



AGENDA

REGULAR CITY COMMISSION MEETING

MONDAY, FEBRUARY 1, 2021 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 REGULAR COMMISSION MEETING ON JANUARY 4, 2021**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO THE ORDER OF TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
 - A. Plaque to Ms. Jeanette Smith for 27 Years of Service to the City as a Member of the Beautification Advisory Committee / Tree Board and the Sustainability and Environmental Planning Advisory Committee
 - B. Interview of Ms. Karen Candler, Candidate for the Sustainability and Environmental Planning Advisory Committee
- X. **PUBLIC COMMENTS**

XI. COMMISSIONER COMMENTS

XII. PUBLIC HEARINGS

1. Conditional Use Permit to Build a Residence in a Commercial Land Use District at 105 3rd Street (Lot 10, Block 20, Chautauqua Beach Subdivision. Mr. James Whitehouse, Agent for Mr. Bradley Lehan) (Presenter: Brian Law, Building Official)
2. Ordinance 20-15, Second Public Hearing and Final Reading, to Amend the Land Development Regulations Regarding Occupancy Permits, Impervious Surface Coverage, Unsafe Buildings, and Number of Code Enforcement Board Members (Presenter: Brian Law, Building Official)

XIII. CONSENT

3. Budget Resolution 21-01, to Amend the FY 2021 General Fund Budget to Appropriate \$19,000 to the Building Department's Software Account to Purchase an Automated Timekeeping System for City Employees

XIV. OLD BUSINESS

4. 2nd Street Construction Project: Approval of Contract to Do Design and Engineering and Approval of Budget Resolution 21-02, to Appropriate Money for the Project (Presenter: Bill Tredik, Public Works Director)
5. Holiday Season Events Sponsored by City: Review of Art Walks and Night Market and Preliminary Discussion Regarding Beach Blast Off for December 31, 2021 (Presenters: Max Royle, City Manager; Patricia Douylliez, Finance Director; and Melinda Conlon, Communication and Events Coordinator)
6. Ordinance 21-01, First Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)
7. Ordinance 21-02, First Reading, to Amend the Comprehensive Plan to Adopt by Reference the School Board's Five-Year District Facilities Workplan (Presenter: Brian Law, Building Official)
8. Ordinance 21-03, First Reading, to Vacate the Alley between 13th and 14th Streets, West of A1A Beach Boulevard (Presenter: Brian Law, Building Official)
9. Strategic Plan: Review of Draft (Presenter: Max Royle, City Manager)
10. Scheduling Workshops: Selection of Topics and Dates/Times (Presenter: Max Royle, City Manager)

XV. NEW BUSINESS

11. Personnel Manual Changes: Resolution 21-06, Regarding Infectious Disease Preparedness; Resolution 21-07, Regarding Incentive Pay; and Resolution 21-08, Regarding Transfers and Categories of Leave (Presenter: Beverly Raddatz, City Clerk)
12. Permitting Fees for Driveways within City Right-of-way: Consideration of Resolution 21-09, to Adjust Fee Schedule (Presenter: Brian Law, Building Official)

XVI. STAFF COMMENTS

XVII. ADJOURNMENT

NOTICES TO THE PUBLIC

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Wednesday, February 10, 2021, at 6:00 p.m. in the Commission meeting room at city hall.
2. **HOLIDAY.** It is Presidents Day on Monday, February 15, 2021. CITY OFFICES CLOSED. There will be no pickup of household waste. Monday's pickup will be done on Tuesday, February 16th. There will be no change to the pickup of recyclables and yard trash/ special waste.
3. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, February 16, 2021, at 6:00 p.m. Topics on the agenda may include a) consideration of request to remove a 32-inch oak tree at 2 Quail Court for construction of a swimming pool; b) review of Ordinance 21-01, to allow mobile food sales in the City.

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, JANUARY 4, 2021 AT 6:00 P.M.

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

I. CALL TO ORDER

Commissioner England called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

Commissioner England led the Pledge of Allegiance.

III. SWEARING IN CITY COMMISSIONERS FOR SEATS 1 AND 2

A. Mr. Ernesto Torres (Seat 1)

Commissioner England introduced Item III.A. and asked City Attorney Taylor to swear in Commissioner-Elect Torres.

City Attorney Taylor sworn in Commissioner Torres.

Commissioner Torres signed the Oath of Office (Exhibit 1).

B. Mr. Dylan Rumrell (Seat 2)

Commissioner England introduced Item III.B. and asked City Attorney Taylor to swear in Commissioner Rumrell.

City Attorney Taylor sworn in Commissioner Rumrell.

Commissioner Rumrell signed the Oath of Office (Exhibit 2).

IV. ROLL CALL

Present: Commissioner England, Commissioner George, Commissioner Rumrell, Commissioner Samora and Commissioner Torres.

Also present were: City Manager Royle, Assistant City Attorney Taylor, Interim Police Chief Carswell, Police Commander Harrell, City Clerk Raddatz, Finance Director Douylliez, Building Official Law, and Public Works Director Tredik.

V. ELECTION OF MAYOR AND VICE MAYOR FOR 2021

Commissioner England asked City Manager Royle to explain the procedure for electing the Mayor and Vice Mayor positions. He advised that the Commissioners could nominate and there did not have to be a second to the nomination.

Commissioner George nominated Commissioner England.

Commissioner England accepted. Being that there were no other nominations, Mayor England was elected as Mayor.

Commissioner Torres and Commissioner George nominated Commissioner Samora for Vice Mayor.

Commissioner Samora accepted. Being there was no further nominations, Vice Mayor Samora was elected as Vice Mayor.

Mayor England moved on to Item VI.

VI. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON DECEMBER 7, 2020 AND SPECIAL BUDGET COMMISSION MEETING ON DECEMBER 7, 2020

Mayor England asked the Commission for any discussion on the minutes. Being none, Mayor England asked for a vote to approve the minutes.

Motion: to approve the minutes for December 7, 2020. **Moved by** Commissioner George, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item VII.

VII. ADDITIONS OR DELETIONS OF THE AGENDA

Mayor England asked if there were any additions or deletions on the agenda. Being none, Mayor England continued to Item VIII.

VIII. CHANGES TO THE ORDER OF TOPICS ON THE AGENDA

Mayor England asked if there were any changes to the order of topics on the agenda.

City Manager Royle asked the Commission to move Item 11 up to Old Business section.

Mayor England numbered Item 11 as Item 8.A. in the Old Business section.

IX. PRESENTATIONS

- A. Presentation of Plaque to Sheriff Robert Hardwick for Eight Years of Service to the City as its Police Chief.

Mayor England introduced Item IX.A. and asked Sheriff Robert Hardwick to come to the podium.

Mayor England thanked Sheriff Hardwick for his eight years of service to the City of St. Augustine Beach and asked him to keep in touch with everyone in the City. She then presented a plaque to Sheriff Hardwick for his dedicated service.

Mayor England moved on to Item IX.B.

B. Presentation of Plaque to Commissioner Ernesto Torres for Six Years of Service to the City on its Code Enforcement Board

Mayor England introduced Item IX.B. and asked Commissioner Torres to come to the podium.

Mayor England commented it was her double pleasure to give this plaque to Commissioner Torres for serving on the Code Enforcement Board for six years and welcomed him to the Commission.

Mayor England moved on to Item X.

X. PUBLIC COMMENTS

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

Dr. Michel Pawlowski, 109 Kings Court Lane, St. Augustine Beach, FL, advised that he supports proposal for public lockers at the beach and for getting a committee together to discuss it.

Mayor England asked for an update on the proposal.

City Manager Royle advised that Public Works Director Tredik and he had discussed this issue and explained that metal lockers would not survive at the beach, but he would check with St. Johns County on the status. He explained that he did speak with St. Johns County Parks and Recreation Director about putting them in the Visitor's Information Center and the Parks and Recreation Director did not reply, so he would reach out to him again.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, advised that in previous years the public was allow public comment to discuss who the Mayor and Vice Mayor should be; asked when the Commission would change their duties regarding the committees that the Commission attends; and requested the City research the waste disposal subsidies.

Commissioner George explained that there were no comment cards on the item regarding the Mayor and Vice Mayor. Mr. Reynolds should have notified the City Clerk if he wanted to comment on that item.

City Manager Royle suggested that the Commission could discuss assignments now if they wish. He advised that the committees are: Visitor Convention Bureau (VCB), Tourist Development Council (TDC); Intergovernmental Committee; Economic Development Committee / St. Johns County Chamber of Commerce; North Florida Transportation Planning Organization (NFTPO); and the Northeast Florida League of Cities (FLC).

After discussion the following Commissioners were assigned to the committees: Commissioner George was assigned to the Florida Beach and Shore Preservation Association and Economic Development Committee/St. Johns County Chamber of Commerce; Vice Mayor Samora was assigned to the Tourist Development Council; Commissioner Rumrell was assigned to the Visitor's Convention Bureau; Commissioner Torres was assigned Intergovernmental Committee and the Northeast Florida League of Cities; and Mayor England was assigned North Florida Transportation Planning Organization.

Discussion ensued on when the switch of roles could take place for the TDC assignments. City Manager Royle and Commissioner George advised they would find out when Vice Mayor Samora could represent the City as a TDC member.

Mayor England advised that she would like to have a meeting with St. Johns County to discuss issues such as moving the fire station to another property. She commented that the Commission needs to work hard on the drainage and stormwater issues, as well as the Vulnerability Study. She commented that City Manager Royle and she were trying to schedule a meeting, but it has been difficult due to COVID-19.

Mayor England closed the Public Comments section and then moved on to Item XI.

XI. COMMISSIONER COMMENTS

Mayor England asked Vice Mayor Samora to comment.

Vice Mayor Samora was pleased that the art walk events went so well and has heard nothing but positive feedback from it. He mentioned that businesses did very well during the events. He thanked those who worked to make them happen.

Commissioner George wished everyone a Happy New Year and welcomed Commissioner Torres.

Commissioner Rumrell wished everyone a Happy New Year and thanked the residents for giving him four more years to serve the City. He advised that he has been speaking with County Commissioner Henry Dean regarding vaccinations and suggested to use city hall as a drive-through for vaccinations. He mentioned that he spoke with Mary Hanson who is part of the Blue Star Memorial, and she would like to place a plaque or a larger plaque marker at the City's Veterans Park to honor the military. He advised that there are some costs involved but would like to start fundraising with the Commission's help and approval. He explained that it would honor the veterans here in Florida. He then gave the City Clerk Raddatz the brochure regarding the plaque, Exhibit 3.

Mayor England advised that the vaccinations are going to healthcare workers and nursing homes first and then to the public that are 65 years old and older. She asked the Commissioners to all follow-up on this issue to get the residents vaccinated.

Commissioner Torres thanked the residents who trusted him enough to appointed him as Commissioner. He thanked staff for taking a few hours of their time to explain their positions and for giving him a tour of the City. He asked the Commission to consider changing the meeting time from 6:00 p.m. to a time during the day. He explained that many municipalities and counties meet during the day and staff would be here already and not have to work late at night and come in early the next day.

Commissioner George advised that staff may have other duties during the day.

City Manager Royle advised that staff will be flexible for the Commission. He mentioned that some Commissioners are working, and it would depend on whether they can meet during the day.

Mayor England advised that this topic should be on an agenda, but she said the Vulnerability Study will impact the residents and advised that she wants the residents to be able to hear the meetings, so that would be a consideration. She thanked the Commission for the trust in her to elect her Mayor this year and all the preparation that the Commission has done for the meetings. She then thanked staff as well and looked forward to 2021 accomplishments, especially the drainage issues

that the City has. She asked the Commission to be sensitive to the drainage issues on variance requests and setbacks.

Mayor England moved on to Item XII.

XII. PUBLIC HEARINGS

1. Request to Vacate Alley on the West Side of A1A Beach Boulevard between 13th and 14th Streets (Adjoining Lots 22-27, Minorca Subdivision, and Lots 65-67, 78-79, Atlantic Beach Subdivision) (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and asked Building Official Law for a staff report.

Building Official Law advised that this is an alley between 13th and 14th Streets and is landlocked on the western side that abuts two other addresses and stops. It also goes to the Boulevard to the eastern side through the Beachside Café's parking lot. There are several utility poles that provide transformers so Florida Power and Light would need to have access. Florida Power and Light has asked for three utility easements assigned to FPL if vacating the alleyway is passed. He commented that there was a one-month delay while staff tried to get in touch with FPL. No department has any objection to this, and the Comprehensive Planning and Zoning Board voted unanimously for vacating the alleyway, but they want the preservation of the pump station to continue the functionality of the drainage and utilities be unimpeded in the vacated alley. He pointed out that this is not a drainage easement and as of now it is an alley that is being vacated and is not plotted as a drainage easement. He commented that there was one resident who did not sign the petition, so there is a majority who want the alley to be vacated. He remarked that no permanent structures are allowed in a vacated alley.

Commissioner George asked if there were other alleys that were vacated that the drainage functionality has been impeded.

Building Official Law advised no.

Commissioner George asked if an alleyway is not plotted as a drainage easement, is that a valid restriction.

City Attorney Taylor advised that since the City is vacating the alleyway, the City could put any restrictions that the Commission wants to put on it.

Building Official Law advised the Commission could put a utility easement in as they see fit, which the City Attorney could draft. He advised that technology could change over the years and the important aspect is to not allow permanent structures such as pools, masonry fences, etc. in the alleyway. He explained that this alleyway was not a drainage easement, and this had a lengthy debate at the Comprehensive Planning and Zoning meeting.

Vice Mayor Samora asked if the City can make this a utility easement and a drainage easement.

Building Official Law said that the City can do whatever they want because it is the City's property that is being lent to the residents. He suggested not having alleyways tailored specifically because technology change and improvements.

Mayor England opened the Public Hearing. The following address the Commission:

Sonia Kulyk, 114 13th Street, St. Augustine Beach, FL, advised the confusion might be because of the drainage. She then read a letter, Exhibit 4. She requested not to allow the vacating of the alleyway.

Mayor England closed the Public Hearing and advised this alley has no egress or ingress, but she is sensitive to the drainage issue, especially when there are drainage issues. She asked if there was a list of areas where there are drainage issues.

Public Works Director Tredik explained that the Vulnerability Study would not focus on this issue, but on sea level raise and storm surge. He explained in this neighborhood the houses to the west do not have a right-of-way and there are only a couple of houses and the Beachside Diner that have the alley and he was not aware of any differences from other backyards around the City. He explained that he was not aware of any flooding or house damage in that area. He suggested to put a drainage element to the easement to protect the neighbors from each other. He commented that this alleyway is not maintained by the City and neighbors do fill in areas sometimes, which the City is unaware of. He suggested to make sure that the drainage is not impeded.

Mayor England advised that there has been all over the City more sea level rise this past year and the Commission needs to think more about what is happening.

Commissioner George asked if language should be done to address drainage in the motion, such as moving of the earth, which would deviate the flow of water or having a municipal use easement.

City Attorney Taylor suggested using the municipal use easement.

Discussion ensued regarding whether to stipulate not to use fill to each property line due to drainage issues.

Public Works Director Tredik advised that he liked to preserve the drainage patterns. He suggested language that the existing drainage patterns should be preserved.

Commissioner Torres agreed with the existing drainage patterns being preserved.

Building Official Law suggested language to read "including but not limiting to preserving the natural drainage and functions of the adjacent properties."

Mayor England asked City Attorney Taylor to read the title of the ordinance.

City Attorney Taylor read the title of the ordinance.

Mayor England made a motion.

Motion: to approve vacating the alley on the west side of A1A Beach Boulevard between 13th and 14th Streets preserving the municipal use and utility easement to the City of St. Augustine Beach including but not limited to drainage property rights. **Moved by** Mayor England, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 2.

2. Request for Extension of Current Conditional Use Permit for Outside Serving / Consumption Of Food and Beverages at Island Donuts, 400 A1A Beach Boulevard (Lots 136 and 137, Atlantic Beach Subdivision, Michael Stauffer, Agent for HVG Properties, LLC) (Presenter: Brian Law, Building Official)

Mayor England introduced Item 2 and asked Building Official Law for a staff report.

Building Official Law advised that the Conditional Use Permit is about to expire. This was approved two years ago. There have been no code enforcement complaints. The Comprehensive Planning and Zoning Board recommended this as a five-year term and nontransferable.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for any further Commission discussion.

Commissioner Rumrell asked if the request was for ten years unless the building was sold.

Building Official Law advised the Building Department presented lifetime or ten years, but the Comprehensive Planning and Zoning Board recommended five years and nontransferable to the Commission.

Commissioner Rumrell advised that he would allow ten year permits due to the costs to the staff for coming back every five years.

Building Official Law advised that the City loses money every time a Conditional Use Permit is requested because of staff time, advertising, etc.

Commissioner Rumrell would like the permitting for Conditional Use Permits to be ten years going forward. He advised it would be more business friendly and the City would not lose businesses like the school over permitting.

Building Official Law advised that Coneheads Ice Cream and Aqua Tierra Restaurant were granted more than five years for their Conditional Use Permits.

Commissioner George reflected on her past motions of five-year permitting and feels that it should be changed to ten years if it is not transferable.

Mayor England suggested for renewals it can be ten years, but new businesses should be a shorter period.

Mayor England requested a motion.

Motion: to extend the current conditional use permit for outside serving and consumption of food and beverages at Island Donuts at 400 A1A Beach Boulevard for ten years and granted as nontransferable. **Moved by** Commissioner Rumrell, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item 3.

3. Ordinance 20-14, Second Public Hearing and Final Reading, to Change Section 4.01.06, Recreation Standards, of the Land Development Regulations (Presenter: Brian Law, Building Official)

Mayor England introduced Item 3 and asked Building Official Law for a staff report.

Building Official Law advised this ordinance regarding recreational standards in Section 4 to bring the Land Use Regulations in compliance with the Comprehensive Plan. There have been no changes since the first reading of the ordinance.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for any further Commission discussion. Being none, Mayor England asked City Attorney Taylor to read the title of the ordinance.

City Attorney Taylor read the title of the ordinance.

Mayor England requested a motion.

Motion: to approve ordinance 20-14. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Item 4.

4. Ordinance 20-15, First Public Hearing and Second Reading, to Amend the Land Development Regulations Regarding Occupancy Permits, Impervious Surface Coverage, Unsafe Buildings, and Number of Code Enforcement Board Members (Presenter: Brian Law, Building Official)

Mayor England introduced Item 4 and asked Building Official Law for a staff report.

Building Official Law advised this is to clarify that the City has a seven-member Code Enforcement Board. The Comprehensive Planning and Zoning Board recommended approval and there have been no changes since last month.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for any further Commission discussion. Being none, Mayor England asked City Attorney Taylor to read the title of the ordinance.

City Attorney Taylor read the title of the ordinance.

Mayor England requested a motion.

Motion: to approve Ordinance 20-15 as read. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 5.

5. Ordinance 20-16, Public Hearing and Final Reading, to Adopt the Florida Building Code (Presenter: Brian Law, Building Official)

Mayor England introduced Item 5 and asked Building Official Law for a staff report.

Building Official Law advised this ordinance is done every three years as the Florida Building Code changes. There have no changes since last month.

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and asked for any further Commission discussion.

Mayor England asked City Attorney Taylor to read the title of the ordinance.

City Attorney Taylor read the title of the ordinance.

Mayor England requested a motion.

Motion: to approve Ordinance 20-16. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Item 6.

XIII. CONSENT

6. Re-Appointment to Three-Year Term of Three Sustainability and Environmental Planning Advisory Committee Members: Lana Bandy, Ann Palmquist, and Craig Thomson
7. Resolution 21-04, to Declare as Surplus Several Police Department Assets and Authorize their Disposal

City Manager Royle advised that the Consent Agenda could be done by one motion and vote. He advised that there have been no other applicants for SEPAC.

Mayor England introduced the Consent Agenda and asked if there were any discussion regarding Items 6 and 7. Being none, Mayor England asked for a motion.

Motion: to approve the Consent Agenda. **Moved by** Commissioner Torres, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item 8.

XIV. OLD BUSINESS

8. Ordinance 21-01, First Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)

Mayor England introduced Item 8 and asked Building Official Law for a staff report.

Building Official Law advised that this is the first ordinance to bring the City in line with the Governor's Bill on mobile food sales in the City. He advised in "Prohibited Uses" on page 17, numbers 4 and 5, staff changed exempting mobile food trucks to allowing mobile food trucks. On page 14 is the definition of a mobile food truck was place in Article II in definitions. On page 18 under C.1.b., "Mobile Food Dispensing. Vehicles may only operate in Commercially Zoned areas unless special permission is granted by the City Manager." He recommended to add language, "except on Commercially Zoned properties containing a single-family residence." On page 19, 1.h., he recommended changing the language to 06:00 a.m. to 21:00 p.m. for setup and operations and then the vehicle should be moved offsite.

Discussion ensued hours being consistent with restaurants in the City; restaurant hours not regulated in the City, only alcohol; having provisions to move food mobile trucks daily; and a City ordinance prohibits having an overnight parking of trucks on public rights-of-ways, not private property.

Mayor England requested to adding the location on Section 3.c., putting restrictions on the hours of operations, restricting overnight parking or only allowing parking for a period of 48 hours; and an outdoor lighting requirement.

Building Official Law advised that outdoor lighting would be regulated under the Land Development Code. He commented that this ordinance would not be for an ice cream truck that drives down the street and stops. The mobile food truck would have to stay at a

commercially zoned property and would need an actual parcel identification. This ordinance is subjected to the Land Development Code as far as code enforcement. He advised that City Attorney Taylor included not interfering with sight visibility for traffic or adjusting parking.

Commissioner Rumrell asked if the mobile truck stays at the property, will that affect the parking requirements when they are at a business.

Building Official Law advised that the Commission would have to decide with the Comprehensive Planning and Zoning Board. He stated that this would not be a Building Department function.

Discussion ensued regarding businesses already do not comply with the parking codes; how staff would have to issue the business tax receipts, verify insurance, and check licensing; businesses charging rent for mobile food trucks; whether to exempt the parking for business who use mobile food trucks; having to make sure handicap parking is accessible; and changes will be made in a year.

Commissioner Rumrell agreed with the Building Official's recommendations.

Vice Mayor Samora asked whether the permitting was preempted by the State of Florida.

City Attorney Taylor advised that the City cannot make extra burdens and what has been suggested in the ordinance is the minimum standards according to state law.

Building Official Law advised that the business tax receipt and application is not considered a permit.

Discussion ensued regarding the processing of the business tax receipt and the application rates; \$50 application fee is the maximum allowed; City Manager's Office would have to keep track of the mobile food trucks licenses; how the mobile food trucks will dispose of their trash; institute not having mobile food trucks in a 500 foot radius from another mobile food truck or restaurant; allowing a restaurant to sell food on a mobile food truck if it is the same entity; having access to a bathroom during mobile food truck operating hours; placing limits on how far a restroom can be from a mobile food truck; whether to allow picnic tables next to mobile food trucks; allowing only one mobile food truck on one commercial parcel; Fire Marshall can inspect mobile food trucks; Zoning Department would review bathroom facilities; hours of operation for public bathroom facilities; and Building Department does not enough staff to inspect.

Commissioner Samora suggested one mobile food truck per commercially zone lot with an onsite bathroom facility while operating.

Commissioner Rumrell wants to make sure that the trash will be disposed of by the business they rent from or the mobile food truck, not public garbage cans. He asked whether the City must comply with ADA standards on these mobile food trucks.

Building Official Law advised no, it would be up to the businesses that mobile food truck rent from.

Commissioner Samora suggested that City Attorney Taylor look at the ordinance from the City of Venice regarding the trash removal.

Mayor England recapped everyone's input saying that the Commission does not want a mobile food truck park.

City Attorney Taylor advised that there could be a conditional use permit given by the Commission if it changes in a few years in case the City wants a mobile food truck park on a specific property with bathroom facilities.

Commissioner George asked for clear criteria for reviewing and / or rejecting a conditional use permit, so the City can enforce it if the Commission changes later.

Mayor England opened the Public Hearing. The following address the Commission:

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, did not agree with supporting the food truck business because it goes against permanent businesses; did not want mobile food trucks to use public bathroom facilities; and asked how TDC or the VCB could agree with mobile food trucks.

Mayor England moved on to Item 8.A.

8.A. Ocean Walk Subdivision Drainage Improvements: Approval of Ranking of Engineering Consultants (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 8.A. (Agenda Item 11) and asked Public Works Director Tredik for a staff report.

Public Works Director Tredik advised the Request for Qualifications (RFQ) 20-05 was advertised on November 10th and December 10th, 2020 to assist on the Ocean Walk subdivision drainage project. The RFQ was based on relevant project experience, project approach, quality control and experience, project similarity with the project area, as well as qualifications and different engineering disciplines. There were four City staff members on the Selection Committee and each one independently reviewed and scored the submittals. Selection Committee met on December 22, 2020 and presented their individual scores to be tabulated. The top three scores were: 1) Matthew Design Group at a score of 1,510 points; 2) Four Waters Engineering at a score of 1,380 points; and 3) Madrid Engineering Group at a score of 1,325 points. At this point, negotiations will be done with Matthew Design Group to see if an agreement can be reached and if not, staff will negotiate with Four Waters Engineering. He requested that the Commission approve the ranking of RFQ 20-05 and authorize the City Manager or his designee to negotiate with the top firm to reach an agreement and if necessary, the other ranked firms if an agreement cannot be reached. He explained that after negotiations take place, an agreement will be brought back to the City Commission for their approval.

Mayor England asked where the Matthew Design Group located.

Public Works Director Tredik advised that they are in St. Augustine, Florida. The other two firms are in Jacksonville. He pointed out that all three firms were good firms and were very solid. Matthew Design Group has been in business for 15 to 16 years and has a wide variety of knowledge in the public and private sectors.

Mayor England asked if this project was in the FY 2020-2021 budget.

Public Works Director Tredik advised yes, under miscellaneous drainage projects for Phase 1 only and the City did go to St. Johns County to ask for legislative assistance to complete the project. He advised that we could put it in the budget to complete the project in FY 2021-2022 or if legislative funding comes before that, then complete the project then.

Mayor England opened the Public Comments. The following address the Commission:

Karen Kempler, 30 Lee Drive, St. Augustine Beach, FL, thanked Public Works Director Tredik and the Commission for their support and researching our community's problem. She also advised that she was glad a local contractor came out top in the RFQ process. She advised that she is looking forward to the results of the drainage study.

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, asked why the Commission would ask St. Johns County for funding if they already had it in the budget. He commented that it sounds unethical.

Mayor England closed the Public Comments and asked Public Works Director Tredik to answer Mr. Reynolds question.

Public Works Director Tredik advised that only the initial part for the project was in the budget, not the design, permitting, and construction phases. He explained that was why the City is asking for legislative funding.

Commissioner Torres asked whether staff would be authorizing the negotiations and if so, would there be a cap.

Public Works Director Tredik advised that staff would negotiate with Matthew Design Group and go over the project by discussing the project approach and concept plan. The money for the concept plan would be reached and then the agreement will be brought back to the Commission for approval. He explained that the contract may adjust depending on how many years it will take to fund and complete the project. He explained that he will be negotiating for only Phase 1 for now.

Mayor England requested a motion.

Motion: to approve the recommendation of the Selection Committee. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Item 9.

XV. NEW BUSINESS

9. Proposed Changes to the Personnel Manual: Review of Resolutions 21-01, 21-02 and 21-03 (Presenter: Beverly Raddatz, City Clerk)

Mayor England introduced Item 9 and asked City Clerk Raddatz for a staff report.

City Clerk Raddatz explained that Resolution 21-01 changes were to show best practices.

Commissioner George asked how Resolution 21-01 affects the Commission by categorization on whether a Commissioner would be considered a 30-hour a week part-time employee.

City Clerk Raddatz advised that it does not state that in the Personnel Manual, but if the Commission would want her to research that, she would do so. She explained that the Commission has not been defined as part-time employees.

Mayor England asked if there would be any unintended consequences to the Commission with these changes.

City Clerk Raddatz advised that the only change was that she deleted "Fringe" and said "Benefits."

Mayor England commented that this would not be the time to bring up benefits for the Commission and maybe that would be discussed in another agenda. She asked the City Clerk to research Section 4- 1.B. in the resolution to clarify what a part-time employee is. She explained that the benefits discussion for the Commission has been resolved.

City Clerk Raddatz advised that the definition of full-time employee from Florida Department of Labor and IRS is an employee who works 30 hours a week. She mentioned that the City has one employee who works 32 hours a week and receives benefits. She explained that vacation and sick times are prorated to the number of hours worked; however, the employee is still allowed health benefits. She commented that if the Commission wanted to discuss the number of hours they work for the City and whether they should get benefits, they could do that.

Mayor England advised that she did not want to open the discussion regarding the Commission getting benefits again.

Commissioner George advised that she was comfortable with City Clerk Raddatz's response because she only changed "Fringe Benefits" to "Benefits." She asked how many employees the City has that work only between 30 to 40 hours.

City Clerk Raddatz advised one employee who has been working for the City for 12 years. She explained that the law has changed to 30 hours for full-time during the employee's tenure so the employee can get benefits.

Commissioner George asked for a reference from the Department of Labor.

City Clerk Raddatz advised that she would be able to get it for the Commission.

Commissioner George advised that the employee would be getting prorated sick and vacation time and health benefits. She commented that would be a hybrid benefit package and gives her more comfort that the budget would not be impacted greatly.

City Clerk Raddatz moved on Resolution 20-02 regarding Paternity Leave and explained that she updated the policy to allow male and female to take off for a birth so it would not be discriminatory to anyone. She explained that the employee would have to use sick or vacation time care for the child. She also explained that ADA and FMLA would apply depending if there were problems with the child or the employee would need time off for a critical situation.

Commissioner Torres asked if the City would pay out for this time off.

City Clerk Raddatz advised no. The employee would have to take their sick or vacation time. She then moved on to Resolution 20-03 Military Leave. She explained that per previous discussions with the Commission, she took the word terminate out. This Resolution shows the employer and the employee what is expected from them and how they will be paid and how their medical leave and insurances will be done if the employee is on an extended time with the military. She pointed out that the City gives 240 hours to an employee in the military for military training yearly when they give their paperwork showing training has been completed.

Commissioner George advised it looks good and thank you.

Mayor England opened the Public Comments. Being none, Mayor England closed the Public Comments and then made a motion.

Motion: to approve Resolutions 21-01, 21-02, and 21-03. **Moved by** Mayor England, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England moved on to Item 10.

10. Scheduling Workshops for 2021: Discussion of Topics and Dates (Presenter: Max Royle, City Manager)

Mayor England asked City Manager Royle to give a staff report.

City Manager Royle explained that there are four categories for workshops for February through May. Under each month there are three or four subjects to discuss and the subjects could be added or changed as the Commission decides. He pointed out that having a joint meeting with the Comprehensive Planning and Zoning Board and SEPAC would be difficult under the current COVID-19 requirements. Microphones are also a problem because there are not enough microphones to give everyone.

Commissioner George asked if the other boards could have joint meetings via Zoom. She advised that it gives more flexibility on the time of day as well.

Discussion ensued regarding knowing techniques to allow Zoom participants to speak; eliminating the subject on the former city hall at least until the removal of St. Johns County's Fire Department; having a discussion on the Strategic Plan first before any other workshops are scheduled; and keeping Item 10 on the agenda every meeting to discuss the next topics.

It was the consensus of the Commission to place a discussion of the Strategic Plan on the February 1, 2021, Regular Commission meeting if the agenda is not full or have staff schedule the workshop February 2, 2021, at 5:01 p.m. if there is not enough time to discuss it on February 1, 2021 Regular Commission meeting.

Commissioner George asked City Manager Royle to give to the Commission the last Strategic Plan and any other items that are pertinent in the last two years.

Commissioner Rumrell advised that the Strategic Plan will take a lot of time and until that is agreed to, nothing else matters in his opinion.

City Manager Royle advised that he already has a draft of the Strategic Plan to help the Commission discuss it.

Commissioner George advised that the Commission could discuss the item and do all the work and then vote on it in March.

Discussion ensued regarding discussing the creation of a land trust in a workshop; working with non-profits to accept land into the land trust, such as the Florida Land Trust; Florida Land Trusts would have more interest if there were more parcels than just two lots; trying to facilitate a third-party instead of the City to manage land; creating a property preservation program in the City; and reaching whether open space public parks would fit in the property preservation program.

Commissioner Rumrell advised that several items in the workshops could be regular agenda items such as solid waste outsourcing, recycling, stormwater utility fee, and secession planning.

Commissioner Samora asked whether to have a meeting with St. Johns County.

Commissioner Rumrell suggested going to Flagler Auditorium for the joint meeting with St. Johns County.

Mayor England agreed and asked City Manager Royle to find out if Flagler Auditorium has the recording devices that are needed for the meeting.

Commissioner George suggested having the Commission discuss what the list of topics the City must discuss with St. Johns County.

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

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, suggested that the biggest savings for the City is to privatize solid waste; having the residents pay their way for the costs of hauling their trash away; having a workshop to increase salary and benefits for the Commission; and having public comment for the swearing in of Commissioners.

Mayor England moved to Item 11.

XVI. STAFF COMMENTS

Mayor England asked City Manager Royle for comments.

City Manager Royle advised that the owner, Mr. Logsdan, has taken back the St. Augustine Beach News Journal and will devoting the news journal to our City. He mentioned that The Record does not have news usually about what the City of St. Augustine Beach is doing, and this would be a great enhancement of news from our City. He stated that the St. Augustine Beach News Journal was mailed to every resident.

City Clerk Raddatz was glad that everyone was safe and healthy in the New Year.

Public Works Director Tredik thanked Building Official Law for knowing all the codes to construct the electric charging station in the correct way. He advised that when the electric charging station has been completed, he will have a ribbon cutting ceremony.

Building Official Law advised that this month as been a good month for permits. He commented that staff will be researching a new module from Edmonds system for an automated time system for employee time sheets. He explained that three houses were submitted before the new building codes have changed. He advised that he had been working on making the Planning and Zoning Department more sufficient in the coming years. He suggested that the City has an in-house Planner from the current staff.

Interim Police Chief Carswell advised everything is doing fantastic and currently 40% of the Police Officers have been vaccinated. He advised that 60% have had COVID-19 and the Health

Department suggests that the Police Officers that had COVID-19 wait three or four months on the vaccinations because they already have antibodies.

Finance Director Douylliez advised that the revenue stream is coming in around the same as last year. She advised that she hopes the revenues come in strong since a lot of sales were done during the Art Walk events.

Communications and Events Coordinator Conlon advised that the events during the holiday season went very well. All the feedback has been positive, and she sent out to the artist and businesses how they did during the holidays and is waiting to get the results back. The weather was not the best either.

XVII. ADJOURNMENT

Mayor England asked for a motion.

Motion: to adjourn to meeting. **Moved by** Mayor England, **Seconded by** Commissioner George. Motion passed unanimously.

Meeting was adjourned at 8:43 p.m.


Margaret England, Mayor

Attest:

Beverly Raddatz, City Clerk

MEMORANDUM

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

FROM: Max Royle, City Manager, 

DATE: January 15, 2021

SUBJECT: Presentations:

- A. Plaque to Ms. Jeanette Smith for 27 Years of Service to the City as a Member of the Beautification Advisory Committee / Tree Board and the Sustainability and Environmental Planning Advisory Committee
- B. Interview of Ms. Karen Candler, Candidate for the Sustainability and Environmental Planning Advisory Committee

ITEM A. MS. SMITH

On February 3, 1997, the City Commission appointed six residents to the newly formed Beautification Advisory Committee. The County had widened A1A Beach Boulevard in 1996 and the City Manager suggested the City have a committee to propose plans to beautify the public areas along it. Ms. Smith was one of the residents appointed.

Over the years, as the Committee has had name and task changes, and as members have come and gone, Ms. Smith has been a faithful member even past her 90th birthday. Now she says she is ready to retire. Fortunately, she has proposed a replacement who is her daughter, Ms. Karen Candler, whom you'll interview at your meeting.

To recognize Ms. Smith's exceptionally long and loyal service to the City, we ask that Mayor England on the City's behalf present a plaque to her at your February 1st meeting.

ITEM B. MS. CANDLER

As noted above, Ms. Candler is Ms. Smith's daughter. Attached is her application (pages 1-6). She's been invited to your meeting for the customary interview.

*Karen Candler
6 Amberjack Lane
St. Augustine Beach, FL*

January 13, 2021

St. Augustine Beach
Office of the City Manager

Dear Mr Royle,


It was good to talk with you after the last committee meeting. As we discussed, I am interested in serving on the St. Augustine Beach Sustainability and Environmental Planning Advisory Committee. I have attached the application but wanted the opportunity to introduce myself more fully.

My husband and I have owned our home at Surf Crest for 20 years. We lived in Atlanta but spent as much time as possible here. Last year we made the decision to move to St. Augustine fulltime. I came down in March – just in time for the Corona virus quarantine. Consequently, I have not been able to jump in and become active in the community the way I had hoped. I have always been very involved in the communities where I live and would like to here in St. Augustine as well.

After a long corporate career in telecommunications, I made a career change to real estate in Atlanta. I also taught Business Management classes part time at Gwinnett Technical College. I have my Florida real estate license and am working for Watson Realty. I have always enjoyed volunteering, whether giving my time and energy to the Red Cross Disaster Services, Nothing But the Truth food ministries or even the local elementary school.

I love St. Augustine Beach and would love to play a role in helping to keep it clean, beautiful and safe for our residents and visitors. Please feel free to call me if you have any questions or to set up a time to talk further.

Warmly,


Karen Candler
404-219-7793
kcandler@bellsouth.net



City of St. Augustine Beach

2200 A1A SOUTH
ST. AUGUSTINE BEACH, FLORIDA 32080

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

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

ST. AUGUSTINE BEACH CITY COMMISSION BOARD AND COMMITTEE APPLICATION

FOR APPOINTMENTS TO COMMITTEES NOT INVOLVED IN LAND USE

Date received by City 1/13/2021

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: KAREN CANDLER

Address: 6 AMBERJACK LANE, ST. AUGUSTINE BEACH

Phone #: 404-219-7793 E-Mail Address: krcandler@bellsouth.net

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

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

I am _____ am not ☒ a registered voter in St. Johns County. still have my GA drivers lic & voters reg

List all active professional licenses and certifications: FL REAL ESTATE LICENSE

Educational background: BS (PROFESSIONAL MANAGEMENT)
FROM NOVA SOUTHEASTERN. MBA FROM
BRENAU UNIVERSITY

Past work experience: 30 YEARS IN TELECOMMUNICATIONS
RETAIL, CUSTOMER SVC. & REAL ESTATE & TEACHING

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. RED CROSS 2. _____
3. _____ 4. _____

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

1. Beautification Advisory Committee



2. Other



If needed on another committee

I am available for meetings

a. During the day only



b. Evening only



c. Anytime



List three (3) personal or professional references:

1. Jeanette Smith

2. Beth Ruggeli

3. _____

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.)

RESUME ATTACHED

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.

 _____
Signature

 _____
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!

Karen Candler
6 Amberjack Lane,
St. Augustine Beach, FL 32080
(404) 219-7793
kcandler@bellsouth.net

SUMMARY

.An experienced retail and customer service manager with a proven track record of consistently achieving goals. Expertise includes management skills, consultative selling, strong communication skills and problem solving.

PROFESSIONAL EXPERIENCE

WATSON REALTY CORP **2019 - present**
Residential Real Estate Agent

Working with both buyers and sellers in the St. Augustine real estate market.

GWINNETT TECHNICAL COLLEGE **2004 – 2020**
Adjunct Instructor

- Facilitator of multiple business management courses including Leadership, Training and Development, Fundamentals of Management and Performance Management.

VWR INTERNATIONAL **2011-2016**
Customer Care Expert

- As a Sales Support Customer Service Rep, I performed all of the tasks necessary to assist the sales force in their achievement of their financial and customer service goals. This included product research, working with vendors to obtain product not in our catalog, preparing quotes, placing orders, handling returns and invoice inquiries. I also managed complex standing orders for VWR's west coast customers. Customers include medical, pharmaceutical, biotech and production accounts. As one of the largest laboratory supply distributors in the world, VWR's product line includes lab equipment, supplies and chemicals.

GYMBOREE **2007 - 2011**
Store Manager

- Responsibilities include interviewing, training and supervision of employees; delegation of work assignments; planning and monitoring daily expenses, cash control, shrinkage control and loss prevention compliance; maintaining visual merchandising to maximize profitability; and managing store payroll allocation and operating expenses.

CELLULAR CENTER **2006-2007**
Consultant/Trainer

- Developed and delivered customer service, sales and technical training to employees of new Verizon Wireless Premium Agent stores in Georgia and Texas.

LANTA **2005 - 2006**
Trainer

- Developed and delivered a Customer Service and Sales training program for a large retail franchisee.

SoC SOLUTIONS

2003 – 2005

Marketing Consultant

- Designed and implemented a sales and marketing program for chip design company.
- Effectively worked with large manufacturers to promote working partnerships.

EFFICIENT NETWORKS

2000 - 2002

Account Manager

- Sold DSL equipment to BellSouth, Solunet, Innotrac and the ISPs and Independent Telcos in the southeast.
- Managed customer service, contract negotiation, and technical support.

LUCENT TECHNOLOGIES

1998 – 2000

Account Manager

- Achieved at 170% of annual quota which resulted in the opportunity to attend the Lucent President's Club in 1999.

NETWORK EQUIPMENT TECHNOLOGIES

1997 – 1998

Account Manager

- Sold telecommunications network equipment to BellSouth.
- Led strategic development in the carrier market.

COMPUTER SKILLS

- Proficient on all Windows programs including Word, Excel, PowerPoint and Outlook
- SAP

EDUCATION

Master of Business Administration—Advanced Management Studies

Brenau University, Gainesville, GA

2003


Bachelor of Science – Professional Management

Nova Southeastern University, Fort Lauderdale, FL

1996

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2021

SUBJECT: Conditional Use Permit to Build a Residence in a Commercial Land Use District at 105 3rd Street (Lot 10, Block 20, Chautauqua Beach Subdivision. Mr. James Whitehouse, Agent for Mr. Bradley Lehan)

INTRODUCTION

Block 10 of Block 20 of the Chautauqua Beach Subdivision is located on the north side of 3rd Street, west of A1A Beach Boulevard, two lots west of the Kookaburra restaurant. Block 10 is in a commercial land use district. Mr. Lehan wants to build a single-family residence on the lot. Because the City's Land Development Regulations require that a residence can be built in a commercial land use district only by a conditional use permit, Mr. Lehan submitted his proposal to the Comprehensive Planning and Zoning Board for its recommendation to the City Commission. The Board reviewed the proposal at its January 19, 2021, meeting and by a unanimous vote recommended that the Commission approve it.

ATTACHMENTS

Attached for your review is the following:

- a. Page 1, a memo from the Building Official to the Planning Board
- b. Pages 2-50, Mr. Lehan's proposal
- c. Page 51, a memo from the Building Department's Executive Assistant, Ms. Bonnie Miller, in which she states the Planning Board's recommendation to you, which is: that you approve the conditional use permit.

ACTION REQUESTED

It is that you hold the public hearing and then decide whether to grant a conditional use permit to build a residence at 105 3rd Street and the conditions that are to be part of the permit.

City of St. Augustine Beach Building and Zoning Department

2200 A1A SOUTH ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBCH.COM

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; Max Royle, City Manager
Date: 01-13-2021
Re: Conditional Use File No. CU 2021-01, Land Use Variance File No. VAR 2021-02, 105 3rd Street

Conditional Use File No. CU 2021-01 is an application for proposed new construction of a single-family residence in a commercial land use district, and Variance File No. VAR 2021-02 is a variance application for reduced setbacks for the proposed new home on Lot 10, Block 20, Chautauqua Beach Subdivision, at 105 3rd Street. The conditional use application requires a recommendation from the Board to the City Commission to grant or deny the request to build a new single-family residence on this vacant lot in a commercial land use district, with final approval from the City Commission per Section 3.02.02 of the City's Land Development Regulations (LDRs). The variance application may be approved or denied by the Comprehensive Planning and Zoning Board. If the Board denies the variance application, the applicants may appeal the Board's decision to the City Commission.

The conditional use application requests to build a one-story, 1600-square-foot new home on the vacant lot described above at 105 3rd Street, which is next to the vacant lot adjacent to the Kookaburra Coffee House at 647 A1A Beach Boulevard. The variance application requests setback reductions for the proposed new home from 25 feet to 23.5 feet in the front and rear and from 10 feet to 9 on the sides. Six of the 10 lots on this block of 3rd Street are currently vacant lots. The two most westerly lots on this block, on the northwest and southwest corners of 3rd Street and 2nd Avenue, are City plazas. The two-story single-family residence at 107 3rd Street, next door and to the west of the applicant's vacant lot at 105 3rd Street, was built in 2011 with 25-foot front and rear and 10 foot side yard setbacks. The one-story single-family residence at 109 3rd Street was built in 2016 with the former 20-foot front and rear and 7.5 foot side yard setbacks, and the lot next door to the west of this property, on the southeast corner of 3rd Street and 2nd Avenue, is one of the City plazas. Across the street, the two-story single-family residence at 106 3rd Street was built in 2006 with 25-foot front and rear and 10-foot side yard setbacks, and the one-story single-family residence built on stilts at 108 3rd Street was built with a 25-foot front yard setback, a 10-foot west side yard setback, and per a variance granted in 1996, a 22.5-foot rear yard setback and a 7.5-foot east side yard setback. The lot next door to the west side of 108 3rd Street, on the northeast corner of 3rd Street and 2nd Avenue, is the other City plaza at the end of this block.

If the Board decides to recommend to the City Commission that the proposed new construction of a single-family residence on this commercial zoned lot be allowed, staff recommendation is to require the new home be built in compliance with current regulations for medium density residential land use districts which include maximum 35% lot coverage and maximum 50% impervious surface ratio (ISR) coverage. The Building and Zoning Department advises the Board to consider the variance application based upon the six conditions the Board is required to consider and weigh when determining whether to grant or deny a variance, which includes the applicant's description of the hardship, per Section 10.02.03 of the LDRs, pertaining to limitations on granting variances and required considerations for the granting of a variance.

Sincerely,

Bonnie Miller

Executive Assistant
Building and Zoning Department

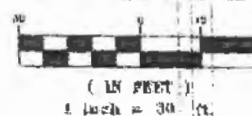
MAP OF FOUNDATION LOCATION

107 3rd Street
25' front and rear setbacks
10' side setbacks

CERTIFIED TO:

1. DOUGLAS A. JOHNSON AND CHERYL A. JOHNSON
2. OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY
3. SHEPPARD & SHEPPARD, P.A.

GRAPHIC SCALE



SURVEYOR'S NOTES:

1. THIS SURVEY WAS BASED FROM FOUND MONUMENTATION WHICH, IN THIS SURVEYOR'S OPINION BEST REPRESENTS THE ORIGINAL SURVEY FOR THIS TRACT OF LAND.
2. 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.
3. BEARINGS AS SHOWN HEREON HAVE BEEN BASED FROM A BEARING OF ASSUMED N89°55'20"W AS SHOWN FOR THE RIGHT OF WAY OF ALLEY.
4. THE SPECIFIC RIGHTS IMPLIED BY THIS SURVEY ARE NOT TRANSFERABLE.
5. THE MEASUREMENTS FOR THIS SURVEY WERE MADE IN ACCORDANCE WITH THE UNITED STATES STANDARD.
6. THERE MAY EXIST UNDERGROUND UTILITIES ON THE PROPERTY SURVEYED THAT HAVE NOT BEEN LOCATED OR SHOWN HEREON.
7. THIS SURVEYOR HAS REVIEWED THE MAPS ISSUED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY FOR THE NATIONAL FLOOD INSURANCE PROGRAM; AND IT HAS BEEN DETERMINED FROM THESE MAPS THAT THE PARCEL LIES IN ZONE-X- & -AE- (BASE 0.0'). COMMUNITY PANEL NO. 125146 0382 -H- DATED 9/02/2004.
8. THIS SURVEY NOT VALID UNLESS SIGNED AND EMBOSSED WITH THE SIGNING SURVEYOR'S SEAL.
9. THE SURVEY DEPICTED IS NOT COVERED BY PROFESSIONAL LIABILITY INSURANCE.
10. USE OF THIS SURVEY FOR PURPOSES OTHER THAN THAT WHICH IT WAS INTENDED, WITHOUT WRITTEN VERIFICATION, WILL BE AT THE USER'S SOLE RISK AND WITHOUT LIABILITY TO THE SURVEYOR. NOTHING HEREON SHALL BE CONSTRUED TO GIVE ANY RIGHTS OR BENEFITS TO ANYONE OTHER THAN THOSE THE SURVEY WAS PREPARED FOR.
11. DESCRIPTION PROVIDED BY CLIENT.

LEGEND:

- = FOUND #4 REBAR 6444
- = FOUND #5 REBAR 4890
- = CENTER LINE
- = AIR CONDITIONING UNIT
- = WATER METER
- = WOOD UTILITY POLE
- = ELECTRIC METER
- = CONCRETE
- = PROPERTY LINE
- = COVERED PORCH
- = PROPERTY LINE
- = WIRE FENCE
- = LINE NOT TO SCALE
- = PLAT
- T.B.M. = TEMPORARY BENCH MARK
- = FIRE HYDRANT
- E.L.V. = ELEVATION

LAST FIELD DAY: 8/30/10
DRAWN BY: JUSTIN
DATE DRAWN: 8/30/10
CHECKED BY: E.L.R.
SCALE: 1" = 30'
JOB #10-152
HOSE STAKE 12/15/10
JOB #10-247
FOUNDATION 10-737
12/28/10



JMA SURVEY INC.

SPECIALIZING IN MORTGAGE CLOSING SURVEYS
FLORIDA LB# 7430

#18 LAKE SUCCESS PL.
PALM COAST FLORIDA 32137

(386) 597-4705
FAX (386) 246-6024

DESCRIPTION:

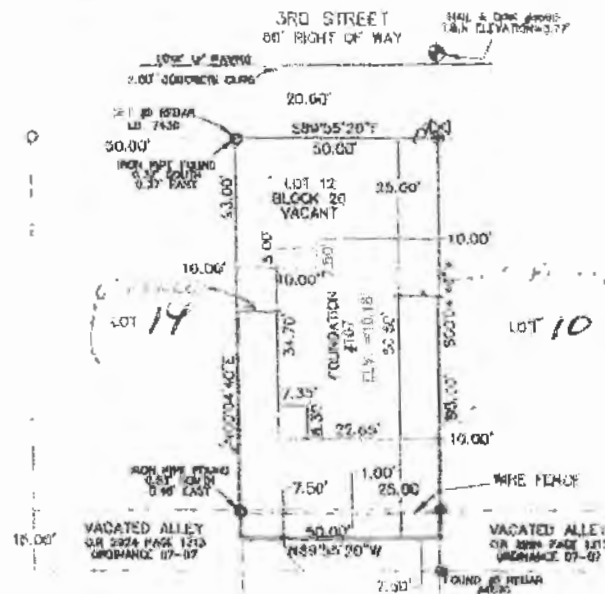
Lot 12, Block 20, CHAUTAUQUA BEACH SUBDIVISION; together with the Northerly portion of that unnamed alley vacated in Ordinance No. 07-07 lying south of and adjacent to Lot 12, Block 20, CHAUTAUQUA BEACH SUBDIVISION, according to the map or plat thereof as recorded in Map Book 2, Page 5, Public Records of St. Johns County, Florida.

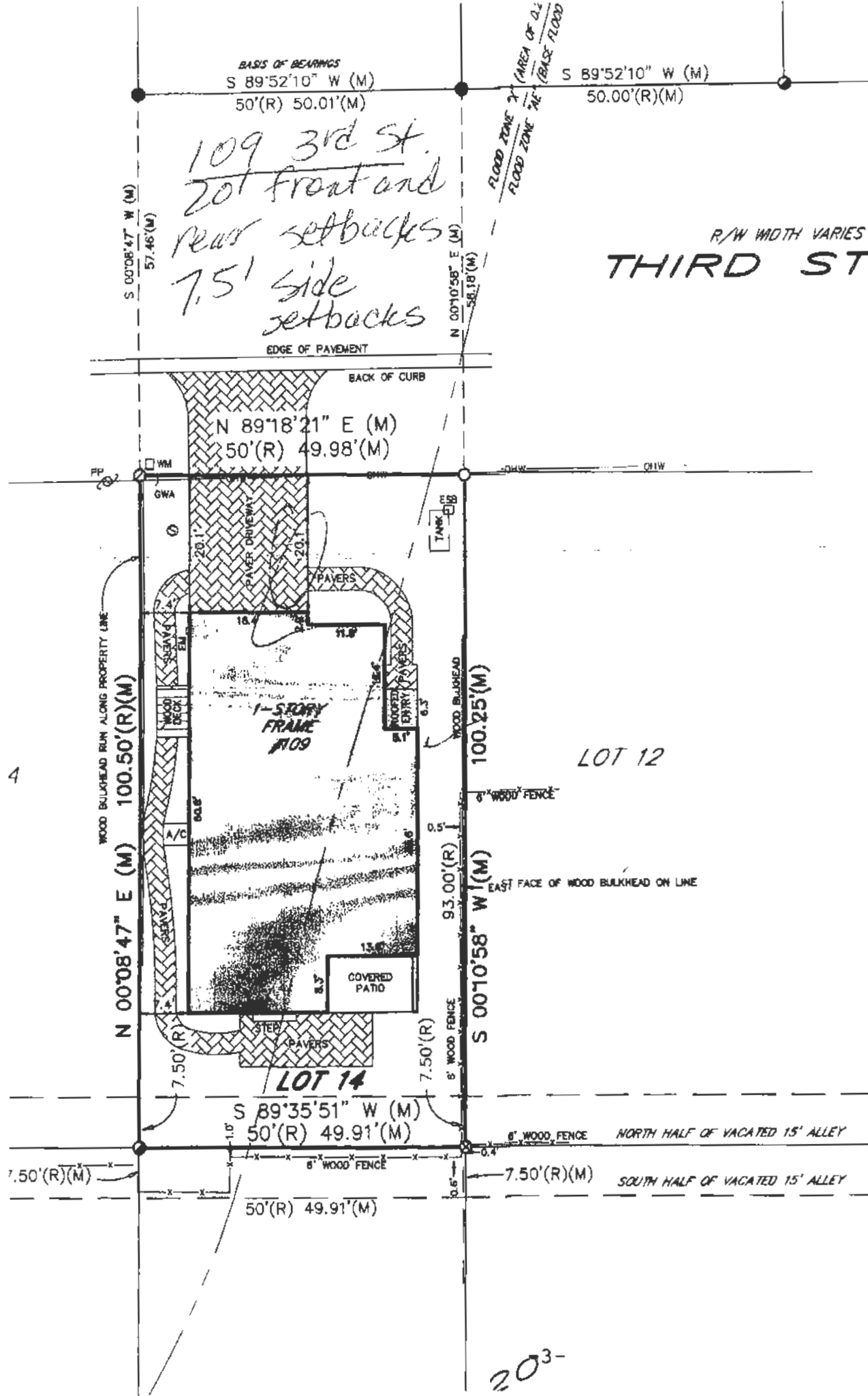
I HEREBY CERTIFY THAT THE LANDS SHOWN HEREON WERE SURVEYED UNDER MY SUPERVISION PURSUANT TO THE MINIMUM TECHNICAL STANDARDS FOR 61017-6, FLORIDA ADMINISTRATIVE CODE AND SECTION 472.327 OF THE FLORIDA STATUTES.

ELWOOD L. RENN R.L.S. 3647

SECOND AVENUE
80' RIGHT OF WAY

PARK AREA
PER RECORD PLAT





LEGEND

- R/W =
- LB =
- (R) =
- (M) =
- PP =
- OHW =
- GWA =
- WM =
- EM =
- ESB =
- =
- =
- ⊗ =

NOTES

THE PARC
FLOOD ZC
FLOOD ZC
DEPICTED
COMMUNI
JOHNS CC
<http://www>

THE BASI
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OF S 89°

OWNERSH

FENCE PC

ALL ELEV
GEODETIC

ALL CALC

203-



106 3rd Street
25' front and rear setbacks
10' side setbacks

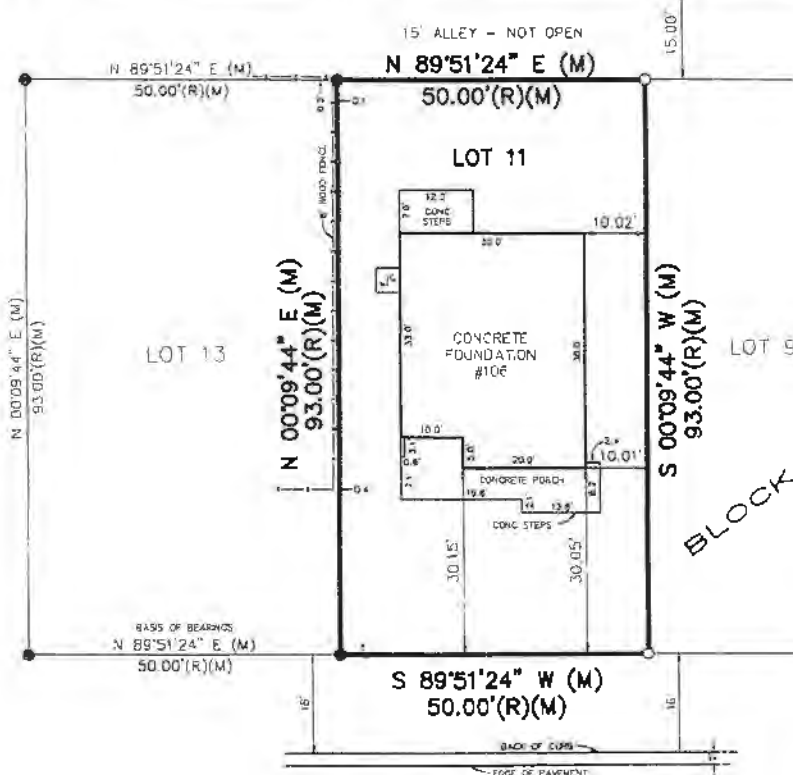
MAP OF SURVEY

LOT 11, BLOCK 19 OF CHATAUQUA BEACH AS RECORDED
 IN MAP BOOK 2, PAGE 5 OF THE PUBLIC RECORDS OF
 ST. JOHNS COUNTY, FLORIDA.

SPT 8955

SECOND AVENUE

160' R/W



THIRD STREET

60' R/W

LEGEND

- R/W = RIGHT OF WAY
- (R) = RECORD
- (M) = MEASURED
- LB = LICENSED BUSINESS
- T = TELEPHONE POLE
- = FOUND 5/8" IRON ROD - #4755
- = FOUND 5/8" IRON ROD - #6072

NOTES

THE PARCEL OF LAND AS SHOWN HEREON LIES WITHIN FEDERAL FLOOD ZONE "AE" (BASE FLOOD ELEVATION 9') AS DEPICTED ON FLOOD INSURANCE RATE MAP 12103CU-182-N, COMMUNITY PANEL NO. 125146 FOR THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AS REVISED 09/02/04.

THE BASIS OF BEARING AS SHOWN HEREON IS THE NORTH RIGHT-OF-WAY LINE OF THIRD STREET WHOSE ASSUMED BEARING BEARS N 89°51'24" E.

OWNERSHIP OF FENCES NOT DETERMINED BY THIS SURVEY.

ALL ELEVATIONS AS SHOWN HEREON ARE BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1928 (N.C.V.D. - 1928).

ALL CALCULATED DATA IS BASED ON FIELD MEASUREMENT.

ENCROACHMENTS AS SHOWN HEREON ARE ONLY THOSE ABOVEGROUND VISIBLE OBJECTS OBSERVED BY THE SURVEYOR.

THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP.

NO UNDERGROUND STRUCTURES, UTILITIES OR FOUNDATIONS WERE LOCATED OR DETERMINED BY THIS SURVEY.

THE PARCEL OF LAND AS SHOWN HEREON WAS NOT ABSTRACTED FOR DEEDS DEED RESTRICTIONS, EASEMENTS OR RIGHTS OF WAY OF RECORD.

THIS SURVEY IS NOT VALID UNLESS IT IS SIGNED AND EMBOSSSED WITH THE SIGNING SURVEYORS SEAL.

THIS SURVEY IS CERTIFIED TO AND FOR THE USE AND BENEFIT OF: RACHEL TREGLER AND AUDI JUCKER; PROSPERITY BANK; ESTATE OF ST. AUGUSTINE, INC.; OLD REPUBLIC NATIONAL TITLE INSURANCE COMPANY.

