



## **AGENDA**

### **REGULAR CITY COMMISSION MEETING**

**MONDAY, JUNE 7, 2021 AT 5:30 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 MAY 3, 2021; JOINT WORKSHOP ON MAY 18, 2021; CONTINUATION OF MEETING AND WORKSHOP ON MAY 24, 2021**
- V. **ADDITIONS OR DELETIONS OF THE AGENDA**
- VI. **CHANGES TO ORDER TO TOPICS ON THE AGENDA**
- VII. **PRESENTATIONS**
- VIII. **PUBLIC COMMENTS**
- IX. **COMMISSIONER COMMENTS**
- X. **PUBLIC HEARINGS**

1. Construction of 2<sup>nd</sup> Street West of 2<sup>nd</sup> Avenue: Approval of Non-Ad Valorem Assessment for Adjacent Lot Owners to Pay Costs (Presenter: Bill Tredik, Public Works Director)
2. Ordinance 21-04, Second Public Hearing and Final Reading: to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard (Presenter: Brian Law, Building Official)
3. Ordinance 21-05 Public Hearing and Final Reading, to Vacate Alley between B and C Streets West of A1A Beach Boulevard to 2<sup>nd</sup> Avenue (Lots 1-16, Block 40, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)
4. Ordinance 21-06, Public Hearing and Final Reading, to Vacate Alley between A and B Streets, between 3<sup>rd</sup> and 4<sup>th</sup> Avenues (Lots 1-16, Block 49, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)

XI. CONSENT

5. Resolution 21-22, to Declare Certain Items of City Property as Surplus and Authorize Their Disposal

XII. OLD BUSINESS

6. Drug / Alcohol Rehab and Medical Facilities: Review of Proposed Ordinance to Provide Addition to Prohibited Uses in Section 3.02.03 of the Land Development Code (Presenter: Lex Taylor, City Attorney)
7. City Meeting Facilities: Consideration of Converting Space to Office Needs (Presenters: Max Royle, City Manager; Brian Law, Building Official)

XIII. NEW BUSINESS

8. Chapter 16 of the City Code Regarding Law Enforcement Department: Consideration of Updating (Presenter: Dan Carswell, Police Chief)
9. Beach Services: Approval of Interlocal Agreement with the County (Presenter: Dan Carswell, Police Chief)
10. Proposed Personnel Manual Changes: Resolution 21-17, Minor Changes Regarding Shift Work for the Police Department; Resolution 21-18, Regarding Minor Changes to Standards of Conduct and Discipline; Resolution 21-19, Deleting Provision Regarding Employees Making Personal Long-Distance Telephone Calls; Resolution 21-20, Deleting Sick Pay Incentive and Adding Birthday Holiday in Place of Incentive; and Resolution 21-21, Concerning Changes to Criteria of Employees Who Can Donate Time or Be Recipient of Donated Time (Presenter: Beverly Raddatz, City Clerk)
11. Long Range Financial Planning: Review of Report (Presenter: Patricia Douylliez, Finance Director)
12. St. Johns County 200<sup>th</sup> Anniversary: Request for City Representative to Attend July 21, 2021, Time Capsule Dedication Ceremony and Designation of Item from City for the Capsule (Presenter: Max Royle, City Manager)
13. Commission Meetings: Discussion of Possibilities to Shorten Agendas, When to Hold Continuation Meetings, Changing Meeting Time, and Setting Dates for Certain Upcoming Meetings (Presenter: Max Royle, City Manager)
14. Drainage and Paving Projects for Oceanside Circle and 11<sup>th</sup> Street: Approval of Amendment to Contract with CMT for Engineering Services (Presenter: Bill Tredik, Public Works Director)

XIV. STAFF COMMENTS

XV. ADJOURNMENT

## **NOTICES TO THE PUBLIC**

1. **SUSTAINABILITY AND ENVIRONMENTAL PLANNING ADVISORY COMMITTEE (SEPAC).** It will hold its monthly meeting on Wednesday, June 9, 2021, at 6:00 p.m. in the Commission meeting room at city hall.
2. **COMPREHENSIVE PLANNING AND ZONING BOARD.** It will hold its monthly meeting on Tuesday, June 15, 2021, at 6:00 p.m. Topics to be discussed by the Planning Board are: a) Review of proposed ordinance to provide addition to prohibited uses in Section 3.02.03 of the Land Development Regulations; b) review of recommendations from the Sustainability and Environmental Planning Advisory Committee for protection of trees during land clearing and construction; c) discussion of Planning Board approving certain kinds of conditional use permits; and d) review of possible parking improvements and prioritizing the projects.

### **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](mailto:sabadmin@cityofsab.org).



## MINUTES

### REGULAR CITY COMMISSION MEETING

MONDAY, May 3, 2021 AT 6:00 P.M.

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

---

I. CALL TO ORDER

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

II. PLEDGE OF ALLEGIANCE

Mayor England asked Commissioner George to the Pledge of Allegiance.

III. ROLL CALL

Present: Mayor England, Vice Mayor Samora, Commissioner George, Commission Rumrell and Commissioner Torres.

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

IV. APPROVAL OF MINUTES OF REGULAR COMMISSION MEETING ON APRIL 5, 2021

Mayor England asked if there were any discussions regarding the meeting. Being none, Mayor England asked for a motion.

**Motion:** to approve the Regular Commission minutes for April 5, 2021. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner George. Motion passed unanimously.

Mayor England moved on to Item V.

V. ADDITIONS OR DELETIONS OF THE AGENDA

Mayor England asked if there were any additions or deletions of the agenda. Being none, Mayor England moved to Item VI.

VI. 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. Being none, Mayor England moved on to Item VII.

VII. PRESENTATIONS

- A. North Florida Transportation Planning Organization's Five-Year Transportation Improvement Program by Ms. Wanda Forrest, Transportation Planning Manager



Mayor England introduced Item VII.A.

City Manager Royle advised that Ms. Forrest could not attend the meeting; however, she Zoomed in to the meeting to discuss her presentation.

Ms. Wanda Forrest showed a PowerPoint presentation (Exhibit 1).

Vice Mayor Samora advised that there were no projects again this year in our City and requested again to please help the City with transportation improvement.

Ms. Forrest advised there are no projects in the City of St. Augustine Beach, but she would bring the Commission's comments back to her Director to discuss it.

Vice Mayor Samora advised that last year the City had suggested to do some safety projects in the City of St. Augustine Beach.

Ms. Forrest advised that there is a St. Johns County Safety Project that the City of St. Augustine Beach could request being a part of.

Mayor England said that the Commission has asked for feasibility studies. She asked if you do a project for the City of St. Augustine, then include our municipality as part the studies.

Ms. Forrest advised that she would discuss it with her Director.

Mayor England moved on to Item VII.B.

- B. Proclamation to Declare May 2021 as Motorcycle Safety Awareness Month by Ms. Sue Hendrick, President of ABATE (A Brotherhood Aimed Toward Education)

Mayor England introduced Item VII.B. and asked Ms. Sue Hendrick to the podium.

Ms. Sue Hendrick, President of ABATE, thanked the Commission for the proclamation and explained that they educate the public, drivers, and motorcyclists on safety programs. She advised that there are far too many fatal motorcycle crashes. She advised that she would like to educate in the schools, but has not been able to as of yet.

Commissioner George thanked Ms. Hendrick and said it was excellent educating the public because of the number of accidents.

Mayor England asked for a motion.

**Motion:** to declare May 2021 as Motorcycle Safety Awareness Month. **Moved by** Mayor England, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item VII.C.

- C. Proclamation to Declare June 2021 as Gay Pride Month by Ms. Sara Bloomberg

Mayor England introduced Item VII.C. and asked Ms. Sara Bloomberg to the podium.

Ms. Sara Bloomberg, President of House of Prism, 161 Blanco Street, St. Augustine, FL, thanked the Commission for declaring June 2021 as Gay Pride Month in the City of St. Augustine Beach and explained the House of Prism's mission is for advocacy, education, outreach, and services for LGBTQ children and adults in St. Johns County.

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

Mary Cobb, 258 Wisteria Road, St. Augustine, FL, commented that she supports Gay Pride Month's proclamation.

Rebecca Williams, 278 Fox Water Trail, St. Augustine, FL, advised that Pride Month is important because it helps the children and thanked the Commission for declaring June 2021 as Gay Pride Month.

Lyla Williams, 278 Fox Water Trail, St. Augustine, FL, thanked the Commission for declaring the Gay Pride Month for June 2021.

JoAnne Maffia, 161 Blanco Street, St. Augustine, FL, explained that when the City acknowledges Gay Pride Month, gay tourists support the community.

Mayor England closed the Public Comments section and asked if the Commission had any further comments.

**Motion:** to declare June 2021 as Gay Pride Month. **Moved by** Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item VIII.

VIII. PUBLIC COMMENTS

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, suggested using the American Rescue Plan (ARP) funding of \$2.9 million for any water, sewer, city hall improvements, parking, and/or infrastructure projects and start the projects right away because the funding will have to be completed by 2024. He also suggested working with the County, state, and federal governments monthly to expediate the projects to get these items done.

Ray Hamel, 13 Bermuda Run Way, St. Augustine Beach, FL, explained that there are safety concerns at Ocean Hammock Park because of the homeless living there. He said that he has gone by at night and the gates are not locked and they are opened. Also, there are holes dug by gopher tortoises and endangered beach mice. Maintenance needs to be done to the facilities.

Mayor England advised that the facilities are going to be built and are being designed currently. She suggested to Mr. Hamel that he contact Public Works Director Tredik for the improvements that are being planned. She then closed the Public Comments section and moved on to Item IX.

IX. COMMISSIONER COMMENTS

Mayor England asked Commissioner Torres if he had any comments.

Commissioner Torres had no comments.

Commissioner Rumrell thanked Events Coordinator Melinda Conlon for the Arbor Day event that went so well. He also advised that he was able to receive \$694,000 for full funding of the Ocean Walk drainage project. He thanked Public Works Director Tredik for

his help in completing the paperwork and the scope of project for the funding.

Commissioner George explained that an Ocean Trace resident complained about drunken driving, speeding, and destruction of mailboxes in that area. The resident requested speed bumps and other enforcement options. She asked Police Chief Carswell if he responded.

Police Chief Carswell advised that the beach patrol is speaking with him so they would have a good time frame when these incidents have happened, and he will do traffic enforcement along Ocean Trace.

Commissioner George explained that she has had ongoing discussions with the Cultural Council regarding the Civil Rights Monument in our City. She will be bringing proposals and timelines next month to the Commission. She suggested public funding and the Cultural Council feels that there are a lot of good sources to get public funding through the public arts programs, or another artist group said they might be able to get their own funding. She commented that several years ago she brought up the idea of underground utilities and believes it is a worthwhile project, which will take several years to complete. Florida Power and Light (FPL) quoted \$2 million per mile. She explained that property values are increasing and there is an ability for special assessments for the project or other fundraising options. She explained that the first step would be to identify the easements and require the easements to get to the point of construction. She asked for the Commission's support to have FPL to come to a meeting to discuss underground utilities. She explained that there is a 10-15 percent increase in property values when underground utilities are done.

Mayor England advised that now is the time to have all infrastructure projects done with St. Johns County or other agencies to help the City. She asked City Manager Royle today to find out how many properties already have underground utilities and how many do not. She believes that 30-40 percent have that benefit already in the City. She would like to work up a plan.

Vice Mayor Samora would support the first steps in having underground utilities.

Commissioner Rumrell advised that he could ask for funding at Tallahassee for infrastructure projects. He also will research other municipalities that have already done underground utilities.

Mayor England advised that she would ask the North Florida Transportation Planning Organization (NFTPO) to help with this as well.

Commissioner George asked City Manager Royle to bring back to the Commission what steps it would take to go through an underground utility project at future Commission meeting.

Vice Mayor Samora advised that the Tourist Development Council (TDC) has recommended to the Board of County Commissioners a five-cent assessment and discussed how to disburse the five-cent assessment. TDC has five categories of spending and part of what the TDC will be doing is reorganizing those five categories. TDC will meet again on May 17<sup>th</sup> to finish the reorganizing and disbursement and then will recommend it to St. Johns County. TDC direction is to restore the advertising budget to what it was previously, supporting the infrastructure for tourists coming to the area, and having an intercity shuttle. He will report again at the next Commission meeting.

Commissioner George asked if the TDC was looking into the St. Johns County Golf Course. She mentioned that there is a St. Augustine Disc Golf Association that plays nationally and internationally and would bring tourists in. The maintenance on this type of court would be minor compared to a golf course and it would bring a lot of tourists to the area.

Vice Mayor Samora advised that TDC was discussing sports marketing in the area and he would bring that information up to the TDC at the next meeting.

Mayor England attended a Maritime Memorial, and it recognized the different nationalities. She would like the artists to go look at that memorial when getting a conception for our Civil Rights monument. She requested a listing of all agencies that could help with infrastructure and start completing projects. The NFTPO has the expertise for infrastructure projects, and she will continue to contact them to help the City.

Mayor England moved on to Item 1.

X. PUBLIC HEARINGS

1. Ordinance 21-04, Second Reading, and First Public Hearing: to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and asked Building Official Law to come to the podium.

Building Official Law gave the history of this subject matter. In February, the Commission requested to bring back an ordinance that was proposed in 2019. In March, the language of the ordinance was clarified and in April there were more changes made by the Commission and to enable architectural profiling. The Comprehensive Planning and Zoning Board reviewed and voted unanimously to reject the ordinance because no technical information was provided and asked if they could meet with the Commission.

Mayor England advised that it was a delay because the Board would like a discussion with the Commission regarding the ordinance.

Building Official Law advised that the Board had to make a motion to approve or deny, so they denied it. There was no information presented and no requests to change the ordinance.

Commissioner George advised that this ordinance does not allow the increase in impervious surface ratio but would allow a greater lot coverage.

Building Official Law advised that all lot coverage is limited to 35 percent. The current setbacks on a 50 x 93 lot strictly prohibit a building from getting to 35 percent. So, one code goes against another code to make the 35 percent coverage possible. The overlay district is problematic because staff rejects it because the owner is not complying with ten-foot side setbacks and 25-foot front and rear setbacks, but if the owner gives the City \$400 for a variance that goes to the Planning and Zoning Department, the owner could get approval. It looks like a discord in the codes.

Mayor England advised that no matter what the setbacks are, the house cannot be 35 percent lot coverage, which remains the same regarding the drainage, impervious surface ratio, and the lot coverage.

Building Official Law advised yes. He advised that all the Commission requested was to change the setbacks.

Commissioner George advised that the current setbacks preclude the owner from getting to the 35 percent lot coverage. She asked with the proposed changes, what would it allow the owner to get to.

Building Official Law advised the owner will be able to get to 35 percent and still move the building to save trees, etc.

Commissioner George advised that this gives the owner more creativity when developing the home.

Building Official Law advised that no one is recommending increasing impervious surface ratios or lot coverage.

Mayor England asked how many small lots are left in the City.

Building Official Law advised that there are about 80 small lots left in the City. The report he gave to the Commission advised that the 50 x 93 lots are being affected. The regular lots were designed to the standards as they were platted; however, these small lots predate the platted lots.

Mayor England asked during the time when there were smaller side setbacks in the overlay district, plus the variances that have been granted, what percentage of small lots have already been built with the reduced setbacks.

Building Official Law advised that since he has been here in December of 2017 and Chapter 6 of the Land Development Codes was changed in June 2018 and then the moratorium lasted until October 2018. He explained that a lot of the buildings were already being designed at the time. He explained that the biggest problem is the overlay district. He remarked that he has a hard time denying the permit and then receiving \$400 for a variance and telling the Comprehensive Planning and Zoning Board they must approve it because it is written in the code. This ordinance would eliminate the overlay district. He discussed the wedding cake homes at 70 percent, which usually happens east of A1A Beach Boulevard and it has only been utilized once since 2016. He explained

if the Commission changed the setbacks on the small, platted lots, those 50 x 93 lots would be irrelevant because of that one provision in the code. He recommended eliminating the overlay districts. He commented if the Commission in the future want an architectural theme it could be done later on A1A Beach Boulevard. He explained that there are proposed legislative changes in Tallahassee that may remove architectural profiling in non-PUD's and single-family residences. He advised that the beachside overlay districts would be eliminated anyway. He explained that there is one more reading if the Commission votes on this today or it could be tabled or remove.

Mayor England advised that the Comprehensive Planning and Zoning Board wanted to discuss the ordinance before the Commission voted on it.

Building Official Law advised that there is no more information to provide to the Comprehensive Planning and Zoning Board. He remarked that he does not like taking money for a sure thing to be approved.

Mayor England advised that there are two issues. First, any language changes to the ordinance and whether to delay making a motion on the ordinance to discuss this issue with the Comprehensive Planning and Zoning Board in a workshop.

Commissioner Rumrell asked if the Comprehensive Planning and Zoning Board approved and asked for the setbacks.

Building Official Law advised that the Board voted 5 to 2 on the same ordinance plus the changes the Commission has done on the last two months. He commented that no technical information was provided to the Board.

Mayor England requested changes on page 4, in the second whereas in the ordinance, to delete "height" and change to "lot coverage." On page 6, B.1.b., should be deleted.

Commissioner George advised that B.1 relates to decks and B.2 relates to auxiliary structures and that is why it is stated in both places. She suggested that on page 7, 2.e, should be renumbered to B.4 so that it covers all categories under Section B. She also suggested to remove the reference under B.1.b.

Discussion ensued regarding variance hardships for a deck and whether the City ever had one and what a deck definition would be.

Mayor England advised that on page 10 under architectural requirements, 5.c. discusses the 70 percent wedding cake building. She asked if the Commission wants that removed or to keep it in the ordinances.

Building Official Law advised that there are a couple of projects that are not utilizing that because they are using the exemption that the owner complied with the ten-foot setbacks, so they did not have to go to the Comprehensive Planning and Zoning Board.

Commissioner George advised that she cares more about vertical and horizontal articulation than the 70 percent rule. She explained that there are ways to complete that goal.

Building Official Law advised that would be another overlay district and complete overwrite of the

codes. He explained that codes need to be written with the future in mind.

Mayor England explained that she does not want 35-foot-high three-story box homes.

Building Official Law advised that there are two homes proposal to be built with an elevator on the roof after the 35-feet height.

Mayor England asked if the Commission wants to have in the ordinance uniformity of an architectural design of the buildings on A1A Beach Boulevard.

Commissioner Torres advised he wants to keep the 35-foot height requirement. He advised that the 70 percent he could give or take, it did not matter.

Commissioner Rumrell gave an example of the home behind the Kookaburra not being allowed to build a one-story building because of the setbacks.

Building Official Law advised that the homeowner applied for a variance and they were instructed to come to the Commission if they wanted to change the codes. He explained that they could not comply with the setbacks and get the home they wanted.

Commissioner Rumrell advised that this homeowner wanted to do less of an impact but was denied due to the setbacks. He agrees with what the codes say currently, and the previous Comprehensive Planning and Zoning Board voted for the same thing 5 to 2. He advised that he agrees to leave it how it is because the 70 percent architectural design could change by the proposed legislation.

Vice Mayor Samora commented that architectural design standards cannot be done in three paragraphs, it would be hundreds of pages long. He explained trying to save a paragraph is hopeless.

Commissioner George advised that architectural design standards could be done separately and have workshops on it.

Mayor England asked if the Commission wanted to have a workshop with the Comprehensive Planning and Zoning Board on May 18, 2021 at 6:00 p.m.

Commissioner George asked for public comments first.

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

Craig Thomson, 6 D Street, St. Augustine Beach, FL, SEPAC member, advised in the ordinance in one of the whereas's it says it may save trees, which is not true on small lots. He commented that on the west side of the Boulevard is where the tree canopy is and if houses are built on the root of the trees, they will die. Trees preserve the environment and water, and he would not like the trees encroached upon by buildings. He asked to pause on the ordinance.

Mayor England asked Mr. Thomson for his response to the small lots.

Craig Thomson advised that 80 percent of the small lots are on the west side of A1A Beach Boulevard. He explained that the overlay district was on the east side of A1A Beach Boulevard.

Commissioner George advised that the lots cannot get to 40 percent because of the other section

of the code and disagrees that it would cause a risk. She said that the smaller lots are being burdened.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, advised that he represents several lot owners in St. Augustine Beach, and he suggested that the lot coverage should be the same as before with the 35 percent lot coverage.

Commissioner George said that the Commission should respect the Comprehensive Planning and Zoning Board by listening to them. She suggested that the Commission move forward tonight and then have a workshop with the Comprehensive Planning and Zoning Board and then have a final hearing.

Mayor England closed the Public Hearing and then asked for the preamble to be read.

City Attorney Taylor read the preamble.

**Motion:** to approve the ordinance with the following changes: on the 2<sup>nd</sup> whereas remove the word height and replace it with lot coverage; in paragraph B.a. remove the last sentence starting with Any requested...; on page 7, 2.e, renumber to B.4 regarding a general sentence applying for a variance. **Moved by** Mayor England, **Seconded by** Commissioner George.

Commissioner Torres asked for discussion before the vote. He asked if the Commission is going to move forward with this ordinance or is the Commission going to have a workshop first with the Comprehensive Planning and Zoning Board.

Mayor England advised that the Commission could move forward with this reading of the ordinance and then have a workshop with the Comprehensive Planning and Zoning Board and then have a final reading of the ordinance at the June Commission meeting.

Commissioner Torres asked if this should go as a referendum in front of the residents because it effects so many people and because this Commission keeps changing it, which costs staff and Commission time.

Discussion ensued regarding that even if it goes as a referendum, it could be changed by a new Commission if they want it changed.

Mayor England asked for a roll call vote.

City Clerk Raddatz called the role.

<b>MAYOR ENGLAND</b>	Yes
<b>VICE MAYOR SAMORA</b>	Yes
<b>COMMISSIONER GEORGE</b>	Yes
<b>COMMISSIONER RUMRELL</b>	Yes
<b>COMMISSIONER TORRES</b>	Yes



**Motion passes unanimously.**

Mayor England asked if the Commission is available for a joint workshop on May 18, 2021 at 6:00 p.m.

Commissioner Torres advised that he had a meeting on that day and could not attend. He requested an excused absence for this workshop from the Commission.

Mayor England remarked for the record that Commissioner Torres would be excused from this workshop.

Commissioner Rumrell thanked the three SEPAC members for coming to this meeting and giving their input.

Should this statement below be added:

It was the consensus of the Commission to schedule the workshop meeting with the Comprehensive Planning and Zoning Board and SEPAC on May 18, 2021. Mayor England moved to Item 2.

XI. CONSENT  
None.

XII. OLD BUSINESS

2. Drug / Alcohol Rehab and Medical Facilities: Review of Proposal of Where to Locate (Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 2 and asked City Attorney Taylor for a staff report.

City Attorney Taylor advised he investigated the drug rehab and medical facilities. He explained that it is important to have categories, such as commercial and residential zonings. In the commercial zoning, he did not find any limits to do rehabs or medical facilities. There is case law that shows it could be prohibited if there is no place to put those types of facilities. The City is only approximately two miles long and does not have a lot of facilities, such as schools, softball fields, etc. and the City relies on other municipalities nearby to support those functions. He explained that there is nothing in case law that would prohibit the Commission from making these prohibited uses in the City. He recommended using the definitions in the Florida Statutes regarding the types of licensing the business would have to use, which is in F.S. Chapter 397 of drug /alcohol rehabs. He said that would give the City policeable action if there is a problem by checking their licensing. He further explained that in the residential zoning he researched F.S. Chapter 419, which allows rehab homes in a community; however, they need to be licensed with the State Health Department in order to operate and if not, we could bring them to court and close them down. Chapter 419 advises that there could not be multiple rehab homes together

in a community and there are other restrictions. He recommends adding this language to prohibited uses and advise the staff that they cannot open these facilities without the correct licensing.

Mayor England advised that in the residential zoning there are plenty of regulations in place for staff to monitor rehab homes. In commercial zoning, the City could have an addiction treatment center. She asked the question whether the Commission wants to prohibit the treatment addiction centers throughout the whole City or does the Commission want to only allow the businesses on A1A South in the commercial zone within the City.

Commissioner Rumrell advised that he was not against prohibiting these facilities because he did not know if this community could support these types of businesses. He would like to prohibit them. He asked how duplexes would work if a rehab was setup.

City Attorney Taylor advised that it would go by the parcel number, so if there is two duplexes on one parcel number it would count as one. He explained that the rehab could not have multiple duplexes together.

Vice Mayor Samora agreed to prohibit this use but asked how this applies to the Planned Unit Development (PUD) agreements.

City Attorney Taylor advised that the PUDs create their own zoning, so if they have a business established, the Association would have to amend their own PUD's. There are some agreements that a pharmacy could be there, but at this point he does not want to make a ruling on it. He explained that the PUD trumps the City's rules. In the case with Sea Grove PUD and their business licensing, they could be grandfathered in or not because they say they are a yoga studio and administrative offices only. He stated that if a new PUD takes place, they have the right to set their own zoning, which could be different from the City's, but normally the owners look to the City's zoning and try to follow it closely with a few minor changes if they want to.

Commissioner Torres advised that he remembers seeing a memo from another attorney and asked City Attorney Taylor if he could discuss the other attorney's opinion regarding the land use changes, he proposed.

City Attorney Taylor advised that the memo Commissioner Torres is referring to is whether where the current facility is in Sea Grove would a pharmacy be allowed (not sure, but this prior sentence doesn't sound right to me?). The argument the attorney was making was that since a pharmacy was not one of the uses, they were prohibited. Discussions will take place on the intensity of zoning and its definition of intensity. He gave an example of the different intensities between a two-doctor office and a twenty doctors' office.

Commissioner George agreed with Commissioner Rumrell to prohibit these businesses in the

City.

Mayor England advised that she is supportive of people in need and rehab facilities are very important. She said that there are some exemptions in Chapter 397 that do allow psychologists, counsellors, etc. She wants to make sure that Alcoholics Anonymous (AA) and non-profit support group meetings could continue in the City. She agrees with the prohibitions for the medical facilities and medical rehab centers.

City Attorney Taylor advised that that is why he was researching F.S. Chapter 397 because it is a narrow definition of businesses and licensing that the City could have manage.

Mayor England asked that City Attorney Taylor come back to the next Commission meeting with an ordinance with your recommendations and to please include the exemptions listed in F.S. Chapter 397.

Building Official Law asked about where a substance abuse or drug rehab qualifies as a medical clinic. He explained that City staff needs to know to make their determination. The Homeowner Association could not override City staff and that definition needs to be clarified.

City Attorney Taylor advised that he would be using the medical licensing to see if it would qualify.

Mayor England advised that Sea Grove Association would have to research this issue when they see the City's ordinance.

Commissioner George asked if the City's code could be amended to state that a drug rehab facility as licensed does not constitute a medical clinic.

Mayor England advised that in Chapter 397 has the information in it and Sea Gove Association will have to research what the City is doing and make their own determinations.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and moved on to Item 3.

3. Construction of 2<sup>nd</sup> Street West of 2<sup>nd</sup> Avenue: Approval of Non-Ad Valorem Assessment for Adjacent Lot Owners to Pay Costs (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 3 and asked Public Works Director Tredik for a staff report.

Public Works Director Tredik showed a PowerPoint presentation (Exhibit 2). He gave a history of the 16 lots involved and advised that four lots would be conservation. He included in the non-ad valorem assessment \$40,000 for underground utilities. He explained that public hearings are required and then an interlocal agreement will be filed with the Tax Collector to collect the

money. Cost per lot depends on what direction the Commission decides. Commission decision previously was that the City would pay 1/3 of the costs and the lot owners would pay 2/3 regardless of how many lots are developed or kept for conservation. Staff is recommending a middle range from \$15,000 to \$25,000 per lot and maximum total amount for all 12 lots would be \$300,000, with the set cost of \$3,940 per lot based on 12 lots and set a date for a public hearing. He showed a breakdown of payments over six to ten years, which is like a car loan, or the lot owners can pay up front without payments.

Commissioner Torres asked about the history behind this request to pave the roads.

Public Works Director Tredik advised that there are a mixed of lot owners who want or not want the roadway. He explained that 11 lot owners are in favor of the roadway.

Commissioner Rumrell agrees with the six years and asked whether the City's Impact Fee Fund could be used to do this project so it could be done quickly due to the increase in construction costs. As the payments from the lot owners pay, it would be put back into the Impact Fee Fund.

Public Works Director Tredik advised that the Impact Fee Fund could be used and if the lot owners want to pay up front, that would expediate the project.

Vice Mayor Samora asked when the project will be completed.

Public Works Director Tredik advised that the design is being done now and will be done by this fiscal year. Construction could start in the fall. He explained that the City must get an environmental permit; however, it should not be very complicated.

Vice Mayor Samora asked if the lot owners are paying for the roadway, can the City be held to a timeline and can it be in the agreement that if any permits for the lots are pulled, that the assessment needs to be paid in full first.

City Attorney Taylor advised that an agreement could be done with the lot owners; however, he would not like language in the agreement that may set the City up to fail because no one knows what could happen financially in the next few years.

Vice Mayor Samora asked if there can be stipulations or restrictions in the agreement without discussing the full agreement.

City Attorney Taylor advised yes; he could make an agreement with the property owners.

Public Works Director Tredik advised that there could be an amount needed from the property owners before construction will start.

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

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, explained that time is of the essence. He explained that he would like to lock the costs in by fall. The lot owners want to see the project moving forward. He said that these are individual lot owners and not developers and they want their own homes. He recommended that the costs should be between 16 lots because the City does not know if any of the lots are going to be conserved or not.

Mayor England advised that there should be a deadline on the conservation lots or they should pay as others do.

Public Works Director Tredik advised that the essential assessment would be divided by 16 lots until the lots are dedicated to the City for conservancy.

Michel Cloward, 112 2<sup>nd</sup> Street, St. Augustine Beach, FL, asked what the purpose of the Impact Fee Fund.

Mayor England explained that impact fees are used for new streets and infrastructure. She advised that the Impact Fee Funds can be applied to other projects throughout the City.

Ms. Cloward asked if the \$83,000 is coming from the Impact Fee Fund.

Mayor England advised yes.

Ms. Cloward asked how it is determined what street uses the funds and what streets need to be paid by the owner.

Mayor England gave history of the meetings and the Commission decisions regarding this project. She explained that the lot owners would pay 2/3 and the City would pay out to the impact fees 1/3 of the project's costs.

Commissioner George advised that in the City's history, the City has never paid over 1/3 of street costs because it is usually done by the developer.

Mark Craddock, 116 2<sup>nd</sup> Street, St. Augustine Beach, FL, that the owners who want to donate their lots to the City have a letter from Putnam Conservation Trust supporting conserving the lots. He explained that there is a commitment of three to four lots. He agrees with the lot owners who want to develop to front the money earlier than the others to get the project moving forward.

Mayor England closed the Public Comments section and asked for any further Commission

comments.

Finance Director Douylliez advised that the non-ad valorem assessment letters usually have an annual fee not the total fee amount and suggested to change the range to \$2,500 to \$5,000.

Discussion ensued regarding what the range amount should be; putting \$0 amount in the range could be deceiving to the lot owners; not wanting to deplete the Impact Fee Fund on just this project; having the lot owners who want to pay up front do so in order to replenish the Impact Fee Fund; and the first year the lot owners will pay \$48,000 to be paid back to the Impact Fee Fund.

Mayor England asked for a motion.

**Motion:** to proceed as recommended by staff with Items 1,2,3, and 4; however, amending Item 4 to reflect that notice shall be advertised to reflect the range of \$2,500 to \$5,000 and the first year be \$3,940. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell.

City Attorney Taylor advised that he is concerned that with the underground utilities it could cause an overrun of more than \$300,000. He recommended to advertise a higher total amount cost in case there are overruns in costs, which could be reduced later.

Public Works Director Tredik agreed with City Attorney Taylor to have the total costs higher.

**Motion:** to amend the motion to reflect Item 2 to be \$400,000 instead of \$300,000. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England asked for a roll call vote.

City Clerk Raddatz called the roll:

<b>COMMISSIONER RUMRELL</b>	Yes
<b>COMMISSIONER TORRES</b>	Yes
<b>MAYOR ENGLAND</b>	Yes
<b>VICE MAYOR SAMORA</b>	Yes
<b>COMMISSIONER GEORGE</b>	Yes
<b>Motion passed unanimously.</b>	

Mayor England when a public hearing could be done.

Discussion ensued regarding the date and time of the public hearing.

**Motion:** to schedule a Special Commission meeting for this public hearing on Monday, June 7, 2021 at 5:30 p.m. **Moved by** Mayor England, **Seconded by** Commissioner Torres. Motion passed

unanimously.

Mayor England asked for a rollcall vote.

City Clerk Raddatz called the vote:

<b>COMMISSIONER RUMRELL</b>	Yes
<b>COMMISSIONER TORRES</b>	Yes
<b>MAYOR ENGLAND</b>	Yes
<b>VICE MAYOR SAMORA</b>	Yes
<b>COMMISSIONER GEORGE</b>	Yes
<b>Motion passed unanimously.</b>	

Mayor England moved on to Item 4.

4. Resiliency Study: Presentation of Report by Bill Tredik, Public Works Director

Mayor England introduced Item 4 and asked Public Works Director Tredik for a staff report.

Public Works Director Tredik advised in 2019 the City applied for the Florida Resiliency Coastline Program for financial assistance to conduct a Vulnerability Study and Adaptation Plan. The purpose of the plan was to look at the City's vulnerability to flooding due to storm surge and sea level rise and to develop an adaption plan to guide the City's future decision making. He advised that Gary Sneddon and Katelyn Breland from CMT will be giving a presentation to the Commission. The plan included three major tasks, which were to update the City's GIS system with drainage and topographic mapping to determine the areas vulnerable to sea level rise and storm surge; updating the City's Master's Stormwater Model to bring in new data within the Master Stormwater Plan; have a public workshop for the public that was attended by members of Sustainability & Environmental Planning Advisory Committee (SEPAC) and Northeast Florida Reginal Council gave a presentation; and the final task is to synthesize the two results from the two phases of this project.

Gary Sneddon, CMT, 7400 Baymeadows Way, Suite 220, Jacksonville, FL, showed a PowerPoint presentation (Exhibit 3). He explained that the master drainage plan for the City is rain influenced and would depend on how much rain the City gets. In the vulnerability assessment, CMT looked at the surge from the ocean to the river and was rain influenced as well. CMT looked at flooding throughout the City, which showed a pattern of zero to three feet and some three to seven feet in some areas. CMT looked at whether the water issues were from the City's elevation or were there outside sources coming into the City. He then introduced Ms. Breland to discuss the storm surge.

Ms. Caitlin Breland, CMT, 7400 Baymeadows Way, Suite 220, Jacksonville, FL, continued the

PowerPoint presentation and explained that CMT updated the stormwater model to ICP 4. CMT split the City's stormwater model into four separate basins and then took the four basins into different groups. The mean annual high tide currently shows 3.4 feet and model the storm surge from a one- and two-foot sea level rise. The first basin shows yellow for flooding in a 25-year storm and red shows flooding in a 100-year storm after one foot of sea level rise. The second basin group does not have as much flooding. The third basin has a lot more flooding and has more vulnerability due to storm events and storm surge. In the fourth basin group the yellow lines are mostly around ponds or ditches and most of the properties are a little bit higher. She advised that west Pope Road led to low levels of the City and marshes and wetlands and explained that those areas during storm surges and sea level rise will rise and infiltrate back into the City, which can affect the City's stormwater system. State Road 312 crossings and Sea Grove area should flow out of the City; however, if any storm surge or major rain event happens, then there would be three points that would come back into the City. Ocean Trace properties are higher elevations, but the stormwater system is low and would be affected by the storm surge or sea level rise. She then turned it back to Mr. Sneddon.

Mr. Sneddon advised that State Road 312, State Road 3 (a.k.a A1A South), and A1A Beach Boulevard roadways make a triangle levy around the core part of the City. The weir would protect the City from a 100-year storm surge if it does not come over the berm. Some areas in the City, such as Mickler Road ditch, 11<sup>th</sup> Street ditch, etc. still need improvements. The Public Works station on Mizell Road is vulnerable. Sandpiper and Versaggi are protected by the dunes. He recommended a backflow protection system to solve the six vulnerable locations, but it would be expensive. Recommendations were for a vulnerable mitigation capital improvement plan, adaptation planning, and to revisit the vulnerability conditions.

Public Works Director Tredik advised that there are projects recommended and are only conceptual. He explained that he submitted the report to the St. Johns County Local Mitigation Strategy grant program. He advised that if they give the City the grant, it would be a 75 percent commitment to the City; however, the City will have to pay the remaining 25 percent. He estimated that the costs would be \$750,000 to do the improvements and the City would have to pay 25 percent of that. He said it falls back to funding and how the Commission wants to develop the capital improvement plan. He said that the storms seemed to be getting more intense. He requested the Commission give him questions or what they would like to do separately, and he would send them to the consultant. He asked to approve the draft plan so that he could submit it to the agency.

Mayor England advised that SEPAC and the Comprehensive Planning and Zoning Board could get their comments to Public Works Director Tredik before the workshop so he can submit the study on time. She asked that SEPAC and Planning and Zoning members receive a copy of the report. She asked if this addresses the rainfall.

Public Works Director Tredik advised that it is not addressed in developing projects, which this



grant asked for; however, it does address the need for capacity improvements.

Mayor England asked to address the heavy rainfall.

Public Works Director Tredik advised that it would be addressed when the improvements are being done on the master drainage plans.

Mayor England asked for a list of agencies that could help with the stormwater improvements, storm surge and sea level rise.

Mr. Sneddon advised that Governor DeSantis is asking for these reports to be done.

Commissioner George asked to put the maps online on the webpage.

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

Nick Binder, 232 Big Magnolia Court, St. Augustine Beach, FL, advised that this type of project could be allowed under the American Rescue Plan and suggested to list all the projects in writing.

Mayor England closed the Public Comments section and asked for a motion.

**Motion:** to approve the draft Vulnerability Study. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Mayor England asked for a roll call vote.

City Clerk Raddatz read the roll:

<b>MAYOR ENGLAND</b>	Yes
<b>VICE MAYOR SAMORA</b>	Yes
<b>COMMISSIONER GEORGE</b>	Yes
<b>COMMISSIONER RUMRELL</b>	Yes
<b>COMMISSIONER TORRES</b>	Yes

**Motion passed unanimously.**

Mayor England moved on to Item 5.

5. Pay for City Commissioners: Consideration of Adjusting (Presenter: Patty Douylliez, Finance Director)

Mayor England introduced Item 5 and asked Finance Director Douylliez for a staff report from other municipalities.

Finance Director Douylliez explained that she submitted to the Commission information. She requested guidance from the Commission for next year's budget.

Commissioner George advised that the results look reasonable and would be happy to move forward with these figures.

Commissioner Rumrell asked if Commissioner George was proposing the \$14,589 for the Mayor and \$11,074 for the Commissioners.

Commissioner George agreed with the methodology that was approved for staff.

Mayor England advised that it has been a long time since the Commission has received an increase and any Commissioner can give the difference back if they do not want it.

Commissioner George advised that the stated amount would make it about \$18 an hour.

Commissioner I show it was Torres? asked if the average was the same as this month.

Finance Director Douylliez advised that she changed the figures by taking out the higher numbers that St. Johns County Board of Director received.

Commissioner Torres advised that he made a motion for the average last month and it was not seconded, so what is different this month.

Commissioner George advised that that average was only an average of two municipalities instead of eleven cities. She advised that the City of Daytona Beach was taken out this month.

Mayor England asked for Public Comments. Being none, Mayor England opened it up for discussion with the Commission.

Vice Mayor Samora advised that he did his own analysis per capita and he felt that the Commission is currently receiving what most do. The outliers like Bunnell are only getting paid \$4 per person and as the cities get larger than the capita rate goes down. He explained that the COLA is built in and with the rate the Commission is at currently, the Commission's salaries are where they should be. He is fine where the salary is now and the current structure with the COLA in place.

Commissioner Rumrell agreed with Vice Mayor Samora. He thinks the Commissioners are worth the increase because they put in a lot of effort, but he feels this is his civic duty to give back to the community. He agreed with the COLA. He advised that he would like to put the money toward having a grant writer instead of an increase for the Commission. He would like to keep the millage the same.

Commissioner Torres advised that a few months ago he asked about daytime meetings and Commissioner George said she would need to be compensated more because of her business, which is reasonable. He explained that he would be comfortable with an increase if the Commission would entertain daytime meetings and use the employee overtime monies to go back to the City; otherwise, he is fine with the current salary.

Mayor England advised that the daytime meeting would be problematic for the public to attend and the meetings should be opened to the public.

Commissioner Torres advised that there are public meetings during the day everywhere in Florida and it is not against the law. He explained that the Commission now goes to functions during the day for the City. He is advocating for daytime meetings.

Mayor England advised that it is a good thing to bring up and sees the logic in it.

Commissioner George advised that she was not trying to imply a direct quid pro quo. She advised that there were several reasons why she supported a pay adjustment over the years. It is consistent with what the Commission did with staff. She advised that this is a professional City and Commission. She advised that if this Commission does not do it, someone else will have to. She agreed that the Commission does this as their civic duty for \$18 an hour.

Mayor England asked what the current hourly rate is for a Commissioner.

Commissioner George advised it depends on how many hours you put in. She advised that doing 12 hours a week would be \$9 an hour.

Mayor England made a motion to extend the meeting.

**Motion:** to extend the meeting. **Moved by** Mayor England, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Commissioner George advised that staff brought it up and the same methodology has been applied as the Commission agreed to with staff. She commented that the population approach is not really apples to apples. She explained that some of these cities provide health insurance for their Commissioners, which is not documented on this survey. She said that the City of Atlantic Beach does provide health insurance.

Mayor England would not mind a reasonable hourly rate.

Commissioner George advised that staff needs to know for budget reasons.

Mayor England advised that the amount is almost doubled and would be a big increase.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and asked for a motion.

**Motion:** to approve for the Commissioner pay to be adjusted to \$9,000 and the Mayor's salary adjusted to \$11,000 per year. **Moved by** Commissioner George.

Mayor England asked that she amended her motion to make the Mayor's salary to \$10,000 a year.

**Motion:** to amend the motion to adjust the Mayor's salary to \$10,000 per year. **Moved by** Commissioner George, **Seconded by** Commissioner Torres with discussion.

Commissioner Torres asked the Commission to consider adjusting the schedule for daytime meetings. He suggested one meeting a quarter and then increase it later throughout the year.

Mayor England requested to keep those items separately, but it can be discussed.

Commissioner George ask that the meetings would be advertised well if changed.

Mayor England asked to do a rollcall vote.

City Clerk Raddatz called the role.

Mayor England asked for a motion.

<b>COMMISSIONER RUMRELL</b>	No
<b>COMMISSIONER TORRES</b>	No
<b>MAYOR ENGLAND</b>	Yes
<b>VICE MAYOR SAMORA</b>	No
<b>COMMISSIONER GEORGE</b>	Yes
<b>Motion dies 3 to 2.</b>	

Commissioner George said that staff still needs direction so there should be another motion.

**Motion:** a motion to maintain the current salaries for the Commissioners and Mayor as well as the current methodology of applying the COLA. **Moved by** Vice Mayor Samora, **Seconded by** Commissioner Rumrell.

Mayor England asked for a roll call vote.

City Clerk Raddatz called the roll.

<b>COMMISSIONER RUMRELL</b>	Yes
<b>COMMISSIONER TORRES</b>	Yes
<b>MAYOR ENGLAND</b>	No
<b>VICE MAYOR SAMORA</b>	Yes
<b>COMMISSIONER GEORGE</b>	No

**Motion passed 3 to 2.**

Discussion regarding what items could be finish by the Commission in the time allotted and when the Commission would return to complete the rest of the agenda.

After discussion, the following dates and items were approved by the Commission:

May 18, 2021 at 6:00, Joint meeting with the Comprehensive Planning and Zoning Board and SEPAC.

May 24, 2021 after the continuation of the Regular Commission meeting of May 3, 2021 at 1:00 p.m. a workshop regarding recycling and parking will be discussed.

Commissioner George will be out of town but will send questions or comments to City Manager Royle.

Mayor England moved on to Item 10.

6. Upcoming Workshops: Consideration of Scheduling One or Two in May for Solid Waste / Recycling Operations, Creating a Stormwater Utility, and Other Topics (Presenter: Max Royle, City Manager)

Mayor England introduced Item 6 and asked City Manager Royle for a staff report.

City Manager Royle advised the key need for a workshop is to discuss whether to privatize or bring recycling in-house and how it reflects on the budget.

It was the consensus of the Commission to have a workshop on May 24, 2021 at 1:00 p.m. for recycling and public parking.

Commissioner George advised that she would be out of town and would not be able to attend.

Mayor England moved on to Item 10.

7. Public Parking: Discussion of Where to Allow and Not Allow Parking and Creating Five-Year Plan for Improvements (Presenters: Max Royle, City Manager: Bill Tredik, Public Works Director)

This item was rescheduled for Monday, May 24<sup>th</sup> at 1:00 p.m.

8. Ordinance 21-05, First Reading, to Vacate Alley between B and C Streets West of A1A Beach Boulevard to 2<sup>nd</sup> Avenue (Lots 1-16, Block 40, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)

This item has been continued to May 18, 2021 at 6:00 p.m.

9. Ordinance 21-06, First Reading, to Vacate Alley between A and B Streets, between 3<sup>rd</sup> and 4<sup>th</sup> Avenues (Lots 1-16, Block 49, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)

This item has been continued until May 18, 2021 at 6:00 p.m.

### XIII. NEW BUSINESS

10. City-Wide LED Streetlight Conversion: Request to Approve Phase 1 for Lights Along the Boulevard, Pope Road, 16<sup>th</sup>, 11<sup>th</sup>, and A Streets (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 10 and asked Public Works Director Tredik for a staff report.

Public Works Director Tredik showed a PowerPoint presentation (Exhibit 4) regarding the Light-Emitting Diode (LED) Streetlight Conversion. He explained that there are 386 streetlights throughout the City and 183 are recommended to be converted to LED lighting. He advised that there would be more natural color, easier to see things, focus beam, and night sky compliant. He is recommending the 4000 kelvin for A1A Beach Boulevard, unless it is too bright, and it could be changed to 3000 kelvin at no additional cost. He is not changing the light levels, but if the Commission wants to it would be at an added cost. A hybrid solution would be to increase the light levels on the Boulevard, but not on the other roads at no additional cost. He asked the Commission to execute an LED lightening agreement with Florida Power and Light.

Discussion ensued regarding turtle season making it dark on the Boulevard; protecting the pedestrians on the Boulevard with enough lights; priority on safety on the Boulevard; Department of Transportation pays the City to replace lights; not increasing the brightness; using shields for the lights; the agreement shows equivalent lighting; converting the Boulevard to 41-watt lighting; and the history of the lighting on the Boulevard.

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

Brud Helhoski, 691 A1A Beach Blvd., St. Augustine Beach, FL, advised that the light is too much and recommended not going forward with this agreement until all the Commissioners see the lights on A Street.

Mayor England closed the Public Comments section and asked to discuss how this meeting can be continued.

After discussion, Mayor England asked for a motion for the meetings.

**Motion:** to continue the Regular Commission meeting of May 3, 2021 for Items 8, 9, 10 to May 24, 2021 at 1:00 p.m. and rescheduled Items 11 and 12 to the Regular Commission meeting of June 7, 2021 at 6:00 p.m. **Moved by** Commissioner George, **Seconded by** Commissioner Rumrell. Motion passed unanimously.

Commissioner George requested to add an agenda item requiring a default date for Commission meetings.

Commissioner Torres advised that he would be available the following Monday.

Mayor England moved on to Item 11.

11. Proposed Personnel Manual Changes: Resolution 21-17, Minor Changes Regarding Shift Work for the Police Department; Resolution 21-18, Regarding Minor Changes to Standards of Conduct and Discipline; Resolution 21-19, Deleting Provision Regarding Employees Making Personal Long-Distance Telephone Calls; Resolution 21-20, Deleting Sick Pay Incentive and Adding Birthday Holiday in Place of Incentive; and Resolution 21-21, Concerning Changes to Criteria of Employees Who Can Donate Time or Be Recipient of Donated Time (Presenter: Beverly Raddatz, City Clerk)

Mayor England asked for a motion to reschedule Items 11 and 12.

12. Long Range Financial Planning: Review of Report (Presenter: Patricia Douylliez, Finance Director)

This item has been rescheduled until June 7, 2021 at 6:00 p.m.

XIV. STAFF COMMENTS

This item was rescheduled until the Regular Commission meeting on June 7, 2021 at 6:00 p.m.

XV. ADJOURNMENT

Mayor England asked for a motion.

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

Meeting was adjourned at 10:07 p.m.

---

Margaret England, Mayor

Attest:

---

Beverly Raddatz, City Clerk



## MINUTES

### JOINT CITY COMMISSION MEETING, COMPREHENSIVE PLANNING & ZONING BOARD, AND SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE WORKSHOP

TUESDAY, MAY 18, 2021 AT 6:00 P.M.

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

---

#### I. CALL TO ORDER BY MAYOR ENGLAND

Mayor England called to order the joint workshop at 6:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

#### III. ROLL CALL

**Commission Present:** Mayor England, Vice Mayor Samora, Commissioner George, Commission Rumrell and Commissioner Torres.

**Comprehensive Planning and Zoning Board Members (CPZB) Present:** Chairperson Kincaid, Vice Chair Odom, Members: Sarris, Longstreet (Absent), Pranis, King, Einheuser (Absent), Tisdall (Absent), and Babbitt (Absent).

**Sustainability & Environmental Planning Advisory Committee (SEPAC) Members Present:** Chairperson Krempasky, Vice Chair Bandy, Members: Thomson, Kaczmarzky, Cloward (Zoomed), and Candler (Absent).

Also present were: City Manager Royle, Assistant City Attorney Taylor, City Clerk Raddatz, and Building Official Law.

#### IV. DISCUSSION OF:

- a. Ordinance 21-04, to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District (Presenter: Brian Law: Building Official)

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

Building Official Law advised that Ordinance 21-04 was brought back to the Comprehensive Planning and Zoning Board (CPZB) in March. The CPZB unanimously denied Ordinance 21-04 at their meeting and requested a meeting with the Commission to discuss the reasons why they denied it. He stated that the Commission passed this in April and May so the final reading would be in June.

Mayor England advised that the Commission wanted to have fair policies for all lot owners. She mentioned that in the past the larger lots received different setbacks than the smaller lots. The



Commission would like this to be the same for all lots without changing the 35% impervious surface ratios on any lots.

Building Official Law advised that was correct; the small, platted lots would still have 35% impervious surface ratio.

Mayor England advised that the Commission wants equal treatment for setbacks and have the impervious surface ratio to remain at 35%. She explained that flexibility on setbacks is given to save trees or for extenuating circumstances.

Building Official Law advised he objects to residents going to the CPZB and being denied, but then the residents pay \$400 for the overlay district and the CPZB has to approve the setbacks.

Mayor England advised that the overlay district was created because so many residents had small lots on the eastern side of the Boulevard were coming for variances to the CPZB without hardships.

Chair Kincaid, CPZB, advised that his concerns were that residents did not want the bigger houses with smaller setbacks next to their neighbors.

Vice Chair Odom, CPZB, asked how many lots were left to be developed.

Building Official Law advised according to the Property Appraiser there were approximately 88 undeveloped lots. He explained that if there was a natural disaster or if the homes were 50% destroyed for some reason like fire, a lot of the homes would then be nonconforming and would have to be smaller. He advised that the Building Department would not say the homes were nonconforming unless there was a disaster.

Discussion ensued regarding what was a nonconforming lot; what was a hardship and whether to have the overlay district remain so there would not be more homes showing nonconforming after a disaster.

Commissioner George explained that if the overlay district was removed from the code, the owners would not be entitled to a reduced setback if there was a disaster.

Building Official Law advised that that was correct. He explained that the codes are not designed to keep nonconforming structures after a disaster.

Mayor England advised that when the Commission changed the setbacks to ten feet, then the homes that had the 7 ½ feet were nonconforming.

City Attorney Taylor advised yes.

Vice Mayor Samora asked if that would be the same for those who received a variance for the overlay district.

Building Official Law advised that any variances or the overlay district will run with the life of the structure, so they would not be nonconforming.

Mayor England asked if the variances and overlay district lots that were approved and destroyed by a disaster would not be applied to the 50% rule but could stay within the granted setbacks.

Building Official Law advised that he would have to speak with City Attorney Taylor regarding that.

Chair Kincaid advised that property owners came to the CPZB with no hardship, but wanting to change the rules, and so CPZB asked them to go back to the Commission if they want to change the rules.

Mayor England advised that when they changed the setbacks to ten feet and when it was approved by the Commission, she was concerned that a lot of variances would be requested, which was what happened. She advised that when some lots required 7 ½ feet and other required ten feet, the Commission tried to even it out to make it fair.

Commissioner George advised that when this happened and the ordinance was changed, she remembered personally that she was confused about the overall calculations on those lots. At this point she is supportive of the change because of the disparity in treatment between the lots. The reason why she wanted it changed previously was because of the impervious surface ratios and she was trying to keep the environment protected and property rights. She explained that this ordinance is fair for everyone and does not create a disproportionate burden on the smaller lots.

Member Thomson, SEPAC, showed Exhibits 1 and 2. He explained at a prior meeting, which 40 or more people attended, they asked for a moratorium on the setbacks and asked that the City hire a planner. He explained that Ms. Haga was hired as a consultant for \$70,000 and she went through all the Land Development Codes (LDR's). In 2010 – 2014 there was an economic incentive for people to build larger homes to rent. He does not understand the current drive to pass this ordinance. There is a difference between the east side and west side of the Boulevard because the east side has more commercial with residential and the west side has more residential. He advised that this ordinance was a broad zoning change and should have a planner to advise the City on this. He gave definitions of zoning rights and property rights. He objected to decks and architecture extending off the sides, back, or front of the homes because the decks should be part of the calculations on impervious surface ratios.

Discussion ensued regarding whether calculations would be the same for a large or small lot; having both small and large lots should have the same standards; disagreeing with the planning; and why are solid decks in the air counted against the impervious surface ratio.

Commissioner George advised that Mr. Thomson is saying if the property owner builds out to the maximum and has bump outs and flexible setbacks to save a tree that would be a different calculation for impervious surface ratio. She explained that the code does not deviate from the 35% impervious surface ratio. This is only giving the builders and owners more options to save trees or not make a square box for a building. Those are the motivations to have diversity and aesthetics on the street and still preserve the environmental protection.

Mr. Thomson advised that the ordinance is too broad and not well stated. He explained that there is a disadvantage to bringing a building closer to the neighbor's home. He advised that it would be an economic disadvantage for a homeowner who is renovating a home than new construction to build closer on the setbacks.

Commissioner George advised that this is not about economic interest; otherwise, the Commission would have to give the developers what they want.

Mr. Thomson remarked that the Commission needs to analyze the adverse effect on the grand change of the historic neighborhoods with canopies that have already been established. He advised the Commission allowed three years to change the setbacks and a small percentage are now nonconforming homes.

Member Kaczmarzsky, SEPAC, advised that he has been studying environmental sciences for over 20 years with a lot of focus on sea level rise and global warming impacts. Environmental scientists are concerned with the impact that the environment is having with humans. The main recommendations on the Vulnerability Study presented to the Commission is to increase impervious surface ratios, increase the ability of landscape to absorb the heavy rainfall and this ordinance goes in the opposite direction. He advised that the Vulnerability Study says to respect the vulnerability of the nuisance flooding and storm induced flooding in combination with sea level rise. The study points out many areas in the City that are vulnerable to sea level rise. The conclusion of the study was that the City needs a better level of protection in short-term sea level rise and warned that there may be significant impacts from sea level rise in the near future. Many cities in Florida have approved the recommendations of studies regarding sea level rise and yet this ordinance is clearly going against the recommendations of our City's Vulnerability Study. He advised that the Commission will be accountable for the damage that will be done if this ordinance is passed. He suggested that the City reassess the ordinance and read the Vulnerability Study more carefully before passing this ordinance. The study says to reduce the intensity of development and increase setbacks over time, which is the opposite of this ordinance. The study says to retain public easements between properties so that rain can be absorbed and not vacate alleyways. He suggested not paving over the rights-of-way and to educate the public on what can happen in the future with sea level rise and flooding. Green infrastructure like trees can mitigate flooding. He advised that the City will be at risk and a burden to the residents if this ordinance is passed.

Mayor England advised that the Commission is not changing the lot coverage and asked why a larger lot gets to build at 35% lot coverage and a smaller lot could not.

Mr. Kaczmarzsky advised that all of us have good arguments. He advised that the Commission is concerned for individuals, but he is concerned about the whole community and the environment that all the people who live here have. He explained giving less impervious surface throughout the community would put the City at risk.

Commissioner Rumrell asked then those owners who have small lots are not a part of the community according to what Mr. Kaczmarzsky is saying. He agrees with Mr. Kaczmarzsky if the 35% impervious surface ratio was changed, but it is not being changed. He explained that there are 88 lots and hundreds with redevelopment or renovations in the future.

Building Official Law advised that these lots were the City Platted Center Lots in the code, which is in the center of the City.

Commissioner Rumrell explained that the owners are denied by the CPZB, but then the owners can do it if they pay \$400 for a permit on the overlay district.

Building Official Law advised yes, which he objects to. He explained that decks do not count as lot coverage because decks are a horizontal, paved, or a surface without a roof. So, without the solid floor it is impervious.

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

Dr. Sandy Bond, 1117 Steven Compass Road, St. Augustine, FL, explained that she was involved with the CPBZ discussions and asked if the lots that have built over the years have 35% land coverage.

Commissioner George advised that some are smaller than 35% land coverage.

Ms. Bond advised that they can be built to 35% land coverage then. She suggested to make sure that there were no adverse impacts on the neighbors when building and if they are going to be built closer to their neighbor there will be adverse impacts.

Mr. Kincaid had an example that came to the CPZB of a 4,600 square foot house east of the Boulevard and they would have been able to build on the smaller lot with the overlay district.

Mayor England advised that their lot coverage would be limited to 35% and their ISR would be limited to the same for any other lot in the City. She agrees that if the City needs more trees or stormwater drainage, then the Commission should address it. It is not fair to the smaller lots not to be able to build to the 35% lot coverage.

Mr. Pranis asked then if that would be an economic hardship if they cannot build to 35% lot coverage.

Mayor England advised no, it is not an economic hardship or any other legal hardship. There are various reasons for the ordinance.

Mr. Pranis asked if this has to do with variances and hardships.

Mayor England advised it has nothing to do with variances and hardships.

City Attorney Taylor advised that the Commission is setting policy, so they are not having to establish hardship, but they are trying to set a standard for everyone in an ordinance.

Mr. Kaczmarzsky asked for two standards depending on the lot size and have the owners meet the setbacks for the lot size.

Commissioner George advised that the Commission wants to be fair with all lot sizes.

Mayor England advised that Mr. Kaczmarzsky is trying to reduce the lot coverage and ISR for smaller lots.

Mr. Kaczmarzsky agreed.

Commissioner George advised that that would be a slippery slope. If anything changes the ISR, it would happen more and then it could hurt the environmental aspects of the City. She does not see the possibility or fear of making new policy.

Mayor England advised if the Commission changes the code for large and small lots then the Commission would be making a lot of nonconforming buildings in the small lots.

Mr. Kaczmarzsky advised that the Commission should change their mind sets.

Commissioner George advised that maybe all lots should be reduced to 20% maximum coverage and how do you think that would go over in the community.

Mr. Kaczmarzsky said that the Commission has the power to set two standards.

Commissioner George advised that the Commission must stay within the confines of what the people want too. The Commission cannot just go by one faction of the community.

Mr. Kaczmarzsky said then you will have the whole community flooded.

Commissioner Rumrell advised that there would be sea level rise anyway regardless of building or not building. He explained that it is mother nature that the City is fighting.

Mr. Kincaid advised that there was an incompatibility and there will be an increase on smaller lots from 27% to 35% land coverage.

Commissioner Rumrell advised yes, but if they are in the overlay district, they pay \$400 and they are approved.

Building Official Law advised that the Commission is not asking for an increase in the ISR. The lot coverage is only the first basis of the impervious surface ratio.

Mr. Kaczmarzsky advised that if the ordinance is passed the Commission would decrease the ISR.

Building Official Law advised no, the Commission would not be decreasing the ISR. He explained how they calculate impervious surface ratio.

Mayor England advised that the standards for lot coverage, impervious surface ratios, etc. needs to be fair to all residents. The Commission is trying to treat the small lots the same as large lots at 35%. The Commission has heard the Boards' concerns and their comments, and they will think about them before the final decision has been reached.

Discussion ensued regarding what the tree canopy provides to the City; how to calculate the allowable areas; roof runoff and overhangs; and it being illegal to give an incentive by decreasing the building permit fees but having some kind of incentive.

Vice Mayor Samora asked to discuss whether to delete the overlay district. He explained that there are several nonconforming houses that are in the overlay district and if it is deleted, would there be a problem rebuilding the home in its footprint.

Building Official Law advised that the nonconforming code in the Land Development Code is specific and does not to allow structures to go on permanently. The overlay district was formed for an approach to bring one design section to it. On page 17, Number 2, there was a sentence added which means that there is no purpose of the overlay as written. He suggested to look at the A1A Beach Boulevard overlay district and have standards for the corridor. The purpose of the code is to bring the building into compliance.

Vice Mayor Samora asked about the setback on page 18.A. He asked if a building were burned to the ground could the owner rebuild at the same footprint as previous.

Building Official Law advised that his staff did not have the authority to grant that. It would have to go to the CPZB and have a public hearing for it to be approved.

Vice Mayor Samora asked if that would give the CPZB approval to allow that?

Building Official Law advised that he does not have a problem with leaving the overlay district and it would not stop the ordinance from moving forward.

City Attorney Taylor advised that he would have to know what the Commission means by rebuilding because renovations would already be allowed as a grandfathered structure. Those type of questions should go through CPZB as a variance process to decide if a nonconforming building that has been there a long time should be left to stay and grant a variance individually for the lot or deny it and bring everything into conformity. He suggested doing this case by case individually.

Building Official Law advised that the Land Development Code states the same as the Florida Building Code as 50% damage and usually results in a demolition and rebuild.

Mr. Thomson advised that he would keep the overlay district.

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

Sandra Krempasky, 7 C Street, St. Augustine Beach, FL, read an email from Carolyn Karger (Exhibit 3).

Ted Hellmuth, 3 15<sup>th</sup> Street, St. Augustine Beach, FL, advised that he has built a home with 7 ½ foot setbacks on the east side of the Boulevard. He explained that storm runoff will not change and that there is a tree ordinance to protect trees. He remarked that he does not want a larger home next to him and asked for the 35% coverage on small and large lots.

Mike Stauffer, 1093 A1A Beach Blvd., St. Augustine Beach, FL, advised that he has been an advocate for the 20-foot front and back setback and 7 ½ foot side setbacks for the small lots. The reduce setbacks gives flexibility.

Joe McAnarney, 1005 Blackberry Lane, St. Johns County, FL, retired architect advised that he agrees to have an equal standard for all but make the setbacks 10 feet so there is continuity and also make the lot coverage not to exceed 35%.

Sandy Bond, 1117 Compass Row, St. Augustine, FL, agrees with Mr. McAnarney and advised that there should be a smaller house on a smaller lot.

Mayor England closed the Public Comments section. She advised that the Commission has heard good comments and they will take them into advisement. She moved on to Item IV.b.

- b. Proposal to Provide More Authority to the Planning Board for Approval of Conditional Use Permits and Possible Other Land Use Matters (Presenter: Brian Law, Building Official)

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

Building Official Law advised that this is an attempt to reduce what the Commission sees every

month in order for the Commission to do other business matters. CPZB is very confident and can handle the condition use permits, mixed use districts, development review, etc. and asked that this goes back to the CPZB to handle and have the authority to approve.

Mayor England advised that it is a good suggestion. She suggested giving the CPZB guidelines from the Commission first before CPZB takes over the Land Development Review. She asked that SEPAC and CPZB work on the Vision Plan, parking, parkettes, conditional use permits, etc. If everyone works together then it would be good.

Building Official Law pointed out that SEPAC is a non-land use Board. He explained that his department deals with private property and SEPAC deals with public property. If the Commission wants SEPAC to be a policy making Board, then the code would have to be changed by the City Attorney.

Mayor England advised that they could have input.

Commissioner George advised that it is a good idea with guidelines. The code is ambiguous, and the Commission should work on the guidelines.

Building Official Law advised that the CPZB start small such as outdoor dining. He explained that owners do not want to come to two meetings and speak.

Mayor England asked staff to do a whitepaper on guidelines for the CPZB.

Commissioner Rumrell agrees with giving CPZB authority and if the owner wants to appeal, they can come in front of the Commission. He likes the whitepaper approach.

Vice Chair Odom advised that it is the same process and believes it is not a good use of the Commission's time.

Commissioner George agreed and said that when the public wants to comment on a matter, they probably do not want to go to two meetings, and they might not be sure which meeting to speak at.

Vice Mayor Samora agrees that there are some items that could be given to the CPZB, but there are items that he was glad that came to the Commission because they were sensitive and took months for the Commission to agree on.

Building Official Law advised that he would like to relinquish outdoor dining first to the CPZB after the budget season is over.

Vice Mayor Samora asked for a list for what is needed to give the CPZB authority.

