

**BOARD AND DEPARTMENTAL REPORT FOR CITY COMMISSION MEETING
DECEMBER 6, 2021**

CODE ENFORCEMENT/BUILDING/ZONING

Please see pages 1-16.

COMPREHENSIVE PLANNING AND ZONING BOARD

The minutes of the Board's September 21, 2021, meeting are attached as pages 17-21. The Board did not meet in October because there were no topics for it to consider.

SUSTAINABILITY AND ENVIRONMENTAL ADVISORY PLANNING COMMITTEE

The minutes of the Committee's October 13 and November 4, 2021 meetings are attached as pages 22-46.

POLICE DEPARTMENT

Please see page 47.

FINANCE DEPARTMENT

Please see page 48.

PUBLIC WORKS DEPARTMENT

Please see pages 49-53.

CITY MANAGER

1. Complaints

A. Assistant Living Facility

An Ocean Walk subdivision resident complaint that a home there is being operated as an adult assisted living home. The address was one that the City's Code Enforcement Division looked into last year. The owner said the home would no longer be used for business purposes. As it appears that assurance no longer is true, the matter will be brought to the City's Code Enforcement Board.

B. Missing Street Sign

A resident informed the City that the street sign at the intersection of Mickler Boulevard and Beach Street was missing. The Public Works Department was asked to put up a new sign.

2. Major Projects

A. Road/Sidewalk Improvements

A

1) Opening 2nd Street West of 2nd Avenue

Consideration of opening this section of 2nd Street has been discussed at various times by the City Commission and the owners of the vacant lots adjacent to it since 1992. Finally, in 2021, an agreement has been reached for the owners of the lot adjacent to the street to pay the cost of the new road that will benefit their property by making it available for development. At its June 7, 2021, meeting, the City Commission adopted a fee of \$3,940, which each lot owner will pay, or an owner can pay his or her total share in one payment. The City will also pay a third of the costs. In the meantime, the City's civil engineering consultant is preparing plans for the project. The City Commission reviewed the plans at its October 4th meeting and discussed in particular the underground of utilities and having a sidewalk along the section of 2nd Street east of 2nd Avenue. On October 14th, 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. By letter, the Public Works Director asked each owner to let him know by November 12th whether the owner would grant the easement. Letters sent to each owner of lots in the 100 and 200 block of 2nd Street. Most of the owners agreed to provide the easement. The Commission will discuss the owners' responses at its December 6th meeting. As all the required permits have been approved, the project is ready for construction.

There are two related matters:

- First, two lot owners want to dedicate three 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. According to the two lot owners, the Trust is willing to provide a conservation easement, once the lots have been deeded to the City. The two owners will have their lots surveyed and appraised. The transfer of the lots to the City may happen next spring.
- Second, the existing section of 2nd Street, which is between 2nd 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 24th, 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. The City Commission discussed the County's proposed plan at its

November 1st meeting. Though easements for undergrounding utilities and the width of the sidewalk and the gutter were discussed, no direction was provided as to the project's next steps. XXXXXXX

3) A1A Beach Boulevard Crosswalk Improvements

The County has done a study of the Boulevard's crosswalks and proposes two locations for improvements on the southern section of A1A Beach Boulevard. Each crossing will have a flashing beacon. The equipment has been purchased. Now the County is waiting for delivery of it. Also, a raised crosswalk is planned in the vicinity of pier park.

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 1st 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 11th 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 January 3, 2022 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. However, City staff is checking whether American Rescue Plan Act money can be used for improvements to make the Park publicly accessible.

D. Changes to Land Development Regulations

At the Commission's December 6th meeting, an ordinance will have a public hearing for the following changes: 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 2022.

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. The Public Works Director proposed a stormwater utility fee. The Commission discussed this proposal at two

meetings in 2021 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 2022.

4. Miscellaneous

A. Permits for Upcoming Events

During November, the City Manager approved the following permits: a. the Art Walk on November 27th, b. Surf Illumination on December 4th, c. Holiday Market on December 11th, and d. Light Up the Night Fireworks Show on December 31st.

B. Strategic Plan

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

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

At the Commission's December 6, 2021, meeting, Commissioner George will propose that a workshop be held on February 9, 2022, to discuss a possible public art project at the former city hall.

D. City's Population Increases Modestly

The University of Florida's Bureau of Economic and Business Research, which is mandated by the state to estimate the population of every city and county during the years between the U.S. Census count, has notified the City that its population as of April 1, 2021, was 6,888. On April 1, 2020, the estimated population was 6,852.

COSAB NEW CONSTRUCTION SFR LIST

Application Id	Property Location	Permit No	Work Type	Issue Date	Certificate Type 1	Description	User Code 1
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
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	P2101185	SFR-D	9/10/2021		NEW SINGLE FAMILY RESIDENCE-BUILDING	RES
4376	118 B 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

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 5EA 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	COM ADDITION	8/7/2020		BUILDING ADDITION - SHELL CONSTRUCTION4987 SQUARE FEET 6 UNITS	COM

Application Id Range: First to Last

Issue Date Range: First to 11/19/21

Expiration Date Range: First to 09/09/23

Applied For: Y Open: Y

Application Date Range: First to 11/19/21

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 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	APPROVED
4629	1629610970	467 HIGH TIDE DR	ZONING	Z-VARIANCE		12/21/2021	OPEN
4632	1642400640	8 BEACH ST	ZONING	Z-VARIANCE		12/21/2021	OPEN
4638	1642350170	412 OCEAN DR	ZONING	Z-VARIANCE		12/21/2021	OPEN

Application Id Range: First to Last Range of Building Codes: ZONING to ZONING
 Activity Date Range: 10/01/21 to 12/31/21 Activity Type Range: Z-APPEAL to Z-VARIANCE

Inspector Id Range: First to Last
 Included Activity Types: Both

Sent Letter: Y

COSAB FY'22 TREE INSPECTIONS

Application Id	Property Location	Building Code 1	Description of Work 1	Issue Date	Customer Name
4490	109 B ST	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/11/2021	JEFF MOBLEY TREE SERVICE
4501	24 DEANNA DR	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/13/2021	ANCIENT CITY ARBOR INC
4558	126 MICKLER BLVD	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	10/27/2021	MOORE JERRY C,ELIZABETH
4577	O SEA COLONY PARKWAY	TREE	RESIDENTIAL--TREE REMOVAL INSPECTION	11/2/2021	TREE TROUBLE LLC

Totals

Application Id Range: First to Last

Issue Date Range: 10/01/21 to 11/19/21

Expiration Date Range: First to 09/09/23

Applied For: Y Open: Y

Application Date Range: First to 11/19/21

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

Activity Date Range: 10/01/21 to 11/19/21

Activity Type Range: T-TREE REMOVAL to T-TREE REMOVAL

Inspector Id Range: First to Last

'SENT LETTER': Y Open With No Date: N

Range: First to Last	Use Type Range: First to Last	Open: Y
Violation Date Range: 10/01/21 to 11/19/21	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: V2200001	Prop Loc: 214 7TH ST	
Viol Date: 10/05/21	Status: Completed	Status Date: 11/03/21
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
11/03/21	11/03/21	Upon completion of paving, the contractor "Deepwater Woodworking" has brought the driveway into compliance.
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 Phone:	Comp Email:	Comp Name:

Ordinance Id	Description
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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
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Viol Date: 10/06/21 Status: Completed Status Date: 11/02/21
Comp Name: Tim & Sally Shirley Comp Phone:
Comp Email: timothyshirley2619@comcast.net

Ordinance Id Description

Description: Received 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
11/02/21	11/02/21	Permit for demolition of shed and house has been paid for and issued 10/26/2021 (P2200095)
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: Completed Status Date: 11/12/21
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 Structures General standards and requirements.

Description: Shed in front setback.

Created	Modified	Note
11/12/21	11/12/21	Shed has been removed. Closing case
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: Completed Status Date: 11/15/21
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
11/15/21	11/15/21	Spoke with owner (Zara Younossi). Plans to remodel after purchase of the house has slowed due to health concerns. property has been mowed and cleaned up. Mrs. Younossi contact information: 1(415) 583-4265
10/19/21	11/03/21	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 to contact code enforcement.

Violation Id: V2200006 Prop Loc: 8 BEACH ST
Viol Date: 11/09/21 Status: Open Comp Name: Comp Phone:
Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Construction without a permit.
Section 105 - Permits
[A] 105.1 Required

Created	Modified	Note
11/12/21	11/12/21	Owner is in communication with Zoning for filing a variance
11/09/21	11/09/21	From the street Mr. Timmons witnessed construction at 8 Beach St. (see attachments) No one was home so a Notice was left on the front door.

Violation Id: V2200007 Prop Loc: 2580 A1A S
Viol Date: 11/12/21 Status: Open Comp Name: Comp Phone:
Comp Email:

Ordinance Id	Description
FBC 105.1	PERMITS 105.1 Required.

Description: Construction of retaining wall without a permit. Issued STOP WORK order 11/12/2021

Created	Modified	Note
11/12/21	11/12/21	Stop work order has been posted on site due to the construction of a retaining wall without a permit. (see attached)

Violation Id: V2200008 Prop Loc: 5 COQUINA BLVD
Viol Date: 11/19/21 Status: Completed Status Date: 11/19/21 Comp Name: GINO MARIUTTO
Comp Phone: (305)951-0194 Comp Email: GINOMARIUTTO@GMAIL.COM

Ordinance Id	Description
6.03.09	Parking of commercial vehicles, trailers, and heavy vehicles.

Description: Case #: 49
Complaint of commercial vehicles parked outside singlefamily residence

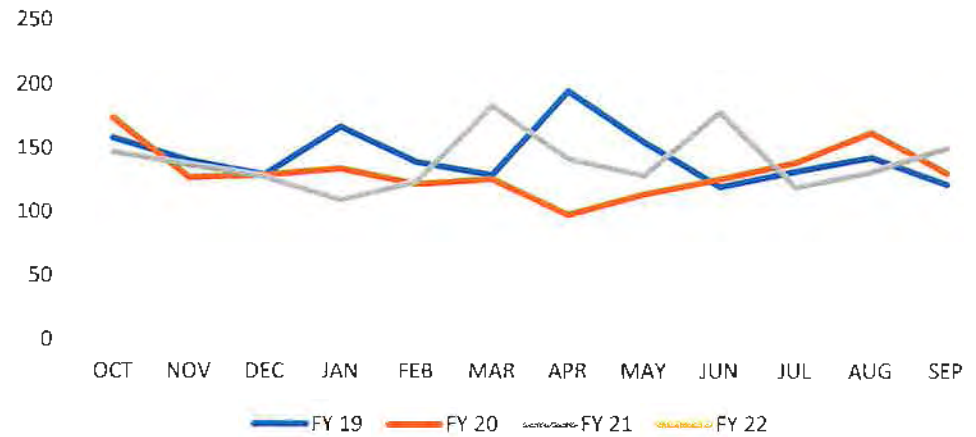
Created	Modified	Note
11/19/21	11/19/21	Code Officer Timmons inspected the residence at 5 Coquina and found the vehicles appeared to be Class 1 vehicles, 6,000lbs or less.

CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PERMITS ISSUED

	FY 19	FY 20	FY 21	FY 22
OCT	158	174	147	111
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	
TOTAL	1729	1583	1683	

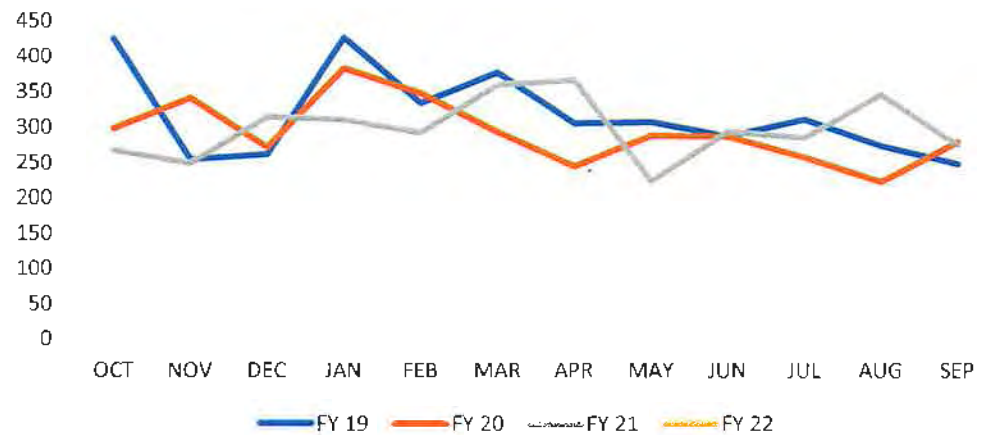
OF PERMITS ISSUED



OF INSPECTIONS PERFORMED

	FY 19	FY 20	FY 21	FY 22
OCT	424	298	268	306
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	
TOTAL	3817	3524	3596	

OF INSPECTIONS PERFORMED

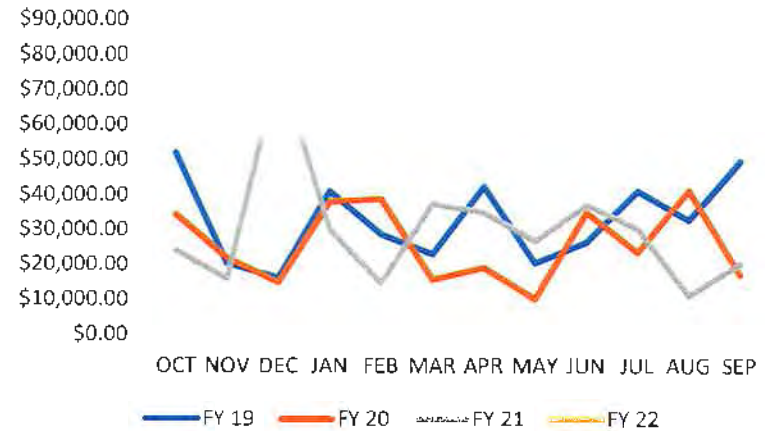


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

BUILDING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$51,655.01	\$34,277.62	\$24,139.90	\$19,160.96
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	
TOTAL	\$392,880.82	\$309,768.58	\$359,577.12	

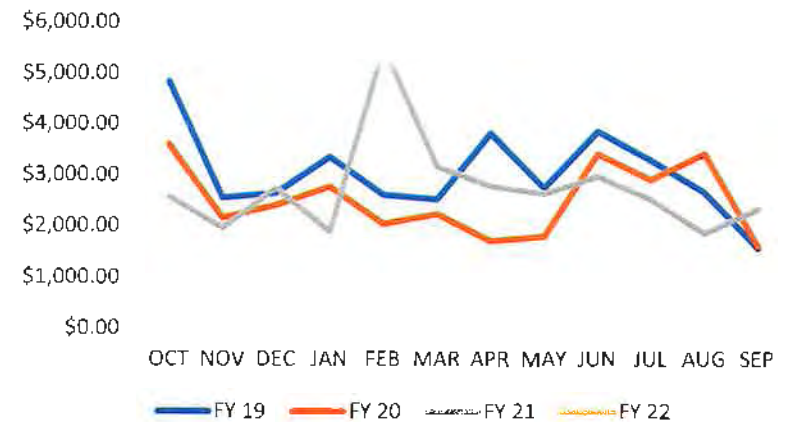
BUILDING PERMIT FEE GRAPH



MECHANICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$4,819.09	\$3,593.67	\$2,574.62	\$1,575.00
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	
TOTAL	\$36,360.23	\$30,124.61	\$32,994.08	

MECHANICAL PERMIT FEE REPORT

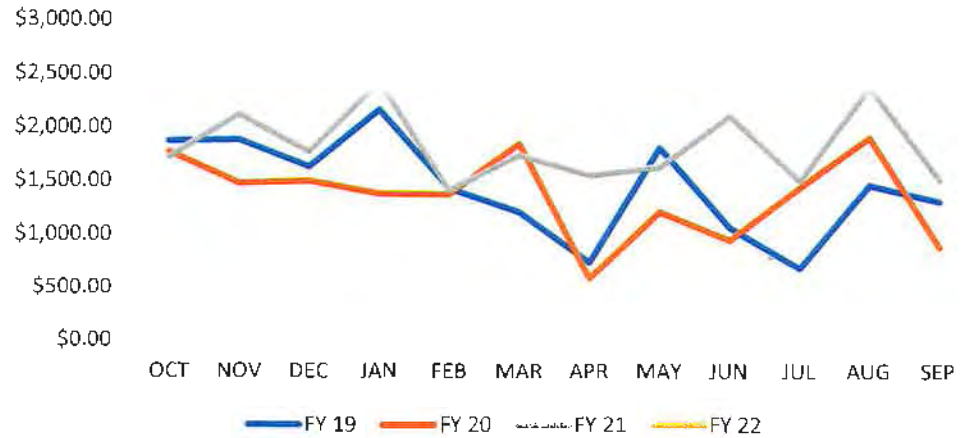


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ELECTRICAL PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$1,860.32	\$1,765.00	\$1,718.00	\$1,330.00
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	
TOTAL	\$17,208.61	\$16,351.00	\$21,863.00	

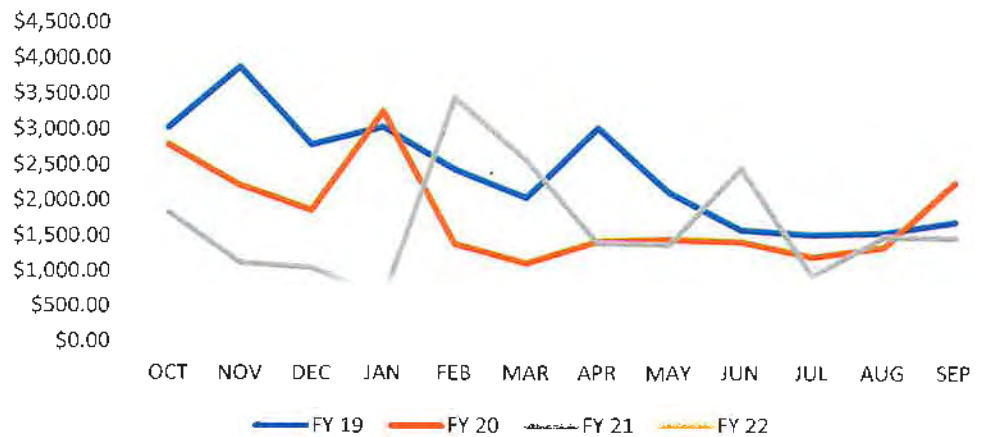
ELECTRICAL PERMIT FEE REPORT



PLUMBING PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT	\$3,016.37	\$2,786.00	\$1,844.00	\$1,632.00
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	
TOTAL	\$28,671.96	\$21,817.00	\$19,912.00	

PLUMBING PERMIT FEE REPORT

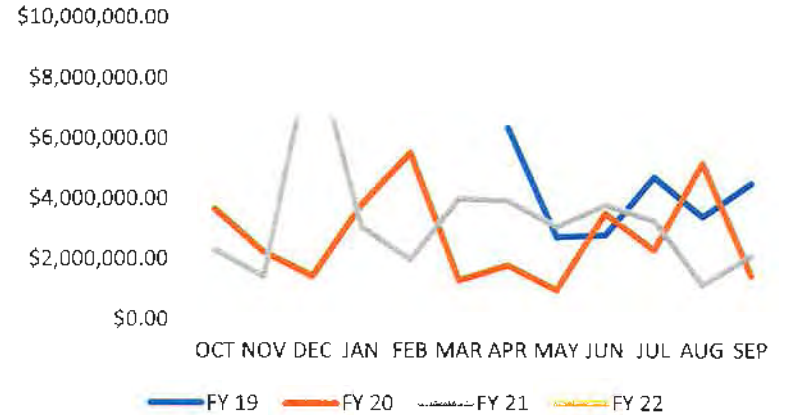


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

ALTERATION COST

	FY 19	FY 20	FY 21	FY 22
OCT		\$3,657,414.56	\$2,313,298.53	\$1,961,462.00
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	
TOTAL	\$24,475,751.90	\$33,259,014.00	\$39,436,637.57	