SUBJECT TO THE ABOVE CONDITIONS AND RESTRICTIONS, I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON WAS PERFORMED BY EITHER MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT ALL OF THE INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THIS SURVEY CONFORMS TO SECTION 472.037 OF THE FLORIDA STATUTES AS AMENDED AND 610.12-6 OF THE FLORIDA ADMINISTRATIVE CODE.

OLD BOOK: 302/45-46
 FIELD WORK: 07/01/2005
 SCALE: 1" = 10'
 JOB NO: 5-324
 TYPE SURVEY: BOUNDARY

ANCIENT CITY SURVEYING, LLC 7111
 3433 US-1 SOUTH
 ST. AUGUSTINE, FLORIDA 32086
 (904) 707-6981

MICHAEL A. PIERCE, PLS# 4703
 DATE SIGNED: 11/6/06

108 3rd Street
 25' front setback
 22.5' rear setback per Variance
 10' west side setback to stairs
 7.4' east side setback per Variance

MAP OF SURVEY

LOT 13, BLOCK 19 CHAUTAUQUA BEACH SUBDIVISION AS RECORDED
 IN MAP BOOK 2, PAGE 5 OF THE PUBLIC RECORDS OF
 ST. JOHNS COUNTY, FLORIDA.

LEGEND

- 12W RIGHT OF WAY
- CONC CONCRETE
- C CENTERLINE
- BM BENCHMARK - RIM OF SANITARY MANHOLE
- INT INTERSECTION OF SECOND AVENUE AND THIRD STREET ELEVATION = 7.50 FEET (N.G.V.D. - 1929)
- FF FINISH FLOOR ELEVATION
- N.E. NATURAL GROUND ELEVATION
- FO FOUND 5/8" IRON ROD - PSM # 4793
- SET SET 5/8" IRON ROD - PSM # 4793

NOTES

THE PARCEL OF LAND AS SHOWN HEREON LIES WITHIN FEDERAL FLOOD ZONE X (AREA OUTSIDE 500 YEAR FLOOD) & AE (ELEVATION 3) AS DEPICTED ON FLOOD INSURANCE RATE MAP COMMUNITY PANEL NO. 125149-0001C FOR THE TOWN OF ST. AUGUSTINE BEACH, FLORIDA AS REVISED 10/2/88.

THE BASIS OF BEARING AS SHOWN HEREON IS THE NORTH RIGHT OF WAY LINE OF THIRD STREET WHOSE ASSUMED BEARING BEARS S 89°51'24" W.

ALL ELEVATIONS AS SHOWN HEREON ARE BASED ON NATIONAL GEODETIC VERTICAL DATUM OF 1929 (N.G.V.D. - 1929).

OWNERSHIP OF FENCES NOT DETERMINED BY THIS SURVEY.

ENCROACHMENTS AS SHOWN HEREON ARE ONLY THOSE ABOVEGROUND VISIBLE OBJECTS OBSERVED BY THE SURVEYOR.

THIS SURVEY DOES NOT REFLECT OR DETERMINE OWNERSHIP.

NO UNDERGROUND STRUCTURES, UTILITIES OR FOUNDATIONS WERE LOCATED OR DETERMINED BY THIS SURVEY.

THE PARCEL OF LAND AS SHOWN HEREON WAS NOT ABSTRACTED FOR DEEDS, DEED RESTRICTIONS, EASEMENTS OR RIGHTS OF WAY OF RECORD.

THIS SURVEY IS NOT VALID UNLESS IT IS SIGNED AND EMBOSSED WITH THE SIGNING SURVEYOR'S SEAL.

THIS SURVEY IS CERTIFIED TO AND FOR THE USE AND BENEFIT OF NICK AND DALONIS DEREN.

SUBJECT TO THE ABOVE CONDITIONS AND RESTRICTIONS I HEREBY CERTIFY THAT THE SURVEY SHOWN HEREON WAS PERFORMED BY EITHER MYSELF OR UNDER MY DIRECT SUPERVISION AND THAT ALL OF THE INFORMATION SHOWN HEREON IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF AND THAT THIS SURVEY CONFORMS TO SECTION 472.027 OF THE FLORIDA STATUTES AS AMENDED AND 61G17-6 OF THE FLORIDA ADMINISTRATIVE CODE.

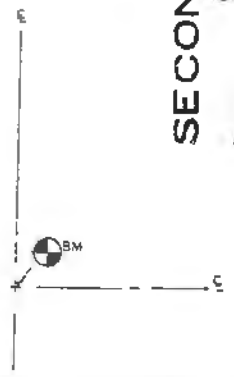
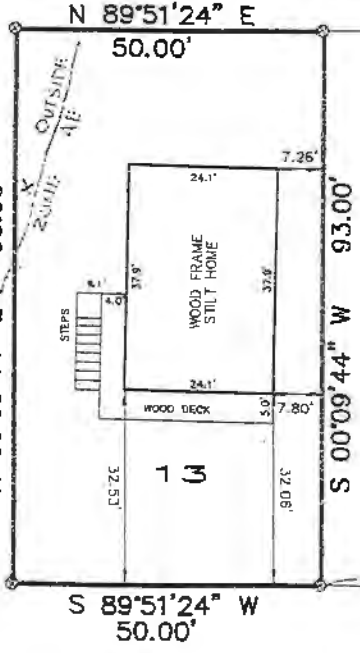
FIELD BOOK: RSO
 FIELD WORK: 10/01/96
 SCALE: 1" = 20'
 JOB NO: 98-522
 TYPE SURVEY: BOUNDARY

ANCIENT CITY SURVEYING
 3433 U.S. 1 SOUTH
 ST. AUGUSTINE, FL 32096
 (904) 797-9967
 MICHAEL A. PIESCO P.E.M.
 PROFESSIONAL SURVEYOR & MAPPER #A793

SECOND AVENUE
 (160' R/W)

COUNTY ROAD A-1-A

THIRD STREET
 (60' R/W)



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) 10 Block(s) 20 Subdivision CHAUTAUQUA BEACH
Street Address 105 3RD STREET

2. Location (N, S, W, E): S Side of (Street Name): 3RD STREET

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

4. Real estate parcel identification number: 169380 0100

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

BRADLEY D. LEHAN
4 12TH STREET, ST AUG. BEACH 32080

6. Current land use classification: COMMERCIAL

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

8. Description of conditional use permit being sought: _____

RESIDENTIAL USE IN COMMERCIAL DISTRICT
- 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? _____

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.

<u>JAMES G. WHITEHOUSE, ESQ.</u> Print name (owner or his/ her agent)	<u>ST. JOHN'S LAW GROUP</u> Print name (applicant or his/her agent)
<u></u> Signature/date	<u>12/21/20 * (OWNER'S AUTH ATTACHED)</u> Signature/date
<u>104 SEA GROVE MAIN STREET</u> Owner/agent address	<u></u> Applicant/agent address
<u>(904) 495-0400</u> Phone number	<u></u> 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. ****

Date: 12-24-2020

Conditional Use File #: CU2021-01

Applicant's name: James G. Whitehouse, Agent for Bradley D. Lehan

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

For conditional use permit at: 105 3rd Street, St. Augustine Beach, FL 32080

Charges

Application Fee: \$400.00 Date Paid: 12-24-2020

Legal Notice Sign: \$10.00 Date Paid: 12-24-2020

Received by: Bonnie Miller

Date: 12-24-2020

Invoice #: I2003038

Check # or type of credit or debit card: 13593

Definition—Conditional Use Permit

A use that would not be appropriate generally or without restriction throughout a land use district, but which, if controlled as to number, area, location or relation to the neighborhood, would promote the public health, safety, welfare, order, comfort, convenience, appearance or prosperity. Such uses may be permitted in a land use district only in accordance with the provisions of this Code, and if the Code allows a conditional use in a particular land use category. The application for a conditional use permit shall be the same as for a concept review, except that the Comprehensive Planning and Zoning Board shall make a recommendation to the City Commission, which has final approval. The Building Official may delete submittals required in the concept application outlined in Article XII that are not applicable.

Instructions for Applying for a Conditional Use Permit

The following requirements must be adhered to in applying for a conditional use permit. It is of the utmost importance that all required information be furnished in detail and accurately. Incorrect information can delay or nullify any action on the application. If there is inadequate space for all the necessary information, please attach extra sheets with the question numbers clearly marked.

In accordance with Table 3.02.02, which lists permitted and conditional uses for all land use districts, all conditional use permits must be heard by the Comprehensive Planning and Zoning Board, which will make a recommendation to the City Commission, which has final approval.

Documentation Needed for a Conditional Use Permit

-
- 1) The legal description of the parcel of land for which the permit 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 lots and block number. Include street address and location by indication street(s) boundary and side (south, east, etc.) and nearest intersecting street. If the land is a portion of the lot, indicate what portion of the lot, i.e. south 1/2, west 1/3, etc. If the parcel is located in an unrecorded, unplatted subdivision, use the metes and bounds description of the boundaries.
 - 2) Provide the name and address of the owner of the property. The person's name on the application should agree with the public records of St. Johns County. If the names are different, attach a clarifying statement.
 - 3) Indicate the current land use classification of the parcel under consideration. Current land use map are on display in the office of the Building and Zoning Department and the personnel there will assist you in finding the current land use district classification.
 - 4) Notification of all property owners within a radius of 300 feet of the property for which the conditional use permit is being sought is mandated by law. The St. Johns County Real Estate/Survey Department (telephone

number 904-209-0804) will provide applicants with a list of the names and addresses of the property owners within 300 feet of the property for which the conditional use permit 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 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. Applicants may provide a separate petition with the signatures of affected property owners who approve or do not object to the granting of the conditional use permit, but these persons should not sign the application itself. Applicants should ensure correct names and addresses are provided, as incorrect information shall delay or nullify any action on the conditional use permit application.

- 5) Provide the section of the land use code from which the conditional use permit is being sought. Personnel in the Building and Zoning Department will assist you in this matter if needed.
- 6) A fee of \$410.00 will be charged for the conditional use permit administrative procedure, which includes the legal notice sign, and legal advertising. The applicant will be required to post the legal notice sign on the property for which the conditional use permit application is submitted within clear view of the street and not more than 10 feet inside the property line, no later than 15 days before the first meeting date at which the conditional use permit application will be heard.
- 7) A final order on each request for a conditional use permit shall be made within thirty (30) days of the last hearing at which the application was considered. Each final order shall contain findings upon which the City Commission's order is based and may include such conditions and safeguards prescribed by the Commission as appropriate in the matter, including reasonable time limits which action pursuant to such order shall be begun or completed or both.
- 8) Appeal of decisions on conditional use permits granted by the City Commission shall be made to the Circuit Court of St. Johns County, Florida.
- 9) The application must be signed by the owner of the property for which the conditional use permit is requested and/or the owner's authorized agent. All authorized agents must provide notarized written authorization, which must accompany the application, approving such representation.

Limitations on Granting a Conditional Use Permit

Conditional use permits shall be nontransferable and granted to the applicant only, and the use shall be commenced within a period of one (1) year from the effective date of the final order granting same; provided, however, that the City Commission may adopt the following conditions to any permit:

- 1) That the conditional use permit will be transferable and run with the land when the facts involved warrant same, or where construction or land development is included as part of the permit.
- 2) The time within which the use shall be commenced may be extended for a period of time longer than one (1) year. Failure to exercise the permit by commencement of the use or action approved thereby within one (1) year or such longer time as approved by the City Commission shall render the permit invalid, and all rights granted thereunder shall terminate. Transfer of the property by the applicant, unless the permit runs with the land, shall terminate the permit.
- 3) Whenever the City Commission denies an application for a conditional use permit, no further application shall be filed for the same use on any part or all of the same property for a period of one (1) year from the date of such action. In the event that two (2) or more applications for the same use on any part or all of the same property has been denied, no further application shall be filed for this same use on any part or all of the same property for a period of two (2) years from the date of such action denying the last application filed.
- 4) The time limits in paragraph 3 above may be waived by the affirmative votes of a majority of the City Commission when such action is deemed necessary to prevent injustice or to facilitate proper development of the City.



Dedicated and Responsive Service

December 21, 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 –
ONE STORY RESIDENCE at 105 3RD STREET**

Summary of Conditional Use Permit Request:

This is a request for a Conditional Use Permit to allow a residential use in a Commercial District, in order to construct an unimposing, one-story, 1600 square foot, residential dwelling. This property is tagged with a commercial designation, although it is situated in that transitional area between traditional commercial uses along the boulevard and the neighborhood, single family uses that lay further down the side streets. Over time, up and down the boulevard, these transitional areas have developed with transitional uses, such as some form of residential or mixed-residential uses to buffer the traditional residential uses that lay to the west. This request proposes to place a residential use upon this lot with the ability to use it for these same type of transitional uses as have become common.

This request seeks to construct a compatible, one-story, 1600 square foot house, as proposed. As you will see from the aerials, this proposal is extremely compatible as a transitional use between the traditional commercial uses of the Kookaburra and the Sunshine Shop and the single-family houses in the area to the west. These parcels in this transitional area, that are labeled with a commercial designation, have sat undeveloped due to their location in this transitional area. Traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in single family houses to the west; thus, transitional quasi-residential and mixed residential uses are typical in planning models to provide that transitional buffer between traditional commercial uses and lower-density residential uses.

Although the trend in these transitional residential and mixed residential areas is for larger two- and three-story houses, this request proposes instead to build a one-story house with only 1600 square feet, so as to fit into the current neighborhood.

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

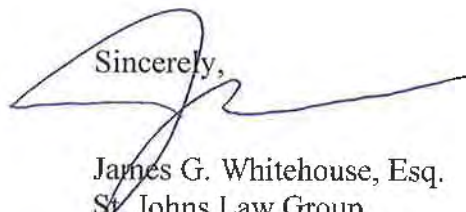
Accordingly, if the applications before the city are granted, this house will be one story and of a size that flatters the current neighborhood with its compatible size and scale.

Accordingly, we would request that this approval be allowed 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 will be commenced within one year of the approval.

In sum, we have attached all the appropriate and required documentation, as well. Finally, a grant of this permit will not have any adverse effect upon the area; in fact, it will promote the public interest to preserve the currently approved development pattern of the area with a use that meets the transitional buffer planning pattern and is of a wholly compatible mass and scale as to compliment the neighborhood uses to the west.

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

Sincerely,

A handwritten signature in blue ink, appearing to read 'James G. Whitehouse', with a long horizontal flourish extending to the right.

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



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 Form

JAMES G. WHITEHOUSE, ESQ is hereby authorized TO ACT ON BEHALF OF
BRADLEY D. LEHAN, the owner(s) of the property described in
the attached application, and as described in the attached deed or other such proof of ownership as may be
required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning
or conditional or special use permit or other action pursuant to an application for:

105 3RD STREET

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns
County Clerk of Courts, have been notified of the above application.

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

Signature of Owner(s) [Signature]

Printed Name(s) BRAD LEHAN

Address of Owner(s) 4 12th Street SDB, FL 32080

Telephone Number of Owner(s) 904 532 0153

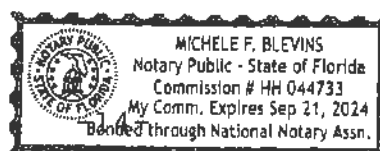
State of Florida
County of St. Johns

The foregoing instrument was acknowledged before me this 8TH day of December, 2020, by
BRADLEY D. LEHAN, who is personally known ☒ or who has produced identification.

Type of identification produced US GLOBAL ENTRY ID

Signature of Notary Public—State of Florida

Notary Stamp/Seal/Commission Expiration Date:



This instrument was prepared by:

Charlotte Kelley

Action Title Services of St. Johns County, Inc.

3670 US 1 South, Suite 110, St. Augustine, Florida 32086

File Number: 19868

Consideration: \$215,000.00

Documentary Stamps Paid: \$1,505.00

This Warranty Deed

Made this **November 23, 2020 A.D.** By

Midland Trust Company hereinafter called the grantor,

to **Bradley D. Lehan**, whose post office address is: 4 12th Street St. Augustine, Florida 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 Grantor, for the sum of **Ten Dollars and no cents (\$10.00)** and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

LOT 10, BLOCK 20, CHAUTAUQUA BEACH SUBDIVISION, ACCORDING TO PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 5 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, TOGETHER WITH THE NORTH HALF OF VACATED ALLEY LYING ADJACENT TO SAID LOT, SAID PORTION BEING BOUND ON THE EAST AND WEST BY THE SOUTHERLY PROLONGATION OF THE EAST AND WEST LINES OF SAID LOT 10, BLOCK 20, VACATED BY ORDINANCE NO. 07-07 AS RECORDED IN OFFICIAL RECORDS BOOK 2924, PAGE 1213 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Parcel ID Number: 169380-0100

Grantor warrants that said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon as defined by Article X, Section 4 of the Florida Constitution, nor is it adjacent to or contiguous with any of his/their homestead(s) and that the property described herein is not now, nor has it ever been, the primary residence/homestead of the owner or the owner's spouse or dependent child, if any.

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

[signature page to follow]

SUBJECT TO covenants, restrictions, easements, limitations and reservations of record, if any. However, this reference does not reimpose same. Subject to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any.

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 and assessments accruing subsequent to **December 31, 2020**.

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

TWO DIFFERENT WITNESSES HAVE SIGNED BELOW (THE NOTARY MAY BE ONE OF THE TWO WITNESSES) AND NEITHER WITNESS NOR THE NOTARY IS RELATED TO THE GRANTOR(S) OR HAS A BENEFICIAL INTEREST IN THE SALE OF THIS PROPERTY DESCRIBED HEREIN.

Signed, sealed and delivered in our presence:

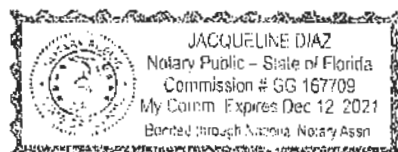
✓ [1] Sach Bretz
✓ Witness Printed Name Sach Bretz

✓ [Signature] (Seal)
Midland Trust Company as Custodian FBO James Dyson
#6541801
By Sara Garces
As IRA Administrator
Address: 1320 Royal Palm Sq Blvd. #320 Ft. Myers, FL
33919

✓ [2] [Signature]
✓ Witness Printed Name Ryan Arden
✓ State of FL
✓ County of Lee

✓ The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this November 10th, 2020, by Sara Garces, as IRA Administrator for Midland Trust Company. Such person (notary must check applicable box):

- ✓ ☒ is / are personally known to me.
✓ ☐ produced a current Florida Driver's license as identification.
☐ produced _____ as identification.



✓ [Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

✓ (NOTARY SEAL)

CORPORATE RESOLUTION



DULY PASSED ON NOVEMBER 9, 2020

EXHIBIT "A"

I, the undersigned, hereby certify that I am the Secretary of Midland Trust Company, a corporation duly organized and existing under and by virtue of the laws of the State of South Dakota; that I am the keeper of the corporate records of this Corporation and that as such, I am authorized to execute this certification on behalf of this Corporation; that the following is a true, correct and compared copy of a resolution duly adopted and ratified at a meeting of the Board of Directors of this Corporation, duly called and held in accordance with its charter and by-laws, at which meeting a quorum was present and acting throughout; that said resolution has not been in any way amended, annulled, modified, rescinded or revoked, but is in full force and effect.

I, James Riswold, Secretary of Midland Trust Company, [the "Organization"] hereby certify that the foregoing is a true copy of a resolution duly adopted by the directors of the Organization, at a meeting duly held at which quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with Articles of Incorporation of the Organization.

Now, Therefore, Be It Resolved: That each of the following individuals are each hereby appointed to act in a limited representative capacity as a representative of Midland Trust Company, for the benefit of retirement account holders. The persons listed below are hereby granted the individual authority and power to conduct all transactions, including, but not limited to, the authority to buy, sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities; purchase, sale or conveyance of real property and assets; execute contracts; establish bank and brokerage accounts; and are Authorized Signatories for retirement accounts on behalf Midland Trust Company, or on further behalf of any entities that have granted Midland Trust Company, like powers and authority.

AMANDA BERMUDEZ	<i>Amanda Bermudez</i>	HALLEY MAREK	<i>Halley Marek</i>	SACHA BRETZ	<i>Sacha Bretz</i>
AMY AYERS	<i>Amy Ayers</i>	HELEN TERRY	<i>Helen Terry</i>	SARA GARCES	<i>Sara Garces</i>
ASHLEY HONDA	<i>Ashley Honda</i>	HEATHER BOND	<i>Heather Bond</i>	SEAN HILDRETH	<i>Sean Hildreth</i>
BRANDON HALL	<i>Brandon Hall</i>	JACQUELINE DIAZ	<i>Jacqueline Diaz</i>	TAYLOR FLAHAVEN	<i>Taylor Flahaven</i>
BRENNA PETERSON	<i>Brenna Peterson</i>	JACQUELINE OWENS	<i>Jacqueline Owens</i>	THERESA KNOWER	<i>Theresa Knowler</i>
DANIEL HANLON	<i>Daniel Hanlon</i>	KELSEY DINEEN	<i>Kelsey Dineen</i>	WARREN FOUNTAINE	<i>Warren Fountaine</i>
GEOFF WATTS	<i>Geoff Watts</i>	LOGAN THUNE	<i>Logan Thune</i>	WHITNEY POPE	<i>Whitney Pope</i>

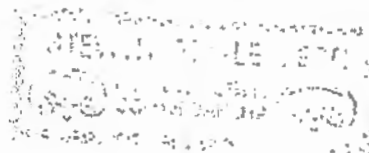
I further certify that the Board of Directors of the Corporation has, and at the time of adoption of the resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same. IN WITNESS THEREOF, I hereunto subscribe my name and on this 10th day of November, 2020.

James Riswold
James Riswold, as Secretary

The foregoing document was acknowledged before me on this 10th day of November, 2020 by James Riswold, who has produced a valid South Dakota driver's license as identification:

[Signature]
NOTARY PUBLIC

EXP: 4-10-25



CORPORATE RESOLUTION



MIDLAND

DULY PASSED ON NOVEMBER 9, 2020

I, the undersigned, hereby certify that I am the Secretary of Midland IRA, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Florida; that I am the keeper of the corporate records of this Corporation and that as such, I am authorized to execute this certification on behalf of this Corporation; that the following is a true, correct and compared copy of a resolution duly adopted and ratified at a meeting of the Board of Directors of this Corporation, duly called and held in accordance with its charter and by-laws, at which meeting a quorum was present and acting throughout; that said resolution has not been in any way amended, annulled, modified, rescinded or revoked, but is in full force and effect.

I, David A. Owens, Secretary of Midland IRA, Inc., (the "Organization") hereby certify that the foregoing is a true copy of a resolution duly adopted by the directors of the Organization, at a meeting duly held at which quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with Articles of Incorporation of the Organization.

Whereas, Midland Trust Company by corporate resolution attached as Exhibit "A" and incorporated herein has authorized Midland IRA, Inc. and certain employees thereof to act on its behalf; and

Whereas, Midland IRA, Inc. desires to authorize certain employees to act, in a limited capacity, on behalf Midland IRA, Inc. and Midland Trust Company.

Now, Therefore, Be It Resolved: That the Board of Directors of Midland IRA, Inc. authorizes the following employees to sign on behalf of Midland Trust Company, as so authorized by Exhibit "A", and Midland IRA, Inc. and are each hereby appointed to act in a limited representative capacity as a representative of Midland IRA, Inc. and Midland Trust Company for the benefit of retirement account holders. The persons listed below are hereby granted the individual authority and power to conduct all transactions, including, but not limited to, the authority to buy, sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities; purchase, sale or conveyance of real property and assets; execute contracts; establish bank and brokerage accounts; and are Authorized Signatories for retirement accounts on behalf of Midland IRA, Inc. or Midland Trust Company, or on further behalf of any entities that have granted Midland IRA, Inc., like powers and authority.

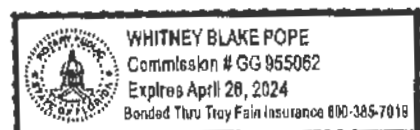
AMANDA BERMUDEZ		HALLEY MAREK		SACHA BRETZ	
AMY AYERS		HELEN TERRY		SARA GARCES	
ASHLEY HONDA		HEATHER BOND		SEAN HILDRETH	
BRANDON HALL		JACQUELINE DIAZ		TAYLOR FLAHAVEN	
BRENNA PETERSON		JACQUELINE OWENS		THERESA KNOWER	
DANIEL HANLON		KELSEY DINEEN		WARREN FOUNTAINE	
GEOFF WATTS		LOGAN THUNE		WHITNEY POPE	

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of the resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same. IN WITNESS THEREOF, I hereunto subscribe my name and on this 11 day of NOVEMBER, 2020.

DAVID A. OWENS, as Secretary

The foregoing document was acknowledged before me on this 11 day of NOVEMBER, 2020 by David A. Owens, who has produced a valid Florida driver's license as identification.

NOTARY PUBLIC



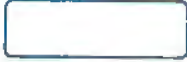


St. Johns County, FL

Tax Bill



Estimate Taxes



2020 TRIM Notice



2019 TRIM Notice



Summary

Parcel ID	1693800100
Location Address	105 3RD ST SAINT AUGUSTINE 32080-0000
Neighborhood	Chautauqua Beach (675)
Tax Description*	2-5 CHAUTAUQUA BCH LOT 10 BLK 20 & N1/2 OF VACATED ALLEY LYING S OR 2924/1213(ORD#07-07) OR 5106/560 <i>*The Description above is not to be used on legal documents.</i>
Property Use Code	Vacant Residential (0000)
Subdivision	Chautauqua Beach Subdivision of the Anas
Sec/Twp/Rng	34-7-30
District	City of St Augustine Beach (District 551)
Millage Rate	16.3239
Acreage	0.120
Homestead	N

Owner Information

Owner Name	Lehan Bradley D 100%
Mailing Address	4 12TH ST SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

	2021
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$164,500
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$164,500
Total Deferred	\$0
Assessed Value	\$164,500
Total Exemptions	\$0
Taxable Value	\$164,500

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
2020	\$0	\$0	\$164,500	\$0	\$0	\$164,500	\$164,500	\$0	\$164,500
2019	\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$154,500	\$0	\$154,500
2018	\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$154,500	\$0	\$154,500
2017	\$0	\$0	\$134,500	\$0	\$0	\$134,500	\$85,650	\$48,850	\$85,650
2016	\$0	\$0	\$109,500	\$0	\$0	\$109,500	\$77,864	\$31,636	\$77,864
2015	\$0	\$0	\$79,500	\$0	\$0	\$79,500	\$70,785	\$8,715	\$70,785
2014	\$0	\$0	\$64,500	\$0	\$0	\$64,500	\$64,350	\$150	\$64,350
2013	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2012	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2011	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2010	\$0	\$0	\$65,000	\$0	\$0	\$65,000	\$65,000	\$0	\$65,000

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	50	100	50	FF	\$160,000
Vacant Residential	7.5	0	1	UT	\$4,500

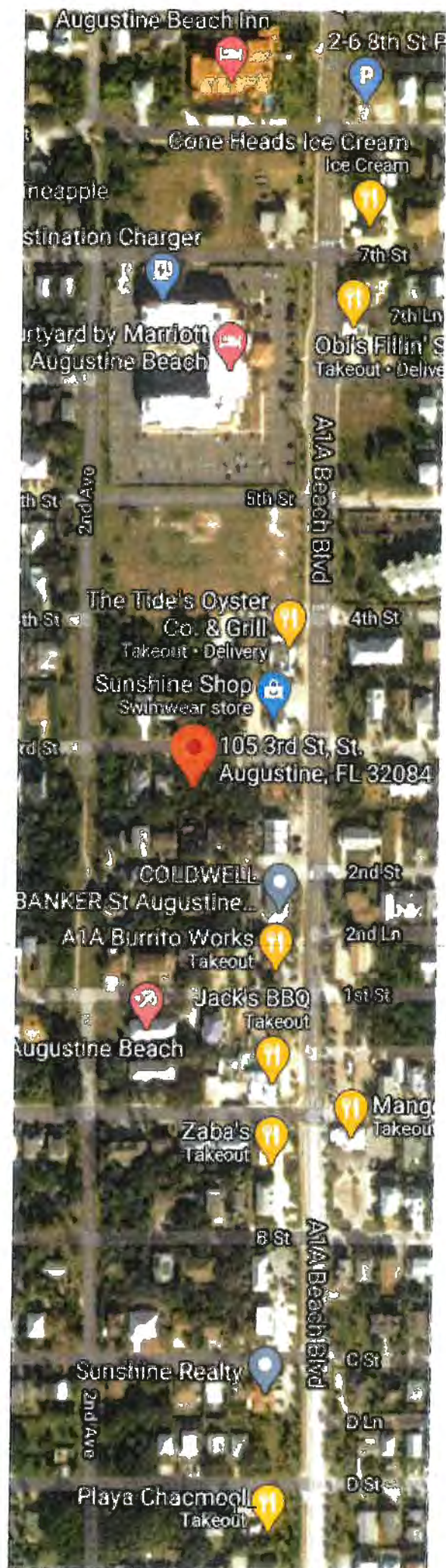
Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
11/23/2020	11/23/2020	\$215,000.00	WARRANTY DEED	5106	560	Q	V	MIDLAND TRUST COMPANY	LEHAN BRADLEY D
8/17/2017	8/17/2017	\$200,000.00	WARRANTY DEED	4422	1661	Q	V	CHAUDON STEPHEN C, LISA G	MIDLAND TRUST COMPANY
8/27/2012	8/17/2012	\$72,000.00	WARRANTY DEED	3605	1898	Q	V	CSB FLORIDA CRE HOLDINGS LLC	CHAUDON STEPHEN C, LISA G
	11/9/2010	\$100.00	CERTIFICATE OF TITLE	3375	22	U	V	FLOYD JAY C, THERESA N/BY SJC COCC	CSB FLORIDA CRE HOLDINGS LLC
	11/18/2009	\$0.00	LIS PENDENS	3262	16	U	V	IBERIA BANK	FLOYD JAY C, THERESA N
	5/29/2009	\$0.00	LIS PENDENS	3199	1488	U	V	CAPITALSOUTH BANK VS:	FLOYD JAY C, THERESA N
	2/16/2006	\$215,000.00	WARRANTY DEED	2650	1236	Q	V	JB2 & ASSOCIATES LLC	FLOYD JAY C, THERESA N
	8/26/2004	\$132,900.00	WARRANTY DEED	2275	472	Q	V	PECE PAOLO	JB2 & ASSOCIATES LLC
	1/3/2002	\$390,000.00	WARRANTY DEED	1699	198	Q	I	BEACH BLVD PROPERTIES INC	PECE PAOLO
	12/11/1997	\$162,600.00	WARRANTY DEED	1283	37	Q	V	FORTUNE RALPH, JOAN	BEACH BLVD PROPERTIES INC

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



Version 2.0.22







ORDERED BY:



RE/MAX
100 REALTY

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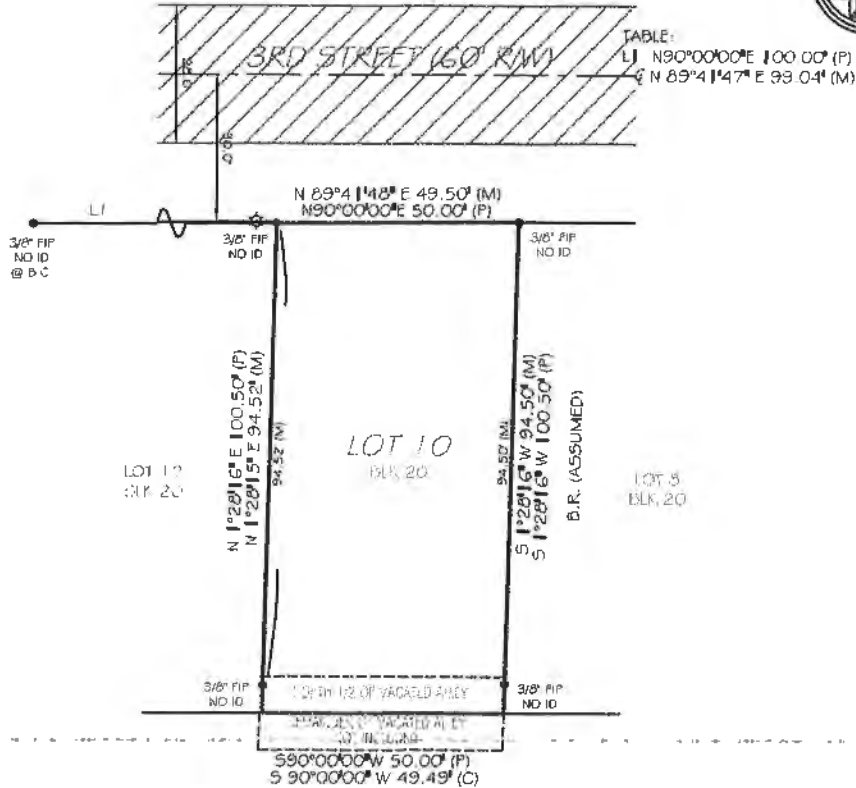
PROPERTY ADDRESS: 105 3RD STREET ST AUGUSTINE, FLORIDA 32080

SURVEY NUMBER: 1707 4333

FIELD WORK DATE: 8/3/2017

REVISION DATE(S): (RLV 0 8/4/2017)

17074333
BOUNDARY SURVEY
ST. JOHNS COUNTY



I hereby certify that the Boundary Survey of the hereon described property has been made under my direction, and to the best of my knowledge and belief, it is a true and accurate representation of a survey that meets the standards of Practice set forth by the Florida Board of Professional Surveyors as mandated by Chapter SJ-17 of the Florida Administrative Code.



GRAPHIC SCALE (In Feet)
1 inch = 30' ft.

Use of This Survey for Purposes other than intended, Without Written Verification, 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 Certified.

FLOOD INFORMATION:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE AE (WITH A BASE FLOOD ELEVATION OF 8). THIS PROPERTY WAS FOUND IN ST. JOHNS COUNTY, COMMUNITY NUMBER 125147, DATED 09/02/2004.

CLIENT NUMBER:

DATE: 8/4/2017

BUYER: James Dyson

SELLER: CHAUDOIN

CERTIFIED TO: JAMES DYSON

POINTS OF INTEREST
NONE VISIBLE

Colleen Ihrig

cihrig@buyaugustine.com
904.825.2700



RE/MAX
100 REALTY

Land Surveyors, Inc.

This is page 1 of 2 and is not valid without all pages.

-24-
LBR 7337

www.exactland.com
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11940 Fairway Lakes Drive, Suite 1 • Ft. Myers, FL 33913

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PROPERTY ADDRESS: 105 3RD STREET ST AUGUSTINE, FLORIDA 32080

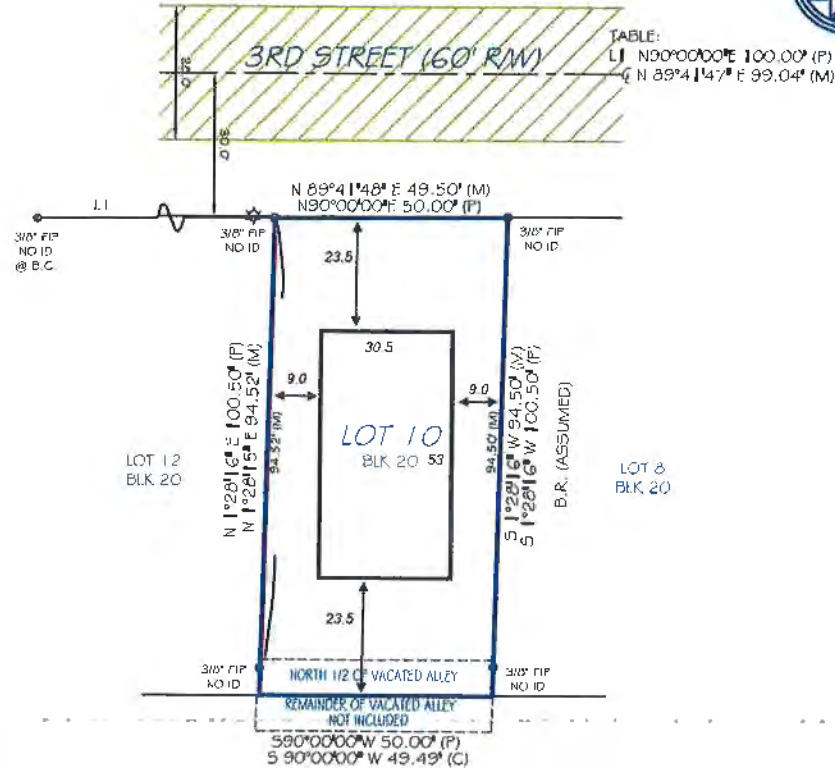
SURVEY NUMBER: 17074333

FIELD WORK DATE: 8/3/2017

REVISION DATE(S): (REV 0 8/4/2017)

17074333

BOUNDARY SURVEY
ST. JOHNS COUNTY



I hereby certify that this boundary survey of the herein described property has been made under my direction, and to the best of my knowledge and belief, it is a true and accurate representation of a survey that meets the standards of practice set forth by the Florida Board of Professional Surveyors and Chapter 5J-17 of the Florida Administrative Code.



GRAPHIC SCALE (in Feet)
1 inch = 30' ft.

Use of This Survey for Purposes other than Intended, Without Written Verification, will be at the User's Sole Risk and Without Liability to the Surveyor
Nothing hereon shall be Constructed to Give ANY Rights or Benefits to Anyone Other than those Certified.

FLOOD INFORMATION:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE A1 (WITH A BASE FLOOD ELEVATION OF 8) THIS PROPERTY WAS FOUND IN ST. JOHNS COUNTY, COMMUNITY NUMBER 125147, DATED 09/02/2004.

POINTS OF INTEREST
NONE VISIBLE

CLIENT NUMBER:

DATE: 8/4/2017

BUYER: James Dyson

SELLER: CHAUDOIN

CERTIFIED TO: JAMES DYSON

Colleen Ihrig
c ihrig@buyaugustine.com
904.825.2700



RE/MAX
100 REALTY

EXACTA
Land Surveyors, Inc.

www.exactaland.com

886-435-1916 - F866-744-2882
11940 Fairway Lakes Drive, Suite 1 - Ft. Myers, FL 33913

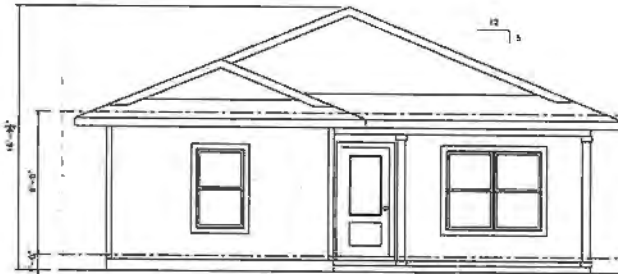
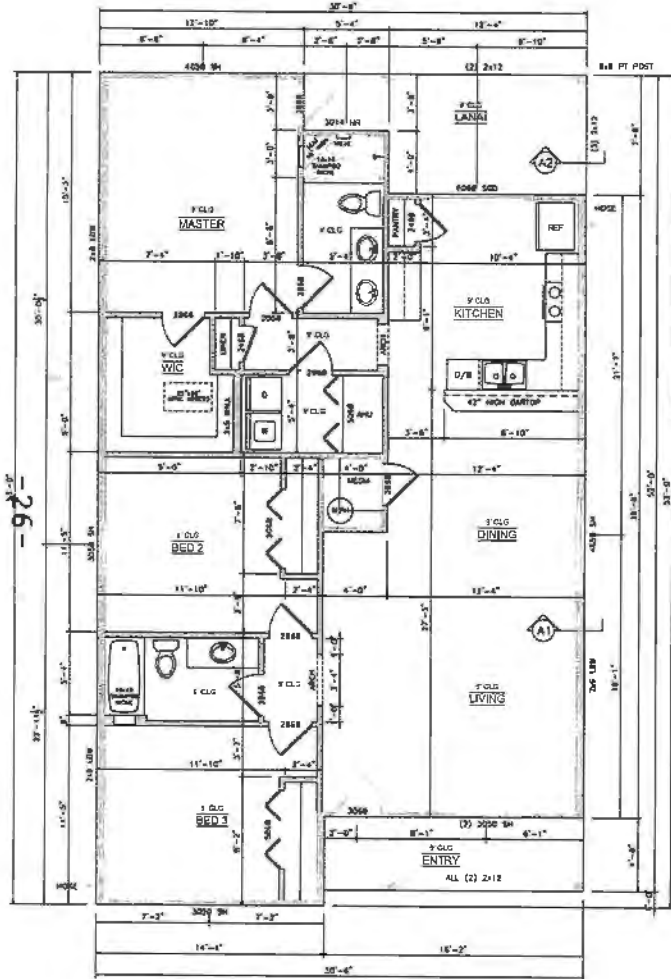
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-25-

FLOOR PLAN

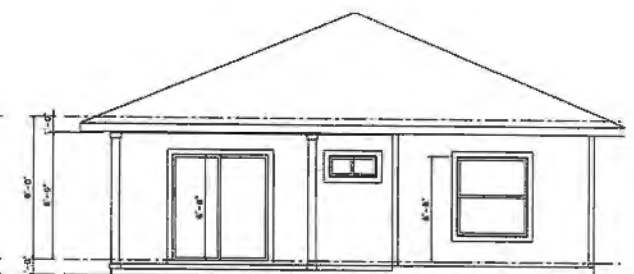
SCALE: 1/4" = 1'-0"

LIVING	841.1	sf
KITCHEN	114	sf
ENTRY	75	sf
TOTAL	1800	sf



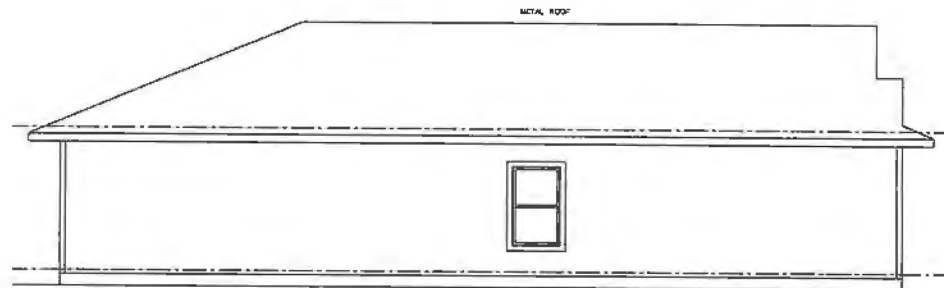
FRONT ELEVATION

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



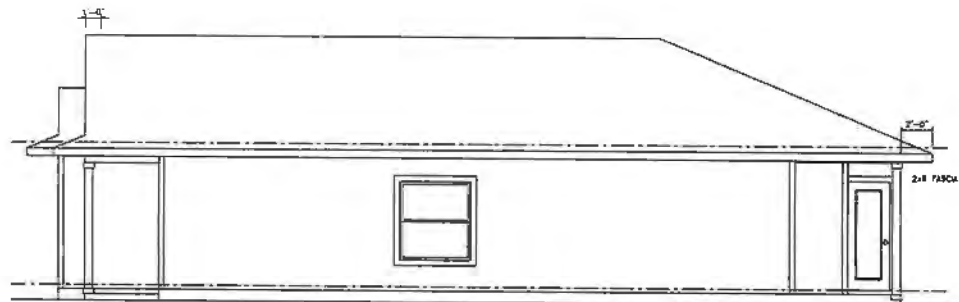
REAR ELEVATION

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



LEFT ELEVATION

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



RIGHT ELEVATION

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

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

2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

WWW.STAUGBECH.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) 10 Block(s) 20 Subdivision CHAUTAUQUA BEACH

Street Address 105 3RD STREET

2. Location (N, S, W, E): S Side of (Street Name): 3RD STREET

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

4. Real estate parcel identification number: ~~169380~~ 0100

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

BRADLEY D. LEHAN

4 12TH STREET, ST ANG. BEACH 32080

6. Current land use classification: COMMERCIAL

7. Land use variance being sought: MINOR SIDE (1 FT) & FRONT/REAR (1.5 FT) SETBACK
INCURSION

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

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

- SEE ATTACHED -

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

- SEE ATTACHED -

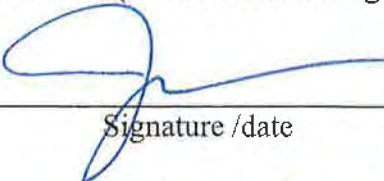
11. Has a variance application been submitted in the past year? Yes No (Circle one) If yes, what was the final result? _____

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

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

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

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

<u>JAMES G. WHITEHOUSE ESQ.</u> Print name (owner or his/ her agent)	<u>ST. JOHNS LAW GROUP</u> Print name (applicant or his/her agent)
 Signature /date	<u>12/21/20</u> Signature /date
<u>104 S2A GROVE MAIN STREET</u> Owner/agent address	<u>*(OWNER'S AUTH ATTACHED)</u> Applicant/agent address
<u>(904) 495-0400</u> Phone number	 Phone number

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

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

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

Date: 12-21-2020

Variance File #: VAR2021-02

Applicant's name: James G. Whitehouse, Agent for Bradley D. Lehan

Applicant's address: 104 Seagrove Mark Street, St. Augustine
Beach, Florida 32080

For land use variance at: 105 3rd Street, St. Augustine Beach,
Florida 32080

Charges

Application Fee: \$400.00 Date Paid: 12-21-2020

Legal Notice Sign: \$10.00 Date Paid: 12-21-2020

Received by Bonnie Miller

Date 12-21-2020

Invoice # I2003042

Check # or type of credit or debit card 13593/13595

Instructions for Applying for a Land Use Variance

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

Considerations for the Granting of a Land Use Variance

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

— SEE ATTACHED —

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

— SEE ATTACHED —

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

— SEE ATTACHED —

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

— SEE ATTACHED —

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

— SEE ATTACHED —

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

— SEE ATTACHED —

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.



Dedicated and Responsive Service

December 21, 2020

TO: City of St. Augustine Beach Building and Zoning Department
2200 A1A South
St. Augustine Beach, FL
Phone: 904-471-8758

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

RE: VARIANCE APPLICATION – 105 3rd STREET

Summary of Variance Requested:

A zoning variance request from the City of St. Augustine Beach Land Development Regulations, Sec. 6.01.03. - Building setback requirements, in order construct an unimposing, one-story, 1600 square foot, single family dwelling. This request seeks a minor one-and-a-half-foot incursion into the front and rear setbacks and a one-foot incursion onto the two side yard setbacks, in order to construct this one-story, 1600 square foot house, as proposed. Although most of the houses in the area are constructed with the formerly applicable 7.5-foot side and 20-foot front and rear setbacks, the new requirements call for increased setbacks. To be clear, the commission instituted these new 10-foot side and 25-foot front and rear setbacks with their stated intent of addressing the current construction trend of large two- and three-story houses and the imposition of their mass and scale upon neighboring properties. Applicant hereby proposes to instead build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Thus, they are required to ask for a very minor incursion into the side and rear setbacks. Accordingly, if granted, this house will remain a foot and half more than the other 7-and-a-half-foot side setbacks and 3 and a half feet more than the 20-foot front and rear setbacks, and the house will be one story and of a size that flatters the current neighborhood with its compatible size and scale. Moreover, a grant of this variance allows the applicant to continue the current look of the area and to respect the current mass and scale of the current houses in the area.

Facts and General Information as to Owner/Parcel

1. This property is tagged with a commercial designation, although it is situated in that transitional area between traditional commercial uses along the boulevard and the neighborhood, single family uses that lay further down the side streets.
2. Over time, these transitional areas have developed with transitional uses, such as

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

some forms of residential or mixed-residential uses to buffer the traditional residential uses that lie to the west.

3. Many of these mixed-residential uses have (within the letter of the code) placed several story structures on these parcels and that led the commission to increase the setbacks in an attempt to protect the current residential uses in the areas.

4. This request is for a very minor incursion into the setbacks on each side in an attempt to center the house on the property and to keep it at one story, all of which will allow this transitional residential use to be developed in complete compatibility with the current neighborhood. Of particular note is that these one foot and one and half foot requests are not to increase the size of the house; instead, they are to keep it at one story for mass and scale compatibility and neighborhood compatibility reasons.

5. The traditional setbacks for many years had all been at 7.5 feet for the sides and 20 feet for the front and rear, until all of the setbacks were changed in October of 2018 by the city in an attempt to address mass and scale. Moreover, the majority of houses in this area already sit with only 7.5 setbacks on the sides and 20-foot setbacks in the front and rear, as you will see from the attached aerials.

6. The proposed home will exceed those traditional setbacks by three and a half feet in the front and rear and by a foot and a half on the sides, and it will only be one story on a mass and scale comparable with the area homes.

Discussion and Additional Justification

In order for a Zoning Variance to be approved by the City's Comprehensive Planning and Zoning Board (PZB), the applicant must demonstrate compliance with Section 10.02.03 of the City of St. Augustine Beach Land Development Regulations. Section 10.02.03 states in part that the PZB may grant a Zoning Variance when the following findings are made:

Initial determination. The comprehensive planning and zoning board shall first determine whether the need for the proposed variance arises out of the physical surroundings, shape, topographical condition, or other physical or environmental conditions that are unique to the specific property involved. If so, the board shall make the following required findings based on the granting of the variance for that site alone. If, however, the condition is common to numerous sites so that requests for similar variances are likely to be received, the board shall make the required findings based on the cumulative effect of granting the variance to all who may apply.

The Code goes on to state that “in making the determination, the board shall consider the factors enumerated below. The presence of a single factor shall not warrant either the granting or denial of the application” and that “the burden of demonstrating factually that the granting of the application is warranted is on the applicant.”

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.

Our lot is tagged with a commercial designation, although it is situated in that transitional area between traditional commercial uses along the boulevard and the

neighborhood, single family uses that lay further down the side streets. Over time, up and down the boulevard, these transitional areas have developed with transitional uses, such as some form of residential or mixed-residential uses to buffer the traditional residential uses that lay to the west. This request proposes to place a residential use upon this lot with the ability to use it for these same type of transitional uses as have become common.

This request seeks to construct a compatible, one-story, 1600 square foot house, as proposed. As you will see from the aerials, this proposal is extremely compatible as a transitional use between the traditional commercial uses of the Kookaburra and the Sunshine Shop and the single-family houses in the area to the west.

Unfortunately, since these parcels are in this transitional area, but they are labeled with a commercial designation, they have sat undeveloped due to their location in this transitional area. Although they carry a higher economic value to be sold for traditional commercial uses, traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in single family houses to the west; thus, their location and lack of traditional commercial use have caused the inability for them to be used for a reasonable economic use unless they are transitioned to quasi-residential and mixed residential uses. To allow this to occur, the applicant proposes to build a one story transitional residential use that will not only allow viable economic use of the property, but will also be compatible with the adjoining uses and provide that transitional buffer between traditional commercial uses and lower-density residential uses.

Although the trend in these transitional residential and mixed residential areas is for larger two- and three-story houses, this request actually proposes instead to build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Accordingly, if the applications before the city are granted, this house will be one story and of a size that flatters the current neighborhood with its compatible size and scale.

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.

The setbacks were recently changed (October 2018), so most of the houses on this street already have the previous setbacks (including 20 feet in the rear, rather than the current 25 ft set back, and 7.5 feet on the sides, instead of the current 10 feet). This application merely seeks to construct an unimposing, one-story, 1600 square foot, single family dwelling. This request seeks a minor one-and-a-half-foot incursion into the front and rear setbacks and a one-foot incursion onto the two side yard setbacks, in order to construct this one-story, 1600 square foot house, as proposed. Although most of the houses in the area are constructed with the formerly applicable 7.5-foot side and 20-foot front and rear setbacks, the new requirements call for increased setbacks. To be clear, the commission instituted these new 10-foot side and 25-foot front and rear setbacks with their stated intent of addressing the current construction trend of large two- and three-story houses and the imposition of their mass and scale upon neighboring properties. Applicant hereby proposes to instead build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Thus, they are required to ask for a very minor incursion into the side and rear setbacks. Accordingly, if granted, this house will remain a foot and half more than the other 7-and-a-half-foot side setbacks and 3 and a half feet

more than the 20-foot front and rear setbacks, and the house will be one story and of a size that flatters the current neighborhood with its compatible size and scale. Moreover, a grant of this variance allows the applicant to continue the current look of the area and to respect the current mass and scale of the current houses in the area.

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.

The setbacks were recently changed (October 2018), so most of the houses on this street already have the previous setbacks (including 20 feet in the rear, rather than the current 25 ft set back, and 7.5 feet on the sides, instead of the current 10 feet). This application merely seeks to construct an unimposing, one-story, 1600 square foot, single family dwelling. This request seeks a minor one-and-a-half-foot incursion into the front and rear setbacks and a one-foot incursion onto the two side yard setbacks, in order to construct this one-story, 1600 square foot house, as proposed. Although most of the houses in the area are constructed with the formerly applicable 7.5-foot side and 20-foot front and rear setbacks, the new requirements call for increased setbacks. To be clear, the commission instituted these new 10-foot side and 25-foot front and rear setbacks with their stated intent of addressing the current construction trend of large two- and three-story houses and the imposition of their mass and scale upon neighboring properties. Applicant hereby proposes to instead build a one-story house with only 1600 square feet, so as to fit into the current neighborhood.

As you will see from the aerials, the majority of the lots in the area already employ the lesser traditional setbacks. Further, each request is fact specific and this request seeks the variance so as to keep their structure one story and at a mass and scale that will complement the neighborhood. In fact, if approved, a grant of this permit will not have any adverse effect upon the area; instead, it will promote the public interest to preserve the currently approved development pattern of the area with a use that meets the transitional buffer planning pattern and is of a wholly compatible mass and scale as to compliment the neighborhood uses to the west.

Again, this request is not to seek a variance to make a larger house with decreased setbacks; instead, although the trend in these transitional residential and mixed residential areas is for larger two- and three-story houses, this request actually proposes to build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Accordingly, if the applications before the city are granted, this house will be one story and of a size that flatters the current neighborhood with its compatible size and scale. Accordingly, the applicant needs the additional foot on each side so as to keep this at one story, not to make the house bigger, as reflected by the 1600 sq.ft size.

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

Yes, the request for the one foot on each side, which will still have 9 foot setbacks, and for 1.5 feet on the front and rear, which will still have 23.5 feet setbacks, is not to seek a variance to make a larger house with decreased setbacks; instead, although the trend in these transitional residential and mixed residential areas is for larger two and three story houses, this request actually proposes to build a one-story house with only 1600 square

feet, so as to fit into the current neighborhood. Accordingly, if the applications before the city are granted, this house will be one story and of a size that flatters the current neighborhood with its compatible size and scale. Accordingly, the applicant needs the additional foot on each side so as to keep this at one story, not to make the house bigger, as reflected by the 1600 sq.ft size.

As aforementioned, unfortunately, since these parcels are in this transitional area, but they are labeled with a commercial designation, they have sat undeveloped due to their location in this transitional area. Although they carry a higher economic value to be sold for traditional commercial uses, traditional commercial uses are not held in high regard on these transitional lots by either commercial end users or by the neighboring residents in single family houses to the west; thus, their location and lack of traditional commercial use have caused the inability for them to be used for a reasonable economic use unless they are transitioned to quasi-residential and mixed residential uses. To allow this to occur, the applicant proposes to build a one story transitional residential use that will not only allow viable economic use of the property, but will also be compatible with the adjoining uses and provide that transitional buffer between traditional commercial uses and lower-density residential uses.

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.

Again, the majority of houses in this area already sit with only a 20-foot setback in the rear, as you will see from the attached aerials. Moreover, this variance will not adversely affect the area properties because the re-constructed home will have increased setbacks to 9 feet on the sides and 23.5 feet on the front and rear. Again, this request is not to seek a variance to make a larger house with decreased setbacks; instead, although the trend in these transitional residential and mixed residential areas is for larger two- and three-story houses, this request actually proposes to build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Accordingly, if the applications before the city are granted, this house will be one story and of a size that flatters the current neighborhood with its compatible size and scale.

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 granting of this request will have no adverse effect on these factors.

In sum, the need for the proposed variance arises out of the physical surroundings and the physical or environmental conditions that are unique to the specific property involved based upon its location and its commercial designation in a transitional area. This request seeks a minor one-and-a-half-foot incursion into the front and rear setbacks and a one-foot incursion onto the two side yard setbacks, in order to construct this one-story, 1600 square foot house, as proposed. Although most of the houses in the area are constructed with the formerly applicable 7.5-foot side and 20-foot front and rear setbacks, the new requirements call for increased setbacks. To be clear, the commission instituted these new 10-foot side and 25-foot front and rear setbacks with their stated intent of addressing the current construction trend of large two- and three-story houses and the imposition of their mass and scale upon neighboring

properties. Applicant hereby proposes to instead build a one-story house with only 1600 square feet, so as to fit into the current neighborhood. Thus, they are required to ask for a very minor incursion into the side and rear setbacks. Accordingly, if granted, this house will remain a foot and half more than the other 7-and-a-half-foot side setbacks and 3 and a half feet more than the 20-foot front and rear setbacks, and the house will be one story and of a size that flatters the current neighborhood with its compatible size and scale. Moreover, a grant of this variance allows the applicant to continue the current look of the area and to respect the current mass and scale of the current houses in 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 Applicant



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 Form

JAMES G. WHITTEHOUSE ESQ is hereby authorized TO ACT ON BEHALF OF
BRADLEY D. LEHAN, the owner(s) of the property described in
the attached application, and as described in the attached deed or other such proof of ownership as may be
required, in applying to St. Augustine Beach, Florida, for an application related to a development, land use, zoning
or conditional or special use permit or other action pursuant to an application for:

105 3RD STREET

By signing, I affirm that the legal owner(s), as listed on the recorded warranty deed on file with the St. Johns
County Clerk of Courts, have been notified of the above application.

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

Signature of Owner(s) [Signature]

Printed Name(s) BRAD LEHAN

Address of Owner(s) 4 12th Street SDB, FL 32080

Telephone Number of Owner(s) 904 338 0153

State of Florida
County of St. Johns

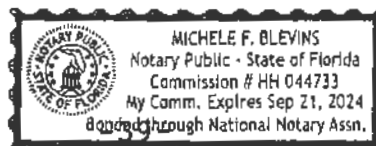
The foregoing Instrument was acknowledged before me this 8TH day of December, 2020, by

BRADLEY D. LEHAN, who is personally known ☒ or who has produced identification.

Type of identification produced US GLOBAL ENTRY ID

Signature of Notary Public—State of Florida

Notary Stamp/Seal/Commission Expiration Date:



This instrument was prepared by:

Charlotte Kelley

Action Title Services of St. Johns County, Inc.

3670 US 1 South, Suite 110, St. Augustine, Florida 32086

File Number: 19868

Consideration: \$215,000.00

Documentary Stamps Paid: \$1,505.00

This Warranty Deed

Made this November 23, 2020 A.D. By

Midland Trust Company hereinafter called the grantor,

to Bradley D. Lehan, whose post office address is: 4 12th Street St. Augustine, Florida 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 Grantor, for the sum of **Ten Dollars and no cents (\$10.00)** and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

LOT 10, BLOCK 20, CHAUTAUQUA BEACH SUBDIVISION, ACCORDING TO PLAT THEREOF AS RECORDED IN PLAT BOOK 2, PAGE 5 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA, TOGETHER WITH THE NORTH HALF OF VACATED ALLEY LYING ADJACENT TO SAID LOT, SAID PORTION BEING BOUND ON THE EAST AND WEST BY THE SOUTHERLY PROLONGATION OF THE EAST AND WEST LINES OF SAID LOT 10, BLOCK 20, VACATED BY ORDINANCE NO. 07-07 AS RECORDED IN OFFICIAL RECORDS BOOK 2924, PAGE 1213 OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Parcel ID Number: 169380-0100

Grantor warrants that said property is not the homestead of the Grantor(s) under the laws and constitution of the State of Florida in that neither Grantor(s) or any members of the household of Grantor(s) reside thereon as defined by Article X, Section 4 of the Florida Constitution, nor is it adjacent to or contiguous with any of his/their homestead(s) and that the property described herein is not now, nor has it ever been, the primary residence/homestead of the owner or the owner's spouse or dependent child, if any.

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

[signature page to follow]

SUBJECT TO covenants, restrictions, easements, limitations and reservations of record, if any. However, this reference does not reimpose same. Subject to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any.

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 and assessments accruing subsequent to December 31, 2020.

