card 13284

ST. JOHNS



Dedicated and Responsive Service

September 11, 2020

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 – EXTENSION (Cond. Use Permit 2019-05)
YOUNG/COLLIER RESIDENCE at 16 5TH STREET**

Summary of Conditional Use Permit Extension Request:

This is a request for an extension to a Conditional Use Permit that was approved unanimously by the City Commission on December 2, 2019, after a recommendation for approval from the City's Planning and Zoning Board. This Conditional Use Permit (Cond. Use Permit 2019-05) was granted to allow a single family residential use in a Commercial District after a staff recommendation to allow the same, based upon the evidence presented, including the fact that the surrounding parcels had also been granted such permits, and the applicant's agreement to adhere to all of the city's codes and requirements. That approval specifically allowed for that permit to 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 was to be commenced within one year of the approval.

In the beginning of the year, the initial applicants on the permit had to sell the property and the applicant herein purchased the property with rights to the conditional use permit. Immediately thereafter, in March, our city as well as many others were struck with the grave affects and slowdown, if not gridlock and uncertainty, caused by the global CoVID pandemic. Although the owners fully intended to move forward and establish their residence here, their location out of state as well as the hardship in getting the appropriate professionals to push forward in haste on the project as approved, delayed all of their work on the project and now the time limits and commencement prior to the one year date have become a problem for them to realize their desire to build their residence in our city at 16 5th Street.


In sum, we have attached all of the appropriate and required documentation, as well as the previous approval and the agenda, staff report and permit, and this request is simply to grant/extend the same conditional use permit with the same conditions and agreements for an additional year period as allowed under our code, based upon the same

T (904) 495-0400	104 Sea Grove Main Street
F (904) 495-0506	St. Augustine, Florida 32080
(888) 588-2599	www.sjlawgroup.com

evidence and factors considered in December when this permit was initially granted. Finally, a grant of this conditional use permit will merely extend the time period to allow the owners to move forward with their residence pursuant to the currently approved permit which was unanimously found to be reasonable and appropriate just a few months ago, and 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.

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



City of St. Augustine Beach

2200 ALA SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBEACH.COM

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

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

OWNER'S AUTHORIZATION

ST. JOHNS LAW GROUP / JAMES G. WHITEHOUSE, ESQ. is hereby authorized TO ACT ON BEHALF OF Wai Young and Mike Collier, the owner of those lands described below or as described in other such proof of ownership as may be required, in appearing before and/or applying to the City of St. Augustine Beach, related to land use issues, and any other matter related to their property located at 16 5th Street, St. Augustine Beach, FL, and including the following parcel at Property Appraiser ID: 169890 0180.

BY: _____

Signature of Owner

Michael Collier

Print Name of Owner

360-914-2478

Telephone Number

BY: _____

Signature of Owner

Wai Young

Print Name of Owner

360-888-4188

Telephone Number

2020

RECORD AND RETURN TO:
ISLAND TITLE OF ST. AUGUSTINE LLC
2085 A1A SOUTH, SUITE 206
ST. AUGUSTINE, FL 32080

WARRANTY DEED

This Deed, made between James Cochrane and Kimberly Cochrane, husband and wife ("Grantor"), whose mailing address is 328 S. Forest Dune Drive, St. Augustine, Florida 32080, and Michael Collier, Sr. and Wai Yee Young, husband and wife ("Grantee"), whose mailing address is 815 40th Place, Everett, Washington 98201. Grantor, for \$10.00 and other valuable consideration, conveys to Grantee the following described real estate, together with fixtures and other appurtenant interests, in Saint Johns County in the State of Florida ("Property"):

SEE EXHIBIT "A" ATTACHED FOR LEGAL DESCRIPTION

Grantor does hereby fully warrant the title to the Property, and will defend the same against the lawful claims of all persons whomsoever, subject to: covenants, easements, and restrictions of record; matters of plat; existing zoning and government regulations; oil, gas and mineral rights of record if there is no right of entry; current taxes; and mortgages that Grantee will assume.

This is not the Grantor's homestead property.

Dated: 2/28/2020

Witness Signature

David K. Foley

Witness Printed Name

Witness Signature

Vickie A. Rianda

Witness Printed Name

Grantor Signature

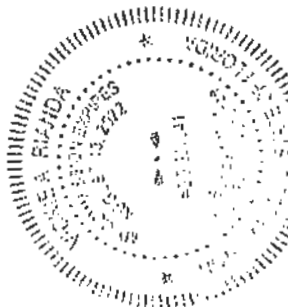
James Cochrane

Grantor Printed Name

Grantor Signature

Kimberly Cochrane

Grantor Printed Name



Prepared by Knight Barry Title Solutions Inc.
2085 A1A South, St. Augustine, FL 32080
File No: 1097947

ACKNOWLEDGMENT

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before by means of

☒ physical presence or ☐ online notarization this

28 day of February, 2020 by James Cochrane, Kimberly Cochrane

Notary Public: Vickie A. Rianda

Notary Public, State of Florida

☒ driver's license / state identification card

☐ other: _____

EXHIBIT A

Lots 18, ST. AUGUSTINE BEACH, a subdivision according to the plat thereof recorded at Map Book 3, Page 140, in the Public Records of St Johns County, Florida.

For informational purposes only

Property Address: 16 5th St, St Augustine Beach, FL 32080

Tax Key No.: 169890-0180





St. Johns County, FL

Tax Bill

[My Tax Bill](#)

Estimate Taxes

[Tax Estimator](#)

2020 TRIM Notice

[2020 TRIM Notice\(PDF\)](#)

2019 TRIM Notice

[2019 TRIM Notice\(PDF\)](#)

Summary

Parcel ID	1698900180
Location Address	5TH ST SAINT AUGUSTINE 32080-0000
Neighborhood	A1A Beach Boulevard (COM) (717.02)
Tax Description*	3-140 ST AUG BCH LOT 18 OR4893/1449 *The Description above is not to be used on legal documents.
Property Use Code	Vacant Commercial (1000)
Subdivision	St Augustine Beach
Sec/Twp/Rng	34-7-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.9195
Acreage	0.120
Homestead	N

Owner Information

Owner Name	Collier Michael Sr Et AL 100% Young Wai Yee 100%
Mailing Address	815 40TH PL EVERETT, WA 98201-0000

Map



Valuation Information

	2020
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$282,240
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$282,240
Total Deferred	\$6,254
Assessed Value	\$275,986
Total Exemptions	\$0
Taxable Value	\$275,986

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
2019	\$0	\$0	\$250,896	\$0	\$0	\$250,896	\$250,896	\$0	\$250,896
2018	\$0	\$0	\$292,712	\$0	\$0	\$292,712	\$292,712	\$0	\$292,712

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	48	105	48	EF	\$282,240

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
3/2/2020	2/28/2020	\$325,000.00	WD	4893	1449	Q	V	COCHRANE JAMES,KIMBERLY	COLLIER MICHAEL SR ET AL
12/5/2018	12/4/2018	\$100.00	WD	4650	25	U	V	CAM-ST AUGUSTINE LLC	COCHRANE JAMES,KIMBERLY
6/26/2009	6/25/2009	\$100.00	WD	3210	957	U	V	MILLER GARY A TRUSTEE	CAM-ST AUGUSTINE LLC

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

The St. Johns County Property Appraiser's Office makes every effort to produce the most accurate information possible. No warranties, expressed or implied, are provided for the data herein, its use or interpretation.

[User Privacy Policy](#)
[GDPR Privacy Notice](#)

Last Data Upload: 9/11/2020 12:40:44 AM

Developed by
 Schneider
 GEOSPATIAL

Version 2.3.84



AGENDA


REGULAR CITY COMMISSION MEETING
MONDAY, DECEMBER 2, 2019 AT 6:00 P.M.

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

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."

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. ROLL CALL
- IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON NOVEMBER 4, 2019 AND CONTINUATION MEETING OF REGULAR COMMISSION MEETING ON NOVEMBER 6, 2019
- V. ADDITIONS OR DELETIONS OF THE AGENDA
- VI. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA
- VII. PRESENTATIONS
 - A. Interview of Mr. Larry Einheuser for Position of Junior Alternate on the Comprehensive Planning and Zoning Board
 - B. Report on Veterans Reunion in City, October 23-24, 2020, by Ms. Kim Kendall
 - C. Update Report by Communications and Events Coordinator Cindy Walker on Preparations for New Year's Eve Fireworks Show
- VIII. PUBLIC COMMENTS
- IX. COMMISSIONER COMMENTS
- X. PUBLIC HEARINGS
 1. Ordinance 19-17, Public Hearing and First Reading, to Adopt Amendments to the Comprehensive Plan (Presenter: Ms. Janis Fleet, Planning Consultant)
 2. Conditional Use Permit to Construct a Single-Family Residence in a Commercial Land Use District at 16 5th Street, (Lot 18, St. Augustine Beach Subdivision, Mr. James Cochran, Applicant) (Presenter: Brian Law, Building Official)

 APPROVED
- 13 - UNANIMOUSLY

City Manager Royle advised that one of the Strategic Plan goals that the Commission will review in January is an annual review of the Comprehensive Plan.

Mayor George opened the Public Comments section. The following addressed the Commission:

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked the Commission what the City would do for the residents who must go from septic tanks to the sewer systems regarding their initial costs of \$10,000 to hook-up to the sewer line.

Mayor George asked City Manager Royle to follow up on this question.

Mayor George closed the Public Comments section and asked City Attorney Wilson read the title of the ordinance.

City Attorney Wilson read the title of the ordinance.

Mayor George asked for a motion.

Motion: to approve draft Ordinance 19-17 with the amendment stated 24.5 contingent upon Ms. Fleet receiving final approval on that modification from DOE. **Moved by** Mayor George, **Seconded by** Vice Mayor England. Motion passed unanimously.

Mayor George moved on to Item 2.

2. Conditional Use Permit to Construct a Single-Family Residence In a Commercial Land Use District at 16 5th Street, (Lot 18, St. Augustine Beach Subdivision, Mr. James Cochran, Applicant) (Presenter: Brian Law, Building Official)

Mayor George introduced Item 2 and asked Building Official Law to give a staff report.

Building Official Law explained that this is to build a single-family residence in a Commercial Land Use District. He advised that the Comprehensive Planning and Zoning Board voted five to one to allow construction of a single-family residence in a commercial district with three requirements, which are: 1) that it be built in accordance with the Land Development Regulations for Medium Density Land Use District; 2) no variances for reduced setbacks or maximum impervious surface ratio; and 3) that the Building Department require verification of building height by a license surveyor after the trusses are installed and roof is on because the proximately to the roof building is at 34 feet 10 inches. He advised that the Building Department has no objections to the building if it follows the medium density codes.

Commissioner Samora asked if there should be a 15-foot buffer to the east of the property between the other residential properties.

Building Official Law advised yes.

Commissioner Kostka advised that the plans are for a five-bedroom home and asked what the plan is for the parking.

Building Official Law advised that they would have to have five parking spaces according to the codes and if the owners want to change the building to commercial transient rental a lot of renovations would have to be done, such as changing all the doors, having fire sprinkler system, and would require an engineer to redesign the building. He commented that the owner will be putting in a gravel driveway for permeability.

Mr. James Cochran, 16 5th Street, St. Augustine Beach, FL, advised that it will improve the appearance of 5th Street, the building will be high quality, increase taxes for the City,

development will fill a low spot on 5th Street, and will be consistent with the land use codes. He explained that the lot has limited commercial use. He then showed Exhibits 8 and 9 and advised that the property sits between residential and commercial properties. He showed all the properties around his property that were granted conditional use permits. He commented that the City put parking across from the property and considers this a tourist area. He stated that this proposal is consistent with what is currently there.

Mayor George asked about the commercial property adjacent to this parcel on Beach Boulevard.

Building Official Law advised that a commercial suite will be downstairs and one suite upstairs. He explained that at this time staff does not know what it will be but believes it will be gift shops. It would be a two-commercial facility.

Mayor George opened the Public Comments section. The following addressed the Commission:

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, asked the Commission to pass the ordinance. He commented that Building Official Law should not be the presenter, the applicant should because the City could have grounds for legal actions.

Ann Palmquist, 213 10th Street, St. Augustine Beach, FL, asked if this really going to be single-family home or a short-term rental because a short-term rental impacts the fire, police, and public works solid waste pick up more than a residential home.

Ed Slavin, P.O. Box 3084, St. Augustine, FL, supports the application and applaud Mr. Cochrane for being persistent. He advised that the City could have been sued for civil rights violations if this was not heard again. Agreed with Mr. Reynolds regarding Building Official Law not presenting the items instead of the applicant.

Mayor George closed the Public Comments section and asked if there were any other Commission comments.

Vice Mayor England advised since the original application the lots on Beach Boulevard have no possibility of a combination of commercial use, which is a change in facts.

Commissioner Kostka explained that these lots were not separated on the first decision and hoped according to the Comprehensive Plan that the commercial districts would remain intact. She commented that the lots were sold separately, and the Commission must look at each case separately. She remarked that the Commission must look at the changes being presented and look to the future to make sure they would not hurt the residents' quality of life.

Mayor George asked for a motion.

Motion: to approve the conditional use permit with the conditions that the Comprehensive Planning and Zoning Board requested. **Moved by** Commissioner Kostka, **Seconded by** Commissioner Samora. Motion passed unanimously.

Mayor George moved on to Item 3.

3. Conditional Use Permit to Construct Eight Single-Family Residences in a Commercial Land Use District on West Side of A1A Beach Boulevard between E and F Streets (Lots 1-8, Block 43, Coquina Gables Subdivision, Mr. Len Trinca, Applicant) (Presenter: Brian Law, Building Official)

Mayor George introduced Item 3.



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM

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

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

To: Comprehensive Planning and Zoning Board
From: Bonnie Miller, Executive Assistant
CC: Brian Law, Building Official
Date: 10-09-2019
Re: CU 2019-05 16 5th Street

Conditional Use 2019-05 is a request to build a single-family residence in a commercial land use district, which requires the granting of a conditional use permit by the City Commission per Section 3.02.02 of the City's Land Development Regulations (LDRs).

The property owners and applicants, James and Kimberly Cochrane, previously submitted a conditional use application for construction of a single-family residence in a commercial land use district for this same address at 16 5th Street, which was considered by the Planning and Zoning Board in March 2019. The PZB voted 4-2 to recommend the City Commission approve the conditional use permit to allow residential construction in commercial zoning, but it was denied by the City Commission in April 2019. At its regular monthly meeting held September 9, 2019, the Commission voted to waive the one-year time period required for reapplication, so the applicants have submitted a new application and are once more requesting a conditional use permit for residential construction in a commercial land use district.

The Building and Zoning Department has no objection to the construction of a single-family residence in the commercial land use district at 16 5th Street and asks the Comprehensive Planning and Zoning Board to consider forwarding a recommendation of approval of the applicants' request to the City Commission, with the stipulation that the setback requirements and impervious surface ratio (ISR) maximum coverage for medium density residential property be adhered to.

Sincerely,

Bonnie Miller

Bonnie Miller
Executive Assistant
Building and Zoning Department

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Conditional Use File No. CU 2019-05
Date: Wednesday, October 16, 2019

Please be advised that at its regular monthly meeting held Tuesday, October 15, 2019, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve a conditional use application submitted for proposed new construction of a single-family residence in a commercial land use district at 16 5th Street, St. Augustine Beach, Florida, 32080.

The application was filed by James and Kimberly Cochrane, 328 South Forest Dune Drive, St. Augustine Beach, Florida, 32080, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOT 18, ST. AUGUSTINE BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 1698900180, AKA 16 5TH STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 140, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Ms. West made the motion to recommend the City Commission approve the conditional use application as submitted for proposed new construction of a single-family residence in a commercial land use district at 16 5th Street, St. Augustine Beach, Florida, 32080, subject to the following three (3) conditions: 1) The proposed new single-family residence shall be built in compliance with current Land Development Regulations (LDRs) requirements for medium density residential land use districts; 2) No variances shall be requested to reduce setback requirements or maximum impervious surface ratio (ISR) coverage per LDRs requirements for medium density residential land use districts; 3) Verification of building height in compliance with the City's height ordinance and LDRs shall be submitted by a certified and licensed surveyor prior to the issuance of a certificate of occupancy for the new single-family residence. Ms. West's motion was seconded by Ms. Odom and passed 5-1 by the Board by voice-vote, with Mr. Mitherz, Ms. Odom, Ms. West, Mr. Pranis and Mr. King assenting, and Ms. Longstreet dissenting.

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

In re:

**APPLICATION FOR CONDITIONAL USE
PERMIT TO BUILD A RESIDENCE IN A
COMMERCIAL LAND USE DISTRICT AT 16
5TH STREET, LOT 17, OF ST. AUGUSTINE
BEACH, A SUBDIVISION OF HOTEL
GROUNDS, CHAUTAUQUA BEACH,
ACCORDING TO PLAT THEREOF AS FILED
IN MAP BOOK 3, PAGE 140 OF THE PUBLIC
RECORDS OF ST. JOHNS COUNTY, ST.
AUGUSTINE BEACH, FLORIDA 32080.**

Public Records of St. Johns County, FL
Clerk number: 2019097628
BK: 4857 PG: 1755
12/30/2019 1:44 PM
Recording \$18.50

ORDER APPROVING CONDITIONAL USE (2019-05)

The application of James and Kimberly Cochrane, for a conditional use permit to allow for a residence to be built in a commercial land use district located at 16 5th Street, St. Augustine Beach, Florida 32080, having come on to be heard before the City Commission on December 2nd, 2019, 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 granted shall conform to all materials submitted with the Application and which were provided by the Applicant to supplement the Application, including all drawings, sketches and renderings and recommendations by the building official, as follows: 1) The proposed new single family residence shall be built in compliance with current Land Development Regulations (LDR's) for medium density residential land use districts; 2) No variances shall be requested to reduce setback requirements or maximum impervious surface ratio (ISR) coverage per LDR requirements for medium density residential land use districts; 3) Verification of building height in compliance with the city's height ordinance and LDR's shall be submitted by a certified and licensed land surveyor prior to issuance of a certificate.

3. The conditional use permit shall be transferrable and shall continue for so long as the building continues to exist on the site.
4. The use shall be conducted in such a way as to not violate City Code or become a nuisance.
5. The use shall be transferrable.
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 2nd day of December 2019, at St. Augustine Beach, St. Johns County, Florida.

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

By: 
Undine C. George, Mayor

ATTEST: 
Max Royle, City Manager

16 5th Street, St. Augustine, FL
3-1-10 STAUG BCH LOT 19 OR3210-957

*Parcel# 1008900130

*SIC Utilities

*Zoned Medium Density, 50% Total Land Use + 15% for Semi-Permeable Pavers

Brandon Travis

(C) 904 904-814-9524

(E) brandon@entireinc.net

*Maximum Height = 35

*Building Height is measured as one (1) foot above the higher of either the Front Existing Grade or the Crown of the Road (to which the structure is addressed) to the highest point of building of structure. The amount of fill is limited to no more than five (5) feet

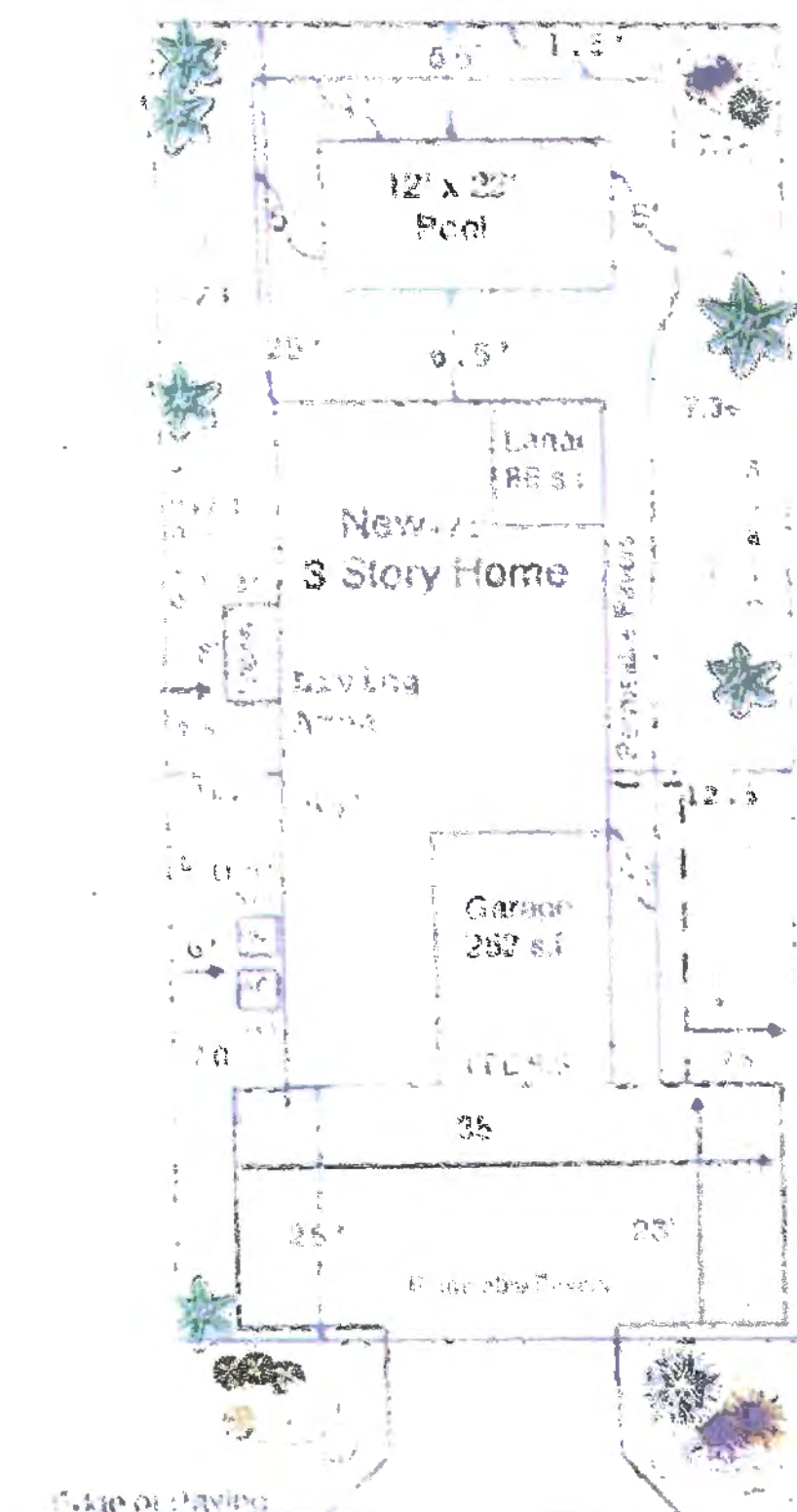
*Flow / Zone: X5

*Water Flow

*Type "A" Drainage



1" = 20'



*Silt fence shall be provided around property boundaries to prevent impact to adjacent properties

*Land Usage Lot = 5040 sq. ft.

*House 1375 + Deck 165 sq. ft. = 1540 sq. ft. (30.36%)

*Pool 264 sq. ft.

*Driveway 805 sq. ft.

*Pool Deck 455 sq. ft.

*Sidewalk total 102.5 sq. ft. Covered Sidewalk 119.7 sq. ft. = 222.2 sq. ft.

*AC Top 32 sq. ft.

*Slope 32 sq. ft.

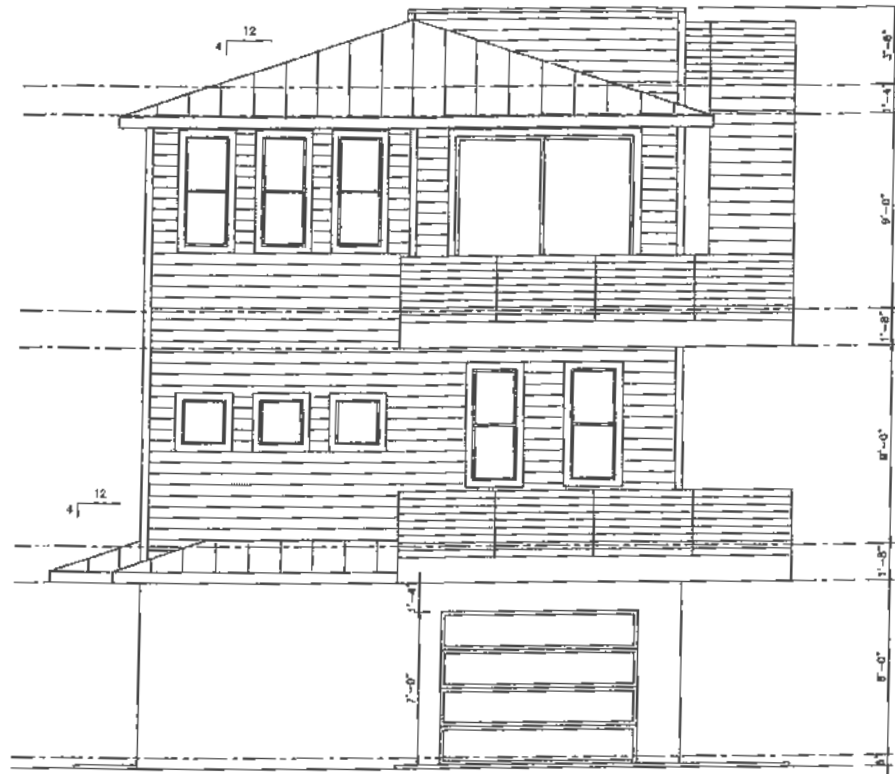
Total 3211 sq. ft. = 63.71%, Total Land Usage:

*Home shall be built on a 3-course stemwall including chain block
11' completed fill under house footprint

PARCEL AREA

SQ. FEET 5040

ACRES 0.12



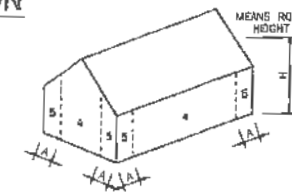
FRONT ELEVATION

SCALE: 1/4" = 1'-0"



RIGHT ELEVATION

SCALE: 1/4" = 1'-0"



COMPONENTS AND CLADDING
WALLS
Structures less than or equal to 60 ft

COMPONENT PRESSURES:

AREA	PRESSURE (psf)
4	MAX = 35.05
4	MIN = -38.02
4	MAX = 35.05
4	MIN = -46.83

Dimension a = 3.00 ft



REAR ELEVATION

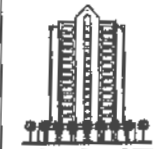
SCALE: 1/4" = 1'-0"



LEFT ELEVATION

SCALE: 1/4" = 1'-0"

Stanley P. Hoyle, Architect
Florida Reg. No. AR9333
1114 Marjorie Drive,
Daytona Bch, FL 32117
386-295-9750



CONTRACTOR NOTICE
THE USE OF THESE DRAWINGS AND SPECIFICATIONS SHALL BE RESTRICTED TO THE SPECIAL USE FOR WHICH THEY WERE PREPARED AND NO OTHER USE OR REUSE IS PERMITTED WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT. ANY REUSE OR REUSE OF THESE DRAWINGS OR SPECIFICATIONS WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT SHALL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO THE ARCHITECT.

ALL CONTRACTORS & SUB-CONTRACTORS PLEASE CHECK & TRY TO HOLD TO THE ORIGINAL AND POSSIBLE PROBLEMS OR CHANGES ON THESE PLANS & ARE TO WITHIN THE BUDGET AND DESIGNER BEFORE CONSTRUCTION.

ENTIRE CONSTRUCTION, INC.
CUSTOM 3 STORY
Customized For
COCHERANE - 16 5th STREET

ENTIRE
CONSTRUCTION INC.
ZAK ADAMS
P 904-614-7600
F 904-471-4324
St. Augustine, Florida
www.entireconstruction.com

JOB NUMBER

2723

SUNSTATE

PLAN DATE

12/11/18

"PLANS CONFORM TO"
2017 FLORIDA BUILDING CODE
2016 NATIONAL ELEC CODE
2018 IFBC BUILDING CODE
2014 ASCEA FLOOD DESIGN
STRUCTURALLY ADEQUATE FOR
ALTERATION LEVEL: M/A
RISK CATEGORY: 2
WIND VELOCITY (MPH): 140
EXPOSURE CATEGORY: I
INTERNAL PRESSURE: 10
CONSTRUCTION TYPE: TB

LOT:
16 5th STREET
ST AUGUSTINE BCH
FLORIDA

ELEVATIONS

SHEET

1

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Conditional Use File No. CU 2020-03
Date: Wednesday, October 14, 2020


Please be advised that at its regular monthly meeting held Tuesday, October 13, 2020, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted to recommend the City Commission approve a conditional use application submitted for proposed new construction of a single-family residence in a commercial land use district at 16 5th Street, St. Augustine Beach, Florida, 32080.

The application was filed by James G. Whitehouse, St. Johns Law Group, 104 Seagrove Main Street, St. Augustine Beach, Florida, 32080, authorized agent for Michael Collier Sr. and Wai Yee Young, 815 40th Place, Everett, Washington, 98201, property owners, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOT 18, SAINT AUGUSTINE BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 1698900180, AKA 16 5TH STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 140, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Ms. Odom made the motion to recommend the City Commission approve this conditional use application for proposed new construction of a single-family residence in a commercial land use district on Lot 18, St. Augustine Beach Subdivision, at 16 5th Street, subject to the conditions that the new home be built in accordance with current Land Development Regulations for medium density residential land use districts with no variances granted for reduced setback requirements (currently required to be a minimum of 25 feet front and rear and 10 feet on the sides) or to exceed the allowable maximum impervious surface ratio (ISR) coverage for medium density residential land use districts; the Building Department shall require verification of the new home's building height by a licensed surveyor after the trusses are installed and the roof is on because the approximate height of the building to the top of the roof per the elevation drawings included with the conditional use application show the height of the proposed new home at 34 feet, 10 inches. Ms. Odom's motion was seconded by Mr. Mitherz and passed 6-1 by the Board by roll-call-vote, with Mr. King, Mr. Mitherz, Mr. Pranis, Mr. Kincaid, Ms. Odom, and Mr. Einheuser assenting, and Ms. Longstreet dissenting.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 22, 2020

SUBJECT: Conditional Use Permit Request to Build a Single-Family Residence in a Commercial Land Use District at 17 13th Street (Lots 53, 54, and Part of 52, Atlantic Beach Subdivision, Michael Stauffer and Scott Patrou, Agents for Ancient City Ventures)

INTRODUCTION

Lots 53, 54, and part of 52 in the Atlantic Beach subdivision are located on the south side of 13th Street, east of A1A Beach Boulevard. On Lot 54 there is an existing two-story building that has been used for residential purposes as a vacation rental. It is going to be converted to commercial use. To the east of it is the proposed site for a residence, which will be in the commercial land use district that borders the Boulevard.

Because the City's Land Development Regulations require a conditional use permit to build a residence in a commercial land use district, the owners of the site applied for the permit. Their application was reviewed by the Comprehensive Planning and Zoning Board at its October 13, 2020, meeting. The Board by a vote of 7-0 recommended to you that the permit be granted, subject to the conditions that the new home be built in accordance with the current Land Development Regulations for medium density residential land use districts.

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-32, the application that the Planning Board reviewed at its October 13th meeting.
- b. Page 35, a memo from Ms. Bonnie Miller, Building Department Executive Assistant, in which she states the Board's recommendation to you that the application for the permit be approved.

Please note that the application to the Board also includes a request for a variance to the City's parking requirements. That request doesn't concern the Commission at this time. If the variance is appealed, then the Commission will consider it. Because of the possibility of an appeal we recommend that you not comment about the variance during your discussion concerning the conditional use permit.

PROCEDURE FOR THE PUBLIC HEARING

First, have Mr. Law provide background about the request for the permit and the Board's recommendation to you.

Second, have Mr. Stauffer or Mr. Patrou or both present their request to you.

Third, have public comment concerning the request ,

ACTION REQUESTED

It is that you hold the public hearing on the request for the conditional use permit and that you decide whether to grant it.



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080
WWW.STAUGBCH.COM

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

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

To: Comprehensive Planning and Zoning Board
From: Bonnie Miller, Executive Assistant
CC: Brian Law, Building Official
Date: 10-05-20
Re: Conditional Use File No. CU 2020-04, Land Use Variance File Nos. VAR 2020-10 and VAR 2020-11

The three applications referenced above all pertain to a property parcel in a commercial land use district consisting of three lots, Lots 52, 53, and 54, Atlantic Beach Subdivision, all under one parcel identification number addressed as 17 13th Street. Currently, this parcel has a two-story, 4,292-square-foot total-under-roof single-family residence licensed as a transient rental lodging facility. Scott Patrou, of Ginn & Patrou PA, a local law firm, is one of the authorized agents for these applications, which he is applying for with the intent to purchase this property and convert the current single-family residence on the southeast corner of A1A Beach Boulevard and 13th Street into a commercial building and move his law firm from its current location at 770 A1A Beach Boulevard to 17 13th Street. Mike Stauffer, also an authorized agent and architect for this project, has provided site plans and an elevation drawing of the proposed new single-family residence for which a conditional use permit (Conditional use File No. CU 2020-04) is required, per Section 3.02.02 of the City's Land Development Regulations (LDRs), as the property is zoned commercial. The applicants are also applying for a variance (Variance File No. VAR 2020-10) for a front yard setback reduction from 25 feet to 20 feet for the proposed new single-family residence and a rear yard setback reduction from 5 feet to 3.5 feet for the existing pool on the property site. The proposed new single-family residence is designed to front 13th Lane, not 13th Street, so the rear of this residence, which will include the existing pool, will abut the parking spaces proposed for the conversion of the residential structure to a commercial structure for Mr. Patrou's law firm. Nine regular parking spaces and one handicap parking space are proposed on the north side of the parcel adjacent to 13th Street for this commercial use. There are an additional two parking spaces in the existing garage and all of the proposed new parking spaces along 13th Street are located on the 17 13th Street property site, but they require a variance (Variance File No. VAR 2020-11) because these parking spaces are not in compliance with Section 6.03.05.C.5 of the City's Land Development Regulations, which states:

Sec.6.03.05.C.5. Each off-street parking space shall open directly onto an aisle or driveway that, except for single-family and two-family residences, in not a public street.

Conditional Use File No. CU 2020-04 is a conditional use application for proposed new construction of a single-family residence on the east side of the property parcel, which Mr. Patrou plans

to replat into two separate parcels. Parcel 1 will include the current single-family residence on Lots 52 and 53 which Mr. Patrou proposes to convert to a commercial building for his law firm, and the 10 commercial parking spaces along the north side of the parcel adjacent to 13th Street, and encompass a total lot size of 7,473 square feet. Parcel 2 will include the proposed new single-family residence and existing swimming pool on the east side of the current parcel on Lots 53 and 54. The re-platted lot size for the proposed new three-story, 3,864-square-foot total-under-roof single-family residence is 4,668 square feet, and if the conditional use application to build this residence is approved, staff recommends it be built in compliance with current regulations for maximum lot coverage of 35% percent for all residential land use districts within the City, and 50% maximum impervious surface ratio (ISR) coverage for medium density residential land use districts, with an additional 15% coverage allowed for pervious pavers that have a 10% or greater permeability ratio per manufacturer specifications. Mr. Stauffer's memo to the Board includes lot coverage and ISR coverage calculations for the proposed new single-family residence and the existing structure to be converted to a commercial building based on the total square footage of the replatted parcels.

Variance File No. VAR 2020-10 requests a front yard setback reduction for the proposed new single-family residence, which will front 13th Lane on the south side of the parcel and have a 13th Lane address, and a rear yard setback reduction from 5 feet to 3.5 feet for the existing 1,104-square-foot pool and pool deck, which will be included in Parcel 2 with the re-platting of the property. Section 6.01.03.B.2 of the LDRs requires pools to have minimum 5-foot rear and side setbacks, but to accommodate the proposed parking spaces and bollards for the commercial building conversion located in a 22-foot -wide strip running along the entire north side of the current parcel, the existing pool will have only a 3.5-foot rear setback from the re-platted portion of Parcel 1 and the proposed parking spaces for the commercial use adjacent to 13th Street.

Variance File No. VAR 2020-11 requests a variance to Section 6.03.05.C.5 as stated on the previous page, to allow the parking for the proposed commercial use adjacent to the public right-of-way of 13th Street to back up directly onto 13th Street. The proposed 11 regular parking spaces and one handicap parking space comply with the commercial parking requirements for professional and business offices, per Section 6.03.02 of the LDRs, which require one parking space for every 250 square feet of gross floor area.

The Board's purview regarding the conditional use application to build the proposed single-family residence in a commercial land use district is to make a recommendation to the City Commission to approve or deny the application. If the Board decides to recommend approval, the Building and Zoning Department recommends the new residence be built in compliance with lot coverage and ISR coverage allowed for medium density residential land use districts, as stated above. The Building and Zoning Department advises the Board to consider the two variance applications based upon the required considerations for the granting of a variance, which includes the applicants' description of the hardship, per Section 10.02.03 of the LDRs.