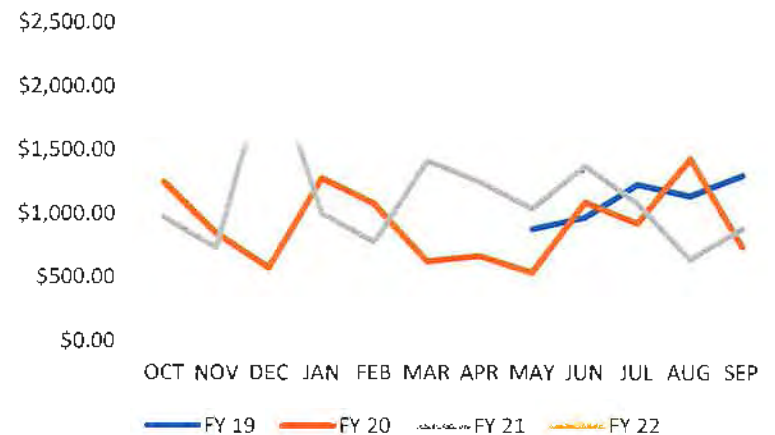
ALTERATION COST



STATE SURCHARGE PERMIT FEE REPORT

	FY 19	FY 20	FY 21	FY 22
OCT		\$1,247.45	\$973.01	\$747.36
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	
TOTAL	\$5,529.34	\$11,046.74	\$13,417.08	

STATE SURCHARGE PERMIT FEE REPORT

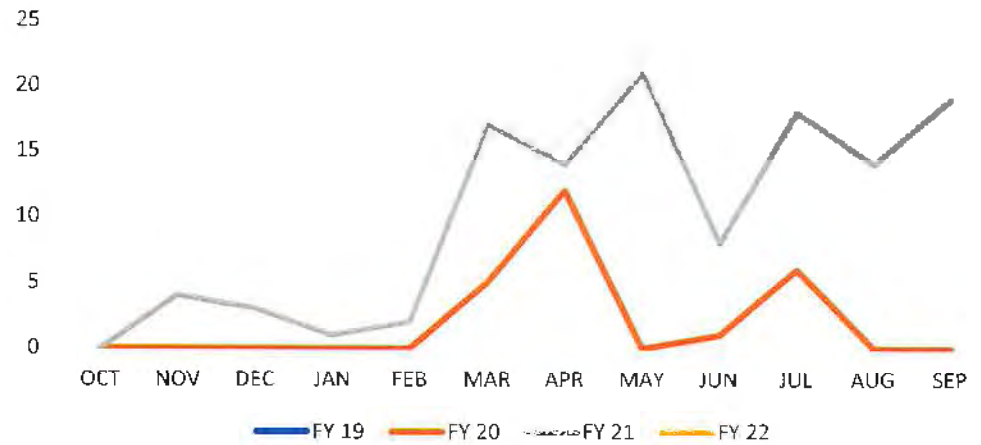


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT		0	0	12
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	
TOTAL	0	24	121	

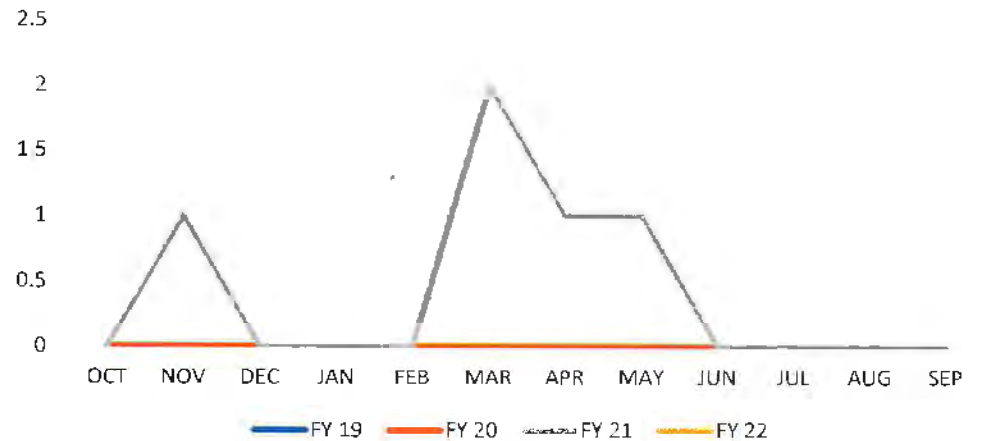
OF INSPECTIONS PERFORMED BY PRIVATE PROVIDER



OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER

	FY 19	FY 20	FY 21	FY 22
OCT	0	0	0	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	
TOTAL	0	0	5	

OF PLAN REVIEWS PERFORMED BY PRIVATE PROVIDER



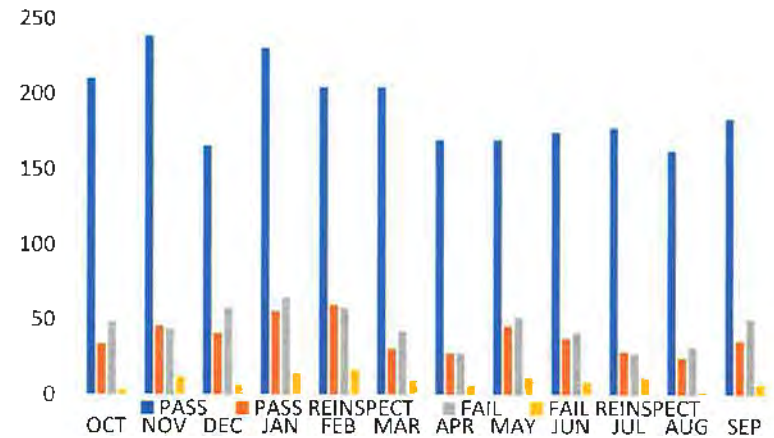
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 20 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 20 INSPECTION RESULTS

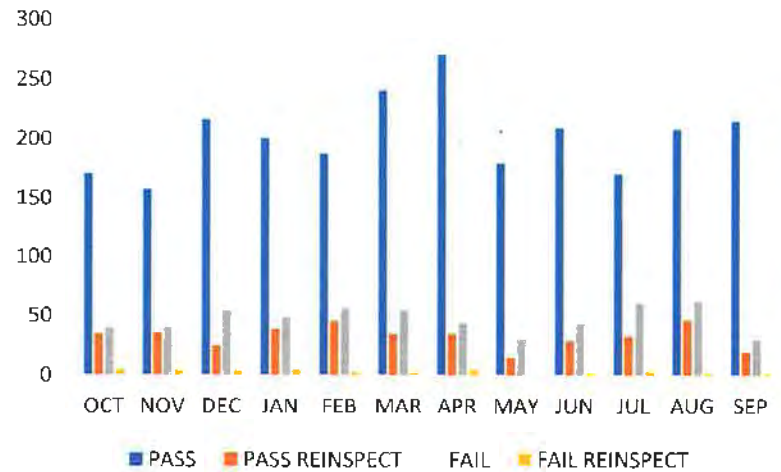


FY 21 INSPECTION RESULTS

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

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 21 INSPECTION RESULTS



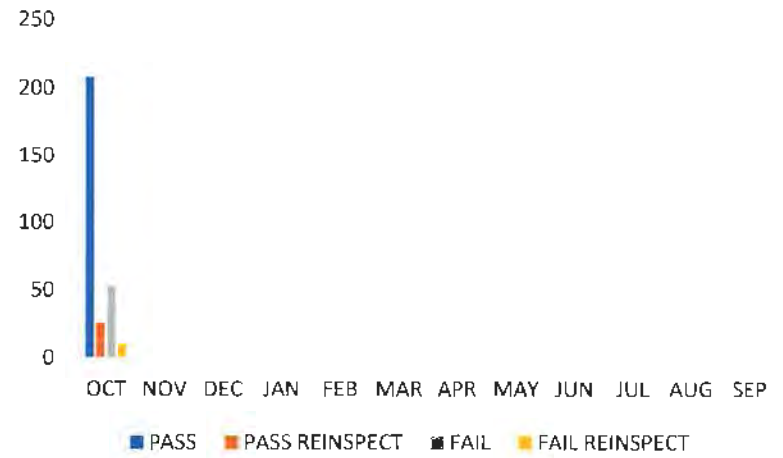
CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

FY 22 INSPECTION RESULTS

	PASS	PASS REINSPECT	FAIL	FAIL REINSPECT
OCT	207	26	53	10
NOV				
DEC				
JAN				
FEB				
MAR				
APR				
MAY				
JUN				
JUL				
AUG				
SEP				
TOTAL	207	26	53	10

RESULTS DO NOT INCLUDE CANCELLED/PERFORMED INSPECTIONS

FY 22 INSPECTION RESULTS

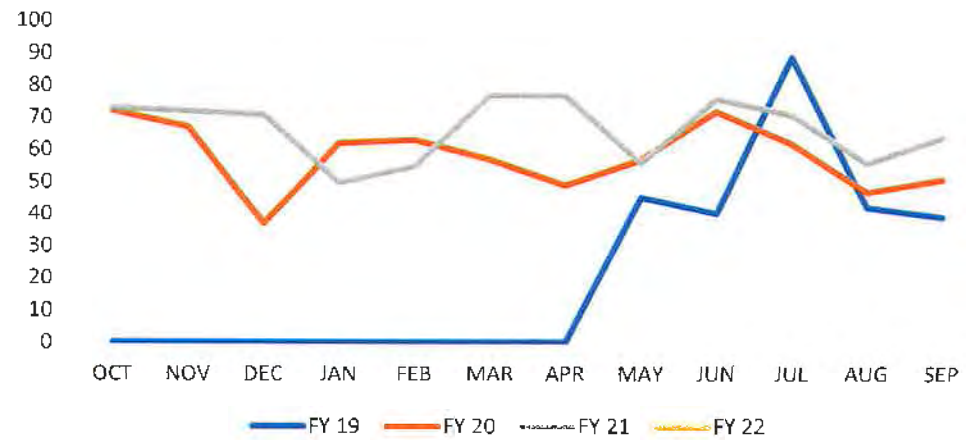


CITY OF ST. AUGUSTINE BEACH BUILDING DEPARTMENT

OF PLAN REVIEW ACTIVITIES PERFORMED BY BLDG. DEPT.

	FY 19	FY 20	FY 21	FY 22
OCT	0	72	73	43
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	
TOTAL	255	696	798	

OF PLAN REVIEW ACTIVITIES





MINUTES

PLANNING AND ZONING BOARD MEETING

TUESDAY, SEPTEMBER 21, 2021, 6:00 P.M.