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

TWO DIFFERENT WITNESSES HAVE SIGNED BELOW (THE NOTARY MAY BE ONE OF THE TWO WITNESSES) AND NEITHER WITNESS NOR THE NOTARY IS RELATED TO THE GRANTOR(S) OR HAS A BENEFICIAL INTEREST IN THE SALE OF THIS PROPERTY DESCRIBED HEREIN.

Signed, sealed and delivered in our presence:

✓ (1) Sach Bretz

✓ Witness Printed Name Sache Bretz

✓ (2) [Signature]

✓ Witness Printed Name Ryan Austin

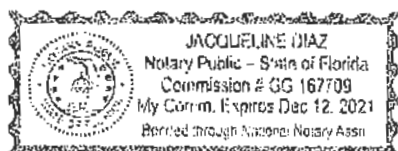
✓ State of FL

✓ County of Lee

✓ [Signature] (Seal)
Midland Trust Company as Custodian FBO James Dyson
#6541801
By Sara Garces
As IRA Administrator
Address: 1320 Royal Palm Sq Blvd. #320 Ft. Myers, FL
33919

✓ The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this November 10th, 2020, by Sara Garces, as IRA Administrator for Midland Trust Company. Such person (notary must check applicable box):

- ✓ ☒ is / are personally known to me.
✓ ☐ produced a current Florida Driver's license as identification.
✓ ☐ produced _____ as identification.



✓ [Signature]
Notary Public
Print Name: _____
My Commission Expires: _____

✓ (NOTARY SEAL)

CORPORATE RESOLUTION



MIDLAND

TRUST COMPANY

DULY PASSED ON NOVEMBER 9, 2020

EXHIBIT "A"

I, the undersigned, hereby certify that I am the Secretary of Midland Trust Company, a corporation duly organized and existing under and by virtue of the laws of the State of South Dakota; that I am the keeper of the corporate records of this Corporation and that as such, I am authorized to execute this certification on behalf of this Corporation; that the following is a true, correct and compared copy of a resolution duly adopted and ratified at a meeting of the Board of Directors of this Corporation, duly called and held in accordance with its charter and by-laws, at which meeting a quorum was present and acting throughout, that said resolution has not been in any way amended, annulled, modified, rescinded or revoked, but is in full force and effect.

I, James Riswold, Secretary of Midland Trust Company, (the "Organization") hereby certify that the foregoing is a true copy of a resolution duly adopted by the directors of the Organization, at a meeting duly held at which quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with Articles of Incorporation of the Organization.

Now, Therefore, Be It Resolved: That each of the following individuals are each hereby appointed to act in a limited representative capacity as a representative of Midland Trust Company, for the benefit of retirement account holders. The persons listed below are hereby granted the individual authority and power to conduct all transactions, including, but not limited to, the authority to buy, sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities; purchase, sale or conveyance of real property and assets; execute contracts; establish bank and brokerage accounts; and are Authorized Signatories for retirement accounts on behalf Midland Trust Company, or on further behalf of any entities that have granted Midland Trust Company, like powers and authority.

AMANDA BERMUDEZ

Amanda Bermudez

HALLEY MAREK

Halley Marek

SACHA BRETZ

Sacha Bretz

AMY AYERS

Amy Ayers

HELEN TERRY

Helen Terry

SARA GARCES

Sara Garces

ASHLEY HONDA

Ashley Honda

HEATHER BOND

Heather Bond

SEAN HILDRETH

Sean Hildreth

BRANDON HALL

Brandon Hall

JACQUELINE DIAZ

Jacqueline Diaz

TAYLOR FLAHAVEN

Taylor Flahaven

BRENNA PETERSON

Brenna Peterson

JACQUELINE OWENS

Jacqueline Owens

THERESA KNOWER

Theresa Knowler

DANIEL HANLON

Daniel Hanlon

KELSEY DINEEN

Kelsey Dineen

WARREN FOUNTAINE

Warren Fountaine

GEOFF WATTS

Geoff Watts

LOGAN THUNE

Logan Thune

WHITNEY POPE

Whitney Pope

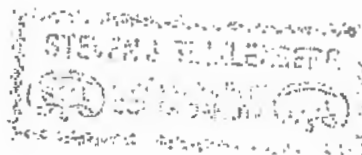
I further certify that the Board of Directors of the Corporation has, and at the time of adoption of the resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same. IN WITNESS THEREOF, I hereunto subscribe my name and on this 10th day of November, 2020.

James Riswold
James Riswold, as Secretary

The foregoing document was acknowledged before me on this 10th day of November, 2020 by James Riswold, who has produced a valid South Dakota driver's license as identification.

[Signature]
NOTARY PUBLIC

EXP: 4-10-25



CORPORATE RESOLUTION



MIDLAND

DULY PASSED ON NOVEMBER 9, 2020

I, the undersigned, hereby certify that I am the Secretary of Midland IRA, Inc., a corporation duly organized and existing under and by virtue of the laws of the State of Florida; that I am the keeper of the corporate records of this Corporation and that as such, I am authorized to execute this certification on behalf of this Corporation; that the following is a true, correct and compared copy of a resolution duly adopted and ratified at a meeting of the Board of Directors of this Corporation, duly called and held in accordance with its charter and by-laws, at which meeting a quorum was present and acting throughout; that said resolution has not been in any way amended, annulled, modified, rescinded or revoked, but is in full force and effect.

I, David A. Owens, Secretary of Midland IRA, Inc., (the "Organization") hereby certify that the foregoing is a true copy of a resolution duly adopted by the directors of the Organization, at a meeting duly held at which quorum was present and voting and that the same has not been repealed or amended and remains in full force and effect and does not conflict with Articles of Incorporation of the Organization.

Whereas, Midland Trust Company by corporate resolution attached as Exhibit "A" and incorporated herein has authorized Midland IRA, Inc. and certain employees thereof to act on its behalf; and

Whereas, Midland IRA, Inc. desires to authorize certain employees to act, in a limited capacity, on behalf Midland IRA, Inc. and Midland Trust Company.

Now, Therefore, Be It Resolved: That the Board of Directors of Midland IRA, Inc. authorizes the following employees to sign on behalf of Midland Trust Company, as so authorized by Exhibit "A", and Midland IRA, Inc. and are each hereby appointed to act in a limited representative capacity as a representative of Midland IRA, Inc. and Midland Trust Company for the benefit of retirement account holders. The persons listed below are hereby granted the individual authority and power to conduct all transactions, including, but not limited to, the authority to buy, sell, assign, and endorse for transfer, certificates representing stocks, bonds, or other securities; purchase, sale or conveyance of real property and assets; execute contracts; establish bank and brokerage accounts; and are Authorized Signatories for retirement accounts on behalf of Midland IRA, Inc. or Midland Trust Company, or on further behalf of any entities that have granted Midland IRA, Inc. like powers and authority.

AMANDA BERMUDEZ

HALLEY MAREK

SACHA BRETZ

AMY AYERS

HELEN TERRY

SARA GARCES

ASHLEY HONDA

HEATHER BOND

SEAN HILDRETH

BRANDON HALL

JACQUELINE DIAZ

TAYLOR FLAHAVEN

BRENNA PETERSON

JACQUELINE OWENS

THERESA KNOWER

DANIEL HANLON

KELSEY DINEEN

WARREN FOUNTAINE

GEOFF WATTS

LOGAN THUNE

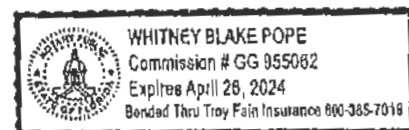
WHITNEY POPE

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of the resolution had, full power and lawful authority to adopt the foregoing resolution and to confer the powers granted to the persons named who have full power and lawful authority to exercise the same. IN WITNESS THEREOF, I hereunto subscribe my name and on this 11 day of November, 2020

DAVID A. OWENS, as Secretary

The foregoing document was acknowledged before me on this 11 day of November, 2020 by David A. Owens, who has produced a valid Florida driver's license as identification.

NOTARY PUBLIC





St. Johns County, FL

Tax Bill

Estimate Taxes

2020 TRIM Notice

2019 TRIM Notice

Summary

Parcel ID 1693800100
Location Address 105 3RD ST
SAINT AUGUSTINE 32080-0000
Neighborhood Chautauqua Beach (675)
Tax Description* 2-5 CHAUTAUQUA BCH LOT 10 BLK 20 & N1/2 OF VACATED ALLEY LYING S OR 2924/1213(ORD#07-07) OR 5106/560
*The Description above is not to be used on legal documents.
Property Use Code Vacant Residential (0000)
Subdivision Chautauqua Beach Subdivision of the Anas
Sec/Twp/Rng 34-7-30
District City of St Augustine Beach (District 551)
Millage Rate 16.3239
Acreage 0.120
Homestead N

Owner Information

Owner Name [Lehan Bradley D](#) 100%
Mailing Address 4 12TH ST
SAINT AUGUSTINE, FL 32080-0000

Map



Valuation Information

	2021
Building Value	\$0
Extra Features Value	\$0
Total Land Value	\$164,500
Agricultural (Assessed) Value	\$0
Agricultural (Market) Value	\$0
Just (Market) Value	\$164,500
Total Deferred	\$0
Assessed Value	\$164,500
Total Exemptions	\$0
Taxable Value	\$164,500

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
2020	\$0	\$0	\$164,500	\$0	\$0	\$164,500	\$164,500	\$0	\$164,500
2019	\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$154,500	\$0	\$154,500
2018	\$0	\$0	\$154,500	\$0	\$0	\$154,500	\$154,500	\$0	\$154,500
2017	\$0	\$0	\$134,500	\$0	\$0	\$134,500	\$85,650	\$48,850	\$85,650
2016	\$0	\$0	\$109,500	\$0	\$0	\$109,500	\$77,864	\$31,636	\$77,864
2015	\$0	\$0	\$79,500	\$0	\$0	\$79,500	\$70,785	\$8,715	\$70,785
2014	\$0	\$0	\$64,500	\$0	\$0	\$64,500	\$64,350	\$150	\$64,350
2013	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2012	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2011	\$0	\$0	\$58,500	\$0	\$0	\$58,500	\$58,500	\$0	\$58,500
2010	\$0	\$0	\$65,000	\$0	\$0	\$65,000	\$65,000	\$0	\$65,000

Land Information

Use Description	Front	Depth	Total Land Units	Unit Type	Land Value
Vacant Residential	50	100	50	FF	\$160,000
Vacant Residential	7.5	0	1	UT	\$4,500

Sale Information

Recording Date	Sale Date	Sale Price	Instrument Type	Book	Page	Qualification	Vacant/Improved	Grantor	Grantee
11/23/2020	11/23/2020	\$215,000.00	WARRANTY DEED	5106	560	Q	V	MIDLAND TRUST COMPANY	LEHAN BRADLEY D
8/17/2017	8/17/2017	\$200,000.00	WARRANTY DEED	4422	1561	Q	V	CHAUDOIN STEPHEN C, LISA G	MIDLAND TRUST COMPANY
8/27/2012	8/17/2012	\$72,000.00	WARRANTY DEED	3605	1898	Q	V	CSB FLORIDA CRE HOLDINGS LLC	CHAUDOIN STEPHEN C, LISA G
	11/9/2010	\$100.00	CERTIFICATE OF TITLE	3375	22	U	V	FLOYD JAY C, THERESA N/BY SJC COCC	CSB FLORIDA CRE HOLDINGS LLC
	11/18/2009	\$0.00	LIS PENDENS	3262	15	U	V	IBERIABANK	FLOYD JAY C, THERESA N
	5/29/2009	\$0.00	LIS PENDENS	3199	1488	U	V	CAPITALSOUTH BANK VS:	FLOYD JAY C, THERESA N
	2/16/2006	\$215,000.00	WARRANTY DEED	2650	1236	Q	V	JB2 & ASSOCIATES LLC	FLOYD JAY C, THERESA N
	8/26/2004	\$132,900.00	WARRANTY DEED	2275	472	Q	V	PECE PAOLO	JB2 & ASSOCIATES LLC
	1/3/2002	\$390,000.00	WARRANTY DEED	1699	193	Q	I	BEACH BLVD PROPERTIES INC	PECE PAOLO
	12/11/1997	\$162,600.00	WARRANTY DEED	1283	37	Q	V	FORTUNE RALPH, JOAN	BEACH BLVD PROPERTIES INC

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

User Privacy Policy
GDPR Privacy Notice



Last Data Upload: 12/17/2020 12:49:30 AM

Version 2.3.99





CITY OF ST AUGUSTINE FLA 32111

3rd St

A1A Beach Blvd

A1A Beach Blvd

3rd St

ORDERED BY:



RE/MAX
100 REALTY

www.remax.com



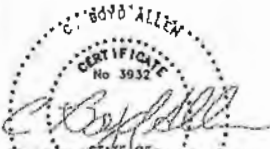
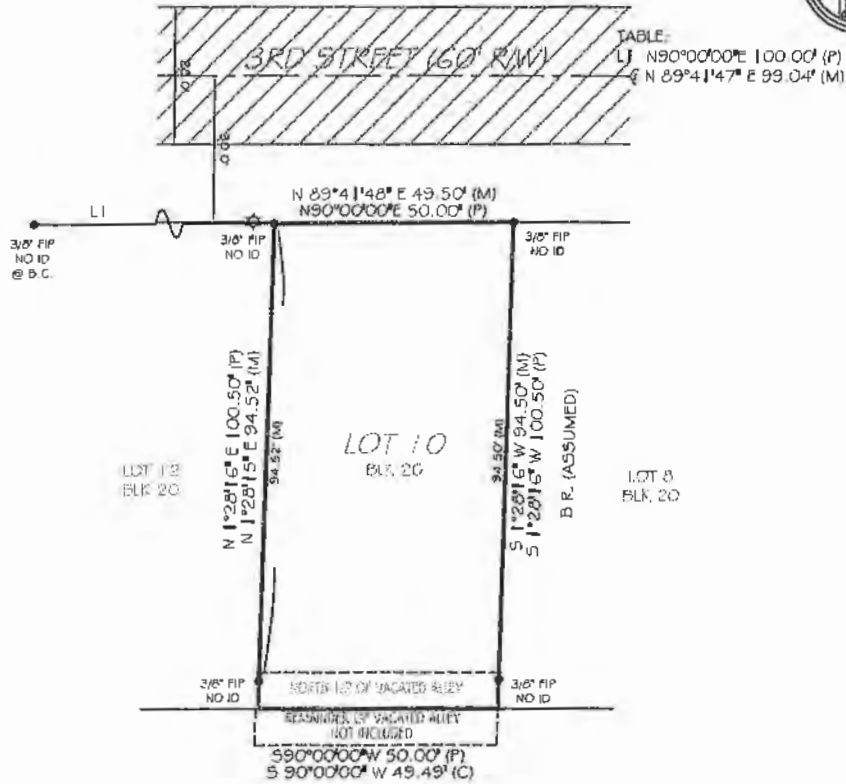
PROPERTY ADDRESS: 105 3RD STREET ST AUGUSTINE, FLORIDA 32080

SURVEY NUMBER: 1707 4333

FIELD WORK DATE: 6/3/2017

REVISION DATE(S): (REV 0 8/4/2017)

17074333
BOUNDARY SURVEY
ST. JOHNS COUNTY



I hereby certify that the Boundary Survey of the hereon described property has been made under my direction, and to the best of my knowledge and belief, it is a true and accurate representation of a survey that meets the standards of Practice set forth by the Florida Board of Professional Surveyors and Registrars, Chapter 5J-17 of the Florida Administrative Code.



GRAPHIC SCALE (In Feet)
1 inch = 30' ft.

Use of This Survey for Purposes other than intended, Without Written Verification, will be at the User's Sole Risk and Without Liability to the Surveyor.
Nothing hereon shall be construed to Give ANY Rights or Benefits to Anyone Other than those Certified.

FLOOD INFORMATION:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE AE (WITH A BASE FLOOD ELEVATION OF 8). THIS PROPERTY WAS FOUND IN ST. JOHNS COUNTY, COMMUNITY NUMBER 125147, DATED 09/02/2004.

POINTS OF INTEREST
NONE VISIBLE

CLIENT NUMBER:

DATE: 8/4/2017

BUYER: James Dyson

SELLER: CHAUDOIN

CERTIFIED TO: JAMES DYSON

Colleen Ihrig

cihrig@buyaugustine.com
904.825.2700

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Land Surveyors, Inc.

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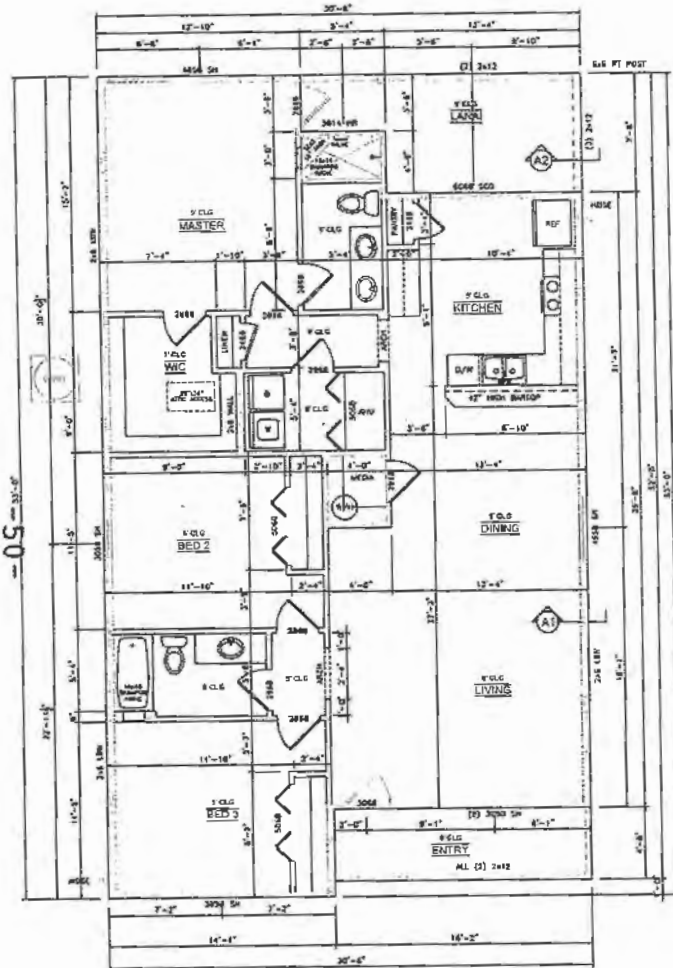
This is page 1 of 2 and is not valid without all pages.



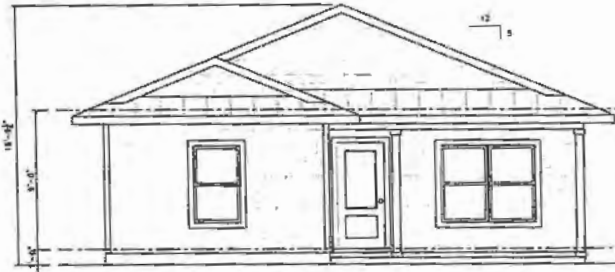
FLOOR PLAN

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

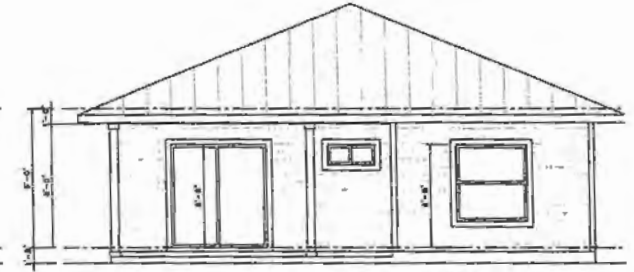
CEILING	1433 sf
FLOOR	114 sf
ENTRY	75 sf
TOTAL	1800 sf



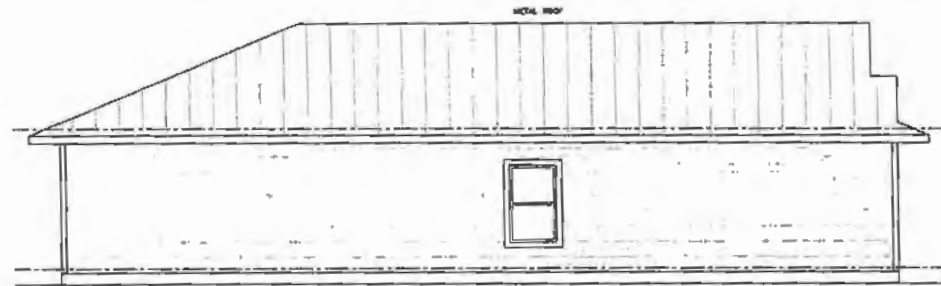
SHEARWALLS
ALL EXTERIOR MASONRY AND FRAME WALLS
BETWEEN ALL WINDOW AND DOOR OPENINGS
FULL WALL SECTIONS ARE SHEARWALLS



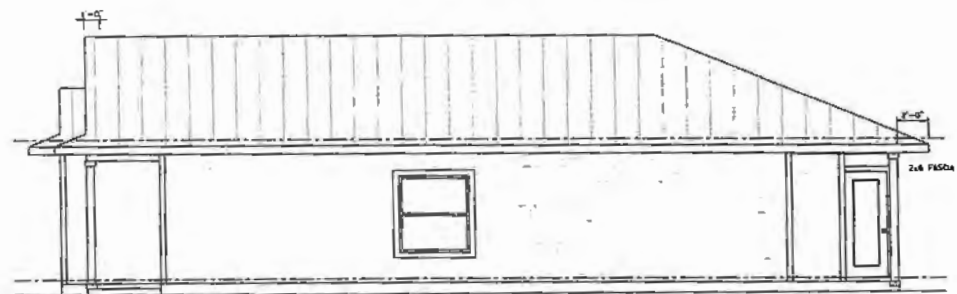
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



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



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



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

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Conditional Use File No. CU 2021-01
Date: Wednesday, January 20, 2021


Please be advised that at its regular monthly meeting held Tuesday, January 19, 2021, 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 Lot 10, Block 20, Chautauqua Beach Subdivision, at 105 3rd Street, St. Augustine Beach, Florida, 32080.

The application was filed by James G. Whitehouse, Esquire, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, Florida, 32080, authorized agent for Bradley D. Lehan, applicant, 4 12th Street, 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 10, BLOCK 20, CHAUTAUQUA BEACH SUBDIVISION, PARCEL IDENTIFICATION NUMBER 1693800100, AKA 105 3RD STREET, SECTION 34, TOWNSHIP 7, RANGE 30, AS RECORDED IN MAP BOOK 2, PAGE 5, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

Mr. Pranis 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 the property described above at 105 3rd Street, St. Augustine Beach, Florida, 32080. Mr. Pranis' motion was seconded by Ms. Odom and passed 6-0 by the Board by unanimous voice-vote.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 5, 2021

SUBJECT: Ordinance 20-15, Second Public Hearing and Final Reading, to Amend the Land Development Regulations Regarding Occupancy Permits, Impervious Surface Coverage, Unsafe Buildings, and Number of Code Enforcement Board Members

BACKGROUND

Mr. Law presented these proposed amendments to you at your November 9th meeting. You agreed with them and by consensus asked the City Attorney to draft an ordinance.

Attached as pages 1-9 is information from Mr. Law about each suggested amendment.

You reviewed the ordinance (pages 10-15) at your December 7th meeting, when you passed it on first reading.

The Comprehensive Planning and Zoning Board reviewed the ordinance at its December 15th meeting and by unanimous vote recommended that you approve it. The Board's recommendation is stated in the memo (page 16) from the Building Department's Executive Assistant, Ms. Bonnie Miller.

You held the first public hearing on the ordinance at your January 4, 2021, meeting when you passed it on second reading.

ACTION REQUESTED

It is that you hold the second public hearing and adopt Ordinance 20-15 on third and final reading.



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
Medium Low density residential	0.50
High density residential	0.70

Mixed Use District	0.70
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: 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 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)

ORDINANCE NO. 20-15

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; AMENDING THE CITY'S LAND DEVELOPMENT REGULATIONS SECTIONS 6.07.10, 6.01.02, 6.07.07, 11.03.02, 11.03.04; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City Commission is responsible for keeping its land development regulations up to date.

WHEREAS, Occupancy Permits are antiquated and should be removed for the Code.

WHEREAS, the table of allowable impervious surface ratios 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.

WHEREAS, corrections to the number of Code Enforcement Board Members needed to be changed to brought into compliance with Florida Statute 162.05.

NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:

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

SECTION 2. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach section R.6.07.10 is amended as follows:

~~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 resinspection 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; Ord. No. 20- , § 1, - -20)

SECTION 3. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach section R.6.01.02 is amended as follows:

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

Medium Low density residential	0.50
High density residential	0.70
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; Ord. No. 20-___, § 1, - ___ -20)

SECTION 4. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach section R.6.07.07 is amended as follows:

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; Ord. No. 20-___, § 1, - ___ -20)

SECTION 5. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach section R.11.03.02 is amended as follows:

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; Ord. No. 20- , § 1, - -20)

SECTION 6. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach section R.11.03.04 is amended as follows:

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 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; Ord. No. 20-____, § 1, ____ - ____ -20)

SECTION 7. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 8. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the City of Saint Augustine Beach Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 9. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this ____ day of _____ 2020.

MAYOR

ATTEST:

CITY CLERK

EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the _____ on the ____ day of _____, 2020. Posted on www.staugbch.com on the ____ day of _____, 2020.

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Ordinance No. 20-15
Date: Wednesday, December 16, 2020

Please be advised at its regular monthly meeting held Tuesday, December 15, 2020, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve passage of Ordinance No. 20-15 on final reading.

Passed on first reading by the City Commission at its regular monthly meeting held Monday, December 7, 2020, this proposed ordinance amends Sections 6.07.10, 6.01.02, 6.01.07, 11.03.02 and 11.03.04 of the City's Land Development Regulations.

The motion to recommend the City Commission approve passage of Ordinance No. 20-15 as drafted on final reading was made by Mr. Einheuser, seconded by Ms. Odom, and passed 7-0 by unanimous voice-vote.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: BUDGET RESOLUTIONS 20-01
DATE: 1/14/2021

The above referenced budget resolution is necessary to implement an automated timekeeping system for City employees. This system will allow the employees to submit electronic timesheets and leave requests, access their payroll records, and print documents they may need for personal business. It will also allow management to print reports, track time off requests by department, and allow for electronic approval of bi-weekly payroll.

The modules needed for this function will interface with the current financial software the City is utilizing for billing, permitting, and financial reporting. The cost of the software is a total of \$19,000, with annual fees of \$3,900 to be split between all departments.

Please let me know if more information is needed.

BUDGET RESOLUTION 21-01

**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:

DECREASE: Account 001-281-7550 (Restricted Fund Bal-Bldg Dept Carryover) in the amount of \$19,000 which will decrease the appropriation in this account to \$347,679.

INCREASE: Account 001-2400-524-6321 (Prot Inspections-Software) in the amount of \$19,000 which will increase the appropriation in this account to \$19,000.

RESOLVED AND DONE, this 1st day of February 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.

Mayor – Commissioner

ATTEST:

City Manager

MEMORANDUM

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

FROM: Max Royle, City Manager df

DATE: January 21, 2021

SUBJECT: 2nd Street Construction Project: Approval of Contract to Do Design and Engineering and Approval of Budget Resolution 21-02, to Appropriate Money for the Project

This project is the opening of 2nd Street west of 2nd Avenue. The City is now ready to have the project's next phase done, which is the design and engineering work so that plans can be prepared. Once the plans are done, the City can move on to the next phase, which will be advertising for bids to construct the road.

Attached as pages 1-3 is a memo from Mr. Tredik, the Public Works Director, in which he brings you up to date on this project.

Attached also as page 4 is a budget resolution that amends the FY 2021 Road/Bridge Fund budget to appropriate \$57,200 from road impact fees for the design and engineering work.

Mr. Tredik asks that you approve Amendment #34 to the contract with CMT, the City's civil engineering consultant, and Budget Resolution 21-02.

MEMORANDUM

TO: Max Royle, City Manager

FROM: William Tredik, P.E. Public Works Director

DATE: January 21, 2021

SUBJECT: Amendment No. 34 to Agreement with CMT
Professional Engineering Services - 2nd Street Extension and Widening

BACKGROUND

For nearly 30 years discussion has taken place as to whether to open – and how to fund construction of – the unopened 2nd Street right-of-way west of 2nd Avenue. Until recently, attempts to open the right of way have not succeeded due to a lack of a sufficient number of owners in support of an assessment to their property to fund the construction. The most recent attempt (beginning in 2019) has, however, garnered support from nine of the sixteen lots, and the City Commission has decided to consider options for opening this right-of-way.

On September 14, 2020 the City Commission discussed the opening the roadway. Topics discussed included:

- How to fund the roadway and utility construction
- Dedication of up to three (3) lots to the City for conservation and greenspace
- Protection of trees near the north right-of-way line
- Widening and sidewalks on 2nd Street east of 2nd Avenue to improve public safety

The City Commission directed staff to move forward with the plan to open 2nd Street directly, to accept the 3 dedicated lots, and work on a plan for the financials.

On November 9, 2020 the City Commission considered Resolution 20-21, to declare intent to levy a non-ad valorem assessment to pay a portion of costs associated with extending 2nd Street westward. Topics discussed included:

- Challenges collecting from a special assessment versus a non-ad valorem assessment
- Dedication of up to 3 lots to the City for conservation and greenspace
- Urgency to move forward if non-ad valorem assessment is to be levied in FY22

- Concern about a special assessment's collection burden on the City
- Use and reimbursement of impact fees for construction
- Need for more detailed cost estimates
- Next steps to proceed with non-ad valorem assessment
- A two-pronged approach where some could pay their full cost up front and avoid the non-ad valorem assessment
- Need for Commission direction to advertise a public hearing

The Commission authorized staff to approve Resolution 20-21 moving forward with a non-ad valorem assessment.

On December 7, 2020, after the required advertising, the City conducted a public hearing to discuss the project and reapprove Resolution 20-21. Topics discussed included:

- Need to reapprove Resolution 20-21 now that required advertisement was completed
- Detailed cost estimates were presented
- Incorporating underground power in the new construction
- Determining the appropriate division of costs for roadway and utility construction
- Use of impact fees for roadway construction
- Desire to open the roadway in an expeditious manner

The Commission approved Resolution 20-21

DISCUSSION

In order to continue to advance the project in an expeditious manner, it becomes necessary to commence design and permitting concurrently with development of the funding mechanism. Completing design and permitting this fiscal year would allow construction to commence upon finalization of the funding approach.

The Public Works Department has secured and negotiated a fee proposal from the City's Continuing Contract Engineer, CMT for the design and permitting of the project, as well as bidding assistance and construction engineering and inspection (CEI) services. CMT's fee proposal includes both the extension of 2nd Street westward and the widening and safety improvements on the existing portion of 2nd Street between A1A Beach boulevard and 2nd Avenue. sidewalk

In order to maximize the City's options moving forward with the project, the fee proposal separates the roadway extension from the roadway widening. These two project work elements can be designed, permitted and constructed separately or combined into one project, depending upon the City's preference and funding approach.

The total fee proposed is as follows:

Work Element A – Roadway Extension and Utilities	\$32,250
Work Element B – Existing Roadway Widening / Safety Improvements	<u>\$24,950</u>
TOTAL FEE (if treated as separate projects)	\$57,200

The above proposed fee is similar in amount to the cost design and permitting cost estimate developed by the Public Works Department and presented to the City Commission on December 7, 2020.

The fee proposal also provides an opportunity to reduce the design, permitting and CEI fee by up to \$6,100 for a combined project due to savings realized by combining tasks from the two projects work elements.

CMT (formerly known as Stone Engineering) is intimately familiar with the area, having worked on concept plans for this roadway opening in past years. CMT also designed the drainage system along 2nd avenue and possesses the drainage model necessary to quickly evaluate and permit the proposed construction. Finally, utilization of CMT for this work will substantially reduce the time necessary to design and permit the project and will likely result in cost savings for the project.

RECOMMENDATION

Approve Amendment No 34 to the Continuing Professional Services Agreement between the City of St. Augustine Beach and CMT (formerly known as Stone Engineering) to provide professional engineering services for the extension and improvement of 2nd Street, for a not to exceed fee of \$57,200.

BUDGET RESOLUTION 21-02

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

**RE: TO AMEND THE FY2021
ROAD & BRIDGE FUND BUDGET**

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

INCREASE: Account 101-381-400 (Transfer from Impact Fee Reserve) in the amount of \$57,200 which will increase the appropriation in this account to \$57,200.

INCREASE: Account 101-4100-541-6510 (Roads-Construction in Progress) in the amount of \$57,200 which will increase the appropriation in this account to \$57,200.

RESOLVED AND DONE, this 1st day of February 2021 by the City Commission of the City of St Augustine Beach, St. Johns County, Florida.


Mayor – Commissioner

ATTEST:

City Manager

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 5, 2021

SUBJECT: Holiday Season Events Sponsored by City: Review of Art Walks and Night Market and Preliminary Discussion Regarding Beach Blast Off for December 31, 2021

A. INTRODUCTION

This agenda topic is in two related parts. The first is an update report to you by the City's Communication and Events Coordinator, Ms. Melinda Conlon, of the two art walks recently held at plazas and businesses along the Boulevard and the night market that was held at the pier park. The second part is for you to discuss whether the City should continue to have its New Year's Eve fireworks show, Beach Blast Off. The relationship between the two topics is the City administration's recommendation below that the art walks and the market be held in place of the New Year's Eve fireworks show.

PLEASE NOTE: We're not asking you to make a decision at your February 1st meeting concerning the art walks and BBO for December 2021. The reason the topics are on the agenda is so that you can begin the discussion about them. A final decision by you may take several meetings.

B. ART WALKS AND HOLIDAY MARKET

On three Saturdays starting in late November 2020 and ending the week before Christmas, Ms. Conlon organized two art walks along A1A Beach Boulevard and a holiday market at the pier park. The purpose of these events was twofold: first, to help local artists and businesses during what is usually a slow time of year; second, to provide events suitable for a time when social distancing is crucial for public health and thus replace the very crowded New Year's Eve fireworks show where social distancing would be impossible.

Attached as page 1 is Ms. Conlon's report about these events. You'll note that despite the less-than-ideal weather on some Saturdays, the overall effect of the walks, and the market on the community was a positive one and the persons involved, both artists and business owners, were very pleased with them and want them to be held in the future.

Ms. Conlon will be at your meeting to provide more details and to answer your questions.

C. BEACH BLAST OFF

The City presented BBO for 14 years. The first one was held on December 31, 2006, the latest on December 31, 2019. You decided at your September 22, 2020, meeting not to hold one at the end of 2020 because

of reasons related to the pandemic and public health, such as the impossibility of making thousands of persons follow mask wearing and social distancing guidelines.

BBO originally began as a small event meant to benefit local businesses and provide something for local residents to do on New Year's Eve. The event was organized and presented by volunteers. The City's costs were mainly overtime for Public Works employees and police officers, buses to transport persons to and from satellite parking lots, and porta potties. The event during those early years was manageable.

Then, over the years, the event grew larger and larger and became too complex for volunteers to organize. This forced the City to hire event coordinators to organize its many large and small component parts, such as finding sponsors, hiring bands for music, getting a bigger kids' zone, renting light towers for pedestrian safety, arranging for a large number of out-of-area food vendors, hiring a professional sound production company, renting more buses and drivers, closing off a section of the Boulevard to all vehicles but the buses, and so on. As costs went up, the City applied for a TDC grant, which required that half the money be spent on advertising to attract persons from other parts of Florida. The advertising resulted in still more persons attending BBO, which required the hiring of more buses, renting more light towers, deploying more law enforcement officers. The result of all this growth is that BBO has outgrown the pier park's limited space, the City's limited number of access streets, and the personnel and financial resources to present it.

Key Questions

In evaluating whether the City should continue to hold BBO, the administration suggests there are three:

1. What's the purpose of BBO?
2. Has BBO become so big that it is now a major liability for the City?
3. Can the City provide other events that will meet that purpose but not strain the City's financial and personnel resources, not be a liability and can be held regardless of the pandemic because guidelines, such as mask wearing and social distancing, can be followed?

As noted above, BBO's original purpose was to help local businesses and provide entertainment for local residents on New Year's Eve. Does BBO still do that? Yes, but the event's focus has changed from just something for a few hundred local residents to do on New Year's Eve to something for both local residents and thousands of visitors to do. As the event has increased in size and complexity, it has become a huge outdoor party crammed into pier park with many more components than just fireworks, food from local restaurants, and a small kids' zone. The event's purpose now is to provide activities and attractions for a wide range of persons, from pre-school age children to teenagers to young adults and older ones.

If you believe that the purpose of BBO is to put the City "on the map" by attracting thousands of visitors as well as local residents regardless of the space the City has for them, then BBO definitely meets that purpose.

However, that full-blown BBO has costs and liability. The costs along with revenues are shown by the Finance Director, Ms. Patricia Douylliez, on pages 2-3 (attached). They are for three past BBOs and what the City might had received and spent if BBO had been held this past December. While sponsorships and rental fees from vendors pay some of the costs, there are no guarantees that the City will receive a grant

for the 2021 and subsequent BBOs. Though liability cannot be calculated in dollars and the City does have insurance, the City has been extremely fortunate for 14 years that no major incident has occurred: no kidnapped children, no pedestrians accidentally hit by vehicles, no mentally unstable person driving a vehicle into people or shooting into the crowd. However, the potential for such adverse incidents is always possible. One such incident would put the City “on the map” in a negative way.

Follow up questions are:

1. Is a fireworks show needed to accomplish the purpose to provide activities for residents and visitors while putting the City “on the map”?
2. Can putting the City “on the map” be accomplished by events like the art walks and holiday market that won’t overwhelm the space the City has for them, be within the City’s financial and personnel resources to present, not create significant liability for the City, and can be held regardless of whether the pandemic is still a public health menace in December 2021?

TDC Grant Funding

We highlight this topic because Ms. Conlon has been told that BBO really doesn’t fit the category, arts and culture, from which the TDC funds have been provided in the past to the City. A fireworks show is considered neither “art” or “culture.” This reluctance of the TDC to provide money for the event is shown by how little the City received for past BBOs. For the December 31, 2019 BBO, the amount was \$17,710. As half of that had to be spent for advertising, less than \$9,000 remained to help the City defray its costs. Such a small amount forces the City to rely on sponsorships and income from the rent of vendor spaces in the pier park. As the far right column on page 2 shows, revenues have never exceeded expenses except for the FY 2017 BBO, when the net was a positive \$3,884. Usually, the City must use money from its taxpayers to pay the difference.

D. RECOMMENDATION

On January 8th, key City staff involved with the preparation and presenting of BBO met to discuss the event and what to recommend to you concerning it. The staff members were Police Chief Dan Carswell and Commander Travis Harrell; Ms. Douylliez, the Finance Director; Melinda Conlon, Communication and Events Coordinator; Ken Gatchell, Assistant Public Works Director; Tom Large of the Public Works Department who coordinates transportation for BBO; and the City Manager.

The recommendation of the group is that the City no longer have a New Year’s Eve fireworks show but concentrate on a series of smaller events during the winter holiday season. This recommendation is based on the following:

1. The pier park area is simply too small for the thousands of persons who attend BBO.
2. The size of BBO creates potentially significant liability for the City.
3. All the costs of BBO are not covered by grants, sponsorships, and rental fees, forcing the City to use taxpayer money for the event.
4. Instead of expenditures for BBO expenses, the City could use its money to provide decorative holiday lighting along the Boulevard between Pope Road and A Street, with the goal of making

the Boulevard a spectacular "Avenue of Lights" for the holiday season. This, in conjunction with the art walks, would attract visitors to the City over a period of weeks instead of just the one night for the fireworks show.

The last point needs to be emphasized. For the 2020 winter holiday season, the City added lights to the pier, thanks to the generosity of the Embassy Suites and the County's approval, and unique lights, such as the jumping dolphins, at the entrance to Splash Park. For the Boulevard in 2021, the trunks of the palm trees along it between Pope Road and A Street could be wrapped with colored lights and connected to an electricity source, to create the "Avenue of Lights" for the City's "Light Up the Beach" holiday season. Eventually, the lighting of Boulevard's palm trees could be extended from F Street to the shopping center.

PLEASE NOTE: Starting in 2021, FPL will no longer allow the City to put its decorative holiday lights on the company's poles along the Boulevard's east side.

ACTION REQUESTED

It is that you discuss the staff's recommendation as well as any that you may propose about what event or events the City should have for the 2021 holiday season.

Some of you may suggest that the City have just a fireworks show without anything else: no food vendors, kids' zone, bands, buses, beer and wine sales, etc. Just the fireworks. The public could view the fireworks from pier park and the beach. However, even this stripped-down event would bring hundreds if not thousands of persons to the City, which would mean the City would still need money for porta potties, light towers at key intersections and beach access points, and, most significantly, overtime for Public Works personnel to do clean up and law enforcement personnel for traffic control. As it's unlikely the TDC will provide a grant and as there'll be no vendors to provide rental income, the City will have to rely on sponsorships and taxpayer dollars to pay expenses.

Also, without the satellite parking lots and the buses, Chief Carswell is especially concerned that the volume of traffic could be so significant as visitors search for parking spaces in the City that gridlock would result and the response to calls from residents by fire/rescue service as well as police officers could be delayed.

E. ALTERNATIVE

However, if a majority of you think that Beach Blast Off should continue, we suggest the following as an alternative: As planning for BBO takes months and we won't know until this summer or later whether the pandemic will still be raging in December 2021 and how many persons will have been vaccinated, the alternative is that you decide now not to have the fireworks show but have the City plan a series of events for the 2021 holiday season, such as the art walks, and wrap more palm trees along the Boulevard with lights. Then, in February 2022, you can review the success of those events and, if the pandemic is under control, you can decide whether to have a fireworks show on December 31, 2022.



Due to COVID-19, the City was not able to hold its annual Fireworks show, Beach Blast Off.

However, I wanted to find a way to still support our businesses and community and through meetings with the Mayor and staff, our Light Up the BEACH! 2020 holiday season was born.

The idea was to attract visitors and locals throughout a whole season, not just one night as with BBO. We started by encouraging businesses to add colored lights to their buildings and/or surrounding areas for a light display down A1A Beach Blvd.

Within the season, the City promoted several socially responsible events, all held outside and designed to keep people moving while enjoying all that the City of St. Augustine Beach has to offer.

We promoted three events within the season, and I worked with local experts to make these events come to life. We had two Art Walk events on 11/28/20 and 12/19/20 and one Holiday Market on 12/12/20. For the Art Walk events, I worked with Paul Slava from the Art Studio and for the Holiday Market I worked with Julie Olssen who runs the Wednesday Market at the Pier.

The weather was less than ideal at all three events. On 11/28 it was raining for much of the afternoon, at the 12/12 Market it also drizzled continuously and at the 12/19 event, it was extremely cold and windy. Despite the weather, we had an amazing turnout at all three events!

All the feedback I have received has been positive. I have sent informal surveys to the businesses who participated, the artists from the Art Walk events and the artists/vendors from the Holiday Market. Some artists participated in ALL THREE events!

We had businesses who had record breaking sales, we had artists who had record breaking sales. Even those artists/vendors who did not have tremendous sales have asked to be invited to future events! Everyone had the same feedback: **The City of St. Augustine Beach should hold more events that support the community throughout the year.**

This was our first year and we had a very short amount of time to plan and execute these events. I have learned things that worked well and areas to improve. I know we need more time to plan and advertise and market the events. I have learned we need more lights along the Blvd. to encourage the visitors to walk all the way down the Blvd. where our artists are located.

In short, our *Light Up the BEACH!* 2020 holiday season was a huge success, and it will only evolve and get even better!

Beach Blast Off Recap

	Vendors	Cash Sponsors	Non-Cash (In Kind) Sponsors	Cash Sales	Grant	Total Cash Proceeds
FY20	\$13,959.50	\$11,250.00	\$16,500.00		\$17,710.00	\$42,919.50
FY19	\$18,869.50	\$10,500.00	\$11,100.00		\$18,592.00	\$47,961.50
FY18 *	\$8,750.00	\$16,191.55		\$29,742.00		\$54,683.55
FY17 *	\$9,250.00	\$10,543.75	\$10,000.00	\$41,923.65	\$15,706.00	\$77,423.40

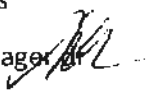
Expenses	City Payroll Exp	Total Expenses	Net
\$40,778.37	\$15,490.75	\$56,269.12	-\$13,349.62
\$39,561.10	\$9,062.35	\$48,623.45	-\$661.95
\$54,827.98	\$16,250.66	\$71,078.64	-\$16,395.09
\$65,296.91	\$8,242.18	\$73,539.09	\$3,884.31

	<u>FY21 Quotes</u>	<u>FY20</u>	<u>FY19</u>	<u>FY18 *</u>	<u>FY17*</u>
Commercial Printing		\$395.83	\$803.87	\$1,554.05	\$7,737.62
Contracted Performances		\$1,350.00	\$1,500.00	\$1,250.00	\$2,900.00
Cost of Food/Beverage	\$500.00	\$734.38	\$499.99	\$499.99	\$969.27
Equipment Rentals					
Portalets	\$5,775.00	\$2,810.00	\$3,826.30	\$2,959.00	\$2,125.00
Stage Risers		\$227.00	\$0.00	\$0.00	\$0.00
Light Towers	\$2,104.00	\$1,943.44	\$2,672.11	\$3,311.30	\$1,739.00
Tables/Chairs-Comfort Zone	\$850.00	\$0.00	\$1,447.30	\$4,504.19	\$5,171.00
Miscellaneous		\$0.00	\$0.00	\$0.00	\$4,788.05
Miscellaneous		\$7,975.22	\$2,560.38	\$29,940.03	\$22,228.85
Paid Advertising		\$9,940.00	\$10,787.15	\$491.88	\$5,796.87
Production Services-Polk Bros		\$5,750.00	\$5,500.00	\$5,200.00	\$3,900.00
Professional Services					
Durham School-Buses	\$11,319-\$22,638	\$8,250.00	\$8,651.50	\$3,800.04	\$7,686.25
Wiseman Fence-Kid Zone Fencing		\$990.00	\$900.00	\$950.00	
William Barret-Parking Attendant		\$412.50	\$412.50	\$367.50	\$255.00
Total Expenses	\$20,548-\$31,867	\$40,778.37	\$39,561.10	\$54,827.98	\$65,296.91
Other Employee Payroll				\$695.70	\$187.49
Public Works Payroll	\$6,233.05	\$5,707.74	\$6,758.35	\$12,779.63	\$5,322.33
Police Department Payroll	\$6,043.51	\$9,783.01	\$2,304.00	\$2,775.33	\$2,732.36
Total Wages	\$12,276.55	\$15,490.75	\$9,062.35	\$16,250.66	\$8,242.18

* Old Beach Blast Off

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2021

SUBJECT: Ordinance 21-01, First Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City

You reviewed this ordinance at your January 4th meeting, when you made a number of suggested changes to it. The changes are stated in the minutes of that part of the meeting when you discussed the ordinance. The minutes are attached as pages 1-2. As a result of the changes, the ordinance wasn't passed on first reading.

The City Attorney has prepared a new draft (pages 3-10)

ACTION REQUESTED

It is that you discuss the new draft and, if it meets with your approval, that you pass it on first reading.

XIII. OLD BUSINESS

8. Ordinance 21-01, First Reading, to Amend the Land Development Regulations to Allow Mobile Food Sales in the City (Presenter: Brian Law, Building Official)

Mayor England introduced Item 8 and asked Building Official Law for a staff report.

Building Official Law advised that this is the first ordinance to bring the City in line with the Governor's Bill on mobile food sales in the City. He advised in "Prohibited Uses" on page 17, numbers 4 and 5, staff changed exempting mobile food trucks to allowing mobile food trucks. On page 14 is the definition of a mobile food truck was place in Article II in definitions. On page 18 under C.1.b., "Mobile Food Dispensing. Vehicles may only operate in Commercially Zoned areas unless special permission is granted by the City Manager." He recommended to add language, "except on Commercially Zoned properties containing a single-family residence." On page 19, 1.h., he recommended changing the language to 06:00 a.m. to 21:00 p.m. for setup and operations and then the vehicle should be moved offsite.

Discussion ensued hours being consistent with restaurants in the City; restaurant hours not regulated in the City, only alcohol; having provisions to move food mobile trucks daily; and a City ordinance prohibits having an overnight parking of trucks on public rights-of-ways, not private property.

Mayor England requested to adding the location on Section 3.c., putting restrictions on the hours of operations, restricting overnight parking or only allowing parking for a period of 48 hours; and an outdoor lighting requirement.

Building Official Law advised that outdoor lighting would be regulated under the Land Development Code. He commented that this ordinance would not be for an ice cream truck that drives down the street and stops. The mobile food truck would have to stay at a commercially zoned property and would need an actual parcel identification. This ordinance is subjected to the Land Development Code as far as code enforcement. He advised that City Attorney Taylor included not interfering with sight visibility for traffic or adjusting parking.

- Commissioner Rumrell asked if the mobile truck stays at the property, will that affect the parking requirements when they are at a business.

Building Official Law advised that the Commission would have to decide with the Comprehensive Planning and Zoning Board. He stated that this would not be a Building Department function.

Discussion ensued regarding businesses already do not comply with the parking codes; how staff would have to issue the business tax receipts, verify insurance, and check licensing; businesses charging rent for mobile food trucks; whether to exempt the parking for business who use mobile food trucks; having to make sure handicap parking is accessible; and changes will be made in a year.

Commissioner Rumrell agreed with the Building Official's recommendations.

Vice Mayor Samora asked whether the permitting was preempted by the State of Florida.

City Attorney Taylor advised that the City cannot make extra burdens and what has been suggested in the ordinance is the minimum standards according to state law.

Building Official Law advised that the business tax receipt and application is not considered a permit.

Discussion ensued regarding the processing of the business tax receipt and the application rates; \$50 application fee is the maximum allowed; City Manager's Office would have to keep track of the mobile food trucks licenses; how the mobile food trucks will dispose of their trash; institute not having mobile food trucks in a 500 foot radius from another mobile food truck or restaurant; allowing a restaurant to sell food on a mobile food truck if it is the same entity; having access to a bathroom during mobile food truck operating hours; placing limits on how far a restroom can be from a mobile food truck; whether to allow picnic tables next to mobile food trucks; allowing only one mobile food truck on one commercial parcel; Fire Marshall can inspect mobile food trucks; Zoning Department would review bathroom facilities; hours of operation for public bathroom facilities; and Building Department does not enough staff to inspect.

Commissioner Samora suggested one mobile food truck per commercially zone lot with an onsite bathroom facility while operating.

Commissioner Rumrell wants to make sure that the trash will be disposed of by the business they rent from or the mobile food truck, not public garbage cans. He asked whether the City must comply with ADA standards on these mobile food trucks.

Building Official Law advised no, it would be up to the businesses that mobile food truck rent from.

Commissioner Samora suggested that City Attorney Taylor look at the ordinance from the City of Venice regarding the trash removal.

Mayor England recapped everyone's input saying that the Commission does not want a mobile food truck park.

City Attorney Taylor advised that there could be a conditional use permit given by the Commission if it changes in a few years in case the City wants a mobile food truck park on a specific property with bathroom facilities.

Commissioner George asked for clear criteria for reviewing and / or rejecting a conditional use permit, so the City can enforce it if the Commission changes later.

Mayor England opened the Public Hearing. The following address the Commission:

Tom Reynolds, 50 Brigantine Court, St. Augustine Beach, FL, did not agree with supporting the food truck business because it goes against permanent businesses; did not want mobile food trucks to use public bathroom facilities; and asked how TDC or the VCB could agree with mobile food trucks.

Max Royle

From: Lex Taylor <lex@dhclawyers.com>
Sent: Wednesday, January 20, 2021 2:40 PM
To: Max Royle
Cc: Brian Law
Subject: OUTSIDE ATTACHMENT:Ordinance on Mobile Food Dispensing
Attachments: 2021 MOBILE_FOOD_ESTABLISHMENTS Ordinance.doc

* * * * * This message originated from outside of your organization! DO NOT click any links or open any attachments unless you validate the sender and know the content is safe. Please forward this email to IT@cityofsab.org if you believe the email is suspicious. * * * * *

Max,

Here is my revision to the Mobile Food Ordinance. I took out permitting for economic, logistical, and legal reasons. It is simplified. It should be easy for the Commission to make additions or redactions from this version.

Yours truly,

Lex Morton Taylor III

Lex Morton Taylor III



Lex M. Taylor, III
Attorney

Douglas Law Firm

www.DHClawyers.com

Toll Free: (800) 705-5457

Offices: Jacksonville, Palatka, St. Augustine

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ORDINANCE NO. 21-01

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; CREATING THE CITY'S POLICY ON MOBILE FOOD DISPENSING VEHICLES IN LAND DEVELOPMENT REGULATIONS, ARTICLE II OF SAINT AUGUSTINE BEACH; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT; PROVIDING FOR CODIFICATION; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WITNESSETH:

WHEREAS, the City of Saint Augustine Beach is required to comply with all requirements that are contained in Chapter 500, Florida Statutes (F.S.) and Chapter 5K-4, Florida Administrative Code (F.A.C.).

WHEREAS, the Florida legislature created Florida Statute §509.102, Mobile Food Dispensing; Preemption.

WHEREAS, the City of Saint Augustine Beach is desirous of the orderly regulation of mobile food establishments in the City of Saint Augustine Beach.

NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:

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

SECTION 2. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article II -- Definitions is amended as follows:

Minor Replat—The subdivision of a single lot or parcel of land into two (2) lots or parcels, or the subdivision of a parcel into two (2) or more lots solely for the purpose of increasing the area of two (2) or more adjacent lots or parcels of land, where there are no roadway, drainage or other required improvements, and where the resultant lots comply with the standards of this Code.

Mobile Food Dispensing Vehicle means any vehicle that is a public food service establishment and 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. (See Florida Statute 509.102)

Mobile Home—A structure, transportable in one (1) or more sections, that is eight (8) body feet, or more in width and is built on an integral chassis. It is designed to be used as a dwelling

when connected to the required utilities. All the plumbing, heating, air conditioning and electrical systems are contained within the unit.

SECTION 3. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.02.02 is amended to read:

<i>Services, Hotels, and Restaurants</i>									
Service establishments: barber and beauty shops, bakery (but not wholesale), bicycle rentals, costuming shops, dry cleaner (using nonflammable solvents only), electronic and light mechanical repair stores, florists, interior decorator, laundromat, photography studio, printing, shoe repair, tailor, travel agency, upholstery shop, and video rentals	X	X	X	X	P	X	X	X	
Catering	X	X	X	X	C	X	X	X	
Condominium hotels	X	X	X	X	C	X	X	X	
Day care center	X	X	X	X	C	X	X	X	
Equipment rental	X	X	X	X	C	X	X	X	
Food and/or beverage service or consumption outside of an enclosed building on the premises of a restaurant or hotel/motel	X	X	X	X	C	X	X	X	
Funeral home	X	X	X	X	C	X	X	X	
Hotel/motel (including ancillary uses such as restaurants, lounges and night clubs)	X	X	X	X	P	X	X	X	
Live theaters, satellite presentations, and motion pictures (not drive-in)	X	X	X	X	P	X	X	X	
<u>Mobile Food Dispensing Vehicles</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>X</u>	<u>P</u>	<u>X</u>	<u>X</u>	<u>X</u>	
Mini-storage warehouses	X	X	X	X	C	X	X	X	

Pest control	X	X	X	X	C	X	X	X
Pharmacy	X	X	X	X	P	C	X	X
Restaurant operated wholly within an enclosed building including servicing of alcoholic beverages incidental to the restaurant business only (no drive-up facility)	X	X	X	X	P	X	X	X
Restaurant operated wholly within an enclosed building with drive-up facilities (including serving of alcoholic beverage incidental to the restaurant business only within the restaurant, but not at the drive-up facility)	X	X	X	X	C	X	X	X
Services, hotels (but not hotels in a condominium form of ownership), and restaurants	X	X	X	X	P	X	X	X
Veterinarian and animal hospital (without an outside kennel)	X	X	X	X	C	X	X	X

SECTION 4. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.02.03 is amended to read:

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 with the exception of Mobile Food Dispensing Vehicles as defined in Article II definitions.
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 with the exception of Mobile Food Dispensing Vehicles as defined in Article II definitions.
6. The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles, and trailers.

SECTION 5. From and after the effective date of this ordinance, Land Development Regulations of Saint Augustine Beach Article III – Section 3.11.00 is created to read:

Sec. 3.11.00. – Mobile Food Dispensing Vehicles (MFDV)

A. Purpose and intent; definitions.

1. **Purpose and intent.** The purpose and intent of this Ordinance is to implement F.S. § 509.102, by permitting Mobile Food Dispensing Vehicles within the City of St. Augustine Beach, Florida, subject to the terms and contained herein.
2. **Definitions.** See article II

B. General regulations; cooperation; enforcement.

1. **All Mobile Food Dispensing Vehicles are subject to the following requirements:**
 - a. **Mobile Food Dispensing Vehicles are required to obtain and display all proof of insurance and licensing required for the operation of such business in Florida which include but are not limited to licensing by the Florida Department of Agriculture and Consumer Services, the Florida**

Department of Business and Professional Regulations (DBPR), the Florida Department of Health, and local Fire Marshalls.

- b. Mobile Food Dispensing Vehicles may only operate on a parcel in Commercially Zoned areas where single family residences do not exist.
 - c. Mobile Food Dispensing Vehicles are limited to operating one Mobile Food Dispensing Vehicle per individual parcel.
 - d. Mobile Food Dispensing Vehicles may not obstruct vehicular or pedestrian traffic, may not obstruct handicapped access/parking or obstruct vehicular parking rules, vehicular loading zones, taxi stands or franchised vehicles for hire stands.
 - e. No Mobile Food Dispensing Vehicle shall be permitted to interfere with sight visibility for traffic or block public rights-of-way or sidewalks.
 - f. The location of the Mobile Food Dispensing Vehicle shall not be permitted to reduce the available parking of the site below the minimum required for standard site operations.
 - g. Mobile Food Dispensing Vehicles must provide access to a restroom at each location.
 - h. Mobile Food Dispensing Vehicles and the property owner where they operate are both responsible for the proper disposal of waste and trash. No grease, waste, trash or other debris shall be deposited on or released on to public property, which includes streets, sidewalks or other public places nor into the gutter or storm drainage system.
 - i. Mobile Food Dispensing vehicles shall only operate between the hours of 6:00 AM and 10:00 PM. Mobile Food Dispensing Vehicles may not continue to operate after sunset without adequate outdoor lighting.
 - j. Mobile Food Dispensing Vehicle shall not operate within 500 feet of an existing restaurant without written approval of said restaurant.
 - k. Setup and operations are subject to inspections by the Chief Building Official and/or the fire marshal.
 - l. Overnight parking of a mobile food truck is allowed on private property subject to the other provisions of this section. Overnight parking on public property is prohibited without explicit written permission from the City.
2. No person shall operate a Mobile Food Dispensing Vehicle unless the business is covered by a comprehensive liability insurance policy in a form and content satisfactory to the City insuring the public against injury or damage occasioned by negligence arising from or incidental to the business activity. At a minimum, the policy shall provide coverage of one hundred thousand dollars (\$100,000.00) per person and three hundred thousand dollars (\$300,000.00) per incident. The policy shall list the City as a coinsured and shall provide that coverage shall not be

cancelled or materially altered except after thirty (30) days' written notice has been received by the City. Proof that the insurance policy remains in full force and effect shall be provided upon the City Manager's request given on reasonable notice at any time.

3. Any Mobile Food Dispensing Vehicle that fails to comply with the requirements of this section shall be guilty of violating this section of the St. Augustine Beach City Code and shall be subject to any and all enforcement proceedings consistent with the applicable provisions of the St. Augustine Beach City. Each day a violation exists shall constitute a distinct and separate offense.

C. Specific Allowances for Mobile Food Dispensing Vehicles.

1. All portions of section 3.11.00 may be set aside for any particular parcel in the City via a conditional use permit.
2. All portions of this section, 3.11.00, may be set aside by the City's issuance of a special event permit.

(Ord. No. _____, § 1(Exh. 1), _____)

SECTION 6. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 7. The appropriate officers and agents of the City are authorized and directed to codify, include and publish in electronic format the provisions of this Ordinance within the City of Saint Augustine Beach Code, and unless a contrary ordinance is adopted within ninety (90) days following such publication, the codification of this Ordinance shall become the final and official record of the matters herein ordained. Section numbers may be assigned and changed whenever necessary or convenient.

SECTION 8. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this _____ day of _____ 2021.

