

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
SEPTEMBER 13, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-17.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's July 20, 2021, meeting are attached as pages 18-27.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's August 4, 2021, meeting are attached as pages 28-38.

POLICE DEPARTMENT

Please see page 39.

PUBLIC WORKS DEPARTMENT

Please see pages 40-43.

FINANCE/ADMINISTRATION

Please see page 44.

CITY MANAGER

1. Complaints

A. Non-Resident Parking

A resident of the Linda Mar subdivision asked that Resident Only parking signs be posted at the east end of Versaggi Drive. Her request was forwarded to the Public Works Department and the signs were put up.

B. Hole on 15th Street

A resident reported a hole on the south side of 15th Street adjacent to the Sunset Grille parking lot. The complaint was forwarded to the Public Works Director.

C. Hole on 12th Street

The complaint was forwarded to the Public Works Director.

D. Debris in Front of City Sign

A resident complained about debris in front of the City's welcome sign at State Road 312 and A1A. Public Works crews responded promptly to remove the debris.

E. Barricade Signs on 11th Street

A resident complained about barricade signs lying on the north side of 11th Street between SR-A1A and Mickler Boulevard. Her complaint was forwarded to the Public Works Department.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2nd Avenue

Consideration of opening this section of 2nd Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant is preparing plans for the project. The plans should be completed by September. The City will then advertise for bids.

There are two related matters: First, two lot owners want to dedicate their lots for conservation purposes to the Putnam County Land Trust. In early August, one of the owners notified the City Manager that the first draft of the conservation easement agreement with the Trust had been prepared. As of this report, the City hasn't received the easement agreement. The award of the bid to construct the road will be on the agenda for the Commission's October 4th meeting. Second, the existing section of 2nd Street, which is between 2nd Avenue and A1A Beach Boulevard, will have new pavement and be slightly widened but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

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 has become part of the one to solve the flooding problem along the north side of the street. Vice Mayor Samora and City and County staff met at A Street to review the plan. In addition to the sidewalk, a underground drainage pipe will be constructed. The project will begin this fall, after the summer tourist season has ended.

B. Beach Matters

1) Off-Beach Parking

As the City Commission has decided for the time being not to have paid parking in the City, the focus concerning off-beach parking has shifted to improving the City's existing rights-of-way and plazas to improve the rights-of-way and areas where people can park. At its March 2, 2020, meeting, the

Commission reviewed a report prepared by the Public Works Director of City-owned streets and plazas where parking improvements could be made. The Public Works Director and the City Manager asked the Tourist Development Council at its March 16th meeting for funding to improve three parking areas. However, as one TDC member said, revenue from the bed tax will likely decline significantly because of the coronavirus pandemic and the City is not likely to receive at this time any bed tax funds for the improvements. Possibly, road impact fees may be used for improving the right-of-way of certain streets for visitor parking. At a workshop still to be scheduled, the Commission will discuss again 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 2nd Avenue between 3rd and 7th Streets. Other residents have requested that No Parking signs be posted along the west side of 2nd Avenue between 3rd and 7th Streets.

At its May 24th 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 discussed this at its June 15th meeting and decided that each member is to send their respective list to the Building Department's Executive Assistant. Only the Board's chairman provided a list. At its July 20th meeting, the Planning Board reviewed his list and other information and decided to table the matter because the Board had only four members present for the meeting. At its August 17th meeting, the Board recommended the following: a. for the Commission to continue to explore opportunities for increased and improved parking; b. for the City not to use any currently landscaped parkettes for parking; c. for the City to work with St. Johns County to develop parking along the north side of Pope Road; and for the City to prioritize for improvement the parkette on the west side of A1A Beach Boulevard between A Street and 1st Street. The Commission will review these recommendations at its September 13th meeting.

Concerning parking along Pope Road: At its August 11th meeting, the City Commission approved Mayor England sending a request to the County that it include the project in a five-year plan.

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. A condition of the two grants is that the City implement the management plan that was part of the applications for the grants. The plan includes such improvements as restrooms, trails, a pavilion and information signs. The Public Works Director 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 fall of 2021.

Also, to implement the management plan, the City has applied for funding from a state grant and from a Federal grant from the National Oceanic and Atmospheric Administration. The Public Works Director's master plan for improvements to the Park was reviewed by the City 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. Construction should begin in the spring of 2022.

At its August 11, 2021, meeting, the Public Works Director and a park consultant presented an update on the proposed improvements to the Park.

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. Unlike Ocean Hammock Park, there is no management plan for Hammock Dunes Park.

D. Changes to Land Development Regulations

There are several. The first one 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. The ordinance adopting this change was approved by the Commission on first reading on June 7th. The ordinance had its first public hearing on July 6th, when the Commission passed it on second reading. The ordinance was approved on final reading at the Commission's August 11th meeting. This topic will no longer be included in this Report.

A second change to the Regulations will be to allow the Comprehensive Planning and Zoning Board to approve most conditional use permits. The Commission reviewed an ordinance at its August 11th meeting and passed it on first reading. The Planning Board reviewed the ordinance at its August 17th meeting and recommended that the ordinance be approved. The ordinance will have its first public hearing and second reading at the Commission's September 13th meeting.

A third change is to have the Planning Board hold the first public hearing on changes to the Land Development Regulations. The Commission passed an ordinance on first reading to allow this and held a public hearing on the ordinance at its August 11th meeting. The ordinance was then passed on second reading. A second public hearing and final reading will be done at the Commission's September 13th meeting.

3. Finance and Budget

A. Fiscal Year 2021 Budget

FY 21 began on October 1, 2020 and will end on September 30, 2021. July 31, 2021, marked the end of the tenth month of the Fiscal Year. The July monthly financial report shows that for the General Fund, the City had received \$6,961,329, which is \$1,422,279 than it had received by the end of July 2020, and had spent \$5,458,948, which is \$7,956 more than it had spent at the end of July 2020. The year-to-date surplus of revenues over expenditures is \$1,502,381. A year earlier at the end of July 2020, the surplus was \$88,058. Unlike in previous fiscal years, the surplus this year has not diminished significantly during the latter half of the fiscal year. The City receives most of the revenue from property taxes between November and April. By the end of July 2021, the City had received \$3,460,643 from property taxes, or 102% of the total projected for the entire fiscal year. A year earlier, at the end of July 2020, the amount received from property taxes was \$3,161,168, or \$299,475 less than was received by July 31, 2021. Also, other significant sources of revenue by the end of July 2021 were communication services tax (\$496,398), electric utility tax (\$472,398), building permit fees (\$293,684), electric franchise fee (\$270,406) and solid waste service fee (\$470,954).

B. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5, 2020, 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. The Commission discussed the stormwater fee at its workshop meeting on June 17, 2021 but made no decision concerning it. This topic will be on the agenda for the Commission's October 4, 2021, meeting.

C. Fiscal Year 2022 Budget

The preliminary draft of the budget was completed by the Finance Director in early July and meetings with individual Commissioners and the department heads were held later in July. The Commission held the first public review of the budget on July 26th and decided to set the preliminary property tax millage for FY 22 at 2.5998 mills, or \$2.60 per each \$1,000 of the assessed value of each parcel of real estate in the City. The millage for the current fiscal year, FY 21, is 2.45 mills, or \$2.45 per each \$1,000 of assessed value. Thus, the increase is 15 cents for each \$1,000 of assessed value. The Commission also set the debt millage at .50 or half a mill and scheduled the first public hearing on the millage and the budget on Monday, September 13, 2021, at 5 p.m.

4. Miscellaneous

A. Permits for Upcoming Events

In August, the City Manager received no applications for permits for special events.

B. Strategic Plan

The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10th meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5th meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus,

the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14, 2020, continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6th meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8th 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 and 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. However, because of budget constraints, the message board has been deleted from the proposed Fiscal Year 2022 budget.

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. The results of that workshop were:

- At its April 5th 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 3rd meeting, the Commission discussed whether the pay for the Commission needs to be adjusted and decided to leave the current pay unchanged.

Also, at the May 3rd meeting, the Commission decided to hold two workshops: a joint one with the Planning Board and the Sustainability and Environmental Planning Advisory Committee on May 18th and a workshop to review options concerning the City's solid waste/recycling operations on May 24th. Both these meetings were held.

At its June 7th regular meeting, the Commission scheduled a workshop meeting on Thursday, June 17th, to consider adopting a stormwater utility to provide funding for the maintenance of the City's drainage infrastructure; and setting the rate for the non-ad valorem assessment for the collection of household waste, special waste and recyclables. The outcome of the workshop was direction by the Commission to the City administration to make \$211 the yearly non-ad valorem assessment for solid waste and recycling pickup/disposal, to educate residents concerning what's can be put in the recycling bins and what is not recyclable, to investigate the leasing of a garbage truck, and to meet with the company that picks up recyclables in the City concerning what can be done to reduce recycling costs.

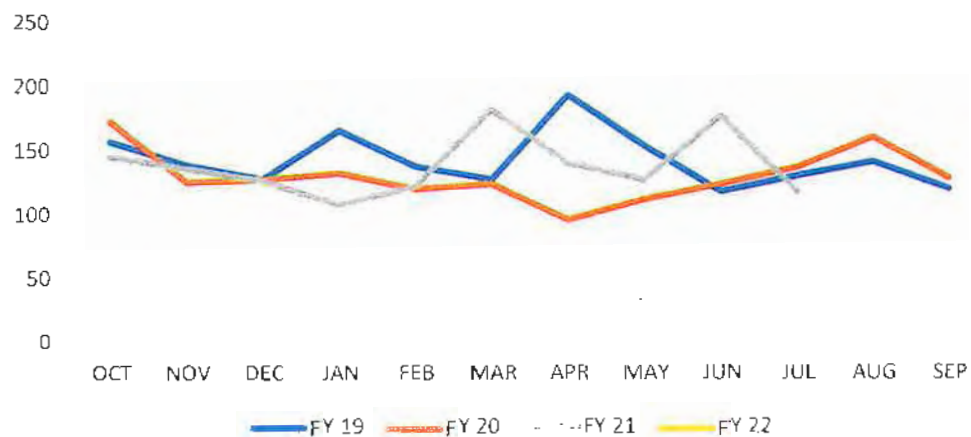
At this time, no workshops have been scheduled during the remaining months of 2021.

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	129	
JUN	120	126	179	
JUL	132	139	120	
AUG	143	163		
SEP	122	131		
TOTAL	1729	1583	1400	

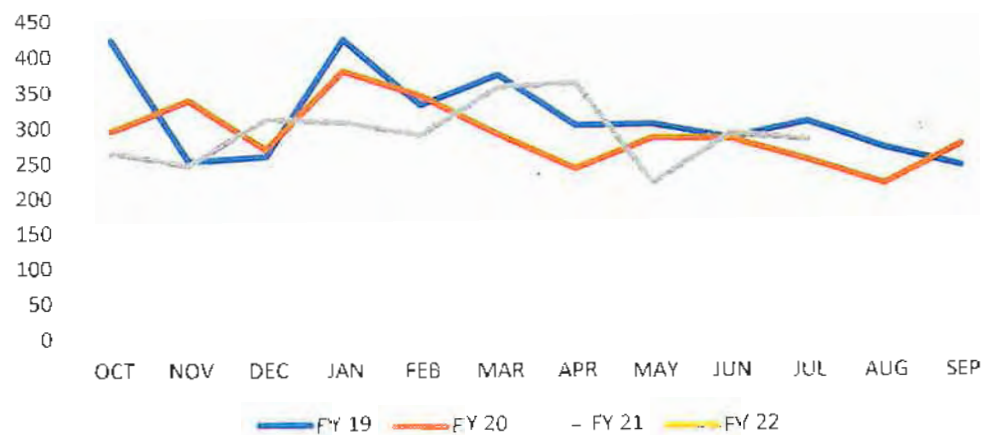
OF PERMITS ISSUED



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	226	
JUN	288	288	295	
JUL	312	259	287	
AUG	275	225		
SEP	250	281		
TOTAL	3817	3524	2972	

OF INSPECTIONS PERFORMED

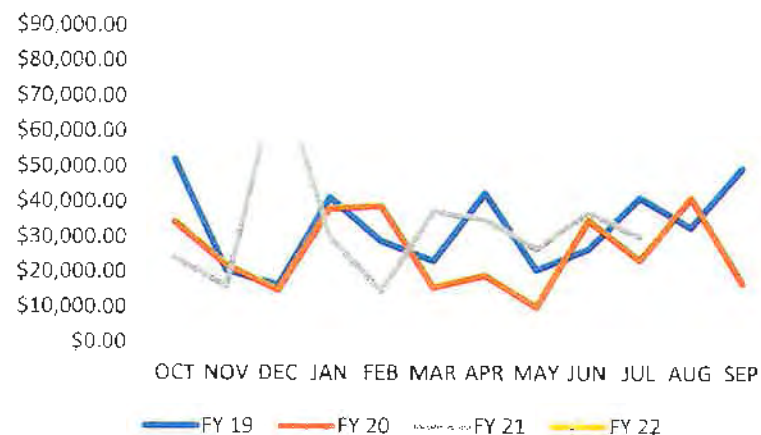


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$26,753.41	
JUN	\$26,445.26	\$34,939.40	\$37,149.19	
JUL	\$41,120.86	\$23,555.36	\$30,368.01	
AUG	\$32,714.82	\$41,455.38		
SEP	\$49,543.66	\$17,169.56		
TOTAL	\$392,880.82	\$309,768.58	\$328,010.69	