Sincerely,

Bonnie Miller

Executive Assistant
Building and Zoning Department



City of St. Augustine Beach

2200 A1A SOUTH

ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

CITY MGR. (904) 471-2122

FAX (904) 471-4108

BLDG. & ZONING (904) 471-8758

FAX (904) 471-4470

OWNER'S AUTHORIZATION

ST. JOHNS LAW GROUP / JAMES G. WHITEHOUSE, ESQ. is hereby authorized TO ACT ON BEHALF OF Sunsation Real Estate LLC, the owner of those lands described below or as described in other such proof of ownership as may be required, in appearing before and/or applying to the City of St. Augustine Beach, related to land use issues, and any other matter related to their property located at 12 13th Street, St. Augustine Beach, FL, and including the following parcel at Property Appraiser ID: **167460 0000**.

BY: Thomas O'Hara
Signature of Owner
Thomas O'Hara
Print Name of Owner
631-807-8373
Telephone Number

BY: Douglas Carr
Signature of Owner
Douglas Carr
Print Name of Owner
904-412-9898
Telephone Number

Donia Carr 904-412-3331

Joanne O'Hara 631-807-8379

17 13TH STREET
PARCEL 2
CU

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) 54, 534 Block(s) _____ Subdivision ATLANTIC BEACH
PART 52
Street Address 17 13TH STREET

2. Location (N, S, W, E): S Side of (Street Name): 13TH STREET

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

4. Real estate parcel identification number: 16 74 000 000

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

ANCIENT CITY VENTURES (SELLING PARCEL)
43 CINCINNATI AVE. ST. AUGUSTINE, FL 32080

6. Current land use classification: COMMERCIAL

7. Section of land use code from which the conditional use permit is being sought: 3.02.02 USES

8. Description of conditional use permit being sought: _____

CONSTRUCTION OF A SINGLE FAMILY RESIDENCE
IN COMMERCIAL ZONING

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

• SITE PLAN
• ELEVATION

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? _____

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

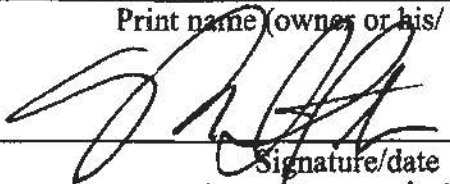
NA ☐ Other documents or relevant information to be considered

☒ 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 Comprehensive Planning and Zoning Board and the Board of City Commissioners and does hereby certify that all information contained is true and accurate, to the best of his/her knowledge.

MICHAEL STAUFFER

Print name (owner or his/her agent)

 9/20/2020

Signature/date

1093 A1A BEACH BLVD #330
ST. AUGUSTINE BEACH, FL 32080

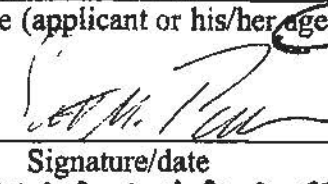
Owner/agent address

904.540.1059

Phone number

SCOTT PATROU

Print name (applicant or his/her agent)

 9/24/20

Signature/date

770 A1A BEACH BLVD STE D
ST. AUGUSTINE BEACH, FL 32080

Applicant/agent address

904.540.3779

Phone number

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 does not constitute approval for variation from the covenants and restrictions. **

17 13TH STREET
PARCEL 2 3
CU

Date: 9/20/2020

Conditional Use File #: CU2020 04

Applicant's name: SCOTT PATROU

Applicant's address: 770 A1A BEACH BLD STD
ST AUGUSTINE BEACH, FL 32080

For conditional use permit at: 17 13TH STREET

Charges

Application Fee: \$400.00 Date Paid: 9-23-2020

Legal Notice Sign: \$10.00 Date Paid: 9-23-2020

Received by Bonnie Miller

Date 9-23-2020

Invoice # I2002458

(Check # or type of credit or debit card) 1869

17 13TH STREET

St. Johns County, FL

Tax Bill)

Estimate Taxes

2020 TRIM Notice

2019 TRIM Notice

Summary

Parcel ID 1674000000
 Location Address 17 13TH ST
 Neighborhood SAINT AUGUSTINE 32080-0000
 Tax Description* Atlantic Beach East (672.05)
 2-50 ATLANTIC BEACH LOT 52 (EX R/W OF RD A1A) & ALL LOTS 53 & 54 OR 4202/194
 *The Description above is not to be used on legal documents.
 Property Use Code Single Family (0100)
 Subdivision Atlantic Beach Subdivision Of Anastasia
 Sec/Twp/Rng 34-7-30
 District City of St Augustine Beach (District 551)
 Millage Rate 16.9195
 Acreage 0.310
 Homestead N

Owner Information

Owner Name Ancient City Ventures LLC 100%
 Mailing Address 43 CINCINNATI AVE
 SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

	2020
Building Value	\$411,151
Extra Features Value	\$16,374
Total Land Value	\$564,200
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$991,725
Total Deferred	\$179,789
Assessed Value	\$811,936
Total Exemptions	\$0
Taxable Value	\$811,936

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
2019	\$327,604	\$15,444	\$564,200	\$0	\$0	\$907,248	\$738,124	\$169,124	\$738,124
2018	\$39,885	\$12,210	\$507,780	\$0	\$0	\$559,875	\$559,875	\$0	\$559,875
2017	\$95,724	\$13,195	\$507,780	\$0	\$0	\$616,699	\$616,699	\$0	\$616,699
2016	\$139,308	\$11,029	\$423,150	\$0	\$0	\$573,487	\$545,685	\$27,802	\$545,685
2015	\$141,165	\$11,756	\$390,800	\$0	\$0	\$543,721	\$496,077	\$47,644	\$496,077
2014	\$134,610	\$12,483	\$327,295	\$0	\$0	\$474,388	\$450,979	\$23,409	\$450,979
2013	\$115,380	\$12,026	\$327,295	\$0	\$0	\$454,701	\$409,981	\$44,720	\$409,981
2012	\$118,876	\$12,026	\$241,808	\$0	\$0	\$372,710	\$372,710	\$0	\$372,710
2011	\$120,624	\$12,026	\$241,808	\$0	\$0	\$374,458	\$374,458	\$0	\$374,458
2010	\$124,121	\$12,026	\$268,675	\$0	\$0	\$404,822	\$404,822	\$0	\$404,822

Building Information

Building 1
 Actual Area 4292
 Conditioned Area 3054
 Actual Year Built 1975
 Use Single Family Residence
 Style 01
 Class N
 Exterior Wall Aluminum Vinyl, Concrete Block

Roof Structure Gable Hip
 Roof Cover Metal
 Interior Flooring Ceramic Tile, Ceramic Tile
 Interior Wall Drywall
 Heating Type Air Duct
 Heating Fuel
 Air Conditioning Central
 Baths 5

Category	Type	Pct
Exterior Wall	Concrete Block	70%
Exterior Wall	Aluminum Vinyl	30%
Roofing Structure	Gable Hip	100%
Roofing Cover	Metal	100%
Interior Walls	Drywall	100%
Interior Flooring	Ceramic Tile	50%
Interior Flooring	Ceramic Tile	50%
Heating Type	Air Duct	100%
Air Conditioning	Central	100%
Frame	Masonry	100%
Plumbing	22 Fixtures	100%
Electrical	Very Good	100%
Foundation	Concrete Perimeter Footing	100%
Floor System	Concrete Slab	100%
Condition	Very Good	100%

Description	Conditioned Area	Actual Area
FINISHED GARAGE	0	672
FINISHED OPEN PORCH	0	50
BASE AREA	1430	1430
FINISHED OPEN PORCH	0	108
FINISHED UPPER STORY	952	952
FINISHED DECK	0	408
FINISHED UPPER STORY	672	672
Total SqFt	3054	4292

Extra Feature Information

Code Description	BLD	Length	Width	Height	Units
Pool (Concrete)	0	0	0	0	450
Kool Deck	0	0	0	0	1217
Residential Fence	0	0	0	0	230

Land Information

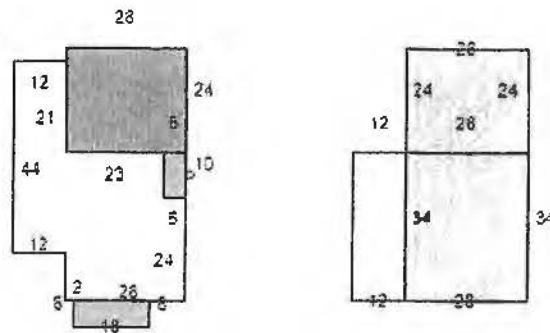
Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Single Family	90	93	90	EF	\$390,600
Single Family	40	93	40	EF	\$173,600

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
6/3/2016	5/27/2016	\$681,000.00	WD	<u>6202</u>	<u>194</u>	Q	I	JOURNEY PAUL L & DICKEY JOYCE B (T/C)	ANCIENT CITY VENTURES LLC
	6/8/2004	\$101,600.00	WD	<u>2419</u>	<u>1386</u>	U	I	MURRAY WILLIAM G & JOURNEY PAUL L	JOURNEY PAUL L & DICKEY JOYCE B (T/C)
	1/15/1999	\$190,000.00	WD	<u>1279</u>	<u>1544</u>	Q	I	SCHMEDES THOMAS J & AUDREY E	MURRAY WILLIAM G & JOURNEY PAUL L (JTRS)
	1/1/1980	\$0.00		<u>476</u>	<u>471</u>	U	I		SCHMEDES THOMAS J AUDREY E

Sketch Information

Room Type
DECK
FINISHED UPPER STORY
Base
FINISHED OPEN PORCH
FINISHED GARAGE



No data available for the following modules: Exemption Information.

[Data Privacy Policy](#)
[GDPR Privacy Notice](#)

Last Data Upload: 9/15/2020 12:31:33 AM



Version 2.0.0.0

DEED

Prepared by:
Jessica L. Peel
Olde Towne Title & Guaranty Agency, LLC
93 Orange Street, Suite A
St. Augustine, Florida 32084

File Number: 16-5474

General Warranty Deed

Made this May 27, 2016 A.D. By **Paul L. Journey and Joyce B. Dickey**, both conveying non-homestead property, whose address is: 407 C. St., St. Augustine, FL 32080, hereinafter called the grantor, to **Ancient City Ventures LLC**, whose post office address is: 43 Cincinnati Ave., St. Augustine, FL 32080, hereinafter called the grantee:

(Whenever used herein the term "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)

Witnesseth, that the grantor, for and in consideration of the sum of Ten Dollars, (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in St. Johns County, Florida, viz:

Lots 54, 53, and that part of Lot 52 lying Easterly of the Right-of-Way line of State Road No. A-1-A, , Atlantic Beach Subdivision of Anastasia Methodist Assembly Grounds, according to the map or plat thereof, as recorded in Map Book 2, Page(s) 50, of the Public Records of St. Johns County, Florida.

Parcel ID Number: 167400-0000

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, 2013.

DEED

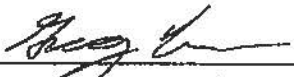
17 13th Street

Prepared by:
Jessica L. Peel
Olde Towne Title & Guaranty Agency, LLC
93 Orange Street, Suite A
St. Augustine, Florida 32084

File Number: 16-5474

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.


Signed, sealed and delivered in our presence:



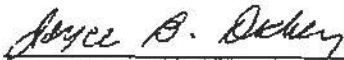
Witness Printed Name Greg Crum



Paul L. Journey (Seal)
Address: _____



Witness Printed Name Jessica Peel




Joyce B. Dickey (Seal)
Address: _____

State of Florida
County of St. Johns

The foregoing instrument was acknowledged before me this 27th day of May, 2016, by Paul L. Journey Joyce B. Dickey, who is/are personally known to me or who has produced drivers licenses as identification.





Notary Public
Print Name: _____
My Commission Expires: _____

MICHAEL STAUFFER
A r c h i t e c t

Memorandum

Date: September 20, 2020
To: St Augustine Beach Planning & Zoning Board
From: Michael Stauffer
RE: 17 13th Street – Variance and Conditional Use - Parcel 2 Info

These lots are zoned commercial per the City zoning map.

The proposed building is to be a single-family residence.

Total area Parcel 2 = 4,668 SF

Lot coverage

Allowed: Medium density residential allows 35% = $4,668 \times .35 = 1,633$ SF allowed
Actual: 1,288 SF actual < 1,633 SF allowed

Surface coverage:

Allowed: Medium density residential allows 50%
Pervious paving allows an increase of 15% = total of 65%
 $65\% = 4,668 \text{ SF} \times .65 = 3,034 \text{ SF}$

Actual:

Building Footprint	1,288 (house, porches, garage)
Pool	435
Pool deck	669
Paving	66 (pervious pavers)
Driveway	400 (pervious pavers)
Total	2,858 SF actual < 3,034 SF allowed

Parking requirements:

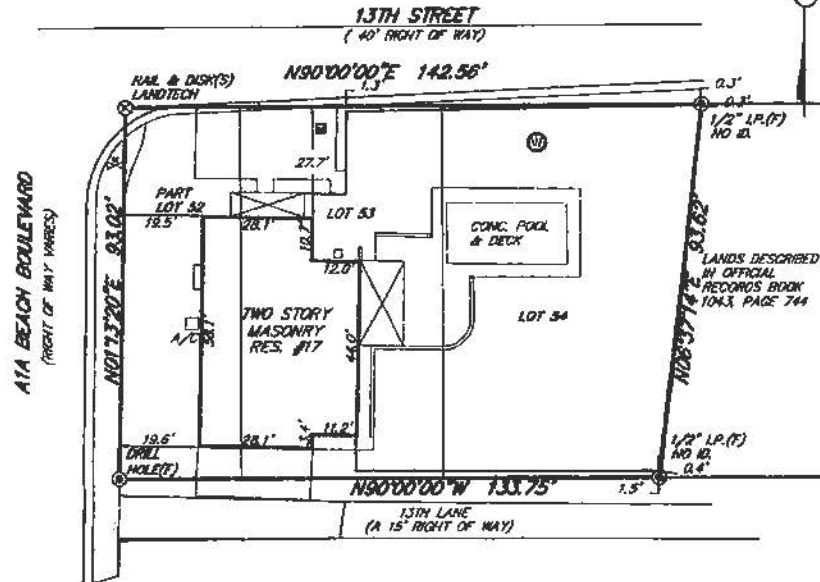
Required: per LDC office buildings require one space for each bedroom if over 3 bedrooms
House will have four bedrooms so four spaces provided

MAP SHOWING SURVEY OF

LOTS 54, 53 AND THAT PART OF LOT 52 LYING EASTERLY OF THE EAST RIGHT-OF-WAY LINE OF STATE ROAD NO. A-1-A, ATLANTIC BEACH SUBDIVISION OF ANASTASIA METHODIST ASSEMBLY GROUND AS RECORDED IN MAP BOOK 2, PAGE 504 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY FLORIDA.

CERTIFIED TO:
ANCIENT CITY VENTURES, LLC
OLDE TOWNE TITLE & GUARANTY AGENCY, LLC
CHICAGO TITLE INSURANCE AGENCY

new 6-28-17



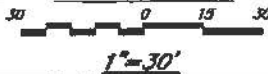
REVISION NOTE:
1. REVISED 06/27/17 TO CORRECT BUILDING FOOTPRINT AND DIMENSIONS.

AREA = ±0.29 ACRES
OR ±12,848.2 sq. ft.

LEGEND

A/C	AIR CONDITIONER PAD	RES.	RESIDENCE
ID.	IDENTIFICATION	C.	CENTERLINE
N.G.V.D.	NATIONAL GEODETIC VERTICAL DATUM	F.P.C.	FOUND PROPERTY CORNER AS NOTED
SQ. FT.	SQUARE FEET	S.P.C.	SET PROPERTY CORNER AS NOTED
I.P.(F)	IRON PIPE FOUND	W.M.	WATER METER
I.R.(F)	IRON ROD FOUND	E.W.	ELECTRIC METER
I.R.(S)	5/8\" IRON ROD SET (LANDTECH)	E.C.	EXPOSED CONCRETE
B.L.	BREAK LINE	C.A.	COVERED AREA
W.	WELL	W.V.	WATER VALVE

GRAPHIC SCALE



THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS CERTIFIED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THIS 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 CERTIFICATION TO ANY PARTIES IN FUTURE TRANSACTIONS. NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

GENERAL NOTES

- Easements as shown herein are only those above ground, visible objects observed by the surveyor.
- No underground structures, utilities or foundations were located or determined by this survey.
- This survey does not reflect or determine ownership.
- This survey makes no claim of an abstract of title. No right-of-way or easements of record were furnished to this firm except as shown.
- All distances, bearings or angles are as last measured from or plot measurements are noted if different.
- The certificate of this survey is a professional opinion based on the existing field and documentary evidence available at the time this survey was prepared.
- This office has not abstracted this parcel of land for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of any such claims.
- The specific rights implied by this survey are not transferable.
- The improvements for this survey were made in accordance with the United States Standards.
- For building setbacks call the appropriate county code enforcement office.
- Use of this survey for purposes other than that which it was intended, without written permission, will be at the user's sole risk and without liability to the surveyor. Nothing herein shall be construed to give any rights or benefits to anyone other than those the survey was prepared for.
- All disputes hereunder shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- This survey is certified to the 1985 field date.
- This surveyor's liability shall not exceed the fee as stated by this surveyor.

NOTES

- According to the Federal Emergency Management Agency FIRM Map No. 125146 effective date 09/08/04, the property described herein appears to lie in Zone AE 9'.
- Basis of bearing structure REFER TO SURVEY.

Scale of calculations: N.G.V.D. 29

SUR. NO.	LAST FIELD DATE	SCALE	F.S. / P.M.	DATE BY	DATE BY
16-0469	05/14/2016	1"=30'	689 / 70	N.H.F.	P.R.W.

TYPE: BOUNDARY

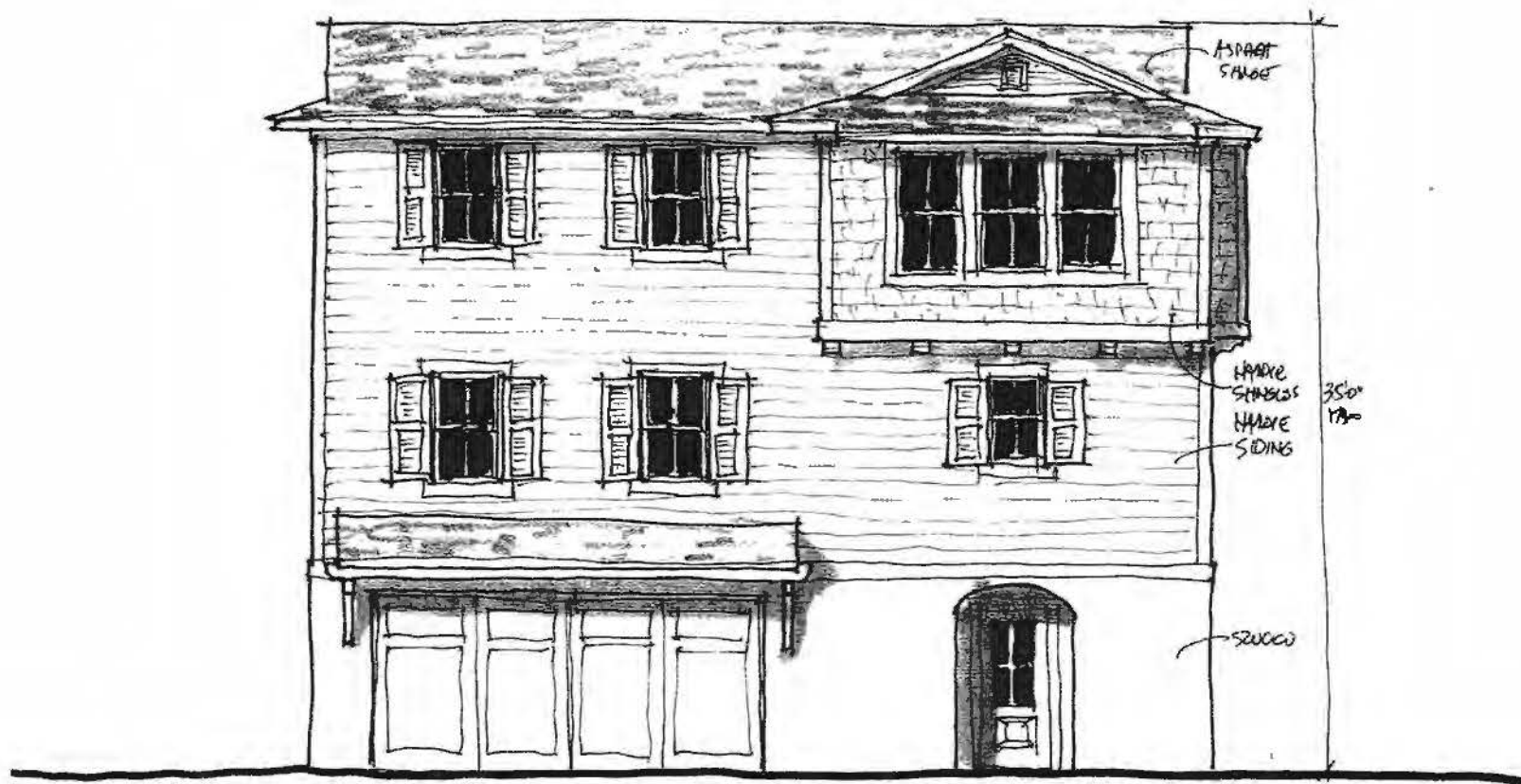
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LANDTECH
Associates, Inc.
LAND SURVEYORS

5100 AIA SOUTH, SUITE A
ST. AUGUSTINE, FLORIDA 32080
(904) 471-8877 FAX (904) 471-8876

Not valid without the signature and the original sealed set of a Florida licensed surveyor and map. Additions or deletions to survey maps or reports by other than the signing party is prohibited without the written consent of the signing party.

Nicholas H. Franklyn, P.L.E.
NICHOLAS H. FRANKLYN, P.L.E. #1920
FOR LANDTECH AND ASSOCIATES L.B. #7537



FRONT ELEVATION 1/8"=1'-0"
17 13TH STREET PHASE 2
9/20/2022

17 13TH STREET
PARCEL 2 1
V

City of St. Augustine Beach Building and Zoning Department
Variance 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 variance is being sought:

Lot(s) 54, 53 Block(s) _____ Subdivision ATLANTIC BEACH
↑ PART 52
Street Address 17 13TH STREET

2. Location (N, S, W, E): S Side of (Street Name): 13TH STREET

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

4. Real estate parcel identification number: 1674 000 000

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

ANCIENT CITY VENTURES (SELLING PARCEL)

43 CINCINNATI AVE. ST AUGUSTINE, FL 32080

6. Current land use classification: COMMERCIAL

7. Land use variance being sought: POOL SET BACK REDUCED FROM 5' TO 3.5'
FRONT SET BACK REDUCED FROM 25' TO 20'

8. Section of land use code from which the variance is being sought: SEC 6.01.03 FOR FRONT SET
SEC 6.01.03 (2) C FOR POOL

9. Reasons for which the variance is being sought: _____

EXISTING POOL CONTROLS SITING AND LOCATION
OF A NEW STRUCTURE TO BE BUILT

10. Supporting data which should be considered by the Board: _____

• SITE PLAN

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
- NA (☐) 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.

MICHAEL STAUFER
Print name (owner or his/her agent)

SCOTT PATRAU
Print name (applicant or his/her agent)

[Signature] 9/20/2020
Signature /date

[Signature] 9/22/20
Signature /date

1093 AIA BEACH BLVD # 330
ST. AUGUSTINE BEACH, FL 32080
Owner/agent address

770 AIA BEACH BLVD. SEED.
ST AUGUSTINE BEACH FL 32080
Applicant/agent address

904.540-6059
Phone number

904.540-3779
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: 9/20/2020

Variance File #: VAB 2020-10

Applicant's name: SCOTT PATROU

Applicant's address: 710 A1A BEACH BLVD STE D
ST. AUGUSTINE BEACH, FL 32080

For land use variance at: 17 13TH STREET

Charges

Application Fee: \$400.00 Date Paid: 9-23-2020

Legal Notice Sign: \$10.00 Date Paid: 9-23-2020

Received by Bonnie Miller

Date 9-23-2020

Invoice # 12002459

Check # or type of credit or debit card 1869

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.

THE EXISTING SWIMMING POOL ON THE SITE
PREVENTS SITING A STRUCTURE IN NORMAL
SET BACKS.

- 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.

OR SETBACK VARIANCES HAVE BEEN GRANTED
IN THE CITY FOR SIMILAR RESIDENTIAL
PROPERTIES. THIS REQUEST ALSO DOES NOT
EXCEED PREVIOUS LDR SETBACK OF 20'
UNDER WHICH NUMEROUS STRUCTURES WERE BUILT

- 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.

YES

THIS APPLICATION IS PRIOR TO PURCHASE
OF THIS PARCEL BY APPLICANT

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

THE SET BACK REDUCTION IS MINIMAL FROM 25' TO 20'.
THIS IS MINIMAL TO GET A REASONABLE DEPTH TO
THE RESIDENCE. THE POOL SET BACK IS ALSO
ONLY A MINOR REDUCTION.

- 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.

THIS WILL BE A RESIDENTIAL STRUCTURE BUILT
ADJACENT TO AN EXISTING RESIDENCE. THE
VARIANCE WILL ALLOW CONSTRUCTION OF A HOME
OF A SIZE & STYLE COMPATIBLE WITH ADJACENT
HOMES AND THEREFORE HAVE NO DETRIMENTAL EFFECTS

- 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?

THE DESIGN & SITE PLANNING FOR THIS STRUCTURE WILL
MEET ALL REQUIRED REGULATIONS FOR MANAGING
ON SITE & ~~REMOVED~~ STORM WATER. IN ADDITION
AS A RESIDENCE TRAFFIC WILL NOT BE
GREATLY IMPACTED

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.

MICHAEL STAUFFER
A r c h i t e c t

Memorandum

Date: September 20, 2020
To: St Augustine Beach Planning & Zoning Board
From: Michael Stauffer
RE: 17 13th Street – Variance and Conditional Use - Parcel 2 Info

These lots are zoned commercial per the City zoning map.

The proposed building is to be a single-family residence.

Total area Parcel 2 = 4,668 SF

Lot coverage

Allowed: Medium density residential allows 35% = $4,668 \times .35 = 1,633$ SF allowed
Actual: 1,288 SF actual < 1,633 SF allowed

Surface coverage:

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Parking requirements:

Required: per LDC office buildings require one space for each bedroom if over 3 bedrooms
House will have four bedrooms so four spaces provided

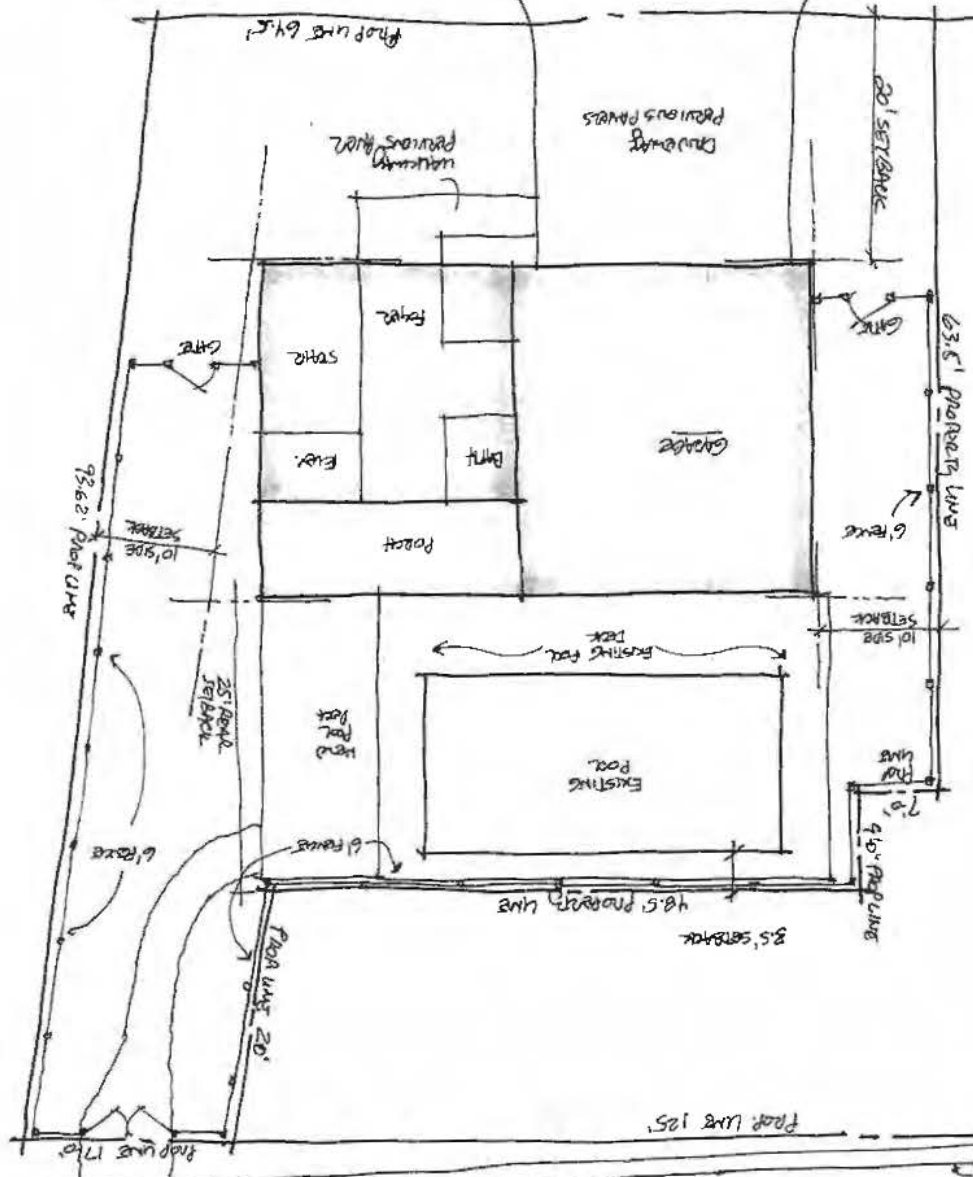
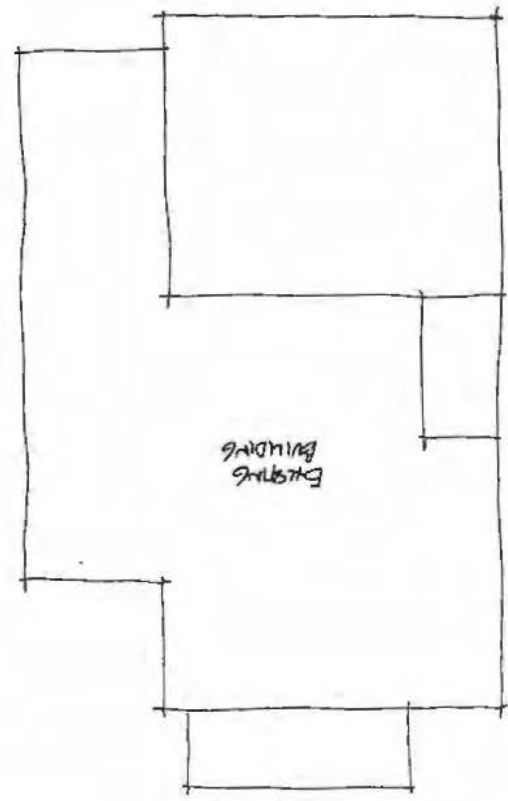
BENCH BULD
CROSS

SIDEWALK

PROP. LINE 73.02



SITE PLAN - PHASE 2
9/20/2020
1"=10'-0"

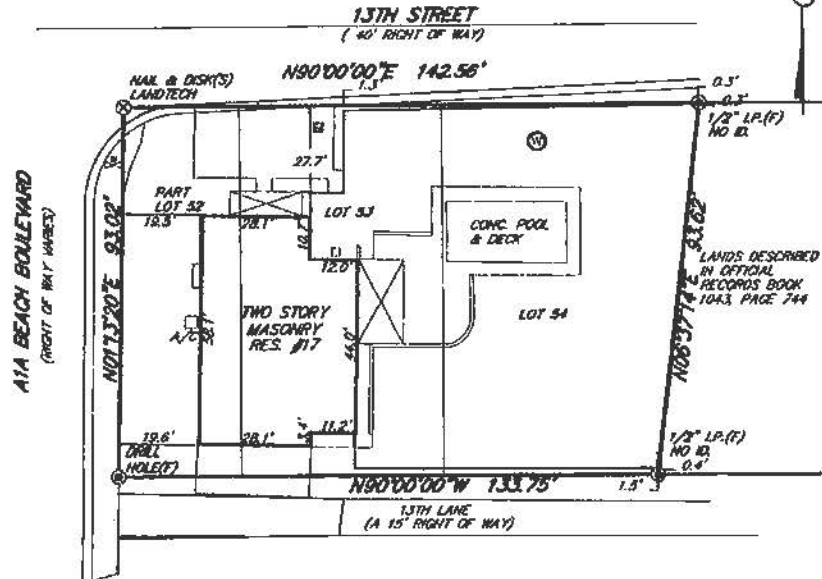


MAP SHOWING SURVEY OF

LOTS 54, 53 AND THAT PART OF LOT 52 LYING EASTERLY OF THE EAST RIGHT-OF-WAY LINE OF STATE ROAD NO. A-1-A, ATLANTIC BEACH SUBDIVISION OF ANASTASIA METHODIST ASSEMBLY GROUNDS AS RECORDED IN MAP BOOK 2, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

CERTIFIED TO:
ANCIENT CITY VENTURES, LLC
OLDE TOWNE TITLE & GUARANTY AGENCY, LLC
CHICAGO TITLE INSURANCE AGENCY

NEW 6.28.17



REVISION NOTE:
1. REVISED 05/07/17 TO CORRECT BUILDING FOOTPRINT AND DIMENSIONS.

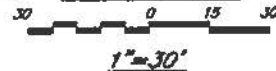
AREA = ±0.29 ACRES
OR ±12,848.2 sq. ft.

LEGEND

A/C - AIR CONDITIONER PAD
ID. - IDENTIFICATION
N.G.V.D. - NATIONAL GEODETIC VERTICAL DATUM
sq. ft. - SQUARE FEET
I.P.(F) - IRON PIPE FOUND
I.R.(F) - IRON ROD FOUND
I.R.(S) - 5/8\"

RES. - RESIDENCE
C. - CENTERLINE
F. - FOUND PROPERTY CORNER AS NOTED
S. - SET PROPERTY CORNER AS NOTED
W. - WATER METER
E. - ELECTRIC METER
C. - EXPOSED CONCRETE
C. - COVERED AREA
W. - WATER VALVE

GRAPHIC SCALE



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GENERAL NOTES

- Encroachments as shown herein are only those above ground, visible objects observed by the surveyor.
- No underground structures, utilities or foundations were located or determined by this survey.
- This survey does not reflect or determine ownership.
- This survey made without benefit of an abstract of title, no right-of-way or easements of record were furnished to this firm except as shown.
- All distances, bearings or angles are as field measured, fixed or plot measurements are noted if different.
- The certification of this survey is a professional opinion based on the existing field and documentary evidence available at the time this survey was prepared.
- This office has not conducted this parcel at hand for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of any such claims.
- The specific rights implied by this survey are not transferable.
- The measurements for this survey were made in accordance with the United States Standards.
- For building setbacks call the appropriate county codes enforcement office.
- Use of this survey for purposes other than that which it was intended, without written permission, will be at the user's sole risk and without liability to this surveyor. Making herein shall be intended to give any rights or benefits to anyone other than those the survey was prepared for.
- All disputes hereunder shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- This survey is certified to the text filed date.
- This surveyor's liability shall not exceed the fee as stated by this surveyor.

NOTES

- According to the Federal Emergency Management Agency (FEMA) Map No. 125146 effective date: 02/02/04, the property described herein appears to be in Zone AE B'.
- Base of bearing structure: REFER TO SURVEY.

Books of Notations

N.G.V.D. 20
JOB NO. 15-0469 LAST FIELD DATE 05/14/2015 1\"/>

TYPE: BOUNDARY

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LANDTECH
Associates, Inc.
LAND SURVEYOR'S

5100 A1A SOUTH, SUITE A
ST. AUGUSTINE, FLORIDA 32080
(904) 471-6877 FAX (904) 471-5870

Not valid without the signature and the original related seal of a Florida licensed surveyor and master. Additions or deletions to survey maps or reports by other than the signing party is prohibited without the written consent of the signing party.

Nicholas H. Franklin
NICHOLAS H. FRANKLIN, P.L.S., #4820
FOR LANDTECH AND ASSOCIATES L.B. #7537

17 13TH STREET
PARCEL 1 1

City of St. Augustine Beach Building and Zoning Department V
Variance 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 variance is being sought:

Lot(s) 54, 53 + PART 52 Block(s) _____ Subdivision ATLANTIC BEACH
Street Address 17 13TH STREET

2. Location (N, S, W, E): S Side of (Street Name): 13TH STREET

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

4. Real estate parcel identification number: 1674 000000

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

ANCIENT CITY VENTURES (SELLING PARCEL)

43 CINCINNATI AVE, ST. AUGUSTINE, FL 32080

6. Current land use classification: COMMERCIAL

7. Land use variance being sought: PARKING TO BACK ONTO STREET

8. Section of land use code from which the variance is being sought: 6.03.05 (C) 5

9. Reasons for which the variance is being sought: _____

EXISTING STRUCTURES PROHIBIT COMPLIANCE WITH
PROVISIONS IN THE L.D.C.