MAYOR

ATTEST:

CITY CLERK

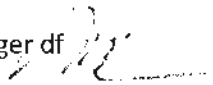
EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the _____ on the ____ day of _____, 2020. Posted on www.staugbch.com on the ____ day of _____, 2020.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2021

SUBJECT: Ordinance 21-02, to Adopt the School Board's Five-Year District Facilities Workplan by Reference

INTRODUCTION

Each year at this time since 2008, the St. Johns County School District has asked the County's municipalities to approve its five-year workplan. Though our City has no public schools within its boundaries, and likely never will have any because of the lack of available land and the inadvisability of building such an expensive facility on a barrier island, the City still must by state law adopt the facilities workplan.

The adoption is done by adding the workplan by reference to the Capital Improvements Element of the City's Comprehensive Plan. The City staff sometimes includes in the amending ordinance other capital projects, as their inclusion can help the City obtain grant funding for them.

The Comprehensive Planning and Zoning Board reviewed the Ordinance at its January 19, 2021 meeting and recommended that you approve it.

ATTACHMENTS

Attached for your review is following:

- a. Pages 1-2, Ordinance 21-02, to adopt the School Board's Five-Year District facilities workplan by reference.

You'll note in the ordinance the following projects that the City wants to do and have added to the Comp Plan's Capital Improvements Element:

- Hammock Dunes Park. Construction of handicapped walking access trail, parking lot and observation deck. Estimated cost: \$250,000
- Ocean Hammock Park. Construction of handicapped access trail, observation deck and picnic pavilion. Estimated cost: \$400,000
- Elevated Dune Walkovers at Certain Beach Accesses. B, C, and E Streets, and 1st, 3rd, 5th, 6th, 8th, 12th, and 16th Streets. Estimated cost: \$400,000 (\$40,000 per walkover)
- Stormwater Master Plan Updates. Estimate cost: \$200,000

- Drainage Improvements, Ocean Walk Subdivision. Estimated cost: \$700,000
- b. Pages 3-37, the facilities workplan.
- c. Page 38, a memo from the Building Department's Executive Assistant, Ms. Bonnie Miller, in which she states the Planning Board's recommendation to you that Ordinance 21-02 be approved.

ACTION REQUESTED

It is that you pass Ordinance 21-02 on first reading. It will then be scheduled for its first public hearing and second reading at your March 1st meeting.

ORDINANCE 21-02

AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA ADOPTING THE ST. JOHNS COUNTY SCHOOL BOARD'S FIVE-YEAR DISTRICT FACILITIES WORKPLAN BY REFERENCE INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; ADOPTING AN ADDITIONAL CAPITAL IMPROVEMENT INTO THE CAPITAL IMPROVEMENTS ELEMENT OF THE CITY OF ST. AUGUSTINE BEACH COMPREHENSIVE PLAN; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, local governments are annually required to update the capital improvements element contained in their comprehensive plans in order to ensure that the required level of service standard for the public facilities listed in Section 163.3180, Florida Statutes, is achieved and maintained over the planning period; and

WHEREAS, the City Commission finds that this ordinance is consistent with the Comprehensive Plan; and

WHEREAS, the City Commission hereby finds that adoption of this ordinance serves the best interest and welfare of the residents of the City of St. Augustine Beach.

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

Section 1. Recitals Adopted: The recitals set forth above are true and correct and incorporated herein by this reference.

Section 2. Adoption of the St. Johns County School Board's Five-Year District Facilities Workplan. The City Commission hereby adopts the St. Johns County School Board's Five-Year District Facilities Workplan, attached as Exhibit "A" and incorporated herein by reference, into the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan.

Section 3. Adoption of Additional Capital Facilities. The City Commission adopts the following additional City Five Year Facilities Workplan in the Capital Improvements Element of the City of St. Augustine Beach Comprehensive Plan:

- a. **Hammock Dunes Park.** Construction of improvements of parking area and walking trail through the park. Estimated cost \$250,000.
- b. **Ocean Hammock Park.** Construction of improvements consisting of restrooms, picnic area, pavilion, observation deck, education center, and additional trails. Estimates cost: \$400,000.
- c. **Elevated Dune Walkovers at Certain Locations:** E, C, and B Streets, and 1st, 3rd, 5th, 6th, 8th, 12th, and 16th Streets. Estimated cost: \$400,000 (\$40,000 per walkway).
- d. **Stormwater Master Plan Updates:** Estimated cost: \$200,000.
- e. **Drainage Improvements, Ocean Walk Subdivision:** Estimated cost: \$700,000.

Section 4. Conflict with Other Ordinances. All ordinances or parts of ordinances in conflict herewith are hereby repealed.

Section 5. Severance of Invalid Provisions. If any section, subsection, sentence, clause, phrase, word or provision of this ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then said holding shall not be so construed as to render invalid or unconstitutional the remaining provisions of this ordinance.

Section 6. Effective Date. This ordinance shall become effective ten (10) days after passage, pursuant to Section 166.041(4), Florida Statutes.

PASSED by the City Commission of the City of St. Augustine Beach, Florida, upon Second Reading this 1st day of March 2021.

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

By: _____
Mayor

ATTEST: _____
City Manager

First Reading:

Second Reading:

ST. JOHNS COUNTY SCHOOL DISTRICT

2020-2021 Five-Year District Facilities Work Plan

December 8, 2020

School Board Meeting



BACKGROUND INFORMATION



- The “Educational Facilities Act” Incorporated into Florida Statute Chapter 235 in 1997 requires that each School District annually complete and submit a 5-Year Facilities Work Plan.
- First required plan adopted by the School District in September 1998
- The plan utilizes the District Five Year Building Program, Five Year Educational Plant Survey and Spot Surveys, Existing Conditions Report, Florida Inventory of School Houses (FISH), the current fiscal year Capital Outlay Budget and the DOE Capital Outlay Full Time Equivalent (COFTE) projections

OVERVIEW OF 2020-2021 WORK PLAN



- Projected revenue and costs
- Maintenance, repair and renovation projects
- Available revenue
- Capital outlay construction projects for five year period
- Student capacity and utilization rates by school
- Relocatables: utilization, students housed and replacement plans
- Charter schools
- Planned co-teach classrooms
- Long range projections through years 2039-2040

FIVE YEAR ENROLLMENT HISTORY



Five Year Enrollment History		
School Year	September Enrollment	Growth %
2015-2016	36,529	
2016-2017	38,488	5.36%
2017-2018	40,239	4.54%
2018-2019	41,937	4.21%
2019-2020	43,740	4.29%
2020-2021	44,688	2.16%

COFTE PROJECTION PROCESS



	ACTUAL COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE	PROJECTED COFTE
GRADE LEVEL	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
PK – 5	19140.57	19,791.76	20,424.57	20,899.11	21,289.74	21,688.19
6 – 8	10,450.28	10,739.41	11,010.39	11,268.67	11,785.88	12,150.00
9 -12	12,686.81	13,349.12	13,963.75	14,438.53	14,889.12	15,319.73
PK - 12 TOTAL	42,277.66	43,880.29	45,398.71	46,606.31	47,964.74	49,157.92
Growth Percentage	4.9%	3.79%	3.46%	2.65%	2.91%	2.48%

NEW CONSTRUCTION FOR THE 5-YEAR PERIOD



FUNDED

- New High School HHH
- New K-8 School MM
- New High School III
- New K-8 School NN
- South Woods Elementary – Classroom Expansion
- New Elementary School N
- New K-8 School OO

PROJECTED REVENUE VS. PROJECTED COST FOR THE 5-YEAR PERIOD

- Projected Revenue: \$ 436,058,402
- Projected Cost: \$436,058,402
- The Projected Cost equals the Projected Revenue therefore the Work Plan is considered Financially Feasible.



PROJECTED UTILIZATION OF PERMANENT & RELOCATABLE CLASSROOMS

- Year 2024-2025 of the Work Plan projects the utilization of our current schools to be 96%.
- The Work Plan shows the percentage of students educated in relocatables potentially decreasing from 20% (2020-2021) to 2% (2024-2025).



NEW SCHOOLS PROJECTED FOR THE 20-YEAR LONG RANGE PLAN



	Years 1-5	Years 6-10	Years 11-20	
School Type	2020-2021 to 2024 -2025	2025-2026 to 2029-2030	2030-2031 to 2039-2040	Total
Elementary	1	2	3	6
Middle	0	1	1	2
K-8	3	2	4	9
High	2	1	2	5
School Expansions	1	1	0	2
Total	7	7	10	24

TRENDS IN STUDENT PROJECTIONS & NUMBER OF SCHOOLS 1999-2000 THROUGH 2039-2040



Number of Students (COFTE)	1999-2000	2019-2020	2024-2025	2029-2030	2039-2040
K-5	*	18,918	21,688	24,550	29,423
6-8	*	10,283	12,150	13,087	15,692
9-12	*	13,226	15,320	17,663	20,269
TOTAL	18,590	42,427	49,158	55,300	65,384
<div> <div>(20 yr increase)</div> <div>(5 yr increase)</div> <div>(10 yr increase)</div> <div>(20 yr increase)</div> </div> <div> <div>128%</div> <div>16%</div> <div>30%</div> <div>54%</div> </div>					
Number of Schools	1999-2000	2019-2020	2024-2025	2029-2030	2039-2040
Elementary	14	18	19	21	24
Middle	5	7	7	8	9
K-8	0	6	9	11	15
High	2	7	9	10	12
TOTAL	21	38	44	50	60



INTRODUCTION

The 5-Year District Facilities Work Program is a very important document. The Department of Education, Legislature, Governor's Office, Division of Community Planning (growth management), local governments, and others use the work program information for various needs including funding, planning, and as the authoritative source for school facilities related information.

The district's facilities work program must be a complete, balanced capital outlay plan that is financially feasible. The first year of the work program is the district's capital outlay budget. To determine if the work program is balanced and financially feasible, the "Net Available Revenue" minus the "Funded Projects Costs" should sum to zero for "Remaining Funds".

If the "Remaining Funds" balance is zero, then the plan is both balanced and financially feasible.

If the "Remaining Funds" balance is negative, then the plan is neither balanced nor feasible.

If the "Remaining Funds" balance is greater than zero, the plan may be feasible, but it is not balanced.

Summary of revenue/expenditures available for new construction and remodeling projects only.

	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Five Year Total
Total Revenues	\$230,906,192	\$35,622,192	\$39,491,260	\$43,349,490	\$86,689,268	\$436,058,402
Total Project Costs	\$230,906,192	\$35,622,192	\$39,491,260	\$43,349,490	\$86,689,268	\$436,058,402
Difference (Remaining Funds)	\$0	\$0	\$0	\$0	\$0	\$0

District

ST JOHNS COUNTY SCHOOL DISTRICT

Fiscal Year Range

CERTIFICATION

By submitting this electronic document, we certify that all information provided in this 5-year district facilities work program is accurate, all capital outlay resources are fully reported, and the expenditures planned represent a complete and balanced capital outlay plan for the district. The district Superintendent of Schools, Chief Financial Officer, and the School Board have approved the information contained in this 5-year district facilities work program; they certify to the Department of Education, Office of Educational Facilities, that the information contained herein is correct and accurate; they also certify that the plan has been developed in coordination with the general purpose local governments as required by §1013.35(2) F.S. We understand that any information contained in this 5-year district facilities work program is subject to audit by the Auditor General of the State of Florida.

Date of School Board Adoption

Work Plan Submittal Date

DISTRICT SUPERINTENDENT

CHIEF FINANCIAL OFFICER

DISTRICT POINT-OF-CONTACT PERSON

JOB TITLE

PHONE NUMBER

E-MAIL ADDRESS

Expenditures

Expenditure for Maintenance, Repair and Renovation from 1.50-Mills and PECO

Annually, prior to the adoption of the district school budget, each school board must prepare a tentative district facilities work program that includes a schedule of major repair and renovation projects necessary to maintain the educational and ancillary facilities of the district.

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
HVAC	\$1,987,700	\$390,000	\$540,000	\$490,000	\$390,000	\$3,797,700
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Flooring	\$2,218,560	\$460,000	\$615,000	\$855,000	\$575,000	\$4,723,560
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Roofing	\$105,000	\$0	\$0	\$0	\$0	\$105,000
Locations:	Ponte Vedra High School					
Safety to Life	\$89,100	\$0	\$0	\$0	\$0	\$89,100
Locations:	CUNNINGHAM CREEK ELEMENTARY, FIRST COAST TECHNICAL INSTITUTE, JULINGTON CREEK ELEMENTARY					
Fencing	\$38,950	\$0	\$0	\$0	\$0	\$38,950
Locations:	Pacetti Bay Middle School, WEBSTER ELEMENTARY					
Parking	\$658,000	\$320,000	\$540,000	\$470,000	\$460,000	\$2,448,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLÉN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Electrical	\$81,300	\$0	\$0	\$0	\$0	\$81,300
Locations:	MURRAY MIDDLE, PEDRO MENENDEZ SENIOR HIGH					

Fire Alarm	\$207,100	\$0	\$0	\$0	\$0	\$207,100
Locations:	ALICE B LANDRUM MIDDLE, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, R B HUNT ELEMENTARY, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, W DOUGLAS HARTLEY ELEMENTARY					
Telephone/Intercom System	\$127,200	\$0	\$0	\$0	\$0	\$127,200
Locations:	Creekside High School, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, SAINT AUGUSTINE SENIOR HIGH, W DOUGLAS HARTLEY ELEMENTARY					
Closed Circuit Television	\$0	\$0	\$0	\$0	\$0	\$0
Locations:	No Locations for this expenditure.					
Paint	\$1,189,705	\$495,000	\$300,000	\$350,000	\$500,000	\$2,834,705
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Maintenance/Repair	\$4,442,740	\$3,976,000	\$3,949,000	\$3,926,000	\$4,408,000	\$20,701,740
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Sub Total:	\$11,145,355	\$5,641,000	\$5,944,000	\$6,091,000	\$6,333,000	\$35,154,355

PECO Maintenance Expenditures	\$0	\$0	\$0	\$0	\$0	\$0
1.50 Mill Sub Total:	\$13,110,355	\$7,006,000	\$7,314,000	\$7,441,000	\$7,693,000	\$42,564,355

Other Items	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Ceiling & Light Replacement Pgm	\$200,000	\$200,000	\$200,000	\$200,000	\$200,000	\$1,000,000
Locations:	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

Maint Dept Equipment Pgm	\$0	\$100,000	\$100,000	\$100,000	\$100,000	\$400,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Energy Mgmt Pgm	\$240,000	\$240,000	\$240,000	\$240,000	\$240,000	\$1,200,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Districtwide Maint Pgm TBD	\$1,050,000	\$300,000	\$300,000	\$300,000	\$300,000	\$2,250,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
SREF TBD	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLER EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Env/Remediation TBD	\$125,000	\$125,000	\$125,000	\$125,000	\$125,000	\$625,000

Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Wetland Mont & Imp TBD	\$25,000	\$25,000	\$25,000	\$25,000	\$25,000	\$125,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
IAQ Baseline Testing	\$0	\$50,000	\$55,000	\$35,000	\$45,000	\$185,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Elevator Repairs & Upgrades Pgm	\$75,000	\$75,000	\$75,000	\$75,000	\$75,000	\$375,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					
Parking Lot Lighting Pgm	\$100,000	\$100,000	\$100,000	\$100,000	\$100,000	\$500,000
Locations	ADMINISTRATIVE COMPLEX, ALICE B LANDRUM MIDDLE, ALLEN D NEASE SENIOR HIGH, BARTRAM TRAIL SENIOR HIGH, BUS SERVICE GARAGE & WAREHOUSE, Creekside High School, CROOKSHANK ELEMENTARY, CUNNINGHAM CREEK ELEMENTARY, DURBIN CREEK ELEMENTARY, EVELYN HAMBLIN EDUCATION CENTER, FIRST COAST TECHNICAL INSTITUTE, FREEDOM CROSSING ACADEMY, FRUIT COVE MIDDLE, Fullerwood Center, GAMBLE ROGERS MIDDLE, HICKORY CREEK ELEMENTARY, JULINGTON CREEK ELEMENTARY, KETTERLINUS ELEMENTARY, Liberty Pines Academy, MAINTENANCE/PURCHASING/WAREHOUSE, MARJORIE KINNAN RAWLINGS ELEMENTARY, MILL CREEK ACADEMY, MURRAY MIDDLE, NEASE BUS GARAGE, OCEAN PALMS ELEMENTARY, OSCEOLA ELEMENTARY, OTIS A MASON ELEMENTARY, Pacetti Bay Middle School, Palencia Elementary School, PALM VALLEY ACADEMY, Patriot Oaks Academy, PEDRO MENENDEZ SENIOR HIGH, PICOLATA CROSSING ELEMENTARY, Ponte Vedra High School, PONTE VEDRA-PALM VALLEY ELEMENTARY, R B HUNT ELEMENTARY, SAINT AUGUSTINE SENIOR HIGH, SEBASTIAN MIDDLE, SOUTH WOODS ELEMENTARY, SWITZERLAND POINT MIDDLE, TIMBERLIN CREEK ELEMENTARY, Valley Ridge Academy, W DOUGLAS HARTLEY ELEMENTARY, Wards Creek Elementary, WEBSTER ELEMENTARY, YATES ADMINISTRATIVE ANNEX					

Total:	\$13,110,355	\$7,006,000	\$7,314,000	\$7,441,000	\$7,693,000	\$42,564,355
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Local 1.50 Mill Expenditure For Maintenance, Repair and Renovation

Anticipated expenditures expected from local funding sources over the years covered by the current work plan.

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Remaining Maint and Repair from 1.5 Mills	\$13,110,355	\$7,006,000	\$7,314,000	\$7,441,000	\$7,693,000	\$42,564,355
Maintenance/Repair Salaries	\$1,892,030	\$2,000,000	\$2,100,000	\$2,200,000	\$2,300,000	\$10,492,030
School Bus Purchases	\$4,978,700	\$4,030,386	\$4,030,386	\$4,530,386	\$4,530,386	\$22,100,244
Other Vehicle Purchases	\$88,000	\$60,000	\$60,000	\$60,000	\$60,000	\$328,000
Capital Outlay Equipment	\$900,000	\$910,000	\$1,000,000	\$1,000,000	\$1,000,000	\$4,810,000
Rent/Lease Payments	\$0	\$0	\$0	\$0	\$0	\$0
COP Debt Service	\$16,078,773	\$16,270,314	\$15,842,314	\$15,405,564	\$14,979,564	\$78,576,529
Rent/Lease Relocatables	\$3,448,596	\$2,500,000	\$2,000,000	\$1,500,000	\$1,000,000	\$10,448,596
Environmental Problems - ...	\$0	\$0	\$0	\$0	\$0	\$0
s.1011.14 Debt Service	\$3,287,741	\$3,287,349	\$3,286,787	\$3,286,787	\$3,286,787	\$16,435,451
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
Premiums for Property Casualty Insurance - 1011.71 (4a,b)	\$328,512	\$500,000	\$500,000	\$500,000	\$500,000	\$2,328,512
Qualified School Construction Bonds (QSCB)	\$0	\$0	\$0	\$0	\$0	\$0
Qualified Zone Academy Bonds (QZAB)	\$0	\$0	\$0	\$0	\$0	\$0
Excelsior Center Lease	\$0	\$19,163	\$19,163	\$19,163	\$19,163	\$76,652
Technology Plan	\$1,896,483	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$13,896,483
AED Replacement Program	\$0	\$60,000	\$60,000	\$60,000	\$60,000	\$240,000
School Based Maintenance	\$756,500	\$800,000	\$850,000	\$900,000	\$950,000	\$4,256,500
Inspections & Repairs	\$175,000	\$200,000	\$200,000	\$200,000	\$200,000	\$975,000
Transportation Technology	\$27,870	\$0	\$0	\$0	\$0	\$27,870
Rapid Credentialing Grant Match	\$54,446	\$0	\$0	\$0	\$0	\$54,446
Districtwide Other Projects	\$1,801,287	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,801,287
Local Expenditure Totals:	\$48,824,293	\$41,643,212	\$41,262,650	\$41,102,900	\$40,578,900	\$213,411,955

Revenue

1.50 Mill Revenue Source

Schedule of Estimated Capital Outlay Revenue from each currently approved source which is estimated to be available for expenditures on the projects included in the tentative district facilities work program. All amounts are NET after considering carryover balances, interest earned, new COP's, 1011.14 and 1011.15 loans, etc. Districts cannot use 1.5-Mill funds for salaries except for those explicitly associated with maintenance/repair projects. (1011.71 (5), F.S.)

Item	Fund	2020 - 2021 Actual Value	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
(1) Non-exempt property assessed valuation		\$34,114,092,651	\$38,011,083,993	\$40,433,657,940	\$43,002,046,471	\$45,800,108,095	\$201,360,989,150
(2) The Millage projected for discretionary capital outlay per s.1011.71		1.50	1.50	1.50	1.50	1.50	
(3) Full value of the 1.50-Mill discretionary capital outlay per s.1011.71		\$57,311,676	\$63,858,621	\$67,928,545	\$72,243,438	\$76,944,182	\$338,286,462
(4) Value of the portion of the 1.50 -Mill ACTUALLY levied	370	\$49,124,293	\$54,735,961	\$58,224,467	\$61,922,947	\$65,952,156	\$289,959,824
(5) Difference of lines (3) and (4)		\$8,187,383	\$9,122,660	\$9,704,078	\$10,320,491	\$10,992,026	\$48,326,638

PECO Revenue Source

The figure in the row designated "PECO Maintenance" will be subtracted from funds available for new construction because PECO maintenance dollars cannot be used for new construction.

Item	Fund	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
PECO New Construction	340	\$0	\$0	\$0	\$0	\$0	\$0
PECO Maintenance Expenditures		\$0	\$0	\$0	\$0	\$0	\$0
		\$0	\$0	\$0	\$0	\$0	\$0

CO & DS Revenue Source

Revenue from Capital Outlay and Debt Service funds.

Item	Fund	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
CO & DS Cash Flow-through Distributed	360	\$1,274,713	\$1,274,713	\$1,274,713	\$1,274,713	\$1,274,713	\$6,373,565
CO & DS Interest on Undistributed CO	360	\$48,538	\$48,538	\$48,538	\$48,538	\$48,538	\$242,690
		\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$6,616,255

Fair Share Revenue Source

Item	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
All legally binding commitments for proportionate share mitigation impacts on public school facilities must be included in the 5-year district work program						
SCD 2009-6 Anderson Greenbrier -- Contribution of Land (19.25 acres)	\$0	\$0	\$0	\$0	\$1	\$1
SCD 2011-2 Winchester East- Proportionate Share Mitigation Payment-- Middle School Student Stations	\$0	\$0	\$0	\$0	\$46,102	\$46,102
SCD 2014-15 Julington Lakes-- Proportionate Share Mitigation Payment---Elementary, Middle and High School Student Stations	\$1,595,433	\$0	\$0	\$0	\$3,190,866	\$4,786,299
SCD 2014-1 Datil Pepper--Proportionate Share Mitigation Payment--High School Student Stations	\$376,256	\$0	\$0	\$0	\$0	\$376,256

SCD 2014-19 Stone Creek Landing-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$254,807	\$0	\$0	\$0	\$509,612	\$764,419
Ashford Mills DRI (Shearwater)-- Elementary, Middle and High School Student Stations	\$0	\$0	\$0	\$0	\$13,202,385	\$13,202,385
Bartram Park DRI --Elementary, Middle and High School Student Stations	\$2,443,852	\$0	\$0	\$0	\$4,887,690	\$7,331,542
Twin Creeks DRI--Elementary, Middle and High School Student Stations	\$2,923,204	\$0	\$0	\$0	\$5,846,400	\$8,769,604
SCDMOD 2014-1 Oxford Estates II-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$210,420	\$0	\$0	\$0	\$370,746	\$581,166
SCD 2015-10 Bannan Lakes-- Proportionate Share Mitigation Payment-- High School Student Stations	\$1,189,699	\$0	\$0	\$0	\$0	\$1,189,698
SCD 2015-19 Villages of Valencia-- Proportionate Share Mitigation Payment-- High School Student Stations	\$166,549	\$0	\$0	\$0	\$0	\$166,549
SCD 2016-1 Oxford Estates IV-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$278,850	\$0	\$0	\$0	\$278,850	\$557,700
SCD 2016-9 Tomoka Pines-- Proportionate Share Mitigation Payment-- High School Student Stations	\$232,371	\$0	\$0	\$0	\$0	\$232,371
SCD 2016-4 Wards Creek PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$370,614	\$0	\$0	\$0	\$370,613	\$741,227
SCD 2016-2 Lakes at Mill Creek Plantation PUD--Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$309,837	\$0	\$0	\$0	\$309,837	\$619,674
SCD 2016-12 Durbin Creek Estates-- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$958,232	\$0	\$0	\$0	\$1,916,464	\$2,874,696
SCD 2016-5 Dolphin Cove--Proportionate Share Mitigation Payment--High School Student Stations	\$27,847	\$0	\$0	\$0	\$0	\$27,847
SCD 2016-3 Worthington Estates PUD-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$492,765	\$0	\$0	\$0	\$492,765	\$985,530
SCD 2016-19 Windsong Acres-- Proportionate Share Mitigation Payment-- High School Student Stations	\$45,233	\$0	\$0	\$0	\$0	\$45,233
SCD 2017-7 Antigua Apartments-- Proportionate Share Mitigation Payment-- High School Student Stations	\$223,078	\$0	\$0	\$0	\$223,078	\$446,156
SCD 2015-7 Terra Pines--Proportionate Share Mitigation Payment--High School Student Stations	\$69,342	\$0	\$0	\$0	\$0	\$69,342
SCD 2017-20 Southaven PUD 2-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$37,158	\$0	\$0	\$0	\$37,158	\$74,316
SCD 2018-8 SR 207 & Lightsey Road Apartments --Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$233,735	\$0	\$0	\$0	\$233,735	\$467,470
SCD 2018-20 Vilano Subdivision-- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$2,616	\$0	\$0	\$0	\$2,615	\$5,231

SCD 2018-18 2884 N. Fourth Street- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$8,334	\$0	\$0	\$0	\$8,334	\$16,668
Interest: Elementary, Middle and High	\$0	\$0	\$0	\$0	\$1,720,523	\$1,720,523
SCD 2019-10 Mill Creek Forest PUD- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$387,232	\$0	\$0	\$0	\$774,463	\$1,161,695
SCD 2018-16 ICI Land - Middlebourne PUD -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$870,927	\$0	\$0	\$0	\$1,741,854	\$2,612,781
SCD 2018-17 Grand Oaks - Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$990,329	\$0	\$0	\$0	\$990,328	\$1,980,657
SCD 2019-14 Minorcan Mill PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$491,769	\$0	\$0	\$0	\$491,769	\$983,538
SCD 2020-2 Sandy Creek PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$33,483	\$0	\$0	\$0	\$33,484	\$66,967
SCD 2017-16 Rock Springs Farms- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$130,476	\$0	\$0	\$0	\$130,476	\$260,952
SCD 2018-11 North Creek PUD- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$164,529	\$0	\$0	\$0	\$164,529	\$329,058
SCD 2018-7 Morgan's Cove- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$191,542	\$0	\$0	\$0	\$191,542	\$383,084
SCD 2018-6 Southwind Plantation- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$9,981	\$0	\$0	\$0	\$9,981	\$19,962
SCD 2014-12 The Landing at St. Augustine Ph 1-Proportionate Share Mitigation Payment--High School Student Stations	\$37,179	\$0	\$0	\$0	\$0	\$37,179
SCD 2019-2 The Landing at St. Augustine Ph 2-Proportionate Share Mitigation Payment--Middle and High School Student Stations	\$250,800	\$0	\$0	\$0	\$250,800	\$501,600
SCD 2014-11 Hilltop at St. Augustine - Proportionate Share Mitigation Payment-- High School Student Stations	\$182,545	\$0	\$0	\$0	\$0	\$182,545
SCD 2014-7 Lakes of Ponte Vedra- Proportionate Share Mitigation Payment-- High School Student Stations	\$21,965	\$0	\$0	\$0	\$0	\$21,965
SCD 2015-2 Possum Trot - Proportionate Share Mitigation Payment--High School Student Stations	\$3,620	\$0	\$0	\$0	\$0	\$3,620
SCD 2019-9 Sebastian Cove Ph 2 - Proportionate Share Mitigation Payment-- High School Student Stations	\$98,533	\$0	\$0	\$0	\$0	\$98,533
SCD 2016-8 Coastal Village- Proportionate Share Mitigation Payment-- High School Student Stations	\$8,140	\$0	\$0	\$0	\$0	\$8,140
SCD 2014 12 East San Sebastian- Proportionate Share Mitigation Payment-- High School Student Stations	\$375,921	\$0	\$0	\$0	\$0	\$375,921
SCD 2016-11 Arbor Mill at Mill Creek -- Proportionate Share Mitigation Payment-- Middle and High School Student Stations	\$359,569	\$0	\$0	\$0	\$359,569	\$719,138

SCD 2015-4 Cartwheel Bay -- Proportionate Share Mitigation Payment-- Elementary, Middle and High School Student Stations	\$126	\$0	\$0	\$0	\$0	\$126
	\$17,058,897	\$0	\$0	\$0	\$38,786,569	\$55,845,466

Sales Surtax Referendum

Specific information about any referendum for a 1-cent or ½-cent surtax referendum during the previous year.

Did the school district hold a surtax referendum during the past fiscal year 2019 - 2020?

Yes

Sales Surtax Type: Half Cent Sales Surtax

Date of Election: 11/3/2015

Date of Expiration: 12/31/2025

Anticipated Revenue Start Date: 1/1/2016

Anticipated Revenue End Date: 12/31/2025

Estimated Annualized Revenue: \$13,000,000

**Total \$ Amount Projected to be Received for the
Duration of Tax:** \$150,000,000

Number of Years Tax In Effect: 10

Percentage of Vote FOR: 61 %

Percentage of Vote AGAINST: 39 %

Additional Revenue Source

Any additional revenue sources

Item	2020 - 2021 Actual Value	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total
Estimated Revenue from CO & DS Bond Sale	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Voted Capital Improvements millage	\$0	\$0	\$0	\$0	\$0	\$0
Other Revenue for Other Capital Projects	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from 1/2 cent sales surtax authorized by school board	\$9,056,192	\$9,056,192	\$9,056,192	\$9,056,192	\$9,056,192	\$45,280,960
Proceeds from local governmental infrastructure sales surtax	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Certificates of Participation (COP's) Sale	\$55,000,000	\$0	\$0	\$0	\$0	\$55,000,000
Classrooms First Bond proceeds amount authorized in FY 1997-98	\$0	\$0	\$0	\$0	\$0	\$0
Classrooms for Kids	\$0	\$0	\$0	\$0	\$0	\$0
District Equity Recognition	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grants	\$0	\$0	\$0	\$0	\$0	\$0

Proportionate share mitigation (actual cash revenue only, not in kind donations)	\$0	\$0	\$0	\$0	\$0	\$0
Impact fees received	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$12,000,000	\$60,000,000
Private donations	\$0	\$0	\$0	\$0	\$0	\$0
Grants from local governments or not-for-profit organizations	\$0	\$0	\$0	\$0	\$0	\$0
Interest, Including Profit On Investment	\$150,000	\$150,000	\$150,000	\$150,000	\$150,000	\$750,000
Revenue from Bonds pledging proceeds from 1 cent or 1/2 cent Sales Surtax	\$0	\$0	\$0	\$0	\$0	\$0
Total Fund Balance Carried Forward	\$247,924,558	\$0	\$0	\$0	\$0	\$247,924,558
General Capital Outlay Obligated Fund Balance Carried Forward From Total Fund Balance Carried Forward	(\$111,906,706)	\$0	\$0	\$0	\$0	(\$111,906,706)
Special Facilities Construction Account	\$0	\$0	\$0	\$0	\$0	\$0
One Cent - 1/2 Cent Sales Surtax Debt Service From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Capital Outlay Projects Funds Balance Carried Forward From Total Fund Balance Carried Forward	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from a s.1011 14/15 F.S. Loans	\$0	\$0	\$0	\$0	\$0	\$0
District Bonds - Voted local bond referendum proceeds per s.9, Art VII State Constitution	\$0	\$0	\$0	\$0	\$0	\$0
Proceeds from Special Act Bonds	\$0	\$0	\$0	\$0	\$0	\$0
Subtotal	\$212,224,044	\$21,206,192	\$21,206,192	\$21,206,192	\$21,206,192	\$297,048,812

Total Revenue Summary

Item Name	2020 - 2021 Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Five Year Total
Local 1.5 Mill Discretionary Capital Outlay Revenue	\$49,124,293	\$54,735,961	\$58,224,467	\$61,922,947	\$65,952,156	\$289,959,824
PECO and 1.5 Mill Maint and Other 1.5 Mill Expenditures	(\$48,824,293)	(\$41,643,212)	(\$41,262,650)	(\$41,102,900)	(\$40,578,900)	(\$213,411,955)
PECO Maintenance Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Available 1.50 Mill for New Construction	\$300,000	\$13,092,749	\$16,961,817	\$20,820,047	\$25,373,256	\$76,547,869

Item Name	2020 - 2021 Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Five Year Total
CO & DS Revenue	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$1,323,251	\$6,616,255
PECO New Construction Revenue	\$0	\$0	\$0	\$0	\$0	\$0
Other/Additional Revenue	\$229,282,941	\$21,206,192	\$21,206,192	\$21,206,192	\$59,992,761	\$352,894,278
Total Additional Revenue	\$230,606,192	\$22,529,443	\$22,529,443	\$22,529,443	\$61,316,012	\$359,510,533

Total Available Revenue	\$230,906,192	\$35,622,192	\$39,491,260	\$43,349,490	\$86,689,268	\$436,058,402
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Project Schedules

Capacity Project Schedules

A schedule of capital outlay projects necessary to ensure the availability of satisfactory classrooms for the projected student enrollment in K-12 programs.

Project Description	Location		2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Total	Funded
New High School HHH	Location not specified	Planned Cost:	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	Yes
		Student Stations:	2,134	0	0	0	0	2,134	
		Total Classrooms:	86	0	0	0	0	86	
		Gross Sq Ft:	230,000	0	0	0	0	230,000	
		Planned Cost:	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	
		Student Stations:	2,134	0	0	0	0	2,134	
		Total Classrooms:	86	0	0	0	0	86	
		Gross Sq Ft:	230,000	0	0	0	0	230,000	

Other Project Schedules

Major renovations, remodeling, and additions of capital outlay projects that do not add capacity to schools.

Project Description	Location	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total	Funded
SREF	Location not specified	\$25,000	\$75,000	\$75,000	\$75,000	\$0	\$250,000	Yes
Districtwide Maintenance Program: Add'l Capital Projects	Location not specified	\$0	\$8,000,000	\$8,000,000	\$8,000,000	\$8,000,000	\$32,000,000	Yes
Upgrade and New Relocatables	Location not specified	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$1,000,000	\$5,000,000	Yes
AED Replacement	Location not specified	\$60,000	\$0	\$0	\$0	\$0	\$60,000	Yes
Half-Cent Sales Surtax Savings for Future Construction	Location not specified	\$429,603	\$5,000,000	\$5,000,000	\$5,000,000	\$467,210	\$16,896,803	Yes
Half-Cent Sales Surtax Classroom Technology	Location not specified	\$3,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$11,000,000	Yes
Half-Cent Sales Surtax Security Cameras & Access Controls	Location not specified	\$400,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,400,000	Yes
Half-Cent Sales Surtax Maintenance School Security Improvements	Location not specified	\$532,759	\$500,000	\$500,000	\$500,000	\$500,000	\$2,532,759	Yes
Half-Cent Sales Surtax GPS System for Buses	Location not specified	\$115,000	\$115,000	\$115,000	\$115,000	\$115,000	\$575,000	Yes

Half-Cent Sales Surtax Technology Improvements: Replacement Computers & CR Equipment	Location not specified	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$2,000,000	\$10,000,000	Yes
Half-Cent Sales Surtax Security Improvements	Location not specified	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Yes
Half-Cent Sales Surtax Maintaining Facilities	Location not specified	\$0	\$3,000,000	\$3,000,000	\$3,000,000	\$3,000,000	\$12,000,000	Yes
Districtwide Other Projects	Location not specified	\$65,000	\$0	\$0	\$0	\$0	\$65,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 1)	OSCEOLA ELEMENTARY	\$1,000,000	\$0	\$0	\$0	\$0	\$1,000,000	Yes
Half-Cent Sales Surtax Roof Replacement (Phase 2)	ALICE B LANDRUM MIDDLE	\$950,000	\$0	\$0	\$0	\$0	\$950,000	Yes
Media Center Renovations	WEBSTER ELEMENTARY	\$300,000	\$0	\$0	\$0	\$0	\$300,000	Yes
Building K-12 CTE Infrastructure (CARES Act) Grant Match	Location not specified	\$28,750	\$0	\$0	\$0	\$0	\$28,750	Yes
Half-Cent Sales Surtax Technology Improvements: Teacher & Student Instructional Devices	Location not specified	\$500,000	\$500,000	\$500,000	\$500,000	\$500,000	\$2,500,000	Yes
		\$10,906,192	\$23,190,000	\$23,190,000	\$23,190,000	\$18,582,210	\$99,058,402	

Additional Project Schedules

Any projects that are not identified in the last approved educational plant survey.

Project Description	Location	Num Classrooms	2020 - 2021 Actual Budget	2021 - 2022 Projected	2022 - 2023 Projected	2023 - 2024 Projected	2024 - 2025 Projected	Total	Funded
K-8 School MM	Location not specified	73	\$49,000,000	\$0	\$0	\$0	\$0	\$49,000,000	Yes
Classroom Expansion	SOUTH WOODS ELEMENTARY	8	\$0	\$0	\$0	\$0	\$5,000,000	\$5,000,000	Yes
K-8 School NN	Location not specified	73	\$11,000,000	\$12,432,192	\$16,301,260	\$9,266,548	\$0	\$49,000,000	Yes
High School III	Location not specified	86	\$80,000,000	\$0	\$0	\$0	\$0	\$80,000,000	Yes
K-8 School OO	Location not specified	73	\$0	\$0	\$0	\$0	\$49,000,000	\$49,000,000	Yes
Elementary School N	Location not specified	44	\$0	\$0	\$0	\$10,892,942	\$14,107,058	\$25,000,000	Yes
		357	\$140,000,000	\$12,432,192	\$16,301,260	\$20,159,490	\$68,107,058	\$257,000,000	

Non Funded Growth Management Project Schedules

Schedule indicating which projects, due to planned development, that CANNOT be funded from current revenues projected over the next five years.

Nothing reported for this section.

Tracking

Capacity Tracking

Location	2020 - 2021 Sats. Stu. Sta.	Actual 2020 - 2021 FISH Capacity	Actual 2019 - 2020 COFTE	# Class Rooms	Actual Average 2020 - 2021 Class Size	Actual 2020 - 2021 Utilization	New Stu. Capacity	New Rooms to be Added/Removed	Projected 2024 - 2025 COFTE	Projected 2024 - 2025 Utilization	Projected 2024 - 2025 Class Size
CROOKSHANK ELEMENTARY	1,006	1,006	769	54	14	76.00 %	0	0	1,006	100.00 %	19
EVELYN HAMBLEN EDUCATION CENTER	511	511	142	23	6	28.00 %	0	0	150	29.00 %	7
KETTERLINUS ELEMENTARY	485	485	419	26	16	86.00 %	0	0	485	100.00 %	19
PONTE VEDRA-PALM VALLEY ELEMENTARY	648	648	468	36	13	72.00 %	-54	-3	594	100.00 %	18
R B HUNT ELEMENTARY	699	699	615	37	17	88.00 %	0	0	699	100.00 %	19
Palencia Elementary School	875	875	873	47	19	100.00 %	-152	-6	723	100.00 %	18
Patriot Oaks Academy	1,636	1,472	1,385	74	19	94.00 %	-348	-21	1,124	100.00 %	21
Valley Ridge Academy	1,750	1,575	1,355	79	17	86.00 %	-462	-21	1,113	100.00 %	19
PICOLATA CROSSING ELEMENTARY	829	829	757	44	17	91.00 %	0	0	829	100.00 %	19
FREEDOM CROSSING ACADEMY	2,077	1,869	1,493	97	15	80.00 %	-436	-20	1,433	100.00 %	19
PALM VALLEY ACADEMY	2,495	2,245	1,865	117	16	83.00 %	-876	-40	1,433	105.00 %	19
Wards Creek Elementary	984	984	695	52	13	71.00 %	-224	-12	760	100.00 %	19
Pacetti Bay Middle School	1,754	1,578	1,364	74	18	86.00 %	-528	-26	1,050	100.00 %	22
Creekside High School	2,343	2,225	2,131	91	23	96.00 %	-650	-20	1,575	100.00 %	22
Ponte Vedra High School	1,743	1,655	1,745	74	24	105.00 %	-100	-4	1,555	100.00 %	22
Liberty Pines Academy	1,894	1,704	1,525	85	18	89.00 %	-168	-8	1,536	100.00 %	20
BARTRAM TRAIL SENIOR HIGH	2,671	2,537	2,684	108	25	106.00 %	-618	-26	1,919	100.00 %	23
FRUIT COVE MIDDLE	1,478	1,330	1,303	64	20	98.00 %	-286	-13	1,044	100.00 %	20
DURBIN CREEK ELEMENTARY	1,074	1,074	870	55	16	81.00 %	-216	-12	858	100.00 %	20
TIMBERLIN CREEK ELEMENTARY	1,138	1,138	1,030	61	17	90.00 %	-378	-18	760	100.00 %	18
SOUTH WOODS ELEMENTARY	850	850	658	45	15	77.00 %	-216	-12	634	100.00 %	19
HICKORY CREEK ELEMENTARY	796	796	753	42	18	95.00 %	-36	-2	760	100.00 %	19
CUNNINGHAM CREEK ELEMENTARY	806	806	611	41	15	76.00 %	-160	-8	646	100.00 %	20
GAMBLE ROGERS MIDDLE	1,005	904	918	47	20	101.00 %	0	0	904	100.00 %	19
OCEAN PALMS ELEMENTARY	865	865	611	46	13	71.00 %	-198	-11	667	100.00 %	19

PEDRO MENENDEZ SENIOR HIGH	1,532	1,455	1,290	62	21	89.00 %	0	0	1,455	100.00 %	23
MARJORIE KINNAN RAWLINGS ELEMENTARY	739	739	545	37	15	74.00 %	0	0	739	100.00 %	20
OTIS A MASON ELEMENTARY	695	695	661	37	18	95.00 %	-36	-2	659	100.00 %	19
W DOUGLAS HARTLEY ELEMENTARY	729	729	592	40	15	81.00 %	0	0	729	100.00 %	18
SEBASTIAN MIDDLE	906	815	746	44	17	92.00 %	0	0	815	100.00 %	19
ALICE B LANDRUM MIDDLE	1,290	1,161	1,177	59	20	101.00 %	-238	-11	923	100.00 %	19
SWITZERLAND POINT MIDDLE	1,185	1,066	1,284	55	23	120.00 %	-172	-8	894	100.00 %	19
OSCEOLA ELEMENTARY	856	856	638	46	14	74.00 %	0	0	856	100.00 %	19
MILL CREEK ACADEMY	1,679	1,679	1,265	76	17	75.00 %	0	0	1,679	100.00 %	22
MURRAY MIDDLE	1,093	983	720	49	15	73.00 %	0	0	983	100.00 %	20
SAINT AUGUSTINE SENIOR HIGH	1,901	1,805	1,737	79	22	96.00 %	0	0	1,805	100.00 %	23
WEBSTER ELEMENTARY	977	977	450	57	8	46.00 %	-18	-1	959	100.00 %	17
FIRST COAST TECHNICAL INSTITUTE	1,628	1,953	314	88	4	16.00 %	0	0	350	18.00 %	4
JULINGTON CREEK ELEMENTARY	1,172	1,172	985	63	16	84.00 %	-144	-6	1,028	100.00 %	18
ALLEN D NEASE SENIOR HIGH	3,059	2,906	2,702	123	22	93.00 %	-775	-33	2,131	100.00 %	24
	51,853	49,651	42,142	2,434	17	84.88 %	-7,489	-344	40,262	95.49 %	19

The COFTE Projected Total (40,262) for 2024 - 2025 must match the Official Forecasted COFTE Total (49,158) for 2024 - 2025 before this section can be completed. In the event that the COFTE Projected Total does not match the Official forecasted COFTE, then the Balanced Projected COFTE Table should be used to balance COFTE.

Projected COFTE for 2024 - 2025	
Elementary (PK-3)	13,912
Middle (4-8)	19,927
High (9-12)	15,320
	49,158

Grade Level Type	Balanced Projected COFTE for 2024 - 2025
Elementary (PK-3)	2,004
Middle (4-8)	2,505
High (9-12)	4,388
	49,159

Relocatable Replacement

Number of relocatable classrooms clearly identified and scheduled for replacement in the school board adopted financially feasible 5-year district work program.

Location	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	Year 5 Total
PONTE VEDRA-PALM VALLEY ELEMENTARY	0	0	0	0	3	3

WEBSTER ELEMENTARY	1	0	0	0	0	1
JULINGTON CREEK ELEMENTARY	0	2	0	0	6	8
ALLEN D NEASE SENIOR HIGH	0	25	8	0	0	33
ALICE B LANDRUM MIDDLE	0	0	0	0	11	11
SWITZERLAND POINT MIDDLE	0	0	0	0	8	8
OTIS A MASON ELEMENTARY	0	0	0	0	2	2
CUNNINGHAM CREEK ELEMENTARY	0	0	0	0	8	8
OCEAN PALMS ELEMENTARY	0	0	0	0	11	11
BARTRAM TRAIL SENIOR HIGH	0	0	18	8	0	26
FRUIT COVE MIDDLE	0	0	0	0	13	13
DURBIN CREEK ELEMENTARY	0	0	0	0	12	12
TIMBERLIN CREEK ELEMENTARY	0	0	0	0	18	18
SOUTH WOODS ELEMENTARY	0	0	0	0	12	12
HICKORY CREEK ELEMENTARY	0	0	0	0	2	2
Wards Creek Elementary	0	0	0	0	12	12
Pacetti Bay Middle School	0	0	0	0	26	26
Creekside High School	0	0	0	0	28	28
Ponte Vedra High School	0	0	0	0	4	4
Liberty Pines Academy	0	0	0	0	8	8
Palencia Elementary School	0	0	0	0	6	6
Patriot Oaks Academy	0	0	0	0	17	17
Valley Ridge Academy	0	6	0	0	15	21
FREEDOM CROSSING ACADEMY	0	0	0	0	20	20
PALM VALLEY ACADEMY	0	28	12	0	0	40
Total Relocatable Replacements:	1	61	38	8	242	350

Charter Schools Tracking

Information regarding the use of charter schools.

Location-Type	# Relocatable units or permanent classrooms	Owner	Year Started or Scheduled	Student Stations	Students Enrolled	Years in Contract	Total Charter Students projected for 2024 - 2025
Therapeutic Learning Center (TLC); PK; 2101 ARC Drive St. Augustine, FL 32084	2	PRIVATE	2000	20	14	4	36
St. Johns Community Campus; ESE Ages 18-22; 62 Cuna Street, St. Augustine, FL 32084	4	PRIVATE	2010	30	40	4	100

St. Augustine Public Montessori; Grades 1-6; 7A Williams St., St. Augustine, FL, 32084	7	PRIVATE	2012	130	116	1	130
	13			180	170		266

Special Purpose Classrooms Tracking

The number of classrooms that will be used for certain special purposes in the current year, by facility and type of classroom, that the district will, 1), not use for educational purposes, and 2), the co-teaching classrooms that are not open plan classrooms and will be used for educational purposes.

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
Total Educational Classrooms:		0	0	0	0	0	0

School	School Type	# of Elementary K-3 Classrooms	# of Middle 4-8 Classrooms	# of High 9-12 Classrooms	# of ESE Classrooms	# of Combo Classrooms	Total Classrooms
MILL CREEK ACADEMY	Co-Teaching	1	0	0	0	0	1
OTIS A MASON ELEMENTARY	Co-Teaching	5	0	0	0	0	5
OSCEOLA ELEMENTARY	Co-Teaching	3	0	0	0	0	3
JULINGTON CREEK ELEMENTARY	Co-Teaching	1	0	0	0	0	1
W DOUGLAS HARTLEY ELEMENTARY	Co-Teaching	4	0	0	0	0	4
KETTERLINUS ELEMENTARY	Co-Teaching	2	1	0	0	0	3
PONTE VEDRA-PALM VALLEY ELEMENTARY	Co-Teaching	5	0	0	0	0	5
TIMBERLIN CREEK ELEMENTARY	Co-Teaching	0	12	0	0	0	12
SOUTH WOODS ELEMENTARY	Co-Teaching	1	4	0	0	0	5
HICKORY CREEK ELEMENTARY	Co-Teaching	5	1	0	0	0	6
PEDRO MENENDEZ SENIOR HIGH	Co-Teaching	0	0	2	0	0	2
FRUIT COVE MIDDLE	Co-Teaching	0	1	0	0	0	1
DURBIN CREEK ELEMENTARY	Co-Teaching	1	0	0	0	0	1
CUNNINGHAM CREEK ELEMENTARY	Co-Teaching	0	1	0	0	0	1
GAMBLE ROGERS MIDDLE	Co-Teaching	0	16	0	0	0	16
OCEAN PALMS ELEMENTARY	Co-Teaching	0	1	0	0	0	1
Liberty Pines Academy	Co-Teaching	2	6	0	0	0	8
Palencia Elementary School	Co-Teaching	0	2	0	0	0	2
Patriot Oaks Academy	Co-Teaching	1	1	0	0	0	2
Valley Ridge Academy	Co-Teaching	1	2	0	0	0	3
PICOLATA CROSSING ELEMENTARY	Co-Teaching	6	0	0	0	0	6
PALM VALLEY ACADEMY	Co-Teaching	11	0	0	0	0	11

FREEDOM CROSSING ACADEMY	Co-Teaching	3	0	0	0	0	3
Total Co-Teaching Classrooms:		52	48	2	0	0	102

Infrastructure Tracking

Necessary offsite infrastructure requirements resulting from expansions or new schools. This section should include infrastructure information related to capacity project schedules and other project schedules (Section 4).

New High School HHH: Water and Sewer line extensions and road improvements for access.

New K-8 School MM: Water and Sewer line extensions and road improvements for access.

New High School III: Water and Sewer line extensions and road improvements for access.

New K-8 School NN: Water and Sewer line extensions and road improvements for access.

Elementary Expansion at South Woods Elementary School. None. Existing Site

Proposed location of planned facilities, whether those locations are consistent with the comprehensive plans of all affected local governments, and recommendations for infrastructure and other improvements to land adjacent to existing facilities. Provisions of 1013.33(12), (13) and (14) and 1013.36 must be addressed for new facilities planned within the 1st three years of the plan (Section 5).

New High School HHH: International Golf Parkway.

New K-8 School MM: Pine Island Road

New High School III: Beachwalk Blvd

New K-8 School NN: Undetermined location.

Elementary Expansion at Existing South Woods Elementary School

Consistent with Comp Plan? Yes

Net New Classrooms

The number of classrooms, by grade level and type of construction, that were added during the last fiscal year.

List the net new classrooms added in the 2019 - 2020 fiscal year					List the net new classrooms to be added in the 2020 - 2021 fiscal year.			
"Classrooms" is defined as capacity carrying classrooms that are added to increase capacity to enable the district to meet the Class Size Amendment.					Totals for fiscal year 2020 - 2021 should match totals in Section 15A.			
Location	2019 - 2020 # Permanent	2019 - 2020 # Modular	2019 - 2020 # Relocatable	2019 - 2020 Total	2020 - 2021 # Permanent	2020 - 2021 # Modular	2020 - 2021 # Relocatable	2020 - 2021 Total
Elementary (PK-3)	0	0	30	30	0	0	0	0
Middle (4-8)	20	0	30	50	0	0	0	0
High (9-12)	0	0	14	14	86	0	0	86
	20	0	74	94	86	0	0	86

Relocatable Student Stations

Number of students that will be educated in relocatable units, by school, in the current year, and the projected number of students for each of the years in the workplan.

Site	2020 - 2021	2021 - 2022	2022 - 2023	2023 - 2024	2024 - 2025	5 Year Average
OSCEOLA ELEMENTARY	108	108	108	108	108	108
Liberty Pines Academy	168	168	168	168	0	134
Palencia Elementary School	152	152	152	152	0	122
Patriot Oaks Academy	348	348	348	348	0	278
Valley Ridge Academy	462	462	462	462	0	370
PICOLATA CROSSING ELEMENTARY	0	0	0	0	0	0
PALM VALLEY ACADEMY	876	216	0	0	0	218
FREEDOM CROSSING ACADEMY	436	436	436	436	0	349
MILL CREEK ACADEMY	80	80	80	80	80	80
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0	0	0	0	0
OTIS A MASON ELEMENTARY	36	36	36	36	0	29
CUNNINGHAM CREEK ELEMENTARY	160	160	160	160	0	128
GAMBLE ROGERS MIDDLE	0	0	0	0	0	0
OCEAN PALMS ELEMENTARY	198	198	198	198	0	158
PEDRO MENENDEZ SENIOR HIGH	50	50	50	50	50	50
BARTRAM TRAIL SENIOR HIGH	618	618	200	0	0	287
FRUIT COVE MIDDLE	286	286	286	286	0	229
Creekside High School	650	650	650	650	0	520
Ponte Vedra High School	100	100	100	100	0	80
DURBIN CREEK ELEMENTARY	216	216	216	216	0	173
Wards Creek Elementary	224	224	224	224	0	179
Pacetti Bay Middle School	528	528	528	528	0	422
TIMBERLIN CREEK ELEMENTARY	378	378	378	378	0	302
SOUTH WOODS ELEMENTARY	216	216	216	216	0	173
HICKORY CREEK ELEMENTARY	36	36	36	36	0	29
CROOKSHANK ELEMENTARY	185	185	185	185	185	185
EVELYN HAMBLIN EDUCATION CENTER	193	193	193	193	193	193
KETTERLINUS ELEMENTARY	0	0	0	0	0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	54	54	54	54	0	43
R B HUNT ELEMENTARY	144	144	144	144	144	144
MURRAY MIDDLE	0	0	0	0	0	0
SAINT AUGUSTINE SENIOR HIGH	25	25	25	25	25	25
WEBSTER ELEMENTARY	18	0	0	0	0	4

FIRST COAST TECHNICAL INSTITUTE	352	352	352	352	352	352
JULINGTON CREEK ELEMENTARY	144	144	144	144	0	115
ALLEN D NEASE SENIOR HIGH	775	200	0	0	0	195
W DOUGLAS HARTLEY ELEMENTARY	0	0	0	0	0	0
SEBASTIAN MIDDLE	0	0	0	0	0	0
ALICE B LANDRUM MIDDLE	238	238	238	238	0	190
SWITZERLAND POINT MIDDLE	172	172	172	172	0	138

Totals for ST JOHNS COUNTY SCHOOL DISTRICT						
Total students in relocatables by year.	8,626	7,373	6,539	6,339	1,137	6,003
Total number of COFTE students projected by year.	43,880	45,399	46,606	47,965	49,158	46,602
Percent in relocatables by year.	20 %	16 %	14 %	13 %	2 %	13 %

Leased Facilities Tracking

Existing leased facilities and plans for the acquisition of leased facilities, including the number of classrooms and student stations, as reported in the educational plant survey, that are planned in that location at the end of the five year workplan.

Location	# of Leased Classrooms 2020 - 2021	FISH Student Stations	Owner	# of Leased Classrooms 2024 - 2025	FISH Student Stations
MILL CREEK ACADEMY	0	0	Leased	0	0
CUNNINGHAM CREEK ELEMENTARY	8	160	Leased	0	0
OCEAN PALMS ELEMENTARY	11	198	Leased	0	0
BARTRAM TRAIL SENIOR HIGH	25	618	Leased	0	0
DURBIN CREEK ELEMENTARY	12	216	Leased	0	0
TIMBERLIN CREEK ELEMENTARY	21	378	Leased	0	0
CROOKSHANK ELEMENTARY	10	185	Leased	10	185
EVELYN HAMBLEEN EDUCATION CENTER	0	0	Leased	10	193
R B HUNT ELEMENTARY	0	0	Leased	8	144
WEBSTER ELEMENTARY	1	18	Leased	0	0
JULINGTON CREEK ELEMENTARY	8	144	Leased	0	0
ALLEN D NEASE SENIOR HIGH	31	775	Leased	0	0
W DOUGLAS HARTLEY ELEMENTARY	0	0	Leased	0	0
ALICE B LANDRUM MIDDLE	11	238	Leased	0	0
OSCEOLA ELEMENTARY	6	108	Leased	6	108
KETTERLINUS ELEMENTARY	0	0		0	0
PONTE VEDRA-PALM VALLEY ELEMENTARY	3	54	Leased	0	0
MURRAY MIDDLE	0	0		0	0

SAINT AUGUSTINE SENIOR HIGH	0	0	Leased	1	25
FIRST COAST TECHNICAL INSTITUTE	10	248	Leased	10	248
SEBASTIAN MIDDLE	0	0		0	0
MARJORIE KINNAN RAWLINGS ELEMENTARY	0	0		0	0
OTIS A MASON ELEMENTARY	0	0		0	0
GAMBLE ROGERS MIDDLE	0	0		0	0
PEDRO MENENDEZ SENIOR HIGH	2	50	Leased	2	50
SOUTH WOODS ELEMENTARY	12	216	Leased	0	0
HICKORY CREEK ELEMENTARY	0	0	Leased	0	0
Wards Creek Elementary	12	224	Leased	0	0
Creekside High School	26	650	Leased	0	0
Ponte Vedra High School	0	0		0	0
Liberty Pines Academy	8	168	Leased	0	0
FRUIT COVE MIDDLE	13	286	Leased	0	0
Palencia Elementary School	0	0		0	0
Patriot Oaks Academy	0	0		0	0
Valley Ridge Academy	0	0		0	0
PICOLATA CROSSING ELEMENTARY	0	0		0	0
SWITZERLAND POINT MIDDLE	0	0		0	0
Pacetti Bay Middle School	0	0		0	0
PALM VALLEY ACADEMY	40	876	Leased	0	0
FREEDOM CROSSING ACADEMY	0	0		0	0
	270	5,810		47	953

Failed Standard Relocatable Tracking

Relocatable units currently reported by school, from FISH, and the number of relocatable units identified as 'Failed Standards'.

Nothing reported for this section.

Planning

Class Size Reduction Planning

Plans approved by the school board that reduce the need for permanent student stations such as acceptable school capacity levels, redistricting, busing, year-round schools, charter schools, magnet schools, public-private partnerships, multitrack scheduling, grade level organization, block scheduling, or other alternatives.

The St. Johns County School District currently utilizes blended scheduling and co-teaching classrooms, along with class size averaging for Schools of Excellence, as appropriate.

School Closure Planning

Plans for the closure of any school, including plans for disposition of the facility or usage of facility space, and anticipated revenues.

None.

Long Range Planning

Ten-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 6-10 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Ten-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 5 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Ten-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2019 - 2020 FISH Capacity	Actual 2019 - 2020 COFTE	Actual 2019 - 2020 Utilization	Actual 2020 - 2021 / 2029 - 2030 new Student Capacity to be added/removed	Projected 2029 - 2030 COFTE	Projected 2029 - 2030 Utilization
Elementary - District Totals	17,902	17,902	14,262.38	79.67 %	0	0	0.00 %

Middle - District Totals	18,563	16,702	15,133.23	90.61 %	0	0	0.00 %
High - District Totals	13,249	12,583	12,290.58	97.68 %	0	0	0.00 %
Other - ESE, etc	2,139	2,464	456.02	18.51 %	0	0	0.00 %
	51,853	49,651	42,142.21	84.88 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Ten-Year Infrastructure Planning

Nothing reported for this section.

Twenty-Year Maintenance

District projects and locations regarding the projected need for major renovation, repair, and maintenance projects within the district in years 11-20 beyond the projects plans detailed in the five years covered by the work plan.

Nothing reported for this section.

Twenty-Year Capacity

Schedule of capital outlay projects projected to ensure the availability of satisfactory student stations for the projected student enrollment in K-12 programs for the future 11-20 years beyond the 5-year district facilities work program.

Nothing reported for this section.

Twenty-Year Planned Utilization

Schedule of planned capital outlay projects identifying the standard grade groupings, capacities, and planned utilization rates of future educational facilities of the district for both permanent and relocatable facilities.