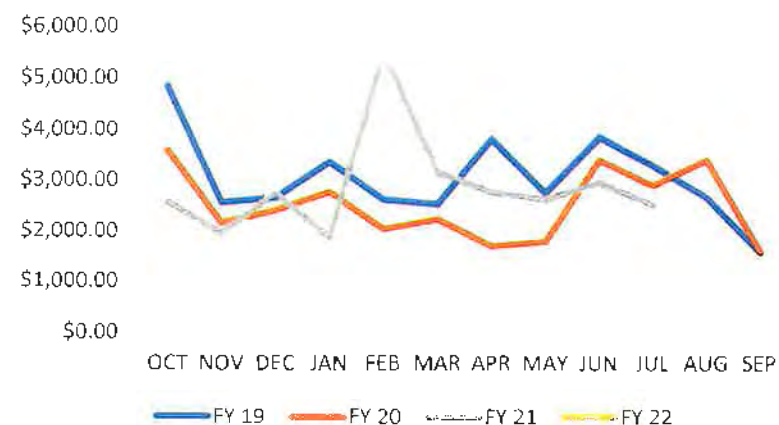
BUILDING PERMIT FEE GRAPH



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	\$2,637.52	
JUN	\$3,844.54	\$3,417.00	\$2,978.00	
JUL	\$3,286.00	\$2,917.93	\$2,535.39	
AUG	\$2,663.49	\$3,430.11		
SEP	\$1,579.42	\$1,621.00		
TOTAL	\$36,360.23	\$30,124.61	\$28,771.35	

MECHANICAL PERMIT FEE REPORT

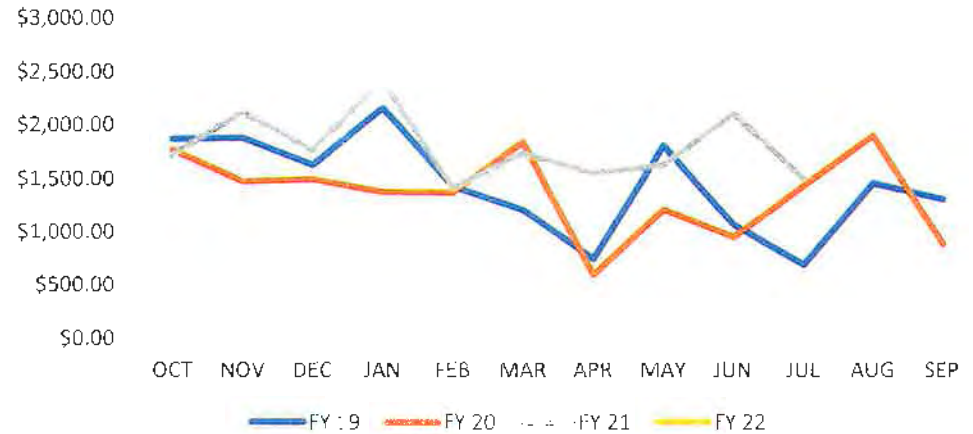


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$1,628.00	
JUN	\$1,065.00	\$955.00	\$2,108.00	
JUL	\$690.00	\$1,443.00	\$1,505.00	
AUG	\$1,460.00	\$1,910.00		
SEP	\$1,310.00	\$895.00		
TOTAL	\$17,208.61	\$16,351.00	\$17,968.00	

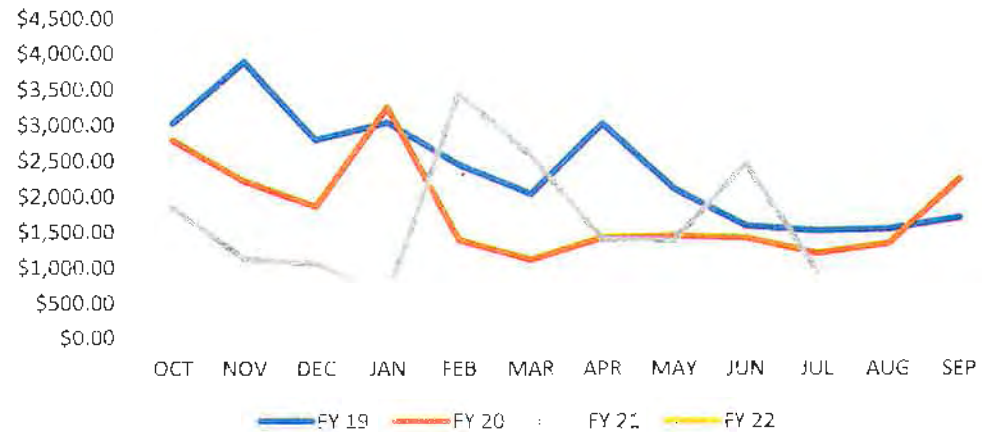
ELECTRICAL PERMIT FEE REPORT



PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	
NOV	\$3,867.41	\$2,221.00	\$1,133.00	
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00	\$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	\$1,390.00	
JUN	\$1,590.00	\$1,432.00	\$2,474.00	
JUL	\$1,525.00	\$1,218.00	\$952.00	
AUG	\$1,550.00	\$1,356.00		
SEP	\$1,706.00	\$2,270.00		
TOTAL	\$28,671.96	\$21,817.00	\$16,922.00	

PLUMBING PERMIT FEE REPORT

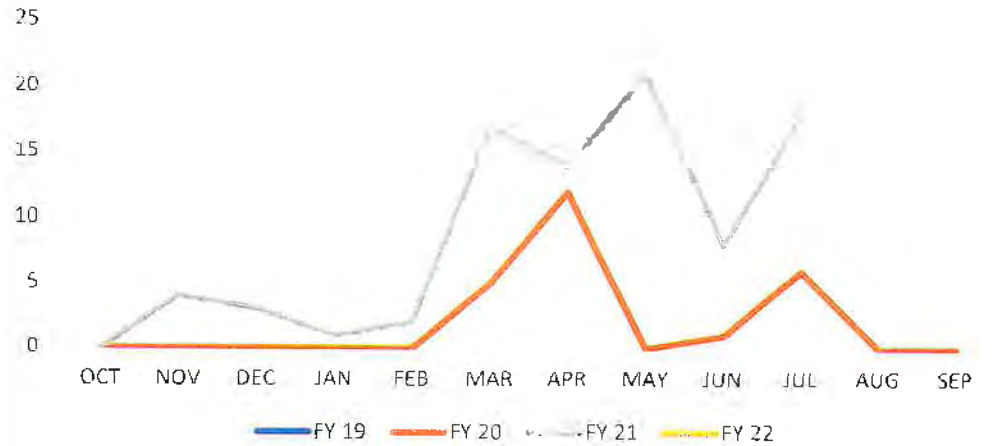


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	
NOV		0	4	
DEC		0	3	
JAN		0	1	
FEB		0	2	
MAR		5	17	
APR		12	14	
MAY		0	21	
JUN		1	8	
JUL		6	18	
AUG		0		
SEP		0		
TOTAL	0	24	88	

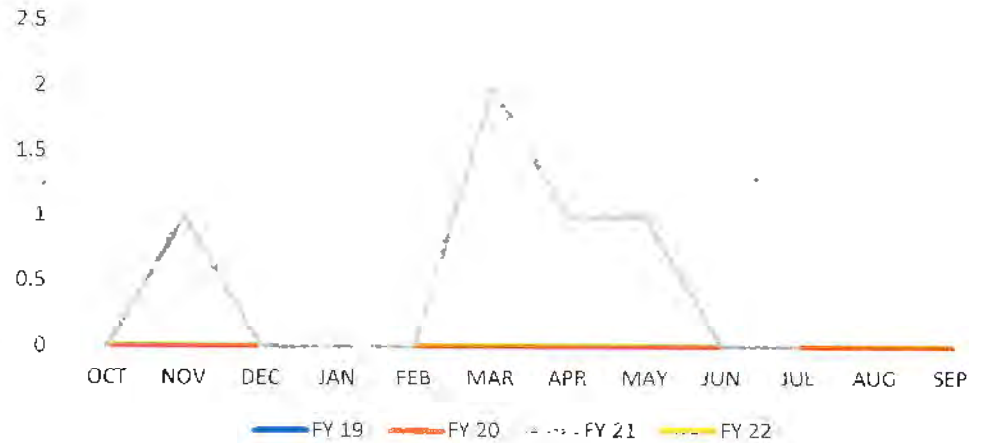
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



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	1	
JUN	0	0	0	
JUL	0	0	0	
AUG	0	0		
SEP	0	0		
TOTAL	0	0	5	

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

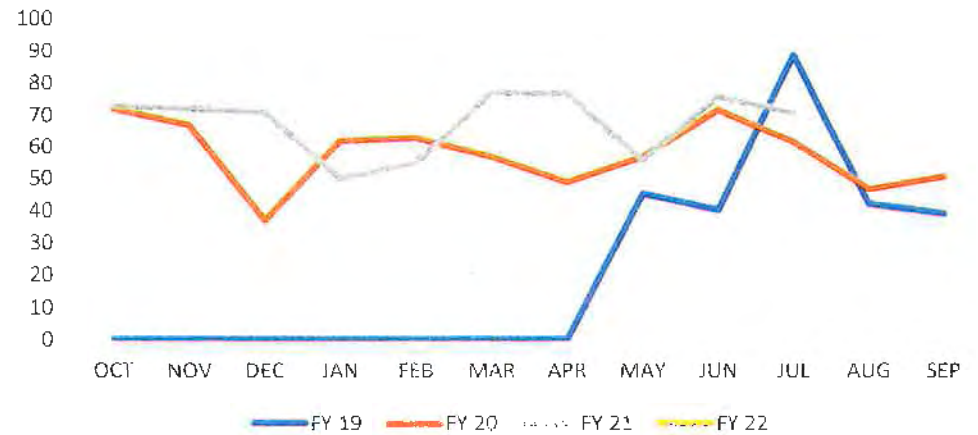


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47		
SEP	39	51		
TOTAL	255	696	678	

OF PLAN REVIEW ACTIVITIES

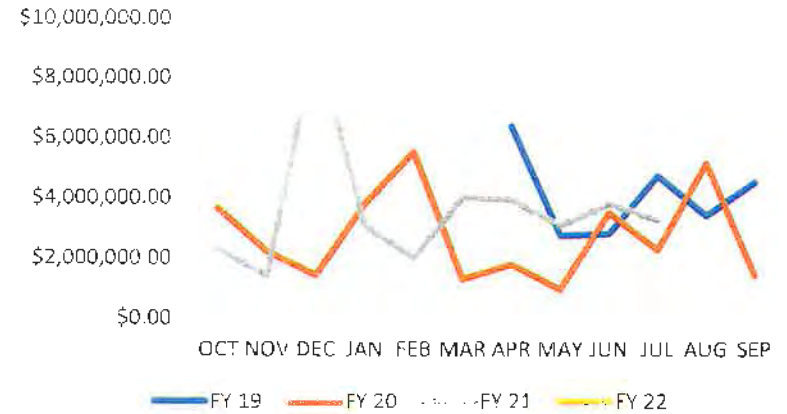


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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	\$3,080,108.00	
JUN	\$2,792,442.43	\$3,519,844.50	\$3,807,580.85	
JUL	\$4,717,293.00	\$2,300,478.87	\$3,279,350.11	
AUG	\$3,393,250.74	\$5,175,949.96		
SEP	\$4,502,737.63	\$1,475,857.57		
TOTAL	\$24,475,751.90	\$33,259,014.00	\$36,130,679.52	

