

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING  
NOVEMBER 1, 2021**

**CODE ENFORCEMENT/BUILDING/ZONING**

Please see pages 1-17.

**COMPREHENSIVE PLANNING AND ZONING BOARD**

Because it had no topics to consider, the Board did not meet in October.

**SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE**

The minutes of the Committee's September 8, 2021, are attached as pages 18-32.

**POLICE DEPARTMENT**

Please see page 33.

**PUBLIC WORKS DEPARTMENT**

Please see pages 34-38.

**CITY MANAGER**

1. Complaints

A. Crosswalks on Pope Road

A resident asked if a crosswalk could be put across Pope Road from the sidewalk to Lee Drive and from the sidewalk to Mickler Boulevard. As Pope Road is owned by the County, the request was forwarded to one of the Assistant County Administrators for possible approval.

B. Sidewalk Light Not Working

A resident reported that one of the lights in Lakeside Park is dark at night. Her report was forwarded to the Public Works Director.

C. Hours When Park Used and Light Complaint

An resident living across from Ron Parker Park complained about noise from the park during early morning and late evening hours, and a bright Park light shining into his home. As the Park is owned by the County, his complaint was forwarded to one of the Assistant County Administrators. The County Parks and Recreation Director met with the resident to discuss his concerns and what the County could do to address them.

D. Trimming Mickler Boulevard Sidewalk

A Mickler Boulevard resident asked that the Mickler Boulevard sidewalk between 11<sup>th</sup> and A Street be trimmed.

E. Overgrown Vegetation by City Sign

A County employee asked that the vegetation be trimmed in the median near the intersection of State Road 312 and A1A.

2. Major Projects

A. Road/Sidewalk Improvements

1) Opening 2nd Street West of 2<sup>nd</sup> Avenue

Consideration of opening this section of 2<sup>nd</sup> 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 City Commission reviewed the plans at its October 4<sup>th</sup> meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2<sup>nd</sup> Street east of 2<sup>nd</sup> Avenue. On October 14<sup>th</sup>, City staff met with representatives of FP&L to discuss the company's requirements for the underground of utilities. The first requirement is that the City obtain an easement from each property owner for the placement of FP&L's underground line and above ground transformers. The Public Works Director will ask each owner for the easement.

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. In late September the City received the easement agreement and forwarded it to the City Attorney for review. He provided comments and returned the agreement to the Land Trust. No response from the Trust has been received. The second, the existing section of 2<sup>nd</sup> Street, which is between 2<sup>nd</sup> Avenue and A1A Beach Boulevard, will be slightly widened and have no pavement but no sidewalk. The cost of this project will be paid from general revenues, not by assessing the adjacent property owners.

2) Sidewalk and Drainage Improvements for 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 plans were completed in early September. On September 24<sup>th</sup>, Vice Mayor Samora and City staff met with County staff to review the plans. As a result of the meeting, the County investigated the dimensions of the sidewalk to diminish the sidewalk's impact to the properties on the north side and proposed four options. However, upon review, Vice Mayor Samora and City staff have proposed an option. It will be reviewed by the City Commission at its November 1<sup>st</sup> meeting.

### 3) A1A Beach Boulevard Crosswalk Improvements

The County has done a study of the Boulevard's crosswalks. The first improvement will be a pedestrian-activated crosswalk signal at the pier park. It should be in operation before the end of 2021. Based on the public's reaction to it, the County could put a similar signal at other locations along the Boulevard.

#### B. Beach Matters

##### 1) Off-Beach Parking

At this time, the only parking project is improvements to the two parkettes on the west side of A1A Beach Boulevard between A and 1<sup>st</sup> Streets. The Commission appropriated \$45,000 in the Fiscal Year 2022 budget for this project. The next step is to select a consultant to do the design. The Public Works Director will check the County's list of civil engineering consultants.

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

There is no discussion at this time concerning paid parking.

#### C. Parks

##### 1) Ocean Hammock Park

This Park is located on the east side of A1A Beach Boulevard between the Bermuda Run and Sea Colony subdivisions. It was originally part of an 18-acre vacant tract. Two acres were given to the City by the original owners for conservation purposes and for where the boardwalk to the beach is now located. The City purchased 11.5 acres in 2009 for \$5,380,000 and received a Florida Communities Trust grant to reimburse it for part of the purchase price. The remaining 4.5 acres were left in private ownership. In 2015, The Trust for Public Land purchased the 4.5 acres for the appraised value of \$4.5 million. The City gave the Trust a down payment of \$1,000,000. Thanks to a grant application prepared by the City's Chief Financial Officer, Ms. Melissa Burns, and to the presentation by then-Mayor Rich O'Brien at a Florida Communities Trust board meeting in February 2017, the City was awarded \$1.5 million from the state to help it pay for the remaining debt to The Trust for Public Land. The City received the check for \$1.5 million in October 2018. For the remaining amount owed to The Trust for Public Land, the Commission at public hearings in September 2018 raised the voter-approved property tax debt millage to half a mill. 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. The Commission will be asked at its December 6, 2021, meeting to approve the bid to construct the restrooms.

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. The plans were submitted to the St. Johns River Water Management District during the last week in September. Once permits have been approved, construction of the central trail and observation deck should start in early 2022.

## 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 currently two. The first will be to allow the Comprehensive Planning and Zoning Board to approve most conditional use permits. The Commission reviewed an ordinance at its August 11<sup>th</sup> meeting and passed it on first reading. The Planning Board reviewed the ordinance at its August 17<sup>th</sup> meeting and recommended that the ordinance be approved. The ordinance had its first public hearing at the Commission's September 13<sup>th</sup> meeting when the Commission passed it on second reading. Its second public hearing was held at the Commission's October 4<sup>th</sup> meeting, when the ordinance was adopted on final reading.

Another ordinance with changes to the Regulations will be presented to the Commission at its December 6<sup>th</sup> meeting. The changes will be to clarify setbacks and permitting requirements for sheds, decks, patio covers, outside stairs and screen enclosures, and to provide a definition for patio covers and screen enclosures.

## 3. Finance and Budget

### A. Fiscal Year 2021 Budget

FY 2021 ended on September 30, 2021. The next matter concerning the budget is the auditor's review of the revenues the City received during the year and the purposes for which the money was spent. The review will begin in November with the presentation of the report to the Commission in the spring of 2021.

### B. Fiscal Year 2022 Budget

FY 22 began on October 1, 2021, and will end on September 30, 2022. Revenues during the first two months of the year are usually low. The City will begin receiving revenue from its major source, property taxes, in late November.

### C. Alternative Revenue Sources

The City Commission has asked the administration to suggest potential sources of money. At its October 5<sup>th</sup> 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. At its October 4<sup>th</sup> meeting, the Commission decided not to authorize the staff to proceed to the next step in the process to adopt the fee in the future. This topic will be brought back to the Commission for another review in the future.

### 4. Miscellaneous

#### A. Permits for Upcoming Events

During October, no requests for special event permits were submitted to the City.

#### B. Strategic Plan

The Commission decided at its January 7, 2019, meeting that it and the City staff would update the plan. The Commission agreed with the City Manager's suggestions for goals at its June 10<sup>th</sup> meeting and asked that the Planning Board and the Sustainability and Environmental Planning Advisory Committee be asked to provide their suggestions for the plan. The responses were reviewed by the Commission at its August 5<sup>th</sup> meeting. The Commission decided to have a mission statement developed. Suggestions for the statement were provided to the Commission for consideration at its September meeting. By consensus, the Commission asked the City Manager to develop a Mission Statement and provide it at a future meeting. This has been done along with a Vision Statement, a Values Statement and a list of tasks. The City Commission reviewed the proposed plan at its January 14, 2020, continuation meeting, provided comments and asked that the plan be submitted for another review at the City Commission's April 6<sup>th</sup> meeting. However, because of the need to shorten the Commission meetings because of the pandemic, review of the strategic plan was postponed. The Commission reviewed the plan at its February 8<sup>th</sup> continuation meeting. Commissioner George suggested changes to the Vision Statement. She will work with the City Manager on the wording.

In the meantime, the City administration will propose from time to time that the Commission review specific strategic plan goals. The first goal, Transparent Communication with Residents and Property Owners, was reviewed at the Commission's April 5, 2021, meeting. The Commission discussed having residents sign up for information, authorizing the use of the City's phone system for event information 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

In 2021, the City Commission held the following workshops:

- On March 8, 2021, 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 5<sup>th</sup> meeting, the Commission approved the City administration's proposal to bring up the pay of those employees that a study showed were below the average for comparable cities in the northeast Florida area. The adjustments will go into effect on July 1, 2021.
- At its May 3<sup>rd</sup> meeting, the Commission discussed whether the pay for the Commission needs to be adjusted and decided to leave the current pay unchanged.

Also, at the May 3<sup>rd</sup> 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 18<sup>th</sup> and a workshop to review options concerning the City's solid waste/recycling operations on May 24<sup>th</sup>. Both these meetings were held.

At its June 7<sup>th</sup> regular meeting, the Commission scheduled a workshop meeting on Thursday, June 17<sup>th</sup>, 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.

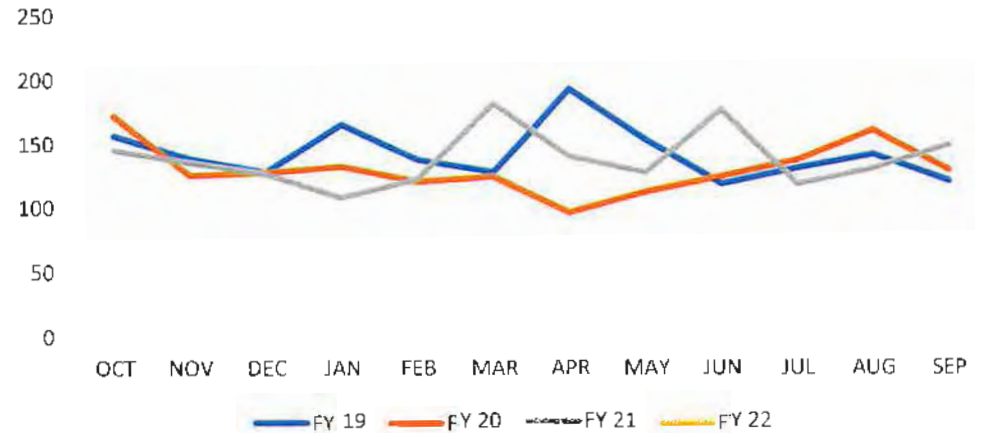
At this time, no workshops have been scheduled during the remaining months of 2021.