Mayor England asked for the Vision Plan to be done for the Boulevard with the Commission giving their visions for the Boulevard.

Building Official Law suggested having Jennifer Thompson as a planner learn the cases under Bonnie Miller and having Ms. Thompson go to school for her ACIP degree. He advised that she will be presenting the cases to the CPZB and will be attending the Northeast Florida Planners Council.

Mayor England asked if there was anyone opposed to moving forward with this. Being no comments for opposition, Mayor England suggested moving forward.

Mr. Pranis agreed with Mayor England's suggestions to move forward with the Vision Plan.

Mr. Thomson suggested that the Forestry Plan should be codified in the Land Development Regulations. He advised that there is a gap in putting these plans in the Land Development Regulations. He requested a contact person.

Mayor England suggested writing the SEPAC recommendations with staff's help and then it should go to CPZB and then to the Commission for approval.

Chair Krempasky advised that SEPAC needs direction on what to do. She explained that they hire consultants, and the recommendations are not moving forward.

Mayor England asked SEPAC to put it in writing and give it to the CPZB who will review it with SEPAC and then bring it to the Commission who will then have the City Attorney put it in legal ease.

Building Official Law advised that SEPAC could design landscaping for the parkettes, and they have the money in the Landscaping Fund of approximately \$35,000. He suggested that Public Works is involved because they must maintain the landscaping. He suggested also hiring a landscape architect to do the project.

Mr. Thomson advised that SEPAC needs to codify the Forestry Plan into the Land Development Regulations. He explained that SEPAC is trying to mitigate flooding in the area and how to keep the existing trees.

Building Official Law said that his staff goes to great lengths to save the trees that they can. One of the issues is that construction cannot be within 15 feet of the tree because of the root system. Construction equipment is hard to get on a small lot and if the equipment hurts a tree there could be a complaint that we are not following our own Land Development Regulations if the Forestry Plan is codified. It could limit development and have the City sued for going against the City's rules. He explained that the Land Development Code is not best practices, it is the law. He said that he is not against adopting a separate document.

Mayor England requested that SEPAC put their thoughts and ideas in writing so they can be discussed with the CPZB and then come to the Commission for approval.

Commissioner George summarized that City Manager Royle should facilitate SEPAC to get funding from the Tree Fund to hire a landscaping architect to work with SEPAC and Public Works to get recommendations and also asking SEPAC to create a To Do List for consideration of new ordinances to go to CPZB and then the Commission. (very long rambling sentence)

City Manager Royle advised if there is a recommendation from SEPAC to codify the Land Development Regulations, then SEPAC should write it up and give it to the Building Department. The Building Department will put it on the CPZB agenda and discuss it with SEPAC and the CPBZ can send it then to the Commission.

Mayor England closed the Public Comments section and Mayor England moved on to Item IV.c.



- c. Communication/Relations Between the City Commission and the Two Boards (Presenter: Max Royle, City Manager) (discussion for IV.c is shown below in IV.d?)
- d. Other Topics of Mutual Concern/Interest (Presenter: Max Royle, City Manager)

Mayor England introduced Item IV.c. and asked City Manager Royle for his staff report.

City Manager Royle asked if any of the Boards want more communications.

Mayor England asked for discussion from the Commission, CPZB, and the SEPAC members.

Commissioner Rumrell requested that a member from SEPAC and CPZB come to the Commission meeting to answer any questions that they may have regarding agenda items because they are such an integral part of what the Commission does.

Mr. Kincaid advised that he has come to the Commission meetings and did not feel that the CPZB was adding any value to the meeting.

Discussion ensued regarding giving the CPZB unofficial minutes available before the Commission meetings; having the CPBZ or SEPAC members call the Commission individually if they have any concerns; having the Commission ask CPBZ or SEPAC members questions individually; waiting all night for an item on the agenda and then the item was not discussed; adding the Committees or Boards at the beginning of the agenda; and the Commission appreciating the CPZB and SEPAC's time and the members volunteering; whether any Boards need training.

Commissioner Torres asked for Chairperson notes from SEPAC and CPZB so the Commission could get things faster. He advised that he would not want to add any more items to the agenda at this point.

Building Official Law asked that the Chairs send the comments to him or the City Manager so that it would not go directly to the Commission.

City Attorney Taylor advised that if more than one member of any Board comes to the Commission meeting it needs to be acknowledged in the public notice and agenda.

Ms. Krempasky requested that their secretary send a To Do List to their Committee members so that they know what to accomplish before the next meeting.

City Attorney Taylor explained that the Sunshine Law would not be violated if a SEPAC member prepares a To Do List and staff distributed it to SEPAC members.

Discussion ensued regarding the process that SEPAC needs to do to have an ordinance done.

Commissioner George asked if any Boards need training.

Chair Krempasky advised that she will start on the Vision Plan for A1A Beach Boulevard with the CPZB.

Mayor England asked to start a whitepaper on the undeveloped lots and parkettes on the

Boulevard and the Vision Plan.

Commissioner George asked to think about the incentives for environmental protections.

Mayor England thanked everyone for attending.

Commissioner Torres appreciated the Board members volunteering and their time and as a new Commissioner he has learned from their input and other members' experience that were brought up tonight.

Mayor moved to Item V.

V. ADJOURNMENT

Mayor England asked for a motion.

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

Meeting was adjourned at 8:23 p.m.

---

Margaret England, Mayor

Attest:

---

Beverly Raddatz, City Clerk



## MINUTES

### CONTINUATION MEETING AND WORKSHOP

MONDAY, MAY 24, 2021 AT 1:00 P.M.

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

---

#### I. CALL TO ORDER

Mayor England called the meeting to order at 1:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

Mayor England led the Pledge of Allegiance.

#### III. ROLL CALL

Present: Mayor England, Vice Mayor Samora, Commission Rumrell and Commissioner Torres.

Commissioner George was absent.

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

#### IV. CONTINUATION OF MAY 3, 2021, REGULAR CITY COMMISSION MEETING

1. City-Wide LED Streetlight Conversion: Request to Approve Contract with FP&L for Phase 1 for Lights Along A1A Beach Boulevard (Presenter: Bill Tredik, Public Works Director)

Mayor England introduced Item 1 and asked for a staff report from Public Works Director Tredik.

Public Works Director Tredik showed a PowerPoint presentation (Exhibit 1). He showed the locations for Phase 1, which would be in the mixed-use districts and Phase II throughout the residential neighborhoods in the City. He explained that there are different types of pole tops and aesthetic features that the Commission could select. He advised that FPL would change the 183 high pressure sodium lights to LED lights and showed the differences in color temperatures in the PowerPoint presentation. He remarked that this change would save the City approximately \$50 a month. He advised that there has been a lot of discussion regarding the 4,000 Kelvin lights and said that they disturb sleep patterns and are more intrusive to wildlife because they are a whiter light. He recommended FPL installing 3,000 Kelvin lights because it is a softer light and more

like an incandescent light versus a florescent light. He then showed some differences in lighting from the Internet. FPL can put 3,000 or 4,000 Kelvin lights in with no difference in pricing. The Commission would have to decide what they want throughout the City. Some cities selected 4,000 Kelvin lights and were unhappy and switched back to 3,000 Kelvin lights. He advised that the fixtures could be upgraded to one wattage higher, which would give a higher level of lightening, but the City would not save money on the conversion and would cost the City \$240 more a month. If the Commission only wanted to raise the illumination on the Boulevard, the City could break even on the costs. He commented that he thinks it would be fine to keep the wattage the same unless the Commission wants the Boulevard to be brighter. He recommended the 3,000-Kelvin color temperature. He asked that the Commission allow City Manager Royle to sign the LED lighting agreement with FPL to convert the 183 existing high-pressure sodium streetlights to LED 3,000 or 4,000-Kelvin color temperature.

Mayor England asked what should be considered regarding turtle season.

Public Works Director Tredik advised that staff is not doing anything east of the Boulevard until Phase II. Some of the streets that go down to the ocean would receive turtle lights when Phase II is done. He commented that he wants a consistent light pattern, not a white and yellow pattern and explained that there would be a few lights that would have to be turned off on the Boulevard during turtle season.

Mayor England advised that when the lights are turned off it creates black spots along the Boulevard, which she would like to avoid for pedestrian safety.

Public Works Director Tredik advised that on 10<sup>th</sup> Street parking lot, the lighting was visible on the beach, but that is not being converted at this time. He explained that there were only two lights that needed to be turned off and only one in the conversion area.

Commissioner Torres clarified that there is no cost for the conversion and there would be a savings when the LED lighting is installed. If the Commission purchases the 3,000-Kelvin lighting, would the City break even.

Public Works Director Tredik advised that the 3,000-Kelvin would have not affect the pricing, and it would only be the preference for the City.

Commissioner Torres asked what FPL's timeline would be since FPL has been backed up doing these conversions.

Public Works Director Tredik advised that he does not have a timeline but said that it would be about six months.

Commissioner Rumrell asked Police Chief Carswell if he was happy with the 3,000 Kelvin lighting compared to the 4,000 Kelvin lighting.

Police Chief Carswell advised yes. He discussed it with Public Works Director Tredik, and he agrees with him.

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

Brud Helhoski, 691 A1A Beach Blvd., St. Augustine Beach, FL, explained that the picture gives no indication of what the lighting really does. He asked if FPL could place a 3,000-Kelvin at an intersection and then a 4,000-Kelvin at another intersection first before placing them all in. He said if you convert them all, the neighbors might complain about the lighting. He requested the Commission take their time and not rush the project. After 9:00 p.m. there is not a lot of pedestrians.

Mayor England asked what his streetlight was because that was bright.

Mr. Helhoski advised it was 4,000 Kelvin. It is intrusive because the light is angled to the west side of A Street. It is on A Street and not A1A Beach Boulevard, customers complain about the light and his staff has received headaches from it.

Mayor England closed the Public Comments section and asked if the wattage is higher on A Street.

Public Works Director Tredik advised that the light is 133-watt, 4,000 Kelvin. He explained that most of the Boulevard has 100-watt high pressure sodium lights, but those would be replaced with 41-watt LED's. He explained that about a third of the illumination is what most of the Boulevard would be. He did shut off the light because he is planning to switch the 100-watt sodium light with a 41-watt LED with a 3,000-Kelvin and shield it, so it does not shine in Jack's BBQ direction. FPL assured him that there is a shield and can be angled differently. He explained that FPL will be changing the lighting on A1A Beach Boulevard anyway, so it might be possible to eliminate that light completely.

Mayor England asked about the angle being changed.

Public Works Director Tredik advised that FPL can turn the light down or angle it differently especially during turtle season.

Mayor England advised that the Commission needs to give staff guidance between Option 1 and Option 2.

Public Works Director recommended replacing with the same illumination and save \$50 per month at 3,000 Kelvin.

Mayor England asked for a motion.

**Motion:** to support the staff recommendation of replacing the existing level of illumination the current sodium lights with LEDs at the 3,000-Kelvin color. **Moved by** Vice Mayor Samora, **Seconded by** Mayor England. Motion passed unanimously.

Mayor England moved on to Item 2.

2. Public Parking: Discussion of Where to Allow and Not Allow Parking and Creating Five-Year Plan for Improvements (Presenters: Max Royle, City Manager; Bill Tredik, Public Works Director)

Mayor England introduced Item 2 and asked for a staff report from City Manager Royle.

City Manager Royle stated this item is not about paid parking, only about more accessible parking. He showed in his memo all the parking spaces that could be considered. He advised that the parkette near Jack's BBQ could be considered for a parking improvement project because it floods. A realtor who represents the lots between 4<sup>th</sup> and 5<sup>th</sup> Streets advised that the owner is not going to construct a mixed-use development in that area and would be open to the City purchasing it for \$3 million dollars for the land with ten lots. That would be \$200,000 per lot and the City paid more for the lots on 10<sup>th</sup> Street in 2006 or 2007. He then requested Public Works Director Tredik to give a PowerPoint presentation.

Public Works Director Tredik showed his previous PowerPoint presentation on parking (Exhibit 2) and explained potential parking spaces, improvement of current parking spaces, and construction costs. He advised that there may be grant funding in the next year for these types of projects. He explained that there is a potential of 162 more parking spaces throughout A1A Beach Boulevard. He commented that with the River to the Sea Bike Trail parking will be even more important. Ocean Hammock Park and Hammock Dunes Park will be important places as well for bikers. Hammock Dunes Park has wetlands and has more challenges because of the environmental permitting that is necessary, so it is not on the provided list, but could be in the future.

Mayor England advised that the Vision Plan had potential changes.

Public Works Director Tredik advised that he is aware of the plan but does not know the parking selections from it tonight.

Vice Mayor Samora asked if his list aligns with the parking study that was done a few years back.

Public Works Director Tredik advised that he was not familiar with that study, but he would look at it.

Vice Mayor Samora advised that St. Johns County and the City paid for that and it may be beneficial to see how it coordinates with your information. He asked if Ocean Hammock Park parking would be done in Phase II and when does it have to be done according to the grant.

Public Works Director Tredik advised there are timelines, but the grantors have been generous with the City to extend the timelines. He explained that he extended it for another year or two. They will extend it if the City is showing progress. He advised that he is about to start the restrooms and doing the designs for Phase II currently. He said at some point they will not want to extend, but he is comfortable that the City is in good shape right now.

Commissioner Rumrell spoke with St. Johns County Commissioner Henry Dean regarding Pope Road. He advised that Mr. Howell, the previous Public Works Director, came up with a parking plan for angled parking spots along Pope Road. He asked staff to talk with Mr. Caldwell at St. Johns County to try to stop people from parking on the bend as they come around Embassy Suites. He advised that the parking plan had 20 to 25 parking spaces for Pope Road. He asked if staff and Mr. Caldwell could discuss it at a meeting.

Public Works Director Tredik advised that there was a study done for Pope Road presented a year ago by St. Johns County. He explained that that was back-in parking on the north side. He commented that he did not believe that was in any capital project list currently. He advised that he would like to work with St. Johns County on that. Some of the concerns he had about the study was it brought parking all the way to Mickler Boulevard, which is a residential single-family area.

Commissioner Rumrell advised that he thought it would be good to have St. Johns County and the City work together on that project.

Commissioner Torres advised that he has been advocating for parking improvements on A1A Beach Boulevard and A Street on the west side of the Boulevard. The aesthetics are inconsistent between the east and west side of the Boulevard regarding the bathrooms. The entrance of 1<sup>st</sup> Street gets very congested with parking. He explained that the area is not functional, and he would like disciplined parking even if parking spaces will be less. He would like this as a high priority. He also would like to improve parking on 1<sup>st</sup> Street and A1A Beach Boulevard as well.

Mayor England advised that Pier Park is a place for the events and parking is needed. On A Street there is supposed to be like a Town Center. The Vision Plan had a lot of suggestions how to improve the look of that area. It was supposed to be a focal point of the City. She suggested to write a plan and give it to the Comprehensive Planning and Zoning Board to help prioritize the projects. The beach goers can drive on the beach and City Manager Royle has counted 500 spaces. She suggested having more parking on the north end of the City for when the City has events and wanted to prioritize A Street, 16<sup>th</sup>

Street, and areas closer to Pier Park. That way there are more spaces for events like Music by the Sea and for beach goers. She requested a point system in writing as a five-year plan and bring it to the Comprehensive Planning and Zoning Board.

Public Works Director Tredik advised as the budget season is approaching, he has parking improvements in the primarily budget, but not which project. He said that 4<sup>th</sup> Street was the easiest to implement; however, if the Commission would like him to move forward with A Street, he could do the design and permitting in next year's budget and research funding opportunities for construction the following year. He explained that if we do the total project, it might be more than the budget would allow in one year.

Vice Mayor Samora advised that the Commission has been talking about parking for a long time and not making much progress. He said that there are two categories, one is improvement of aesthetics and functionality like A Street and 4<sup>th</sup> Street, which do not add to the parking, and the other is adding parking spaces. He would be disappointed if there was only a design and not add parking spaces. He would like to look at both and would like a plan that shows additional parking spaces in this budget cycle.

Public Works Director Tredik advised that that would cost more in the budget this year.

Mayor England agreed with adding parking spaces where the City has their events. She explained that the list has 16<sup>th</sup> Street, 8<sup>th</sup> Street, and 4<sup>th</sup> Street, but a point system must be done to prioritize and then given to the Comprehensive Planning and Zoning Board and then bring it back to the Commission.

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

Brud Helhoski, 691 A1A Beach Blvd., St. Augustine Beach, FL, advised that his concern is people coming off A Street and driving up to Jacks BBQ. He explained that parking spaces will be lost, but he would like the handicap spaces to be in front of the older part of Jacks BBQ and facing towards Jacks BBQ. He asked that when the lot is improved, to please let him know and do it during off-season. He explained that 70% of the parking spaces are taken by employees of the local area and filled up before the beach traffic starts. At night it empties out and the majority of the people come to Jacks BBQ. He would not like traffic to go directly in front of Jacks BBQ.

Mayor England closed the Public Comments section and asked if most of the customers at Jacks BBQ are pedestrian walkups.

Mr. Helhoski advised yes, also bicyclist, pedestrian, motorcyclist, and scooters. He said when he charged for parking in his back lot there was still room for his customers. Holiday weekends were the only time it was full.



Mayor England asked if the parking behind the restaurant is going to be improved.

Mr. Helhoski advised yes, but in the future because he has his hands full right now.

Public Works Director Tredik advised that there will be at least four parking spaces lost at Jacks BBQ because traffic cannot come out at the intersection. When the design work is completed, we will work with the community around there for the best options.

Mayor England advised that safety is essential and do not forget a buffer needs to be on A1A Beach Boulevard, which could be a fence with a vine instead of bushes.

City Manager Royle recapped that the Commission wants a five-year parking plan, to put in the FY22 budget designing and permitting, improving existing parking spaces, and finding more parking spaces.

Mayor England also mentioned to create a point system through the Comprehensive Planning and Zoning Board which will come back to the Commission.

City Manager Royle advised that for FY22, staff can focus on the 8<sup>th</sup> Street plaza because that is significant as well as Ocean Hammock Park which will give 20 more parking spaces.

Mayor England said that parking spaces are important at Pier Park.

City Manager Royle advised that he and Mr. Tredik will have a meeting with St. Johns County regarding Pope Road in order to get more spaces by Pier Park.

Mayor England asked about 16<sup>th</sup> Street having more parking spaces.

City Manager Royle advised that there is one row of parking on 16<sup>th</sup> Street already.

Mayor England asked about 8<sup>th</sup> Street.

Public Works Director Tredik said that there is potential for ten parking spaces in front of Seaside Anastasia at 16<sup>th</sup> Street. That project would cost approximately \$40,000 - \$50,000 for ten parking spaces. He explained that one of those streets could be put in the budget for design phase next year. The Commission could approve the ranking and then the projects could start.

Vice Mayor Samora explained that he wants new parking spaces not design and permitting. If there is not enough in the budget, then the City will have to sort that out. Public Works Director Tredik advised that he will budget for actual construction.

Vice Mayor Samora advised that he wants to have a point system, take it to the Comprehensive Planning and Zoning Board and come back to the Commission at the next meeting. Keep this on track so that we can add parking for next fiscal year to the budget.

City Manager Royle advised that 8<sup>th</sup> Street on the west side the Commission should keep in mind how much parking the Commission wants versus beautification. There are nicely landscaped plazas along the Boulevard that contribute to the City's look. The D Street plaza is in front of a house and the owner may not want a parking lot in front of her front door. There are several things to consider.

Mayor England advised that that should be a part of the Vision Plan and Comprehensive Planning and Zoning Board should agree with what plazas should remain landscaping or rest areas for pedestrians and what should be additional parking spaces.

Commissioner Torres thought that parking improvements have been in the budget for years. He agreed with City Manager Royle that he does not want the Boulevard to be only parking spaces for events. He understands high traffic events, but vision was the Pier Park area is not appealing. There is sand on the Boulevard every morning and he was hoping to get that done in this budget year.

City Manager Royle advised that there will be a two-direction project, improvement of existing parking spaces and acquisition of new parking spaces. He commented to the Commission the problem with the community garden on the plaza on 1<sup>st</sup> Street and A Street. If parking is proposed there, there will be the same problems and recommended not to look at those plazas for the time being.

Mayor England advised that the walk space on 2<sup>nd</sup> Avenue should be preserved as much as possible. She would like to keep in mind the Vision Plan regarding A Street as the Town Center and work with the community to improve that.

City Manager Royle advised that residents are complaining about people parking along 2<sup>nd</sup> Avenue, so "No Parking" signs have been put up.

Vice Mayor Samora asked how many parking spaces on 2<sup>nd</sup> Avenue.

City Manager Royle advised that it is hard to tell because people park in a lot of different directions. The City put new signs up between A Street and C Street because of residents' complaints, which took away parking spaces.

Commissioner Rumrell advised that there must be a balance. Have the Boulevard look nice, but if we do not add spaces then people park in the residents' neighborhoods. The goal is to get people out of the neighborhoods and into the streets. Maybe there could be a hybrid plan with the plazas and the parking lots to get people from parking in

neighborhoods. He suggested working with St. Johns County regarding the bend on Pope Road where people walk out, and cars are going 45 mph on a curve.

City Manager Royle advised that working with St. Johns County would be a key priority to have them put parking on Pope Road in their capital plan.

Vice Mayor Samora agreed with a balance and the City needs a five-year plan that allocates money for improvements, whether is it aesthetic improvements such as A Street and 4<sup>th</sup> Street and to have additional parking as well. He commented that the City has enough park lands and parkettes to create a balance. He would like some movement and a long-range plan for it.

Mayor England asked to include in the plan the number of parkettes, the number dedicated to landscaping and rest spots, and the number of parkettes that would be developed for parking.

Public Works Director Tredik advised that he has the direction that is needed.

Mayor England moved on to Item 3.

3. Ordinance 21-05, First Reading, to Vacate Alley between B and C Streets, West of A1A Beach Boulevard to 2<sup>nd</sup> Avenue (Lots 1-16, Block 40 Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)

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

Building Official Law recapped the history of Ordinance 21-05 and advised that there will be another hearing.

Discussion ensued regarding the process of ordinances.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comments section and asked City Attorney Taylor to read the preamble.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-05 as read. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item 4.

4. Ordinance 21-06, First Reading, to Vacate Alley between A and B Streets, and between 3<sup>rd</sup> and 4<sup>th</sup> Avenues (Lots 1-16, Block 49, Coquina Gables Subdivision) (Presenter: Brian Law, Building Official)

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

Building Official Law recapped Ordinance 21-06.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comments section and asked for Commission discussion.

Vice Mayor Samora asked if the additional letter of support was received.

Building Official Law advised yes, at the last hearing for this ordinance.

Mayor England asked City Attorney Taylor to read the preamble.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-06 as read. **Moved by** Commissioner Rumrell, **Seconded by** Vice Mayor Samora. Motion passed unanimously.

Mayor England moved on to Item 4.

#### 5. STAFF COMMENTS

Mayor England asked City Manager Royle to comment.

City Manager Royle advised that over several meetings staff has applied for many grants mostly by the Public Works Department. He requested from the Commission an assistant from Public Works Director Tredik because of his workload. He commented that he would be in remiss as a manager not to asked for it. Mr. Tredik needs a high-level employee with experience in Civil Engineering who would be his assistant. The current Assistant Public Works Director is in the DROP program and will be leaving the City for retirement. This new assistant would help with the grant applications on drainage, weir, etc. He advised that the City is in danger if it does not hire an assistant because something may fall through the cracks because it is too much for one person. The new employee would take over some of the detailed work and would be trained for succession planning for when Mr. Tredik retires.

Mayor England advised that there is no doubt that the City has many projects going on. She asked if the City hires an engineer, where does the City get the help for the grant writing.

City Manager Royle advised that Public Works Director Tredik does engineering projects and Ocean Hammock Park projects. The Finance Director and the City Manager may do part of the projects, but the engineering projects are done by Public Works Director Tredik alone. That the most immediate need is for grants at this time because of the vulnerability the City faces with the sea level rise issue, the weir project, and drainage projects.

Mayor England advised that the new employee not only to manage the projects but to have an engineering degree to go after the grants.

City Manager Royle advised that the Assistant Public Works Director handles the day-to-day routine of the department. Once he retires, then the new employee would take over those responsibilities. He commented that we need someone to administer the grants. The grants have to be administered correctly so the City does not have to give the money back.

Finance Director Douylliez advised that the grant applications are technical and have to be done by an engineer. The departments will work together to manage the projects, such as the weir that has five stages. She explained that the contractor submitted an invoice for \$100,000 for Phase I and the Finance Department would have to handle that aspect. The deliverables, such as making sure that the contractor has done the scope of work that the grant requires, would require a person who has an engineering degree to keep the projects moving forward. Public Works Director Tredik gets grants, but if they are not done in time and to specs, the grantor will want their money back. We need the projects done in the budget year so there are no carryovers from year to year in the budget.

Mayor England asked when this employee would be hired.

Finance Director Douylliez advised that the City Manager would like to start the employee in the fourth quarter of this budget or July 1<sup>st</sup>. There are savings in other departments that could cover the costs.

Commissioner Rumrell advised that he has given Public Works Director Tredik a lot and he has done it on time and has a good track record in Tallahassee now. He asked if this would cutdown on outsourcing consultants.

Public Works Director Tredik advised that the City could save if some of the smaller projects were to be brought inhouse. Some of those contracts would save \$20,000 to \$30,000. He advised he has the skills, but not the time for everything. He will be bringing

two CMT contracts next month to the Commission because he does not have the time to complete them.

Commissioner Rumrell said that would pay for that new employee, too.

Public Works Director Tredik advised that after getting the grant there is more paperwork, project meetings, and photos to be done to manage the grants. He advised that the position would pay for itself. He stated he would like someone with two to three years' experience, who could sit for the Professional Engineer test in a couple of years.

Commissioner Rumrell agreed and supported the position.

Commissioner Torres agreed with the position since staff has found ways to budget for it, then he is in favor of it.

Vice Mayor Samora advised that the City has a Public Works focus for the next several years, such as Ocean Walk. He commented that every meeting there have been big projects that the Public Works Department has to do. So, he would agree with hiring a person who has an engineering degree.

It was the consensus of the Commission to move ahead on hiring a person for the position.

Mayor England advised that City Manager Royle and her spoke with St. Johns County and asked whether they have put the fire station in their five-year capital project plan. City Manager Royle, however, has not seen the paperwork, so he would follow up on that. She explained that City Manager Royle and she had a meeting with the Cultural Council, and they want to move ahead with applying to make the old city hall designated as historical. She asked if any Commissioner objects to that.

Vice Mayor Samora asked what comes with it, such as upkeep and restoring the building.

City Manager Royle advised that it would not encumber the City in any way. Christina Parrish, from the Cultural Council said that if the City wanted to remove the building, it still could be removed. She said that it would help with grants if it were on the register.

Mayor England advised that she did not see any harm with getting the building on the register.

Vice Mayor Samora commented as long as it has been vetted.

Mayor England advised that the City has five years before the lease is up and the Commission would have to decide its use. On the Civil Rights Memorial, Christina Parrish has been working with Commissioner George to expand the input to Lincolnville and organizations that may have people who are still living that were a part of that era.

Finance Director Douylliez advised that she is still monitoring the American Rescue Plan on what it can be used for. She explained that the \$2.9 million will not come to the City but is being distributed to the State of Florida for distribution. She is going to attend a webinar in July, which the Commission can attend, to see how to use the money. The auditors advised that infrastructure would be the best use of the money.

Mayor England asked to keep the Commission informed and even if a special meeting is necessary to decide where the money should go. She suggested having the webinar in the Commission room so everyone could participate.

City Manager Royle advised that they will keep the Commission informed.

Chief of Police Carswell had nothing to report.

City Clerk Raddatz had nothing to report except turnover recently in the HR Department.

Building Official Law advised he had nothing to report.

City Attorney Taylor advised he had nothing to report.

Public Works Director Tredik advised that the weir construction is close to starting. The City is waiting for the final contract to be signed. One of the grants for Ocean Walk is in Tallahassee waiting for Governor DeSantis to sign or veto. He advised that if it is vetoed, the City can still move forward on another grant. He applied for a grant to stop the storm surge from coming into the north side of the City, which is a \$550,000 project to HMGP.

Mayor England asked what the next steps are for the Vulnerability Study.

Public Works Director Tredik advised the City would need final approval from the state and the City will then get reimbursed for the study. Then the staff will start developing the projects the study recommends. He plans on doing a stormwater update to the Master Stormwater Plan. The projects will cost a lot and the Commission would have to discuss how to fund them over the next five to ten years. He can apply for grants but some of them are matching at different ratios.

Commissioner Rumrell advised that nine people were rescued over the weekend in our City. He thanked Ocean Rescue, the St. Augustine Beach Police Department, St. Johns County Fire Rescue, and the Sheriff's Office. He believed everyone survived. He said that the St. Augustine Beach Police Department was in the water first thing Saturday morning. He talked to the Sheriff's Office and Beach Services for St. Johns County about reissuing the flags they use to have in the past for mile markers, so people know where they are that the person is having problems. Visitors do not know where they are at sometimes. He working to get those flags put up and is asking the condos to also put the flags up.

Finance Director Douylliez advised that the Art in the Park event was a success, and the vendors did very well. She advised that the artists are asking for more events like that. She also announced that there will be a new event called Full Moon Friday Luau on June 25<sup>th</sup>.

Mayor England advised that it was a wonderful event, and it was beautiful weather. She said it is really nice keeping with the theme on the flyers.

Vice Mayor Samora advised that he attended the Tourist Development Council (TDC) and he wanted to get the information out in case anyone would want to go to St. Johns County to support an increase in the one cent bed tax. The TDC recommendation is to have three-tenths of a cent would be used for advertising for the Visitor and Convention Bureau (VCB), one tenth would be used for the Art Cultural and Heritage, one tenth would go to leisure and recreation, and the other half would go for big events and would include parking and transportation. It will go in front of St. Johns County Board of Commission and needs a super-majority to pass. He asked anyone who supports it to please go to the meeting or notify your County Commissioners.

V. ADJOURN REGULAR MEETING

Mayor England asked for a motion.

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

Meeting was adjourned at 2:24 p.m. and then moved on to Item VI.

VI. CONVENE WORKSHOP MEETING

1. Discussion of Recycling Operations in the City (Presenters: Max Royle, City Manager; Bill Tredik, Public Works Director)

Mayor England introduced Item 1 and asked for staff reports from City Manager Royle and Public Works Director Tredik.

City Manager Royle advised that recycling is more complicated than what it might seem. The questions are what to recycle, how to educate the public on what to recycle, and where the recycling should go.

Public Works Director Tredik showed the PowerPoint presentation (Exhibit 2). Currently the City contracts with Advanced Disposal now known as Waste Management. The contract ends May 2022. He explained that the costs of recycling have increased, but the cart prices have come down since last year. He then gave the history for the City in recycling. This year the volume as decreased and there is no clear reason, but he believes there are multiple reasons. The recycling contracts over the City's history has increased.



He advised that he believes the contract with Waste Management will increase in 2022. Tonnage to recycle is also increasing to recycle. He advised that if the increase continues by May 2022, it would be \$5.38 for a residential bin. Commercial bins have increased by 20%. He advised that if the increases continue by May 2022 there could be a \$50,000 increase. He explained that glass is not profitable currently, plastics have a weak demand depending on the type of plastic, paper and cardboard almost stopped being recycled during COVID, while metal is recycled. He explained that the City could offer the same service as an option, have a variation of the current service by trying to reduce what it collected, to bring recycling inhouse which would require additional staffing, or to temporarily suspend recycling. Keeping the contract with an outside agency will increase the costs. The City could only collect certain materials that will increase the chances of items not going into the landfill from contamination. Even if there is a recycling contractor, the Public Works Department would have to add an additional employee to help with the volume of solid waste pickup. If the City brought recycling inhouse, the City could save \$30,000 - \$50,000. The City would have complete control over the recycling, such as changing what the City wants to recycle and not taking it if it is contaminated. The City could stop the delays with the contractor by having recycling inhouse. If the City recycles inhouse, staffing will have to increase by two employees and an additional collection truck. The Public Works Department has one truck slated for a couple of years, but with recycling inhouse the purchase would have to be done next fiscal year. He advised that if a vehicle breaks down another truck could be used for that collection. Some of the trucks are near the end of their life and older ones break down. Another option would be to collect metals, plastics, cardboard, but not take everything. He explained the process of educating the public on recycling for what the City would collect. The transient rentals might be challenging, but it would eventually work out. The City could always stop recycling which would save the City \$45,000 over the current contract. That option is not popular because it is not environmentally friendly, and the City would still have to hire a person because of all the recycling going into solid waste. His recommendation would be to bring it inhouse and feels it would be a balanced approach. He explained that with the purchase of a truck and two employees the cost would be the same as contracting it out.

Mayor England asked if there was research on what other cities our size are doing regarding recycling. She explained that the Villages stopped recycling and are taking everything to an incinerator.

Public Works Director Tredik advised that others are changing what they collect. He believes that all the cities are different and take different approaches for what works best for them. The market for recycling is hard to justify if a lot of it goes to the landfill anyway.

Mayor England advised that St. Johns County and the City of St. Augustine published a full-size ad on what can be recycled.

Public Works Director Tredik advised that they are using the sorting facility at Bunnell, but more would be able to be recycled and not go to the landfill if they used a more expensive facility. Bunnell is increasing their sorting facility, but they might increase their costs as well. St. Johns County uses Advanced Disposal or Waste Management now.

Mayor England opened the Public Comment section. Being none, Mayor England closed the Public Comment section and asked for Commission discussion.

Vice Mayor Samora asked what the tipping fees are for recycling at Bunnell and Waste Management.

Public Works Director Tredik advised Waste Management is \$102 a ton and Bunnell was \$45 a ton but recently he was quoted \$52. Landfill tipping fees are \$45 in Bunnell. He advised that Public Works has been taking solid waste materials to Bunnell and the City saves a lot.

Vice Mayor Samora asked if recycling goes inhouse what kind of scalability would there be in the future.

Public Works Director Tredik advised that there is only a need for one truck for now and in the future. We will be able to continue doing the job with the extra truck and two employees. The City would have to allocate more driving time to recycling versus landscaping. He feels that he could maintain the same level of service with retooling of job responsibilities. He explained that the City could always add a person later if needed, but he does not want to add another person for just coverage. Advance Disposal collects two days a week and if inhouse he would like it to be done in three days to have a more realistic service.

Discussion ensued regarding yard waste being manageable.

Commissioner Rumrell wants to see what the costs are for recycling and solid waste for the City. He requested going out to bid on solid waste and recycling so the City would know the true costs. St. Johns County pays \$250 and has big bins for both. He asked to redirect staff to do things in the City because Public Works is getting behind on other projects. He advised that the residents do not like the bins because they want to roll them to the curb, and they cost more. He explained that that should be part of the bid. He asked why the City would go back to two-day solid waste pickups instead of the recycling. He said that most of it is going in the landfill anyway. The Public Works staff is impeccable on their service. He advised that the non-ad valorem should go up to pay for the solid waste collection so the City could use the funds for other projects like flooding.

Commissioner Torres agrees with doing a Request for Proposal and then look at the budget.

Finance Director Douylliez advised that she would need the numbers before July when the budget meetings will start in mid-July. There would not be enough time for the RFP to go out; however, after the first of the year, an RFP could be done, and the Commission would need to do a budget adjustment. She explained that a new truck takes almost a year before it is received. The Public Works Director may have to make other arrangements until the truck is onsite.

Public Works Director Tredik advised that the staff could do the job with three trucks temporarily; however, if one breaks down that would be a problem.

Mayor England advised if that happened, the City could stop temporarily until the truck is received or fixed. She said that the City is paying too much per bin for material that is essentially trash.

Public Works Director Tredik advised that if the City contracts everything out, then the City would be hard pressed to remobilize if the costs go up. If the Commission goes in that direction, they need to commit to it for the future.

Commissioner Torres advised that costs are going up for everything. If the costs are lower now to do it inhouse, why don't we do it earlier, such as the first of the fiscal year. Staffing has been a problem for most businesses.

Vice Mayor Samora suggested putting the RFP out to see what the market is. There is time to do that. He likes bringing recycling inhouse because of the flexibility the City would have. He advised that the Commission has the flexibility with the non-ad valorem as well to charge what is needed.

Finance Director Douylliez advised that the vehicle cost in the proposal is only half for the lease, which is \$50,000 a year. There will be an added expense to the solid waste side, which means that the non-ad valorem may have to go up.

Discussion ensued regarding the costs of the bins; the costs of the leased vehicle; having a contract would mean five years of service; having more flexibility doing the service inhouse; switching bins to carts or offering both; changing the days of service for recycling; whether the vehicle has a hybrid with an arm; side loader would be challenging for the City's tree canopies; whether to only collect metal and plastics and switch over to carts.

Mayor England opened the Public Comments section. Being none, Mayor England moved on to Item VII.

## VII. ADJOURNMENT WORKSHOP MEETING

Mayor England asked for a motion.

**Motion:** to adjourn to meeting. **Moved by** Commissioner Rumrell, **Seconded by** Commissioner Torres. Motion passed unanimously.

Meeting was adjourned at 3:09 p.m.

---

Margaret England, Mayor

Attest:

---

Beverly Raddatz, City Clerk

## MEMORANDUM

**TO:** Max Royle, City Manager

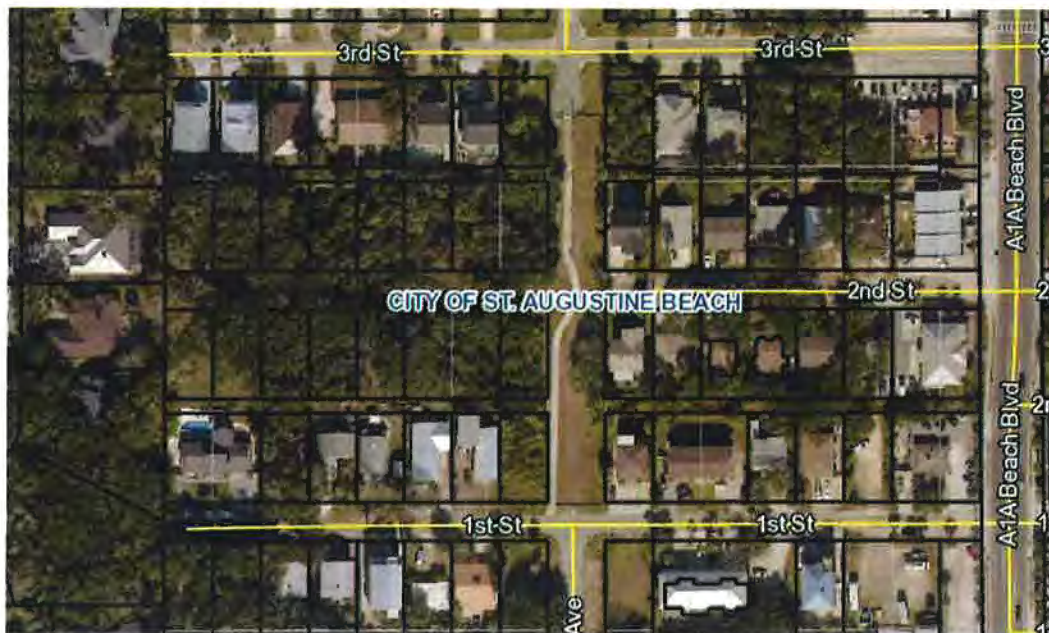
**FROM:** William Tredik, P.E. Public Works Director

**DATE:** June 7, 2021

**SUBJECT:** Public Hearing to adopt Non-ad Valorem Assessment  
2<sup>nd</sup> Street Roadway Extension

### **BACKGROUND**

The unopened portion of 2<sup>nd</sup> Street in St. Augustine Beach lies between Sea Oaks Subdivision to the west and an unopened portion of Second Avenue right-of-way to the east (see Figure 1). This unopened right-of-way abuts sixteen (16) medium density residential lots which are not currently developable due to lack of access.



*Figure 1 - Location of Unopened 2nd Street Right-of-Way*

Over the years, there have been multiple discussions concerning the opening of the 2<sup>nd</sup> Street right-of-way. On August 4, 2014 the City Commission considered options for the opening of 2<sup>nd</sup> Street. A public meeting with property owners was held on Wednesday, November 12, 2014. No resolution was reached at the meeting and the City sent out letters requesting support of – or opposition to – the project from the property owners. At the time there was not property owner consensus, and the project failed to advance.

The issue resurfaced in 2019, when the City was contacted by a property owner requesting reconsideration. Letters were mailed and 11 of the 16 properties (68.75%) were in favor of opening the road. On July 6, 2020, the City Commission considered a proposal from Mr. Eric Kenny, who desired to purchase the easternmost lots on the north side of the unopened 2<sup>nd</sup> Street right of way. Mr. Kenny has offered to fund the design and construction of the extension of 2<sup>nd</sup> Street, meeting City standards, to the western property line of the lots he intended to purchase. The City Commission requested more information regarding different design options and asked that the item be brought back at the subsequent meeting.

On August 3, 2020, the City Commission again considered the item. The July proposal by Mr. Kenny was no longer a viable option as another buyer had purchased the two lots he had hoped to purchase. Three design options (north, south, and straight through) and their associated costs were presented to the City Commission for consideration. After discussion, the City Commission tabled the item by consensus until a new application for opening the roadway was received.

On September 14, 2020, the City Commission revisited the item and directed staff to continue moving forward with the opening of 2<sup>nd</sup> Street, directly westward, and develop a plan to finance the project. On November 9, 2020, the City Commission approved Resolution 20-21 to level a non-ad valorem assessment to open 2<sup>nd</sup> Street and asked staff to come back to the Commission with estimates, options and more detail. The City advertised the non-ad valorem assessment in November 2020 and on December 7, 2020 the City Commission reaffirmed its plans to move forward with the project and repassed Resolution 20-21. On February 1, 2021 the City Commission approved moving forward with design and permitting of the project.

In previous meetings the City Commission discussed the appropriate funding responsibility for the 2<sup>nd</sup> Street Improvements. It was decided that the roadway would be funded as follows:

<b>Improvement</b>	<b>City Percentage</b>	<b>Lot Owner Percentage</b>
Improvements east of 2 <sup>nd</sup> Avenue	100%	0%
2 <sup>nd</sup> Street Extension Road and Drainage	33.33%	66.67%
2 <sup>nd</sup> Street Extension Water and Sewer	0%	100%

City would pay thus 1/3 of the costs associated with the roadway extension of 2<sup>nd</sup> Street, less the Utility construction costs. The remaining 2/3 cost of the 2<sup>nd</sup> Street roadway extension – plus the full cost of the water and sewer extension – would be borne by the remaining property owners west of 2<sup>nd</sup> Avenue.

On December 7, 2020, the Public Works Director presented a preliminary opinion of probable cost for the 2<sup>nd</sup> Street Project. This estimate included costs for both the 2<sup>nd</sup> Street Widening east of 2<sup>nd</sup> Avenue and for the 2<sup>nd</sup> Street Extension west of 2<sup>nd</sup> Avenue. For the purposes of this analysis, the City's originally estimated cost of \$108,553 for work east of 2<sup>nd</sup> Avenue is not included in the following tables, as it is not proposed to be funded by non-ad valorem assessment. The estimated costs for the 2<sup>nd</sup> Street Extension west of 2<sup>nd</sup> Avenue were:

**OPINION OF PROBABLE COST PRESENTED on 12/7/2020**

<b>Improvement</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Lot Owners' Cost</b>
2 <sup>nd</sup> St. Extension Road and Drainage	\$211,714	\$70,571	\$141,143
2 <sup>nd</sup> St. Extension Water and Sewer	\$115,859	\$0	\$115,859
<b>Total Costs</b>	<b>\$327,573</b>	<b>\$70,571</b>	<b>\$257,002</b>

The City Commission stipulated that electrical utilities be placed underground as part of the roadway extension. The Public Works Director informed the Commission that underground utility costs were not in the opinion of probable costs, and that, based upon preliminary coordination with FPL, could be as high as \$40,000 for the extended portion of 2<sup>nd</sup> Street. Exact costs to place electric lines underground are not available until design is complete. Based upon this information, the opinion of probable cost is hereby revised as follows:

**ESTIMATED COST OF IMPROVEMENTS WITH UNDERGROUND ELECTRIC**

<b>Improvement</b>	<b>Total Cost</b>	<b>City Cost</b>	<b>Lot Owners' Cost</b>
2 <sup>nd</sup> St. Extension Road and Drainage	\$251,714	\$83,905	\$167,809
2 <sup>nd</sup> St. Extension Water and Sewer	\$115,859	\$0	\$115,859
<b>Total Costs</b>	<b>\$367,573</b>	<b>\$83,905</b>	<b>\$283,668</b>

The above estimate considers the \$40,000 underground electric cost to be subject to the same 1/3 City – 2/3 Lot Owner financial responsibility ratio.

The owners of the three easternmost lots on the north side of the unopened 2<sup>nd</sup> Street right-of-way (just west of 2<sup>nd</sup> Avenue) have stated their intention to dedicate their lots to the City for conservation. The lots would be placed under a conservation easement prior to being dedicated to prevent future development. The City Commission directed staff to calculate the assessment amount per lot by dividing the Total Lot Owners' Cost by the number of developable lots remaining after dedication of any lots to the City. Staff was recently informed that the adjacent "fourth" lot owner on the north side may also wish to dedicate their land to the City for Conservation. None of the conservation easements, however, have been finalized as of the time of this writing. Based upon assessment formula, and in anticipation that up to four lots may be placed into conservation and dedicated to the City, the potential assessments per lot owner are as follows:

### INDIVIDUAL PROPERTY OWNER COST PER LOT

Lot Owners' Total Cost	Lots Dedicated to City	Lots to be Assessed	Individual Cost to Lot Owners
\$283,668	4	12	\$23,639
\$283,668	3	13	\$21,820
\$283,668	2	14	\$20,262
\$283,668	1	15	\$18,911
\$283,668	0	16	\$17,729

Past discussions have also addressed the duration of the non-ad valorem assessment, with consideration of the desire to minimize the immediate financial burden on the property owners subject to the assessment. The following table shows the annual assessments per lot for the above recommended Minimum and Maximum Total Assessments (\$15,000 and \$25,000 respectively) as well as annual assessment per lot considering 4 lots to be dedicated to the City:

Assessment Period (Years)	Annual Assessment based upon Minimum	Annual Assessment based upon Maximum	Annual Assessment based upon 12 lots
1	\$15,000	\$25,000	\$23,639
2	\$47,599	\$12,500	\$11,820
3	\$5,000	\$8,333	\$7,880
4	\$3,750	\$6,250	\$5,910
5	\$3,000	\$5,000	\$4,728
6	\$2,500	\$4,167	\$3,940
7	\$2,143	\$3,571	\$3,377
8	\$1,875	\$3,125	\$2,955
9	\$1,667	\$2,778	\$2,627
10	\$1,500	\$2,500	\$2,364

Due to the potential that the dedication to the City of the conservation lots will not be complete by the public hearing, staff recommended these lots be included in the non-ad valorem assessment at this time. Due to the likelihood, however, that up to 4 lots would be dedicated to the City within the current calendar year, staff recommended that the 1<sup>st</sup> year assessment was based upon 12 lots and set at \$3,940 per lot. If one or more of these conservation lots are not dedicated to the City, the Commission can reduce future years' assessment so as distribute the project costs evenly among the remaining lots.

### **DISCUSSION**

Per Florida Statute 125.011, as of May 3, 2020, the following four (4) items remained to be completed to enact a non-ad valorem assessment for 2<sup>nd</sup> Street Extension:



1. A local government shall adopt a non-ad valorem assessment roll at a public hearing held between January 1 and September 15. ***Note:** though September 15<sup>th</sup> is the “official” deadline, the need to enter into an agreement with the Tax Collector necessitates that the public hearing and adoption of the assessment roll be done earlier. Staff recommends that this be done at the June 7<sup>th</sup> City Commission meeting.*
2. At least 20 days prior to the public hearing, the local government shall notice the hearing by first-class United States mail and by publication in a newspaper generally circulated within each county contained in the boundaries of the local government. The notice by mail shall be sent to each person owning property subject to the assessment and shall include the following information: the purpose of the assessment; the total amount to be levied against each parcel; the unit of measurement to be applied against each parcel to determine the assessment; the number of such units contained within each parcel; the total revenue the local government will collect by the assessment; a statement that failure to pay the assessment will cause a tax certificate to be issued against the property which may result in a loss of title; a statement that all affected property owners have a right to appear at the hearing and to file written objections with the local governing board within 20 days of the notice; and the date, time, and place of the hearing.
3. At the public hearing, the local governing board shall receive the written objections and shall hear testimony from all interested persons. The local governing board may adjourn the hearing from time to time. If the local governing board adopts the non-ad valorem assessment roll, it shall specify the unit of measurement for the assessment and the amount of the assessment. Notwithstanding the notices provided for in paragraph (b), the local governing board may adjust the assessment or the application of the assessment to any affected property based on the benefit which the board will provide or has provided to the property with the revenue generated by the assessment.
4. The City must enter into an agreement with the Tax Collector for his office to collect the assessment and remit it, less an administrative charge of 2%, to the City. The City will need to adopt a resolution no later than the August City Commission approving the agreement with the Tax Collector.

At their regular meeting on May 3, 2021, the City Commission voted to establish the 2nd Street Extension non-ad valorem assessment as follows:

- Set the annual rate of the assessment for Fiscal Year 2021-2022 and future years as follows:
  - Minimum annual assessment per originally platted lot      \$2,500
  - Maximum annual assessment per originally platted lot      \$5,000
- Set the maximum total revenue the City will collect by the assessment to \$400,000

- Set the term of the non-ad valorem assessment for six (6) years
- Set the 1<sup>st</sup> year non-ad valorem assessment to be \$3,940 per originally platted lot.
- Set the maximum total 2<sup>nd</sup> Street Assessment revenue to be collected for the upcoming fiscal year at \$63,040

The Commission set the date for the Public Hearing (Item 1 above) for June 7, 2021 and authorized staff to advertise the meeting and notice the persons owning lots subject to the assessment as specified in Item 2 above. Per Item 2 above, at least 20 days prior to the public hearing, the City advertised in a newspaper generally circulated and notified by mail each person owning property subject to the assessment. The mailed notifications included the following information:

- The Notice Date
- Name and address of property owner subject to the assessment
- The tax parcel ID of the property subject to the assessment
- The purpose of the assessment
- An estimate of \$63,040 for the maximum total 2<sup>nd</sup> Street assessment to be collected in the upcoming fiscal year
- An annual assessment range of \$2,500 to \$5,000 for each benefiting lot within the original subdivision
- A maximum total assessment of \$25,000 per for each benefiting lot within the original subdivision
- A maximum total assessment of \$400,000 for all assessed lots combined
- A FY 2021-2022 assessment of \$3,940 to each benefiting originally platted lot. In cases where two originally platted lots are indicated under one Parcel ID # (i.e. joined originally platted lots), the FY 2021-2022 assessment is \$7,880.
- That the non-ad valorem assessment and the ad valorem taxes for the parcel will be collected on the ad valorem tax bill mailed in November 2021
- The date, time and location and purpose of this Public Hearing
- Requirements and process for appeal of any decision
- Process for providing comments at the Public Hearing and deadline of June 2, 2021 for submitting e-mail comments to be entered into the public record at the public hearing.
- Web address for remote viewing of the Public Hearing

In order implement the non-ad valorem assessment for the upcoming fiscal year, the City Commission must now adopt the non-ad valorem assessment roll as specified in Item 1 above. Per Item 4 above, the City must then enter into an agreement with the Tax


Collector for his office to collect the assessment and remit it to the City (less an administrative charge of 2%). The City must adopt a resolution no later than the August City Commission approving the agreement with the Tax Collector.

### **ACTION REQUESTED**

Adopt the 2<sup>nd</sup> Street Extension non-ad valorem assessment roll as noticed this year and assess the amount of \$3,940 per originally platted lot. Multiple originally platted lots shown under one Tax Parcel ID shall be assessed an amount equal to \$3,940 times the number of originally platted lots within the Tax Parcel ID (e.g. \$7,880 for two originally platted lots within one Tax Parcel ID).

# MEMORANDUM

**TO:** Mayor England  
 Vice Mayor Samora  
 Commissioner George  
 Commissioner Rummell  
 Commissioner Torres

**FROM:** Max Royle, City Manager 

**DATE:** May 25, 2021

**SUBJECT:** Agenda Item #2, Ordinance 21-04: Additional Information

The information was prepared by the Building Department staff at the request of Mayor England. It is attached as pages 1-20. This information is broken down as follows:

- a. Pages 1-4 is a memo of explanation from the Building Department's Executive Assistant, Ms. Bonnie Miller, about the number of small-platted lots in the City and the variance requests submitted since the 25-foot front/rear setbacks and the 10-foot side setbacks were adopted by Ordinance 18-08. Ms. Miller has included the number of variances denied or approved by the Planning Board.
- b. Pages 5-9, certain subdivisions, such as Atlantic Beach, Chautauqua Beach, etc., with the addresses of the vacant lots in each.
- c. Pages 11-20, a list of the vacant residential lots and the street addresses, and subdivision in which each lot is located.

Mayor England can discuss with you the reasons she has asked that this information be provided.

# MEMO

To: Max Royle, City Manager  
From: Bonnie Miller, Executive Assistant  
Subject: Requested Information for Ordinance No. 21-04  
Date: Monday, May 24, 2021

Per Mayor Margaret England's request for information pertaining to the small-platted lots that would be affected by the reduced setback requirements set forth in Ordinance No. 21-04, there are a total of 87 vacant, small-platted lots in Atlantic Beach, Chautauqua Beach, Coquina Gables, and St. Augustine Beach subdivisions, per the attached documentation from the St. Johns County Property Appraiser's website. Of the total of 254 vacant residential lots in the City, the 87 vacant, small-platted lots comprise 34% of the vacant residential lots within the City limits. Of these 87 vacant lots, 26 are on the east side of A1A Beach Boulevard, and 61 are on the west side.

Ordinance No. 21-04 also reduces the current minimum rear yard setback requirement of 25 feet to 20 feet for all residential lots, not just small-platted lots, so this setback change would affect the 167 vacant residential lots in the City that are not small-platted lots. The setback changes as stipulated in Ordinance No. 21-04 do not, however, affect or change the 35% lot coverage maximum applied to all residential lots in the City. With the currently required 25-foot front and rear yard setbacks and 10-foot side yard setbacks, a small-platted, 50-foot-by-93-foot lot is limited to a building footprint of 1290 square feet (30-feet-by-43-feet), which divided into the lot size of 4650 square feet, only allows 27.74% lot coverage. Section 3.02.04 of the City's Land Development Regulations allows a maximum of 35% lot coverage for residential lots. The setback changes for 50-foot-by-93-foot lots as set forth in Ordinance No. 21-04 would allow residential construction on these lots to be built to the maximum lot coverage of 35%, which is 1627.5 square feet of covered building footprint (35% of a 4650-square-foot lot).

Mayor England had also previously asked for details on the number of variance applications submitted since the 25-foot front and rear and 10-foot side yard setbacks were put into place with the adoption of Ordinance No. 18-08, which was passed on third reading by the City Commission on July 2, 2018 and became effective in regard to the new setback requirements on October 1, 2018, after a 90-day moratorium. To date, the following 31 variance applications have been filed for setback reductions since the new setback requirements became effective October 1, 2018:

- 1) Variance granted 11-20-2018 for reduction of the 25-foot rear yard setback requirement to 6 feet for a detached, free-standing garage as part of the construction of a new single-family residence at 613 Old Beach Road, Kings Quarry Replat
- 2) Variance granted 1-15-2019 for reduction of the 10-foot side yard setback requirement to 5 feet for a pool screen enclosure at 1212 Overdale Road, Seagrove PUD

- 3) Variance granted 2-19-2019 for reduction of the 15-foot street side yard setback requirement to 10 feet for an enclosed porch addition at 301 F Street, Coquina Gables Subdivision
- 4) Variance granted 2-19-2019 for reduction of the 10-foot side yard setback requirement to 5 feet for a kitchen and bedroom addition at 11 4<sup>th</sup> Street, St. Augustine Beach Subdivision
- 5) Variance granted 3-19-2019 for reduction of the 10-foot rear yard setback requirement to 7 feet for a pool addition at 525 Weeping Willow Lane, Seagrove PUD
- 6) Variance granted 3-19-2019 for reduction of the 10-foot rear yard setback requirement to 5 feet for a hard roof over a screen enclosure at 3960 A1A South, Unit 517, St. Augustine Beach & Tennis Club Townhouses
- 7) Variance denied 3-19-2019 for reduction of the 10-foot side yard setback requirements to 7.5 feet on both sides for construction of a new three-story single-family residence at 16 5<sup>th</sup> Street, St. Augustine Beach Subdivision
- 8) Variance granted 3-19-2019 for reduction of the 25-foot rear yard setback requirement to 20 feet for an addition at 613 Poinsettia Street, Coquina Gables Estates Subdivision
- 9) Variance granted 5-21-2019 for reduction of the 25-foot rear yard setback requirement to 10 feet for a roofed open-air patio and pergola addition at 24 Versaggi Road, Overby & Gargan Subdivision
- 10) Variance granted 6-18-2019 for reduction of the 10-foot rear yard setback requirement to 7 feet for a pool screen enclosure at 525 Weeping Willow Lane, Seagrove PUD
- 11) Variance granted 7-16-2019 for reduction of the 25-foot front yard setback requirement to 18 feet to move construction of a new one-story single-family residence forward on the lot to build a bulkhead/retaining wall in the rear to stabilize bank adjacent to lake and keep drainage open at 5 Kimberly Lane, Sandpiper West Subdivision
- 12) Variance granted 9-17-2019 for reduction of the 25-foot rear yard setback requirement to 4 feet and reduction of the 15-foot street side yard setback requirement to 7 feet for a hard roof over an open-wall structure at 691 Pope Road, Woodland Unit B Subdivision
- 13) Variance granted 10-15-2019 for reduction of the 10-foot rear and side yard setback requirements to 5 feet each for a pool addition at 1349 Smiling Fish Lane, Seagrove PUD
- 14) Variance granted 10-15-2019 for reduction of the 10-foot rear yard setback

requirement to 7 feet for a pool addition at 1353 Smiling Fish Lane, Seagrove PUD

- 15) Variance granted 1-21-2020 for reduction of the 10-foot side yard setback requirement to 5 feet for a pool addition at 1181 Overdale Road, Seagrove PUD
- 16) Variance granted 1-21-2020 for reduction of the 25-foot rear yard setback requirement to 20 feet for construction of a new two-story single-family residence at 129 14<sup>th</sup> Street, Minorca Subdivision
- 17) Variance granted 5-19-202 for reduction of the 25-foot rear yard setback requirement to 10 feet for a detached mother-in-law suite addition at 52 Ocean Woods Drive East, Ocean Woods Unit 2 Subdivision
- 18) Variance granted 6-16-2020 for reduction of the 25-foot rear yard setback requirement to 19 feet for a sunroom addition at 412 F Street, Coquina Gables Subdivision
- 19) Variance granted 6-16-2020 for reduction of the 10-foot side yard setback requirement to 7 feet for a bathroom addition at 115 15<sup>th</sup> Street, Atlantic Beach Subdivision
- 20) Variance granted 7-21-2020 for reduction of the 25-foot front and rear yard setback requirements to 20 feet each and reduction of the 10-foot side yard setback requirement to 5 feet for construction of a new two-story single-family residence at 130 4<sup>th</sup> Street, Chautauqua Beach Subdivision
- 21) Variance granted 7-21-2020 for reduction of the 25-foot front and rear yard setback requirement to 20 feet each and reduction of the 10-foot side yard setback requirement to 5 feet for construction of a new two-story single-family residence at 129 5<sup>th</sup> Street, Chautauqua Beach Subdivision
- 22) Variance granted 9-15-2020 for reduction of the 25-foot rear yard setback requirement to 6.5 feet along the westerly 10 feet of construction of a new three-story single-family residence at 9 10<sup>th</sup> Street, Chautauqua Beach Subdivision
- 23) Variance granted 10-13-2020 for reduction of the 25-foot front yard setback requirement to 20 feet for construction of a new, three-story single-family residence and reduction of the 5-foot rear yard setback requirement to 3.5 feet for an existing pool at 17 13<sup>th</sup> Street, Atlantic Beach Subdivision
- 24) Variance granted 11-17-2020 for reduction of the 10-foot side yard setback requirement to 5 feet for a second-story porch addition and stairs at 7 4<sup>th</sup> Street, St. Augustine Beach Subdivision

- 25) Variance granted 11-17-2020 for reduction of the 25-foot front and rear yard setback requirements to 20 feet each and reduction of the 10-foot side yard setback requirements on both sides to 7.5 feet each for construction of a new three-story single-family residence at 7 6<sup>th</sup> Street, St. Augustine Beach Subdivision
- 26) Variance granted 12-15-2020 for reduction of the 10-foot side yard setback requirement to 5 feet for a pool addition at 455 High Tide Drive, Seagrove PUD
- 27) Variance granted 12-15-2020 for reduction of the 10-foot side yard setback requirement to 5 feet for a pool addition at 459 High Tide Drive, Seagrove PUD
- 28) Variance denied 1-19-2021 for reduction of the 25-foot front and rear yard setback requirements to 20.5 feet each and reduction of the 10-foot side yard setback requirements on both sides to 7.5 feet each for construction of a new three-story single-family residence at 9 11<sup>th</sup> Street, St. Augustine Beach Subdivision
- 29) Variance denied 1-19-2021 for reduction of the 25-foot front and rear yard setback requirements to 23.5 feet each and reduction of the 10-foot side yard setback requirements on both sides to 9 feet each for construction of a new one story single family residence at 105 3<sup>rd</sup> Street, Chautauqua Beach Subdivision
- 30) Variance denied 3-16-2021 for reduction of the 25-foot rear yard setback requirement to 12 feet and reduction of the 10-foot side yard setback requirement to 5 feet for a storage shed addition at 109 Kings Quarry Lane, Lake Sienna Subdivision
- 31) Variance denied 4-20-2021 for reduction of the 10-foot rear yard setback requirement to 4.2 feet and reduction of the 10-foot side yard setback requirement to 7 feet for an existing garage and construction of a second-story addition over the garage at 2-B F Street, Coquina Gables Subdivision

In summary, since the current setback requirements went into effect October 2, 2018, 31 variance applications have been submitted for reduced setbacks on residential lots, with a total of 26 variances granted and 5 applications denied by the City's Planning and Zoning Board. The majority of these applications, 21 out of 31, requested rear yard setback reductions, with 17 of these applications approved and 4 denied. Side yard setback reductions were requested in 18 of the 31 variance applications, with 13 of these applications approved and 5 denied. Front yard setback reductions were requested in 7 of the 31 applications, with 5 approved and 2 denied. The variance applications that were denied were done so based on the Planning and Zoning Board's findings that hardships for the requested setback reductions had not been demonstrated by the applicants.



## Property Type Results

8 Results

Parcel ID	Owner Name	Address	Use Description	Subdivision Name	Sqft	Acres	Year Built	Price
<a href="#">1673000000</a>	HINES DENNIS A CAROLINE N	207 12TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.11		\$192,500
<a href="#">1674000010</a>	GP 13TH STREET LLC	13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.12		\$50,000
<a href="#">1674500000</a>	XYNIDIS DESPINA ESTATE	8 13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.19		\$0
<a href="#">1676201110</a>	MCCARTHY DONALD LEE ET AL	15TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.11		\$465,000
<a href="#">1676300000</a>	COMERFORD LAURA L	4 15TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.13		\$305,000
<a href="#">1676500000</a>	DELORENZO APARTMENTS LLC	16TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.19		\$0
<a href="#">1676800000</a>	A NEW BEGINNING SAB LLC	5 16TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.13		\$225,000
<a href="#">1677300001</a>	KHAN ASHRAF GAZALA	11 13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia		0.01		\$620,000

## Property Type Export

8 Results

Excel (.xlsx)

Download

## Mailing Labels

8 Results

Select export file format:

Address labels (5160)

☐ Show Parcel ID on Label

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the .xlsx, .csv or .tab download formats.

Skip Labels

0

For best results, uncheck "Fit to Page" in your print settings.