Grade Level Projections	FISH Student Stations	Actual 2019 - 2020 FISH Capacity	Actual 2019 - 2020 COFTE	Actual 2019 - 2020 Utilization	Actual 2020 - 2021 / 2039 - 2040 new Student Capacity to be added/removed	Projected 2039 - 2040 COFTE	Projected 2039 - 2040 Utilization
Elementary - District Totals	17,902	17,902	14,262.38	79.67 %	0	0	0.00 %
Middle - District Totals	18,563	18,702	15,133.23	90.61 %	0	0	0.00 %
High - District Totals	13,249	12,583	12,290.58	97.68 %	0	0	0.00 %
Other - ESE, etc	2,139	2,464	456.02	18.51 %	0	0	0.00 %
	51,853	49,651	42,142.21	84.88 %	0	0	0.00 %

Combination schools are included with the middle schools for student stations, capacity, COFTE and utilization purposes because these facilities all have a 90% utilization factor. Use this space to explain or define the grade groupings for combination schools.

No comments to report.

Twenty-Year Infrastructure Planning

Nothing reported for this section.

MEMO

To: Max Royle, City Manager
From: Bonnie Miller, Executive Assistant
Subject: Ordinance No. 21-02
Date: Wednesday, January 20, 2021


Please be advised at its regular monthly meeting held Tuesday, January 19, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve passage of Ordinance No. 21-02 on final reading.

Ordinance No. 21-02 adopts the St. Johns County School Board's Five-Year District Facilities Work Plan by reference to the Capital Improvements Element of the City's Comprehensive Plan, along with other Capital Improvement Element projects pertaining to Hammock Dunes Park, Ocean Hammock Park, Elevated Dune Walkovers at Certain Beach Accesses, Stormwater Master Plan Updates, and Drainage Improvements to Ocean Walk Subdivision.

The motion to recommend the City Commission approve passage of Ordinance No. 21-02 on final reading was made by Ms.Odom, seconded by Mr. Tisdall, and passed 6-0 by the Board by unanimous voice-vote.

MEMORANDUM

TO: Commissioner England
 Commissioner George
 Commissioner Samora
 Commissioner Rumrell
 Commissioner Torres

FROM: Max Royle, City Manager 

DATE: January 20, 2021

SUBJECT: Ordinance 21-03, First Reading, to Vacate Alley between 13th and 14th Streets, West of A1A Beach Boulevard

INTRODUCTION

As noted above, the alley requested for vacation is on the west side of the Boulevard between 13th and 14th Streets. The alley begins on the west side of the A1A Beach Boulevard right-of-way, goes through the newly renovated Beachside Diner property, and ends at the east boundary of the Ocean Woods subdivision. It goes through two older subdivisions: Atlantic Beach and Minorca. The majority of the adjacent property owners have requested that the alley be vacated.

The Comprehensive Planning and Zoning Board reviewed the application at its November 17, 2020, meeting, and by a 7-0 vote recommended that the alley be vacated subject to the condition that "the preservation of the functionality of the drainage and utility easement be unimpeded in the vacated alley".

You held a public hearing on the request to vacate the alley at your January 4, 2021 meeting. Attached as pages 1-2 are the minutes of that part of your January meeting when you approved the City vacating the alley.

The City Attorney prepared an ordinance, which is attached as pages 3-5.

ACTION REQUESTED

It is that you review Ordinance 21-03 and pass it on first reading. A public hearing and second reading will be scheduled for your March 1st meeting.

X. PUBLIC HEARINGS

1. Request to Vacate Alley on the West Side of A1A Beach Boulevard between 13th and 14th Streets (Adjoining Lots 22-27, Minorca Subdivision, and Lots 65-67, 78-79, Atlantic Beach Subdivision) (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and asked Building Official Law for a staff report.

Building Official Law advised that this is an alley between 13th and 14th Streets and is landlocked on the western side that abuts two other addresses and stops. It also goes to the Boulevard to the eastern side through the Beachside Café's parking lot. There are several utility poles that provide transformers so Florida Power and Light would need to have access. Florida Power and Light has asked for three utility easements assigned to FPL if vacating the alleyway is passed. He commented that there was a one-month delay while staff tried to get in touch with FPL. No department has any objection to this, and the Comprehensive Planning and Zoning Board voted unanimously for vacating the alleyway, but they want the preservation of the pump station to continue the functionality of the drainage and utilities be unimpeded in the vacated alley. He pointed out that this is not a drainage easement and as of now it is an alley that is being vacated and is not plotted as a drainage easement. He commented that there was one resident who did not sign the petition, so there is a majority who want the alley to be vacated. He remarked that no permanent structures are allowed in a vacated alley.

Commissioner George asked if there were other alleys that were vacated that the drainage functionality has been impeded.

Building Official Law advised no.

Commissioner George asked if an alleyway is not plotted as a drainage easement, is that a valid restriction.

City Attorney Taylor advised that since the City is vacating the alleyway, the City could put any restrictions that the Commission wants to put on it.

Building Official Law advised the Commission could put a utility easement in as they see fit, which the City Attorney could draft. He advised that technology could change over the years and the important aspect is to not allow permanent structures such as pools, masonry fences, etc. in the alleyway. He explained that this alleyway was not a drainage easement, and this had a lengthy debate at the Comprehensive Planning and Zoning meeting.

Vice Mayor Samora asked if the City can make this a utility easement and a drainage easement.

Building Official Law said that the City can do whatever they want because it is the City's property that is being lent to the residents. He suggested not having alleyways tailored specifically because technology change and improvements.

Mayor England opened the Public Hearing. The following address the Commission:

Sonia Kulyk, 114 13th Street, St. Augustine Beach, FL, advised the confusion might be because of the drainage. She then read a letter, Exhibit 4. She requested not to allow the vacating of the alleyway.

Mayor England closed the Public Hearing and advised this alley has no egress or ingress, but she is sensitive to the drainage issue, especially when there are drainage issues. She asked if there was a list of areas where there are drainage issues.

Public Works Director Tredik explained that the Vulnerability Study would not focus on this issue, but on sea level raise and storm surge. He explained in this neighborhood the houses to the west do not have a right-of-way and there are only a couple of houses and the Beachside Diner that have the alley and he was not aware of any differences from other backyards around the City. He explained that he was not aware of any flooding or house damage in that area. He suggested to put a drainage element to the easement to protect the neighbors from each other. He commented that this alleyway is not maintained by the City and neighbors do fill in areas sometimes, which the City is unaware of. He suggested to make sure that the drainage is not impeded.

Mayor England advised that there has been all over the City more sea level rise this past year and the Commission needs to think more about what is happening.

Commissioner George asked if language should be done to address drainage in the motion, such as moving of the earth, which would deviate the flow of water or having a municipal use easement.

City Attorney Taylor suggested using the municipal use easement.

Discussion ensued regarding whether to stipulate not to use fill to each property line due to drainage issues.

Public Works Director Tredik advised that he liked to preserve the drainage patterns. He suggested language that the existing drainage patterns should be preserved.

Commissioner Torres agreed with the existing drainage patterns being preserved.

Building Official Law suggested language to read "including but not limiting to preserving the natural drainage and functions of the adjacent properties."

Mayor England asked City Attorney Taylor to read the title of the ordinance.

City Attorney Taylor read the title of the ordinance.

Mayor England made a motion.

Motion: to approve vacating the alley on the west side of A1A Beach Boulevard between 13th and 14th Streets preserving the municipal use and utility easement to the City of St. Augustine Beach including but not limited to drainage property rights. **Moved by** Mayor England, **Seconded by** Commissioner George. Motion passed unanimously.

ORDINANCE NO. 21-03

AN ORDINANCE OF THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA, MAKING FINDINGS OF FACT; VACATING A PORTION OF THE PUBLIC ALLEY LOCATED ON THE WEST SIDE OF A1A BEACH BOULEVARD BETWEEN 13TH AND 14TH STREETS ADJOINING LOTS 22-27, MINORCA SUBDIVISION, AND LOTS 65-67 AND 78-79, ATLANTIC BEACH SUBDIVISION, WITHIN THE CITY OF SAINT AUGUSTINE BEACH, FLORIDA; AUTHORIZING RECORDING OF A CERTIFIED COPY OF THIS ORDINANCE; AND PROVIDING AN IMMEDIATE EFFECTIVE DATE.

WITNESSETH:

WHEREAS, on January 4, 2021 the City of Saint Augustine Beach heard a request to vacate the Alley on the West Side of A1A Beach Boulevard between 13th and 14th Streets adjoining lots 2-17, Minorca Subdivision, and lots 65-67 and 78-79, Atlantic Beach Subdivision.

WHEREAS, the City Commission finds that it is in the best interests of the citizens of Saint Augustine Beach, Florida that the alley on the West Side of A1A Beach Boulevard between 13th and 14th Streets adjoining lots 2-17, Minorca Subdivision, and lots 65-67 and 78-79, Atlantic Beach Subdivision be vacated, subject to the reservation of a public utility easement over the entire alley to be vacated;

NOW THEREFORE BE IT ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:

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

SECTION 2. The City Commission does hereby find that the alley on the West Side of A1A Beach Boulevard between 13th and 14th Streets adjoining lots 2-17, Minorca Subdivision, and lots 65-67 and 78-79, Atlantic Beach Subdivision, within the city limits of Saint Augustine Beach, Florida, as more particularly described and shown on Exhibit "A", attached hereto and made a part hereof, is hereby vacated, subject to the reservation by the City of Saint Augustine Beach of a public utility easement over the entire alley to be vacated.

SECTION 3. The City Clerk is authorized and directed to forward a certified copy of this Ordinance to the Clerk of the Circuit Court for recordation.

SECTION 4. All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

SECTION 5. This Ordinance shall take effect immediately upon passage.

PASSED, APPROVED AND ADOPTED at the regular meeting of the City Commission of the City of Saint Augustine Beach, Florida this ____ day of _____, 2021.

MAYOR

ATTEST:

CITY CLERK


EXAMINED AND APPROVED by me this ____ day of _____, 2020.

MAYOR

Published in the _____ on the ____ day of _____, 2020. Posted on www.staugbch.com on the ____ day of _____, 2020.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 19, 2021

SUBJECT: Strategic Plan: Review of Draft

INTRODUCTION

At your January 4, 2021, meeting when you discussed scheduling workshops in 2021, you asked that the proposed strategic plan be on the agenda for either your February 1, 2021, regular meeting, or that it be scheduled for a workshop on February 2nd if there wasn't time for your review of it at the regular meeting.

As you accomplished all of the 11 items that were on the agenda for your January 4th meeting, we put the strategic plan on the February 1st agenda for discussion. However, if you run out of time, you can continue the February 1st meeting to February 2nd, 5:01 p.m., and have the discussion then.

ATTACHMENTS

The last time you discussed the proposed strategic plan was at your January 14, 2020, meeting. The information prepared for that meeting is attached:


- a. Pages A-B, a memo from the City Manager.
- b. Pages 1-4, the proposed strategic plan.
- c. Pages 5-6, the minutes of your January 14th discussion concerning the plan.

ACTION REQUESTED

It is that you discuss the plan and whatever changes you want to make to it.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: December 6, 2019

SUBJECT: Strategic Plan: Review of Draft

BACKGROUND

The City's last strategic plan was developed in 2015. You hired a professional facilitator, Marilyn Crotty, to help you. The result was that you adopted six Tier One objectives:

1. To establish a plan for evaluating various special events held in the City and their impact on the residents' quality of life.
2. To review additional revenue sources, including fees, grants, taxes, public/private partnerships, bonds, etc.
3. To review and update the City's codes and their enforcement: parking, traffic and speed limits, solid waste, and Land Development Regulations.
4. To advocate for continued funding for beach renourishment using state and federal sources.
5. To increase and improve citizen engagement.
6. To develop a City-wide traffic management plan.

All of these objectives were met, either entirely or in part. The sixth one, traffic management plan, was changed to pedestrian and bicyclist management, which resulted in the flags at certain crosswalks on A1A Beach Boulevard.

In 2019, you discussed updating the strategic plan at three meetings. On January 7th, you decided not to hire a facilitator but to have the update done inhouse, that is, by City staff. On August 5th, you discussed a mission statement for the plan and for individual Commissioners to send their suggestions to the City Manager. On September 10th, you reviewed possible mission statements for the strategic plan and directed the City Manager to draft one.

THE PROPOSED PLAN

It is attached as pages 1-4 and is the product of suggestions from the City staff as well as the Planning Board and SEPAC (the Sustainability and Environmental Planning Advisory Committee). You will note that it has:

- A mission statement, a vision statement and a values statement.

- Five goals, each with a series of tasks listed under it.
- A category titled "Meeting Challenges," which consists of four topics that the City Manager proposes should be on the Commission's long-term "radar."

The goals and their tasks are ones that the City administration suggests are achievable rather than aspirational and are within the City's manpower and limited financial resources to accomplish. We have tried to avoid goals/tasks that might require the hiring of a consultant and/or additional employees to achieve.

We propose that the plan be a five-year one, meaning the five goals and their related tasks be implemented over the next five years. Nearly all are the staff's responsibility to implement. A few we propose be done by the City Commission, such as holding town hall meetings with the residents, providing competitive pay and benefits to the employees, and increasing the undesignated reserves by \$100,000 a year.

ACTION REQUESTED

It is that you discuss this draft of the strategic plan and make whatever changes you think are needed, though with this overriding guideline: that the goals and their tasks should be ones that can over the next five years be accomplished by the employees and even board members, such as SEPAC and without significant cost.

In accordance with your directives, a second draft of the plan will be prepared and presented to you at your February 3rd meeting.

STRATEGIC PLAN II

I. MISSION STATEMENT

St. Augustine Beach is a welcoming, inclusive beachside community that strives to provide responsive services for the health, safety and welfare of its residents and visitors, and protect its inviting small-town residential and environmental character while welcoming commercial development and redevelopment that contribute to a strong economy and tax base.

II. VISION STATEMENT

During the next five years, the City will: a. prepare itself financially for a future when land development will no longer provide significant revenue for City operations and infrastructure; b. support changes to its Land Development Regulations and Comprehensive Plan that will help the City protect public and private property from the effects of sea level rise and increasing storm surge elevations; c. continue and maintain a cooperative relationship with St. Johns County for beach restoration and maintenance of a robust coastal dune system and the provision of mutually-shared services; d. seek to maintain a stable City work force by providing competitive pay and benefits.

III. VALUES STATEMENT

The City is committed to the delivery of quality services, fiscal responsibility, ethics and integrity, transparent and honest communication, and equal opportunity for its residents, visitors and employees.

IV. GOALS

A. Transparent Communication with Residents and Property Owners

Tasks:

1. Keep up-to-date on latest social media trends and platforms and utilize those that are most beneficial to City residents and visitors.
2. Individual Commissioners or the entire Commission have yearly town hall meetings, either for specific topics or for matters of general interest.
3. Upgrading when necessary and financially feasible video and related equipment for media production and the streaming of Commission/Planning Board meetings.
4. Conduct an annual survey, the topic to be determined by the Commission.
5. Provide relevant and accurate information regarding pressing issues, e.g., City-provided programs and services, upcoming significant projects, responding to the Census, environmental concerns, such as sea level rise, stormwater management, water quality and illicit discharges to receiving waters.

B. Residential and Commercial Development

Tasks:

1. Annually review Land Development Regulations to see what changes are needed to strengthen those regulations that protect the City's largely residential character and promote commercial development and redevelopment where feasible.

2. Annually review Comprehensive Plan goals, objectives and policies to see what changes may be needed.
3. Commission works with Florida League of Cities to resist Florida Legislature proposals to pre-empt all local government vacation rental regulations and weaken the cities' home rule authority in other ways.
4. Work with builders and developers to reduce illicit discharges from construction sites.

C. Infrastructure Improvements

Tasks:

1. Develop a comprehensive five-year Capital Improvements Plan that will include:
 - a. five-year pavement and sidewalk management plan.
 - b. five-year drainage system maintenance plan.
 - c. five-year City parks improvements plan.
2. Update the City's Storm Drainage Master Plan
3. Develop projects for pedestrian and bicyclist safety.
4. Annually review computer and software needs to see where improvements are needed and where changes can be made to reduce costs.
5. Develop an urban forestry plan to maintain or increase the City's tree canopy by the Sustainability and Environmental Planning Advisory Committee.

D. City Services

Tasks:

1. Maintain Police Department accreditation.
2. Require same-day response, when possible, by the staffs of City departments to resident complaints, requests for information, etc.
3. Establish ongoing means for residents to provide feedback on City services and suggestions for improvements.
4. Review annually City services/programs and their costs, to see which are necessary, which may not be needed, or which can be improved.

E. City Finances

Tasks:

1. Seek ways to reduce expenditures.
2. Seek new, recurring revenue sources.
3. Seek grants.
4. Promote commercial development and/or redevelopment that strengthens City's tax base.
5. Review annually all fees, fines and charges levied by the City to see which ones need to be raised, reduced or eliminated.

6. Conduct study to see whether City's recycling program is worth the cost or should be scaled back or eliminated in 2022, when current recycling contract expires.
7. Do Request for Qualifications when insurance contracts for health, dental, vision, liability, property, vehicle and workers compensation lapse, to see if all property is adequately insured and whether changes are possible to reduce costs for insurance.
8. Review annually City's existing debt, research refinancing options, and avoid taking on new debt until existing debt is paid.
9. Commission will support efforts by other coastal cities and counties to change state law to allow revenue from the bed tax to be used for the services and needs created by tourists.
10. Commission will increase General Fund's undesignated reserves by \$100,000 a year for the next five years.
11. Upgrading technology to support paperless records retention by purchasing equipment needed for backup.
12. Upgrading Public Works Department to have Laserfiche availability for records.

F. Meeting Challenges

1. Sea Level Rise: Stay up-to-date on information relevant to Florida, and on state and federal initiatives concerning sea level rise. Develop a vulnerability assessment and adaption plan to prepare for future sea level rise and increased storm surge, and work with other governmental agencies on projects that are suitable for our City and financially feasible, given the City's limited revenue sources. The Sustainability and Environmental Planning Advisory Committee will do the following:
 - With assistance of the Public Works Department, identify, design and build dry retention areas in City-owned parkettes and appropriate road right-of-way locations to provide natural retention of stormwater runoff.
 - Research and draft an everyday climate change action plan with low cost recommendations for residences, businesses and government, to promote a reduction in the City's carbon footprint.
 -
2. Beach Restoration and Dune Protection:
 - a. Continue strong support with the County regarding federal authorization and funding, as well as state funding, for periodic restoration of the beach and dune system in the state park and the City.
 - b. Coordinate with St. Johns County to reduce dune degradation through education and construction of new elevated dune walkovers in vulnerable pedestrian traffic areas.
3. Labor: Provide competitive pay and benefits so that City can attract and retain employees.
4. Public Transportation: Work with the County and/or St. Augustine on whether there is a need for improved public bus service for residents, workers and visitors, and whether there are any improvements that are financially feasible for the City.

5. Former City Hall: Explore options of what to do with it when Cultural Council lease expires in September 2026.

Minutes from January 14, 2020 Meeting

8. Strategic Plan: Review of Draft (Presenter: Max Royle, City Manager)

Mayor England introduced Item 8 and asked City Manager Royle for his report.

City Manager Royle reported that the main parts of the plan are two and are to be done within five years. He explained that these are to be done without hiring staff or consultants and within staff's abilities. He commented that there are five goals and the sixth is meeting challenges. He asked for guidance on changes the Commission wants to change or delete, or comments.

Mayor England advised that meeting challenges should be Roman numeral V.

Commissioner George commented that it is a good start and asked if this was prioritized.

City Manager Royle advised no, that all the tasks would be done as they could be completed within the next five years. He explained staff would do a little bit each year.

Commissioner George advised that the sea level rise, beach restoration, competitive pay for employees, and former city hall use are large goals. She would like specific tasks for the goals. She requested visioning workshops a couple of years before the former city hall lease finishes in 2026. She would like a Visioning Committee formed. She asked staff to research sea level rise grants in Tallahassee sooner than later. She suggested the other categories have good stated tasks and suggested staying with the previous tasks for beach renourishment, but to refresh relationships with the new legislatures. She advised that work is being done by staff regarding competitive pay. She suggested outlining the tasks and deadlines.

Commissioner Samora would like to see components of what the City should look like in five years and improved parking in the City for visitors under infrastructure.

City Manager Royle explained that staff cannot do parking without increasing the budget. A lot of tasks hinge on money.

Commissioner Samora asked for better utilization of public lands, but there is a five-year plan for park improvements that is in the goals.

Commissioner George liked the Land Development Regulation to get a sense of place and create a vision for the City, such as task 1 annual review of the Land Development Regulations. She suggested a task under Task 1 to say preservation or sense of place to create a vision.

Commissioner Rummell asked to have joint meeting with the City of St. Augustine and St. Johns County and have improved communication.

Mayor England advised that would fall under transparent communications.


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

Ed Slavin, P.O. Box 3084, St. Augustine, FL, agreed with joint meetings with St. Johns County and the City of St. Augustine at Flagler auditorium and advised that the City has no Whistle Blower policy. He commented that the Communications and Events Coordinator was under paid and should be paid back for her expenses.

Mayor England closed the Public Comments section and asked for any further Commission discussion. Being none, Mayor England directed City Manager Royle to follow up with the Commissioners' comments and place it under Commissioner Comments at another meeting.

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 19, 2021

SUBJECT: Scheduling Workshops: Selection of Topics and Date/Time

INTRODUCTION

At your January 4, 2021, meeting, we provided you with a list of 14 possible topics for workshops. This list was developed as a result of comments Commissioners had made in 2020 about topics that they thought should be the subject of a workshop.

Attached as page 1 are the 14 topics. We have re-arranged them somewhat from the list provided last month to you. For example, the first one, the discussion of the former city hall and planning for pier park, has been removed at the request of Mayor England, while the second, adopting the strategic plan, is on the agenda for your February 1st meeting.

SCHEDULING WORKSHOPS

We suggest you consider the following six topics for possible workshops:

- Consideration of parking plan and paid parking.
- Restructuring the Building Department and whether the City has a need and the financial resources to hire a planner.
- Review of Police Department operations and staffing.
- Review of employee pay ranges and salaries.
- Change performance evaluations.
- Discussion of succession planning.

Some of the above, such as restructuring the Building Department and reviewing Police Department operations and staffing, could be scheduled to be discussed at the same workshop.

For two of the remaining three topics, we suggest specific months for a workshop:

- April: Discussion of solid waste outsourcing and recycling
- May: Levying stormwater utility fee

As employee pay ranges and salaries can affect the budget, you could schedule a workshop to discuss them in April or May.

The final topic, review of capital projects, can be done in June or July when the City staff holds meetings with individual Commissioners to review the proposed FY 2022 budget.

JOINT MEETING WITH PLANNING BOARD AND SEPAC

Because of the small size of the Commission meeting room, it is impossible to hold a meeting with the members of both boards and the public and follow social distancing guidelines. At your January 4th meeting, you asked the staff to look into holding such a meeting at Flagler Auditorium or by means of Zoom.

Attached as pages 2-4 is information from Flagler College about room costs and recording equipment.

ACTIONS REQUESTED

There are two:

1. That you decide whether to have a workshop later in February for one or more of the six topics listed above, and whether to have another workshop in March and for which topic or topics. This will give the administration time to prepare information for each workshop.
2. That you decide whether to hold a Zoom workshop with the Planning Board and SEPAC or rent Flagler Auditorium. A Zoom meeting is definitely possible. For either choice, we will need to know a date for the workshop and the topics that you want to discuss with the boards.

SUGGESTED TOPICS FOR WORKSHOPS

1. Discussion of former city hall and planning for pier park.

Mayor England asked at your January 4th meeting that this topic be removed, so that she can find out from the County its plans to move the fire station.

2. Adopting strategic plan.

Scheduled for discussion at your February 1st regular meeting or a continuation of that meeting on February 2nd.

3. Joint meeting with Planning Board and SEPAC.

The City's IT staff is to check whether a Zoom meeting can be held and staff is to check whether Flagler Auditorium may be available for a workshop.

4. Discussion of creating a land trust.

From the minutes of your January 4th meeting: "Discussion ensued regarding discussing the creation of a land trust in a workshop; working with non-profits to accept land into the land trust, such as the Florida Land Trust Florida Land Trust; Florida Land Trusts would have more interest than just two lots; trying to facilitate a third-party instead of the City to manage land; creating a property preservation program in the City; and researching whether open space public parks would fit in the property preservation program."

5. Asset replacement schedule.

This has been requested by the Finance Director.

6. Consideration of parking plan and paid parking.
7. Restructuring Building Department and whether the City has a need and financial resources to hire a planner.
8. Review of Police Department operations and staffing.
9. Review of employee pay ranges and salaries.
10. Change performance evaluations.
11. Discussion of succession planning.
12. Discussion of solid waste outsourcing and recycling.

This topic could be scheduled for a workshop in April.

13. Levying stormwater utility fee.

This topic could be scheduled for a workshop in May in conjunction with preparations for the FY 2022 budget.

14. Review of capital projects for FY 2022.

This topic could be discussed in June in conjunction with preparations for the FY 2022 budget.



Lewis Auditorium at Flagler College Rental Rates & Labor Fees

Not-for-profit:

- 6-Hour Minimum: **\$1,120.00**
- 12-Hour: **\$1,440.00**
- Per Hour: **\$100.00**

For-profit:

- 6 -Hour Minimum: **\$1,400.00**
- 12-Hour: **\$1,800.00**
- Per Hour: **\$125.00**



**Load-In included in rental time block.*

Labor Fees:

Stagehand: **\$15.00-\$22.00 per hour**

Max Royle

From: Dariana Fitzgerald
Sent: Tuesday, January 19, 2021 10:45 AM
To: Max Royle
Subject: FW: OUTSIDE ATTACHMENT:RE: Rental of One of Flagler's Auditoriums or Meeting Spaces
Attachments: Lewis Auditorium Rental Rate Sheet.pdf

See below from Flagler College.

If you have any additional questions, feel free to contact me.

Dariana A. Fitzgerald
Deputy City Clerk
City of St. Augustine Beach
2200 A1A South, St. Augustine Beach, FL 32080
(904) 471-2122; FAX (904) 471-4108
www.staugbch.com

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From: Flake, Hannah <HFlake@flagler.edu>
Sent: Tuesday, January 19, 2021 10:42 AM
To: Dariana Fitzgerald <dfitzgerald@cityofsab.org>
Subject: OUTSIDE ATTACHMENT:RE: Rental of One of Flagler's Auditoriums or Meeting Spaces

* * * * * This message originated from outside of your organization! DO NOT click any links or open any attachments unless you validate the sender and know the content is safe. Please forward this email to IT@cityofsab.org if you believe the email is suspicious. * * * * *

Good Morning Dariana,

Thank you kindly for contacting us! Is there a specific date or month in which you are looking to host the meeting? Our next availability for public access to our campus is currently Mid-May, 2021.

We have the Gamache-Koger Theatre and the Lewis Auditorium. If you do not need stadium style seating and okay with a mid-sized banquet room with theatre style chair set, we also have our Virginia Room

All three of these venues have built-in audio and projection systems. Depending on the number of microphones needed it may be included with the space or for an additional charge (approx.. \$100/each) and would also require an AV technician for \$32/hour.

Gamache-Koger Theatre	122 max capacity	\$300/4 hours (non-profit rate)
Lewis Auditorium	812 max capacity	see attached rental rate sheet
Virginia Room	200 max capacity	\$400/4 hours (non-profit rate)

Currently the College is expecting to operate our rental facilities at 50% capacity and socially distanced seating once our students leave campus. But naturally this may change over the next few months.

Tables and chairs are included with the rental. Linen is not included. Parking is also not included in these venues with the exception to 5-10 vendor parking passes with the rental of the space. Additional spaces may be secured for \$10/spot outside of the academic calendar.

Very best,
Hannah


Hannah Flake, '10
Conference & Facility Rental Manager

Flagler College
74 King Street | Saint Augustine, FL 32084
Cell: 815-978-9782 | Office: 904.819.6215 | Fax: 904.826.0094
www.flagler.edu



*** TAKE A VIRTUAL TOUR OF OUR VENUES ***

[Crisp-Ellert Art Museum Virtual Tour](#) [Markland House Virtual Tour](#) [Grand Ballroom Virtual Tour](#) [Solarium Virtual Tour](#)

 Please consider the environment before printing this e-mail.

From: Dariana Fitzgerald <dfitzgerald@cityofsab.org>
Sent: Tuesday, January 19, 2021 9:57 AM
To: Flake, Hannah <HFlake@flagler.edu>
Subject: Rental of One of Flagler's Auditoriums or Meeting Spaces

The St. Augustine Beach City Commission has asked if it would be possible to utilize one of Flagler's auditoriums or other meeting space for a joint meeting with our City Commission and Boards with appropriate social distancing. That would be approximately 30 board members and staff, not including any members of the public who choose to attend.

They have asked:

1. what the rental fee would be
2. what microphones and recording equipment the auditorium has
3. the approximate dimensions of the stage or room
4. If tables and chairs are available for use


Please let me know if you can provide answers to any of the above questions.

If you have any additional questions, feel free to contact me.

Dariana A. Fitzgerald
Deputy City Clerk
City of St. Augustine Beach
2200 A1A South, St. Augustine Beach, FL 32080
(904) 471-2122; FAX (904) 471-4108

MEMORANDUM

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

FROM: Max Royle, City Manager 

DATE: January 20, 2021

SUBJECT: Personnel Manual Changes: Resolution 21-06, Regarding Infectious Disease Preparedness; Resolution 21-07, Regarding Incentive Pay; and Resolution 21-08, Regarding Transfers and Categories of Leave

For each of your regular meetings, Ms. Raddatz, the City Clerk who is also the City's HR Director, presents proposed changes to the Personnel Manual.

For your February 1, 2021 meeting, there are three resolutions to amend sections of the Manual. A memo from Ms. Raddatz and the resolution for each of the three proposed changes are attached as pages 1-15. Ms. Raddatz will present each resolution and will answer your questions.

ACTION REQUESTED

It is that you decide whether to approve each resolution: 21-06, 21-07, and 21-08.



CITY OF ST. AUGUSTINE BEACH

Date: January 15, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Adding Section XII.15 to the Personnel Manual Regarding Infectious Disease Preparedness

Background:

Not knowing how long the current COVID-19 pandemic will continue, staff felt it was important to have an Infectious Disease policy in the Personnel Manual. This could be applied to COVID-19 and other infectious diseases. Federal, state, and local government agencies could differ as changes happen in the pandemic. This policy outlines procedures to be followed by the City's employees and those in leadership roles.

I reviewed these policies with Assistant City Attorney Taylor and City Manager Royle.

Staff Impact:

Staff impact, depending on the department's situation, could be problematic. The CDC requires COVID-19 testing and quarantining for seven days with a negative result and ten days with a positive result. After a negative or a positive result is given, the employee would follow the City's and the Health Department's requirements. The City's departments could be impacted by COVID-19 with shortage of staffing, so Department Heads should cross-train employees to step into another position as needed.

Budget Analysis:

Emergency Paid Sick Leave Act (EPSLA) under the Families First Coronavirus Response Act (FFCRA) pays an employee up to 80 hours of sick pay leave in a year for testing and quarantining for COVID-19, but FFCRA expired on December 31st. The Expanded Family Medical Leave Act (EFMLA) pays the employee two-thirds of their salary if the employee needs time off due to COVID-19 and has been employed for 30 days or more. EFLMLA will expire on August 31, 2021. It is staff's recommendation to continue to pay employees the emergency paid sick leave so that employees will continue to report their concerns about COVID-19 when they are feeling ill. The City of St. Augustine in addition to Emergency Paid Sick Leave, is paying more than 80 hours if an employee tests positive and needs more time to recover. St. Johns County has not decided whether to continue paying for emergency sick leave after December 31st; however, they will be addressing this in the new year.

Recommendation:

Staff's recommendation is to pass the resolution regarding Infectious Disease Preparedness.

RESOLUTION 21-06

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

**RE: TO ADD SECTION XII.15 INFECTIOUS DISEASE
PREPAREDNESS TO THE PERSONNEL MANUAL OF THE
CITY OF ST. AUGUSTINE BEACH**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on February 1, 2021, resolves as follows:

That Section X11.15 of the Personnel Manual for the City of St. Augustine Beach is hereby added as shown in **Exhibit A** of this resolution and such language shall be incorporated into the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida adds Section XIX.5 Infectious Disease Preparedness, to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this 1st day of February 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

XII.15 INFECTIOUS DISEASE PREPAREDNESS

Purpose

The City of St. Augustine Beach wants to provide a healthy, safe working environment for all, which entitles an employee to “a place of employment which is free from recognized hazards that cause or are likely to cause death or serious physical harm.” Additionally, chronic disease carriers such as persons with tuberculosis or COVID-19 are protected against employment discrimination by the Americans with Disabilities Act (ADA). The City of St. Augustine Beach’s policy and actionable plan is to protect employees under the ADA, privacy issues of infected employees, recognition of risk, and the reduction of employer liability with continuing operations. When an employer has an employee with a communicable disease, or the potential for such, it should make every effort to reduce the possibility of the disease spreading.

Scope

The City of St. Augustine Beach implements a plan to give continuity of operations to fulfill their essential functions related to the mitigation and control of the health risks involved in the disease caused by a communicable disease. *Example: the SARS-CoV2 Virus (COVID-19)*

Procedures if Employee has COVID-19 or Other Communicable Diseases

- If you have breathing problems, go to the hospital immediately.
- Employees should notify their supervisor and stay home if they are sick. Anyone who has been around a person with COVID-19 should stay home for 14 days **after exposure** based on the time it takes to develop the illness.
- Employees who have symptoms of acute respiratory illness are to stay home and not come to work until they are free of fever (100.4 F or greater using an oral thermometer), signs of a fever, and any other symptoms for at least 24 hours, without the use of fever-reducing or other symptom-altering medicines (e.g., cough suppressants) or what a medical authority dictate.
- If the Employee has no symptoms, they should be tested for COVID-19, stay home except to get tested.
- Rest and stay hydrated, take over-the-counter medicines, such as acetaminophen, to help you feel better, stay in touch with your doctor and separate yourself from other people.
- Do not use public transportation, ridesharing, or taxis.
- Wear face covering in your home and stay in a specific room away from family members and pets.

- Wash your hands with soap and water several times a day.
- Avoid sharing personal household items like glasses, cups, eating utensils, towels, or bedding with other people in your home.
- Wash your hands and surfaces several times a day and clean and disinfect areas that may have blood, stool, or body fluids on them.
- Employees are recommended to follow any additional recommendations from the Centers for Disease Control and Prevention (CDC), state and local health departments, and employer resources such as in-house or contracted medical care facilities and American Public Health Association Publication *Control of Communicable Diseases Manual*.

Procedures for Employers

Employers have five basic actions to take when there is a potential communicable disease risk in the workplace:

1. Notification and verification of the disease risk.
2. Understanding the disease and resources.
3. Identifying the scope of the risk.
4. Determining employer response.
5. Handling internal and HR compliance matters.

A. Step1: Notification and Verification

HR, Department Head or Supervisor must be notified immediately that a communicable disease risk may exist to limit additional exposure to employees and the public and to reduce risk and liability for the employer. Policies should be in place to require immediate notification by supervisors, the infected employee and other employees who are made aware of a communicable disease risk. For example, the Centers for Disease Control (CDC) for certain diseases require an exposure control plan to meet their bloodborne pathogens standard for employers that can reasonably expect a risk of exposure. Bloodborne pathogens are infectious micro-organisms in human blood that can cause disease. These pathogens include hepatitis B, hepatitis C and human immunodeficiency virus (HIV).

HR acting on behalf of the employer should:

1. Confirm the source and verify the information.
 2. Obtain sufficient facts about the employee and his or her particular condition.
- Employee has a duty to self-notify HR ~~to~~ under the American Disabilities Act

When an employee informs the employer that he or she has a communicable disease that will affect his or her performance on the job, the employer can require a medical exam or health certification to confirm the illness, just as it can with any other ADA disability. After the examination, if the employer determines that the disease poses "a direct threat" to the health of others, the employer must consider

every reasonable accommodation to eliminate that direct threat. If no such accommodation can be made, then the employer should take steps reasonably necessary to eliminate the direct threat. Employees have a reasonable expectation for privacy and that all medical information, as well as information on any accommodations or leaves, will be kept confidential and it must be kept in a separate physical file in the Personnel Office in a locked cabinet.

- Only Suspicion of Infection

Employees should tell a supervisor or HR if they have a communicable disease. If other employees suspect an employee has a communicable disease, they should report that to HR. The employer's options are much more limited. Suspicion of a communicable disease is not enough to justify inquiry or a medical exam. However, the employer need not, and should not, make any decision that places its employees at direct threat of contracting a serious communicable disease. An employer should make reasonable efforts to reduce the risks of contagion in its workplace and avoid violating the laws applicable. If there is reasonable suspicion, employers should seek legal counsel immediately for the best response given the case.

B. Step 2. Understanding the Disease and Resources

Employers must understand the illness to respond appropriately. The particular facts regarding the contagion include how the disease is transmitted, probability of transmission and complications, level of severity, and duration of risk. To obtain information and medical expertise, employers can contact the Centers for Disease Control and Prevention (CDC), state and local health departments, and employer resources such as in-house or contracted medical care facilities and American Public Health Association Publication *Control of Communicable Diseases Manual*.

C. Step 3. Identifying Scope of Risk

Employers must determine who is at risk for contracting the illness and consider any possible contacts, including those outside of the office, city building or any facility that is within the employer control. Possible contacts include, clients, the public or vendors who may have been exposed or infected. Employers must answer questions such as the following: *How many people may be affected? What is the severity of the disease? How is the disease contracted?*

D. Step 4. Determining Employer Response

Based on disease research, management will have information to determine the severity in which to justify decisions such as an emergency shutdown, or if a limited threat, only a review of a department or single area. The City Manager / Chief of Police may develop emergency preparedness plans (EPP) or disease management preparedness plans (DMPP), which many decisions will have already been prepared and mapped out for quick and thorough processes. These business continuity plans help employers keep the business running during periods of high absenteeism.

E. Step 5. Internal Matters and HR Compliance

Employers have employee and City relations matters as well as legal requirements to consider. Employers should seek legal counsel to identify legal risks, develop a plan to minimize liability and discuss any actions to include communications, employee response and privacy issues.

- City Relations

Communications include all internal or external contact and notifications to employees, the public, vendors and clients as well as communications with family members of anyone hurt on the job or hospitalized as a result of a communicable disease. Careful consideration in these areas as well as review of all communications by an employer's attorney or the assistance of the public relations department or public relations consultant will eliminate any misunderstandings that could result and will properly guide employee and public perception of the employer and its actions.

- Employee Relations

Employees have a reasonable expectation to privacy of all medical information and any leaves of absence or accommodations they receive. Employers must not provide names of those infected or whether anyone is on Family and Medical Leave Act (FMLA) leave or is receiving any ADA accommodations unless there is a business need to provide this information, such as to a specific manager of any employee who is infected. Concern and compassion for those infected or in fear of being infected is the best course of action. Employees will be concerned for their own health as well as for the health of their own families, which they do not want to also infect. Employers should determine what disease management benefits they can provide and inform employees quickly. General notice should be used when it is appropriate so employees can monitor themselves for symptoms and seek treatment if needed. Employers may want to consider providing free employee screening for the disease, time off to see their own doctors, the option to telecommute or other options until the disease is contained and the threat eliminated. Constant communication to employees both in the office and at home will help alleviate concern, keep information truthful and eliminate rumors.

F. Other HR Requirements

- Legal

HR has regulatory requirements as well. Some diseases may be reportable under federal, state, or local regulations such as the local health department. However, it is not required in some instances that the employer report the name of the individuals infected. Before providing this medical information, employers should consult with the employee for permission to release his or her name to the agency. There may be standards the employer must follow to reopen the facility or remain open, such as cleaning the site from any bodily fluids. An employer's attorney will need to advise the organization as to any specific requirements to reopen if applicable.

- Duty

The City Manager, Police Chief and Department Heads has the duty to plan or assist departments in workforce planning, operations, and other areas. HR should consider the loss of workforce, and functions closed and the ability to temporarily fill positions to keep the City from financial losses. Employers should consider reducing the effect of widespread absenteeism by cross-training employees to take over essential functions, bringing back retirees as temporary workers and partnering with employers in other industries that might not require much labor during a pandemic (such as leisure, entertainment or recreation industries).

The City Manager and Police Chief should communicate internally with the management team and externally, such as with the attorney, consultants and any agencies that stipulate a requirement to contact or follow up.

In times of an emergency, decisions and actions must be taken quickly; however, careful consideration must be made at every step. Employers are encouraged to develop a disease management preparedness plan to reduce their level of risk and liability and to provide a step-by-step action plan to handle the situation most efficiently and effectively.

G. Paying Employee for Time Missed

Employees will receive their accrued sick, vacation and employee compensation time while not working during a declared pandemic. If an employee is out longer than the employee has accrued time, the City will continue to pay the employee for time missed without notification. During a pandemic, if the CDC has quarantined the employee and will not allow them to go back to work due to lack of testing kits, the employee may not have to get a doctor's note until the employee returns to the City and the doctor has approved them to come back to work. In case of a pandemic, the federal, state, or local agencies may give employees sick time benefits for a period of time if approved; otherwise, an employee who has been paid by the City without leave time will show a negative sick time balance and will accrue sick time when the employee returns to work so it can be replenished. If an employee leaves employment with a negative sick or vacation balance, that negative balance would be recovered at the time of the employee's final paycheck.



CITY OF ST. AUGUSTINE BEACH

Date: January 15, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Adding Section X1X.5 Incentive Pay

Background:

Employees working for the City spend time on improving their skills and education for their positions. Incentive pay has the potential to raise morale and increase job satisfaction. Additionally, employees with high levels of job satisfaction often exhibit lower degrees of absenteeism, which can also help improve the City's professionalism. The City of St. Augustine and St. Johns County provide their employees incentive pay increases in their salary. Staff is working on salary ranges for implementation in budget season FY 2021-2022 and would like to fulfill incentive pay as the employee receives their education in FY 2020-2021.

I reviewed these policies with Assistant City Attorney Taylor and City Manager Royle.

Staff Impact:

There could be staff impact if the City is not competitive with the surrounding entities.

Budget Analysis:

Departments have listed their requested amount of incentive pay for each type of certification or degree. The Department Head would state in their budgets the amount of incentive pay they believe their employees would accomplish during the fiscal year, so it can be budgeted and approved by the Commission.

Recommendation:

Staff's recommendation is to pass the resolution regarding incentive pay for employees.

RESOLUTION 21-07

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

**RE: TO ADD SECTION XIX.5 INCENTIVE PAY TO THE
PERSONNEL MANUAL OF THE CITY OF ST. AUGUSTINE
BEACH**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on February 1, 2021, resolves as follows:

That Section XIX.5 of the Personnel Manual for the City of St. Augustine Beach is hereby added as shown in **Exhibit A** of this resolution and such language shall be incorporated into the Personnel Manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida adds Section XIX.5 Incentive Pay, to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this 1st day of February 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

XIX.5 INCENTIVE PAY

The City of St. Augustine Beach understands the value its professional staff brings to the organization. In addition to the base salary paid to employees, individuals have the opportunity to earn additional compensation by achieving training for their positions.

A. Incentive pay will be provided in accordance with the following provisions:

1. Course work must be directly related to the employee's current duties and position; must directly enhance the employee's knowledge, skills and ability to perform his or her work for the City; and be directly related to long-term and defined goals to achieve advancement within the City's workforce.
2. The facilities offering the course(s) must be approved institutions or licensed by either the Florida Department of Education, Board of Independent Colleges and Universities, or approved organization that educates and certifies the employee's duties and position.
3. Department Heads must have approval of the City Manager or Chief of Police on all courses and incentive pay.
4. In accordance with this policy obtained, no employee can receive any incentive pay for certifications or degrees that were before this policy's effective date.
5. Newly hired employees with certifications and/or degrees will not be able to receive incentive pay for what they have already obtained.

B. Department Approved Courses:

1. Finance / Administration

Finance

Certified Government Finance Officer (CGFO) or Certified Public Accountant - \$2,000

City Clerk / HR Director - \$1,000 incentive payment for Certified Municipal Clerk (CMC)
\$2,000 incentive payment for Master Municipal Clerk (MMC)

Deputy City Clerk - \$1,000 incentive payment for Certified Municipal Clerk (CMC)
\$2,000 incentive payment for Master Municipal Clerk (MMC)

Records Clerk - \$500 incentive payment for Essentials of the Principles Certificate through ARMA
\$1,000 for incentive payment for Professional Leadership Certificate through ARMA

2. Building Department

Building Inspector:

- a) Any BCA/B approved inspector or plans Examiner = \$1000.00
- b) Building Code Administrator = \$2000.00
- c) ICC certified accessibility inspector/plans Examiner (Exam ID 21) = \$1000.00
- d) ICC certified residential energy inspector/plans Examiner (Exam ID 79) = \$1000.00
- e) Certified Floodplain Manager = \$2000.00

Permit Technician

- a) ICC certified permit technician (Exam ID 14) = \$1,000.00
- b) ICC certified zoning inspector (Exam ID 75) = \$1,000.00
- c) ICC certified property maintenance and housing inspector (Exam ID 64) = \$1,000.00
- d) ICC combination designation permit specialist (T6) = \$2,000.00
- e) Certified Floodplain Manager=\$2,000.00

Permit Specialist/Executive Assistant

- a) ICC certified zoning inspector (Exam ID 75) = \$1,000.00
- b) ICC certified property maintenance and housing inspector (Exam ID 64) = \$1,000.00
- c) ICC combination designation permit specialist (T6) = \$2,000.00
- d) Certified Floodplain Manager=\$2,000.00

Code Enforcement Officer

- a) ICC certified zoning inspector (Exam ID 75) = \$1,000.00
- b) ICC certified property maintenance and housing inspector (Exam ID 64) = \$1,000.00
- c) Certified Floodplain Manager=\$2,000.00
- d) FACE certification = \$1,000 per level

3. Public Works Department

C. College Degrees

- 1. Associates Degree - \$1,000
- 2. Bachelors Degree - \$1,500
- 3. Masters Degree - \$2,000

D. Payment

Payment will be received by an increase in salary.



CITY OF ST. AUGUSTINE BEACH

Date: January 15, 2021

To: Mayor England
Vice Mayor Samora
Commissioner George
Commissioner Rumrell
Commissioner Torres

From: Beverly Raddatz, MMC, City Clerk *BR*

Subject: Amending Section VIII Transfers and Sections XI.1 Through XI.4 in the Personnel Manual

Background:

There were a few minor changes to Section VIII Transfers, such as numbering and in Section VIII.B. same pay grade to lateral transfer. Section XI.1 Policies the types of leaves were updated and renumbered. Sections CI.2 and XI.3 were deleted and Section XI.4 changed language by deleting the City Manager's Office to Finance Department for clarity.

Staff Impact:

None.

Budget Analysis:

None.

Recommendation:

Staff's recommendation is to pass the Resolution 21-08 amendments.

RESOLUTION NO. 21-08

CITY OF ST. AUGUSTINE BEACH

**RE: TO AMEND SECTIONS VIII TRANSFERS AND
SECTIONS XI.1 THROUGH XI.4 IN THE CITY ST.
AUGUSTINE BEACH PERSONNEL MANUAL**

ST. JOHNS COUNTY

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on February 1, 2021, resolves as follows:

To amend Section VIII and Sections XI.1 through XI.4 of the Personnel Manual for the City of St. Augustine Beach is hereby amended as shown in **Exhibit A** of this resolution and such language shall be incorporated into the Personnel manual.

NOW, THEREFORE, BE IT RESOLVED, that the City Commission of the City of St. Augustine Beach, St. Johns County, Florida amended Section VIII and Sections XI.1 through XI.4, to the City of St. Augustine Beach Personnel Manual to read as shown in Exhibit A, with the remainder of the policies remaining as adopted previously.

RESOLVED AND DONE, this 1st day of February 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

Margaret England, Mayor

ATTEST:

Max Royle, City Manager

EXHIBIT A

VIII TRANSFERS

VIII.1 TRANSFERS

An employee may, with the approval of the City Manager/Chief of Police be transferred in accordance with the following:

- A. Interdepartmental transfer: An employee may be transferred to another department or to another position within the same department. Such transfer will not change the employee's anniversary date nor affect any of the benefits to which the employee is entitled. Employees will serve a minimum of six (6) months probationary period in the new department or position. If, within the six (6) month probationary period, the performance of the new employee is found to be unsatisfactory in the new department, he may return to the position he left with the approval of the City Manager/Chief of Police.
- B. Change in classification - ~~same pay grade lateral transfer~~: When an employee requests and is granted a transfer to a different classification having the same pay grade as his present classification, the employee's pay will remain the same. Employees who are granted a change in classification must serve a six (6) month probationary period. During this probationary period, the employee shall suffer no postponement of sick leave or vacation leave.
- C. Transfer if unable to perform job duties: When an employee cannot efficiently perform his duties, the City Manager/Chief of Police may transfer him to a different class and/or department which he can fill, with the pay authorized for that position.

XI.1 POLICIES

- A. ~~A leave is permission granted by the City or allowed under its adopted policies to an employee to be absent from duty for a period of time with the right to return to employment on the expiration of leave. Any absence of an employee shall be covered by leave only if authorized and granted. Leave shall be officially granted in advance and shall be used for the purposes set forth in the leave application. Any request that leave be granted retroactively will be denied. Leave for sickness or other emergencies may be deemed to be granted in advance if prompt report is made to the proper authority. No leave shall be otherwise provided herein. Leave will normally be without pay except as otherwise specifically provided by these regulations. No sick or vacation leave will accrue while an employee is on unpaid leave. The following types of leaves are officially established: sick leave, personal leave, paternity leave, military leave, bereavement leave, jury duty assignment, witness duty assignment,~~

vocational leave, vacation leave, emergency leave, leave of absence without pay, disability leave, domestic violence leave, and workers' compensation leave. All leaves may be granted by the Department Director in conformance with rules established for each type of leave. All absences affecting pay are to be reported to the Finance Department on "Leave/Overtime/Comp Time Request forms" provided.

- ~~A.B.~~ Only full-time employees are entitled to the accrual of both paid vacation and sick leave. Temporary employees, either full or part-time, shall not be entitled to any paid leave; and regular, part-time employees shall be entitled only the accrual of vacation leave in proportion to hours worked.

XI.2 LEAVE REQUESTS

- ~~A. — Leave requests shall be made on a standard form developed by the City Manager's office for all departments and must be signed by the employee.~~
- ~~B. — Employees in each department shall submit their requests for leave through channels to the City Manager's office for verification that there is sufficient leave accrued to provide for the time off requested.~~
- ~~C. — Leave shall be used for the purpose set forth in the leave application. An employee who violates the terms of his leave application without filing and having approved an amendment to this leave application to allow for the new conditions shall have his leave terminated and shall be subject to the possible termination of his employment.~~

XI.3 LEAVE PAYROLL CHECKS

- ~~A. — Pay which is scheduled to be issued during the time an employee is on vacation leave, sick leave, military leave or other leave with pay status may be issued on the last regular payday before the employee goes on leave.~~
- ~~B. — There will be no payment in advance for accrued vacation. Payment of vacation leave in lieu of actually taking vacations will not be permitted except in the following special cases:~~
- ~~1. — Employees entering military service.~~
 - ~~2. — In accordance with Section IX.1 of the Personnel Manual.~~

XI.4 2 LEAVE RECORDS

The record of each type of leave accrued by each employee shall be kept in the City Manager's office Finance Department. This provision shall apply to the employees of all departments.

MEMORANDUM

TO: Bran Law, CBO, CFM, MCP, Director of Building and Zoning

FROM: William Tredik, P.E. Public Works Director

DATE: January 20, 2021

SUBJECT: Permitting Fees for Driveway Connections within City Rights-of-Way

DISCUSSION

Improperly constructed driveway connections can create adverse impacts to drainage, vehicular traffic, pedestrian traffic, visibility and more. To minimize the potential for adverse impacts, it is necessary to review and inspect all new or modified driveway connections within city rights-of-ways.

The following fees provide for Public Works Department review and inspection of new or modified driveway connections within city rights-of-way:

Residential Driveways

Activity	Fee
Construction of a residential driveway within a city right-of-way associated with an active building and/or zoning permit	No fee
Construction or modification of a residential driveway within a city right-of-way not associated with an active building and/or zoning permit	\$100
Construction or modification of a residential driveway within a city right-of-way not associated with an active building and/or zoning permit, where work within the right-of-way was initiated without a right-of-way permit.	\$300

Commercial Driveways

Activity	Fee
Construction of a commercial driveway within a city right-of-way associated with an active building and/or zoning permit	\$125
Construction or modification of a commercial driveway within a city right-of-way not associated with an active building and/or zoning permit	\$250
Construction or modification of a commercial driveway within a city right-of-way not associated with an active building and/or zoning permit, where work within the right-of-way was initiated without a right-of-way permit	\$600

RESOLUTION NO: 21-09

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

**RE: ESTABLISHING FEES FOR
BUILDING PERMITS AND OTHER
RELATED CITY SERVICES**

WHEREAS, the City Commission of the City of St. Augustine Beach has passed an ordinance authorizing that fees be established by resolution;

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE
CITY OF ST. AUGUSTINE BEACH, FLORIDA, IN REGULAR SESSION ASSEMBLED:**

The City Commission of the City of St. Augustine Beach hereby establishes and adopts the fees for building permits, applications, inspections, tree removal, plans and applications, comprehensive plan amendments, file developments, mixed use developments, overlay districts and stormwater management plan review as contained within Exhibit A, which is attached hereto.

RESOLVED AND DONE, this 3rd day of August 2020 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida

ATTEST:

Margaret England, Mayor

Max Royle, City Manager

City of St. Augustine Beach Schedule of Fees and Services Building and Zoning Department

Impact Fees As established by ordinance of St. Johns County and interlocal agreement

BUILDING PERMIT FEES

Issuance of a permit-----\$15.00

Total Valuation -----Fees

\$1,000 or less \$27.00

\$1,001 to \$50,000 \$33.00 for the first \$1,001.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$50,000.

\$50,001 to \$100,000 \$376.00 for the first \$50,000.00 plus \$7.00 for each additional \$1,000.00 or fraction thereof to and including \$100,000.00

\$100,001 to \$500,000 \$719.00 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00 or fraction thereof to and including \$500,000.00.

\$500,001 and up \$3,119.00 for the first \$500,000 plus \$5.00 for each additional \$1,000.00 or fraction thereof.

Note: Those projects that elect to use private provider services receive a 10% reduced permit fee (reduction must be claimed prior to permit issuance)

Basic valuations for permitting fees. Valuations for permitting fees shall be determined as follows:

Single Family Residential and Multifamily Residential-----\$125.00 per square foot for living space,\$64.00 per square foot for garages,\$40.00 per square foot for patio and open space

Residential, hotels, assisted care facilities---As per the current ICC Building Code Valuation Table

Mercantile-----\$106.00 per square foot

Business-----\$150.00 per square foot

Assembly: Restaurants, Bars-----\$160.00 per square foot

Swimming Pools---based on cost using Total Valuation Table

Any use not shown will be based on current ICC Building Code Valuation Table

Revision fee-----\$53.00 minimum or \$53.00 per hour

New House on lot after permit issuance-----Full plan review fee

Pre-built storage sheds-----Based on cost using Total Valuation Table

Moving of any structure-----\$100.00

Demolition (interior/exterior)-----\$100.00

Plan Review-----% of Building Permit Fee

Note: Those projects that elect to use private provider services receive a 15% reduced plan review fees.

State Surcharge-----Based on current State Requirements

Exhibit A

Clearance Sheet Fee----(Applies to new buildings, additions, swimming pools, etc.)\$400.00 with \$150.00 of the fee going to the City's Tree and Landscape Fund

Clearance Sheet Fee for Screen Enclosures--- \$100.00

Clearance Sheet Fee for Commercial Renovations----\$100.00

Transfer Permit to New Contractor----\$100.00

Safety Inspection----\$53.00

Occupancy/Use Classification Evaluation----\$53.00

Project Status Verification/Technical Assistance----Actual cost

Temporary Certificate of Occupancy/Completion

Residential----\$53.00

Commercial----\$106.00

Penalties (Building, Mechanical, Electric, Plumbing, Gas) :

a. Working with no permit----\$100.00 and double permit fee

b. Not updating sub list when required----\$25.00

c. Sub-contractors not registered with City----\$25.00

d. Reinspection Fees---- \$53.00

e. Extra inspection (uncorrected re-inspection items)---- Double the re-inspection fee

After Hours Inspection with Building Official Approval----\$200.00 & Building Official Approval

DEP zoning confirmation letters----\$53.00

Photocopies ----as per Florida Statute 119.07

a. Over 11' x 17"----\$5.00 per sheet

Refund for Active Permits:

a. Prior to first inspection----50% of Permit Fee

b. After first inspection----0% Refund

MECHANICAL

Issuance of permit----\$15.00

Residential Single System (new)---- \$60.00

Each Additional System (new)----\$40.00

Change outs (per system)----\$50.00

Repairs, Alterations, Additions----\$50.00

Commercial (A/C's, Refrigeration Units)----Based on Job Cost using Total Valuation Table

Exhibit A

Gas Piping, new and additions (per system)-----\$40.00

ELECTRICAL

Issuance of permit-----\$15.00

Amps— per main service panel/upgrade

0-150 amps-----\$60.00

151-400 amps-----\$100.00

401-1,000 amps-----\$150.00

1,001 amps and over-----\$0.15 per amp

Amps-- per feeder panel (exempt single family and two family structures only)

0-150 amps-----\$60.00

151-400 amps-----\$100.00

401-1000 amps-----\$150.00

1001 amps and over-----\$0.15 per amp

Temporary pole-----\$40.00

Service Change-----\$40.00

Additions and Repairs (per dwelling or unit)-----\$40.00

Sign Lighting-----\$30.00

Swimming Pool Electrical-----\$30.00

Generator ----\$40.00

SOLAR PERMIT FEES

Permit Issuance-----\$15.00

Photovoltaic/Thermal Permit----- based on cost using Total Valuation Table

PLUMBING

Issuance of permit-----\$15.00

Base permit fee-----\$15.00

Each fixture including floor drains, traps, etc.

Residential-----\$5.00

Commercial-----\$6.00

Sewer replacement-----\$40.00

Sprinkler systems (landscaping)-----\$40.00

Re-pipe (per dwelling or unit)-----\$40.00

Exhibit A

TREE REMOVAL

Dead Tree(s)----No charge

Damaged or deemed a hazard----\$45.00 per inspection for trees over 6" DBH

Replacement and mitigation----See section 5.01.03 of the Land Development Regulations

After the fact permits----See section 5.01.05 of the Land Development Regulations

PLANNING & ZONING APPLICATIONS

Advertising Sign----\$10.00

Application for Variance or Conditional Use----\$ 400.00 plus advertising sign and all other costs except legal advertising

Appeal Application (Building Official or Planning & Zoning Board)----\$300.00

Alley Vacating----\$300.00 plus advertising sign

Home Occupation application----\$ 100.00 plus advertising sign

Land Use Map----Actual Production Cost

Land Development Code----\$0.15 per page

Comprehensive Plan----\$0.15 per page

Zoning Certification Letters for title search, Open Permit search, Code Enforcement Search----\$50.00

Mixed Use Development Review----\$300.00 plus advertising sign

Concept Review----\$300.00 plus advertising sign

Overlay Districts----\$300.00 plus advertising sign

Application for review of proposed final development plans----\$350.00 if under 2.0 acres; \$500.00 if 2.0 acres or more.

Tree removals 30" or greater requiring Planning and Zoning Board approval---- \$50.00

Flexible setbacks to save trees requiring Planning and Zoning Board Approval----\$50.00

CONTRACTOR LICENSING

Issuance/Renewal of Construction Contractor License-Biennial----\$80.00

Issuance/Renewal of Tree Contractor License-Biennial----\$80.00**Duplicate Card**----\$20.00

COMPREHENSIVE PLAN AMMENDMENTS

Small Scale----\$500.00

A small-scale amendment must be consistent with all the following characteristics.

Exhibit A

1. Encompass the use of 10 or fewer acres of any land use category.
2. Residential densities are limited to 10 or fewer units per acre.
3. Does not involve the same property more than once a year.
4. Does not involve the same owner's property within 200' of the property granted a land use change within the past 12 months.
5. Does not include any text change to the plans, goals, objectives and policies.
6. Is not located within an area of critical state concern.
7. The local government can approve the amendment without exceeding its yearly maximum of 60 acres of small scale amendments.