# 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	132	
SEP	122	131	151	
<b>TOTAL</b>	<b>1729</b>	<b>1583</b>	<b>1683</b>	

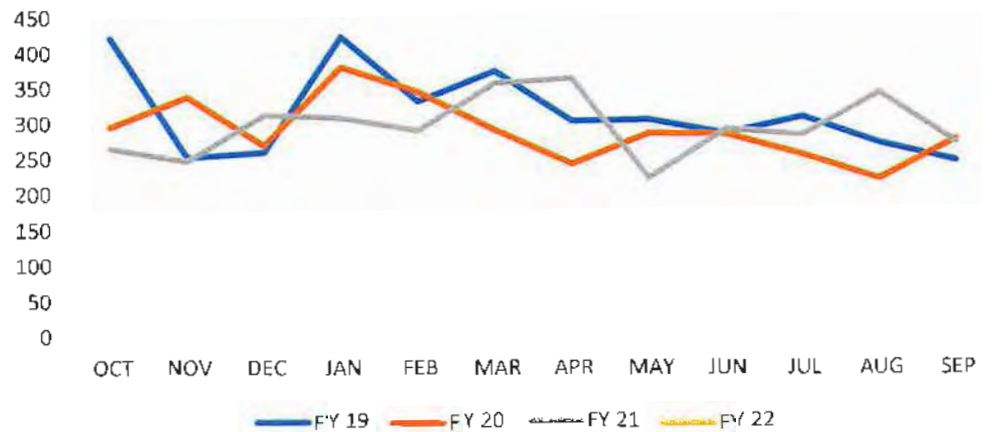
## # OF PERMITS ISSUED



## # OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	
NOV	255	341	250	
DEC	262	272	315	
JAN	426	383	311	
FEB	334	348	293	
MAR	377	294	360	
APR	306	246	367	
MAY	308	289	226	
JUN	288	288	295	
JUL	312	259	287	
AUG	275	225	347	
SEP	250	281	277	
<b>TOTAL</b>	<b>3817</b>	<b>3524</b>	<b>3596</b>	

## # OF INSPECTIONS PERFORMED

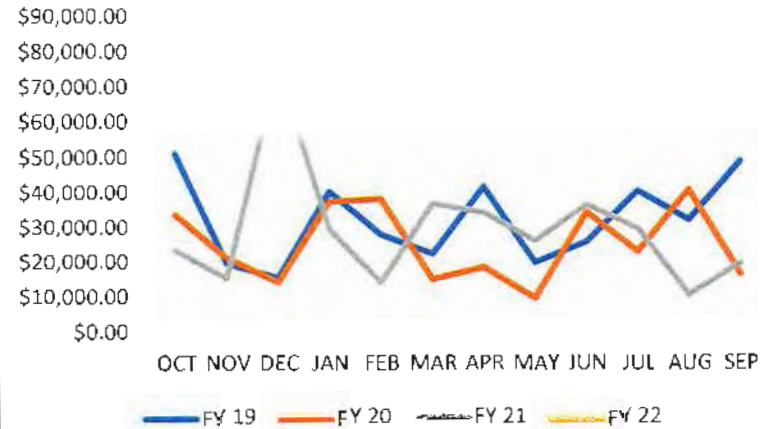


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

**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	\$11,236.89	
SEP	\$49,543.66	\$17,169.56	\$20,329.54	
<b>TOTAL</b>	<b>\$392,880.82</b>	<b>\$309,768.58</b>	<b>\$359,577.12</b>	

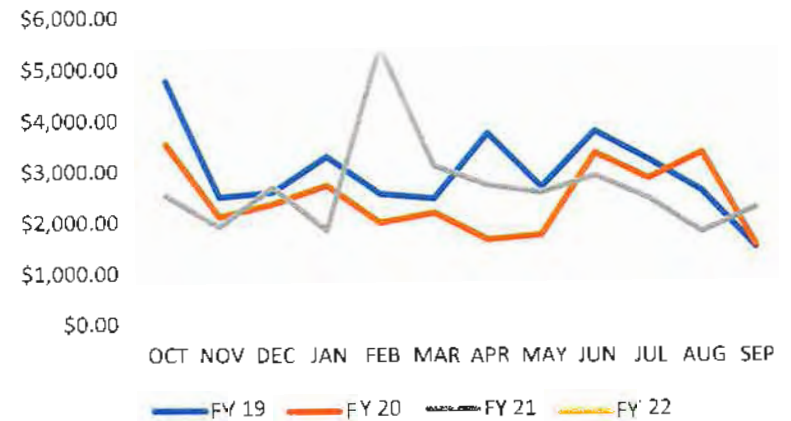
**BUILDING PERMIT FEE GRAPH**



**MECHANICAL PERMIT FEE REPORT**

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	
NOV	\$2,541.44	\$2,160.00	\$1,963.00	
DEC	\$2,633.64	\$2,409.62	\$2,738.04	
JAN	\$3,338.69	\$2,768.47	\$1,891.99	
FEB	\$2,601.00	\$2,044.08	\$5,505.00	
MAR	\$2,515.33	\$2,237.73	\$3,163.00	
APR	\$3,801.26	\$1,716.00	\$2,784.79	
MAY	\$2,736.33	\$1,809.00	\$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	\$1,870.49	
SEP	\$1,579.42	\$1,621.00	\$2,352.24	
<b>TOTAL</b>	<b>\$36,360.23</b>	<b>\$30,124.61</b>	<b>\$32,994.08</b>	

**MECHANICAL PERMIT FEE REPORT**



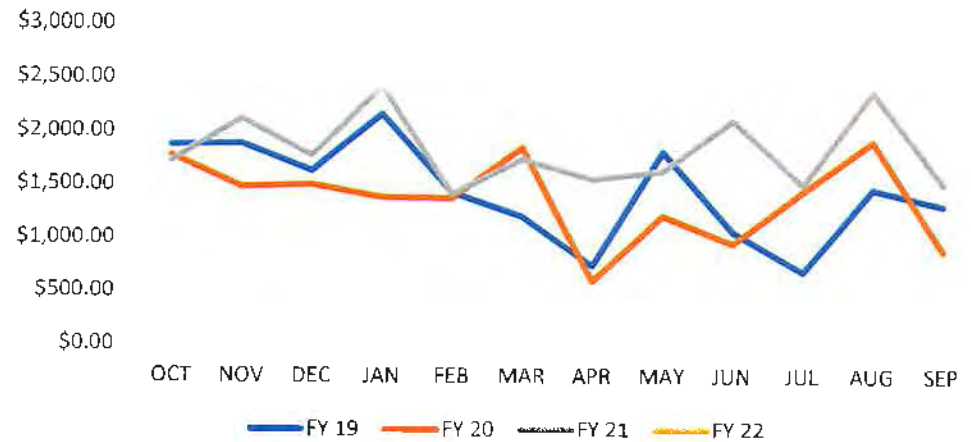


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

## ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	
NOV	\$1,872.66	\$1,475.00	\$2,115.00	
DEC	\$1,622.32	\$1,495.00	\$1,770.00	
JAN	\$2,151.66	\$1,380.00	\$2,418.00	
FEB	\$1,425.32	\$1,375.00	\$1,413.00	
MAR	\$1,203.33	\$1,843.00	\$1,740.00	
APR	\$743.00	\$600.00	\$1,553.00	
MAY	\$1,805.00	\$1,215.00	\$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	\$2,375.00	
SEP	\$1,310.00	\$895.00	\$1,520.00	
<b>TOTAL</b>	<b>\$17,208.61</b>	<b>\$16,351.00</b>	<b>\$21,863.00</b>	

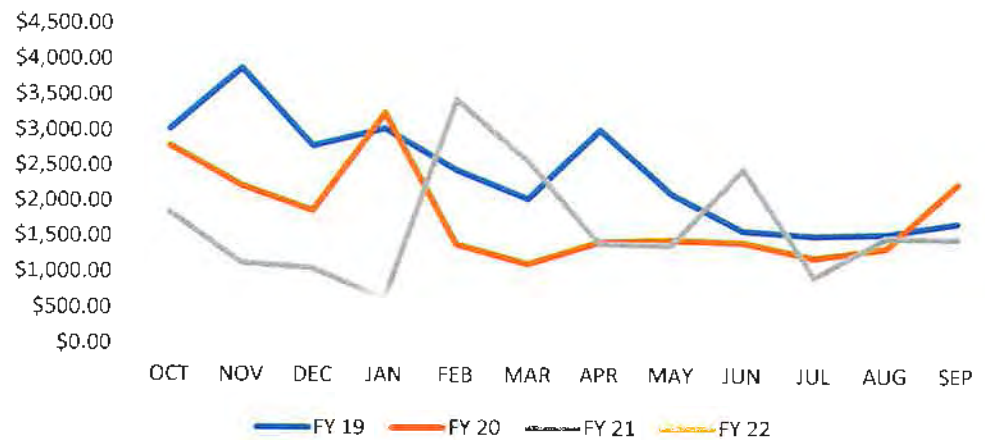
## ELECTRICAL PERMIT FEE REPORT



## PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	
NOV	\$3,867.41	\$2,221.00	\$1,133.00	
DEC	\$2,783.10	\$1,869.00	\$1,062.00	
JAN	\$3,031.40	\$3,256.00	\$628.00	
FEB	\$2,440.44	\$1,395.00	\$3,449.00	
MAR	\$2,037.24	\$1,125.00	\$2,579.00	
APR	\$3,015.00	\$1,430.00	\$1,411.00	
MAY	\$2,110.00	\$1,459.00	\$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	\$1,500.00	
SEP	\$1,706.00	\$2,270.00	\$1,490.00	
<b>TOTAL</b>	<b>\$28,671.96</b>	<b>\$21,817.00</b>	<b>\$19,912.00</b>	

## PLUMBING PERMIT FEE REPORT

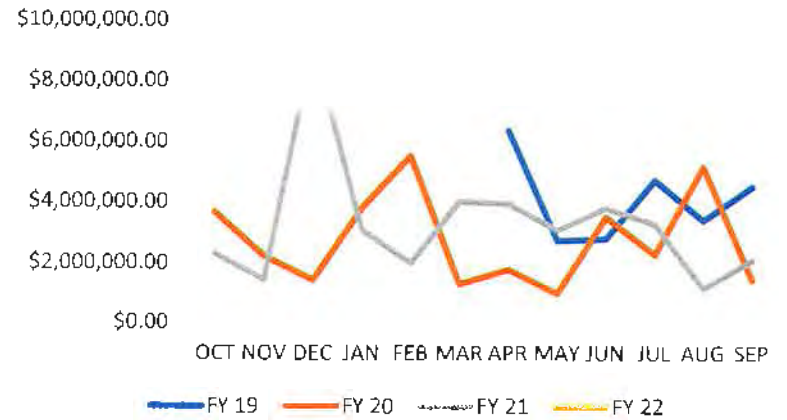


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	
NOV		\$2,242,421.52	\$1,440,841.88	
DEC		\$1,449,915.40	\$9,160,479.89	
JAN		\$3,789,363.81	\$3,088,758.57	
FEB		\$5,519,900.00	\$2,010,259.40	
MAR		\$1,321,570.04	\$4,010,607.80	
APR	\$6,338,617.35	\$1,803,157.19	\$3,939,394.49	
MAY	\$2,731,410.75	\$1,003,140.58	\$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	\$1,182,881.00	
SEP	\$4,502,737.63	\$1,475,857.57	\$2,123,077.05	
<b>TOTAL</b>	<b>\$24,475,751.90</b>	<b>\$33,259,014.00</b>	<b>\$39,436,637.57</b>	