Download

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

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

Last Data Upload: 5/25/2021 1:37:16 AM

Developed by  
 Schneider  
GEOSPATIAL

Version 2.0.12.0

Property Type Results

48 Results

Parcel ID	Owner Name	Address	Use Description	Subdivision Name	Sqft	Acres	Year Built	Price
<a href="#">1684000000</a>	VOISSEM TED J,KARI A	9 11TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$465,000
<a href="#">1684100000</a>	CULPEPPER DONALD J REV TRUST	11 11TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$100
<a href="#">1684200040</a>	ORLANDO DISTRESSED ASSET RECOVERY INC	9 10TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$232,500
<a href="#">1685500000</a>	HUFFSTETLER BRAD	14 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$310,000
<a href="#">1686900020</a>	VERSAGGI BEACH HOUSE LLC	7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$0
<a href="#">1687500000</a>	OBERMAN CONNIE J,SIDNEY E	6TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$372,000
<a href="#">1687700000</a>	KAIN JEFFREY,MARCIA	12 6TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$130,000
<a href="#">1688300110</a>	ADAMS RHONDA,CHARLES	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.1		\$0
<a href="#">1689500000</a>	SPENGLER SYLVIA J ETAL	14 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$0
<a href="#">1690300110</a>	HAGGERTY ADAM P,LAUREN M	A ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$875,000
<a href="#">1690400000</a>	SPENGLER SYLVIA J ETAL	11 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.43		\$0
<a href="#">1691500110</a>	SILVERSTEIN STEVEN,ELISSA	108 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	1823	0.12	2021	\$195,000
<a href="#">1691700050</a>	HVG PROPERTIES LLC	104 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700070</a>	HVG PROPERTIES LLC	106 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700080</a>	HVG PROPERTIES LLC	105 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700090</a>	HVG PROPERTIES LLC	108 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700100</a>	HVG PROPERTIES LLC	107 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700110</a>	HVG PROPERTIES LLC	110 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700120</a>	HVG PROPERTIES LLC	109 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700130</a>	HVG PROPERTIES LLC	112 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700140</a>	HVG PROPERTIES LLC	111 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1691700150</a>	HVG PROPERTIES LLC	114 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$1,935,700
<a href="#">1693000000</a>	MULLINS GROUP LLC	102 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$0
<a href="#">1693000090</a>	LEHAN BRADLEY IRA ET AL	3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$210,000
<a href="#">1693100000</a>	VAHEY KEVIN F,JO ANN H ETAL	105 4TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.45		\$0
<a href="#">1693700000</a>	NOEL STEPHANIE W	103 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$160,000
<a href="#">1693800100</a>	LEHAN BRADLEY D	105 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.12		\$215,000
<a href="#">1694200050</a>	A1A CF LLC	106 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$650,000
<a href="#">1695900000</a>	NEUHAUS JAMES R JR,DEBORAH A	5TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$55,000
<a href="#">1695900150</a>	TOMLIN FREDA	214 5TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$7,000
<a href="#">1696150010</a>	CRADDOCK JILL,MARC	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.21		\$200,000
<a href="#">1696200050</a>	DE TOLEDO REGINE B REVOCABLE TRUST D: 08/23/2018	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$0
<a href="#">1696300000</a>	DE TOLEDO REGINE B ETAL	206 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$100
<a href="#">1696400000</a>	HITCH ARTHUR III	208 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas		0.11		\$8,000

<a href="#">1696400110</a>	AAG AUGUSTINE INVESTMENTS LLC	210 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1696400150</a>	AAG AUGUSTINE INVESTMENTS LLC	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1696500000</a>	AAG AUGUSTINE INVESTMENTS LLC	212 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1696600000</a>	DROEGE DENISE ***	200 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$0
<a href="#">1696700000</a>	GARRIS MARILYN A	201 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$85,000
<a href="#">1696900000</a>	MURRAY EDWARD FRANCIS ETAL	203 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.21	\$200,000
<a href="#">1697100080</a>	CRAGE PAUL	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1697200100</a>	CRAGE PAUL	209 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1697200120</a>	CRAGE PAUL	211 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1697300140</a>	CRETER ERICA, NATHAN	213 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1697300160</a>	CRETER ERICA, NATHAN	215 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1697400000</a>	LAVOSKY RICHARD L, JUDITH L	202 A ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12	\$549,000
<a href="#">1697400040</a>	DEL REY BRIAN	1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12	\$170,000
<a href="#">1698000120</a>	CRETER NATHAN, ERICA	213 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12	\$125,000

#### Property Type Export

Excel (.xlsx)



Download

48 Results

#### Mailing Labels

Select export file format:

Address labels (5160)



Show Parcel ID on Label

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the xlsx, csv or tab download formats.

Skip Labels

0

For best results, uncheck "Fit to Page" in your print settings.

Download

48 Results

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

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

Last Data Upload: 5/25/2021, 1:37:16 AM

Version 2.3.121

Developed by  
 Schneider  
 GEOSPATIAL



Property Type Results

23 Results

Parcel ID	Owner Name	Address	Use Description	Subdivision Name	Sqft	Acres	Year Built	Price
<a href="#">1704200020</a>	WHITE JENNIFER H	1 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$531,000
<a href="#">1705400000</a>	O'BRIEN RICHARD B ET AL	6 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	3925	0.17	2021	\$425,000
<a href="#">1706500000</a>	HITCH ARTHUR III	116 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$0
<a href="#">1706700000</a>	ANDERSON JAMES J,DANYA R	118 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$180,000
<a href="#">1707300000</a>	DURASKO LEGACY TRUST D: 08/20/2019	115 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$100
<a href="#">1707300140</a>	KOZOL BLAKE A	B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$190,000
<a href="#">1708300000</a>	MASCHMEYER BRITTANY D,LELAND M	113 C ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.16		\$266,000
<a href="#">1708900100</a>	SCHNIRCH DIETER,BERIT TRUSTEES	111 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.23		\$0
<a href="#">1709000140</a>	HIGGS SUSAN RENEE	115 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$70,000
<a href="#">1709200000</a>	TRINCA LEONARD,RENEE	104 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.23		\$0
<a href="#">1709200070</a>	ARMIGER CARL	F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$215,000
<a href="#">1709300000</a>	TRINCA LEONARD P,RENEE	103 E ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.23		\$0
<a href="#">1709300080</a>	RIMKUS SADIE ETAL	E ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$215,000
<a href="#">1711900030</a>	DEASON CAROL A ETAL	204 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.16		\$0
<a href="#">1712100000</a>	FELDMAN GREGG A,BARBARA J REVOCABLE TRUST AGREEMENT UTD 05-17-2019	210 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$100
<a href="#">1712200000</a>	HEBERT DANIEL C,JANICE G	212 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.21		\$42,000
<a href="#">1713700130</a>	COSTNER PAUL P,KIMBERLA A	314 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$220,000
<a href="#">1713700150</a>	TROUSDELL TOD,EUGENIA	316 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.11		\$199,000
<a href="#">1714400000</a>	HOTZ PETER ETAL	303 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.12		\$199,900
<a href="#">1716200050</a>	LEBLANC CAROL	304 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.15		\$24,000
<a href="#">1718200030</a>	MUROSKE HEATHER	205 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.13		\$130,000
<a href="#">1718200040</a>	DADSMC HOLDINGS LLC	F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.16		\$100
<a href="#">1718800040</a>	VUCINICH JANICE ETAL	605 COQUINA BLVD	0000 - Vacant Residential	Coquina Gables Subdivision No 1		0.17		\$200,000

Property Type Export

23 Results

Excel (.xlsx)

Export Data

Mailing Labels

23 Results

Select export file format:

Address labels (5160)

☐ Show Parcel ID on Label

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the .xlsx, .csv or tab download formats.

Skip Labels

0

For best results, uncheck "Fit to Page" in your print settings

Download

Property Type Results

6 Results

Parcel ID	Owner Name	Address	Use Description	Subdivision Name	Sqft	Acres	Year Built	Price
<a href="#">1698700060</a>	SIMMONS GREGORY S	4 5TH ST	0000 - Vacant Residential	St Augustine Beach		0.12		\$530,000
<a href="#">1698800000</a>	PAUL DONALD,LINDA	7 6TH ST	0000 - Vacant Residential	St Augustine Beach		0.12		\$290,000
<a href="#">1698900150</a>	VINCENT JAMES N ET AL	15 6TH ST	0000 - Vacant Residential	St Augustine Beach	2837	0.12	2021	\$325,000
<a href="#">1698900160</a>	AYERS ROBERT CORBETT	5TH ST	0000 - Vacant Residential	St Augustine Beach		0.12		\$320,000
<a href="#">1698900180</a>	16 5TH STREET LAND TRUST	5TH ST	0000 - Vacant Residential	St Augustine Beach		0.12		\$369,000
<a href="#">1699200000</a>	STONAKER ROLAND H III	15 4TH ST	0000 - Vacant Residential	St Augustine Beach		0.06		\$25,000

Property Type Export

6 Results

Excel (.xlsx)

Download

Mailing Labels

6 Results

Select export file format:

Address labels (5160)

☐ Show Parcel ID on Label

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the .xlsx, .csv or .tab download formats.

Skip Labels

0

For best results, uncheck "Fit to Page" in your print settings.

Download

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

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

Last Data Upload: 5/25/2021, 1:37:16 AM

Property Type Results

254 Results

Parcel ID	Owner Name	Address	Use Description	Subdivision Name	Sqft	Acres	Year Built	Price
<a href="#">1628000050</a>	TURNBULL RICHARD EDWARD, MARIE	AGNES CIR	0000 - Vacant Residential			0.02		\$160,000
<a href="#">1628200007</a>	COSTABILE JON C, DEBORAH A	619 OLD BEACH RD	0000 - Vacant Residential	Kings Quarry Replat		0.21		\$125,000
<a href="#">1628201020</a>	MCLEMORE STACY	105 KINGS QUARRY LN	0000 - Vacant Residential	Lake Sienna		0.2		\$210,000
<a href="#">1628202020</a>	JAW REBECCA Y Y ETAL	128 KINGS QUARRY LN	0000 - Vacant Residential	Lake Sienna		0.18		\$59,500
<a href="#">1629611840</a>	DIMEGLIO THOMAS, KATHLEEN MARGARET	1311 SMILING FISH LN	0000 - Vacant Residential	Seagrove St. Augustine Beach Unit Eight		0.22		\$224,900
<a href="#">1629612000</a>	ROBINSON DOUGLAS, HEIDI	1208 OVERDALE RD	0000 - Vacant Residential	Seagrove St. Augustine Beach Unit 9		1.22		\$200,000
<a href="#">1629660070</a>	THOMPSON DAVID D, RACHEL B	800 TIDES END DR	0000 - Vacant Residential	Seagrove St. Augustine Beach Unit Seven		0.37		\$220,000
<a href="#">1631010250</a>	MILLER PETER, KATHLEEN	417 NIGHT HAWK LN	0000 - Vacant Residential	Island Hammock		0.45		\$70,000
<a href="#">1631010260</a>	NEWTON KYLE, SYDNEY	421 NIGHT HAWK LN	0000 - Vacant Residential	Island Hammock		0.53		\$251,000
<a href="#">1631010280</a>	PELLICER ROBERT, JEANNA	416 NIGHT HAWK LN	0000 - Vacant Residential	Island Hammock		0.4		\$210,000
<a href="#">1631010360</a>	ALEXANDER WILLIAM TODD, CLARISSA CHRISTINA ET AL	116 ISLAND HAMMOCK WAY	0000 - Vacant Residential	Island Hammock		0.45		\$240,000
<a href="#">1631010390</a>	BECK CARL C JR	128 ISLAND HAMMOCK WAY	0000 - Vacant Residential	Island Hammock		0.42		\$170,000
<a href="#">1631010440</a>	KUNDE GERALD RALPH II REVOCABLE TRUST U/A/D: 12/16/16	133 ISLAND HAMMOCK WAY	0000 - Vacant Residential	Island Hammock		0.52		\$249,000
<a href="#">1631010450</a>	BENNETT DAVID, NINA BIELBY	129 ISLAND HAMMOCK WAY	0000 - Vacant Residential	Island Hammock		0.56		\$255,000
<a href="#">1631390090</a>	VAN ETTA GEORGE ROBERT, ASHLEE	101 SPANISH OAKS LN	0000 - Vacant Residential	Spanish Oaks		0.35		\$199,000
<a href="#">1631390110</a>	DILLINGER TERESA CARR, TERRY LEE	104 SPANISH OAKS LN	0000 - Vacant Residential	Spanish Oaks	2511	0.31	2021	\$185,000
<a href="#">1631390130</a>	UMBERGER REVOCABLE TRUST	112 SPANISH OAKS LN	0000 - Vacant Residential	Spanish Oaks		0.29		\$100
<a href="#">1631430103</a>	DANIELE GLORIA I TRUST	6 LEE DR	0000 - Vacant Residential	Ocean Walk Unit I		0.32		\$100
<a href="#">1631450000</a>	KEHOE G PONCE TRUST	703 16TH ST	0000 - Vacant Residential			0.71		\$100
<a href="#">1631510351</a>	GLASGOW JAMES LESLIE, CATHERINE JANE	2 QUAIL CT	0000 - Vacant Residential	Woodland Estates-Unit Two		0.34		\$225,000
<a href="#">1631530020</a>	KEHOE G PONCE TRUST	200 WOODLAND AVE	0000 - Vacant Residential	Woodland Estates		0.24		\$100
<a href="#">1637000020</a>	PUPPUP EAST LLC	POPE RD	0000 - Vacant Residential	Woodland-Unit B		0.17		\$100
<a href="#">1641610010</a>	HAWKINS MICHAEL ET AL	282 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach		0.38		\$420,000



<a href="#">1641610030</a>	CHERONIS NICK ALORI A	254 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$219,900
<a href="#">1641610060</a>	JAMES DARBI A	212 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	2322 0.22	2021	\$755,900
<a href="#">1641610070</a>	BASSETT JOSEPH ALAN,DAWN MARIE	196 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	3259 0.22	2021	\$930,900
<a href="#">1641610080</a>	TIERNAN GREG R,ANN L	182 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	2915 0.22	2021	\$807,300
<a href="#">1641610110</a>	BEAL BRIAN,LISA	138 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.25		\$245,000
<a href="#">1641610130</a>	GALLACCHI PAUL J III ET AL	110 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$245,000
<a href="#">1641610140</a>	MURDOCK AMANDA MICHELLE,KYLE JAMES	106 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.26		\$207,143
<a href="#">1641610150</a>	PATROU ALLISON RUNK,SCOTT MICHAEL	98 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.26		\$220,000
<a href="#">1641610170</a>	RCZ REAL ESTATE INVESTMENTS LLC	80 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$234,900
<a href="#">1641610230</a>	KEITH DOUGLAS R,CATHLEEN L	534 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.21		\$254,900
<a href="#">1641610300</a>	PEGLOW RICHARD ET AL	434 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$799,000
<a href="#">1641610330</a>	DIX JEFFREY C,DEBORAH K	392 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.2		\$0
<a href="#">1641610340</a>	VALENZUELA 2002 FAMILY TRUST D:05/08/02 AS AMENDED :07/29/14	378 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.2		\$229,900
<a href="#">1641610350</a>	FINNEGAN ROSEMARY KATHLEEN	372 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.19		\$239,900
<a href="#">1641610360</a>	NADEAU ALLEN,LESLIE	366 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.32		\$287,900
<a href="#">1641610380</a>	BRUNOZZI ROBERT J,SHARON L	352 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	2384 0.22	2021	\$904,100
<a href="#">1641610400</a>	RUNK PROPERTIES INC	322 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.25		\$175,000
<a href="#">1641610420</a>	MC MURRAY FAMILY TRUST D: 04-10-2017	294 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$249,900
<a href="#">1641610450</a>	SLICHTER CHRISTOPHER D ET AL	315 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$242,300
<a href="#">1641610470</a>	ALLEN JOHN MARTIN,JOAN MARY	339 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22		\$923,800
<a href="#">1641610510</a>	BAILEY FINANCIAL GROUP LLC	70 HIGH DUNE DR	0000 - Vacant Residential	Ridge at St Augustine Beach	0.21		\$275,000
<a href="#">1641610550</a>	POE ROBERT A AND GAIL H LIVING TRUST D: 8-23-2017	203 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	2879 0.23	2021	\$244,900
<a href="#">1641610550</a>	POE ROBERT A AND GAIL H LIVING TRUST D: 8-23-2017	23 HIGH DUNE DR	0000 - Vacant Residential	Ridge at St Augustine Beach	2879 0.23	2021	\$244,900
<a href="#">1641610590</a>	FAENUM HOLDING LTD	441 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.44		\$495,000
<a href="#">1641610590</a>	FAENUM HOLDING LTD	77 HIGH DUNE DR	0000 - Vacant Residential	Ridge at St Augustine Beach	0.44		\$495,000

<a href="#">1641610610</a>	DEFRANK JOSEPH LEE AND DEFRANK DENA LYNN REVOCABLE TRUST AGREEMENT D:12/29/2020	459 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.21	\$100
<a href="#">1641610630</a>	AYERS FAMILY REVOCABLE TRUST UNDER AGREEMENT D:03/10/2020	489 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$100
<a href="#">1641610660</a>	WALTERS MITCH,ROBIN	529 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$269,900
<a href="#">1641610660</a>	WALTERS MITCH,ROBIN	555 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$269,900
<a href="#">1641610680</a>	CRUZ LUISA,DOUSHKA	129 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$315,000
<a href="#">1641610710</a>	FERRIS RAYMOND J ET AL	171 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$100
<a href="#">1641610720</a>	BAILEY MARK F,ALECIA JONES	183 RIDGEWAY RD	0000 - Vacant Residential	Ridge at St Augustine Beach	0.22	\$280,000
<a href="#">1641710090</a>	KRUEGER HOLLY M	26 OCEAN PINES DR	0000 - Vacant Residential	Sea Oaks	0.53	\$100
<a href="#">1641710180</a>	JUSTICE KEITH M,DIANA	44 OCEAN PINES DR	0000 - Vacant Residential	Sea Oaks Unit Two Phase 1A	0.53	\$200,000
<a href="#">1641730020</a>	SLAUGHTER RHYS MARK,KELLY RENEE	23 OCEAN PINES DR	0000 - Vacant Residential	Sea Oaks	0.28	\$198,000
<a href="#">1641730150</a>	HANKS CHRISTIAN V JR,JANET P	39 OCEAN PINES DR	0000 - Vacant Residential	Sea Oaks-Unit 1	0.33	\$50,000
<a href="#">1642400020</a>	COLLINS GREGORY K	520 A ST	0000 - Vacant Residential	Ocean Oaks Subdivision, Unit No 2 Of	0.18	\$100
<a href="#">1642400030</a>	CENTERPOINT HOMES LLC	522 A ST	0000 - Vacant Residential	Ocean Oaks Subdivision, Unit No 2 Of	0.19	\$165,000
<a href="#">1642400100</a>	RUEDA GENOVEVA P ETAL	13 SUNFISH DR	0000 - Vacant Residential	Ocean Oaks Subdivision, A Revised Plat Of Unit Two Of	0.31	\$100
<a href="#">1642400190</a>	KAHLER LINDA B	31 OCEAN CT	0000 - Vacant Residential	Ocean Oaks Subdivision Unit 2, A Replat Of Part Of	0.3	\$20,000
<a href="#">1642400440</a>	JACOBSON AUDREY	430 OCEAN DR	0000 - Vacant Residential	Ocean Oaks Subdivision Unit 2, A Replat Of Part Of	0.2	\$0
<a href="#">1642400530</a>	PIETRUCHA ROMAN	419 OCEAN DR	0000 - Vacant Residential	Ocean Oaks Subdivision Unit 2, A Replat Of Part Of	0.27	\$36,000
<a href="#">1642400570</a>	DROZD DEBORAH A	429 OCEAN DR	0000 - Vacant Residential	Ocean Oaks Subdivision, Unit No 2 Of	0.21	\$0
<a href="#">1642600000</a>	CASTELLANA ANTONIETTA TRUSTEE	805 MICKLER BLVD	0000 - Vacant Residential		0.21	\$100
<a href="#">1668100060</a>	JAMES BOBBIE J	A1A	0000 - Vacant Residential	Anastasia Park	0.21	\$93,500
<a href="#">1668200020</a>	SMITH CHRISTOPHER, LAURA	A1A	0000 - Vacant Residential	Anastasia Park	0.16	\$73,300
<a href="#">1668300000</a>	MORRISSEY PATRICK J	2500 A1A	0000 - Vacant Residential	Anastasia Park	0.27	\$100
<a href="#">1668400050</a>	SAUER SAVANNAH ALEXANDER	FLORIDA AVE	0000 - Vacant Residential	Anastasia Park	0.15	\$165,000
<a href="#">1669000000</a>	GREGORY STUART A	2472 A1A	0000 - Vacant Residential	Anastasia Park	0.16	\$84,900
<a href="#">1670100000</a>	POTYONDY ALEXANDER J	2424 A1A	0000 - Vacant Residential	Anastasia Park	0.22	\$4,000



<a href="#">1670200000</a>	POTYONDY ALEXANDER J	A1A	0000 - Vacant Residential	Anastasia Park	0.2	\$4,000
<a href="#">1673000000</a>	HINES DENNIS A, CAROLINE N	207 12TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.11	\$192,500
<a href="#">1674000010</a>	GP 13TH STREET LLC	13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.12	\$50,000
<a href="#">1674500000</a>	KYNIDIS DESPINA ESTATE	8 13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.19	\$0
<a href="#">1676201110</a>	MCCARTHY DONALD LEE ET AL	15TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.11	\$465,000
<a href="#">1676300000</a>	COMERFORD LAURA L	4 15TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.13	\$305,000
<a href="#">1676500000</a>	DELORENZO APARTMENTS LLC	16TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.19	\$0
<a href="#">1676800000</a>	A NEW BEGINNING SAB LLC	5 16TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.13	\$225,000
<a href="#">1677300001</a>	KHAN ASHRAF,GAZALA	11 13TH ST	0000 - Vacant Residential	Atlantic Beach Subdivision Of Anastasia	0.01	\$620,000
<a href="#">1678200000</a>	KULIKOWSKI KATHIE L	117 13TH ST	0000 - Vacant Residential	Minorca Subdivision	0.16	\$100
<a href="#">1679900000</a>	GAWRONSKI CHRISTINE REV LUG TRUST	123 14TH ST	0000 - Vacant Residential	Minorca Subdivision	0.17	\$100
<a href="#">1680900000</a>	RESCINIO ALBERT J	124 14TH ST	0000 - Vacant Residential	Minorca Subdivision	0.17	\$100
<a href="#">1680900420</a>	GRUNDER KATHLEEN M	122 14TH ST	0000 - Vacant Residential	Minorca Subdivision	0.17	\$100
<a href="#">1681000140</a>	BRUNK ROSEMARY	118 14TH ST	0000 - Vacant Residential	Minorca Subdivision	0.17	\$100
<a href="#">1682900000</a>	KHALID FAMILY TRUST	129 16TH ST	0000 - Vacant Residential	Minorca Subdivision	0.16	\$0
<a href="#">1684000000</a>	VOISSEM TED J,KARI A	9 11TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$465,000
<a href="#">1684100000</a>	CULPEPPER DONALD J REV TRUST	11 11TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$100
<a href="#">1684200040</a>	ORLANDO DISTRESSED ASSET RECOVERY INC	9 10TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12	\$232,500
<a href="#">1685500000</a>	HUFFSTETLER BRAD	14 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12	\$310,000
<a href="#">1686900020</a>	VERSAGGI BEACH HOUSE LLC	7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$0
<a href="#">1687500000</a>	OBERMAN CONNIE J,SIDNEY E	6TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$372,000
<a href="#">1687700000</a>	KAIN JEFFREY,MARCIA	12 6TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$130,000
<a href="#">1688309110</a>	ADAMS RHONDA,CHARLES	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.1	\$0
<a href="#">1688600161</a>	CMS RE HOLDINGS LLC	3RD ST	0000 - Vacant Residential		0.03	\$100
<a href="#">1689500000</a>	SPENGLER SYLVIA J ETAL	14 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11	\$0

<a href="#">1690300110</a>	HAGGERTY ADAM P,LAUREN M	A ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$875,000
<a href="#">1690400000</a>	SPENGLER SYLVIA J ETAL	11 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.43		\$0
<a href="#">1691500110</a>	SILVERSTEIN STEVEN,ELISSA	108 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	1823 0.12	2021	\$195,000
<a href="#">1691700050</a>	HVG PROPERTIES LLC	104 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700070</a>	HVG PROPERTIES LLC	106 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700080</a>	HVG PROPERTIES LLC	105 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700090</a>	HVG PROPERTIES LLC	108 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700100</a>	HVG PROPERTIES LLC	107 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700110</a>	HVG PROPERTIES LLC	110 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700120</a>	HVG PROPERTIES LLC	109 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700130</a>	HVG PROPERTIES LLC	112 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700140</a>	HVG PROPERTIES LLC	111 8TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1691700150</a>	HVG PROPERTIES LLC	114 7TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$1,935,700
<a href="#">1693000000</a>	MULINS GROUP LLC	102 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12		\$0
<a href="#">1693000090</a>	LEHAN BRADLEY IRA ET AL	3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12		\$210,000
<a href="#">1693100000</a>	VAHEY KEVIN F,JO ANN H ETAL	105 4TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.45		\$0
<a href="#">1693700000</a>	NOEL STEPHANIE W	103 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12		\$160,000
<a href="#">1693800100</a>	LEHAN BRADLEY D	105 3RD ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12		\$215,000
<a href="#">1694200050</a>	A1A CF LLC	106 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$650,000
<a href="#">1695900000</a>	NEUHAUS JAMES R JR,DEBORAH A	5TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$55,000
<a href="#">1695900150</a>	TOMLIN FRED A	214 5TH ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$7,000
<a href="#">1696150010</a>	CRADDOCK JILL,MARC	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.21		\$200,000
<a href="#">1696200050</a>	DE TOLEDO REGINE B REVOCABLE TRUST D: 08/23/2018	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$0
<a href="#">1696300000</a>	DE TOLEDO REGINE B ETAL	206 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$100
<a href="#">1696400000</a>	HITCH ARTHUR III	208 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11		\$8,000

<a href="#">1696400110</a>	AAG AUGUSTINE INVESTMENTS LLC	210 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1696400150</a>	AAG AUGUSTINE INVESTMENTS LLC	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1696500000</a>	AAG AUGUSTINE INVESTMENTS LLC	212 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1696600000</a>	DROEGE DENISE ***	200 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$0
<a href="#">1696700000</a>	GARRIS MARILYN A	201 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$85,000
<a href="#">1696900000</a>	MURRAY EDWARD FRANCIS ETAL	203 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.21			\$200,000
<a href="#">1697100080</a>	CRAGE PAUL	2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1697200100</a>	CRAGE PAUL	209 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1697200120</a>	CRAGE PAUL	211 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1697300140</a>	CRETER ERICA ,NATHAN	213 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1697300160</a>	CRETER ERICA ,NATHAN	215 2ND ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.11			\$100
<a href="#">1697400000</a>	LAVOSKY RICHARD L,JUDITH L	202 A ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12			\$549,000
<a href="#">1697400040</a>	DEL REY BRIAN	1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12			\$170,000
<a href="#">1698000120</a>	CRETER NATHAN ,ERICA	213 1ST ST	0000 - Vacant Residential	Chautauqua Beach Subdivision of the Anas	0.12			\$125,000
<a href="#">1698700060</a>	SIMMONS GREGORY S	4 5TH ST	0000 - Vacant Residential	St Augustine Beach	0.12			\$530,000
<a href="#">1698800000</a>	PAUL DONALD,LINDA	7 6TH ST	0000 - Vacant Residential	St Augustine Beach	0.12			\$290,000
<a href="#">1698900150</a>	VINCENT JAMES N ETAL	15 6TH ST	0000 - Vacant Residential	St Augustine Beach	2837 0.12	2021		\$325,000
<a href="#">1698900160</a>	AYERS ROBERT CORBETT	5TH ST	0000 - Vacant Residential	St Augustine Beach	0.12			\$320,000
<a href="#">1698900180</a>	16 5TH STREET LAND TRUST	5TH ST	0000 - Vacant Residential	St Augustine Beach	0.12			\$369,000
<a href="#">1699200000</a>	STONAKER ROLAND H III	15 4TH ST	0000 - Vacant Residential	St Augustine Beach	0.06			\$25,000
<a href="#">1704200020</a>	WHITE JENNIFER H	1 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11			\$531,000
<a href="#">1705400000</a>	O'BRIEN RICHARD B ET AL	6 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	3925 0.17	2021		\$425,000
<a href="#">1706500000</a>	HITCH ARTHUR III	116 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12			\$0
<a href="#">1706700000</a>	ANDERSON JAMES LDANYA R	118 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12			\$180,000
<a href="#">1707300000</a>	DURASKO LEGACY TRUST D: 08/20/2019	115 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11			\$100



<a href="#">1707300140</a>	KOZOL BLAKE A	B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11	\$190,000
<a href="#">1708300000</a>	MASCHMEYER BRITTANY D,LELAND M	113 C ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.16	\$266,000
<a href="#">1708900100</a>	SCHNIRCH DIETER,BERIT TRUSTEES	111 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.23	\$0
<a href="#">1709000140</a>	HIGGS SUSAN RENEE	115 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12	\$70,000
<a href="#">1709200000</a>	TRINCA LEONARD,RENEE	104 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.23	\$0
<a href="#">1709200070</a>	ARMIGER CARL	F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12	\$215,000
<a href="#">1709300000</a>	TRINCA LEONARD PRENEE	103 E ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.23	\$0
<a href="#">1709300080</a>	RIMKUS SADIE ETAL	E ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12	\$215,000
<a href="#">1711900030</a>	DEASON CAROL A ETAL	204 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.16	\$0
<a href="#">1712100000</a>	FELDMAN GREGG A,BARBARA J REVOCABLE TRUST AGREEMENT UTD 05-17-2019	210 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11	\$100
<a href="#">1712200000</a>	HEBERT DANIEL C,JANICE G	212 D ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.21	\$42,000
<a href="#">1713700120</a>	COSTNER PAUL P,KIMBERLA A	314 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11	\$220,000
<a href="#">1713700150</a>	TROUSDELL TOD,EUGENIA	316 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.11	\$199,000
<a href="#">1714400000</a>	HOTZ PETER ET AL	303 B ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.12	\$199,900
<a href="#">1716200050</a>	LEBLANC CAROL	304 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.15	\$24,000
<a href="#">1718200030</a>	MUROSKE HEATHER	205 F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.13	\$130,000
<a href="#">1718200040</a>	DADSMC HOLDINGS LLC	F ST	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.16	\$100
<a href="#">1718500045</a>	904 VENTURES LLC	F ST	0000 - Vacant Residential	Atlantic Oaks-First Addition	0.13	\$452,000
<a href="#">1718800040</a>	VUCINICH JANICE ETAL	605 COQUINA BLVD	0000 - Vacant Residential	Coquina Gables Subdivision No 1	0.17	\$200,000
<a href="#">1721600000</a>	HARVEY WILLIAM,KERRI	509 B ST	0000 - Vacant Residential	Coquina Gables Estates, Unit A Of	0.17	\$159,900
<a href="#">1722000080</a>	IOVINO ANTHONY V REVOCABLE TRUST	508 D ST	0000 - Vacant Residential	Coquina Gables Estates, Unit A Of	0.17	\$100
<a href="#">1724010260</a>	WANERKA ASSOCIATES INC	51 ATLANTIC OAKS CIR	0000 - Vacant Residential	Atlantic Oaks-First Addition	0.2	\$100
<a href="#">1724020210</a>	WANERKA ASSOCIATES INC	58 ATLANTIC OAKS CIR	0000 - Vacant Residential	Atlantic Oaks-First Addition	0.2	\$100
<a href="#">1724860110</a>	BRUSH JOHN E,SUZANNE M	22 MAGNOLIA DUNES CIR	0000 - Vacant Residential	Magnolia Dunes	0.23	\$140,000
<a href="#">1724860200</a>	WEEKS CLAUDE L,KRISTINA G	40 MAGNOLIA DUNES CIR	0000 - Vacant Residential	Magnolia Dunes	0.28	\$319,000

<a href="#">1724900210</a>	WEEKS CLAUDE L, KRISTINA G	42 MAGNOLIA DUNES CIR	0000 - Vacant Residential	Magnolia Dunes	0.37	\$319,000
<a href="#">1724910130</a>	ALFORD FAMILY TRUST UAD: 03/02/2021	605 SEAGRAPE CIR	0000 - Vacant Residential	Anastasia Dunes Unit One	0.35	\$100
<a href="#">1724910390</a>	BOYLE KATE M FAMILY TRUST D: 1-17-2019	473 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit One	0.33	\$100
<a href="#">1724910470</a>	MAGUIRE LINDSEY SKYE ETAL	1004 ISLAND WAY	0000 - Vacant Residential	Anastasia Dunes Unit One	0.55	\$175,000
<a href="#">1724910470</a>	MAGUIRE LINDSEY SKYE ETAL	1006 ISLAND WAY	0000 - Vacant Residential	Anastasia Dunes Unit One	0.55	\$175,000
<a href="#">1724910600</a>	MONTGOMERY JOEL, SHARON	484 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit One	0.27	\$100
<a href="#">1724910730</a>	EBLING-WASIEWICZ FAMILY TRUST U/A D: 10/30/2019	371 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.28	\$235,000
<a href="#">1724910750</a>	HVG PROPERTIES LLC	379 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.23	\$240,000
<a href="#">1724910760</a>	MOODY STEVE EARL TRUST D: 09/08/2008 ETAL	383 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.22	\$230,000
<a href="#">1724910800</a>	BOYLE DAVID F	399 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.28	\$239,000
<a href="#">1724910870</a>	HANVEY DAVID ET AL	425 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.27	\$290,000
<a href="#">1724910890</a>	NELSON JAMES, JANET	433 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.29	\$161,600
<a href="#">1724910910</a>	KOCERKA JOHN M, HEIDI N	441 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.27	\$0
<a href="#">1724910970</a>	HVG PROPERTIES LLC	458 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.3	\$260,000
<a href="#">1724910980</a>	MCVAY THOMAS D, TINA M	454 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.27	\$242,000
<a href="#">1724911020</a>	ROSA MICHAEL	438 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.25	\$200,000
<a href="#">1724911050</a>	COTTLE REVOCABLE TRUST D: 08/06/2020	426 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.24	\$100
<a href="#">1724911130</a>	BURNS FAMILY TRUST D: 09/22/2014	394 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Two	0.32	\$245,000
<a href="#">1724911150</a>	DEAN SCOTT, CYNTHIA	384 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.24	\$234,000
<a href="#">1724911190</a>	CASEY ASHLEY, CATHERINE	370 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.21	\$182,500
<a href="#">1724911200</a>	CENTERTOWN LLC	366 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.22	\$255,000
<a href="#">1724911210</a>	ML CONNER CONSTRUCTION LLC	1101 LAUGHING GULL LN	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.22	\$225,000
<a href="#">1724911220</a>	MARGOLIS RALPH A, LINDA M	1105 LAUGHING GULL LN	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.32	\$145,000
<a href="#">1724911260</a>	MASSICOTTE THOMAS E, JULIE A	358 OCEAN FOREST DR	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.27	\$220,000
<a href="#">1724911360</a>	ALFORD FAMILY TRUST UAD: 03/02/2021	1013 SEA FOREST LN	0000 - Vacant Residential	Anastasia Dunes Unit Three	0.26	\$100



<a href="#">1725610010</a>	WALLIN JENNIFER	100 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$90,000
<a href="#">1725610040</a>	GEORGE FERRIS, RITA	151 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$30,500
<a href="#">1725610100</a>	DRAKE MARTHA	137 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$140,000
<a href="#">1725610140</a>	STEWART BRIAN YATES, CHERYL L	129 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$175,000
<a href="#">1725610200</a>	LECLARE JAMES RICHARD, JEAN ANNE	117 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$100
<a href="#">1725610250</a>	ESPINOSA PETER A	103 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$198,000
<a href="#">1725610310</a>	DIGIACOMO CHARLES P	138 WHISPERING OAKS CIR	0000 - Vacant Residential	Whispering Oaks	0.17	\$140,000
<a href="#">1725610380</a>	MOLINARO RICHARD J, CATHERINE M	224 BIG MAGNOLIA CT	0000 - Vacant Residential	Whispering Oaks Phase II	0.17	\$170,000
<a href="#">1725610390</a>	THORNE SUSAN C ETAL	228 BIG MAGNOLIA CT	0000 - Vacant Residential	Whispering Oaks Phase II	0.17	\$100
<a href="#">1725610540</a>	URIO MICHAEL E, KAREN E	210 MADRID ST	0000 - Vacant Residential	Whispering Oaks Phase III	0.17	\$159,000
<a href="#">1725610550</a>	PARK HENRY, SHEREE	206 MADRID ST	0000 - Vacant Residential	Whispering Oaks Phase III	0.23	\$80,000
<a href="#">1725610600</a>	MORIN PHILIP A III	312 SPANISH OAK CT	0000 - Vacant Residential	Whispering Oaks Phase III	0.23	\$179,900
<a href="#">1726300000</a>	POULIN TERRY P, DEBORAH L	1 LISBON ST	0000 - Vacant Residential	Sevilla Gardens	0.24	\$42,500
<a href="#">1726400270</a>	COATES JOHN AND KIMBER REVOCABLE TRUST D: 07/24/18	24 EWING ST	0000 - Vacant Residential	Sevilla Gardens	0.11	\$100
<a href="#">1727100120</a>	MADDEN BRIAN, KATHLEEN	30 BERMUDA RUN WAY	0000 - Vacant Residential	Bermuda Run	0.17	\$105,000
<a href="#">1741911010</a>	CAMPBELL DAVID AND MARCIA REVOCABLE TRUST U/A/D: 10/06/2020	612 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	1.25	\$100
<a href="#">1741911080</a>	BOND MADISON E ETAL	640 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.21	\$100
<a href="#">1741911090</a>	SCHWENK GORDON C, LOIS M	644 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.21	\$775,000
<a href="#">1741911110</a>	BOND MADISON E ETAL	652 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.19	\$100
<a href="#">1741911250</a>	BULAK CONRAD A, ANGELA I	720 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.21	\$850,000
<a href="#">1741911270</a>	BOND LISA A, MADISON E	728 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.23	\$910,000
<a href="#">1741911280</a>	GAULT FAMILY TRUST D: 01/07/2019	736 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.41	\$905,000
<a href="#">1741912100</a>	ALFORD FAMILY TRUST UAD: 03/02/2021	633 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.21	\$100
<a href="#">1741914150</a>	LEWIS CHARLES S, LISA M	301 S FOREST DUNE DR	0000 - Vacant Residential	Sea Colony Unit One of the Beach Club at Anastasia Residential Cluster Development	0.23	\$400,000
<a href="#">1741917030</a>	BUENTE STEPHEN, TRESSA	845 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	0.26	\$155,000

<a href="#">1741917050</a>	CAMERON JAMES INVESTMENTS LLC	883 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	0.35		\$275,000
<a href="#">1741917120</a>	WALKER SHIRLEY C RESTATED TRUST	931 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	0.4		\$270,000
<a href="#">1741917180</a>	SANTARONE MICHAEL S REVOCABLE TRUST UAD 06/09/2016 ET AL	908 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	0.42		\$100
<a href="#">1741917220</a>	CONNER MATTHEW L LACEY	892 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	3954 0.39	2021	\$249,000
<a href="#">1741917240</a>	LAVALLEY CHRISTOPHER T, MELODY C	884 OCEAN PALM WAY	0000 - Vacant Residential	Sea Colony Unit Three of the Beach Club at Anastasia Residential Cluster Development	0.32		\$240,000
<a href="#">1741920200</a>	GAMBONE JOSEPH JR, JOANN	957 DEER HAMMOCK CIR	0000 - Vacant Residential	Sea Colony Unit Four of the Beach Club at Anastasia Residential Cluster Development	0.23		\$300,000
<a href="#">1741920250</a>	PULLEN DOUGLAS LEE	937 DEER HAMMOCK CIR	0000 - Vacant Residential	Sea Colony Unit Four of the Beach Club at Anastasia Residential Cluster Development	0.22		\$175,000
<a href="#">1745105050</a>	HUMPHREYS JEFFREY M, OKSANA T	4 VERSAGGI PL	0000 - Vacant Residential		0.23		\$100
<a href="#">1745105070</a>	RTL FAMILY TRUST D: 02-19-2020	VERSAGGI DR	0000 - Vacant Residential	Overby & Gargan Unplatted	0.09		\$100
<a href="#">1745130000</a>	CAPITAL INVESTMENTS AND COLLATERALIZED LENDING LLC	OCEANSIDE DR	0000 - Vacant Residential	Overby & Gargan Unplatted	0.25		\$100
<a href="#">1745130020</a>	SAFREED GARY, MELANIE	SEAFOAM WAY	0000 - Vacant Residential	Overby & Gargan Unplatted	0.28		\$545,000
<a href="#">1745150025</a>	ACARON JUAN MANUEL JR ETAL	23 OCEANSIDE CIR	0000 - Vacant Residential	Overby & Gargan Unplatted	0.23		\$179,000
<a href="#">1745150061</a>	GERK JOYCE H REV LIVING TRUST	31 OCEANSIDE CIR	0000 - Vacant Residential	Overby & Gargan Unplatted	0.23		\$100
<a href="#">1745150210</a>	MANOHAR SHONITH, CHANDRA	6 CAROLE CT	0000 - Vacant Residential	Overby & Gargan Unplatted	0.28		\$80,000
<a href="#">1745400040</a>	LINDAMAR PROPERTY LAND TRUST	2 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.18		\$0
<a href="#">1745500000</a>	GOSSMAN BRENDA R	31 VERSAGGI DR	0000 - Vacant Residential	Linda Mar	0.28		\$325,000
<a href="#">1746200000</a>	TRINGALI ANTHONY J LIV TRUST	11 VERSAGGI DR	0000 - Vacant Residential	Linda Mar	0.23		\$100
<a href="#">1746500220</a>	SHOAR DAVID BERNARD, LAURA ALICE	16 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.23		\$285,000
<a href="#">1747100000</a>	SCHNIRCH DIETER, BERIT TRUSTEES	21 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.23		\$0
<a href="#">1747100100</a>	SCHNIRCH DIETER, BERIT TRUSTEES	19 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.23		\$0
<a href="#">1747400000</a>	LUKE EVELYN A, SCHUBERT I TRUST	11 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.23		\$80,000
<a href="#">1747900000</a>	GIONIS GEORGE L, SANDRA J	3 LINDA MAR DR	0000 - Vacant Residential	Linda Mar	0.23		\$38,300
<a href="#">1748100000</a>	CAPITAL INVESTMENTS AND COLLATERALIZED LENDING LLC	OCEANSIDE DR	0000 - Vacant Residential	Linda Mar	0.38		\$1,000,000
<a href="#">1748100010</a>	CAPITAL INVESTMENTS AND COLLATERALIZED LENDING LLC	8 OCEANSIDE DR	0000 - Vacant Residential	Linda Mar	0.39		\$1,000,000
<a href="#">1748300010</a>	MANALO FAMILY TRUST D: 01-16-2019	12 OCEANSIDE DR	0000 - Vacant Residential	Linda Mar	0.41		\$0

<a href="#">1748550190</a>	MERCADO DOUGLAS,JOAN	15 SABOR DE SAL RD	0000 - Vacant Residential	Sabor De Sal	0.26			\$183,000
<a href="#">1748550200</a>	LEWIS RONALD JOHN	17 SABOR DE SAL RD	0000 - Vacant Residential	Sabor De Sal	0.26			\$100
<a href="#">1748900130</a>	MC CORMAC MARC SHELTON	4 SANDPIPER DR	0000 - Vacant Residential	Sandpiper Village	0.84			\$400,000
<a href="#">1748901030</a>	MCGLOONE JOHN,KIM	103 SANDPIPER BLVD	0000 - Vacant Residential	Sandpiper West	2168	0.21	2021	\$187,000
<a href="#">1748910010</a>	BPG BUILDERS LLC	26 SABOR DE SAL RD	0000 - Vacant Residential	Sandpiper Village Annex A	0.23			\$155,000
<a href="#">1748910020</a>	COLLINS GREGORY K	24 SABOR DE SAL RD	0000 - Vacant Residential	Sandpiper Village Annex A	0.19			\$75,000

### Property Type Export

254 Results

Excel (.xlsx)

Download

### Mailing Labels

254 Results

Select export file format:

Address labels (5160)

☐ Show Parcel ID on Label

International mailing labels that exceed 5 lines are not supported on the Address labels (5160). For international addresses, please use the xlsx, csv or tab download formats.

Skip Labels

0

For best results, uncheck "Fit to Page" in your print settings.

Download

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

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

Last Data Upload: 5/25/2021, 1:37:16 AM


Developed by  
**Schneider**  
GEOSPATIAL

Version 2.3.121



**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 19, 2021

**SUBJECT:** Ordinance 21-04, Second Public Hearing and Final Reading: to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard

INTRODUCTION

You discussed this Ordinance at your April 5<sup>th</sup> meeting when you passed it on first reading after making a number of changes to it. The City Attorney has prepared a revised Ordinance 21-04 to include the changes you approved.

The Comprehensive Planning and Zoning Board reviewed the Ordinance at its April 20, 2021, meeting and by unanimous vote recommended that the amendments in the Ordinance be discussed and further studied at a joint meeting of the City Commission, the Planning Board, and the Sustainability and Environmental Planning Advisory Committee (SEPAC).

That joint meeting (workshop) was held on May 18<sup>th</sup>. Because of the need to prepare and distribute the agenda books for your June 7<sup>th</sup> meeting a week ahead of the meeting, the minutes if that workshop may not be done in time for your review before June 7<sup>th</sup>.

ATTACHMENTS

Attached for your review is the following information:

- a. Page 1, a memo from the Building Official, in which he describes your discussion over several meetings concerning changes to building setbacks for small platted lots.
- b. Pages 2-3, the minutes of that part of your April 5, 2021, meeting when you discussed and made changes to Ordinance 21-04 and passed it on first reading.
- c. Pages 4-8, the minutes of that part of your May 3, 2021, meeting when you held the first public hearing on the Ordinance and passed it on second reading.
- d. Pages 9-20, a revised version of Ordinance 21-04 that the City Attorney prepared after your May 18<sup>th</sup> workshop. There are no significant changes. Mr. Taylor can explain what has changed.

ACTIONS REQUESTED

It is that you hold the public hearing and decide whether to approve Ordinance 21-04 on its third and final reading.



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

**TO: Max Royle**

**FROM: Brian Law**

**SUBJECT: Small Platted Lots setbacks**

**DATE: 2-8-2021, 3-4-2021, 4-12-2021**

During the City Commission meeting on the 1<sup>st</sup> of February 2021 a conversation ensued regarding the small platted lots in relation to the current setbacks. The mayor asked that this topic be brought back to them at the March Commission meeting. Included with this memo are 2 different drafts regarding proposed setback changes. The proposal "draft 1" is a simple reduction in current setbacks for small platted lots and the reduction of all single family residence setbacks to 20 feet. The proposal "draft 2" limits the total height of the structure to 27 feet for the reduced setbacks on the 50' x 93' lots. The proposed changes are in red for ease of viewing. If the City Commission decides to move forward with a modification of the City setbacks the Building & Zoning Department asks that the city attorney drafts an ordinance for the April Commission meeting.

---

During the City Commission meeting on the 1<sup>st</sup> of March 2021 the City Commission instructed staff to proceed with the Draft 1 changes to the code and modify the flexible setbacks to save trees. Enclosed is the proposed draft code with the changes in red, identified as Draft 3. The ordinance included was prepared by the City Attorney. In addition, in the event that this ordinance is adopted it is prudent to remove section 3.08.00 Overlay Districts as the only benefit of the overlay was for reduced setbacks on small platted lots, as both overlay districts include the statement "Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required". This statement would clearly negate the overlay districts. I recommend that the section 3.08.00 be reserved for future use.

---

During the City Commission meeting on the 5<sup>th</sup> of April 2021 the City Commission instructed staff to modify "Draft 3" as follows: Several whereas statements are to be modified by the City attorney and specific code changes eliminating section 6.01.03 A.1. as the overlay district is proposed for removal and modify section 6.01.03 A.4. to continue the allowance of certain architectural profiling. The proposal is watermarked as draft 3a.

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

13. Ordinance 21-04, First Reading, to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard (Presenter: Brian Law, Building Official)

Mayor England introduced Item 13 and asked for a staff report from Building Official Law.

Building Official Law gave the history on this item. The current ordinance has the Commission changes that were requested with the table that describe the flexible setbacks. He advised that the current legislation if passed would prohibit architectural styling of a single-family residence other than in a PUD. He explained that this would not be an increase in the impervious surface ratio and a 35% lot coverage.

Mayor England asked City Attorney Taylor to beef up the whereas's in the ordinance, so it indicates to promote consistency in the application of the setbacks and to give equal treatment. Also, she requested that the City is protecting the environment by retaining the lot coverage for the impervious surface ratios. She asked architectural standards.

Building Official Law advised that he would recommend that the architectural standards should be in the commercial district not in residential.

Mayor England advised then that once the overlay district is removed then if there is an older building that the non-conforming footprint would not be honored, and the resident would have to comply with the current setback requirements.

Discussion ensued regarding the architectural colors that are housed in the Building Department and in the code; regarding the overlay district being removed would not stop the commercial district architectural standards; and any lots that are less than 50 feet would have side setbacks at 7.5 feet.

Mayor England addressed a typo on page 4, Item 4, should change the language to minimum front, rear, side, and street side setbacks as set forth in Section 6.01.03.

Building Official Law advised it might be better said as "into the required minimum setbacks as in Section 6.01.03."

Commissioner George agreed with Mayor England.

Mayor England advised on the bottom of the page, Item B, it should be "of ten" instead of "often."

Vice Mayor Samora asked when the new code would start regarding the footprint.

Mayor England advised that the resident would have to tear down more than 50% before the code would start.

Building Official Law said it would be 50% of the building, not the lot.

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

Mayor England opened the Public Hearing. Being none, Mayor England closed the Public Hearing and then asked City Attorney Taylor to read the preamble.

City Attorney Taylor read the preamble.

Mayor England asked for a motion.

**Motion:** to approve Ordinance 21-04 with the previous mentioned amendments including the additions to the whereas clauses identified by Mayor England, removal of Sections 6.1.03.A.(1), 6.1.03.A.(4) regarding specific numeration of setbacks and correcting the typo in 6.01.03 (2) b.  
**Moved by** Commissioner George, **Seconded by** Mayor England. Motion passed unanimously.

## REGULAR COMMISSION MEETING

MAY 3, 2021

### X. PUBLIC HEARINGS

1. Ordinance 21-04, Second Reading, and First Public Hearing: to Amend the Land Development Regulations to Change Setbacks for Small Platted Lots and to Abolish the Overlay District Adjacent to A1A Beach Boulevard (Presenter: Brian Law, Building Official)

Mayor England introduced Item 1 and asked Building Official Law to come to the podium.

Building Official Law gave the history of this subject matter. In February, the Commission requested to bring back an ordinance that was proposed in 2019. In March, the language of the ordinance was clarified and in April there were more changes made by the Commission and to enable architectural profiling. The Comprehensive Planning and Zoning Board reviewed and voted unanimously to reject the ordinance because no technical information was provided and asked if they could meet with the Commission.

Mayor England advised that it was a delay because the Board would like a discussion with the Commission regarding the ordinance.

Building Official Law advised that the Board had to make a motion to approve or deny, so they denied it. There was no information presented and no requests to change the ordinance.

Commissioner George advised that this ordinance does not allow the increase in impervious surface ratio but would allow a greater lot coverage.

Building Official Law advised that all lot coverage is limited to 35 percent. The current setbacks on a 50 x 93 lot strictly prohibit a building from getting to 35 percent. So, one code goes against another code to make the 35 percent coverage possible. The overlay district is problematic because staff rejects it because the owner is not complying with ten-foot side setbacks and 25-foot front and rear setbacks, but if the owner gives the City \$400 for a variance that goes to the Planning and Zoning Department, the owner could get approval. It looks like a discord in the codes.

Mayor England advised that no matter what the setbacks are, the house cannot be 35 percent lot coverage, which remains the same regarding the drainage, impervious surface ratio, and the lot coverage.

Building Official Law advised yes. He advised that all the Commission requested was to change the setbacks.

Commissioner George advised that the current setbacks preclude the owner from getting to the 35 percent lot coverage. She asked with the proposed changes, what would it allow the owner to get to.

Building Official Law advised the owner will be able to get to 35 percent and still move the

building to save trees, etc.

Commissioner George advised that this gives the owner more creativity when developing the home.

Building Official Law advised that no one is recommending increasing impervious surface ratios or lot coverage.

Mayor England asked how many small lots are left in the City.

Building Official Law advised that there are about 80 small lots left in the City. The report he gave to the Commission advised that the 50 x 93 lots are being affected. The regular lots were designed to the standards as they were platted; however, these small lots predate the platted lots.

Mayor England asked during the time when there were smaller side setbacks in the overlay district, plus the variances that have been granted, what percentage of small lots have already been built with the reduced setbacks.

Building Official Law advised that since he has been here in December of 2017 and Chapter 6 of the Land Development Codes was changed in June 2018 and then the moratorium lasted until October 2018. He explained that a lot of the buildings were already being designed at the time. He explained that the biggest problem is the overlay district. He remarked that he has a hard time denying the permit and then receiving \$400 for a variance and telling the Comprehensive Planning and Zoning Board they must approve it because it is written in the code. This ordinance would eliminate the overlay district. He discussed the wedding cake homes at 70 percent, which usually happens east of A1A Beach Boulevard and it has only been utilized once since 2016. He explained if the Commission changed the setbacks on the small, platted lots, those 50 x 93 lots would be irrelevant because of that one provision in the code. He recommended eliminating the overlay districts. He commented if the Commission in the future want an architectural theme it could be done later on A1A Beach Boulevard. He explained that there are proposed legislative changes in Tallahassee that may remove architectural profiling in non-PUD's and single-family residences. He advised that the beachside overlay districts would be eliminated anyway. He explained that there is one more reading if the Commission votes on this today or it could be tabled or remove.

Mayor England advised that the Comprehensive Planning and Zoning Board wanted to discuss the ordinance before the Commission voted on it.

Building Official Law advised that there is no more information to provide to the Comprehensive Planning and Zoning Board. He remarked that he does not like taking money for a sure thing to be approved.

Mayor England advised that there are two issues. First, any language changes to the ordinance and whether to delay making a motion on the ordinance to discuss this issue with the Comprehensive Planning and Zoning Board in a workshop.

Commissioner Rumrell asked if the Comprehensive Planning and Zoning Board approved and

asked for the setbacks.

Building Official Law advised that the Board voted 5 to 2 on the same ordinance plus the changes the Commission has done on the last two months. He commented that no technical information was provided to the Board.

Mayor England requested changes on page 4, in the second whereas in the ordinance, to delete "height" and change to "lot coverage." On page 6, B.1.b., should be deleted.

Commissioner George advised that B.1 relates to decks and B.2 relates to auxiliary structures and that is why it is stated in both places. She suggested that on page 7, 2.e, should be renumbered to B.4 so that it covers all categories under Section B. She also suggested to remove the reference under B.1.b.

Discussion ensued regarding variance hardships for a deck and whether the City ever had one and what a deck definition would be.

Mayor England advised that on page 10 under architectural requirements, 5.c. discusses the 70 percent wedding cake building. She asked if the Commission wants that removed or to keep it in the ordinances.

Building Official Law advised that there are a couple of projects that are not utilizing that because they are using the exemption that the owner complied with the ten-foot setbacks, so they did not have to go to the Comprehensive Planning and Zoning Board.

Commissioner George advised that she cares more about vertical and horizontal articulation than the 70 percent rule. She explained that there are ways to complete that goal.

Building Official Law advised that would be another overlay district and complete overwrite of the codes. He explained that codes need to be written with the future in mind.

Mayor England explained that she does not want 35-foot-high three-story box homes.

Building Official Law advised that there are two homes proposal to be built with an elevator on the roof after the 35-feet height.

Mayor England asked if the Commission wants to have in the ordinance uniformity of an architectural design of the buildings on A1A Beach Boulevard.

Commissioner Torres advised he wants to keep the 35-foot height requirement. He advised that the 70 percent he could give or take, it did not matter.

Commissioner Rumrell gave an example of the home behind the Kookaburra not being allowed to build a one-story building because of the setbacks.

Building Official Law advised that the homeowner applied for a variance and they were instructed to come to the Commission if they wanted to change the codes. He explained that they could not comply with the setbacks and get the home they wanted.

Commissioner Rumrell advised that this homeowner wanted to do less of an impact but was denied due to the setbacks. He agrees with what the codes say currently, and the previous

Comprehensive Planning and Zoning Board voted for the same thing 5 to 2. He advised that he agrees to leave it how it is because the 70 percent architectural design could change by the proposed legislation.

Vice Mayor Samora commented that architectural design standards cannot be done in three paragraphs, it would be hundreds of pages long. He explained trying to save a paragraph is hopeless.

Commissioner George advised that architectural design standards could be done separately and have workshops on it.

Mayor England asked if the Commission wanted to have a workshop with the Comprehensive Planning and Zoning Board on May 18, 2021 at 6:00 p.m.

Commissioner George asked for public comments first.

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

Craig Thomson, 6 D Street, St. Augustine Beach, FL, SEPAC member, advised in the ordinance in one of the whereas's it says it may save trees, which is not true on small lots. He commented that on the west side of the Boulevard is where the tree canopy is and if houses are built on the root of the trees, they will die. Trees preserve the environment and water, and he would not like the trees encroached upon by buildings. He asked to pause on the ordinance.

Mayor England asked Mr. Thomson for his response to the small lots.

Craig Thomson advised that 80 percent of the small lots are on the west side of A1A Beach Boulevard. He explained that the overlay district was on the east side of A1A Beach Boulevard.

Commissioner George advised that the lots cannot get to 40 percent because of the other section of the code and disagrees that it would cause a risk. She said that the smaller lots are being burdened.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, FL, advised that he represents several lot owners in St. Augustine Beach, and he suggested that the lot coverage should be the same as before with the 35 percent lot coverage.

Commissioner George said that the Commission should respect the Comprehensive Planning and Zoning Board by listening to them. She suggested that the Commission move forward tonight and then have a workshop with the Comprehensive Planning and Zoning Board and then have a final hearing.

Mayor England closed the Public Hearing and then asked for the preamble to be read.

City Attorney Taylor read the preamble.

**Motion:** to approve the ordinance with the following changes: on the 2<sup>nd</sup> whereas remove the word height and replace it with lot coverage; in paragraph B.a. remove the last sentence starting with Any requested...; on page 7, 2.e, renumber to B.4 regarding a general sentence applying for a variance. **Moved by** Mayor England, **Seconded by** Commissioner George.



Commissioner Torres asked for discussion before the vote. He asked if the Commission is going to move forward with this ordinance or is the Commission going to have a workshop first with the Comprehensive Planning and Zoning Board.

Mayor England advised that the Commission could move forward with this reading of the ordinance and then have a workshop with the Comprehensive Planning and Zoning Board and then have a final reading of the ordinance at the June Commission meeting.

Commissioner Torres asked if this should go as a referendum in front of the residents because it effects so many people and because this Commission keeps changing it, which costs staff and Commission time.

Discussion ensued regarding that even if it goes as a referendum, it could be changed by a new Commission if they want it changed.

Mayor England asked for a roll call vote.

City Clerk Raddatz called the role.

**MAYOR ENGLAND** Yes

**VICE MAYOR SAMORA** Yes

**COMMISSIONER GEORGE** Yes

**COMMISSIONER RUMRELL** Yes

**COMMISSIONER TORRES** Yes

**Motion passes unanimously.**

Mayor England asked if the Commission is available for a joint workshop on May 18, 2021 at 6:00 p.m.

Commissioner Torres advised that he had a meeting on that day and could not attend. He requested an excused absence for this workshop from the Commission.

Mayor England remarked for the record that Commissioner Torres would be excused from this workshop.

Commissioner Rumrell thanked the three SEPAC members for coming to this meeting and giving their input.

Should this statement below be added:

It was the consensus of the Commission to schedule the workshop meeting with the Comprehensive Planning and Zoning Board and SEPAC on May 18, 2021. Mayor England moved to Item 2.

**ORDINANCE NO. 21-04**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF SAINT AUGUSTINE BEACH PROVIDING FOR A CHANGE TO THE SETBACKS AND REMOVAL OF THE OVERLAY DISTRICTS; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WITNESSETH:**

WHEREAS, the City Commission continues to seek to promote consistent regulations and equal treatment of all its citizens and landowners and to amend or eliminate regulations which are conflicting;

WHEREAS, the City Commission is not changing its protections for the environment and drainage management, as all property still is required to comply with height lot coverage and impervious surface ratios established by the City Commission;

WHEREAS, the City Commission reviewed the setbacks and finds that providing more flexibility with the setbacks may save trees and allow development consistent with the past and future visions for the City;

WHEREAS, the City Commission finds that by changing the setbacks, the City will no longer have a need for Overlay Districts; 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 ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:**

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

**SECTION 2.** Amend Section 6.01.03 of the City's Land Development Code Section 6.01.03 as follows:

Sec. 6.01.03. - Building setback requirements.

- A. Subject to paragraph B. and any other provisions of this section, no portion of any building may be located on any lot closer to any lot line or to the street right-of-way line than authorized in the table set forth in this section. This will apply to any subdivision that does not have setback modifications approved by the City Commission, and by approval of respective Homeowner's Associations.

Land Use	Front Yard	Side Yard	Rear Yard	Street Side
Single-family	25 ft.	10 ft.	<del>25</del> <u>20</u> ft.	<del>15</del> <u>12</u> ft.
<u>*Single-family on 50' x 93' platted lots</u>	<u>20 ft</u>	<u>7.5 ft</u>	<u>20 ft.</u>	<u>12 ft.</u>
Multifamily (2 to 8 units)	25 ft.	10 ft.	20 ft.	15 ft.
Multifamily (8 units or more)	35 ft.	15 ft.	20 ft.	15 ft.
Commercial	20 ft.	10 ft.	20 ft.	15 ft.
Other uses (same as commercial)	20 ft.	10 ft.	20 ft.	15 ft.

~~1. Single family setbacks in the overlay districts as described in section 3.08.00 shall be per the applicable overlay requirements.~~

~~21.~~ Roof overhangs for single family land use may project past the setbacks up to 18 inches.

~~3.2.~~ Flexible setback to save trees for single family land use:

- a. In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.
- b. ~~Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained. Flexible setbacks shall be as per the table below:~~
- c. ~~Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained and a minimum of 15 feet is maintained between adjacent structures.~~

	<u>Setbacks as per section 6.01.03</u>	<u>Flexible Adjustment</u>	<u>Combined Total</u>
<u>Front/Rear Yard</u>	<u>25 ft/20 ft</u>	<u>7.5 ft/2.5 ft</u>	<u>Front and Rear = 45 ft</u>
<u>Front/ Rear Yard</u>	<u>20 ft/20 ft</u>	<u>2.5 ft/2.5 ft</u>	<u>Front and Rear = 40 ft</u>



<u>Side/Side Yard</u>	<u>10 ft/10 ft</u>	<u>5 ft/5 ft</u>	<u>Combined side = 20</u> <u>ft</u>
<u>Side/Side Yard</u>	<u>7.5/7.5 ft</u>	<u>2.5 ft/2.5 ft</u>	<u>Combined side = 15</u> <u>ft</u>

c. ~~d.~~—All requests for flexible setbacks to save trees must have the approval of the City's Building Official, the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.

e. ~~Flexible setbacks are not applicable to the small platted lots described in section 3.08.00 Overlay Districts.~~

4. ~~3.~~ Certain architectural features, such as roofs over exterior doors, bump outs, bay windows, etc. may project no more than 2.5 feet including overhangs into the required ~~10 foot side, 15 foot street side and the 25 rear and front setbacks~~ minimum setbacks as prescribed in section 6.01.03.A. These architectural features shall not exceed 25% of the wall that they are serving nor shall they be supported by the earth.

4. Any lot with a width of 50 ft. or less shall have a 7.5 ft. side setback.

B. Minimum setbacks for non-structural components of a structure.

1. *Decks:* Any deck less than twelve (12) inches above finished grade is not subject to setbacks requirements. However, this type of deck is not allowed within two (2) feet of an adjacent property line.

a. Any deck exceeding thirty (30) inches in height is subject to the setback requirements as specified in the table and is required to be permitted by the Building Department. If the main structure is built to the twenty (20') foot setback line, a deck less than thirty (30) inches is exempt from permitting and may encroach into the rear yard setback a distance not to exceed eight (8) feet from the principal structure and may encroach into the front setback a distance of five (5) feet from the principal structure. If the main structure is built to the twenty-five (25') foot setback line, a deck may extend twelve (12') feet into the rear setback and for the front, the deck may extend ten (10') feet into the front setback. ~~Any requested extension exceeding the setback encroachment allowed in this paragraph will require proof of a hardship, not self created, to apply for a variance to the Comprehensive Planning and Zoning Board of the City.~~

b. For second and third level decks, the allowable extension from the main structure built at the twenty (20') foot setback is five (5) feet into the front or rear setback from the main structure. For a structure built at the twenty-five (25') foot setback, the allowable extension is ten (10') feet into the front or rear setback. ~~Any extension greater than what is allowed in this paragraph will require proof of a hardship, not self created, to apply for a variance to the Comprehensive Planning and Zoning Board.~~

2. *Auxiliary structures:*

- a. This applies to features such as open-air arbors, trellises and free-standing tiki bars that do not exceed twelve (12) feet in height. These structures shall have a minimum setback of five (5) feet from the rear and side lot lines. Tiki bars are not allowed in front yards.
  - b. Screen rooms and patio covers are allowed to encroach a maximum ~~often of ten~~ (10) feet into the rear yard setback providing the roof line for the enclosure does not exceed twelve (12) feet in height and the addition to new or existing construction does not exceed the allowed impervious surface coverage as specified in the city's land development regulations. The screen room shall comply with the allowed side setbacks as established by these land development regulations.
  - c. Swimming pools and screen enclosures (regardless of whether or not enclosing a pool) shall be, at a minimum five (5) feet from the rear and side setbacks. This applies to the water line or the screen enclosure.
  - d. Storage sheds not exceeding eight (8) feet in width and twelve (12) feet in length shall be allowed a five (5) foot rear and side setback. Any storage shed exceeding ninety-six (96) square feet shall meet the same setbacks as specified in the table for new and existing construction. Storage sheds are not allowed in the front setback area.
  - e. ~~Application for a variance to any sub-section in this paragraph is allowed providing a self-created hardship is not the basis for the application.~~
3. *Minimum setbacks between buildings:*
- a. The minimum setback between adjacent structures shall be ten (10) feet except that no setback is required where an attachment easement has been created.
  - b. Distance shall be measured at the narrowest point between structures of the main living unit, principal structure, an allowable attachment or an accessory use or to the ordinary projections of chimneys or flues, not exceeding two feet (2) feet. The measurement shall be taken from the structures walls, not including overhangs.
  - c. Dry cleaning establishments must meet the required commercial setbacks and cannot be located in a shopping center where zero (0) setbacks are allowed between adjacent stores. The exception shall be where a facility is for pick-up only with no actual dry-cleaning performed within the facility.
4. Variances to Section 6.01.03(B) of the City's Land Development Code require a hardship which may not be self-created and must comply with all the requirements of Section 10.02.00 of the City's Land Development Code.