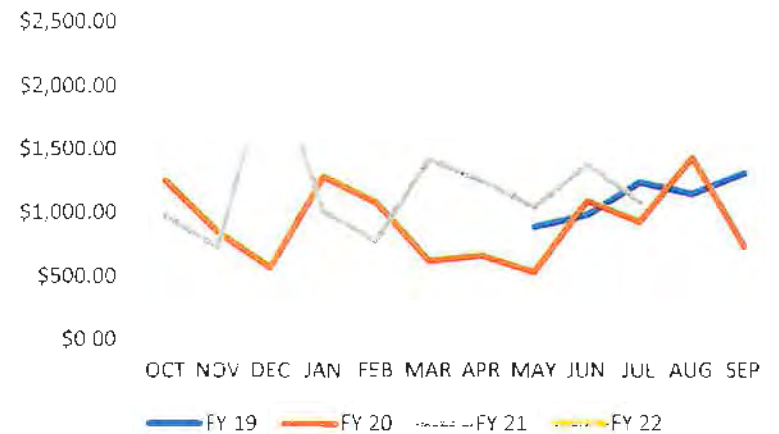
ALTERATION COST



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	\$1,043.38	
JUN	\$972.50	\$1,093.02	\$1,378.01	
JUL	\$1,230.25	\$928.44	\$1,085.45	
AUG	\$1,141.48	\$1,437.49		
SEP	\$1,303.66	\$740.55		
TOTAL	\$5,529.34	\$11,046.74	\$11,886.51	

STATE SURCHARGE PERMIT FEE REPORT



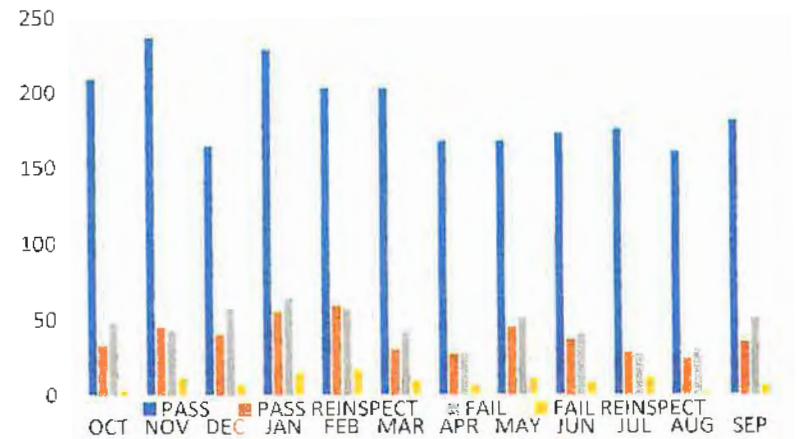
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

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
TOTAL	2285	470	550	113

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	179	15	31	1
JUN	209	29	44	2
JUL	170	33	61	4
AUG				
SEP				
TOTAL	1998	328	478	40

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



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
2095	138 WHISPERING OAKS CIR	P2001973	SFR-D	12/18/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
2372	26 SABOR DE SAL RD	P2001362	SFR-D	8/6/2020		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
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
3101	121 5TH STREET	P2100710	SFR-D	6/3/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3102	125 5TH STREET	P2100725	SFR-D	6/4/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3103	129 5TH STREET	P2100711	SFR-D	6/3/2021		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
3614	421 NIGHT HAWK LN	P2100817	SFR-D	6/17/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3655	366 RIDGEWAY RD	P2100879	SFR-D	6/30/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3676	104 3RD ST	P2100598	SFR-D	5/7/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3690	98 RIDGEWAY RD	P2100908	SFR-D	7/8/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3693	370 OCEAN FOREST DR	P2100618	SFR-D	5/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3704	695 POPE RD	P2100960	SFR-D	7/21/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3719	1311 SMILING FISH LN	P2100688	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3734	108 7TH ST	P2100660	SFR-D	5/27/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
3747	529 RIDGEWAY RD	P2100925	SFR-D	7/15/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: 08/01/19 to 08/31/21

Expiration Date Range: First to 09/01/23

Applied For: Y Open: Y

Application Date Range: First to 08/31/21

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 13TH 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	681 A1A BEACH BLVD	P2000943	COMMERCIAL NEW	4/7/2020		BUILDING-COMMERCIAL NEW BUILDING-BREWERY 1ST FLOOR AND STORAGE 2ND FLOOR	COM
1842	300 A1A BEACH BLVD	P2001952	COM ADDITION	12/14/2020		LATERAL ADDITION FOR 42 ROOMS TO AN EXISTING 175 UNIT OCEAN FRONT HOTEL	COM
2141	3930 A1A SOUTH	P2001353	COMMERCIAL NEW	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION 4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: 08/01/18 to 08/31/21

Expiration Date Range: First to 09/01/23

Applied For: Y Open: Y

Application Date Range: First to 08/31/21

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 ADDITION 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 TREE INSPECTIONS

Application Id	Property Location	Permit No	Work Type	Issue Date	Description	User Code 1
2754	1144 OVERDALE RD	P2001707	TREE REMOVAL	10/16/2020	RESIDENTIAL-TREE REMOVAL INSPECTIDN	RES
2802	3900 A1A SOUTH	P2001752	TREE REMOVAL	11/2/2020	RESIDENTIAL-TREE REMOVAL INSPECTION	COM
2803	1200 MAKARIOS DR	P2001751	TREE REMOVAL	10/29/2020	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
2900	685 POPE RD	P2001848	TREE REMOVAL	11/16/2020	19 INCH OAK TREE AND 18 IN MAGNOLIA	RES
3167	115 14TH ST	P2100067	TREE REMOVAL	1/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3460	407 OCEAN DR	P2100647	TREE REMOVAL	5/19/2021	RESIDENTIAL-TREE REMOVAL INSPECTION 11 inch oak tree	RES
3465	703 POPE RD	P2100364	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3481	24 DEANNA DR	P2100362	TREE REMOVAL	3/23/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3775	117 BAY BRIDGE DR	P2100820	TREE REMOVAL	6/17/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
3786	1 SEA OAKS DR	P2100657	TREE REMOVAL	5/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION 2 oak trees 14" and 24" rear of home	RES
3827	45 OCEAN CT	P2100795	TREE REMOVAL	6/15/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4016	208 10TH ST	P2100885	TREE REMOVAL	6/30/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4097	413 OCEAN DR	P2100971	TREE REMOVAL	7/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES
4098	415 OCEAN DR	P2100972	TREE REMOVAL	7/21/2021	RESIDENTIAL-TREE REMOVAL INSPECTION	RES

Application Id Range: First to Last

Issue Date Range: 10/01/20 to 08/31/21

Expiration Date Range: First to 09/01/23

Applied For: Y Open: Y

Application Date Range: First to 08/31/21

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

COSAB FY '21 ZONING REPORT

Application Id	Parcel Id	Property Location	Owner Name	Activity Type	Inspector	Date	Status
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2577	1698900180	16 5TH ST	COLLIER MICHAEL SR ETAL YOUNG WAI Y	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-COND USE	BONNIE M	10/13/2020	APPROVED
2625	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-COND USE	BONNIE M	11/9/2020	APPROVED
2626	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2627	1674000000	17 13TH ST	ANCIENT CITY VENTURES LLC	Z-VARIANCE	BONNIE M	10/13/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	Z-VACATE ALLEY	BONNIE M	12/15/2020	APPROVED
2735	1677800001	ALLEY BETWEEN 13TH ST & 14TH ST	MINORCA SUBDIVISION	Z-VACATE ALLEY	BONNIE M	1/4/2021	APPROVED
2753	1699000000	7 4TH ST	MARZIANI PAUL J, CHERYL	Z-VARIANCE	BONNIE M	11/17/2020	APPROVED
2762	1698800000	7 6TH ST	PAUL DONALD, LINDA	Z-VARIANCE	BONNIE M	10/19/2020	APPROVED
2847	1629610940	455 HIGH TIDE DR	CULLOTTA PETER D, LAURIE L	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	Z-COND USE	BONNIE M	12/15/2020	APPROVED
2897	1676600000	400 A1A BEACH BLVD	HVG PROPERTIES LLC	Z-COND USE	BONNIE M	1/4/2021	APPROVED
2908	1629610950	459 HIGH TIDE DR	TAMMS ERIC VICTOR	Z-VARIANCE	BONNIE M	12/15/2020	APPROVED
2981	1641730020	23 OCEAN PINES DR	RHYS MARK AND KELLY RENEE SLAUGHTER	Z-TREE REMOVAL	BONNIE M	12/15/2020	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3001	1700400001	ALLEY BETWEEN B AND C STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3044	1684000000	9 11TH ST	KLING PROPERTIES LLC	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	Z-COND USE	BONNIE M	1/19/2021	APPROVED
3071	1693800100	105 3RD ST	LEHAN, BRADLEY D.	Z-COND USE	BONNIE M	2/1/2021	APPROVED
3073	1693800100	105 3RD ST	LEHAN, BRADLEY D.	Z-VARIANCE	BONNIE M	1/19/2021	DENIED
3175	1631510351	2 QUAIL CT	GLASGOW, JAMES LESLIE, CATHERINE JANE	Z-TREE REMOVAL	BONNIE M	2/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3261	1687700000	12 6TH ST	KAIN JEFFREY, MARCIA	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3298	1693000090	104 3RD ST	BRADLEY LEHAN IRA/DEBORAH RODRIGUES	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	Z-COND USE	BONNIE M	3/16/2021	APPROVED
3308	1709300000	103 E STREET AND 104 F STREET	LEONARD AND RENEE TRINCA	Z-COND USE	BONNIE M	4/5/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	3/16/2021	APPROVED
3316	1700400001	ALLEY BETWEEN A AND B STREETS	COQUINA GABLES SUBDIVISION NO 1	Z-VACATE ALLEY	BONNIE M	4/5/2021	APPROVED
3347	1628201030	109 KINGS QUARRY LN	PAWLOWSKI MICHEL S	Z-VARIANCE	BONNIE M	3/16/2021	DENIED
3458	1705200010	2-B F ST	CANEEL CAPITAL GROUP LLC	Z-VARIANCE	BONNIE M	4/20/2021	DENIED
3912	1693500000	106 2ND ST	DIRECT HOME BUYER 1 INC.	Z-VARIANCE	BONNIE M	7/20/2021	APPROVED
3965	1698900180	16 5TH ST	16 5TH STREET LAND TRUST	Z-APPEAL	BONNIE M	6/21/2021	CANCEL
4253	1630300010	301 A1A BEACH BLVD	BOS HENRI ET AL	Z-VARIANCE	BONNIE M	9/21/2021	OPEN

Application Id Range: First to Last Range of Building Codes: ZONING to ZONING

Activity Date Range: 10/01/20 to 09/30/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last

Included Activity Types: Both

Sent Letter: Y

Range: First to Last	Use Type Range: First to Last	Open: Y
Violation Date Range: 08/01/18 to 08/31/21	User Code Range: First to Last	Completed: N
Ordinance Id Range: First to Last		Void: N
		Pending: N
Customer Range: First to Last	Inc Violations With Waived Fines: Yes	

Violation Id: V1900065	Prop Loc: 720 A1A BEACH BLVD
Viol Date: 07/30/19	Status: Open
Comp Phone:	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 enroachment 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 pretaing 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 â€œLivâ€ 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 Aprilâ€™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 canâ€™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 contractor 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: 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 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 contact is made, give John Flint's info: jflint@sjcfl.us / 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: 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
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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: V2100044 Prop Loc: 208 4TH ST
Viol Date: 05/28/21 Status: Open Comp Name: Ahua Fescue Sikora-212 4th St
Comp Phone: Comp Email:

Ordinance Id Description

Description: On 5-26-2021 a complaint was made regarding an unpermitted 2nd story deck at 208 4th St.
See attached complaint.

The Code Enforcement Officer and Building Official visited the property the afternoon of May 26th. We spoke to the owner Joan Le Boss who showed us the second story deck. She explained that the second story deck was existing, however she had enclosed the deck with a screen and a roof. (The screen, new posts, and roof were all unpermitted work).

The Building Official explained to Ms. Le Boss that she would need to acquire an after the fact permit as well as stamped engineered plans. Ms. Le Boss stated that she would reach out to an engineer to begin the permitting process.

See notes.