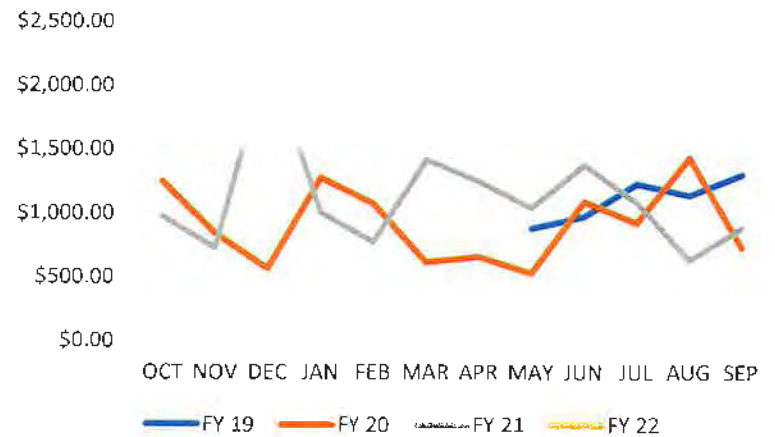
ALTERATION COST



STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	
NOV		\$845.65	\$729.40	
DEC		\$569.37	\$2,225.95	
JAN		\$1,277.63	\$1,006.45	
FEB		\$1,079.31	\$776.87	
MAR		\$623.46	\$1,417.90	
APR		\$666.54	\$1,250.09	
MAY	\$881.45	\$537.83	\$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	\$642.86	
SEP	\$1,303.66	\$740.55	\$887.71	
<b>TOTAL</b>	<b>\$5,529.34</b>	<b>\$11,046.74</b>	<b>\$13,417.08</b>	

STATE SURCHARGE PERMIT FEE REPORT



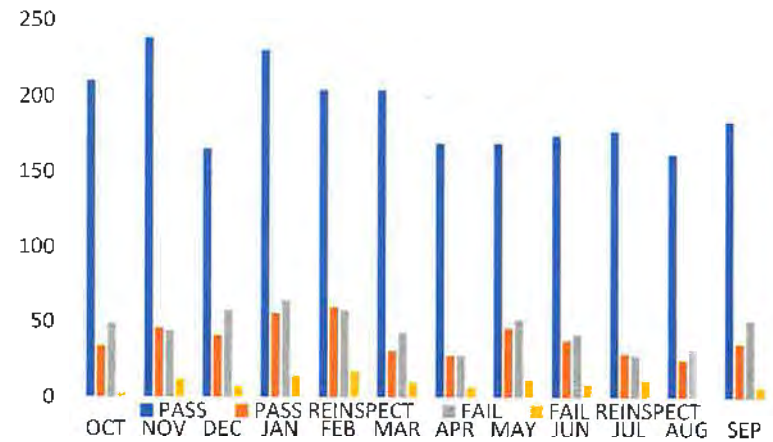
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

**FY 20 INSPECTION RESULTS**

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	210	34	49	3
NOV	238	46	44	12
DEC	165	41	58	7
JAN	230	56	65	15
FEB	204	60	58	17
MAR	204	31	43	10
APR	169	28	28	7
MAY	169	46	52	12
JUN	174	38	42	9
JUL	177	29	28	12
AUG	162	25	32	2
SEP	183	36	51	7
<b>TOTAL</b>	<b>2285</b>	<b>470</b>	<b>550</b>	<b>113</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 20 INSPECTION RESULTS**

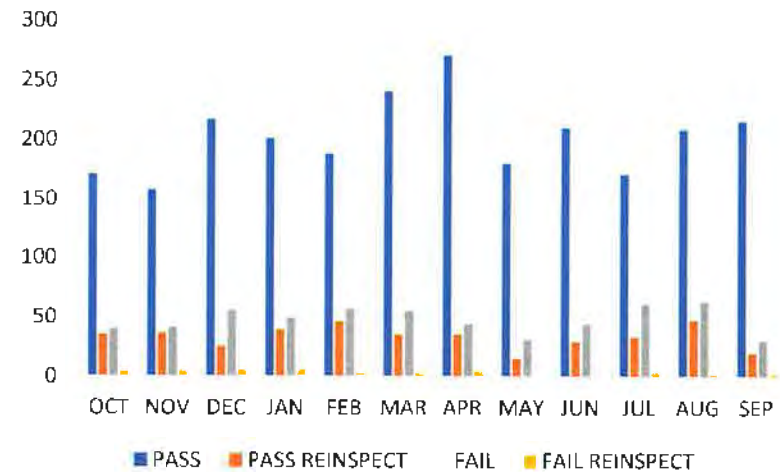


**FY 21 INSPECTION RESULTS**

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	170	35	40	5
NOV	157	36	41	5
DEC	216	25	56	6
JAN	200	39	49	6
FEB	187	46	57	3
MAR	240	35	55	3
APR	270	35	44	5
MAY	179	15	31	1
JUN	209	29	44	2
JUL	170	33	61	4
AUG	208	47	63	2
SEP	215	20	30	2
<b>TOTAL</b>	<b>2421</b>	<b>395</b>	<b>571</b>	<b>44</b>

**RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS**

**FY 21 INSPECTION RESULTS**



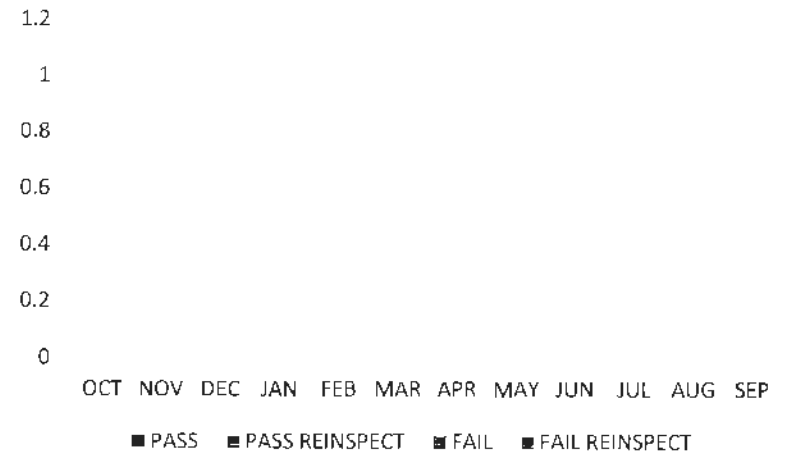
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT				
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	0	0	0	0

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 22 INSPECTION RESULTS

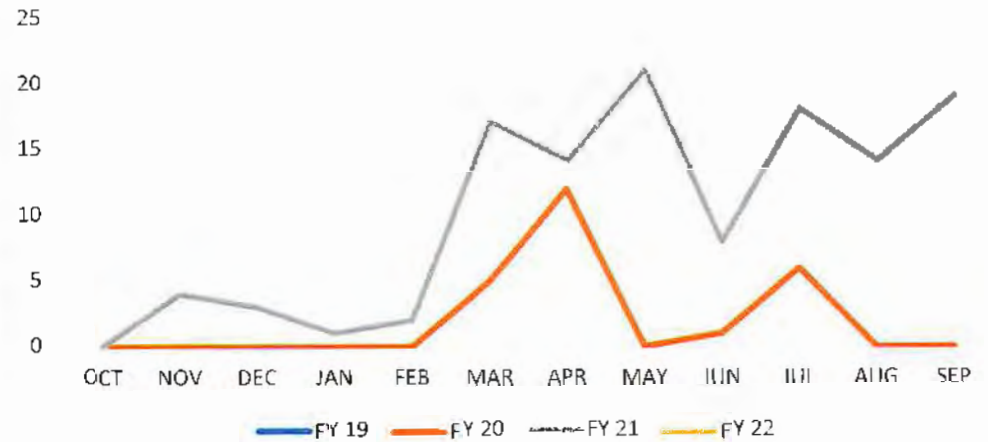


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

# 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	14	
SEP		0	19	
<b>TOTAL</b>	<b>0</b>	<b>24</b>	<b>121</b>	

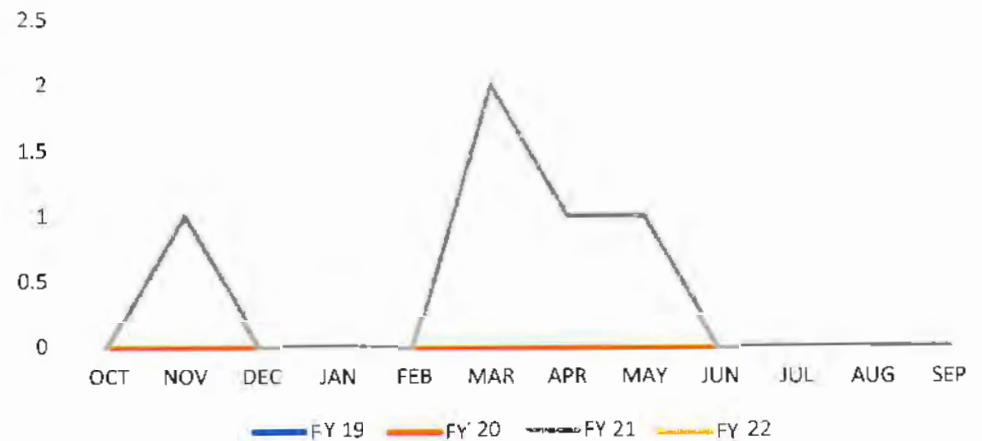
# OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



# OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	
NOV	0	0	1	
DEC	0	0	0	
JAN	0	0	0	
FEB	0	0	0	
MAR	0	0	2	
APR	0	0	1	
MAY	0	0	1	
JUN	0	0	0	
JUL	0	0	0	
AUG	0	0	0	
SEP	0	0	0	
<b>TOTAL</b>	<b>0</b>	<b>0</b>	<b>5</b>	

# OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

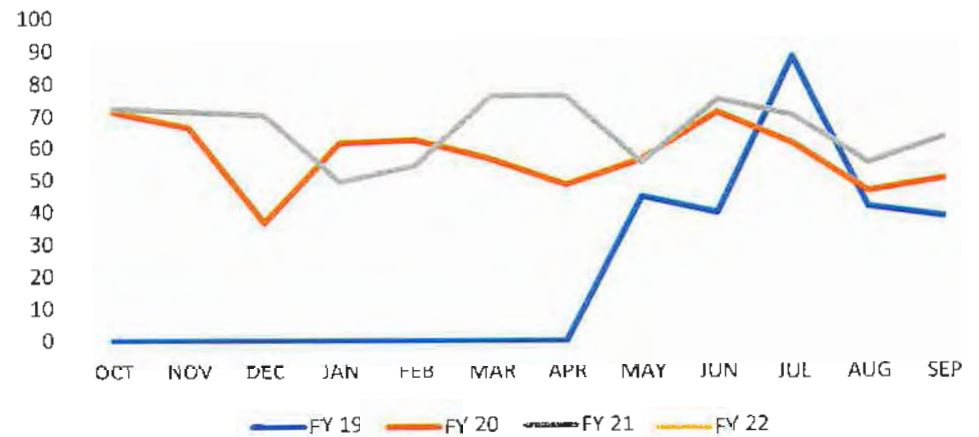


# CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

# OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	
NOV	0	67	72	
DEC	0	37	71	
JAN	0	62	50	
FEB	0	63	55	
MAR	0	57	77	
APR	0	49	77	
MAY	45	57	56	
JUN	40	72	76	
JUL	89	62	71	
AUG	42	47	56	
SEP	39	51	64	
<b>TOTAL</b>	<b>255</b>	<b>696</b>	<b>798</b>	

# OF PLAN REVIEW ACTIVITIES



## COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
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
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
3176	129 14TH ST	P2101217	SFR-D	9/24/2021		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
4104	2580 A1A S	P2101186	SFR-D	9/10/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4376	118 8 ST	P2200045	SFR-D	10/12/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4411	110 RIDGEWAY RD	P2200064	SFR-D	10/18/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES

Application Id Range: First to Last

Issue Date Range: 10/01/18 to 10/19/21

Expiration Date Range: First to 09/08/23

Applied For: Y Open: Y

Application Date Range: First to 10/19/21

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	P2000843	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 CONSTRUCTION4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: 10/01/18 to 10/19/21

Expiration Date Range: First to 09/08/23

Applied For: Y Open: Y

Application Date Range: First to 10/19/21

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'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Customer	Customer Name	Description
4490	109 B ST	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/11/2021	JEFFM005	JEFF MOBLEY TREE SERVICE	RESIDENTIAL-TREE REMOVAL INSPECTION
4501	24 DEANNA DR	TREE	RESIDENTIAL-TREE REMOVAL INSPECTION	10/13/2021	ANCIE040	ANCIENT CITY ARBOR INC	RESIDENTIAL-TREE REMOVAL INSPECTION
<b>Totals</b>							

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 10/19/21

Expiration Date Range: First to 09/08/23

Applied For: Y Open: Y

Application Date Range: First to 10/19/21

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'22 ZONING REPORT

Application Id	Parcel Id	Property Location	Building Code	Activity Type	Inspector	Date	Status
4509	1724911210	1101 LAUGHING GULL LN	ZONING	Z-TREE REMOVAL	BONNIE M	11/16/2021	OPEN

Application Id Range: First to Last

Range of Building Codes: ZONING

to ZONING

Activity Date Range: 10/01/21 to 11/24/21 Activity Type Range: Z-CONCEPT REV 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: 09/01/21 to 10/19/21	User Code Range: First to Last	Completed: Y
Ordinance Id Range: First to Last		Void: Y
		Pending: Y
Customer Range: First to Last	Inc Violations With Waived Fines: Yes	

---

Violation Id: V2100055	Prop Loc: 494 PYRUS ST	
Viol Date: 09/10/21	Status: Open	Comp Name: Kevin Pessina - 491 pyrus st
Comp Phone:	Comp Email: pessinak02@sbcglobal.net	

Ordinance Id	Description
14-2	Sec. 14-2. - Weeds, trash, and unsanitary matter.

Description: Kevin Pessina sent in a complaint via the RSS module on 8-31-21. He claims that 494 Pyrus is neglected and overgrown.

Code enforcement will investigate further.

Code Enforcement drove past the property on 9/21/21. It does appear to be overgrown, with many areas of grass over 12 inches. See attached photos.

Created	Modified	Note
09/22/21	09/22/21	Sent Certified Mail on 9/22/2021 (see attached)

---

Violation Id: V2100056	Prop Loc: 609 POINSETTIA ST	
Viol Date: 09/13/21	Status: Open	Comp Name: Katie Levens - 611 Ponsettia
Comp Phone: (937)269-7224	Comp Email: klevens77@hotmail.com	

Ordinance Id	Description
7.01.03	Sec. 7.01.03. - Fences and retaining walls.

Description: Katie Levens sent an email on 7/29/2021 to complain about her neighbor's fence extending into the front setback area. See attached.

Created	Modified	Note
10/05/21	10/05/21	Homeowner, Larry Mowbray called on 10/05/2021 to state that he had been out of town and just received the notice today. He said he would have his fence contractor to come by and bring the fence into compliance.

The homeowner will call when the fence has been brought into compliance.

09/13/21	09/22/21	Certified Letter Sent 9/22/21 see attached
----------	----------	--

---

Violation Id: V2100057	Prop Loc: 114 11TH ST	
Viol Date: 09/17/21	Status: Open	Comp Name: RICHARD GRAY - PUBLIC WORKS
Comp Phone:	Comp Email:	

Ordinance Id	Description
--------------	-------------

Description: Richard Gray of Public Works submitted a complaint (see attached) regarding a pile of tree trimming and debris at 114 11th St that is believed to be contractor generated. Richard Gray attempted to contact the owners by knocking on both doors (upper and lower) but there was no answer.

Glenn Brown the City Building Inspector also visited the property on 9/16/2021. He did not speak to the homeowners, but was able to make contact with the tenant who stated that the homeowner should be back in town by 9/17/21.

Code Enforcement sent a certified letter on 9/17/2021, see attached. This letter requested that the debris be removed by 9-24-21 at 12pm.

Created	Modified	Note
09/22/21	09/22/21	Code enforcement spoke to the homeowner who stated that he and his friend trimmed the trees and the debris was not contractor generated. He also provided me with the attached email and the paperwork for renting the machinery.
		The tree portion of this case is closed.

Violation Id: V2100058	Prop Loc: 380 A1A BEACH BLVD	
Viol Date: 09/20/21	Status: Open	Comp Name: PUBLIC WORKS / FINANCE DEPT
Comp Phone:	Comp Email:	

Ordinance Id	Description
10-3 PLACEMENT	GARBAGE & TRASH-PLACEMENT

Description: Rita's cancelled their trash service through the City on 8/2/2021. Richard Gray of Public Works then noticed that there was a dumpster from Waste Management which is not enclosed.

Created	Modified	Note
10/05/21	10/05/21	Received an update that Rita's has switched to an appropriate dumpster and are awaiting a quote for a proper fence for enclosing said dumpster. see attached.
09/20/21	09/20/21	Certified Mail and regular USPS mail sent on 9/20/2021

Violation Id: V2100059	Prop Loc: 213 A ST	
Viol Date: 09/22/21	Status: Open	Comp Name: Building Department
Comp Phone:	Comp Email:	

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: On 9-22-2021 the Building Official noticed that work was being done on a 2nd story deck. There are currently no permits on this property. Code enforcement visited the property and posted a stop work order at 10am on 9/22/21. I knocked on the door and was greeted by a tenant. She then called the homeowner on speakerphone, Shannan Kolbe (Phone 956-296-4165). Ms. Kolbe was unaware that a permit was needed and stated that she has hired a contractor to do the work : VNS Builders Inc, Scott Digregorio. I instructed her that they needed to obtain a permit and not remove the stop work order until then.

---

Violation Id: V2100060      Prop Loc: 499 ACACIA ST  
Viol Date: 09/24/21      Status: Completed      Status Date: 09/30/21  
Comp Name: Marks, Arthur 498 Acacia      Comp Phone: (904)907-7584  
Comp Email: 993marks@gmail.com

---

Ordinance Id      Description

---

Description: A complaint was lodged by Arthur Marks, Power of Attorney for Debbie Dean at 498 Acacia St regarding the overgrowth at 499 Acacia St.

Code enforcement drove by the property on 9/22/2021 and determined that most of the overgrowth are Florida plants and not specifically weeds or grass which is what the code describes as being a violation.

---

Violation Id: V2200001      Prop Loc: 214 7TH ST  
Viol Date: 10/05/21      Status: Open      Comp Name: DeBlasio, Patrick  
Comp Phone: (305)469-9134      Comp Email: pdeblasio@littler.com

---

Ordinance Id      Description

---

CC 6.02.03      Sec. 6.02.03. - Rights-of-way.

Description: Recieved E-mail from a Patrick DeBlasio stating that his neighboring house (214 7th St.) has been installing an excessive amount of pavers, as well as up to 6 trucks worth of fill. See Attachments for E-mail.

Created	Modified	Note
10/08/21	10/08/21	Arrived at 214 7th st. Issued a Notice of violation regarding driveway ordinance (Sec. 6.02.03) Spoke with the owner of the residence Logan, Pamela as well as the contractor leading the project: Bray, Hulsey with "Deepwater Woodworking LLC". E-mailed Mr. Bray the ordinances that pertain with the current situation. Pictures and e-mail are attached.
10/05/21	10/05/21	Recieved E-mail from Mr. DeBlasio with pictures from his property of the work being done on 214 7th St. (see attached)
10/05/21	10/05/21	1102 E-mailed Mr. Tredick. see attached.
10/05/21	10/05/21	0900 Gil spoke with Mr. DeBlasio about his neighbors installation of pavers and fill. Mr. DeBlasio was informed that due to the nature of the work on 214 7th St. an inspection of the situation must come from a qualified engineer given the main issue being a drainage one. Mr. Tredick has been forwarded the e-mail and updated on the current complaint. (Attached are photos of 214 7th St. from 2018 for refrence)

---

Violation Id: V2200002      Prop Loc: 1 E ST  
Viol Date: 10/05/21      Status: Completed      Status Date: 10/05/21      Comp Name:  
Comp Phone:      Comp Email:

---

Ordinance Id      Description

---

Description: Recieved complaint about illigal parking under a no parking sign and noise issues after hours

Created      Modified      Note

---

10/05/21	10/05/21	E-mailed stated that the complaints issued were to be addressed with the SABPD. See attachments.
----------	----------	--

---

Violation Id: V2200003	Prop Loc: 135 13TH ST	
Viol Date: 10/06/21	Status: Open	Comp Name: Tim & Sally Shirley
Comp Phone:	Comp Email: timothyshirley2619@comcast.net	

---

Ordinance Id	Description
--------------	-------------

---

Description: Recieved a complaint from a Tim and Sally Shirley about an unpermitted shed that resulted in a fire at the residence of 135 13th St.