(Ord. No. 18-08, § 1(Exh. 1), 7-2-18; Ord. No. 20-02, § 6(Exh. 1), 3-2-20; Ord. No. 21-\_\_\_, § 6(Exh. 1),       )

**SECTION 3.** Repealing of City's Overlay Districts. The City Commission repeals and amends Section 3.08.00:



**Sec. 3.08.00. Overlay districts. Reserved.**

~~A. — *Beachside medium density overlay district:* There is hereby created an overlay district within that portion of medium density land use districts located East of A1A Beach Boulevard and lying between 16<sup>th</sup> Street and those portions South of F Street and North of Ponce Landing.~~

~~1. — *Purpose:* The overlay will provide for the enhancement or replacement of existing non-conforming structures located within the medium density land use district. The overlay also provides for new construction on the vacant, platted lots within the district. Structures currently deemed non-conforming in accordance with the current land development regulations will lose non-conforming designation by the overlay.~~

~~2. — *Approval:* The comprehensive planning and zoning board of the city shall be responsible for reviewing all applications. The board shall be required to approve any and all applications that clearly meet the requirements set forth in this section. Consequently, the board shall be required to deny any and all applications that do not meet the requirements of this section. Applications that do not meet the requirements can be addressed by the variance process or the city's appeal process. Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required.~~

~~a. — Upon review by the comprehensive planning and zoning board of an overlay application, if the application does not meet the requirements of this section, the board shall advise the applicant which items are found to be non-conforming and the applicant shall be provided the opportunity to correct the non-conformities and schedule a second hearing before the board. There shall be no additional fees for the second hearing.~~

~~b. — If the second review is not approved, the board shall advise the applicant of the non-conformities and advise the applicant of their right to appeal the board's decision, as well as their right to apply for a variance if the non-conformity can not be corrected. Any appeal by the applicant shall be in the same manner as appeals from approvals or denials of a final development approval. Any and all fees shall apply to the appeal and shall be paid by the applicant.~~

~~c. — Situations that conform to the overlay:~~

~~(1) — New construction is allowable using the setbacks requirements within this section with the caveat that construction shall conform to applicable building codes set forth by local, state and federal agencies that dictate construction in this geographical area.~~

~~(2) — The re-building or re-modeling of structures located within the overlay district on the footprint for the existing structure.~~

~~(3) — Expansion defined by the city is any increase in square footage of a structure and must meet all applicable building codes and shall be within the setback allowances set forth by this section.~~



- d. ~~Situations that do not conform to the overlay: Situations that can not meet the requirements of this section will require the owner to use the city's variance procedure with applicable fees paid by the applicant.~~
3. ~~Construction requirements:~~
- a. ~~Code: All applicable requirements within the current edition of the State of Florida adopted Building Codes and Federal flood requirements and Florida Department of Environmental Protection requirements will mandate new, re-construction or re-modeling work. This section also sets specific requirements for property seaward of the coastal construction line and specific requirements based on the flood insurance maps for the city.~~
  - b. ~~Footprint definition: For purposes of re-construction or re-modeling proposals that involve additional square footage being added to a structure, "building footprint" means the total foundation area for an existing structure, not including decks, patios or stairways outside the living area(s). Non-living space such as detached garages, carports and storage sheds shall not be given consideration as part of the footprint calculation for expansion of a existing structure in the overlay district. Should an applicant request from the board, approval to construct over a questionable space, the applicant must have evidence that a roof existed over the floor space that is in question in order to re-build over that footprint.~~
  - c. ~~Building height: The building height shall be measured in accordance with Section 6.01.03 B.4.~~
4. ~~Setbacks: For residential Lots, the setbacks shall be twenty five (25') front and rear, side ten (10) feet, and street side fifteen (15) feet for new construction.~~
- a. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
  - b. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty five (25%) per cent of the width of the elevation they are located on.~~
  - c. ~~Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed 50% of the total lot square footage and the maximum height is less than twelve (12') feet.~~
  - d. ~~Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
  - e. ~~For oceanfront homes, the East side of a property is considered as the front.~~
  - f. ~~Vacated alleyways will be considered part of the property but no construction shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway~~



~~will be measured from the centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.~~

~~g. Flexible setbacks to save trees~~

- ~~1. In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.~~
- ~~2. Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained.~~
- ~~3. Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained and a minimum of 15 feet is maintained between adjacent structures.~~
- ~~4. All requests for flexible setbacks to save trees must have the approval of the City's Building Official and the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.~~

~~5. Architectural requirements:~~

- ~~a. The use of detail will be encouraged by the city to assist in architectural styling.~~
- ~~b. Exterior colors shall be in accordance with the color palettes adopted by the city for community standards.~~
- ~~c. All structures exceeding two (2) levels are required to reduce the third level living space to be a maximum of seventy percent (70%) of the first floor space including conditioned space, garages, unconditioned enclosed space but in no case, shall be larger than the second level. Porches are not included in the calculation of living space nor are porches included in the third level seventy percent (70%) calculation.~~

~~6. Site Requirements:~~

- ~~a. Landscaping shall be at the owner's discretion. The city shall require that landscaping enhances the aesthetics of the streets and neighborhoods. The city recommends the use of native or Florida friendly plants. An inter-mixing of grasses, xeriscape plants and ground cover such as mulches, gravel, pine straw is required.~~
- ~~b. Connection to St. John's County Utility is required.~~
- ~~c. For lots located in the Velocity Zones, any fill added to the lot will require a professional engineer to design the fill procedure and materials. The procedure will be acceptable to the city and approved by the Florida Department of Environmental Protection.~~



~~B. — Overlay for residential lots platted prior to the adoption of the Land Development Regulations: There is hereby created an overlay district encompassing residential lots platted before the date of this Code.~~

- ~~1. — Purpose: The overlay will provide for the enhancement or replacement of existing non-conforming structures located within the Platted Lots District. The overlay also provides for new construction on the vacant, platted lots within the district. Structures currently deemed non-conforming in accordance with the current land development regulations will lose non-conforming designation by the overlay.~~
- ~~2. — Approval: The comprehensive planning and zoning board of the city shall be responsible for reviewing all applications. The board shall be required to approve any and all applications that clearly meet the requirements set forth in this section. Consequently, the board shall be required to deny any and all applications that do not meet the requirements of this section. Applications that do not meet the requirements can be addressed by the variance process or the city's appeal process. Approval is not required if all other sections of the Land Development Regulations are adhered to nor is a comprehensive planning and zoning review required.~~
  - ~~a. — Upon review by the comprehensive planning and zoning board of an overlay application, if the application does not meet the requirements of this section, the board shall advise the applicant which items are found to be non-conforming and the applicant shall be provided the opportunity to correct the non-conformities and schedule a second hearing before the board. There shall be no additional fees for the second hearing.~~
  - ~~b. — If the second review is not approved, the board shall advise the applicant of the non-conformities and advise the applicant of their right to appeal the board's decision, as well as their right to apply for a variance if the non-conformity can not be corrected. Any appeal by the applicant shall be in the same manner as appeals from approvals or denials of a final development approval. Any and all fees shall apply to the appeal and shall be paid by the applicant.~~
  - ~~c. — Situations that conform to the overlay:~~
    - ~~(1) — New construction is allowable using the setbacks requirements within this section with the caveat that construction shall conform to applicable building codes set forth by local, state and federal agencies that dictate construction in this geographical area.~~
    - ~~(2) — The re-building or re-modeling of structures located within the overlay district on the footprint for the existing structure.~~
    - ~~(3) — Expansion defined by the city is any increase in square footage of a structure and must meet all applicable building codes and shall be within the setback allowances set forth by this section.~~
  - ~~d. — Situations that do not conform to the overlay: Situations that can not meet the requirements of this section will require the owner to use the city's variance procedure with applicable fees paid by the applicant.~~

~~3. — Construction requirements:~~



- a. ~~Code: All applicable requirements within the current edition of the State of Florida adopted Building Codes and Federal flood requirements and Florida Department of Environmental Protection requirements will mandate new, re-construction or re-modeling work.~~
  - b. ~~Footprint definition: For purposes of re-construction or re-modeling proposals that involve additional square footage being added to a structure, "building footprint" means the total foundation area for an existing structure, not including decks, patios or stairways outside the living area. Non-living space such as detached garages, carports and storage sheds shall not be given consideration as part of the footprint calculation for expansion of a existing structure in the overlay district. Should an applicant request from the board, approval to construct over a questionable space, the applicant must have evidence that a roof existed over the floor space that is in question in order to re-build over that footprint.~~
  - c. ~~Building height: The building height shall be measured in accordance with and not exceed thirty five (35') feet above the requirements of Section 6.01.03.B.~~
4. ~~Setbacks by minimum lot size:~~
- a. ~~Small Platted Lots:~~
    - 1. ~~For residential Lots with a maximum lot size of 4,650 square feet, maximum lot depth of 93' feet and lot width of 50' or less, the setbacks shall be twenty (20') front and rear and sides are allowed seven and a half (7.5') feet for new construction.~~
    - 2. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
    - 3. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty-five (25%) percent of the width of the elevation they are located on.~~
    - 4. ~~Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed ratio by district for the total lot square footage and the maximum height is less than twelve (12') feet.~~
    - 5. ~~Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
    - 6. ~~Vacated alleyways will be considered part of the property but no construction with a permanent foundation shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway will be measured from the~~



centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.

b. ~~Standard Platted Lots~~

1. ~~For residential Lots with a lot size greater than 4,650 square feet, minimum lot depth of 93' feet and lot width greater than 50' feet, the setbacks shall be twenty-five (25') front and rear, side ten (10) feet, and street side fifteen (15) feet for new construction.~~
2. ~~For an existing structure, the existing footprint shall be considered acceptable and its location referred to as "deemed acceptable" for renovation and re-building.~~
3. ~~Second and third level decks will be allowed to extend to the engineered width of a structure and encroach five (5') into the front and rear setback. Second and third level articulations will be allowed to encroach into side setbacks three (3') feet but in no case may be closer than five (5') feet from the property line. Enclosed articulations are limited to twenty-five (25%) percent of the width of the elevation they are located on.~~
4. ~~Screened porches will be allowed a five (5') rear setback and a ten (10') side setback providing impervious surface coverage does not exceed 50% of the total lot square footage and the maximum height is less than twelve (12') feet.~~
5. ~~Swimming pools or screened pool enclosures will be allowed a five (5') rear and side setback. Note if a pool is built to the five (5') foot setback and later the owner desires to screen the pool, the screen will not be permitted into the five (5') foot setback.~~
6. ~~Vacated alleyways will be considered part of the property but no construction shall be allowed in this vacated portion of the lot. Setbacks on a vacated alleyway will be measured from the centerline of the alley. Setbacks on an open alleyway shall be measured from the alley line.~~
7. ~~Flexible setback to save trees for single family land use~~
  - a. ~~In all cases, the justification for a change in a setback requirement must be to save a significant tree, which per the Board's motion to approve this Application is defined as being eight (8) inches in diameter at breast height (DBH) or greater, as demonstrated on a site plan with a tree and topography survey.~~
  - b. ~~Front and rear yard setbacks, currently required to be 25 feet in the front and 25 feet in the rear, shall be allowed to be moved forward or backward 7.5 feet as long as a total of 50 feet total for combined front and rear yard setbacks is maintained.~~
  - c. ~~Side yard setbacks, currently required to be 10 feet on each side, shall be allowed to be moved five feet to either side as long as a total of 20 feet total for combined side yard setbacks is maintained~~

~~and a minimum of 15 feet is maintained between adjacent structures.~~

- ~~d. All requests for flexible setbacks to save trees must have the approval of the City's Building Official, the applicable Homeowners Association (if required) and the Comprehensive Planning and Zoning Board.~~

~~5. Site Requirements:~~

- ~~a. Landscaping shall be at the owner's discretion. The city shall require that landscaping enhances the aesthetics of the streets and neighborhoods. The city recommends the use of native or Florida friendly plants. An inter-mixing of grasses, xeriscape plants and ground cover such as mulches, gravel, pine straw is required.~~
- ~~b. Connection to St. John's County Utility is required if available.~~
- ~~c. For lots located in the Velocity Zones, any fill added to the lot will require a professional engineer to design the fill procedure and materials. The procedure must be acceptable to the city and approved by the Florida Department of Environmental Protection.~~

~~(Ord. No. 18-07, § 1(Exh. 1), 5-7-18)~~

**SECTION 4.** All ordinances or parts of ordinances in conflict herewith are repealed to the extent of such conflict.

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

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2021.

Ordinance No. \_\_\_\_  
Page \_\_\_\_ of \_\_\_\_

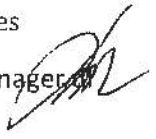
\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2021. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.



**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 21, 2021

**SUBJECT:** Ordinance 21-05, Public Hearing and Final Reading, to Vacate Alley between B and C Streets, West of A1A Beach Boulevard to 2<sup>nd</sup> Avenue (Lots 1-16, Block 40, Coquina Gables Subdivision)

**BACKGROUND**

Block 40 is bordered on the north of B Street, on the south by C Street, on the east by A1A Beach Boulevard, and on the west by 2<sup>nd</sup> Avenue. A majority of the owners of the adjacent lots have requested that the alley be vacated.

The Comprehensive Planning and Zoning Board reviewed the vacation request at its March 16, 2021, meeting and by unanimous vote recommended to the Commission that the alley be vacated, subject to the condition that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley.

At its April 5<sup>th</sup> meeting, the City Commission held a public hearing on the request to vacate the alley and by unanimous vote approved the request. The City Attorney then prepared an ordinance, which you passed on first reading at your May 24<sup>th</sup> continuation meeting.

**ATTACHMENTS**

Attached for your review is the following information:

- a. Page 1, a memo from Ms. Miller in which she states the Planning Board's recommendation and vote that the alley be vacated.
- b. Pages 2-4, the Ordinance, 21-05, prepared by the City Attorney.

**ACTION REQUESTED**

It is that you hold the public hearing and pass Ordinance 21-05 on its final reading.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Vacating Alley File No. V 2021-01  
**Date:** Wednesday, March 17, 2021

Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve an application to vacate the 15 (fifteen)-foot-wide alley in Block 40, Coquina Gables Subdivision, lying west of A1A Beach Boulevard between B Street and C Street.

The application was filed by Blake Kozol, 100 South Matanzas Boulevard, St. Augustine, Florida, 32080, per Article III, Sections 18-50--18-56 of St. Augustine Beach Code, as amended by Ordinance No. 15-05, PERTAINING TO THE 15 (FIFTEEN)-FOOT-WIDE STRIP OF LAND BETWEEN B STREET AND C STREET, ADJACENT TO AND WEST OF A1A BEACH BOULEVARD AND ABUTTING LOTS 1-16, BLOCK 40, COQUINA GABLES SUBDIVISION, ALL IN SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

The motion to recommend the City Commission approve the vacation of the 15 (fifteen)-foot-wide alley described above was made by Ms. Odom, subject to the condition that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley. Ms. Odom's motion was seconded by Mr. Babbitt and passed 7-0 by unanimous voice-vote.

**ORDINANCE NO. 21-05**

**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 B AND C STREETS ADJOINING LOTS 1-16, BLOCK 40, COQUINA GABLES 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 April 5, 2021 the City of Saint Augustine Beach heard a request to vacate the Alley on the West Side of A1A Beach Boulevard between B and C Streets adjoining lots 1-16, Block 40, Coquina Gables 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 B and C Streets adjoining lots 1-16, Block 40, Coquina Gables Subdivision be vacated, subject to the reservation of a public utility and drainage 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 B and C Streets adjoining lots 1-16, Block 40, Coquina Gables 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 5<sup>th</sup> day of April 2021.

---

MAYOR

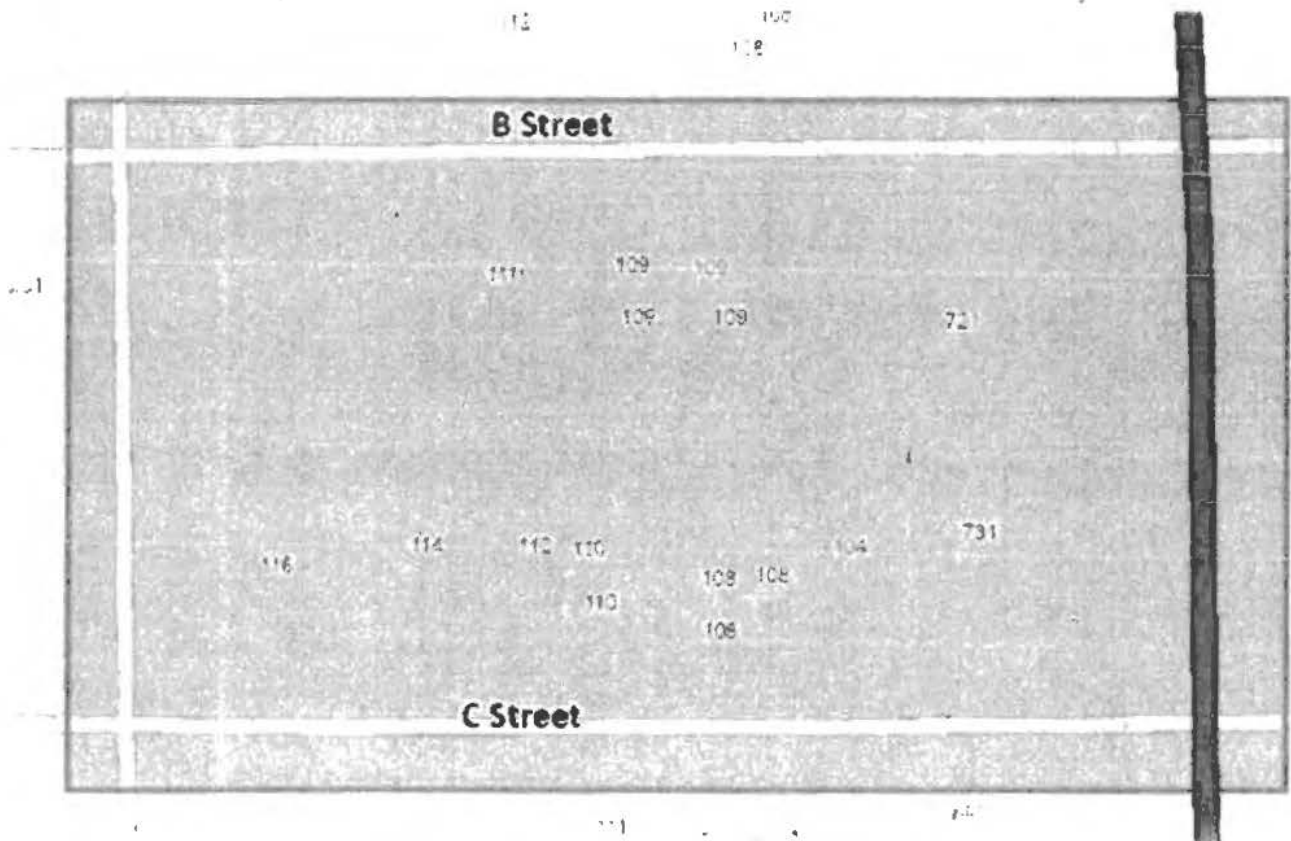
ATTEST:

---

CITY CLERK


## EXHIBIT "A" – PROPERTY DESCRIPTION

A portion of parcel shown in the map below: the fifteen (15) foot wide Alley on the West Side of A1A Beach Boulevard between B and C Streets adjoining lots 1-16, Block 40, Coquina Gables Subdivision.



**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 21, 2021

**SUBJECT:** Ordinance 21-06, Public Hearing and Final Reading, to Vacate Alley between A and B Streets, between 3<sup>rd</sup> and 4<sup>th</sup> Avenues (Lots 1-16, Block 49, Coquina Gables Subdivision)

**BACKGROUND**

Block 49 is bordered on the north by A Street, on the south by B Street, on the east by 3<sup>rd</sup> Avenue, and on the west by 4<sup>th</sup> Avenue. A majority of the owners of the adjacent lots have requested that the alley be vacated.

The Comprehensive Planning and Zoning Board reviewed the vacation request at its March 16, 2021, meeting and by unanimous vote recommended to the Commission that the alley be vacated, subject to the conditions that the applicants submit at least one more letter of written consent from an adjacent property owner so that the vacating alley application is in compliance with Ordinance 15-05, which requires written consent agreeing to the vacating of the alley from a minimum of 70 percent of adjacent owners and that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley.

The letter that the Planning Board requested was submitted to the City.

At its April 5<sup>th</sup> meeting, the City Commission held a public hearing on the request to vacate the alley and by unanimous vote approved the request. The City Attorney then prepared an ordinance, which you passed on first reading at your May 24<sup>th</sup> continuation meeting.

**ATTACHMENTS**

Attached for your review is the following information:

- a. Page 1, a memo from Ms. Miller in which she states the Planning Board's recommendation and vote that the alley be vacated.
- b. Pages 2-4, the Ordinance, 21-06, prepared by the City Attorney.

**ACTION REQUESTED**

It is that you hold the public hearing and pass Ordinance 21-06 on its final reading.

# MEMO

**To:** Max Royle, City Manager  
**From:** Bonnie Miller, Executive Assistant  
**Subject:** Vacating Alley File No. V 2021-02  
**Date:** Wednesday, March 17, 2021

Please be advised that at its regular monthly meeting held Tuesday, March 16, 2021, the City of St. Augustine Beach Comprehensive Planning and Zoning Board voted unanimously to recommend the City Commission approve an application to vacate the 15 (fifteen)-foot-wide alley in Block 49, Coquina Gables Subdivision, lying west of 3<sup>rd</sup> Avenue and east of 4<sup>th</sup> Avenue, between A Street and B Street.

The application was filed by Jason and Laurie Collins, 307 A Street, St. Augustine Beach, Florida, 32080, per Article III, Sections 18-50--18-56 of St. Augustine Beach Code, as amended by Ordinance No. 15-05, PERTAINING TO THE 15 (FIFTEEN)-FOOT-WIDE STRIP OF LAND BETWEEN A STREET AND B STREET, ADJACENT TO AND WEST OF 3<sup>RD</sup> AVENUE, ADJACENT TO AND EAST OF 4<sup>TH</sup> AVENUE, ABUTTING LOTS 1-16, BLOCK 49, COQUINA GABLES SUBDIVISION, ALL IN SECTION 3, TOWNSHIP 8, RANGE 30, AS RECORDED IN MAP BOOK 3, PAGE 30, OF THE PUBLIC RECORDS OF ST. JOHNS COUNTY, FLORIDA.

The motion to recommend the City Commission approve the vacation of the 15 (fifteen)-foot-wide alley described above was made by Mr. Kincaid, subject to the conditions that the applicants submit at least one more letter of written consent from an adjacent property owner so that the vacating alley application is in compliance with Ordinance No. 15-05, which requires written consent agreeing to the vacating of the alley from a minimum of 70% percent of adjacent property owners, and also that a standard utility and drainage easement for maintenance and future use of utility and drainage facilities be included in the ordinance to vacate the alley. Mr. Kincaid's motion was seconded by Ms. Odom and passed 7-0 by unanimous voice-vote.

**ORDINANCE NO. 21-06**

**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 A AND B STREETS ADJOINING LOTS 1-16, BLOCK 49, COQUINA GABLES 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 April 5, 2021 the City of Saint Augustine Beach heard a request to vacate the Alley on the West Side of A1A Beach Boulevard between A and B Streets adjoining lots 1-16, Block 49, Coquina Gables 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 A and B Streets adjoining lots 1-16, Block 49, Coquina Gables Subdivision be vacated, subject to the reservation of a public utility and drainage 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 A and B Streets adjoining lots 1-16, Block 49, Coquina Gables 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 5<sup>th</sup> day of April 2021.

---

MAYOR

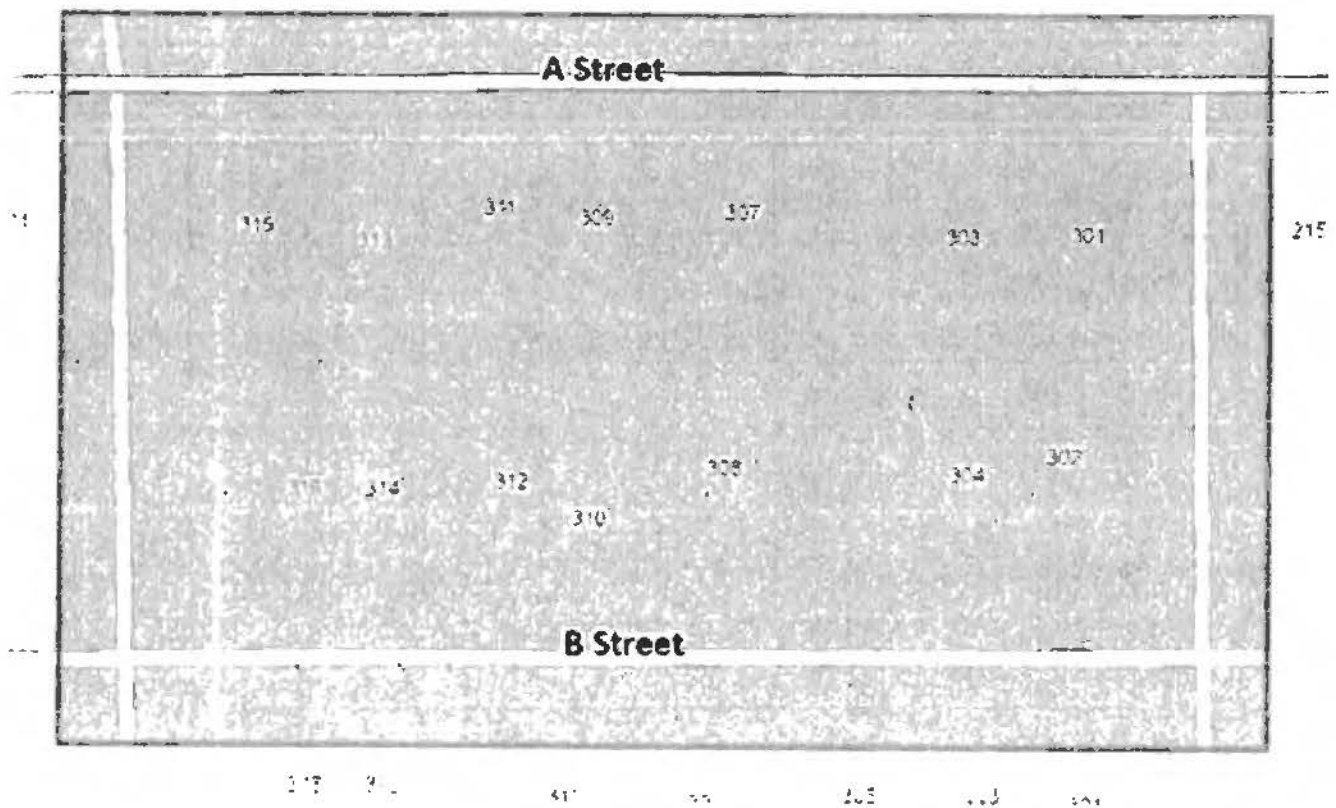
ATTEST:

---

CITY CLERK

## EXHIBIT "A" – PROPERTY DESCRIPTION

A portion of parcel shown in the map below: the fifteen (15) foot wide Alley on the West Side of A1A Beach Boulevard between A and B Streets adjoining lots 1-16, Block 49, Coquina Gables Subdivision.





**RESOLUTION 21-19**

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

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

The City Commission of St. Augustine Beach, St. Johns County, Florida, in regular meeting duly assembled on Monday, June 7<sup>th</sup>, 2021, resolves as follows:

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

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

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

**RESOLVED AND DONE**, this 7<sup>th</sup> day of June 2021 by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida.

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

ATTEST:

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



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

Date of Transaction: 3/1/2021

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
372	BEACH00079	Arcview 8.1 Software	IT	City Hall		
	BEACH00090	Upgrade Sound System City Hall	IT	City Hall		
	BEACH00094	Radio Repeater-Base Section	IT	City Hall		
1272	BEACH00112	LAS/Radar #1272	IT	City Hall		
1276	BEACH00115	Audio/Visual Innovations Proj	IT	City Hall		
1348	BEACH00156	Telephone System-City Hall	IT	City Hall		
1353	BEACH00162	Laserfische Upgrade	IT	City Hall		
1367	BEACH00168	Leightronix Video System Controller	IT	City Hall		
1371	BEACH00170	Sound System City Hall	IT	City Hall		
	BEACH00116	Audio Visual Equip w/install	IT	City Hall		

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

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

Date: 2/23/2021

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

Date: 2/25/21



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

Date of Transaction: 3/1/2021

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
	BEACH00114	Refurbish Back Hoe	Roads	PW		

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

Dept Head Approval:

  
Digitally signed by William Tredik  
Date: 2021.03.01 08:10:11  
-05'00'

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

Finance Dept Approval:



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



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

Date of Transaction: 3/1/2021

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1248	BEACH00107	Garbage Truck Box	Garbage	PW		
PD						
Old 58	BEACH00100	New Engine for vehicle #58(95 Chevy)	Roads	PW		
563	BEACH00038	Sweepster RHFA Mounted Rear Broom	Roads	PW		
PD						
1342	BEACH00163	Trailer Mounted Changeable Message	Roads	PW		
1381	BEACH00181	1.5 Ton 13 Sqr Heatpump mini-split	Roads	PW		
1395	BEACH00191	60 mower deck, 3 pt hitch for 7	Roads	PW		
1488	BEACH00250	Well Pump-8th St	Roads	PW		
1487	BEACH00251	Well Pump-Lakeside Park	Roads	PW		

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

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

  
Digitally signed by William  
Treadik  
Date: 2021.03.01 09:18:36  
+05'00'

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

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



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



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

Date of Transaction: 3/1/2021

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
1385	BEACH00178	Security Camera System	IT	City Hall		
1387	BEACH00182	Arcview Software	IT	City Hall		
1402	BEACH00193	Computer Network Server	IT	City Hall		
1600	BEACH00341	Video Surveillance System	IT	City Hall		
1665	BEACH00420	Granicus Encoding Appl Hardware	IT	City Hall		
1775	BEACH00536	Barracuda Backup 490 Recovery	IT	City Hall		
			IT	City Hall		
			IT	City Hall		
			IT	City Hall		
			IT	City Hall		

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

Dept Head Approval: 

Date: 2/23/2021

Finance Dept Approval: 

Date: 2/25/21



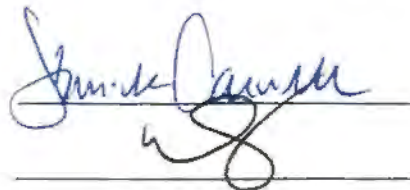
**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: 03/01/2021

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1793	BEACH000553	800 MHZ Radio	Police Dept	Police Dept	Destroyed	
1800	BEACH000554	800 MHZ Radio	Police Dept	Police Dept	Destroyed	
1801	BEACH000555	800 MHZ Radio	Police Dept	Police Dept	Destroyed	
1802	BEACH000556	800 MHZ Radio	Police Dept	Police Dept	Destroyed	
569	BEACH000569	SWAT Bullet Proof Vest-Ashlock	Police Dept	Police Dept	Destroyed	
567	BEACH000567	SWAT Bullet Proof Vest-Patterson	Police Dept	Police Dept	Destroyed	
568	BEACH000568	SWAT Bullet Proof Vest-Thompson	Police Dept	Police Dept	Destroyed	

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

Dept Head Approval:



Date:

2/19/21

Finance Dept Approval:

Date:

2/25/21



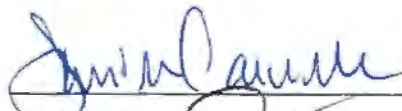
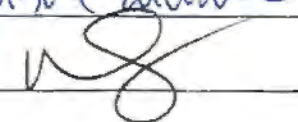
**City of St. Augustine Beach  
Disposal/Retirement of Capital Asset**

Date of Transaction: 03/01/2021

					To be completed by Finance only.	
Asset Tag #	VIN/Serial #	Asset Description	Department	Location	Sold/Destroyed/Donated	Proceeds Received
1238	BEACH000104	Eagle Dual K Antenna-Veh #11	Police Dept	Police Dept	Destroyed	
1241	BEACH000105	Eagle Motorcycle Unit Antenna	Police Dept	Police Dept	Destroyed	
1273	BEACH000111	Eagle Golden Radar W/2 Antennas	Police Dept	Police Dept	Destroyed	
1270	BEACH000117	Motorola UHF Radio	Police Dept	Police Dept	Destroyed	
1274	BEACH000118	Motorola UHF Radio	Police Dept	Police Dept	Destroyed	
1277	BEACH000123	Prims 4th Gen Evidence Tracking	Police Dept	Police Dept	Destroyed	
1334	BEACH000149	LAS/Radar Eagle IIX Golden	Police Dept	Police Dept	Destroyed	
1654	BEACH000412	Motorola APX6000 700/800 Model	Police Dept	Police Dept	Destroyed	
1655	BEACH000413	Motorola APX6000 700/800 Model	Police Dept	Police Dept	Destroyed	

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

Dept Head Approval:

  
\_\_\_\_\_  


Date:

2/19/21

Finance Dept Approval:

Date:

2/25/21





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

**Date of Transaction:** 5/1/2021

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
721		Sofa-City Hall	Finance/Admin	City Hall		

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

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

**Date:** 5/1/2021

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

**Date:** 5/1/2021



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

Date of Transaction:

5/20/2021

Asset Tag #	VIN/Serial #	Asset Description	Department	Location	To be completed by Finance only.	
					Sold/Destroyed/Donated	Proceeds Received
XI 1129	1FMSK8AR6E6A6449	2014 Ford Explorer	SABPD	2300 AIA S		
XD0788	1FMSK8AR6E6B27263	2014 Ford Explorer	SABPD	500 Clyke Hall Blvd		
231964	1FMSK8AR6E6B27264	2014 Ford Explorer	SABPD	2300 AIA S		
Beach00362	#1595	Vin xxx 4999	See Above.			
Beach00370	#1606	Vin xxx 27263				
Beach00371	#1607	Vin xxx 27264				

Comments:

Dept Head Approval:

Date:

5-20-2021


Finance Dept Approval:

Date:

5/26/21

**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 13, 2021

**SUBJECT:** Drug/Alcohol Rehab and Medical Facilities: Review of Proposed Ordinance to Provide Addition to Prohibited Uses in Section 3.02.03 of the Land Development Code

**INTRODUCTION**

You discussed the topic of drug/alcohol rehab and medical facilities at your May 3<sup>rd</sup> meeting. The outcome of your discussion was that the City Attorney, Mr. Lex Taylor, would research Chapter 397, Florida Statutes, which concerns substance abuse services because it has a narrow definition of rehab businesses. Mayor England asked Mr. Taylor to provide an ordinance for your June meeting and to include the exemptions listed in Chapter 397.

**ATTACHMENTS**

Attached for your information is the following:

- a. Pages 1-3, the minutes of that part of your May 3<sup>rd</sup> meeting when you discussed rehab and medical facilities.
- b. Pages 4-8, the proposed ordinance prepared by Mr. Taylor.

**ACTION REQUESTED**

It is that you discuss the proposed ordinance with Mr. Taylor. If it meets with your approval, you can assign a number to it, 21-07, and pass it on first reading.

The Comprehensive Planning and Zoning Board will review the ordinance at its June 15<sup>th</sup> meeting.

## REGULAR COMMISSION MEETING

MAY 3, 2021

### X. OLD BUSINESS

2. Drug / Alcohol Rehab and Medical Facilities: Review of Proposal of Where to Locate  
(Presenter: Lex Taylor, City Attorney)

Mayor England introduced Item 2 and asked City Attorney Taylor for a staff report.

City Attorney Taylor advised he investigated the drug rehab and medical facilities. He explained that it is important to have categories, such as commercial and residential zonings. In the commercial zoning, he did not find any limits to do rehabs or medical facilities. There is case law that shows it could be prohibited if there is no place to put those types of facilities. The City is only approximately two miles long and does not have a lot of facilities, such as schools, softball fields, etc. and the City relies on other municipalities nearby to support those functions. He explained that there is nothing in case law that would prohibit the Commission from making these prohibited uses in the City. He recommended using the definitions in the Florida Statutes regarding the types of licensing the business would have to use, which is in F.S. Chapter 397 of drug /alcohol rehabs. He said that would give the City policeable action if there is a problem by checking their licensing. He further explained that in the residential zoning he researched F.S. Chapter 419, which allows rehab homes in a community; however, they need to be licensed with the State Health Department in order to operate and if not, we could bring them to court and close them down. Chapter 419 advises that there could not be multiple rehab homes together in a community and there are other restrictions. He recommends adding this language to prohibited uses and advise the staff that they cannot open these facilities without the correct licensing.

Mayor England advised that in the residential zoning there are plenty of regulations in place for staff to monitor rehab homes. In commercial zoning, the City could have an addiction treatment center. She asked the question whether the Commission wants to prohibit the treatment addiction centers throughout the whole City or does the Commission want to only allow the businesses on A1A South in the commercial zone within the City.

Commissioner Rumrell advised that he was not against prohibiting these facilities because he did not know if this community could support these types of businesses. He would like to prohibit them. He asked how duplexes would work if a rehab was setup.

City Attorney Taylor advised that it would go by the parcel number, so if there is two duplexes on one parcel number it would count as one. He explained that the rehab could not have

multiple duplexes together.

Vice Mayor Samora agreed to prohibit this use but asked how this applies to the Planned Unit Development (PUD) agreements.

City Attorney Taylor advised that the PUDs create their own zoning, so if they have a business established, the Association would have to amend their own PUD's. There are some agreements that a pharmacy could be there, but at this point he does not want to make a ruling on it. He explained that the PUD trumps the City's rules. In the case with Sea Grove PUD and their business licensing, they could be grandfathered in or not because they say they are a yoga studio and administrative offices only. He stated that if a new PUD takes place, they have the right to set their own zoning, which could be different from the City's, but normally the owners look to the City's zoning and try to follow it closely with a few minor changes if they want to.

Commissioner Torres advised that he remembers seeing a memo from another attorney and asked City Attorney Taylor if he could discuss the other attorney's opinion regarding the land use changes, he proposed.

City Attorney Taylor advised that the memo Commissioner Torres is referring to is whether where the current facility is in Sea Grove would a pharmacy be allowed (not sure, but this prior sentence doesn't sound right to me?). The argument the attorney was making was that since a pharmacy was not one of the uses, they were prohibited. Discussions will take place on the intensity of zoning and its definition of intensity. He gave an example of the different intensities between a two-doctor office and a twenty doctors' office.

Commissioner George agreed with Commissioner Rumrell to prohibit these businesses in the City.

Mayor England advised that she is supportive of people in need and rehab facilities are very important. She said that there are some exemptions in Chapter 397 that do allow psychologists, counsellors, etc. She wants to make sure that Alcoholics Anonymous (AA) and non-profit support group meetings could continue in the City. She agrees with the prohibitions for the medical facilities and medical rehab centers.

City Attorney Taylor advised that that is why he was researching F.S. Chapter 397 because it is a narrow definition of businesses and licensing that the City could have manage.

Mayor England asked that City Attorney Taylor come back to the next Commission meeting with an ordinance with your recommendations and to please include the exemptions listed in F.S. Chapter 397.

Building Official Law asked about where a substance abuse or drug rehab qualifies as a medical clinic. He explained that City staff needs to know to make their determination. The Homeowner Association could not override City staff and that definition needs to be clarified.

City Attorney Taylor advised that he would be using the medical licensing to see if it would qualify.

Mayor England advised that Sea Grove Association would have to research this issue when they see the City's ordinance.

Commissioner George asked if the City's code could be amended to state that a drug rehab facility as licensed does not constitute a medical clinic.

Mayor England advised that in Chapter 397 has the information in it and Sea Gove Association will have to research what the City is doing and make their own determinations.

Mayor England opened the Public Comments section. Being none, Mayor England closed the Public Comments section and moved on to Item 3.

City Attorney Taylor advised that he would be using the medical licensing to see if it would qualify.



**ORDINANCE NO. 21-\_\_\_\_**

**AN ORDINANCE OF THE CITY COMMISSION OF THE CITY OF ST. AUGUSTINE BEACH, FLORIDA AMENDING THE LAND DEVELOPMENT CODE OF THE CITY OF SAINT AUGUSTINE BEACH PROVIDING FOR AN ADDITION TO THE PROHIBITED USES LISTED IN SECTION 3.02.03; PROVIDING FOR REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERANCE OF INVALID PROVISIONS; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WITNESSETH:**

**WHEREAS**, the City Commission has the plenary power under its Charter to establish zoning rules for the City;

**WHEREAS**, the City Commission continues to seek to promote the health and welfare of its citizens;

**WHEREAS**, It is the goal of the City Commission to discourage substance abuse by promoting healthy lifestyles; healthy families; and drug-free schools, workplaces, and communities;

**WHEREAS**, Substance abuse is a major health problem that affects multiple service systems and leads to such profoundly disturbing consequences as serious impairment, chronic addiction, criminal behavior, vehicular casualties, spiraling health care costs, AIDS, and business losses, and significantly affects the culture, socialization, and learning ability of children within our schools and educational systems. Substance abuse impairment is a disease which affects the whole family and the whole society and requires a system of care that includes prevention, intervention, clinical treatment, and recovery support services that support and strengthen the family unit;

**WHEREAS**, the Florida legislature regulates Substance Abuse Services under Florida Statute Chapter 397 – Substance Abuse Services and has similar concerns about the effects of substance abuse on substance abusers and those around substance abusers;

**WHEREAS**, the Florida legislature as of May 4, 2021 has identified in Fla. Stat. 397.4012 that the following are exempt from being required to hold a license under Chapter 397 and the City Commission recognizes that these uses would be permitted because they do not require a license under Chapter 397:

1. A hospital or hospital-based component licensed under chapter 395.
2. A nursing home facility as defined in s. 400.021.
3. A substance abuse education program established pursuant to s. 1003.42.
4. A facility or institution operated by the Federal Government.
5. A physician or physician assistant licensed under chapter 458 or chapter 459.

6. A psychologist licensed under chapter 490.
7. A social worker, marriage and family therapist, or mental health counselor licensed under chapter 491.
8. A legally cognizable church or nonprofit religious organization or denomination providing substance abuse services, including prevention services, which are solely religious, spiritual, or ecclesiastical in nature. A church or nonprofit religious organization or denomination providing any of the licensed service components itemized under s. 397.311(26) is not exempt from substance abuse licensure but retains its exemption with respect to all services which are solely religious, spiritual, or ecclesiastical in nature.
9. Facilities licensed under chapter 393 which, in addition to providing services to persons with developmental disabilities, also provide services to persons developmentally at risk as a consequence of exposure to alcohol or other legal or illegal drugs while in utero.
10. DUI education and screening services provided pursuant to ss. 316.192, 316.193, 322.095, 322.271, and 322.291. Persons or entities providing treatment services must be licensed under this chapter unless exempted from licensing as provided in this section.
11. A facility licensed under s. 394.875 as a crisis stabilization unit.

**WHEREAS**, Florida Statute 397.6774 requires the Department of Children and Families to provide each municipality and county public safety office with a listed of licensed hospitals, detoxification facilities, and addiction receiving facilities including the name, address, phone number and the services offered by a licensed service provider;

**WHEREAS**, the City of Saint Augustine Beach is an oceanfront community which is only 1.9 square miles in total area, and it has a unique development that does not have, nor allow, many high intensity uses within its City limits for example the City does not have a school or hospital within its jurisdiction and relies upon those services to be located within the neighboring areas of unincorporated Saint Johns County;

**WHEREAS**, the City Commission finds that all business licensed under Florida Statute Chapter 397 – Substance Abuse Services are not the highest and best uses of real property within the City limits; 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 ORDAINED BY THE PEOPLE OF THE CITY OF SAINT AUGUSTINE BEACH:**

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

**SECTION 2.** Amend Section 3.02.03 of the City's Land Development Code Section 3.02.03 as follows:

Sec. 3.02.03. - Prohibited uses.

A. In addition to the uses prohibited under section 3.02.02 and Table 3.02.02, and other provisions of this Code, the following uses are prohibited:

1. Keeping, breeding, or raising of bees, insects, reptiles, pigs, horses, cattle, goats, hogs, or poultry.
2. The sale, offer for sale, rental, storage or display of any merchandise, outside of an enclosed building on the premises of any business except as provided herein.
  - a. As used herein the term "outdoor" shall mean any area which is outside of the heated or cooled area of a building and visible from a public street. Provided, however, that the outdoor display or sale of merchandise shall be permitted:
    - (1) In conjunction with and pursuant to any outdoor sale or display of merchandise authorized in conjunction with a special event pursuant to section 3.02.05 hereof:
    - (2) When the display is limited to merchandise identical to that actually in stock and available for purchase on the premises where the display is maintained, the display is limited in size to an area no greater than five (5) feet high, three (3) feet wide, and three (3) feet in length and is not located within six (6) feet of any other such display. No such display may be located within any public right-of-way, mandatory building setback under this chapter or so as to interfere with any fire exit required under any building code of the city. Any display rack, shelves or other device used in conjunction with the display of merchandise shall be made of wood which shall have either a natural finish or shall be painted only in colors which have been approved by the comprehensive planning and zoning board as a part of the supplemental criteria for community appearance standards or shall be made of brass, copper, bronze, nickel, tin or iron; provided, however, that painted, polished, anodized or chromed metals shall be prohibited.
3. The sale, offer for sale, or rebuilding of secondhand merchandise on any business premises, including secondhand household and commercial goods, such as but not limited to: refrigerators, stoves, sinks, plumbing fixtures, carports, tents, air conditioners, windows, vehicle parts, and the like.
4. The manufacture, assembly or preparation of any merchandise, food or beverages outside of an enclosed building on any business premises.
5. The sale, offer for sale, or rental of any merchandise, food or beverages from a motorized or nonmotorized vehicle or trailer of any type on any business premises.
6. The operation of a business from any temporary quarters, such as but not limited to: tents, pushcarts, sheds, carports, motor vehicles, and trailers.
7. Package stores; provided, however, that package stores having an area of less than eight thousand (8,000) square feet and located within a shopping center having greater than fifteen thousand (15,000) square

feet under roof and package stores operated in conjunction with a restaurant having a 4-COP license as of the effective date of this section shall be an authorized use within commercially zoned areas.

8. Pawn shops.
9. Sewer treatment plants.
10. Car wash, unless ancillary to a service station.
11. Wireless communication towers in all districts; provided, however, that such towers may be allowed as a conditional use in commercial districts at locations more than three hundred (300) feet from residential uses upon a showing by the applicant that wireless telephone signals will not otherwise be adequately available within the corporate limits of the city from a site outside the corporate limits of the city. Nothing in this section shall be deemed to prohibit towers for governmental use such as fire, police and public works. To protect the vision and scenic beauty of A1A Beach Boulevard and the beaches, as set forth in various studies and reports conducted by the city, including the Visioning Plan, no tower greater than forty (40) feet in height may be located within three hundred (300) feet of the western houndary of A1A Beach Boulevard or east of A1A Beach Boulevard unless this requirement would result in a prohibition of communication service to a particular area of the city.
12. Transient lodging establishments within low density residentially zoned areas.

**13. Any business or organization which is required to be regulated under Fla. Stat. Chapter 397 -- Substance Abuse Services.**

- B. The preceding paragraph A. does not prohibit the following uses when in conformity with all other provisions of this Code and with required city permits:
  1. A temporary construction trailer is allowable in accordance with section 7.03.01 of this Code.
  2. Farmers markets, seasonal sale of Christmas trees, merchandise not visible from a public right-of-way, and nursery stock in containers, garden supplies and equipment, lawn and patio furniture and ornamental articles for use in garden or patio area, shall be permitted as a conditional use, provided further that the items are within an area other than the required setback or parking area and that such displays are accessory to a permitted use and adjacent to a permitted structure. All existing display or storage not permitted as a conditional use shall conform with this provision within six (6) months of the effective date hereon.
- C. Notwithstanding any provision within the definition of "Conditional Use Permit" as contained in section 2.00.00, any provision contained in section 10.03.02, or any provision of table 3.02.02, all of these land development regulations, a conditional use permit shall not be permitted for a residential use, multifamily, or a residential condominium use within a commercially zoned district without a specific finding by the city commission that, due to the size or configuration of the property for which residential use is sought, a commercial use is not economically viable. The burden of proof of showing lack of economic viability



shall be upon the applicant and not upon the city, there being a presumption of such viability.  
[Ord. No. 18-07 , § 1(Exh. 1), 5-7-18; \_\_\_\_\_]

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

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

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

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

\_\_\_\_\_  
MAYOR

ATTEST:

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

EXAMINED AND APPROVED by me this \_\_\_\_ day of \_\_\_\_\_, 2021.

\_\_\_\_\_  
MAYOR

Published in the \_\_\_\_\_ on the \_\_\_\_\_ day of \_\_\_\_\_, 2021. Posted on [www.staugbch.com](http://www.staugbch.com) on the \_\_\_\_\_ day of \_\_\_\_\_, 2021.

**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 25, 2021

**SUBJECT:** City Meeting Facilities: Consideration of Converting Space to Office Needs

**INTRODUCTION**

Originally, this topic was to be only about opening the City's meeting facilities for limited use by the public and proposed new policies and fees for that use. However, after discussions with the Building Official and Finance Director, we are changing the topic to the need for additional office space in city hall. That need has arisen because of growth and development in the City. To meet it, we propose converting part of an existing meeting space to an office for the Communications and Events Coordinator and remodeling the building adjacent to the city hall parking lot for an IT staff office.

**BACKGROUND**

The city hall was designed over 20 years ago and built in 2000-01. City staff moved into it in early April 2001.

The 10,000-square foot building was designed to fit within the space limitations of the site and with what the City Commission at the time decided would be sufficient interior space for current staff as well as future staff growth. The building's design also included additional meeting space for citizen groups, such as homeowners' and condo associations. This public meeting space was in addition to the room used for Commission and City board meetings. The public meeting space in city hall is the room in the building's southwest corner. It has a center folding partition that can be used to divide the room into two separate spaces, so that two simultaneous meetings can be held, though the partition has seldom been used.

Later, additional public meeting space was developed in an outbuilding on the west side of the south city hall parking lot. When the city hall was built, that building was used for storing equipment for the maintenance of the city hall grounds. However, in 2004, when the contract for the post office in a business on A1A Beach Boulevard was not renewed, the City Commission offered the maintenance building to the U.S. Postal Service for a post office. The Postal Service used the building until 2007, when it opened a new post office in the Sea Grove Town Center. The City's building was then converted for use as a meeting room for small groups.

**GROWTH**

What has occurred since the city hall was built in 2001 is that the City has grown in land area, population, residential and commercial development, and the use of technology for City operations, all of which has



created the need to hire additional staff. For example, the City's population in 2000 was 4,687. In 2021, its population is an estimated 6,749. Contributing to the population growth has been the development of four major subdivisions since 2000: Sea Colony, Sea Grove, Anastasia Dunes/Makarios, and Ocean Ridge.

The growth in population and development has resulted in an increase in the staff based in the city hall, as shown by the following:

- Finance and Administration Department: In 2001 the Finance/Administration staff numbered four. It now numbers 7½. The additions are two full-time IT employees, a full-time Communications and Events Coordinator and a part-time clerk. We proposed that this number will be increased in FY 22 by one new employee, an IT Specialist because the City's reliance on technology continues to grow and additional staff is needed for IT operations. In 2001, the Finance Director by herself handled all of the City's IT operations.
- Building Department: In 2001, the Building Department had four employees who doubled on a number of tasks, such as the Code Enforcement Inspector who was also the department's secretary. The department now has six employees because with population growth and new laws and codes related to building permitting, plan review and code enforcement has come increased specialization of duties and volume of tasks. For example, the Code Enforcement Inspector no longer does secretarial work but concentrates on handling code enforcement complaints, which have increased as the City's population has grown and as new uses of property, such as for vacation rentals, has occurred. The Department's Director, the Building Official, now foresees the need for 1 ½ additional staff persons: a permit technician and a part-time inspector/plan reviewer.

It needs to be noted that since 2001, growth has also caused an increase in the number of employees in the Public Works and Police Departments.

Public Works: 16 employees in 2001; 20 in 2021

Police: 14 employees in 2001; 23 in 2021.

#### PROPOSED OFFICES

There are two proposed changes: a new office in city hall and the conversion of Building C from meeting space to an office.

##### **1. New Office in City Hall**

The first change is converting the west side of the city hall southwest meeting room to an office for the Communications/Events Coordinator. This would leave the east side available for the public to hold small group meetings. The Communications/Events Coordinator currently shares an office in the Building Department with the Code Enforcement Inspector.

The reason for this change is that the Building Official needs office space for the additional staff he wants to hire under his reorganization of the Building Department. Mr. Law proposes that his department be reorganized into three divisions: planning, building and code enforcement. He says this division is needed to better track the money received by the department from certain sources and to ensure that certain

income is spent only for purposes allowed by law. For example, building permit revenue cannot be spent on expenses related to planning and code enforcement.

The new employees Mr. Law needs are a permit technician and a part-time building inspector/plan reviewer. He proposes that moving the Communications/Events Coordinator to her own office will make her current office available for use by the senior planner.

Attached concerning this proposal is the following:

- a. Pages 1-3, a memo of explanation and an organization chart from Mr. Law with three divisions and the personnel that will be in each of the divisions.
- b. Page 4, the current dimensions of the public meeting room and the proposed dimensions of the new office for the Communications/Events Coordinator and the dimensions of the public meeting space. The dimensions were drawn by Mr. Law.

On page 4, the top of the page shows the west side city hall that faces the state highway. The western half of the current meeting room would be divided by a permanent wall from the eastern half. In the western half, would be two separate areas: an office for the Communications and Events Coordinator and another area that could be used as another office or as a conference room by the Coordinator.

The east side of the current meeting room would remain for use by groups, such as condo associations or HOAs, that could number from 29 to 89 persons, depending on how many tables and chairs are in the room.

## 2. Converting Building C to Office

Currently, the work area of the two members of the IT staff is an upstairs room that was designed to be used for storage, not as an office. At this time, many files are stored there until the City is able to have them shredded in accordance with State law.

The proposal is that the IT staff would be moved from that room to Building C, where the staff would have more room to work on equipment. There also would be room in Building C for the third IT staff person. The current former storage room doesn't have space for that person. The equipment to operate the Commission room cameras and for the live streaming of City meetings would remain in the upstairs room, where there is space for the two employees who operate the cameras and do the live streaming.

Attached concerning this proposal is the following:

- a. Page 5, a memo from Mr. Anthony Johns, the Information Technology Manager, in which he explains the City's IT staffing needs and why he is requesting an additional full-time employee.
- b. Page 6, a memo from Mr. Johns, in which he explains the conversion of Building C to an IT office.
- c. Page 7, a floor plan of Building C, which shows the dimensions of the proposed office. These dimensions were also drawn by Mr. Law.

### ACTION REQUESTED

It is that you discuss this proposal and provide direction to the City staff as to whether to proceed with it. Cost estimates then will be developed for inclusion in the FY 22 budget.



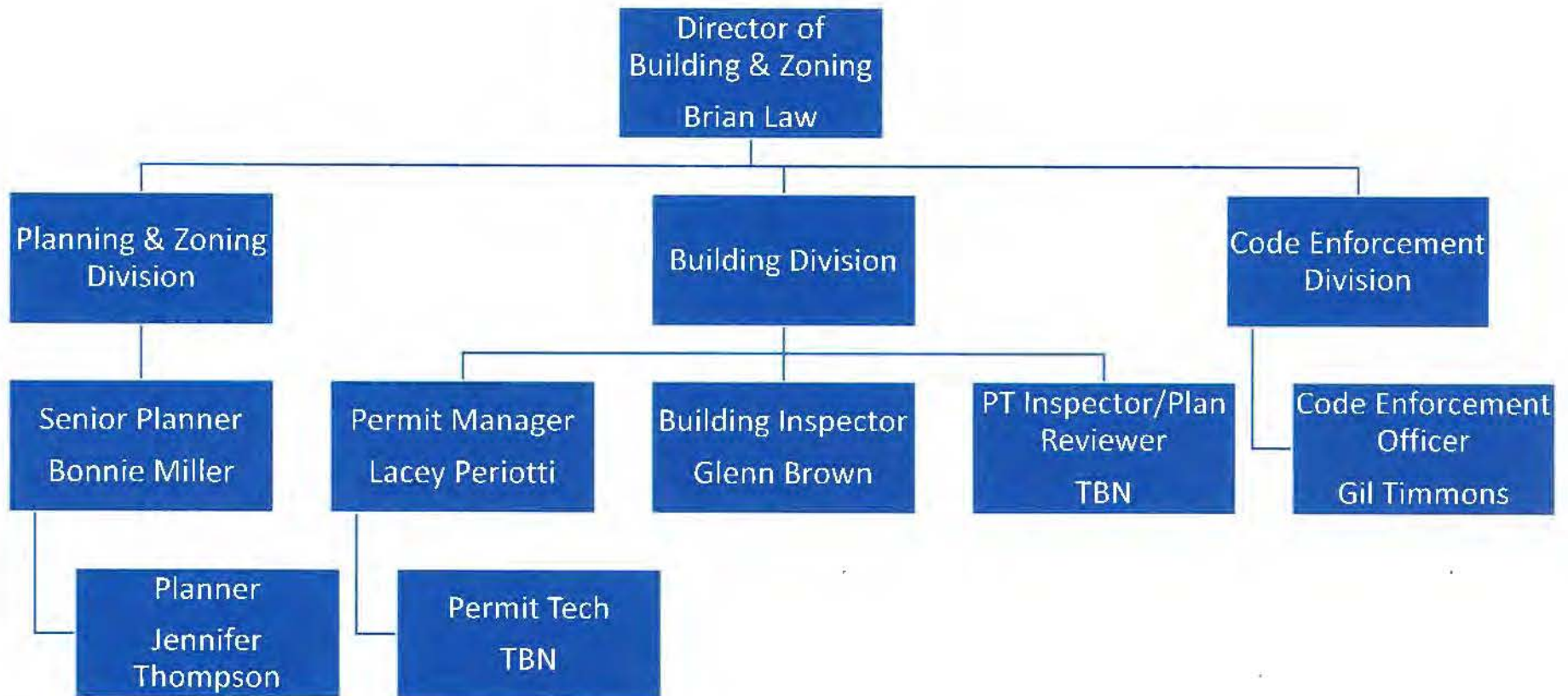
## **City of St. Augustine Beach Building and Zoning Department**

**TO: Max Royle**  
**FROM: Brian Law**  
**SUBJECT: Fiscal Year 22 staffing**  
**DATE: 5-11-2021**

Max

Currently the Building and Zoning Department performs all state building inspections and plan reviews as directed by state statute in addition the responsibilities of planning, zoning and code enforcement. Currently this is handled with two individual budgets as the 553.80 statute prohibits the use of Building Department revenue from being used for other governmental activities not related to the implementation of the Florida Building Code. As discussed in the March 2021 workshop the need for an additional person in the Planning & Zoning Division effective 10-1-2021 will be filled by Jennifer Thompson. This will help with the transition of Bonnie Millers retirement which is set to occur in no later than July 1<sup>st</sup> 2024 or sooner as she is currently in the Drop program. In addition, an additional person in the Planning & Zoning Division could possibly be able to apply for grants pertaining to that division's responsibilities. Jennifer currently has a bachelor's degree in public administration and is scheduled to receive a master's in public administration this December. The Bachelor's degree should allow her with 4 years of verifiable experience in Planning & Zoning to achieve AICP certification. With the reallocation and modification of the current fee schedule to support the Planning & Zoning division account there would be quite an increase in Planning and Zoning revenue which would offset a portion of the additional staff member. As of 5-11-2021 the Zoning fees account has received \$28,503 dollars for services rendered with only \$9,000 anticipated for the fiscal year.

With the Planning and Zoning budget stabilized utilizing an appropriate fee schedule and succession planning we must now look towards the Code Enforcement budget and staffing. Currently the Code Enforcement officer salary, benefits and equipment is paid for under the Building Department budget. This is problematic as it could call the 553.80 statute into question with the spending of Building Department revenue. The Code Enforcement Officer traditionally enforces zoning regulations, BTR inspections and transient rental inspections. Of these three items none are Florida Building Code related thus the issue with spending Building Department revenue to fund the code enforcement position. It is my recommendation that a separate budget be created for code enforcement operations solely. This would be funded by transient rental fees which generated approximately \$24,328 dollars in fiscal year 20 and







$\approx 448 \text{ ft}$

Assembly without fixed seats	
Concentrated (chairs only—not fixed)	7 net
Standing space	5 net
Unconcentrated (tables and chairs)	15 net

Concentration  
 $\frac{448}{7} = 64$

standing space  
 $\frac{448}{5} = 89.6$

unconcentrated = 29.86

# MEMORANDUM

To: Max Royle, City Manager  
From: Anthony Johns, Information Technology Manager  
Date: 5/19/2021  
Subject: FY22 staffing needs

---

I am requesting one additional full-time employee for the IT department beginning in the FY22 budget year. Increases in FTEs, users, and computers in the City have contributed to the need, but it's primarily been driven by additional compliance requirements and the adoption of best practices. The position would be utilized full-time and could potentially increase the availability of IT staffing and reduce some overtime needs.

Adding the additional employee will allow IT staff to move forward with several initiatives from the IT strategic plan, such as the removal of administrative rights from users. This is a best practice that should already be implemented and was one of the findings from our NIST self-assessment survey. The change will result in a significantly higher volume of support calls, which would currently overwhelm existing staff.

In addition to allowing us to move forward with strategic plan initiatives, like correcting our deficiencies from the NIST survey, the additional staff member would allow us to complete backlogged requests, meet increasingly stringent compliance requirements, and reduce the impact of staff utilizing earned leave time. Our compliance requirements have increased considerably, with many previous suggestions changing to requirements and frequencies increasing from annually to weekly. For example, the suggested best practice to review several log files on each computer, without a frequency suggestion, has changed to the requirement to review several log files on every computer each week. While I would argue that the increase to our employees, computer users, and computers isn't the driving factor, it does increase the need of all facets of support. For the now required weekly review of logs, we supported 41 devices in 2013, but will review logs on 100 devices this year.

If approved, the new FTE would be utilized in the capacity of additional support staff. The duties assigned would include event log capture, review and archival for CJIS compliance, other CJIS compliance documentation, backup maintenance and restoration testing, backup recovery tasks, documentation for quotations and bids, vendor communications and basic IT support both on phone and in-person. Since the duties include most basic clerical tasks the position has been mentioned, and even budgeted, previously as an IT Clerk. The position will assume some clerical tasks but will be a skilled position. Although the position has appeared in budget drafts since at least 2019, it has been removed at my request prior to budget meetings. Although I felt that we needed the additional staffing at the time, I didn't feel that I could fully articulate justification for that need. At this time, IT needs the additional staff member to keep up with the growing compliance requirements and to progress with Security improvements.



## MEMORANDUM

To: Max Royle, City Manager  
From: Anthony Johns, Information Technology Manager  
Date: 5/19/2021  
Subject: Building C – Use by IT

---

I am requesting that IT staff be allowed to utilize Building C for office space, and to renovate the building to be used for that purpose and as the datacenter for the City. The current space that's occupied by IT staff is too small, needs repair, and the City's Building Director has stated that it doesn't meet occupancy requirements. Building C has been in the IT strategic plan as a goal for datacenter distribution for several years now and datacenter operations distributing from that building is a long-term goal for increasing resiliency and simplifying our network. IT staff being located within the City's datacenter is efficient, meets our need for more space, and simplifies support of the datacenter.

The current space that IT staff occupies was originally built as a storage room for records. The room was later fitted with the equipment to remotely control video production of events within the City Commission chambers. The room now houses financial records for the City, the video production equipment, IT staff, and all IT equipment that hasn't been issued or has been returned for any reason. The space accommodates a single desk for both Russell and I, and our assigned computers. We've outgrown the space even at our current staffing levels, and we have a need for additional staffing. To make matters worse, the mechanical equipment in the existing space is beginning to fail again, and temperatures are now reaching excessive levels by the afternoon in the room. The failing mechanical equipment has also caused water damage to the attic-adjacent wall, which will need to be demolished and reconstructed.