10. Supporting data which should be considered by the Board: _____

• SITE PLAN

•

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
NOTE: OLD SURVEY ATTACHED. A NEW SURVEY HAS BEEN ORDERED.

N/A ☐ 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.

MICHAEL STAMFFER

Print name (owner or his/ her/ agent)

 9/20/2020

Signature /date

109B A1A BEACH BLVD. #330
ST. AUGUSTINE, FL 32080

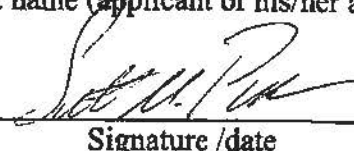
Owner/agent address

904-540-6059

Phone number

SCOTT PATRON

Print name (applicant or his/her agent)

 9/22/20

Signature /date

770 A1A BEACH BLVD STE D
ST. AUGUSTINE BEACH, FL 32080

Applicant/agent address

904-540-3779

Phone number

17 13TH STREET
PARCEL 1 3
V

****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: 9/20/2020

Variance File #: VAR 2020-11

Applicant's name: SCOTT PATROU

770 A1A BEACH BWA SUITED

Applicant's address: ST. AUGUSTINE BEACH, FL 32080

For land use variance at: 17 13TH STREET

Charges

Application Fee: \$400.00 Date Paid: 9-23-2020

Legal Notice Sign: \$10.00 Date Paid 9-23 2020

Received by Bonnie Miller

Date 9 3 2020

Invoice # 2020-2461

Check # or type of credit or debit card 1869

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.

THIS PROPERTY HAS AN EXISTING STRUCTURE
AND SWIMMING POOL WHICH RESTRICT & LIMIT
DEVELOPMENT IN STRICT COMPLIANCE WITH
SECTIONS OF THE CODE.

- 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.

NUMEROUS PROPERTIES IN THE CITY HAVE PARKING THAT
BACKS OUT DIRECTLY ON TO THE STREET INC.:
SUNSET GRILL; DONUT SHOP; VETS OFFICE;
ENDLESS SUMMER REALTY; FA'S; KOOKABURRA;
PWS OTHERS.

- 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.

YES

THIS APPLICATION IS ~~BE~~ PRIOR TO PURCHASE
OF THIS PARCEL BY APPLICANT

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

WE HAVE PROVIDED THE PARKING REQUIRED BY THE
LDC. TO MEET THE CODE. THE ONLY REQUEST IS
TO ACCESS DIRECT TO THE STREET ~~AND~~ AND
WILL HAVE MINIMAL IMPACT ON OTHER ASPECTS
OF THE SITE.

- 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.

SINCE THIS IS A TYPICAL PARKING PATTERN
THROUGH OUT THE CITY SO SHOULD HAVE
LITTLE OR NO AFFECT ON ADJACENT PROPERTIES.

- 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?

THIS PROPERTY IS CURRENTLY ZONED COMMERCIAL
AND THEREFORE THE PARKING ASSUMED FOR
THIS PARCEL IS THAT REQUIRED BY THE CODE AND
SHOULD MEET ANTICIPATED TRAFFIC PATTERNS.

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.

MICHAEL STAUFFER
A r c h i t e c t

Memorandum

Date: September 20, 2020
To: St Augustine Beach Planning & Zoning Board
From: Michael Stauffer
RE: 17 13th Street – Variance Application – Parcel 1 Info

These lots are all zoned commercial per the City zoning map.

The building is currently a single-family residence being used as a short-term rental. The building will be renovated to be used for an office building. There are no additions planned for the building at this time.

Total site area = 7,473 SF

Lot coverage

Allowed: Commercial allows 40% = $7,473 \text{ SF} \times .4 = 2,989 \text{ SF}$ allowed
Actual: 2,249 SF actual < 2,989 SF allowed

Surface coverage:

Allowed: Commercial allows 70 % = $7,473 \text{ SF} \times .7 = 5,231 \text{ SF}$

Actual:

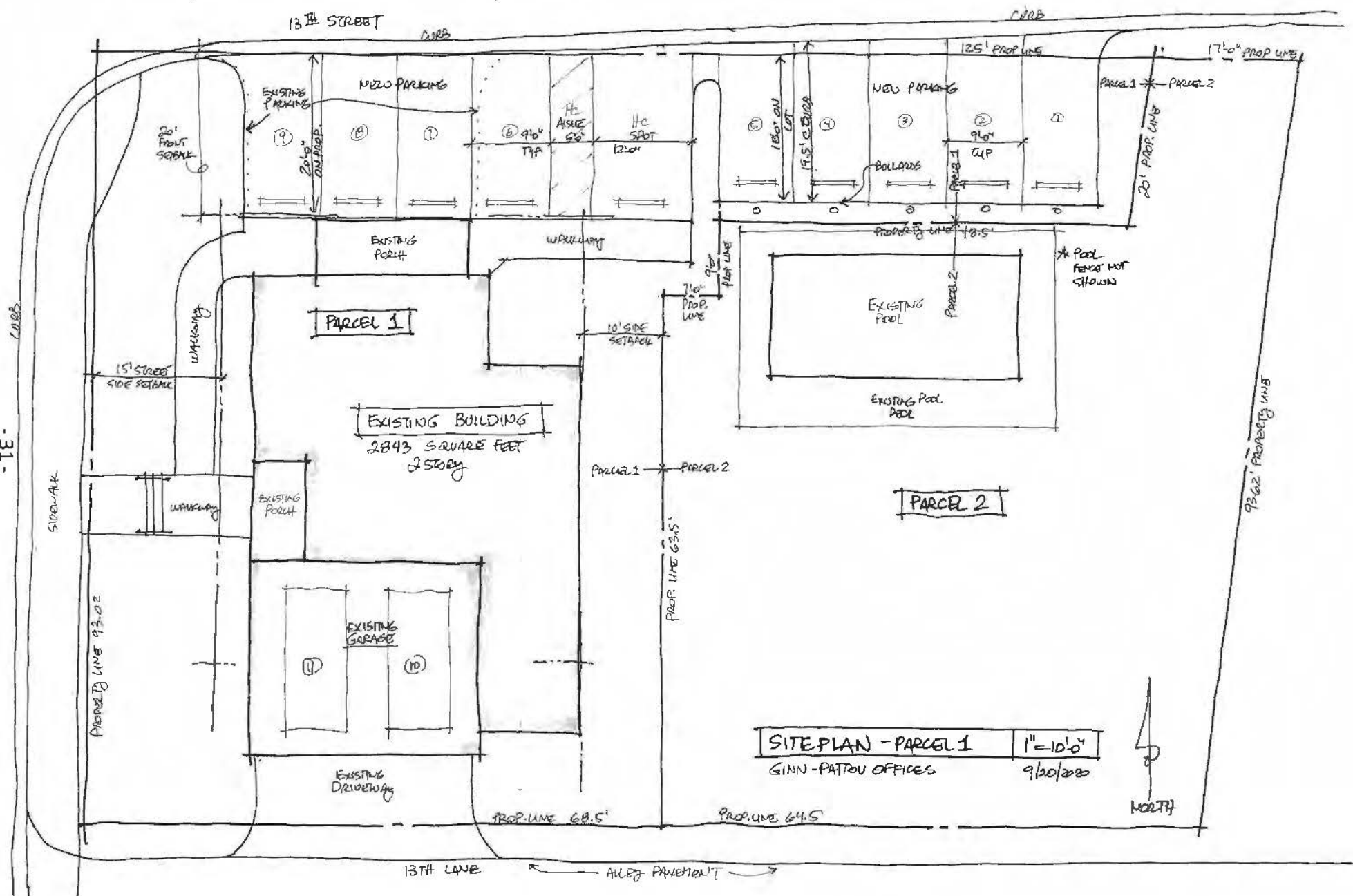
Building Footprint	2,249 (building, porches, garage)
Parking	1,870
Walkways	481
Existing driveway	208
Total	4,808 SF actual < 5,231 SF allowed

Parking requirements:

Required: per LDR office buildings require one space for every 250 gross SF

Building: 2,843 SF (gross) / 250 SF per space = 11.37 = 11 spaces required

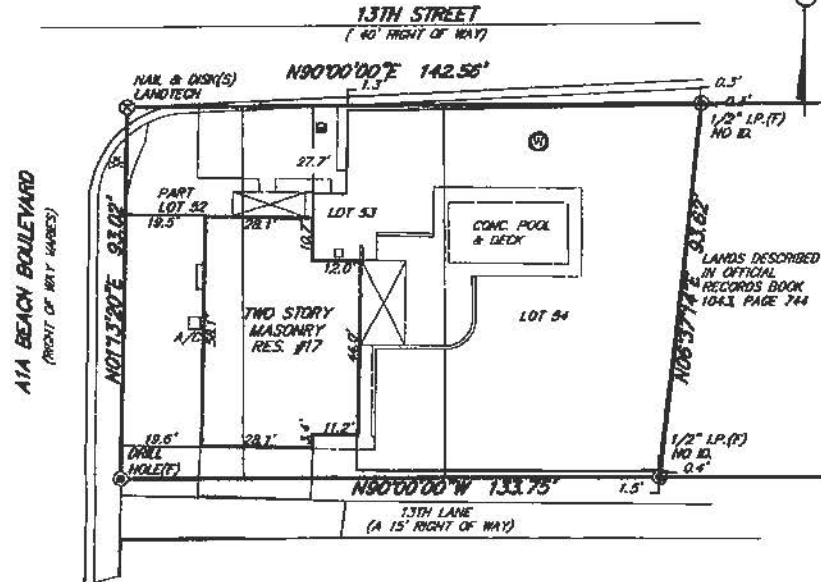
Actual: 11 spaces + 1 handicapped



LOTS 54, 53 AND THAT PART OF LOT 52 LYING EASTERLY OF THE EAST RIGHT-OF-WAY LINE OF STATE ROAD NO. A-1-A, ATLANTIC BEACH SUBDIVISION OF ANASTASIA METHODIST ASSEMBLY GROUNDS AS RECORDED IN MAP BOOK 2, PAGE 50, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

CERTIFIED TO:
ANCIENT CITY VENTURES, LLC
OLDE TOWNE TITLE & GUARANTY AGENCY, LLC
CHICAGO TITLE INSURANCE AGENCY

new 6-28-17



REVISION NOTE:
1. REVISED 06/27/17 TO CORRECT BUILDING
FOOTPRINT AND DIMENSIONS.

AREA = ±0.29 ACRES
OR ±12,648.2 sq. ft.

A/C - AIR CONDITIONER PAD
ID. - IDENTIFICATION
N.G.K.D. - NATIONAL GEODETIC VERTICAL DATUM
sq. ft. - SQUARE FEET
I.P.(F) - IRON PIPE FOUND
I.R.(F) - IRON ROD FOUND
I.R.(S) - 5/8" IRON ROD SET (LANDTECH)
+ - BREAK LINE
⊕ - WELL

REC'S - RESIDENCE
- CENTERLINE
- FOUND PROPERTY CORNER AS NOTED
- SET PROPERTY CORNER AS NOTED
- WATER METER
- ELECTRIC METER
- EXPOSED CONCRETE
- COVERED AREA
- WATER VALVE

1"=30'

THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS CERTIFIED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THIS 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 CERTIFICATION TO ANY PARTIES IN FUTURE TRANSACTIONS. NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

[illegible]

- According to the Federal Emergency Management Agency FEMA Map No: 14277D effective date: 09/02/04, the property described herein appears to lie in Zone AE 2+

- Basis of bearing structure: *REFER TO SURVEY*

SON NO.	LAST FIELD DATE	FEAS.	FR/PAGE	QTR. RT.	DTG. QY
18-D-489	05/14/2018	1"=30'	689 / 70	N.H.F.	P.R.W.

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LANDTECH
Associates, Inc.
LAND SURVEYOR'S

Not valid without the signature and the original release seal of a Florida licensed surveyor and mapper. Additions or deletions to survey maps or reports by other than the signing party is prohibited without the written consent of the signing party.

Nicholas H. Franklin
NICHOLAS H. FRANKLIN, P.L.S. #4820
FOR LANDTECH AND ASSOCIATES L.B. #7537

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Conditional Use File No. CU 2020-04
Date: Wednesday, October 14, 2020

Please be advised that at its regular monthly meeting held Tuesday, October 13, 2020, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve a conditional use application submitted for proposed new construction of a single-family residence in a commercial land use district on Lots 53 and 54, Atlantic Beach Subdivision, at 17 13th Street, St. Augustine Beach, Florida, 32080.

The application was filed by Michael Stauffer, 1093 A1A Beach Boulevard #330, St. Augustine Beach, Florida, 32080, and Scott Patrou, 770 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, authorized agents for Ancient City Ventures LLC, 43 Cincinnati Avenue, St. Augustine, Florida, 32084, property owner, per Sections 3.02.02 and 10.03.00-10.03.03 of the City of St. Augustine Beach Land Development Regulations, PERTAINING TO LOTS 53 AND 54, ATLANTIC BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 1674000000, AKA 17 13TH STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 50, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Kincaid made the motion to recommend the City Commission approve this conditional use application for proposed new construction of a single-family residence in a commercial land use district on Lots 53 and 54, Atlantic Beach Subdivision, currently addressed as 17 13th Street (the address for the proposed new residence shall be assigned a new address on 13th Lane at time of building permit application), subject to the conditions that the new home be built in accordance with current Land Development Regulations for medium density residential land use districts. Mr. Kincaid's motion was seconded by Mr. King and passed 7-0 by the Board by unanimous voice-vote.

M E M O R A N D U M

Agenda Item # 3

Meeting Date 11-9-20

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: INTERIM CHIEF CARSWELL
DATE: 10/9/2020

During the Commission Meeting on October 5, 2020, it was decided that Commander Daniel Carswell will be promoted to the position of Interim Chief of Police when current Chief Hardwick leaves the agency after the election on November 3, 2020. With this change also comes a pay increase for the promotion to the new position. Our current pay range for Chief of Police is \$82,500 - \$110,000, and our FY21 Budget is \$106,453.57. In a memo to the Commission dated October 9, 2020, Chief Hardwick has recommended a salary of \$90,000. Given that this amount is lower than the approved budget and it is within the current salary range, I believe we should present this to the Commission as a consent agenda item for their approval on November 9, 2020. I have attached a copy of the memo from Chief Hardwick regarding this recommendation.

Patricia Douylliez

From: Robert Hardwick
Sent: Friday, October 9, 2020 8:16 AM
To: Comm George; Comm England; Comm Kostka; Comm Samora; Comm Rumrell; Max Royle
Cc: Daniel Carswell; Patricia Douylliez
Subject: Interim Chief Carswell

Mayor and Commissioners,

Please do not respond to this email, but I believe you need to discuss this at your November Commission Meeting. One thing I failed to mention, I believe you need to supplement the pay for Interim Chief Daniel Carswell. This pay could begin when I vacate the position and stay in effect until you make your final decision some time next year. I would recommend a salary of approximately \$90,000, however this is for you and the interim chief to discuss. Thank you for your consideration and have a great weekend.

Robert A. Hardwick


Chief of Police
St. Augustine Beach Police Department
2300 A1A South
St. Augustine Beach, FL 32080
Main (904)471-3600
Fax (904)471-0737
FBINA #247



LEGAL NOTIFICATION: Florida Sunshine Statutes entail very broad public records requirements (F. S. 119). As required by law, all e-mails to and from the St. Augustine Beach Police Department are subject to public record. Your e-mail communications, including your e-mail address may be disclosed to the public and media at any time. If you have received this communication in error, do not distribute it. Please notify the sender immediately by electronic mail and delete.

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 27, 2020

SUBJECT: Budget Resolution 20-08 and 20-09, to Amend the General Fund and the Road/Bridge Fund to Reconcile Negative Fund Balances in the Fiscal Year 2020 Budget, and Budget Resolution 20-10 to Amend the Fiscal Year 2021 Budget to Appropriate Money for an IT Project

Budget Resolutions 20-08 and 20-09 are attached as pages 1-2. They are proposed because of year-end adjustments to accounts in the Fiscal Year 2020 General Fund and the Road/Bridge Fund budgets that the Finance Director, Ms. Douylliez, says are needed.

A memo from Ms. Douylliez and Budget Resolution 20-10 are attached as pages 3-4. As Ms. Douylliez explains, this Budget Resolution amends the FY 2021 budget because an IT project, the installation of a new server, that was started in FY 2020, was not completed before the end of that fiscal year. Therefore, money to finish the project has to be appropriated in FY 2021.

BUDGET RESOLUTION 20-08

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

**RE: TO AMEND THE FY2020
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2019-2020 General Fund Budget as follows:

INCREASE: Account 001-342-100 (Beach Patrol) in the amount of \$40,401 which will increase the appropriation in this account to \$90,401.

DECREASE: Account 001-335-180 (1/2 Cent Sales Tax) in the amount of \$26,401 which will decrease the appropriation in this account to \$586,510.

INCREASE: Account 001-2100-521-1200 (Law Enforcement-Regular Wages) in the amount of \$27,000 which will increase the appropriation in this account to \$1,088,891.94.

INCREASE: Account 001-2100-521-2200 (Law Enforcement-Retirement) in the amount of \$29,000 which will increase the appropriation in this account to \$310,655.

DECREASE: Account 001-8100-581-9100 (Intrafund Transfer-Road & Bridge) in the amount of \$145,000 which will decrease the appropriation in this account to \$987,029.

DECREASE: Account 001-1900-519-6490 (Other Gov Srvcs-Other Equipment) in the amount of \$71,000 which will decrease the appropriation in this account to \$4,000.

INCREASE: Account 001-8100-581-9120 (Emergencies & Contingencies) in the amount of \$216,000 which will increase the appropriation in this account to \$372,473.48.

DECREASE: Account 001-1900-519-6200 (Other Gov Srvcs-Buildings) in the amount of \$42,000 which will decrease the appropriation in this account to \$15,944.

RESOLVED AND DONE, this 9th day of November, 2020 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

ATTEST:

Mayor – Commissioner

City Manager

BUDGET RESOLUTION 20-09

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

**RE: TO AMEND THE FY2020
ROAD & BRIDGE FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2019-2020 General Fund Budget as follows:

DECREASE: Account 101-381-400 (Roads Transfer from Impact Fee Reserve) in the amount of \$300,000 which will decrease the appropriation in this account to \$0.00.

DECREASE: Account 101-334-490 (Roads-State Grants) in the amount of \$655,000 which will decrease the appropriation in this account to \$20,000.

DECREASE: Account 101-4100-541-6310 (Roads-Paving) in the amount of \$32,000 which will decrease the appropriation in this account to \$33,000.

DECREASE: Account 101-4100-541-6383 (Roads-Mizell Pond Weir Rehab) in the amount of \$870,000 which will decrease the appropriation in this account to \$30,000.

DECREASE: Account 101-4100-541-5310 (Roads-Streets & Right of Way) in the amount of \$20,000 which will decrease the appropriation in this account to \$30,000.

DECREASE: Account 101-4100-541-6380 (Roads-Drainage) in the amount of \$33,000 which will decrease the appropriation in this account to \$47,000.

INCREASE: Account 101-324-310 (Roads-Impact Fees) in the amount of \$145,000 which will decrease the appropriation in this account to \$195,000.

DECREASE: Account 101-381-000 (Roads-Intragovernmental Transfers In) in the amount of \$145,000 which will decrease the appropriation in this account to \$987,029.

RESOLVED AND DONE, this 9th day of November 2020 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTION 20-10
DATE: 10/27/2020 ,

The attached budget resolution is required as a carryover item from FY20 for the computer network/server upgrade. Due to some unforeseen issues, the project was not completed prior to year-end. The budget amount was closed in FY20, and will need to be allocated in FY21.

Please let me know if more information is needed.

BUDGET RESOLUTION 20-10

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

**RE: TO AMEND THE FY2021
GENERAL FUND BUDGET**

The City Commission does hereby approve the transfer and appropriation from within the Fiscal Year 2020-2021 General Fund Budget as follows:

INCREASE: Account 001-381-990 (Transfer from Undesign/Unreserve Fund Bal) in the amount of \$50,000 which will increase the appropriation in this account to \$50,000.

INCREASE: Account 001-1900-519-6490 (Other Gov Svcs-Other Equipment) in the amount of \$25,000 which will increase the appropriation in this account to \$25,000.

INCREASE: Account 001-2100-521-6490 (Law Enforcement-Other Equipment) in the amount of \$25,000 which will increase the appropriation in this account to \$25,000.

RESOLVED AND DONE, this 9th day of November, 2020 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: RESOLUTION 20-23
DATE: 10/29/2020

Resolution 20-23 is to surplus Asset #1884, LMTV Vehicle #121. Please see the attached memo from Interim Chief Dan Carswell regarding the surplus of this unit. The recommendation has been made to transfer this asset to the St Johns County Sheriff's Office.

If further information is needed, please let me know.



St. Augustine Beach Police Department

Robert A. Hardwick, Chief of Police



Memorandum

TO: Patty Douylliez
FROM: Commander Daniel Carswell
REF: SABPD LMTV High Water Vehicle
DATE: October 28, 2020

The St. Augustine Beach Police Department is requesting that the LMTV High Water vehicle be declared as a surplus item. The vehicle maintenance costs and upkeep outweighs the value and use of the vehicle for a small agency. During a fiscal review, it was determined that the agency and city would be better served moving on from the vehicle.

Thank you,

A handwritten signature in black ink, reading "Cmdr. Daniel Carswell" followed by the year "2020".

Cmdr. Daniel Carswell

RESOLUTION 20-23

**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, November 9th, 2020, 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 9th day of November 2020 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

City Manager



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

Date of Transaction: 10/28/2020

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
	A-T0097568DFG	LMTV – M1078 MODEL	SABPD	PUBLIC WORKS		

Comments: _____

Dept Head Approval:

Cristina M. Canale

Date: 10/28/20


Finance Dept Approval:

Date: _____

EXHIBIT A

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 29, 2020

SUBJECT: Ordinance 20-14, First Reading to Change Section 4.01.06, Recreation Standards, of the Land Development Regulations

The Building Official presented the changes to Section 4.01.06 at your October 5, 2020, meeting. You approved of the changes.

The ordinance to make the changes has not been provided to us before the deadline for the preparation of the agenda books for your November 9th meeting. However, if it is provided before the meeting, we will email a copy to you so that you can review it and pass it on first reading



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: Section 4.01.06 Recreation Standards for Facilities

DATE: 9-15-2020

Max

As a result of the new Comprehensive Plan being adopted in January of 2020 there has been some modifications to the City of St. Augustine Beach Land Development Regulations that must take place for conformity of the code. The levels of service for recreation need to be modified for conformity with the Comprehensive Plan. I am including the markup so the Commission and the Planning and Zoning Board can easily identify the changes, I am also including the final copy with a water mark indicating "Draft" for ease of understanding. Below is a copy of R.1.11 of the adopted Comprehensive Plan.

R.1.1.11 The City of St. Augustine Beach adopts the following level of service standards for recreation:

<u>Park Sites</u>	<u>Standard</u>
City/County Parks	1 acre per 5,000 population

<u>Facilities</u>	<u>Standard</u>
Courts	1 per 3,500 population
Baseball/Softball Field	1 per 8,000 population

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

Sec. 4.01.06. - Recreation.

Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for the recreational facilities as established in the recreation and open space element of the St. Augustine Beach Comprehensive Plan:

RECREATION STANDARDS FOR FACILITIES

<i>Park Sites</i>	<i>Standard</i>	<i>Size (Acres)</i>
<i>Neighborhood</i>	<i>1 per 5,000 population</i>	<i>5.0</i>
<i>Facilities</i>	<i>Standard</i>	
<i>Tennis court</i>	<i>1 per 3,500 population</i>	
<i>Basketball court</i>	<i>1 per 5,000 population</i>	
<i>Baseball/softball field</i>	<i>1 per 6,000 population</i>	
<i>Paddleball court</i>	<i>1 per 2,500 population</i>	
<i>Volleyball court</i>	<i>1 per 2,500 population</i>	

(Ord. No. 91-7, § 2)

<u>Park Sites</u>	<u>Standard</u>
<u>City/County Parks</u>	<u>1 acre per 5,000 population</u>
<u>Facilities</u>	<u>Standard</u>
<u>Courts</u>	<u>1 per 3,500 population</u>
<u>Baseball/Softball Field</u>	<u>1 per 8,000 population</u>

Sec. 4.01.06. - Recreation.


Development activities shall not be approved unless there is sufficient available capacity to sustain the following levels of service for the recreational facilities as established in the recreation and open space element of the St. Augustine Beach Comprehensive Plan:

RECREATION STANDARDS FOR FACILITIES

Park Sites	Standard
City/County Parks	1 acre per 5,000 population
Facilities	Standard
Courts	1 per 3,500 population
Baseball/Softball Field	1 per 8,000 population

MEMORANDUM

TO: Mayor England
 Vice Mayor Kostka
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 29, 2020

SUBJECT: Constructing Unbuilt Section of 2nd Street West of 2nd Avenue: Request for Approval of Resolution 20-21, to Levy a Non-Ad Valorem Assessment to Pay Costs

INTRODUCTION

The constructing of a road on the right-of-way of 2nd Street west of 2nd Avenue has been discussed at various times since 1992. In the past, the building of other streets, such as 3rd, 8th, and 10th between the Boulevard and 2nd Avenue, and 3rd, 4th, and 5th Streets west of 2nd Avenue, has been paid by either the owners of the adjacent lots or a developer, not the City. To be consistent with that policy, the City Manager proposed the same for 2nd Street. However, over the years, the obstacle to the construction has been a lack of agreement by all the owners of the lots along this section of 2nd Street to pay the costs. Some of the owners have been willing to pay so that they could develop their lots; other owners have not wanted to develop their lots. This has resulted in a stalemate.

Initially, as a way out of the stalemate, the Manager proposed that the costs be paid by a special assessment of each lot owner, as was done for 3rd and 8th Streets, whether they wanted to develop their lot or not. However, the Finance Director, Ms. Patty Douylliez, recently suggested a less cumbersome, more efficient method, which is a non-ad valorem assessment, similar to the one you recently approved for the collection and disposal of household waste, yard trash, and recyclables. The non-ad valorem assessment is less cumbersome because it: a) insures that each property owner will pay their fair share of the costs; b) guarantees that the City will receive the money to pay the costs within a specific time; c) makes it unnecessary for the City to bill each lot owner because the amount owed by each lot owner will be on their annual property tax bill; and d) makes it unnecessary for the City to file a lien on the lots of those owners who refuse the pay, thus delaying reimbursement to the City.

It has been suggested that road impact fee money be used to pay the costs to open 2nd Street. We provide information below about road impact fees, what they can be used for, and why we recommend they not be used to build 2nd street.

THE PROCESS

The process for implementing the non-ad valorem assessment for the opening of 2nd Street is the same as was used for the solid waste non-ad valorem assessment.

1. The passage of a resolution prior to January 1, 2021, stating the City's intent to levy the non-ad valorem assessment.

2. The adoption of a non-ad valorem assessment roll for the project between January 6 and September 7, 2021, and that the City notify each property owner of a public hearing when the assessment roll will be adopted. For the public hearing, the Public Works Director will have a full estimate of the project's cost, the assessment each property owner will be charged and for how many years.

ATTACHMENTS

Attached for your review is the following information:

- a. Pages 1-5, the minutes of that part of your September 14, 2020 meeting when you last discussed the special assessment.
- b. Pages 6-9, proposed Resolution 20-21, and the legal description of the lots subject to the assessment.
- c. Pages 10-13, Section 334.03, Florida Statutes, which has definitions for various types of roads and matters related to the use of road impact fees.
- d. Pages 14-17, sections, highlighted in color, of the County's Ordinance 1987-57, which imposes the road impact fee and regulates its uses and which the City has adopted.
- e. Pages 18-32, information from the City Attorney, Mr. Lex Taylor, about various types of impact fees and their allowable uses.

ROAD IMPACT FEES

At your September 14th meeting, the City Manager suggested that the owners of the lots along 2nd Street west of 2nd Avenue pay two-thirds of the costs with the City paying the remaining third. The City's third would come from road impact fees. This would be an allowable use of the fees, which can be used for new roads, not to maintain existing roads. Having the owners pay, instead of the City using road impact fees for all the costs, will be in accordance with long standing City policy and will allow the City to use the impact fees for other projects, such new drainage improvements to prevent existing roads from flooding; new sidewalks that are needed because of population growth; and possibly new pavement on the right-of-way of existing roads where additional vehicle parking is needed because of growth.

Mr. Taylor can explain the information on pages 18-32 and provide clarification as to whether road impact fees can be used for drainage, sidewalks, and parking improvements on road rights-of-way.

ACTION REQUESTED

It is that you decide whether to use the non-ad valorem assessment as the means for the City to obtain the money needed to open 2nd Street west of 2nd Avenue.

If you do approve the non-ad valorem assessment, then you will need to pass Resolution 20-21, which simply states the City's intent to levy a non-ad valorem assessment.

If you decide not to use the non-ad valorem assessment, then we recommend you approve the special assessment method. The steps for this method would be:

- Public Works Director develops an estimate of the costs to construct 2nd Street between now and February 2021.
- A public hearing is held at a Commission meeting, perhaps in March, to which the lot owners will be invited.
- The Commission approves the amount of the special assessment and the length of time it is to be in effect.
- The lot owners are billed the amount, so that the City will have money to build the street; or the City could use road impact fees to build the street and use the money from the special assessment to pay back the road impact fee fund.
- For those owners who do not pay the assessment, the City will put a lien on the property for the amount owed. The lien must be paid before the City will approve a permit for a house to be built on the lot, or when the property is sold.

CONSERVATION EASEMENT

There are two property owners who want the North Florida Land Trust to put a conservation easement on the three lots they own, so that the lots cannot be developed in the future. In October, the City Manager met with two representatives of the Trust. They said they would present the conservation easement proposal to their board in early November. Regardless of whether their board approves the easement, we suggest you proceed with the approval of Resolution 20-21. Should the three lots eventually be dedicated to the North Florida Land Trust for conservation, the two owners will not be subject to the non-ad valorem assessment that you will consider adopting later in 2021. Because of the dedication of their lots to conservation, a public purpose, the City can pay from road impact fees the owners' share of the costs to construct 2nd Street.

REGULAR COMMISSION MEETING

SEPTEMBER 14, 2020

5. Opening of 2nd Street West of 2nd Avenue: Review of Options and Costs, and Request to Approve a Special Assessment (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 5 and asked City Manager Royle for a staff report.

City Manager Royle advised that the first point is how to get the money to open the road. He explained in the past the homeowners would pay their portion of the road costs, which they never agreed to. He explained that some property owners do not want their property developed. He suggested to assess the property owners as it has been done in the past on 3rd Street, 8th Street and C Street in 1978 and explained that the value of the properties will go up with development even though the property owners may not want to develop it. The second point was that two property owners came to see him, Mr. Craddock and Mr. Toledo who own lots shown on the overhead (Exhibit 5). They would like to deed these lots to a Public Conservatory Group or to the City so they would never be developed. They only want them as greenspace and not a park. They want the trees and vegetation undisturbed and asked if they would deviate the road to the south because there are trees close to the right-of-way that might be affected by the road being too close. He suggested to Mr. Craddock and Mr. Toledo instead of donating this land to the public to allow the City to use impact fees to pay their share of the costs to put the road in, but all the others who wanted to develop the land would be assessed a cost. He explained that that was what was done on 3rd Street and it worked out well. He advised that Public Works Director Tredik and he thought that the access point should go from 2nd Street east to 2nd Avenue, which is the most direct route and most cost effective. To help the residents with safety a sidewalk would be put in, which would be paid by impact fees. He also would like to widen the road because it is so narrow, and the City could use impact fees for that project. He advised that the City would pave the existing road, which would come from City monies. He requested to create a special assessment and then move forward with the project and consider the three lots that the owners would like to donate. He explained that the Commission could also go from 3rd Street, but both the Public Works Director and he do not want to go on 1st Street due to the busy traffic.

Public Works Director agreed with City Manager Royle and advised that 1st Street would have problems.

Mayor England asked James Whitehouse to come to the podium to speak on behalf of the 56% of the homeowners who want the street opened.

Attorney James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, advised that he is here on behalf of the lot owners and has their authorizations for him to speak for them (Exhibit 5). He advised that the City staff has done a great job in presenting this item to the Commission, which also included his proposal. He advised that the lot owners that he represents would agree with that proposal and is here to answer any questions.

Mayor England opened the Public Comments section. The following addressed the Commission:

Mark Craddock, 116 2nd Street, St. Augustine Beach, FL, explained that he is the owner of two of the lots on 2nd Street. He advised that he does not believe that the assessments should be put on all the lots and that procedurally the owners must agree by 65% consensus. The rules have been a longstanding policy and has been a policy for a long time. He advised that Public Works Director Tredik confirmed this before he purchased his two properties. He said it was a matter of fairness and the City should not move the goal posts on owners for developments. He explained that there are other ways for the owners to development who want to develop. He advised that the ones who want to develop pay there costs now, while waiting for those who do not want to develop their properties now until they sell the properties or apply for a building permit. He advised that would be a fair solution since the 65% has not been met. He has been working on the conservation of properties to protect three of the lots from development indefinitely. If they are forced to pay assessments for the lots, it would force them to develop or sell the lots which would not be in the public's interest. If the City does select the 2nd Street route, he does appreciate the widening of the road and install sidewalk on 2nd Street, but requests that the City invest in underground utilities when 2nd Street is done.

Mayor England closed the Public Comments section and asked what the Commission needs to do to move forward with this.

City Attorney Taylor advised that the Commission needs to give their consensus to staff on how to move forward.

Mayor England advised that the City has a right to open a street at anytime because the lots are platted. She explained that the percentages are not binding and can be changed by the Commission. She commented that the time has come to act and to move forward. The proposal from the City has been well thought out.

Commissioner Rumrell explained that he likes the idea of those who are going to use it pay now, but his question is if the City pays a percentage and the owners who use it would pay their percentage or assessment at the time they develop it or sell it. He said there is a problem because there is a street just north of Dunes Cracker that is another through street. He advised that the City split the fees with the street north of Dunes Cracker and to assess the difference. He advised that the impact fees are for paving and opening roads and so the City should use it.

Commissioner George asked why the Commission should deviate from the 65% approval from the property owners who want to proceed. There is a policy in place and the owners are not at that point yet. She asked why staff is changing policy and pushing the opening of 2nd Street. She understood that it is not binding and is a policy of the Commission, but there is no difference in these properties then when it came up earlier. She advised that she does not agree in spending all of the impact fees on two projects because the money could be used for new parking and should not be taking out that money for a private benefit for certain lot owners. That would be a disserve to the other residences and do no agree with changing the policy.

Mayor England asked City Attorney Taylor what the law is on the rights of the property owners and the 65% verses the 56% that we have.

City Attorney Taylor advised that the 65% is a policy that has been established by the City, but it is not codified.

Mayor England commented that she was not sure if the 65% was used in previous properties in 1978 and others.

City Attorney Taylor advised that the 65% is used in several municipalities in the State of Florida, so it is a common percentage. The state has given the municipalities discretion. He explained that he does not want property owners to sue the City and the longer the City does not move forward the better that they may have a lawsuit. It would not be tomorrow and if the Commission wants to wait until there is a better consensus, that would be okay.

Commissioner George advised that the City is deciding by the 65%. She advised if the City forms with precedent, the City would be more protected. She said that she does not see a potential threat in this case.

Vice Mayor Kostka asked if the three lots included in the 65% or not.

City Clerk Raddatz asked to extend the meeting.

Motion: to extend the meeting until 10 p.m. **Moved by** Mayor England, **Seconded by** Vice Mayor Kostka. **Motion passes unanimously.**

Commissioner George advised that the three lots would not be given to conservancy unless the road goes through. He purchased the lots with the expectation of the 65% rule and asked that this not move forward until the 65% consensus is received. She explained that the property owners are shy by three lots.

Discussion ensued regarding nine property owners have given authorization, not eight.

Vice Mayor Kostka said that the Commission should stay with 65%.

Commissioner Samora advised that if the policy were codified or in a written policy, he would agree with Vice Mayor Kostka and Commissioner George. He explained that most of the property owners are for the open and should be taken into consideration. He said if the Charter Review Committee said that it needs to be 65%, then that would be different, and they would have codified it somehow. He agreed with the proposal but does not believe that we should use all the impact fees for these projects because there are other things the money can be used for. He agrees with the route that has been proposed by staff and believes that the City should improve 2nd Street to come straight in, but does not know if a sidewalk makes more sense; however, widening it does make sense. He does like the component to give flexibility to those who do not want to develop now.