Created	Modified	Note
10/07/21	10/07/21	Received e-mail from Mr. Law stating his intentions to demolish his existing residence including the shed in subject. (see attached)
10/06/21	10/06/21	Mr. Law responded by contacting Mr. Timmons by work cell phone. Mr. Law stated that he is planning on demolishing all existing structures due to extensive fire damage, including the shed in question.
10/06/21	10/06/21	Mr. Timmons sent an e-mail requesting to open a dialog about the unpermitted shed and the actions that must take place for the removal of said shed. (see attached)

---

Violation Id: V2200004	Prop Loc: 510 A ST	
Viol Date: 10/18/21	Status: Open	Comp Name: IRA, BILLIE JEANETTE MEDLEY
Comp Phone: (904)599-1429	Comp Email:	

---

Ordinance Id	Description
--------------	-------------

---

CC 7.01.01 Sec. 7.01.01. - Accessory Sturctures General standards and requirements.

Description: Shed in front setback.

Created	Modified	Note
10/19/21	10/19/21	Spoke with owner of 510 A st. the shed company has authorized a full refund as long as the shed is returned within a certain time. Mrs. Clermont will let me know then the deadline for the refund is and what steps they intend to take afterwards.
10/18/21	10/18/21	Received complaint from Ira, Billie Jeanette Medley residing at 512 A st. about a shed located in the front setback of address 510 A st. Spoke with homeowner, Carol Anne Clermont of 510 A st. informed Mrs. Clermont of the violation. Mrs. Clermont was told by shed installers that everything was code, and is researching her right to apply for a variance.

---

Violation Id: V2200005	Prop Loc: 12 WILLOW DR	
Viol Date: 10/19/21	Status: Open	Comp Name: ISOBEL FERNANDEZ
Comp Phone: (720)341-5725	Comp Email:	

---

Ordinance Id	Description
--------------	-------------

---

6.07.06 Sec. 6.07.06. - Care of premises.

Description: Received written complaint from Isobel Fernandez at 5 Willow Dr. about the care of premises at 12 Willow Dr.

---

Created	Modified	Note
10/19/21	10/19/21	Complaint was received on 10/14/2021 Building Inspector investigated a claim that the pool had open access and the safety of the public required immediate attention. Inspector found the pool was secured by a screen porch. Inspector Brown left his business card. Mr. Timmons investigated the property on 10/19/2021 and left a notice on the door.

---

---



## MINUTES

**SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING  
WEDNESDAY, SEPTEMBER 8, 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 Craig Thomson, C. Michel Cloward, and Karen Candler.

Member Ann Palmquist was absent, and Member Lonnie Kaczmarzsky has notified the Board that he is moving outside the City. There is now one vacancy for a regular member and two vacancies for alternates.

Also present: Deputy City Clerk Dariana Fitzgerald and Public Works Director Bill Tredik.

IV. APPROVAL OF MINUTES OF AUGUST 4, 2021, REGULAR MEETING

**Motion:** to approve the minutes of August 4, 2021, with correction of typographical errors and clarification of presentations. **Moved by:** Member Thomson. **Seconded by:** Member Cloward. Motion passed unanimously.

V. PRESENTATION OF REPORTS:

1. Recycling: Discussion on Whether to Suspend Services

Deputy City Clerk Fitzgerald advised that this topic was added to the agenda at the request of Mayor England. The Commission is currently having discussions regarding what to do about recycling collection and the City taking over the services. The Mayor is asking for input from SEPAC about what the City should do in the interim, such as suspending the services until the City can effectively take over.

Public Works Director Tredik advised that he will be giving a presentation to the Commission on September 13, 2021, to discuss the City's options. The current contract expires May 31, 2022. He pointed out that there have been many delays with the City's collection services due to Covid-19 and staffing shortages. He said that eventually Public Works will take over the recycling services but that the timing is uncertain right now because the City will need to hire two more full-time employees and purchase a new trash truck. The options that he will be



presenting to the Commission are 1) to run the contract out until it expires in May of 2022 and deal with the delays until the City takes over; 2) to have the City try to take over sooner by leasing a truck which is not going to be as cost effective; or 3) to temporarily suspend recycling services until it can be effectively taken over by the City. He advised that the City is also discussing the possibility of reducing what is being collected due to no market for it or because it is frequently contaminated. He said that the City's goal is to continue recycling but to limit it to what will actually be recycled. He advised that most recycle programs have been driven by market conditions and plastics corporations. He discussed limiting the City's collection of plastics to type 1 and 2 and not collecting glass because there is no market for it, and it would just go to the landfill which is not doing any good. He advised that there is a strong market for metals, paper, and cardboard. He discussed some questionable forms of recycling such as incineration and ground up glass as landfill cover. He asked for discussion by SEPAC.

Member Thomson asked Director Tredik if he has done a white paper for the Commission. Director Tredik advised that there is a 7- or 8-page memo in the Commission's package which is also on the City's web site.

Discussion ensued regarding whether the City has looked at what other cities are doing with their recycling programs; the two possible places that the City would be taking the recyclables to (Bunnell or 9-Mile); whether there is a cost savings to cancel the current contract.

Director Tredik advised that he believes there is a minimal savings if the City breaks the contract. The savings are difficult to quantify because the City would need to hire two new employees and buy a truck, plus any unknowns such as fuel costs.

Member Candler agreed that the City should take over the recycling services. She said that if the services are suspended, that people would get out of the habit of recycling, and it could be negative for behavioral reasons. She suggested continuing some sort of collection services.

Deputy City Clerk Fitzgerald advised that there are some benefits to suspending recycling. The City is paying the current company a monthly bill which could be saved and used for the new truck, an education campaign, etc.

Director Tredik advised that there are going to be changes when the City takes over such as possibly going to three days for collection of recycling. He said that education is critical. He agreed that suspension of services would have some drawbacks and would require education and then re-education to have compliance. He advised that there could be some savings of approximately \$7,000 a month if recycling is suspended. He said that he is not a big fan of suspending the recycling program and he believes that the City can continue with it if the public is informed and educated about it.

Discussion ensued regarding posting the delays on the City's website and Facebook page; that the City is not normally informed of the delays by Waste Management until that collection day.

Chair Krempasky asked how long the suspension would last. Director Tredik advised that it would depend on whether the City decides to buy or lease the new truck. Leased trash trucks are not available at this time and it could take nine months for a purchased truck to be delivered. It may be possible to get on a waiting list for a leased truck and get a truck sooner.

He advised that Waste Management is agreeable to ending the City's contract. He said that they are losing money on it because their costs have gone up.

Member Candler said that even if the City ordered a truck today, there will be lag time between the current contract expiring and the City taking over. Director Tredik said yes. He explained that the City currently has a fleet of four trucks and could make it work, but it would be very difficult to keep up with if one or more trucks become disabled. Deputy City Clerk Fitzgerald advised that there is no win here, it is simply what decision the City can live with and that is why Mayor England wanted to get input from SEPAC.

Discussion ensued regarding leasing a truck; borrowing a truck from the City of St. Augustine; how long it takes for delivery of an ordered vehicle; that there are a lot of "what ifs".

Chair Krempasky asked to continue with the current contract and to start the education process now. She suggested that unrecyclable items could be left behind to educate the residents as to what will not be collected.

Director Tredik advised that if the contract is continued until it expires in May of 2022, that Waste Management would not enforce the education that the City is trying to do. Once the City takes over the recycling, it will start the education process and would eventually start tagging the bins to continue the education process. The City will use the website, social media, the matrix message board, and possibly mailers to educate people. Deputy City Clerk Fitzgerald advised that if there was a suspension in service then the savings could be used to pay for those mass mailings which are expensive. Member Cloward advised that there is a much less expensive way to do mailers which is to select a route and then the post office drops one in every box on that route and then there is no need to address every mailer.

Discussion ensued regarding government entities being required to notify the property owner and not the tenant; that there would need to be multiple mechanisms used; that the Commission would like to get SEPAC's help; to host recycling workshop meetings.

Member Cloward asked what the savings would be if the service is suspended. She said that she sees the pros and cons of each side. She agreed with Member Candler that stopping service could cause too much confusion, but that suspension would save money that could be used for education. She said that the current service is late, but it is still being collected.

Deputy City Clerk Fitzgerald advised that with the City's current open-top bins, that the delays could cause the container to become contaminated with rainwater, items to blow around the neighborhood, etc.

Director Tredik advised that it is hard to get good information. He described how recyclables are handled at different locations and that the higher price point locations have the capability to recycle more items that might otherwise be considered contaminated. The Bunnell facility is taking steps to increase their sorting capabilities.

Chair Krempasky agreed with Member Cloward. She suggested to not suspend the service because it sends a bad message that the City cannot provide the services. Director Tredik advised that more and more cities are deciding to suspend their recycling services for now for these same reasons. Member Cloward described her visit eight years ago to Brooklyn, New York, and that the government imposed a fine if the recycling was not separated.

Chair Krempasky asked for discussion and a recommendation to the Commission. She asked if the members wanted to take a vote.

Vice Chair Bandy asked if there is an option for residential drop off locations for recyclables. Director Tredik advised that there are options but that they are not near the City and that he would have to research it further.

Member Thomson asked if there is the possibility of placing recycling containers in the City. Director Tredik advised that there is not a central place to put the collection bins, it would lead to too much contamination, and they would also need to be staffed to ensure compliance.

Discussion ensued regarding residents separating items by using color-coded containers; that a special truck would be needed to collect it and keep it separated; to have collection sites; that Public Works does not have the ability to manage the sites properly; the need to modify a truck to have the capability; that the sites could attract rodents and residents would not want a site near their homes; whether St. Johns County's recycling bins on the beach are being properly used; that compliance will always be an issue; that St. Johns County uses Waste Management for collection of recyclables; that the County uses the closed-top carts for recycling; to borrow a truck from another city.

Director Tredik advised that if the City borrowed a truck from another city that it would not be for an extended period of time.

Deputy City Clerk Fitzgerald advised that the Commission is asking for an opinion and that it could be provided individually or as a committee. It was the consensus of the SEPAC members to provide individual opinions. Chair Krempasky advised the members to be concise.

Member Candler is not in favor of suspending the recycling services. She agreed to cut out the glass collection.

Member Thomson is not in favor of suspending the recycling services. He would like more information on other options before making a recommendation whether to have the City take over or hire an outside entity to collect the recycling.

Chair Krempasky is not in favor of suspending the recycling services.

Vice Chair Bandy is not in favor of suspension, but suggested to find a compromise such as collection every other week.

Director Tredik advised that changing the collection to every other week would lead to more confusion. He said that changing to an every other week schedule would probably be doable with the existing fleet but not the existing manpower.

Member Cloward is not in favor of suspension of service for sustainability reasons and she advised that SEPAC would like to be part of the educational campaign.

Director Tredik advised that the Commission also wanted SEPAC to give an opinion as to whether the City should continue the recycling contract until May 2022 or take over sooner.