Large Scale-----\$1000.00

PLAT APPROVAL

Review of Preliminary Plat-----\$150.00 plus \$2.00 per lot with a \$400.00 minimum

Application for Final Plat Approval-----\$5.00 per lot together with the cost of review for conformity with Chapter 177 F.S. by a professional Surveyor and mapper either employed by or under contract to the City of St. Augustine Beach. The estimated cost shall be deposited with the City at the time of application and any costs in excess of the estimated amounts shall be paid by the applicant prior to execution of the plat by the City.

STORMWATER MANAGEMENT

Stormwater management plan review by Section 6.05.03-----For conformity with applicable statutes, rules and regulations by the City and State of Florida, by a professional engineer either employed by the City or under contract to the City of St. Augustine Beach by the applicant. The estimated fees shall be deposited with the City at the time of application and any fees in excess of the estimated costs shall be paid by the applicant prior to the execution of the development order by the city.

TRANSIENT LODGING ESTABLISHMENTS

Business Tax Receipts (Payable at the City Manager's Office)-----As per section 12-67 of the City of St. Augustine Beach Code

Application Fee (Payable at the Building & Zoning Department)-----\$96.25

Initial Inspection (per dwelling or unit) (Payable at the Building & Zoning Department)-----\$125.00

Annual Re-inspection (per dwelling or unit)-----\$125.00

Reinspection Fees-----\$53.00

Extra Inspection (uncorrected re-inspection items)----- Double the re-inspection fee

DRIVEWAY CONNECTIONS WITHING CITY RIGHTS-OF-WAYS

Residential Driveways

- 1. Construction of a residential driveway within a city right-of-way associated with an active building and/or zoning permit
--- No Fee.
- 2. Construction or modification of a residential driveway within a city right-of-way not associated with an active building and/or zoning permit----\$100.00.
- 3. Working with no permit----\$100.00 and double permit fee

Commercial Driveways

- 1. Construction of a commercial driveway within a city right-of-way associated with an active building and/or zoning permit
--- \$125.00.
- 2. Construction or modification of a commercial driveway within a city right-of-way not associated with an active building and/or zoning permit----\$250.00.
- 3. Working with no permit----\$100.00 and double permit fee.

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**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
FEBRUARY 1, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-25.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's January 19, 2021, meeting are attached as pages 26-40.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's January 13, 2021, meeting will be provided with this report for the Commission's March 1st meeting.

POLICE DEPARTMENT

Please see page 41.

PUBLIC WORKS DEPARTMENT

Please see pages 42-46.

FINANCE/ADMINISTRATION

Please see page 47.

CITY MANAGER

1. Complaints

A. Odors

A resident complained about foul odors from the dumpster of the Beachside Diner. The complaint was forwarded to the Code Enforcement Officer.

B. Broken Sidewalk

Construction of a new house on A Street has damaged a sidewalk. A resident said the broken sidewalk was forcing his young children to ride their bicycles in the road. The County had broken the sidewalk for utility work and will restore it.

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 brought the proposal to their Board of Directors in November. It declined to provide the easement for the lots. At its November 9th meeting, the City Commission passed a resolution stating the City's intent to levy 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. At its December 7th meeting, the Commission reviewed cost estimates and other information provided by the Public Works Director and decided to have a hybrid plan: some lot owners could pay their share of the costs now or in the near future; owners of other lots would pay the costs by means of an assessment on their yearly property tax bills. The public hearing for the assessment was advertised for the Commission's December 7th meeting and the resolution stating the Commission intent to levy the assessment was passed again. At the Commission's February 1st meeting, the Public Works Director will ask the Commission to approve engaging the City's civil engineering consultant to do design work and approve a budget resolution to appropriate money for the engineer's services.

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 a parking plan and 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 and by the Commission at its October 5, 2020, regular meeting. The plans for the improvements are now in the design and permitting phase.

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

The Building Department staff is now developing amendments to the Regulations to implement the policies in the revised Comprehensive Plan. 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. It was passed on first reading at the Commission's November 9th meeting. The ordinance had its first public hearing and second reading at the

Commission's December 7, 2020, meeting. The second public hearing and final reading done at the Commission's January 4, 2021, meeting. This topic will no longer be included in this Report.

At its November 9th meeting, the Commission reviewed four changes proposed by the Building Official:

- a. Occupancy permits
- b. Impervious surface coverage
- c. Unsafe buildings
- d. Number of Code Enforcement Board members

The City Attorney prepared an ordinance, which the Commission reviewed and passed on first reading at its December 7, 2020, meeting. The ordinance had its first public hearing and second reading at the Commission's January 4, 2021, meeting. Its second public hearing and final reading is scheduled for the Commission's February 1st meeting.

A third change to the Regulations is to allow mobile food vending or sales, such as food trucks, in the City. A new state law requires that cities and counties allow such sales. At this time, food trucks are allowed in the City only in connected with City-sponsored events, such as Beach Blast Off. The ordinance to amend the regulations was discussed at the Commission's January 4th meeting. As a result of the discussion, the City Attorney has prepared a new draft for review at the Commission's February 1st meeting.

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 will be done in the spring of 2021.

B. Fiscal Year 2021 Budget

FY 21 began on October 1, 2020 and will end on September 30, 2021. The monthly financial report for December 2020 shows that for the General Fund, the City had received \$3,171,392 during the first three months of the fiscal year and had spent \$1,715,859. The year-to-date surplus is \$1,455,533. The surplus will gradually diminish over the remaining months of the fiscal year as money from the City's major revenue source, property taxes, declines. The City receives most of the revenue from property taxes between November and April. By the end of December, the City had received \$2,114,855 from property taxes, or 62% of the total projected for the entire fiscal year.

C. Vendor Checks

Please see list on pages 48-73.

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 this spring.

4. Miscellaneous

A. Permits for Upcoming Events

Other than wedding permits, the City Manager approved one special event permit for a surfing contest on January 30, 2021.

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 14, 2020, 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 was postponed. The Commission will review it at the February 1, 2021 meeting.

Range: First to Last
Violation Date Range: 10/01/20 to 01/20/21
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: Completed Status Date: 11/10/20
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%2F
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
11/10/20	11/10/20	10-23-2020 Derrick kelley the property manager for 21 Ocean Trace emailed, see attached. Apparently the listing was old. The owners changed the listing to only reflect 30 day + rentals. See attached snippet.

This case is closed as of 11-10-2020

10/19/20	10/19/20	Certified letter sent 10-19-2020
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Violation Id: V2000132 Prop Loc: 1029 A1A BEACH BLVD UNIT 10-A
Viol Date: 10/23/20 Status: Completed Status Date: 01/05/21
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
01/05/21	01/05/21	Permit Issues on 1-5-2021 P2100013

Code Case Closed as of 1-5-2021

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.
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Violation Id: V2000133 Prop Loc: 461 A1A BEACH BLVD
Viol Date: 10/26/20 Status: Completed Status Date: 11/04/20

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.

Created	Modified	Note
11/10/20	11/10/20	Permit Issued 11-4-2020. This case is closed.

Violation Id: v2000134 Prop Loc: 112-2ND ST
Viol Date: 11/04/20 Status: Open Comp Name: BRIAN LAW
Comp Phone: Comp Email:

Ordinance Id Description
FBC 105.1 PERMITS 105.1 Required.

Description: UNPERMITTED SIDING REPLACEMENT ON 1ST AND 2ND FLOOR, WEST SIDE OF THE BUILDING

Created	Modified	Note
01/07/21	01/07/21	Spoke with homeowner on 1-7-2021, he has selected a new contractor to take over the job and is currently working on the paperwork. -JT
11/09/20	11/09/20	Posted a stop work order on November 4th, 2020. The owner then called the building department and is aware that he needs to obtain a permit. The owner is Mike Tolley 770-875-4553 mike@tolleycm.com
11/04/20	11/04/20	BUILDING OFFICIAL OBSERVED UNPERMITTED WORK. SIDING ON BOTH FLOORS, WEST SIDE OF THE RESIDENCE

Violation Id: v2000135 Prop Loc: 590 A1A BEACH BLVD
Viol Date: 11/10/20 Status: Completed Status Date: 11/09/20
Comp Name: Obi's Filling Station Comp Phone: Comp Email:

Ordinance Id Description

Description: On Nov 9, 2020, the Building Official noticed that Obi's had 5-6 temporary signs on their property. Previously, the Building Official had spoken to the staff at Obi's about this matter.

On Nov 9th, Brian Law spoke to the staff once more about this issue. They made corrections while he was on the property.

This case is closed as of Nov. 9, 2020.

Violation Id: V2000136 Prop Loc: 23 SUNFISH DR
Viol Date: 11/17/20 Status: Completed Status Date: 01/06/21
Comp Name: ANONYMOUS PHONE CALL Comp Phone: Comp Email:

Ordinance Id	Description
CC 19-37	Sec. 19-37. - Prohibiting the parking of tractor trailers, other large trucks and recreational vehicles on or within the right-of-way of city streets and within residentially zoned areas.

Description: The week of November 2nd, Code Enforcement received an anonymous voicemail regarding an RV parked at 23 Sunfish Dr. The caller believed that someone was living in the RV.

On 11/17/2020 Code Enforcement visited the home and spoke with the owner. She stated that no one lives in the RV and they do not keep it plugged in and that they are working on extending their fence so that they can park the vehicle behind the face of the house and that it is taking some time to level out the dirt.

This case is being monitored as of 11/17/2020.

Created	Modified	Note
01/06/21	01/06/21	as of 1-6-2021, the RV is not visible from city property.

This case is closed as of 1-6-2021.

Violation Id: V2000137 Prop Loc: 119 15TH ST
Viol Date: 11/17/20 Status: Completed Status Date: 01/06/21
Comp Name: Bri Scarborough Comp Phone: (904)334-7339
Comp Email: 74scarborough@gmail.com

Ordinance Id	Description
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Description: A phone call came into the office from Bri Scarborough on 10-9-2020 regarding her neighbor at 119 15th St. She stated that the neighbor collects junk items such as A/Cs, refrigerators and other items and leaves them in the yard. She also stated that the neighbor, dumps the freon in his yard as well.

Created	Modified	Note
01/06/21	01/06/21	Several times throughout the past month, Code Enforcement has visited the property. There has not been any junk accumulation on site from what I could see from the road.

As of 1-6-2021, this case is closed.

12/02/20	12/02/20	Code Enforcement has not heard back from the owner as of 12-2-2020. On 11-30-2020, code enforcement drove past the property and did not see any junk.
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Code Enforcement will continue to monitor the situation.

11/17/20	11/17/20	Code Enforcement visited the property on 11-17-2020. There was a junked washer and dryer present as well as other miscellaneous items. Code Enforcement attempted to knock on the front door, however the pathway to the door was obstructed with a bicycle, lawn mower and other items.
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Certified Mail 7018-1130-0002-0083-3410 and regular USPS Mail sent 11-17-2020.

Violation Id: V2000138 Prop Loc: 490 RIDGEWAY RD
Viol Date: 11/19/20 Status: Completed Status Date: 12/23/20
Comp Name: Howard Bernstein - 508 Ridgeway Comp Phone: (901)482-1412 Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: 11-9-2020, An anonymous complaint was made about a pergola erected without a building permit.

The next few days, Howard Bernstein called and identified himself as the "anonymous complainant". He then told me that I had permission to access his back yard anytime I needed to in order to view the violation. At this time, I advised Mr. Bernstein that his complaint was no longer anonymous since he had identified himself, his address, and his phone number.

On 11-17-2020, Code Enforcement visited the property, and was able to view the pergola from the road (see attached picture) and rang the doorbell. No one was home at the time, but I later received a phone call from the homeowner. She said that we was unaware that she needed a permit for pergola that she purchased from a store. She stated she would fill out the application and send it in this week or early next week.

Created	Modified	Note
12/23/20	12/23/20	The permit was paid on 12/22/2020 online. The permit number is P2001968. This case is now closed as of 12/23/2020.
12/11/20	12/11/20	The homeowner submitted a permit application on 12/10/2020
12/02/20	12/02/20	The owner called the office on 12-2-2020 to let me know that she would be submitting paperwork later today.

Violation Id: V2000139 Prop Loc: 107 A 11TH ST
Viol Date: 11/23/20 Status: Completed Status Date: 11/24/20
Comp Name: Dennis Shepherd Electric Comp Phone: (904)808-1333 Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Dennis Shepherd Electric was issued a permit for this address on 11/23/2020 to replace a main breaker, install a 50 amp car charger, and refeed AC HPS. P2001867

Dennis Shepherd called the office on 11/23/2020 at 10 am. He said that over the weekend (after he had paid for his permit online) the owner of 107 11th St texted him to say that his services were no longer needed and that someone else had completed the work.

There are no other electrical permits pulled for this property at this time.

Created	Modified	Note
11/30/20	11/30/20	Permit issued on 11/24/2020 P2001887 Case is closed as of 11/24/2020
11/23/20	11/23/20	Code Enforcement spoke to Wayne Smith of Smith Electrical, he stated that his office employee was on vacation and that he had thought she had pulled a permit for the job prior to leaving. Mr Smith stated that he will apply for a permit today or tomorrow.

11/23/20	11/23/20	Undine George called back around 4pm on 11/23/2020. Ms George stated that she called Smith Electrical for a quote to do the electrical work. Over the weekend her tenant called to say that the power was out. When Ms. George arrived at the property Smith Electrical was performing the electrical work. Ms. George stated that she was unaware that Smith Electrical was working without a permit.
11/23/20	11/23/20	Code Enforcement and the Building Official visited the property on 11/23/2020 at 2:30. The owner was not there at the time. we spoke with an employee and let her know that the work that was completed was unpermitted and for the owner to give us a call.

Violation Id: V2000140	Prop Loc: 421 OCEAN DR	Status Date: 12/14/20	Comp Email:
Viol Date: 12/02/20	Status: Completed	Comp Phone:	
Comp Name: Anonymous			

<u>Ordinance Id</u>	<u>Description</u>
SEC. 3.02.03	PROHIBITED USE

Description: An anonymous complaint was lodged with the city manager's office regarding a possible illegal transient rental facility at 421 Ocean Dr.

The attached letter was sent the the homeowners on 12/2/2020.

<u>Created</u>	<u>Modified</u>	<u>Note</u>
12/14/20	12/14/20	Andrea Mendoza called on 12/14/2020 to let us know that she had previously been unaware of transient rentals not being allowed in low density areas. She stated that once she received our letter, she stopped short term rentals at this -address. (917-658-0065)

This case is closed as of 12-14-2020

Violation Id: V2000141	Prop Loc: 2572 A1A S	Comp Name: Building Department
Viol Date: 12/07/20	Status: Open	
Comp Phone:	Comp Email:	

<u>Ordinance Id</u>	<u>Description</u>
SEC.5.00.00	Removal of Trees

Description: The Building Official drove past the property on 12/7/2020 and noticed that the lot to the south was being cleared, parcel #1668200000. The owners at 2572 A1A S own this property.

The Building Official and Code Enforcement later visited the property.
Florida's Tree Masters is the contractor removing the trees. They stated that they were unaware that they could not clear the lot and stated that they had an arborist on staff who will provide us a letter regarding the trees. Florida Tree Masters will provide the building department with a tree survey and arborist's letter.

<u>Created</u>	<u>Modified</u>	<u>Note</u>
01/15/21	01/15/21	Florida Tree Masters has yet to submit a survey or arborists letter. However, John came in and applied for a City license. 1/15/2021
01/12/21	01/12/21	Florida Tree Master's called on 1/12/2021 and said that he would be sending in a tree survey and an arborists letter later today.

Violation Id: V2000142 Prop Loc: 307 A ST
Viol Date: 12/07/20 Status: Open Comp Name: Building Official
Comp Phone: Comp Email:

Ordinance Id Description

Description: The building official noticed a new porch, siding, and metal roof being installed at 307 A St on 12/4/2020.

Code Enforcement visited the property and spoke to the contractor Richard Dickens. He later pulled a permit for siding on 12/7/2020 P2001935.

As of 4pm on 12/7/2020 permits for the roof and porch had not been applied for. Code Enforcement visited the property and spoke with the owner. He then came into the office and picked up paperwork to apply for the permits.

Violation Id: V2000143 Prop Loc: 11 7TH ST
Viol Date: 12/11/20 Status: Open Comp Name: Connie Oberman
Comp Phone: (904)460-0099 Comp Email: sidandconnie@bellsouth.net

Ordinance Id Description

FBC 105.1 PERMITS 105.1 Required.

Description: The homeowner at 13 7th St called the office on 12-4-2020 to report an unpermitted structure on the property at 11 7th St.
From the aerial imagery from St. Johns County, the structure appeared sometime between 2016 and 2019. The structure was not permitted according to our records.

Created	Modified	Note
01/07/21	01/07/21	Certified letter sent on 1/7/2021

Violation Id: V2000144 Prop Loc: 490 PYRUS ST
Viol Date: 12/14/20 Status: Completed Status Date: 12/21/20
Comp Name: CHRIS CYGUL-493 PYRUS Comp Phone: (904)290-1432
Comp Email: TRXCHRIS@GMAIL.COM

Ordinance Id Description

SEC. 3.02.03 PROHIBITED USE

Description: Chris Cygul, the neighbor at 493 Pyrus sent an email on Saturday 12-12-2020 regarding the property directly across the street from him, a duplex 490 & 492 Pyrus St. According to Airbnb's website, this property is listed as a 2 night rental on the 492 side. This address is in the low density residential area and is a prohibited use. See attached from airbnb and Chris Cygul's email.

Created	Modified	Note
12/21/20	12/21/20	On 12-18-2020, Wendy Luebbe sent an email stating that she is ceasing all rentals at 490/492 Pyrus. As of 12/21/2020, she has also removed the listing on Airbnb.

AS of 12/21/2020 this case is closed.

12/14/20 12/14/20 Certified Mail 7016-2140-0000-0271-6160 Sent on 12-14-2020 (See Attached).

Violation Id: V2000145 Prop Loc: 112 14TH ST
Viol Date: 12/14/20 Status: Completed Status Date: 01/12/21
Comp Name: Airbnb Website Comp Phone: Comp Email:

Ordinance Id	Description
LDR 3.09	Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.

Description: Previously, a complaint had been made about the same property V2000118. However, the address was confidential at the time and Code Enforcement was unable to make contact with the homeowner. The original complaint alleged that an illegal transient rental was operating at 112 14th St. As of 12/14/2020 Code Enforcement was able to locate a listing for the property on Airbnb. This listing is for a 2 night minimum stay. See attached pictures.

Created	Modified	Note
01/12/21	01/12/21	Ms. Luebke sent an email on 1/12/2021 stating she would no longer rent short term. (See attached). The airbnb listing has also been removed.

As of 1/12/2021, this case is closed.

12/21/20 12/21/20 Emails received and sent to Ms. Luebke in attachments.

12/14/20 12/14/20 Notice of Violation sent via Cert Mail on 12/14/2020

Violation Id: V2000146 Prop Loc: 651 A1A BEACH BLVD
Viol Date: 12/16/20 Status: Completed Status Date: 01/05/21
Comp Name: Building Department Comp Phone: Comp Email:

Ordinance Id	Description
LDR 7.01.01	Sec. 7.01.01. - Accessory Structures
LDR 6.01.03	Sec. 6.01.03. - Building setback requirements.
FBC 105.1	PERMITS 105.1 Required.
LDR 7.01.03	Sec. 7.01.03. - Fences and retaining walls.

Description: On 12/16/2020 Code Enforcement noticed that an illegal structure with a roof that had previously been on the north side of the building has now moved to the west side of the building. It appears to be up against the property line (against 106 2nd St).

When the building was on the north side of the property, a code enforcement case had been initiated (V2000059). After about 6 weeks and a notice to appear before the code board, the owner had the structure removed and the case was closed.

This structure appears to be attached to the main building and up against the fence on the west side.

See attached photos from 12-16-2020.

Created	Modified	Note
01/06/21	01/06/21	As of 1-5-2021, the structure has been removed as well as the excess fence which went above 8 ft tall. The case is closed as of 1-5-2021
12/21/20	12/21/20	Cathy Hagerty came into the office on 12/21/2020. She said that she had been unaware that the structure had been relocated and that she will speak to her tenant. Once she does that she will contact the Building Department. While she was in office, she showed the Building Official a copy of a recent survey she obtained. It clearly shows that a drainfield is located along the west side of the property (where the structure currently is).
12/16/20	12/16/20	Certified Mail 7016-2140-0000-0271-6177 and regular USPS mail sent on 12/16/2020 see attached letter.

Violation Id: V2000147 Prop Loc: 113 2ND ST
Viol Date: 12/18/20 Status: Completed Status Date: 01/12/21
Comp Name: Code Enforcement- Airbnb Comp Phone: Comp Email:

Ordinance Id Description

Description: while viewing Wendy Luebbe's other properties 490/492 Pyrus and 112 14th St on Airbnb, Code Enforcement came across another rental located at 113 2nd St.

This home is in the medium density residential area.

See phone conversation with Ms. Luebbe from 12/17/2020 in attachments, as well as email from 12/17/2020 after the phone call

Created	Modified	Note
01/12/21	01/12/21	Ms. Luebbe sent an email 1/11/2021 stating she would no longer rent short term. (See attached). The airbnb listing has also been removed. This case is closed as of 1/12/2021
12/21/20	12/21/20	Emails from Ms. Luebbe in attachments.

Violation Id: V2100001 Prop Loc: 108 A ST UNIT A
Viol Date: 01/05/21 Status: Open Comp Name: Public Works
Comp Phone: Comp Email:

Ordinance Id Description

CC-12-51 12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/13/21	01/13/21	Mr. Kingry dropped off an application for the tlf & btr. Once we receive payment, Code enforcement will inspect. 1-13-2021
01/12/21	01/12/21	Mr. Kingry came by the office on 1/11/2021. He came by to pick up a transient rental application and BTR application. Once he has all his documents together, he will apply for a transient rental license.
01/05/21	01/05/21	Certified Mail Sent on 1/5/2021 7016-2140-0000-0271-6191

Violation Id: V2100002 Prop Loc: 108 A ST UNIT B
Viol Date: 01/05/21 Status: Open Comp Name: Public Works
Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/13/21	01/13/21	Mr. Kingry dropped off an application for the tlf & btr. Once we receive payment, Code enforcement will inspect. 1-13-2021
01/12/21	01/12/21	Mr. Kingry came by the office on 1/11/2021. He came by to pick up a transient rental application and BTR application. Once he has all his documents together, he will apply for a transient rental license.
01/05/21	01/05/21	Certified Mail Sent 1/5/2021 7016-2140-0000-0271-6207

Violation Id: V2100003 Prop Loc: 108 A ST UNIT C
Viol Date: 01/05/21 Status: Open Comp Name: Public Works
Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/05/21	01/05/21	Certified Mail Sent 1/5/2021 7016-2140-0000-0271-6214

Violation Id: V2100004 Prop Loc: 108 A ST UNIT D
Viol Date: 01/05/21 Status: Open - 10 Comp Name: Public Works

Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/05/21	01/05/21	Certified Mail Sent 1-4-2021 7016-2140-0000-0271-6221

Violation Id: V2100005 Prop Loc: 109 1ST ST UNIT A
Viol Date: 01/05/21 Status: Open Comp Name: Public works
Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/05/21	01/05/21	Certified Mail Sent 1-5-2021 7016-2140-0000-0271-6146

Violation Id: V2100006 Prop Loc: 109 1ST ST UNIT B
Viol Date: 01/05/21 Status: Completed Status Date: 01/15/21
Comp Name: Public Works Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRs or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/15/21	01/15/21	Ms. King called on 1/15/2021 and stated that her home is not a transient rental. She rents on a yearly basis and does not advertise her home to be rented as transient.

This case is closed as of 1/15/2021 JT

01/05/21	01/05/21	Certified Mail sent on 1-5-2021 7018-0360-0002-1999-2018
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Violation Id: V2100007 Prop Loc: 109 1ST ST UNIT C
Viol Date: 01/05/21 Status: Open Comp Name: Public Works
Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRS or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/05/21	01/05/21	Certified Mail Sent on 1-5-2021 7018-0360-0002-1999-2025

Violation Id: V2100008 Prop Loc: 109 1ST ST UNIT D
Viol Date: 01/05/21 Status: Open Comp Name: Public Works
Comp Phone: Comp Email:

Ordinance Id	Description
CC-12-51	12-51 LOCAL BUSINESS TAX REGULATIONS

Description: On December 17, 2020 Public Works was collecting trash and noticed a sign for vacation rentals for 108 A St and 109 1st St (verified by the website on the sign).

These addresses do not have BTRS or Commercial trash pickup, nor are part of the transient rental program. (These addresses are in the commercial zone.)

Created	Modified	Note
01/13/21	01/13/21	The owner emailed on 1-13-2021 to state that they would become complaint. See attached email.
01/05/21	01/05/21	Certified Mail Sent on 1-5-2021 7018-0360-0002-1999-2049

Violation Id: V2100009 Prop Loc: 647 A1A BEACH BLVD
Viol Date: 01/06/21 Status: Completed Status Date: 12/31/20
Comp Name: Josh - Voice Mail Comp Phone: Comp Email:

Ordinance Id	Description
10-3 PLACEMENT	SECTION 10-3 GARBAGE & TRASH-PLACEMENT

Description: On 12-31-2020 Code Enforcement received a voicemail regarding the trash at the Kookaburra and Tides. The voicemail stated that both restaurants' trash is disorganized and blows all over the road.

Later in the day, Code Enforcement visited the Kookaburra and Tides and did not notice any excess of trash or disorganization.

This case was unfounded and closed 12-31-2020.

Violation Id: V2100010 Prop Loc: 641 A1A BEACH BLVD
Viol Date: 01/06/21 Status: Completed Status Date: 12/31/20
Comp Name: Josh- Voicemail Comp Phone: Comp Email:

Ordinance Id	Description
10-3 PLACEMENT	SECTION 10-3 GARBAGE & TRASH-PLACEMENT

Description: On 12-31-2020 Code Enforcement received a voicemail regarding the trash at the Kookaburra and Tides. The voicemail stated that both restaurants' trash is disorganized and blows all over the road.

Later in the day, Code Enforcement visited the Kookaburra and Tides and did not notice any excess of trash or disorganization.

This case was unfounded and closed 12-31-2020.

Violation Id: V2100011 Prop Loc: 31 OCEAN TRACE RD
Viol Date: 01/06/21 Status: Open Comp Name: Building Official
Comp Phone: Comp Email:

Ordinance Id	Description
IPMC SEC 303	SWIMMING POOLS, SPAS, AND HOT TUBS

Description: On 12-31-2020, the Building Official performed a roof inspection at the property. While there, he noticed that the swimming pool on the property did not have any barrier or fence.

IPMC 303.2 ENCLOSURES- SWIMMING POOLS SHALL BE COMPLETELY SURROUNDED BY A FENCE OR BARRIER NOT LESS THAN 48 INCHES IN HEIGHT.

Created	Modified	Note
01/12/21	01/12/21	Home owner called on 1-12-2021, she stated that her screen contractor had the permit application and was going to apply for a permit soon.
01/07/21	01/07/21	Certified Mail sent on 1-7-2021 / 7018-1130-0002-0083-3397 Requests correction be made by 1-17-2021

Violation Id: V2100012 Prop Loc: 214 8TH ST
Viol Date: 01/07/21 Status: Open Comp Name: Vrbo Website
Comp Phone: Comp Email:

Ordinance Id	Description
LDR 3.09	Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.

Description: Code Enforcement noticed this listing while on Vrbo's website. The listing has the owner's first and last names on the site as well as the front of the house with the address visible.

After searching google maps and the property appraiser's website, it is confirmed that the listing is 214 8th St which is in the Medium Density Residential Zone.

According to the listing a 3 night minimum stay is required. The reviews reflect that there have been visitors as recent as New Year's.

Created	Modified	Note
01/13/21	01/13/21	Mr. Kingry dropped off an application for the tlf & btr. Once we receive payment, Code enforcement will inspect. 1-13-2021
01/12/21	01/12/21	Mr. Kingry stopped by the office on 1/11/2021 to say that he received the notice of violation and that he would halt renting at 214 8th St for short term rentals. He took a short term rental application (30 + to 6 months) and plans to rent longer term. AS of 1/12/2021, the listing is still on VRBO. Code Enforcement will monitor the listing.
01/07/21	01/07/21	Certified Mail Sent 1-7-2021 7018-0360-0002-1999-2056

COSAB COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	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
997	2100 A1A S	P2000125	COM BUILD OUT	10/23/2019		INTERIOR BUILDOUT FOR DENTAL FACILITY
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

Application Id Range: First to Last

Issue Date Range: 10/01/18 to 01/20/21

Expiration Date Range: First to 09/15/23

Applied For: Y Open: Y

Application Date Range: First to 01/20/21

Use Type Range: First to Last

Hold: Y

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: Y

Work Type Range: COM BUILD OUT to COMMERCIAL NEW

User Code Range: COM to COM

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Certificate Date 1	Description	User Code 1
71	892 OCEAN PALM WAY	P1914417	SFR-D	2/7/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
120	103 SANDPIPER BLVD	P1914404	SFR-D	2/4/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
222	6 F ST	P1914270	SFR-D	5/3/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
486	23 HIGH DUNE DR	P1914906	SFR-D	6/21/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
814	612 OCEAN PALM WAY	P1915252	SFR-D	9/10/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
924	108 8TH ST	P1915316	SFR-D	9/23/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1312	0000 A1A SOUTH	SFR00001	SFR-D	12/4/2019			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1414	473 OCEAN FOREST DR	P2000426	SFR-D	1/14/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1419	196 RIDGEWAY RD	P2000430	SFR-D	1/3/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1592	352 RIDGEWAY RD	P2000586	SFR-D	2/6/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1619	77 HIGH DUNE DR	P2000615	SFR-D	2/27/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1699	104 SPANISH OAKS LN	P2000692	SFR-D	4/2/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1775	101 SPANISH OAKS LN	P2000766	SFR-D	6/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1955	522 A ST	P2000944	SFR-D	10/5/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1965	392 RIDGEWAY RD	P2000954	SFR-D	6/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1966	378 RIDGEWAY RD	P2000955	SFR-D	5/21/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2049	202 A ST	P2001396	SFR-D	8/14/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2177	339 RIDGEWAY RD	P2001288	SFR-D	7/30/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2178	212 RIDGEWAY RD	P2001167	SFR-D	6/30/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2221	24 EWING ST	P2001260	SFR-D	7/17/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2222	182 RIDGEWAY RD	P2001227	SFR-D	7/17/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2339	434 RIDGEWAY RD	P2001477	SFR-D	9/3/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2372	26 SABOR DE SAL RD	P2001362	SFR-D	8/6/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2480	14 5TH STREET	P2001691	SFR-D	10/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2635	314 B ST	P2001690	SFR-D	10/15/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2826	138 RIDGEWAY RD	P2001927	SFR-D	12/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2827	394 OCEAN FOREST DR	P2001921	SFR-D	12/4/2020			NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last
 Issue Date Range: 10/01/18 to 01/20/21
 Application Date Range: First to 01/20/21
 Building Code Range: BUILDING to BUILDING
 Work Type Range: SFR-A to SFR-M
 Expiration Date Range: First to 09/15/23
 Use Type Range: First to Last
 Contractor Range: First to Last
 User Code Range: RES to RES
 Void: Y
 Customer Range: First to Last
 Waived Fee Status to Include: None: Y
 Inc Permits With Permit No: Yes
 All: Y
 User Selected: Y
 Applied For: Y Open: Y
 Hold: Y
 Completed: Y
 Denied: Y
 Inc Permits With Certificate: Yes

City of St. Augustine Beach FY '21 Tree Inspections

Application Id	Property Location	Building Code 1	Contractor 1	Contractor Name 1	Description of Work 1	Issue Date	Customer	Description
2754	1144 OVERDALE RD	TREE	O-000177	DUGGAN WILLIAM A ETUX	RESIDENTIAL-TREE REMOVAL INSPECTION	10/16/2020	O-000177	RESIDENTIAL-TREE REMOVAL INSPECTION
2802	3900 ALA SOUTH	TREE	FGCON005	F & G CONSTRUCTION GENERAL CON	TREE REMOVAL INSPECTION	11/2/2020	FGCON005	RESIDENTIAL-TREE REMOVAL INSPECTION
2803	1200 MAKARIOS DR	TREE	TREET005	TREE TROUBLE LLC	RESIDENTIAL-TREE REMOVAL INSPECTION	10/29/2020	TREET005	RESIDENTIAL-TREE REMOVAL INSPECTION
2900	685 POPE RD	TREE	O-000132	BARNES STACY D,JENNIFER K	19 INCH OAK TREE AND 18 INCH MAGNOLIA	11/16/2020	O-000132	19 INCH OAK TREE AND 18 IN MAGNOLIA
3167	115 14TH ST	TREE	O-000211	KLING GABRIEL,MEGAN	RESIDENTIAL-TREE REMOVAL INSPECTION	1/15/2021	O-000211	RESIDENTIAL-TREE REMOVAL INSPECTION
Totals								

Application Id Range: First to Last

Issue Date Range: 10/01/20 to 01/20/21

Expiration Date Range: First to 09/30/21

Applied For: Y Open: Y

Application Date Range: First to 01/20/21

Use Type Range: First to Last

Hold: Y

Building Code Range: TREE to TREE

Contractor Range: First to Last

Completed: Y

Work Type Range: First to Last

User Code Range: First to Last

Denied: Y

Void: Y

Customer Range: First to Last

Inc Permits With Permit No: Yes

Inc Permits With Certificate: Yes

Waived Fee Status to Include: None: Y

All: Y

User Selected: Y

Activity Date Range: 10/01/20 to 01/20/21

Activity Type Range: T-TREE REMOVAL to T-TREE REMOVAL

Inspector Id Range: First to Last

'SENT LETTER': Y Open With No Date: N

COSAB FY '21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Building Code	Activity Type	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	11/9/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	11/9/2020	APPROVED
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	12/15/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	1/4/2021	APPROVED
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	ZONING	Z-VARIANCE	11/17/2020	APPROVED
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	ZONING	Z-VARIANCE	10/19/2020	APPROVED
2847	1629610940	455 HIGH TIDE DR	CULLOTTA PETER D, LAURIE L	ZONING	Z-VARIANCE	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	1/4/2021	APPROVED
2908	1629610950	459 HIGH TIDE DR	TAMMS ERIC VICTOR	ZONING	Z-VARIANCE	12/15/2020	APPROVED
2981	1641730020	23 OCEAN PINES DR	RHYS MARK AND KELLY RENEE SLAUGHTER	ZONING	Z-TREE REMOVAL	12/15/2020	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	2/16/2021	OPEN
3044	1684000000	9 11TH ST	KLING PROPERTIES LLC	ZONING	Z-VARIANCE	1/19/2021	DENIED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	1/19/2021	APPROVED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	2/1/2021	OPEN
3073	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-VARIANCE	1/19/2021	DENIED

Application Id Range: First to Last

Range of Building Codes: ZONING to ZONING

Activity Date Range: 10/01/20 to 02/25/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last

Sent Letter: Y

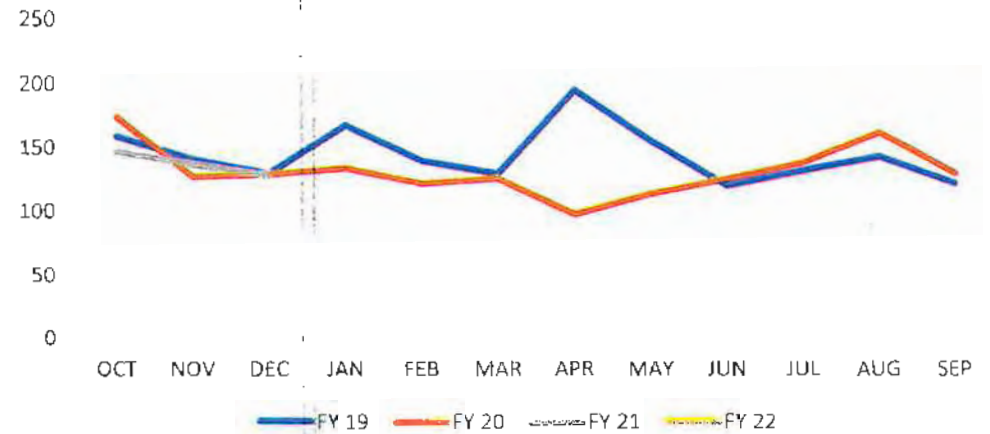
Included Activity Types: Both

CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	
NOV	140	127	137	
DEC	129	129	128	
JAN	167	134		
FEB	139	122		
MAR	129	126		
APR	195	98		
MAY	155	114		
JUN	120	126		
JUL	132	139		
AUG	143	163		
SEP	122	131		
TOTAL	1729	1583	412	

OF PERMITS ISSUED



OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	
NOV	255	341	250	
DEC	262	272	315	
JAN	426	383		
FEB	334	348		
MAR	377	294		
APR	306	246		
MAY	308	289		
JUN	288	288		
JUL	312	259		
AUG	275	225		
SEP	250	281		
TOTAL	3817	3524	833	

OF INSPECTIONS PERFORMED

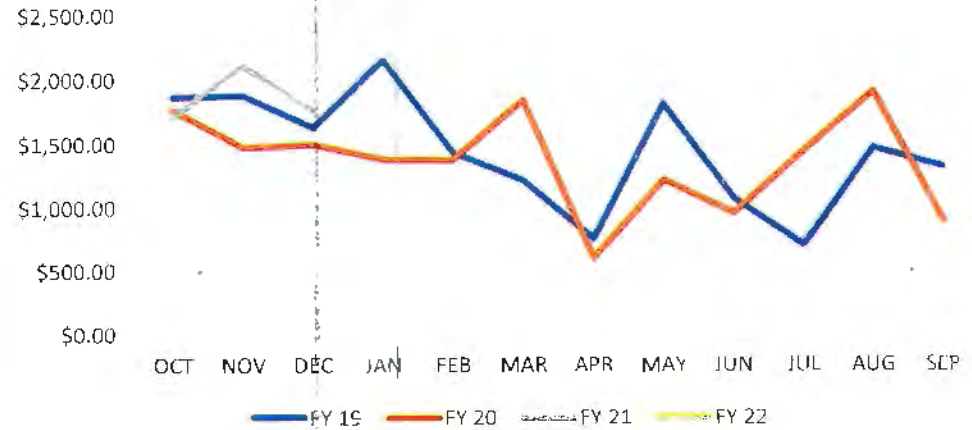


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	
NOV	\$1,872.66	\$1,475.00	\$2,115.00	
DEC	\$1,622.32	\$1,495.00	\$1,770.00	
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	\$1,443.00		
AUG	\$1,460.00	\$1,910.00		
SEP	\$1,310.00	\$895.00		
TOTAL	\$17,208.61	\$16,351.00	\$5,603.00	

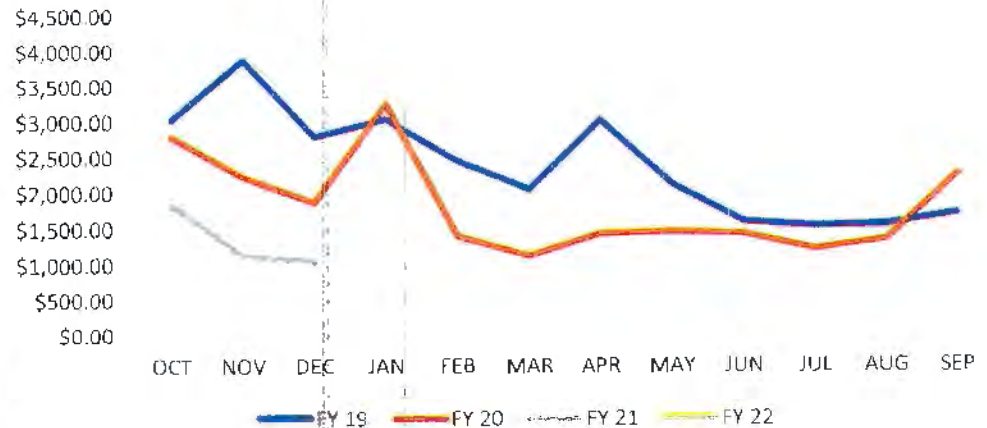
ELECTRICAL PERMIT FEE REPORT



PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	
NOV	\$3,867.41	\$2,221.00	\$1,133.00	
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00		
FEB	\$2,440.44	\$1,395.00		
MAR	\$2,037.24	\$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	\$1,525.00	\$1,218.00		
AUG	\$1,550.00	\$1,356.00		
SEP	\$1,706.00	\$2,270.00		
TOTAL	\$28,671.96	\$21,817.00	\$4,039.00	

PLUMBING PERMIT FEE REPORT

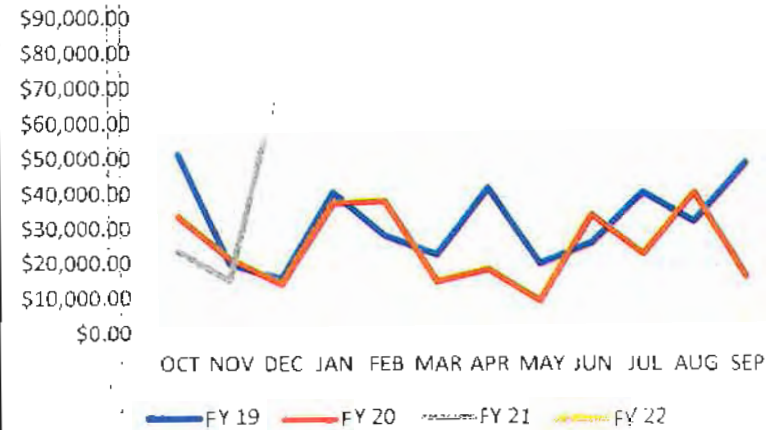


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

BUILDING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$51,655.01	\$34,277.62	\$24,139.90	
NOV	\$20,192.42	\$21,844.58	\$15,910.52	
DEC	\$16,104.22	\$14,818.54	\$76,639.68	
JAN	\$40,915.31	\$37,993.58		
FEB	\$28,526.70	\$38,761.13		
MAR	\$22,978.53	\$15,666.80		
APR	\$42,292.91	\$19,092.61		
MAY	\$20,391.12	\$10,194.02		
JUN	\$26,445.26	\$34,939.40		
JUL	\$41,120.86	\$23,555.36		
AUG	\$32,714.82	\$41,455.38		
SEP	\$49,543.66	\$17,169.56		
TOTAL	\$392,880.82	\$309,768.58	\$116,690.10	

BUILDING PERMIT FEE GRAPH

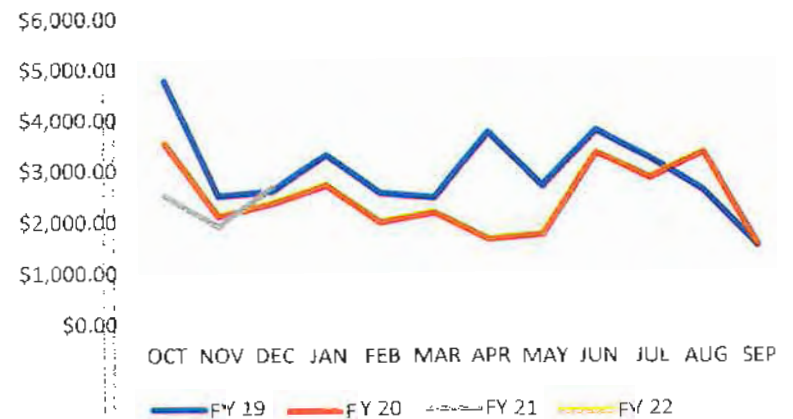


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MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	
NOV	\$2,541.44	\$2,160.00	\$1,963.00	
DEC	\$2,633.64	\$2,409.62	\$2,738.04	
JAN	\$3,338.69	\$2,768.47		
FEB	\$2,601.00	\$2,044.08		
MAR	\$2,515.33	\$2,237.73		
APR	\$3,801.26	\$1,716.00		
MAY	\$2,736.33	\$1,809.00		
JUN	\$3,844.54	\$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	\$36,360.23	\$30,124.61	\$7,275.66	

MECHANICAL PERMIT FEE REPORT

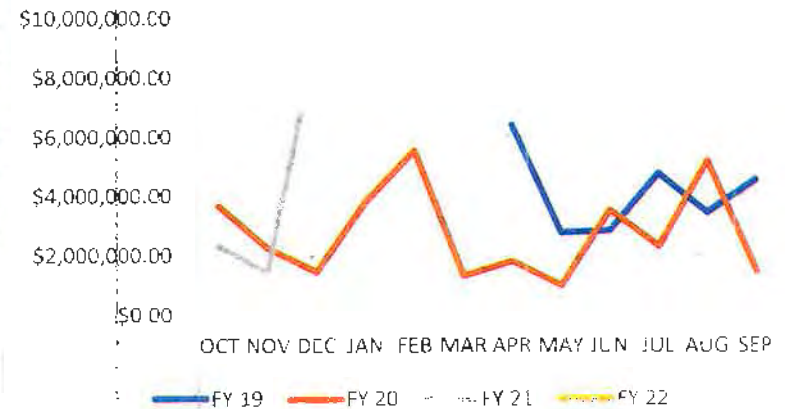


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	
NOV		\$2,242,421.52	\$1,440,841.88	
DEC		\$1,449,915.40	\$9,160,479.89	
JAN		\$3,789,363.81		
FEB		\$5,519,900.00		
MAR		\$1,321,570.04		
APR	\$6,338,617.35	\$1,803,157.19		
MAY	\$2,731,410.75	\$1,003,140.58		
JUN	\$2,792,442.43	\$3,519,844.50		
JUL	\$4,717,293.00	\$2,300,478.87		
AUG	\$3,393,250.74	\$5,175,949.96		
SEP	\$4,502,737.63	\$1,475,857.57		
TOTAL	\$24,475,751.90	\$33,259,014.00		

ALTERATION COST

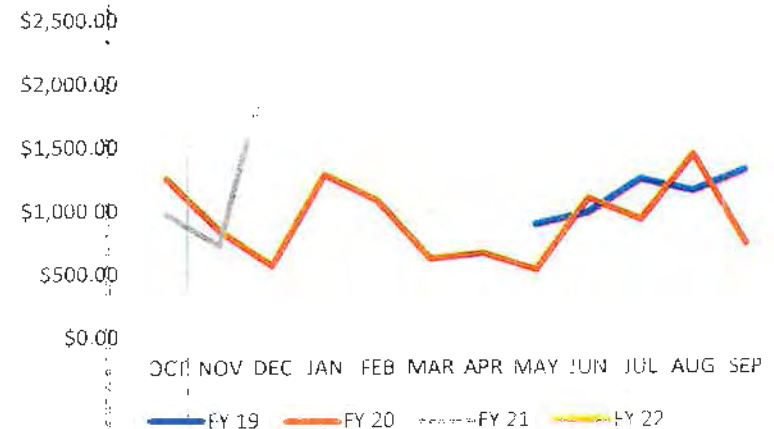


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STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	
NOV		\$845.65	\$729.40	
DEC		\$569.37	\$2,225.95	
JAN		\$1,277.63		
FEB		\$1,079.31		
MAR		\$623.46		
APR		\$666.54		
MAY	\$881.45	\$537.83		
JUN	\$972.50	\$1,093.02		
JUL	\$1,230.25	\$928.44		
AUG	\$1,141.48	\$1,437.49		
SEP	\$1,303.66	\$740.55		
TOTAL	\$5,529.34	\$11,046.74		

STATE SURCHARGE PERMIT FEE REPORT

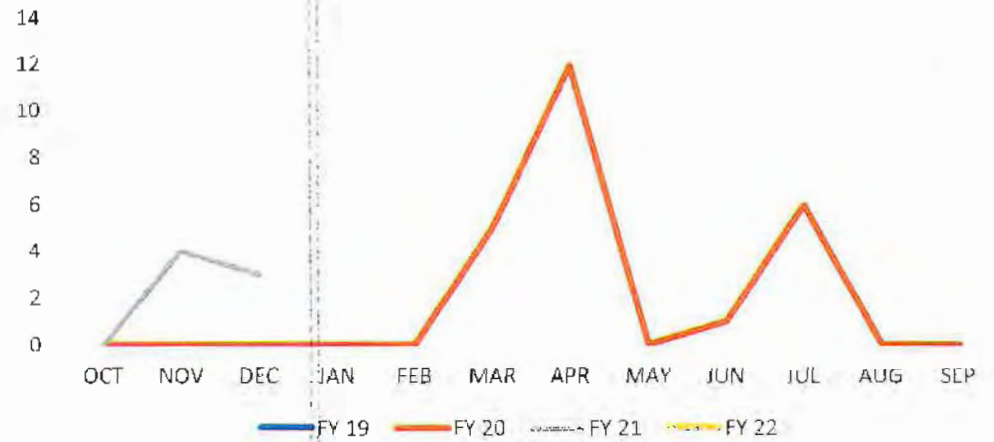


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	
NOV		0	4	
DEC		0	3	
JAN		0		
FEB		0		
MAR		5		
APR		12		
MAY		0		
JUN		1		
JUL		6		
AUG		0		
SEP		0		
TOTAL	0	24		

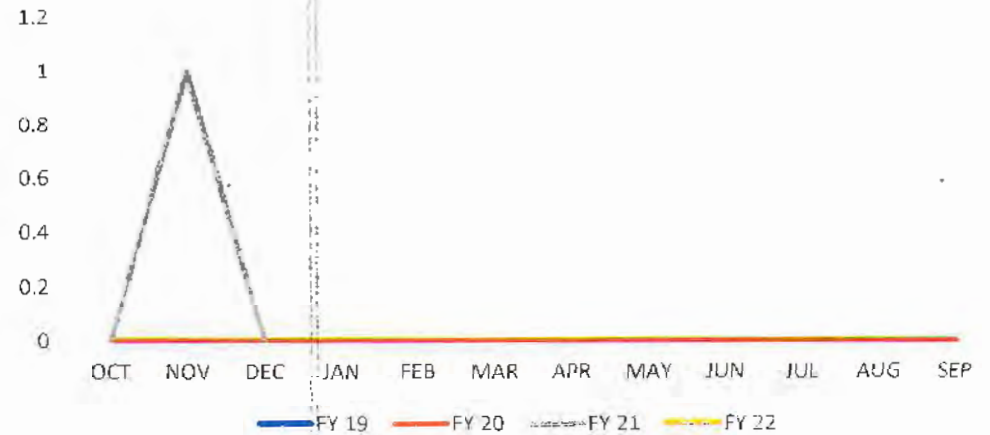
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	
NOV	0	0	1	
DEC	0	0	0	
JAN	0	0		
FEB	0	0		
MAR	0	0		
APR	0	0		
MAY	0	0		
JUN	0	0		
JUL	0	0		
AUG	0	0		
SEP	0	0		
TOTAL	0	0		

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

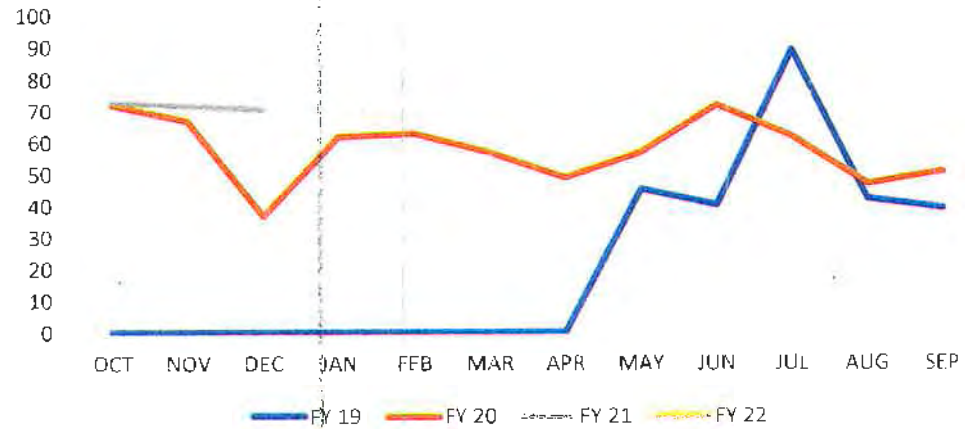


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	
NOV	0	67	72	
DEC	0	37	71	
JAN	0	62		
FEB	0	63		
MAR	0	57		
APR	0	49		
MAY	45	57		
JUN	40	72		
JUL	89	62		
AUG	42	47		
SEP	39	51		
TOTAL	255	696	216	

OF PLAN REVIEW ACTIVITIES



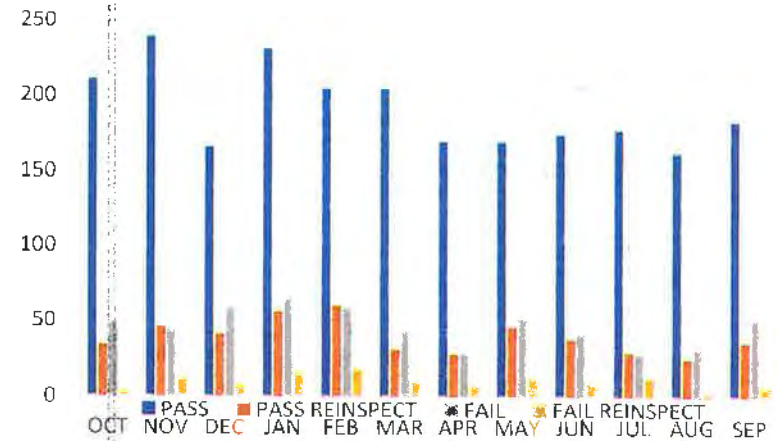
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 20 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	210	34	49	3
NOV	238	46	44	12
DEC	165	41	58	7
JAN	230	56	65	15
FEB	204	60	58	17
MAR	204	31	43	10
APR	169	28	28	7
MAY	169	46	52	12
JUN	174	38	42	9
JUL	177	29	28	12
AUG	162	25	32	2
SEP	183	36	51	7
TOTAL	2285	470	550	113

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS



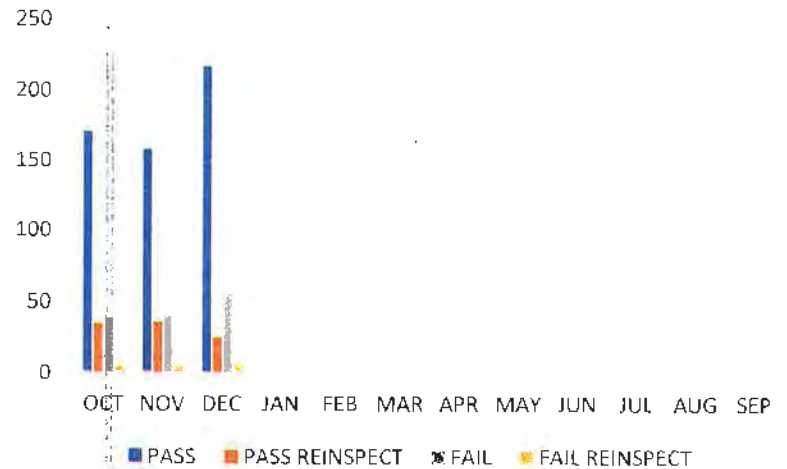
- 25 -

FY 21 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	170	35	40	5
NOV	157	36	41	5
DEC	216	25	56	6
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	543	96	137	16

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS





MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, DECEMBER 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 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Berta Odom, Larry Einheuser, Hester Longstreet, Dennis King, Chris Pranis, Victor Sarris.

BOARD MEMBERS ABSENT: Senior Alternate John Tisdall, Junior Alternate Scott Babbitt.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Executive Assistant Bonnie Miller, Recording Secretary Lacey Pierotti.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF NOVEMBER 17, 2020

Motion: to approve the minutes of the November 17, 2020 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment on anything not on the agenda.

VI. NEW BUSINESS

- A. Request for approval to remove two oak trees, both with a diameter-at-breast-height (DBH) greater than 30 inches, in the building footprint and permeable paver driveway footprint of proposed new construction of a single-family residence in a low density residential land use district on Lot 2, Block 5, Sea Oaks Subdivision, at 23 Ocean Pines Drive, Rhys and Kelly Slaughter, Applicants

Ms. Miller said this is a request to remove two trees that both have a DBH greater than 30 inches, which requires Planning and Zoning Board approval per Section 5.01.02.E of the City's Land Development Regulations (LDRs). As shown on the site plan, a 44-inch DBH oak tree is located in the building footprint of the proposed new single-family home and a 35-inch DBH oak tree is located approximately six to eight feet from the front building wall of the proposed new home in the footprint of the proposed permeable paver driveway.

Rhys Slaughter, 451 Arricola Avenue, St. Augustine, Florida, 32080, applicant, said he and his wife recently sold

their home on C Street after living there for a long time, but as they absolutely loved living in this community, they wanted to move back into a bigger home, as they have a third baby on the way. They bought the vacant lot at 23 Ocean Pines Drive and are now requesting approval to remove the large 44-inch DBH oak tree located in the footprint of the new home they propose to build, as there really is not any way to build around this tree. The covenants and restrictions for this neighborhood require a minimum building size of 1400 square feet, so no matter how the site plan for the house is laid out, that tree is going to be smack dab in the middle of one of the rooms of the house. The 35-inch DBH oak tree is outside the footprint of the house, but it is close to the front building wall, and the excavation process of moving dirt around during construction will compromise the tree and cause it to be unsafe, and probably kill it in the construction process. He would be very nervous about this tree falling on the house during a hurricane, which is something that nearly happened to their house on C Street.

Ms. Odom asked what the square footage of the proposed new home is.

Mr. Slaughter said it is approximately 2700 square feet and some change.

Mr. Kincaid agreed that the 44-inch DBH oak is right in the middle of the lot, so he does not see how the layout of the house could be moved around to save it. Even though the 35-inch DBH oak is not in the middle of the house footprint, the house would be in the canopy of the tree, which would damage the tree's roots and possibly kill it, so that the tree may eventually fall on the house at some point.

Ms. Longstreet said she drove by this property and as much as she loves trees, she saw there is no way these two trees can be kept. She hopes some of the other trees on this lot can be preserved, but it is understandable that the two large oak trees requested to be removed cannot be saved.

Mr. Slaughter said it kills him to lose the 44-inch DBH oak, as it is awesome and the perfect tree for a tree house. He wishes he could move it, but it is in the middle of the master bedroom, and there is really nothing he can do. He loves trees, which is one of the reasons he bought a lot in this neighborhood. To him, the trees are one of the neighborhood's biggest selling points, and they will try to salvage as many as they can.

Motion: to approve the removal of the two oak trees with a DBH greater than 30 inches as requested for proposed new construction of a single-family residence at 23 Ocean Pines Drive. **Moved** by Mr. Pranis, **seconded** by Ms. Longstreet, **passed 7-0** by unanimous voice-vote.

- B. Vacating Alley File No. V 2020-01, for vacation of the 15-foot-wide alley between 13th Street and 14th Street adjacent to and west of A1A Beach Boulevard and abutting Lots 22, 23, 24, 25, 26, and 27, Minorca Subdivision, and Lots 65, 66, 67, 78, and 79, Atlantic Beach Subdivision, to incorporate square footage of alley into the square footage of owners of adjacent properties abutting and/or adjoining said alley, Kyle and Elizabeth Morin, Applicants

Mr. Law said this application is to vacate the alley west of A1A Beach Boulevard between 13th and 14th Streets. This application was continued from last month's Planning and Zoning Board meeting because staff had not received correspondence from Florida Power & Light (FPL) and felt it was prudent to have that, as there are a couple of transformers and power poles in this alley. Included in the application information copied to the Board are responses from St. Johns County Utility Department, St. Johns County Fire Rescue Department, the City's Police Department and Public Works Department as well as FPL's response. Public Works Director Bill Tredik is here to answer questions regarding the use of the alley, and it should be kept in mind the Board's purview is to make a recommendation to the City Commission to vacate or not vacate the alley. The Commission will make the final decision on this application at its next regular monthly meeting scheduled on Monday, January 4, 2021. If the Commission feels it is prudent to approve the application, the City Attorney will be instructed to draft an

ordinance to vacate the alley. In his staff memo to the Board and City Manager Max Royle, he advises it would be remiss for the City to vacate the alley without a utility easement, and this is basically the consensus of multiple parties. The eastern-most part of this alley runs through Beachside Diner's parking lot, and running to the west, the alley is adjacent to six residential properties. Written consent from a minimum of 70% of adjacent property owners is required to vacate the alley, and the applicant has submitted written consent from all but one property owner, so this has definitely been achieved. Part of the conditional use order to allow outdoor dining at Beachside Diner required the owners of Beachside Diner to maintain the fence segregating the restaurant property from the adjacent residential property. The fence is in new condition and he believes it is a wooden fence that can be removed to grant access to the alley to FPL, other utility companies, and/or the City for drainage maintenance.