CITY OF ST. AUGUSTINE BEACH, 2200 A1A SOUTH, ST. AUGUSTINE BEACH, FLORIDA 32080

I. CALL TO ORDER

Chairperson Kevin Kincaid called the meeting to order at 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

III. ROLL-CALL

BOARD MEMBERS PRESENT: Chairperson Kevin Kincaid, Vice-Chairperson Roberta Odom, Larry Einheuser, Dennis King, Hester Longstreet, Chris Pranis, Victor Sarris, Alternate Scott Babbitt. *[Recording Secretary's Note: Board Member Victor Sarris arrived at 6:15 p.m. and was not present for roll-call or the approval of the August 17, 2021 minutes. Alternate Scott Babbitt substituted for Mr. Sarris due to his late arrival.]*

BOARD MEMBERS ABSENT: None.

STAFF PRESENT: Building Official Brian Law, City Attorney Lex Taylor, Executive Assistant Bonnie Miller, Recording Secretaries Lacey Pierotti and Jennifer Thompson.

IV. APPROVAL OF MINUTES OF PLANNING AND ZONING BOARD MEETING OF AUGUST 17, 2021

Motion: to approve the minutes of the August 17, 2021 meeting. **Moved** by Ms. Odom, **seconded** by Mr. Einheuser, **passed 7-0** by unanimous voice-vote.

V. PUBLIC COMMENT

There was no public comment pertaining to any issue not on the agenda.

VI. NEW BUSINESS

- A. Land Use Variance File No. VAR 2021-06, for reduction of the buffer requirements adjacent to public rights-of-way, per Section 6.06.04.A.1 of the City of St. Augustine Beach Land Development Regulations (LDRs), from a minimum depth of 5 (five) feet to a minimum depth of 1 (one) foot along parts of the public rights-of-way of Pope Road and A1A Beach Boulevard, for proposed commercial office use of an existing building in a commercial land use district on Parcel 1, Anastasia Island Lodges Unrecorded Plat, at 301 A1A Beach Boulevard, James G. Whitehouse, Esquire, St. Johns Law Group, Agent for Danielle Gustafson and Kathryn Mitchell, Applicants

Ms. Miller said tonight's first and only agenda item is a variance application for reduction of the buffer requirements along public rights-of-way, involving the property at 301 A1A Beach Boulevard, on the southwest corner of Pope Road and A1A Beach Boulevard. The landscaping plan shows the requested buffer reduction from a minimum depth of 5 (five) feet, per Section 6.06.04.A.1 of the LDRs, to a minimum depth of approximately 1 (one) foot along a little more than half of the right-of-way along A1A Beach Boulevard and a little more than a third of the right-of-way along Pope Road. The reduction of the landscaped buffer area is requested to provide access to the parking spaces required for the proposed commercial use of the property, which currently has a single-family residence on it that is used as a short-term transient lodging facility. The applicants would like to change the current use of the property to a commercial real estate office, and in doing so, have to provide the required number of parking spaces per Section 6.03.02 of the LDRs. Based on the gross floor area of the building, four regular parking spaces and one handicap accessible parking space are required. A 20-foot-wide drive aisle is required to provide access, which will be from Anastasia Lodge Drive, to two of the regular parking spaces and the one handicap accessible parking space on the north side of the property adjacent to Pope Road. The applicants' agent, Mr. James Whitehouse, of St. Johns Law Group, and the architect for the project, Mr. Mike Stauffer, are both present to address any questions or concerns.

James Whitehouse, St. Johns Law Group, 104 Sea Grove Main Street, St. Augustine Beach, Florida, 32080, said he is here on behalf of the applicants, who wish to purchase this property at 301 A1A Beach Boulevard, on the corner of Pope Road and A1A Beach Boulevard as you enter the City limits from the north on A1A Beach Boulevard. It is located across the Boulevard from Embassy Suites, and as Ms. Miller said, although it is in commercial zoning, it has been a residential use for many years. The applicants are asking for a variance to Section 6.06.04.A.1 of the LDRs, which specifies buffer requirements between public rights-of-way and adjacent properties. This is actually a very unique piece of property, because along the right-of-way line on the west side of A1A Beach Boulevard, there is a ditch or drainage area that is especially prevalent on this property's frontage adjacent to the Boulevard, and this area is all green, with grass and a hedge between the property and the right-of-way line. The Pope Road right-of-way adjacent to this property is very wide, and actually runs about 30 feet south from the south edge of the pavement, with a number of palm trees and cacti in it which also provide landscaping. The purpose of Section 6.06.04.A.1 is to provide a buffer between sidewalks, roadways, etc. when properties come right up to these paved rights-of-way, but in this particular instance, the property is not directly adjacent to the paved rights-of-way, so there are already buffers between the property and the paved areas of both Pope Road and the Boulevard. The reason the required parking has to be accessed from Anastasia Lodge Drive is because there is no access availability off of Pope Road. The applicants already approached St. Johns County and tried to go that route, but since the location of the parking spaces is so close to the intersection of Pope Road and the Boulevard, there is no room for access off of Pope Road. Access to the parking has to be from Anastasia Lodge Drive, via drive aisles that have to be put in front of the existing building, which the applicants want to retain, because the mass and scale of the building really fit in with the surrounding area. The applicants could tear down the existing structure on the property and build a new 35-foot high building, but that would really be out of scale and context with what is going on around it and probably would not be compatible with the area. The applicants want one of the least intensive commercial uses, a small real estate office, but to do so, they need a variance for the buffer requirements, because as Ms. Miller explained, the drive aisle has to come in the front, and there is

not enough room for a 20-foot-wide drive aisle and a 5-foot-deep landscape buffer in the front, adjacent to the Boulevard. A variance is also needed for a reduction in the landscape buffer along Pope Road, because the off-pavement right-of-way of Pope Road is so big, there would not be enough room to allow for the turning radius needed to get into and out of the parking spaces if a 5-foot-deep landscape area was put in adjacent to the right-of-way. The variance for the reduction in the landscape area adjacent to Pope Road is even less intrusive than the landscape buffer reduction along the Boulevard, because the unpaved right-of-way adjacent to Pope Road is so huge. The applicants do plan to put in as much landscaping as possible in the reduced landscape area. The variance application addresses all the questions required by City Code, including the demonstration of the hardship, which is the fact that this is a nonconforming lot in a commercial land use district, and that the applicants want to keep the existing building, which is not of their making, as it is. City Code specifies in Article X, Hardship Relief, "The purpose of this article is to provide mechanisms for obtaining relief from the provisions of this Code where hardship would otherwise occur. The hardships include ones that would be caused if nonconforming development were required to immediately come into compliance with this Code; that may be caused in particular cases by the imposition of the Code's development design standards." He would assert that this is exactly what is happening here, and that is why he thinks the applicants qualify for the hardship relief. They appreciate the Board's consideration in this matter.

Mr. Kincaid asked if this building was restricted to the residential impervious surface ratio (ISR) maximum, as it is currently used as a residential building, and he assumes a conditional use permit was granted at some point to allow the residential use in a commercial land use district.

Mr. Law said no, the building was actually constructed in 1947, so it predates the City's incorporation. It is an existing structure that has been around for a very long time. The real issue is the front porch, which is in the way of a safe drive aisle to get to the parking spaces on the north side. To retain the look of the building, the reduction of the landscape buffer is the most logical solution to this problem. Commercial office use requires a parking space for every 250 square feet of gross floor area. In addition, a handicap-accessible parking space, which is roughly 17-feet wide, is required by State law.

Mr. Kincaid said the variance, if granted, would allow the applicants to keep the front porch and building intact and provide room for access to the required parking.

Mr. Law said that is correct, and keep in mind, the proposed commercial office use will also bring commercial business back to the Boulevard.

Mr. Kincaid asked for public comment.

Henri Bos, 102 Anastasia Lodge Drive, St. Augustine Beach, Florida, 32080, said he owns the property at 301 A1A Beach Boulevard, and lives next door to it. When Ms. Gustafson approached him about buying this property, he only agreed to sell it to her because part of the sale agreement is that she agreed to not touch the footprint of the building, as everyone in Anastasia Lodges would like to keep the neighborhood as it is. The real estate office Ms. Gustafson proposes to operate is about the only business option that would not mess the whole neighborhood up. For this reason, he asked to Board

to approve the variance request, because denying it would not only nullify the sale, but also, he would not sell it to anyone who wanted to remove the front porch or alter the building in any way.

Frank O'Rourke, 826 A1A Beach Boulevard, Unit 11, St. Augustine Beach, Florida, 32080, said he works with the applicants, Danielle Gustafson and Kate Mitchell, and this building is going to be their brokerage business. It is a small real estate office, and there is no pretense to try to make it something else, which is why when they approached Mr. Bos about purchasing the property, he agreed to join them in pursuing this as an option. They think it is a very iconic property at the northern entrance to the City, and they want to preserve every piece of that building they can, because there are so few historic properties left here. To honor this, and preserve the building as it is, are the reasons for requesting this variance for a reduction in the buffer requirements.

Ms. Odom said she thinks the applicants will be improving and beautifying the property, which is right at the northern entrance to St. Augustine Beach, so it is going to be a nice thing in a prime location.

Mr. Kincaid said based on what Mr. Bos said, there is an economic hardship, because if the applicants changed the building, it would nullify the sale of the property, so the variance supports leaving the building as it is. If the Board is going to support the variance, which he would encourage, he thinks they should list the reasons for doing so, or if they are not going to support it, list the reasons for the denial.

Mr. Law said the Board members can state the findings of fact, but they have already been discussed, and this will show up in the meeting minutes.

Mr. Taylor said Mr. Whitehouse has suggested several different things that could be considered a hardship, so he would not limit just what has been discussed by the Board, but the hardships suggested by Mr. Whitehouse, which include the proposed access to the property coming off Pope Road, which the County said could not be done, the property's position in regard to the rights-of-way and the fact that there is already landscaping within the rights-of-way, etc. He does not think the Board needs to make any findings of fact beyond what has already been done.

Mr. Pranis asked if they need to discuss that the approval of the variance is granted as long as the Pope Road and A1A Beach Boulevard rights-of-way are not impacted.

Mr. Law said staff has reached out to the County agencies, which are aware of this variance, and most of them have no opposition to it. As Mr. Whitehouse said, the County would not approve a proposed driveway access off Pope Road, as it would be too close to the main intersection of Pope Road and A1A Beach Boulevard. If the variance is granted, the applicants will have to appear before the City's Sustainability and Environmental Planning Advisory Committee (SEPAC) with their landscaping plan, for any recommendations SEPAC may have regarding the proposed landscaping along the Boulevard.