The inclusion of Building C in the IT strategic plan originated in discussions with the City's former network engineer and former Public Works Directors. It was discussed that data and electrical distribution would have been vastly simplified if they supplied the middle building (Building C), and then fed the other two buildings from that location. The electric, for instance, would have only needed a single automatic transfer switch if it were routed this way. The order in which the buildings were completed was what dictated the location of supplied service endpoints such as the network demarcation point. The relocation of the network equipment was added to the long-term IT goals due to this discussion, as well as the ability to add supplemental/failover cooling to the building relatively cheaply, and the increasing requirements of CJA/non-CJA entity data mingling. Feeding the CJA (Criminal Justice Agency) an outside feed, and not being fed through the CJA, simplifies our network settings, our requirements, and our network diagram.

Relocating the datacenter (all server and network infrastructure) to Building C would require the installation of a new fiber circuit between building C and the main building. Adding one additional fiber circuit to the second building, connecting both PD and City Hall to Building C, would allow us to have a full ring circuit within the complex. This would add a layer of resiliency to layer 1 and 2 of our network, providing a backup in the instance of wire damage or a port failure. This ring connection was also a goal of our long-term strategic plan, although it isn't required to relocate the datacenter. Having staff located immediately at the datacenter also rewards us with immediate feedback in the event of failures, and faster discovery of physical issues in the datacenter.



## MEMORANDUM

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

**FROM:** Max Royle, City Manager 

**DATE:** May 24, 2021

**SUBJECT:** Chapter 16 of the City Code Regarding Law Enforcement Department: Consideration of Updating Provisions

Attached as pages 1-2 is a memo from Chief Carswell and Article II (Pages 3-10), Law Enforcement Department, of Chapter 16. At your June 7<sup>th</sup> meeting, Chief Carswell will explain in more detail his request that the Article needs to be updated.

If you agree with his request, then the City Attorney can prepare an ordinance for your July meeting.





# St. Augustine Beach Police Department

*Daniel Carswell, Chief of Police*



## Memorandum

TO: Mayor Margret England  
Vice Mayor Don Samora  
Commissioner Undine George  
Commissioner Dylan Rumrell  
Commissioner Ernesto Torres

RE: Proposed City Code Update

FROM: Daniel Carswell, Chief of Police

DATE: May 24th, 2021

---

After a review of Chapter 16 of the city code entitled "Police," I am proposing a number of updates and deletions to this section. Excluding a few sections, this portion of our city code was established in 1963, prior the formal governmental structure and law enforcement agency we have in place currently. There is a large portion of this code that dictates policy and procedure for law enforcement. Some of these policies and procedures conflict with current SABPD policy and procedure which is in accordance with the Commission for Florida Law Enforcement Accreditation (CFA) standards.

The following is a submission of the proposed updates. I have included current SABPD policy that is in place that should replace the lined-out sections of this code. Other sections I believe should stay in place but need the suggested updates.

### **ARTICLE II- Law Enforcement Department**

16-21- General Definitions

16-22- General Duties (See attached updates)

~~16-23- Operation and maintenance of department equipment~~ (Replaced with SABPD policy 5.0 Assigned Vehicles)

16-24- General Responsibilities of Officers

16-25- Off-Duty Hours

~~16-26- Orders of Superior Officers~~ (Replaced with SABPD policy 11.0 Code of Conduct)

~~16-27- Duties to Maintain Contact with the Sheriff~~ (No longer relevant)

~~16-28- Ranking Officers at the Scene~~ (Replaced with SABPD policy 8.1 Police Sergeant Duties)

~~16-29- Fires~~ (Replaced with SABPD policy 17.0 Patrol Function)

~~16-30- Reports of Homicides~~ (Replaced with SABPD policy 18.0 Investigations)

~~16-31- Infections or Epidemic Diseases~~ (Replaced with SABPD policy 29.0 Exposure Control)

- ~~16-32- Divulging Police Information~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-33- Use of Firearms~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-34- Rewards, Presents, Gratuities, and Money~~ (Replaced with SABPD policy 11.0 Code of Conduct)
- ~~16-35- Arrests~~ (Replaced with SABPD policy 4.2 Arrests and Involuntary Examinations)

### **ARTICLE III- Police Reserve**

- ~~16-46- Police Reserves Title~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- ~~16-47- Definitions~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- 16-48- Established (See attached updates)
- ~~16-49- Members and Bylaws~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)
- ~~16-50- Functions~~ (Replaced with SABPD policy 6.0 Part-Time Police Officers)

### **ARTICLE IV- Law Enforcement User Charge**

- 16-100- Charge Imposed (See attached updates)
- 16-101- Definitions
- 16-102- Computation of Charges
- 16-103- Invoices, Payment (See attached updates)
- 16-104- Failure to Pay Invoice (See attached updates)
- 16-105- Appeal (See attached updates)

 5/24/21  
Daniel Carswell, Chief of Police

# Chapter 16 - POLICE<sup>[1]</sup>

## ARTICLE I. - IN GENERAL

**Sec. 16-1—16-20. - Reserved.**

## ARTICLE II. - LAW ENFORCEMENT DEPARTMENT

### Sec. 16-21. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

*Civil rights* means an American citizen's individual rights as defined by the Constitution of the United States of America.

*Duty* means action required of a law enforcement officer and that which a person is morally bound to do.

*General order* means a permanent order issued by the chief of police not relating to a specific instance or circumstance.

*Leased motor vehicle* means a vehicle owned, maintained and insured by a person and leased to the city when additional vehicles are required.

*Off duty* means that period during which an officer is free from routine duties.

*Officer* means every sworn member of the law enforcement department regardless of sex or rank.

*On call* means that period during which an officer, while not actually on duty, is available for immediate duty.

*On duty* means that period during which an officer is at his assigned station, normally in the police vehicle, performing the routine duties of a law enforcement officer.

*Order* means instructions given by a superior officer to a subordinate.

*Police vehicle* means a vehicle used for police related duties that is owned, maintained and insured by the city.

*Report* means a written communication.

*Special order* means an order issued by the chief of police to cover some particular circumstance or situation.

*Superior officer* means any officer having supervision, either temporarily or permanently, over officers of lower rank.



## **Sec. 16-22. - General duties.**

(a) The duties of the individual members of the law enforcement department are as follows:

(1) *Chief of police.* The chief of police shall be the head of the law enforcement department. He He/She shall attend the meetings of the city commission and, through the city manager, make monthly reports to the city commission concerning all matters pertaining to his department, and shall perform such other duties as may be required by the Charter, by the laws and the ordinances of the city. The chief of police shall receive such compensation as may be fixed by the city commission and shall be furnished with the requisite uniforms.

(2) *Assistant chief of police.* The assistant chief of police shall be the assistant head of the law enforcement department, and shall, in the absence of the chief of police, perform the duties of the chief of police. The assistant chief of police shall receive such compensation as may be fixed by the city commission and shall be furnished with the requisite uniforms.

(3) *Police officers.* Each police officer is subject to the orders of the chief of police and the assistant chief of police. Each police officer shall enforce all laws and ordinances.

~~(b) Verbal reports must be confirmed in writing before going off duty.~~ (Replaced with SABPD policy 17.0 Patrol Function)

(Ord. No. 21, §§ I(a), III(2), 11-4-63)

## **~~Sec. 16-23. -- Operation and maintenance of departmental equipment.~~**

~~(a) Area of operations of police vehicles.~~ The police vehicles shall normally be operated within the corporate limits of the city. The following are exceptions to this general rule:

~~(1) When in pursuit of a lawbreaker for an offense committed in the city violation of state statute as defined by agency policy.~~

~~(2) When an on official business to the county jail or another county agency.~~

~~(3) When assistance is specifically requested, by a designated authorized law enforcement agency.~~

~~(b) General operational rules.~~

~~(1) Officers shall at all times operate motor vehicles with due caution and at moderate speeds, taking into consideration the conditions existing.~~

~~(2) No officer shall operate a police vehicle in excess of the legal speed limit unless the nature of his immediate duty demands that time be of the essence. If such is the case, the emergency equipment shall be in operation and the officer shall exercise extreme caution and not endanger the lives of others.~~

~~(3) Officers shall avoid establishing a set pattern as to times and routes when conducting routine patrols.~~

~~(4) Except for persons taken into custody and persons authorized by the mayor-commissioner Chief of Police, only authorized officers personnel or city commissioners, on duty shall be permitted to ride in police vehicles.~~

~~(5) In case of an accident, regardless of the amount of damage, the officer driving the vehicle shall submit a report in writing to the city commission, giving complete details.~~

~~(6) Officers driving police vehicles shall refrain from undue rough usage.~~

~~(7) When an officer is operating a police vehicle, he he/she shall do so in a manner that would reflect credit to a sensible and safe driver, and he he/she shall bear in mind that he is they are demonstrating to the public the correct manner of driving and he they shall not deviate from this unless conditions warrant.~~

~~(e) Leased vehicles. The fee to be paid to the owner of the leased police vehicle for such use shall be determined by the city commission and the employment of such leased police vehicles shall be authorized by the mayor commissioner.~~

~~(d) Special equipment. All officers shall handle special equipment with extreme due caution and care. When an officer has knowledge that any piece of the special equipment needs repairs or replacement, he shall immediately give the facts to the chief of police who shall in turn notify the city commission.~~

(Replaced with SABPD policy 5.0 Assigned Vehicles)

(Ord. No. 21, §§ I(8), IV, 11-4-63)

## **Sec. 16-24. - General responsibilities of officers.**

Officers shall at all times:

- (1) Preserve the peace;
- (2) Protect life and property;
- (3) Apprehend criminals;
- (4) Prevent crimes;
- (5) Enforce city, state and federal laws.

(Ord. No. 21, § II(1), 11-4-63)

## **Sec. 16-25. - Off duty hours.**

Officers are held to be always on duty although periodically relieved from the routine performance of it. They are at all times subject to orders from superior officers and to calls from civilians. Being technically "off duty" does not relieve officers from the responsibilities of taking proper police action in matters coming to their attention.

(Ord. No. 21, § II(2), 11-4-63)

## **Sec. 16-26. -- Orders of superior officers.**

~~Officers shall perform all duties required of them by their superior officers regardless of whether or not such duties are specifically assigned to them. If such an order conflicts with any previous order issued by the superior officer or with a general or special order, the officer to whom such order is issued shall respectfully call attention to such conflict. If the superior officer giving such an order does not change such order so as to eliminate such conflict, the order shall stand and the responsibility shall rest upon the superior officer. It is sufficient for the officer obeying the order to know that the person giving the order is in proper command. Should an order appear unjust or improper to the officer to whom it is directed, he shall perform the order. After completing the order, the officer may say same and afterwards call it to the attention of the mayor commissioner through official channels.~~

(Ord. No. 21, § II(3), 11-4-63)

**~~Sec. 16-27. -- Duty to maintain contact with sheriff.~~**

~~Officers on duty or when on call shall at all times maintain contact with the sheriff's office. If sent on an investigation which requires an unusually long time, the officer shall notify the sheriff's office of his location and the circumstances and shall notify the dispatcher when the investigation is completed shall maintain contact with dispatch. Officers shall notify dispatch upon arrival and completion of any investigations.~~

(Ord. No. 21, §§ I(6), II(4), 11-4-63)

**~~Sec. 16-28. -- Ranking officers at scene.~~**

~~The ranking officer shall always take charge at fires, riots, or serious crimes.~~

(Ord. No. 21, § II(5), 11-4-63)

**~~Sec. 16-29. -- Fires.~~**

~~An officer discovering a fire shall promptly turn in an alarm from the nearest telephone unless he can give the alarm more quickly by radio notify dispatch and request assistance from the fire department. Such officer shall immediately secure the safety of all people in the building, if safe to do so. At night he shall see that all persons in burning or threatened buildings are awakened. Officers shall post themselves in the street in the vicinity of the fire and shall divert vehicular traffic. The officer in command at the fire shall establish fire lines and shall keep all unauthorized persons beyond danger and prevent them from interfering with the work of the fire department. The ranking officer of the fire department is in command at the scene of a fire.~~

(Ord. No. 21, §§ (6), 11-4-63)

**~~Sec. 16-30. -- Reports of homicide.~~**

~~All deaths resulting from other than natural causes shall be reported to the sheriff's office.~~

(Ord. No. 21, § II(7), 1-4-63)

**~~Sec. 16-31. -- Infections or epidemic diseases.~~**

~~Officers shall be vigilant in the matter of cases of infectious or epidemic diseases not known to the health department and shall promptly make a report of such cases to the health department. Whenever an officer has reason to believe that a person is infected with a contagious disease, he shall make a report of same to the health department.~~

(Ord. No. 21, § II(8), 11-4-63)

**~~Sec. 16-32. -- Divulging police information.~~**

~~All police information shall be treated as confidential and shall not be divulged except when authorized by the chief of police.~~

(Ord. No. 21, § II(10), 11-4-63)

### **~~Sec. 16-33. Use of firearms.~~**

~~Officers shall not display revolvers unnecessarily.~~

~~(Ord. No. 21, § II(11), 11-4-63)~~

### **~~Sec. 16-34. Rewards, presents, gratuities and money.~~**

~~Officers shall not receive gifts or compensation for the performance or omission of their duty. Officers shall not solicit rewards, presents or gratuities. They shall not collect or receive any money or anything from citizens or others, circulate subscriptions, papers, books or sell tickets for any purpose whatsoever without permission of the city commission. Officers shall not participate in any public gift contest nor give testimonials.~~

~~(Ord. No. 21, § II(12), 11-4-63)~~

### **~~Sec. 16-35. Arrests.~~**

~~(a) Arrests must be lawful. It is the duty of members of the law enforcement department to enforce city Ordinances, state and federal laws by arresting persons who have committed crimes defined by such ordinances and laws, but no officer shall make an arrest unless he has the lawful right to do so. Officers will inform the person whose arrest is sought of their authority and purpose in making the arrest, and if the officer is acting under the authority of a warrant, he will so inform the person and will also show or read the warrant if requested. When arresting a person without a warrant, the officer will inform such person of his authority and the cause of the arrest.~~

~~(b) Search of arrested person. Upon making an arrest, officers will immediately search the person arrested for concealed weapons so as to avoid the possibility of assault or escape.~~

~~(c) Handling arrested persons. Officers making an arrest shall convey the prisoner or persons taken into custody or cause them to be conveyed to the county jail without undue delay. An officer may not accompany a prisoner to his home, a room or elsewhere, except for the purpose of investigation or to obtain evidence.~~

~~(d) Use of force. In making an arrest, officers will use only such force as is necessary and proper to take the person into custody and if any force is necessary, the subject will be charged with resisting arrest and the officer shall report circumstances and action taken in detail. If such person taken into custody is injured, it will be the duty of the arresting officer to secure necessary medical care for the subject.~~

~~(e) Promises to arrested persons. No officer shall be directly or indirectly concerned in any compromise or agreement between one accused of a crime and the person or persons who have suffered from criminal actions, with the purpose of allowing the accused to escape punishment.~~

~~(f) Seniority regarding arrests. When two (2) or more officers are engaged in the apprehension of a law violator the senior officer will make the arrest and the other officers will be listed on the arrest as witnesses.~~

~~(g) Searching females. All arrested females will be searched by a policewoman.~~

~~(h) Civil rights. Under no circumstances shall an arrested person's civil rights be violated and it shall be the responsibility of each and every officer to acquaint himself with such laws governing such rights.~~

~~(i) Officers may summons assistance. Any officer making a lawful arrest may orally summons as many persons as he deems necessary to aid him. Every person when so requested by an officer is required by state law to assist the officer in making an arrest.~~

**Secs. 16-36—16-45. - Reserved.**

**ARTICLE III. - POLICE RESERVE**

**~~Sec. 16-46. -- Short title.~~**

~~This article may be known as the "Police Reserve Ordinance."~~

~~(Ord. No. 54, § 1, 5-3-76)~~

**~~Sec. 16-47. -- Definitions.~~**

~~The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:~~

~~Bylaws means those rules and regulations which shall be established to control and maintain the operation and activities of the police reserve.~~

~~Police reserve shall mean an auxiliary unit of non-employed persons who will assist the duly constituted chief of police and his police officers in the performance of normal police duty.~~

~~(Ord. No. 54, § 2, 5-3-76)~~

**Sec. 16-48. - Established.**

~~There is established a police reserve unit. All Reserve, Part-time, and Auxiliary police officers employed by the St. Augustine Beach Police Department are required to complete the same selection process, basic law enforcement training and Field Training Program as any full-time member. These members will be governed by departmental policy and be selected by the Chief of Police or his/her designee.~~

~~(Ord. No. 54, § 4, 5-3-76)~~

**~~Sec. 16-49. - Members and bylaws.~~**

~~(a) Members of the police reserve unit shall serve without compensation or remuneration, in accordance with the bylaws of the organization.~~

~~(b) The chief of police together with the commissioner in charge of police activities shall adopt and promulgate necessary bylaws consisting of rules and regulations governing the activities of the organization.~~

~~(c) No person shall be denied membership in the police reserve by virtue of race, sex, religion or national origin. Membership shall be limited only by numbers of persons and shall consist of persons having good moral character without arrest records or convictions of crime, whether misdemeanor or felony, minor traffic violations excepted.~~

~~(d) The chief of police may terminate any member of the organization for such cause as may be deemed to be in the best interest of the public safety, welfare, interest of the city and people of the city, or for such other reason as may be deemed appropriate in the sole discretion of the chief of police.~~



~~(e) The maximum number of members of the police reserve shall be determined by the bylaws of the organization.~~

~~(Ord. No. 54, § 4, 5-3-76)~~

### **~~Sec. 16-50. - Functions.~~**

~~The purpose of the police reserve unit is to render voluntary assistance to the chief of police and his police officers in the performance of normal police duties and activities.~~

~~(Ord. No. 54, § 4, 5-3-76)~~

### **Secs. 16-51—16-99. - Reserved.**

## **ARTICLE IV. - LAW ENFORCEMENT USER CHARGE**

### **Sec. 16-100. - Charge imposed.**

A law enforcement user charge ~~is~~ may be imposed upon every unit of real property for the consumption of law enforcement services in excess of four (4) incidents of service in any monthly period or in excess of ten (10) manhours of service in any monthly period, whichever occurs first, at the discretion of the Chief of Police.

(Ord. No. 94-4, § 1, 4-4-94)

### **Sec. 16-101. - Definitions.**

*Consumption of law enforcement services* means the presence of one or more certified law enforcement officers employed by the city in response to an event, occurrence, activity or condition on a unit of the property. The presence may be caused by request of any person upon the property or information developed by the police department from any source warranting a response to the property. Excluded from this definition are courtesy inspections, criminal investigations of matters not occurring on or connected with the property, paid outside details of police officers, responses caused by false reports from third parties with the intent of harassment, and responses arising from the conduct of persons who are on the property without the express or implied consent of a person in control or possession of the property.

Consumption of law enforcement service shall also include preparations of written reports in connection with the furnishing of law enforcement services and transportation of suspects to the St. Augustine Beach Police Department and the St. Johns County Corrections Facility. For purposes of computing the threshold ten (10) manhours of service, and for computation of charges, the time spent includes the preparation of written reports and matters directly arising out of the response.

*Incidents of service* means each time one (1) or more law enforcement officers commences and completes a response to a unit of real property. An incident of service must be recorded by a written report of a law enforcement officer and contain the time of one (1) or more officers have expended as a direct result of the response.

*Manhour of service* means the consumption of law enforcement services of one (1) certified law enforcement officer of the city for a one-hour period of time.

*Monthly period* means any thirty-day period.

*Unit of real property* means any lot or parcel of land, including the buildings or structures thereon.



(Ord. No. 94-4, § 1, 4-4-94; Ord. No. 97-16, §§ 1—3, 5-5-97)

### **Sec. 16-102. - Computation of charges.**

The user charge shall be computed by multiplying the average hourly base salary of the law enforcement officer by two hundred (200) percent and by multiplying that product by time, computed in one-tenth-hour segments rounded to the nearest one-tenth ( 1/10 ), of each certified law enforcement officer responding to the incident in excess of four (4) incidents of service or ten (10) manhours of service in any thirty-day period, whichever comes first.

(Ord. No. 94-4, § 1, 4-4-94; Ord. No. 97-16, § 4, 5-5-97)

### **Sec. 16-103. - Invoices; payment.**

The police department shall determine the any law enforcement user charges due the city in every monthly period for each unit of real property at the end of each monthly period. Within the twenty (20) days from the end of each monthly period, the police department shall furnish by certified mail, return receipt requested, or by hand delivery, an invoice to each owner of a unit of real property which has incurred a law enforcement user charge. If the unit of real property is leased, the police department shall also furnish an invoice to the tenant. The owner and tenant shall be jointly and severally liable to the city for payment of the user charge. Such invoices shall be paid in full within thirty (30) days of the date thereon. An invoice shall not be issued when a user charge is less than ten dollars (\$10.00).

(Ord. No. 94-4, § 1, 4-4-94)

### **Sec. 16-104. - Failure to pay invoice.**

If any invoice is not paid in full within thirty (30) days of the date thereon, a lien is hereby created in favor of the city upon the unit of real property in the amount of the invoice plus recordation and foreclosure costs, including attorneys' fees. The city manager city attorney shall record a notice of lien in the official public records maintained by the clerk of the circuit court of St. Johns County, and mail a copy of the recorded notice of lien by certified mail, return receipt requested, to the owner of the property. After recording the notice of lien, interest shall accrue on the lien at the rate of one (1) percent per month. Such lien shall be prior to all other liens on such lands except the lien of state, county, and municipal taxes, and shall be on a parity with the lien of such state, county, and municipal taxes. Such lien, when delinquent for more than ninety (90) days, may be foreclosed by the city as provided by the laws of Florida or in the manner provided by law for the foreclosure of mortgages on real property. As an additional remedy, the city may enforce the collection of the user charge by filing a civil action against the owner and/or tenant for the amount due the city, including the city's attorney fees in bringing the action. The person paying a user charge after the recording of a notice of lien shall also pay for the cost of recording a satisfaction of lien in the public records. The city manager may waive the collection of interest when the amount thereof is less than five dollars (\$5.00).

(Ord. No. 94-4, § 1, 4-4-94)

### **Sec. 16-105. - Appeal.**

Within thirty (30) days of the date of an invoice, the owner and/or tenant of a unit of real property may file with the office of the city manager an appeal of the imposition of the user charge. The city commission shall consider the appeal and review the correctness of the computation of the invoice and validity of the determination of the incidents of service and manhours. Ability of the owner and/or tenant to pay the user charge is not a basis for adjustment of the invoice. The city commission's decision upholding, modifying, or reversing the invoice shall constitute final administrative action. All user charge appeals will follow city guidelines listed in section 10 "Appeals."



# St. Augustine Beach Police Department

*Daniel Carswell, Chief of Police*



## Memorandum

TO: Mayor Margret England  
Vice Mayor Don Samora  
Commissioner Undine George  
Commissioner Dylan Rumrell  
Commissioner Ernesto Torres

RE: Interlocal Agreement with St. Johns County

FROM: Daniel Carswell, Chief of Police

DATE: May 18th, 2021

---

On May 18<sup>th</sup>, 2021, the St. Johns County Board of County Commissioners authorized the County Administrator to execute a local agreement with the City of St. Augustine Beach that would provide funding for law enforcement activities on the beach, within our city limits. The funding will reimburse the city for any costs incurred for providing law enforcement services on our city beach during the dates of March 1<sup>st</sup> through September 30<sup>th</sup>. The funding, not to exceed \$113,193 annually, will cover city costs for two full-time beach patrol officers and necessary additional coverage during our beach season's holidays.

This is a five-year agreement, and it is contingent upon the St. Augustine Beach Police Department providing adequate resources and personnel to enforce local, state, and federal laws governing our city's beach.

 5/18/21  
Daniel Carswell, Chief of Police

**INTERLOCAL AGREEMENT  
BY AND BETWEEN  
ST. JOHNS COUNTY  
AND  
CITY OF ST. AUGUSTINE BEACH  
PROVIDING FOR  
LAW ENFORCEMENT ON LOCAL BEACHES**

**THIS INTERLOCAL AGREEMENT** (Agreement) is made and entered into on this \_\_\_\_\_ day of May, 2021, by and between ST. JOHNS COUNTY (the "County"), a political subdivision of the State of Florida, with administrative offices located at 500 San Sebastian View, St. Augustine, Florida 32084 (the "County"), and the CITY OF ST. AUGUSTINE BEACH (the "City"), a municipal corporation organized and existing under the laws of the State of Florida, with administrative offices located at 2200 A1A South, St. Augustine Beach 32080.

**WHEREAS**, the County is authorized to enforce local ordinances, rules and regulations as well as applicable state laws on the beaches situated within the unincorporated portions of the County and within its jurisdictional boundaries; and

**WHEREAS**, the City is authorized to enforce local ordinances, rules and regulations as well as applicable state laws on the beaches situated within its corporate and jurisdictional boundaries; and

**WHEREAS**, the County and the City mutually seek to make the most efficient use of their respective powers by cooperating to provide law enforcement and other services as specifically described herein on local beaches situated within the City's jurisdictional boundaries in efforts to best serve the public safety needs of citizens and visitors.

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the parties agree as follows:

**Section 1. Authority**

This Agreement is entered into pursuant to the Florida Interlocal Cooperation Act of 1969, Section 163.01, *et seq.*, Florida Statutes (hereinafter referred to as the "Act"), and pursuant to powers granted by law to the County and to the City.

**Section 2. Duties**

**A. The County.** For the duration of this Agreement, in exchange for the City's performance of the Duties described herein, the County shall reimburse the City the actual costs incurred in completing the work in an amount not-to-exceed one hundred thirteen thousand one hundred ninety three 00/100 dollars (\$113,193) annually.

1. Such payment shall be made by the County to the City in a single, lump sum payment at the end of each County Fiscal Year (September 30), unless the parties mutually agree otherwise in writing.
2. In the event of a declared emergency or other unforeseen circumstance that causes the need for increased services or additional resources provided by the

This Agreement contains the entire understanding between the County and the City regarding performance of their respective duties and obligations described herein.

#### **Section 5. Amendment**

This Agreement shall not be amended, revised or otherwise modified in any manner, except by written instrument, properly executed by duly authorized representatives of each respective party.

#### **Section 6. Headings**

The headings of any sections or paragraphs of this Agreement are for convenience or reference only and are not intended to affect the meaning of this Agreement.

#### **Section 7. Execution in Counterparts**

This Agreement may be executed in one or more counterparts all of which when taken together shall be considered one and the same agreement.

#### **Section 8. Authority to Execute**

Each party covenants to the other party that it has the lawful authority to enter into this Agreement and has authorized the execution of this Agreement by the undersigned.

#### **Section 9. Filing**

A certified copy of this Agreement, and any amendments hereto, shall be filed with the St. Johns County Clerk of Court and with the Clerk for the City of St. Augustine, Florida.

**IN WITNESS WHEREOF**, the County and the City have caused these this Agreement to be executed by their duly authorized officials on the dates set forth below.

**ST. JOHNS COUNTY, FLORIDA**

**CITY OF ST. AUGUSTINE BEACH**

By: \_\_\_\_\_  
Hunter S. Conrad, County Administrator

By: \_\_\_\_\_  
Max Royle, City Manager

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

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

**CITY OF ST. AUGUSTINE BEACH**

**Date:** April 16, 2021

**To:** Mayor England  
Vice Mayor Samora  
Commissioner George  
Commissioner Rumrell  
Commissioner Torres

**From:** Beverly Raddatz, MMC, City Clerk *BR*

**Subject:** Amending Sections XI Through XIV of the Personnel Manual

---

**Background:**

Resolution 21-17, Section X1.1, has minor changes regarding shift work for the Police Department. Resolution 21-18, Section XIII the Standards of Conduct of Discipline, has been modified with some minor changes. Resolution 21-19, Section XIV the Disciplinary Action, deletes employees making personal long-distance telephone calls on a City phone and changing the sequence of numbers. Resolution 21-20, Sections XI.6 and XI.17 Sick Incentive and Holidays, deletes sick incentive and adds a birthday holiday. Resolution 21-21, Section X1.7 Sick Time Donations, has changes in the criteria of employees who can donate their time and who can be a recipient of the donation.

I reviewed these policies with Assistant City Attorney Taylor and all the Department Heads.

**Staff Impact:**

None.

**Budget Analysis:**

Attached to this memorandum is the budget analysis for Resolution 21-20. It shows that the costs for a birthday holiday is \$12,020.69. The cost for the sick incentive plan in FY20 shows \$17,065.18. In FY21 to date the cost of the sick incentive plan is \$7,860.70. It would save the City approximately \$5,045 to delete the sick incentive plan and add only one birthday holiday.

**Recommendation:**

Staff recommends to the Commission to approve the proposed resolutions.

## Employee Cost per Holiday

12 Hours-PD

### RATES

8 Hours

DEPT	LAST NAME	RATE		DEPT	LAST NAME	RATE	
521	ABEL	28.8609	346.33	521	KELLY	27.9808	335.77
513	ADAMS	22.0754	176.60	534	LARGE	25.7518	206.01
521	ADERHOLD	16.2482	129.99	524	LAW	40.7582	326.07
534	ANDREWS	17.8636	142.91	521	LEWIS	21.9744	263.69
521	BROWN	28.9951	231.96	521	MARTINEZ	25.4490	305.39
524	BRYANT	20.4708	245.65	515	MCNETT	20.2404	242.88
521	CADWALLADER	16.7714	134.17	513	MILLER	30.3459	242.77
513	CARSWELL	43.2692	346.15	534	MOORE	13.6981	109.58
521	CLINE	26.4033	316.84	521	MUDRICK	16.4892	131.91
521	COLBERT	14.9038	119.23	521	ORLANDO	26.3306	210.64
534	CONLON	18.8083	150.47	524	PARRISH	22.0673	176.54
513	CROSS	16.1505	129.20	534	PIEROTTI	20.6880	165.50
521	DOUYLLIEZ	35.5341	284.27	534	PINDZIA	15.0688	120.55
534	EVANS	20.3266	243.92	521	PORTER	15.6156	124.92
513	FITZGERALD	17.2739	138.19	513	POWELL	20.4327	245.19
534	FOWLER	13.4824	107.86	534	RADDATZ	33.4819	267.86
534	GAMBILL	20.7186	248.62	512	RAYMOND	19.6304	157.04
521	GACHELL	37.3472	298.78	521	ROYLE	58.8564	470.85
521	GIANNOTTA	21.7297	260.76	534	SIMPSON	13.6881	109.50
534	GILLESPIE	30.1041	361.25	524	TEDDER	17.7050	141.64
521	GRAY	26.3536	210.83	534	THOMPSON	19.1530	153.22
534	GREEN	21.0579	252.69	534	TICHY	19.7326	157.86
521	HAMMONDS	29.0951	349.14	534	TIMMONS	18.2325	145.86
521	HARRELL	36.5385	292.31	513	TREDIK	48.6179	388.94
521	HASKINS	20.4840	163.87	524	VAN NEST	13.6881	109.50
534	JENSEN	28.1250	337.50	534			0.00
521	JOHNS	32.1985	257.59	521			0.00
513	JONES	25.7498	206.00	521			0.00
534	KAMMER	18.9904	227.88				
			6,710.97				5,309.72

Total Cost of 1 Floating Holiday	\$12,020.69
----------------------------------	-------------





**RESOLUTION NO. 21-17**

**CITY OF ST. AUGUSTINE BEACH**

**RE: AMENDING SECTION XII, WAGES AND  
COMPENSATION TO 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 May 3, 2021, resolves as follows:

To amend Section XII, Wages and Compensation, to 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 Section XII, Wages and Compensation, 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 3<sup>rd</sup> day of May 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 WAGES AND COMPENSATION

#### XII.1 CHANGES IN REGULAR PAYROLL DATES

Changes in regular payroll may be required by holidays. In such cases, the Finance Office City Manager/Chief of Police will inform the various departments as to any change in the payroll dates.

#### XII.2 PAYROLL DEDUCTIONS

The ~~City Commission~~ City has authorized the following deductions along with federally mandated taxes:

- ~~1. Income Withholding Tax – Mandatory~~
- ~~2. Social Security (F.I.C.A.) – Mandatory~~
3. Florida Retirement System – Mandatory 3%
4. City-Sponsored Employee Group Medical, Dental and Vision Plans paid by the City and employees.
5. Any authorized legal or court ordered garnishments – Mandatory attachment.
6. Employee portion of dependent coverage for group insurance plan.
7. Credit union deductions.
8. Optional insurance plans not paid by the City.
- ~~9. Optional dental, accident, legal or other insurance plans not City-sponsored, but approved by the City for payroll deduction with employee authorization.~~
- ~~10. Credit union deductions and other plans authorized by the City Commission.~~

#### XII.3 WORK WEEK

1. The normal work week for non-police employees is forty (40) hours worked in a period from midnight Wednesday through midnight Wednesday. Those police employees who have 12-hour shift schedules will instead have a work period consisting of ~~eighty (80) hours~~ eighty-four 84 hours worked in a fourteen-day period from midnight Wednesday through midnight Wednesday.
- ~~2. B. A work day will be defined as the employees' regularly assigned shift, e.g., for police employees working a 12-hour shift, the work day will be twelve (12) hours.~~
3. ~~E.~~ Each department is required to keep an accurate record of all hours worked by each employee.
4. ~~D.~~ Leave records shall be processed, checked for accuracy, and kept for all departments in a the Finance Office ~~central place, the City Manager's office~~, except Police Department records, which will be kept in the Police Department.
5. ~~E.~~ Work hours of shift employees shall be calculated in accordance with the Fair Labor Standards Act.
6. ~~F.~~ Employees may be allowed to work a flextime schedule upon approval of the City Manager/Chief of Police, provided the flextime scheduled causes no inefficiencies or loss of City services or otherwise does not violate the requirements of the Fair Labor Standards Act.

#### XII.4 BI-WEEKLY PAYROLL

1. All employees in the departments administered by the City Manager/Chief of Police shall be paid bi-weekly.
2. All employees shall record their hours of work by means of time sheets.
3. City Department Heads ~~departments or individual employees who use time sheets instead of a time clock for the recording of work hours~~ shall be responsible for reviewing and ~~tabulating~~ approving the hours worked by the employees. The time sheets shall then be submitted to the ~~City Manager's office~~ Finance Department for verification and payroll purposes.

#### XII.5 OVERTIME PAY

1. All overtime shall be authorized in advance by the appropriate department head or by the City Manager/Chief of Police. However, this provision shall not apply in instances of emergencies or when overtime needs cannot be foreseen. Claims for emergency and/or unforeseen use of overtime will be reviewed by the City Manager/Chief of Police and must be approved in writing before pay for such overtime is issued.
2. Non-shift employees eligible for overtime who are required to work in excess of their normal forty (40) hour work week shall be compensated for all hours worked in excess of forty (40) hours at a rate equal to one and one-half (1 ½) times the employee's regular hourly rate of pay.
3. Shift employees who work 12-hour shift schedules shall be compensated for all hours worked in excess of eighty (80) hours during one (1) fourteen-day work period at a rate equal to one and one-half (1 ½) times the employee's regular hourly rate of pay.
4. In computing overtime, only those hours ~~actually worked or charged as approved leave with pay~~ will be used to satisfy the basic requirement of ~~eighty (80) hours~~ eighty-four (84) hours for 12-hour shift workers as defined in Section XII.3.A and forty (40) hours for all others. Pay will be computed by the quarter hour. ~~However, sick leave will not be used to satisfy any part of the basic requirement (Res 12-5).~~ Holiday hours will count towards hours worked for City sponsored events.
5. Temporary full-time, regular, and ~~regular and temporary~~ part-time and ~~seasonal~~ employees shall be entitled to overtime pay only if they work more than forty (40) hours in a regular pay period.
6. Salaried employees shall not be entitled to overtime pay.
7. Overtime hours for shift employees shall be calculated in accordance with the Fair Labor Standards Act.

#### XII.6 CALL BACK PAY

1. Whenever an employee, having completed his scheduled work time and departed the workplace is called back to work for unscheduled overtime, he shall be paid for a minimum of two (2) hours at the overtime rate.
2. Regular and temporary part-time employees called back to work after having completed their work schedule and departed the workplace, will be paid a minimum of two (2) hours at straight time rate.

#### XII.7 COMPENSATORY TIME

1. Each department head is authorized to give employees compensatory time off in lieu of immediate overtime pay at a rate of not less than one and one-half (1½) hours for each hour

of overtime worked. The maximum compensatory time which the City Manager/Chief of Police or department head may authorize any affected employee to accrue without prior consent of the City Commission is forty-eight (48) hours. In the event of a city-wide emergency, the City Commission may grant affected employees the ability to accrue up to a maximum of four hundred eighty (480) hours of compensatory time.

2. An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested by the employee, if to do so would not unduly disrupt the operations of the City.
3. ~~Payment for accrued compensatory time upon termination of employment shall be calculated at the average regular rate of pay for the final three (3) years of employment, or the final regular rate received by the employee, whichever is the higher.~~
4. Salaried employees shall not be entitled to compensatory time.

#### XII.8 PROMOTION OF EMPLOYEES

1. The following procedures shall be followed in the promotion of employees to positions in a higher pay grade:

The department head shall determine that the employee being considered for the promotion possesses the minimum required education and/or experience set forth in the ~~Position Description~~ Job Description for the position to which the promotion is being made.

This promotion is to be approved by the City Manager/Chief of Police. ~~who shall inform the City Commission at the next meeting.~~

In an emergency, the City Manager/Chief of Police may approve changes in responsibilities for an employee. ~~and will inform the City Commission at the next meeting.~~

Promoted employees shall, upon assuming their new duties have appropriate adjustments made to their salary. Said adjustments to be made by the City Manager/Chief of Police only after verification that said increase in salaries is within authorized budget limits.

#### XII.9 INTERIM PAY INCREASES

1. ~~No pay raises for full and part-time regular employees are to be granted during the fiscal year, unless promoted without prior Commission approval.~~
2. Full and part-time regular employees shall not be eligible to receive merit pay during their probationary period. However, they shall be eligible to receive merit pay if they complete their probationary period satisfactorily.

#### XII.10 POLICE INCENTIVE PAY

1. Police incentive pay shall be provided to the City's police officers in accordance with Section 943.22, Florida Statutes.
2. Police incentive pay is not to be considered a raise in pay. ~~and does not require City Commission approval.~~
3. Upon approval by the Chief of Police, incentive pay can begin retroactive to the date of certification and/or when the officer is entitled to receive it and can be forwarded monthly.

4. Incentive pay shall be included in the regular rate for purposes of computing overtime rate for police officers to which it is applicable. This provision is in accordance with Section 7 of the Federal Fair Labor Standards Act.

#### XII.11 EMPLOYEE PAY

Pay increases for City employees shall be based on the following:

1. The Consumer Price Index (CPI) for all urban consumers in the South from June 1<sup>st</sup> to May 31<sup>st</sup>.
2. Work performance as determined by a score on the work performance evaluation form for the employee's department. Pay increases based on performance. Will be as determined by the City Commission.
  - A. ~~When an employee reaches the top of the pay range for his or her position, then he or she shall be entitled to a bonus of from 0% to 4% of the employee's current pay, with the bonus to be determined by the score on the employee's work performance evaluation.~~
  - B. By August 20<sup>th</sup> of each year, each department head and the Police Chief and City Manager shall evaluate the work performance of each employee under their supervision. The results of the evaluations shall be given to the City Manager, who will use them to determine the amount of money that is to be provided for the raises in each department's budget.

#### XII.12 MERIT PAY FOR PROBATIONARY EMPLOYEES

~~Full and part time regular employees shall not be eligible to receive merit pay during their probationary period. However, full and part time regular employees who complete their probationary period satisfactorily shall be eligible to receive merit pay.~~

#### XII.13 12 MERIT PAY

The pay plan as adopted by the City Commission was formulated in accordance with the following criteria:

1. Provide for pay rates comparable to those of other Florida municipalities of similar population.
  - B. Establish minimum and maximum starting salaries.
  - C. Assign a pay range for each position.
  - D. Described the basic duties and required education, skills, and experience for each position.
  - E. Apply impartially to all municipal employees regardless of department status, race, creed, origin, age, or sex.
  - F. Establish precise implementation procedures with proper documentation.



**RESOLUTION NO. 21-18**

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

**RE: AMENDING SECTION XIII IN THE CITY ST.  
AUGUSTINE BEACH PERSONNEL MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on May 3, 2021, resolves as follows:

To amend Section XIII 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 XIII 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 3<sup>rd</sup> day of May 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

### XIII. STANDARDS OF CONDUCT AND DISCIPLINE

#### XIII.5 NO POLITICAL RECOMMENDATIONS

No recommendations for or against any applicant, competitor, or person eligible for employment which involves the disclosure of his political opinions or affiliations shall be received, filed, or considered by the ~~City Commission~~, Chief of Police and/or City Manager.

#### XIII.7 COOPERATION OF CITY EMPLOYEES

All City employees shall cooperate with the City Commission, Chief of Police and City Manager in conducting the inquiries specified in these rules; shall permit inspection by the ~~City Commission~~, Chief of Police, and City Manager of all books, papers and documents belonging, or in any way concerning their respective positions and duties; shall also produce said books, papers; and shall attend and testify before the City Commission, the City Manager or the Chief of Police when required to do so.

#### XIII.9 POLITICAL ACTIVITY

- D. No employee shall solicit any contributions or services for any political party from any City employee while on duty.

#### XIII.12 EMPLOYEE CONDUCT

- A. Employees of the City are expected to keep in mind that they are public employees and to conduct themselves accordingly. Every employee should have a deep commitment to serve the City and make every effort to be loyal to the City and its programs. This means loyalty to the employee's fellow workers, superiors, the City Commission, and the ~~general~~ public.
- B. While on duty, either in or out of uniform, employees shall not consume alcoholic beverages unless required in performance of their duty.

#### XIII.13 DRESS AND APPEARANCE

- A. Dress shall be appropriate for proper performance of assigned duties. When uniforms are provided for an employee, they will be required to wear the uniform when on duty unless otherwise directed by their department head. Safety is the utmost concern for all City employees and for this reason, flip flops are not permitted.

### XIII 15 OFFICE AND WORK HOURS

- A. City Hall will be open Monday through Friday from 8:00 A.M. to 5:00 P.M., except for announced holidays or closures.
- B. All other City offices and departments will maintain the hours and work schedules required by ~~the City Commission~~ the City Manager / Chief of Police to serve the public. These hours and work schedules are the responsibility of the department head.
- C. Time records will be maintained on each employee. At the end of each work week, the employee will sign a time sheet, which will be certified by the department head.
- D. Absence or unavoidable late arrival must be reported to the supervisor or City Manager's office prior to 8:15 a.m. or within 15 minutes of the beginning of the employee's scheduled workday.

### XIII 17 CITY PROPERTY USAGE

- A. Telephone Usage:
  - ~~1. Long distance calls in any department will only be made by personnel authorized by the department head.~~
  - ~~2.~~ 1. Excessive personal telephone calls of an employee will not be permitted, or disciplinary action will be taken.
  - ~~3.~~ 2. The City's telephone number shall not be used in any advertising media for the benefit of any employee.
  - ~~4. In the event of an emergency, personal long distance telephone calls will be allowed. The employee will notify the City immediately of the call or calls, and will reimburse the City.~~
  - ~~5.~~ 3. Use of City-owned cell phones is intended to help the employee perform his or her work responsibilities. However, limited personal use of a City cell phone is permitted so long as such use does not interfere with City business or create expense to the City.
  - ~~6.~~ 4. Use of a cell phone while an employee is operating equipment, or a vehicle is prohibited.
  - ~~7. Because of reported health concerns regarding extended use of cell phones, employees should restrict the use of City cell phones to essential business and should use earphones whenever possible.~~

B. Assignment of City Vehicles

City vehicles may be assigned to City employees and used by the employees for both City business and to commute to and from the employee's residence. Such assignment of vehicles shall be subject to the following restrictions:

1. At the discretion of the Police Chief/City Manager, City employees who live within a forty (40) mile radius of the City. (*Res. 07-19, 12-3-07*).
2. Only the employee is to drive the vehicle.
3. No non-City employees or officials are to be in the vehicle as passengers except in cases of emergency.
4. The vehicle is not to be used for personal errands or purposes.
5. The employee shall keep the vehicle and its equipment locked when the vehicle is not being used.
6. If the employee is absent because of vacation or illness, the vehicle is to be returned to city hall or the Public Works garage for use by other employees.

**RESOLUTION NO. 21-19**

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

**RE: AMENDING SECTION XIV IN THE CITY ST.  
AUGUSTINE BEACH PERSONNEL MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on May 3, 2021, resolves as follows:

To amend Section XIV 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 XIV 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 3<sup>rd</sup> day of May 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

### XIV. DISCIPLINARY ACTION

#### XIV.1 INTENT

#### XIV.2 TYPES OF OFFENSES

The three (3) groups of offenses and a guide for standard penalties recommended are as follows:

##### A. GROUP I OFFENSES

11. Failure to report an accident or personal injury in which the employee was involved immediately while on the job.

##### B. GROUP II OFFENSES

- ~~6.~~ ~~Making a personal long distance telephone call on a City phone, except in an emergency, subject to Section XIII.17(A)(4) of this manual.~~
- ~~7.~~ 6. Carelessness which affects the safety of City personnel and/or the public, and which causes damage to City and/or private equipment, tools, or property.
- ~~8.~~ 7. Making false or malicious statements concerning any City employee, supervisor, elected official, the City or its operations.
- ~~9.~~ 8. Distributing or causing to be distributed, during normal working hours, written matter of any kind on City premises, unless authorized by the City Manager/Chief of Police. The purpose of this provision is to prohibit employees interfering with the work of other employees and/or with the City's operations.
- ~~10.~~ 9. Provoking or instigating a fight on City property.
- ~~11.~~ 10. Absent without permission or taking leave without permission (AWOL).

##### C. GROUP III OFFENSES



29. Driving a motor vehicle while on duty without a valid State of Florida driver's license, or failure to report the loss or suspension of a driver's license when an employee is required to drive while on duty to his department head or supervisor.

**RESOLUTION 21-20**

**CITY OF ST. AUGUSTINE BEACH**

**ST. JOHNS COUNTY**

**RE: TO REMOVE PART OF SECTION X1.6 AND ADD TO  
SECTION XI.17 IN THE PERSONNEL MANUAL OF ST.  
AUGUSTINE BEACH**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on May 3, 2021, resolves as follows:

**That** Sections X1.6 and X1.17 of the Personnel Manual for the City of St. Augustine Beach is hereby changed 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 changed Sections X1.6 and X1.17, 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 3<sup>rd</sup> day of May 2021, by the City Commission of the City of St. Augustine Beach, St. Johns County, Florida. **Effective date begins October 1, 2021.**

---

Margaret England, Mayor

**ATTEST:**

---

Max Royle, City Manager

## EXHIBIT 1

### IX.1 TYPES OF LEAVE

#### A. XI.6 SICK LEAVE

- ~~C. As a reward to those employees who accrue sick leave but do not use it within a three-month period, the City will provide a short-term sick leave incentive award. This award will be subject to the following conditions:~~
- ~~1. If an employee does not use any sick leave within a consecutive three-month period for himself/herself or to care for a family member in accordance with Section XI.6.A.3 of the Personnel Manual, the employee shall be entitled to eight (8) hours of leave or eight (8) hours (Res. 12-5) pay.~~
  - ~~2. If the employee elects to use eight (8) hours (Res. 12-5) of leave, the time off must first be approved by the employee's supervisor before it is taken. The time off must be scheduled within the three-month period following the period during which the award was earned.~~
  - ~~3. Employees must be employed by the City during the entire three months. Employees who are on leave without pay status at any time during the three-month period shall not be entitled to this benefit.~~
  - ~~4. Neither probationary nor salaried employees shall be entitled to receive this award.~~

### XI.17 HOLIDAYS

The City shall consider the days listed below as paid holidays but reserves the right to schedule work on these days when required by City business. Employees who work a holiday will be paid at their normal straight time rate of pay for the actual hours worked on the holiday.

All floating and birthday holidays must be approved by employee's supervisor prior to taking this holiday. Floating and birthday holidays must be used annually and will not be carried over to the next calendar year.

- |    |                                   |                             |
|----|-----------------------------------|-----------------------------|
| A. | New Years' Day                    | - January 1                 |
|    | Martin Luther King Jr.'s Birthday | - As Established by Federal |

Presidents Day	- As Established by Federal Policy
Good Friday	- Friday Before Easter
Memorial Day	- As Established by Federal Policy
Independence Day	- July 4
Labor Day	- First Monday in September
Veterans Day	- November 11 <sup>th</sup>
Thanksgiving Day	- Fourth Thursday in November
Day After Thanksgiving	- For all other Employees
Floating Holiday	- For Public Works Employees
Christmas Eve	- December 24 <sup>th</sup>
Christmas Day	- December 25 <sup>th</sup>
<u>Birthday Holiday</u>	<u>- Approved Time Off by Supervisor Yearly</u>

**RESOLUTION NO. 21-21**

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

**RE: AMENDING SECTION XI.7 IN THE CITY ST.  
AUGUSTINE BEACH PERSONNEL MANUAL**

The City Commission of St. Augustine Beach, St. Johns County, Florida, in the regular meeting duly assembled on May 3, 2021, resolves as follows:

To amend Section XI.7 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 XI.7 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 3<sup>rd</sup> day of May 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**


### **XI.6 SICK LEAVE**

- B. Seasonal employees and temporary full and part-time employees and regular part-time employees shall not be entitled to sick leave with pay and shall not be covered by the City's health insurance.
7. Any regular full-time employee, in good standing determined by the City Manager or Chief of Police, who has used all of his his/her accrued sick leave, or has not accrued sufficient sick leave, but who is otherwise entitled to sick leave due to illness or injury and who requests it, shall be allowed to use any accrued vacation leave. Once this is exhausted, the sick employee shall be entitled to use up to two hundred forty (240) hours (Res. 12-5) of additional paid sick leave, which shall be taken as donated leave from other City employees. Such donated leave for a sick employee must first be approved by the ~~City Commission~~ City Manager or Chief of Police. The donated sick leave must be from the accrued sick leave of other City employees who have a balance of 300 hours or more. An employee can only give up to 100 hours of donated sick leave, and the donated sick leave can be used by the sick or injured employee only for a personal illness or injury (and not for taking care of a sick or injured family member) and can be used only for a particular purpose, which must be stated in writing by the employee when applying for the donated leave. If circumstances change so that the donated sick leave is not needed for the particular purpose specifically requested, then the donated leave automatically is returned to the donor employee(s). Once the donated leave is exhausted, and should the sick employee require additional leave, he shall be placed on leave without pay status, if he so requests, for up to six (6) calendar months. Beyond six (6) months, if a state licensed medical doctor states that the employee cannot return to work, then the employee shall be terminated.



## MEMORANDUM

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

**FROM:** Max Royle, City Manager 

**DATE:** April 21, 2021

**SUBJECT:** Long-Range Financial Plan: Review of Report

Section 2-106 of the General City Code requires that a long-range financial plan be prepared and submitted to you at your May regular meeting each year.

Attached as pages 1-3 is an explanation prepared by the Finance Director, Ms. Douylliez, followed by pages 4-8, which provide an overview of revenues and expenditures for the past five fiscal years and the projected revenues and expenditures for the next five fiscal years.

Ms. Douylliez will explain the report and answer your questions.

## **City of St. Augustine Beach Long-Range Financial Planning Fiscal Year 2021**

### **Introduction**

Per City's Code, in May of each year, a financial plan is to be submitted to the City Commission and is to contain estimated revenues and proposed expenditures for a minimum of five (5) years. The following information will illustrate where the City has been for the past five years, and where we project the City to be over the next five years.

The revenues and expenditures are broken down into groups also known as functions. Below is an outline of what is comprised of each group or function.

### **Revenues**

- **Taxes**
  - Ad Valorem Taxes
  - Utility Taxes
  - Telecommunication Tax
  - Business Tax Receipts
  - Local Option Gas Tax
- **Licenses & Permits**
  - Building Permits
  - Other Permits
  - Franchise Fees
  - Impact Fees
- **Intergovernmental Revenue**
  - Grants (State, Federal & Local)
  - State Revenue Sharing
  - ½ Cent Sales Tax
  - Alcoholic Beverage Licenses
  - County Business Tax Receipts
  - Fuel Tax Refund
- **Charges for Services**
  - Zoning Fees
  - Plan Review/Plat Fees
  - Sales of Maps
  - Impact Fee Administrative Charge,
  - Solid Waste Disposal Fees
  - Beach Patrol
  - Police Reports
  - Certification and Copying Fees
- **Fines and Forfeitures**
  - Court Fines
  - Parking Tickets

- Other Fines and Forfeitures
- Code Enforcement Fines
- **Miscellaneous**
  - Scrap Sales
  - Discounts Earned
  - Refunds of Prior Year Expenditures
  - Other Miscellaneous Revenues
  - Contractor License/Special Permits

### **Expenditures**

- **General Government**
  - City Commission
  - City Manager
  - Finance/Administration
  - Comprehensive Planning
  - Other Governmental Services
- **Public Safety**
  - Police
  - Building (Protective Inspections)
- **Physical Environment**
  - Garbage/Solid Waste
  - Infrastructure
- **Economic Environment**
  - Advertising in conference programs/community publication
- **Human Services**
  - Dog registration tags
- **Culture & Recreation**
  - Maintenance of Parks
  - Park Projects

With planning for the future, the capital improvements plan is incorporated into the projected expenditures, as well as the actual debt service payments. As stated above we begin with the past and move into the future on the following pages.

### **Historical**

The graphs on the next three pages depict historical revenues, expenditures and fund balance. Taxes, mainly property taxes, are the City's primary source of revenue used to provide its services. Over the prior five years there has been a steady income from licenses and permits, reflecting the permit and impact fees from the building department. Intergovernmental revenues have also been steady, with the exception of FY18, which included money from FEMA for storm reimbursement.

Expenditures also show slow but steady growth over the same time. There is a large spike with the Capital Outlay function in Fiscal Year (FY) 16 which is the lease/purchase of the

remaining 4.5 acres of the Maratea property. The debt function also saw an increase due to the refunding of the two bond issues.

Fund Balance has been a concern for the City over the past few years. As the third slide shows, improvements are being made to bring this balance back into compliance at 20%. As of the FY20 audit, we are 19.5%.

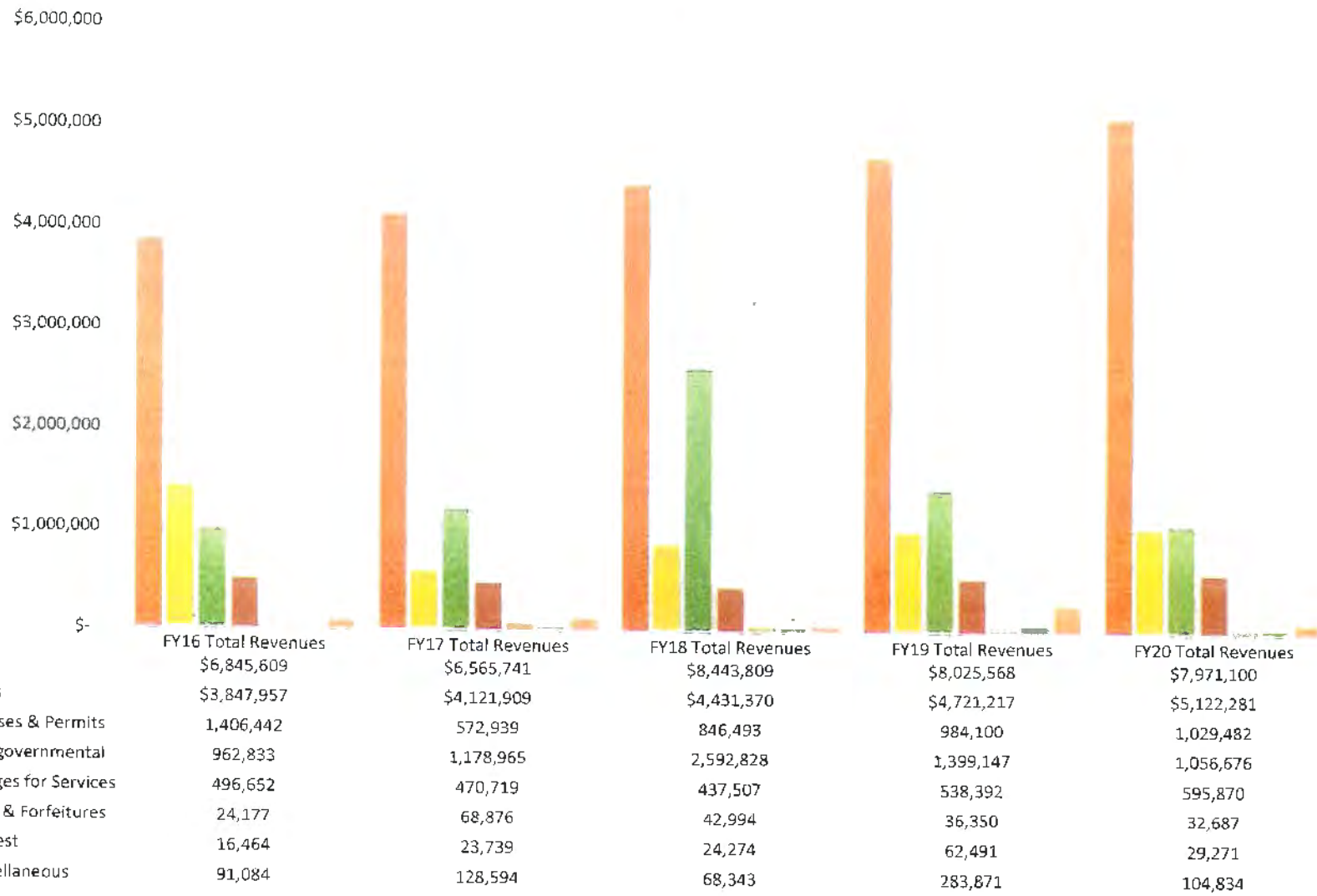
### **Projected**

The last two pages are illustrating the projected revenues and expenditures from FY21 through FY25. Only slight growth is expected on the next five years in both revenues and expenditures. This growth curve was calculated using historical data as well as known economic factors. While tax revenues are estimated to increase steadily over the next five years, there is a significant increase projected in Intergovernmental revenues coming from grant proceeds for projected capital projects.

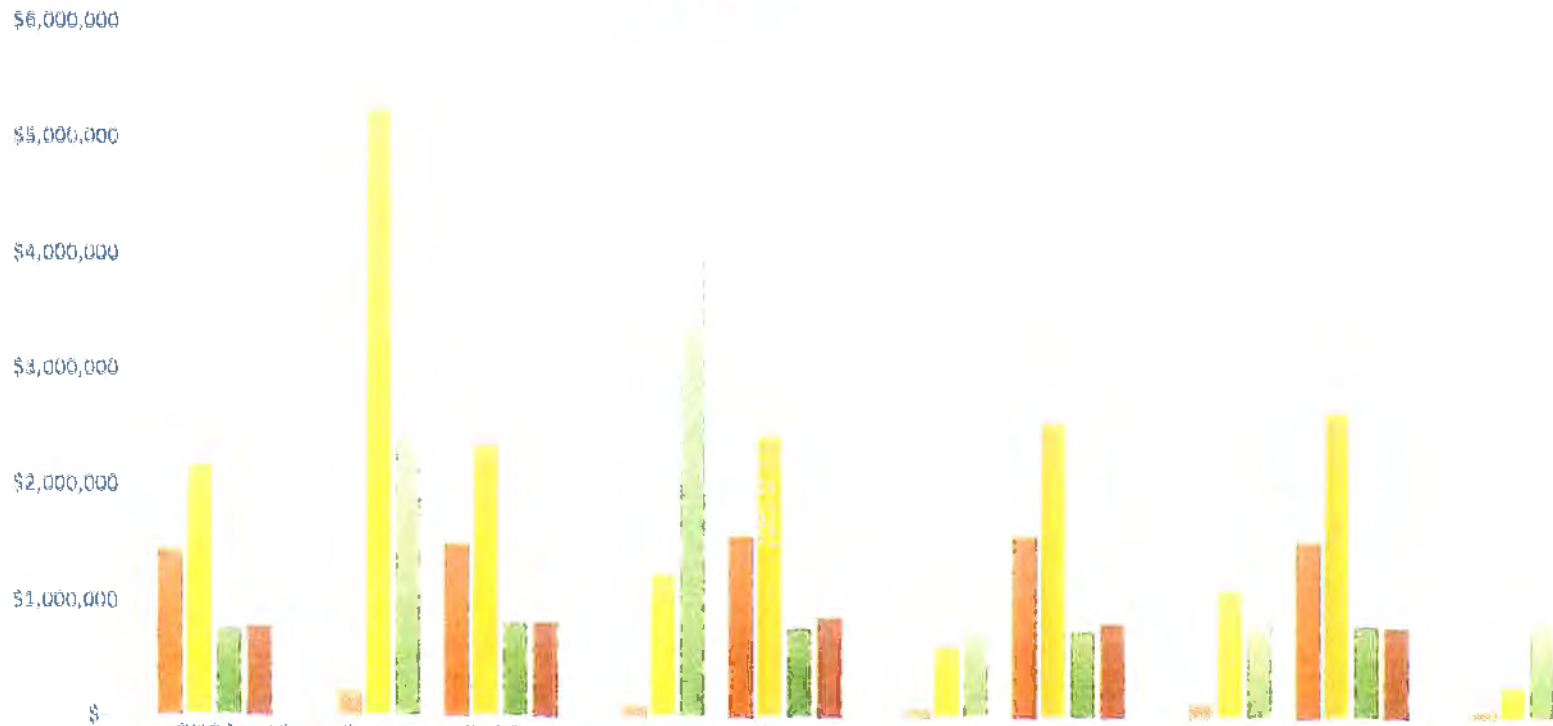
There is a large increase in the expenditures for capital projects based on the five-year capital plan presented to the Commission on March 8, 2021. Many of these projects will be offset by grant funds and impact fee reserves.

The information presented are one of the many tools utilized when preparing the annual budgets, however, it should be noted that most of the revenue estimates are provided to the Finance Office from the Florida State Office of Economic and Demographic Research in June and July of each year.