Mayor England asked City Manager Royle if in the past the 65% was used every time.

City Manager Royle advised that 8th Street was 65%, but 3rd Street and was not 65%.

Mayor England asked when the special assessment is done is not it in their tax bill?

City Manager Royle advised that they would have to pay in advance of the street being opened. They would pay up front or they could give them a three-year payment plan with interest. He commented that he did not agree with Mr. Craddock's suggestion because the owners could take years to pay for their share and in the meantime the City must pay for the opening of the street. He suggested that they pay up front or pay over time.

Mayor England asked what happens if the homeowners do not pay.

City Manager Royle advised that the City could put a lien on the property, which they would have to pay, or the new owner would have to pay. He explained that the City Attorney would have to guide him on the special assessment. He commented that the City may have an obligation to build the road for property owners who want to build.

Mayor England advised that the City has the authority to open 2nd Street and there is a good proposal by the staff which is greater than half of the residents. She requested staff put together a plan to open 2nd Street and work with the owners of the three lots for the Florida Trust conservatorship and that the City assess the remaining property owners for the costs of opening up the street and the assessment be over five years and that the City use part of the impact fees for the City's cost of opening 2nd Street, plus to put in sidewalks and widening the street equal to the western part of 2nd Street. She advised that she stated that to see what objections the Commission has.

Discussion ensued regarding Attorney Whitehouse's clients are nine property owners.

Attorney Whitehouse advised that 65% is used with STU's and MTU's for an improvement, such as a sea wall, not for an access road to lots without any access. He explained that he submitted the authorizations of nine properties including Ms. Garrison's lot.

Commissioner George asked is Ms. Garrison for the improvement.

Attorney Whitehouse advised that he represents her as an attorney.

Mayor England asked with nine lots requesting the street to be opened. She explained that the lot owners paying for their share and the City paying one-third, the lots being donated to the Florida Trust would not pay the assessment. She suggested the City moves forward with handling this because of the good proposal.

Commissioner George advised that the lot owners are not denied access. If the lot owners want to open it up themselves and pay for it, they could. She advised that they are asking for more than they are legally entitled to do. She commented that she is not in favor of granting any special treatment or additional funding that has not been provided in the past to other developers.

Commissioner Samora advised that this started because a developer came to us to have the Commission decide which way they wanted to access the properties. He commented that the Commission needs to decide how to pay for it and split the costs. He advised that this needs to move forward. He agreed to move forward and allow staff to work on it and bring it back.

Vice Mayor Kostka agree that the costs share does not need to be done at this time, but she agrees with the direction of the street to be opened.

Mayor England asked Commissioner Rumrell if he agreed with the direction of the street to open the road and then the Commission work through the fees of the assessment.

Commissioner Rumrell agreed that staff can look into the direction of the opening of the street.

Mayor England asked Commissioner George if she agreed with opening 2nd Street and to work through the financials on how to pay for it.

Commissioner George advised she is not taking a position on the directionality at this point. She does not agree with the City taking the reins on this by acting as a developer unless the City has 65% of the residents that agree. She advised that if the Commission wants to manage the nine homeowners then she would not take a position on either direction, but advocates the ownership of the three lots with the conservation easement and make the layout of the road to preserve the trees in the right-of-way and to forgive their assessment which becomes a cost to the City because the taxpayers would have to pay for that cost share. Staff would have to find out where the money would come from.

Mayor England advised that since Commissioner George is in the minority, then direction to staff is to move forward with the plan to open 2nd Street directly and to accept the three lots and work on a plan for the financials.

Discussion ensued regarding that the meeting will continue to the meeting on September 22, 2020.

The Commission agreed to continue the meeting until September 22nd.

RESOLUTION 20-21

CITY OF ST. AUGUSTINE BEACH
ST. JOHNS COUNTY

RE: EXPRESSING THE INTENT OF THE CITY OF ST. AUGUSTINE BEACH TO USE THE UNIFORM METHOD FOR THE LEVY, COLLECTION, AND ENFORCEMENT OF NON-AD VALOREM ASSESSMENT PROVIDED FOR IN CHAPTER 197, FLORIDA STATUTES, SECTION 197.3632, FOR THE PROVISION OF BUILDING 2ND STREET WEST OF 2ND AVENUE; PROVIDING THAT THE NON-AD VALOREM ASSESSMENT SHALL BE INCLUDED IN THE COMBINED NOTICE FOR AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS PROVIDED IN CHAPTER 197, FLORIDA STATUTES, SECTION 197.3635; PROVIDING THAT THE NON-AD VALOREM ASSESSMENT SHALL BE COLLECTED IN THE SAME MANNER AS AD VALOREM TAXES; PROVIDING THAT THIS NON-AD VALOREM ASSESSMENT IS NEEDED IN ORDER TO BUILD 2ND STREET WEST OF 2ND AVENUE; PROVIDING FOR THE LEGAL DESCRIPTION OF LOTS WHICH SHALL BE SUBJECT TO THE NON-AD VALOREM LEVY; PROVIDING THAT THE PUBLIC HEARING ON THIS RESOLUTION WAS DULY ADVERTISED; PROVIDING THAT THE CLERK OF THE CITY OF ST. AUGUSTINE BEACH SHALL MAIL CERTIFIED COPIES OF THIS RESOLUTION; AND PROVIDING FOR AN EFFECTIVE DATE.

The City Commission of St. Augustine Beach, St. Johns County, Florida in regular meeting duly assembled on Monday, December 7, 2020, resolves as follows:

WHEREAS, by the authority created in Chapter 166, Florida Statutes, Section 166.021, and within Section 2 (b), Article VIII, of the Constitution of the State of Florida, municipalities have the governmental, corporate, and proprietary power to conduct municipal government, perform municipal functions, and render municipal services and may exercise any power for municipal purposes, except as expressly prohibited by law; and

WHEREAS, such statutory and constitutional authorization includes the ability to levy a special assessment for the provision of building 2ND Street west of 2ND Avenue in the City of St. Augustine Beach; and

WHEREAS, Chapter 197, Florida Statutes, Section 197.3632, sets forth the required procedure to be followed by a local government in order to elect the use of the uniform method of levying, collecting, and enforcing non-ad valorem assessments; and

WHEREAS, the City Commission held a public hearing on this Resolution on December 7, 2020, after advertising in *The St. Augustine Record* for four (4) consecutive weeks on October 28, 2020, November 4, 2020, November 11, 2020, and November 18, 2020, as required by Chapter 197, Florida Statutes, Section 197.3632(3)(a); and

WHEREAS, the City Commission has determined it serves the health, safety, and general welfare of the residents of the City of St. Augustine Beach to utilize the uniform method of collection for non-ad valorem assessments for the provision of building 2nd Street west of 2nd Avenue.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA, AS FOLLOWS:

Section 1. Intent to Use Uniform Method. The City Commission of the City of St. Augustine Beach intends to use the uniform method for the levy, collection, and enforcement of non-ad valorem assessments for the provision of to build 2nd Street west of 2nd Avenue in the City of St. Augustine Beach, pursuant to Chapter 197, Florida Statutes, Section 197.3632 and 197.3635.

Section 2. Need for Levy. The levy of non-ad valorem assessment for the provision of building 2nd Street west of 2nd Avenue is necessary in order to fund a comprehensive, coordinated, and efficient construction of 2nd Street within the City of St. Augustine Beach.

Section 3. Legal Description of Area Subject to Levy. the lots bordering 2nd Street west of 2nd Avenue shall be subject to the levy and collection of the non-ad valorem assessment and are legally described in Exhibit "A."

Section 4. Combined Notice for Ad Valorem Taxes and Non-Ad Valorem Assessments. The non-ad valorem assessment that shall be levied using the uniform method provided for in Chapter 197, Florida Statutes, Section 197.3632, shall be included in the combined notice for ad valorem taxes and non-ad valorem assessments provided for in Chapter 197, Florida Statutes, Section 197.3635.

Section 5. Non-Ad Valorem Assessment Subject to Collection Procedures for Ad Valorem Taxes. The non-ad valorem assessment collected pursuant to Chapter 197, Florida Statutes, Section 197.3632, shall be subject to the collection procedures provided for in Chapter 197, Florida Statutes, for ad valorem taxes and includes discount for early payment, prepayment by installment method, deferred payments, penalty for delinquent payment, and issuance and sale of tax certificates and tax deeds for nonpayment.

Section 6. Public Hearing on Non-Ad Valorem Assessment Roll. The City Commission shall adopt a non-ad valorem assessment roll of the property to be assessed within the corporate limits of the City of St. Augustine Beach at a public hearing held between January 6, 2021, and September 7, 2021.

Section 7. Copy of Resolution. The Clerk of the City of St. Augustine Beach is hereby directed to mail a certified copy of this Resolution by United States mail to the St. Johns County Property Appraiser, the St. Johns County Tax Collector, and the State of Florida Department of Revenue by January 1, 2021.

RESOLVED AND DONE, this 7th day of December 2020, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Gil Timmons

SUBJECT: Chautauqua Beach Subdivision

DATE: 10/09/2020

LOT	BLOCK	PARCEL #	LEGAL DESCRIPTION
2	32	169670-0000	2-5 CHAUTAUQUA BEACH LOT 2 BLK 32 OR4188/1951
4	32	169690-0000	2-5 CHAUTAUQUA BCH LOT 4 & 6 BLK 32 OR3027/1095
6	32	169690-0000	2-5 CHAUTAUQUA BCH LOT 4 & 6 BLK 32 OR3027/1095
8	32	169710-0080	2-5 CHAUTAUQUA BEACH LOT 8 BLK 32 OR1814/28(P/R) & 30(Q/C)
10	32	169720-0100	2-5 CHAUTAUQUA BEACH LOT 10 BLK 32 OR1814/28(P/R) & 30(QC)
12	32	169720-0120	2-5 CHAUTAUQUA BCH LOT 12 BLK 32 OR1814/28(P/R) & 30(Q/C)
14	32	169730-0140	2-5 CHAUTAUQUA BCH BLK 32 LOT 14 OR3904/164 OR4222/1157
16	32	169730-0160	2-5 CHAUTAUQUA BCH LOT 16 BLK 32 OR3904/164 OR4222/1157
1	31	169615-0010	2-5 CHAUTAUQUA BCH LOTS 1 & 3 BLK 31 OR1398/800-801
3	31	169615-0010	2-5 CHAUTAUQUA BCH LOTS 1 & 3 BLK 31 OR1398/800-801
5	31	169620-0050	2-5 CHAUTAUQUA BCH LOT 5 BLK 31 OR1004/2007&2328/1019 &4603/1964
7	31	169630-0000	2-5 CHAUTAUQUA BCH LOT 7 BLK 31 OR1004/2006 &2359/401
9	31	169640-0000	2-5 CHAUTAUQUA BCH LOT 9 BLK 31 OR499/686
11	31	169640-0110	2-5 CHAUTAUQUA BCH LOT 11 BLK 31 OR4408/966
13	31	169650-0000	2-5 CHAUTAUQUA BEACH LOT 13 BLK 31 OR4408/966
15	31	169640-0150	2-5 CHAUTAUQUA BCH LOT 15 BLK 31 OR4408/966

The 2019 Florida Statutes

Title XXVI

Chapter 334

[View Entire Chapter](#)

PUBLIC TRANSPORTATION

TRANSPORTATION ADMINISTRATION

334.03 Definitions.—When used in the Florida Transportation Code, the term:

- (1) “Arterial road” means a route providing service which is relatively continuous and of relatively high traffic volume, long average trip length, high operating speed, and high mobility importance. In addition, every United States numbered highway is an arterial road.
- (2) “Bridge” means a structure, including supports, erected over a depression or an obstruction, such as water or a highway or railway, and having a track or passageway for carrying traffic as defined in chapter 316 or other moving loads.
- (3) “City street system” means all local roads within a municipality, and all collector roads inside that municipality, which are not in the county road system.
- (4) “Collector road” means a route providing service which is of relatively moderate average traffic volume, moderately average trip length, and moderately average operating speed. Such a route also collects and distributes traffic between local roads or arterial roads and serves as a linkage between land access and mobility needs.
- (5) “Commissioners” means the governing body of a county.
- (6) “Consolidated metropolitan statistical area” means two or more metropolitan statistical areas that are socially and economically interrelated as defined by the United States Bureau of the Census.
- (7) “Controlled access facility” means a street or highway to which the right of access is highly regulated by the governmental entity having jurisdiction over the facility in order to maximize the operational efficiency and safety of the high-volume through traffic utilizing the facility. Owners or occupants of abutting lands and other persons have a right of access to or from such facility at such points only and in such manner as may be determined by the governmental entity.
- (8) “County road system” means all collector roads in the unincorporated areas of a county and all extensions of such collector roads into and through any incorporated areas, all local roads in the unincorporated areas, and all urban minor arterial roads not in the State Highway System.
- (9) “Department” means the Department of Transportation.
- (10) “Functional classification” means the assignment of roads into systems according to the character of service they provide in relation to the total road network using procedures developed by the Federal Highway Administration.
- (11) “Governmental entity” means a unit of government, or any officially designated public agency or authority of a unit of government, that has the responsibility for planning, construction, operation, or maintenance or jurisdiction over transportation facilities; the term includes the Federal Government, the state government, a county, an incorporated municipality, a metropolitan planning organization, an expressway or transportation authority, a road and bridge district, a special road and bridge district, and a regional governmental unit.

(12) "Limited access facility" means a street or highway especially designed for through traffic, and over, from, or to which owners or occupants of abutting land or other persons have no right or easement of access, light, air, or view by reason of the fact that their property abuts upon such limited access facility or for any other reason. Such highways or streets may be facilities from which trucks, buses, and other commercial vehicles are excluded; or they may be facilities open to use by all customary forms of street and highway traffic.

(13) "Local governmental entity" means a unit of government with less than statewide jurisdiction, or any officially designated public agency or authority of such a unit of government, that has the responsibility for planning, construction, operation, or maintenance of, or jurisdiction over, a transportation facility; the term includes, but is not limited to, a county, an incorporated municipality, a metropolitan planning organization, an expressway or transportation authority, a road and bridge district, a special road and bridge district, and a regional governmental unit.

(14) "Local road" means a route providing service which is of relatively low average traffic volume, short average trip length or minimal through-traffic movements, and high land access for abutting property.

(15) "Metropolitan area" means a geographic region comprising as a minimum the existing urbanized area and the contiguous area projected to become urbanized within a 20-year forecast period. The boundaries of a metropolitan area may be designated so as to encompass a metropolitan statistical area or a consolidated metropolitan statistical area. If a metropolitan area, or any part thereof, is located within a nonattainment area, the boundaries of the metropolitan area must be designated so as to include the boundaries of the entire nonattainment area, unless otherwise provided by agreement between the applicable metropolitan planning organization and the Governor.

(16) "Metropolitan statistical area" means an area that includes a municipality of 50,000 persons or more, or an urbanized area of at least 50,000 persons as defined by the United States Bureau of the Census, provided that the component county or counties have a total population of at least 100,000.

(17) "Nonattainment area" means an area designated by the United States Environmental Protection Agency, pursuant to federal law, as exceeding national primary or secondary ambient air quality standards for the pollutants carbon monoxide or ozone.

(18) "Periodic maintenance" means activities that are large in scope and require a major work effort to restore deteriorated components of the transportation system to a safe and serviceable condition, including, but not limited to, the repair of large bridge structures, major repairs to bridges and bridge systems, and the mineral sealing of lengthy sections of roadway.

(19) "Person" means any person described in s. 1.01 or any unit of government in or outside the state.

(20) "Right of access" means the right of ingress to a highway from abutting land and egress from a highway to abutting land.

(21) "Right-of-way" means land in which the state, the department, a county, or a municipality owns the fee or has an easement devoted to or required for use as a transportation facility.

(22) "Road" means a way open to travel by the public, including, but not limited to, a street, highway, or alley. The term includes associated sidewalks, the roadbed, the right-of-way, and all culverts, drains, sluices, ditches, water storage areas, waterways, embankments, slopes, retaining walls, bridges, tunnels, and viaducts necessary for the maintenance of travel and all ferries used in connection therewith.

(23) "Routine maintenance" means minor repairs and associated tasks necessary to maintain a safe and efficient transportation system. The term includes: pavement patching; shoulder repair; cleaning

and repair of drainage ditches, traffic signs, and structures; mowing; bridge inspection and maintenance; pavement striping; litter cleanup; and other similar activities.

(24) "State Highway System" means the interstate system and all other roads within the state which were under the jurisdiction of the state on June 10, 1995, and roads constructed by an agency of the state for the State Highway System, plus roads transferred to the state's jurisdiction after that date by mutual consent with another governmental entity, but not including roads so transferred from the state's jurisdiction. These facilities shall be facilities to which access is regulated.

(25) "State Park Road System" means roads embraced within the boundaries of state parks and state roads leading to state parks, other than roads of the State Highway System, the county road systems, or the city street systems.

(26) "State road" means a street, road, highway, or other way open to travel by the public generally and dedicated to the public use according to law or by prescription and designated by the department, as provided by law, as part of the State Highway System.

(27) "Structure" means a bridge, viaduct, tunnel, causeway, approach, ferry slip, culvert, toll plaza, gate, or other similar facility used in connection with a transportation facility.

(28) "Sufficiency rating" means the objective rating of a road or section of a road for the purpose of determining its capability to serve properly the actual or anticipated volume of traffic using the road.

(29) "Transportation corridor" means any land area designated by the state, a county, or a municipality which is between two geographic points and which area is used or suitable for the movement of people and goods by one or more modes of transportation, including areas necessary for management of access and securing applicable approvals and permits. Transportation corridors shall contain, but are not limited to, the following:

(a) Existing publicly owned rights-of-way;

(b) All property or property interests necessary for future transportation facilities, including rights of access, air, view, and light, whether public or private, for the purpose of securing and utilizing future transportation rights-of-way, including, but not limited to, any lands reasonably necessary now or in the future for securing applicable approvals and permits, borrow pits, drainage ditches, water retention areas, rest areas, replacement access for landowners whose access could be impaired due to the construction of a future facility, and replacement rights-of-way for relocation of rail and utility facilities.

(30) "Transportation facility" means any means for the transportation of people or property from place to place which is constructed, operated, or maintained in whole or in part from public funds. The term includes the property or property rights, both real and personal, which have been or may be established by public bodies for the transportation of people or property from place to place.

(31) "Urban area" means a geographic region comprising as a minimum the area inside the United States Bureau of the Census boundary of an urban place with a population of 5,000 or more persons, expanded to include adjacent developed areas as provided for by Federal Highway Administration regulations.

(32) "Urban minor arterial road" means a route that generally interconnects with and augments an urban principal arterial road and provides service to trips of shorter length and a lower level of travel mobility. The term includes all arterials not classified as "principal" and contain facilities that place more emphasis on land access than the higher system.

(33) "Urban place" means a geographic region composed of one or more contiguous census tracts that have been found by the United States Bureau of the Census to contain a population density of at least 1,000 persons per square mile.

(34) “Urban principal arterial road” means a route that generally serves the major centers of activity of an urban area, the highest traffic volume corridors, and the longest trip purpose and carries a high proportion of the total urban area travel on a minimum of mileage. Such roads are integrated, both internally and between major rural connections.

(35) “Urbanized area” means a geographic region comprising as a minimum the area inside an urban place of 50,000 or more persons, as designated by the United States Bureau of the Census, expanded to include adjacent developed areas as provided for by Federal Highway Administration regulations. Urban areas with a population of fewer than 50,000 persons which are located within the expanded boundary of an urbanized area are not separately recognized.

(36) “511” or “511 services” means three-digit telecommunications dialing to access interactive voice response telephone traveler information services provided in the state as defined by the Federal Communications Commission in FCC Order No. 00-256, July 31, 2000.

(37) “Interactive voice response” means a software application that accepts a combination of voice telephone input and touch-tone keypad selection and provides appropriate responses in the form of voice, fax, callback, e-mail, and other media.

History.—s. 2, ch. 29965, 1955; ss. 1, 2, ch. 57-318; ss. 1, 2, ch. 63-27; s. 1, ch. 67-43; ss. 23, 35, ch. 69-106; s. 105, ch. 71-377; ss. 5, 17, ch. 77-165; s. 1, ch. 79-357; s. 136, ch. 79-400; s. 1, ch. 83-52; s. 9, ch. 84-309; s. 6, ch. 85-180; s. 9, ch. 88-168; s. 1, ch. 88-224; s. 3, ch. 90-136; s. 2, ch. 93-164; s. 52, ch. 94-237; s. 119, ch. 99-13; s. 6, ch. 99-256; s. 76, ch. 99-385; s. 38, ch. 2003-286; s. 22, ch. 2012-174.

- (a) "And" indicates that all the connected terms, conditions; provisions or events shall apply.
 - (b) "Or" indicates that the connected items, conditions, provisions or events may apply singly or in any combination.
 - (c) "Either...or" indicates that the connected items, conditions, provisions or events shall apply singly but not in combination.
- (7) The word "includes" shall not limit a term to the specific example but is intended to extend its meaning to all other instances or circumstances of like kind or character.
- (8) "County Administrator" means the County Administrator or the county or municipal officials he/she may designate to carry out the administration of this ordinance. Any municipal official so designated shall be approved by the appropriate municipality before exercising duties hereunder.
- (9) A road right-of-way used to define road impact fee district boundaries may be considered within any district it bounds.

Section Five: Definitions

A. A "feepayer" is a person commencing a land development activity which generates traffic and which requires the issuance of a building permit or permit for mobile home installation.

B. A "capital improvement" includes transportation planning, preliminary engineering, engineering design studies, land surveys, right-of-way acquisition, engineering, permitting and construction of all the necessary features for any road construction project including, but not limited to: (a) construction of new through lanes, (b) construction of new turn lanes, (c) construction of new bridges, (d) construction of new drainage facilities in conjunction with new roadway construction, (e) purchase and installation of traffic signalization (including new and upgraded signalization), (f) construction of curbs,

medians, and shoulders, and (g) relocating utilities to accommodate new roadway construction.

C. "Expansion" of the capacity of a road applies to all road and intersection capacity enhancements and includes but is not limited to extensions, widening, intersection improvements, upgrading signalization, improving pavement conditions and expansion of bridges.

D. "Land Development Activity Generating Traffic" means any change in land use or any construction of buildings or structures or any change in the use of any structure that attracts or produces vehicular trips.

E. "Road" shall have the same meaning as set forth in §334.03(17) Florida Statutes (1985).

F. "Arterial Road" shall have the same meaning as set forth in §334.03(1) Florida Statutes (1985).

G. "Collector Road" shall have the same meaning as set forth in §334.03(4) Florida Statutes (1985).

H. "Site-related Improvements" are capital improvements and right-of-way dedications for direct access improvements to and/or within the development in question. Direct access improvements include but are not limited to the following: (1) access roads leading to the development; (2) driveways and roads within the development; (3) acceleration and deceleration lanes, and right and left turn lanes leading to those roads and driveways; and (4) traffic control measures for those roads and driveways.

I. "Independent Fee Calculation Study" means the traffic engineering and/or economic documentation prepared by a feepayer to allow the determination of the impact fee other than by the use of the table in Section Seven (A) of this ordinance.

J. "Level of Service" shall have the same meaning as set forth in the Highway Research Board's Highway Capacity Manual (1965).

K. "Development Order" means a regulatory approval by St. Johns County or a municipality therein.

herein by reference. No district shall include any area within a municipality that issues building permits and that has not entered into an interlocal agreement with the county to collect road impact fees or that that has by ordinance repealed the effect of this ordinance within its boundaries.

Section Ten: Road Impact Fee Trust Funds Established

A. There are hereby established four (4) separate Road Impact Fee Trust Funds, one for each road impact fee district established by Section Nine of this Ordinance.

B. Funds withdrawn from these accounts must be used in accordance with the provisions of Section Eleven of this ordinance.

Section Eleven: Use of Funds

A. Funds collected from road impact fees shall be used for the purpose of capital improvements to and expansion of transportation facilities associated with the Arterial and Collector road network as designated by St. Johns County and under the jurisdiction of St. Johns County, any municipality within St. Johns County which has not opted out from the effect of the ordinance, or the State of Florida.

B. No funds shall be used for periodic or routine maintenance as defined in §334.03(13) and (18) Florida Statutes (1985).

C. Funds shall be used exclusively for capital improvements or expansion within the road impact fee district, including district boundary roads, as identified in Appendix I, hereof, from which the funds were collected or for projects in other road impact districts which are of benefit to the road impact district from which the funds were collected. Funds shall be expended in the order in which they are collected.

D. In the event that bonds or similar debt instruments are issued for advanced provision of capital facilities for which road impact fees may be expended, impact fees may be used to pay debt service on such bonds or similar debt instruments to the extent that the facilities provided are of the type described in

paragraph A of this section and are located within the appropriate impact fee districts created by Section Nine of this ordinance or as provided in paragraph C of this section.

E. At least once each fiscal period the County Administrator shall present to the Board of County Commissioners a proposed capital improvement program for roads, assigning funds, including any accrued interest, from the several Road Impact Fee Trust Funds to specific road improvement projects and related expenses. Monies, including any accrued interest, not assigned in any fiscal period shall be retained in the same Road Impact Fee Trust Funds until the next fiscal period except as provided by the refund provisions of this ordinance.

F. Funds may be used to make refunds required under any Development Order heretofore or hereafter issued or entered into by St. Johns County or participating municipalities as such refunds pertain to the subject matter of this ordinance.

G. Funds may be used to provide refunds as described in Section Twelve.

H. Funds may be used for such other transportation purposes as may be authorized by amendments to this ordinance.

I. The collecting governmental entity shall be entitled to retain not more than three per cent (3%) of the funds collected as compensation for the expense of collecting the fee and administering this ordinance.

Section Twelve: Refund of Fees Paid

A. If a building permit or permit for mobile home installation expires without commencement of construction, then the feepayer shall be entitled to a refund, without interest, of the impact fee paid as a condition for its issuance except that the County shall retain six percent (6%) of the fee to offset a portion of the costs of collection and refund. The feepayer must submit an application for such a refund to the Clerk of Courts of St. Johns County within 30 days of the expiration of the permit.

B. Any funds not expended or encumbered by the end of the calendar quarter immediately following six (6) years from the date the road impact fee was paid shall, upon application of the

IMPACT FEES

THE CURRENT STATE OF THE LAW

Presented by

GREGORY T. STEWART
NABORS, GIBLIN & NICKERSON P.A.

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Tallahassee, Florida 32308

Tel. 850-224-4070

Fax 850-224-4073

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IMPACT FEES

Dual Rational Nexus Test

- 19 -
A reasonable connection between the need for additional capital facilities and the growth.

AND

A reasonable connection between the expenditure of fee proceeds and the benefits accruing to the growth.

LEGAL RESTRICTIONS ON IMPACT FEES

- Fees must fund capital facilities, not operations or maintenance;
- 20- • Must have a rational connection between the need for the facilities and the growth;
- • Must have a rational connection between the expenditure of the impact fee proceeds and the benefits received.

LEGAL RESTRICTIONS ON IMPACT FEES

- Fee cannot exceed the cost of the facilities;
- Fee proceeds must be separately accounted for;
- Fee proceeds must be expended or refunded within a reasonable time;
- Cannot be used to pay a deficiency in service.

- 21 -

MOST FREQUENTLY IMPOSED IMPACT FEES

- Roads
- Parks Construction or Expansion
- Fire and EMS Facilities
- Water & Sewer Facility Expansion
- School Facilities

OTHER EXAMPLES

- Libraries
- Correction Facilities
- Law Enforcement
- General Governmental Buildings

SECTION 163.31801, FLORIDA STATUTES (2006)

- Adopted by Legislature During 2006 Session
- First State Codification of Legislative Requirements for Impact Fee
- Sets Forth Minimum Requirements

REQUIREMENTS UNDER SECTION 163.31801, FLORIDA STATUTES

- Fee Must Be Based Upon the Most Recent Localized Data
- Provides Accounting of Collection and Expenditure of Impact Fees
- Administrative Charge For Collection Limited to Actual Cost
- Requires Notice No Less Than 90 Days Before Effective Date

LEGISLATION RELATED TO IMPACT FEES 2019 LEGISLATIVE SESSION

- 26 -

- CS/HB 207
- CS/CS/HB 7103

CS/HB 207

- May Not Require Payment of Impact Fee Prior to the Issuance of a Building Permit
- Impact Fees Must be Specifically Earmarked to Acquire, Construct or Improve Capital Facilities
- Exempts Water and Sewer Connection Fees

CS HB 207 (CONTINUED)

- May Not Use Impact Fees to Pay Existing Debt or for Previously Approved Projects Unless the Expenditure Is Reasonably Connect to or Has a Rational Nexus With the Increased Impact

CS HB 207 (CONTINUED)

Codifies the Dual Rational Nexus Test as Follows:

- The Impact Fee Must be Reasonably Connect to, or Have a Rational Nexus With, the Need for Additional Capital Facilities and Increased Impact from the New Residential Or Commercial Construction
- The Impact Fee Must be Reasonably Connect to, or Have a Rational Nexus With, the Expenditures of the Revenue Generated and the Benefits to the New Residential Or Commercial Construction

CS/CS/HB 7103

In Additional to Those Changes Incorporated Into CS/HB 207, the Following Amendments Were Adopted:

Must Credit Against the Collection of Impact Fees Any Contribution Related to Public Education Facilities, Site Planning and Design or Construction on a Dollar-for Dollar Basis at Fair Market Value.

CS/CS/HB 7103 (CONTINUED)


- § If an Impact Fee is increased, then holder of impact fee credits is entitled to full credit balance as of the date it was first established. (prospective only).
- 31 § Governmental entity has the burden of proof in any action challenging whether dollar-for-dollar credit has been granted.
- § Where exemption from impact fees is granted for affordable housing, then the governmental entity is not required to use any other revenues to offset the impact.



QUESTIONS?

MEMORANDUM

TO: Mayor England
 Vice Mayor Kostka
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 29, 2020

SUBJECT: Resolution 20-22, to Extend to February 1, 2021, Permission for Restaurants to Have Outside Seating

At your May 4, 2020, meeting you approved Resolution 20-11, which allowed restaurants in the City to have outside seating until such time as Resolution 20-11 was revoked by your approval of a new resolution, or until the Governor by Executive Order allowed 50% indoor occupancy in restaurants. A copy of Resolution 20-11 is attached.

As Governor DeSantis has issued a new Executive Order, 20-244, removing any limit on indoor seating capacity in restaurants, you decided at your October 5, 2020, meeting to allow restaurants to continue to have outdoor seating until February 1, 2021.

We asked the City Attorney to prepare a resolution to amend Resolution 20-11. However, the amending resolution hasn't been received by the deadline for the preparation of information for your November 9th meeting. If it is received before the meeting, we will forward it to you. Otherwise, the amending resolution will be on the agenda for your December 7th meeting.

CITY OF SAINT AUGUSTINE BEACH

RESOLUTION NO. 20-11

A RESOLUTION BY THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA ALLOWING A SPECIAL EXPEDITED COVID-19 PERMIT FOR THE CREATION OF ADDITIONAL TEMPORARY OUTDOOR SEATING FOR RESTAURANTS

WHEREAS, on March 9, 2020, the Governor issued Executive Order 20-52 declaring a state of emergency for the entire State of Florida as a result of COVID-19; and

WHEREAS, effective on May 4, 2020, the Governor issued Executive Order 20-112 (Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery) which allows on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating; and

WHEREAS, the Governor convened the Task Force to Re-Open Florida to evaluate how to safely and strategically re-open the State; and

WHEREAS, the Governor's Office of the state of Florida and the Task Force to Re-Open Florida implemented a data-driven strategy which found that outdoor seating was acceptable and incorporated that information into Executive Order 20-112; and

WHEREAS, the path to re-opening Florida and the City of Saint Augustine Beach must promote business operation and economic recovery while maintaining focus on core safety principles.

NOW, THEREFORE, WE, the CITY COMMISSION of the CITY OF SAINT AUGUSTINE BEACH by virtue of its authority vested in it and all other applicable laws, promulgate the following Resolution:

Section 1. Authorization of a special expedited COVID-19 permit for creation of temporary outdoor seating for Restaurants

The City of Saint Augustine Beach authorizes the Director of Building and Zoning to implement a special expedited COVID-19 permit for the creation of additional temporary outdoor seating for restaurants. All normal permitting processes are waived for these special expedited permits. These special expedited permits shall remain in effect for thirty days and would be renewable. Restaurants would be required to acknowledge that they have read and will comply with Executive Order 20-122 and that requirements for the permit could change between each renewal.

Section 2. Fees

The City of Saint Augustine Beach shall waive all fees for the special expedited COVID-19 permit for the creation of temporary additional outdoor seating.


Section 3. Duration

This order shall remain in effect until whichever of these events happens first; the City of Saint Augustine Beach revokes this resolution by resolution, the Governor allows 50% indoor occupancy in restaurants, or December 31, 2020.

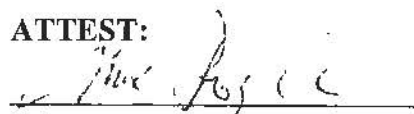
Section 4. Effective Date

This order is effective at 11:01 p.m. on May 4, 2020.

PASSED AND ADOPTED by the City of Saint Augustine Beach, Florida on May 4, 2020.


Margaret England, Mayor

ATTEST:


Max Royle, City Manager

APPLICATION FOR ADDITIONAL TEMPORARY OUTDOOR SEATING PERMIT

ESTABLISHMENT NAME: _____

ADDRESS: _____

CONTACT PHONE #: _____

DATE OF SUBMITTAL: _____

WHEREAS, effective on May 4, 2020, the Governor issued Executive Order 20-112 (Phase 1: Safe. Smart. Step-by-Step. Plan for Florida's Recovery) which allows on-premises consumption of food and beverage, so long as they adopt appropriate social distancing measures and limit their indoor occupancy to no more than 25 percent of their building occupancy. In addition, outdoor seating is permissible with appropriate social distancing. Appropriate social distancing requires maintaining a minimum of 6 feet between parties, only seating parties of 10 or fewer people and keeping bar counters closed to seating;

Conditions of the permit are as follows:

- 1) A portable fire extinguisher shall be present at the outside area.
- 2) Handicap parking requirements shall be maintained.
- 3) Minimum parking requirements are to be met.
- 4) Bathrooms are to remain accessible during hours of operation.
- 5) No outside music.
- 6) Tent permits are as set forth by the St. Johns County Fire Department (less than 900 square feet does not require a permit however 900 square feet and greater shall require a permit from the St. Johns County Fire Department).
- 7) The City or County reserves the right to have the establishment remove all outside seating granted under this permit in the event Executive Order 20-122 and any subsequent orders are not being adhered to.

An outside table layout shall be provided with this application and location of the fire extinguisher. An onsite inspection shall be performed by the City of St. Augustine Beach Building and Zoning Department prior to permit issuance.

Total proposed outside seating: _____

Total indoor seating (25% of Building occupancy): _____

Total Seating: _____

I have read and will comply with Executive Order 20-122: _____ date: _____


This space for City of St. Augustine Beach Use Only

Parking Spots Required _____ Accessible parking spaces required as per the 2017 FBC: _____

Building and Zoning Director Approval: _____ date: _____

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 


DATE: November 2, 2020

SUBJECT: Electric Vehicle Charging Station at City hall: Request to Approve Contract and Percentage of Revenue from Sale of Electricity

We ask that discussion of this topic be postponed to your December 7th meeting. The reason is that the City has not received the contract from the company that's to provide the charging station. The company says that the contract is still under legal review.

MEMORANDUM

TO: Mayor England
 Vice Mayor Kostka
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 22, 2020

SUBJECT: Land Development Regulations: Review of Proposed Changes Regarding Occupancy Permits, Impervious Surface Coverage, Unsafe Buildings, and Number of Code Enforcement Board Members

INTRODUCTION

As part of his continuous review of possible changes to the Land Development Regulations, Mr. Law proposes four. His explanation and the language for each proposed change are attached as follows:

- a. Pages 1-3, the removal of obsolete language from the Regulations concerning occupancy permits.
- b. Pages 4-5, to include medium-low density residential land use districts as subject to the same impervious surface ratio that applies to medium density residential land use districts.
- c. Page 6, to adopt by reference the currently adopted Florida Building Code concerning unsafe buildings.
- d. Pages 7-9, to change the Land Development Regulations to show that the number of regular members of the Code Enforcement Board is seven.

Mr. Law will explain these changes in more detail at your November 9th meeting.

ACTION REQUESTED

It is that you discuss these changes with Mr. Law and that for those you approve, you ask the City Attorney to prepare ordinances for your December 7th meeting.



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: 6.07.10 Occupancy Permits

DATE: 10-12-2020

Section 6.07.10 reflects occupancy permits and the ability for city staff to inspect rentals prior to renting. This section does not affect section 3.09.00 transient lodging establishments within the medium density land use district. The city no longer issues occupancy permits nor does it inspect rentals other than the transient rental program and as such this section appears to be obsolete. It is the recommendation of the Building & Zoning Department that this section be removed from the Cities Land Development Regulations and the section be labeled as reserved.