Motion: to approve Land Use Variance File No. VAR 2021-06 as requested for reduction of the buffer requirements adjacent to the public rights-of-way of Pope Road and A1A Beach Boulevard for the property at 301 A1A Beach Boulevard. **Moved** by Mr. Einheuser, **seconded** by Ms. Longstreet, **passed 7-0** by unanimous voice-vote.

VII. OLD BUSINESS

Mr. King asked if anything has come up about the recommendation the Board made at its last meeting about finding new locations for putting in additional public parking.

Mr. Law said the City Commission appears to have agreed with the Board's recommendation, and this is what they are working on for the upcoming fiscal year budget, which will be finalized next week.

Ms. Odom said Mayor England has stated that she is still talking to the County about the proposal to put in parallel parking along Pope Road.

Mr. Law said this is something that has been in discussion for a while, but he has no knowledge of whether or not the County has budgeted for these proposed parking improvements. The County would have to budget for that, and it would be a significant undertaking to put in the proposed parallel parking along Pope Road.

VIII. BOARD COMMENT

Ms. Odom said this is her last meeting, after serving on the Board for 11 years.

Ms. Miller said the City would like to commend Ms. Odom for her years of service on the Planning and Zoning Board. Unfortunately, even though Ms. Odom's term does not officially expire until November, this will be her last meeting, as the regular monthly meeting for the month of October has been canceled, because there are no new applications or agenda items. Ms. Odom was appointed as the Board's junior alternate in December 2010 and became a regular member in 2012. Since then, she has served three full three-year terms. On behalf of City staff and residents, she presented Ms. Odom a plaque commemorating her years of service on the Board.

Ms. Odom said she enjoyed all 11 years serving on the Board. When she came back home to St. Augustine Beach, she wanted to find ways to reacquaint herself with the City, which is why she became a realtor, and thought what better way to become involved than to serve on the Planning and Zoning Board. She and Steve Mitherz, who retired from the Board last year after also serving three full three-year terms, stuck with it until all of their respective terms expired. It has been fun, and she wishes the Board luck in its future endeavors.

Mr. Kincaid said he'd like to thank Ms. Odom as well, as he became a Board member because of her. The support, guidance, and assistance she's given the whole time he's been on the Board has been immeasurable. He thanked Ms. Odom for everything she has done for him and the City over the past 11 years.

Ms. Odom said she has enjoyed it, and will miss it and really hates to leave; but she does believe in term limits. She thanked everyone and said she will be around if needed.

IX. ADJOURNMENT

The meeting was adjourned at 6:43 p.m.

Kevin Kincaid, Chairperson

Jennifer Thompson, Recording Secretary

(THIS MEETING HAS BEEN RECORDED IN ITS ENTIRETY. THE RECORDING WILL BE KEPT ON FILE FOR THE REQUIRED RETENTION PERIOD. COMPLETE AUDIO/VIDEO CAN BE OBTAINED BY CONTACTING THE CITY MANAGER'S OFFICE AT 904-471-2122.)



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

WEDNESDAY, OCTOBER 13, 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 6:00 p.m.

II. PLEDGE OF ALLEGIANCE

The Committee recited the Pledge of Allegiance.

III. ROLL CALL

Present: Chair Sandra Krempasky, Vice Chair Lana Bandy, and Members C. Michel Cloward and Karen Candler.

Member Ann Palmquist was absent.

Member Craig Thomson arrived at 6:02 p.m.

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

IV. APPROVAL OF MINUTES OF SEPTEMBER 8, 2021, REGULAR MEETING

Motion: to approve the minutes of September 8, 2021, with changes and correction of typographical errors. **Moved by:** Member Candler. **Seconded by:** Member Cloward. Motion passed unanimously.

Chair Krempasky moved on the Item 1.

V. PRESENTATION OF REPORTS:

1. Review of Landscaping Plan for 301 A1A Beach Boulevard

Chair Krempasky asked if this was for Little Margie's Restaurant. Deputy City Clerk Fitzgerald advised that it was for the house just north of that restaurant. Member Candler asked if the house was staying residential. Deputy City Clerk Fitzgerald advised that it was a transient rental for many years and was recently sold and she believes it will become a long-term rental, but because it is in the commercial district, a new landscape plan is required.

Chair Krempasky advised that she did not know how many of the choices were Florida native or Florida friendly plants. She advised that SEPAC can not approve or disapprove the plans but can give recommendations.

Member Thomson advised that SEPAC could determine if the plan meets the Landscape Regulations. He said that there is a requirement for the Avenue of Palms on A1A Beach Boulevard and that 100-foot of frontage needs at least four palms. Deputy City Clerk Fitzgerald advised that this property is not commercial, it is a residential property with a conditional use permit to build in a commercial zoned area. Member Thomson advised that when Rich O'Brien built his home (on F Street at A1A Beach Boulevard) that he was required to put in palms because it was on the Boulevard. Deputy City Clerk Fitzgerald advised that there was a variance on this property and that she did not know the details of it. Member Thomson commented that the landscape plans do not meet the Avenue of Palms requirements and he asked why SEPAC was asked to review it. Deputy City Clerk Fitzgerald advised because it is in a commercial zone, and it is part of the approval process for SEPAC to offer any recommendations.

Chair Krempasky advised that up to ten palm trees can be removed and she questioned if there is any indication if the palms would be reused elsewhere.

Discussion ensued regarding where the driveway is located; that there are two new parking spaces indicated on the plans; that it is being remodeled; that Panama Hattie's was required to put palms in for their remodeling; does the landscaping ordinance apply or not.

Foreman Large advised that there is a St. Johns County ditch and a sidewalk in front, and he was not sure if there was enough room between it and the sidewalk to put palms. Member Thomson advised that many palms have been planted with only five feet available to plant them. Foreman Large questioned the property line being so far back and having the ditch in the front.

Chair Krempasky suggested that SEPAC give the recommendation that they must follow the requirements of the Avenue of Palms and to revisit their choice of plantings in an effort to use native plants from the list provided (Exhibit A).

Discussion ensued regarding the plantings shown on the landscape plan; to use Simpson Stopper which could also be used as a hedge and that former Member, Dr. Lonnie Kaczmarzky, had recommended it.

Member Thomson advised that he would like to see the updated landscape plan come back to SEPAC with the Avenue of Palms and the native plants indicated. Chair Krempasky advised that it could be added to SEPAC's recommendations. Member Candler asked to provide the list of plants that Dr. Kaczmarzky made, and she asked if Foreman Large would look at the space for the palms. Foreman Large advised that he would visit the site and he would also ask the Assistant Public Works Director to determine how it falls in line with the County ditch. Chair Krempasky advised that since it is a low-lying area that more trees are needed there. Vice Chair Bandy advised that it is a small area with 5-6 parking spaces and very little ground cover or trees.

Discussion ensued regarding access to the parking spaces; that there are plantings along the drive lanes; that a variance was granted; whether a tree survey was done.

Deputy City Clerk Fitzgerald advised that the only information provided to SEPAC was this plan. Member Thomson advised that someone would have had to locate the removal of palms and that it would be nice to have a survey or aerial to verify the information.

Vice Chair Bandy recommended to not remove palms for parking spaces. Chair Krempasky advised that unfortunately it is not against the code. Member Candler suggested that SEPAC should recommend that pervious materials be used for the parking.

Discussion ensued regarding whether any of the parking was defined as new paving; that the paving is proposed for an existing grass area according to an aerial; that it looks like the paving is over 70% and that the Landscape Ordinance would apply; concerns for how much cement is being added vs. pervious materials.

Chair Krempasky suggested recommending that all new paving be pervious pavers. Member Thomson added to verify that they have not exceeded the 70% coverage. Chair Krempasky asked Deputy City Clerk Fitzgerald to add it to SEPAC's recommendations.

Chair Krempasky advised Foreman Large to let the Building Official know if it is determined that there is enough space for the palms. Foreman Large advised that he and Assistant Public Works Director Gatchell would visit the site.

Member Candler said that there has been no change in the zoning, and she asked if SEPAC has the right to recommend that they add the palm trees. Deputy City Clerk Fitzgerald advised that SEPAC could make the recommendation but that there is no authority to require it.

Discussion ensued regarding whether the section of the code regarding the Avenue of Palms specifies what triggers the requirements; that generally it is required of new construction; that this is not just a renovation; that the donut shop was an existing building that was required to plant palms; that the current location is not pretty.

Deputy City Clerk Fitzgerald read Land Development Regulations 6.06.04(A)(2) (Exhibit B).

Discussion ensued regarding the requirements for development along Beach Boulevard; that power lines might be in the way; etc.

Chair Krempasky moved on to Item 2.

2. Reforestation and Landscaping Projects

Chair Krempasky advised that she attended the Commission budget meeting as did Vice Chair Bandy. She said that SEPAC was funded \$5,000. She provided a copy of her budget request (Exhibit C), which included items such as: reforestation, Mickler Boulevard, hiring weeders for the bioswale, trees for Arbor Day, Survey Monkey, and plaques. She said that the other \$5,000 is for the Model Green Infrastructure Parkette and that according to Public Works Director Tredik could be funded through the Tree Fund. She advised that there is funding for the Mickler Boulevard project.

Chair Krempasky moved on to Item 2.a and asked Foreman Large for an update report.

a. Resident Tree Program

Foreman Large advised that he had no updates to report at this time. Chair Krempasky moved on to Item 2.b

b. Mickler Boulevard

Vice Chair Bandy advised that she heard from Lowe's, and they are interested in using the City's Mickler Boulevard project as part of their community involvement project. She said that she emailed the information to Lowe's. She said that if it gets approved then Lowe's would provide all the materials, plants, and employees to help with the project. Chair Krempasky asked if SEPAC should hold off making any decisions about the Mickler Boulevard project for now.

Member Cloward asked if SEPAC would get to choose the plantings. Vice Chair Bandy advised that the email included a list of what was recommended for the project.

Discussion ensued regarding the benches and whether the Lowe's employees would be involved or Public Works; to involve the residents for the Mickler Boulevard project.

Foreman Large advised that the City is planning to send information out to the residents asking if they agree with the project. He said that he also determined where the benches will be placed and that there would be a 6 x 8 foot pad for the benches to ensure they are away from the sidewalk.