Created	Modified	Note
07/19/21	07/19/21	Oave Mullins sent an email July 14th with an update. See attached.
07/08/21	07/08/21	Contractor Dave Mullins called on 7/7/2021. He spoke with Code Enforcement and the Building Official to discuss what exactly he would need for submitting a building permit package. The Building Official let Mr. Mullins know that he would need an engineer or architect to sign off on the balcony. Mr. Mullins said he will submit as soon as possible.
05/28/21	05/28/21	Later in the day on 5-28, Ms Le Boss emailed. See attached.
05/28/21	05/28/21	On the 27th Ms. Le Boss came into the office to get the permit applications. Then on the 28th Ms. Le Boss called the office to request a copy of the original complaint. Code enforcement sent her the complaint via email and made note that the name "Donna C." was added to the complaint by me, after looking up ownership of the property on the property appraisers website. Ms. Le Boss called back soon after and asserted that the complaint was false, because the name of the complainant is not the name of the owner. I told Ms. Le Boss that a tenant is allowed to make a complaint, and pointed out that the owner and the complainant have the same last name, "Sikora". Ms. Le Boss insisted that the name on the complaint form is a false name and therefore makes the complaint a false record. I told Ms. Le Boss that because the complaint was verified by the Building Official and myself, that the complaint is valid, even if the complainant information is false. Ms. Le Boss then began insisting that she will not allow a false record regarding her be in our files and stated she was going to hire a lawyer. At this time, Code Enforcement ended the conversation with Ms. Le Boss. -JT

Violation Id: V2100054 Prop Loc: 206 10TH ST
Viol Date: 07/26/21 Status: Open Comp Name: Richard Gray Public works
Comp Phone: Comp Email:

Ordinance Id Description

Description: On 7/23/2021 Richard Gray from Public Works told Code Enforcement that when he went to 206 10th St to pick up trash, it was not out by the street, shortly there after a person who

identified themselves as a property maintenance employee for the home arrived and place the trash by the street. They stated that this was a transient rental and handed Richard Gray a card for:

"vacation Rentals Beach Properties" www.vacationrentaltime.com owner-founder John Clark, john.vrbp@gmail.com, 5633 A1A South, 904-679-5425, 904-509-0088

Code Enforcement visited this website and found the home listed as a 3 night rental. A customer review also mentions that there is a listing on Airbnb, which was verified. See attached photos.

Created	Modified	Note
08/18/21	08/19/21	<p>Homeowners assistant, Jessica, (404-735-5854, jessicaj.everestoneholdings@gmail.com) called the office on 8/18/2021. She wanted to renew their transient rental license. I let her know that this property does not have a license and is unable to obtain one at this time.</p> <p>Jessica told me that the owner is Rokeya Muhaimeen (abulmuhaimeen@gmail.com) , however, the name as a trustee on the ownership for the property appraiser is Tania Cook.</p> <p>Code Enforcement sent an email with the violation notice attached on 8/19/2021. See attached.</p>
07/28/21	07/28/21	Certified Mail Sent 7/28/2021 7020-0640-0000-7966-5402



MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, JULY 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, Dennis King, Chris Pranis, Victor Sarris.

BOARD MEMBERS ABSENT: Vice-Chairperson Roberta Odom, Larry Einheuser, Hester Longstreet, Alternate Scott Babbitt.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, City Manager Max Royle, Executive Assistant Bonnie Miller, Public Works Director Bill Tredik, Recording Secretary Lacey Pierotti.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF JUNE 15, 2021

Motion: to approve the minutes of the June 15, 2021 meeting. **Moved** by Mr. Pranis, **seconded** by Mr. Sarris, **passed 4-0** by unanimous voice-vote.

V. PUBLIC COMMENT

Mr. Kincaid asked for public comment pertaining to anything that is not on tonight's agenda.

Todd Horn, 31 Bermuda Run Way, St. Augustine Beach, Florida, 32080, said he and his wife live next door to Ocean Hammock Park, which lies to the south of their property. They are concerned about safety issues with the proposed plan to add more public parking at Ocean Hammock Park, as it is a secluded parking area, and there are plans to put in gravel paths really close to the property line and the backyards of adjacent residences in Bermuda Run. He would appreciate it if consideration was given to amending the plans for additional parking and pathways, so they are not a safety concern for the residents of neighboring residential subdivisions.

VI. NEW BUSINESS

- A. Land Use Variance File No. VAR 2021-05, for a variance to exceed the maximum residential driveway width of 18 feet, per Section 6.02.03.D of the City of St. Augustine Beach Land Development Regulations (LDRs), for a 37-foot, 9-inch-wide paver driveway abutting the City right-of-way of 2nd Street on Lot 5, Block 20, Chautauqua Beach Subdivision, at 106 2nd Street, Christa Jackson and Anthony Guthrie, Agents for Direct Home Buyer 1 Inc., Applicant

Ms. Miller said this variance application is for the property at 106 2nd Street to exceed the maximum residential driveway width in the City right-of-way, which, per Section 6.02.03.D of the LDRs, cannot exceed 18 feet with a maximum five-foot-by-five-foot flare on either side. The application requests to exceed the 18-foot driveway width to allow a 35-foot-wide paver driveway at the right-of-way of 2nd Street. Staff has been onsite to measure the paver driveway width, which is 37-feet, nine-inches wide, with no flares, at the right-of-way. Approximately 10 feet off the right-of-way, the paver driveway widens to the approximate entire width of the lot, which is 50 feet. There is a duplex residence on this property, which is zoned commercial. Staff was unable to find that a conditional use permit to allow residential construction of a duplex on this lot in commercial zoning was ever granted. The duplex was built in 1982, which predates the adoption and first codification of the City's Land Development Regulations in 1991. Public Works Director Bill Tredik is here to answer any questions pertaining to his recommendations for the granting of a variance to exceed the maximum driveway width of 18 feet at the right-of-way, and the applicant's representative is also here to address the Board and answer any questions.

Mr. Pranis asked if a stop-work order was issued for the permit for this paver driveway.

Mr. Law said the permits for the interior and exterior remodel of this property are still valid, as the paver driveway is not a building code issue, but a zoning code issue. The width of the paver driveway at the right-of-way was noticed and the property owner was contacted. Staff met with the property owner and the contractor who installed the pavers, and both were told that if they did not want to remove the pavers that had already been installed, they had no other alternative than to apply for a variance, as the width of the paver driveway extending into the right-of-way very obviously exceeds the 18-foot width allowed by City Code. A stop-work order was not issued, because the work was already done and the pavers already installed, and this is why they are here tonight.

Anthony Guthrie, 807 Mickler Boulevard, St. Augustine Beach, Florida, 32080, agent for applicant, said the duplex at 106 2nd Street has two units, which are located side by side. When he hired the hardscape contractor to install the paver driveway, he was informed a permit was not required to install pavers, but after the driveway was put in, he was notified by the Building Department that the driveway width extending into the right-of-way was too wide. However, if the width of the driveway followed the maximum 18-foot width allowed per Code, it would create a funnel that might not allow two vehicles to pull into the front of each unit of the duplex to park. The driveway needs to be wide enough to allow two vehicles to pull in and park in front of each unit on either side of the duplex, so this is the reason for the variance request to exceed the 18-foot driveway width at the right-of-way.

Mr. Sarris asked if there is a 25-foot setback from the front of the building to the beginning of the right-of-way.

Mr. Guthrie said the photograph displayed on the overhead shows 28 feet from the edge of the balcony to the end of the driveway extending into the right-of-way. The driveway extends six feet into the right-of-way, and it is his understanding that part of this right-of-way will be utilized for a walkway, or sidewalk, within the next year.

Mr. Tredik said there was a sidewalk planned in the 2nd Street right-of-way, but when surveyed, the majority of property owners on this street were against the sidewalk, so at this time, it is most likely not going to happen.

Mr. Sarris asked if the six-foot length of the paver driveway that extends into the 2nd Street right-of-way is the area in question and if this is what they are talking about in regard to the variance.

Mr. Guthrie said yes, the width of the portion of the driveway that extends a length of six feet into the right-of-way is the area in question, as this portion exceeds the 18-foot maximum width allowed by City Code.

Mr. Law said the right-of-way is the City's property. City Code very clearly specifies that under no circumstances

is the City responsible for the repair and maintenance of residential driveways in City rights-of-way, as when a property owner puts something in the right-of-way, it becomes the property owner's responsibility to maintain it.

Mr. Kincaid said he has a few concerns, the first of which is that this is a variance request, and as part of a variance request, the applicant has to demonstrate a hardship. He has not seen a hardship, though he is not sure an 18-foot-wide driveway at the right-of-way is going to work. Mr. Tredik has recommended a maximum width of 24 feet, if a variance is granted to exceed the 18-foot width. He drove down 2nd Street and walked around and noticed that most of the other driveways, if not all of them, on this street are wider than 18 feet, as is the driveway on 3rd Street east of A1A Beach Boulevard that is referenced in the variance application. However, all of these driveways were put in before the current Code limiting the driveway width to a maximum of 18 feet at the right-of-way went into effect. The Board has been very strict with variances this year in making applicants meet the conditions required for the granting of a variance, which include the demonstration of a hardship showing that if the Code was followed, the property owner does not have a reasonable economic use of the property. He does not think the applicant in this case has met that burden, though he does see that to allow a total of four vehicles, or two for each unit, to come off the street to access the duplex might be problematic with only an 18-foot-wide driveway extending from the right-of-way. He personally would like to allow the applicant the ability to get four vehicles off the street and into parking spaces in front of the duplex, as he thinks the City would gain from that, by not having more cars parked on the street right-of-way. If a residence was built on this lot today, the applicant would first have to get a conditional use permit to allow residential construction on a commercial lot, and when conditional use permits like this are granted, they are usually conditioned upon the residence being built in compliance with lot and ISR coverage, setbacks, and other regulations for medium density residential land use districts. This would limit the ISR on this property to a maximum of 50%, but as this duplex was built prior to the adoption of the current LDRs which require a conditional use permit to build a residential structure on a commercial lot, he does not think medium density residential regulations are in effect here.

Mr. Law said the duplex would be prohibited if a conditional use permit was applied for today, because of the lot size currently required for a duplex. Most of the duplexes, triplexes and quadraplexes that exist in the City would not be allowed today, due to the lot size requirements for these structures per the current LDRs. In this particular case, the duplex is a pre-existing building, and for the record and for those who are not familiar with this property, this was one of the City's largest code enforcement cases, in terms of longevity, as the disrepair and failure to maintain the property was an ongoing code enforcement case that went on for about 10 years and was just recently closed out within the last year. This has no bearing on the variance application, but the improvements made to the property since the current owner and applicant bought it have been substantial.

Mr. Kincaid said he absolutely agrees. He would like to see a compromise as to the reasonable width of the paver driveway in the right-of-way and would also like to hear Mr. Tredik's reasons for recommending the driveway width within the right-of-way be no more than 24 feet wide. If the variance is granted, he thinks it should be subject to the condition that the ISR coverage be limited to the maximum 50% allowed for medium residential properties, because right now, the current commercial zoning of the lot allows a maximum of 70% ISR coverage, which he would like to avoid, as he thinks most people do not want to see that much paving on residential lots.

Mr. Sarris asked if there are any other materials allowed in the right-of-way, such as rock, gravel, sod, etc., that could be used if the Board declines to grant a variance and decides the applicant needs to stick to complying with the 18-foot driveway maximum width in the right-of-way as mandated by City Code.

Mr. Tredik said there are definitely pavers that are more pervious with gravel gaps between them to allow water to flow through, and he recommends that any pavers extending into the right-of-way be pervious with a 10% or greater permeability ratio, as is the case with the pavers being used by the contractors in the Ridge Subdivision.

Mr. Law said the pavers being used in the Ridge are Tremron Olde Towne Pervious Pavers, which sit on a gravel bed and have a larger nub on each end. These pavers have a 10.5% permeability ratio. The ISR for a property, however, is not affected by whatever is put in the right-of-way.

Mr. Tredik said there are certainly other options that are even more pervious than the Tremron permeable pavers, such as gravel, and if you have a driveway of a certain width, you can create a gravel bed that can be driven across. He recommended 24 feet as the maximum driveway width in the right-of-way because he looked at how much space would be needed to access four parking spaces from two separate driveways, which landed him at a 12-foot minimum width for each driveway. This is what he thinks would be needed to navigate and park in a 9-foot-wide parking space with a few feet on either side to make that shift. This would require slight maneuvering to get into a parking space, but that was why he recommended combining two 12-foot-wide driveways for a total of 24 feet, with the area in between composed of grass or some other pervious material. He realizes there is a bit of a hardship here because of the need for access into four parking spaces that are perpendicular to the right-of-way.

Mr. Pranis asked Mr. Tredik if his recommendation for a maximum driveway width of 24 feet is for the entire depth of the paver driveway that currently extends six feet deep into the right-of-way.

Mr. Tredik said yes, and on the property owner's side of the right-of-way, the driveways can then widen out to the maximum ISR coverage allowed on the lot. There has to be some provision to limit the width of driveways in the right-of-way, because the proliferation of paving in rights-of-way is a problem in the City.

Mr. Pranis asked if the 24-foot-width of the paver driveway going six feet deep into the right-of-way will, in Mr. Tredik's estimation, provide enough room for two vehicles on each side of the duplex to maneuver in and out.

Mr. Tredik probably not if there is only one 24-foot-wide driveway, but if there are two 12-foot-wide driveways, with a gap in between, there probably would be enough room to maneuver into the parking spaces. This is his estimation based on sketching in auto-cad the two 12-foot-wide driveways with a gap in between them.

Mr. Kincaid asked for public comment.