Sec. 6.07.10. - ~~Occupancy permits.~~ Reserved

- ~~A. It shall be unlawful for the owner of any dwelling unit to permit the occupation of the dwelling unit by a person who rents or leases the dwelling unit or a room therein unless such occupation has been authorized by an occupancy permit.~~
- ~~B. An occupancy permit shall be issued only when both of the following conditions have been met:~~
- ~~1. The owner or his agent makes application for an occupancy permit on a form prescribed by the city City Manager or designee accompanied by a fee in the amount of twenty-five dollars (\$25.00) for each dwelling unit.~~
 - ~~2. The dwelling unit has been inspected and determined to be in compliance with all applicable provisions of the housing and residential property maintenance standards established by sections 6.07.00 through 6.07.08, inclusive.~~
- ~~C. The procedure for issuance of an occupancy permit is as follows:~~
- ~~1. The owner of any dwelling unit or his agent shall apply to the city City Manager or designee for an occupancy permit and shall provide such information as required by the city City Manager or designee to render a decision. Such application shall be submitted at least five (5) working days prior to the proposed occupancy date. It shall be unlawful for any person knowingly to make any false statement in an application for an occupancy permit.~~
 - ~~2. After receipt of an application for an occupancy permit, but prior to the proposed occupancy date, the city City Manager or designee shall cause an inspection to be made of the dwelling unit specified in the application. After the inspection, the owner or his agent will be provided a list of violations, if any, that must be corrected before the dwelling unit can be occupied. If the owner or his agent fails to correct all of the violations within ninety (90) days after the original application was filed, said owner or agent shall file a new application and pay the fee prescribed by section 6.07.10B.~~
 - ~~3. Upon determination that the conditions of section 6.07.10B. have been met, an occupancy permit shall be issued to the applicant.~~
- ~~D. An occupancy permit for a long term rental dwelling unit shall remain valid for a period of two (2) years from the date of issuance. During the period of validity of the occupancy permit, the owner may permit a change in occupancy of the dwelling unit without further application to the City Manager or designee.~~

~~The occupancy permit shall remain valid past the two-year period for the duration of any occupancy which commences during the two-year period.~~

~~E. An occupancy permit for a short term rental dwelling unit shall remain valid for a period of three (3) years from the date of issuance. During the period of validity of the occupancy permit, the owner may permit a change in occupancy of the dwelling unit without further application to the City Manager or designee. The occupancy permit shall remain valid past the three-year period for the duration of any occupancy which commences during the three-year period.~~

~~F. The occupancy permit shall state:~~

- ~~1. The date of issuance;~~
- ~~2. The address of the dwelling unit; and~~
- ~~3. The name and address of the owner.~~

~~G. An occupancy permit shall terminate without any action on the part of the city upon expiration of the term of its validity as determined by section 6.07.10.D. or E. However, if a complaint is filed by an occupant or other person with the city City Manager or designee, and the city City Manager or designee finds any violation of the housing and residential property maintenance standards exists, the City Manager or designee may terminate the occupancy permit by issuance of a notice to the owner of such termination. The current occupant is not required to vacate a dwelling unit solely because of termination of any occupancy permit, but the owner shall not allow occupancy by a new tenant until the owner corrects the violation and is issued a new occupancy permit.~~

~~H. Prior to the consummation of the sale of any dwelling unit for which an occupancy permit has been in effect at any time within two (2) years preceding the sale, the owner, or his authorized agent, shall obtain from the city City Manager or designee a status of occupancy permit report. Such status of occupancy permit report shall be delivered by the owner or his authorized agent to the buyer of said property prior to the consummation of the sale thereof. Nothing in this section shall effect the validity of the title as between the grantor and grantee. The status of occupancy permit report shall contain the date of last occupancy permit inspection and results thereof.~~

~~I. Temporary occupancy permits may be issued by the city City Manager or designee when he determines that an existing violation poses no serious or immediate threat to the health or safety of an occupant and when all of the following conditions are determined to exist:~~

- ~~1. The owner has been delayed in correcting violations necessary to permit the issuance of an occupancy permit but has a valid contract in writing with a qualified person or firm for the performance of work and the furnishing of the materials to correct such violations and the contract specifies the dates for commencement and completion of the work; or the owner provides an affidavit stipulating that the work is to be accomplished by the owner, specifying the date by which the work is to be completed, and furnishes copies of all applicable permits required to enable the owner to make the necessary corrections.~~
- ~~2. The owner or his agent requests the City Manager or designee in writing for a temporary waiver of compliance with prescribed housing and residential property maintenance standards.~~
- ~~3. The city City Manager or designee finds that the delay in the correction of the violations and the plans for such correction are reasonable and the work can be undertaken and completed while the premises are occupied.~~

~~J. The temporary occupancy permit shall expire at the time set forth therein. On or before the expiration of the temporary occupancy permit, a reinspection shall be made.~~

~~K. The provisions of this section shall not effect any right or obligation imposed by law or by agreement between any owner and occupant, but no agreement shall relieve any person of a duty or obligation imposed by this section.~~

~~L. This section shall not apply to motels and hotels.~~

~~M. An occupancy permit shall not be required for occupancy of any dwelling unit by a tenant in possession of such dwelling unit on the effective date of this section. Any dwelling unit vacant or vacated after the effective date of this section shall not be occupied pursuant to an oral or written rental agreement or lease until an occupancy permit has been issued by the city City Manager or designee.~~

~~N. The owner of an adversely affected person may appeal any final decision of the city City Manager or designee under this section by filing a notice of appeal with the building and zoning department within thirty (30) days of the decision. The comprehensive planning and zoning board shall hear the appeal. The notice of appeal shall be accompanied by a fee as provided in section 13.00.00 of this Code.~~

~~(Ord. No. 18-08, § 1(Exh. 1), 7-2-18)~~



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: Section 6.01.02 Impervious Surface Coverage

DATE: 10-12-2020

The table of allowable impervious surface ratio as listed in section 6.01.02 of the City Land Development Regulations does not include the zoning districts of medium low density or the mixed use district. As medium low district properties are to be regulated the same as medium density zoning district with the exception that multifamily residences are prohibited, the ISR shall be limited to 50%. The mixed use district which is referenced in the Cities Comprehensive Plan Policy L.1.7.1 allowing for a maximum site coverage of 70%. The Building & Zoning Department recommends the following modification to section 6.01.02 of the Cities Land Development Regulations:

Sec. 6.01.02. - Impervious surface coverage.

- A. *Generally.* Impervious surface on a development site shall not exceed the ratios provided in the table in paragraph D. of this section.
- B. *Ratio calculation.* The impervious surface ratio is calculated by dividing the total impervious surface area by the gross site area.
- C. *Alternative paving materials.* If porous paving materials are used, then the area covered with porous paving materials shall not be counted as impervious surface for high density residential and commercial only. Low and Medium density residential shall be allowed a 15% increase in impervious surface ratio if the materials used have a 10% or greater permeability.
- D. *Table of impervious surface ratios.*

Land Use District	Maximum Impervious Surface Ratio ¹
Low density residential	0.40*
Medium density residential	0.50
<u>Medium Low density residential</u>	<u>0.50</u>
High density residential	0.70

<u>Mixed Use District</u>	<u>0.70</u>
Commercial	0.70

¹ The maximum impervious surface ratio is given for each district, regardless of the type of use proposed and allowable pursuant to Article III.

* In Low Density Residential land use district a 465 square feet allowance shall be provided for the construction and installation of a pool and pool decking only.

(Ord. No. 18-08, § 1(Exh. 1), 7-2-18; Ord. No. 20-02, § 6(Exh. 1), 3-2-20)



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: Section 6.07.07 Unsafe Buildings

DATE: 10-12-2020

Section 6.07.07 of the Cities Land Development Regulations references the 2017 Florida Building Code, as this code is changed every three years it is prudent to modify the code to the phrase "the currently adopted Florida Building Code". The Building and Zoning Department recommends the following code change:

Sec. 6.07.07. - Unsafe buildings.

- A. There is adopted by reference the 2017 currently adopted Florida Building Code, with the exception of section 113 pertaining to the composition and procedures of the board of adjustments and appeals.
- B. The comprehensive planning and zoning board shall serve as the board of adjustments and appeals in accordance with the provisions of the 2017 currently adopted Florida Building Code.

(Ord. No. 18-08, § 1(Exh. 1), 7-2-18)



City of St. Augustine Beach Building and Zoning Department

TO: Max Royle

FROM: Brian Law

SUBJECT: Section 11.03 of the City Land Development Regulations

DATE: 10-12-2020

1) The current section 11.03.02 of the Cities Land Development Regulations states the following:

"The municipal code enforcement board shall consist of five (5) members and two (2) alternates appointed by the city commission."

This is in direct conflict with Florida Statute 162.05 for a population greater than 5000 persons. The statute is provided for your convenience below:

162.05 Local government code enforcement boards; organization.—

(1) The local governing body may appoint one or more code enforcement boards and legal counsel for the enforcement boards. The local governing body of a county or a municipality that has a population of less than 5,000 persons may appoint five-member or seven-member code enforcement boards. The local governing body of a county or a municipality that has a population equal to or greater than 5,000 persons must appoint seven-member code enforcement boards. The local governing body may appoint up to two alternate members for each code enforcement board to serve on the board in the absence of board members.

As the current Code Enforcement Board currently has 7 members with 2 alternates no action is needed other than to amend the code.

2) The current section 11.03.04 states that "The regular meetings of the board shall be the fourth Wednesday of each month at 3:00 p.m. in the City Hall of the City of St. Augustine Beach, Florida." Currently the meetings start at 2:00 p.m. on the fourth Wednesday of the month. As current operations are not in accordance with the code it is recommended to change the code to the following "The regular meetings of the board shall be held on the fourth Wednesday of each month, unless otherwise ordered by the board."

Proposed code modifications are on page 2.

Sec. 11.03.02. - Membership.

- A. The municipal code enforcement board shall consist of ~~five (5)~~ seven (7) members and two (2) alternates appointed by the city commission.
- B. Any person of voting age residing in the City of St. Augustine Beach shall be eligible for membership.
- C. Members of the board shall serve a term of three (3) years. Terms of office shall end on April 1 three (3) years following appointment to a full term. Existing members of the board shall serve until April 1 three (3) years following their respective appointments. Future vacancies created by death, resignation, or disqualification to serve of a member shall be filled for the unexpired term. Any member may be reappointed to successive terms at the discretion of the city commission.
- D. If any member fails to attend two (2) of three (3) successive meetings without cause and without prior approval of the chairman, the board shall declare that member's seat vacated and such vacancy shall be filled as for any other vacancy.
- E. Any member may be removed from office for cause by the city commission. Vacancies occurring due to death, resignation or other inability to serve resulting from change of residence or otherwise, shall be filled within thirty (30) days after the vacancy occurs by the city commission for the remainder of the term, in accordance with the City Code and F.S. § 162.01.
- F. The city commission shall review the applications of volunteers for appointment to the code enforcement board. All applicants to fill a vacancy shall be informed that a financial disclosure statement must be filed with the county supervisor of elections. If an applicant should have an objection to this procedure, he should reconsider the appointment.
- G. Each individual board member shall file financial disclosure statements with the office of the supervisor of elections no later than July 1 of each year or thirty (30) days after their appointment in accordance with Florida Statutes.

(Ord. No. 91-7, § 2; Ord. No. 92-7, § 11; Ord. No. 93-7, § 2; Ord. No. 04-06, § 1, 6-7-04; Ord. No. 06-29, § 1, 1-2-07)

Sec. 11.03.04. - Meetings.


- A. ~~The regular meetings of the board shall be the fourth Wednesday of each month at 3:00 p.m. in the City Hall of the City of St. Augustine Beach, Florida. The regular meetings of the board shall be held on the fourth Wednesday of each month, unless otherwise ordered by the board.~~
- B. Special meetings, committee meetings or workshops may be called by the chairman of the board.
- C. Emergency hearings may be called by the code inspector or chairman.
- D. All actions before the board shall be initiated by a code inspector filing a statement of violation and request for hearing with the secretary of the board. No member of the board shall initiate actions before the board.
- E. If any member fails to attend two (2) of three (3) consecutive meetings without cause and without prior approval of the chairman, the chairman shall notify the city commission in writing and request that the replacement process take place. A copy of this notification shall also be forwarded to the absent member.
- F. A quorum of the board shall consist of four (4) members. An affirmative vote of a majority of those members present and voting shall be necessary to pass any motion or adopt any order, except that at least four (4) members of the board must vote in order for the action to be official.
- G. Voting requirements.
 - 1. No member of the board present at any meeting at which an official decision, ruling or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling or act; and a vote shall be recorded or counted for each such member present except when there may be a possible conflict of interest as outlined in F.S. § 286.012(8).

2. No board member shall vote in his official capacity upon any measure which inures to his special private gain. Such member shall, prior to the vote being taken, publicly state to the board the nature of his interest in the matter from which he is abstaining from voting and within fifteen (15) days after the vote occurs, disclose the nature of his interest as a public record in a memorandum filed with the person responsible for recording the minutes of the meeting, who shall incorporate the memorandum in the minutes (F.S. § 112.3143).
3. Voting may be by voice vote and shall be recorded by individual "aye" or "nay" for each board member present.
4. Voting on applicants to fill a vacancy shall be by official written ballot stating the names and addresses of those candidates to be voted upon. The highest number of votes cast shall constitute a majority. All ballots must be signed by board member casting the vote and kept on file as a matter of public record.

(Ord. No. 91-7, § 2)

MEMORANDUM

TO: Mayor England
 Vice Mayor Kostka
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 6, 2020

SUBJECT: Mobile Food Dispensing Vehicles: Discussion of Allowing Such in the City Because of New State Law

INTRODUCTION

Section 3.02.03 of the Land Development Code lists a number of prohibited uses in the City. Subsection A.6 states that the following is prohibited: "The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles and trailers."

In its 2020 session, the Florida Legislature passed a 103-page bill. One small section of that bill amends Section 509.102, Florida Statutes, by creating a new section that concerns mobile food dispensing vehicles. Section 509.102 (2) states that "a municipality, county, or other local government entity may not prohibit mobile food dispensing vehicles from operating within the entirety of the entity's jurisdiction."

This means that a city or county cannot prohibit throughout their boundaries mobile food dispensing vehicles from conducting business. However, a city or county may regulate where mobile food dispensing vehicles can do business within their limits, such as allowing them only in commercial land use districts.

ATTACHMENTS

Attached for your review is the following:

- a. Page 1, Section 3.02.03.4 from the Land Development Code
- b. Pages 2-3, Section 509.102, Florida Statutes, that was approved by the Legislature.
- c. Page 4-5, a list of regulations governing the operation of mobile food dispensing vehicles in the City of Venice, Florida.
- d. Pages 6-7, a list of regulations proposed for the City of Cocoa Beach, Florida
- e. Pages 8-11, a newspaper article about regulations proposed for Tarpon Springs, Florida

ACTION REQUESTED

It is that you discuss what regulations you think should be adopted to regulate the operation of mobile food dispensing vehicles in the City. Among them could be:

- To allow the vehicles only in commercial land use districts

- To set time limits when they can operate
- To allow them to operate on public property only in connection with special events permitted by the City
- To prohibit them from operating on the beach
- To set a size limit on the vehicles
- To require that the operators conform to the City's sign regulations
- To require each vendor to have state licenses and meet local health department regulations

There may be other regulations that you want. The City of Cocoa Beach has an extensive list (pages 6-7).

Once you've decided the regulations you want, the City Attorney can prepare an ordinance for first reading and then review by the Planning Board.

Sec. 3.02.03. - Prohibited uses.

- A. In addition to the uses prohibited under section 3.02.02 and Table 3.02.02, and other provisions of this Code, the following uses are prohibited:
1. Keeping, breeding, or raising of bees, insects, reptiles, pigs, horses, cattle, goats, hogs, or poultry.
 2. The sale, offer for sale, rental, storage or display of any merchandise, outside of an enclosed building on the premises of any business except as provided herein.
 - a. As used herein the term "outdoor" shall mean any area which is outside of the heated or cooled area of a building and visible from a public street. Provided, however, that the outdoor display or sale of merchandise shall be permitted:
 - (1) In conjunction with and pursuant to any outdoor sale or display of merchandise authorized in conjunction with a special event pursuant to section 3.02.05 hereof:
 - (2) When the display is limited to merchandise identical to that actually in stock and available for purchase on the premises where the display is maintained, the display is limited in size to an area no greater than five (5) feet high, three (3) feet wide, and three (3) feet in length and is not located within six (6) feet of any other such display. No such display may be located within any public right-of-way, mandatory building setback under this chapter or so as to interfere with any fire exit required under any building code of the city. Any display rack, shelves or other device used in conjunction with the display of merchandise shall be made of wood which shall have either a natural finish or shall be painted only in colors which have been approved by the comprehensive planning and zoning board as a part of the supplemental criteria for community appearance standards or shall be made of brass, copper, bronze, nickel, tin or iron; provided, however, that painted, polished, anodized or chromed metals shall be prohibited.
 3. The sale, offer for sale, or rebuilding of secondhand merchandise on any business premises, including secondhand household and commercial goods, such as but not limited to: refrigerators, stoves, sinks, plumbing fixtures, carports, tents, air conditioners, windows, vehicle parts, and the like.
 4. The manufacture, assembly or preparation of any merchandise, food or beverages outside of an enclosed building on any business premises.
 5. The sale, offer for sale, or rental of any merchandise, food or beverages from a motorized or nonmotorized vehicle or trailer of any type on any business premises.
 6. The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles, and trailers.
 7. Package stores; provided, however, that package stores having an area of less than eight thousand (8,000) square feet and located within a shopping center having greater than fifteen thousand (15,000) square feet under roof and package stores operated in conjunction with a restaurant having a 4-COP license as of the effective date of this section shall be an authorized use within commercially zoned areas.

ENROLLED

CS/HB 1193, Engrossed 3

2020 Legislature

2276 final order.

2277 Section 74. Section 492.115, Florida Statutes, is amended
2278 to read:

2279 492.115 Roster of licensed professional geologists.—A
2280 roster showing the names and places of business or residence of
2281 all licensed professional geologists and all properly qualified
2282 firms, corporations, or partnerships practicing holding
2283 ~~certificates of authorization to practice~~ professional geology
2284 in the state shall be prepared annually by the department. A
2285 copy of this roster must be made available to ~~shall be~~
2286 ~~obtainable by~~ each licensed professional geologist and each
2287 firm, corporation, or partnership qualified by a professional
2288 geologist holding a certificate of authorization, and copies
2289 thereof shall be placed on file with the department.

2290 Section 75. Section 509.102, Florida Statutes, is created
2291 to read:

2292 509.102 Mobile food dispensing vehicles; preemption.—

2293 (1) As used in this section, the term "mobile food
2294 dispensing vehicle" means any vehicle that is a public food
2295 service establishment and that is self-propelled or otherwise
2296 movable from place to place and includes self-contained
2297 utilities, including, but not limited to, gas, water,
2298 electricity, or liquid waste disposal.

2299 (2) Regulation of mobile food dispensing vehicles
2300 involving licenses, registrations, permits, and fees is

ENROLLED

CS/HB 1193, Engrossed 3

2020 Legislature

2301 preempted to the state. A municipality, county, or other local
2302 governmental entity may not require a separate license,
2303 registration, or permit other than the license required under s.
2304 509.241, or require the payment of any license, registration, or
2305 permit fee other than the fee required under s. 509.251, as a
2306 condition for the operation of a mobile food dispensing vehicle
2307 within the entity's jurisdiction. A municipality, county, or
2308 other local governmental entity may not prohibit mobile food
2309 dispensing vehicles from operating within the entirety of the
2310 entity's jurisdiction.

2311 (3) This section may not be construed to affect a
2312 municipality, county, or other local governmental entity's
2313 authority to regulate the operation of mobile food dispensing
2314 vehicles other than the regulations described in subsection (2).

2315 (4) This section does not apply to any port authority,
2316 aviation authority, airport, or seaport.

2317 Section 76. Paragraph (i) of subsection (2) of section
2318 548.003, Florida Statutes, is amended to read:

2319 548.003 Florida State Boxing Commission.—

2320 (2) The Florida State Boxing Commission, as created by
2321 subsection (1), shall administer the provisions of this chapter.
2322 The commission has authority to adopt rules pursuant to ss.
2323 120.536(1) and 120.54 to implement the provisions of this
2324 chapter and to implement each of the duties and responsibilities
2325 conferred upon the commission, including, but not limited to:

Page 93 of 103

CODING: Words ~~stricken~~ are deletions; words underlined are additions.

hb1193-05-er

EXECUTIVE ORDER NO. 2020-05
COVID-19
MOBILE FOOD DISPENSING VEHICLE

WHEREAS, on March 9, 2020, Governor Ron DeSantis issued Executive Order No. 20-52, declaring a state of emergency in the State of Florida for COVID-19;

WHEREAS, on March 16, 2020, the City Manager of the City of Venice issued Executive Order No. 2020-01, as extended by Extension Nos. 1 and 2, that declared a Local State of Emergency due to COVID-19 which constitutes a potential life threatening situation for the citizens and visitors to the City for an undefined period of time;

WHEREAS, on March 16, 2020, the White House issued a new nationwide guideline calling all people to avoid gatherings of more than 10 people;

WHEREAS, on April 1, 2020, Governor Ron DeSantis issued Executive Order No. 20-91 which directed all persons in Florida to limit their movements and personal interactions outside of their home to only those necessary to obtain or provide essential services or conduct essential activities, but encouraged businesses to provide delivery, carry-out or curbside service;

WHEREAS, Section 252.38, Florida Statutes, authorizes the City of Venice to take whatever prudent action is necessary to ensure the health, safety and welfare of the community during a declared emergency;

WHEREAS, the Code of Ordinances of the City of Venice does not provide for the operation of mobile food dispensing vehicles;

WHEREAS, mobile food dispensing vehicles licensed by the State of Florida may facilitate the safe provision of essential services to the residents of the City of Venice during the COVID-19 emergency.

NOW, THEREFORE, I, Edward Lavalley, City Manager of the City of Venice, in accordance with the provisions of the State of Florida Office of the Governor Executive Order No. 20-52, Chapter 252.38, Florida Statutes, and Executive Order No. 2020-01, as extended, hereby order the following:

1. Any and all provisions of the City's Code of Ordinances that could be construed as prohibiting the operation of a mobile food dispensing vehicle are hereby waived. For purposes of this Executive Order, a "mobile food dispensing vehicle" shall mean any vehicle that is a public food service establishment that is self-propelled or otherwise movable from place to place and includes self-contained utilities, including, but not limited to, gas, water, electricity, or liquid waste disposal, and is licensed by the State of Florida. The following requirements and restrictions shall apply to the operation of a mobile food dispensing vehicle within the City of Venice:

- (a) No mobile food dispensing vehicle shall operate on publicly owned property or public rights-of-way/sidewalks unless allowed by the public entity that controls the property.
 - (b) Mobile food dispensing vehicles shall be permitted to operate on privately owned property with the owner's consent providing the following are met:
 - (i) a valid license/permit from the Florida Department of Business and Professional Regulation or the Florida Department of Agriculture and Consumer Services, as applicable, is possessed;
 - (ii) the location of the mobile food dispensing vehicle shall not impede, endanger, or interfere with pedestrian or vehicular traffic;
 - (iii) the mobile food dispensing vehicle shall only operate between the hours of 6:00 a.m. and 10:00 p.m.;
 - (iv) the mobile food dispensing vehicle shall be set back from residential structures by at least 150 feet; and not be located within 500 feet of any actively operating restaurants;
 - (v) there may be no more than two (2) mobile food dispensing vehicles on any parcel.
 - (c) Overnight parking of a mobile food dispensing vehicle shall be allowed on private property. Overnight parking of a mobile food dispensing vehicle may be allowed on City owned property or rights-of-way only with advance approval of the City.
 - (d) The mobile food dispensing vehicle operator and the property owner shall be responsible for the proper disposal of waste and trash. No grease, waste, trash or other debris shall be deposited on or released onto public property, which includes streets, sidewalks or other public places nor into the gutter or storm drainage system.
 - (e) A mobile food dispensing vehicle shall be no larger than 10 by 27 feet, with each separate mobile component no more than two axles.
2. This Executive Order shall expire upon the expiration of Governor DeSantis' Executive Order No. 20-52, including any extension thereof, unless terminated earlier by further Executive Order of the City.

DONE AND ORDERED this 9th day of April, 2020, at Venice, Florida.



Edward F. Lavalley, City Manager
City of Venice, Florida

ATTEST:


City Clerk

Dariana Fitzgerald

From: faccinfo@googlegroups.com on behalf of Loredana Kalaghchy
<lkalaghchy@cityofcocoabeach.com>
Sent: Thursday, September 24, 2020 3:45 PM
To: faccinfo@googlegroups.com
Subject: [FACC Discussion Forum] RE: Mobile Vendor

Hi

October 1, the Commission will be considering the adoption of the following:

A. Mobile food dispensing vehicles.

1. The operation of a vehicle which dispenses food for the public shall not be permitted to operate within the public right of way or any city owned property, except when associated with a city approved special event.
2. Operations are prohibited on properties with single family or multifamily structures, except in connection with a private event.
3. Within the Towncenter zoning district, mobile food dispensing vehicles are only permitted on the site of a food establishment with a physical location. On all other sites within the Towncenter zoning district, approval of a special exception is required.
4. The type of food offered for sale by a mobile food dispensing vehicle shall not be identical to an existing restaurant within three hundred (300) feet.
5. On properties of where operations are permitted, mobile food dispensing vehicles shall be located at least ten (10) feet from any property line, and no vehicle shall be permitted to interfere with sight visibility at intersections, as detailed in Section 3-07 of these regulations.
6. Except as may be provided as part of a special event, the following shall apply:
 - a. When a site is less than one half (1/2) acre in area there shall be a maximum of two (2) mobile food dispensing vehicles onsite at any one time.
 - b. When a site is greater than one half (1/2) acre in area, there shall be a maximum of four (4) mobile food dispensing vehicles onsite at any one time.
7. The location of a mobile food dispensing vehicle within a parking area shall not be permitted to reduce the available parking for the site beyond the minimum required for standard site operations.
8. Setup and operations are subject to inspection by the Chief Building Official (CBO) and/or Fire Marshal.
9. Appropriate trash and recycling containers shall be provided and all sidewalks, parking areas, and pedestrian spaces shall be kept clear of refuse or obstruction.
10. Any outdoor lighting shall be in compliance with the requirements of LDC Chapter III Article VI.
11. Outdoor signs shall meet the requirements of LDC Chapter V.
12. All outdoor areas, including seating and sidewalk areas, shall maintain the ADA required minimum five (5) foot unobstructed pathway at all times.
13. Any outdoor noise, music, or entertainment shall be in compliance with the requirements of City Code of Ordinances Section 15-23.
14. All mobile food dispensing vehicles shall be licensed to operate within the State of Florida and must up to date with all the requirements of the Florida Department of Business and Professional Regulations

(DBPR), the Florida Department of Health, the Florida Department of Agriculture and Consumer Services, and the City of Cocoa Beach.

15. When the operation of a mobile food dispensing vehicle is part of a special event, the requirements within the City Code of Ordinances Chapter 14 shall apply.



Loredana Kalaghchy | (MMC) | City Clerk
t: 321.868-3235 w: www.cityofcocoabeach.com

City of Cocoa Beach
P.O. Box 322430 | Cocoa Beach, FL 32932-2430

E-mails are considered a public record, and are subject to disclosure

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From: faccinfo@googlegroups.com <faccinfo@googlegroups.com> **On Behalf Of** Jabari Hopkins
Sent: Thursday, September 24, 2020 3:00 PM
To: faccinfo@googlegroups.com
Subject: [FACC Discussion Forum] Mobile Vendor

Good afternoon,

With the HB 1193 states in Sec 75. Sec 509.102, F.S., is created to read:

(2) Regulation of mobile food dispensing vehicles involving licenses, registrations, permits, and fees is preempted to the state. A municipality, county, or other local governmental entity may not require a separate license, registration, or permit other than the license required under s. 509.241, or require the payment of any license, registration, or permit fee other than the fee required under s. 509.251, as a condition for the operation of a mobile food dispensing vehicle within the entity's jurisdiction. A municipality, county, or other local governmental entity may not prohibit mobile food dispensing vehicles from operating within the entirety of the entity's jurisdiction.

How do you all regulate these businesses? Being that this House Bill states that we cannot prohibit what do you have in this are we to just allow mobile vendors to just set up and operate? Please shed some guidance.

Kind Regards,

Jabari Hopkins, Deputy City Clerk
City of Fruitland Park

Phone: 352-901-6019
Web: www.fruitlandpark.org
Email: JXHopkins@fruitlandpark.org
506 W. Berckham St. Fruitland Park FL 34731

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You received this message because you are subscribed to the Google Groups "FACC" group.
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http://www.suncoastnews.com/news/tarpon-wrangles-with-new-food-truck-law/article_21501d68-f833-11ea-aa75-cb01d6337b88.html

Tarpon wrangles with new food truck law

A new state law prohibits cities from banning mobile food trucks, but Tarpon officials and residents are split as to where they should be allowed to operate

By JEFF ROSENFELD, Suncoast News
Sep 16, 2020



City commissioners recently voted 4-1 in favor of allowing mobile food trucks to operate in the city's industrial districts and on U.S. Highway 19, and not downtown or at the Sponge Docks. The decision comes in the wake of a new state law that prohibits municipalities from banning mobile food vendors. The second and final reading of the ordinance is scheduled for Tuesday, Sept. 22.

JEFF ROSENFELD

TARPON SPRINGS — In the wake of a new state law prohibiting cities from banning food trucks, officials throughout the Sunshine State have been scrambling to enact regulations regarding where mobile food vending vehicles should be allowed operate in their communities.

Following several discussions on the subject, the Tarpon Springs' Planning and Zoning Board and the City Commission came to a general consensus that the vehicles could operate in industrial areas and certain sections of U.S. Highway 19 only and not in the historic downtown district or at the Sponge Docks.

The issue drew considerable public feedback during the board's first reading of the proposed changes to the city's Land Development Code on Sept. 8, with roughly a half a dozen residents and merchants calling for more relaxed restrictions regarding food trucks.



"It comes to my attention that the food trucks must be on U.S. 19 only. This is very disappointing," Irene Manglis, owner of Meli Greek Street Donuts, wrote.

Noting she had an agreement in place with a business owner at the docks, Manglis' email said she "does not want to work on US Highway 19. That is not fair," and she said the trucks should be able to operate at the Sponge Docks and downtown with support, in the form of a lease or written agreement, from the businesses in the area.

The Tarpon Springs Merchants Association supported Manglis' position in an email that stated, in part, "We have spoken to many of our merchants (and) we are hearing that the majority of our food, drink and retail store owners are in favor of a food and beverage truck or cart on their own property," adding they hoped the board would "look at this as an opportunity to give the business owners a venue to create something new and exciting for their establishments that will help them stay open."

Several local business owners also weighed in support of allowing food trucks all over town.

"While some merchants feel the food trucks or added businesses take away from their own business, I strongly disagree," Ginger Alemaghides, owner of the Bohemian Gypsea gift shop at 740 N. Pinellas Ave., wrote, adding, "Food trucks done correctly in our downtown and Sponge Docks can only enhance the charm of Tarpon Springs. The more food and shopping we have in the area the more people will be attracted to the area, and everyone will win."

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Elijah Durham, owner of the SOL Burger food truck, argued that businesses such as his deserve to be treated as equal to brick and mortar establishments. "It is almost equally as expensive to open a food trailer or a food truck as it is to open a restaurant," he said. "It is certainly not a cheap endeavor."

Durham, who recently formed a partnership with the new Brighter Days Brewing Co., said, "we believe as locals in this community that we can start a food truck and still continue to have that charm that has brought us here and has wanted us to stay here."

Despite the pleas, Mayor Chris Alahouzos said he would not support allowing food trucks at the docks and downtown, and he said he was also against allowing the units as accessories for breweries, distilleries and other food and beverage establishments.

"I'm not convinced (it's) the right thing to have in Tarpon Springs," Alahouzos said. "But I do support (allowing them in the designated areas) and I'm flexible in regards to how late they stay open."

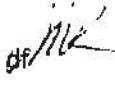
After much discussion the commission ultimately voted in favor of the ordinance, allowing mobile food trucks to operate in the designated areas between 7 a.m. and 10 p.m. with exemptions for breweries, wineries and distilleries and other food and drink establishments, by a vote of 4-1. Alahouzos voted against it.

The second and final reading of the item is scheduled for Tuesday, Sept. 22.

"In the city of Tarpon Springs, we've worked very hard to improve the CRA district and the Sponge Docks through façade and other grants as well as many beautification projects, to make these areas attractive to visitors and businesses to our community," Alahouzos said by phone a few days later. "Now you can have someone put a trailer in back of their business and become a restaurant in a matter of days, and I don't think that was fair. I like food trucks, when they're in the right place and at our special events and festivals, which will continue. But to have them in back (of places) right in the middle of town competing with other restaurants? I don't agree with that and I don't support it."

MEMORANDUM

TO: Mayor England
Vice Mayor Kostka
Commissioner George
Commissioner Samora
Commissioner Rumrell

FROM: Max Royle, City Manager 

DATE: October 12, 2020

SUBJECT: Use of City Meeting Facilities: Consideration of New Policies and Fees

INTRODUCTION

The City has three meeting facilities or rooms:

- a. the Commission meeting room, which is used only for meetings of the City Commission and other governmental agencies, such as the City's Planning Board, Code Enforcement Board, SEPAC, and the St. Augustine Port, Waterway and Beach Commission;
- b. the smaller meeting room in city hall; and
- c. Building C, which is located on the west side of the city hall parking lot and was once used as a U.S. Postal Service branch.

The smaller meeting room and Building C are used by various non-governmental groups, such as homeowners' associations, various chapters of Alcoholics Anonymous, and local hobby or recreational groups, such as a sewing club, a camera club, and a native plant association. Attached as page 1 is the calendar for February 2020 which shows the groups scheduled to use the smaller meeting room and Building C. Because of the pandemic, February was the last full month that groups were allowed to use these two facilities.

Recently, the City administration has begun receiving requests to re-open the facilities. However, before this is done, we suggest that you consider whether new regulations are needed and whether the City should start charging all groups for the use of the facilities because of the costs the use incurs, such as staff time to register the reservation, electricity for lighting and air conditioning, and trash removal and clean up by a custodian.

CURRENT POLICIES AND FEES

The use of the City's two meeting rooms is governed by the following policies in the City Commission's Policies and Procedures Manual and were adopted by resolution. They are attached as pages 2-7. The basic policies are:

- a. Any person or organization applying to use a City meeting facility must sign a hold harmless agreement.

- b. The use of the meeting rooms without charge is limited to non-profit charitable, civic or other types of non-profit organizations based in St. Augustine Beach, and/or which provide services or benefits to society. Other groups and individuals may use the meeting rooms, subject to a fee schedule set by the City Manager. Those fees, listed on page 5, are:
 - \$75 for use up to four hours
 - \$150 for use over four hours
 - \$100 if the kitchen next to the meeting room in city hall is used

In 2019, the City received about \$1,300 from the rental of the facilities.

RECOMMENDATIONS FOR CHANGES TO POLICIES

There are four:

1. That a new policy be adopted to limit the number of persons in each facility to the number that can be socially distant according to the guidelines recommended or mandated by federal, state, or local agencies. At this time, the distance is six feet.
2. That a new policy be adopted requiring that persons using the facilities must wear face masks or coverings in accordance with whichever guidelines, federal, state, or local guidelines, are the strictest.
3. That the Commission decide whether to charge all groups, including homeowner associations, civic organizations, and charitable groups a fee to use the facility.
4. That the basic fee be \$100 for up to four hours to use the facility. The four-hour fee will cover the administrative costs to reserve the room, sanitize and sweep or clean it after the meeting, the use of restrooms and the cost of electricity to light, and heat or cool the room.

There may be other changes to the meeting room policies that you think are needed, such as whether limiting a group's use of a City meeting facility to once a month. This policy would make the facilities available to more groups.

We have attached as pages 8-9 the County's regulations for use of the meeting rooms in its libraries.

Also, attached as page 10 is a list of the meeting room policies from other Florida cities.

ACTION REQUESTED

It is that you discuss these proposed changes and any that you individually think are needed.

The changes you decide will be put in a resolution that you can adopt at your December 7th meeting.