Discussion ensued regarding the concrete pad and the River to Sea Loop; taking the palms down for an 8-foot sidewalk; sometimes that right-of-way gets narrower; that A1A Beach Boulevard should stay pedestrian and that bicycles belong in the street; that people use Mickler Boulevard to get to A Street; that people riding on A1A Beach Boulevard can stop and shop.

Deputy City Clerk Fitzgerald advised that the River to Sea Loop has a section running along Pope Road and Mickler Boulevard that is indicated as "existing" and that it goes down to B Street and that other areas are marked as being partially funded for preconstruction. Chair Krempasky asked how the 8-foot concrete pads would fit in with the trail. Member Thomson advised that they would be on west side not the east side. Member Cloward said that there is nothing on the west side. Deputy City Clerk Fitzgerald advised that it is marked as being completed. Member Thomson advised that they would use the roadway. Member Candler asked if it was regarding the existing sidewalk. Chair Krempasky asked how traffic could be both ways. Deputy City Clerk Fitzgerald advised that bicycles in Florida must move with traffic.

Foreman Large advised that he would wait for further information from Lowe's. He said that he could also provide more information or meet with Lowe's if necessary. He was concerned that Lowe's may want to put advertising on the benches. Member Cloward asked if Lowe's would be able to put a plaque on the benches. Foreman Large advised that in the past the City has put signs in the landscaping.

Vice Chair Bandy advised that she asked Lowe's for the bench materials, the plants, and the pollinator boxes.

Chair Krempasky moved on to Item 2.c.

c. Urban Forestry and Planning Projects

Chair Krempasky advised that she asked for \$1,850 for a project for this year. She said that the entrance to Alvin's Island looks bad and that Master Gardener, Alex Farr, said that part of the problem is because the plants came in at different times and were not the sizes that they should have been. She suggested to possibly do that entrance as a project and to add some hardwood trees in the City. Member Thomson said that the definition in SEPAC's budget memo was very clear to replant the hardwood canopy and he asked Foreman Large if approximately 15 hardwood trees could be planted. Foreman Large advised that Public Works is very short-handed now but that he would try to find time to work on it. Member Thomson said that one of SEPAC's duties is to meet with Public Works each year and come up with a planting plan and he asked if any other SEPAC member wanted to take over that task that Dr. Kaczmarsky did. Chair Krempasky advised that she did not think she was qualified, and she commented that what Mr. Marcus recommended was on private land. Member Thomson advised that Mr. Marcus's recommendations were only on the public right-of-way, and he asked to continue it to the next meeting to review those proposed locations. Chair Krempasky said that one of SEPAC's goals is to improve and restore the hardwood canopy, or maybe there is a better use. Member Thomson advised that the trees at 2nd Avenue and the parkettes are doing well.

Chair Krempasky moved on to Item 2.d.

d. Model Green Infrastructure Plan

Member Thomson advised that there are engineering needs for the project and that it should be done by a professional such as an environmental engineer or a landscape architect and that Dr. Kaczmarsky had provided a list of people. He said that he prepared a scope of work that would be advertised for services. Chair Krempasky advised that no one had received his scope of work. Member Thomson asked Deputy City Clerk Fitzgerald if she had a copy. Deputy City Clerk Fitzgerald advised that she may have a copy in her email.

Member Thomson read his scope of work (Exhibit D). Chair Krempasky questioned whether the scope of work was enough information and she suggested that Member Thomson talk with Public Works Director Tredik to get him on board. Member Thomson advised that Dr. Kaczmarsky's presentation and his notes were extensive.

Discussion ensued regarding that the presentation was to be a Newsletter article; that the next Newsletter article will be for November; whether the article needs to be edited; that Member Cloward was away and thought it had been done; etc.

Chair Krempasky suggested that a member of SEPAC should work with Events Coordinator Melinda Conlon so that the deadlines are met. Member Cloward advised that she would work with Ms. Conlon.

Chair Krempasky advised that there could be something in the next Newsletter about recycling and that Ms. Conlon may need help from SEPAC. Vice Chair Bandy advised that the Commission decided to suspend recycling services and that SEPAC's recommendations were not mentioned. Chair Krempasky said that she attended the

Commission meeting about recycling and advised the Commission that SEPAC's recommendation was to continue the recycling effort and she offered SEPAC's assistance with the education aspect.

Chair Krempasky advised that the Newsletter would also contain an article about the Environmental Stewardship Awards. She said that at the Commission meeting she read a letter from the Sea Oats Chapter in appreciation of their award and that Dr. Bond was also allowed to speak. She asked if Ms. Conlon would write the article. Deputy City Clerk Fitzgerald advised yes, unless it is assigned to a specific department, and that any assistance from SEPAC would be helpful. Member Cloward asked for Ms. Conlon's contact information.

Discussion ensued regarding who sent out the postcards; advertising about the recycling dumpster; that the dumpsters are from the City of St. Augustine; that there was one dumpster and now there are two; that the dumpsters are full all the time; a lot of the items left in the dumpsters are not recyclable; educating the public is going to be hard; to have a video camera on the dumpster; that biodegradable or compostable does not mean recyclable; having a recycling incentive program; this could become political very quickly.

Foreman Large advised that Director Tredik would like to get the resident's opinions before moving forward on the Model Green Infrastructure Plan.

Member Candler said that she was pleased to see that the contract asked for experienced weeders for the swales because the residents would not be happy if they were unkempt. Member Thomson asked to call them green infrastructures and not bioswales. Chair Krempasky advised that the sign says "bioswale".

Member Thomson advised that the funds have been approved. Chair Krempasky advised that the money has not been approved and that SEPAC would only get the \$5,000 if the Commission and Director Tredik approve the project. She said that if it is approved, then SEPAC could hire someone to design it and that SEPAC needs to provide an idea of what it would look like before the money is awarded for the project. Member Thomson advised that that is why there is the need to hire a designer. Chair Krempasky said that this is new to her and that she has no concept of what it is going to look like. Member Thomson said that every city has them and that it is not that difficult to understand. Chair Krempasky advised that she tried to find one in Atlantic Beach and that it was not a finished project. Vice Chair Bandy advised that examples could probably be found on the internet. Member Thomson said that the article had about five examples and that the City of St. Augustine has some. Member Thomson asked why the design services could not be advertised. Chair Krempasky advised because the project has not been approved. Member Thomson said that he thought the project was approved last week. Chair Krempasky advised that the discussion last week was to determine whether the Tree Fund money could be used to hire a landscape architect or engineer for this type of project. Deputy City Clerk Fitzgerald read the minutes from the discussion with Director Tredik (SEPAC Minutes, September 8, 2021, Page 7). Chair Krempasky advised that Member Thomson should get some buy-in power with Director Tredik. Member Thomson advised that if Director Tredik wanted to buy-in, then he would be at this meeting

discussing it. Chair Krempasky advised the Commission that SEPAC would not move forward with the project until Director Tredik and the Commission were behind it and that SEPAC cannot spend \$5,000 for a plan that may not be implemented and that there is no proposed location. Member Thomson questioned if Chair Krempasky wanted to do the project. Chair Krempasky advised that she did not have \$5,000 to spare for an unapproved plan. Member Thomson asked what the game plan is for getting approval and stated that he cannot be the foot soldier between SEPAC and Public Works. Chair Krempasky advised that Member Thomson knows more about the project than the other members. Member Thomson said that Chair Krempasky explained at one of the meetings that he is an architect not a landscape architect. Chair Krempasky advised that is why there is a need for a consultant. Vice Chair Bandy asked how specific the plans would be for this type of green infrastructure and could pictures be used as examples. Member Thomson advised that the runoff goes into retention ponds which overflow into the intercoastal, and the pollutants are bad for the environment. He pointed out that the retention ponds do not work at high tide and the runoff backs up into the neighborhoods. He said that the City needs more storage for runoff.

Member Candler asked if the City has tried to partner with St. Johns County or the University of Florida to do the engineering for the project. Member Thomson advised that this project is different.

Deputy City Clerk Fitzgerald advised that to move forward with the Model Green Infrastructure Plan there are two phases: 1) to get the project approved for a specific parkette, or other land area, which would require showing specific examples and their quantifiable benefit, and 2) to justify the hiring of an expert. Chair Krempasky volunteered to do the research. Vice Chair Bandy suggested finding examples from the City of St Augustine. Member Thomson advised that SEPAC has educational documentation from Dr. Kaczmarzsky and that it should be published in the Newsletter as soon as possible. Chair Krempasky agreed and thought that it would be in the October Newsletter.

Member Cloward asked if the discussion was moving on to the Newsletter Topics, 3.a.

3. Educational Programs

a. Newsletter Topics

Member Cloward advised that she was confused because the article from Dr. Kaczmarzsky is not news, it is an educational piece. She asked if the purpose is to get residents to read it or to get approval. She said that this does not line up with the steps that Deputy City Clerk Fitzgerald just advised that SEPAC should be doing. She questioned the goal of putting an educational article in a Newsletter to get approval for the Model Green Infrastructure Plan. Member Thomson advised that the goal is education of the community. Member Cloward said that if the community was interested in infrastructure planning information, they would be here. Vice Chair Bandy advised that the challenge is getting the community interested in reading it. Member Cloward said that she is a member of SEPAC, and she is not interested in reading it. She said that someone interested in green infrastructure could Google it

or attend SEPAC meetings for information. She gave examples of what she thought should be in the Newsletter. Member Thomson agreed that this green infrastructure information is very specific, and he suggested to use the information provided by Dr. Kaczmarzsky and to make it in a decipherable format for the public. Member Cloward advised that SEPAC just learned what the correct steps should be and that educating the public was not one of them. Member Thomson advised that it is also to educate the Commission. Member Cloward suggested to summarize the article and to provide a link for those that are interested, and it would direct them to the full article. Chair Krempasky said that she thought that SEPAC agreed to use the full article but to divide it into small segments to be published separately. Member Cloward apologized for not being at the meeting and advised that she never received feedback and that she could just run the article as is. Vice Chair Bandy advised to shorten the article and use a link for those that are interested in further information. Member Cloward advised that she could do that and asked if there would be anything in the Newsletter about the Environmental Stewardship Awards or recycling. Member Thomson advised that the awards would be covered by Ms. Conlon. Chair Krempasky advised that she would like for SEPAC to assist Ms. Conlon if needed. Vice Chair Bandy advised that she could work on the awards, press release, etc. Member Thomson suggested to say that SEPAC has proposed a Model Green Infrastructure Plan and have a link to the long version of the article. Chair Krempasky advised that SEPAC does not have to approve every word or have another meeting to approve the article and to submit it so it can be published.