Member Candler said that SEPAC does not have enough information to advise whether the City should take over now or later but that she would like to see the City take over as soon as possible. She commended the City Public Works department for their exceptional work.

Member Cloward agreed that she would like the City to take over recycling as soon as possible and that getting another truck is the biggest hurdle. She also agreed with starting education right away to help during the takeover.

Director Tredik asked if the committee members were also in agreement with reducing what is being recycled. The SEPAC members agreed that it is necessary to reduce what is being collected for recycling. Director Tredik advised that glass would be eliminated and only plastics #1 and #2 would be collected along with metal, paper, and cardboard.

Deputy City Clerk Fitzgerald advised that there is something referred to as “wish-cycling”, when people are unsure if something is recyclable, so they put it in the bin anyway which causes contamination. She said that there is also confusion because people associate the three-arrow triangle symbol for recyclables, but its use is not regulated and does not mean an item will be accepted for recycling.

Member Cloward asked if there would also be education about cleaning the recyclables.

Discussion ensued regarding taking labels and caps off cans and bottles; food contamination; that some facilities have the capability to take aluminum foil, styrofoam, etc.

Deputy City Clerk Fitzgerald advised that on September 13, 2021, the Commission has a budget meeting at 5:01 p.m., with the regular Commission meeting immediately following. She said that the Commission will be discussing the recycling topic as Agenda Item #4. She advised that City Manager Royle would be suggesting that the discussion of recycling be moved up before the budget meeting because the decision would impact the budget.

## 2. Discussion of Presentations to the Commission

Chair Krempasky said that Members Thomson and Kaczmarzsky would be doing a presentation to the Commission with suggestions from SEPAC.

Member Thomson advised that he has been in correspondence with City Manager Royle over the past month to discuss what SEPAC is trying to do. He said that there are three topics that he wanted to discuss with the Commission; 1) the recommendations by SEPAC to the Commission; 2) how to have effective communication between boards; 3) to form a task force from the different boards and have monthly meetings. There have been specific agenda items that SEPAC has not been able to thoroughly discuss. He suggested that the task force meetings could be a more appropriate format to discuss such topics as climate change initiative and resiliency options. He went into further discussion about climate change and how to move forward. He said that he asked City Manager Royle about the formation of a task force and that his final remark was “he would approve it, but it would take too much of your time”. Deputy City Clerk Fitzgerald advised that if the task force was to involve City staff, it would take them away from their jobs. She said that if the task force is to include several members of SEPAC, then it would also need to be a recorded meeting to avoid Sunshine Law violations. Member Thomson advised that the task force could focus on specific topics and then make their recommendations at each monthly Commission meeting. He said that sustainability should be on the table.

Vice Chair Bandy said that there seems to be an issue of communication. She said that at the last Commission meeting a member of the public asked the Commission if they had asked for

SEPAC's advice about Ocean Hammock Park. Chair Krempasky sent SEPAC's recommendations to the Commission which possibly did not get received or were not shared with the public.

Member Thomson advised that SEPAC relies on both the Building Official and the Public Works Director to be liaisons for SEPAC's ideas to be enacted. SEPAC has done the research but there is a disconnect as to how to get the ideas to the Commission and the community.

Director Tredik suggested that an occasional workshop meeting between the advisory boards may be useful, but he is not sure that a monthly task force is needed. He agreed that environmental issues are serious, but as an engineer he may have a different approach to threats such as storm surge. He discussed several upcoming grants that have been applied for such as the next step in the Vulnerability Study which is an adaptation of the resiliency plan for \$150,000 to develop the suggested projects. He understands that there are projects that Member Thomson has suggested solutions such as retention areas, but that they are very hard for Public Works to maintain, they attract snakes, and people do not want them in their neighborhoods. He discussed how retention works and that they lose their efficiency over time. He is concerned with the challenges of the implementation of them.

Member Thomson said that debating this in front of the Commission is not a good way to do it and that a task force would present it as a joint effort to the Commission. Director Tredik asked how that would be better than an occasional workshop. Member Thomson said that the task force could be an occasional workshop and that the City of St. Augustine has done it because of the new developments that are flooding older developments. Director Tredik advised that flooding is being addressed the best it can during the building permit process. Member Thomson advised that he did not think it was being addressed.

Member Thomson said that SEPAC has made recommendations to the Commission and then the Commission says to take it to the Planning Board, and it is not being effective. SEPAC had many questions during the Vulnerability Study which were not answered. He appreciates engineering, but it is based on data, and data is changing. He asked if there are green alternatives for the future. He said that the City is behind on this issue. He advised that the engineer for the Vulnerability Study suggested a 7- to 12-foot-high seawall from Pope Road south to the pier area and the Embassy Suites Hotel. He discussed a similar situation that happened in Miami and the citizens defeated it by using an environmental solution. He said that that scenario would not be an option for SEPAC because we are not able to have communications with the engineers or any regular conversations with the Public Works Director.

Director Tredik advised that he could not commit to a task force, but he could try to do workshops and possibility more commitment from his newly hired engineer. He said that he does not believe that the City could do anything on its own to slow sea level rise, but it could be part of a bigger nationwide solution. Member Thomson advised that we are not going to stop sea level rise, but we could be making it worse by not using clean-energy trucks that are better for the environment. Director Tredik said that those are good recommendations, and he would like to move to clean energy vehicles but there are challenges. Member Thomson said there is an association between the trees, the water conservation, the run-off, and that there is a need for education about it and not to rely on an engineering solution. Director Tredik advised that the City's primary concern was to keep the storm surge from coming into

the City and to protect life and property. Member Thomson said that the Vulnerability Study only looked at a Category 1 hurricane and should have looked at a Category 2 or 3.

Member Cloward said that the concern is that SEPAC does not have a place to address these major issues. She said that she thought that was what SEPAC was supposed to be doing at the monthly meetings. Member Thomson said that Agenda Item #7 has been on the agenda for about 2 years and that SEPAC's recommendations do not go beyond the minutes. Member Cloward said that a workshop or task force would allow all the parties to get together at one time to make the recommendations. Member Thomson said that the issues are still on the agenda and going nowhere.

Chair Krempasky asked if a workshop should take place before member Thomson's presentation is made. Deputy City Clerk Fitzgerald advised that the presentation is already on the Commission's September 13<sup>th</sup> agenda at Member Thomson's request. Member Thomson asked if Member Kaczmarzsky was going to be available to make his half of the presentation. Chair Krempasky said that she did not think Member Kaczmarzsky would be available. Deputy City Clerk Fitzgerald advised that Member Kaczmarzsky is no longer a SEPAC member and could be contacted outside of the meeting.

Member Thomson asked if Director Tredik had reviewed the green infrastructure information prepared by Member Kaczmarzsky. Director Tredik advised that he read some of the information. Member Thomson asked if Director Tredik was opposed to the bioswales that Member Kaczmarzsky is proposing. Director Tredik said that they are not practical, and they are a challenge to maintain, but that they do provide an environmental benefit. Member Thomson said that if Director Tredik is not on the same page with SEPAC then he would be wasting his time making a presentation to the Commission.

Discussion ensued regarding the challenges of maintaining the bioswales; that the citizens may complain about them; SEPAC could hire master gardeners to weed the bioswales; that the City may start contracting out some mowing services; that the Matanzas Riverkeeper may have connections to people who could help weed the bioswales.

Chair Krempasky asked Member Thomson if he still wanted to make the presentation. Member Thomson asked if Director Tredik would agree to have quarterly workshops possibly during the day. Deputy City Clerk Fitzgerald advised that daytime meetings are an issue because they are regulated by the Sunshine Law and need to be recorded. She said that she would have to step away from the job that she is being paid to do to attend the daytime meetings. Chair Krempasky advised that having one person from the Comprehensive Planning and Zoning Board (CPZB), one person from SEPAC, and Director Tredik together should not be a violation of the Sunshine Law.

Discussion ensued regarding other board members attending SEPAC meetings; that there is a problem getting attendance at SEPAC meetings from the Building Official, the City Manager, and the Public Works Director; SEPAC attending CPZB meetings; that Director Tredik could attend more meetings when there is a critical item on the agenda for discussion.

Deputy City Clerk Fitzgerald questioned what a task force would do that SEPAC is not already tasked with doing. Chair Krempasky said that the task force would have input from another board. Member Thomson said that SEPAC is supposed to research and educate regarding sustainability and environmental planning, but it is not to implement or enact policy. Director

Tredik advised that SEPAC could draft something to be presented to the Commission. Member Thomson advised that SEPAC has gone that route before, and it has not been accepted.

Member Cloward asked how these types of things work for the other City boards. Deputy City Clerk Fitzgerald advised that SEPAC does a lot of research and provides a lot of information, and it needs to be simplified with the key points and accompanied by a solution outlining the specific details for the project. Member Thomson said that there are experts that work for the City, and they know the mechanics of ordinances and policies and that SEPAC should not be writing code.

Member Cloward said that it could be done by one SEPAC member emailing key City staff members and that a workshop might not be any better at getting the message out because it is too much information. She said that a great example is how overwhelming the Newsletter is, and she does not want to read it.

Chair Krempasky advised that there was a bit of a breakdown from the last meeting and that Member Kaczmarzsky was going to do his Newsletter article in sections, but that Deputy City Clerk Fitzgerald never heard back from him, so the article did not get in the September Newsletter. She asked Deputy City Clerk Fitzgerald to help with the miscommunication of the Newsletter articles so that the responsible person gets it turned in to her in a finished format. Member Cloward said that what SEPAC is saying and doing is not marketable and it would be better to condense it. Member Thomson said that there is a marketing side to water conservation, rights-of-way, climate change, etc. and that the article should have been published already so that the presentation would have backed up the Newsletter. Chair Krempasky suggested to email Member Kaczmarzsky to ask him to send his article and then it can be edited by SEPAC.

Member Cloward advised that she is not trying to stop from having a task force, that she is trying to get to the root of the problem. A task force is not going to solve the problem but instead might create more work. She suggested to condense SEPAC's message and then get help writing code. Member Candler said that she does not think SEPAC knows what its own message is to try to market it. Member Thomson said SEPAC is selling the idea. Member Cloward advised that staff already has enough on their plates and that SEPAC needs to present clear, concise information outlining the problem, the recommendation, the cost, etc. Member Thomson asked Member Cloward if she would be willing to take that on.

Discussion ensued regarding asking for a workshop meeting on a particular project and asking staff for help; that SEPAC did not have a problem selling the bioswale idea to the Commission years ago when there was money in the budget; that the Mickler Boulevard bioswale cost \$5,000; that a bioswale is not a priority right now; that SEPAC was able to get what it wanted when the City had money.