February 2020

February 2020

Mo	Tu	We	Th	Fr	Sa	Su
						2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March 2020

Mo	Tu	We	Th	Fr	Sa	Su
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
Jan 27	28	29	30	31	Feb 1	2
					5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
3	4	5	6	7	8	9
1:00pm Double D Art Group (Meeting)	11:30am AA - Oldest	10:00am Busy Fingers (Building C)	9:00am Anastasia Dunes	10:00am Busy Fingers (Building C)	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
5:00pm Freedom from the Past (Meeting)	1:00pm Mah-Jongg	6:30pm AA - Sand Dollar Group (Meeting Room)	10:00am Sunshine Ukles	2:00pm SABPD (Meeting Room)		
6:00pm Commission	3:30pm AA - Island		11:30am AA - Ancient	6:00pm A Classic		
6:30pm JLI *HOLD*	6:00pm A Classic		3:30pm AA - Island			
	6:00pm St. Aug Mac		6:00pm A Classic			
10	11	12	13	14	15	16
1:00pm Double D Art Group (Meeting)	11:30am AA - Oldest	10:00am Busy Fingers	11:30am AA - Ancient	3:00pm Event - TNT Events Art & Craft Festival (Pier Park)	7:00pm	
5:00pm Freedom from the Past (Meeting)	1:00pm Mah-Jongg	1:00pm SJC Toll Training	3:30pm AA - Island	10:00am Busy Fingers (Building C)	5:30pm AA - Island Serenity (Building C)	7:00pm AA - Island Serenity (Building C)
6:30pm JLI *HOLD*	3:30pm AA - Island	5:00pm Serenity Bay	6:00pm Tree Board/BAC	6:00pm A Classic Theatre (Meeting)		
	5:00pm Camera Club	6:00pm A Classic	6:00pm A Classic			
	6:30pm FOSAA (Friends)	6:30pm AA - Sand Dollar	6:00pm Seagrove Condo			
17	18	19	20	21	22	23
PRESIDENT'S DAY	10:00am Blockettes	10:00am Busy Fingers (Building C)	9:00am Anastasia Dunes	10:00am Busy Fingers (Building C)	10:00am Pilot Club (Meeting Room)	7:00pm AA - Island Serenity (Building C)
1:00pm Double D Art Group (Meeting)	11:30am AA - Oldest	12:30pm P.E.O.	10:00am Sunshine Ukles	6:00pm Ancient City Astronomy Club (Meeting Room)	5:30pm AA - Island Serenity (Building C)	
5:00pm Freedom from the Past (Meeting)	1:00pm Mah-Jongg	6:00pm A Classic	11:30am AA - Ancient			
6:30pm JLI *HOLD*	3:30pm AA - Island	6:30pm AA - Sand Dollar	3:30pm AA - Island			
	6:00pm CPZB		5:00pm Anastasia Dunes			
24	25	26	27	28	29	Mar 1
1:00pm Double D Art Group (Meeting)	10:00am Women of the	10:00am Busy Fingers (Building C)	11:30am AA - Ancient City Group (Meeting)	10:00am Busy Fingers (Building C)	2:00pm Wedding - Rutherford/Lila (12th Street) (Beach)	
5:00pm Freedom from the Past (Meeting)	11:30am AA - Oldest	2:00pm Code Enforcement Board	3:30pm AA - Island	6:00pm A Classic Theatre (Meeting Room)	5:30pm AA - Island Serenity (Building C)	
6:30pm JLI *HOLD*	1:00pm Mah-Jongg	6:30pm AA - Sand Dollar	4:30pm Sea Colony HOA			
	3:30pm AA - Island		7:00pm A Classic			
	6:00pm A Classic					

APPLICATION FOR USE OF CITY FACILITIES

Exempt Organizations



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____
(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____
(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To: _____ a.m. / p.m.

Date(s) or, If Recurring, Day of the Week or Month

Number of attendees expected: _____

Space Requested: _____ Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)
_____ Building C (Occupancy of 22 w/tables or 48 w/o tables)

* Please note the occupancy limits established by the Fire Marshal for each meeting room. These limits will vary according to whether tables and other obstructions are used in the rooms. Groups that may exceed these limits should seek other accommodations.

Rules for Use of City Meeting Rooms

Any person or organization applying to use a City facility must sign a hold harmless agreement. Scheduling arrangements must be made at the City Manager's office in advance. The key will be available in the City Manager's office on the day prior to the scheduled event. When an event is scheduled for a Monday, the key may be picked up on the preceding Friday.

The following conditions apply to use of the meeting rooms:

1. NO SMOKING is permitted in any City building.
2. The meeting rooms and facilities will be clean and in order prior to use and must be returned to the same condition immediately after the meeting. Please note the following:
 - Check to be sure all lights, including those in the restrooms are turned off.
 - Return all chairs, tables, etc. to original positions.
 - Place any trash or debris in the trash cans provided in the meeting rooms and kitchen. Take any other materials brought to the meeting with you when you leave.
 - Check for any spills on carpeting and clean up immediately. There is no janitor on duty after office hours, and stains left overnight will damage the carpet. Cleaning supplies will be left in the kitchen area.
 - The main corridor entrance doors at the north and south ends of the building and the outer door to the meeting room (south side) must be unlocked while the building is occupied. CHECK TO BE SURE ALL THESE DOORS ARE LOCKED BEFORE LEAVING
 - If more than one group is meeting on the same evening, the last group to leave the building is responsible for securing the building and turning off the lights.
3. Return keys promptly. They must be returned to the City Manager's office before 12:00 noon on the next business day following use of the meeting room or left in the key deposit box in the kitchen area immediately after the event.

Failure to comply with the above conditions may result in the use of City facility being denied.

We hope you will be will help us keep the rooms in good condition so that you and other groups can continue to enjoy them.

Agreement:

As the user or authorized representative of the user of the facilities described above, I agree to observe all rules regarding their use as outlined on this form. I understand that I will be financially responsible for any damage to the facility and/or the equipment therein.

The key will be returned before 12:00 noon on the next business day following use of the facilities (or placed in the key deposit box before that time). Failure to return the key as agreed will result in a \$25.00 replacement charge, which will be payable immediately.

I understand that a signed Hold Harmless Agreement will be signed by me or the authorized agent or representative of my organization prior to use of the facilities.

Signature: _____ Date: _____



HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the City of St. Augustine Beach, Florida, its agents, employees, and officers and each of them, free, and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorney's fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of City property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use authorized by this Special Event Permit, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.

(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20____

Signed: _____

Print Name: _____

APPLICATION FOR USE OF CITY FACILITIES



City of St. Augustine Beach, 2200 A1A South, St. Augustine Beach, FL 32080

Group Name: _____
(Name of organization, agency, etc.)

Address: _____

Phone: _____ **Email:** _____

Name of Responsible Party: _____

(This individual will be responsible for payment of all charges and for return of the key.)

Address: _____

Home Phone: _____ **Business Phone:** _____

Email: _____

Event Name: _____

Time: From: _____ a.m. / p.m. To _____ a.m. / p.m.

Date(s): _____

Number of attendees expected: _____

Space Requested:

	Up to 4 hours \$75.00	Over 4 hours \$150.00	Kitchen \$100.00
Meeting Room (Occupancy of 60 w/tables or 99 w/o tables)	_____	_____	_____
Building C (Occupancy of 22 w/tables or 48 w/o tables)	_____	_____	_____

Total Charge: _____

* Please note the occupancy limits established by the Fire Marshal for each meeting room. These limits will vary according to whether tables and other obstructions are used in the rooms. Groups that may exceed these limits should seek other accommodations.

Rules for Use of City Meeting Rooms

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 - Return all chairs, tables, etc. to original positions.
 - Place any trash or debris in the trash cans provided in the meeting rooms and kitchen. Take any other materials brought to the meeting with you when you leave.
 - Check for any spills on carpeting and clean up immediately. There is no janitor on duty after office hours, and stains left overnight will damage the carpet. Cleaning supplies will be left in the kitchen area.
 - The main corridor entrance doors at the north and south ends of the building and the outer door to the meeting room (south side) must be unlocked while the building is occupied. CHECK TO BE SURE ALL THESE DOORS ARE LOCKED BEFORE LEAVING
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Failure to comply with the above conditions may result in the use of City facility being denied.

We hope you will be will help us keep the rooms in good condition so that you and other groups can continue to enjoy them.

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I understand that a signed Hold Harmless Agreement will be signed by me or the authorized agent or representative of my organization prior to use of the facilities.

Signature: _____ Date: _____



HOLD HARMLESS AGREEMENT

The undersigned agrees to protect, defend, reimburse, indemnify and hold harmless the City of St. Augustine Beach, Florida, its agents, employees, and officers and each of them, free, and harmless at all times from and against any and all claims, liability, expense, loss, cost, fine, and damages (including reasonable attorney's fees) and causes of action of every kind and character to the fullest extent allowed by law by reason of any damage to property or the environment, including any contamination of City property, or bodily injury (including death) incurred or sustained by any party hereto, any agent or employee of any party hereto, or any other person whomsoever, arising out of or incident to any acts, omissions or operations related to the use authorized by this Special Event Permit, and the undersigned expressly recognizes the broad nature of this indemnification and hold harmless clause, and voluntarily makes this covenant.

(Name of Event)

sponsored or arranged for by _____

(Applicant)

which will occur on _____

(Date/Dates)

Dated this _____ day of _____, 20____

Signed: _____

Print Name: _____



Policy Title: Meeting Room

St. Johns County Public Library provides use of meeting rooms to the general public. Library facilities are open to programs sponsored or cosponsored by the Library or other organizations engaged in educational, cultural, recreational, charitable or government interest activities which complement or promote the Library's mission and goals. **Library/County-Sponsored programs receive first priority for use of the meeting rooms.**

All meetings and programs are open to the public. Meeting rooms are not to be used for personal or private profit, advertising or solicitation of business. No admission fee may be charged nor sales made. However, a fee for resource materials, books or payment for a program speaker may be collected upon the approval of the Library Director. Library-related fund raising activities are allowed.

Granting permission for use of the meeting rooms does not imply Library endorsement of the aims, policies or activities of any group.

The Meeting Room Policy and Meeting Room Procedures will be interpreted and enforced by the Library Director.

MEETING ROOM REGULATIONS:

1. All groups requesting to use meeting rooms must complete and sign the *Application for Use of Meeting Rooms, Indemnification and Hold Harmless Agreement*, and meet all insurance requirements as necessary before a meeting room can be reserved. The person signing the application assumes complete financial responsibility for any abuse of Library Premises or equipment while they are being used by the group.
2. Meetings will generally be scheduled for no more than once per month and no more than one year in advance.
3. **The Library reserves the right to cancel a reservation in order to use a meeting room for library or County purposes.** Forty-eight hours advance notice will be given if cancellation becomes necessary.
4. Organizations must notify the Library at least forty-eight hours in advance if a reservation is going to be canceled. Failure to notify the Library of cancellation may result in denial of future use of the meeting rooms.
5. The Library reserves the right to limit the number of reservations by any organization so that all groups may have a fair opportunity to use the meeting rooms.
6. Maximum attendance for programs or meetings in the Library's meeting rooms varies by branch and is determined by the County Fire Marshal.

Effective Date: 8/8/95

Revision Approved by the LAB: 12/9/15

Revision Approved by the BCC: 1/19/16

Page 1

7. Meetings are to be held during regular library hours and must adjourn in sufficient time to vacate the premises by the scheduled closing time.
8. The Library is not responsible for loss or damage to exhibits, equipment, supplies or other materials brought to the Library by the meeting group.
9. The Library is not responsible for setting up furniture and equipment for groups using the meeting rooms. No equipment, materials or records may be stored in the meeting rooms or in the Library.
10. No smoking is permitted inside of the Library including meeting areas. Alcoholic beverages may only be served upon meeting insurance requirements and by special approval by the County Administrator or other designated authority.
11. Refreshments are not allowed without permission and special arrangement. Groups are responsible for their own supplies.

City	Meeting Space?	Charge for Use?	Allow After Hours?	Equipment Loan?
Crystal River	Chambers	No		
Palatka	Some groups use our Commission Chambers, and we have a very nice, roomy conference room that seats around 20 - 25 people with wifi, projector screen, and phones that we allow groups to use.	No	NO. This was a practice once, with disastrous results. If they want it outside of business hours they have to pay for a staff person to "babysit" unless someone volunteers to do it for free.	Depends upon the group. There is already a screen in each room.
Pierson	Community Center & Meeting Room	Community Center: \$150 resident/\$250 non-resident + \$300 deposit; Meeting Room: \$100; \$50 cleaning fee	Yes	
Port Orange	We allow HOAs use of the Council Chambers and conference room at City Hall. No other groups or residents. We have allowed the Chamber of Commerce access to the Council Chambers during election time for debates.	No charge	Yes, as our janitorial staff is here.	No. We do not allow the use of any of our equipment. We have a public WIFI service they can use but none of our equipment.
Stuart	Commission Chambers and other meeting rooms are available for use at Public Safety Building	No	Yes, cleaning staff closes the building after them	Chambers has projector and audio equipment
Tallahassee	Chambers and two other conference rooms in City Hall	nominal fee	If events are outside of normal City Hall hours, they must pay an additional surcharge to cover the costs of keeping the City Hall security guards for the additional hours. In some circumstances, a security deposit is required to ensure no damage occurs and the premises are left clean.	There is AV equipment in our City Hall conference spaces, which outside parties may use during their use of those spaces. They are not portable.
Venice	Yes	Yes – only for after hours – \$10 per time. No charge if during business hours.	Yes. They are confined to an area	No. We don't let them use our equipment.
Zephyrhills	Council Chambers	Free of charge during normal business hours although we charge a fee after hours to cover the cost of overtime for a City Employee to be present.	Yes	

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
NOVEMBER 9, 2020**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-9.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's October 13, 2020 are attached as pages 10-13.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The Committee did not meet in October.

POLICE DEPARTMENT

Please see page 14.

PUBLIC WORKS DEPARTMENT

Please see pages 15-19.

FINANCE/ADMINISTRATION

Please see pages 20-21.

CITY MANAGER

1. Complaints

A. Overgrown Vegetation

A resident asked that the vegetation along the A Street sidewalk be trimmed.

B. Transient Rentals on Ocean Trace Road

These are rentals of less than a month and are prohibited in low density land use districts. The south side of Ocean Trace Road is low density. A resident of Sabor del Sal to the south of Ocean Trace complained about noise, parties, drinking at the transient rentals. She forwarded information to support the complaint. After investigating it, the Code Enforcement Board held a hearing on September 30th and decided approved a fine for this violation of the City's vacation rental regulations. A similar fine was imposed for violations at a property in the 200 block of 8th Street.

C. Drainage Concerns

A resident was concerned about the drain at the east of 1st Street being blocked. Her complaint was forwarded to the Public Works Director.

Another complaint about standing water on Oceanside Drive, a street in the Overby-Gargan subdivision, north of Versaggi Drive, was also forwarded to the Director.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2nd Avenue

There has been no action by the owners of the lots on 2nd Street west of 2nd Avenue to open that street. The owners would have to sign an agreement and pay in advance the costs to construct the utilities and the road, just as the owners of the lots adjacent to 8th Street between the Boulevard and 2nd Avenue did. The Public Works Director has sent a letter to the owners of the lots along this section of 2nd Street, asking them if they would support the opening of 2nd Street and providing the utilities, knowing that they would be assessed the costs for the project. Thus far, the owners of 11 out of 16 lots have agreed to pay the costs, the owners of two lots have said no, and the remaining three owners haven't responded. A possible solution may be for the City to construct the road and charge the property owners a special assessment in accordance with the long-standing policy that adjacent property owners must pay the cost of a new road that will benefit their properties. The Commission discussed this option at its September 14th meeting as well as the request of two property owners that their lots have a dedicated conservation easement on them administered by the North Florida Land Trust. Though the Commission did not approve a motion, the general consensus was for the City to proceed with plans for opening this section of 2nd Street, with the lot owners paying two-thirds of the cost and the City paying the remaining third. On October 21st, the City Manager met with representatives of the North Florida Land Trust about the conservation easement for the three lots. The representatives will bring the proposal to their Board of Directors in November. At its November 9th meeting, the Commission will consider a proposal to use a non-ad valorem assessment as the means to get money from the lot owners to pay their share of the costs to open the street.

2) Sidewalk on A Street

A resident has suggested that a sidewalk is needed on A Street between the beach and the Boulevard because of the traffic and number of pedestrians and bicyclists along that section of A Street. However, because of the pandemic, the search for funding for this project will be suspended at this time.

B. Beach Matters

1) Off-Beach Parking

As the City Commission has decided for the time being not to have paid parking in the City, the focus concerning off-beach parking has shifted to improving the City's existing rights-of-way and plazas to improve the rights-of-way and areas where people can park. At its March 2, 2020, meeting, the Commission reviewed a report prepared by the Public Works Director of City-owned streets and plazas where parking improvements could be made. The Public Works Director and the City Manager asked the Tourist Development Council at its March 16th meeting for funding to improve three parking areas. However, as one TDC member said, revenue from the bed tax will likely decline significantly because of the coronavirus pandemic and the City is not likely to receive at this time any bed tax funds for the improvements. Possibly, road impact fees may be used for improving the right-of-way of certain streets

for visitor parking. At a workshop in the spring of 2021, the Commission will again discuss whether to have paid parking.

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 for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. What remains to be done are improvements to the Park, such as restrooms. The Public Works Director is applied to the state for a Florida Recreation Development Assistance Program grant to pay half the costs of the restrooms. The City has received the grant. Construction of the restrooms will begin in early 2021. The City also requested money from the County's \$15.5 million surplus. However, the County Commission at its November 5, 2020 meeting decided to use the surplus money for County capital projects that have been delayed from previous fiscal years. For other improvements to the park, the City has applied for funding from a state grant and from a Federal grant from the National Oceanic and Atmospheric Administration. The Public Works Director's master plan for improvements to the Park was reviewed by the Commission at its October 5, 2020, regular meeting.

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. The County purchased the property in 2005 for \$2.5 million. By written agreement, the City reimbursed the County half the purchase price, or \$1,250,000, plus interest. At its July 26, 2016, meeting, the County Commission approved the transfer of the property's title to the City, with the condition that if the City ever decided to sell the property, it would revert back to the County. Such a sale is very unlikely, as the City Charter requires that the Commission by a vote of four members approve the sale, and then the voters in a referendum must approve it. At this time, the City does not have the money to develop any trails or other amenities in the Park.

D. Changes to Land Development Regulations

At the City Commission's August 3, 2020, meeting, the Building Official proposed an ordinance to the Regulations to provide provisions for access to private property from dead end streets. The Commission passed the ordinance on first reading. It had its first public hearing and second reading at the Commission's September 14th meeting. The second public hearing and final reading was held at the Commission's October 5th meeting. This topic will no longer be included in this Report.

The Building Department staff is now developing amendments to the Regulations to implement the policies in the Comprehensive Plan, which was accepted by the state two months ago. The first of these, to adopt the levels of services for recreation facilities (parks, tennis courts, etc.) in the City. The Commission reviewed the proposal at its October 5th meeting and asked the City Attorney to prepare an ordinance for first reading at its November 9th meeting.

At its November 9th meeting, the City Commission will discuss changing the City's prohibition on food trucks because of a new state law that prohibits cities from banning food trucks everywhere within their limits. Food trucks can now be permitted in certain area or zones of the City. The change would require an amendment to the Land Development Regulations. The Commission will decide in which zones to allow the trucks.

Also, at its November 9th meeting, the Commission will review four changes proposed by the Building Official:

- a. Occupancy permits
- b. Impervious surface coverage
- c. Unsafe buildings
- d. Number of Code Enforcement Board members

3. Finance and Budget

A. Fiscal Year 2020 Budget

September 30, 2020, marked the end of Fiscal Year 2020. The Finance Director will provide a year-end report in November, after final revenue and expenditure adjustments have been made to the budget. The audit report for the fiscal year will be submitted to the City in the spring of 2021.

B. Fiscal Year 2021 Budget

The City Commission held a special meeting on Monday, July 27th, to review the proposed budget and set the tentative operating millage for FY 21. The Commission made no changes to the budget, set the tentative millage at 2.6000 mills, and scheduled the first public hearing for the budget on Monday, September 14th at 5:01 p.m. The Commission at its July special meeting also approved the proposal from the Florida Municipal Insurance Trust for employee health insurance for FY 21, a decision that will save \$60,000.

At its September 14th meeting, the Commission lowered the millage to 2.45 mills and scheduled the second and final public hearing on the budget on September 22nd. At that meeting, the Commission approved on final reading the ordinance adopting the 2.45 mills and the ordinance adopting the Fiscal Year 2021 budget. The fiscal year began on October 1, 2020 and will end on September 30, 2021.

C. Vendor Checks

Please see pages 22-38.

D. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5th meeting, the Commission discussed a preliminary proposal from the Public Works Director to levy a stormwater fee. The Commission decided not to levy the fee but to review the proposal again at a workshop in the spring of 2021. At the October 5th meeting, a Commissioner suggested considering paid parking again. The topic could be discussed at a workshop meeting next spring.

4. Miscellaneous

A. Permits for Upcoming Events

The City Manager approved the request by the Friends of Scenic Highway A1A to hold a garage sale on the November 21st on the City's property north of the pier parking lot.

B. Strategic Plan

The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14th continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6th meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan will be postponed for the time being.

October 27, 2020
08:26 AM

CITY OF ST. AUGUSTINE BEACH
Custom Violation Report by Violation Id

Page No: 1

Range: First to Last
Violation Date Range: 10/01/20 to 10/27/20
Ordinance Id Range: First to Last

Use Type Range: First to Last
User Code Range: First to Last

Open: Y
Completed: Y
Void: Y
Pending: Y

Customer Range: First to Last

Inc Violations With waived Fines: Yes

Violation Id: V2000128 Prop Loc: 202 A ST
Viol Date: 10/09/20 Status: Completed Status Date: 10/09/20
Comp Name: Chris Pennington - 203 A St Comp Phone: Comp Email:

Ordinance Id Description

Description: Chris Pennington called the building department on the morning of 10-9-2020. He stated that the contractors working on a new SFR at 202 A St were working and operating heavy machinery in the city parkette

Code enforcement drove by the property in the afternoon. No one was in the city parkette at the time, and there were only two workers working at 202 A St. The worksite appeared to be in order and free of debris and heavy machinery.

Violation Id: V2000129 Prop Loc: 522 A ST
Viol Date: 10/12/20 Status: Completed Status Date: 10/09/20
Comp Name: Anonymous Comp Phone: Comp Email:

Ordinance Id Description

Description: An anonymous complaint was made on 10-9-2020 over a voicemail regarding the work site at 522 A St.

The complaint was regarding the logs that were present on site and stated that they were dangerous.

The trees on the property were being removed with the approval of an arborist's letter.

Code enforcement visited the job site at 522 A St. The logs and branches were stacked in a haul away trailer. The site appeared to be in order and not a danger to the public.

The complaintant also stated that the sidewalk was broken in front of the site. The general contractor on the job is aware that the sidewalk must be repaired prior to issuance of a C.O.

Violation Id: V2000130 Prop Loc: 18 OCEAN WOODS DR W
Viol Date: 10/12/20 Status: Completed Status Date: 10/12/20
Comp Name: anonymous Comp Phone: Comp Email:

Ordinance Id Description

Description: 10-8-2020 an anonymous complaint was dropped off at the Building Dept. See attached.

Code Enforcement went by the house on 10-12-2020 and could see the boat on the side of the house, but not any debris.

The boat is very small (canoe sized or less). And it is propped up against the house, behind the face of the house, no where near the right of way.

As of now, the boat on the side of the house does not appear to be debris or junk.

Violation Id: V2000131 Prop Loc: 21 OCEAN TRACE RD
Viol Date: 10/15/20 Status: Open Comp Name: Janice Lauroesch - 7 Sabor De Sal
Comp Phone: (585)410-0725 Comp Email:

Ordinance Id Description

Description: Janice Lauroesch emailed on 10-14-2020 (see attached) regarding an alleged transient rental at 21 Ocean Trace. This complaint included an Airbnb listing :
https://www.airbnb.com/rooms/24370048?check_in=2020-10-11&check_out=2020-10-18&source_impression_id=p3_1598694263_jc%2Fc
which clearly shows that the home is available to rent with a 5 night minimum.

The same complaint was made earlier this year and the code case was closed out on 7-30-2020 (V2000116).

Created	Modified	Note
10/19/20	10/19/20	Certified letter sent 10-19-2020

Violation Id: V2000132 Prop Loc: 1029 A1A BEACH BLVD UNIT 10-A
Viol Date: 10/23/20 Status: Open Comp Name: Building Department
Comp Phone: Comp Email:

Ordinance Id Description

Description: The building official went to the property on 10-22-2020 for a scheduled electric inspection and noticed that framing work was being performed inside. No one was on the premise at the time, so the building official called the property management company Regency. They were unaware of any work being done on unit 10-A.
On the morning of 10-23-2020 Code Enforcement spoke with the electrician Donnie Pearce over the phone (Electric Pro LLC, permit P2001649). He stated that he told the framers that they probably needed a permit, but they were under the impression that they did not need one.
Code Enforcement posted a stop work order on 10-23-2020 at 9 am. See attached photos.

Created	Modified	Note
10/26/20	10/26/20	Mr. Whetstone with Regency Property Management came into the office on 10-26-2020 to get the information of the electrical contractor, Donnie Pearce. Mr. Whetstone is attempting to obtain more information about who was/is working in unit 10-A.

Violation Id: V2000133 Prop Loc: 461 A1A BEACH BLVD
Viol Date: 10/26/20 Status: Open Comp Name: Building Official
Comp Phone: Comp Email:

Ordinance Id Description

Description: The building official noticed on 10/26/2020 in the am that the stucco had been removed from the building at 461 A1A Beach Blvd.

On October 19th, 2020 A to Z Custom Homes had applied for a permit for wall/stucco repair. However, the application never made its way to plan review, because Charles McHone is a residential contractor (see attached picture of licenses) and a roofing contractor and is

unable to work on commercial buildings (besides roofs).

Currently there are no active permits on this property as of 10-26-2020.

Stop work order posted 10-26-2020 at 10:30 am. See attached photo.

CITY OF ST. AUGUSTINE BEACH COMMERCIAL CONSTRUCTION LIST

Application id	Property Location	Permit No	Work Type	Issue Date	Description
594	12 13TH STREET	P1915242	COMMERCIAL NEW	9/9/2019	MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR
760	2100 A1A S	P1915174	COMMERCIAL NEW	8/20/2019	CONSTRUCTION OF A SINGLE STORY SHELL BUILDING 6962 SQFT
997	2100 A1A S	P2000125	COM BUILD OUT	10/23/2019	INTERIOR BUILDOUT FOR DENTAL FACILITY
1044	860 A1A BEACH BLVD LIFT STATIO	P2000188	COMMERCIAL NEW	11/1/2019	SCREEN WALL ENCLOSURE FOR ST. JOHNS COUNTY LIFT STATION
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020	COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE
1827	681 A1A BEACH BLVD	P2000843	COMMERCIAL NEW	4/7/2020	BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR
2141	3930 A1A SOUTH	P2001353	COMMERCIAL NEW	8/7/2020	BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS
2766	300 A1A BEACH BLVD	P2001725	COMMERCIAL NEW	10/23/2020	DEVELOPMENT OF SOUTH EAST PARKING LOTS AND OTHER IMPROVEMENTS AS PER FINAL DEVELOPMENT ORDER 2019-02

CITY OF ST. AUGUSTINE BEACH NEW CONSTRUCTION SINGLE FAMILY RESIDENCE LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description
71	892 OCEAN PALM WAY	P1914417	SFR-D	2/7/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
120	103 SANDPIPER BLVD	P1914404	SFR-D	2/4/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
222	6 F ST	P1914270	SFR-D	5/3/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
486	23 HIGH DUNE DR	P1914906	SFR-D	6/21/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
814	612 OCEAN PALM WAY	P1915252	SFR-D	9/10/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
840	420 RIDGEWAY RD	P1915279	SFR-D	9/13/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
924	108 8TH ST	P1915316	SFR-D	9/23/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
989	15 6TH ST	P2000023	SFR-D	10/3/2019		NEW SINGLE FAMILY RESIDENCE-BUILDING
1196	113 RIDGEWAY RD	P2000220	SFR-D	1/27/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1414	473 OCEAN FOREST DR	P2000426	SFR-D	1/14/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1419	196 RIDGEWAY RD	P2000430	SFR-D	1/3/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1571	47 LEE DR	P2000574	SFR-D	2/19/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1592	352 RIDGEWAY RD	P2000586	SFR-D	2/6/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1617	340 RIDGEWAY RD	P2000684	SFR-D	2/24/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1619	77 HIGH DUNE DR	P2000615	SFR-D	2/27/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1699	104 SPANISH OAKS LN	P2000692	SFR-D	4/2/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1775	101 SPANISH OAKS LN	P2000766	SFR-D	6/15/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1955	522 A ST	P2000944	SFR-D	10/5/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1965	392 RIDGEWAY RD	P2000954	SFR-D	6/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
1966	378 RIDGEWAY RD	P2000955	SFR-D	5/21/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2049	202 A ST	P2001396	SFR-D	8/14/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2136	105 8TH ST	P2001163	SFR-D	6/26/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2137	114 7TH ST	P2001112	SFR-D	6/19/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2177	339 RIDGEWAY RD	P2001288	SFR-D	7/30/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2178	212 RIDGEWAY RD	P2001167	SFR-D	6/30/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2221	24 EWING ST	P2001260	SFR-D	7/17/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2222	182 RIDGEWAY RD	P2001227	SFR-D	7/17/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2339	434 RIDGEWAY RD	P2001477	SFR-D	9/3/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2372	26 SABOR DE SAL RD	P2001362	SFR-D	8/6/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2480	14 5TH STREET	P2001691	SFR-D	10/15/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING
2635	314 B ST	P2001690	SFR-D	10/15/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING

CITY OF ST. AUGUSTINE BEACH FISCAL YEAR '21 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Contractor Name 1	Description of Work 1	Issue Date
2754	1144 OVERDALE RD	TREE	DUGGAN WILLIAM A ETUX	RESIDENTIAL--TREE REMOVAL INSPECTION	10/16/2020
Totals					

CITY OF ST. AUGUSTINE BEACH FISCAL YEAR '21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Building Code	Activity Type	Inspector	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	11/9/2020	OPEN
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	11/9/2020	OPEN
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	11/17/2020	OPEN
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	12/7/2020	OPEN
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	ZONING	Z-VARIANCE	BONNIE M	10/15/2020	OPEN
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	ZONING	Z-VARIANCE	BONNIE M	10/19/2020	OPEN

CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

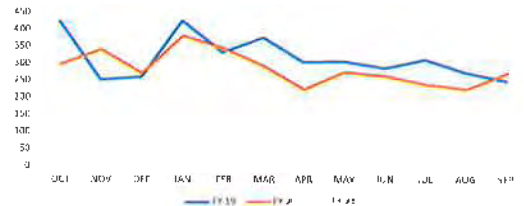
N OF PERMITS ISSUED			
	FY 19	FY 20	FY 21
OCT	158	174	
NOV	140	127	
DEC	129	129	
JAN	167	134	
FEB	139	122	
MAR	129	126	
APR	195	98	
MAY	155	114	
JUN	120	125	
JUL	132	139	
AUG	143	163	
SEP	127	131	
TOTAL	1729	1589	

OF PERMITS ISSUED



# OF INSPECTIONS PERFORMED			
	FY 19	FY 20	FY 21
OCT	424	208	
NOV	255	341	
DEC	262	272	
JAN	426	381	
FEB	334	345	
MAR	377	292	
APR	306	275	
MAY	308	276	
JUN	288	264	
JUL	312	299	
AUG	275	225	
SEP	250	272	
TOTAL	3817	3430	

OF INSPECTIONS PERFORMED



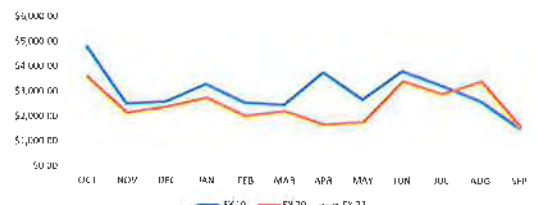
BUILDING PERMIT FEE REPORT			
	FY 19	FY 20	FY 21
OCT	\$51,655.01	\$34,277.82	
NOV	\$10,192.42	\$21,884.58	
DEC	\$16,104.27	\$14,818.54	
JAN	\$40,915.31	\$37,999.58	
FEB	\$28,525.20	\$38,761.13	
MAR	\$22,978.53	\$15,666.80	
APR	\$42,792.91	\$19,092.61	
MAY	\$20,391.12	\$10,194.00	
JUN	\$26,445.26	\$34,939.40	
JUL	\$41,120.88	\$23,555.36	
AUG	\$32,714.82	\$41,455.38	
SEP	\$48,543.66	\$17,188.56	
TOTAL	\$392,880.82	\$309,768.58	

BUILDING PERMIT FEE GRAPH



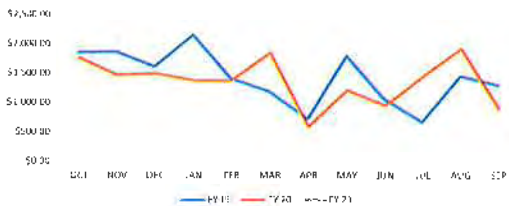
MECHANICAL PERMIT FEE REPORT			
	FY 19	FY 20	FY 21
OCT	\$4,819.09	\$3,593.67	
NOV	\$2,541.44	\$2,160.00	
DEC	\$2,633.64	\$2,409.62	
JAN	\$3,338.69	\$2,766.47	
FEB	\$2,001.00	\$2,044.08	
MAR	\$2,515.33	\$2,237.73	
APR	\$3,801.26	\$1,716.00	
MAY	\$2,736.38	\$1,809.00	
JUN	\$1,844.54	\$3,417.00	
JUL	\$3,286.00	\$2,917.93	
AUG	\$2,663.49	\$3,430.11	
SEP	\$1,579.42	\$1,621.00	
TOTAL	\$36,460.23	\$30,134.61	

MECHANICAL PERMIT FEE GRAPH



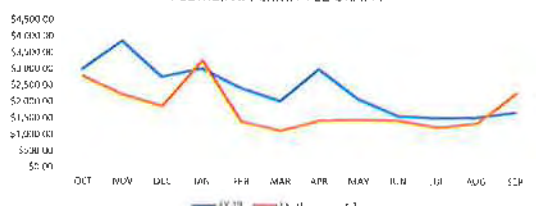
ELECTRICAL PERMIT FEE REPORT			
	FY 19	FY 20	FY 21
OCT	\$1,860.32	\$1,765.00	
NOV	\$1,872.66	\$1,475.00	
DEC	\$1,622.32	\$1,495.00	
JAN	\$2,151.66	\$1,380.00	
FEB	\$1,425.32	\$1,375.00	
MAR	\$1,203.33	\$1,843.00	
APR	\$743.00	\$600.00	
MAY	\$1,805.00	\$1,215.00	
JUN	\$1,065.00	\$955.00	
JUL	\$690.00	\$2,443.00	
AUG	\$1,460.00	\$1,930.00	
SEP	\$1,310.00	\$895.00	
TOTAL	\$17,208.81	\$16,353.00	

ELECTRICAL PERMIT FEE GRAPH



PLUMBING PERMIT FEE REPORT			
	FY 19	FY 20	FY 21
OCT	\$2,016.37	\$2,786.00	
NOV	\$3,867.41	\$2,221.00	
DEC	\$2,789.10	\$1,859.00	
JAN	\$3,031.40	\$3,256.00	
FEB	\$2,440.44	\$1,395.00	
MAR	\$2,017.24	\$1,125.00	
APR	\$3,015.00	\$1,430.00	
MAY	\$2,110.00	\$1,459.00	
JUN	\$1,590.00	\$1,432.00	
JUL	\$1,625.00	\$1,218.00	
AUG	\$1,550.00	\$1,356.00	
SEP	\$1,706.00	\$2,270.00	
TOTAL	\$28,671.96	\$21,817.00	

PLUMBING PERMIT FEE GRAPH



CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21
OCT		\$3,657,414.36	
NOV		\$2,242,421.32	
DEC		\$1,449,915.40	
JAN		\$3,789,163.81	
FEB		\$5,519,900.00	
MAR		\$1,321,570.04	
APR	\$6,338,617.35	\$1,803,157.19	
MAY	\$1,731,410.75	\$1,003,140.58	
JUN	\$2,792,442.43	\$3,539,844.50	
JUL	\$4,717,293.00	\$2,300,478.87	
AUG	\$3,193,750.74	\$5,175,948.96	
SEP	\$4,502,237.63	\$1,475,957.57	
TOTAL	\$24,475,751.90	\$38,259,014.00	

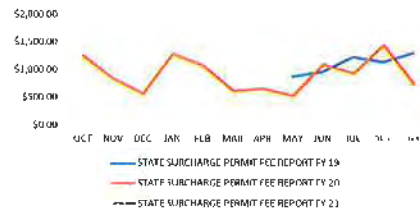
ALTERATION COST



STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21
OCT		\$1,247.45	
NOV		\$845.85	
DEC		\$569.37	
JAN		\$1,277.63	
FEB		\$1,079.31	
MAR		\$673.46	
APR		\$665.54	
MAY	\$881.45	\$537.83	
JUN	\$972.50	\$1,091.02	
JUL	\$1,230.75	\$928.44	
AUG	\$1,141.48	\$1,437.48	
SEP	\$1,303.66	\$740.55	
TOTAL	\$5,529.34	\$11,046.74	

STATE SURCHARGE PERMIT FEES





MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, SEPTEMBER 15, 2020 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Kevin Kincaid called the meeting to order at 6:01 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Berta Odom, Larry Einheuser, Dennis King, Steve Mitherz, Chris Pranis, Junior Alternate John Tisdall.