Sandra Krempasky, 7 C Street, Apartment A, St. Augustine Beach, Florida, 32080, asked if the applicant has to have a paved driveway, or if he could just have two tracks of pavers leading to the two parking spaces in front of each unit of the duplex, separated by grass or gravel between the two units of the duplex. This is just a suggestion, as this would not be a driveway, but just two lanes of pavers leading to the parking spaces.

Mr. Sarris said considering the hardship here, he asked if it is worth noting that as the City is currently trying to improve the parking situation, this could be a consideration for approving the variance, as the Board does not want to set a precedent of allowing paved driveways to exceed the maximum width stipulated by City Code.

Mr. Kincaid said this should absolutely be noted as part of the Board's discussion that allowing the driveway width to exceed the maximum allowed per City Code so that parking for the duplex can be maintained and accessed onsite works in the City's best interest in assisting with the overall parking burden in the City.

Mr. Taylor said one more thing the Board might want to include in the record for the discussion on this variance is that the building at 106 2nd Street has historically been used as a residential duplex, and even though it was originally built before a conditional use permit would have been needed to allow it on a commercial lot, this could be taken into the consideration for the granting of the variance. This creates the precedent that the maximum uses and regulations, such as ISR, allowed on this property be smaller, and historical use is part of that process.

Mr. Kincaid asked if Mr. Taylor is suggesting the applicant be asked to get a conditional use permit for the residential use of the duplex on a commercial lot.

Mr. Taylor said no, he is only suggesting it be acknowledged that the building has been there for a very long time and is currently being repurposed to the same purpose it previously had. The building's purpose and use as a duplex is the historical use of the building, which can be taken into consideration for some of the reasoning as to why the variance for this building should be granted, versus a similar variance for another building down the road.

Mr. Kincaid said he thinks the property, once the interior and exterior remodel has been completed, is going to be much better than it was previously. He thinks everyone wins with the improvement and restoration of this property, and the ability to create parking for its current use as a duplex without giving up the entire right-of-way.

Mr. Taylor said the second thing is that this variance is only for the part of the paver driveway that extends into the right-of-way, which the City owns and has say over. There are potentially some issues if restrictions are placed on the rest of the driveway or the building, as these restrictions would be outside of the regulations for driveways in rights-of-way. Normally, when a variance is considered, the Board looks at the entire property as a whole, but this variance is only for the square footage of the paver driveway that extends into the right-of-way.

Mr. Kincaid said as a condition for granting the variance, he would like it to be put in the motion that the ISR for the property be kept in compliance with maximum ISR allowed for medium density residential, which is 50%.

Mr. Taylor said if the applicant is okay with that, he thinks that would be wonderful, but the focus of the variance should be only for the square footage of the paver driveway that extends into the right-of-way.

Motion: to approve Land Use Variance File No. VAR 2021-05 for a variance for the property at 106 2nd Street to exceed the maximum residential driveway width of 18 feet, per Section 6.02.03.D of the City's LDRs, to allow a maximum width of 24 feet for the portion of the driveway extending into the right-of-way, subject to the conditions that said pavers extending into the right-of-way shall have a permeability ratio of 10% or greater, and per agreement of the applicant, the impervious surface ratio of the property shall not exceed the maximum impervious surface ratio allowed for properties in medium density residential land use districts per Section 6.01.02 of the City's LDRs. **Moved** by Mr. Kincaid, **seconded** by Mr. Pranis, **passed 4-0** by unanimous voice-vote.

- B. Ordinance No. 21-09, passed on first reading by the City Commission at its regular monthly meeting held July 6, 2021, to amend Sections 12.05.03, 12.05.05, and 12.05.06 of the City of St. Augustine Beach Land Development Regulations (LDRs), to change the process for adopting Comprehensive Plan and Land Development Code amendments

Mr. Taylor said the City Commission is looking at delegating more things to the Planning and Zoning Board, and part of this is the overall aim to shorten the number of agenda items for City Commission meetings. Florida Statutes mandate any changes to the Comprehensive Plan and/or LDRs to be heard at two full public hearings, one of which is allowed to be held before the Planning and Zoning Board. The way things currently work is that when changes are proposed, they come before the City Commission first, and if the Commission decides to move forward with them, two public hearings are then held for the proposed changes, so essentially, proposed changes are talked about at three, sometimes even four, different meetings. That is not required by law, so for all intents and purposes, what this proposed ordinance does is set the first public hearing for proposed changes before the Planning and Zoning Board for the Board's recommendation to the City Commission, and the second, and final public hearing, before the Commission. There are pluses and minuses to that, as the City Commission has the ultimate authority to override any recommendations made by the Board and approve or deny whatever changes

are made, but the Board touches land use issues all the time, and in many ways, the Board may be thinking about a lot of things and may bring up many issues the Commission does not think about. From that standpoint, there is a big advantage to bringing the first public hearing for any proposed changes to this Board first. The Board is tasked with making a motion for a recommendation to the Commission regarding the proposed ordinance that puts these new regulations for how changes are made to the Comprehensive Plan and/or LDRs in place.

Mr. Sarris asked how the changes per the passage of this ordinance would be advantageous to the Board.

Mr. Taylor said the Board is already reviewing proposed changes to the Comprehensive Plan and LDRs, but a public hearing before the Board is not actually held. This ordinance puts the first public hearing before this Board. Currently, proposed Comprehensive Plan and LDRs changes only come to the Board as a courtesy, as it is not a requirement for them to come before the Board. This ordinance is structured to require the first public hearing for all land development changes to be held before this Board for the Board's input and recommendation in support or opposition to the Commission. Theoretically, the Commission can now approve any ordinance to implement land development changes without any input or recommendations from the Board. This ordinance requires all such changes to be put on the Board's agenda, so the Board cannot be left out of the process.

Mr. Sarris asked if it would then be safe to say this is a more efficient way of doing it.

Mr. Taylor said yes, because it will increase the speed with which the City can amend the Comprehensive Plan and/or LDRs by at least a month. It codifies that this Board will be able to give its recommendation on these types of changes and amendments so that the Commission cannot skip, or bypass, the Board's review or input before adopting them. As the Board legitimately deals with a lot of land use issues for the City, the Board is a good expert base to ask good questions and give good input on these types of changes.

Motion: to recommend the City Commission approve the final reading of Ordinance No. 21-09 as drafted. **Moved** by Mr. Sarris, **seconded** by Mr. Pranis, **passed 4-0** by unanimous voice-vote.

- C. Discussion of public parking and creating a priority list of projects for creating a five-year plan for improvements to recommend to the City Commission, continued from the Board's June 15, 2021 regular monthly meeting

Mr. Royle said notice was sent to all the Board members to rank their priorities for additional public parking, with the responses submitted by Mr. Kincaid and Ms. Odom provided to the Board. Additional information was also provided in the form of exhibits as background information to help the Board members in their review and rankings of potential new parking areas, along with copies of a petition titled "Save St. Augustine Beach" with the signatures of residents asking City Commissioners to hold up on their plan to potentially add 162 new parking spaces in various areas between the Publix shopping center and Pier Park. The Board does not necessarily have to make any recommendations to the Commission about parking tonight, but they might want to listen to public comment, and continue this agenda item until the Board's next regular monthly meeting in August.

Mr. Kincaid said he would prefer, unless there is a different opinion here, that the Board listen to public comment, but not make any motions or decisions pertaining to parking tonight, as less than half the Board members are present, and it would be nice to have the input of the rest of the Board before moving ahead with any motions.

Mr. Pranis said he thinks the input from the public is very important and tabling this agenda item to next month's meeting would be the wise thing to do.

Mr. Kincaid asked if everyone has a good understanding of what the Board is looking at, which includes prioritizing

the eight locations proposed as potential areas that could be used for additional parking. As public input on this is important, he asked anyone who would like to speak to fill out a request to speak card, located on the table at the back of the room, and submit it to the recording secretary. He then asked for public comment.

Patricia McInerney, 29 Bermuda Run Way, St. Augustine Beach, Florida, 32080, said she is concerned about the intent to add more parking in Ocean Hammock Park. While it is understood the City wants to increase available parking, the adjacent residents have some real safety and security concerns. The proposed walkway around the designated parking area actually borders the backyards of adjacent residents, which means people can just walk up to her house, and her neighbors' houses, without any barrier between the walkway and their lots. Bermuda Run is a gated community, which is one of the reasons she moved there, as she is a widow and lives alone, and would like to feel she is safe. Another reason she picked Bermuda Run is because everything is limited to just one street, so it is all very friendly, and the neighbors all take care of one another. However, they cannot take care of those who come into their neighborhood from an area they do not have control over. She asked that the City take another look at the proposed walkway in Ocean Hammock Park, and seriously consider the safety of nearby residents. This does not mean the additional parking at Ocean Hammock Park has to be eliminated, but eliminating the walkway will give adjacent residents the safety and security they need.

William Alonso, 938 Deer Hammock Circle, St. Augustine Beach, Florida, 32080, said regarding the parking spaces proposed along the alphabet streets and on City plazas, he thinks the plazas are a great enhancement to the City. Driving along A1A Beach Boulevard today, he saw families sitting in plazas and enjoying them, whereas putting parking lots on plazas will not be enjoyed by the residents. He heard one of the City Commissioners say he gets a lot of emails from residents living on alphabet streets complaining about parking, so he took it upon himself to look down those streets every time he rides his bike, walks, or drives, and he's hardly seen any cars parked there, even on weekends, just three or four cars parked on empty lots on E Street, and a few at the surf station on F Street. He thinks the City has enough parking, and most of the people who come from out-of-town to enjoy the beach head more toward the pier. He would prefer to not have the plazas used for additional parking.

Mr. Kincaid said to clarify the issue quickly so people understand, the proposed locations for additional parking did not come from this Board but were recommended to the City Commission as potential locations and opportunities to expand parking. The Commission has asked the Board to look at and discuss the opportunities and listen to the public about the ones that make sense and those the City should probably avoid. He thinks there is a general consensus that parking in the City is insufficient a lot of times, as it overflows into people's yards and driveways and into other places where people decide to park without regard to the residents who live here. He thinks this is an issue, but to the best of his knowledge, this Board has not, up to this point, taken a position as to where additional parking should be located. The locations were sent as recommendations to the Commission, which forwarded them to the Board for the Board's review and input, and that is where they are at with this now.

Mr. Pranis said the Board can also come up with other opportunities that are not even mentioned in the recommendations that have been forwarded to the Board, so they are working on this as well.

Rolando Mejia, 457 Ocean Grove Circle, St. Augustine Beach, Florida, 32080, asked where the recommendations for locations for additional parking came from.

Mr. Tredik said staff was asked to identify available properties or land that could be used for parking. The parking debate has been going on for awhile and many of these same locations were discussed about two years ago, but it never went anywhere. There is a need for parking on A1A Beach Boulevard, and he thinks the people who live here understand, as the demand for parking is spilling down the number and alphabet streets that run from east to west across the Boulevard. However, there are no specific locations chosen for additional parking at this time.

Mr. Kincaid said he thinks it is important to point out there is currently no specific plan for additional parking, the opportunities put forward are locations where the City owns property and areas where more parking could be put in. It does not mean each opportunity is a good idea, or one that makes financial sense. He would be very against paving over all of the City plazas and turning them into parking lots, but the City does own some undeveloped land that could be utilized for parking, and these locations are part of what they are considering for parking.

William Alonzo, 938 Deer Hammock Circle, St. Augustine Beach, Florida, 32080, asked if there is any data as to how much additional parking is needed, such as how many vehicles are coming here every day looking for a place to park, and how many parking spaces there are. He sees more parking is needed on holidays like the 4th of July, Memorial Day, and Labor Day, when shuttles are used to transport people from off-site parking sites to the beach, but is there any data as to how many additional parking spaces are needed on average weekdays and weekends? He would like to see something that substantially says, for example, that there are 5,000 parking spaces available for public parking in the City, but every day, 10,000 vehicles come here looking for a place to park.

Mr. Kincaid said he does not know exactly what data exists as to how many people come to the City each day looking for a place to park. He asked for any additional public comment.

Sandra Krempasky, 7 C Street, Apartment A, St. Augustine Beach, Florida, 32080, said as chairperson for the City's Sustainability and Environmental Planning Advisory Committee (SEPAC), one of SEPAC's ideas is to use one of the City plazas to create a model for green infrastructure that can be used for other plazas and include the use of small retention ponds, drainage, landscaping, and biodiversity. SEPAC's plan is to hire a green landscape architect to create a plan that can include parking spaces, but it would be a cohesive look at the space. The plazas are all different sizes so the model would not be one-size-fits-all. SEPAC has asked that \$10,000 be put in its budget to hire a green landscape architect, even though probably only about \$5,000 would be needed to do this. It is her understanding that the project would have to be paid for up front, so the plan is to use some of the \$37,000 in Mr. Law's tree and landscape fund, which would then be reimbursed. She asked the Board to consider this as they move forward with the discussion on parking, as she feels they should be working together on this, instead of going off into diametrically opposed areas or ways. Also, she has heard that some of the plazas are common elements of platted neighborhoods and the City might not really have control over developing these plazas.