Mr. Kincaid asked for public comment.

Sonia Kulyk, 114 13th Street, St. Augustine Beach, Florida, 32080, said she respectfully requests that approval to vacate the alley between 13th and 14th Streets not be granted for the following reasons. Since the lot behind her at 111 14th Street was filled and graded in November 2016 without the proper permits, and a new home was built at 115 14th Street, she has experienced more severe flooding in her backyard. She is particularly concerned about drainage issues now that both of these properties are installing inground swimming pools, which brings their total impervious surface ratio (ISR) coverages to 49.8% and 49%, just under the maximum 50% ISR allowed on medium density residential lots. The 15-foot alley easement that remains between her property and these two properties on 14th Street is the low spot. Mr. Tredik in his staff memo states he has no objection to the vacation of the alley provided an appropriate drainage and utility easement is concurrently dedicated in perpetuity to the City. She asked Mr. Tredik for clarification and this was his response: "In order to vacate the right-of-way, the City will require a drainage and utility easement to be created in its stead. The drainage and utility easement will be the same 15-foot width as the current right-of-way. This will allow utilities to continue to serve the properties and will also allow the City to protect the existing drainage flow patterns. Owners will not be allowed to place any structures in the 15-foot-wide drainage and utility easement which block drainage," or impede water flow, including walls, planters, pool decks, fences without openings for flow, fill, etc. Based on the fact that monitoring the way in which each property owner chooses to utilize their 7.5 feet does not seem enforceable and it would put the onus on the neighboring property owners to peek over their fences to make sure their neighbors are complying, which does not make for good neighbor relations, and based on the unique and specific recommendations outlined by Mr. Tredik, she requests that the alley remain as is and not be vacated at this time.

Mr. Sarris asked Ms. Kulyk if her concern is that she does not have confidence that the maximum ISR allowances will be enforced on the neighboring properties, therefore causing more problems with drainage, even though Mr. Tredik has provided a letter stating he is aware of the ISR issues and that only fences would be allowed in the vacated alley provided they are constructed in a manner to allow sufficient drainage between or under the boards.

Ms. Kulyk said correct. Because drainage issues in the City are generally enforced by complaints from residents, this puts her in the position of having to be the one to complain. She would rather not be in that position.

Mr. Kincaid asked Ms. Kulyk if her property is one of the six residential properties adjacent to the alley, and if she is the one property owner who did not sign to vacate the alley.

Ms. Kulyk said yes. She kind of feels her situation is unique because her property abuts the properties where the new swimming pools are being built and they are definitely going to have some drainage issues going forward.

Mr. Kincaid asked Ms. Kulyk if she is against vacating the alley because she does not have confidence in the City's ability to maintain the current drainage system, and the ability of the alley to drain once it is vacated. It looks to

him from reading the Public Works Director's recommendation that there will not be any permanent structures allowed to be built in the vacated alley, so all any of the adjacent property owners can do is extend their yards out 7.5 feet and enclose this area with fences.

Ms. Kulyk asked for what purpose would this be done.

Mr. Kincaid said it is not up to the Board to decide what the purpose of the request to vacate the alley is. Over 70% of the adjacent property owners signed to vacate the alley and decided they would like to move their properties back an additional 7.5 feet. The Board is now being asked to consider Ms. Kulyk's reasons to not allow the alley to be vacated, even though no permanent structures and nothing that will be a detriment to the drainage will be allowed in the additional 7.5 feet of width that will be added to each adjacent property. Only fences that actually allow drainage to flow unimpeded will be allowed, and property owners cannot fill in their portion of the vacated alley. They also cannot build pools or a wall or anything permanent in the vacated portion of the alley.

Ms. Kulyk said she is basing her reasons for not vacating the alley on the fact that this was already done in 2016. She sent Mr. Tredik some pictures when this was all graded and filled, and since then, they have had problems. Obviously, nothing can be done for what happened in 2016, and she knows City staff is saying they are not going to let that happen, but she just wants to make sure it will not happen again.

Mr. Kincaid said he thinks they have to have confidence in the Building Department and Public Works Department to operate and maintain drainage as they said they would. He cannot speak for the rest of the Board, but for him to consider denying the requests to vacate the alley from all but one adjacent property owner to allow them to move their fences back 7.5 feet so they can use the additional property as long as it does not impede drainage, he needs more reason than questioning whether City staff will adequately address any future issues that may occur.

Ms. Kulyk said she was not even going to come to the meeting or speak about this because she thought since the applicant submitted the written consent to vacate the alley from more than 70% of the adjacent property owners, this was the end of the story. However, since this application was made, two swimming pool permits have been issued to the adjacent properties behind her, and she honestly thinks this is going to contribute to the drainage issues, as both of these properties are now right at the 50% maximum ISR coverage allowed for medium density residential lots. That little extra buffer of the alley just seemed to provide a little extra ability to absorb some water and eliminate any potential problems since they have had flooding issues since 2016.

Mr. Kincaid said these other two properties are building swimming pools without having the additional 7.5 feet, and they could not build swimming pools in the additional 7.5 feet that will be added to their properties.

Ms. Kulyk said everyone was here at last month's meeting when the variance for a new single-family residence on 6th Street came before the Board. There are all these drainage and flooding issues and people just keep putting pools in. She does not want to be the one who has to come here in six months or three years to say all of this is out of control. She is just trying to head this off a little, and her point is that this 15-foot buffer is a nice little place for all the excess water to go, because it is the low point of all of the adjacent properties.

Mr. Kincaid said this buffer will not be going away, it may just have fences moved back to enclose it. The Board is just looking at allowing the adjacent property owners to move their fences back 7.5 feet, not to build pools in the vacated portion of the alley. He asked if the adjacent property owners would be able to regrade that buffer or do anything else other than move their fences back 7.5 feet.

Mr. Law said any proposed development or construction in a vacated alley or right-of-way would go through the

Public Works Director. The Building and Zoning Department will not allow the construction of a pool in a portion of a vacated alley, because obviously, FPL or another utility company may need to get a utility truck or some other equipment of that size back there to maintain their facilities. Fences would obviously have to allow, and not impede, drainage, but any drainage concerns are deferred to the City's Public Works Director.

Mr. Kincaid said so vacating the alley is not going to create any additional drainage concerns because the City is not going to allow anybody to build back there because an easement has to be maintained for the utilities.

Mr. Law said he would agree that keeping an easement per the request of the Public Works Director and FPL would prevent any permanent development or construction in the alley, and any clearing, grading or fill would be up to the Public Works Director. The Building Department does not get involved in work done inside a fence line, unless they know there is a verifiable complaint of a violation of City Code, because staff cannot trespass on private properties that do not have an active building permit or permit application submitted to the Building and Zoning Department. Any regrading of properties, in theory, should go through the Public Works Department. There are two open permits for new pools under construction on 14th Street, but they are very minimal and the ISR coverage and setbacks are compliant per the zoning review performed by Ms. Miller.

Ms. Longstreet said she thinks what Ms. Kulyk is trying to say is that the house behind her was taken down to the bare minimum and then built back up, just like what was done with the building on the corner of 13th Street and A1A Beach Boulevard; so the elevation is higher than it had originally been. Ms. Kulyk wants to keep the alley as it is, because it helps keep her property dry, and she is worried if the alley is vacated, the property owners behind her will bring their 7.5 feet up to the level of the rest of their lots, which could cause flooding problems for her.

Mr. Law said those are all very good points, which is why he asked Public Works Director Bill Tredik to be here tonight to address the drainage issues.

Mr. Einheuser asked at what level all houses have to be per the new 2020 Florida Building Code (FBC).

Mr. Law said there is no code that addresses that. In 2018, the new federal insurance flood maps went into effect and basically took most properties in the City out of the special flood hazard AE flood zone they were in. Building height is still measured in accordance with building height regulations per City Code.

Mr. Kincaid asked Mr. Taylor if, as the Board's purview regarding this vacating alley is a recommendation to the City Commission, the Board could fashion a recommendation with Ms. Kulyk's concerns in it, to say the Board recommends the alley be vacated, but no regrading, no building and no structures be permitted in the vacated portion, and everything else in the Public Works Director's memo be included in the recommendation to vacate the alley. An easement has to be maintained anyway, because there are still active utilities back there, so no one could build anything that would keep the utility companies from accessing their equipment or facilities, but he thinks to address Ms. Kulyk's concerns, if the Board put a recommendation for restrictions prohibiting any fill or grading of the area, this would help maintain, and not affect, the current drainage.

Mr. Taylor said he does not know that the City has a good mechanism to enforce such a recommendation.

Mr. Law said his recommendation is to prohibit construction in the proposed vacated alley, and to not shed water on adjacent properties.

Mr. Kincaid said his concern is if, as Ms. Longstreet was saying, the property owners behind Ms. Kulyk's lot were to raise up their portion of the vacated alley to the level of the rest of their property to make their whole property

flat and even, this would not only mess up the drainage, but would also mess up the easement, because utility trucks are not going to be able to drive back in there if there are different heights in the vacated alley. He would like to put something in the Board's recommendation to the Commission that would not allow any adjacent property owners to create an issue that would cause additional drainage to flow onto Ms. Kulyk's property.

Ms. Longstreet asked if the recommendation could just say the vacated portion of the alley is to remain natural. Property owners would be allowed to move their fences back 7.5 feet but would not be allowed to alter the natural grade because it needs to be used for drainage.

Mr. Taylor said when public rights-of-way are vacated and given to adjacent property owners, there are usually the normal drainage and utility easements, but he cannot think of a definition for the type of easement Ms. Longstreet is talking about, as he does not know how the City can give the adjacent property owners a portion of the vacated alley but at the same time, put restrictions on it other than your normal drainage and utility easements. Putting a restriction that the vacated portion of the alley must remain natural is not something the Building Department could review for code enforcement, so he would be reluctant to try to craft something that is unenforceable and a unicorn that nobody has ever seen before.

Mr. Sarris asked if someone drains their water onto somebody else's property and code enforcement is called in and finds the contour of the property has been altered, and now water is being displaced on someone else's property, would this be corrected through the code enforcement process?

Mr. Law said not necessarily, as a lot of drainage issues become civil matters. Code enforcement is not certified to handle drainage concerns, unless it is just so obvious, for example, there would have to be a big pile of dirt piled up on a lot with the obvious intent to fill it. Drainage issues are usually handled in a civil system, as once a certificate of occupancy is issued for a structure, that is the end of it as far as the Building Department and code enforcement is concerned. If people alter their land obviously staff would lend assistance in collaboration with Mr. Tredik, but he does not believe code enforcement is the proper mechanism for correcting drainage issues.

Mr. Taylor said civil lawsuits are common for drainage issues between different entities. In the case of a vacated alley, if anything is done to jeopardize a drainage or utility easement, such as the example mentioned earlier of someone raising up their land so utility trucks and equipment cannot get access, that would be a violation of the easement agreement. However, before they go down more rabbit holes, he suggested they hear from Mr. Tredik.

Mr. Tredik said at this point, Public Works does not maintain that alley, so he does not know if someone has put fill in there. Fundamentally, the only real difference between having a 15-foot easement versus a 15-foot right-of-way is that the right-of-way is for public access. The easement should be crafted so the actual drainage and utility rights are essentially the same before and after. As has been said, if the alley is vacated, the adjacent property owners can move their fences back 7.5 feet. One of the problems with leaving alleys open and not vacating them is that they are not maintained, especially if everyone puts their fences on their property lines, which leaves a wild area behind all the fences. Some people like this, and other people see it as a place for snakes, raccoons, rats, and other vermin, so it all kind of depends on your perspective. Vacating an alley takes some of the burden off Public Works because they then do not have to mow it and it puts the maintenance of the vacated alley on the adjacent property owners. He looked at the contours of this alley and it is relatively flat, so he does not really see any existing drainage problems, and having that easement gives Public Works the same rights to access the vacated alley to maintain drainage. Public Works probably will not inspect this on a regular basis, but if somebody is experiencing a drainage problem they have not had before and their neighbor just placed a bunch of fill on the easement without permission from Public Works, they will go out there and inspect it, as they will have a legal right to go on the easement. As Mr. Taylor said, if anyone violates the terms of the easement by

obstructing drainage flow, he will enforce the City's terms of that easement and have the fill removed. He really does not see any fundamental change in drainage before and after, as people put fill in rights-of-way too at times to regrade their lots, so he would be hesitant to put any kind of restrictions saying it has to be left as a natural area, because people have a right to maintain their lawn and yards. To say it has to be left natural could potentially create a nuisance people may not want. As he wrote in his memo, he thinks it is far better just to maintain the drainage characteristics of the land. The question is whether people can have some transition fill and slope most of their lot to the street, which would leave a few feet where they need to slope down and then end up with a rear yard swale, which would not be a bad thing, because a rear yard swale will convey water. He agrees they cannot allow people to fill all the way to their new property lines, because this could interrupt drainage flow, and that is the kind of thing Public Works would get involved with if it happened. He does not know if there are any vacant lots adjacent to the alley, but if there was a tear-down and rebuild of a new single-family home, Public Works would make sure the lot grading plan did not encroach on or violate the terms of that easement. To require the vacated alley to stay natural is, however, in his opinion, a little bit of a burden on the adjacent property owners.

Mr. Law said the alley is currently adjacent to six single-family residences, and the lots to the west of these six properties do not have an alley. As Beachside Diner's asphalt parking lot is to the east of these six lots, there is not a drainage easement that leads to A1A Beach Boulevard, so he would just like to remind the Board that water is not draining from these six properties to somewhere else. If the alley is vacated, a utility easement for access needs to be maintained for existing and future utilities and for Public Works to maintain drainage.

Mr. Tredik said in a typical situation where you do not have an easement, the City would not have any involvement, and it would be purely a civil action between property owners if somebody impacted someone else's drainage. In this case, however, they at least have a little tool to protect the other property owners by holding that easement.

Mr. Kincaid said vacating the alley alleviates the City from some of the responsibility it might currently have.

Mr. Tredik said correct. If someone were to fill their portion of the vacated alley to drain to the front of their yard, they would end up with about a two-foot high berm, which would be a relatively high berm in their backyard right at the fence line. This is not something he would allow, because that would violate the drainage aspect of the easement. If they came to their property line and did a four-to-one slope down a foot and there is still a swale in the back, he would not be that opposed to that, but he would not want them to go into the easement to build a wall, because that would obstruct flow, and putting fill all the way to the new property line would obstruct flow. But if they came to their property line and tapered down to the natural grade, he does not really see where that is tremendously different, as they could do that now, even with the alley as an unvacated right-of-way.

Mr. Kincaid said if the alley is vacated, the whole easement has to be maintained, as utility trucks have to be able to get back there if they need to and drainage still has to occur if it needs to. None of this can be changed.

Mr. Tredik said typically, if a utility company has to access an easement and has to take down a fence to do so, it is up to the homeowner to replace the fence, as it is the utility company's right to be in the easement. He thinks most people who put up fences in easements do so knowing full well that if utility companies have to take their fence down to access the easement, for example, to replace the sewer line running through the easement, it is up to them to replace the fence. That just goes with having that extra property from the vacated alley. Right now, the alley right-of-way provides all of the drainage rights, and the easement would include the drainage rights, so it will be a drainage and utility easement to the Public Works Department and utility companies.

Mr. Sarris asked if there is some aspect of code enforcement on the City's behalf if the easement is altered and an adjacent property owner's drainage is affected.

Mr. Law said the problem with using code enforcement to enforce something of this nature is they have to take someone's word as to what happened, and by the time a complaint is filed, the empirical evidence is gone. Weeds could have since grown up, and the easement could look natural even before a situation arises. That is why code enforcement does not normally handle drainage, as the evidence would have to be so overwhelming that somebody who had nothing to do with government could walk by and say that something is wrong. Usually, however, it becomes a "he said, she said" issue and it is not a solid code enforcement case, so he would probably not present it to the Code Enforcement Board because the Board would not have the mechanism to be sure of its findings. That is why it is handled as a civil case, because drainage is usually a "he said, she said" situation.

Mr. Tredik said that being said, the City would have the right to defend the easement rights.

Mr. Taylor said yes, the City could civilly sue anyone who disrupts the easement.

Mr. Law said correct, for example, if someone built a masonry fence in the easement, that would be a clear violation of the easement because a masonry fence or wall is technically not temporary. Anything built can be unbuilt, but this would be an immediate code enforcement case which staff would try to resolve before convening the Code Enforcement Board for a meeting. Wooden fences are easily removable as stated by Mr. Tredik, and vacating the alley is simply a matter of maintaining the utility easement, and that is the end of it.

Mr. Tredik said with the easement rights, the City would be able to remove anything that is non-compliant, whether it be a masonry fence or fill, to restore the easement to its previous condition and he thinks the City could actually charge the person who put whatever is there for the cost of removing whatever is non-compliant and restoring the easement so that drainage is unobstructed.

Mr. Taylor said yes, whoever put what needed to be removed could be assessed for the damage to the easement and the cost of removing the obstruction.

Kyle Morin, 111 14th Street, St. Augustine, Florida, 32080, applicant, said as Mr. Tredik stated, the alley is fairly flat right now, and his home, which is directly behind Ms. Kulyk's, was built in 1956. He does not want anyone to have the impression his house was built up high on a hill, or that they have any intention of regrading the property to create a bigger issue for Ms. Kulyk's property. The flip side of this is that they are really only interested in being good neighbors, and this application to vacate the alley has somehow driven a spike between his family and Ms. Kulyk and her husband and that is not really their intention. He and his wife took possession and moved into this property in the spring of this year, not in 2016, and this is when they started understanding what was going on in the alley in terms of it being unmaintained and something that the City typically just kind of looks the other way on. He then started going out to the other neighbors to see if vacating the alley was something they would be interested in. He completely understands and is sympathetic to Ms. Kulyk's interest in the drainage and not having her property flood, but the reality is with the elevation of their property, if there is a major flood event, all of their properties will flood. On September 27th of this year, they had five inches of rain and there was two feet of water on A1A Beach Boulevard, so they were all in the same boat, as it is those big rain events that cause issues all over the City. He spent a lot of time in terms of what he calls discovery with FPL to make sure FPL is comfortable with the vacation of the alley, and per his recommendation to Mr. Law, the application was delayed for a month just to make sure all of the bases were covered. They are not interested in doing anything here that does not fall in line with what City ordinance requires for vacating alleys, as he said before, they are just interested in being good neighbors and they do not have any plans to bring in fill. In terms of the ISR coverage with the new pools being built in his and his neighbor's backyards, they are not exceeding the maximum ISR coverage per City Code but are complying with it. He does not know if the ISR coverage was actually increased with the construction of the pool in his backyard, because his backyard had a driveway full of pavers that are being reused so there is not a huge

difference in ISR coverage. He is one-hundred percent comfortable with the restrictions discussed by the Board pertaining to the easement. The alley is currently unmaintained by the City and they would like to be able to maintain it. Vacating the alley will maintain consistency with the rest of the lots to the west. As Mr. Law said, the power lines keep running to the west where the alley ends, so there is a process in place for FPL to maintain them. He submitted the written consent of all the adjacent property owners with one exception, so the majority of the adjacent property owners are interested in vacating the alley. He does not know if any of the other adjacent property owners have intentions of doing anything in the alley, but he knows he is not trying to put up a shed in there or anything like that. The alley is like a no-man's land right now, and while he thinks Ms. Kulyk's point about the pools being built is valid, in reality, if he and his neighbor wanted to increase the ISR coverage on their lots, they could have waited until the alley vacation was approved and then brought pavers right up to their property lines or technically even past their current property lines to extend pavers into their portions of the vacated alley.

Mr. Law said just for the record, technically pool decks have to be two feet away from the property line, and there cannot be a structure built within the vacated portion of the alley. Pavers are removable, so they would not be an issue, and utility companies have no problem asking people to remove anything that needs to be removed to allow them to access their facilities. They will give you a timeline and if they have to remove or move anything, they will bill the property owners and if Public Works has to be involved, they will have the property owners pay the cost of operational expenses. If the owners will not pay, the City will put a lien on their property.

Ms. Longstreet said she likes what Mr. Tredik states in his memo saying that property owners would be allowed to put up fences, but the use of the property would be limited to activities which do not impede drainage.

Mr. Taylor said since the City will have an easement for drainage and utilities, the easement will essentially do what Mr. Tredik is talking about. No one could do anything that would change drainage, and if they do, the City will have either a civil action or code enforcement action against them. It is sufficient to just preserve a drainage easement because no one could then do anything that would compromise the City's ability to put drainage back there or change drainage if the City sees fit to do so. Legally, it is sufficient if the City preserves an easement for access and maintenance of both drainage and utilities. As long as the City is preserving such an easement, that is all the language that is needed in a motion to recommend to the City Commission that the alley be vacated.

Mr. Law said if the Board elects to recommend approval of the application to vacate the alley to the City Commission, he suggests the motion include verbiage that the preservation of the functionality of the drainage and utility easement be unimpeded.

Motion: to recommend to the City Commission that the alley as described in the application submitted for Vacating Alley File No. V 2020-01 be vacated subject to the condition that the preservation of the functionality of the drainage and utility easement be unimpeded over said alley. **Moved** by Mr. Pranis, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

- C. Conditional Use File No. CU 2020-05, for a conditional use permit for food and beverage service and consumption outside of an enclosed building on the premises of an existing restaurant, Island Donuts, in a commercial land use district on Lots 136 and 137, Atlantic Beach Subdivision, at 400 A1A Beach Boulevard, Michael Stauffer, Agent for HVG Properties LLC, Applicant

Mr. Law said this conditional use application is for outside seating at Island Donuts, which is now up and running at 400 A1A Beach Boulevard. The City has received no complaints to date regarding the outside seating or any operations at Island Donuts, which was originally granted a conditional use permit for outside seating in February 2019. Unfortunately, this conditional use permit was only granted for two years, so it will expire in February 2021,

which is why the Island Donuts owners have applied for a new conditional use permit. The Building Department recommends the new conditional use permit be granted for at least 10 years or longer if the Board so agrees, as any complaints about the outside seating will be handled through code enforcement or the City's Police Department if noise complaints are reported after regular City Hall business hours. If there is a change in ownership or business, for example, if the donut shop becomes a sandwich shop, obviously the owners would have to reapply for a new conditional use permit that will have to be reevaluated by both this Board and the City Commission. As the City to date has had no issues with Island Donuts, he sees no reason to grant a new conditional use permit for only three years or five years as long as the current ownership and business stay the same.

Ms. Odom said Island Donuts just recently opened and they have not been through a summer season with the business yet. However, if the Board agrees to recommend to the Commission that the new conditional use permit be granted for 10 years as long as the ownership and business remain the same, and there are then multiple complaints to code enforcement and/or the Police Department, could the conditional use permit be taken away or revoked? She means nothing against the donut shop, but they have only been opened for two months, and have not gone through a summer season, and the City has been dealing with COVID-19 and everything else.

Mr. Law said he believes the City Manager reserves the right to revoke a business tax receipt. Obviously, the evidence would have to be overwhelming and every other avenue exhausted if this were to be done, but it is possible and without a business tax receipt the owners could not continue to function as a business in the City.

Mr. Pranis said he does not know that he is comfortable with recommending the conditional use be granted for 10 years. He'd recommend three years, to show they have faith in the business, with the condition it be granted as non-transferable, because they will not be able to see the impact of the outdoor seating and operation of the business on the neighboring community until they actually go through a full season or a couple of full seasons.

Mr. Law reminded the Board that several months ago, the conditional use for outside seating at Acqua & Terra in Seagrove was renewed for 15 years, which is when their next lease expires. This is a little different scenario, as Acqua & Terra is an established restaurant that has been in business in the City for years. As Mr. Pranis said, however many years the Board decides to recommend for renewal of the conditional use for outside seating, staff recommends the renewal be granted as non-transferable in regard to both the ownership and type of business.

Mr. Taylor said for clarification, if the current ownership is a corporation that is sold, but it is the same corporation, that is not a change in ownership, and generally speaking, if they would be doing the same business function, that is not a change in the type of business. But if the entire business changes hands, the new owners would have to apply for a conditional use permit in the name of the new ownership and business.

Mr. Kincaid said if the same owners decided they are not going to sell donuts anymore but want to turn the place into a sandwich shop, that would be a substantial change that might require a revisit to the conditional use permit.

Mr. Einheuser said the donut shop makes sandwiches there now.

Mr. Kincaid said yes, but their main business is making and selling donuts, so if, for example, the owners decided to stop selling donuts and start selling DVDs or open a bicycle shop and serve drinks out there, is there a way to require that the conditional use permit be rescinded and reapplied for?

Mr. Taylor said yes, if there is a substantial change to the current business plan that would potentially cause the conditional use permit to be revisited. However, if Island Donuts has a current conditional use permit, it is going to be assumed to be okay, unless someone brings an issue to the City's attention that it needs to be revisited.

Mr. Law said this conditional use is for outdoor dining, and nowhere in the section of the LDRs that addresses outdoor dining does it say it shall be limited to this item or not, so his recommendation would be to recommend the Commission grant the conditional use permit for however many years as non-transferable, and that is where it stops. He would hate to see the Board go down that rabbit hole where they are analyzing every possible scenario, because if they do this, they are never going to be able to cover every possible situation.

Ms. Odom asked if changing the hours of operation of the donut shop would affect the conditional use permit. With the outdoor seating, having longer hours could possibly create a noise factor for the neighboring community.

Mr. Law said that is irrelevant. The City has a noise ordinance, so he does not know if the City has any mechanism to override its noise ordinance in a conditional use permit. The noise ordinance is enforced by the Police Department, as for the most part, noise complaints are reported after hours, when City offices are closed.

Motion: to recommend to the City Commission that Conditional Use File No. CU 2020-05 be approved for Island Donuts at 400 A1A Beach Boulevard, subject to the condition that the conditional use permit for outside dining and seating be granted as non-transferable for a period of five (5) years. **Moved** by Ms. Longstreet, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

- D. Land Use Variance File No. VAR 2020-14, for reduction of the minimum south side yard setback requirement of 10 (ten) feet to 5 (five) feet for proposed new construction of an inground swimming pool with spa and screen enclosure in a Planned Unit Development (PUD) on Lot 94, Seagrove St. Augustine Beach Unit 8, at 455 High Tide Drive, Carmen Pollitz, Agua Pools and Spa Inc., Agent for Peter and Laurie Cullotta, Applicants

Ms. Miller said the next two variance applications are for side yard setback reductions from 10 to 5 feet for construction of swimming pools at two neighboring properties at 455 and 459 High Tide Drive in Seagrove, which is a PUD. Per Seagrove's PUD Ordinance No. 01-15, pools, decks, and screen enclosures are required to have a minimum 10-foot setback from property lines, which is more stringent than City Code requirements per the LDRs of minimum 5-foot rear and side yard setbacks for the same. The applicants for the first variance at 455 High Tide Drive are requesting a side yard setback reduction to 5 feet only on the south side of their property, as the proposed site plan for the pool, spa and screen enclosure shows a 14-foot side setback on the north side and a 12-foot rear yard setback. The application includes letters of support from the neighboring property owner on the south side, at 449 High Tide Drive, with the request from this property owner that as the proposed pool will only be 5 feet from the applicant's property line, aesthetically-pleasing fencing or landscaping be installed. As stated in the staff memo pertaining to this variance application, the Board has approved five variances in the past two years, four in 2019 and one earlier this year in 2020, for similar setback reductions to 5 feet for new construction of pools and pool screen enclosures in Seagrove. The agent for the applicants, Carmen Pollitz, who represents the pool contractor, Agua Pools and Spa, is here to answer any questions from the Board or public.

Mr. Kincaid said yes, these variances were applied for and granted because the Seagrove PUD has stricter setback requirements for pools and screen enclosures than required per the LDRs for the rest of the City. None of the other variances that were granted were for setback reductions above and beyond setbacks allowed per the LDRs.

Mr. Law said he does not know if that is the way the Board would consider these variance requests, as a PUD is its own set of zoning regulations. To consider it other than that would be the same as comparing apples and oranges, as the PUD ordinance stands alone from City Code. Even though the PUD setback requirements for pools, decks and screen enclosures are more restrictive than the setbacks for the same per City Code, this was designed at the initial development of the subdivision by the Seagrove developers when the PUD application was submitted.

Mr. Kincaid said okay, so if the Board goes back to the conditions that they will be contemplating for the granting of a variance, previously issued variances would certainly set a precedent.

Mr. Law said he would defer this to the City Attorney, as he is more of an expert in that.

Mr. Taylor said the previously granted variances do set precedent, but each situation is its own unique case to be evaluated by the Board independently. The Board may take the previously granted variances into consideration.

Mr. Kincaid asked if there has been any expressed dissent to either of the new variance applications in Seagrove.

Ms. Miller said no, and both applications have received approval from the Seagrove HOA to build the pools and screen enclosures. The HOA approval letters have been included in the documentation for both applications.

Mr. Sarris asked if the HOA has then approved the requested side yard setback reductions to 5 feet for both properties.

Mr. Law said actually, the HOA does not approve setback reductions, but is supposed to follow the guidelines in the PUD ordinance. While the HOA cannot approved setback reductions, it can agree with the variance requests.

Mr. Sarris said the HOA letters included in the information for both variance applications state both requests were approved as submitted.

Mr. Law said yes, which means the HOA approved setback reductions that are contrary to the PUD's own regulations, so they know about them, but that does not give the applicants the right to build with the reduced setbacks, because City staff has to enforce the PUD regulations. With a PUD, the City's local zoning code is closed, and staff reviews any building permit applications per the PUD documents. PUDs are like a stand-alone country, so the HOA approvals say the HOA has no issue with the requested side setback reductions. However, HOAs and Architectural Review Boards (ARBs) have no authority over the Building Official, as he does not answer to them.

Mr. Kincaid said so the HOA approvals are supportive in nature but are not an approval per se.

Mr. Law said the HOA approvals say the HOA has no objection or issues with the pools and pool screen enclosures being built with 5-foot side setbacks, based on the submittal documents, so having the HOA approval letters are a big plus for the applicants.

Carmen Pollitz, 2550 North State Street #14, Bunnell, Florida, 32110, agent for applicants, said she works for Agua Pools and Spa Inc., which is the pool contractor building the two pools at 455 and 459 High Tide Drive. The house at 449 High Tide Drive, which is the property affected by the requested 5-foot side setback for 455 High Tide Drive, is 10 feet off the side property line, so there will actually be 15 feet between the pool and this property owner's back porch. The applicant for 459 High Tide Drive is a landscaper for Seagrove, so they have all gotten together to discuss and agree on the landscaping and the drainage, which is excellent and will not be affected or be an issue, as there is a wetland conservation area and no other properties behind all three affected properties. In sitting in on many Seagrove HOA meetings, she has never once heard the required 10-foot setback per the PUD ordinance quoted. The owner of 455 High Tide Drive, who currently lives out of state and is not planning to move here until May of next year, did a lot of research and was told by the HOA that the setbacks were 5 feet, not 10 feet. There are emails that went back and forth between the owner of 455 High Tide Drive and the HOA showing that the owner was told the setbacks were 5 feet the whole time he was designing and planning his pool.

Mr. Kincaid said the Board cannot answer for the Seagrove HOA or ARB.

Mr. Law said there are very few PUDs that have regulations contrary to City Code.

Ms. Odom said the Board went back and forth with the very first variance the Board granted for setback reductions for a pool in 2019, and since then, the Board has granted five similar variances for pools in Seagrove. She does not want to say it is a rubber stamp, because the Board has to look at each variance application individually, but she does not have any objections to these two new variance requests as they have had no complaints about the previous five variances were granted and there is no one here complaining about either of the two new variances.

Mr. Kincaid said one of the variance applications had a neighboring property owner asking for appropriate fencing and/or landscaping as the variance would allow the pool to be built closer to this neighbor's property line. He asked if this request could be added to the motion to approve this variance.

Mr. Law said if the Board sees fit and the City Attorney has no problems with it, a motion could be made to approve the variance for a reduced side yard setback from 10 feet to 5 feet subject to the appropriate barrier protection associated with it. Both swimming pools will have to have an appropriate barrier consisting of either a fence or screen enclosure around them.

Motion: to approve Land Use Variance File No. VAR 2020-14 for a south side yard reduction from 10 (ten) feet to 5 (five) feet for proposed new construction of an inground swimming pool with spa and screen enclosure at 455 High Tide Drive, St. Augustine Beach, Florida, 32080, subject to the condition that said new construction include appropriate barrier protection. **Moved** by Ms. Odom, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice vote.

- E. Land Use Variance File No. VAR 2020-15, for reduction of the minimum south side yard setback requirement of 10 (ten) feet to 5 (five) feet for proposed new construction of an inground swimming pool with spa and screen enclosure in a Planned Unit Development on Lot 95, Seagrove St. Augustine Beach Unit 8, at 459 High Tide Drive, Carmen Pollitz, Agua Pools and Spa Inc., Agent for Eric Victor Tamms, Applicant

Ms. Miller said this variance application is also for a south side yard setback reduction from 10 to 5 feet for construction of a new swimming pool, spa, and screen enclosure at 459 High Tide Drive, which is the property to the north of 455 High Tide Drive, so this requested variance will affect the previous variance applicants at 455 High Tide Drive in the same way their variance affects the property owner to their south at 449 High Tide Drive.

Motion: to approve Land Use Variance File No. VAR 2020-15 for a south side yard reduction from 10 (ten) feet to 5 (five) feet for proposed new construction of an inground swimming pool with spa and screen enclosure at 459 High Tide Drive, St. Augustine Beach, Florida, 32080, subject to the condition that said new construction include appropriate barrier protection. **Moved** by Ms. Odom, **seconded** by Mr. Sarris, **passed 7-0** by unanimous voice vote.

- F. Ordinance No. 20-15, passed on first reading by the City Commission at its regular monthly meeting on December 7, 2020, to amend Sections 6.07.10, 6.01.02, 6.07.07, 11.03.02, and 11.03.04 the City's Land Development Regulations

Mr. Law said this ordinance is for proposed changes to the City's LDRs, and as the Board is aware, any changes to the LDRs requires recommendations from the Board to the City Commission. This ordinance consists of several code changes in one ordinance, and a lot of this is housekeeping, starting with the deletion of Section 6.07.10, which addresses occupancy permits, which have not been in effect since the 1990s. The deletion of this section

will in no way affect the transient rental program, which is addressed in another section of the LDRs. To enforce the existing code in Section 6.07.10, the Building Department would have to regulate every rental in the City, and there is no mechanism for doing this. As Ms. Miller can attest, there has not been an occupancy permit issued since the 1990s, from what staff has found, so his staff recommendation, to which the City Commission has agreed, is to remove this entire section and reserve it for future use.

Ms. Odom asked if this section applied to occupancy limits to rentals, such as a house with three bedrooms rented to more than six unrelated people.

Mr. Law said not only is a code like this unenforceable, but it is also a remnant of old school government, and something the City Attorney would probably stop City staff from enforcing. Section 6.07.10 is just an outdated code that has never been readdressed so it is still in the LDRs, even though it is not enforced. Any problems with transient rentals or illegal transient rentals are handled by code enforcement.

Ms. Odom said she is not talking about transient rentals, but long-term rentals that have houses full of people who are not related.

Mr. Law said what would come up first in a situation like this would be parking issues. Regarding relationships, he is not going to ask people who their father, mother, brother, etc., is. Moving on, the next proposed change is to Section 6.01.02, pertaining to ISR coverage, and the medium low density residential land use district, which is basically west of A1A Beach Boulevard and has the same regulations as medium density residential except that multi-family buildings are not allowed in medium low density residential, which is now listed and regulated in the City's new and recently adopted Comprehensive Plan. To be consistent with the regulations in the Comprehensive Plan, medium low density residential is now identified in the ISR table in Section 6.01.02.D of the LDRs. This is not a change to the current regulations for medium low density residential, but again, is just housekeeping. Next is Section 6.07.07, pertaining to unsafe buildings, which references state building codes from the 1990s. This has been updated to reference the currently adopted Florida Building Code (FBC), which changes approximately every three years under State Statute. This section also designates the Comprehensive Planning and Zoning Board to serve as the board of adjustments and appeals in accordance with the currently adopted FBC. As the City is a small jurisdiction, they have no other mechanism, as the Code Enforcement Board cannot serve in that capacity because if there is a code enforcement case, it cannot weigh in on both sides of the issue. Next is an update to Section 11.03.02 to increase the membership of the Code Enforcement Board from five members and two alternates to seven members and two alternates, which is required based on the number of residents in the City exceeding 5,000 persons. In Section 11.03.04, the Code Enforcement Board's meeting times reflect that the regular meetings shall be the fourth Wednesday of each month unless otherwise ordered by the Board, without stipulating a time, as code enforcement cases can be very fluid by nature and staff needs to be able to schedule Code Enforcement Board meetings with less restrictions due to the legal advertising requirements. This sums up the proposed changes to the LDRs that will be made upon final passage of Ordinance No. 20-15.

Mr. Kincaid asked for public comment or any questions from the Board regarding the proposed changes to the LDRs. There was no public comment and no Board comment or questions. He asked the Board if there is any desire to separate the proposed changes and address them one at a time, to which there was no comment. He asked if the Board's motion would be a recommendation to the City Commission to approve or deny final passage of the proposed ordinance that incorporates the changes to the LDRs as discussed.

Mr. Law said yes.

Motion: to recommend the City Commission approve adoption of Ordinance No. 20-15 on final reading with all of the proposed items and changes as drafted. **Moved** by Mr. Einheuser, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

Mr. Kincaid said this is the Board's last meeting of the year, and he would like to encourage everyone to have a Merry Christmas, Happy New Year, Happy Holidays or whatever it is they celebrate, and that everybody be safe until the Board meets again in January 2021.

IX. ADJOURNMENT

The meeting was adjourned at 7:22 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

January 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS –December 17 – January 18

CALLS FOR SERVICE 1214
OFFENSE REPORTS 73
CITATIONS ISSUED 98
LOCAL ORDINANCE CITATIONS 4
DUI 3
TRAFFIC WARNINGS 383
TRESSPASS WARNINGS 25
ANIMAL COMPLAINTS 12
ARRESTS 22

- 4 Cocaine Possession
- 1 Burglary- Occupied Dwelling unarmed
- 1 Trespassing
- 1 Moving Traffic Violation- DWLSR Revocation -3rd
- 1 Moving Traffic Violation- DWLSR- Habitual Offender
- 1 Moving Traffic Violation- DWLSR Revocation
- 3 Disorderly Conduct
- 1 Marijuana Possession- not more than 20 grams
- 3 DUI
- 2 Battery
- 1 Drug Possession- Methamphetamine
- 3 Drug Possession- Control Substance Without Prescription

• ANIMAL CONTROL:

- St. Johns County Animal Control handled 12 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES:

Activities canceled/limited due to COVID-19

- Blood Mobile January 12, 2021
- Ron Parker Memorial Ceremony January 12th, 2021

MEMORANDUM

Date: January 21, 2020
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: January 2021 - Public Works Monthly Report

Funding Opportunities

Public Works is managing the following five (5) active grants:

- **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. Project 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 also applied for the following grants for Ocean Hammock Park:

- **Ocean Hammock Park Phase 2B – Construction**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$60,000; \$60,000 match required
Status – Grant Applied for on 9/24/2020. Forwarded to NOAA for consideration.
Decision expected in May 2021
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Decision expected in June 2021

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. As seasonal mowing needs for rights-of-way and parkettes have decreased for winter, 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 Spring 2021.

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 and is utilizing an additional sanitization fogging machine, sanitization supplies, and a matrix message board procured with CARES funding. A new HVAC mini-split has also been installed in the upstairs office at Public Works, and the city recently received portable air purifiers for use in City buildings.

Additional equipment anticipated to be received through CARES funding includes HVAC UV sanitization devices.

Lakeside Park Dock Repair [DESIGN] – Repair of Lakeside Park dock will occur in FY21. The dock will be closed for approximately two months during repair activities.

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. Public Works has been informed verbally by FDEM that FEMA is anticipates approval of Phase 2 around the end of January 2021. In anticipation of Phase 2 approval, the city is proceeding with bidding and anticipates construction commencing in spring 2021. 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.

Ocean Hammock Park Phase 2A [FINAL DESIGN] –Public Works is 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). Permit applications are pending with construction scheduled to commence in Spring 2021.

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 is anticipated to be complete in FY2021.

Vulnerability Assessment [UNDERWAY] – Work is underway on the vulnerability assessment. Work is progressing in three (3) phases. Phase 1 was completed in December 2020. Phase 2 is now underway. Project work includes 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. A public meeting will be held in February 2021 and the final plan will be presented to the City Commission in April 2021 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. Design of improvements is underway. Construction is anticipated in the 2nd half of FY 2021.

Roadway Resurfacing [FINAL DESIGN] – Roadway resurfacing projects for FY21 are under design and will begin construction in the 2nd quarter of the fiscal year. Mickler Boulevard between Pope Road and 16th Street was resurfaced in January. Tides End Drive and the remainder of Mickler Boulevard are anticipated to be paved in March 2021. Residents will be notified in advance of the paving so that they may make arrangements for access to their property during paving operations. Oceanside Circle and Atlantic Alley are scheduled for paving in the 2nd half of FY21. Oceanside Circle paving schedule is dependent upon completion of necessary drainage improvements in advance of the paving.

Streets / Rights of Way / Drainage

Ocean Walk Drainage Interim Improvements [UNDERWAY] – Public Works has received a trailer-mounted stormwater pump to allow stormwater in the Lee Drive area to be pumped into the Mickler Boulevard drainage system. Public Works has also ordered a backflow device to prevent water from backing up into the Lee Drive Drainage system from Mickler Boulevard. This device will be installed in early 2021 and will allow Lee Drive to be pumped down in high tailwater conditions.

Ocean Walk Drainage Study [RFQ] – Public works received three (3) responses to RFQ 20-05 Ocean Walk Subdivision Drainage Improvements and has scored and ranked the submittals. The rankings were reviewed and approved at the January 4, 2020 City Commission meeting. Staff has begun negotiations with the highest ranked respondent and anticipates bringing a contract to the Commission in March 2021.

Oceanside Circle Drainage [DESIGN] – Survey is complete on Oceanside Circle to determine options for improving drainage in the area. Design and permitting will follow with construction planned for mid to late 2021, depending upon funding availability. Paving of Oceanside Circle will be done after installation of drainage improvements.

Street Lighting

- Seven (7) new streetlights have been installed at unlit intersections along S.R. A1A. Public Works is coordinating with FPL to install one (1) additional streetlight at the Sevilla Street intersection. An additional streetlight is planned at Sevilla St.
- FPL is proceeding with ten (10). new streetlights at poorly lit locations along A1A Beach Boulevard. The contract for their installation has been signed installation is pending.
- 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. The LED conversion plan will initially focus on A1A Beach Boulevard and S.R. A1A, then will progress into residential areas. Staff will presenting the phased conversion plan to the Commission in 2021.

Electric Vehicle Charging Station – The vehicle charging station has been installed next to Building C, and Public Works has modified the area around the charger to accommodate handicap accessibility. The City is currently finalizing the service contract with NovaCharge, LLC for the reimbursement of electrical costs associated with charging sessions.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 1/14/2021

Finance

The finances of the City are doing well for the first quarter of FY 21. Expenses citywide are showing 16.4%, with 25% of the year complete. We will continue to monitor the monthly financials to ensure we are meeting our budget.

Communications and Events

There are no updates to report.

Technology

The IT Staff has no updates currently.

Range of Checking Accts: First to Last Range of Check Dates: 12/01/20 to 12/31/20
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	Ref Num
PO #	Item	Description				Contract	Ref Seq Acct
001TDOPERATING							
43936	12/04/20	A1AAL005 A1A ALTERATIONS LLC					1573
21-00304	1	UNIFORM ALTERATIONS	488.35	001-2100-521-5210 LAW ENFORCEMENT	Expenditure		84 1
43937	12/04/20	A1AAU020 A1A AUTO CENTER INC				12/31/20	1573
21-00297	1	VEH #112 WASHER PUMP/FOB BATT	143.08	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		77 1
43938	12/04/20	ADVAP010 ADVANCE AUTO PARTS					1573
21-00341	1	JUMPER CABLES	12.05	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		127 1
43939	12/04/20	AFLAC005 AFLAC				12/31/20	1573
21-00311	1	PREMIUMS NOV-20	286.08	001-229-2100 Insurance-Other Employee Paid	G/L		96 1
43940	12/04/20	BAKER010 BAKER DISTRIBUTING COMPANY				12/31/20	1573
21-00294	1	PD A/C FILTER	6.50	001-1900-519-4610 OTHER GOVERNMENTAL	Expenditure		74 1
43941	12/04/20	BBT00010 BB&T GOVERNMENTAL FINANCE				12/31/20	1573
21-00306	1	LOAN PAYMENT-VEH#70 GARB TRUCK	48,381.43	001-1700-517-7100	Expenditure		141 1
43942	12/04/20	BOZAR010 BOZARD FORD COMPANY				12/31/20	1573
21-00260	1	VEHICLE #110 BELT REPAIR	129.56	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		15 1
21-00288	1	VEH#134 HEATER/AC REPAIR	1,048.18	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		68 1
21-00296	1	VEH#119 OIL CHANGE	31.99	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		76 1
21-00298	1	VEH #118 MAINTENANCE	54.49	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		78 1
21-00299	1	VEH #105 MAINTENANCE	64.37	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		79 1
21-00315	1	VEH #135 MAINTENANCE	50.79	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		100 1
			1,379.38				
43943	12/04/20	CDWGO010 CDW GOVERNMENT INC.				12/31/20	1573
21-00224	1	ADOBE LICENSE SUBSCRIPTIONS	69.23	001-7200-572-5280 PARKS AND REC	Expenditure		5 1
21-00224	2	ADOBE LICENSE SUBSCRIPTIONS	117.16	001-1900-519-5280 OTHER GOVERNMENTAL	Expenditure		6 1
21-00224	3	ADOBE LICENSE SUBSCRIPTIONS	143.79	001-3400-534-5280 GARBAGE	Expenditure		7 1
21-00224	4	ADOBE LICENSE SUBSCRIPTIONS	202.38	001-131-1000 Due From Road & Bridge Fund	G/L		8 1

January 12, 2021
04:18 PM

CITY OF ST. AUGUSTINE BEACH
Check Register By Check Date

Page No: 2

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
001TD	OPERATING								
43943	CDW	GOVERNMENT INC.							
	21-00224	5 ADOBE LICENSE SUBSCRIPTIONS	177.52	001-2100-521-5280	Expenditure		9	1	
				LAW ENFORCEMENT					
	21-00224	6 ADOBE LICENSE SUBSCRIPTIONS	162.72	001-2100-521-5280	Expenditure		10	1	
				LAW ENFORCEMENT					
	21-00224	7 ADOBE LICENSE SUBSCRIPTIONS	887.60	001-1300-513-5280	Expenditure		11	1	
				FINANCE					
	21-00224	8 ADOBE LICENSE SUBSCRIPTIONS	532.56	001-2400-524-5280	Expenditure		12	1	
				PROT INSPECTIONS					
	21-00224	9 ADOBE LICENSE SUBSCRIPTIONS	177.52	001-1500-515-5280	Expenditure		13	1	
				COMP PLANNING					
	21-00224	10 ADOBE LICENSE SUBSCRIPTIONS	896.32	001-1300-513-5280	Expenditure		14	1	
				FINANCE					
			3,366.80						
43944	12/04/20	COLON010 COLONIAL SUPPLEMENTAL INSURANC				12/31/20	1573		
	21-00312	1 SUPPLEMENTAL INS PREM DEC-20	572.28	001-229-2100	G/L		97	1	
				Insurance-Other Employee Paid					
43945	12/04/20	CSAB-030 CSAB - POLICE EDUCATION FUND				12/31/20	1573		
	21-00272	1 PE FROM FINES OCT-20	104.00	001-351-500	Revenue		57	1	
				Court Fines					
43946	12/04/20	DELM005 DEL MAR VETERINARY HOSPITAL				12/31/20	1573		
	21-00302	1 KILO VACINATIONS	34.04	001-2100-521-4640	Expenditure		82	1	
				LAW ENFORCEMENT					
43947	12/04/20	DENNI001 DENNIS SHEPHERD ELECTRIC INC				12/31/20	1573		
	21-00303	1 PARTIAL REFUND PERMIT FEE	20.00	001-322-100	Revenue		83	1	
				Building Permits					
43948	12/04/20	DOUGL005 DOUGLAS LAW FIRM				12/31/20	1573		
	21-00305	1 LEGAL NOV-20	6,000.00	001-1300-513-3100	Expenditure		85	1	
				FINANCE					
43949	12/04/20	DYNOM010 DYNAMETER				12/31/20	1573		
	21-00314	1 FLEET RADAR CALIBRATIONS	635.00	001-2100-521-4620	Expenditure		99	1	
				LAW ENFORCEMENT					
43950	12/04/20	EDMUN010 EDMUNDS GOVTECH				12/31/20	1573		
	21-00264	1 2021 HARDWARE MAINTENANCE	180.00	001-1300-513-5290	Expenditure		17	1	
				FINANCE					
	21-00265	1 2021 HOSTING SERVICES	39.50	001-1100-511-5280	Expenditure		18	1	
				LEGISLATIVE					
	21-00265	2 2021 HOSTING SERVICES	79.00	001-1200-512-5280	Expenditure		19	1	
				EXECUTIVE					
	21-00265	3 2021 HOSTING SERVICES	387.10	001-1300-513-5280	Expenditure		20	1	
				FINANCE					
	21-00265	4 2021 HOSTING SERVICES	67.15	001-1500-515-5280	Expenditure		21	1	
				COMP PLANNING					
	21-00265	5 2021 HOSTING SERVICES	479.69	001-1900-519-5280	Expenditure		22	1	
				OTHER GOVERNMENTAL					

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	
PO #	Item	Description					Ref Seq	Acct
001TD	OPERATING			Continued				
43950	EDMUNDS	GOVTECH		Continued				
21-00265	6	2021 HOSTING SERVICES	1,015.15	001-2100-521-5280 LAW ENFORCEMENT	Expenditure		23	1
21-00265	7	2021 HOSTING SERVICES	181.70	001-2400-524-5280 PROT INSPECTIONS	Expenditure		24	1
21-00265	8	2021 HOSTING SERVICES	588.71	001-3400-534-5280 GARBAGE	Expenditure		25	1
21-00265	9	2021 HOSTING SERVICES	283.45	001-7200-572-5280 PARKS AND REC	Expenditure		26	1
21-00265	10	2021 HOSTING SERVICES	828.55	001-131-1000 Due From Road & Bridge Fund	G/L		27	1
21-00266	1	2021 SOFTWARE MAINTENANCE	58.00	001-1100-511-5280 LEGISLATIVE	Expenditure		28	1
21-00266	2	2021 SOFTWARE MAINTENANCE	116.00	001-1200-512-5280 EXECUTIVE	Expenditure		29	1
21-00266	3	2021 SOFTWARE MAINTENANCE	568.40	001-1300-513-5280 FINANCE	Expenditure		30	1
21-00266	4	2021 SOFTWARE MAINTENANCE	98.60	001-1500-515-5280 COMP PLANNING	Expenditure		31	1
21-00266	5	2021 SOFTWARE MAINTENANCE	704.35	001-1900-519-5280 OTHER GOVERNMENTAL	Expenditure		32	1
21-00266	6	2021 SOFTWARE MAINTENANCE	1,490.60	001-2100-521-5280 LAW ENFORCEMENT	Expenditure		33	1
21-00266	7	2021 SOFTWARE MAINTENANCE	266.80	001-2400-524-5280 PROT INSPECTIONS	Expenditure		34	1
21-00266	8	2021 SOFTWARE MAINTENANCE	864.43	001-3400-534-5280 GARBAGE	Expenditure		35	1
21-00266	9	2021 SOFTWARE MAINTENANCE	416.21	001-7200-572-5280 PARKS AND REC	Expenditure		36	1
21-00266	10	2021 SOFTWARE MAINTENANCE	1,216.61	001-131-1000 Due From Road & Bridge Fund	G/L		37	1
21-00266	11	2021 SOFTWARE MAINTENANCE	975.00	001-1300-513-5280 FINANCE	Expenditure		38	1
21-00266	12	2021 SOFTWARE MAINTENANCE	1,860.00	001-1300-513-5280 FINANCE	Expenditure		39	1
21-00266	13	2021 SOFTWARE MAINTENANCE	3,095.00	001-2400-524-5280 PROT INSPECTIONS	Expenditure		40	1
21-00266	14	2021 SOFTWARE MAINTENANCE	2,205.00	001-3400-534-5280 GARBAGE	Expenditure		41	1
			<u>18,065.00</u>					
43951	12/04/20	EVANS010 EVANS AUTOMOTIVE				12/31/20	1573	
21-00300	1	VEH#104 RUST REPAIR	36.95	001-2100-521-4630 LAW ENFORCEMENT	Expenditure		80	1
43952	12/04/20	FCCMA010 FLORIDA CITY & COUNTY MGMT				12/31/20	1573	
21-00267	1	FCCMA MEMBERSHIP	364.00	001-1200-512-5420 EXECUTIVE	Expenditure		42	1
43953	12/04/20	FIRST070 FIRST BANKCARD				12/04/20 VOID		0
43954	12/04/20	FIRST070 FIRST BANKCARD				12/04/20 VOID		0

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PO #	Item	Description					Seq Acct
001TD	OPERATING						
43955	12/04/20	FIRST070 FIRST BANKCARD				12/04/20 VOID	0
43956	12/04/20	FIRST070 FIRST BANKCARD				12/31/20	1573
21-00318	1	PAYPAL-PD PUBLIC REC TRAIN-CA	250.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		103 1
21-00319	1	MADD-PD BEARD DONATION	50.00	001-223-0000 Deferred Revenue	G/L		104 1
21-00320	1	MADD-PD BEARD DONATION	259.35	001-223-0000 Deferred Revenue	G/L		105 1
21-00321	1	ADORAMA-PD USB RECEIVER-EVENT	42.46	001-2100-521-5230 LAW ENFORCEMENT	Expenditure		106 1
21-00322	1	BORESIGHT-PD GLOCK ADAPTER	118.91	001-2100-521-5230 LAW ENFORCEMENT	Expenditure		107 1
21-00323	1	ZOOM-COVID VIRTUAL MEETING SVC	14.99	001-1100-511-5280 LEGISLATIVE	Expenditure		108 1
21-00323	2	ZOOM-COVID VIRTUAL MEETING SVC	1.59	001-1100-511-5280 LEGISLATIVE	Expenditure		109 1
21-00324	1	BLDG OFFICIALS ASSOC-BLD MEMB	75.00	001-2400-524-5420 PROT INSPECTIONS	Expenditure		110 1
21-00325	1	ASFPM-BLDG MEMBERSHIP	165.00	001-2400-524-5420 PROT INSPECTIONS	Expenditure		111 1
21-00326	1	READY REFRESH-BLDG DEPT WATER	78.86	001-2400-524-5100 PROT INSPECTIONS	Expenditure		112 1
21-00327	1	IN OCEAN BREEZE-MAP GIFT SHOAR	250.00	001-2100-521-5240 LAW ENFORCEMENT	Expenditure		113 1
21-00328	1	AMAZON-PD EVIDENCE BAGS	14.95	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		114 1
21-00329	1	AMAZON-PD DRY ERASE BRD-CHIEF	148.99	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		115 1
21-00330	1	AMAZON-PD COMPUTER SCREEN-DC	279.94	001-2100-521-5230 LAW ENFORCEMENT	Expenditure		116 1
21-00331	1	AMAZON-EVIDENCE BAGS	13.99	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		117 1
21-00332	1	AMAZON-EVIDENCE BAGS	55.98	001-2100-521-5290 LAW ENFORCEMENT	Expenditure		118 1
21-00333	1	CHEWY-PD K9 KILO FOOD	55.09	001-2100-521-4640 LAW ENFORCEMENT	Expenditure		119 1
21-00334	1	AMAZON-PD FIRE/SMOKE ALARM	40.00	001-2100-521-4610 LAW ENFORCEMENT	Expenditure		120 1
21-00335	1	VISTAPRINT-CANCEL PORTFOLIOS	688.92	001-1100-511-4990 LEGISLATIVE	Expenditure		121 1
21-00336	1	AMAZON-PWD MOWER BLADES	131.08	001-131-1000 Due From Road & Bridge Fund	G/L		122 1
21-00337	1	GALLOUP-PWD WASH DOWN HOSE	186.20	001-3400-534-5290 GARBAGE	Expenditure		123 1
21-00338	1	AMAZON PRIME-FINANCE MEMBERSHP	119.00	001-1300-513-5420 FINANCE	Expenditure		124 1
21-00339	1	TRANSCRIPTION PUPPY-BLD MINUTS	69.36	001-2400-524-3400 PROT INSPECTIONS	Expenditure		125 1
21-00340	1	AMAZON PRIME-PD MEMBERSHIP	119.00	001-2100-521-5420 LAW ENFORCEMENT	Expenditure		126 1

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PO #	Item	Description							
001TDOPERATING				Continued					
43956	FIRST	BANKCARD		Continued					
21-00342	1	INDEED-ADV SERVICE WORKER 1	69.29	001-1900-519-4890	Expenditure		128	1	
				OTHER GOVERNMENTAL					
21-00342	2	INDEED-ADV SERVICE WORKER 1	85.04	001-3400-534-4890	Expenditure		129	1	
				GARBAGE					
21-00342	3	INDEED-ADV SERVICE WORKER 1	40.95	001-7200-572-5290	Expenditure		130	1	
				PARKS AND REC					
21-00342	4	INDEED-ADV SERVICE WORKER 1	119.69	001-131-1000	G/L		131	1	
				Due From Road & Bridge Fund					
21-00343	1	AMAZON-PWD CREEPER REPAIR WHL	32.97	001-131-1000	G/L		132	1	
				Due From Road & Bridge Fund					
			2,195.58						
43957	12/04/20	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				12/31/20		1573	
21-00291	1	JANITORIAL SUPPLIES	22.80	001-1900-519-5290	Expenditure		71	1	
				OTHER GOVERNMENTAL					
43958	12/04/20	FLORI190 FLORIDA MUNICIPAL INSUR TRUST				12/31/20		1573	
21-00268	1	INSURANCE PREMIUM DEC-20	6,072.41	001-229-2000	G/L		43	1	
				Health Insurance-Employee Portion					
21-00268	2	INSURANCE PREMIUM DEC-20	2,802.90	001-229-2100	G/L		44	1	
				Insurance-Other Employee Paid					
21-00268	3	INSURANCE PREMIUM DEC-20	650.57	001-1200-512-2300	Expenditure		45	1	
				EXECUTIVE					
21-00268	4	INSURANCE PREMIUM DEC-20	5,439.87	001-1300-513-2300	Expenditure		46	1	
				FINANCE					
21-00268	5	INSURANCE PREMIUM DEC-20	991.96	001-1500-515-2300	Expenditure		47	1	
				COMP PLANNING					
21-00268	6	INSURANCE PREMIUM DEC-20	4,013.81	001-1900-519-2300	Expenditure		48	1	
				OTHER GOVERNMENTAL					
21-00268	7	INSURANCE PREMIUM DEC-20	16,381.26	001-2100-521-2300	Expenditure		49	1	
				LAW ENFORCEMENT					
21-00268	8	INSURANCE PREMIUM DEC-20	2,906.29	001-2400-524-2300	Expenditure		50	1	
				PROT INSPECTIONS					
21-00268	9	INSURANCE PREMIUM DEC-20	4,926.04	001-3400-534-2300	Expenditure		51	1	
				GARBAGE					
21-00268	10	INSURANCE PREMIUM DEC-20	2,371.80	001-7200-572-2300	Expenditure		52	1	
				PARKS AND REC					
21-00268	11	INSURANCE PREMIUM DEC-20	6,932.92	001-131-1000	G/L		53	1	
				Due From Road & Bridge Fund					
			53,489.83						
43959	12/04/20	FLORI250 FPL				12/31/20		1573	
21-00307	1	ELECTRICITY NOV-20	76.04	001-1900-519-4310	Expenditure		87	1	
				OTHER GOVERNMENTAL					
21-00307	2	ELECTRICITY NOV-20	93.32	001-3400-534-4310	Expenditure		88	1	
				GARBAGE					
21-00307	3	ELECTRICITY NOV-20	44.93	001-7200-572-4310	Expenditure		89	1	
				PARKS AND REC					
21-00307	4	ELECTRICITY NOV-20	131.34	001-131-1000	G/L		90	1	
				Due From Road & Bridge Fund					