Chair Krempasky advised that she printed out an email outlining what SEPAC has done over the past five years (Exhibit A). She said that SEPAC accomplished a lot this year with only \$2,500. SEPAC cannot make changes unless protecting the green spaces becomes a priority to the Commission. She said that half of the City showed up at the Commission meeting when the parkettes were threatened and that the residents want the green spaces kept. She said that this would not be a hard sell to the community, and that a landscape architect could advise which trees soak up water. Director Tredik advised that he is not an expert on plant

species, but that he would not want a retention area with plants that are difficult for staff to maintain. Chair Krempasky said that if low maintenance is required, that an expert would need to guide the City as to what plants to use.

Chair Krempasky said that SEPAC made recommendations to the Commission regarding Ocean Hammock Park, and that SEPAC's minutes reflected that the recommendations would get to the Commission either by City Manager Royle or that they would be provided as minutes only in the agenda books. She said that she did not even bother to read the SEPAC minutes because they were ten-pages long. She did not believe that anyone would want to weed through the minutes to find out SEPAC's recommendation, so she sent the recommendation to the Commission herself. She said that the meeting was limited to 20 people in the room and that a lot of Sea Colony residents were in attendance. She thought that it might be better for the Commission to hear the same message from the residents instead of SEPAC and that she was upset that she did not stay to read the recommendation into public record. She discussed how a resident asked the Commission if they had asked their own SEPAC board for a recommendation and that Mayor England advised that SEPAC is welcome to attend. The resident said that she took that answer as a "no". She said that she does not think that what SEPAC is trying to communicate is actually being given to the Commission. Vice Chair Bandy said that the Commission is putting SEPAC at an individual level as opposed to hearing SEPAC's recommendations as a group.

Director Tredik said that the Ocean Hammock Park project has origins that are a decade old. He said that he informed SEPAC about the project because he wanted input, but did not want to change the concept plan. He said that SEPAC's suggestion to reduce the footprint and a restoration plan to reduce the impact on the park is being developed. He said that he cannot be asked to run all his projects through the different City boards, or he would not be able to get anything done. Member Thomson said that SEPAC is an advisory board to the City Commission. Director Tredik advised that initially the Board's advisory function was beautification and that it was then modified to sustainability. Member Thomson asked why environmental planning and sustainability would not be considered part of a park plan review. Director Tredik said that if SEPAC is opening the door to have all projects subject to environmental review by this board, that it would eliminate his ability to get projects done. Member Cloward said that SEPAC could improve sustainability and sea level rise through the code and make recommendations.

Member Thomson advised that the City has a Comprehensive Plan that talks about the environment and zoning policies which are part of the Land Development Regulations (LDRs) and that there are umbrella concepts. He believes that those policies and concepts are not being used for individual projects in the City. He said that SEPAC's mission is to look at sustainability and environmental planning due to climate change. He suggested that staff could use SEPAC's directional ideas and work them into the projects and that the Commission needs to know about it. He questioned whether the Commission is educated in climate change and resiliency.

Member Candler asked Director Tredik how he advises the Commission about his projects. Director Tredik said that it depends on the project. Member Candler asked specifically about the restrooms for Ocean Hammock Park. Director Tredik advised that the project had origins a decade old and that the restrooms were part of the grant application when the land was purchased.



Director Tredik discussed the Hazard Mitigation Assistance Program (HMGP) grant for County Road A1A. During the Vulnerability Study, a grant opportunity came up to apply to the state for a grant to have it done for free and that \$72,500 was received to identify the vulnerabilities. He knew what some of the vulnerabilities were, but he needed them in a format that he could take to the next level. He said that all along he was informing the Commission either by an agenda item or during staff comments at the end of the meetings. He said that a lot of his advisory information is provided to the Commission from his monthly report or an occasional agenda item for further discussion and then they can be worked into the capital improvement budget at the Commission's direction. He advised that there are some big projects in the 5-Year Capital Improvement Plan. He suggested that when a new capital project is introduced, that it might be a good idea to have an environmental component of guidelines incorporated in it that could be written into the code. Member Thomson agreed with that suggestion and said that a good example would have been the beautification of the Mickler ditch. Director Tredik said that addressing the environmental concerns early would not impact the development of the project later on by causing additional reviews. Member Thomson said that it would be very helpful.

Chair Krempasky said that Member Kaczmarzsky had a suggestion to overlay the Vulnerability Study and the Urban Forestry Management Plan to make changes in the vulnerable areas with trees and landscaping. Director Tredik said that he did not know how it would be accomplished. Chair Krempasky advised that she would try to get Member Kaczmarzsky's presentation.

Chair Krempasky said that she would like to do projects that impact the environment, to beautify it with trees, and accomplish both by planting in the low-lying areas. Director Tredik agreed and said that the City is trying to accomplish that. Chair Krempasky advised that Member Kaczmarzsky took the most vulnerable parts of the City and determined which plants would be best suited to put in those areas.

Chair Krempasky advised that SEPAC has run into issues with projects because of Florida Power and Light (FPL), or the Florida Department of Transportation (FDOT), or trying to determine if an area is St. Johns County or the City. She said that SEPAC needs cooperation to do projects such as putting trees at the City's entrance sign at State Road 312. Director Tredik advised that there is budgeted money for beautification projects which could be linked with the tree plantings that SEPAC prefers.

Director Tredik said that several years ago there were discussions about developing a strategy and a framework of objectives so that SEPAC could recommend projects by budget season in the summer. There is a disconnect because he has things that he is tasked to take care of, and SEPAC is trying to develop a slightly different approach to beautification and sustainability. He suggested to use information that is readily available such as identifying the parkette locations on the Property Appraisers' map to determine potential targets for projects. He also said that these projects would have to involve the community.

Member Candler said that she wants to understand the process of how these projects get started and that SEPAC wants to work with Public Works. Director Tredik recommended that in early spring SEPAC should focus their meetings to decide what projects they want to add to the 5-Year Capital Improvement Plan.

Chair Krempasky asked for SEPAC to be given direction such as how the green infrastructure and the parking plans for the parkettes could work together. She said that the CPZB agreed that the boards should work together.

Deputy City Clerk Fitzgerald advised that when something is presented to the Commission that it is not the first draft because it has already been through several levels of review. She described how there are steps to each project such as when the CPZB decides on the areas for parking, then the next step would be to determine where to put landscaping, etc. She gave an example of how she wrote a code to change the City's requirement for purchasing dog tags because it was too hard to enforce, and that each department head added their notes to get the code changed. She said that projects are already being planned and budgeted for FY 23, FY 24, and FY 25. She advised that SEPAC needs to develop the project, narrow it down to the key points, and determine how to implement it.

Director Tredik advised that the more specific the project is, the better off it would be because the more generalized projects and ideas get neglected. He said that beautification can be anywhere in the City and that he does not see a clear picture of what SEPAC wants to accomplish.

Discussion ensued regarding whether SEPAC would be giving a presentation at the September 13, 2021, Commission meeting; whether Member Kaczmarzsky's information is available; that the agenda only contains Member Thomson's email and comments added from City Manager Royle.

Member Thomson asked if anyone had a copy of Member Kaczmarzsky's Green Infrastructure Newsletter article. Deputy City Clerk Fitzgerald advised that Member Kaczmarzsky provided the latest draft after the agenda books were already printed and that City Manager Royle sent emails to both Members Thomson and Kaczmarzsky asking for information for the agenda books. Member Thomson suggested that SEPAC should provide the information to Director Tredik as a joint presentation. Director Tredik agreed. Member Thomson suggested to present the Commission with a list of SEPAC's completed projects. He said that SEPAC is currently without funding and that there are concerns. Member Candler asked if the presentation is changing from green infrastructure to asking for funding. Chair Krempasky advised that it has always been about funding.

Member Thomson said that if SEPAC wants to do the model parkette project and be able to use a consultant and the tree fund money, that the funds must be approved by Director Tredik and the Commission. Director Tredik advised that he just received an "opinion of probable cost" for Ocean Hammock Park and that the figures are less than he anticipated, so there may be tree funds available for SEPAC. Member Thomson advised that SEPAC is only asking for \$5,000.

Chair Krempasky asked if SEPAC should give its presentation and advise the Commission that it would work with the Director on the project with the possibility of using tree fund money. Director Tredik said that the Commission is supportive of SEPAC and that it is a possibility that they would agree to use the funds for the project, but that the concept plan should be more developed before presenting it to the Commission. Member Thomson said that there were two choices submitted: 1) the plaza at 11<sup>th</sup> Street, which SEPAC was advised that Director Tredik did not think it would work, and 2) the plaza at the corner of 2<sup>nd</sup> Avenue and D Street.

Director Tredik advised that there is potential for 11<sup>th</sup> Street because there are design changes to the drainage and it might not need to be a retention area any longer, but that the citizens would need to be involved with any changes made. He discussed how piping could be connected to 10<sup>th</sup> Street and Ocean Ridge. Member Thomson advised that it is not supposed to be wet all the time. Director Tredik advised that that particular ditch has a foul smell. Member Thomson said that SEPAC was looking for a 50x100 foot parkette to use as a model and he asked Director Tredik for his opinion of the parkette on D Street. Director Tredik advised that he would need to research that parkette. Chair Krempasky advised that some of the residents that showed up at the Commission meeting to discuss parking and Ocean Hammock Park were from D Street and they did not seem fond of making changes to their area. Director Tredik pulled up the map of D Street and said that the parkette is relatively level with several trees on it and that neighbors would have to be involved. He said it currently provides a park-like area and he described how the environment would change if it became too wet or full of vegetation. Member Thomson said that many of the plazas in Coquina Gables hold a lot of water after it rains. Chair Krempasky suggested something along A1A Beach Boulevard. Director Tredik would like something that stays park-like for the neighborhoods to use. Member Thomson advised that every street has four parkettes on it.

Chair Krempasky asked Member Thomson if he still wants to give his presentation on Monday. Member Thomson said that he would like to postpone the presentation to have a workshop meeting with Public Works and possibly move forward with it as a capital improvement project. Director Tredik suggested to do a mailer to the local residents to hear their opinions. Member Thomson said that Director Tredik might have other suggestions for the project. Director Tredik said that a trial project in one place would be better. Chair Krempasky advised that SEPAC wanted to get the plans this year and to implement it next year.

Chair Krempasky asked Director Tredik if there was anything that he wanted to address with SEPAC. Director Tredik advised that he planned to stay for the entire meeting. Member Thomson asked to discuss the right-of-way ordinance with Director Tredik (Agenda Item 7.c). Chair Krempasky said that Building Official Law had advised that there is no right-of-way ordinance being worked on.

Director Tredik advised that he is not actively working on the right-of-way ordinance at this time and that he responded to Chair Krempasky's email today. He said that St. Johns County's ordinance is useful as a guide but would need to be tailored for the City. He advised that the City does not have the staff to take on a robust right-of-way review, the enforcement of it, the collection of fees, etc.