Mr. Taylor said any issues with development on plazas in platted neighborhoods may take more time, but the City still controls these plazas and can ultimately decide to change or develop them. At this point, the Board is just looking at what makes sense and what doesn't. Regarding the legality of the plats, there may be some steps or hoops that may take some time and effort to jump through, and it may be found that developing some of these plazas are not worth doing, but none of it is insurmountable. It would just be a part of the plan down the road.

Mr. Law said for the record, the tree and landscape fund the SEPAC chair spoke of is not his personal money, nor is it under the control of the Building and Zoning Department. Officially, the Building and Zoning Department has no opinion on public parking on public property. His department deals specifically in the private sector.

Debbie Foppe, 901 Ocean Palm Way, St. Augustine Beach, Florida, 32080, she is part of and has participated in the petition to collect signatures, of which they have roughly 1200 signatures now, between electronic and paper signatures, all asking that the City step back and look at what the people really want for their community. She and her husband moved here six years ago from the northern part of the County, where tens of thousands of houses are being built, and even back six years ago, they had a difficult time finding parking to get to the beach from Mickler's Landing in Ponte Vedra. If you parked outside this park, you got towed away, and everybody knew that, so they got there early. Most of the residents who signed the petition feel this City should not be required to provide parking for everybody in the northern part of the County, with all the building that is going on there.

Ponte Vedra does not feel that way, as they are not expanding its parking, as far as she knows. This City already provides a lot of parking with the parking allowed on the beach and off-beach parking sites. No matter how much parking there is, it is never going to be enough. At what point does the City say it is done, so people better plan their day and get here early, because the City is not going to provide additional parking. She asked the Board to listen to the citizens and stop going in the direction of saying the City needs to have, and provide, more parking.

Beth Pelzer, 461 Ocean Grove Circle, St. Augustine Beach, Florida, 32080, said parking is important, but safety is the biggest issue. Right now, some people driving down A1A Beach Boulevard do not know what the crosswalks are for, let alone the flags that are used by pedestrians to alert traffic to stop to let them cross in the crosswalks. She knows adding parking along the Boulevard is not up to this Board, as the Boulevard is a County road, but if more parking is added along it, people are not going to cross the street at the crosswalks, they will take the shortest path across the street, and walk right in the middle of it, because that is what they do now. However, her biggest concern is Ocean Hammock Park, not necessarily the parking, but the safety issue. She had lunch in Marsh Creek and one of the ladies said her husband will not let her park at Ocean Hammock Park anymore, because they were there with grandchildren and a couple of scary people jumped out of the woods. If you look around in the woods at Ocean Hammock Park, you can see where there have been fires, and you can see needles, packets, and so many beer and liquor bottles. It is not an exposed area, so it is a perfect hiding place, and it is very poorly maintained. If it is maintained as it is now when bathrooms and picnic tables are added, the City is going to create an attractive nuisance problem just like they have in California, as these extra amenities will be used mostly by people who come in late at night. They were promised the park would be locked at night, but it is not ever locked. There are three gates, and when they had the police representative out there, he did not know there was a second gate, much less three gates, that have never been locked and have their hinges falling off.

Kevin Hoey, 1657 Makarios Drive, St. Augustine Beach, Florida, 32080, said looking at the eight areas proposed for parking, he personally does not think a lot of people would have a problem if the area along 4th Street was paved for parallel parking, as people are already parking there. Something needs to be done in the A Street area, as it is kind of a mess, but when you take a look at the other locations, which are what he would consider green or open space, and others would call undeveloped areas, they represent an additional 139 parking spaces. His biggest concern is if you eliminate the green and open spaces, this is first of all really going to destroy the character and charm of St. Augustine Beach, and second, it will obviously increase traffic. As the previous speaker said, no one pays attention to people in the crosswalks, so it will be a complete mess. The St. Johns County Government website said this area will increase by 42,000 people in the next few years, by 2025, so does anyone really think putting in 162 parking spaces in the eight proposed locations will be sufficient? He thinks what will happen is the charm of St. Augustine Beach will be destroyed and they will still have the same mess they have now with parking.

Robert Langston, 673 Ocean Palm Way, St. Augustine Beach, Florida, 32080, thanked the Board for hearing him, and said he appreciates what the Board members do for the community. The notion that they are prioritizing where parking will be created says that the decision has already been made. This is a problem because this presupposes that the community does not have any voice or say in what goes on, as it says the City is looking to put more parking in, and it is just a matter of where it is done first. He thinks looking at the City's vision plan and updating it is the first approach the City should take. In other words, what do they want the City to be when it grows up, and what do they want the City to look like in 5, 10, and 15 years? Once they decide that, they can then decide where and how more parking might be added, consistent with the vision plan. His request is that the Board recommend the Commission hold off on the parking issue until the City has an updated vision plan. Once this is done, they can then talk about what needs to be done to make the City look like the vision plan they have.

Mr. Pranis said he mentioned at the last two meetings that getting the vision plan back up to speed, as it is a little outdated, makes total sense, in his opinion, in regard to what they want the City to be in the future. What is the

City's brand, and where are they going? That should be defined before they worry about parking.

Mr. Kincaid agreed and said he does not think they should go anywhere without a vision. However, he also thinks there should be a balance somewhere and he believes as they are asking the citizens to pay for these parking lots and absorb them as part of their community, even though they will mostly not be used by residents, if this is something the City moves forward with, it should enhance the experience of residents, to take away from the burden that is identified. As everyone does not agree, however, that there is a burden, the burden needs to be identified, as well. Having said that, this Board is looking at specific recommendations brought back from over a year ago, as the Commission has now decided to move forward with parking projects. He is not sure he agrees it is not a worthwhile endeavor because they will never be able to create enough parking spaces. He thinks that is a dangerous concept. With 42,000 more people moving into the County, you can anticipate, whether you have a vision plan or not, that more people will be coming here, so they can prepare for this, unless they want to actively discourage people from coming here. He thanked everyone for their comments, which will go into the meeting minutes for the rest of the Board members, the Commissioners, and members of the public to read. At some point, there will be a motion made by the Board for a recommendation to the Commission to go in one direction or another, but it is ultimately up to the Commission to make any final decisions. For those who think the citizens do not have a say in the matter, citizens do have a say, and this is the process. This is the public hearing that members of the public have an opportunity to speak at, and it is very valuable for the Board to hear what the public has to say. The City Commissioners are the elected officials, so the public's real involvement in the process is through the election of these officials who make the final decisions. The Planning and Zoning Board members are appointed by the Commission, and they are very happy to listen to what the citizens have to say and consider these comments in moving forward with recommendations to the Commission.

Mr. Taylor said the Board may actually want to make a motion to table this agenda item to next month's meeting, and put that on the record, if the Board intends to table this discussion to the next regular monthly meeting.

Motion: to table this agenda item to next month's regular monthly meeting, scheduled on Tuesday, August 17, 2021, at 6:00 p.m. **Moved** by Mr. Kincaid, **seconded** by Mr. Pranis, **passed 4-0** by unanimous voice-vote.

VII. OLD BUSINESS

There was no old business.

VIII. BOARD COMMENT

There was no further Board comment or discussion.

IX. ADJOURNMENT

The meeting was adjourned at 7:02 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, AUGUST 4, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:01 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 Lonnie Kaczmarzsky and Karen Candler.

Member Craig Thomson arrived at 6:18 p.m.

Members Ann Palmquist and C. Michel Cloward were absent.

Also present: Deputy City Clerk Dariana Fitzgerald and Grounds Foreman Tom Large.

IV. APPROVAL OF MINUTES OF JULY 14, 2021, REGULAR MEETING

Motion: to approve the minutes of July 14, 2021, with correction of typographical errors. **Moved by:** Member Candler. **Seconded by:** Vice Chair Bandy. Motion passes unanimously.

V. PRESENTATION OF REPORTS:

1. Anastasia Island Environmental Stewardship Awards

This item was postponed until September.

2. Discussion on Helium Balloons

Vice Chair Bandy advised that she was contacted by several community members who asked if SEPAC could discuss the topic of banning the release of helium balloons and to possibly suggest the ban to the Commission. She said that there was also an article in the newspaper the very next Sunday. Many communities, including St. Augustine, have banned the release of helium balloons. She said that it is bad for sea life, and it is an eyesore. She questioned how it would be policed. Deputy City Clerk Fitzgerald advised that the Commission discussed banning helium balloon in 2016 which was a suggestion by Jane West and that it only applied to the sale of the balloons within the City. Vice Chair Bandy said that it is allowable to release 10 balloons per person, so a group of 10 people could possibly release 100 balloons. Member

Kaczmarsky asked if there could be a motion. Deputy City Clerk Fitzgerald advised that it is not currently being discussed by the Commission or the Comprehensive Planning and Zoning Board (CPZB). She said that it could be a suggested topic to either the CPZB or the Commission. Member Candler suggested to make it a Newsletter article. Vice Chair Bandy advised that the newspaper article listed the cities that have agreed to ban the use of the helium balloons and that the City is indicated as not being a participant. Deputy City Clerk Fitzgerald advised that item 7.d of the City's current event application requires that the applicant agree to not use helium balloons.

Discussion ensued regarding the different types of events that require the City's application.

Ms. Lauren Trice, 1480 Old A1A South, St. Augustine FL, advised that there are some communities in Duval County that currently have bans on the release of helium balloons.

Discussion ensued regarding how to address the topic with the Commission; to send an email to City Manager Royle asking for it to be added to the September Commission agenda; to provide background information to go along with the agenda topic; that the information needs to be received no later than August 30th for the September 13, 2021, agenda books.

Chair Krempasky moved on to Item 3.a and asked Foreman Large for his report.

3. Reforestation and Landscaping Projects

a. Resident Tree Program

Foreman Large advised that he has not had a chance to get together with Director Tredik. He said that Leonardi's Nursery has not been able to plant the palm trees on the Boulevard yet because they are short staffed. He advised that he would follow up with Leonardi's. Chair Krempasky asked if SEPAC could pre-pay Leonardi's so that it stays in this fiscal year's budget. Foreman Large advised that he would have more information in September. Chair Krempasky asked if there is a grace period for a planned project. Deputy City Clerk Fitzgerald advised that there is a purchase order for the project, which allows for a bit more time.

Chair Krempasky moved on to Item 3.b.

b. Mickler Boulevard

Vice Chair Bandy advised that the City did not receive the Lowe's 100 Hometowns grant. She said that Member Kaczmarsky mentioned last month that local store managers might be willing to give gift cards to purchase supplies from their stores for SEPAC projects and that she would like to approach them for supplies to make the benches and/or buy the plants for the Mickler Boulevard project.

Discussion ensued regarding the pollinator boxes and posts; that SEPAC still has \$400 to spend; the bioswale sign; etc.

Member Kaczmarsky advised that he contacted Quick Signs of St. Augustine and that he has a PowerPoint presentation for the design of the sign (Exhibit A). He said that if SEPAC does not have the money that he would donate money for the sign. He discussed a conversation he had with a resident while weeding the swale. Vice Chair Bandy asked how much the sign would cost. Member Kaczmarsky said that he did not

get a price but that it could be a few hundred dollars. Member Thomson said that Member Kaczmarsky has already done an amazing amount of research. Chair Krempasky advised that she would contact the Finance Director tomorrow to verify that SEPAC has \$400.

Member Kaczmarsky discussed the highlights from his PowerPoint presentation. There are five steps showing how the bioswale works and helps the environment. He said that the swales are full of invasive weeds. He suggested that SEPAC could pay someone once or twice a year to weed. He said that he uses a weeding service for his home, and they charge \$35 an hour. He asked what the threshold is for asking for a bid. Deputy City Clerk Fitzgerald advised that she thought it was \$1,000 and that SEPAC must get permission to spend any money.

Chair Krempasky advised that SEPAC did not submit the request in time to be funded for FY 2022 budget and that she would check with Finance Director Douylliez to see if SEPAC should attend the August 11, 2021, Commission meeting to pitch the green infrastructure model. She said that SEPAC was not funded in the beginning of last year either, but eventually was funded \$2,500. She asked Member Kaczmarsky how much the signage would cost. Member Kaczmarsky said that some types of signs could cost as little as \$50.

Discussion ensued regarding different size signs; different types of signs; being similar to the parkette signs; that Public Works has a mounting system.

Member Thomson asked about using the parkette sign system. Member Kaczmarsky said that he thought it was expensive.