## Historical Revenues FY16 - FY20



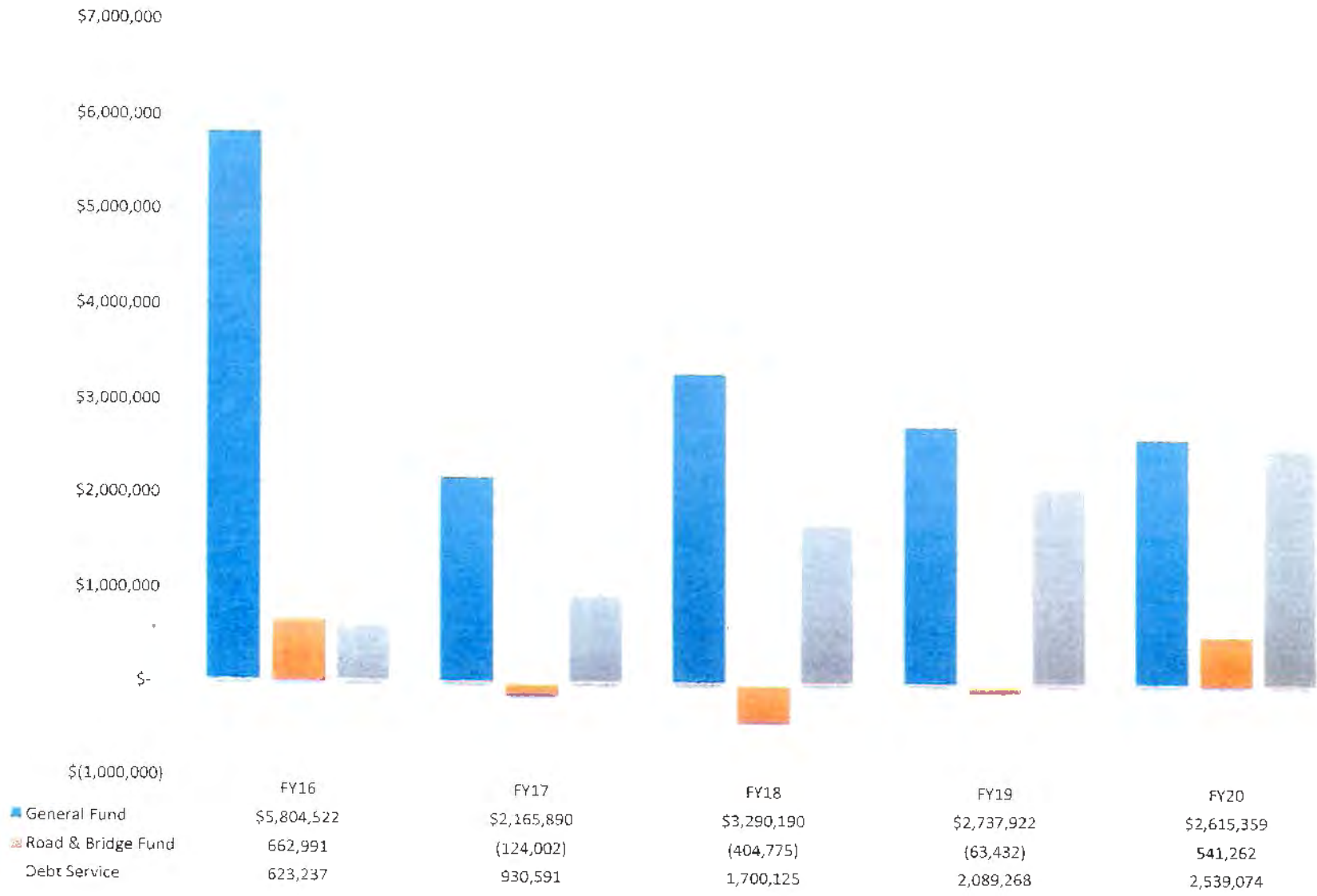
## Historic Expenditures FY16-FY20



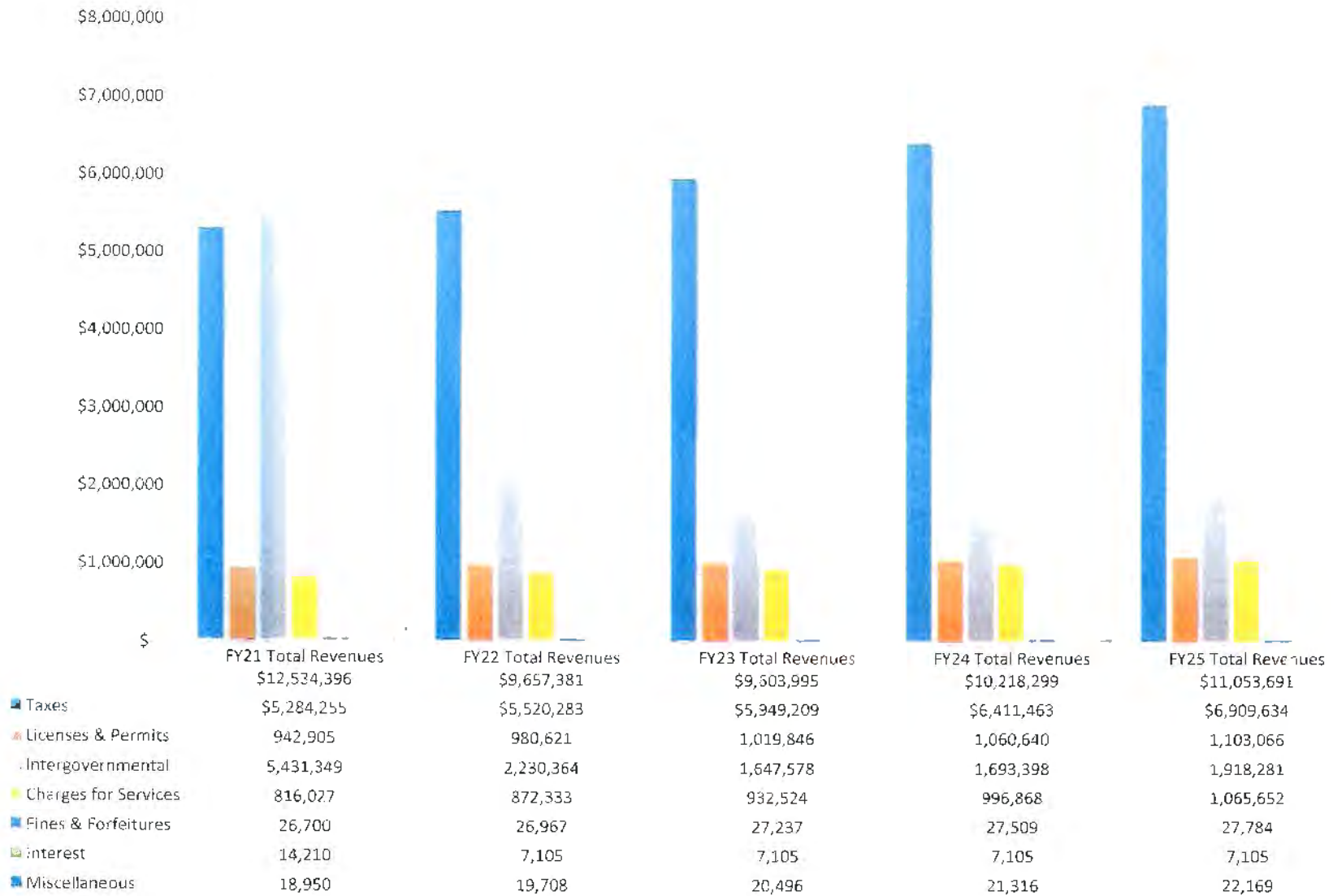
	FY16 Total Expenditures	FY17 Total Expenditures	FY18 Total Expenditures	FY19 Total Expenditures	FY20 Total Expenditures
	\$13,029,945	\$10,846,492	\$7,225,649	\$7,830,602	\$7,039,161
General Government	\$1,442,292	\$1,502,863	\$1,576,424	\$1,585,139	\$1,540,563
Public Safety	2,177,136	2,351,855	2,438,502	2,555,841	2,651,814
Physical Environment	750,608	817,064	777,854	752,681	804,128
Transportation	788,250	835,419	884,545	837,727	805,624
Economic Environment	-	5,250	-	250	-
Human Services	54	49	53	-	-
Culture & Recreation	238,093	115,844	96,121	146,018	77,683
Capital Outlay	5,244,913	1,248,857	623,489	1,123,160	283,146
Debt	2,388,599	3,969,291	828,661	829,786	876,203



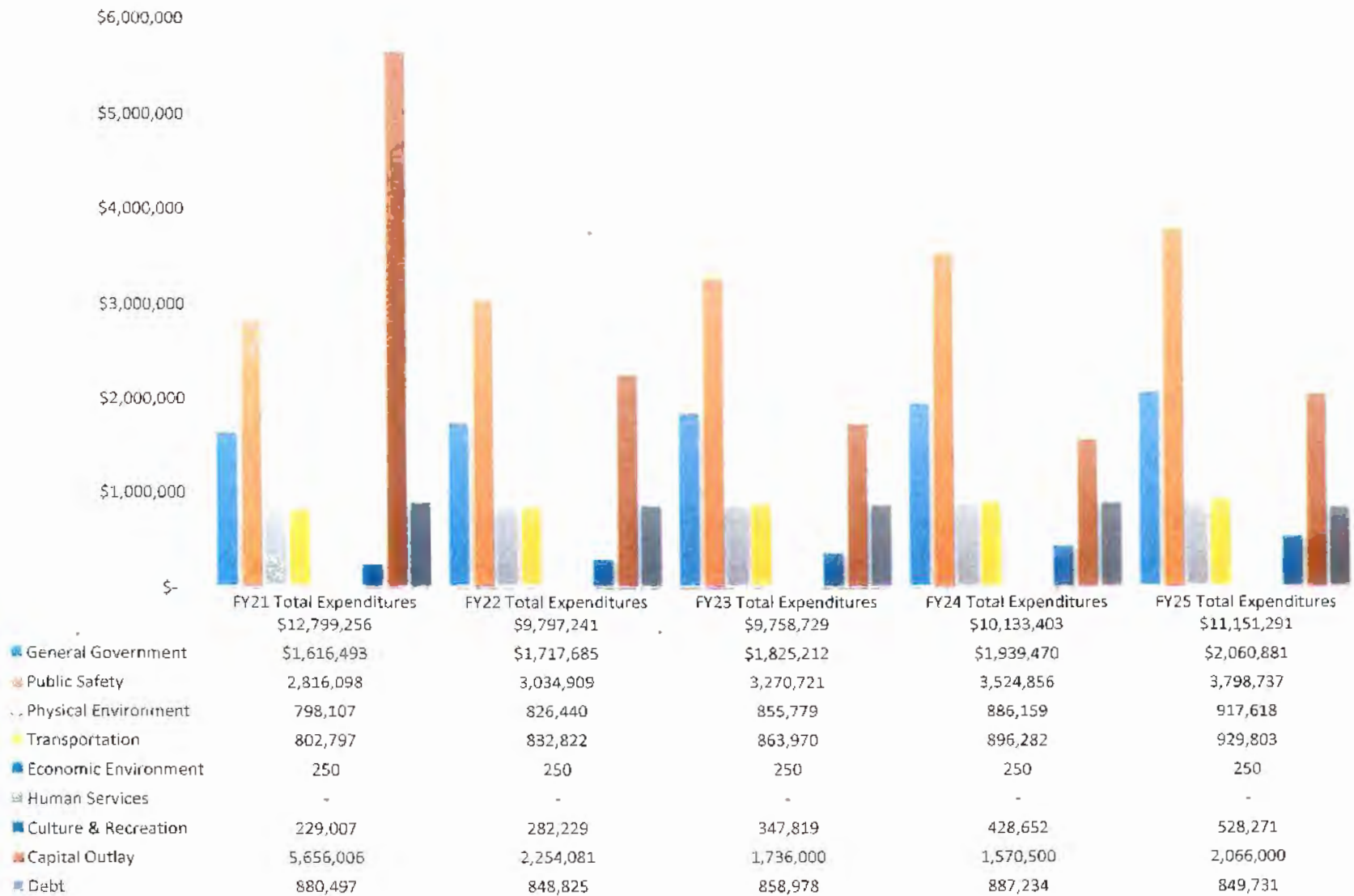
## Historical Fund Balance FY16-FY20



## Projected Revenues FY21 - FY25




## Projected Expenditures FY21-FY25



**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 13, 2021

**SUBJECT:** St. Johns County 200<sup>th</sup> Anniversary: Request for City Representative to Attend July 21, 2021, Time Capsule Dedication Ceremony and Designation of Item from City for the Capsule

Attached is a letter to Mayor England from Mr. Jeremiah Blocker, Chairman of the Board of County Commissioners.

In his letter, Chairman Blocker asks that the City designate a representative to attend the time capsule dedication ceremony and designate an item to be put in the capsule.

We suggest that Mayor England be the representative. As to what should be put in the time capsule, Chairman Blocker describes the desired dimensions and that the item could be documents, photos, coins, or similar objects.

The basic question may be: What object do you think best represents our City during the year of the County's 200<sup>th</sup> anniversary, 2021? Perhaps there's a local artist who has created a small painting of something iconic concerning our City. Or maybe there's a photograph, piece of sculpture, or some other object that highlights something unique about our City. Please, your creativity and imagination are needed.

By the way, a Google search reveals that St. Johns County was founded on July 21, 1821.



## St. Johns County Board of County Commissioners

Chair/District 4

May 6, 2021

Ms. Margaret England  
Mayor  
City of St. Augustine Beach  
2200 A1A South  
St. Augustine, FL 32080

Dear Mayor England:

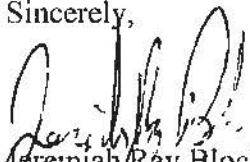
St. Johns County is commemorating its 200<sup>th</sup> anniversary throughout 2021 with a variety of special events and programming. Signature events will include St. Johns County's Then, Now, and the Future Public Library Symposium, a dedicated public photography exhibition, and a time capsule dedication ceremony on July 21, 2021.

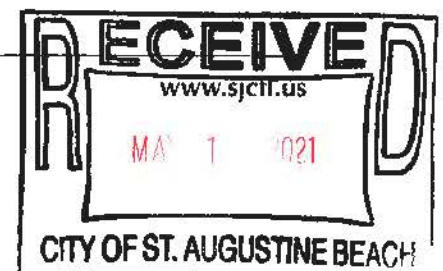
I would like to personally invite the City of St. Augustine Beach to help us celebrate this milestone by participating in the time capsule dedication ceremony from 10 a.m. to 12 p.m. on Wednesday, July 21, 2021, at the County Administration Building, 500 San Sebastian View.

Participating organizations are invited to identify a dignitary to introduce an item and place it into the time capsule during the ceremony. Time capsule items should be compact and lightweight, and may include documents, photos, coins, or other similar objects. Three-dimensional items should not exceed three inches in length by three inches in width by three inches in height.

It would be an honor to have the City of St. Augustine Beach participate in this important, historic event. Please contact Michael Ryan, St. Johns County Director of Communications, at [mryan@sjcfl.us](mailto:mryan@sjcfl.us) or 904.209.0549 by June 4, 2021, to confirm your participation, provide the name of a dignitary, and identify the object you would like to include in the time capsule.

Sincerely,


  
Jeremiah Ray Blocker, Chairman  
Board of County Commissioners  
St. Johns County, Florida





**MEMORANDUM**

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

**FROM:** Max Royle, City Manager 

**DATE:** May 20, 2021

**SUBJECT:** Commission Meetings: Discussion of Possibilities to Reduce Number of Topics on Agendas, Changing Times of Meetings, When to Hold Continuation Meetings and Setting Dates for Certain Upcoming Meetings

**INTRODUCTION**

In light of comments by some of you at recent meetings about certain aspects of your meetings, we suggest that now may be an opportune time for you to discuss possible changes about the meetings and the agenda. We provide here four topics. You may have others that you think also merit discussion.

**1. Reduce Number of Agenda Topics****a. By delegating decisions to the Planning Board**

As the agendas seem to be growing longer and longer, one key way to reduce the number of topics is for the Commission to delegate decisions concerning certain matters to either the Planning Board or the City administration.

For example, for many years, the Commission approved all special event permits: road and beach races, shows/concerts at the pier pavilion, etc. Then, in 2010, the Commission passed Ordinance 10-07, which delegates to the City Manager the authority to issue permits for events, unless they are of "significant impact." These are defined as events that require more parking than is available on the site where the events are to be held. However, the Manager can issue a permit for an event of a significant impact if the event has occurred in the City for a minimum of three prior times. Thus, the Manager now issues the permit for the Santas on the Loose 5K Run each December and the Civic Association's annual Spring and Summer Concert series. However, the Manager would bring to the Commission a permit request for a significant event that hasn't occurred three times in the past in the City or involves the closing of public streets.

At your recent May 18<sup>th</sup> workshop meeting with the Planning Board and SEPAC, the Building Official suggested you delegate the authority to approve conditional use permits to the Planning Board. You responded by proposing that the delegation of approving such permits for outside serving of food and beverages be considered first. The Planning Board will discuss this at its June 15<sup>th</sup> meeting.



#### b. By eliminating redundancy

Another way to reduce the number of topics on the agenda is to eliminate procedures that may be redundant. An example is the review of a request to vacate an alley or street. Each step listed below is done at a separate meeting:

- Review of the vacation application by the Planning Board, which makes recommendation to the Commission.
- Commission holds a public hearing on the request and usually has the City Attorney prepare to ordinance.
- Ordinance has first reading.
- Ordinance has public hearing and then final reading when it is approved.

We suggest deleting the second step listed above: the public hearing by the Commission. It is redundant because the Commission must hold a public hearing for the ordinance to vacate any alley before the ordinance can be passed on second and final reading.

ACTION REQUESTED: It is that you continue your May 18<sup>th</sup> discussion of whether there are items or topics you think can be delegated to the Planning Board or the City administration for approval, to reduce the number of topics on your meeting agenda, and that you discuss whether there are requirements in the Land Development Regulations or the general City Code that could be changed because they're redundant or otherwise not needed.

#### 2. Changing Times of the Commission Meetings

There is no requirement in the City Charter or the general City Code that the Commission must meet on the first Monday of the month at 6 p.m. Nor is there any requirement in the Charter or elsewhere that Commission meetings must end at 10 p.m.

The only reference to Commission meetings in the City Charter is in Section 1-5 (a), which states: "The city commission shall meet at such times as may be prescribed by ordinance, resolution, or as otherwise permitted by Florida Law."

Over the years, the Commission by simple motion and vote or by consensus has changed the day and time of the meetings. For example, on January 11, 1960, the Commission of what was then the Town of St. Augustine Beach held their first meeting since incorporation in 1959 and decided that their meetings would be held on the first Monday of the month at 7:30 p.m. On December 1, 1969, the Commission changed the day for their meeting to the second Monday of the month. On February 26, 1970, the day was changed back to the first Monday at 8:00 p.m. because the second Monday was a conflict for the Town Attorney because the Town Commission of Hasting, for which the St. Augustine Beach Attorney also provided legal counsel, met on the second Monday. Then in November 1974, the Commission changed the meeting time from 8:00 p.m. to 7:30 p.m. Nowhere in the record is there an ordinance that sets the day of the week and the time Commission meetings are to start.

In the City Commission's Policies and Procedures Manual, under the heading of "Meetings," there is a simple sentence: "Commission meetings are to begin at 7:00 p.m." The Manual's provisions are adopted

by resolution, not by ordinance, and thus can easily be changed by one motion and vote at any meeting. The decision that the meetings are to end by 10:00 p.m. is stated in Resolution 18-01 (copy attached).

A review of when the governing bodies of some northeast area cities meet shows the following:

- St. Augustine: 2<sup>nd</sup> and 4<sup>th</sup> Monday, 5:00 p.m.
- Flagler Beach: 2<sup>nd</sup> and 4<sup>th</sup> Thursday, 5:30 p.m.
- Bunnell: 2<sup>nd</sup> and 4<sup>th</sup> Monday, 7:00 p.m.
- Palm Coast: 1<sup>st</sup> Tuesday at 6:00 p.m., 3<sup>rd</sup> Tuesday at 8:00 a.m.
- Green Cove Springs: 1<sup>st</sup> and 3<sup>rd</sup> Tuesday, 7:00 p.m.
- Jacksonville Beach: 1<sup>st</sup> and 3<sup>rd</sup> Monday, 7:00 p.m.
- Neptune Beach: 1<sup>st</sup> Monday, 6:00 p.m.
- Atlantic Beach: 2<sup>nd</sup> and 4<sup>th</sup> Monday, 6:30 p.m.
- Daytona Beach: 1<sup>st</sup> and 3<sup>rd</sup> Wednesday, 6:00 p.m.

However, what days and times the governing body of other cities meet may be immaterial. You can decide the meeting schedule that best suits you collectively.

ACTION REQUESTED: It is that you discuss whether you want to change the day of the week and the time Commission meetings are to begin, keeping in mind your respective work schedules and obligations and overtime costs to the City for the personnel who run the cameras and provide the streaming video.

### 3. When to Hold Continuation Meetings

A couple of years ago, the consensus of the Commissioners then in office was to have a continuation of your Monday meeting done on the following Tuesday. However, with new Commissioners now in office, the holding of a continuation meeting on the following Tuesday may be a conflict for some.

ACTION REQUESTED: It is that you discuss whether there is a day of the week when continuation meetings can be held that won't conflict with any obligations some of you have because of your employment or other reasons.

If Mondays are the day suitable for your continuation meeting, then we suggest you set the second Monday of the month as the day for such meetings.

### 4. Setting Dates for Upcoming Meetings

Two dates are needed: one in June for a workshop and one in July for your regular meeting.

The City staff requests the workshop in June to discuss with you having a stormwater utility fee. As the City's drainage infrastructure grows, a dedicated funding source to pay for its maintenance and improvements is needed. A stormwater utility could be that dedicated funding source. It would be similar to the non-ad valorem assessment you have approved to pay the costs to collect and dispose of solid waste. As the implementation of the assessment takes a number of months, it wouldn't go into effect until Fiscal Year 2023.

The second date concerns your July regular meeting. The first Monday in July, the 5<sup>th</sup>, when you would normally hold your meeting, is a holiday for City employees. Section XI.19.C of the City's Personnel Manual states that when a holiday falls on a Saturday, the Friday before will be taken as the holiday by the employees, and when the holiday falls on a Sunday, then the employees will observe the following Monday as the holiday.

ACTION REQUESTED: It is that you set a date and time in June for the workshop on the stormwater utility fee and that you decide the date when you want to hold your July regular meeting.

**RESOLUTION NO. 18-01**

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

**RE: TO AMEND THE CITY  
COMMISSION'S POLICIES AND  
PROCEDURES MANUAL BY  
UPDATING POLICIES IN AGENDA  
FORMAT AND COMMISSION  
MEETINGS SECTIONS**

The City Commission of St. Augustine Beach, St Johns County, Florida, in regular meeting duly assembled on Saturday, January 6, 2018, resolves the following:

**WHEREAS**, the City Commission would like to change the procedures of the Policies and Procedures Manual under sections Agenda Format and Commission Meetings; and

**WHEREAS**, the Commission discussed what items should be changed at their Regular Commission meeting in December; and

**NOW, THEREFORE, BE RESOLVED BY**, the City Commission of the City of St. Augustine Beach, St. Johns County, Florida adds to the City Commission's Policies and Procedures Manual under Commission Meetings the following:

**AGENDA FORMAT**

1. The City Commission has adopted the following format for the agenda of regular Commission meetings.
  - I. **CALL TO ORDER**
  - II. **PLEDGE OF ALLEGIANCE**
  - III. **ROLL CALL**
  - IV. **APPROVAL OF MINUTES**
  - V. **ADDITIONS OR DELETIONS OF THE AGENDA**
  - VI. **CHANGES TO ORDER OF TOPICS ON THE AGENDA**
  - VII. **PRESENTATIONS**
  - VIII. **PUBLIC COMMENTS**
  - IX. **PUBLIC HEARINGS**
  - X. **CONSENT**
  - XI. **OLD BUSINESS**
  - XII. **NEW BUSINESS**
  - XIII. **COMMISSIONER / STAFF COMMENTS**
  - XIV. PENDING ITEMS**
  - XV. **ADJOURNMENT**

5. Upon receipt of a request by a member of the public or an organization to place a presentation upon the agenda, the office of the City Manager shall advise such member of the public or the organization that presentation is limited to ten minutes in length and must pertain to the City of St. Augustine Beach or its residents. Requests for greater length of time shall be addresses to the discretion of the Presiding Officer of the City eCommission. Public Comments for each agenda item will be two minutes per speaker. Under Agenda Format, Item VIII, Public Comments will be three minutes per speaker.
7. "Pending Items" is to list items that are not resolved and would have to be continued to another meeting.

Agenda and Commission books shall be distributed to the Commission seven days prior to the Regular Commission meetings. Submission of items on the agenda must be given to the City Manager ten days prior to the meeting for book preparation and distribution or the agenda item will be postponed.

#### COMMISSION MEETINGS

3. Commission meetings are to begin at 7:00- 6:00 p.m. and will end at 9:30 p.m. unless a vote to extend the meetings is approved by the Commission until 10:00 p.m. Regular Commission meeting will be on the first Monday of every month and if necessary will continue to the next business day. Standard length of Commission meetings shall be 3 ½ hours, unless a vote to extend the meeting is approved by the Commission for an additional 30 minutes.
4. Special Meetings: Topics for the agendas for special meetings will be determined in advance by the City commission, and no additional topics may be added to the agenda unless the topic or topics are of an urgent or emergency nature. Special meetings shall be scheduled for agenda items for which discussions would be over one hour in length. Special meeting notices will be posted at least 72 hours in advance of the meeting.

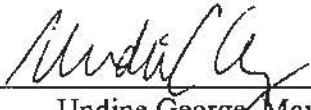
"Urgent" shall be defined as an unexpected or overlooked action that needs to be taken care of prior to the next regular meeting.

"Emergency" shall be defined as a reasonable, unforeseen breakdown of machinery, development of a dangerous condition, threatened termination of an essential service, or the development of an unforeseen circumstance which could result in curtailment or reduction of an essential service or cause possible liability or harm to the public, the City or its employees.

15. AGENDA:

- A. The Agenda, ~~which will be~~ is sent to all Commissioners and will be posted at City Hall for the public. ~~shall be the normal operating procedure~~ However, the Presiding Officer shall have the authority, during any meeting, and after approval by the City Commission, to change the order of business and the Agenda if the circumstances so warrant.
- B. That any item to go on the Agenda must be ~~submitted by Wednesday 12:00 noon~~ distributed to the Commission seven days prior to the meeting, ~~preceding the next monthly meeting.~~ This is Items are to be directed to the City Manager in writing. Inclusion of any item for the Agenda must be submitted to the City Manager ten days prior to the meeting and will depend upon the completeness of information and on the time element for the meeting. Otherwise, the item will be postponed until the next scheduled meeting.

**RESOLVED AND DONE**, this 6<sup>th</sup> day of January, 2018, by the City Commission of the City of St. Augustine Beach, St. Johns County Florida.

  
Undine George, Mayor

ATTEST:

  
Max Royle, City Manager



## MEMORANDUM

Date: May 27, 2021

To: Max Royle, City Manager

From: William Tredik, Public Works Director

Subject: Amendments No. 36 and 37 to the Contract between the City of St. Augustine Beach and CMT for Engineering Services for Drainage and Paving Improvements for 11<sup>th</sup> Street and Oceanside Circle

---

### BACKGROUND

Oceanside Circle and 11<sup>th</sup> Street are both in need of pavement improvements to correct deficiencies in the roadway structure. Both locations are programmed for resurfacing, but require drainage improvements and environmental resource permitting through the St. Johns River Water Management District. Each roadway has unique needs which must be addressed prior to resurfacing. The following paragraphs describe the condition of both roadways and the appropriate restoration required.

#### Oceanside Circle

Oceanside circle is an approximately 900-foot roadway located north of Versaggi Drive in the southern portion of the City. Oceanside Circle was an existing dirt/shell road prior to its surfacing several years ago. In lieu of construction of a traditional roadway section (i.e. stabilized subbase, base and asphaltic concrete surface course), Oceanside Circle was chip-sealed. Chip sealing is a relatively inexpensive technique to provide a hard surface on existing roadways, and involves spreading of hot tar or asphalt, then embedding finely graded aggregate into the asphalt or tar surface. Chip sealing provides an inexpensive alternative to traditional paving for rural/ low volume surfaces, however its life expectancy is short compared to traditional asphaltic concrete surfaces. Due to this limitation, and its coarse texture, chip seal is not generally used for residential roadways.

The chip seal pavement on Oceanside Circle has reached the end of its life. The lack of a traditional compacted stabilized base and sub-base, in conjunction with the frequent turning movements incurred by traffic turning into and out of driveways has accelerated its deterioration. In order to bring the pavement up to City standards, pavement reclamation is required and the project was thus programmed into the City's resurfacing program.

As Oceanside Circle was never an engineered roadway, it lacks a working drainage system. This lack of a drainage is becoming an increasing problem as buildout of homes continues. Flooding now occurs on a recurring basis and has gotten into the

garage (and almost into living area) of one of the homes along the roadway. The increasing impervious surface area and the lack of a drainage system exacerbates this worsening condition.

In order to correct the flooding problems, an appropriate drainage system must be designed, permitted and constructed. This work must be done prior to or in concurrence with the roadway paving to ensure an effective solution for the neighborhood.

### 11<sup>th</sup> Street

11<sup>th</sup> Street currently has a large diameter old reinforced concrete pipe running under the pavement from 2<sup>nd</sup> Avenue to the 11<sup>th</sup> Street ditch. The joints of this pipe have leaked over time causing subsidence of the roadway at eight foot intervals (the length between pipe joints). This pipe at one time drained the 2<sup>nd</sup> Avenue watershed, but became obsolete when the 2<sup>nd</sup> Avenue piping system was constructed and a large diameter stormwater gravity pipe was installed in 10<sup>th</sup> Street. This newer 10<sup>th</sup> Street stormwater pipe now drains to the large pipe along the east side of Ocean Ridge (formerly the Runk ditch), which drains to 11<sup>th</sup> Street, thus bypassing the older concrete 11<sup>th</sup> Street Pipe.

Stormwater calculations conducted by the City's continuing contract engineering consultant CMT show that the old pipe on 11<sup>th</sup> Street is no longer necessary and can be removed. 11<sup>th</sup> Street drainage can be safely conveyed by the 10<sup>th</sup> Street pipe, with minimal rise in water stages, thus allowing the complete removal of the failing 11<sup>th</sup> Street Pipe. The work will require the reconfiguring of the drainage along 2<sup>nd</sup> Avenue between 11<sup>th</sup> Street and 10<sup>th</sup> Street and will require an environmental resource permit from the St. Johns River Water Management District. The Public Works Department began the design process by conducting survey and geotechnical investigation of the area. Public Works, however, does not currently have the available staff time to complete the design and permitting process in an expeditious manner. As with Oceanside Circle, drainage improvements must be done in advance of or concurrent with roadway improvements.

## **DISCUSSION**

Due to the required time and effort to complete design and permitting – in conjunction with the other construction projects which Public Works is undertaking in the next few months – it is necessary to utilize an engineering consultant to complete the design and permitting work for these projects. CMT (formerly Stone Engineering), the City's continuing contract engineering consultant is familiar with the locations and has conducted stormwater analysis for both areas (i.e. 11<sup>th</sup> Street drainage and the Versaggi Stormwater Pump Station). Per the City's request, CMT has provided a scope and fee (Amendments Nos. 36 and 37) which details the effort and fee to complete the design and permitting as well as provide post design engineering services for the projects. Utilizing CMT for this work will allow these projects to move to construction in an expeditious manner.

Specific tasks included in Amendment No. 36 (11<sup>th</sup> Street) include:

50% Design of Drainage Improvements	\$ 5,980
50% Design of Roadway Rehabilitation	\$ 5,490
90% Design	\$11,700
Permitting	\$ 2,900
Bid Documents and Bid Assistance	\$ 2,700
Construction Admin/Inspection	\$ 3,800
<u>TOTAL FEE</u>	<u>\$32,570</u>

Specific tasks included in Amendment No. 37 (Oceanside Circle) include:

50% Design	\$ 4,400
90% Design	\$ 5,950
Permitting	\$ 2,600
100% Plans and Specs	\$ 3,400
Bid Assistance	\$ 2,400
Construction Admin/Inspection	\$ 3,300
<u>Geotechnical Engineering</u>	<u>\$ 2,300</u>
<u>TOTAL FEE</u>	<u>\$24,350</u>

Staff has reviewed the proposed amendments and fees and determined that they are consistent and reasonable with the work proposed. Staff therefore recommends approval of Amendments 36 and 37 to the continuing contract with CMT

## **RECOMMENDATION**

Approve Amendment No. 36 to the Contract between the City of St. Augustine Beach and CMT for Engineering Services 11<sup>th</sup> Street Storm Sewer Abandonment & 11<sup>th</sup> Street Pavement Rehabilitation

Approve Amendment No. 37 to the Contract between the City of St. Augustine Beach and CMT for Engineering Services Oceanside Circle Drainage and Paving Improvements

## **AMENDMENT NO. 36**

### **Engineering Services 11<sup>th</sup> Street Storm sewer Abandonment & 11<sup>th</sup> Street Pavement Rehabilitation**

THIS AMENDMENT is made as of \_\_\_\_\_, 2021, by and between **CITY OF ST. AUGUSTINE BEACH (City)** and, **CRAWFORD MURPHY & TILLEY, ENGINEERS AND CONSULTANTS (formerly known as STONE ENGINEERING GROUP, INC.)**. This Amendment to the City / CMT Agreement for Professional Engineering Services is in connection with the City's efforts to abandon the failing storm sewer on 11<sup>th</sup> Street.

#### **SECTION 1: PROJECT DESCRIPTION**

Based upon the results of the ICPR modeling scenarios performed on the City Master Stormwater Model it was concluded that abandoning the existing failing 29inch x45 inch pipe in 11<sup>th</sup> Street and rerouting the small area stormwater flows would only have a minor effect on the staging of stormwater in the area during the 25-year storm event. The proposed project will consist of abandoning the existing failing storm sewer and rerouting existing drainage to existing City drainage system.

St. Johns County right of way work is not anticipated. Any SJCUD water and sanitary sewer conflicts will be identified and resolved. Right of Way boundary surveys are not anticipated. Jurisdictional Wetland boundaries or boundaries of waters of the state will be identified. Wetland impact permitting is not anticipated. The project is considered a conveyance project and the master stormwater permit will be modified as a general permit to reflect changes to the master drainage conveyance system. The master permit may also be modified to address the elimination of the stormwater treatment retention area as duplication of the master stormwater treatment Stormwater.

Specifically, the scope of services would include several separate drainage areas or parts to the project as follows,

1. Abandon, plug and fill the (primarily) 29-inch x45 inch conveyance pipe section of the 11<sup>th</sup> street pipe from 2<sup>nd</sup> Ave to the Ocean Ridge subdivision drainage easement on the east side of the subdivision. Repair the existing street and mill and resurface approx. 540 lf of pavement
2. Remove from the existing failing 11<sup>th</sup> Street pipe system the contributing 11<sup>th</sup> Street drainage area to the east of 2<sup>nd</sup> Ave toward Beach Boulevard by rerouting the two curb inlets on 11<sup>th</sup> Street into 2<sup>nd</sup> Avenue bypassing the small stormwater treatment system. Phase out the small stormwater treatment system at the southeast corner of 11<sup>th</sup> Street and 2<sup>nd</sup> Avenue in consideration of the master stormwater system having compensated for this roadway section in the ICPR model.
3. Phase out the existing approx. 180 lf of conveyance ditch from 11th Street and 2<sup>nd</sup> Ave to 10<sup>th</sup> Street and 2<sup>nd</sup> Avenue by piping the ditch area to structure S-31.
4. Provide a stormwater inlet and connect to structure S-38 at Ocean Ridge eastern easement (previously referred to as Runk's Ditch), thereby conveying stormwater from 11<sup>th</sup> Street between just west of 2<sup>ND</sup> Ave to the Ocean Ridge drainage easement. Remove the existing edge of pavement flume.

## **SECTION 2: SCOPE OF SERVICES**

Our services will be provided in the following Tasks:

### **Task1:ENVIRONMENTAL SERVICES & PRELIMINARY 50% DESIGN OF DRAINAGE IMPROVEMENTS**

Secure and coordinate the services of an Environmental Biologist to identify and flag jurisdictional wetlands and waters of the state within the project City Right of ways.

Create Preliminary design plans to include plan view of the existing pavement, widening of the pavement and curb and gutter and a typical pavement cross-section

Provide an order of magnitude Project wide cost estimate to include estimated construction. This task to include a submittal to and review of the progress drawing set by the City.

### **Task 2: PRELIMINARY 50% DESIGN OF 11<sup>th</sup> STREET REHABILITATION**

Create Preliminary design plans to include plan view of the existing pavement, and typical existing condition of the pavement in a cross-sectional view as found as part of Geotechnical investigation

Provide an order of magnitude construction cost estimate. This task to include a submittal to and review of the progress drawing set by the City.

### **Task 3: DESIGN 90% AND FINAL COMPLETION**

This Task to include incorporation of the City's 50% review comments.

Develop 90% design plans, plan and profile with stationing, geometry plan, any stormwater drainage relocations, and a typical cross section, general and special notes, detail sheets and erosion control. Develop draft of limited specifications as needed.

Stormwater treatment swale system design or compensatory adjustments in the City stormwater master plans prior approved impervious increase for new pavement.

This task to include a submittal and review of the 90% progress set by the City.

Finalize the specifications and develop bid documents. This task to include one review by the City and revision for bidding purposes.

### **Task 4: REGULATORY AGENCY REVIEW AND GENERAL PERMIT MODIFICATION APPLICATION**

Develop and submit a SJRWMD general permit application for modification of the master permit for the proposed drainage conveyance system and to recognize the master permit has superseded the prior 11<sup>th</sup> Street treatment permit with supporting 90% design plans.

The scope to include response to one Agency RAI related to the scope of the design.

#### **Task 5: BID DOCUMENTS AND BID ASSISTANCE**

Prepare, and distribute the bid package in support of the City. The City will provide any formal advertisement. Provide assistance to the City as follows:

Prepare Addenda; prepare a maximum of three (3) addenda addressing clarifications of the documents or contractor request for information.

Attend bid opening.

Review bid submittals and provide a recommendation of award/rejection.

#### **TASK 6: CONSTRUCTION ADMINISTRATION AND LIMITED INSPECTION/OBSERVATION**

The services will be based upon time and materials expended with the indicated amount considered a maximum not to be exceeded without prior authorization. The services include:

- (1) Construction Administration services for: attendance at a pre-construction conference, shop drawing reviews, responses to four contractor requests for construction clarification and review of four contractor pay requests and review of as-built drawings.
- (2) Limited to two progress field construction observation/ inspections, and attendance at substantial and final project construction inspections. Develop punch list and verification of completion.
- (3) Construction Completion Certifications for SJRWMD (Based upon contractor's construction completion documentation)

#### **SECTION 3: PROFESSIONAL FEES**

Our fee is outlined below:

Task 1: Environmental & Preliminary 50% Design Drainage	\$ 5,980
Task 2: Preliminary 50% Des 11 <sup>th</sup> St. Rehab	\$ 5,490
Task 3: Design 90% and Final Completion	\$11,700
Task 4: Regulatory Agency Review & General Permit Modification	\$ 2,900
Task 5: Bid Documents & Bid Assistance	\$ 2,700
Task 6: Construction Administration & Limited Inspection / Observation	\$ 3,800

**Total Lump Sum Fee**

**\$32,570**



## CONDITIONS AND LIMITATIONS OF THE PROPOSAL

1. This proposal, if not authorized by the city, will remain in force only until June 30, 2021, unless otherwise agreed in writing.
2. Client/Owner will furnish any field determined supporting information for the existing storm sewer.

## SERVICES EXCLUDED

The above services and professional fees do not include consideration for the following:

County coordination or review and approval processes  
Land Ownership or Easement Identification or Acquisition Assistance  
Wetland Impact Permitting  
Landscaping Conceptual Design  
ICPR Computer Model Runs  
Survey and Geotechnical Services

**IN WITNESS WHEREOF**, the parties have made and executed this Amendment, the day month and year first above written.

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

By: \_\_\_\_\_  
Its: Mayor

**ATTEST:**

By: \_\_\_\_\_  
Its City Manager

**Crawford Murphy & Tilly, Inc.**

By:  \_\_\_\_\_  
Its Regional Manager: Gary L. Sheddon

cc: Contracts File

## **AMENDMENT NO. 37**

### **Engineering Services Oceanside Circle Drainage and Pavement Improvements**

THIS AMENDMENT is made as of \_\_\_\_\_, 2021, by and between CITY OF ST. AUGUSTINE BEACH (City) and, CRAWFORD MURPHY & TILLEY, ENGINEERS AND CONSULTANTS (formerly known as STONE ENGINEERING GROUP, INC.). This Amendment to the City / CMT Agreement for Professional Engineering Services is in connection with the City's efforts to add a drainage system and improve the pavement of Oceanside Circle.

#### **SECTION 1: PROJECT DESCRIPTION**

The City of St Augustine Beach is considering improving drainage and upgrading the substandard pavement on Oceanside Circle / Oceanside Drive east of Beach Boulevard.

The proposed project consists of adding approximately five (5) stormwater Inlets and 800 lf. of 15-inch diameter RCP and replacing 950 lf. of chip and seal pavement with an asphalt cement inverted crown 22-foot-wide rural section road. This project was not identified in the City of St. Augustine Beach 2004/2006 Drainage Master Permit and Plan; however, permitting should be limited to a SJRWMD general permit modification for conveyance as there is no anticipated change to the impervious surface of the road. Topographic and Right of Way Survey has been provided by the City. We will also secure Geotechnical asphalt cores to confirm existing pavement and base thickness and limited soil boring to support the road structural design. Jurisdictional wetlands are not anticipated. Utility adjustments other than sanitary sewer line conflict and services are not anticipated. SJCUD may wish to independently upgrade the 2-inch dia. watermain currently serving the residences for fire protection. Stormwater flooding in the area has been described as isolated ponding primarily west of the curve of the street and drainage improvements will be limited to this area. No area wide stormwater flood assessment evaluation is anticipated within the scope. The discharge rate of the stormwater pump station at Versaggi Drive will remain unchanged.

#### **SECTION 2: SCOPE OF SERVICES**

Our services will be provided in the following Tasks:

##### **Task 2.1 – Development of a Preliminary 50% Design Plan**

Create Preliminary design plans to include plan view of the proposed drainage, existing pavement and proposed pavement and a typical pavement cross-section

Provide an order of magnitude Project wide cost estimate to include estimated construction. This task to include a submittal to and review of the progress drawing set by the City.

##### **Task 2.2 – Design Plans to 90%**

This Task to include incorporation of the City's 50% review comments.

Develop 90% design plans, plan and profile with stationing, geometry plan, stormwater drainage, and a typical cross section, general and special notes, detail sheets and erosion control. Develop draft of limited specifications as needed.

This task to include a submittal and review of the 90% progress set by the City

### **Task 2.3 – SJRWMD Review for Permitting**

Develop and submit a SJRWMD general permit application for conveyance with supporting 90% design plans.

The scope to include response to one Agency RAI related to the scope of the design. Payment of Permit Review fees are not included in the scope of services.

### **Task 2.4 – Final 100% Plans and Specifications**

Based upon 90% plan review comments, finalize the design plans to 100% and update the 50% construction cost estimate.

Finalize the specifications and develop bid documents. This task to include one review by the City and revision for bidding purposes.

### **Task 2.5 – Bid Assistance**

Prepare, and distribute the bid package in support of the City. The City will provide any formal advertisement. Provide assistance to the City as follows:

Prepare Addenda; prepare a maximum of three (3) addenda addressing clarifications of the documents or contractor request for information. Attend the bid opening and Review bid submittals and provide a recommendation of award/rejection.

### **Task 2.6 – Post Design Construction Inspection and Administration**

The limited scope services will be based upon time and materials expended with the indicated amount considered a maximum not to be exceeded without prior authorization. The services include:

- (1) Construction Administration services for: attendance at a pre-construction conference, shop drawing reviews, responses to four contractor requests for construction clarification and review of four contractor pay requests and review of as-built drawings.
- (2) Limited to two progress field construction observation/ inspections, and attendance at substantial and final project construction inspections. Develop punch list and verification of completion.
- (3) Construction Completion Certifications for SJRWMD (Based upon contractor's construction completion documentation)

### **Task 2.7 – Geotechnical Engineer**

Secure and coordinate the services of the Geotechnical Engineer in identifying the thickness of the asphalt and base and the quality and suitability of the soils for road pavement design. Approximately a total of 3 cores of the pavement and to a depth of 5 feet. Report to be provided.

### **SECTION 3: PROFESSIONAL FEES**

Our fee is outlined below:

<b>3.1:</b>	<b>Prelim 50% Design</b>	<b>\$</b>	<b>4,400</b>
<b>3.2</b>	<b>Design Plans to 90%</b>	<b>\$</b>	<b>5,950</b>
<b>3.3</b>	<b>SJRWMD Review for Permitting</b>	<b>\$</b>	<b>2,600</b>
<b>3.4</b>	<b>Final 100% Plans and specifications</b>	<b>\$</b>	<b>3,400</b>
<b>3.5</b>	<b>Bid Assistance</b>	<b>\$</b>	<b>2,400</b>
<b>3.6</b>	<b>Post Design Construction inspect &amp; Administration</b>	<b>\$</b>	<b>3,300</b>
<b>3.7</b>	<b>Geotechnical Engineer</b>	<b>\$</b>	<b>2,300</b>
<hr/>			
<b>Total Fee:</b>		<b>\$</b>	<b>24,350</b>

**IN WITNESS WHEREOF**, the parties have made and executed this Amendment, the day month and year first above written.

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

By: \_\_\_\_\_  
Its: Mayor

**ATTEST:**

By: \_\_\_\_\_  
Its City Manager

**Crawford Murphy & Tilly, Inc.**

By:  \_\_\_\_\_  
Its Regional Manager: Gary L. Sneddon

cc: Contracts File

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
JUNE 7, 2021**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-20.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

The minutes of the Board's April 20, 2021 meeting are attached as pages 21-35.

**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE**

The minutes of the Committee's April 14, 2021, meeting are attached as pages 36-49.

**POLICE DEPARTMENT**

Please see page 50.

**PUBLIC WORKS DEPARTMENT**

Please see pages 51-55.

**FINANCE/ADMINISTRATION**

Please see page 56.

**CITY MANAGER**

1. Complaints

A. Persons in Lakeside Park at Night

A resident who lives near the Park complained about persons being in it at night, vehicles parking at night in the parking lot, and persons fishing from the lake's bank north near her home. She asked that No Fishing signs be posted in that area. However, the City Manager responded that the Park is open to the public, access cannot be restricted, and if persons using the park caused noise, the resident could call the Police Department.

B. Sign Nailed to Palm Tree

A Whispering Oaks resident made the City aware that a company had nailed an advertising sign to a palm tree. The resident asked that the City criminally charge the company. City staff explained that the company was notified that it cannot nail its signs to trees. City personnel removed the sign near the entrance to the Whispering Oaks entrance from the Boulevard.

C. Removal of Tree

A resident complained that a large oak tree had been removed from a lot being cleared for a house on 3<sup>rd</sup> Street. The complaint was forwarded to the Code Enforcement Officer for investigation.

## 2. Major Projects

### A. Road/Sidewalk Improvements

#### 1) Opening 2nd Street West of 2<sup>nd</sup> Avenue

There has been no action by the owners of the lots on 2<sup>nd</sup> Street west of 2<sup>nd</sup> 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 8<sup>th</sup> Street between the Boulevard and 2<sup>nd</sup> Avenue did. The Public Works Director has sent a letter to the owners of the lots along this section of 2<sup>nd</sup> Street, asking them if they would support the opening of 2<sup>nd</sup> 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 14, 2020, 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 2<sup>nd</sup> Street, with the lot owners paying two-thirds of the cost and the City paying the remaining third. On October 21<sup>st</sup>, 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 9<sup>th</sup> 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 7<sup>th</sup> 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 7<sup>th</sup> meeting and the resolution stating the Commission intent to levy the assessment was passed again. At the Commission's February 1, 2021, meeting, the Commission approved an amendment to the contract with the City's civil engineering consultant for it to do design work and approved a budget resolution to appropriate money for the consultant's services. The design phase was started in March and will be completed by the end of September or earlier.

At its May 3<sup>rd</sup> meeting, the Commission discussed the City administration's request to approve the levying of a non-ad valorem assessment, approved the recommended dollar range for the assessment and holding a public hearing on the range at 5:30 p.m. on June 7, 2021.

#### 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. This project may become part of the one to solve the flooding problem along the north side of the street. The last

report from the County staff is that planning work is proceeding and should be completed by the end of June. County and City staffs will meet on July 7<sup>th</sup> to discuss the plan and when construction can be started.

## 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 16<sup>th</sup> 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. In the meantime, in response to the resident requests, the City staff posted No Parking signs along the east side of 2<sup>nd</sup> Avenue between 3<sup>rd</sup> and 7<sup>th</sup> Streets.

At its May 24<sup>th</sup> continuation meeting, the City Commission discussed locations for a five-year parking improvements plan and requested that the Planning Board develop a list of prioritized projects for a five-year plan. The Board will discuss this request at its June 15<sup>th</sup> meeting.

Also, the County was asked about its plans from several years ago to have parking along the north side of Pope Road between A1A Beach Boulevard and the driveway to the YMCA. It responded that it had no plans for the project at this time.

## 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 be done in the summer of 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 interior park improvements (observation deck, picnic pavilion and trails) 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

There are two. The first concerns reducing building setbacks in the older subdivisions and to delete the overlay district from the Regulations. An ordinance for these changes was on the agenda for the Commission's April 5<sup>th</sup> meeting. The Commission made several amendments and passed Ordinance 21-04 on first reading. Other changes were made at the ordinance's first public hearing on May 3<sup>rd</sup>. As the Comprehensive Planning and Zoning Board at its April 20<sup>th</sup> meeting did not recommend approval of the ordinance, it was discussed at the Commission's May 18<sup>th</sup> workshop with the Planning Board and Sustainability and Environmental Planning Advisory Committee. The outcome of the discussion was no suggestions for changes to the ordinance. Ordinance 21-04 will have its second public hearing and final reading at the Commission's June 7<sup>th</sup> meeting.

The second change amends Section 3.02.03 by adding to the list of prohibited uses in the City any business or organization that is required to be regulated by the State of Florida's Substance Abuse Services law.

## 3. Finance and Budget

### A. Fiscal Year 2021 Budget

FY 21 began on October 1, 2020 and will end on September 30, 2021. April 30, 2021 marked the end of the seventh month of the Fiscal Year. The April monthly financial report shows that for the General Fund, the City had received \$6,129,197 and had spent \$3,721,415. The year-to-date surplus of revenues over expenditures is \$2,407,782. A year earlier at the end of April 2020, the surplus was considerably less at \$666,777. Though a significant amount, the surplus at the end of April 2021 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 April 2021, the City had received \$3,354,874 from property taxes, or 98% of the total projected for the entire fiscal year. At the end of April 2020, the amount received from property taxes was \$2,841,146, or \$513,728 less than was received by April 30, 2021. Also, other significant sources of revenue by the end

of April 2021 were communication services tax (\$409,227), electric utility tax (\$322,801), building permits (\$207,277), half-cent sales tax (\$206,314) electric franchise fee (\$168,780) and solid waste fee (\$459,234).

#### B. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5<sup>th</sup> 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 5<sup>th</sup> meeting, a Commissioner suggested considering paid parking again. No date has been set for a workshop on this topic.

#### C. Preparations for Fiscal Year 2022 Budget

City staff has begun the preparations. In July, meetings will be scheduled with individual Commissioners for a preliminary review of revenues and expenditures and to answer Commissioners' questions about the proposed budget.

#### 4. Miscellaneous

##### A. Permits for Upcoming Events

In late April, the City Manager approved the permit for the Civic Association's Concerts by the Sea from May 26<sup>th</sup> to September 1, 2021. In May, the City Manager approved the following permits: a. for the Willow Drive block party on May 23, 2021; b. for the Santas on the Loose SK Run on December 11, 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 10<sup>th</sup> 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 5<sup>th</sup> 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 6<sup>th</sup> meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8<sup>th</sup> continuation meeting. Commissioner George suggested changes to the Vision Statement. She will work with the City Manager on the wording.

In the meantime, the City administration will propose from time to time that the Commission review specific strategic plan goals. The first goal, Transparent Communication with Residents and Property Owners, was reviewed at the Commission's April 5, 2021, meeting. The Commission discussed having residents sign up for information, authorizing the use of the City's phone system for event information, purchasing an electronic message board to replace the old-fashioned manual sign on the west side of the city hall by State Road A1A, and the costs of mailers and text messages, etc. to residents.

### C. Workshops

On March 8, 2021, the Commission held a workshop on the following topics: 1) review of employee salaries and pay ranges, 2) restructuring of the Building Department; 3) history of the Police Department budgets; 4) repair and replacement of City assets, such as vehicles; 5) succession planning for the departments and for the positions of Police Chief and City Manager. At its April 5<sup>th</sup> meeting, the Commission approved the City administration's proposal to bring up the pay of those employees that a study showed were below the average for comparable cities in the northeast Florida area. The adjustments will go into effect on July 1, 2021. At its May 3<sup>rd</sup> meeting, the Commission discussed whether the pay for the Commission needs to be adjusted and decided to leave the current pay unchanged. Also, at that meeting, the Commission decided to hold in May two workshops: a joint one with the Planning Board and the Sustainability and Environmental Planning Advisory Committee on May 18<sup>th</sup> and a workshop to review options concerning the City's solid waste/recycling operations on May 24<sup>th</sup>. Both these meetings were held. At its June 7<sup>th</sup> regular meeting, the Commission will be asked to schedule a workshop in June to discuss adopting a stormwater utility to provide funding for the maintenance of the City's drainage infrastructure.

# COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
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
1341	1004 ISLAND WAY	P2000359	SFR-D	2/4/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
1619	77 HIGH DUNE DR	P2000615	SFR-D	2/27/2020		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
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2221	24 EWING ST	P2001260	SFR-D	7/17/2020		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
2598	7 6TH ST	P2100089	SFR-D	1/28/2021		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
2956	31 VERSAGGI DR	P2002022	SFR-D	1/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3066	484 OCEAN FOREST DR	P2100066	SFR-D	1/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3070	115 D ST	P2100133	SFR-D	2/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3073	105 3RD ST	P2100541	SFR-D	4/23/2021		NEW SINGLE-FAMILY RESIDENCE-BUILDING	RES
3173	534 RIDGEWAY RD	P2100306	SFR-D	3/16/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3319	736 OCEAN PALM WAY	P2100390	SFR-D	3/26/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3372	957 DEER HAMMOCK CIR	P2100397	SFR-D	3/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3510	315 RIDGEWAY RD	P2100462	SFR-D	4/13/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3676	104 3RD ST	P2100598	SFR-D	5/7/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3693	370 OCEAN FOREST DR	P2100618	SFR-D	5/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: 10/01/18 to 05/25/21

Expiration Date Range: First to 09/29/22

Applied For: Y Open: Y

Application Date Range: First to 05/25/21

Use Type Range: First to Last

Hold: Y

Building Code Range: BUILDING to BUILDING

Contractor Range: First to Last

Completed: Y

Work Type Range: SFR-A to SFR-D

User Code Range: RES to RES

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 COMMERCIAL CONSTRUCTION LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
594	12 18TH STREET	P1915242	COMMERCIAL NEW	9/9/2019		MIXED USE BUILDING--2 OFFICE SUITES BOTTOM FLOOR WITH 2 RESIDENTIAL SUITES ON THE SECOND FLOOR	COM
1740	116 SEA GROVE MAIN ST	P2000906	COM BUILD OUT	6/9/2020		COMMERCIAL INTERIOR BUILD-OUT FOR OFFICE SPACE/FUTURE TENANT SPACE	COM
1827	881 A1A BEACH BLVD	P2000843	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING--BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COMMERCIAL NEW	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	8930 A1A SOUTH	P2001353	COMMERCIAL NEW	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM
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	COM

Application Id Range: First to Last

Issue Date Range: 10/01/18 to 05/25/21 Expiration Date Range: First to 05/29/22 Applied For: Y Open: Y

Application Date Range: First to 05/25/21 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 FY'21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Building Code	Activity Type	Inspector	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	ZONING	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	ZONING	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	12/15/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	ZONING	Z-VACATE ALLEY	BONNIE M	1/4/2021	APPROVED
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	ZONING	Z-VARIANCE	BONNIE M	11/17/2020	APPROVED
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	ZONING	Z-VARIANCE	BONNIE M	10/19/2020	APPROVED
2847	1629610940	455 HIGH TIDE DR	CULLOTTA PETER D, LAURIE L	ZONING	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	ZONING	Z-COND USE	BONNIE M	1/4/2021	APPROVED
2908	1629610950	459 HIGH TIDE DR	TAMMS ERIC VICTOR	ZONING	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2981	1641730020	23 OCEAN PINES DR	RHYS MARK AND KELLY RENEE SLAUGHTER	ZONING	Z-TREE REMOVAL	BONNIE M	12/15/2020	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3044	1684000000	9 11TH ST	KUNG PROPERTIES LLC	ZONING	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	BONNIE M	1/19/2021	APPROVED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-COND USE	BONNIE M	2/1/2021	APPROVED
3073	1693800100	105 3RD ST	LEHAN, BRADLEY D.	ZONING	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3175	1631510351	2 QUAIL CT	GLASGOW, JAMES LESLIE, CATHERINE JANE	ZONING	Z-TREE REMOVAL	BONNIE M	2/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	ZONING	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	ZONING	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	ZONING	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	ZONING	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	ZONING	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3347	1628201030	109 KINGS QUARRY LN	PAWLowski MICHEL S	ZONING	Z-VARIANCE	BONNIE M	3/16/2021	DENIED
3458	1705200010	2-B F ST	CANEEL CAPITAL GROUP LLC	ZONING	Z-VARIANCE	BONNIE M	4/10/2021	DENIED

Application Id Range: First to Last

Range of Building Codes: ZONING to ZONING

Activity Date Range: 10/01/20 to 06/30/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last

Included Activity Types: Both

Sent Letter: Y

# COSAB FY'21 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Description
2754	1144 OVERDALE RD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/16/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2802	3900 A1A SOUTH	TREE	TREE REMOVAL INSPECTION	11/2/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2803	1200 MAKARIOS DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/29/2020	RESIDENTIAL-TREE REMOVAL INSPECTION
2900	685 POPE RD	TREE	19 INCH OAK TREE AND 18 INCH MAGNOLIA	11/16/2020	19 INCH OAK TREE AND 18 IN MAGNOLIA
3167	115 14TH ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	1/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
3460	407 OCEAN DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	5/19/2021	RESIDENTIAL-TREE REMOVAL INSPECTION 11 inch oak tree
3465	703 POPE RD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
3481	24 DEANNA DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION
3786	1 SEA OAKS DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	5/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION 2 oak trees 14" and 24" rear of home
<b>Totals</b>					

Application Id Range: First to Last

Issue Date Range: 10/01/20 to 09/30/21

Expiration Date Range: First to 09/09/22

Applied For: Y Open: Y

Application Date Range: First to 05/25/21

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: First to 05/25/21

Activity Type Range: First to Last

Inspector Id Range: First to Last

'SENT LETTER': Y Open With No Date: N



Range: First to Last  
Violation Date Range: First to 05/25/21  
Ordinance Id Range: First to Last  
Use Type Range: First to Last  
User Code Range: First to Last  
Open: Y  
Completed: N  
Void: N  
Pending: N  
Customer Range: First to Last  
Activity Date Range: First to 05/25/21  
Inc Violations With Waived Fines: Yes  
Activity Type Range: First to Last  
Inspector Id Range: First to Last  
'SENT LETTER': Y  
Open With No Date: N

Violation Id: V1900065  
Viol Date: 07/30/19  
Comp Phone:  
Prop Loc: 720 A1A BEACH BLVD  
Status: Open  
Comp Email:  
Comp Name:

Ordinance Id	Description
LDR 3.09	Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.
6.07.06	Sec. 6.07.06. - Care of premises.
FBC 105.1	PERMITS 105.1 Required.

Description: This violation(s) was generated through code enforcement relative to multiple complaints concerning specific building violations as specified below. These violations which are outlined within the International Property Maintenance Code (section304) and the FBC are specific to structural maintenance and requirements of an exterior structure. The following needs to be addressed:

1. Remove the blue tarp on the top of the structure.
2. Execute the roof permit (P1914794) and repair the same.(presently the permit has expired).
3. Obtain proper permits (roof, stairs and landing etc and determine the possibility of encroachment of the raised deck/landing. Building Inspector Glenn Brown has conversed with Ms. Johnson in the many months prior relative to correction of this stair and deck landing modification scenario.
4. Modify the conditional use permit to include use of the ground floor for residential use. See conditional use permit dated Aug 4 2003.
5. Bring into compliance the violations as specified. After the building compliance is met, complete those requirements pertaining to a transient lodging facility renewal (Code 3.09).

Created	Modified	Note
03/29/21	03/29/21	The number Liv called from on 3-29-2021 was different from what we have on file, 904-788-9522
03/29/21	03/29/21	Debra "Liv" Johnson called the office of 3/29/2021. She stated that she just picked up the certified mail today regarding the Code Enforcement Board Meeting on Wednesday, March 31st. She stated that her daughter is having surgery tomorrow and she will be taking care of her and will be unable to make it to the meeting. She asked if I could put her on the agenda for April's meeting instead, however, I told her that decision would be up to the code board. I let Ms. Johnson know that I had hand delivered the notice to appear on March 15th and I sent her an email with the notice to appear on March 24th. She stated that she does not usually check her email and is not great with computers. I told her that if she wanted to write a letter explaining to the code board why she can't make it and what her plans are, to go ahead and drop it off prior to the meeting and I will include it in the board packets.
03/15/21	03/15/21	Certified Mail, regular mail, and hand delivered letter sent 3/15/21 Notice to appear for

---

		March 31st, 2021 meeting. Attached.
12/11/20	12/11/20	The copy of the lien was returned as unclaimed on 12/11/2020.
11/17/20	11/17/20	A copy of the lien was sent via certified mail 7018-1130-0002-0083-3427 and regular USPS mail on 11-17-2020
11/16/20	11/16/20	A lien in the amount of 22,250.00 was recorded with St. Johns County Clerk of the Courts office on 11-16-2020 @ 1:32 PM. See attachments.
06/01/20	06/01/20	5-27-2020 The CEB made a motion to file a lien for \$22,500 (the roof fine total). Other fines will continue.
05/20/20	05/20/20	Notice to appear emailed 5-20-20.
05/19/20	05/20/20	Notice to appear sent on 5-18-2020 and hand delivered, see attached.
05/06/20	05/20/20	Ms. Johnson called and left a voicemail on 5-5-20, to say that she is planning on applying for a permit on Monday May 11th. In the message, she stated she was having trouble finding an architect to design the deck.
05/04/20	05/04/20	Certified Mail Sent 5-1-20 Letter, hand delivered on 5-4-20. Ms. Johnson was at the home when I delivered the letter. She told me that rather going to the post office to pick up the letter, she would just sign for it in person. See attached.
04/27/20	04/27/20	EMAILED MS. JOHNSON 4/27/2020 TO REMIND HER OF THE CODE BOARD MEETING SCHEDULED FOR 4/29/20 AT 2PM. SEE ATTACHED.
04/22/20	04/22/20	HAND DELIVERED & MAILED CERTIFIED MAIL CITATION TO APPEAR, SEE ATTACHED. WHILE I WAS DELIVERING THE LETTER, I SAW SOME REMOVED SIDING, AND A REMOVED WINDOW. SEE ATTACHED PICTURES. --JT
04/16/20	04/16/20	FINAL INSPECTION FOR ROOF PERMIT WAS APPROVED BY GLENN BROWN ON 4-15-2020 (SEE ATTACHED CERTIFICATE OF COMPLETION)
04/02/20	04/02/20	Certified Mail signature card received on 4-1-20. Signed by Crystal. See attached.
03/26/20	03/26/20	Certified Mail and a Hand Delivered letter were sent to Ms. Johnson regarding the code enforcement board meeting on 3/26/20. The letter and a photo of it being hand delivered to her residence are attached.
03/16/20	03/16/20	Spoke with Ms. Johnson this am relative to the circumstances of events that surround her code enforcement case. There were excuses presented by Ms. Johnson concerning the compliance issue but no resolution was given. We reaffirmed the next code enforcement meeting (3/25 @ 1400hrs) in order to discuss the matter(s) pending. I advised Ms. Johnson to attend the meeting. A certified mailing was issued prior on 3/10 to Ms. Johnson @ her private address. A separate reg mailing was issued on 3/16 and a copy of that doc (notice to appear) was also emailed accordingly.
03/10/20	03/10/20	Certified mail sent relative to Citation to Appear for 3/25 to follow-up on non-compliance.
02/10/20	02/10/20	Staff notified the code enforcement officer this morn that Ms. Johnson inquired about permitting friday of last week. The staff advised Ms. Johnson of the pending code enforcement action against her and further stated that she contact this office. As of 0340 hrs this date,

---

		no contact has been made.
02/10/20	02/10/20	Certified mail dated 12/18 was returned by the USPS as undelivered. Last service attempt was 1/16/2020. Certified mail # 7018 1130 0002 0083 2918.
01/29/20	01/29/20	As of this date, no communication has been rec'd from Ms Johnson. Muliple letters have been issued concerning the scenario(s).
01/22/20	01/22/20	Contact Info for the contractor that Ms. Johnson hired: Richard Sean Construction @ 352 639-1060
01/22/20	01/22/20	Spoke with the contractor, Richard Fulmer on 1/21 relative to pulling permits on the deck. He advised that a building permit would be aquired. This is the second request. Also requested was info pretaining to the re-roof. Mr. Fulmer also stated that this project had a current estimate for the roof and the roofer (unk) was to pull their own permit. No action has occured. As of this date there has been no communication with the property owner (Liv Johnson) to answer for the code enforcement action. The penalty phase sanctioned by the code board went into effect midnight 1/19 @ 250.00/day for non-compliance to violations of the SAB Building Code.
12/19/19	12/19/19	LETTER HAND DELIVERED ON 12-19-19 AT 245PM, LEFT IN DOOR. -JT (SEE ATTACHED PHOTO)
12/17/19	12/17/19	As of this date, no communication has commenced relative to compliance of this scenario concerning the building violations. Ms. Johnson further has ignored a correction her conditional use permit relative to the multi-use property @ the stated address. Bonnie Miller (Building Dept Admin Sec) offered assistance to Ms. Johnson in weeks past relative to appling for a revision through the PZB. Ms. Johnson never responded.
12/02/19	12/02/19	Ms.Johnson contacted this office @ 0830hrs to relay info concerning needed repairs relative to code enforcement case. Ms. Johnson asdvided that a contaractor was being hired to complete all issues. Permits are pending TBA. If permits are not aquired prior to the Dec board meeting, a notice to appear will be issued.
10/29/19	10/29/19	Certified Mail notice sent this date
08/26/19	08/26/19	Second notice sent this date. Regular mail.
08/26/19	12/17/19	Cerified Letter issued Aug 1st returned.

---

Violation Id: v2000043	Prop Loc: 645 A1A BEACH BLVD	
Viol Date: 03/23/20	Status: Open	Comp Name: City Manager's Office
Comp Phone:	Comp Email:	

---

Ordinance Id	Description
--------------	-------------

---

Description: Complaint was called in to the City Manager's office regarding Drifters bike rentals operating without a conditional use permit.  
On 3-13-20 Code Enforcement hand delivered a CUP application to the business owner Ian Guthrie. He was informed that he had 30 days to apply for the permit.

On 3-25-20, Mr. Guthrie's lawyer contacted the city. (see attached)  
The letter was forwarded to the city attorney Lex Taylor.

---

Created	Modified	Note
03/25/20	03/25/20	See attached email, sent to the City on 03/25/2020

03/23/20 05/15/20 LDR SEC 3.02.03 PROHIBITED USES A. 2. DISPLAY OF MERCHANDISE OUTSIDE.

Violation Id: V2000141 Prop Loc: 2572 A1A S  
Viol Date: 12/07/20 Status: Open Comp Name: Building Department  
Comp Phone: Comp Email:

Ordinance Id	Description
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.