BOARD MEMBERS ABSENT: Hester Longstreet, Senior Alternate Victor Sarris.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Crime Prevention Officer Ed Martinez, Executive Assistant Bonnie Miller, Recording Secretary Lacey Pierotti.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF AUGUST 25, 2020

Motion: to approve the minutes of the August 25, 2020 meeting. **Moved** by Mr. Pranis, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment pertaining to any item or issue not on the agenda.

VI. NEW BUSINESS

- A. Request to remove a 42-inch DBH oak tree and a 32-inch DBH oak tree in the building footprint and a 38-inch DBH oak tree in the pool paver footprint of a proposed new single-family residence in a low density residential land use district on Lot 113, Anastasia Dunes Unit 2, at 394 Ocean Forest Drive, Cora M. Johnston, Agent for Terence W. and Mary C. Burns, Applicants

Ms. Miller said this request is for three tree removals for new construction of a single-family residence in Anastasia Dunes Subdivision, at 394 Ocean Forest Drive. There is a 32-inch DBH oak tree in the middle of the footprint of the proposed new home, a 42-inch DBH oak at the front entryway of the house, and 38-inch DBH oak in the proposed pool and deck footprint behind the home. The applicants are represented by their agent and contractor, Cora Johnston of Generation Homes LLC, who is here to answer any questions about this new home construction.

Mr. Mitherz asked how far the 38-inch DBH oak tree is from the actual pool itself.

Ms. Miller said this tree is in the footprint of the pool deck and looks from the site plan to be about five feet from the pool itself. Even if the pool deck was rearranged, the tree would be compromised by the excavation equipment digging the ground for the inground pool. Unfortunately, it appears to be too close to the pool to save.

Cora Johnston, Generation Homes LLC, 740 A1A Beach Boulevard, St. Augustine Beach, Florida, 32080, agent for applicants, said they've worked very diligently with Mike Stauffer, the project's architect, on the site plan for this new home, pool and pool deck. The proposed site plan has been approved by the Anastasia Dunes Architectural Review Board (ARB), and Anastasia Dunes is a community that tries to save absolutely every tree possible. The 38-inch DBH oak tree in the pool deck area is at a lower elevation, about 9 feet, than the pool deck elevation of 11 feet, and the tree's branches in the pool deck area are very low, so there's just no way to raise the tree canopy.

Motion: to approve the removal of the three oak trees as requested for new construction of a single-family residence at 394 Ocean Forest Drive. **Moved** by Mr. Mitherz, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

- B. Land Use Variance File No. VAR 2020-09, for a rear yard setback reduction from 25 feet to 6.5 feet along the westerly 10 feet of the rear of proposed new construction of a single-family residence in a medium density residential land use district on the west 28.5 feet of Lot 4, Block 2, Chautauqua Beach Subdivision, and the 25-foot vacated alley lying west of Lot 4 and 15-foot vacated alley lying south, at 9 10th Street, Bart Piniáz, Agent for Stephen Content, Orlando Distressed Asset Recovery Inc., Applicant

Ms. Miller said this application is for a variance request for a rear yard setback reduction from 25 feet to 6.5 feet along the westerly 10 feet only of the rear of a proposed single-family residence on this lot at 9 10th Street. There is a 20-foot-by-20-foot piece of property owned by St. Johns County since 1988 that takes a chunk out of the southwest corner of the lot at 9 10th Street, with a sewer pump station on the County property, which is the basis for the variance request for the rear yard setback reduction to 6.5 feet. East of the westerly 10 feet of the rear of the proposed new single-family residence, the new home has a 25-foot rear yard setback, and it complies with the minimum 25-foot front and 10-foot side yard setback requirements. The contractor and agent for the applicant, the property owner, and a representative from St. Johns County Utility Department are here to answer any questions the Board or members of the public may have about this variance application.

Bart Piniáz, BP Builders LLC, 340 Amelia Court, St. Augustine, Florida, 32080, agent for applicant, said the County's sewer pump station is directly adjacent to the southwest corner of his client's lot at 9 10th Street. The building that was on the County property has been removed and replaced with an underground sewage pump, and the entire County property is fenced,, so what his client is asking for is a small variance for only the westerly 10 feet of the proposed new single-family residence that will back up to the 20-foot fence line around the Count sewer pump/lift station property. His client's house will be the only residence affected by this variance, as the requested rear yard setback is very specific to his client's lot only. All of the other setback requirements will be maintained, and the new single-family residence will conform to all other building and zoning codes and regulations.

Mr. Kincaid asked if a variance would not be necessary to build the new single-family residence if it was not for the cut-out of the applicant's property by the County's sewer pump property.

Mr. Piniáz said yes, that is correct.

Mr. Mitherz asked if the Board could have the representative from the County explain what the sewer pump structure is used for.

Gordon Smith, assistant director of engineering and operations for St. Johns County Utility Department, 1205 State Road 16, St. Augustine, Florida, 32084, said that pump station has been around for 20-30 years, and was built with the oceanfront condominiums on the east end of 10th Street back in the late 1980s to early 1990s. It serves as a sewage pump for these condominiums and the surrounding properties. The pump station was totally

renovated and the pumps replaced shortly after Hurricane Matthew in 2016. The Utility Department is really not against the variance, but there are some challenges here for the applicant to build a new home that close to a pump station. The Utility Department does its very best to keep sewage odors down and has never had an odor complaint from this station, to the best of his knowledge. The Utility Department just wants to make sure they have access to this site during construction as they maintain their stations and check them once a week. As long as the Utility Department has clear access to this station, they do not have anything against this variance.

Mr. King asked what, and where, clear access to this sewer pump station site is.

Mr. Smith said currently, the Utility Department has a 10-foot-wide easement that runs along the west property line of the applicant's lot at 9 10th Street. This easement has a 6 to 8-foot-wide concrete driveway constructed with the renovations after Hurricane Matthew in 2016, and they also have a pipe sticking out of the ground fairly close to 9th Street, used for emergency pump-outs during hurricanes. It can be pretty challenging to get back there during hurricanes and other storm events, but he thinks they have enough access now, so if the new home is built as proposed, the Utility Department will have that 10-foot easement to access the sewer pump station site.

Mr. Kincaid asked if the alleyway behind the Castillo Real hotel parking lot is not going to change, but will remain vacated, to give the Utility Department clear access from the street.

Mr. Smith said yes, the Utility Department has an ingress and egress easement.

Mr. Kincaid said so they are not tearing up the cement in the alley, it is going to stay there.

Mr. Smith said yes, during construction, it is hoped that easement will be maintained.

Mr. Law said that easement will be maintained, as it is not the applicant's property, but belongs to the County for access to the sewer pump. That concrete will be included as part of the applicant's property for impervious surface ratio calculations, but this will most likely be handled by replacing the concrete driveway with permeable pavers.

Mr. Kincaid said the Board members received copies of a letter emailed by Aaron Zambo, in opposition to any variances to City Code. He asked that this letter be incorporated into the record of the meeting minutes. He said he walked around this property as he lives fairly close to it, and knows the Board usually looks at variances for setback reductions pretty critically, because of how they affect other properties. On the side the rear yard setback reduction is requested to 6.5 feet, there is the Castillo Real swimming pool and the hotel parking lot behind it, then the Utility Department's sewer pump station sticks into the corner of this property, and then there's nothing behind it, so he doesn't see how this variance sets a precedent or endangers the Board's ability to protect other residences or structures around it. From his perspective, if this new home was being built without the sewer pump station behind it in the southwest corner, it wouldn't violate anything and wouldn't have to come before the Board for a variance at all, so he doesn't think it serves any purpose to notch out a corner of the proposed new residence to build it, as he doesn't think the requested rear yard setback reduction affects anybody else.

Mr. Pranis said he thinks the hardship is that if the sewer pump structure was not there, construction of the proposed new single-family residence would be fully compliant.

Mr. Kincaid said absolutely. He asked for public comment or any other comments from the Board. There was no public comment and no further Board comment.

Motion: to approve Land Use Variance File No. VAR 2020-09 for a rear yard setback reduction from 25 feet to 6.5 feet for the westerly 10 feet only of the rear of proposed new construction of a single-family residence in a medium density residential land use district at 9 10th Street, subject to the condition that the access to the St. Johns County sewer pump site shall not be compromised at any time during or after construction of said proposed new single-family residence and that St. Johns County shall always have full access to its sewer pump structure and site. **Moved** by Ms. Odom, **seconded** by Mr. Tisdall, **passed 7-0** unanimous voice-vote.

VII. OLD BUSINESS

Mr. Mitherz asked if anyone watched the video from last night's City Commission meeting.

Mr. Kincaid said he was at the meeting and will give a brief update. There was an application that went before the Commission to appeal the Board's decision to approve the mixed use application for post-permit modifications to Oceans Thirteen, at 12 13th Street. The Commission's decision seems to be to send the application back to the Board for the Board to take another look at it. There is probably more involved, and he thinks when it comes back to the Board there will be significantly more discussion, but they should anticipate possibly seeing this Oceans Thirteen application again. He asked staff if there is anything more he should say about this at this time.

Mr. Taylor said no, he thinks that is a fair assessment of what happened.

Mr. Kincaid said also at last night's City Commission meeting, the Board was appointed a new junior alternate. He asked Mr. Babbitt to come forward and introduce himself.

Scott Babbitt, 70 Atlantic Oaks Circle, Unit B, St. Augustine Beach, Florida, 32080, said he has been a local resident for going on 10 years, is a Flagler College graduate, and would like to get more involved in the community.

Ms. Odom asked when the new donut shop will be opening.

Mr. Law said kitchen equipment was being loaded inside the other day, and he imagines it will probably be at least another full month before the official opening. He believes St. Johns County Fire Department will be there tomorrow for a fire suppression system inspection, so they are getting close. Jack's Brewery is still in a standby position, since COVID-19 and the economic downturn for the restaurant industry. He expects the contractor to apply for an extension of the building permit, which will be happily granted by the Building Department for a 180-day extension due to the civil unrest protocol, to give the owner and contractor time to get up and running again.

VIII. BOARD COMMENT

Ms. Miller reminded everyone that next month's meeting has been rescheduled to the second Tuesday of the month and will be held Tuesday, October 13, 2020, at 6:00 p.m. at City Hall, due to early voting for the November 3, 2020 general election being held in the City Hall meeting room from October 19-31, 2020.

IX. ADJOURNMENT

The meeting was adjourned at 6:23 p.m.

Kevin Kincaid, Chairperson

Lacey Pierotti, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)

COMMISSION REPORT

October 2020

TO: MAYOR/COMMISSIONERS

FROM: ROBERT A. HARDWICK, CHIEF OF POLICE

DEPARTMENT STATISTICS –September 24 - October 25

CALLS FOR SERVICE 941

OFFENSE REPORTS 72

CITATIONS ISSUED 82

LOCAL ORDINANCE CITATIONS

DUI 2

TRAFFIC WARNINGS 363

TRESSPASS WARNINGS 31

ANIMAL COMPLAINTS 18

ARRESTS 21

- 4 Trespassing
- 3 Battery
- 2 Contempt of Court
- 2 DUI
- 1 Disorderly Intoxication
- 1 Drug Possession- Control Substance No prescription
- 1 Drug Possession- Intent to sell
- 1 Disturbing the Peace
- 1 Fraud Impersonation
- 2 Larceny
- 1 Moving Traffic Violation- Driving while License Suspended- Habitual
- 1 Moving Traffic Violation- Driving while license suspended or revoked
- 1 Burglary- Occupied Conveyance

ANIMAL CONTROL:

- St. Johns County Animal Control handled 18 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES:

Activities canceled/limited due to COVID-19

MEMORANDUM

Date: October 29, 2020
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: October 2020 - Public Works Monthly Report

Funding Opportunities

Public Works has been awarded the following grant applications:

- **City of St. Augustine Beach Vulnerability Assessment**
Florida Resilient Coastlines Program - Resilience Planning Grant
Grant amount - \$72,500; no match required
Status – Revenue agreement has been executed. Work is underway.
- **Mizell Pond Weir and Stormwater Pump Station**
Districtwide Cost Share – St. Johns River Water Management District
Grant amount \$632,000; FEMA HMGP money as match
Status – Revenue agreement has been executed. Bidding will commence upon FEMA final approval.
- **Mizell Pond Weir and Stormwater Pump Station**
HMGP grant – FEMA/FDEM
Grant amount \$2.58 Million; SJRWMD Districtwide Cost Share as match
Status – Awaiting Final FEMA Approval for Construction.
- **Ocean Hammock Park Phase 2A - Construction**
Florida Recreation Development Assistance Program
Grant amount - \$106,500; \$35,500 match required
Status – The Grant Agreement has been executed
- **Ocean Hammock Park Phase 2B - Design & Permitting**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$25,000; \$25,000 match required
Status – The Grant Agreement has been executed.

Public Works has applied for the following grants for Ocean Hammock Park:

- **Ocean Hammock Park Phase 2B – Construction 2B(1)**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$60,000; \$60,000 match required
Status – Grant Applied for on 9/24/2020. Decision expected in May 2021
- **Ocean Hammock Park Phase 2B - Construction 2B(2)**
Florida Recreation Development Assistance Program
Grant amount - \$200,000; \$200,000 match required
Status – Grant Application Due 10/15/20. Decision expected in May 2021

Public Works will continue to explore grant opportunities for capital projects.

Maintenance Activities

Rights-of-way and Parkettes – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10th St. and A St. are open all day and are regularly cleaned and disinfected to help reduce spread of COVID-19. Mowing needs for rights-of-way and parkettes are decreasing as winter approaches. For the fall and winter season, Public Works will focus on other functions such as beautification of rights-of-way and parkettes and annual building and facility maintenance.

Splash Park – Splash Park and the adjacent children's play area remains closed until further notice to reduce the potential for transmission of the COVID-19 virus.

Mickler Boulevard Landscaping – Construction of landscaping improvements between the sidewalk and the edge of pavement will be installed upon completion of resurfacing of this section of roadway in the second quarter of FY21.

Buildings – Enhanced sanitization operations continue at City buildings and public restrooms to minimize the risk of spread of COVID-19. Essential maintenance activities at City buildings continue.

Fleet – The Public Works Department continues to do minor fleet maintenance on our larger trucks, heavy equipment and regular work trucks, to reduce outside repair costs.

CARES Funding – Public Works has received an additional sanitization fogging machine and sanitization supplies through CARES funding. Additional equipment anticipated to be received through CARES funding in the next month includes, HVAC UV sanitization devices, Portable Air purifiers with UV sanitization, and a new mini-split HVAC unit for Public Works.

Capital Improvements

Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [FINAL PLAN APPROVAL] – The project includes repairing and improving the damaged weir, replacing stormwater pumps and improving the downstream conveyance. Phase 1 (design and permitting) is complete and the city has received reimbursement from the Florida Division of Emergency Management (FDEM). FDEM has submitted Phase 2 (construction) to FEMA for final project approval. FEMA will reimburse of 75% of the total construction cost, with the remaining 25% to be funded by the St. Johns River Water Management District (SJRWMD) FY2021 districtwide cost-share program. The City will bid the project as soon as FEMA approval is complete. Construction will commence in 2021.

Ocean Hammock Park Phase 2A [DESIGN] –Public Works is currently completing design of Phase 2A improvements to Ocean Hammock Park. Phase 2A improvements include handicap accessible restrooms (including a sanitary lift station and force main), electrical and lighting improvements, an outside shower, water/bottle fountain, an additional handicap parking space in the parking lot, two (2) picnic areas near the parking lot, an informational kiosk, a nature trail with interpretative signage, and handicap access to the existing beach walkway. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Construction is scheduled to commence in FY2021 upon completion of design and permitting.

Ocean Hammock Park Phase 2B [DESIGN] – Public Works is beginning design and permitting of Phase 2B of Ocean Hammock Park. Phase 2b includes additional parking and improvements to the interior of the park including, a picnic pavilion, observation deck, education center, additional trails with interpretative signage, bike and kayak storage, and handicap accessible connection to phase 2A and to the existing beach walkway. Design and permitting is funded by a park impact fees and a \$25,000 grant from the Coastal Partnership Initiative. Design will be completed in FY2021.

Vulnerability Assessment [UNDERWAY] – Work has commenced on the vulnerability assessment. The vulnerability assessment is to be conducted in three (3) phases, with the 1st phase being completed by year's end. Work will include data collection and analysis to identify vulnerabilities to storm surge and extreme tides, updating the City's GIS drainage database, updating the City stormwater model, public outreach and involvement, development of adaptation plan, including conceptual plans for projects which increase resiliency. The final plan will be presented to the City Commission for approval and use in developing future capital improvement plans.

11th Street Pipe Repair [DESIGN] – 11th Street is experiencing subsidence in several locations due to leaks in existing pipe joints. Public works has installed temporary patches to level and improve the safety and drivability of the roadway and is initiating design of improvements which will be constructed in FY21.

Pavement Resurfacing [DESIGN] – Roadway resurfacing projects for FY21 are under design and will begin construction in the 2nd quarter of the fiscal year. Planned roads for resurfacing in FY21 include Mickler Boulevard, Oceanside Circle, Atlantic Alley, and Tides End.

Streets / Rights of Way / Drainage

Mickler Boulevard Ditch Cleaning 11th Street to A Street [UNDERWAY] - Public Works has completed removal of vegetation from the Mickler Boulevard Ditch between 11th Street and A Street. Removal of accreted muck will take place in the fall/winter. A survey will be conducted on the ditch and culverts to determine how flow can be further improved in the ditch system.

Ocean Walk Drainage Interim Improvements [UNDERWAY] – Public works has is getting bids for a trailer-mounted stormwater bypass pump to allow stormwater in the Lee Drive area to be pumped into the Mickler Boulevard drainage system. Public Works will install a new drainage pump-out structure and backflow protection device in the Mickler Boulevard right-of-way in November.

Ocean Walk Drainage Study [RFQ] – Public works has advertised a request for qualifications (RFQ) to conduct a drainage study of the Ocean Walk watershed. Responses to the RFQ are anticipated by the end of November. The consultants will be ranked based upon their qualifications, and staff will bring the ranking to the commission for approval and authorization to begin negotiations with the highest ranked firm.

Street Lighting

- Seven (7) new streetlights at unlit intersections along S.R. A1A are anticipated to be installed by the end of 2020.
- Public Works has coordinated with FPL regarding the twelve (12) proposed additional streetlight along A1A Beach Boulevard. FPL will move forward with ten (10) of the 12 proposed locations at this time. The remaining two (2) locations will be re-evaluated after installation of the initial 10.
- Staff has coordinated with FPL regarding appropriate LED lamp types for various locations throughout the City and is developing a phased plan for conversion to LED fixtures. Staff will presenting the phased conversion plan to the Commission in FY21.

Holiday Lighting – Public Works has begun installing holiday lighting and decorations for the upcoming holiday season. Public Works is also preparing decoration concepts for the FY22 holiday season, when FPL will no longer allow fixtures to draw power from their poles.

Electric Vehicle Charging Station – Installation of the charging station will occur after the election.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 10/27/2020

Finance

FY 20 end of year financials are still being finalized. Included in this month's agenda are some budget resolutions that are needed to ensure there are no negative balances for the end of the year. As of this date we are still anticipating some additional revenue from the State and FPL, as well as some year-end close entries. All entries must be completed by November 30th.

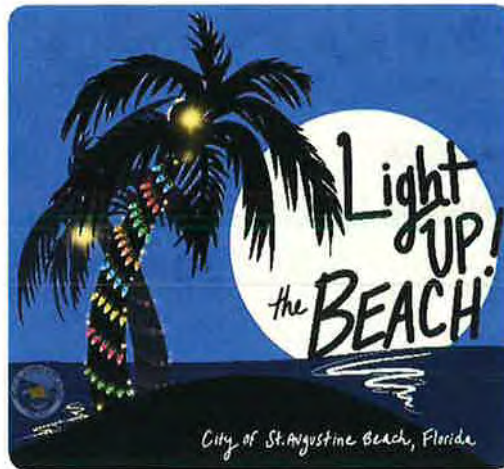
Communications and Events

Melinda has been busy with the Veteran's Day presentation. The video was recorded earlier with some help from one of our Public Works employees, Alan Gribble. A sneak preview will be running ahead of our meeting on the monitors in the Commission Room and on live video stream. We will distribute the video our website, social media, and the press, as well as going to the Veteran's group locally for presentation on Veteran's Day.

Melinda has also prepared the attached hand out regarding the City's "*Light Up the BEACH!*" campaign. As you will see, there are three events being held in the City over the holidays and we are adding to our light display to include lights on old city hall, the pier, and the fire rescue/lifeguard building in Pier Park. Public Works will also be adding some colored lights in the parkettes to add to the festive feel. This year we are also encouraging all businesses to have colored lights on display to help attract visitors to our City.

Technology

The IT Staff has no updates currently.



The City of St. Augustine Beach plans to *Light Up the BEACH!* this **2020** holiday season from November 14, 2020-January 17, 2021.

We are supporting our community with several socially responsible events that will encourage visitors throughout the whole holiday season...not just one night. These fun events will be set against a backdrop of fabulous, colorful light displays mainly down A1A Beach Blvd. as well as throughout Pier Park.

We are encouraging and inviting businesses to participate in the festivities by lighting up their buildings this year.

NEW THIS YEAR from the City:

We are lighting up the Pier!

We are lighting up the Old City Hall with colored Sea Creatures!

We are lighting up the Fire Rescue and Lifeguard buildings!

There are **three** festive events happening during the season to support community!

November 28, 2020 – Art walk/Shop & Dine the Beach

4:00 P.M. – 8:00 P.M. – Pope Road to A Street

December 12, 2020 – Holiday Night Market

4:00 P.M. – 8:30 P.M. – St. Augustine Beach Pier Park

December 19, 2020 – Art walk/Shop & Dine the Beach

4:00 P.M. – 8:00 P.M. – Pope Road to A Street

Melinda is working on details of how businesses can participate by having a table/tent outside on their business property during the three events.

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Range of Checking Accts: First to Last Range of Check Dates: 09/01/20 to 09/30/20
Report Type: All Checks Report Format: Detail Check Type: Computer: Y Manual: Y Dir Deposit: Y

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
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43669	09/11/20	4IMPR005 4 IMPRINT				09/30/20	1556
20-02120	1	CRIME PREVENTION SUPPLIES	592.47	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		43 1
43670	09/11/20	ACEAM005 ACE AMERICAN INSURANCE CO				09/30/20	1556
20-02126	1	STATUTORY INSURANCE	1,843.00	001-155-0000 Prepaid Items	G/L		52 1
43671	09/11/20	ADVAN010 ADVANCED DISPOSAL SERVICES				09/30/20	1556
20-02130	1	RECYCLE CONTRACT FEES AUG-20	11,204.68	001-3400-534-3400 GARBAGE	Expenditure		57 1
43672	09/11/20	ADVAP010 ADVANCE AUTO PARTS				09/30/20	1556
20-02136	1	VEHICLE #128 MAINT SUPPLIES	19.97	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		65 1
20-02137	1	VEHICLE CABLES	40.18	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		66 1
			<u>60.15</u>				
43673	09/11/20	AMERIC10 AMERICAN CROSSROADS APPAREL CO				09/30/20	1556
20-02131	1	UNIFORM SHIRTS	337.00	001-1300-513-5210 FINANCE	Expenditure		58 1
43674	09/11/20	ATTUV010 AT&T				09/30/20	1556
20-02129	1	INTERNET	45.47	001-1300-513-4100 FINANCE	Expenditure		55 1
20-02129	2	INTERNET	45.48	001-2400-524-4100 PROT INSPECTIONS	Expenditure		56 1
			<u>90.95</u>				
43675	09/11/20	BOZAR010 BOZARD FORD COMPANY				09/30/20	1556
20-02084	1	VEHICLE #109 MAINTENANCE	32.00	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		11 1
20-02085	1	VEHICLE #133 MAINTENANCE	298.12	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		12 1
20-02127	1	VEHICLE #131 REPAIRS	676.64	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		53 1
			<u>1,006.76</u>				
43676	09/11/20	CEDST005 CED-ST AUGUSTINE				09/30/20	1556
20-02144	1	CITY HALL 4 PIN LAMP	38.00	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		76 1
43677	09/11/20	CLERK020 CLERK OF CIRCUIT COURT				09/30/20	1556
20-02157	1	CITATION SABP01166 - BEACH	58.00	001-354-300 Ordinance Violation Fines	Revenue		88 1

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Check Register By Check Date

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
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43678	09/11/20	COLON010 COLONIAL SUPPLEMENTAL INSURANC				09/30/20	1556
20-02149	1	SUPPLEMENTAL INSURANCE PREMIUM	572.28	001-229-2100	G/L		80 1
				Insurance-Other Employee Paid			
43679	09/11/20	CSAB-030 CSAB - POLICE EDUCATION FUND				09/30/20	1556
20-02156	1	PE FROM FINES	151.08	001-351-500	Revenue		87 1
				Court Fines			
43680	09/11/20	DEBOR010 DEBORAH K CHRISTOPHER				09/30/20	1556
20-02083	1	PAYROLL	157.50	001-2100-521-3400	Expenditure		2 1
				LAW ENFORCEMENT			
20-02083	2	PAYROLL	150.00	001-2100-521-3400	Expenditure		3 1
				LAW ENFORCEMENT			
20-02083	3	PAYROLL	90.00	001-2100-521-3400	Expenditure		4 1
				LAW ENFORCEMENT			
20-02083	4	PAYROLL	105.00	001-2100-521-3400	Expenditure		5 1
				LAW ENFORCEMENT			
20-02083	5	PAYROLL	105.00	001-2100-521-3400	Expenditure		6 1
				LAW ENFORCEMENT			
20-02083	6	PAYROLL	195.00	001-2100-521-3400	Expenditure		7 1
				LAW ENFORCEMENT			
20-02083	7	PAYROLL	225.00	001-2100-521-3400	Expenditure		8 1
				LAW ENFORCEMENT			
20-02083	8	PAYROLL	187.50	001-2100-521-3400	Expenditure		9 1
				LAW ENFORCEMENT			
20-02083	9	PAYROLL	150.00	001-2100-521-3400	Expenditure		10 1
				LAW ENFORCEMENT			
			1,365.00				
43681	09/11/20	DELMA005 DEL MAR VETERINARY HOSPITAL				09/30/20	1556
20-02091	1	KILO VET	276.03	001-2100-521-4640	Expenditure		16 1
				LAW ENFORCEMENT			
43682	09/11/20	EVIDE010 EVIDENT INC				09/30/20	1556
20-02160	1	EVIDENCE TUBES	50.00	001-2100-521-5290	Expenditure		91 1
				LAW ENFORCEMENT			
43683	09/11/20	FERGU010 FERGUSON ENTERPRISES LLC #52				09/30/20	1556
20-02092	1	SPLASH PARK SHOWERS	141.48	001-7200-572-4620	Expenditure		17 1
				PARKS AND REC			
20-02143	1	SPLASH PARK EQUIP REPAIR	265.96	001-7200-572-4620	Expenditure		75 1
				PARKS AND REC			
			407.44				
43684	09/11/20	FIRST070 FIRST BANKCARD				09/11/20 VOID	0
43685	09/11/20	FIRST070 FIRST BANKCARD				09/11/20 VOID	0
43686	09/11/20	FIRST070 FIRST BANKCARD				09/11/20 VOID	0

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Ref Seq Acct
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43687	09/11/20	FIRST070 FIRST BANKCARD				09/30/20	1556
20-01950	1	AMAZON-HP ENVY 17.3" SSD	1,326.99	001-1300-513-5230	Expenditure		1 1
				FINANCE			
20-02096	1	AMAZON-IT SCANNER	804.99	001-1300-513-5230	Expenditure		21 1
				FINANCE			
20-02097	1	HOBBY LOBBY-RETIRE T SMITH	80.29	001-2100-521-5290	Expenditure		22 1
				LAW ENFORCEMENT			
20-02098	1	AXON-PD TASER CARTRIDGES	117.20	001-2100-521-5230	Expenditure		23 1
				LAW ENFORCEMENT			
20-02099	1	1A AUTO-PW VEH#54 DOOR REPAIR	119.95	001-131-1000	G/L		95 1
				Due From Road & Bridge Fund			
20-02100	1	AMAZON-PW MOWER TIRES	105.90	001-131-1000	G/L		96 1
				Due From Road & Bridge Fund			
20-02101	1	GO2MARINE-PD BUOYS	79.10	001-2100-521-5290	Expenditure		24 1
				LAW ENFORCEMENT			
20-02102	1	AMAZON-PD KITCHEN SUPPLIES	17.44	001-2100-521-5290	Expenditure		25 1
				LAW ENFORCEMENT			
20-02103	1	AMAZON-PD STORAGE UNIT	35.94	001-2100-521-5290	Expenditure		26 1
				LAW ENFORCEMENT			
20-02104	1	SAFESHIP-PD RECRD REQ DOCS	28.30	001-2100-521-4200	Expenditure		27 1
				LAW ENFORCEMENT			
20-02105	1	AMAZON-PD NNO	33.93	001-2100-521-5240	Expenditure		28 1
				LAW ENFORCEMENT			
20-02106	1	AMAZON-BLDG BUDGET STUDY GUIDE	116.62	001-2400-524-5410	Expenditure		29 1
				PROT INSPECTIONS			
20-02107	1	AMAZON-BLDG WATER COOLER	249.99	001-2400-524-6430	Expenditure		30 1
				PROT INSPECTIONS			
20-02108	1	WALMART-BLDG RETURN THERMO	49.99	001-2400-524-5230	Expenditure		31 1
				PROT INSPECTIONS			
20-02109	1	ICC-BLDG PUBLICATIONS	562.07	001-2400-524-5410	Expenditure		32 1
				PROT INSPECTIONS			
20-02110	1	ICC-BLDG EXAM REFERENCES	555.86	001-2400-524-5410	Expenditure		33 1
				PROT INSPECTIONS			
20-02111	1	ICC-BLDG TRAINING L PIEROTTI	79.00	001-2400-524-5430	Expenditure		34 1
				PROT INSPECTIONS			
20-02112	1	ICC-BLDG TRAINING J THOMPSON	79.00	001-2400-524-5430	Expenditure		35 1
				PROT INSPECTIONS			
20-02113	1	ICC-CERTIFICATION L PIEROTTI	219.00	001-2400-524-5430	Expenditure		36 1
				PROT INSPECTIONS			
20-02114	1	ICC-CERTIFICATION J THOMPSON	219.00	001-2400-524-5430	Expenditure		37 1
				PROT INSPECTIONS			
20-02115	1	BOAF-BLDG CONTINUING ED B LAW	298.00	001-2400-524-5430	Expenditure		38 1
				PROT INSPECTIONS			
20-02116	1	FLORIDA NOTARY-GIL T NOTARY	114.00	001-2400-524-5420	Expenditure		39 1
				PROT INSPECTIONS			
20-02117	1	ENGLAND-TRAINING L PIEROTTI	69.00	001-2400-524-5430	Expenditure		40 1
				PROT INSPECTIONS			
20-02118	1	AMAZON-PD KITCH ITEMS/SANTA	70.82	001-2100-521-5290	Expenditure		41 1
				LAW ENFORCEMENT			
20-02132	1	ZOOM-COMMISSION MEETINGS	16.58	001-1900-519-5290	Expenditure		59 1
				OTHER GOVERNMENTAL			

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
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43687		FIRST BANKCARD						
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20-02140	1	AMAZON-PW SCAG MOWER BELTS	51.49	001-131-1000	G/L		97	1
				Due From Road & Bridge Fund				
20-02151	1	CHEWY-PD KILO FOOD	55.09	001-2100-521-4640	Expenditure		82	1
				LAW ENFORCEMENT				
			5,455.56					
43688	09/11/20	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				09/30/20	1556	
20-02142	1	JANITORIAL SUPPLIES	191.76	001-1900-519-5290	Expenditure		74	1
				OTHER GOVERNMENTAL				
43689	09/11/20	FLORI250 FLORIDA POWER & LIGHT COMPANY				09/30/20	1556	
20-02124	1	ELECTRICITY	822.24	001-2100-521-4310	Expenditure		44	1
				LAW ENFORCEMENT				
20-02124	2	ELECTRICITY	672.19	001-1900-519-4310	Expenditure		45	1
				OTHER GOVERNMENTAL				
20-02124	3	ELECTRICITY	448.13	001-2400-524-4310	Expenditure		46	1
				PROT INSPECTIONS				
20-02124	4	ELECTRICITY	23.06	001-7200-572-4310	Expenditure		47	1
				PARKS AND REC				
20-02124	5	ELECTRICITY	24.59	001-7200-572-4310	Expenditure		48	1
				PARKS AND REC				
20-02125	1	ELECTRICITY	106.87	001-1900-519-4310	Expenditure		49	1
				OTHER GOVERNMENTAL				
20-02125	2	ELECTRICITY	119.20	001-3400-534-4310	Expenditure		50	1
				GARBAGE				
20-02125	3	ELECTRICITY	184.97	001-131-1000	G/L		51	1
				Due From Road & Bridge Fund				
			2,401.25					
43690	09/11/20	FOPLO005 FOP LODGE 113				09/30/20	1556	
20-02155	1	MEMBERSHIP DUES - BRYAN WRIGHT	8.34	001-229-1000	G/L		86	1
				Miscellaneous Deductions				
43691	09/11/20	GALLS010 GALLS LLC				09/30/20	1556	
20-02086	1	UNIFORM PINS	42.55	001-2100-521-5210	Expenditure		13	1
				LAW ENFORCEMENT				
20-02087	1	UNIFORM PANTS	299.64	001-2100-521-5210	Expenditure		14	1
				LAW ENFORCEMENT				
20-02134	1	UNIFORMS-CHIEF COLAR PINS	21.95	001-2100-521-5210	Expenditure		61	1
				LAW ENFORCEMENT				
20-02134	2	UNIFORMS-STARS	370.00	001-2100-521-5210	Expenditure		62	1
				LAW ENFORCEMENT				
20-02158	1	UNIFORM SHOES	122.59	001-2100-521-5210	Expenditure		89	1
				LAW ENFORCEMENT				
			856.73					
43692	09/11/20	HOMED010 HOME DEPOT				09/30/20	1556	
20-02141	1	CITY HALL SUPPLIES	11.68	001-1900-519-5290	Expenditure		73	1
				OTHER GOVERNMENTAL				

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PO #		Item Description					Ref Seq	Acct
001TD	OPERATING							
43692	HOME DEPOT							
20-02152	1	TOOLS FOR NEW EXPLORER	163.93	001-2400-524-5230	Expenditure		83	1
				PROT INSPECTIONS				
			175.61					
43693	09/11/20	INDIA010 INDIANHEAD EXPLORATION, LLC				09/30/20	1556	
20-02148	1	SW DISPOSAL FEES AUG-20	3,277.00	001-3400-534-4940	Expenditure		79	1
				GARBAGE				
43694	09/11/20	INNOV015 INNOVATIVE CREDIT SOLUTIONS				09/30/20	1556	
20-02159	1	CREDIT REPORT NEW HIRE	17.00	001-2100-521-4930	Expenditure		90	1
				LAW ENFORCEMENT				
43695	09/11/20	JOHN005 JOHN BEECH					1556	
20-02095	1	REFUND CREDIT ON ACCOUNT	19.92	001-343-400	Revenue		20	1
				Service Charge-Garbage/Solid Waste				
43696	09/11/20	JOHN005 JOHN H. RUTHERFORD OFFICE					1556	
20-02135	1	FLAG GIFT-SHOAR	44.55	001-2100-521-5290	Expenditure		63	1
				LAW ENFORCEMENT				
20-02135	2	FLAG GIFT-FOX	44.55	001-2100-521-5290	Expenditure		64	1
				LAW ENFORCEMENT				
20-02162	1	FLAG GIFT - ASHLOCK	44.55	001-2100-521-5290	Expenditure		93	1
				LAW ENFORCEMENT				
20-02162	2	FLAG GIFT - HARRELL	44.55	001-2100-521-5290	Expenditure		94	1
				LAW ENFORCEMENT				
			178.20					
43697	09/11/20	MELVI010 MELVIN'S REPAIR SHOP		(Void Reason: DUPLICATE PAYMENT)		09/16/20 VOID	1556	
20-02093	1	HYDRAULIC HOSE REPAIR	56.24	001-3400-534-4630	Expenditure		18	1
				Garbage-Vehicle Repair & Maintenance				
43698	09/11/20	MRROO005 MR ROOTER PLUMBING				09/30/20	1556	
20-02138	1	REFUND	20.00	001-322-100	Revenue		67	1
				Building Permits				
43699	09/11/20	MUNIC010 MUNICODE				09/30/20	1556	
20-02128	1	CODE HOSTING	550.00	001-1100-511-3170	Expenditure		54	1
				LEGISLATIVE				
43700	09/11/20	NATIO090 NATIONWIDE RETIREMENT SOLUTION				09/30/20	1556	
20-02154	1	DEFERRED COMPENSATION	1,714.52	001-235-0000	G/L		85	1
				Deferred Compensation				
43701	09/11/20	PATRI010 PATRICK'S UNIFORMS				09/30/20	1556	
20-02088	1	UNIFORMS	430.19	001-2100-521-5210	Expenditure		15	1
				LAW ENFORCEMENT				
43702	09/11/20	RAYST010 RAYS TIRE & SERVICE COMM CTR				09/30/20	1556	
20-02119	1	EMERGENCY ROAD SERVICE	133.75	001-2100-521-4630	Expenditure		42	1
				LAW ENFORCEMENT				