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PO #	Item	Description						
001TDOPERATING				Continued				
43959	FPL			Continued				
21-00308	1	ELECTRICITY NOV-20	81.06	001-7200-572-4310	Expenditure		91	1
				PARKS AND REC				
21-00308	2	ELECTRICITY NOV-20	44.36	001-7200-572-4310	Expenditure		92	1
				PARKS AND REC				
21-00308	3	ELECTRICITY NOV-20	556.51	001-1900-519-4310	Expenditure		93	1
				OTHER GOVERNMENTAL				
21-00308	4	ELECTRICITY NOV-20	371.02	001-2400-524-4310	Expenditure		94	1
				PROT INSPECTIONS				
21-00308	5	ELECTRICITY NOV-20	639.90	001-2100-521-4310	Expenditure		95	1
				LAW ENFORCEMENT				
			<u>2,038.48</u>					
43960	12/04/20	FOPLO005 FOP LODGE 113					1573	
21-00290	1	MEMBERSHIP DUES-BRYAN WRIGHT	8.34	001-229-1000	G/L		70	1
				Miscellaneous Deductions				
43961	12/04/20	FPHRA005 FPHRA					1573	
21-00261	1	FPHRA MEMBERSHIP-B RADDATZ	55.00	001-1300-513-5420	Expenditure		16	1
				FINANCE				
43962	12/04/20	GALLS010 GALLS LLC				12/31/20	1573	
21-00317	1	CLASS A UNIFORMS	100.95	001-2100-521-5210	Expenditure		102	1
				LAW ENFORCEMENT				
43963	12/04/20	GETTY010 GETTYSBURG FLAG WORKS,INC				12/31/20	1573	
21-00285	1	FLAGS	199.00	001-1900-519-5290	Expenditure		65	1
				OTHER GOVERNMENTAL				
43964	12/04/20	GOLDE010 GOLDEN RULE CREATIONS				12/31/20	1573	
21-00313	1	YEARS OF SERVICE BARS	79.65	001-2100-521-5210	Expenditure		98	1
				LAW ENFORCEMENT				
43965	12/04/20	GOVCO005 GOVCONNECTION INC				12/31/20	1573	
21-00182	1	SUBSCRIPTION RENEWAL	447.26	001-1900-519-5280	Expenditure		1	1
				OTHER GOVERNMENTAL				
21-00182	2	SUBSCRIPTION RENEWAL	548.91	001-3400-534-5280	Expenditure		2	1
				GARBAGE				
21-00182	3	SUBSCRIPTION RENEWAL	264.29	001-7200-572-5280	Expenditure		3	1
				PARKS AND REC				
21-00182	4	SUBSCRIPTION RENEWAL	772.54	001-131-1000	G/L		4	1
				Due From Road & Bridge Fund				
			<u>2,033.00</u>					
43966	12/04/20	HAGAN020 HAGAN ACE MANAGEMENT CORP				12/31/20	1573	
21-00281	1	PD REPAIR SUPPLIES	9.18	001-1900-519-4610	Expenditure		61	1
				OTHER GOVERNMENTAL				
21-00282	1	REPAIR TO PWD SINK	9.99	001-1900-519-4610	Expenditure		62	1
				OTHER GOVERNMENTAL				

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PO #	Item	Description						Acct
001TDOPERATING			Continued					
43966	12/04/20	HAGAN ACE MANAGEMENT CORP	Continued					
21-00283	1	VEH#75 REPAIR PARTS	18.16	001-3400-534-4630	Expenditure		63	1
				GARBAGE				
			37.33					
43967	12/04/20	HOMED010 HOME DEPOT				12/31/20		1573
21-00284	1	REPLACEMENT TRASH CAN	64.97	001-3400-534-5290	Expenditure		64	1
				GARBAGE				
43968	12/04/20	JACKB010 JACK BECKER DISTRIBUTORS INC				12/31/20		1573
21-00293	1	GREASE & PREM HYDRAULIC OIL	592.78	001-3400-534-5220	Expenditure		73	1
				GARBAGE				
43969	12/04/20	LVHIE010 L.V. HIERS INC.				12/31/20		1573
21-00270	1	347 GAL REGULAR 87 OCTANE	637.30	001-141-0000	G/L		55	1
				Inventories - Fuel				
21-00271	1	690 GAL DIESEL FUEL	1,364.27	001-141-0000	G/L		56	1
				Inventories - Fuel				
21-00344	1	423 GAL REGULAR 87 OCTANE	805.01	001-141-0000	G/L		133	1
				Inventories - Fuel				
			2,806.58					
43970	12/04/20	MARIN010 MARINE SUPPLY & OIL COMPANY				12/31/20		1573
21-00347	1	GRUNDENS PETRUS 82Y-PWD	40.00	001-3400-534-5290	Expenditure		135	1
				GARBAGE				
43971	12/04/20	MARIO010 MARIOTTI'S				12/31/20		1573
21-00269	1	UNIFORM DRYCLEAN OCT-20	178.33	001-2100-521-5210	Expenditure		54	1
				LAW ENFORCEMENT				
43972	12/04/20	MELVI010 MELVIN'S REPAIR SHOP				12/31/20		1573
21-00287	1	VEH#75 AIR SYSTEM REPAIR	28.45	001-3400-534-4630	Expenditure		67	1
				GARBAGE				
43973	12/04/20	MICHA020 MICHAEL ORLANDO				12/31/20		1573
21-00354	1	REIMBURSE CDL LICENSE	97.63	001-3400-534-5290	Expenditure		140	1
				GARBAGE				
43974	12/04/20	MUNIC010 MUNICODE				12/31/20		1573
21-00353	1	CODE HOSTING-ADMIN SUPPORT FEE	275.00	001-1100-511-3170	Expenditure		138	1
				LEGISLATIVE				
43975	12/04/20	NATIO090 NATIONWIDE RETIREMENT SOLUTION				12/31/20		1573
21-00289	1	DEFERRED COMPENSATION	1,914.52	001-235-0000	G/L		69	1
				Deferred Compensation				
43976	12/04/20	PEOPL005 PEOPLEREADY FLORIDA INC				12/31/20		1573
21-00295	1	TEMP LABOR SERVICE	461.42	001-3400-534-3400	Expenditure		75	1
				GARBAGE				

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PO #	Item	Description							
001TDOPERATING				Continued					
43977	12/04/20	SANFO005 SANFORD AND SON AUTO PARTS INC				12/31/20		1573	
21-00279	1	GLOVES FOR MAINT TRUCK CREW	49.98	001-3400-534-5290	Expenditure			58	1
				GARBAGE					
21-00279	2	VEHICLE #69 BACKUP ALARM	28.64	001-131-1000	G/L			139	1
				Due From Road & Bridge Fund					
21-00280	1	VEH#77 HYDRAULIC SYS REP SUPP	20.43	001-3400-534-4630	Expenditure			60	1
				GARBAGE					
21-00345	1	VEHICLE #77 REPAIR PARTS	262.38	001-3400-534-4630	Expenditure			134	1
				GARBAGE					
			<u>361.43</u>						
43978	12/04/20	SYMB010 SYMBOL ARTS				12/31/20		1573	
21-00316	1	BADGES	135.00	001-2100-521-5210	Expenditure			101	1
				LAW ENFORCEMENT					
43979	12/04/20	TOMNE010 TOM NEHL TRUCK COMPANY				12/31/20		1573	
21-00292	1	VEH#75 AIR SYSTEM REPAIR	671.17	001-3400-534-4630	Expenditure			72	1
				GARBAGE					
21-00348	1	VEHICLE #75 AMU SWITCH REPAIR	111.64	001-3400-534-4630	Expenditure			136	1
				GARBAGE					
21-00349	1	VEHICLE #71 AMU SWITCH REPAIR	55.82	001-3400-534-4630	Expenditure			137	1
				GARBAGE					
			<u>838.63</u>						
43980	12/04/20	TRITE005 TRI TECH FORENSICS				12/31/20		1573	
21-00301	1	EVIDENCE KITS	58.08	001-2100-521-5290	Expenditure			81	1
				LAW ENFORCEMENT					
43981	12/04/20	WILSO010 WILSON MACHINE & WELDING WORKS				12/31/20		1573	
21-00286	1	VEH#76 HYD TANK REPAIR	575.00	001-3400-534-4630	Expenditure			66	1
				GARBAGE					
44029	12/17/20	JENNI005 JENNIFER THOMPSON				12/31/20		1577	
21-00432	1	REIMBURSE COLLEGE TUITION	689.00	001-2400-524-5430	Expenditure			1	1
				PROT INSPECTIONS					
43982	12/18/20	ADVAN010 ADVANCED DISPOSAL SERVICES				12/31/20		1576	
21-00357	1	RECYCLE FEES NOV-20	10,380.09	001-3400-534-3400	Expenditure			2	1
				GARBAGE					
43983	12/18/20	ADVAP010 ADVANCE AUTO PARTS						1576	
21-00411	1	VICTOR SPRAY GUN REPAIR PART	11.49	001-1900-519-5290	Expenditure			87	1
				OTHER GOVERNMENTAL					
21-00421	1	VEHICLE CLEANING SUPPLIES	28.94	001-2100-521-4630	Expenditure			96	1
				LAW ENFORCEMENT					
			<u>40.43</u>						
43984	12/18/20	BMI00010 BMI				12/31/20		1576	
21-00398	1	BBO BROADCAST LICENSE	364.00	001-7200-572-4832	Expenditure			73	1
				PARKS AND REC					

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PO #	Item	Description						
001	TD	OPERATING		Continued				
43985	12/18/20	CLERK020 CLERK OF CIRCUIT COURT		(Void Reason: CASE DISMISSED)		12/29/20 VOID	1576	
21-00363	1	FILING FEES NOV-20	90.00	001-2100-521-5290	Expenditure		22	1
				Law Enforcement-Other Operating Supplies				
21-00365	1	SABP01210 JULIA ALMSTEAD	75.00	001-354-100	Revenue		24	1
				Parking Tickets				
21-00375	1	FILING FEES	55.50	001-1300-513-5290	Expenditure		41	1
				Finance-Other Operating Supplies				
			220.50					
43986	12/18/20	COMCA015 COMCAST					1576	
21-00420	1	CABLE TV/NEWS DEC-20	65.40	001-2100-521-4330	Expenditure		95	1
				LAW ENFORCEMENT				
43987	12/18/20	COMMU010 COMMUNICATIONS INTERNATIONAL I				12/31/20	1576	
21-00426	1	FLEET LASER CERTS	670.00	001-2100-521-4620	Expenditure		101	1
				LAW ENFORCEMENT				
43988	12/18/20	CRAFT010 CRAFT'S TROPHIES & AWARDS INC					1576	
21-00370	1	PLAQUES	222.00	001-1100-511-4990	Expenditure		30	1
				LEGISLATIVE				
21-00422	1	PLATE - SHOAR	20.00	001-2100-521-5290	Expenditure		97	1
				LAW ENFORCEMENT				
21-00431	1	PLAQUE-TORRES	15.00	001-1100-511-4990	Expenditure		113	1
				LEGISLATIVE				
			257.00					
43989	12/18/20	DOUGL005 DOUGLAS LAW FIRM					1576	
21-00427	1	LEGAL DEC-20	6,000.00	001-1300-513-3100	Expenditure		102	1
				FINANCE				
43990	12/18/20	DRTOW010 DR TOWNSEND & ASSOCIATES P.A.				12/31/20	1576	
21-00400	1	NEW HIRE EVALUATION-RK	225.00	001-2100-521-4930	Expenditure		75	1
				LAW ENFORCEMENT				
43991	12/18/20	FLORI040 FLORIDA BULLET INC				12/31/20	1576	
21-00002	1	TRAINING, 9mm	1,699.00	001-2100-521-5430	Expenditure		1	1
				LAW ENFORCEMENT				
43992	12/18/20	FLORI170 FLORIDA JANITOR & PAPER SUPPLY				12/31/20	1576	
21-00413	1	JANITORIAL SUPPLIES	356.09	001-1900-519-5290	Expenditure		89	1
				OTHER GOVERNMENTAL				
21-00414	1	JANITORIAL SUPPLIES	44.30	001-1900-519-5290	Expenditure		90	1
				OTHER GOVERNMENTAL				
21-00415	1	JANITORIAL SUPPLIES	5.12	001-1900-519-5290	Expenditure		91	1
				OTHER GOVERNMENTAL				
			405.51					
43993	12/18/20	FLORI190 FLORIDA MUNICIPAL INSUR TRUST				12/31/20	1576	
21-00362	1	INSURANCE-2nd INSTALLMENT	6,777.50	001-1900-519-4510	Expenditure		3	1
				OTHER GOVERNMENTAL				
21-00362	2	INSURANCE-2nd INSTALLMENT	7,302.27	001-2100-521-4510	Expenditure		4	1
				LAW ENFORCEMENT				

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PO #	Item	Description							
001TD	OPERATING			Continued					
43993	FLORIDA	MUNICIPAL INSUR TRUST	Continued						
21-00362	3	INSURANCE-2nd INSTALLMENT	318.14	001-2400-524-4510 PROT INSPECTIONS	Expenditure		5	1	
21-00362	4	INSURANCE-2nd INSTALLMENT	397.68	001-3400-534-4510 GARBAGE	Expenditure		6	1	
21-00362	5	INSURANCE-2nd INSTALLMENT	1,511.17	001-131-1000 Due From Road & Bridge Fund	G/L		7	1	
21-00362	6	INSURANCE-2nd INSTALLMENT	3,400.05	001-1900-519-4520 OTHER GOVERNMENTAL	Expenditure		8	1	
21-00362	7	INSURANCE-2nd INSTALLMENT	3,482.81	001-2100-521-4520 LAW ENFORCEMENT	Expenditure		9	1	
21-00362	8	INSURANCE-2nd INSTALLMENT	1,844.89	001-2400-524-4520 PROT INSPECTIONS	Expenditure		10	1	
21-00362	9	INSURANCE-2nd INSTALLMENT	1,430.97	001-3400-534-4520 GARBAGE	Expenditure		11	1	
21-00362	10	INSURANCE-2nd INSTALLMENT	2,258.79	001-131-1000 Due From Road & Bridge Fund	G/L		12	1	
21-00362	11	INSURANCE-2nd INSTALLMENT	38.92	001-1200-512-2400 EXECUTIVE	Expenditure		13	1	
21-00362	12	INSURANCE-2nd INSTALLMENT	116.77	001-1300-513-2400 FINANCE	Expenditure		14	1	
21-00362	13	INSURANCE-2nd INSTALLMENT	196.57	001-1500-515-2400 COMP PLANNING	Expenditure		15	1	
21-00362	14	INSURANCE-2nd INSTALLMENT	2,369.49	001-1900-519-2400 OTHER GOVERNMENTAL	Expenditure		16	1	
21-00362	15	INSURANCE-2nd INSTALLMENT	7,732.35	001-2100-521-2400 LAW ENFORCEMENT	Expenditure		17	1	
21-00362	16	INSURANCE-2nd INSTALLMENT	607.22	001-2400-524-2400 PROT INSPECTIONS	Expenditure		18	1	
21-00362	17	INSURANCE-2nd INSTALLMENT	2,908.01	001-3400-534-2400 GARBAGE	Expenditure		19	1	
21-00362	18	INSURANCE-2nd INSTALLMENT	1,400.15	001-7200-572-2400 PARKS AND REC	Expenditure		20	1	
21-00362	19	INSURANCE-2nd INSTALLMENT	4,092.75	001-131-1000 Due From Road & Bridge Fund	G/L		21	1	
			48,186.50						
43994	12/18/20	FOPLO005 FOP LODGE 113					1576		
21-00428	1	MEMBERSHIP DUES - BRYAN WRIGHT	8.34	001-229-1000 Miscellaneous Deductions	G/L		103	1	
43995	12/18/20	FRANK020 FRANKIE HAMMONDS				12/31/20	1576		
21-00425	1	REIMBURSE COLLEGE TUITION	689.00	001-2100-521-5430 LAW ENFORCEMENT	Expenditure		100	1	
43996	12/18/20	GATOR010 GATOR FIRE EXTINGUISHER				12/31/20	1576		
21-00393	1	FIRE EXTINGUISHER INSPECTIONS	165.00	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		61	1	
21-00393	2	FIRE EXTINGUISHER MAINTENANCE	425.00	001-1900-519-5290 OTHER GOVERNMENTAL	Expenditure		62	1	
			590.00						

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PO #	Item	Description						Acct
001TDOPERATING			Continued					
43997	12/18/20	GLACI005 GLACIER HEATING & A/C				12/31/20		1576
21-00376	1	CITY HALL-NO HEAT MGRS SIDE	99.00	001-1900-519-4610	Expenditure		42	1
				OTHER GOVERNMENTAL				
43998	12/18/20	GOODY020 GOODYEAR TIRE & RUBBER COMPANY				12/31/20		1576
21-00379	1	TIRES	1,180.46	001-3400-534-4630	Expenditure		44	1
				GARBAGE				
43999	12/18/20	GUARD005 GUARDIAN FUELING TECHNOLOGIES				12/31/20		1576
21-00407	1	FUEL TANK SYSTEM REPAIR	289.45	001-1900-519-4610	Expenditure		83	1
				OTHER GOVERNMENTAL				
44000	12/18/20	HAGAN020 HAGAN ACE MANAGEMENT CORP				12/31/20		1576
21-00369	1	OFFICE SUPPLIES	7.99	001-1300-513-5100	Expenditure		29	1
				FINANCE				
21-00417	1	BUMP POLE FOR ROOFS	10.87	001-2400-524-5230	Expenditure		93	1
				PROT INSPECTIONS				
			18.86					
44001	12/18/20	HOMED010 HOME DEPOT				12/31/20		1576
21-00366	1	CHRISTMAS DECORATIONS	168.01	001-2400-524-5290	Expenditure		25	1
				PROT INSPECTIONS				
21-00408	1	SOCKET SET	24.97	001-1900-519-5230	Expenditure		84	1
				OTHER GOVERNMENTAL				
21-00409	1	REPL 50G TRASH CAN	64.97	001-3400-534-5290	Expenditure		85	1
				GARBAGE				
			257.95					
44002	12/18/20	IDENT005 IDENTITY AUTOMATION LP				12/31/20		1576
21-00399	1	PD CJIS SUBSCRIPTION	392.75	001-2100-521-5280	Expenditure		74	1
				LAW ENFORCEMENT				
44003	12/18/20	IIMC0010 IIMC						1576
21-00372	1	IIMC MEMBERSHIP-B RADDATZ	175.00	001-1300-513-5420	Expenditure		32	1
				FINANCE				
44004	12/18/20	INDIA010 INDIANHEAD EXPLORATION, LLC				12/31/20		1576
21-00364	1	SW DISPOSAL FEES NOV-20	1,673.60	001-3400-534-4940	Expenditure		23	1
				GARBAGE				
44005	12/18/20	JACKI005 JACQUELINE PARRISH				12/31/20		1576
21-00424	1	REIMBURSE COLLEGE TUITION	689.00	001-2100-521-5430	Expenditure		99	1
				LAW ENFORCEMENT				
44006	12/18/20	LVHIE010 L.V. HIERS INC.				12/31/20		1576
21-00374	1	598 GAL DIESEL FUEL	1,260.71	001-141-0000	G/L		39	1
				Inventories - Fuel				
21-00374	2	493 GAL UNLEADED 87 OCTANE	940.70	001-141-0000	G/L		40	1
				Inventories - Fuel				
			2,201.41					

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001TD	OPERATING		Continued					
44007	12/18/20	MARIO010 MARIOTTI'S				12/31/20		1576
21-00396	1	UNIFORMS NOV-20	177.95	001-2100-521-5210	Expenditure		66	1
				LAW ENFORCEMENT				
21-00396	2	BANQUET LINENS	154.40	001-2100-521-5240	Expenditure		67	1
				LAW ENFORCEMENT				
			<u>332.35</u>					
44008	12/18/20	NATIO090 NATIONWIDE RETIREMENT SOLUTION						1576
21-00429	1	DEFERRED COMPENSATION	1,914.52	001-235-0000	G/L		104	1
				Deferred Compensation				
44009	12/18/20	PEOPL005 PEOPLEREADY FLORIDA INC				12/31/20		1576
21-00367	1	TEMP LABOR SERVICE	161.90	001-3400-534-3400	Expenditure		26	1
				GARBAGE				
21-00367	2	TEMP LABOR SERVICE	80.96	001-131-1000	G/L		27	1
				Due From Road & Bridge Fund				
			<u>242.86</u>					
44010	12/18/20	PETER005 PETERSEN INDUSTRIES, INC				12/31/20		1576
21-00368	1	VEHICLE #76 HYD SYSTEM REPAIR	96.13	001-3400-534-4630	Expenditure		28	1
				GARBAGE				
44011	12/18/20	PIPPR010 PIP PRINTING				12/31/20		1576
21-00423	1	BUSINESS CARDS-HARRELL/CARSWLL	134.00	001-2100-521-4700	Expenditure		98	1
				LAW ENFORCEMENT				
44012	12/18/20	SMITH010 SMITH BROS. PEST CONTROL				12/31/20		1576
21-00397	1	PEST CONTROL DEC-20	25.00	001-1900-519-4610	Expenditure		68	1
				OTHER GOVERNMENTAL				
21-00397	2	PEST CONTROL DEC-20	52.00	001-1900-519-4610	Expenditure		69	1
				OTHER GOVERNMENTAL				
21-00397	3	PEST CONTROL DEC-20	30.00	001-1900-519-4610	Expenditure		70	1
				OTHER GOVERNMENTAL				
21-00397	4	PEST CONTROL DEC-20	52.00	001-1900-519-4610	Expenditure		71	1
				OTHER GOVERNMENTAL				
21-00397	5	PEST CONTROL DEC-20	25.00	001-1900-519-4610	Expenditure		72	1
				OTHER GOVERNMENTAL				
			<u>184.00</u>					
44013	12/18/20	SPORT010 SPORTS CORNER				12/31/20		1576
21-00418	1	TRAINING SHIRTS	171.40	001-2100-521-5210	Expenditure		94	1
				LAW ENFORCEMENT				
44014	12/18/20	STADV010 STAPLES				12/31/20		1576
21-00373	1	OFFICE SUPPLIES	88.33	001-1300-513-5100	Expenditure		33	1
				FINANCE				
21-00373	2	OFFICE SUPPLIES	8.98	001-2100-521-5100	Expenditure		34	1
				LAW ENFORCEMENT				
21-00373	3	OFFICE SUPPLIES	4.80	001-1900-519-5100	Expenditure		35	1
				OTHER GOVERNMENTAL				
21-00373	4	OFFICE SUPPLIES	5.89	001-3400-534-5100	Expenditure		36	1
				GARBAGE				

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PO #		Item Description							
001TDOPERATING				Continued					
44014		STAPLES		Continued					
21-00373	5	OFFICE SUPPLIES	2.84	001-7200-572-5290	Expenditure		37	1	
				PARKS AND REC					
21-00373	6	OFFICE SUPPLIES	8.29	001-131-1000	G/L		38	1	
				Due From Road & Bridge Fund					
			119.13						
44015	12/18/20	STAUG050 ST AUGUSTINE ELECTRIC MOTOR W				12/31/20	1576		
21-00416	1	CITY HALL LIFT STATION REPAIR	637.75	001-1900-519-4610	Expenditure		92	1	
				OTHER GOVERNMENTAL					
44016	12/18/20	STAUG110 ST AUGUSTINE RECORD				12/31/20	1576		
21-00381	1	FINANCE LEGAL AD	538.52	001-1300-513-4810	Expenditure		46	1	
				FINANCE					
21-00382	1	CODE BOARD LEGAL AD	80.78	001-2400-524-4810	Expenditure		47	1	
				PROT INSPECTIONS					
21-00383	1	FINANCE LEGAL AD	85.27	001-1300-513-4810	Expenditure		48	1	
				FINANCE					
21-00384	1	PZB LEGAL AD	183.99	001-1500-515-4810	Expenditure		49	1	
				COMP PLANNING					
			888.56						
44017	12/18/20	STAUG225 ST AUGUSTINE TIRE & TOWING				12/31/20	1576		
21-00401	1	VEHICLE #131 TOW SERVICE	45.00	001-2100-521-4630	Expenditure		76	1	
				LAW ENFORCEMENT					
44018	12/18/20	STJOH110 ST. JOHNS COUNTY SOLID WASTE				12/31/20	1576		
21-00395	1	DISPOSAL FEES NOV-20	12,828.41	001-3400-534-4940	Expenditure		65	1	
				GARBAGE					
44019	12/18/20	STJOH140 ST. JOHNS COUNTY UTILITY DEPAR				12/31/20	1576		
21-00385	1	WATER SERVICE NOV-20	118.48	001-7200-572-4320	Expenditure		50	1	
				PARKS AND REC					
21-00385	2	WATER SERVICE NOV-20	140.88	001-7200-572-4320	Expenditure		51	1	
				PARKS AND REC					
21-00385	3	WATER SERVICE NOV-20	126.82	001-7200-572-4320	Expenditure		52	1	
				PARKS AND REC					
21-00385	4	WATER SERVICE NOV-20	85.91	001-7200-572-4320	Expenditure		53	1	
				PARKS AND REC					
21-00385	5	WATER SERVICE NOV-20	49.87	001-1900-519-4320	Expenditure		54	1	
				OTHER GOVERNMENTAL					
21-00385	6	WATER SERVICE NOV-20	61.20	001-3400-534-4320	Expenditure		55	1	
				GARBAGE					
21-00385	7	WATER SERVICE NOV-20	29.47	001-7200-572-4320	Expenditure		56	1	
				PARKS AND REC					
21-00385	8	WATER SERVICE NOV-20	86.13	001-131-1000	G/L		57	1	
				Due From Road & Bridge Fund					
21-00385	9	WATER SERVICE NOV-20	129.68	001-2100-521-4320	Expenditure		58	1	
				LAW ENFORCEMENT					
21-00385	10	WATER SERVICE NOV-20	632.44	001-1900-519-4320	Expenditure		59	1	
				OTHER GOVERNMENTAL					

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001TD	OPERATING								
44019	ST. JOHNS COUNTY UTILITY DEPAR	Continued							
21-00385	11	WATER SERVICE NOV-20	421.63	001-2400-524-4320	Expenditure		60	1	
				PROT INSPECTIONS					
			1,882.51						
44020	12/18/20	STJOH290 ST JOHNS COUNTY CLERK OF COURT				12/31/20	1576		
21-00377	1	REFUND DEPOSIT 10/14/20	444.78	001-131-1000	G/L		43	1	
				Due From Road & Bridge Fund					
44021	12/18/20	THEBA005 THE BANCORP BANK				12/31/20	1576		
21-00402	1	VEHICLE LEASE #128	389.49	001-2100-521-4431	Expenditure		77	1	
				LAW ENFORCEMENT					
21-00402	2	VEHICLE LEASE #114	425.00	001-2100-521-4431	Expenditure		78	1	
				LAW ENFORCEMENT					
			814.49						
44022	12/18/20	TOMNE010 TOM NEHL TRUCK COMPANY				12/31/20	1576		
21-00380	1	VEHICLE #79 REPAIRS	3,490.25	001-3400-534-4630	Expenditure		114	1	
				GARBAGE					
21-00412	1	VEHICLE #75 TURN SIGNAL	15.41	001-3400-534-4630	Expenditure		88	1	
				GARBAGE					
			3,505.66						
44023	12/18/20	TRACT010 TRACTOR SUPPLY CREDIT PLAN				12/31/20	1576		
21-00410	1	MISC TOOLS	26.96	001-1900-519-5230	Expenditure		86	1	
				OTHER GOVERNMENTAL					
44024	12/18/20	ULINE005 ULINE				12/31/20	1576		
21-00403	1	EVIDENCE BAGS	73.90	001-2100-521-5290	Expenditure		79	1	
				LAW ENFORCEMENT					
21-00404	1	BAG RETURN	10.62	001-2100-521-5290	Expenditure		115	1	
				LAW ENFORCEMENT					
21-00405	1	BAG RETURN CREDIT	18.00	001-2100-521-5290	Expenditure		81	1	
				LAW ENFORCEMENT					
			66.52						
44025	12/18/20	USBAN005 US BANK VOYAGER FLEET SYSTEMS					1576		
21-00371	1	UNLEADED FUEL 11/8/20-12/8/20	2,149.98	001-2100-521-5220	Expenditure		31	1	
				LAW ENFORCEMENT					
44026	12/18/20	VERIZ010 VERIZON WIRELESS				12/31/20	1576		
21-00406	1	CELL PHONES	835.25	001-2100-521-4100	Expenditure		82	1	
				LAW ENFORCEMENT					
44027	12/18/20	WINDS005 WINDSTREAM				12/31/20	1576		
21-00430	1	PHONE/INTERNET DEC-20	613.33	001-1300-513-4100	Expenditure		105	1	
				FINANCE					
21-00430	2	PHONE/INTERNET DEC-20	27.88	001-1500-515-4100	Expenditure		106	1	
				COMP PLANNING					
21-00430	3	PHONE/INTERNET DEC-20	1,393.93	001-2100-521-4100	Expenditure		107	1	
				LAW ENFORCEMENT					

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PO #	Item	Description							
001TDOPERATING				Continued					
44027	WINDSTREAM	Continued							
21-00430	4	PHONE/INTERNET DEC-20	278.79	001-2400-524-4100	Expenditure		108	1	
				PROT INSPECTIONS					
21-00430	5	PHONE/INTERNET DEC-20	111.51	001-1900-519-4100	Expenditure		109	1	
				OTHER GOVERNMENTAL					
21-00430	6	PHONE/INTERNET DEC-20	139.39	001-3400-534-4100	Expenditure		110	1	
				GARBAGE					
21-00430	7	PHONE/INTERNET DEC-20	55.76	001-7200-572-4100	Expenditure		111	1	
				PARKS AND REC					
21-00430	8	PHONE/INTERNET DEC-20	167.27	001-131-1000	G/L		112	1	
				Due From Road & Bridge Fund					
			2,787.86						
44028	12/18/20	ZOLLM005 ZOLL MEDICAL CORPORATION				12/31/20	1576		
21-00394	1	AED BATTERIES & ELECTRODES	663.37	001-2100-521-5230	Expenditure		63	1	
				LAW ENFORCEMENT					
21-00394	2	AED BATTERIES & ELECTRODES	204.00	001-2100-521-5230	Expenditure		64	1	
				LAW ENFORCEMENT					
			867.37						
44030	12/21/20	BBT00010 BB&T GOVERNMENTAL FINANCE				12/31/20	1578		
21-00444	1	2009 GEN OBLIGATION BOND PYMT	12,368.37	001-131-2000	G/L		1	1	
				Due From Debt Service Fund					
44031	12/30/20	CANON010 CANON FINANCIAL SERVICES					1580		
21-00455	1	COPIER LEASE & USAGE	125.00	001-2400-524-4430	Expenditure		46	1	
				PROT INSPECTIONS					
21-00455	2	COPIER LEASE & USAGE	62.35	001-2400-524-4700	Expenditure		47	1	
				PROT INSPECTIONS					
21-00455	3	COPIER LEASE & USAGE	125.00	001-2100-521-4430	Expenditure		48	1	
				LAW ENFORCEMENT					
21-00455	4	COPIER LEASE & USAGE	58.43	001-2100-521-4700	Expenditure		49	1	
				LAW ENFORCEMENT					
21-00455	5	COPIER LEASE & USAGE	125.00	001-1300-513-4430	Expenditure		50	1	
				FINANCE					
21-00455	6	COPIER LEASE & USAGE	75.68	001-1300-513-4700	Expenditure		51	1	
				FINANCE					
21-00455	7	COPIER USAGE	1.67	001-1900-519-5100	Expenditure		52	1	
				OTHER GOVERNMENTAL					
21-00455	8	COPIER USAGE	2.05	001-3400-534-5100	Expenditure		53	1	
				GARBAGE					
21-00455	9	COPIER USAGE	0.99	001-7200-572-5290	Expenditure		54	1	
				PARKS AND REC					
21-00455	10	COPIER USAGE	2.87	001-131-1000	G/L		55	1	
				Due From Road & Bridge Fund					
			579.04						
44032	12/30/20	CLERK020 CLERK OF CIRCUIT COURT					1580		
21-00462	1	FILING FEES NOV-20	90.00	001-2100-521-5290	Expenditure		77	1	
				LAW ENFORCEMENT					

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PO #	Item	Description					Ref Seq	Acct
001TD	OPERATING							
44032	CLERK OF CIRCUIT COURT	Continued						
21-00463	1	FILING FEES	55.50	001-1300-513-5290	Expenditure		78	1
			145.50	FINANCE				
44033	12/30/20	DELMA005 DEL MAR VETERINARY HOSPITAL					1580	
21-00442	1	VETERINARY VISIT - K9 KILO	144.59	001-2100-521-4640	Expenditure		11	1
				LAW ENFORCEMENT				
44034	12/30/20	FLORI190 FLORIDA MUNICIPAL INSUR TRUST					1580	
21-00451	1	INSURANCE PREMIUM JAN-21	6,072.41	001-229-2000	G/L		22	1
				Health Insurance-Employee Portion				
21-00451	2	INSURANCE PREMIUM JAN-21	2,797.72	001-229-2100	G/L		23	1
				Insurance-Other Employee Paid				
21-00451	3	INSURANCE PREMIUM JAN-21	650.57	001-1200-512-2300	Expenditure		24	1
				EXECUTIVE				
21-00451	4	INSURANCE PREMIUM JAN-21	5,439.87	001-1300-513-2300	Expenditure		25	1
				FINANCE				
21-00451	5	INSURANCE PREMIUM JAN-21	991.96	001-1500-515-2300	Expenditure		26	1
				COMP PLANNING				
21-00451	6	INSURANCE PREMIUM JAN-21	4,013.81	001-1900-519-2300	Expenditure		27	1
				OTHER GOVERNMENTAL				
21-00451	7	INSURANCE PREMIUM JAN-21	16,376.08	001-2100-521-2300	Expenditure		28	1
				LAW ENFORCEMENT				
21-00451	8	INSURANCE PREMIUM JAN-21	2,906.29	001-2400-524-2300	Expenditure		29	1
				PROT INSPECTIONS				
21-00451	9	INSURANCE PREMIUM JAN-21	4,926.04	001-3400-534-2300	Expenditure		30	1
				GARBAGE				
21-00451	10	INSURANCE PREMIUM JAN-21	2,371.80	001-7200-572-2300	Expenditure		31	1
				PARKS AND REC				
21-00451	11	INSURANCE PREMIUM JAN-21	6,932.92	001-131-1000	G/L		32	1
				Due From Road & Bridge Fund				
			53,479.47					
44035	12/30/20	FLORI250 FPL					1580	
21-00461	1	ELECTRICITY	843.28	001-1900-519-4310	Expenditure		72	1
				OTHER GOVERNMENTAL				
21-00461	2	ELECTRICITY	562.18	001-2400-524-4310	Expenditure		73	1
				PROT INSPECTIONS				
21-00461	3	ELECTRICITY	636.17	001-2100-521-4310	Expenditure		74	1
				LAW ENFORCEMENT				
21-00461	4	ELECTRICITY	79.55	001-7200-572-4310	Expenditure		75	1
				PARKS AND REC				
21-00461	5	ELECTRICITY	257.48	001-7200-572-4310	Expenditure		76	1
				PARKS AND REC				
			2,378.66					
44036	12/30/20	FOPLO005 FOP LODGE 113					1580	
21-00445	1	MEMBERSHIP DUES - BRYAN WRIGHT	8.34	001-229-1000	G/L		16	1
				Miscellaneous Deductions				

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num	Ref Seq	Acct
PO #	Item	Description							
001TD	OPERATING		Continued						
44037	12/30/20	GALLS010 GALLS LLC					1580		
21-00437	1	DUTY BOOTS - EVANS	118.95	001-2100-521-5210	Expenditure		6	1	
				LAW ENFORCEMENT					
21-00438	1	PROMOTION NAMEPLATES	28.45	001-2100-521-5210	Expenditure		7	1	
				LAW ENFORCEMENT					
21-00439	1	RETURN CREDIT - SPEED URBAN	89.99	001-2100-521-5210	Expenditure		8	1	
				LAW ENFORCEMENT					
21-00440	1	RETURN CREDIT - WALLET	22.99	001-2100-521-5210	Expenditure		9	1	
				LAW ENFORCEMENT					
			<u>34.42</u>						
44038	12/30/20	GILLE010 NATALIE GILLESPIE					1580		
21-00434	1	REIMBURSE TRAINING MEALS-LUNCH	50.00	001-2100-521-4000	Expenditure		2	1	
				LAW ENFORCEMENT					
21-00434	2	REIMBURSE TRAINING MEAL-DINNER	80.00	001-2100-521-4000	Expenditure		3	1	
				LAW ENFORCEMENT					
			<u>130.00</u>						
44039	12/30/20	HAGAN020 HAGAN ACE MANAGEMENT CORP					1580		
21-00435	1	SMOKE ALARM	14.99	001-2100-521-5290	Expenditure		4	1	
				LAW ENFORCEMENT					
21-00436	1	RETURN SMOKE ALARM	14.99	001-2100-521-5290	Expenditure		5	1	
				LAW ENFORCEMENT					
			<u>0.00</u>						
44040	12/30/20	JENNI005 JENNIFER THOMPSON				12/31/20	1580		
21-00441	1	REIMBURSE COLLEGE BOOKS	58.66	001-2400-524-5430	Expenditure		10	1	
				PROT INSPECTIONS					
44041	12/30/20	LEGAL005 LEGALSHIELD					1580		
21-00449	1	PREPAID LEGAL	15.95	001-229-2100	G/L		20	1	
				Insurance-Other Employee Paid					
44042	12/30/20	LVHIE010 L.V. HIERS INC.					1580		
21-00456	1	489g UNLEADED 87 OCTANE	988.22	001-141-0000	G/L		56	1	
				Inventories - Fuel					
21-00456	2	434g DIESEL FUEL	950.89	001-141-0000	G/L		57	1	
				Inventories - Fuel					
21-00457	1	688g UNLEADED 87 OCTANE	1,395.75	001-141-0000	G/L		58	1	
				Inventories - Fuel					
			<u>3,334.86</u>						
44043	12/30/20	MELIN005 MELINDA CONLON					1580		
21-00459	1	REIMBURSE EVENT EXPENSES	61.19	001-7200-572-4834	Expenditure		59	1	
				PARKS AND REC					
21-00459	2	REIMBURSE EVENT EXPENSES	46.57	001-7200-572-4834	Expenditure		60	1	
				PARKS AND REC					
21-00459	3	REIMBURSE EVENT EXPENSES	11.26	001-7200-572-4834	Expenditure		61	1	
				PARKS AND REC					
			<u>119.02</u>						

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Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Num
PO #	Item	Description					Seq Acct
001TD	OPERATING			Continued			
44044	12/30/20	NATIO090 NATIONWIDE RETIREMENT SOLUTION					1580
21-00446	1	DEFERRED COMPENSATION	1,914.52	001-235-0000 Deferred Compensation	G/L		17 1
44045	12/30/20	PUBLI020 PUBLIX					1580
21-00454	1	HOLIDAY LUNCHEON	581.28	001-1300-513-4990 FINANCE	Expenditure		45 1
44046	12/30/20	QUILL010 QUILL LLC					1580
21-00453	1	OFFICE SUPPLIES	320.70	001-2100-521-5100 LAW ENFORCEMENT	Expenditure		40 1
21-00453	2	OFFICE SUPPLIES	19.39	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		41 1
21-00453	3	OFFICE SUPPLIES	23.80	001-3400-534-5100 GARBAGE	Expenditure		42 1
21-00453	4	OFFICE SUPPLIES	11.46	001-7200-572-5290 PARKS AND REC	Expenditure		43 1
21-00453	5	OFFICE SUPPLIES	33.49	001-131-1000 Due From Road & Bridge Fund	G/L		44 1
			<u>408.84</u>				
44047	12/30/20	SESAC010 SESAC					1580
21-00448	1	MUSIC LICENSE	483.00	001-7200-572-4832 PARKS AND REC	Expenditure		19 1
44048	12/30/20	SIGNS010 SIGNS NOW					1580
21-00450	1	FRONT DOOR LETTERING	300.00	001-2100-521-4700 LAW ENFORCEMENT	Expenditure		21 1
44049	12/30/20	STADV010 STAPLES					1580
21-00443	1	OFFICE SUPPLIES	16.62	001-1900-519-5100 OTHER GOVERNMENTAL	Expenditure		12 1
21-00443	2	OFFICE SUPPLIES	20.39	001-3400-534-5100 GARBAGE	Expenditure		13 1
21-00443	3	OFFICE SUPPLIES	9.82	001-7200-572-5290 PARKS AND REC	Expenditure		14 1
21-00443	4	OFFICE SUPPLIES	28.70	001-131-1000 Due From Road & Bridge Fund	G/L		15 1
			<u>75.53</u>				
44050	12/30/20	STJOH120 ST. JOHNS COUNTY TAX COLLECTOR					1580
21-00447	1	POSTAGE ON TAXES	398.09	001-1300-513-4200 FINANCE	Expenditure		18 1
44051	12/30/20	SUNLI010 SUN LIFE FINANCIAL					1580
21-00460	1	LIFE INSURANCE PREMIUM JAN-21	4.56	001-1200-512-2300 EXECUTIVE	Expenditure		62 1
21-00460	2	LIFE INSURANCE PREMIUM JAN-21	63.91	001-1300-513-2300 FINANCE	Expenditure		63 1
21-00460	3	LIFE INSURANCE PREMIUM JAN-21	14.15	001-1500-515-2300 COMP PLANNING	Expenditure		64 1

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
PO #	Item	Description						
001TDOPERATING								
Continued								
44051	SUN LIFE FINANCIAL	Continued						
21-00460	4	LIFE INSURANCE PREMIUM JAN-21	44.19	001-1900-519-2300	Expenditure		65	1
				OTHER GOVERNMENTAL				
21-00460	5	LIFE INSURANCE PREMIUM JAN-21	155.21	001-2100-521-2300	Expenditure		66	1
				LAW ENFORCEMENT				
21-00460	6	LIFE INSURANCE PREMIUM JAN-21	31.50	001-2400-524-2300	Expenditure		67	1
				PROT INSPECTIONS				
21-00460	7	LIFE INSURANCE PREMIUM JAN-21	54.23	001-3400-534-2300	Expenditure		68	1
				GARBAGE				
21-00460	8	LIFE INSURANCE PREMIUM JAN-21	26.11	001-7200-572-2300	Expenditure		69	1
				PARKS AND REC				
21-00460	9	LIFE INSURANCE PREMIUM JAN-21	76.33	001-131-1000	G/L		70	1
				Due From Road & Bridge Fund				
21-00460	10	LIFE INSURANCE PREMIUM JAN-21	416.85	001-229-2100	G/L		71	1
				Insurance-Other Employee Paid				
			887.04					
44052	12/30/20	ULTRA005 ULTRASHRED TECHNOLOGIES, INC					1580	
21-00433	1	SHREDDING SERVICE	53.57	001-2100-521-5290	Expenditure		1	1
				LAW ENFORCEMENT				
44053	12/30/20	VERIZ010 VERIZON WIRELESS					1580	
21-00452	1	CELL PHONES DEC-20	118.50	001-1300-513-4100	Expenditure		33	1
				FINANCE				
21-00452	2	CELL PHONES DEC-20	117.57	001-2100-521-4100	Expenditure		34	1
				LAW ENFORCEMENT				
21-00452	3	CELL PHONES DEC-20	126.29	001-2400-524-4100	Expenditure		35	1
				PROT INSPECTIONS				
21-00452	4	CELL PHONES DEC-20	73.23	001-1900-519-4100	Expenditure		36	1
				OTHER GOVERNMENTAL				
21-00452	5	CELL PHONES DEC-20	89.87	001-3400-534-4100	Expenditure		37	1
				GARBAGE				
21-00452	6	CELL PHONES DEC-20	43.27	001-7200-572-4100	Expenditure		38	1
				PARKS AND REC				
21-00452	7	CELL PHONES DEC-20	126.49	001-131-1000	G/L		39	1
				Due From Road & Bridge Fund				
			695.22					
Checking Account Totals								
		Paid	Void	Amount Paid	Amount Void			
	Checks:	114	4	335,398.93	220.50			
	Direct Deposit:	0	0	0.00	0.00			
	Total:	114	4	335,398.93	220.50			
002IMPACTFEES								
1588	12/31/20	STJOH020 ST JOHNS COUNTY FINANCE DEPT					1581	
21-00464	1	IMPACT FEES NOV 2020	91,842.09	001-208-0000	G/L		1	1
				Due to Other Governments				

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PO #	Item	Description					Seq Acct
002IMPACTFEES							
Checking Account Totals			Continued				
			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>	
	Checks:		1	0	91,842.09	0.00	
	Direct Deposit:		0	0	0.00	0.00	
	Total:		1	0	91,842.09	0.00	
101TDBANKRDBRG							
20817	12/04/20	CEDST005 CED-ST AUGUSTINE				12/31/20	1572
21-00346	1	HOLIDAY LIGHTS	209.50	101-4100-541-6361	Expenditure		26 1
				ROADS & BRIDGES			
20818	12/04/20	CLARK010 CLARK SALES DISPLAY, INC				12/31/20	1572
21-00183	1	HOLIDAY LIGHTS	2,066.25	101-4100-541-6361	Expenditure		3 1
				ROADS & BRIDGES			
20819	12/04/20	FLORI250 FPL				12/04/20 VOID	0
20820	12/04/20	FLORI250 FPL				12/31/20	1572
21-00309	1	ELECTRICITY NOV-20	91.91	101-4100-541-4310	Expenditure		11 1
				ROADS & BRIDGES			
21-00309	2	ELECTRICITY NOV-20	707.83	101-4100-541-4310	Expenditure		12 1
				ROADS & BRIDGES			
21-00309	3	ELECTRICITY NOV-20	31.80	101-4100-541-4310	Expenditure		13 1
				ROADS & BRIDGES			
21-00309	4	ELECTRICITY NOV-20	55.49	101-4100-541-4310	Expenditure		14 1
				ROADS & BRIDGES			
21-00310	1	ELECTRICITY NOV-20	4,345.02	101-4100-541-5320	Expenditure		15 1
				ROADS & BRIDGES			
21-00310	2	ELECTRICITY NOV-20	94.07	101-4100-541-5320	Expenditure		16 1
				ROADS & BRIDGES			
21-00310	3	ELECTRICITY NOV-20	56.05	101-4100-541-4310	Expenditure		17 1
				ROADS & BRIDGES			
21-00310	4	ELECTRICITY NOV-20	11.55	101-4100-541-4310	Expenditure		18 1
				ROADS & BRIDGES			
21-00310	5	ELECTRICITY NOV-20	22.38	101-4100-541-4310	Expenditure		19 1
				ROADS & BRIDGES			
21-00310	6	ELECTRICITY NOV-20	11.55	101-4100-541-4310	Expenditure		20 1
				ROADS & BRIDGES			
21-00310	7	ELECTRICITY NOV-20	18.59	101-4100-541-4310	Expenditure		21 1
				ROADS & BRIDGES			
21-00310	8	ELECTRICITY NOV-20	27.53	101-4100-541-4310	Expenditure		22 1
				ROADS & BRIDGES			
21-00310	9	ELECTRICITY NOV-20	28.57	101-4100-541-4310	Expenditure		23 1
				ROADS & BRIDGES			
21-00310	10	ELECTRICITY NOV-20	266.85	101-4100-541-4310	Expenditure		24 1
				ROADS & BRIDGES			
21-00310	11	ELECTRICITY NOV-20	27.53	101-4100-541-4310	Expenditure		25 1
				ROADS & BRIDGES			
			5,796.72				
20821	12/04/20	GRAIN010 GRAINGER				12/31/20	1572
21-00273	1	VEHICLES #68 & #69 STEP REPAIR	87.08	101-4100-541-4630	Expenditure		4 1
				ROADS & BRIDGES			

Check #	Check Date	Vendor	Amount Paid	Charge Account	Account Type	Reconciled/Void Contract	Ref Seq	Num Acct
PO #	Item	Description						
101TDBANKRDBRG Continued								
20822	12/04/20	HAGAN020 HAGAN ACE MANAGEMENT CORP				12/31/20		1572
21-00274	1	REPAIR TO IRRIGATION SYSTEM	17.98	101-4100-541-5270	Expenditure		5	1
				ROADS & BRIDGES				
21-00275	1	HOLIDAY LIGHTS	12.57	101-4100-541-6361	Expenditure		6	1
				ROADS & BRIDGES				
21-00275	2	HOLIDAY LIGHTS	19.74	101-4100-541-6361	Expenditure		7	1
				ROADS & BRIDGES				
21-00276	1	GARDEN SPRAYER 2 GAL	19.99	101-4100-541-5290	Expenditure		8	1
				ROADS & BRIDGES				
21-00351	1	HOLIDAY LIGHTS	24.55	101-4100-541-6361	Expenditure		28	1
				ROADS & BRIDGES				
21-00352	1	HOLIDAY LIGHTS	43.52	101-4100-541-6361	Expenditure		29	1
				ROADS & BRIDGES				
			138.35					
20823	12/04/20	HOMED010 HOME DEPOT				12/31/20		1572
21-00277	1	CURB MAINTENANCE SUPPLIES	35.76	101-4100-541-5310	Expenditure		9	1
				ROADS & BRIDGES				
21-00278	1	HOLIDAY LIGHTS	110.47	101-4100-541-6361	Expenditure		10	1
				ROADS & BRIDGES				
			146.23					
20824	12/04/20	WAYFA005 WAYFAIR LLC				12/31/20		1572
21-00074	1	HOLIDAY LIGHTS	1,139.96	101-4100-541-6361	Expenditure		1	1
				ROADS & BRIDGES				
21-00074	3	HOLIDAY LIGHTS	779.98	101-4100-541-6361	Expenditure		2	1
				ROADS & BRIDGES				
			359.98					
20825	12/04/20	WILSO010 WILSON MACHINE & WELDING WORKS				12/31/20		1572
21-00350	1	REPAIR TO PWD BACK GATE	375.00	101-4100-541-4630	Expenditure		27	1
				ROADS & BRIDGES				
20826	12/18/20	BIRDD005 BIRDDOG DISTRIBUTING INC				12/31/20		1575
21-00392	1	HOL ROPE LIGHT POWER SUPPLY	190.58	101-4100-541-6361	Expenditure		10	1
				ROADS & BRIDGES				
20827	12/18/20	CEDST005 CED-ST AUGUSTINE				12/31/20		1575
21-00419	1	HOLIDAY LIGHTS	588.60	101-4100-541-6361	Expenditure		11	1
				ROADS & BRIDGES				
20828	12/18/20	HAGAN020 HAGAN ACE MANAGEMENT CORP				12/31/20		1575
21-00360	1	HOLIDAY LIGHTS	31.72	101-4100-541-6361	Expenditure		2	1
				ROADS & BRIDGES				
21-00386	1	HOLIDAY LIGHTS	13.77	101-4100-541-6361	Expenditure		4	1
				ROADS & BRIDGES				
21-00387	1	HOLIDAY LIGHTS	31.90	101-4100-541-6361	Expenditure		5	1
				ROADS & BRIDGES				
			77.39					

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PO #	Item	Description						Acct
101TDBANKRDBRG			Continued					
20829	12/18/20	HOMED010 HOME DEPOT				12/31/20		1575
21-00388	2	VEHICLE #54 REPAIR	11.82	101-4100-541-4630	Expenditure		6	1
				ROADS & BRIDGES				
21-00389	1	HOLIDAY LIGHTS	31.80	101-4100-541-6361	Expenditure		7	1
				ROADS & BRIDGES				
			<u>43.62</u>					
20830	12/18/20	JACKW010 JACK HANANIA CHEVROLET				12/31/20		1575
21-00390	1	VEHICLE #66 REPAIRS	502.95	101-4100-541-4630	Expenditure		8	1
				ROADS & BRIDGES				
20831	12/18/20	LOWES005 LOWES				12/31/20		1575
21-00361	1	HOLIDAY LIGHTS	40.68	101-4100-541-6361	Expenditure		3	1
				ROADS & BRIDGES				
20832	12/18/20	SRM00005 SRM MATERIALS				12/31/20		1575
21-00391	1	D ST REPAIR	64.56	101-4100-541-5310	Expenditure		9	1
				ROADS & BRIDGES				
20833	12/18/20	THELA020 THE LAKE DOCTORS				12/31/20		1575
21-00359	1	WATER MANAGEMENT SVC DEC-20	595.00	101-4100-541-3400	Expenditure		1	1
				ROADS & BRIDGES				
20834	12/30/20	FLORI250 FPL						1579
21-00458	1	ELECTRICITY	50.53	101-4100-541-4310	Expenditure		1	1
				ROADS & BRIDGES				
21-00458	2	ELECTRICITY	11.55	101-4100-541-4310	Expenditure		2	1
				ROADS & BRIDGES				
21-00458	3	ELECTRICITY	421.59	101-4100-541-4310	Expenditure		3	1
				ROADS & BRIDGES				
21-00458	4	ELECTRICITY	38.42	101-4100-541-4310	Expenditure		4	1
				ROADS & BRIDGES				
21-00458	5	ELECTRICITY	11.55	101-4100-541-4310	Expenditure		5	1
				ROADS & BRIDGES				
21-00458	6	ELECTRICITY	61.85	101-4100-541-4310	Expenditure		6	1
				ROADS & BRIDGES				
21-00458	7	ELECTRICITY	93.71	101-4100-541-4310	Expenditure		7	1
				ROADS & BRIDGES				
21-00458	8	ELECTRICITY	49.21	101-4100-541-4310	Expenditure		8	1
				ROADS & BRIDGES				
21-00458	9	ELECTRICITY	22.19	101-4100-541-4310	Expenditure		9	1
				ROADS & BRIDGES				
21-00458	10	ELECTRICITY	94.07	101-4100-541-5320	Expenditure		10	1
				ROADS & BRIDGES				
21-00458	11	ELECTRICITY	4,428.76	101-4100-541-5320	Expenditure		11	1
				ROADS & BRIDGES				
			<u>5,283.43</u>					

Check #	Check Date	Vendor			Reconciled/Void	Ref Num
PO #	Item	Description	Amount Paid	Charge Account	Account Type	Contract Ref Seq Acct
<hr/>						
101TDBANKRDBRG			Continued			
Checking Account Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		17	1	16,565.92	0.00
	Direct Deposit:		0	0	0.00	0.00
	Total:		<u>17</u>	<u>1</u>	<u>16,565.92</u>	<u>0.00</u>
<hr/>						
Report Totals			<u>Paid</u>	<u>Void</u>	<u>Amount Paid</u>	<u>Amount Void</u>
	Checks:		132	5	443,806.94	220.50
	Direct Deposit:		0	0	0.00	0.00
	Total:		<u>132</u>	<u>5</u>	<u>443,806.94</u>	<u>220.50</u>
<hr/>						

Totals by Year-Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	1-001	263,201.52	124.00	163,915.50	427,241.02
ROAD & BRIDGE FUND	1-101	16,565.92	0.00	0.00	16,565.92
Total of All Funds:		279,767.44	124.00	163,915.50	443,806.94

Totals by Fund Fund Description	Fund	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	001	263,201.52	124.00	163,915.50	427,241.02
ROAD & BRIDGE FUND	101	16,565.92	0.00	0.00	16,565.92
Total of All Funds:		279,767.44	124.00	163,915.50	443,806.94

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	1-001	263,201.52	0.00	0.00	0.00	263,201.52
ROAD & BRIDGE FUND	1-101	16,565.92	0.00	0.00	0.00	16,565.92
Total of All Funds:		<u>279,767.44</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>279,767.44</u>

PENDING ACTIVITIES AND PROJECTS

Revised January 21, 2021

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 has left his position as Police Chief. At their December 7, 2020, meeting, the Commission by consensus decided that each Commissioner would meet with the City Manager to discuss his evaluation.
2. **LAND DEVELOPMENT REGULATIONS.** The Building Department staff prepared 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 Commission passed the ordinance adopting the changes on first reading at its November 9th meeting. The ordinance had its first public hearing and second reading at the Commission's December 7, 2020, meeting. At its January 4, 2021, meeting, the Commission approved the ordinance on final reading. This topic will no longer be included in this report.

At the Commission's November 9th meeting, the Building Official proposed 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.

The City Attorney prepared an ordinance, which was passed on first reading at the Commission's December 7, 2020, meeting. The ordinance had its first public hearing and second reading at the Commission's January 4, 2021, meeting. It is now scheduled for its second public hearing and final reading at the Commission's February 1st meeting.

A third change to the Regulations will be to allow mobile food vending, such as food trucks, in the City. A new state law requires that cities and counties allow such vending within their limits. At this time, the City doesn't allow food trucks except in connection with City-sponsored events, such as Beach Blast Off. At its November 9th meeting, the City Commission reviewed the information concerning the new law and asked the City Attorney to prepare an ordinance. The Commission reviewed the ordinance at its January 4, 2021, meeting, and made significant changes to it. The ordinance is scheduled for review and first reading at the Commission's February 1st meeting.

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 plan is scheduled for review at the Commission's February 1st 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 in the spring of 2021.
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 pandemic and social distancing requirements, the workshop wasn't held in 2020. At its January 4, 2021, meeting, the Commission discussed a joint meeting and asked the staff to look in the possibility of a Zoom meeting or holding the meeting in a larger venue, such as the Flagler Auditorium. This topic will be discussed at the Commission's February 1st meeting.
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, proposed three changes to the Manual, which were approved by the Commission at its January 4, 2021, meeting. Three more changes are on the agenda for the Commission's February 1st meeting.
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. Seven streetlights were put up in November 2020. An eighth will be added in January at Sevilla Street and SR-A1A. This topic will no longer be included in this Report.

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 and the contract for these lights has been signed. The City is waiting for the lights to be put up. 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 the contract with the Florida Department of Environmental Protection has been signed. The restrooms have been 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, and the grant agreement has been executed. The 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. Once FEMA has given its approval, the City will advertise for bids. Construction will begin in 2021.
 - e. Florida Recreation Development Assistance Group. The Public Works Director has prepared and submitted grant for more improvements to Ocean Hammock Park. The Florida Department of Environmental Protection has informed the City that its grant may not be eligible. The Public Works Director clarification on DEP's decision.
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.
- The non-conforming sign for Antonio's Pizza/Rita's Ice will was struck by a delivery truck. The replacement sign was lowered to meet the 12-foot height limit.
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. In early December, the charging station was constructed. A contract with the company, once approved by the City Attorney and the Public Works Director, will be signed.
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. The deadline for responses to the RFQ was November 23, 2020. The Public Works Director prepared an addendum, which was advertised before Thanksgiving. The deadline for the RFQ is December 8th. A committee of City employees reviewed the three proposals that were submitted and recommended the City be authorized to negotiate with the Masters Design Group of St. Augustine. The Commission approved the authorization at its January 4, 2021, meeting. A contract with Matthews will be on the March 1st agenda for the Commission to approve.

- 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.
 - d. A resident of 6th Street east of the Boulevard has complained about flooding on adjacent streets. The Public Works Director is investigating the causes.
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 the spring of 2021 may 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. Commissioner George said she ask The Art Studio for concepts and Mayor England said she would contact a local architect for concept ideas.

19. **SEEKING NEW POLICE CHIEF.** With the election of Chief Rob Hardwick to the position of County Sheriff, the Commission at its October 5, 2020, meeting, appointed Commander Dan Carswell of the Police Department to be Interim Police Chief for six months. In April, the Commission will 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 Finance Director prepared a spread sheet, and the first quarter's report was provided to the Commission in January 2021. The report for the second quarter will be done in April.
22. **LOCKERS FOR SURFERS.** At the City Commissioner's December 7th meeting, a resident suggested that the City provide lockers where surfers can put their wallets, phones, and keys. The Deputy City Clerk checked other Florida cities and found none that rented lockers themselves. She also checked whether lockers could be made from materials other than metal because of the corrosive effects of salt air near the ocean but didn't find any. She did find that private companies own and rent lockers for beach visitors. The Public Works Director reviewed this proposal and recommended that the City not be involved in the locker rental business primarily because proximity to the ocean will subject the lockers to corrosive salt air. Also, the Director was concerned whether there was strong demand for the lockers and the additional work Public Works crews would have to do to clean and sanitize them regularly. The County Parks and Recreation Director said his department wasn't interested in providing lockers inside the visitors' information center at the pier. This topic will no longer be included in this Report.