Member Cloward recapped that she would use Dr. Kaczmarzsky's original version and condense it with links to the full article and that she would contact Ms. Conlon about the deadline.

Deputy City Clerk Fitzgerald advised that the Newsletter is sent out on the first of each month. She said that usually each section would have two or three paragraphs and a picture, if it was longer than that, then it would have a link to a one or two page PDF. Member Cloward asked if the linked document could be longer than two pages. Deputy City Clerk Fitzgerald advised yes. Chair Krempasky asked if the City receives metrics on the number of clicks. Deputy City Clerk Fitzgerald advised yes, and that it is provided through Constant Contact. Chair Krempasky said that the community is very well educated, they are concerned about these things, and they will speak up. Member Cloward asked if she should add a blurb asking for the community's help. Chair Krempasky asked how many people read the Newsletter. Deputy City Clerk Fitzgerald advised that approximately 2,000 people have subscribed, but that the City only receives metrics on whether the email was opened. Chair Krempasky suggested that Member Cloward should ask Ms. Conlon about the Metrics of the Newsletter. Member Cloward asked if she could add a blurb about recycling. Deputy City Clerk Fitzgerald advised that there is already a recycling educational campaign planned for every type of media.

Member Thomson advised that he would like to keep a strong focus on the runoff issues. He said that the City is proposing a stormwater utility fee to raise money for improvements to the stormwater system. Chair Krempasky advised that finalizing the Resident Tree Program would make a good article for the Newsletter. Member

Thomson suggested an article about Urban Reforestation and to get the community involved. Member Cloward suggested for SEPAC to decide what article to use for the December Newsletter so that she could have the draft before the next meeting. Member Thomson asked if Foreman Large would be able to help draft something regarding the Resident Tree Program. Foreman Large advised that the Public Works Department does not currently have the manpower to continue with the Tree Program. Chair Krempasky asked if SEPAC should remove the Resident Tree Program from the agenda until further notice. Foreman Large agreed to remove it from the agenda. Member Cloward asked to discuss a December Newsletter topic later in the meeting.

Chair Krempasky moved on to Item 3.b.

b. Climate Change Survey

Chair Krempasky asked if anyone clicked on the survey. Deputy City Clerk Fitzgerald advised that there was one new response. Vice Chair Bandy suggested to use Survey Monkey for other things such as recycling. Member Cloward advised that she could ask Ms. Conlon if it would be useful. Chair Krempasky asked if the Commission would be interested in doing a survey about recycling. Deputy City Clerk Fitzgerald advised that she believed that the Commission mentioned it. Chair Krempasky suggested to make the survey an interactive quiz.

Discussion ensued whether Survey Monkey could be interactive; to do a quiz in the Newsletter; to check Survey Monkey's functionality.

Member Cloward suggested that both SEPAC and Ms. Conlon could work on educational recycling information at the same time and that she would discuss it with Ms. Conlon. Deputy City Clerk Fitzgerald advised that it would need to be the same message. Chair Krempasky suggested to use the graphics that are being designed. Member Cloward asked if SEPAC's logo should be at the top of the article. Chair Krempasky asked if Dr. Bond should review the Climate Change Survey and whether there should be a link to it again in the November Newsletter. Vice Chair Bandy agreed that the Climate Change Survey should be linked again since it is still active. Member Thomson suggested to link it with the Stewardship Awards article. Vice Chair Bandy asked if SEPAC should continue to pay for Survey Monkey next year.

Member Thomson advised that due to time constraints, he would like to move on to Item 5. Chair Krempasky moved on to Item 5.a.

4. Development of a Committee Strategic Plan

This topic was not discussed.

5. Environmental Policy & Planning Recommendations

a. Sea Level Rise and Adaptation Plans

Member Thomson requested a workshop with Public Works Director Tredik to discuss this subject.

b. Climate Change Initiatives

Member Thomson suggested to change the title to "Climate Change Plan".

c. Right-of-Way Ordinance

Member Thomson request that this topic be discussed at a workshop meeting.

6. Sustainable Stormwater Management Research

Member Thomson advised that this topic correlates with the Green Infrastructure Plan and that SEPAC would not be able to move forward on any of the topics in Items 5 or 6 without Director Tredik. Chair Krempasky said that Director Tredik advised that the Right-of-Way Ordinance is not a top priority at this time. Member Thomson suggested a workshop to discuss these topics because SEPAC is an environmental planning advisory committee. Chair Krempasky advised that she would send Director Tredik an email requesting a workshop meeting. Member Candler said that SEPAC could still discuss the Right-of-Way Ordinance.

Discussion ensued regarding the understaffing at the Public Works Department; that the new engineer started a few weeks ago and that she could attend SEPAC meetings in the future.

VI. OTHER COMMITTEE MATTERS

Vice Chair Bandy asked that SEPAC members fill out a survey from the University of Florida that is designed for government committees. She said that the City tried to ban certain types of plastics, but the state would not allow the ban and that local governments should be able to regulate single-use plastics in their city.

Chair Krempasky asked if there were any further comments.

Member Thomson asked if the meetings could be moved to Thursdays due to his class schedule.

Discussion ensued regarding choosing another day of the week for the meetings; whether a motion vote is needed.

Motion: To move SEPAC meetings to the first Thursday of each month beginning in November of 2021. **Moved by:** Vice Chair Bandy, **Seconded by:** Member Candler. Motion passed unanimously.

Vice Chair Bandy asked if someone would be contacting the person who submitted the Environmental Stewardship Award nomination as a courtesy. Chair Krempasky advised that she could email her. Vice Chair Bandy advised that it could be discouraging to people in the community if they think that the awards only went to those that were nominated by SEPAC. Chair Krempasky advised that there were more nominees before Covid hit. Member Thomson suggested to plug that there are vacancies on the SEPAC committee. Member Cloward agreed and suggested that the vacancies could be added to the Newsletter. Deputy City Clerk Fitzgerald advised that the board/committee vacancies are posted on the City's website.

Vice Chair Bandy reported that the balloon release ban would probably be approved.

Discussion ensued regarding the intentional release of balloons; that people are allowed to release ten balloons per person; that there are recycling signs in the neighborhoods; etc.

Member Thomson left at 7:45 p.m.

Member Cloward questioned where she should send her draft for the Newsletter. Vice Chair Bandy advised that she would send her draft to Ms. Conlon and suggested that Member Cloward could do the same.

Discussion ensued regarding the Resident Tree Program and the Forestry Plan to plant 15 trees throughout the City.

Chair Krempasky moved on to Item VII.

VII. ADJOURNMENT

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

Chair Krempasky adjourned the meeting at 7:48 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager



MINUTES

SUSTAINABILITY & ENVIRONMENTAL PLANNING ADVISORY COMMITTEE MEETING

THURSDAY, NOVEMBER 4, 2021, AT 6:00 P.M.

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

I. CALL TO ORDER

Chair Krempasky called the meeting to order at 6:03 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.

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

The Committee discussed Member Palmquist's numerous absences. Deputy City Clerk Fitzgerald advised that the typical procedure is for the Committee to discuss the absences and determine if they are excused and that the Chair would then request to the Commission that the member be removed. Chair Krempasky remarked that Member Palmquist no longer seems to be interested in being a participating member of SEPAC. She asked if SEPAC's agenda information was still being sent to Member Palmquist. Deputy City Clerk Fitzgerald advised yes with no reply from Member Palmquist. Chair Krempasky asked if the decision needed a consensus or a motion. Deputy City Clerk Fitzgerald advised that a motion could be used to back up the decision, but it is not required. Member Thomson advised that SEPAC does not have alternates and he would like to have the quorum be based on five members instead of seven members. Deputy City Clerk Fitzgerald advised that a resolution approved by the Commission could change the number of members, which would change quorum.

Discussion ensued regarding whether to make the permanent change to five members; having two alternates; the current quorum is four members; whether Chair Krempasky should draft the letter to remove Member Palmquist; to not allow things to slide with this Committee or other Boards; whether to allow members from outside the City limits.

Chair Krempasky advised that the final decision would be made at next month's meeting.

IV. APPROVAL OF MINUTES OF OCTOBER 13, 2021, REGULAR MEETING

Chair Krempasky moved on to Item IV and asked for Member comments of the October 13, 2021, minutes.

Member Thomson advised that the minutes are vague regarding SEPAC's review of the landscape plan for 301 A1A Beach Boulevard, and he asked for clarification and a copy of the memo with SEPAC's recommendations. He advised that there should be a procedure for this. Deputy City Clerk Fitzgerald advised that the procedure is that SEPAC was provided with the landscape plan for review and recommendations, and that the recommendations were typed and given to the Building Department to provide to the developer. Member Thomson asked Public Works Director Tredik who does the site plan reviews for the City. Public Works Director Tredik advised that he coordinates with the Building Department to ensure that the plans meet the tree plantings that are required and that a detailed review of a landscape plan is not done by Public Works. Chair Krempasky said that Foreman Large was going to visit the property for placement of the palms. Director Tredik advised that that was done, and the palms could be placed there without site line issues. Member Thomson advised that he would like the plan reviews to come to SEPAC before they go to the Comprehensive Planning and Zoning Board because otherwise, they would not see SEPAC's recommendations. Member Thomson asked for clarification that the palm trees are required and that there is space for them. Director Tredik clarified yes.

Member Thomson questioned the budget discussion from the October 13th minutes. Deputy City Clerk Fitzgerald advised that this is a discussion for approval of the minutes and that topics within the minutes should be discussed later in this agenda.

Member Thomson questioned the Resident Tree Program discussion from the October 13th minutes and whether it was removed because of labor shortages. Director Tredik advised that Public Works is still down three employees and that it is not in this year's plan, and that he is in support of the program once Public Works is fully staffed. Chair Krempasky asked whether the October 13th minutes should be changed to reflect that the program was stopped due to labor shortages.

Deputy City Clerk Fitzgerald advised that this discussion is just to review and approve the October 13th minutes and not the content. She advised that she would review the recording and add content if needed.