Created	Modified	Note
04/05/21	04/05/21	Homeowner also sent over an email with an update of her plans.
04/05/21	04/05/21	Fees paid on 4-5-2021 see attached receipt. -JT
04/01/21	04/01/21	Code Board Met on 3-31-2021, and made a motion to fine the Smiths \$4,000. And requires them to complete tree planting within 60 days.
03/15/21	03/15/21	Certified Mail Sent 3-15-21 to appear a second time for Code Enforcement Board Meeting on 3-31-21 Attached email also sent to owner Laura Smith.
03/10/21	03/10/21	Attorney's Letter to Florida Tree Masters Attached.
03/01/21	03/01/21	Code Board Meeting on February 24th. Board Motioned to meet again March 31, 2021 for the owners to give an update on their progress. The City Attorney, Lex Taylor will be sending a letter to Florida's Tree Masters revoking their City license.  On 3/1/2021, JT sent Laura Smith an email with the replacement tree list.
02/17/21	02/17/21	The fees for the trees removed have been calculated. See attached spreadsheet.
02/09/21	02/09/21	Code Enforcement Case set for February 24, 2021 at 2pm.
02/08/21	02/08/21	Certified mail sent 2-8-2021 Notice to appear. See attached. Mail also sent regular USPS.
02/05/21	02/05/21	Contacts: Laura Smith (homeowner)- 317-402-8426 Chris Smith (homeowner)- 317-557-1312 John (Florida's Tree Masters)- 386-444-0428 Jason (Florida's Tree Masters)- 412-477-4743 Chris Abdalla (Florida's Tree Masters)- 386-307-5048
02/05/21	02/05/21	On 2/4/2021 Laura Smith, the other homeowner called to inquire what exactly was needed in order

to resolve the code enforcement case. I let her know that we needed:  
1. A site plan with the type and size of the trees that were removed.  
2. An arborists letter (that Florida Tree Masters claims to have) that explains why certain trees were removed.  
OR  
If the arborists letter could not be provided, the city would go ahead and assess what trees needed to be replaced & the cost of the mitigation fees.

02/02/21 02/02/21 On 2-2-2021 at 4pm, Chris Smith, the homeowner called. He stated that he did not know that Florida's Tree Masters did not pull proper permits etc. He stated he would call Floridas Tree Masters and ask them to reach out to us. I let him know that if we do not receive a site plan and arborists letter that we will have to take him to the code board.

01/28/21 01/28/21 Certified Mail Sent on 1-28-2021 See attached.

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: 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
02/05/21	04/13/21	A permit was obtained for a screen enclosure P2100099. Once the inspection has been completed, the case will be closed.
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: V2100016 Prop Loc: 721 A1A BEACH BLVD  
Viol Date: 01/25/21 Status: Open Comp Name: Building Dept  
Comp Phone: Comp Email:

Ordinance Id	Description
IPM SEC 304	EXTERIOR STRUCTURE

6.07.02 Structural Requirements

Description: While on site for a change of business/Fire Dept inspection, Code Enforcement noticed the exterior east wall of the property was in disrepair. See attached.

According to a tenant, Action Management Group manages the property. Code enforcement located their facebook page and found information for April Johnston. Her email is [ajohnstonmgr@outlook.com](mailto:ajohnstonmgr@outlook.com) and her phone is 904-377-9605. Code Enforcement emailed on 1/25/2021 and is awaiting an email or call back.

Created	Modified	Note
02/08/21	02/08/21	John Flint from SJC Fire has also been trying to reach the property management company. When conanct is made, give John Flint's info: <a href="mailto:jflint@sjcfl.us">jflint@sjcfl.us</a> / 904-829-7212
02/05/21	02/08/21	Code enforcement has not received an email or phone call from Action Management.  According to Sunbiz website, FORD SURF PLAZA, INC's registered agent is: Stephen D. Hinkle 721 A1A Beach Blvd Ste 4  Code Enforcement sent cert mail to Mr. Hinkle on 2-8-21. Cert Mail: 7018-0360-0002-1999-2100
02/05/21	02/05/21	Diane Leonardi 904-540-0314

Violation Id: V2100020      Prop Loc: 731 A1A BEACH BLVD  
Viol Date: 02/05/21      Status: Open      Comp Name:  
Comp Phone:      Comp Email:

Ordinance Id      Description

Description: While on an inspection next door, Code Enforcement noticed the signage for 731 A1A Beach Blvd was in disrepair and may exceed the sign height of 12 feet.

Created	Modified	Note
04/26/21	04/26/21	Permit issued on 3/19/2021 for full remodel of building. (P2100342) Sign permit to be applied for.

Violation Id: V2100032      Prop Loc: 2 LEE DR  
Viol Date: 04/15/21      Status: Open      Comp Name: City Managers Office  
Comp Phone:      Comp Email:

Ordinance Id      Description

Description: On Tuesday April 13th, Code Enforcement received an email from the City Manager's office regarding a business that is advertised at 2 Lee Drive as a an assisted living facility. The website that advertises this business had a phone number for a Cindy Gilbert: 217-493-1127  
See attached emails and snippets of website.  
Code enforcement and the Building Official called Cindy on 4/15/2021. She stated that the business is not currently operating and that she is working on obtaining all licensure. We let her know that she would need to apply for a conditional use permit to operate a group

home in the low density residential area.  
She stated she would submit the application ASAP.

Code enforcement will continue to monitor the situation.

Violation Id: V2100033      Prop Loc: 207 8TH ST  
Viol Date: 04/16/21      Status: Open      Comp Name: Todd Alexander  
Comp Phone: (904)703-2191      Comp Email: wtajax@yahoo.com

Ordinance Id      Description

Description: On February 12, 2021, an anonymous complaint was filed regarding a travel trailer at 207 8th St in the driveway.

Later, Todd Alexander sent an email 4-8 to let me know that he was the complainant. See attached.

Code Enforcement drove past the property and confirmed that the travel trailer was there. It is located in the front driveway.

Created	Modified	Note
05/03/21	05/03/21	Certified Mail Received APRIL 22, 2021 -- SEE ATTACHED
05/03/21	05/03/21	Notice of violation Sent 4-16-21, removal of trailer requested by May 1st, 2021.

Violation Id: V2100037      Prop Loc: 641 A1A BEACH BLVD  
Viol Date: 04/22/21      Status: Open      Comp Name: Josh Patterson  
Comp Phone: (904)557-5252      Comp Email: jpatterson@kleinfelder.com

Ordinance Id      Description

10-3 PLACEMENT      GARBAGE & TRASH-PLACEMENT

Description: Josh Patterson sent a complaint to the City Clerk on 2/17/21. See attached.

The complaint is regarding commercial dumpsters at Kookaburra and Tides which are not enclosed.

Created	Modified	Note
05/10/21	05/10/21	Felicia, the business owner called to say that she was having someone come out tomorrow to build the enclosure. 904-669-9966, she said she would call me tomorrow with a status update. 5-10-21
05/03/21	05/03/21	The property owner called on 4-30-2021 to let code enforcement know that the letter was received. The owner Kevin Vahey (471-6719) stated that the business owner Felicia was going to construct a dumpster enclosure.
04/22/21	04/22/21	Notice of violation sent on 4/22/2021. See attached. dumpster enclosure to be erected by 5/10/2021

Violation Id: V2100039      Prop Loc: 8 ATLANTIC OAKS CIR  
Viol Date: 04/29/21      Status: Open      Comp Name: Code enforcement- Airbnb  
Comp Phone:      Comp Email:



---

Ordinance Id	Description
LDR 3.09	Sec. 3.09.00. - Transient lodging establishments within medium density land use districts.

---

Description: While looking for other properties on Airbnb, code enforcement found 8 Atlantic Oaks Circle advertised as a 4 night stay minimum. See attached photos.  
8 Atlantic Oaks circle is in the Medium Density zone and all of these permits are currently in use.

Created	Modified	Note
05/11/21	05/11/21	Hilly Zee also requested the notice to appear to be sent to her email, hillyzd@yahoo.com Phone 908-295-5484 See attached email.  (Alternate name for Hilly Zee , Hillary Atzori? )
05/10/21	05/11/21	Homeowner Hilly Zee hand delivered a letter to the building department. See attached. Code Enforcement then passed on the letter to the City Manager's office because the letter was addressed to the City Commission. The letter asks for permission to continue renting through the end of the year because Ms. Zee has rentals booked through that time.  Since it appears that Ms. Zee plans to continue renting, she will be on the agenda for the next code enforcement board meeting. A legal ad is to run on 5/12/2021 and the notice to appear was sent out on 5-11-2021
05/06/21	05/06/21	Homeowner Hilly Zee called again on 5-6-21 she asked if there was someone else she could speak to regarding transient rentals, and wanted to know if there was any way she could continue renting. I told Ms. Zee that the next step would be the Code Enforcement Board and if she wanted to she could reach out to them or the City Commission. She stated that she would be reaching out to the boards and I let her know that if she was still advertising and renting as of Monday May 10th that I would have to initiate the process of convening the code enforcement board on this case at the end of the month.
05/05/21	05/05/21	Homeowner Hilly Zee called on 5/5/21. She stated that she has her Florida State License, and submits taxes to the tax collector's office. I told Ms. Zee that the City of St. Augustine Beach only allows 100 transient rentals in the medium density zoning district and that number of rentals has been met for years. Ms. Zee asked if there was any way to permit her to continue renting as a vacation rental. I told Ms. Zee that as the Code Enforcement Officer, I can not deviate from City Codes or Ordinances. She said she believes she spoke to someone who said she was in the transient rental program and would look in her files. I asked for her to call me back tomorrow. Her number is 908-295-5484

---

Violation Id: v2100042      Prop Loc: 3 ATLANTIC OAKS CIR  
Viol Date: 05/21/21      Status: Open      Comp Name: Todd Alexander -Owner 43 Atl Oaks  
Comp Phone: (904)703-2191      Comp Email: wtajax@gmail.com

---

Ordinance Id	Description
6.07.06	Sec. 6.07.06. - Care of premises.

---

Description: Todd Alexander (904-703-2191) emailed on May 1, 2021 a complaint regarding a disabled vehicle on the A side of 3 Atlantic Oaks Circle.

---

The vehicle has a damaged front bumper and is backed into the property, so that the license and registration sticker is not viewable from the road.

The truck may or may not be driveable.

So this may be a code violattion only if the car is not driveable or does not have current registration.

Created	Modified	Note
05/24/21	05/24/21	certified mail sent 5-21-2021 see attached.

---

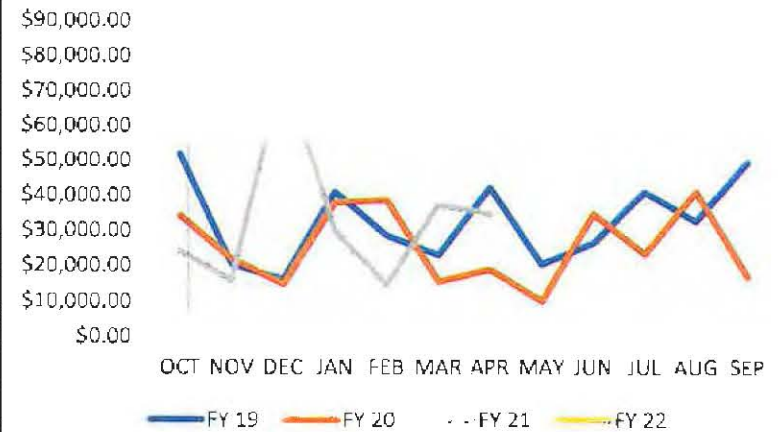
---

# 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	\$30,011.51	
FEB	\$28,526.70	\$38,761.13	\$14,706.76	
MAR	\$22,978.53	\$15,666.80	\$37,447.22	
APR	\$42,292.91	\$19,092.61	\$34,884.49	
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		
<b>TOTAL</b>	<b>\$392,880.82</b>	<b>\$309,768.58</b>	<b>\$233,740.08</b>	

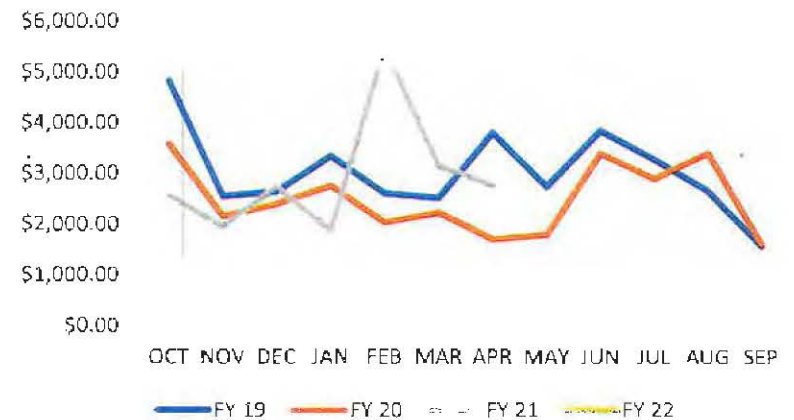
## BUILDING PERMIT FEE GRAPH



## 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	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
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		
<b>TOTAL</b>	<b>\$36,360.23</b>	<b>\$30,124.61</b>	<b>\$20,620.44</b>	

## MECHANICAL PERMIT FEE REPORT

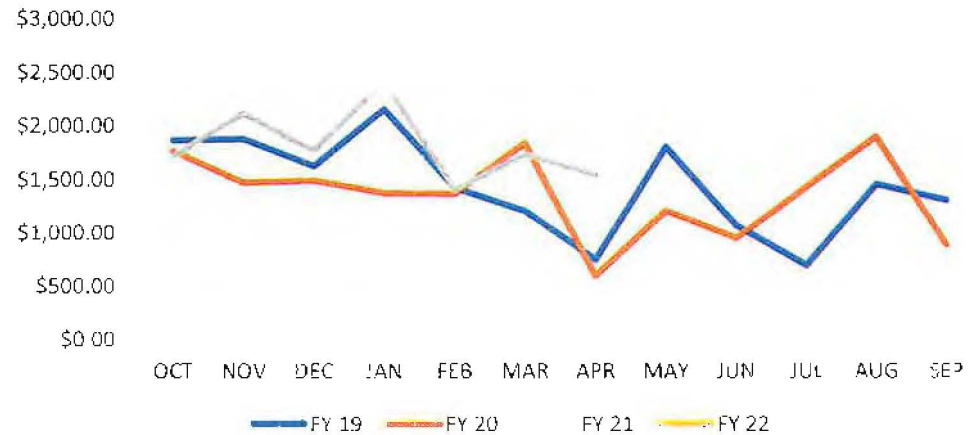


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## 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	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
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		
<b>TOTAL</b>	<b>\$17,208.61</b>	<b>\$16,351.00</b>	<b>\$12,727.00</b>	

## 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	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
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		
<b>TOTAL</b>	<b>\$28,671.96</b>	<b>\$21,817.00</b>	<b>\$12,106.00</b>	

## PLUMBING PERMIT FEE REPORT

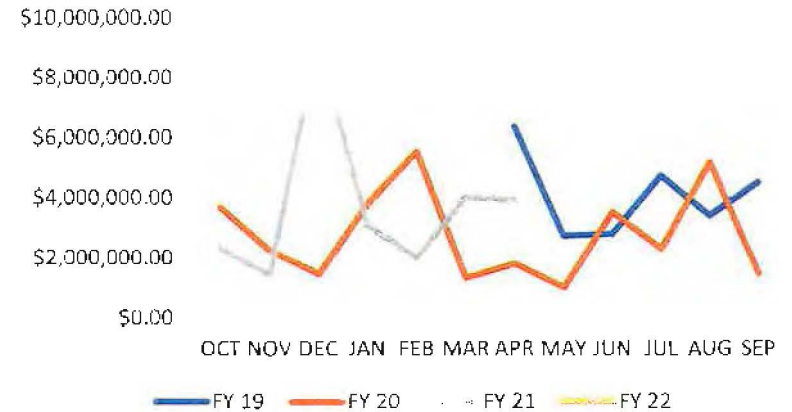


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## 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	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
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		
<b>TOTAL</b>	<b>\$24,475,751.90</b>	<b>\$33,259,014.00</b>		

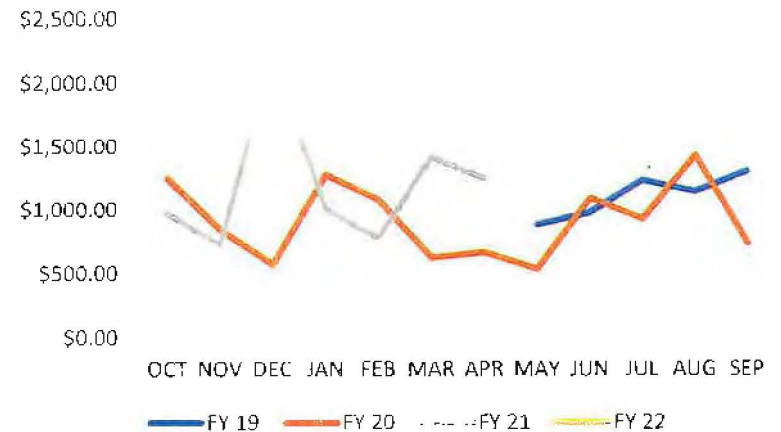
## ALTERATION COST



## 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	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46	\$1,417.90	
APR		\$666.54	\$1,250.09	
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		
<b>TOTAL</b>	<b>\$5,529.34</b>	<b>\$11,046.74</b>		

## STATE SURCHARGE PERMIT FEE REPORT





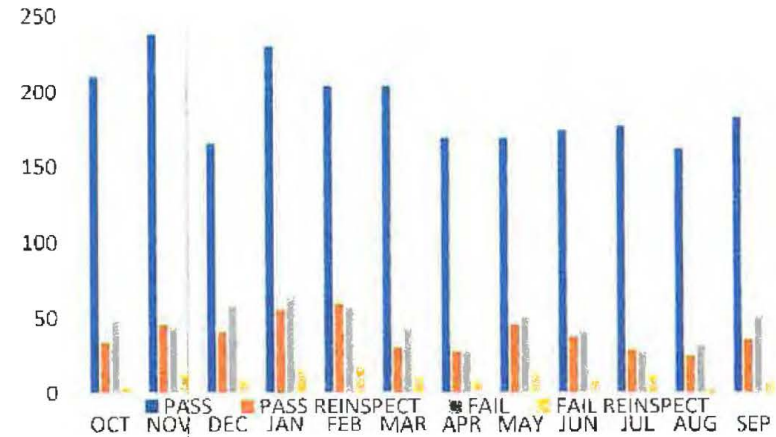
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

**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
<b>TOTAL</b>	<b>2285</b>	<b>470</b>	<b>550</b>	<b>113</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 20 INSPECTION RESULTS**

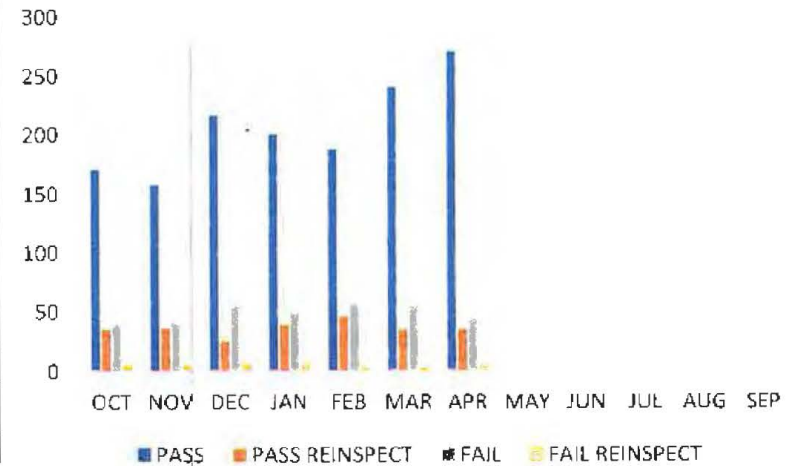


**FY 21 INSPECTION RESULTS**

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	170	35	40	5
NOV	157	36	41	5
DEC	216	25	56	6
JAN	200	39	49	6
FEB	187	46	57	3
MAR	240	35	55	3
APR	270	35	44	5
MAY				
JUN				
JUL				
AUG				
SEP				
<b>TOTAL</b>	<b>1440</b>	<b>251</b>	<b>342</b>	<b>33</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 21 INSPECTION RESULTS**

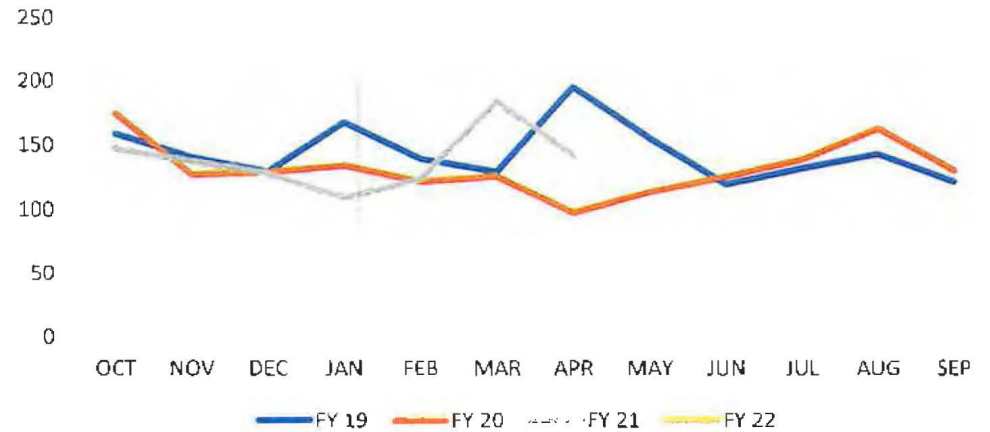


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # 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	110	
FEB	139	122	124	
MAR	129	126	184	
APR	195	98	142	
MAY	155	114		
JUN	120	126		
JUL	132	139		
AUG	143	163		
SEP	122	131		
<b>TOTAL</b>	<b>1729</b>	<b>1583</b>	<b>972</b>	

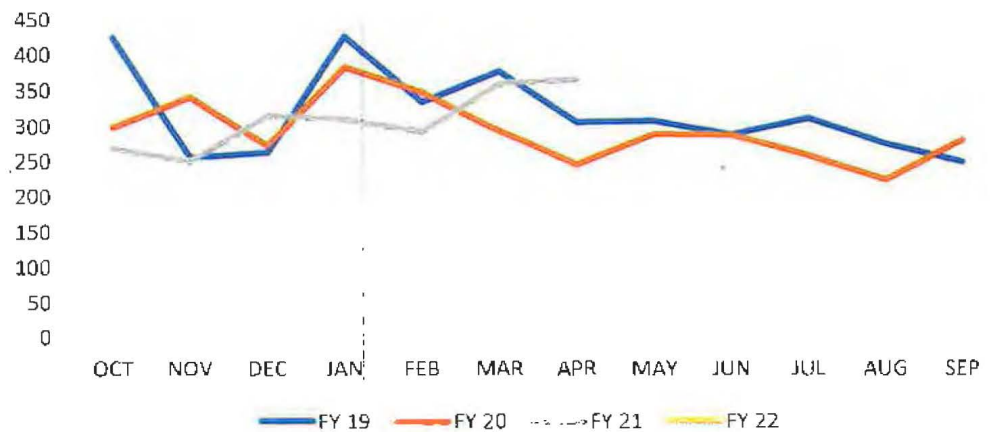
## # OF PERMITS ISSUED



## # 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	311	
FEB	334	348	293	
MAR	377	294	360	
APR	306	246	367	
MAY	308	289		
JUN	288	288		
JUL	312	259		
AUG	275	225		
SEP	250	281		
<b>TOTAL</b>	<b>3817</b>	<b>3524</b>	<b>2164</b>	

## # OF INSPECTIONS PERFORMED



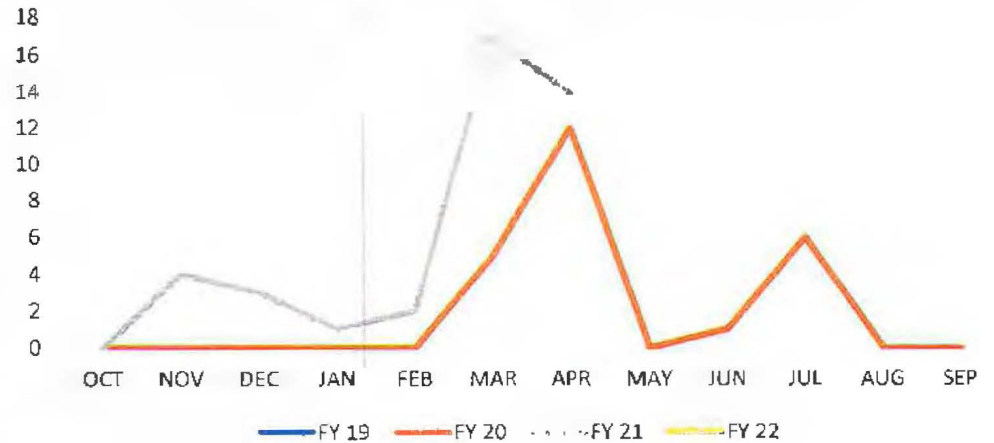


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## # 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	1	
FEB		0	2	
MAR		5	17	
APR		12	14	
MAY		0		
JUN		1		
JUL		6		
AUG		0		
SEP		0		
<b>TOTAL</b>	<b>0</b>	<b>24</b>		

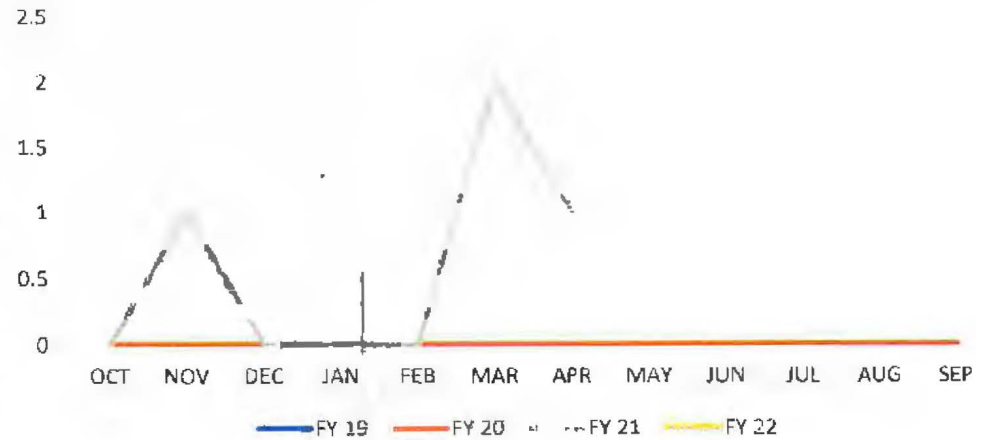
## # OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



## # 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	0	
FEB	0	0	0	
MAR	0	0	2	
APR	0	0	1	
MAY	0	0		
JUN	0	0		
JUL	0	0		
AUG	0	0		
SEP	0	0		
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>4</b>	

## # OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

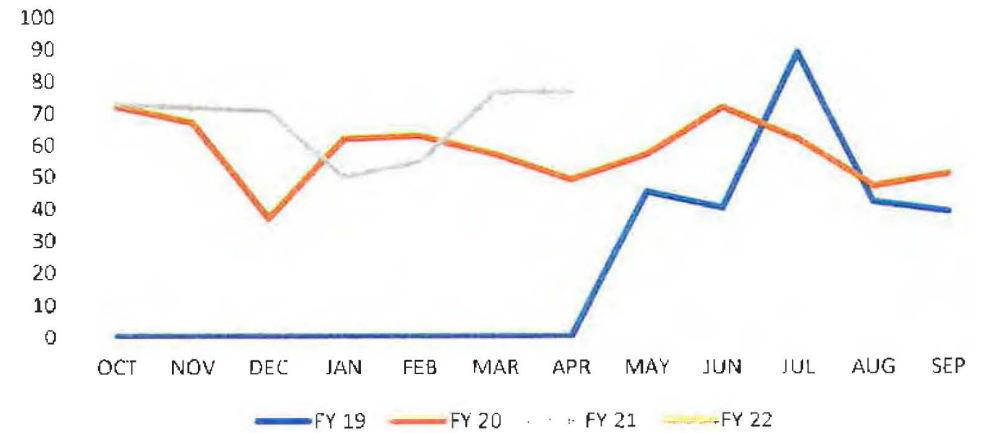


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

# 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	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57		
JUN	40	72		
JUL	89	62		
AUG	42	47		
SEP	39	51		
<b>TOTAL</b>	<b>255</b>	<b>696</b>	<b>475</b>	

# OF PLAN REVIEW ACTIVITIES





**MINUTES**  
**PLANNING AND ZONING BOARD MEETING**  
**TUESDAY, APRIL 20, 2021 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, Dennis King, Chris Pranis, Victor Sarris, Senior Alternate John Tisdale, Junior Alternate Scott Babbitt.

BOARD MEMBERS ABSENT: Larry Einheuser, Hester Longstreet.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Recording Secretary Lacey Pierotti.

**IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF MARCH 16, 2021**

**Motion:** to approve the minutes of the March 16, 2021 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Tisdall, **passed 7-0** by unanimous voice-vote.

**V. PUBLIC COMMENT**

There was no public comment on any issue or item not on the agenda.

**VI. NEW BUSINESS**

- A. Land Use Variance File No. VAR 2021-04, for reduction of the minimum rear yard setback requirement of 10 feet granted per Variance File No. VAR 98-07 to 4.2 feet and reduction of the minimum north side yard setback requirement of 7.5 feet granted per Variance File No. VAR 98-07 to 7 feet, to bring an existing 480-square-foot attached garage into compliance with its existing 4.2-foot rear yard setback and 7-foot north side yard setback and to add a second-story addition over the existing garage on Lot B, Block 38, Coquina Gables Subdivision, at 2-B F Street, James G. Whitehouse, Esquire, St. Johns Law Group, Agent for Caneel Group LLC, Applicant

Mr. Law said this application for 2-B F Street is a unique variance request a little out of the norm that will require the Planning and Zoning Board to look at everything as a whole to steer the City in its best available path. In 1998, a variance was granted for a detached garage with specific reduced setbacks. It recently came to light that the garage was not built in accordance with the setbacks granted by the 1998 variance. He obviously cannot speak about City policy in the late 1990s, but the applicants are requesting a variance with two different problems, first, that the existing garage is not in compliance with the variance granted in 1998, and second, they are also

requesting to build a second-story addition over the non-conforming garage. Another issue is that the 1998 variance was granted for a detached structure, and the garage is currently connected to the house by a breezeway. He cannot define what a detached structure was in 1998, but in looking at the aerial imagery of 2-B F Street as provided by St. Johns County, he would not consider the existing garage to be a detached structure based on its location seaward of the Coastal Construction Control Line (CCCL) and its structural connection to the house. A building permit application was submitted to the Building and Zoning Department several months ago that included a second-story addition over the garage, which was flagged in the zoning review, as it was found upon research of the variance granted in 1998 that the garage that was built does not reflect the variance granted for a one-story, detached structure with specific setbacks. If a variance is granted to make the non-conforming garage conforming, there may be implications down the road in the event of a disaster. The Board could potentially say if it is decided to grant the variance that it applies only to the current garage structure, and that in the event this structure fails or is destroyed, a permit will not be issued to rebuild it. However, he does not recommend this. As the garage was built 22-23 years ago, his recommendation is that it be left as it is, and that no attempt be made to bring it to a conforming status. A building permit application has been submitted for renovations to the main structure, which include interior renovations and the removal and replacement of the existing roof. In the event this variance is granted for the second-story addition over the garage, this addition will be issued as a separate permit from the current renovation permit. The agent for the applicants, Mr. James Whitehouse, is here to demonstrate the hardship in accordance with the City's Land Development Regulations (LDRs).

Mr. Pranis asked if, when the current owners purchased this property in 2020, it was not noticed at the closing that the existing garage was not in compliance with the variance granted to allow it.

Mr. Law said as he is not a real estate agent, he has very limited knowledge in this area. There are non-conforming structures throughout the City, some of which were built before the City existed and others that became non-conforming with changes to City Code. Non-conforming structures are allowed to continue as they are, but if a calamity occurs and they are destroyed, permits will not be issued to rebuild them unless variances are granted.

Mr. Kincaid said he has ex parte communication to disclose, as he has been contacted by several neighbors of 2-B F Street. Three letters have also been sent to the Board members' email addresses, which he copied and gave to the Board members to read. He asked if any other Board members have ex parte communication to disclose. There was no ex parte communication disclosures from any other Board member present.

James Whitehouse, Esquire, St. Johns Law Group, 104 Seagrove Main Street, St. Augustine Beach, Florida, 32080, said he represents the current owners of the property at 2-B F Street, the Averdicks, who plan to renovate it to make it their family beach house. Any renovations or improvements to this property will have to comply with all state and local building codes, regulations, and requirements. Everybody's viewpoint is different as to the status of a house or a structure or how a house should be built to fit a family, and as Mr. Law alluded, the way the structures on this property have been built is kind of a strange situation, because this is a property that actually was granted a variance back in 1998 to build the garage in a certain fashion. Since the garage was built 23 years ago, there have been no complaints about it. He tried to go back and find out how the garage got built with a 4.2-foot rear yard setback instead of the 10-foot rear setback granted by the variance, but he could find no history on this. In researching the history of the variance, the minutes of the meeting at which the variance was granted in 1998 reflect that the Planning and Zoning Board at that time made some findings that clearly state the application met the criteria necessary for the granting of the variance. Fast forward to 2020, when the current owners purchased the property, and began making plans to renovate it in a fashion that will suit their needs as a family beach house. The physical status of the lot, and the fact that it is a smaller lot located behind another lot, is different from a lot of other lots around it. It is a fact that a previous Planning and Zoning Board looked at this property, went through a full hearing including public comment, and granted a variance for the garage. The

current owners are not here to ask for more encroachment, they are just asking to renovate what is currently built and refurbish the house in a manner suitable to their family. They are asking to build an addition above the garage, but there is no intention to build up to 35 feet in height, as this second-story addition will be a step down from the current height of the main structure, so it's not going to block any more views from what is already there now, and it will not be anything like the existing three-story houses that have been built along this same side of F Street in the last few years. The requested variance to bring the garage with its existing setbacks into conformity and allow a second-story addition to be built over the garage will not have any adverse effects or impact on traffic congestion, nearby trees, or the danger of fires, because the garage is already there now.

Mr. Kincaid asked for public comment.

Betty Carvellas, 4 F Street, St. Augustine Beach, Florida, 32080, said she and her husband live behind and next door to the property at 2-B Street. She sent a letter to each of the Board members, stating she and her husband have no objections to the current owners of 2-B F Street continuing their interior renovations to the existing and functional single-family home and garage. However, she does have some concerns about the fact that many times in the variance application, the house is referred to as an old, damaged structure that has endured severe deterioration and wind and water damage from hurricanes. A look at the listing on the website that listed this house a year ago calls this same property pristine, completely renovated, and a property that has only been used as a single-family beach house. That seems to be in conflict with the variance application, as the previous owners, who only used the property as a single-family home, worked to keep it in a full condition.

John Carvellas, 4 F Street, St. Augustine Beach, Florida, 32080, said he and his wife bought their home, which was built in 1942 and is now 79 years old, eight years ago, and when they saw the way the house at 2-B F Street was built and wedged in so close to their property and the Alexanders' property at 2 F Street, his comment was that the structures at 2-B F Street must have been built before there were any regulations. They have since come to learn that indeed there were regulations and agreements that were not followed, which is either misfeasance or malfeasance on somebody's part, or on the part of a group of people. In Vermont, he knows exactly what would be done, because he has seen it happen many times. If the regulations are not followed, property owners are told to rip whatever is not in compliance down. He is not proposing that, he proposes that the new owners be allowed to keep the garage as it is, because it would be unfair to the new owners to make them change it. However, they knew what it was when they bought it, as they are smart people, so he does get offended with them asking for a new variance which would allow them to add to what was not built in conformance with the regulations because it is only a little "step-down" addition. He is not saying the current garage structure should be torn down, but he does not think the current owners should be rewarded with a new variance for something that was built before they bought it. The first thing they should have thought of was how the structure got built the way it did. The new owners deserve to keep the property the way it is, but he hopes the Board will not allow them to build a new addition on the garage. The lawyer for the new owners referenced several big new houses that have been built on F Street, but he would like to remind everyone that this Board, he believes, was ignored by the City Commission, as one of these buildings was off by less than a foot, and it was questionable as to whether that was even accurate. After discussion by the Commission as to whether it should be torn down and rebuilt, it was decided to allow the building to stay as it was, but the owner was fined \$25,000 to make a few people happy.

Linda Ringwood, 8 F Street, St. Augustine Beach, Florida, 32080, said she lives three doors down from the property at 2-B F Street, and has been curious because there has been a large dumpster there for several months, but she never saw a permit posted so she does not know exactly what has been going on there. You cannot fault the current owners for something that was built out of Code several years ago. She is concerned because when she read through the variance application there is so much in there that makes it seem like the house is just this pitiful hovel that has been damaged by hurricanes, though it was beautiful when it was advertised and when the new

owners bought it last summer. She does not understand what has caused damage to that building to make it such a hardship since the new owners purchased it last year. Her concern is the deceptive language in the variance application, the work that has been going on with no apparent permit, and the proximity of a second-story addition over the garage to the neighboring property behind it to the west.

Mr. King asked if there is room to build an addition in compliance with the setbacks granted by the 1998 variance.

Mr. Law said the variance granted in 1998 was for a rear yard setback reduction to 10 feet and a side yard setback reduction to 7.5 feet. Based on a survey done in 2020 by Nicholas Franklin, the garage is currently 4.2 feet from the rear property line, and the measurements of the breezeway connecting the garage to the house are not shown on the survey. To move the garage 6 feet to the east, so that it is 10 feet off the rear property line, would potentially make it attached to the house. However, even if the existing garage was brought into compliance with the setbacks granted by the 1998 variance, this variance was very clear that it was granted for a detached, one-story garage. In the event the existing garage was to suffer an unfortunate fate, a permit to rebuild it would not be issued. The garage would have to be rebuilt to comply with the terms of the variance, which is binding in all aspects and any deviation to it would require a new variance application and the approval of this Board.

Mr. King asked if the applicants could take the garage down and build a two-story addition in compliance with the current code and setback requirements, and if the garage would be allowed to be rebuilt as it currently exists, if something were to happen to significantly damage it.

Mr. Law said this is an oceanfront property, so the eastern side of the property is recognized as the front, which defaults the western side as the rear. The current minimum rear yard setback for an addition, detached or attached, is 25 feet. Any deviation from the setback requirements per the LDRs or from the setbacks approved by the 1998 variance for a one-story, detached garage would require new variance approval from this Board. If the garage were significantly damaged, it would not be allowed to be rebuilt as it currently exists, because it was not built in compliance with the 1998 variance approval. How the building was built is not really in debate, because it was built and has existed for 23 years, so it is an existing, non-conforming structure, and that is where it will stay, unless the Board sees fit to take other action with the new variance application under consideration.

Mr. Kincaid said he thinks the first part of this variance request is asking to bring the garage into conformance by issuing a new variance to accommodate what was done when the terms of the 1998 variance were violated. If the Board approves the new variance as requested, it will make the existing garage conforming, and allow the current owners to build a second-story addition over the garage. He cannot speak for the Board, but if the garage did not exist as it is at this point, and the current owners applied for a variance to build a garage or an addition to their house with a 4.2-foot rear setback, he would not be in favor of approving that, as he would have a problem with it, especially on an oceanfront lot, and especially without the demonstration of a hardship.

Mr. Law said he would advise that the Board not go down that hypothetical situation in the event there ever is a variance that comes in front of the Board with the same situation. To stay on point, the Board needs to decide whether or not it wants to grant a new variance to modify the existing variance to allow the existing garage setbacks, which are 4.2 feet off the rear property line and 7 feet off the north side yard property line, and for a second-story addition to be built over the garage within these same setbacks.

Mr. Whitehouse said it is a little confusing, as part of this is an existing garage that has already been built in a certain place, which the current owners, who had nothing to do with how or where the garage was built, want to renovate. That is in itself a reasonable request, especially since a previous Planning and Zoning Board granted a variance for the garage to be built on the property. What is next to the property at 2-B F Street should also be



taken into consideration, as the property at 4 F Street has two single-family residences on it, so the second-story addition and renovations to the existing structures on his clients' property at 2-B F Street will not overshadow anybody else's yard or block their views. He would discern that this is the reason the variance was granted in 1998, and whether or not the current Board would grant this same variance now is not the question. The question is, number one, whether or not the current owners should be granted the ability to be able to renovate the existing structures and number two, whether or not they should be able to build a second-story addition over the existing garage. If the Board finds that the current setbacks or height of the structures are not appropriate and that the proposed second-story addition should be set back a little, his clients are willing to entertain that, even though this is not what they are requesting in their variance application. The fact of the matter is they want to take guidance from this Board because the Board is very important in trying to regulate the LDRs, City Code, etc. His clients want to be able to renovate the existing house and garage and want to be able to fix and/or rebuild the existing structures if they get knocked down or something happens to them. They should not be punished or prevented from renovating the structures that exist on their property because the garage is now considered by the Building Department to be an attached structure, instead of the detached structure approved by the 1998 variance. They should also not be punished because it sticks out six inches from the 7.5-foot side yard setback that was granted by the 1998 variance. They want to add a small room and bathroom above the garage for one of their kids, and if the Board does not feel comfortable about allowing them to build this addition in line with the existing 4.2-foot garage rear setback, they can talk about cutting some of the proposed second-story addition off so that it has an 8-foot or a 10-foot rear setback, as variances can be considered for all or part of what is requested, and conditions can also be put on variances. He asked the Board to look at all of that and discuss what they think is reasonable, as he and his clients are willing to talk about and go through everything they are requesting.

Mr. Kincaid said he wants to remind everybody that they are not here to judge what happened in the past or how it happened, or what has actually gone on in the past few months as far as construction is concerned. All they are here to look at tonight is the variance request. He has a problem with the way the variance has been presented and requested as it lumps the second-story addition and renovation into the same application. He thinks it is perfectly fine to renovate the interior of a house, but building an addition is not necessarily part of a renovation. A previous Planning and Zoning Board did grant a variance and discussed, per the minutes of the meeting at which this variance was granted, their reasons for finding that the application met the seven criteria that are to be considered for the granting of a variance, but he does not know that this is relevant if the conditions and specifics of the variance were not followed many years ago when the existing garage was built. He thinks the current owners should be able to renovate their home, but again, that can happen without an addition being added to the garage. The problem that has been raised here with the public comments from the neighbors and the variance application itself is with the addition, as he thinks a second-story addition to a structure 4.2 feet off the rear property line is more imposing to the neighbors than a one-story structure 4.2 feet off the rear property line.

Mr. Pranis agreed they are not here to judge or assume what the property owners want to do with their home, they are here to maintain the integrity of the Code. The challenge he has is that when a house like this is purchased, and the sale goes through closing, how does something like the existing non-conforming garage fall through on surveys? Typically, the seller would have to fix any non-conforming issues before selling the property.

Ms. Odom said the seller and the buyer both have to sign off on the survey, which could have been done.

Mr. Kincaid asked if it is a requirement that prospective buyers be told the garage was built outside of the conditions and terms of the variance granted in 1998.

Ms. Odom said she cannot speak for the title company that handled the closing, but yes, this should have been disclosed. She does not think any of them want the new owners to have to demolish the garage and start over



with a building in compliance with the variance that was granted. But the owners also want to modify the garage with additional space, and she agrees that adding a second-story to the garage would be intrusive. However, Mr. Whitehouse did mention that the proposed addition could be modified so that it is not a full second-story addition over the garage. This is the part of the variance request that she is mulling over in her head because she would not agree to granting the variance to allow a two-story addition over the entire garage.

Mr. Law said even the interior conversion of the garage to habitable space would be a violation of the variance that was granted in 1998, because this variance was granted for a detached, one-story garage.

Mr. Sarris asked, hypothetically, if the current owners decide to sell the property and a title search and survey is done, could they potentially run into a problem with the sale, because the garage is not in compliance with the setbacks granted by the variance?

Ms. Odom said she is not an attorney, but yes, she thinks this could present a problem for the sellers.

Mr. Sarris said he asked this question because part of the variance request the Board is being asked to consider is to grant a variance for the setbacks of the existing garage, so the current owners do not have a nonconforming structure that is in violation of the Code and the previous variance granted in 1998 for construction of the garage.

Mr. Law said the Board is here to judge the validity of the variance and the variance alone, not to anticipate future sales of the property or future legal actions. He recommends the Board stay on point and look at the task at hand.

Mr. Kincaid said he also thinks the actual variance tool they have is probably not to rescue people from past occurrences with the building.

Mr. Taylor said the issue is not titled to the land but involves potential civil suits with previous owners as to the ability to reconstruct what is already there, and whether the current owners knew when they bought it that they might not be able to reconstruct the garage. Some amount of repair is allowed, but if it becomes a total repair, they are not going to be able to do it, because the garage as it exists is not in compliance with the variance granted for it. So, it is not an issue with the ownership of the land, the issue is that they may have initial civil suits to past owners, and whoever now buys it may assume they might not be able to repair or replace the existing structure.

Mr. Law said the LDRs are very clear on the discontinuation of non-conforming structures. Per Section 2.00.00, the definition of non-conforming development is "Development that does not conform to the land use regulations in Article III and/or the development design and improvement standards in Article VI." This basically says non-conforming development is that which does not adhere to the design phase and current regulations in the LDRs, which address the termination of non-conforming structures and reconstruction of the principal structure after the structure has been substantially destroyed by fire or another calamity. Section 10.01.03 of the LDRs says a structure is "substantially destroyed" if the cost of reconstruction is 50% or more of the assessed value of the structure before the calamity, and if there are multiple principal structures on a site, the cost of reconstruction is compared to the combined assessed value of all the structures. As the garage at 2-B F Street is an existing non-conforming structure, if it had an unfortunate fate, the owners would not be permitted to rebuild it as is, because it is not in compliance with the existing variance. They could, however, apply for a new variance to rebuild it.

Mr. Kincaid said Mr. Law mentioned earlier that the owners would also not be able to get a permit to convert the garage to habitable space.

Mr. Law said that is correct, as the existing variance was granted for a garage, which is not habitable space. The

owners have not proposed this to the best of his knowledge, but if they did want to convert the garage to habitable living space, they would have to apply for a new variance. Keep in mind this structure is seaward of the CCCL, and well below the 17.4-foot Department of Environmental Protection (DEP) reference monument. Right now, as the building probably predates the current Code, it gets grandfathering status under the Code, but there could potentially be a conflict with the Florida Building Code (FBC) to make the non-habitable garage a habitable space.

Mr. Whitehouse said the new variance is requested because the garage is already there. There are some issues with the garage, number one, it has a 4.2-foot rear setback instead of a 10-foot rear setback, as granted by the 1998 variance. Number two, the garage is attached, and the 1998 variance was granted for a detached garage. At the very least, the applicants are asking for a modification of the 1998 variance with the wording changed to allow an attached structure with the layout and setbacks of the existing garage. The owners do not want to convert the garage into living space, they want to keep it as a garage, but they have applied for this new variance because they cannot do anything to the garage to renovate it or add a second-story above it with a 4.2-foot rear setback. They could tear all the existing structures on the property down and build a new three-story house on the property, which would have to meet all DEP and FBC requirements, but they are not seeking to do that. They are not trying to build higher, or block anyone's views. They are just trying to renovate the current house and garage, and at the very least, modify the existing variance with a new variance to allow an attached structure with the current garage layout and setbacks, so they can fix that non-conformity. And they would really like to have a second-story addition over the garage for a bedroom and bathroom for their children.

Mr. Kincaid asked for Mr. Law's input as to whether or not the Board should grant a variance to approve the existing garage structure where it is now with the current setbacks, which would be a modification to the variance granted in 1998. Also, if the Board does approve this, he asked for staff's input as to whether or not the Board should also grant a variance to allow a second-story addition over the garage, and what the actual purpose of the variance is and what the benefit of granting both of these things as requested by the applicants would be to them.

Mr. Law said he tries very hard never to give direct answers on what the Board should and should not do, because he would then be steering the Board outside of the answers to the technical aspects, which he will give. If everything stays as it is, without any kind of variance granted by the Board, the City will take no code enforcement action against the property owners and will never order the removal of the non-conforming garage because in all probability, if the City were to do this, the owners will probably sue the City and win, so there would be no benefit to the City in doing this. However, he would like to ask the City Attorney to weigh in on the possible future ramifications of granting a variance to allow the non-conforming garage, because this kind of decision could come back in 15 years or at some point in the future. For the record, the garage roof is attached to the main structure, which is the house, as evidenced by the aerial imagery from the County, by a breezeway that goes all the way through and connects the garage to the house. As the breezeway is structurally connected, he would consider the garage and house to be one building under the FBC. It would make no difference at this point, as the owners are not proposing any development of the garage into habitable space, but to approve the setbacks as they currently exist could have future implications. If the Board sees fit to modify the previously granted variance to allow the garage to be attached, this will allow the full enclosure of the breezeway. As Building Official, he would have no true opposition to that, but that is for the Board to decide. If the Board grants the variance and allows the garage to be attached, this adds another layer of security for the owners to be able to pull into their garage and enter directly into the house from the western side of the property, with little impact on the City.

Mr. Taylor said his advice to the Board would be to make as few requirements as necessary and only those that are important and appropriate to the Board and the City because the Code Enforcement Department has to enforce all of the different terms and conditions put into a variance. So, if there is a height requirement the Board wants to impose or if they want the second-story addition over the garage to be set back and layered like a

wedding cake or go straight up to two stories or they don't want to allow a second-story over the garage at all, these things need to be recorded exactly as the Board wants them but the Board should not add anything extra because the more conditions added in, the more there are for Code Enforcement to enforce. The Board is also supposed to look at precedence, and what happened in the past. There is definitely a garage and a house there, and the Board can also take into consideration that the garage was not built to the terms and conditions of the existing variance granted in 1998 and hold whoever the owners were who built it that way accountable. Each variance gets its own scrutiny, but every time the Board grants a variance, it creates a precedent for which the Board should try to use the same principles when considering future variance applications. The Board has a lot of discretion, and he understands how the Board might see it is very important to allow someone to build in the same footprint they currently have. On the other hand, the Board may decide it does not want people building in the same footprint because they are trying to create a new footprint for all the buildings in an area and upholding the current setback requirements is important. It is the Board's decision, so he would advise them to look at precedent and the whole package that has been presented and decide if the application meets all the criteria for the granting of a variance. The Board can definitely take into account the variance granted in 1998 by a previous Planning and Zoning Board for a garage on this property. The Board has the freedom to do all of these things and needs to look at the variance application before them with their own fresh set of eyes to make that decision.

Mr. Pranis asked if the variance is not approved, what happens at this point to the existing attached garage that is supposedly a detached garage, as far as Code Enforcement is concerned?

Mr. Law said the Building and Zoning Department will take no action against the owners, as this building has existed for a long time, and there would be ramifications to the City of an attack on that building.

Mr. Pranis asked if there would be ramifications to the City if the building is not compliant.

Mr. Law said it has vested rights, and property owners have been paying taxes on it.

Mr. Taylor said if the City does not do something after a certain amount of time, it may be five years or possibly seven, but if the Building Department or Code Enforcement does not enforce a non-conformity after a certain amount of time, it is grandfathered because nobody has attacked those rights and they are kind of accepted.

Mr. Whitehouse said that goes to the question as to what the purpose of the variance is. The variance granted in 1998 was for a detached garage with a 10-foot rear setback, but what was built and what currently exists is an attached garage with a 4.2-foot setback. The current owners and applicants cannot do any renovations to this part of their property if a new variance to modify the 1998 variance is not granted. As Mr. Law said, the Building Department does not have a problem with the garage being attached or detached or enclosed or not enclosed, as this has little effect upon the City or the people living around the property. At the very least, this is important to the current owners, because granting a variance to allow the attached garage with the existing 4.2-foot rear setback will allow them to renovate that part of their property. If the majority of the Board members do not have any interest in approving the other part of the variance which requests to build a second-story addition over the existing garage, at the very least, there is a reason for the first part, as the owners want to renovate the entirety of their property and refurbishing the garage along with the rest of the property will only make it better.

Mr. King asked if the applicants would be able to repair the garage as it now exists without a new variance.

Mr. Law said as Building Official and the Director of Building and Zoning, it would be his opinion that if there was a structural failure, such as a component of the roof system that needed to be repaired or replaced or if the garage doors did not work and needed to be repaired or replaced, or something of that magnitude, he would allow

reconstruction of the affected parts to allow the structure to be maintained in its current condition. He would never not allow, or ask, a property owner, to not maintain their building. He would prohibit any future expansion at 2-B F Street based on the previously granted variance without a new variance to modify the existing variance, which is why the applicants are here, but he has no intentions of letting buildings in the City fall into disrepair.

Mr. King asked if changing, as opposed to repairing, something would be allowed. Mr. Whitehouse used the term "renovate" when he stated the applicants cannot do any renovations to their property without a variance.

Mr. Law said that would depend on the scope of work. If the scope of work exceeds the terms of the existing variance and the intent of the building it was granted for, the Building and Zoning Department would determine whether to approve or disapprove the proposed work. Keep in mind, all zoning decisions made by his staff are subject to appeal to this Board, so if they cannot rectify this, as it is a unique situation, the City Attorney would be involved in the appeal decision process. He can comfortably say the building can be maintained, as he would have no opposition to that ever, but he would not allow it to be expanded based on zoning, not the building code.

Mr. Whitehouse said if the building got knocked down, however, the owners would not be able to put it back up.

Mr. Law said if the building were destroyed, the discontinuation of a non-conforming structure would take precedence with the City Attorney's recommendations. The applicants could apply for a new variance to either rebuild or to modify the terms and conditions of the previous variance granted in 1998.

Mr. Whitehouse said that is another reason for this variance application, because if something happens to the existing garage building, the applicants would be required to apply for a variance to rebuild it within the same footprint and setbacks. If a hurricane came through and knocked half the building down and the applicants wanted to rebuild it as it was, he thinks the Board would probably be considerate to that. If that is the case in that situation, then letting the applicants fix what they have now should not be any different.

Mr. Tisdale asked if the Board approves the variance, could the garage then be converted to living space?

Mr. Whitehouse said he does not think it is the intent of the applicants to do this. The minimum variance requested is for the current garage layout and setbacks and to allow it to remain attached to the house, as it is.

Mr. King said he is not in favor of this, because if this variance request came before the Board today, the Board would not allow the applicants to build the garage where it is to start with. And if it does get damaged or knocked down, they owners would be required to build it back the way it was originally approved per the 1998 variance.

Ms. Odom said the 1998 variance was granted for a 10-foot rear yard setback. It was the previous property owners who did not comply with this and built the garage with a 4.2-foot rear setback.

Mr. Kincaid said he does not think there is any appetite to punish the current owners at all. Nobody wants anybody to tear anything down, or to not maintain or renovate what is currently there, as it helps keep the City beautiful to keep houses maintained. They all have not only the opportunity but the obligation to maintain their houses and keep them nice. He has a difficult time finding the hardship here, as he does not know that the property has been destroyed by hurricanes and storms, and he does not think the lot size and lot configuration prohibit the reasonable economic use of the property. The way the Board has addressed variances, at least in the recent past, requires applicants to come up with a hardship to make sure the next variances that come before them are not similarly affected by the decisions of this Board. He recognizes that it was not the current owners and applicants who created the issues that are causing the problems they are dealing with now, but he also does not think it is

the City's issue to rescue these problems and grant a variance to allow something just because a previous owner overstepped the boundaries. He thinks this would set a bad precedent, as they do not want property owners to just build without following the rules and regulations and then ask later for a variance. He also has an issue with what the application requests and then with Mr. Whitehouse saying that even though this is what the applicants want, they are willing to discuss getting something less, as he thinks this basically puts the Board into a position to negotiate with themselves over the rules, which is not something he is comfortable with. He would be happy to discuss what has been put forward and requested in the variance application, and if the applicants want to change that request, it is reasonable for the Board to consider whatever the different request is. But to have the Board sit here and negotiate a different outcome probably is not fair. He asked for any other comments.

Ms. Odom said her only comment is that the applicants are not asking for permission to do something. They are asking for forgiveness for what has already been done, which they did not do.

**Motion:** to deny Variance File No. VAR 2021-04 as requested, based on the Board's determination that a hardship has not been demonstrated, and that there is no benefit to the City to bring the existing non-conforming building into compliance or conformance. **Moved** by Mr. Kincaid, **seconded** by Mr. King, **passed 4-3** by roll-call vote, with Mr. Kincaid, Mr. Sarris, Mr. Pranis, and Mr. King assenting, and Ms. Odom, Mr. Tisdale, and Mr. Babbitt dissenting.

- B. Ordinance No. 21-04, passed on first reading by the City Commission at its regular monthly meeting held Monday, April 5, 2021, to amend Section 6.01.03 of the City's Land Development Regulations (LDRs), pertaining to building setback requirements, and repeal and removal of Section 3.08.00 of the LDRs, pertaining to overlay districts

Mr. Law said at its regular monthly meeting in February of this year, the City Commission asked that the 2019 proposal for reduced setbacks be brought back up. This was not a staff-generated proposal, staff is simply following the orders given by the City Manager at the direction of the Commission. The Commission revisited this again at its March regular monthly meeting with two draft options, one of which proposed reduced setbacks with a 27-foot height maximum, coinciding with the reduced setbacks allowed in the mixed use district. The Commission declined pursuing this draft, and instructed staff to proceed with the second draft, which proposes setback reductions for the small-platted lots in the City and the deletion of the overlay districts, as with the reduced setbacks proposed, the overlay districts would no longer serve a useful purpose. During its April regular monthly meeting, the Commission made a couple of more changes resulting in the latest draft, Ordinance No. 21-04, which gears the setback reductions for single-family, 50-foot-by-93-foot small-platted lots to 20 feet front and rear, 7.5 feet on the sides, and 12 feet for street sides. The Commission felt strongly about keeping the flexible setbacks to save trees, even with these reduced setbacks, and also agreed to keep the architectural feature bump-outs currently allowed to encroach into the setbacks for architectural profiling. All of the different scenarios for setbacks are accommodated in the tables in Section 6.01.03.A of Ordinance No. 21-04. This Board is now tasked with reviewing the ordinance for a recommendation to the Commission to approve, disapprove or modify it. When the setback reductions were proposed in 2019, the Board recommended approval by a vote of 5-2.

Ms. Odom asked why the proposed setback reductions have come back up at this time.

Mr. Law said he cannot speak for the Commission, but he knows there has been some communication regarding the number of variances that have been applied for and approved since the setbacks were last changed in 2018. For this or whatever other reasons, the Commission has decided to bring the issue back up.

Mr. Sarris said the last time the Board discussed this, they talked about a conflicting challenge with impervious surface ration (ISR) coverage and the currently allowed minimum setback requirements per the LDRs.

Mr. Law said for the record, he thinks the terminology Mr. Sarris is referring to is lot coverage, not ISR coverage. The current minimum setbacks required for 50-foot-by-93-foot lots only allow building footprint lot coverage of 27%-28%, while the maximum lot coverage allowed for residential construction is 35%. So, there is a discord in the Code, as the current setbacks do not allow property owners to build to the maximum lot coverage allowed. The Commission is aware of this and has discussed it, and this may be a possibility as to why the Commission ordered that the setbacks be brought back up. There is a discrepancy as to what can be built and what the Code allows, and with the currently required minimum setbacks, you cannot build to what the Code allows on 50-foot-by-93-foot lots. With the reduced setbacks proposed for these small lots, you would be able to build a bigger building footprint up to the maximum 35% lot coverage allowed per Code. A 50-foot-by-93-foot lot is 4,650 square feet total, which times 35% calculates to a 1627.5-square-foot covered building footprint, which is lot coverage. Right now, with the current minimum 25-foot front and rear and 10-foot side setbacks, you can only build a building footprint up to 1290 square feet, which constitutes 27.74% lot coverage, but the Code allows maximum 35% lot coverage for residential construction. Lot coverage is the first basis of any ISR coverage calculations. The proposed setback reductions for the small-platted lots will not increase maximum lot coverage, ISR coverage, or building height allowed on these lots, it will simply give these smaller lots more room for larger building footprints.

Mr. Sarris said he thinks in general it is a lot easier to design a home with 7.5-foot versus 10-foot side setbacks, but if the setbacks are reduced as proposed, will they then be setting themselves up for more conversations with people applying for variances because they cannot fit their house on their lot because of lot coverage issues?

Mr. Law said if he may provide his opinion as Building Official and Director of Building and Zoning, he would say if the City Commission decided to pass this ordinance, this would negate almost any hardship for a variance for reduced setbacks for construction of a new structure with the exception of certain lots that have niches taken out of them. The Board saw one such lot last year, with a niche carved out of part of it that is owned by the St. Johns County Utility Department, which has a lift station on it. Also, there are a lot of odd-shaped lots around the old City well and old electric trolley lines, and these lots may require variances and attention and consideration from the Planning and Zoning Board. However, for the most part, there would just be no reason or hardship for a variance for setbacks even more reduced than those in the proposed ordinance. The policy of the Building and Zoning Department is to encourage people seeking variances to apply, so this Board, which is a panel of the applicant's peers, can make the decision. The Building and Zoning Department has no desire to wield that much power, as this power must come from this Board. Citizens may apply for a variance to anything in City Code.

Mr. Kincaid asked for public comment. He said he got an email from Mr. Craig Thomson, a member of the City's Sustainability and Environmental Planning Advisory Committee (SEPAC), asking that members of SEPAC be allowed to speak for more than the standard three minutes.

Lana Bandy, 150 Whispering Oaks Circle, St. Augustine Beach, Florida, 32080, said she is the vice-chairperson of SEPAC, which has several members here, including Craig Thomson, who is passing out fliers to the Board members. SEPAC has authorized Mr. Thomson to speak on its behalf and fully supports his presentation to the Board.

Craig Thomson, 6 D Street Unit A, St. Augustine Beach, Florida, 32080, said SEPAC met last week and discuss this proposed ordinance to reduce setbacks at some length. What he handed out to the Board members is a series of environmental concerns SEPAC has identified. These include preservation of the urban tree canopy, protection of natural water bodies and groundwater conservation, and flood protection due to climate change, storm surge and stormwater runoff. SEPAC takes exception to the statement in the ordinance that states the City Commission reviewed the setbacks and finds that providing more flexibility with the setbacks may save trees. SEPAC believes this might reduce the trees on these small lots that make up about a third of St. Augustine Beach, because on the eastern side of A1A Beach Boulevard, there is a very small tree canopy area to consider, so this is a critical

protection zone for trees. The definition for a critical protection zone for trees comes out of the City's Urban Forestry Management Plan, which defines this as a zone to protect trees of a certain size and their roots, not just the tree canopies. They understand there is a drive to have larger houses, which sets a competition with SEPAC's environmental concerns for the smaller lots. SEPAC's number one concern as a tree board is how they can help preserve the tree canopy, and they would just like to caution the Board that reducing the setbacks on these small lots will most likely diminish the tree canopy. The ordinance also states the City Commission is not changing its protection for the environment and drainage management, as all property is still required to comply with height and impervious surface ratio maximums as established by the Commission. The ISR maximum for the small-platted lots in the City is 50%, and the reduced setbacks create larger buildings, let alone the fact that decks and bump-outs are allowed to extend outside the building footprint envelope, which represents a maximum 35% lot coverage footprint. This sets up an inconsistency right away, as City Code does not take into consideration decks, bump-outs, and overhangs that are allowed to extend and encroach into the setbacks. What happens when you enlarge a building that has overhangs that extend 18 inches from the building wall? The water comes off the roof and moves at a much faster pace. SEPAC is concerned that the amount of run-off being generated by what is currently being built on raised grades is typically directed straight to the roadways in front, as there are no swales or anything to control the water run-off. SEPAC has looked at Comprehensive Plan policies and asks the Board to consider ways to help conserve this run-off, which is going to create poor water quality in addition to flooding. It is interesting that they are in the midst of a vulnerability study and at the same time, coming up with this idea of changing the setbacks to allow an increase in building size and water run-off for a third of the lots in the City. The City's major retention pond on Mizell Road failed two or three years ago, due to a flooding event during hurricane season, and while it is currently under repair and being rebuilt, it is very limited as to how much water can get out of the City. The City has said there will be times during high tides and storms when the water run-off will back up because it has nowhere to go, as the engineers studying this pointed out there is sort of a dike system with the oceanfront dunes and the raised section of the City adjacent to A1A South that makes the center section of the City very prone to flooding with sea level rise, climate change, and more intense storms. This is what they should be focusing on, not just how to get a bigger building footprint on small lots. SEPAC takes exception with how this ordinance will protect the environment and whether it will create a worse situation in regard to flooding. If homeowners are going to be allowed to build larger buildings, SEPAC proposes this City follow what other cities are doing in studying how to build infrastructure that controls water run-off by creating more on-site retention, as there has to be somewhere for excess water to go. Solutions may include creating stemwalls, raising buildings, capturing rainwater by use of rain barrels, French drains, or cistern systems, etc. This City has to come up with solutions, otherwise, new construction is going to flood out the older construction. Creating roadside swales and rain gardens is also a very big program the City should be looking into. In a perfect world, he would not be making this presentation without the City planner, and it would be great to have a workshop meeting to discuss these things with the ordinance on the tonight's agenda, to look at these issues in more detail, as SEPAC feels the ordinance is in conflict with the current environmental concerns and goals that are important for the City's future.