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PO #	Item	Description					Seq Acct
001TDOPERATING			Continued				
43703	09/11/20	RICHA065 RICHARD REID JR				09/30/20	1556
20-02094	1	BACKFLOW TESTING SERVICE FEE	200.00	001-1900-519-4610	Expenditure		19 1
				OTHER GOVERNMENTAL			
43704	09/11/20	SMITH010 SMITH BROS. PEST CONTROL				09/30/20	1556
20-02139	1	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		68 1
				OTHER GOVERNMENTAL			
20-02139	2	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		69 1
				OTHER GOVERNMENTAL			
20-02139	3	PEST CONTROL	30.00	001-1900-519-4610	Expenditure		70 1
				OTHER GOVERNMENTAL			
20-02139	4	PEST CONTROL	52.00	001-1900-519-4610	Expenditure		71 1
				OTHER GOVERNMENTAL			
20-02139	5	PEST CONTROL	25.00	001-1900-519-4610	Expenditure		72 1
				OTHER GOVERNMENTAL			
			184.00				
43705	09/11/20	SUNLI010 SUN LIFE FINANCIAL				09/30/20	1556
20-02150	1	LIFE INSURANCE PREMIUM OCT-20	921.54	001-155-0000	G/L		81 1
				Prepaid Items			
43706	09/11/20	THEBA005 THE BANCORP BANK				09/30/20	1556
20-02146	1	VEHICLE #128 LEASE	389.49	001-2100-521-4431	Expenditure		77 1
				LAW ENFORCEMENT			
20-02146	2	VEHICLE #114 LEASE	425.00	001-2100-521-4431	Expenditure		78 1
				LAW ENFORCEMENT			
			814.49				
43707	09/11/20	TIREH005 TIREHUB LLC				09/30/20	1556
20-02161	1	TIRES	810.00	001-2100-521-4630	Expenditure		92 1
				LAW ENFORCEMENT			
43708	09/11/20	USBAN005 US BANK VOYAGER FLEET SYSTEMS				09/30/20	1556
20-02153	1	FUEL 8/8/20 - 9/8/20	3,807.37	001-2100-521-5220	Expenditure		84 1
				LAW ENFORCEMENT			
43709	09/11/20	VERIZ010 VERIZON WIRELESS				09/30/20	1556
20-02133	1	CELL PHONES	798.39	001-2100-521-4100	Expenditure		60 1
				LAW ENFORCEMENT			
43710	09/25/20	A1AAU020 A1A AUTO CENTER INC					1557
20-02209	1	VEHICLE #123 OIL CHANGE	81.45	001-2100-521-4630	Expenditure		84 1
				LAW ENFORCEMENT			
43711	09/25/20	ATLAN040 ATLANTIC DODGE-CHRYSLER-JEEP				09/30/20	1557
20-02171	1	VEHICLE #114 MAINTENANCE	102.09	001-2100-521-4630	Expenditure		17 1
				LAW ENFORCEMENT			
43712	09/25/20	BOZAR010 BOZARD FORD COMPANY				09/30/20	1557
20-02170	1	VEHICLE #24 MAINTENANCE	58.25	001-2400-524-5220	Expenditure		16 1
				PROT INSPECTIONS			

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PO #	Item	Description						
001TD	OPERATING							
43712	BOZARD FORD COMPANY	Continued						
20-02206	1	VEHICLE #117 SERVICE	25.01	001-2100-521-4630	Expenditure		81	1
				LAW ENFORCEMENT				
			83.26					
43713	09/25/20	CANON010 CANON FINANCIAL SERVICES				09/30/20	1557	
20-02186	1	COPIER LEASE & USAGE	125.00	001-2400-524-4430	Expenditure		46	1
				PROT INSPECTIONS				
20-02186	2	COPIER LEASE & USAGE	103.12	001-2400-524-4700	Expenditure		47	1
				PROT INSPECTIONS				
20-02186	3	COPIER LEASE & USAGE	125.00	001-2100-521-4430	Expenditure		48	1
				LAW ENFORCEMENT				
20-02186	4	COPIER LEASE & USAGE	97.91	001-2100-521-4700	Expenditure		49	1
				LAW ENFORCEMENT				
20-02186	5	COPIER LEASE & USAGE	125.00	001-1300-513-4430	Expenditure		50	1
				FINANCE				
20-02186	6	COPIER LEASE & USAGE	46.06	001-1300-513-4700	Expenditure		51	1
				FINANCE				
20-02186	7	COPIER LEASE & USAGE	47.84	001-1900-519-4430	Expenditure		52	1
				OTHER GOVERNMENTAL				
20-02186	8	COPIER LEASE & USAGE	53.36	001-3400-534-4430	Expenditure		53	1
				GARBAGE				
20-02186	9	COPIER LEASE & USAGE	82.80	001-131-1000	G/L		54	1
				Due From Road & Bridge Fund				
20-02186	10	COPIER LEASE & USAGE	2.82	001-1900-519-5100	Expenditure		55	1
				OTHER GOVERNMENTAL				
20-02186	11	COPIER LEASE & USAGE	3.14	001-3400-534-5100	Expenditure		56	1
				GARBAGE				
20-02186	12	COPIER LEASE & USAGE	4.87	001-131-1000	G/L		57	1
				Due From Road & Bridge Fund				
			816.92					
43714	09/25/20	CARET005 CARE TRAK INTERNATIONAL INC					1557	
20-02211	1	SAFE TRAK SUPPLIES	973.20	001-2100-521-5290	Expenditure		86	1
				LAW ENFORCEMENT				
43715	09/25/20	CLERK020 CLERK OF CIRCUIT COURT					1557	
20-02187	1	FILING FEES AUG-20	30.00	001-2100-521-5290	Expenditure		58	1
				LAW ENFORCEMENT				
43716	09/25/20	COMCA015 COMCAST				09/30/20	1557	
20-02177	1	CABLE NEWS	65.40	001-2100-521-5290	Expenditure		22	1
				LAW ENFORCEMENT				
43717	09/25/20	DOUGL005 DOUGLAS LAW FIRM					1557	
20-02210	1	LEGAL SEP-20	6,000.00	001-1300-513-3100	Expenditure		85	1
				FINANCE				
43718	09/25/20	DRTOW010 DR TOWNSEND & ASSOCIATES P.A.					1557	
20-02175	2	EVALUATION - NEW HIRE TH	250.00	001-2100-521-4930	Expenditure		20	1
				LAW ENFORCEMENT				

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PO #	Item	Description							
001TD	OPERATING			Continued					
43719	09/25/20	DUVFO010 DUVAL FORD				09/30/20	1557		
20-01045	1	BLDG DEPT 2020 FORD EXPLORER	35,525.00	001-2400-524-6410	Expenditure		1	1	
				PROT INSPECTIONS					
43720	09/25/20	FLORI170 FLORIDA JANITOR & PAPER SUPPLY					1557		
20-02195	1	COVID JANITORIAL SUPPLIES	195.00	001-1900-519-5290	Expenditure		70	1	
				OTHER GOVERNMENTAL					
20-02196	1	JANITORIAL SUPPLIES	118.00	001-1900-519-5290	Expenditure		71	1	
				OTHER GOVERNMENTAL					
20-02197	1	JANITORIAL SUPPLIES	326.78	001-1900-519-5290	Expenditure		72	1	
				OTHER GOVERNMENTAL					
			<u>639.78</u>						
43721	09/25/20	FLORI190 FLORIDA MUNICIPAL INSUR TRUST				09/30/20	1557		
20-02163	1	TRAVEL INSURANCE	670.00	001-155-0000	G/L		87	1	
				Prepaid Items					
43722	09/25/20	FLORI395 FLORIDA U C FUND				09/30/20	1557		
20-02165	1	REEMPLOYMENT TAX	384.37	001-1900-519-2500	Expenditure		9	1	
				OTHER GOVERNMENTAL					
20-02165	2	REEMPLOYMENT TAX	428.72	001-3400-534-2500	Expenditure		10	1	
				GARBAGE					
20-02165	3	REEMPLOYMENT TAX	665.26	001-131-1000	G/L		11	1	
				Due From Road & Bridge Fund					
			<u>1,478.35</u>						
43723	09/25/20	FOPLO005 FOP LODGE 113					1557		
20-02193	1	MEMBERSHIP DUES - BRYAN WRIGHT	8.34	001-229-1000	G/L		64	1	
				Miscellaneous Deductions					
43724	09/25/20	GALLS010 GALLS LLC				09/30/20	1557		
20-02199	1	UNIFORM BARS	21.90	001-2100-521-5210	Expenditure		73	1	
				LAW ENFORCEMENT					
20-02200	1	UNIFORM PINS	21.95	001-2100-521-5210	Expenditure		74	1	
				LAW ENFORCEMENT					
20-02201	1	UNIFORM NAMETAGS	12.00	001-2100-521-5210	Expenditure		75	1	
				LAW ENFORCEMENT					
20-02201	2	UNIFORM NAMETAGS	11.00	001-2100-521-5210	Expenditure		76	1	
				LAW ENFORCEMENT					
20-02202	1	UNIFORM BELT & BOOTS	82.06	001-2100-521-5210	Expenditure		77	1	
				LAW ENFORCEMENT					
20-02203	1	UNIFORM BADGE WALLET	31.95	001-2100-521-5210	Expenditure		78	1	
				LAW ENFORCEMENT					
			<u>180.86</u>						
43725	09/25/20	GOODYO020 GOODYEAR TIRE & RUBBER COMPANY					1557		
20-02184	1	SANITATION VEHICLE #70 TIRES	2,247.78	001-3400-534-4630	Expenditure		43	1	
				GARBAGE					
20-02184	2	TIRE TRADE IN ALLOWANCE	70.00	001-3400-534-4630	Expenditure		44	1	
				GARBAGE					
			<u>2,177.78</u>						

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PO #	Item	Description					Ref Seq Acct
001TDOPERATING			Continued				
43726	09/25/20	GRIFF005 GRIFFIN SERVICE					1557
20-02002	1	PD SINK	450.42	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		7 1
43727	09/25/20	GTDIS005 GT DISTRIBUTORS				09/30/20	1557
20-02172	1	NEW HIRE BELT	74.01	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		18 1
43728	09/25/20	LEGAL005 LEGALSHIELD					1557
20-02191	1	PREPAID LEGAL	15.95	001-229-2100 Insurance-Other Employee Paid	G/L		62 1
43729	09/25/20	LVHIE010 L.V. HIERS INC.				09/30/20	1557
20-02182	1	318 GAL REGULAR 87 OCTANE	581.64	001-141-0000 Inventories - Fuel	G/L		41 1
20-02183	1	813 GAL DIESEL FUEL	1,464.54	001-141-0000 Inventories - Fuel	G/L		42 1
			<u>2,046.18</u>				
43730	09/25/20	LYNNP010 LYNN PEAVEY COMPANY				09/30/20	1557
20-02208	1	EVIDENCE	71.25	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		83 1
43731	09/25/20	MARCE005 MARCEE CAVENDER					1557
20-02190	1	REFUND OVERPAYMENT CK#1004	6.00	001-322-300 Events Permits	Revenue		61 1
43732	09/25/20	MARIO010 MARIOTTI'S					1557
20-02188	1	UNIFORM DRYCLEAN SVC AUG-20	38.48	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		59 1
43733	09/25/20	MASTE025 MASTERCRAFT WINDOW & DOOR INC				09/30/20	1557
20-02185	1	REFUND-OVERPAYMENT	110.49	001-202-4000 Accounts Payable - Other	G/L		45 1
43734	09/25/20	NATIO090 NATIONWIDE RETIREMENT SOLUTION				09/30/20	1557
20-02192	1	DEFERRED COMPENSATION	1,714.52	001-235-0000 Deferred Compensation	G/L		63 1
43735	09/25/20	PATCH005 PATCH PLAQUES & MORE				09/30/20	1557
20-02205	1	NAME PLATE	125.40	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		80 1
43736	09/25/20	PUBLI020 PUBLIX				09/30/20	1557
20-02178	1	SWEARING IN CEREMONY	31.17	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		23 1
43737	09/25/20	QUILL010 QUILL LLC					1557
20-01853	1	COVID OFFICE SUPPLIES	18.05	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		3 1
20-01853	2	COVID OFFICE SUPPLIES	4.69	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		4 1

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001TDOPERATING							
43737	QUILL LLC	Continued					
20-01853	3	COVID OFFICE SUPPLIES	5.24	001-3400-534-5100	Expenditure		5 1
				GARBAGE			
20-01853	4	COVID OFFICE SUPPLIES	8.12	001-131-1000	G/L		6 1
				Due From Road & Bridge Fund			
			36.10				
43738	09/25/20	SPORT010 SPORTS CORNER				09/30/20	1557
20-02174	1	POLO SHIRTS	264.00	001-2100-521-5210	Expenditure		19 1
				LAW ENFORCEMENT			
43739	09/25/20	STAUG110 ST AUGUSTINE RECORD					1557
20-02166	1	LEGAL ADVERTISING	197.45	001-1900-519-4810	Expenditure		12 1
				OTHER GOVERNMENTAL			
20-02167	1	PZB LEGAL ADVERTISING	116.68	001-1500-515-4810	Expenditure		13 1
				COMP PLANNING			
20-02168	1	LEGAL ADVERTISING	58.34	001-1300-513-4810	Expenditure		14 1
				FINANCE			
20-02169	1	PZB LEGAL ADVERTISING	76.29	001-1500-515-4810	Expenditure		15 1
				COMP PLANNING			
			448.76				
43740	09/25/20	STAUG255 ST AUGUSTINE REGIONAL VET					1557
20-02176	1	VET BILL K9 KILO	220.00	001-2100-521-4640	Expenditure		21 1
				LAW ENFORCEMENT			
43741	09/25/20	STJOH110 ST. JOHNS COUNTY SOLID WASTE					1557
20-02180	1	DISPOSAL FEES AUG-20	14,047.46	001-3400-534-4940	Expenditure		30 1
				GARBAGE			
43742	09/25/20	STJOH140 ST. JOHNS COUNTY UTILITY DEPAR				09/30/20	1557
20-02181	1	WATER SERVICE AUG-20	66.52	001-1900-519-4320	Expenditure		31 1
				OTHER GOVERNMENTAL			
20-02181	2	WATER SERVICE AUG-20	74.19	001-3400-534-4320	Expenditure		32 1
				GARBAGE			
20-02181	3	WATER SERVICE AUG-20	115.15	001-131-1000	G/L		33 1
				Due From Road & Bridge Fund			
20-02181	4	WATER SERVICE AUG-20	113.61	001-2100-521-4320	Expenditure		34 1
				LAW ENFORCEMENT			
20-02181	5	WATER SERVICE AUG-20	637.65	001-1900-519-4320	Expenditure		35 1
				OTHER GOVERNMENTAL			
20-02181	6	WATER SERVICE AUG-20	425.10	001-2400-524-4320	Expenditure		36 1
				PROT INSPECTIONS			
20-02181	7	WATER SERVICE AUG-20	200.54	001-7200-572-4320	Expenditure		37 1
				PARKS AND REC			
20-02181	8	WATER SERVICE AUG-20	484.57	001-7200-572-4320	Expenditure		38 1
				PARKS AND REC			
20-02181	9	WATER SERVICE AUG-20	660.01	001-7200-572-4320	Expenditure		39 1
				PARKS AND REC			

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PO #	Item	Description							
001TD	OPERATING			Continued					
43742	ST. JOHNS COUNTY UTILITY DEPAR	Continued							
20-02181	10	WATER SERVICE AUG-20	215.37	001-7200-572-4320	Expenditure		40		1
				PARKS AND REC					
			<u>2,992.71</u>						
43743	09/25/20	SUNAN005 SUN AND SEA BEACH WEDDINGS INC						1557	
20-02189	1	REFUND OVERPAYMENT CK#3072	6.00	001-322-300	Revenue		60		1
				Events Permits					
43744	09/25/20	THEHA010 THE HARTFORD				09/30/20		1557	
20-02164	1	BOND INSURANCE	208.00	001-155-0000	G/L		8		1
				Prepaid Items					
43745	09/25/20	TOTER005 TOTER LLC				09/30/20		1557	
20-01814	1	TRASH CANS FOR COMM CUSTOMERS	14,082.62	001-3400-534-5290	Expenditure		2		1
				GARBAGE					
43746	09/25/20	ULTRA005 ULTRASHRED TECHNOLOGIES, INC				09/30/20		1557	
20-02207	1	SHRED SERVICE	51.51	001-2100-521-5100	Expenditure		82		1
				LAW ENFORCEMENT					
43747	09/25/20	VERIZ010 VERIZON WIRELESS				09/30/20		1557	
20-02194	1	CELL PHONES	0.92	001-1300-513-4100	Expenditure		65		1
				FINANCE					
20-02194	2	CELL PHONES	108.21	001-2100-521-4100	Expenditure		66		1
				LAW ENFORCEMENT					
20-02194	3	CELL PHONES	126.26	001-2400-524-4100	Expenditure		67		1
				PROT INSPECTIONS					
20-02194	4	CELL PHONES	228.09	001-3400-534-4100	Expenditure		68		1
				GARBAGE					
20-02194	5	CELL PHONES	228.10	001-131-1000	G/L		69		1
				Due From Road & Bridge Fund					
			<u>691.58</u>						
43748	09/25/20	WINDS005 WINDSTREAM						1557	
20-02179	1	PHONE/INTERNET SEP-20	685.69	001-1300-513-4100	Expenditure		24		1
				FINANCE					
20-02179	2	PHONE/INTERNET SEP-20	1,428.53	001-2100-521-4100	Expenditure		25		1
				LAW ENFORCEMENT					
20-02179	3	PHONE/INTERNET SEP-20	314.28	001-2400-524-4100	Expenditure		26		1
				PROT INSPECTIONS					
20-02179	4	PHONE/INTERNET SEP-20	85.71	001-1900-519-4100	Expenditure		27		1
				OTHER GOVERNMENTAL					
20-02179	5	PHONE/INTERNET SEP-20	142.85	001-3400-534-4100	Expenditure		28		1
				GARBAGE					
20-02179	6	PHONE/INTERNET SEP-20	199.99	001-131-1000	G/L		29		1
				Due From Road & Bridge Fund					
			<u>2,857.05</u>						
43749	09/25/20	ZOLLM005 ZOLL MEDICAL CORPORATION				09/30/20		1557	
20-02204	1	AED BATTERY	395.00	001-2100-521-5250	Expenditure		79		1
				LAW ENFORCEMENT					

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43750	09/28/20	CSAB-040 CSAB - ROAD & BRIDGE FUND					1558
20-02212	2	FUND RESERVE BAL DEFICIT FY19	539,894.00	001-207-1000	G/L		1 1
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002IMPACTFEES							
1585	09/30/20	STJOH020 ST JOHNS COUNTY FINANCE DEPT					1562
20-02282	1	IMPACT FEES-SEPT 2020	48,147.29	001-208-0000	G/L		1 1
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101TDBANKRDBRG							
20759	09/11/20	ADVAP010 ADVANCE AUTO PARTS				09/30/20	1555
20-02089	1	VEHICLE #67 REPAIR PART	32.19	101-4100-541-4630	Expenditure		4 1
				ROADS & BRIDGES			
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20760	09/11/20	FLORI250 FLORIDA POWER & LIGHT COMPANY				09/11/20 VOID	0
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20761	09/11/20	FLORI250 FLORIDA POWER & LIGHT COMPANY				09/30/20	1555
20-02122	1	ELECTRICITY	59.77	101-4100-541-4310	Expenditure		9 1
				ROADS & BRIDGES			
20-02122	2	ELECTRICITY	704.19	101-4100-541-4310	Expenditure		10 1
				ROADS & BRIDGES			
20-02122	3	ELECTRICITY	28.68	101-4100-541-4310	Expenditure		11 1
				ROADS & BRIDGES			
20-02122	4	ELECTRICITY	16.31	101-4100-541-4310	Expenditure		12 1
				ROADS & BRIDGES			
20-02123	1	ELECTRICITY	94.07	101-4100-541-5320	Expenditure		13 1
				ROADS & BRIDGES			
20-02123	2	ELECTRICITY	4,324.63	101-4100-541-5320	Expenditure		14 1
				ROADS & BRIDGES			
20-02123	3	ELECTRICITY	17.35	101-4100-541-4310	Expenditure		15 1
				ROADS & BRIDGES			
20-02123	4	ELECTRICITY	13.55	101-4100-541-4310	Expenditure		16 1
				ROADS & BRIDGES			
20-02123	5	ELECTRICITY	45.41	101-4100-541-4310	Expenditure		17 1
				ROADS & BRIDGES			
20-02123	6	ELECTRICITY	11.84	101-4100-541-4310	Expenditure		18 1
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20-02123	7	ELECTRICITY	11.55	101-4100-541-4310	Expenditure		19 1
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20-02123	8	ELECTRICITY	10.89	101-4100-541-4310	Expenditure		20 1
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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
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				ROADS & BRIDGES					
20-02123	11	ELECTRICITY	13.55	101-4100-541-4310	Expenditure		23	1	
				ROADS & BRIDGES					
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20762	09/11/20	FLPIP005 FL PIPE TEC INC				09/30/20	1555		
20-02007	1	LEE DRIVE DRAINAGE	1,275.00	101-4100-541-6380	Expenditure		2	1	
				ROADS & BRIDGES					
20-02007	2	LEE DRIVE DRAINAGE	500.00	101-4100-541-6380	Expenditure		3	1	
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			<u>1,775.00</u>						
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20763	09/11/20	HOMED010 HOME DEPOT				09/30/20	1555		
20-02121	1	LEE DRIVE MATERIALS	42.98	101-4100-541-6380	Expenditure		8	1	
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20764	09/11/20	TAYLO060 TAYLOR TREE SERVICES INC				09/30/20	1555		
20-01695	1	LAUREL OAK REMOVAL-405 F ST	2,400.00	101-4100-541-5310	Expenditure		1	1	
				ROADS & BRIDGES					
20765	09/11/20	THELA020 THE LAKE DOCTORS				09/30/20	1555		
20-02147	1	WATER MANAGEMNT SERVICE	595.00	101-4100-541-3400	Expenditure		25	1	
				ROADS & BRIDGES					
20766	09/11/20	WILSO010 WILSON MACHINE & WELDING WORKS				09/30/20	1555		
20-02090	1	LEE DRIVE DRAINAGE	99.50	101-4100-541-6380	Expenditure		5	1	
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VOIDS									
1585	09/30/20	STJOH020 ST JOHNS COUNTY FINANCE DEPT				09/30/20 VOID	1561		
20-00746	4	OFFICE SUPPLIES	7.94	001-1900-519-2100	Expenditure		1	1	
				Other Gov Svcs-FICA Taxes					
20-02282	1	IMPACT FEES-SEPT 2020	48,147.29	001-208-0000	G/L		2	1	
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Check #	Check Date	Vendor				Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract	Ref Seq Acct
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VOIDS		Continued					
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	Total:		<u>86</u>	<u>6</u>	<u>729,668.61</u>	<u>48,211.47</u>	

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	0-001	119,224.79	261.00	599,641.05	719,126.84
ROAD & BRIDGE FUND	0-101	10,541.77	0.00	0.00	10,541.77
Total of All Funds:		<u>129,766.56</u>	<u>261.00</u>	<u>599,641.05</u>	<u>729,668.61</u>

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	001	119,224.79	261.00	599,641.05	719,126.84
ROAD & BRIDGE FUND	101	10,541.77	0.00	0.00	10,541.77
Total of All Funds:		<u>129,766.56</u>	<u>261.00</u>	<u>599,641.05</u>	<u>729,668.61</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	0-001	119,224.79	0.00	0.00	0.00	119,224.79
ROAD & BRIDGE FUND	0-101	10,541.77	0.00	0.00	0.00	10,541.77
Total of All Funds:		<u>129,766.56</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>129,766.56</u>

PENDING ACTIVITIES AND PROJECTS

Revised October 27, 2020

1. **PERFORMANCE REVIEW OF POLICE CHIEF AND THE CITY MANAGER.** The reviews were discussed by the Commission at its January 14, 2020, continuation meeting. The Commission directed that it be reminded in October 2020 to begin the reviews for the calendar year, with the reviews to be discussed at the Commission's December 7, 2020 meeting. Information for review of the City Manager was provided to the Commission in October. As Chief Hardwick has been elected Sheriff of St. Johns County, there is no need for the Commission to do his review as he will be leaving his position as Police Chief.
2. **LAND DEVELOPMENT REGULATIONS.** At its August 3, 2020, meeting the City Commission approved on first reading an ordinance to amend the Regulations to permit the access of private property from dead-end streets. The ordinance had its first public hearing at the Commission's September 14th meeting, when the Commission passed it on second reading. The second public hearing and final reading were done at the Commission's October 5th meeting.

The Building Department staff is now preparing revisions to the Regulations to implement the new policies in the Comprehensive Plan that was approved by the state in February. The first phase of the revisions was submitted to the Commission at its October 5th meeting. They concern levels of service for recreational facilities in the City. The City Attorney will prepare an ordinance for the Commission's November 9th meeting.

Another revision to the Regulations is needed to allow mobile food dispensing vehicles, or food trucks, in the City. At this time, mobile food vending is prohibited anywhere in the City except in connection with a special event permit issued by the City. A new state law mandates that cities and counties cannot completely ban food trucks. The Commission will review suggested regulations at its November 9, 2020 meeting to allow them in certain areas.

Also, at the Commission's November 9th meeting, the Building Official will propose four more changes:

- a. to remove obsolete language concerning occupancy limits
 - b. to include medium low-density residential land use districts as subject to the same impervious surface ratio that applies to medium density residential land use districts
 - c. to adopt by reference the currently adopted Florida Building Code concerning unsafe buildings
 - d. to show that the number of regular members of the Code Enforcement Board is seven.
3. **UPDATING STRATEGIC PLAN.** As its January 7, 2019, meeting, the City Commission decided to do the update itself with the City staff. At later meetings in 2019, the Planning Board and the Sustainability and Environmental Planning Advisory Committee provided suggestions for the plan. The Commission agreed with the City Manager's suggestions for items in the plan and asked him to include in it parking infrastructure. The City Manager has prepared a Mission Statement, a Vision Statement, a Values Statement and a list of goals and the tasks each. The Commission reviewed the plan and provided comments at its January 14, 2020, continuation meeting. The City Manager will revise the plan it back to the Commission at a future meeting.

4. **PARKING PLAN.** The City Commission has changed the focus of the parking plan from paid parking to improvements for parking on City-owned plazas and streets. The staff will draft a five-year plan and the Police Department is to determine the most effective parking regulations for the streets west of A1A Beach Boulevard. The parking plan will be provided to the Commission at a future meeting. At its October 5th meeting, a Commissioner proposed that paid parking be discussed again. This may happen at a workshop meeting next spring.
5. **JOINT MEETINGS:**
 - a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
 - b. On February 10, 2020, the City Commission and Planning Board held a joint meeting. The topics discussed included communications, training for Board members, hiring a planner and providing more information to the Board. It was agreed to have a joint meeting every six months. At its March 2nd meeting, the Commission asked that the Code Enforcement Board and the Sustainability and Environmental Planning Advisory Committee be asked for dates for a workshop meeting with the Commission. Because of the social distancing requirement caused by the pandemic, the Commission will be asked in early 2021 when it wants to schedule a joint meeting with the Planning Board and SEPAC.
6. **UPDATING PERSONNEL MANUAL.** Past updates or changes have included: to designate Christmas Eve and Good Friday as holidays for the City employees; to provide compensation to the employees during emergencies; revisions to provisions in the Manual concerning equal employment opportunity, educational assistance program, Americans with Disabilities Act coordinators, records, interpretations and conflicts of interest. Ms. Beverly Raddatz, the City Clerk, will propose more updates to the Manual at Commission meetings in 2021.
7. **STREETLIGHTS ALONG STATE ROAD A1A.** The City's Public Works Director, Bill Tredik, has taken the lead on this project. He is working with Florida and Light and the Florida Department of Transportation to have lights put at seven locations between the city hall and Madrid Street, opposite the entrance to the Marsh Creek subdivision. DOT has approved the lights. At its January 13th continuation meeting, the Commission approved the agreement with FPL to have new lights erected. The City Manager has approved the agreement and a contract has been submitted to FPL. The streetlights are being designed and should be installed before the end of 2020.
8. **STREETLIGHT FOR ENTRANCE TO BEACH ACCESS WALKWAY.** A resident has requested that a light be put at the entrance on A1A Beach Boulevard. On January 29th, City personnel met with representatives from Florida Power and Light. The company will change the lighting as part of the conversion of the Boulevard streetlighting to LED lights.
9. **LED STREETLIGHTS.** FPL representatives presented a proposal to the Commission at its June 10, 2019, meeting to change the lights throughout the City to LED lights. The Commission decided it needed more information from FPL. Chief Hardwick has worked with FPL on a complete review of the lighting along the Boulevard. As its January 13, 2020, continuation meeting, the Commission approved the agreement for lighting changes subject to the following conditions: 1) to verify that the City must pay

for the additional lights along the Boulevard; 2) that the City Attorney review the interlocal agreement with the County and the state; 3) that the Public Works Director and Police Chief review FPL's recommendations and be judicious about the number of lights along the Boulevard and hold off on changing any lights that might be converted to LEDs soon. The agreement with FPL was signed. FPL now must do the design and install the lights. The Public Works Director has verified the locations of the lights proposed to be changed. The FPL is moving forward with the design of 10 of the 12 lights. The remaining two lights will be re-evaluated as to whether there is a need to change them to provide better illumination of the Boulevard.

10. GRANTS. The Public Works Director has prepared and or will prepare applications for grants from the following agencies:

- a. Florida Recreation Development Assistance Program, \$106,500, for restrooms at Ocean Hammock Park. City match would be \$35,500. Total project cost: \$142,000. The Governor approved the appropriation and now the Florida Department of Environmental Protection has sent the contract, which the City Manager has signed. The restrooms are being designed by a local architect.
- b. Coastal Partnership Initiative: \$25,000, to fund planning for other improvements to Ocean Hammock Park: picnic pavilion, observation platform, playscape for children, more trails. City match would be \$25,000. Total project cost: \$50,000. Though it is federal money, the grant is provided through the state, which has approved it. The City has hired a consultant to design and permit the project starting October 1st. The Public Works Director is preparing a contract with Gulfstream Design, LLC. Contract will be signed in early November. Project is to be completed by November 2021, which is when the contract will expire.

The Public Works Director has applied for another Partnership grant for \$60,000 for additional improvements to Ocean Hammock Park. The application was submitted on September 25, 2020. The City will not know until May 2021 whether it has received the grant.

- c. Florida Resilient Coastlines Program to do a Vulnerability Assessment and Adaptability Plan. Total amount requested \$72,000. No match required. This will involve updating the City's stormwater model, identifying vulnerabilities, and recommending options for inclusion in a future Public Works Capital Improvements Plan. The Governor approved the funding, the civil engineer has been hired and work on the project has started.
- d. St. Johns River Water Management District Cost Share Program: Grant applied for in February to provide funds for the new weir at the City's Mizell Road retention pond. The amount requested is \$600,000. In April, the City was notified that its project was in line for funding. However, whether the money will be provided depends on the District appropriating it in the District's Fiscal Year 2021 budget. District approved the funding for this program in September 2020. The contract has been executed. Construction will begin once FEMA has given its approval. Construction will begin in early 2021.
- e. Florida Recreation Development Assistance Group. The Public Works Director has prepared and submitted grant and more improvements to Ocean Hammock Park. The state will inform the City

in May 2021 whether the City's application has been recommended for funding. Funding will depend on the Legislature appropriating the money and the Governor approving the funding

11. REQUEST TO ST. AUGUSTINE PORT, WATERWAY AND BEACH COMMISSION FOR FUNDING FOR PROJECTS. In the spring of 2021, City staff will ask the Port Commission to provide money in its Fiscal Year 2022 budget for beach access walkovers.
12. REQUEST FOR FUNDING FROM TOURIST DEVELOPMENT COUNCIL FOR BEACH-RELATED PROJECTS. Requests for funding are on hold because of the significant decline in revenue from the bed tax due to the pandemic.
13. NON-CONFORMING BUSINESS SIGNS. The City's sign code has a height limit of 12 feet for business signs. A number of businesses have signs that exceed that height. According to the code, these signs must be made conforming by August 2023. The Building Official and his staff will notify the businesses of this requirement and will work with them to bring these signs into conformity.
14. CHARGING STATION FOR ELECTRIC VEHICLES. The Public Works Director is working with the staff of the North Florida Regional Transportation Organization to have a charging station for the public at city hall. The Public Works Director met with the company that builds the stations to determine the location for the station, which will be two charging stations next to Building C on the west side of the south city hall parking lot. The City is waiting for a contract from the company that will install the charging station. Installation should be done after the November general election when the south city hall parking lot will be filled with vehicles driven by persons who are voting at the city hall.
15. 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 16th Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents have complained that the piping of the ditch has caused flooding along the subdivision's west side. The Public Works Director has had the Mickler and 11th Street ditches clear of debris, so as to improve the flow of water, and will propose that the subdivision be surveyed and the City's civil engineering consultant, CMT, to review the project. At the Commission's September 14th meeting, the City's civil engineering consultant, Mr. Gary Sneddon of CMT, described project and its technical basis for piping the Mickler Boulevard ditch. At its October 5th meeting, the City Commission didn't approve an amendment to the contract with CMT for an investigation and flood control improvements for the Ocean Walk subdivision and asked the Public Works Director to prepare a Request for Qualifications, so that the Commission can consider an engineering firm to review the Ocean Walk drainage issues.
 - b. Oceanside Drive. This street is located in the Overby-Gargan unrecorded subdivision, which is north of Versaggi Drive. The Public Works Department is having a survey on the area done, to determine the appropriate drainage solutions. The solutions will be done in connection with the redesign of the street.
 - c. St. Augustine Beach and Tennis Complex and Private Pond between Ocean Trace Road and the Sabor de Sal Subdivision. The private retention pond for the Beach and Tennis condo complex is

too small and floods during periods of heavy rainfall. The flooding threatens the condo units that border the pond. The Sabor de Sal subdivision had a pond that is owned by the adjacent property owners. It also floods and threatens private property. The area needs a master plan that will involve the City, private property owners and the Florida Department of Transportation. The Public Works Director plans a town hall meeting the affected parties, to discuss a possible private/public partnership. A preliminary step will be the hiring of a consulting engineer to do an assessment and develop project alternatives.

16. **STORMWATER UTILITY FEE.** For a funding source to pay for improvements to the City's drainage system, the Public Works Director proposed a stormwater utility fee at the City Commission's October 5th meeting. The Commission decided not to levy the fee at this time. However, it likely will be discussed at a workshop or special meeting in April or May 2021.
17. **SOLID WASTE COLLECTION AND RECYCLING.** The City Commission in early 2021 will hold a workshop meeting to discuss whether the City should outsource its collection of household waste and recyclables to a private company.
18. **REFURBISHING AND HIGHLIGHTING CITY'S CIVIL RIGHTS MONUMENT.** The monument is located on the south side of pier park and adjacent to the bocce courts. It commemorates the attempt by black citizens to integrate the "whites only beach" in front of the former city hall in the summer of 1964. The monument was erected by July 2002 and paid for by the Northrup Grumman Corporation. At its September 22, 2020, meeting, the City Commission asked the City Manager to work on a vision for the monument, to take pictures of it for the City's website and social media, to have a picture of it put in the city hall corridor, and to seek funding to repair the monument, which has a metal base that's been corroded.
19. **SEEKING NEW POLICE CHIEF.** Because of Police Chief Robert Hardwick's likely success in November to win the seat of St. Johns County Sheriff, the City Commission at its October 5, 2020, meeting, appointed Commander Dan Carswell of the Police Department to be Interim Police Chief for six months. The Commission will then consider whether to make permanent the appointment of Interim Chief Carswell or to begin the process of advertising for candidates in Florida.
20. **BEACH RESTORATION.** St. Johns County is the local sponsor of beach restoration in the City, as money from the bed tax is used to pay the County's share of the cost for each restoration project. According to the County's Coastal Manager, the next renourishment of the City's beach is scheduled to be done in 2023. In the meantime, the County is discussing whether a renourishment project may need to be done sooner because of severe erosion of the beach in the vicinity of the County fishing pier.
21. **QUARTERLY REPORTS ON PROGRESS OF PROJECTS.** At its September 22nd budget meeting, the City Commission asked the City Manager to provide at the end of each quarter in the Fiscal year a report on the progress of projects and expenditures for them. The first quarter's report is due in January 2021.