Member Thomson described the design of a driveway which would slope for runoff creating a swale situation. He said that it used to be turned in to the Building Department as part of the plans. He said that a workshop meeting could address this issue which is very valuable. He said that it has been on SEPAC's agenda for two years. SEPAC is not being effective, and he asked for Director Tredik's input.

Director Tredik said that there is no simple answer. There are some newer developments that have a central drainage system for stormwater with curb and gutter and that swales need to be maintained. He said that the swales in Palm Coast were built in the 1970s and had not been touched until after 2000 and they were filled in, which caused drainage problems. He advised that everything would require maintenance.

Discussion ensued regarding that Director Tredik had worked for the Water Management District; that swales have been around for a long time and require maintenance; that the swales are not being maintained now; that homeowners can make it drain to the side; that the City would have to dig out the yards in ten years; that the Public Works staff is currently focused on garbage collection, mowing, and park maintenance.

Director Tredik said that there is a very limited right-of-way permit aspect that might never be submitted to him. It is not codified, but there is an application form that the City is starting to use. Member Thomson asked if anyone has used the form for additional parking spaces. Director Tredik advised that just recently Mr. Len Weeks was asked to submit a permit for a parking space with plans. Member Thomson asked if it met the paving regulations. Director Tredik advised that the Land Development Code (LDR) specifies that you cannot have a driveway more than 18-feet. He said that that the particular parking space that was permitted is not Mr. Weeks' parking space, it is in the right-of-way. Member Thomson said that he has noticed that some new driveways have been extended beyond the right-of-way. Member Candler advised that she and Chair Krempasky attended a CPZB meeting in which they allowed a 35-foot driveway.

Discussion ensued regarding catching the unpermitted driveways; that a resident was told to limit the width of the driveway; there is a duplex north 2<sup>nd</sup> Street with blue pavers and that construction was stopped there; working on the revision of the right-of-way ordinance and setting up a fee structure; that the City's design standards need an overhaul.

Director Tredik said that he could provide updates to SEPAC and that it is a good idea for SEPAC to have input.

Chair Krempasky advised that since the meeting had run late, that SEPAC would discuss Item #3 and that Vice Chair Bandy may need input regarding her helium balloon presentation for the September 13 Commission meeting. Vice Chair Bandy advised that she did not think that any further input is needed and that she will be doing a brief overview and that Nicole Crosby will attend for support.

Chair Krempasky moved on to Item 3.

### 3. Anastasia Island Environmental Stewardship Awards

Deputy City Clerk Fitzgerald advised that SEPAC should discuss the candidates from each category and either mutually agree on a winner or decide by vote.

The Group (Non-Profit) candidates are: **Sierra Club** (nominated by Member Kaczmarsky), **Sea Oats Chapter**, **Florida Native Plant Society** (nominated by Member Kaczmarsky), **Art Gallery of St. Augustine-AGOSA** (nominated by Member Palmquist), and **Litter Gitter** (nominated by Maureen Long). Discussion ensued regarding the candidates. It was the consensus of SEPAC to select the Sea Oats Chapter for the category of Group (Non-Profit).

The Individual (Non-Profit) candidates are: **Dr. Sandy Bond** (nominated by Member Thomson), **Lauren Trice** (nominated by Maureen Long), and **Alex Farr** (nominated by Member Kaczmarsky). Discussion ensued regarding the candidates. It was the consensus of SEPAC to select Dr. Sandy Bond for the category of Individual (Non-Profit).

Chair Krempasky asked if she could purchase the plaques from this year's budget. Deputy City Clerk Fitzgerald advise yes and to send the Finance Director an email about it. Chair Krempasky asked how SEPAC would like to announce the winners. Member Thomson advised that more publicity would come from presenting the awards at a Commission meeting. Member Candler suggested possibly getting coverage from the St. Augustine Record. Chair Krempasky asked if SEPAC could get on the Commission's October agenda. Deputy City Clerk Fitzgerald advised yes.

4. Reforestation and Landscaping Projects

a. Resident Tree Program

**This topic was not discussed.**

b. Mickler Boulevard

**This topic was not discussed.**

c. Urban Forestry and Planning Projects

**This topic was not discussed.**

d. Model Green Infrastructure Plan

**This topic was not discussed.**

5. Educational Programs

a. Newsletter Topics

**This topic was not discussed.**

b. Climate Change Survey

**This topic was not discussed.**

6. Development of a Committee Strategic Plan

**This topic was not discussed.**

7. Environmental Policy & Planning Recommendations

a. Sea Level Rise and Adaptation Plans

**This topic was not discussed.**

b. Climate Change Initiatives

**This topic was not discussed.**

c. Right-of-Way Ordinance

**This topic was briefly discussed on page 13.**

8. Sustainable Stormwater Management Research

**This topic was not discussed.**

**VI. OTHER COMMITTEE MATTERS**

Deputy City Clerk Fitzgerald asked Member Thomson for confirmation that he wants to pull his presentation from the September 13, 2021, Commission agenda. Member Thomson said to postpone it until the workshop.

Member Candler advised that the palm trees have been planted.

Chair Krempasky advised that she would be attending the budget meeting on September 13, 2021, to make an appeal for a budget for SEPAC.

Member Cloward said to add the beautification for Mickler Boulevard. Director Tredik advised that he would like to involve the residents about the Mickler Boulevard project.

Member Thomson left at 8:35 p.m.

Chair Krempasky said that Member Thomson has advised that he will not be able to meet on Wednesdays any longer due to classes and he suggested to change nights. Deputy City Clerk Fitzgerald advised that the day could be changed with a motion and vote, but it would have to stay in place as long as possible.

Chair Krempasky advised that the next SEPAC meeting would be on Wednesday, October 13, 2021, at 6:00 p.m.

Chair Krempasky asked for a motion to adjourn the meeting.

**VII. ADJOURNMENT**

**Motion:** to Adjourn. **Moved by** Chair Krempasky. **Seconded by** Member Cloward. Motion passes unanimously.

Chair Krempasky adjourned the meeting at 8:37 p.m.

---

Sandra Krempasky, Chair

ATTEST

---

Max Royle, City Manager

## **COMMISSION REPORT**

**October 2021**

**TO:** MAYOR/COMMISSIONERS

**FROM:** DANIEL P. CARSWELL, CHIEF OF POLICE

### **DEPARTMENT STATISTICS September 20<sup>th</sup>, 2021-October 17<sup>th</sup>**

**CALLS FOR SERVICE - 886**

**OFFENSE REPORTS - 35**

**CITATIONS ISSUED - 46**

**LOCAL ORDINANCE CITATIONS - 13**

**DUI - 0**

**TRAFFIC WARNINGS - 110**

**TRESSPASS WARNINGS - 17**

**ANIMAL COMPLAINTS - 24**

**ARRESTS - 9**

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 24 complaints in St. Augustine Beach area.

### **MONTHLY ACTIVITIES –**

**Tuesday, October 5<sup>th</sup>- 5-8pm National Night Out at the St. Augustine Pier**

## MEMORANDUM

Date: November 1, 2021  
To: Max Royle, City Manager  
From: Bill Tredik, P.E., Public Works Director  
Subject: October 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 \$1.81 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 in winter 2021.
- **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 75% complete.
- **Ocean Walk Drainage Improvements**  
Legislative Appropriation Request  
Appropriation Request Amount - \$694,000  
Status – Grant Agreement executed. Preliminary engineering underway.

Additionally, Public Works has applied for the following grants:

- **Ocean Hammock Park Phase 3A – 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
- **Ocean Hammock Park Phase 3B - Construction**  
Florida Recreation Development Assistance Program  
Grant amount - \$200,000; \$200,000 match required  
Status – Application made; Decision in May 2022.

### **Maintenance Activities**

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

**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.

**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. Dock will be re-decked in early FY22.

### **Sanitation**

**Curbside Recycling Temporarily Suspended**– New refuse truck has been delivered to Public Works but cannot be placed into service until title is received in early December. Resolution will be approved on Dec 6, 2021, authorizing the financing of the new truck. Public works is filling vacant positions needed for the recycling program and staff is working on an education program to prepare for resumption of curbside recycling pickup on January 3, 2022.. The City of St. Augustine has provided two temporary recycling dumpsters at City Hall to provide recycling drop-off during the recycling suspension. A Matrix Message Board and information boards have been deployed at various locations throughout the city to provide information on the recycling suspension, what materials are accepted, and to inform the public of the drop-off location at City Hall. Mailers will go out to City residents informing them of changes to the recycling program.

### **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 October 2021 include:

- Pouring of the new concrete weir/wall
- Demolition of pump station wingwalls

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 near completion by Matthews Design Group. Items complete to date include:

- Survey and Data Collection
- Preliminary analysis
- Draft Drainage Analysis Report

The revenue agreement with FDEP for the remainder of the project has been executed. Upon acceptance of the drainage analysis report, the city will negotiate a contract with Matthews Design Group to complete design and permitting of the project. Design and permitting is planned to commence in December 2021.

**Oceanside Circle Drainage [DESIGN/PERMITTING]** – A public meeting will be held in December 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.

**11<sup>th</sup> Street Pipe Repair [DESIGN/PERMITTING]** – Design and permitting is underway. An update on the design will be provided in December, 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 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). Construction will occur in FY 2022.

**Ocean Hammock Park Phase 3 [DESIGN/PERMITTING]** – Design is approximately 75% 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 FY2022. Items completed to date include:

- 75% Design Plans
- Public Meeting
- Plan revisions from public feedback
- SJRWMD permit application

**Lakeside Park Dock Repair [DESIGN]** –Public Works is currently planning to make necessary repairs utilizing City staff in the upcoming winter.

### **Streets / Rights of Way**

**2<sup>nd</sup> Street Improvements and Extension [DESIGN]** – Design is 75% complete and the SJRWMD permit application is pending. A public meeting was held on October 4, 2021 to present the proposed plans. The City is coordinating with residents to obtain required easements for undergrounding of electric utilities. Advertisement for bids will occur upon completion of design plans and final determination of electric utility changes, Construction planned to commence in FY 2022.

**Roadway Resurfacing [CONSTRUCTION]** – FY 2022 roadway resurfacing is currently being planned for this winter. Roads currently considered for resurfacing in FY 2022 include:

- Mickler Boulevard from 16<sup>th</sup> Street to 11<sup>th</sup> Street
- Trident Lane
- 6<sup>th</sup> Street (East of Beach Blvd)
- 7<sup>th</sup> Lane (East of Beach Blvd)
- 7<sup>th</sup> Street (East of Beach Blvd)
- 8<sup>th</sup> Street (East of Beach Blvd)
- 9<sup>th</sup> Street (East of Beach Blvd)
- Atlantic Alley

Pending available funding, resurfacing will continue northward beyond 9<sup>th</sup> Street east of A1A Beach Boulevard.

**Street Lighting**

FPL has installed the Phase 1 LED conversion (arterial and collector roadways). The City is working with FPL to complete the Phase 2 LED conversion in 2022.