Foreman Large advised that Public Works still has a lot of the poles left over and they could be used for the signs at no cost. He explained how the mounting works and said it would have to be done in a way that would not damage the sign. Member Thomson advised that Member Kaczmarsky would need to determine what size sign would match with the graphics.

Discussion ensued regarding the previous signs that were designed by Chair Krempasky; that the sign companies should be familiar with these types of signs; to take photos of the parkette signs to use as a model; to contact several different sign companies; that a white background in the sun could potentially be blinding and to use yellow or tan.

c. Urban Forestry and Planning Projects

This topic was not discussed.

Chair Krempasky moved on to Item 3.d and asked Member Thomson for his report.

d. Model Green Infrastructure Plan

Member Thomson advised that he spoke with City Manager Royle, Director Tredik and Mayor England. He said that he believes that they are underestimating green infrastructure structure as a viable stormwater management tool. He said that either they are not interested or not educated. He suggested to make a presentation to the Commission with the help of Member Kaczmarsky. A presentation was done in 2019

and that there are ways to work with the environment. He said that he drove through Coquina Gables after the recent rains and there was standing water in the parkettes and yards. The City is talking about spending millions of dollars on rainwater that would go directly into the intercoastal. The City falls behind what other cities are doing for sustainability and the quality of the environment. He suggested to make a presentation to the Commission.

Vice Chair Bandy asked what SEPAC has in mind for the green infrastructure. She advised that she met a landscape architect and she tried to describe the work. Member Thomson advised that next month's Newsletter article is going to be about green infrastructure and that it would be good timing to give a presentation to the Commission. He said that SEPAC needs to emphasize an alternative that is more sustainable to the environment and to the unique situation of St. Augustine Beach. Vice Chair Bandy said that it would be more than rain gardens and permeable pavers. Member Thomson said that Member Kaczmarzky could better explain green infrastructure which is a system that holds water for a time and then it is released.

Member Thomson said that there would be civil engineering work involved and that SEPAC is not getting support from City staff and that it should be taken directly to the Commission. He does not think that City Manager Royle understands the complexity and that this Committee should not be responsible for the design, bid, and overseeing the construction.

Discussion ensued regarding the Newsletter article being explanatory; that there are numerous cities that are working on these types of projects; that St. Augustine Beach is a unique situation; etc.

Member Thomson advised that SEPAC is not being effective as a sustainability board. Member Candler asked if SEPAC could be on the next Commission agenda. Chair Krempasky said that it would have to be September because the August 11th Commission books are done.

Member Thomson advised that there is Tree Fund money that could potentially be utilized for this type of project and that staff does not seem to be interested in the project. Chair Krempasky advised that there is a time crunch because of the upcoming budget meetings. Deputy City Clerk Fitzgerald advised that the first public hearing is September 13, 2021, at 5:01 p.m. with a second vote in September to finalize the budget. Chair Krempasky said that SEPAC will not be able to get the money unless it can present it to the Commission while they are discussing the budget. Member Thomson said that the City is spending millions of dollars, and this is part of resiliency planning that the City needs to be doing based on the Vulnerability Study. Chair Krempasky asked if SEPAC should make a presentation to the Commission and not be concerned about the budget at this point. Member Thomson agreed.

Chair Krempasky said that it is somewhat insulting. The City should be past having to put on a show and that there is a need to hire professionals. She said that this project should be a role model for future projects.

Vice Chair Bandy said that she was doing research on a website for the Environmental Protection Agency (EPA) and that there is a grant called "Greening America's

Communities” and it is to have models in each state with examples of what a sustainable community looks like. She said that there is a video and a list of the 33 communities that it has already helped on their website. She said that it is not currently in Florida but that they do want to have one in every state. She described how it would design and plan the spaces to deal with certain issues. Member Kaczmarsky asked if it is funded. Vice Chair Bandy said it appears to be funded and it is backed by the EPA. She said that SEPAC does not have anyone to help write the proposals and that she would be willing to call the agency to find out more. She suggested the possibility of teaming with the City of St. Augustine. She said that the program used to be for larger, capital cities, and now it is for smaller cities as well.

Chair Krempasky asked Member Kaczmarsky about the grant information that he found. Member Kaczmarsky said that it would be for the next cycle in January 2022 and that SEPAC could start planning for it now. Vice Chair Bandy said that it started with a webinar.

Member Kaczmarsky said that last month SEPAC talked about identifying a parkette for the green infrastructure project and asked if there was any feedback from Director Tredik. Foreman Large advised that he spoke to Director Tredik and that he did not think that the parkette at 11th Street would be an option.

Chair Krempasky said that the Comprehensive Planning and Zoning Board (CPZB) meeting last month discussed parking and that there were public comments requesting that the City not use the parkettes for parking. She would like for SEPAC and the CPZB to be on the same page and that the models could include some parking. She said that the CPZB did not make any recommendations to the Commission. Member Kaczmarsky said that the Commission is pushing the parking issue.

Chair Krempasky asked if SEPAC should use the grant money in FY 22 for the green infrastructure model. Member Thomson suggested to ask the Commission to consider a green infrastructure and to also consider SEPAC’s goals and purpose. He said that SEPAC needs to describe the project as having positive drainage, the planning, the Vulnerability Study, etc. Chair Krempasky said for SEPAC to make a presentation to the Commission and that SEPAC would be writing grants to fund this project.

Discussion ensued regarding other grants to qualify for.

Chair Krempasky said that she is getting a mixed message because Member Thomson said that he does not care if SEPAC gets funding in the FY 22 budget. Member Thomson said that the Commission needs to get behind this. Chair Krempasky advised that the Commission has to make its final decision on the FY 22 budget on September 30, 2021. Member Candler said that SEPAC was supposed to request money in the FY 22 budget. Chair Krempasky advised that she did request money, but that it was too late because the first booklets had already been completed. She said that she spoke to Commissioner George, and she said that it was discussed at their individual budget meetings with staff.

Member Thomson said that the Commission needs to decide how to split the money between the departments, and the directors could decide how to spend their

department's budget. He said that SEPAC cannot write the grants, get the money, and get the projects going and that the Commission should ask staff to do the work. He said that the staff is ignoring SEPAC so they would not help. Member Kaczmarsky advised that Deputy City Clerk Fitzgerald helped when SEPAC did the USDA grant.

Member Thomson asked if the focus was going to be on green infrastructure or ignoring the sustainable solution. Member Candler suggested to put the presentation together and present it at the next SEPAC meeting for approval and then it could be presented to the Commission on September 13th.

Discussion ensued regarding when the next SEPAC meeting would be.

Member Thomson said that the PowerPoint presentation is about sea level rise and stormwater threats and shows how the system works.

Discussion ensued regarding SEPAC teaching the Commission; that the City is doing the opposite; how to keep your neighbor from flooding; rain barrels being developed as an incentive, etc.

Chair Krempasky asked how SEPAC could do a joint presentation since Members are not allowed to speak to each other because it is a Sunshine Law violation. Member Thomson said that he and Member Kaczmarsky would submit individual parts of the presentation and then SEPAC could edit it at the meeting. Chair Krempasky agreed.

Member Candler asked how SEPAC gets on the Commission agenda for the September 13th meeting. Chair Krempasky advised that SEPAC was already on the agenda for the helium balloon ban, and she would ask City Manager Royle to add this presentation.

Discussion ensued regarding helium balloon ban; that there is a State ban for 10 or more per person; that the City event permit already asks for agreement not to release balloons; that the City might be willing to support the ban; that SEPAC's meeting is on September 8th and that the presentation would be for September 13th Commission meeting.

Deputy City Clerk Fitzgerald advised that the Commission books will already be printed by SEPAC's September 8th meeting and that the presentation would not be able to be copied in their agenda books, but it could still be given in person.

Member Thomson asked if Member Kaczmarsky's article could be given to the Commission now so that they have the background information. Deputy City Clerk Fitzgerald said yes. Member Thomson said that the agenda book is also available online. Member Kaczmarsky said that Vice Mayor Samora replied that they were great ideas.

Deputy City Clerk Fitzgerald asked to have the latest copy of the article sent to her to ensure that she has the most updated version. She said that it could also be the copy that is used for the Commission agenda books. Member Kaczmarsky said that he would review it again and that he would send it to Deputy City Clerk Fitzgerald.

Chair Krempasky asked if the article was going to be split into several Newsletter topics. Member Kaczmarsky said that he could split it and keep the links in. Chair

Krempasky said that she signed to receive the Newsletter today and that the August Newsletter was not posted yet.

Discussion ensued regarding the current Newsletter on the City's website; that subscribers are emailed the Newsletters; that the subscription acknowledgement showed Cindy Walker's email address; to contact Coordinator Conlon.

4. Educational Programs

a. Newsletter Topics

This topic was briefly discussed at the end of Item 3.d.

b. Climate Change Survey

Vice Chair Bandy asked to discuss the film series. She advised that the library is doing in-person events again. She asked if the City has a policy for restarting events. Deputy City Clerk Fitzgerald advised that the City has scaled down its outdoor events and has not reopened the City Hall meetings rooms to the public.

Member Candler asked if anyone went to the Amphitheater Film Series. Member Thomson said that he believes it is held outdoors. Ms. Trice said that she attended the Amphitheatre event and that it was outdoors but was moved indoors because of rain. She said that they had a turnout of approximately 60 people with masks encouraged but not mandatory.

Discussion ensued regarding the upcoming film series; what the name of the next film will be.

5. Development of a Committee Strategic Plan

This topic was not discussed.

Chair Krempasky moved on to Item 6 and asked for any updates.

6. Environmental Policy & Planning Recommendations

a. Sea Level Rise and Adaptation Plans

This topic was not discussed.

b. Climate Change Initiatives

Member Thomson asked if the City is doing anything about climate change initiatives. He said that a lot of cities are taking the lead trying to reduce carbon footprints. He said that he would draft something to present to City Manager Royle and Mayor England asking the City to consider using clean energy. Chair Krempasky asked if the City was currently doing anything regarding climate change initiative. Deputy City Clerk Fitzgerald advised that there is nothing that she is aware of but that it might be a Public Works initiative such as with their vehicles. Member Kaczmarzsky asked about the efficiency of the lights at City Hall. Deputy City Clerk Fitzgerald advised that changing to LED lighting is in the works and that the Building Department switched to motion lights that turn off during inactivity to save electricity.

Discussion ensued regarding ways that SEPAC could help; that SEPAC could create a shopping list of suggested items to improve efficiency; that the City Hall parking lot was recently repaved with a dark instead of a light material; doing research to create a shopping list; that FPL is offering clean energy; etc.

Chair Krempasky said that several months ago she was supposed to appear before the Comprehensive Planning and Zoning Board (CPZB) to discuss the construction of a perimeter around trees. She advised that Building Official Law said that by having that large of a perimeter could possibly cause more problems than preventing problems. She said that she would be making another presentation and she asked the Members to think of ideas for the next presentation. Member Kaczmarek said that he has some literature, and he described the information that he found, such as tree species and root systems.

Member Thomson said that SEPAC is supposed to recommend positive incentives to protect trees. He also said that he spoke to Mr. Marcus and that he would be available on a consulting basis to help develop a code.

Discussion ensued regarding preparing ordinance revisions; bypassing the restriction of the site development; no representation of the Building Department or Public Works; that there is no support; etc.

Member Thomson said that the flexible and/or reduced setbacks could have been made conditional with specific ways to control runoff and preserve trees. He said that the City does not have a planner.

Chair Krempasky asked if Code Enforcement Officer Jennifer Thompson was supposed to become a planner. Deputy City Clerk Fitzgerald advised that there is a reorganization that would split the Building and Planning Departments and that she was not sure what the long-term goals are. Member Thomson said that Director Tredik is currently doing the site plan reviews.

Discussion ensued regarding consideration of a daytime meeting with Director Tredik; going back to the CPZB; the need for a certain amount of understanding from staff; etc.

Chair Krempasky advised that she would send Director Tredik an email at the end of the week to suggest a workshop meeting.

c. Right-of-Way Ordinance

Member Thomson asked if there has been a response from Director Tredik regarding the right-of-way ordinance. Chair Krempasky advised that she sent an email to both Director Tredik and Building Official Law and that Director Tredik is on vacation and Building Official Law replied that he is not working on the ordinance. Member Thomson asked if the email was copied to the Mayor and the City Manager. Chair Krempasky advised that she did not believe that she sent it to the Mayor.