Mr. Kincaid said he sees the concerns and agrees that a workshop, or a series of workshop meetings, would be appropriate and very helpful in ensuring everybody is working on the same level on the same page. He asked Mr. Thomson if he has a specific set of recommendations to address SEPAC's concerns that the Board could put into a motion or convey to the City Commission on behalf of the Planning and Zoning Board.

Mr. Thomson said a lot of the recommendations he has referred to have come out of studies including the vulnerability study SEPAC has been researching and which lists a number of land development regulation code changes that would not only help save trees but also protect against water run-off and flooding. SEPAC's recommendation is that creating bigger buildings on small lots without mitigation is a serious problem, and SEPAC is very clear in suggesting that the Planning and Zoning Board not recommend approval of Ordinance No. 21-04.



Mr. Law said regarding the tree canopy, the City works very hard to save trees during development and construction. Currently, City Code only requires one tree in the front setback area. There was talk in 2018 to bring in a tree credit program based on required tree inches per lot square footage, but this was not adopted by the City Commission. In regard to swales, water run-off, etc., that is actually currently being handled and utilized by the City's Public Works Director, Bill Tredik, who spends quite a bit of time reviewing every new construction site plan for lot grading and drainage. The retention pond weir that was breached and failed is currently being improved and strengthened, along with the City's master pumping station and drainage system, which will help manage a higher volume of water run-off with a greater outfall capacity. The City currently has 121 structures in special flood hazard areas. The majority of structures within the City do not lie in a special flood hazard area, per Federal Emergency Management Agency (FEMA) flood insurance maps, which are beyond reproach.

Mr. Kincaid asked for any other public comment.

Linda Ringwood, 8 F Street, St. Augustine Beach, Florida, 32080, said she would also like to ask the Board to not recommend the changes proposed by this ordinance to the City Commission, as buildings are just getting bigger and bigger, and most are being built as short-term rentals. It used to be if you followed school buses down A1A Beach Boulevard, you would see it picking up and dropping off kids heading to the east side of the Boulevard, but now, all the kids getting on and off the buses go to the west side of the Boulevard, as there are no families living on the east side of the Boulevard. There are starting to be more and more short-term rentals on the west side of the Boulevard as well, and one of the big issues residents have to deal with are the parking problems these short-term rentals cause, which include people parking on other people's property, blocking driveways, and so on. There is not enough parking on the alphabet and number streets to being with, so why allow bigger buildings that house more people and have more cars when there is not enough room to park vehicles on properties that have already been built? The City does not need more hotels with no managers and no parking.

Tom Ringwood, 8 F Street, St. Augustine Beach, Florida, 32080, said he and his wife are permanent residents living in a two-story house on a street with five rentals and several three-story homes. This is not the neighborhood they thought they would be living in when they retired here. Luckily, the three-story buildings all have 10-foot side setbacks, and a couple of them have 12-foot side setbacks, so they can sit on their porch and have a private conversation. He cannot imagine having any privacy at all with buildings that only have 7.5-foot side setbacks and bump-outs, particularly if they are short-term rentals occupied by people on vacation. The current setbacks allow a 3500-4000-square-foot house, which should be plenty for the size of these lots. He implored the Board to not approve 7.5-foot side yard setbacks with bump-outs, as this would not allow residents to have any peace or be able to sit on their porches to have an evening meal without being subjected to neighbors who are very close.

Craig Thomson, 6-A D Street, St. Augustine Beach, Florida, 32080, said individually, as a resident, an architect, and a planner, in addition to conflicting with environmental policy and regulations, the proposed ordinance also disrespects established neighborhood setbacks. This creates an inconsistency with the original land development regulations that have been in place for some 60 years, and disadvantages homeowners who built to the current setback regulations. There just seems to be no reason other than monetary gain for new developers to create bigger structures, and the enforcement of this is very complicated, as ISR coverage is one thing, and lot coverage and building bump-out calculations are another. Allowing building areas to expand does not make any sense to him, and allowing structures to be built closer to their neighbors is not something the neighbors are going to like, as this cuts off light, air, etc. He has seen this happen in his neighborhood on the east side of A1A Beach Boulevard. With the overlay districts in place, property owners could apply for reduced setbacks, and if a neighbor were adversely affected, they could discuss it with this Board. This ordinance not only reduces setbacks on small lots but removes the overlay districts, thereby eliminating any possible discussion of adverse effects upon neighboring properties. He thinks it would be a better situation to keep aspects of the overlay district regulations and extend

them to the west side of the Boulevard, instead of doing a blanket removal of the overlay districts and still allow reduced setbacks and bump-outs and all the other things it has been demonstrated are not going to save trees.

Mr. Sarris said to get a clearer understanding of what the ordinance proposes, the reduced setbacks will allow bigger buildings, but construction will still have to meet the same lot coverage and ISR coverage requirements.

Mr. Kincaid said the reduced setbacks will allow bigger houses, because the current setbacks only allow 27%-28% total lot coverage on 50-foot-by-93-foot lots. Reducing the setbacks on these lots will allow owners to build to the maximum 35% residential lot coverage allowed per City Code. So, this ordinance basically reduces the setbacks to allow the house size the Code already allows, were it not for the currently required setbacks.

Mr. Law said he would agree with that statement, as Section 3.02.04 of the LDRs is very clear that maximum lot coverage for residential properties shall not exceed 35% of the lot size. A conversation this Board should have is the construction of single-family residences in commercial land use districts per conditional use permits. Applications to build single-family homes on commercial lots are typically granted with the stipulation that regulations for medium density residential be applied, to avoid the additional ISR and lot coverage allowed for commercial property and to avoid any confusion regarding setbacks. But if this is not specified in the motion to approve the conditional use permit, houses that are built on commercial lots via conditional use permits would be allowed to have the same lot coverage, ISR, setbacks, etc., allowed per the LDRs for commercial properties.

Mr. Kincaid said if he is correct in his knowledge of the history of the setback changes, the current setbacks are the original setbacks, which are larger than the reduced setbacks that were passed by City ordinance a few years back. The ordinance before the Board tonight for the Board's recommendation to the City Commission would once again reduce the setbacks back to what they were a few years ago.

Mr. Law said right, and this is, once again, a Commission directive. The Board is tasked with making any recommendations it sees fit to the Commission, which will then consider the Board's recommendations when the ordinance comes back before the Commission in May for a final reading.

Mr. Pranis said he is not really in favor of changing the setbacks to make them smaller. He does not know if this stems from the Board's decision a month or two ago to not approve the variance for reduced setbacks on 11<sup>th</sup> Street, or what started this, so he is not really understanding the concept, but he thinks they should probably have a workshop meeting to discuss the reasoning and thoughts behind this move to change the setbacks once again.

Ms. Odom said the variance for reduced setbacks on 11<sup>th</sup> Street came before the Board in January. She has respect for SEPAC, as it is a City-driven committee, and she thinks they should pay attention to all the research SEPAC has done, as she thinks it has a lot of value to the environment that she hopes would carry through to the Commission. The State Legislature right now is going through sea level rise issues, so this is not just something St. Augustine Beach is dealing with. She has been a resident of this City since before it was incorporated as a city in 1959, so she has been here a long time, and her family moved here because it was a small little town and a neighborhood town. Her profession is to sell houses, but she still thinks there is a reason to sell a house in a community, and it is not for the economic gain she believes they are helping promote in this little community that they have. For those reasons, she agrees with Mr. Pranis that the Board should not recommend this change in the setbacks.

Mr. Sarris said the people who have spoken here tonight have brought up a big and important conversation, so he thinks the mention of having a workshop meeting is a good one, as he is not insensitive to what they have said, and he does not know that he can vote either way on the proposed ordinance or the setbacks until he learns more about all the issues that are involved here. It is not just about a 7.5-foot setback, there are tree issues, drainage

issue, and many other issues from people who are concerned about this community which they all live in. It is not an easy answer that he feels comfortable voting on right now.

Mr. Law said the Board is required to make a motion. The Board may very well make a motion to table this and have a workshop meeting. The proposed ordinance comes from a directive from the Mayor to bring the setbacks issue back up resulting from the variance applications for reduced setbacks that came before the Board earlier this year, one of which was part of a conditional use permit to build a single-family home that came before the Commission in February. This was not staff-generated. Staff presented the proposed setback changes presented to the Commission and the Planning and Zoning Board in 2019, which included some of his proposals regarding building height and not allowing bump-outs with reduced setbacks, not allowing flexible setbacks for trees on the small-platted lots, etc. This was debated at length at several Commission meetings. Ultimately, the City Commission is the agency that generates City policy, and the City's zoning code is a reflection of the Commission. A motion from this Board is needed to recommend approval or disapproval of the ordinance as drafted, or the Board may recommend disapproval pending a workshop, or the Board may approve parts of it, such as the reduction in rear setbacks, or whatever recommendations the Board wants to make, but a motion must be made.

Mr. Pranis said he will make a motion to recommend the City Commission not approve this ordinance.

Mr. King said he would like the motion to include the recommendation that further study be done on the issues, as he also is not ready to make a decision at this time.

Mr. Kincaid asked if the Board would be comfortable recommending that a workshop be held for further discussion. The Board agreed, by general oral consensus.

**Motion:** to recommend denial of Ordinance No. 21-04 to the City Commission, with a strong recommendation that a workshop meeting be held with the City Commission, Planning and Zoning Board, and SEPAC to further discuss and study the amendments to the LDRs as drafted in the ordinance. **Moved** by Mr. Pranis, **seconded** by Ms. Odom, **passed 7-0** by unanimous voice-vote.

## **VII. OLD BUSINESS**

There was no old business.

## **VIII. BOARD COMMENT**

There was no further Board comment.

## **IX. ADJOURNMENT**

The meeting was adjourned at 8:15 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.)



## MINUTES

### SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

WEDNESDAY, APRIL 14, 2021, AT 6:00 P.M.

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

---

#### I. CALL TO ORDER

Vice Chair Bandy called the meeting to order at 6:00 p.m.

#### II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

#### III. ROLL CALL

Present: Chair Sandra Krempasky, Vice Chair Lana Bandy, and Members Craig Thomson, Lonnie Kaczmarsky, C. Michel Cloward, and Karen Candler.

Member Ann Palmquist was absent.

Also present: Deputy City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

#### IV. APPROVAL OF MINUTES OF MARCH 10, 2021, REGULAR MEETING

The Committee noted a few typographical errors.

**Motion:** To approve the minutes of March 10, 2021, with suggested corrections. **Moved by:** Member Cloward, **Seconded by:** Member Thomson. Motion passed unanimously.

Vice Chair Bandy noted that she is filling in for Chair Krempasky today, who has a sore throat, and she asked the members to introduce themselves since Member Kaczmarsky was in attendance again.

Vice Chair Bandy moved on to Item 1.

#### V. PRESENTATION OF REPORTS:

##### 1. Lowe's 100 Hometowns Project Proposal

Vice Chair Bandy advised that the proposal is due April 19<sup>th</sup>. She said that she is submitting the proposal as an individual and not as a Committee member. She advised that the proposal's estimated cost is \$1,500 and that the Mickler Boulevard walking trail would be a good use of the funds to add three areas of plants and benches. She asked for Member comments.

Member Kaczmarsky suggested using native plant choices.

Grounds Foreman Large said that those choices were strictly used for a cost estimate and that the Members can make any plant choices that they want. Deputy City Clerk Fitzgerald advised

that the plant choices would also be determined by what plants are available at that time. Member Candler said she thought that the proposal had already submitted. Vice Chair Bandy advised that it had not been submitted yet.

Member Candler advised that she met Foreman Large at the site. She said she also went to Southern Horticulture asking for suggestions of plants that would work for the Mickler Boulevard area (Exhibit A). She said that the suggestions are: six variegated schefflera at \$12.95 each (using two at each of the three sites), three dwarf firebush at \$12.95 each (using one at each of the three sites), and to possibly use a small pygmy date palm at each of the three sites for height at a cost ranging from \$19.95-\$59.95 (Exhibit A). She said that the City gets a discount from Southern Horticulture.

Vice Chair Bandy asked Member Kaczmarzsky for his comments.

Member Kaczmarzsky advised that the Firebush is a good choice because it is a native plant, and it is salt-tolerant. He said that the other suggested plants are not native, and that there are other native plants that could be used instead. He suggested using Simpson's Stopper (it has a red berry, and it does not get very big), and beautyberry (it has a purple berry throughout the year). He said that since the number of plants is not limited, he would like to see a larger variety of plants to help support the ecosystem at the beach.

Member Candler said that there is not much space south of 16<sup>th</sup> Street to do landscaping and she recommended putting one of the benches close to 16<sup>th</sup> Street.

Vice Chair Bandy asked Member Kaczmarzsky if the pricing of the native plants is comparable. Member Kaczmarzsky advised that they should be similar in price. Vice Chair Bandy said that even if it does cost more, that it should not matter because of the small amount of money being applied for on the "100 Hometowns" application. Deputy City Clerk Fitzgerald advised to overestimate the cost.

Vice Chair Bandy asked if there were any other suggestions to add to the estimate. Member Candler asked about covers over the benches. Foreman Large said that the benches created by Public Works do not have the ability to have a cover and that other benches could be purchased that have the option for covers.

Member Candler asked about creating arbors over the benches that could be in the concrete. Foreman Large advised that Building Foreman Tichy would need to advise the Committee regarding the building of the arbors, and he suggested adding the cost of the arbors to the proposal. Deputy City Clerk Fitzgerald suggested that the proposal could have an Option A without arbors, and an Option B including the cost of the arbors.

Member Candler said that Home Depot probably sells a kit to build arbors that we can use to estimate the cost from. Vice Chair Bandy asked if Member Candler wanted to have plants on the arbor or just use them for shade. Member Candler said use them for shade. Chair Krempasky asked if there would be concerns that the arbors would blow around. Foreman Large advised that they could be in the concrete. Deputy City Clerk Fitzgerald suggested a pergola instead since they tend to hold up better under high winds.

Vice Chair Bandy advised that she could get pricing for three small pergolas. She agreed that the proposal could have an Option A and Option B. She said that having the pergolas would make the sites more usable throughout the day.

Vice Chair Bandy asked if the members approve the proposal with the changes from Member Kaczmarzsky to use his suggested native plants.

It was the consensus of the Committee to approve the proposal with the changes.

Vice Chair Bandy said that one of the questions on the application asked if there was a project leader and that she specified it to be Grounds Foreman Large. She said that she would make the updates to the proposal and submit it.

Vice Chair Bandy moved on to Item 2.

## 2. 2021 Anastasia Island Environmental Stewardship Awards

Vice Chair Bandy advised that there was only one nomination received and that there had not been much publicity. She said that SEPAC has several options. It could decide to give the individual award, it could possibly recognize the previous year's runner-up nominees, or it could re-open the nominations for a few more months.

Member Kaczmarzsky said that the lack of nominations could have been due to the pandemic. He advised that this could be an opportunity for SEPAC to recognize last year's runner-up nominees. He said that the best press is after the award is given because people will realize that others are doing things to help sustain the environment.

Chair Krempasky suggested to take advantage of any interest that is received during the City's Arbor Day event and extend the deadline to the fall. She said she would like the opportunity to recognize the 2020 2<sup>nd</sup> place nominees because it was very hard to choose winners.

Vice Chair Bandy asked when SEPAC would be able to honor them. Chair Krempasky asked if she should start writing something for Ms. Conlon to use for the winners. Vice Chair Bandy asked if all three winners would be in attendance on April 28<sup>th</sup>. Member Kaczmarzsky said that he thought the awards were usually given at the City Commission meetings because it is easier for working people to attend and it also might get better recognition. Chair Krempasky said that the City might have more interest and coverage at the Arbor Day event.

Deputy City Clerk Fitzgerald advised that the event is not exclusively the City's Arbor Day, it is also the Wednesday Farmers Market, which already draws a large crowd. She said that having the Arbor Day event during the Wednesday Farmers Market could possibly attract people that otherwise might not have known about the City's Arbor Day event. She advised that if the 2020 winners are not present, that their names could still be announced, and the awards could be given later at a Commission meeting.

Discussion ensued regarding photos during the event and Ms. Conlon's submittal to the St. Augustine Record and for her to emphasize to the Record the need to reference SEPAC and not the Tree Board.

Vice Chair Bandy asked if all Members are in favor of going back to last year's nominees for the 2021 Environmental Stewardship Awards.

Discussion ensued regarding the presentations at the Arbor Day event.

Member Cloward said she is not in favor of using last year's nominees because things could have changed. She would like to open it back up for another month or two to try to get more nominations.

Member Candler asked if something could be announced at the Arbor Day event stating that the 2021 Environmental Stewardship Awards have been extended and ask for nominations during the event.

Discussion ensued as to whether to announce the extension of the 2021 nominees during the 2020 awards ceremony and to have the nomination forms available to handout at the City's booth during the Arbor Day event.

Vice Chair Bandy said that if the nominations for the 2021 awards is opened back up, it is crucial to have publicity from the St. Augustine Record (the Record).

Member Candler said that if the Record does an article about the 2020 winners from the Arbor Day event, to ask if they would add information about nominations for the 2021 awards. She said that she was confused why the 2020 winners are being announced so close to asking for 2021 nominees.

Vice Chair Bandy asked the members for a suggested deadline date for the 2021 nominations. Deputy City Clerk Fitzgerald advised that SEPAC's next meeting is May 12<sup>th</sup>, so it would depend on whether they would want to close the nominations before that date or keep it open until the June 9<sup>th</sup> meeting. Vice Chair Bandy suggested keeping it open longer. Chair Krempasky suggested May 31<sup>st</sup>, 2021 as the cut-off date for 2021 nominations.

Discussion ensued regarding May 31<sup>st</sup> being a holiday and to choose another day close to that date. Several Members indicated possibly not being able to attend SEPAC's June 9<sup>th</sup> meeting.

Deputy City Clerk Fitzgerald said that there is no set date for the 2021 awards, and they could be extended to July. She said that she anticipates giving the 2021 awards in the fall and then starting the 2022 award nominations.

Vice Chair Bandy said that she would like to have the nominations extended to July.

Chair Krempasky asked if June 30<sup>th</sup> could be the deadline and then pick the winners at SEPAC's July meeting. Deputy City Clerk advised the deadline could be the end of June with presentations at the September Commission meeting. Vice Chair Bandy said that the June 30<sup>th</sup> deadline would leave ample time for more publicity and hopefully more nominations.

Vice Chair Bandy asked Deputy City Clerk Fitzgerald if she would print more nomination forms to have at the Arbor Day event, and if posters could also be done. Deputy City Clerk Fitzgerald said that poster size flyers could not be done, but that she could do letter size flyers. Deputy City Clerk Fitzgerald advised that she would ask Ms. Conlon for her input.

Vice Chair Bandy asked if the City was ready for the Arbor Day event. Deputy City Clerk Fitzgerald said that Ms. Conlon may need volunteers to help stuff the bags with the handout information, etc. Chair Krempasky asked Deputy City Clerk to provide contact information for Members to reach Ms. Conlon.

Vice Chair Bandy asked if there were any further comments. Being none, Vice Chair Bandy moved on the Item 3.



### 3. Update on Vulnerability Study from Public Works

Vice Chair Bandy introduced Item 3 and asked Grounds Foreman Large for his staff report.

Foreman Large advised that he spoke with Public Works Director Tredik today and he advised that the update on the Vulnerability Study will be presented at the May 3<sup>rd</sup> Commission meeting.

Member Thomson said that he was asked at the last SEPAC meeting to make a list of questions regarding the Vulnerability Study that could be answered by Director Tredik or the engineer (Exhibit B).

Chair Krempasky advised that she emailed the Commission and the Comprehensive Planning and Zoning Board (Planning Board) about SEPAC's concerns regarding the setbacks for small lots. She received a response from City Manager Royle advising her that SEPAC is always welcome to review and provide recommendations, and that the Planning Board will be reviewing the ordinance on Tuesday, April 20<sup>th</sup>. She advised that if SEPAC wants to take an official position, then it could nominate someone to give a presentation to the Planning Board. She also advised that Director Tredik will be making a presentation on the Resiliency Study at the Commission meeting on May 3<sup>rd</sup>. She recommended that SEPAC Members should watch the May 3<sup>rd</sup> Commission meeting or attend the meeting if they choose to.

Discussion ensued regarding the topic of the setback ordinance at the upcoming Planning Board and Commission meetings, and whether someone from SEPAC should attend, give a presentation, etc.

Vice Chair Bandy said that Member Thomson is the logical member to speak on behalf of SEPAC. Member Thomson advised that he would speak at a Commission meeting, but he would not speak at a Planning Board meeting. He said that he would try to attend the May 3<sup>rd</sup> Commission meeting.

Vice Chair Bandy asked if any other Member would speak at the April 20<sup>th</sup> Planning Board meeting. Member Cloward said that she would not mind attending the meeting, but that she is not comfortable making a presentation.

Member Thomson asked why SEPAC is not being asked for comments on Land Development Regulations that are going to affect the environment. Chair Krempasky advised that City Manager Royle said that he would keep her informed of Commission agenda topics that SEPAC might want to address. City Manager Royle also suggested that a SEPAC Member should attend the upcoming Planning Board meeting on April 20<sup>th</sup>. Member Thomson advised that it has been his experience that when one designated Member makes a recommendation, it is not seen as an advisory committee recommendation.

Discussion ensued regarding the need to include SEPAC's mitigation suggestions to the Planning Board for them to make their recommendations to the Commission. Attendance at City meetings was encouraged.

Member Cloward suggested that several SEPAC Members should attend the meeting, and one Member could be designated to speak on behalf of the Committee.

Member Thomson advised that if the City had a Planner, that that person would present the recommendations. He said that SEPAC is not an advisory committee to the Planning Board. Discussion ensued regarding SEPAC giving recommendations to the Commission and the Planning Board.

Chair Krempasky said that it was requested at the last meeting that she give SEPAC's suggestions for mitigation of any Land Development Regulation changes that might adversely affect the environment to the Commission and the Planning Board.

Discussion ensued regarding if the email between Chair Krempasky and City Manager Royle would be included in the minutes and what specific SEPAC mitigation suggestions Chair Krempasky conveyed to the Commission and the Planning Board.

Member Thomson said that Chair Krempasky gave the Commission and the Planning Board SEPAC's recommendations straight from the minutes.

Chair Krempasky advised that City Manager Royal's suggestion is for SEPAC to go through the Planning Board first with its recommendations.

Member Thomson said that going to the Planning Board only allows for a one- or two-minute speech. He suggested that since the Building Official has proposed the ordinance, that he should explain it by describing the benefits and any adverse effects might be.

Discussion ensued regarding which existing and future lots in the City would be affected by the changes in this setback ordinance.

Member Cloward asked if Member Thomson has ever had success advising the Planning Board. Member Thomson said yes, when the City hired a planner, and now three years later, we are talking about reducing the setbacks again.

Vice Chair Bandy asked Member Thomson why he is opposed to going to the Planning Board meeting to speak on behalf of all the Committee Members.

Member Thomson said because it is only a two-minute speech. He suggested SEPAC should have a workshop and invite the Building Official and the Public Works Director to discuss the pros and cons of the ordinance to see if there is an environmental concern that needs to be addressed.

Chair Krempasky said that she thought that her email to the Planning Board would have suggested to them the need to consider mitigating the effects of this ordinance. She said that the Planning Board has a few new members, and some of them are builders and contractors. Member Thomson said that some of the Planning Board members have very little environmental interest. Chair Krempasky said that there are at least four Planning Board members that might be interested in the idea of trying to mitigate the adverse effects.

Member Cloward advised that if no one from SEPAC attends these meetings, then the recommendations and concerns of the Committee will not be known. She said that making the public aware could help with making changes.

Member Thomson said he does not want to be the designated person to speak at the meetings.

Chair Krempasky said that the ordinance is on the Commission's May 3<sup>rd</sup> agenda. She advised that SEPAC could ask Building Official Law and City Manager Royle to allow a SEPAC Member to give a 5-minute presentation on behalf of the Committee. She said that since it will be a Presentation, it would not have a time limit like a Public Comment would. She advised letting City Manager Royle know now because the May 3<sup>rd</sup> agenda is still being prepared.

Vice Chair Bandy advised that she and Member Cloward would both attend the meeting.

Member Thomson asked if the May 3<sup>rd</sup> Commission meeting is when he should ask to give a presentation. Vice Chair Bandy advised that he should also ask to make a presentation at the Planning Board meeting on April 20<sup>th</sup>. Deputy City Clerk Fitzgerald advised that the Planning Board meeting should be the main meeting to make his presentation because they will then be making their recommendations to the Commission, so then it may be two boards presenting the same opinion instead of one. Chair Krempasky said that she cannot attend the April 20<sup>th</sup> meeting. She advised that she would contact City Manager Royle and the Planning Board's Secretary, Ms. Bonnie Miller, to advise them of SEPAC's intent to attend and give a presentation.

Discussion ensued regarding which Members would be able to attend which meetings.

Vice Chair Bandy asked Member Thomson if he would like to talk about the questions he has for the upcoming meetings. Member Thomson advised that during a Vulnerability Study there are several phases. The first phase is to collect the data, the second phase is to analyze the data, and the third phase is to recommend solutions to resist flooding. He said that the Zoom meeting in April was how Phase II was presented. He read and discussed the questions from the list he provided (Exhibit B).

He said that the City's current stormwater system is 30+ years old. The retention pond is breeched during high tides, and when that happens, the rainwater cannot leave the City. The redesign of the retention pond does not detail the specifics as to what the new system would resist as far as high tides and rainfall events. He advised that part of the mission of SEPAC is to research, advise, and inform the City as to sustainability and flooding issues. These are all pertinent questions to ask.

Vice Chair Bandy asked if the next step would be to send the questions to Public Works Director Tredik. Member Thomson advised that the questions should first be approved by SEPAC, and then forwarded to the engineer, the Public Works Director, the City Manager, the Commission, and the Planning Board. Chair Krempasky said that Member Thomson was given permission at the last SEPAC meeting to ask questions of the Public Works Director on behalf of the Committee. She said that she is surprised that he did not do so. Member Thomson said that he called the Public Works Director and left a message, but he did not receive a call back.

Chair Krempasky said that Members Thomson and Kaczmarzky are more knowledgeable about this subject, and if they believe these are the right questions to ask, then she is in favor of them. Member Candler asked Member Thomson if he wanted the other Members to formally respond. Member Thomson said yes. Submitting as a group is much more effective than from one Member.

Discussion ensued regarding how best to formally submit SEPAC's questions as a group.

Chair Krempasky said that approval was given by SEPAC at the last meeting to have Member Thomson submit questions to Public Works Director Tredik and that Mr. Tredik or the engineer would answer the questions. She advised Member Thomson to send Director Tredik an email and to copy it to City Manager Royle. Deputy City Clerk Fitzgerald advised that Member Thomson could ask Director Tredik to forward the email questions to the engineer.

Member Thomson said that his email will be ignored. Chair Krempasky said that Director Tredik has been very responsive. Member Thomson advised that Director Tredik already has a copy of the questions. Member Candler suggested to add a sentence inviting Director Tredik to the next SEPAC meeting to address the questions. Member Thomson said that Director Tredik has been invited to past meetings to address the Vulnerability Study, and he has not shown up. Member Cloward said that maybe Member Thomson should follow up with Director Tredik.

Member Thomson said that he would like to make a motion to approve the questions tonight and forward them to the Commission and ask that the questions be included in the Vulnerability Study presentation to be considered for the final report. He would like to have official approval from SEPAC stating that the Committee wants these questions to be considered. Deputy City Clerk Fitzgerald advised Member Thomson that he already had that approval from the last SEPAC meeting to ask Director Tredik.

Member Thomson replied that the questions should be asked of the Commission instead of Director Tredik because he has no authority. Vice Chair Bandy asked if it could be noted that the email is copied to the Commission from the Committee. She asked if Foreman Large could follow up with Director Tredik.

Deputy City Clerk Fitzgerald advised that because the questions were not sent earlier in April, that it may be too late, because the final presentation is at the Commission meeting on May 3<sup>rd</sup>. The best way to possibly get answers to the questions, is to send them to Director Tredik to forward to the engineers.

Member Thomson said that if Director Tredik were here, SEPAC could ask the questions.

Chair Krempasky asked Member Thomson to send the email to City Manager Royle and copy Deputy City Clerk Fitzgerald. She said to ask to have the questions answered prior to the presentation on May 3<sup>rd</sup>.

Member Thomson said that he wants these to be questions asked by the Committee and would like to have them answered as part of the Vulnerability Study. Chair Krempasky agreed.

Vice Chair Bandy moved on to Item 4.a

#### 4. Reforestation and Landscaping Projects

Vice Chair Bandy introduced Item 4.a and asked for discussion.

##### a. Mickler Boulevard

Member Candler asked when the Lowe's project is due. Vice Chair Bandy advised the due date is April 19<sup>th</sup>, but that she does not know when the selections will take place.

Member Candler asked if SEPAC is going to wait to hear if its application is selected before starting the project themselves. Deputy City Clerk Fitzgerald advised that there is no dedicated funding at this time. Chair Krempasky asked if there is money for the benches since they are made by Public Works. Foreman Large advised that there are extra benches already made. He suggested waiting to hear from the Lowe's project before moving forward.

Vice Chair Bandy said that some of the projects selected were high profile and the City is only asking for a small amount of money.

Vice Chair Bandy moved on the Item 4.b

**b. Urban Forestry and Planning Projects**

Vice Chair Bandy introduced Item 4.b and asked Foreman Large for his update on the Adopt-A-Tree program.

Deputy City Clerk Fitzgerald advised that while SEPAC was working on this project, the City received an early press release from the City of St. Augustine stating that they were working on an identical program. She advised to wait and see what the City of St. Augustine does and then our program can piggy-back off of theirs.

Foreman Large advised that he went to the City of St. Augustine meeting on March 22<sup>nd</sup>, and that their tree program is piggy-backing off of the City of Orlando. He provided handout information that was presented at that meeting (Exhibit C). He advised that the City of St. Augustine has not completed the application process yet, but that the handout contains some of the things they are working on and that our City could get ideas from it. He said that he also provided information from the City of Orlando. He advised that when the City of St. Augustine's application process is done, that he would bring that update information back to SEPAC. He said that the first thing that the City of St. Augustine did was to ask their City Attorney for a draft.

Chair Krempasky said that one of the things that was discussed in prior SEPAC meetings was to have the City Attorney review the Pine Crest information. Deputy City Clerk Fitzgerald advised that since the City of St. Augustine's application was drafted by their attorney, that she was hoping to piggy-back off of their application and thereby avoiding the need for our City Attorney to have to duplicate the same thing. She said unfortunately, the City of St. Augustine's application was not ready in time for this meeting.

Foreman Large asked the Members to review the information and let him know if they have any ideas. He said that next month he might have more information from the City of St. Augustine to bring back. He advised that the City of St. Augustine and the City of Orlando both have separate departments that handle these types of projects from data entry, tracking the information, etc. He said that the City of St. Augustine Beach only has the Public Works Department and that they do not have the means to handle the project on that scale. He advised keeping the City's program simple and smaller.

Chair Krempasky asked if there was a way to use the City's tree database and add this into that data. She said that it will be in the right-of-way and should be considered

part of the City's inventory. Foreman Large advised the Director Tredik is not sure at this time if he wants to use the right-of-way, because the City would still be legally responsible. He said that Director Tredik is thinking of giving the trees to the private property owners for them to take care of.

Vice Chair Bandy asked Foreman Large to provide more details on the subject. Foreman Large advised that if the tree is in the City's right-of-way, even though the homeowner agreed to take care of it, that the City could still be held liable. If it is planted a few feet over onto private property, then the City would not be responsible. He said that Director Tredik is not sure how he wants to handle it yet.

Vice Chair Bandy asked if the City of St. Augustine is planting in resident's yards. Foreman Large said yes. He advised that there are a few options they are doing. He said that Ms. Glabra Skipp, the City of St. Augustine's Environmental Program Coordinator, is working on it. He said that it has been approved by their Commission for \$5,000 to start the program. Deputy City Clerk Fitzgerald advised that the City of St. Augustine has a landscape architect and a planner involved, so that could be another advantage to piggy-back from their program.

Chair Krempasky asked if the same fall planting dates would work for our City. Foreman Large said that the City of St. Augustine chose the dates because they were the best for their Public Works Department to have time for the project. He advised that fall could work if the City limits the number of trees.

Vice Chair Bandy said that the City of St. Augustine's applications are due in the summer and it could be posted on their website soon. Member Cloward said that she created an application based on the City of Pinecrest's information. She said that she condensed it by removing the items that would not be applicable, and then forwarded it to Deputy City Clerk Fitzgerald. Vice Chair Bandy advised waiting until the City of St. Augustine's is available and compare the two and update the application if necessary.

Deputy City Clerk Fitzgerald said that the City of St. Augustine has a multitude of resources available for their project, which could be beneficial for the City to piggy-back from.

Chair Krempasky asked Foreman Large if the Public Works Director has this in the budget for next year or should SEPAC budget for it. Foreman Large advised that it is too early and that nothing has been budgeted yet. Deputy City Clerk Fitzgerald advised that more budget information should be available by the summer.

Vice Chair Bandy asked if any Member had suggestions to rename the term "adopt-a-tree". Member Cloward said she used the name "plant-a-tree" for the application she created. Chair Krempasky said that she liked the name "Free-Street-Tree" used by the City of Orlando.

Member Candler asked if the City is planting the trees. Deputy City Clerk Fitzgerald advised that normally the City's Public Works employees are not allowed on private property. She said that hopefully the City can get more information on how the City of St. Augustine is planning to handle the planting part of the program.

Vice Chair Bandy moved on to Item 5.

## 5. Educational Programs

Vice Chair Bandy advised that she did not have any update information at this time.

Vice Chair Bandy asked Deputy Clerk Fitzgerald for update information for Survey Monkey.

Deputy City Clerk Fitzgerald advised that she now has access to the account. She said that the account expired over a year ago, so she can see that there were previous surveys, but she cannot see the responses. She advised that the invoice was paid last Friday, and that once it is processed, she should be able to retrieve the responses. She advised that she should have updated information for the next meeting.

Vice Chair Bandy advised that after the survey is obtained, it could be publicized that it is available. She said that there was previous discussion about Member Cloward volunteering to help with the survey.

Deputy City Clerk Fitzgerald advised that it would be better to have a City employee handle the survey. She advised that it would be best to wait to see the results of the survey and then determine how to continue. She said that reading the previous results may determine that changes are needed to the new survey to get the responses they are looking for.

Vice Chair Bandy asked Deputy City Clerk Fitzgerald if she would be able to provide a summary of the results for the next SEPAC meeting. Deputy City Clerk Fitzgerald said yes.

Member Kaczmarzsky asked if the results or a summary would be posted on the City's website. Vice Chair Bandy advised that posting the results on the website has not been determined yet. Chair Krempasky said that a presentation could be made to the Commission or possibly have Communications and Events Coordinator Conlon put it on the City's Facebook page.

Member Cloward said that she would be glad to help with the survey.

Vice Chair Bandy moved on to Item 6.

## 6. Development of a Committee Strategic Plan

Vice Chair Bandy advised that there is no update.

Vice Chair Bandy moved on to Item 7.

## 7. Environmental Policy & Planning Recommendations

Vice Chair Bandy introduced Items 7.a, 7.b and 7.c and asked Member Thomson for his report.

### a. Sea Level Rise and Adaptation Plans

Member Thomson advised that last month, SEPAC discussed possibly looking at what other coastal cities have done in their Vulnerability Studies and Adaptation Plans. He asked if there were any Members that would volunteer to gather the information from the other coastal cities.

Deputy City Clerk Fitzgerald advised that for the record, there was a brief power outage. The recording was temporarily stopped and is now beginning again.



Vice Chair Bandy advised that Member Thomson left the room in the interim. In Member Thomson's absence, she then asked if any other Members had comments on Items 7.a or 7.c. Being none, Vice Chair Bandy asked for any comments on Item 8.

Foreman Large asked to move on to Item VI. In the interim.

Member Thomson said that after a Vulnerability Study, there should be Adaptation Plans. How will the City resist sea level rise? He asked to have Adaptation Plans added to the next agenda. As a sustainability board, these types of studies and recommendations have become a major part of our duties. He said that all Members could start gathering information. We need to compare our City to other cities.

**b. Climate Change Initiatives**

Member Thomson advised that the Climate Change Initiative is part of the survey from Survey Monkey which was discussed in Item 4.

**c. Right-of-Way Ordinance**

Member Thomson advised that he did not have updated information on the right-of-way ordinance. Chair Krempasky asked if the ordinance was still being worked on. Deputy City Clerk Fitzgerald said that she was not sure of the current status. Member Thomson asked that SEPAC Members be provided a copy of the ordinance when it is available.

Member Kaczmarzsky asked Member Thomson if he contacted Director Tredik about St. Johns County's right-of-way plan. Member Thomson said that he has tried several times in the past six months to talk with Director Tredik about the right-of-way plan. He advised that if there is something in the works, then SEPAC could make recommendations to the ordinance to make it coincide with the County's plan.

Chair Krempasky said that she thought it had been put aside because the County had put it aside.

Vice Chair Bandy asked if there were any further comments or questions.

[Discussion resumed at the end of "Other Committee Matters."]

**8. Sustainable Stormwater Management Research**

This Item was not discussed.

**VI. OTHER COMMITTEE MATTERS**

Foreman Large asked to speak on Item VI in the interim of Member Thomson's absence from the room during the discussion of Item 7.a, and after the recording had been restarted.

Foreman Large advised that Arbor Day is April 28<sup>th</sup> and that the trees were ordered for the City's tree give-a-way during the event. He advised that upon delivery of the trees, that some oaks and dahoon hollies looked dead. He said that he called the tree company, and they advised that dahoon hollies will have a shock reaction sometimes during transportation, potting, etc. The company agreed to send the City another 150 dahoon hollies if the City paid for shipping. He said that the shipping cost was paid. With the additional hollies, the City now has 300 dahoon hollies,

and only 50 have recovered. He advised against using dahoon hollies in the future. He said that the oaks seem to be coming back and that the beautyberries are very nice. He said that he is hopeful that more of the trees will recover from the shock before the day of the event.

Chair Krempasky asked if the City still anticipates having 400 trees for the event. Foreman Large said probably not. He advised that there are 600 trees at the Public Works shop and that approximately 450 trees are still in shock. He said that Public Works will continue to care for the trees in the interim and hopefully more will be able to be used for the give-a-way.

Member Cloward asked where the tree company was located. Foreman Large said that Superior Trees is located Lee, Florida, which he believes is in the Tallahassee area. He advised that he would provide an update report on the number of trees from the Arbor Day event at the May SEPAC meeting.

Chair Krempasky asked Foreman Large to provide her with an updated tree count next week. She advised that she will be ordering the garden calendars, and she wanted to order an amount as close to the same number of trees that are available for the give-away. Foreman Large said that he would provide the tree count to Deputy City Clerk Fitzgerald.

Discussion ensued regarding possible uses for the trees that are not used at this year's Arbor Day event.

Member Thomson asked Foreman Large to comment on why sable palm trimming is done this time of year. He said it has been questioned as to whether it is considered excessive trimming. He said that the Urban Forestry Manual specifies how to trim the palms. Foreman Large said that Director Tredik gave a response to that question, and that he did not know what that response was. Member Thomson said that Director Tredik's response was aired on Channel 4 News. He said that Director Tredik stated that the City was under contract by the Florida Department of Transportation (FDOT) to do the trimming. Member Thomson said that he knows there is a problem with the seed pods dropping, but that they will not be dropping for another two months. The trees are trimmed close to a "hurricane cut", which is against Land Development Regulations (LDR). The timing for this trimming is way off.

Foreman Large advised that the palm trimming is usually done in December. It could not be done this past December because of other pressing projects.

Member Thomson asked if Public Works would be coming back to trim the seed pods when needed. He said that the news program also asked an arborist, and he said that the trees are over-trimmed and that it could harm the trees. Foreman Large advised that he did not see the interview.

Member Thomson asked Foreman Large if he is the superintendent overseeing this. Foreman Large advised that he is the Grounds Foreman for Parks and that Foreman Troy Jones oversees streets and sidewalks. Member Thomson asked if this was Foreman Jones' first time because it looks so different. Foreman Large said the difference is that it is usually done in December. Member Thomson said that the difference is that much more is being trimmed and he requested to have Director Tredik state what the City's policy is. Foreman Large said that he would ask Director Tredik.

Discussion ensued regarding other areas of St. Augustine that are over-trimming palm trees, that tree trimmers should have to follow the LDRs or there would be a violation, and that it is important for the public to know the acceptable standard.

Discussion continued after Item 7.c and was added below.

Vice Chair Bandy asked Foreman Large if she should include a dollar figure for labor on the Lowe's 100 Hometowns submission for the Mickler Boulevard project. Foreman Large advised that labor would be at a minimum. He said that if the amount is raised from \$1,500 to \$2,000, it could cover buying better benches, labor, etc.

Vice Chair Bandy asked Chair Krempasky if she would be able to attend the Arbor Day event.

Chair Krempasky advised that she would only be able to help with the tree give-away. She said that Vice Chair Bandy would be presenting the awards.

Vice Chair Bandy asked if there were any further comments.

VII. ADJOURNMENT

Vice Chair asked for a motion to adjourn the meeting.

**Motion:** to adjourn the meeting. **Moved by** Member Thomson. **Seconded by** Chair Krempasky. Motion passed unanimously.

Vice Chair Bandy adjourned the meeting at 8:05 p.m.

---

Sandra Krempasky, Chair

ATTEST

---

Max Royle, City Manager

## **COMMISSION REPORT**

**May 2021**

**TO:** MAYOR/COMMISSIONERS

**FROM:** DANIEL P. CARSWELL, CHIEF OF POLICE

**DEPARTMENT STATISTICS April 18, 2021- May 23, 2021**

**CALLS FOR SERVICE 1474**  
**OFFENSE REPORTS 76**  
**CITATIONS ISSUED 89**  
**LOCAL ORDINANCE CITATIONS 77**  
**DUI 4**  
**TRAFFIC WARNINGS 216**  
**TRESSPASS WARNINGS 30**  
**ANIMAL COMPLAINTS 13**  
**ARRESTS 18**

- **ANIMAL CONTROL:**
  - St. Johns County Animal Control handled 13 complaints in St. Augustine Beach area.

### **MONTHLY ACTIVITIES:**

May 11<sup>Th</sup>: Blood Drive- 33 units collected  
May 11<sup>th</sup>: St. Augustine High School Visit to Law and Homeland Security Class  
May 14: Trinity Episcopal K-9 School Visit  
May 19: Coffee with a Cop at 711

## MEMORANDUM

Date: May 27, 2021  
To: Max Royle, City Manager  
From: Bill Tredik, P.E., Public Works Director  
Subject: May 2021 - Public Works Monthly Report

---

### **Funding Opportunities**

Public Works is managing the following 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. Task 2 completed in February 2021. Final Report was presented to the City Commission on May 3.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**  
Districtwide Cost Share – St. Johns River Water Management District  
Grant amount \$632,070; FEMA HMGP money as match  
Status – Revenue agreement has been executed. Contractor agreement is executed. Construction pending.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**  
HMGP grant – FEMA/FDEM  
Grant amount \$2.58 Million; SJRWMD Districtwide Cost Share as match  
Status – Grant agreement executed by City. Awaiting fully executed agreement from FDEM. Construction pending.
- **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. SJRWMD permit received  
Bidding pending

- **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. Design underway.

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 pending
- **Ocean Walk Drainage Improvements**  
Legislative Appropriation Request  
Appropriation Request Amount - \$694,000  
Status – Decision expected in June 2021
- **Hazard Mitigation Grant Program - Dorian**  
HMGP grant - FEMA/FDEM  
Projects Applied for:   CRA1A Storm Surge Protection   \$550,000  
                                  Ocean Walk Resiliency               \$694,000  
Status – Grants Applied for on 5/24/2021.

### **Maintenance Activities**

**Rights-of-way and Parkettes** – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10<sup>th</sup> St. and A St. are open all day and are regularly cleaned and disinfected. Seasonal is increasing as we move into the growing season. Additional trash cans have been deployed along A1A Beach Boulevard due to the additional beach visitation related to the holiday and summer season.

**Splash Park** – Splash Park is operational.

**Mickler Boulevard Landscaping** – Design of landscaping along Mickler Boulevard between Pope Road and 16<sup>th</sup> Street is being coordinated with SEPAC.

**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. Two of our older vehicles (#76 – Grapple Truck and #79 – Garbage Truck ) were out of service during May due to mechanical problems. #76 was out of service for approximately 10 days and is now back in service. #79 was out of service for almost one month and is now back in service. As the fleet continues to age, downtime of key vehicles will likely continue to increase.

**Lakeside Park Dock Repair [DESIGN]** – A Request for Proposals to construct repairs to the Lakeside Park dock was advertised on Demandstar. The city received no responses to the bid and is investigating options for contracting, including piggybacking of existing local government projects to complete the work. Construction remains scheduled for Summer 2021.

### **Capital Improvements**

**Mizell Pond Outfall Improvements (HMGP Project No. 4283-88-R) [CONSTRUCTION]** – 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). FEMA has authorized Phase 2 (construction) and the grant agreement with FDEM is now fully executed. Bids were approved on April 5, 2021, and the Commission awarded the construction contract to Sawcross, Inc. The construction contract has been executed construction will commence by mid-June. FEMA will reimburse of 75% of the total construction cost, with \$632,070 to be paid by the St. Johns River Water Management District (SJRWMD) FY2021 districtwide cost-share program.

**Ocean Hammock Park Phase 2A [PERMITTING/BIDDING]** –Public Works has completed design and received a SJRWMD permit for Phase 2A improvements to Ocean Hammock Park. The Phase 2A improvements include handicap accessible restrooms (including a sanitary lift station and force main), 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, and a nature trail with interpretative signage. Construction is funded by park impact fees and a \$106,500 grant from the Florida Recreation Development Assistance Program (FRDAP). Construction is scheduled for Summer 2021.

**Ocean Hammock Park Phase 2B [DESIGN]** – Survey is complete and design of Phase 2B is approaching 30% completion. 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. The City has also submitted a grant application for assistance with construction of the observation platform and additional walkway. Construction of these components is planned for FY22.

**Vulnerability Assessment [UNDERWAY]** – Work is complete on the vulnerability assessment. Task 1 was completed in December 2020. Task 2 was completed at the end of February. 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 was held on February 24<sup>th</sup>. The final plan was presented to the City Commission on May 3, 2021 and has been submitted to the State.

**11<sup>th</sup> 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. Construction is anticipated to commence in the Summer 2021.

**Roadway Resurfacing [CONSTRUCTION]** – Roadway resurfacing for FY21 is underway. Mickler Boulevard between Pope Road and 16<sup>th</sup> Street was resurfaced in January. Tides End Drive and Mickler Boulevard from A Street to 11th Street was paved in late April. Paving of the portion of Mickler Boulevard between 11<sup>th</sup> Street and 16<sup>th</sup> Street has been delayed due to a failing sanitary sewer line, just south of 16<sup>th</sup> Street, which is causing roadway subsidence. This stretch of roadway will be resurfaced after the line is repaired and the roadway base is repaired by St. Johns County Utilities.

Atlantic Alley is planned for paving in summer FY21, pending remaining paving funding. Oceanside Circle paving was scheduled for FY21, however is delayed due to the following:

- There is no functional drainage system for the roadway. A drainage system must be constructed prior to resurfacing
- The roadway structure is insufficient. A traditional roadway overlay will have a very short lifespan due inadequate to base and subbase. Pavement reclamation is required; increasing the cost of the resurfacing.

Public Works is requesting approval of using our continuing contract engineer CMT to design and permit the required improvements to Oceanside Circle.

Public Works is also preparing the FY22 pavement list for the upcoming budget.

### **Streets / Rights of Way / Drainage**

**Ocean Walk Drainage Interim Improvements [COMPLETE]** – Public Works has installed a pump-out structure in the Mickler Boulevard right-of-way, as well installed a backflow prevention device to prevent water in the Mickler Boulevard drainage system from backing up into the Ocean Walk neighborhood. The installed interim improvements will allow the City to more easily pump down the Lee Drive drainage system.

**Ocean Walk Drainage Study [DESIGN]** – The City Commission approved a contract with Matthews Design Group on March 1, 2021. the contract is executed and preliminary design is underway.

**Oceanside Circle Drainage [DESIGN]** – Survey is complete on Oceanside Circle to determine options for improving drainage in the area. A consultant will be needed to design and permit improvements. Roadway paving will be coordinated with drainage improvements. Public Works will be installing an interim temporary pump out structure and will be ready to mobilize pumps to provide flood protection until the ultimate drainage design is complete.

### **Street Lighting**

- One additional street remains to be installed at Sevilla.
- The ten (10) new streetlights on A1A Beach Boulevard are installed. The new streetlight at A Street has been temporarily disconnected until the LED conversion, when it will be reduced in wattage and shielded.
- The Commission approved Phase 1 of the LED Streetlight replacement on May 24<sup>th</sup>. The replacement will utilize 3000K lights in most locations except S.R. A1A South, which will have 4000K streetlights.

**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 station will be activated upon execution of the service contract.

---

## MEMORANDUM

---

**TO:** MAX ROYLE, CITY MANAGER  
**FROM:** PATTY DOUYLLIEZ, FINANCE DIRECTOR  
**SUBJECT:** MONTHLY REPORT  
**DATE:** 5/26/2021

---

### Finance

The finances of the City are doing well for FY 21. Expenses citywide are showing 49.3%, with 58.33% of the year complete. We will continue to monitor the monthly financials to ensure we are meeting our budget. I do anticipate the expenses escalating over the coming months as the weir project moves forward.

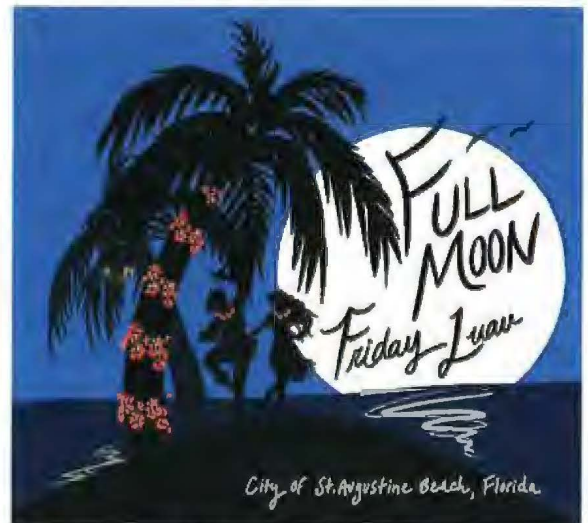
I am continuing to monitor the situation regarding the American Rescue Plan Act and the direction from the Federal Government on appropriate use of the funds. More information has been shared and in one of the reports stormwater infrastructure projects were specifically mentioned. It has also been disclosed that funds for cities with a population under 50,000 will be sent to the State for the funds to be distributed based on population and that some type of agreement may be needed to receive the funds. I am reviewing all information as it is shared to stay on top of our share of the funds. As more information is distributed, I will share the suggestions so the City can put together a plan of action.

### Communications and Events

Melinda has been hard at work on our next two events. We hope you can join us for some fun!



Saturday, May 22<sup>nd</sup>, 11am-pm, Lakeside Park



Friday, June 25<sup>th</sup>, 6-9pm, Pier Park

**Technology:** The IT Staff has no updates currently.

## PENDING ACTIVITIES AND PROJECTS

Revised May 27, 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.** There are two proposed changes.

First, the revision to residential building setbacks and abolishing the overlay district. The Building Official presented the proposed reduction in setbacks at the Commission's March 1<sup>st</sup> meeting. The City Attorney prepared an ordinance, which the Commission reviewed and passed on first reading at its April 5<sup>th</sup> meeting. Included in the ordinance was a proposal by the Building Official to abolish the overlay district along A1A Beach Boulevard. The Commission made several amendments to the ordinance and then passed it on first reading. The ordinance had its first public hearing at the Commission's May 3<sup>rd</sup> meeting, when the Commission made several revisions to it, passed it on second reading, and agreed to discuss it with the Planning Board and the Sustainability and Environmental Planning Advisory Committee at a workshop meeting on May 18<sup>th</sup>. The Board at its April 20<sup>th</sup> didn't recommend that the ordinance be adopted but be discussed at the workshop meeting, though no changes to the ordinance were made at the workshop meeting. The ordinance, 21-04, is scheduled for its second public hearing and final reading at the Commission's June 7<sup>th</sup> meeting.

The other change concerns drug/alcohol rehab and medical facilities. The Commission discussed this topic at its May 3<sup>rd</sup> meeting. In response to that discussion, the City Attorney has prepared an ordinance for the Commission's June 7<sup>th</sup> meeting. It will add wording to Section 3.02.03 of the Regulations that businesses required to be regulated by Chapter 397, Florida Statutes, Substance Abuse Services, are prohibited in the City.

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 topic was on the agenda for the Commission's February 1<sup>st</sup> meeting, but because of time, the Commission scheduled discussion of it to the continuation meeting on February 8<sup>th</sup>. At that meeting, the Commission provided some

suggestions for changes and Commissioner George will work with the City Manager on changes to the wording for the plan's Vision Statement.

At its April 5<sup>th</sup> meeting, the Commission reviewed the City administration's recommendation concerning the implementation of the plan's first goal, Transparent Communication with Residents and Property Owners, and discussed how to better communicate with residents and businesses, such as a text message system. One improvement will be having money in the Fiscal Year 2022 budget to purchase an electronic sign to replace the old-fashioned meeting announcement sign that is adjacent to SR-A1A on the west side of city hall.

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. Proposed locations for parking improvements were provided to the Commission at its May 3, 2021, meeting. However, because that meeting ran late, the topic was postponed for discussion at the Commission's May 24<sup>th</sup> continuation meeting. As that meeting, the Commission by consensus asked that City staff present a list of parking projects to the Planning Board for it to prioritize. The Board will discuss this request at its June 15<sup>th</sup> meeting. There was also mention of the County providing parking along the north side of Pope Road. Though the County has a conceptual plan for parking there, it has no plans at this time to construct parking along Pope Road.

At its October 5, 2020, meeting, a Commissioner proposed that paid parking be discussed again. No date has been scheduled for that discussion.

5. **JOINT MEETINGS:**

- a. With the County Commission. No date has yet been proposed by either Commission for a joint meeting.
  - b. With the Comprehensive Planning and Zoning Board and the Sustainability and Environmental Planning Advisory Committee (SEPAC). The Commission held the workshop with these two boards on May 18<sup>th</sup>. Matters discussed included Ordinance 21-04, to change the building setbacks for small-platted lots and to abolish the overlay district; and communications/relations between the Commission and the two boards. Two outcomes of the discussion were the possibility of giving the Planning Board the authority to approve certain conditional use permits, and that SEPAC should submit its proposed Land Development Regulation changes to the Planning Board, which will then decide whether to recommend the changes to the Commission.
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 were on the agenda for the Commission's February 1<sup>st</sup> meeting. The Commission decided not to adopt two but did approve a resolution with new policies concerning transfers and categories of

leave. At its March 1<sup>st</sup> meeting, the Commission approved three more changes to the Manual: to adopt policies concerning infectious disease preparedness; to amend the Manual regarding types of leave for employees and to add provisions concerning employees in the Deferred Retirement Option Program; and to amend the Manual concerning workers compensation and leave without pay policies. More changes were proposed for the Commission's May 3<sup>rd</sup> meeting, but because that meeting ran late, the Commission postponed discussion of the additional Manual changes to its June 7<sup>th</sup> regular meeting.

7. LED STREETLIGHTS. FPL has put seven new lights along State Road A1A. One location, Sevilla Street, remains for an LED light. For 10 new lights along A1A Beach Boulevard, an agreement has been signed with FPL for them. Also, the Public Works Director presented a plan to the City Commission at its May 3<sup>rd</sup> meeting for FPL to convert to LED streetlights the lights on arterial and collector roads in the City. However, because that meeting ran late, approval of the plan was postponed to the May 24<sup>th</sup> continuation meeting. At the meeting, the Commission authorized replacing the existing high pressure sodium streetlights along the Boulevard with LED lights but with lower illumination power.
8. GRANTS. The Public Works Director has prepared 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 and the Public Works Department has done the site design. The St. Johns River Water Management District has approved the permit. The City will advertise for bids. Construction will be started during the summer of 2021.
  - 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. Contract with a parks design firm has been signed. The survey has been completed and the design work is underway.

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 June 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, and the civil engineer has been hired and work on the study has started. A public meeting to explain the plan, obtain feedback and discuss coastal resiliency happened on February 24, 2021. The final report was presented at the City Commission's May 3<sup>rd</sup> meeting. The report will now be submitted to the state.

- 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. FEMA has approved funding for construction. The City advertised for bids and the bid was awarded scheduled to Sawcross, Inc. A Notice to Proceed will be issued in mid-June.
9. 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.
10. 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.
11. 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.
12. 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. The company has provided a proposed contract, which the City staff is reviewing.
13. FLOODING COMPLAINTS. Citizens have expressed concerns about the following areas:
  - a. Ocean Walk Subdivision. The subdivision is located on the east side of Mickler Boulevard between Pope Road and 16<sup>th</sup> Street. Earlier in 2020, the ditch that borders the subdivision's west side was piped. Ocean Walk residents 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 11<sup>th</sup> 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 14<sup>th</sup> 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 5<sup>th</sup> 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 8<sup>th</sup>. 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. At its March 1<sup>st</sup> meeting, the Commission approved the contract with Matthews. In March, the City was notified that its request to the Florida Legislature has appropriate \$694,000 for Ocean Walk drainage improvements. The funding still faces the Governor's possible veto.

- 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 6<sup>th</sup> Street east of the Boulevard has complained about flooding on adjacent streets. The Public Works Director is investigating the causes.
  - e. A Street east of the Boulevard. Vice Mayor Samora spoke of this ongoing problem at the Commission's February 8<sup>th</sup> meeting. On February 26, 2021, Commissioner Samora, the Public Works Director, the City Manager, the County's Interim Public Works Director and interested citizens met on A Street at the location of the flooding problem. The County will have the design/permit work done. City and County staff will meet on July 7<sup>th</sup>. Construction of the improvements would be done three months after that.
14. **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 5<sup>th</sup> meeting. The Commission decided not to levy the fee at this time. However, it might be discussed at a workshop in June 2021.
15. **SOLID WASTE COLLECTION AND RECYCLING.** The current contract for a private company to pick up recyclables in the City expires in May 2022. At its May 3<sup>rd</sup> meeting, the City Commission decided to hold a workshop meeting on Monday, May 24<sup>th</sup>, to discuss recycling. That outcome of the workshop was direction to the staff for the City to seek Requests for Proposals from solid waste companies and for the City staff to develop a proposal for the City to provide recycling pickup service with its own crews and trucks. However, the Public Works Director will ask for clarification at the Commission's June 7<sup>th</sup> meeting as to whether the City should prepare the RFP.
16. **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. At the Commission’s May 3, 2021, meeting, Commissioner George reported she is having ongoing discussion with the St. Johns County Cultural Council and that she will bring proposals and timelines to the Commission in June.

17. **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.
18. **QUARTERLY REPORTS ON PROGRESS OF PROJECTS.** At its September 22<sup>nd</sup> 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 spreadsheet, and the first quarter’s report was provided to the Commission in January 2021. The report for the second quarter (January through March) was forwarded to the City Commission in April. The next report will be provided in July.
19. **REPAIR OF POPE ROAD.** At the City Commission’s February 1<sup>st</sup> meeting, a resident complained about the poor condition of Pope Road. As the street is owned by the County, the City Manager sent a request to the County Administrator, Hunter Conrad, that the road be put on a schedule for repair. In a February 5<sup>th</sup> email, Mr. Hunter replied that he had forwarded the City’s request to the County’s Interim Public Works Director, Mr. Greg Caldwell. The City Manager also requested that the County work with the Florida Department of Transportation on improvements to the intersection of State Road A1A and 16<sup>th</sup> Street, as 16<sup>th</sup> Street is owned by the County. Mr. Caldwell replied that the repair of Pope Road is on the County’s list of projects to do.
20. **NEW YEAR’S EVE FIREWORKS SHOW.** Because of the pandemic, the show for December 31, 2020, was cancelled. At its February 1<sup>st</sup> meeting, the Commission discussed whether to have it on December 31, 2021. The consensus was for the City staff to work on plans for a smaller, scaled down event. At its April 5<sup>th</sup> meeting, the Commission approved the proposal of Ms. Conlon, the Events Coordinator, to have a New Year’s Eve event that will benefit local businesses. The next update report will be provided to the City Commission at its July regular meeting.
21. **PROPOSAL TO DEED THREE LOTS FOR CONSERVATION.** The lots are located along the north side of the unbuilt part of 2<sup>nd</sup> Street, west of 2<sup>nd</sup> Avenue. The two owners want to deed the lots for conservation. In February, the Board of Putnam Land Conservancy informed the City Manager that it has agreed to the owners’ proposal to establish a conservation easement on the lots. Any final agreement to do so will require review by the City Attorney and approval by the City Commission.

22. INTERGOVERNMENTAL PROJECTS. When the Commission discussed the strategic plan at its February 1<sup>st</sup> meeting, more involvement with the County and St. Augustine was mentioned as desirable. Below is a summary of the City's current involvement with various area governmental entities.

- a. Resiliency: On March 22<sup>nd</sup>, the Public Works Director and the City Manager met with County and St. Augustine staff persons to discuss what each government is doing concerning resiliency. The County isn't doing a study. However, the two cities and the County agreed to coordinate on resiliency issues. At the Commission's May 3<sup>rd</sup> meeting, the Public Works Director will provide report on the City's resiliency study.
- b. Mobility: In March, the Public Works Director contacted St. Augustine for information about its mobility projects. The response was an executive summary of St. Augustine's mobility initiatives. It was forwarded to our City Commission. Our City's staff will meet with St. Augustine's to discuss our City supporting the following: St. Augustine's request to use our city hall parking lot as a park-and-ride location for events happening in downtown St. Augustine; and the River-to-Sea Loop bike/pedestrian trail that will go through the State Park and connect both cities. Also, St. Augustine's staff wants to discuss a potential bike-share program and possibly locating a hub in our City.
- c. River-to-Sea Loop: This is a Florida Department of Transportation, St. Johns County, St. Augustine, and St. Augustine Beach project to construct 26 miles of a paved bike/pedestrian trail as part of the 260-mile trail from the St. Johns River in Putnam County to the ocean in St. Johns County. The Loop will then go south through Flagler and Volusia counties to Brevard County. This is a long-term, multi-year project. At this time, the Loop will enter St. Augustine along King Street, go across the Bridge of Lions, south along State Road A1A to the State Park, through the Park and into our City, then along A1A Beach Boulevard to State Road A1A. Though not feasible in all locations, the goal is to have a wide, bike/pedestrian trail separate from the adjacent road.
- d. Transportation Development Plan: The development of the plan involves several agencies, such as the County, St. Augustine, our City, the North Florida Transportation Organization, and the Sunshine Bus System. On February 25<sup>th</sup>, the City Manager attended by telephone a stakeholders' meeting for an update on the development of the plan's vision, mission goals and objectives. Most of the presentation was data, such as population density, percentage of residents without vehicles, senior citizens and low income and minority residents in the County and the areas served by the Sunshine Bus. The next stakeholders' meeting has yet to be announced. The agenda will include transit strategies and alternatives and a 10-year implementation plan.
- e. North Anastasia Island Nature Trail. The City Manager proposes this as an intergovernmental project that would include the County, St. Augustine, and St. Augustine Beach. It would be an off-shoot of the River-to-Sea Loop and could include the State Park, the City's Ocean Hammock and Hammock Dunes parks, St. Augustine's Fish Island Park, and the City's Mizell Road retention pond and the 10-acre conservation area west of the pond that the City owns. Combined with the River-to-Sea Loop, this Nature Trail would make accessible to the public natural areas of Anastasia Island and provide a combined bicycling/walking trail for exercise and recreation.

- f. Pedestrian Crosswalk Safety Signals. The County is having a study done of the A1A Beach Boulevard crosswalks. It should be completed by the end of June 2021. The purpose of the study is to pinpoint the three most heavily used crosswalks where flashing signals could be put to alert drivers to pedestrians using the crosswalks.
23. AMERICAN RECOVERY PLAN. This is the title of the appropriation approved by Congress to provide money to states, cities, and counties to help them recover from the pandemic's effects. Our City is eligible to received \$2.9 million. However, the money can be spent only for allowable projects and will be provided to small Florida cities through the state of Florida. On May 10<sup>th</sup>, the U.S. Treasury Department issued guidelines. Drainage projects appear to be eligible for money from the Plan. The City staff will confirm that. The City may not receive the first installment of the money until July 2021.
24. UNDERGROUNDING OF UTILITIES. At its May 3, 2021, meeting, Commission George ask for Commission support to have Florida Power and Light come to a meeting to discuss the undergrounding project. The City Manager contacted Florida Power and Light, which owns the electric lines, about meeting to discuss the preparation of a presentation concerning costs and scope of work. City staff met with FPL staff on May 25<sup>th</sup> to discuss the preliminary steps, one of the first of which will be to provide FPL a list of the areas where the City proposes the lines be put underground. The City staff will prepare the list and the company will then provide a preliminary estimate of the costs to do the project.