Member Thomson suggested that SEPAC make a formal recommendation to create a swale system in the rights-of-way as a requirement for development and to discuss it with Director Tredik. He said that it has been a month with no discussion, and he

asked if SEPAC could recommend that the St. Johns County's requirements be adopted by the Building Department as a permitting requirement. He said that it is a critical item, and he would be willing to take it to the Comprehensive Planning and Zoning Board. Chair Krempasky said that she would like to give Director Tredik a chance to respond. Member Thomson asked if there is a copy of the email and what it said. Chair Krempasky said that the email said that SEPAC is asking to consider Section 6.04.04 for incorporation into the right-of-way ordinance. Member Thomson said that this topic has been on SEPAC's agenda for a year, and this would promote a more sustainable right-of-way swale system. Chair Krempasky asked Foreman Large when Director Tredik would return from vacation. Foreman Large said that he believed that Director Tredik would be back on Monday. Member Thomson said that this goes hand-in-hand with what SEPAC is trying to do and that staff needs to support it. He said that he discussed green infrastructure with City Manager Royle and there is a need to follow up. Chair Krempasky said that she agreed with Member Kaczmarsky's use of an overlay plan of the vulnerable areas with the Forestry Plan to help solve the issues. Member Thomson said that he did not think that hot spots or storm surge is the same as catching excessive rainwater and dumping it in the intercoastal and that the right-of-way ordinance is a separate issue to retain runoff.

7. Sustainable Stormwater Management Research

This topic was not discussed.

VI. OTHER COMMITTEE MATTERS

Chair Krempasky asked Ms. Trice if there was a specific reason that she wanted to attend the SEPAC meeting. Ms. Trice said that she noticed that the intentional releasing of helium balloon was on the agenda for discussion and that it is a project that she supports.

Member Kaczmarsky asked Ms. Trice about green infrastructure efforts that the Matanzas River Keeper is doing. Ms. Trice advised that she has only been with the Matanzas River Keeper for about a month and that she was not familiar with all their projects yet. Member Kaczmarsky invited Ms. Trice to attend more SEPAC meetings. Ms. Trice said that the bioswale project was very interesting. Member Thomson said that the Environmental Protection Agency (EPA) has standards of releasing stormwater to the Matanzas River. Ms. Trice said that she would discuss it with the Matanzas River Keeper tomorrow. Member Kaczmarsky asked if SEPAC could partner with the Matanzas River Keeper. Ms. Trice said that there are common goals and that is why she was here. Chair Krempasky thanked Ms. Trice for attending.

Discussion ensued regarding the Matanzas River Keeper; that the Matanzas River territory goes into Flagler County; has Ms. Trice attended other City meetings.

Vice Chair Bandy asked to discuss the development plans of the Ocean Hammock Park. She asked if SEPAC would have anything to discuss at the Commission meeting next week. Chair Krempasky advised that SEPAC already made a recommendation with a motion. Vice Chair Bandy asked if SEPAC should attend the meeting. Chair Krempasky said that she would probably attend, and that the community has already made their concerns very clear to the Commission. She advised that changes have been made to the plans since SEPAC last saw them.

Discussion ensued regarding whether Ocean Hammock Park would be discussed at the August 11, 2021, Commission meeting; that Ocean Hammock Park would be discussed under agenda Item 7; that Mayor England is making a presentation to the Commission asking for a motion and vote to ask St. Johns County to add Pope Road parking to their five-year plan; that Mr. Rubin Franklin, the City of St. Augustine Public Works Director, will be giving a presentation for their mobility plan which may include parking; that a resident will be giving a 10 minute presentation about parking.

Vice Chair Bandy asked if SEPAC received the PowerPoint presentation. Member Candler said that the email that she received specified that it was attached but it was not. Chair Krempasky advised that it was on the link to the website. Deputy City Clerk Fitzgerald said that she thought that she sent it and that it is up on the front page of the City's website.

Vice Chair Bandy said that she does not remember discussing it, but that the notes specify that the Ocean Hammock Park plans were made less intense, and she is wondering what the prior plans entailed. She said that the citizens seem to be against any further development of Ocean Hammock Park and that SEPAC should reiterate the same. Member Thomson said that the biodiversity and wildlife issues are being ignored.

Discussion ensued regarding SEPAC making comments about the development of Ocean Hammock Park; that the improvements were contingent for getting the grant money; having the flexibility to scale down the plans; the importance of preservation vs. a playground; to attend the Commission meeting as individual citizens; that Ocean Hammock Park is the last beachfront natural property left.

Chair Krempasky said that she read the original management plan and that it discussed not having any feral animals in the park because of poisonous snakes and that it does not make sense to put a playscape there. Member Kaczmarzsky said that the City should consider doing the minimal development allowable to keep the grant money. Member Thomson said that Ron Parker Park has a playground and then there is the beach.

Chair Krempasky asked if there were any other comments.

Foreman Large advised that he did not have anything further.

Chair Krempasky advised that the original Ocean Hammock Park plan designates what trees would be planted and that it was interesting. Member Thomson said that it is a reforestation effort and that a biosphere would want the trees in a natural environment.

Deputy City Clerk advised that she had no further comments.

Vice Chair Bandy asked if SEPAC's motion had been forwarded. Deputy City Clerk Fitzgerald advised that she forwarded it to City Manager Royle. Chair Krempasky encouraged SEPAC to attend the August 11, 2021, Commission meeting. Member Thomson asked for a confirmation that the motion is in the Commission books. Deputy City Clerk Fitzgerald advised that the SEPAC meeting minutes are part of the monthly reports in the back of the agenda books. Member Thomson said that a specific recommendation from SEPAC should be put in that section of the agenda books for when the Commission is considering that specific item. Deputy City Clerk Fitzgerald advised that City Manager Royle forwards the SEPAC recommendations to the Commission. Member Kaczmarzsky said that Chair Krempasky could email the Commission to remind them that a motion was passed by the Committee on a topic of discussion.

SEPAC thanked Ms. Trice for attending the meeting.

Chair Krempasky moved on to Item VII and asked for a motion to adjourn the meeting.

VII. ADJOURNMENT.

Motion: to Adjourn. **Moved by** Member Thomson. **Seconded by** Vice Chair Bandy. Motion passes unanimously.

Chair Krempasky adjourned the meeting at 7:32 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

August 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS July 26, 2021 – August 24, 2021

CALLS FOR SERVICE - 1177

OFFENSE REPORTS - 62

CITATIONS ISSUED - 65

LOCAL ORDINANCE CITATIONS - 44

DUI - 4

TRAFFIC WARNINGS - 131

TRESSPASS WARNINGS - 26

ANIMAL COMPLAINTS - 15

ARRESTS - 9

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 15 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

August 11: COA Lawn Mowing

MEMORANDUM

Date: September 1, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: August 2021 - Public Works Monthly Report

Funding Opportunities

Public Works is managing the following active grants:

- **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 – Construction is underway and will be complete in July 2022.
- **Mizell Pond Weir and Stormwater Pump Station - Construction**
HMGP grant – FEMA/FDEM
Grant amount \$2.58 Million; SJRWMD Districtwide Cost Share as match
Status – Construction is underway and will be complete in July 2022.
- **Ocean Hammock Park Phase 2 - 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 underway.
- **Ocean Hammock Park Phase 3 - Design & Permitting**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$25,000; \$25,000 match required
Status – The Grant Agreement has been executed. Design 60% complete.
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Project approved. Awaiting grant agreement from FDEP.

Additionally, Public Works has applied for the following grants:

- **Ocean Hammock Park Phase 3 – Construction**
Coastal Partnership Initiative Grant – NOAA funded
Grant amount \$60,000; \$60,000 match required
Status – Grant Applied for on 9/24/2020. Approved by FDEP. Contract execution after completion of design and permitting.
- **Hazard Mitigation Grant Program - Dorian**
HMGP grant - FEMA/FDEM
Projects Applied for: CRA1A Storm Surge Protection \$550,000
Status – Pending FDEM Review
- **City of St. Augustine Beach Adaptation/Resilience Plan**
Resilient Florida Grant Program - FDEP
Grant amount requested \$150,000; no match required
Status – Proposal submitted to FDEP; awaiting FDEP RAI

Maintenance Activities

Rights-of-way and Parkettes – Public Works continues to provide essential maintenance services on rights-of-way and parkettes. Restrooms on 10th St. and A St. are open all day and are regularly cleaned and disinfected.

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. Major repairs, however, are not done in-house due to the need for specialized equipment and expertise. The frequency and cost of major vehicle repairs has increased in the current fiscal year due to the aging of the Public Works fleet.

Lakeside Park – Statue bases have been repainted in lakeside park. The steel sculpture of a phoenix “sonorous” has been temporarily removed for reconditioning. It will be restored to its place in the park upon completion of reconditioning.

Drainage 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. 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. Items completed in August 2021 include:

- Clearing and Grubbing and removal of vegetation along downstream drainage ditch for installation of bulkhead (within Marsh Creek)
- Dewatering and construction of coffer dam for weir replacement

- Survey/Stakeout of improvements
- Demolition of damaged weir

Construction remains on schedule and is anticipated to be complete in July 2022.

Ocean Walk Drainage Improvements [PRELIMINARY DESIGN] –

Public Works has installed a pump-out structure at Mickler Boulevard as well as a backflow prevention device to prevent water in the Mickler Boulevard drainage system from backing up into the Ocean Walk neighborhood. Preliminary design is underway by Matthews Design Group. Items complete to date include:

- Survey and Data Collection
- Preliminary analysis

Completion of preliminary design is anticipated in October 2021. Staff submitted to FDEP documents for a revenue agreement for the final design and construction of the project. Design and permitting and commencement of construction are anticipated in FY 2022.

Oceanside Circle Drainage [DESIGN/PERMITTING] – A public meeting will be held in November 2021 after which submittal to SJRWMD will be made. Roadway paving and drainage improvements are scheduled to commence construction in the second quarter of FY 2022. Public Works has installed a temporary pump out structure and stands ready to mobilize pumps to provide flood protection until the ultimate drainage design is complete.

11th Street Pipe Repair [DESIGN/PERMITTING] – Design and permitting is underway. A preapplication meeting was held with SJRWMD. Some additional environmental fieldwork is underway to determine options regarding the small dry retention area and the ditch between 10th Street and 11th Street. An update on the design will be provided in November, followed by SJRWMD permit submittal. Construction is anticipated to commence in the 2nd quarter of FY 2022.

Parks and Recreation Improvements

Ocean Hammock Park Phase 2 [BIDDING] –Public Works has completed design and received a SJRWMD permit for Phase 2 improvements to Ocean Hammock Park. The Phase 2 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). Project is in the bidding phase.

Ocean Hammock Park Phase 3 [DESIGN/PERMITTING] – Design is approximately 60% complete. Phase 3 includes 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 an accessible connection to the parking lot and the beach walkway. Design is funded by a park impact fees and a \$25,000 grant from the Coastal Partnership Initiative. Construction of portions of Phase 3 is anticipated in Early FY2022. Items completed to date include:

- 60% Design Plans
- Public Meeting
- Plan revisions from public feedback
- SJRWMD preapplication meeting

Lakeside Park Dock Repair [DESIGN] – A Request for Proposals to construct repairs to the Lakeside Park dock was advertised on Demandstar. High lumber prices in the summer of 2021 led to a project delay due to costs exceeding available budget. Public Works is currently planning to make necessary repairs utilizing City staff in the upcoming winter.

Streets / Rights of Way

2nd Street Improvements and Extension [DESIGN] – Design is underway and a preapplication meeting has been held with SJRWMD. SJRWMD application is pending and a public meeting is planned for October 4, 2021 to present the proposed plans. Advertisement for bids will occur Fall 2021 with construction planned to commence in early 2022.

Roadway Resurfacing [CONSTRUCTION] – Roadway resurfacing for FY21 is complete. Roads repaved in FY2021 included:

- Tides End Drive
- Mickler Boulevard between Pope Road and 16th Street
- Mickler Boulevard from A Street to 11th Street

Paving of Mickler Boulevard between 11th Street and 16th Street has been delayed due to a failing sanitary sewer line, just south of 16th Street, which is causing roadway subsidence. This stretch of roadway will be resurfaced in early after the line is repaired and the roadway base is repaired by St. Johns County Utilities. A list of planned paving for FY2022 is being finalized upon evaluation of roadway conditions.

Street Lighting

FPL is currently designing the Phase 1 LED conversion (arterial and collector roadways). Construction is anticipated to commence in Fall 2021.

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 8/17/2021

Finance

As of the end of July, expenditures for the city are at 72.4%, with 83.33% of the year complete. All non-essential spending has been suspended through the end of the year and needed expenditures are being approved as needed.

The budget is being finalized for presentation to the Commission on September 13th @ 5:01pm. As of today, I am still waiting on final revenue estimates from the State of Florida. Preliminary numbers are added as placeholders until estimates are provided by the State.

The latest information received regarding the American Rescue Plan Act is that the State has requested an additional 30 days for contract preparation ahead of distributing the funds.

Communications and Events

Melinda continues to focus on making changes to our events/communications page so we can better communicate with the residents as well as working on our year-end fireworks show.

Technology: The IT Staff has no updates.