Motion: to approve the minutes of October 13, 2021, with changes and correction of typographical errors. **Moved by:** Member Thomson. **Seconded by:** Member Cloward. Motion passed unanimously.

Chair Krempasky moved on to Item 1.a.

V. PRESENTATION OF REPORTS:

1. Reforestation and Landscaping Projects

a. Mickler Boulevard

Vice Chair Bandy advised that she has not heard anything from Lowe's. She said that Foreman Large advised at the last meeting that he wanted to get feedback from the residents. Director Tredik advised that he has concerns adding the benches without letting the immediate area residents know. He would like to have a public meeting and to send out letters inviting residents to the meeting. Chair Krempasky advised to wait to hear back from Lowe's and refine the plan. Director Tredik advised to present it at a SEPAC meeting and make sure that the residents are aware of its discussion and to take into

consideration their feedback and then adjust the plan accordingly. Member Candler asked if there was ever an objection to the benches on Pope Road. Director Tredik advised that Pope Road is a County road and that he has never heard of any objections to the benches, but that people sometimes linger at those benches. Vice Chair Bandy said that Chief Carswell advised that there are a couple of homeless people in the City and asked if that could be a problem. Director Tredik advised that that is why he wants to hear any objections beforehand. Member Cloward asked to invite residents to the next meeting and to include the invitation in the Newsletter. Chair Krempasky said that SEPAC is still waiting to hear back from Lowe's, and she suggested to wait until the January meeting. Vice Chair Bandy advised that she would check with Lowe's.

Discussion ensued regarding the benches; that some people may want the benches while others do not; that Lowe's may not be able to do the project; that there is money in SEPAC's budget; that it would be good to get Lowe's input; to possibly do an informal presentation at the December meeting; that the benches would be located across the street and not in people's front yards; that the benches are for pedestrian use.

Director Tredik advised that the benches could be a nuisance to the residents on Lee Drive because it would be in their back yards. He would like to send the letter to both the Mickler Boulevard and Lee Drive residents. Member Cloward asked if the letter could go out in time to invite the residents to attend SEPAC's December meeting. Director Tredik advised yes. Deputy City Clerk Fitzgerald advised that a decision would need to be made as to who should pay for the postage at \$0.53 each.

Vice Chair Bandy asked what the letter would say. Director Tredik suggested to say that SEPAC would be discussing beautification improvements to Mickler Boulevard between Pope Road and 16th Street and that your attendance would be appreciated. Deputy City Clerk Fitzgerald advised that even if there is no funding from Lowe's, it would be beneficial to have input from the residents and to develop a plan to get funding next year. Chair Krempasky advised that SEPAC has the funding this year. Member Thomson asked if the funds were for the urban canopy and commented that this is the tail end of a \$550,000 stormwater management project. Chair Krempasky advised that there is \$1,500 for the Mickler Boulevard project which is currently in the budget, and it does not include the \$1,850 for Urban Forestry.

Chair Krempasky moved on to Item 1.b.

b. Urban Forestry and Planning Projects

Chair Krempasky advised that the task was to look at the Urban Forestry Management Plan and decide where to plant hardwood trees. Member Thomson read the section of the October 13th SEPAC minutes regarding replanting the tree canopy and that Foreman Large had advised that Public Works is very short handed. He asked Director Tredik if there is enough manpower to plant any hardwood trees this year. Director Tredik advised yes, probably by the spring. Member Thomson advised that SEPAC wanted to have a workshop meeting about this topic to come up with a planting plan each year and that winter is the best time to plant trees. Director Tredik advised that Public Works is currently trying to gear up to full staff to be able to take over recycling by January 3, 2022, and once fully staffed, Public Works should be able to do some projects in the winter. He

advised that he has discussed possible planting locations with Foreman Large. Member Thomson asked Director Tredik to discuss the locations that he preferred for the plantings. Member Candler asked about the fifteen trees that Foreman Large discussed. Member Thomson advised that the fifteen trees were planted last year and that trees have been purchased. Director Tredik advised that whatever parkette SEPAC decides to do work on could be a potential location for a tree, and that possibly Mickler Boulevard and other areas where the right-of-way is on the west side. Member Thomson advised that he walked 2nd Avenue with Foreman Large and that it is a low area that could be reforested. Director Tredik advised that any area that tree roots will not interfere with a drainpipe could be a potential area for tree plantings, but that he would not recommend any invasive trees. Member Thomson advised that last year Dr. Kaczmarzky worked with Public Works to locate the trees along the right-of-way, and he does not want to spend the entire meeting discussing this because there is a goal, a paid consultant, and there is a need to make a quick decision. Director Tredik advised that he would get with Foreman Large before the next SEPAC meeting and then he could present some location suggestions. Chair Krempasky advised that she watched a sustainable landscape webinar, and the keynote speaker was an entomologist and he discussed why Oak trees should be planted because they attract more species. Member Thomson advised that it enhances the biodiversity, which the City is losing. Director Tredik advised that he would be happy to plant whatever tree works for the area, while being cautious of the infrastructure that needs to be maintained. Chair Krempasky asked about the green area to the west at A Street. Director Tredik advised that the green area is on 2nd Avenue. Member Thomson advised that 2nd Avenue is pretty bare and asked if someone would volunteer to work with Public Works. Chair Krempasky advised that she would meet with Public Works.

Chair Krempasky moved on to Item 1.c.

c. Model Green Infrastructure Plan

Chair Krempasky advised that she searched for an example of what Dr. Kaczmarzky recommended and did not find anything. She said that the landscaping collaborative webinar was interesting and that she would send the link to Deputy City Clerk Fitzgerald. She said that part of the collaboration was pushing native plants, etc. and it is becoming a big deal with major developments and cities. She contacted the landscape architect that ran the meeting to ask for her advice about a 50x90 project area and that she has not heard back from her yet. Member Candler asked for the name of the website instead of sending the link to Deputy City Clerk Fitzgerald. Chair Krempasky advised to search "Outside: Sustainable Landscape Collaborative 2021". She believes that it has been made public now but that the webinar was \$40 last year and has gone up. Deputy City Clerk Fitzgerald advised that she Googled it and found the website to be "outsidecollab.com". Chair Krempasky asked if there was a link to the webinar, otherwise she could forward it so that everyone goes to the right spot. Deputy City Clerk Fitzgerald advised that there is a link to YouTube. Chair Krempasky agreed that it was on YouTube.

Member Thomson read from page 7 of the October 13th minutes where it stated that, "Chair Krempasky advised that SEPAC will not move forward with the project until Director Tredik and the Commission are on board, and that there is no proposed location, etc." He asked to resolve this issue before moving on and asked if there is a proposed location and if Director Tredik was on board. Director Tredik asked if the location was the

northeast parkette at D Street and 2nd Avenue. Member Thomson said yes. Director Tredik advised that he would be on board, but that he also recalls discussing a concept plan and to include community support of the project and then to try to get funding. He said that he does not think that a landscape architect is needed for a concept plan. Member Thomson asked if there was staff that could do it. Director Tredik said that he could probably help with the drawing, but not the plant selection.

Member Thomson said that the goal of this project is water conservation, reducing stormwater runoff, preserving the tree canopy, using native plants, and increasing the biodiversity. He said that a Civil Engineer would be needed to calculate how much stormwater is coming down that street and to size the swale accordingly to retain the water before the release valve would release it and to not add pollution. Director Tredik advised that there is not a tremendous point to do detailed drainage analysis on it. He said that it would depend on the storm, and that the first half inch of rainfall contains most of the contaminants and would be the best benefit to remove.

Discussion ensued regarding that the biggest benefit would be to go Citywide with the project; that this is a model project to copy to other parkettes later; to start with one corner; etc.

Member Thomson asked if \$1,850 was available for this project. Chair Krempasky advised that if approved, it could be \$5,000. Director Tredik advised that the elevation would need to be scraped down a little and contoured with aesthetic lines. Member Thomson asked what the manhours would be to develop the plans. Director Tredik advised that a basic undetailed sketch could be done quickly, and that neighborhood coordination is probably the most important thing. Member Thomson advised that a letter could be drafted to those neighbors adjacent to the parkette that explains the project. Director Tredik advised that dense vegetation is probably not wanted because it could become a nuisance and attract snakes, etc. Member Thomson said that a location has now been decided and that a letter needs to be drafted to the neighbors. Chair Krempasky asked if Member Thomson would like to draft the letter. Member Thomson suggested to come up with a concept plan this month. Director Tredik said that he could put a concept plan together very easily. Member Thomson asked to advertise about the meeting. Director Tredik suggested to separate this project from the Mickler Boulevard project to lessen the crowd at one meeting. Member Thomson said that this ties in with the newspaper article that never got published. Chair Krempasky advised that it was published in the City's E-Newsletter. Member Thomson advised that he wanted it to run in the St. Augustine Beaches News Journal.

Discussion ensued regarding the City's Newsletter vs. the Beaches News Journal; that there is a link on the City's website to join the City's E-Newsletter.

Member Cloward advised that she would contact the publisher of the Beaches News Journal to ask about getting articles in it.

Member Thomson advised that he handed out a proposal to have an award for Environmentally Friendly Landscaping for both residential and commercial properties within the City. He read the qualifications from his proposal (Exhibit A). He discussed the point system for the various qualifications. Member Cloward suggested that SEPAC needs

to agree to the awards and then to discuss the subject in more detail as a topic on another agenda to develop it. She asked if this could be done in conjunction with the Stewardship Awards. Member Thomson suggested to do them separately at different times of the year for more publicity. Chair Krempasky asked if it was agreed upon that it should be part of the upcoming agenda. Member Thomson suggested to add it under the Educational Programs section of the agenda.

Chair Krempasky moved on to Item 2.a.

2. Educational Programs

a. Newsletter Topics

Member Cloward advised that SEPAC needs volunteers and that she is already putting something together. She is also working on something to get residents to attend the next SEPAC meeting. Vice Chair Bandy asked if it has a link. Member Cloward advised yes, and she described the Newsletter article and that she would test it to make sure the link works. She said that once she fine tunes the image, then it would become her template.

Vice Chair Bandy advised that Ms. Conlon advised that the Environmental Stewardship Awards article would be in next month's Newsletter. Chair Krempasky advised that it would also encourage 2022 nominations and she asked if any of the forms should be updated to make it more attractive. Vice Chair Bandy advised that there is not much public participation and that there needs to be more discussion of how to market it better. Member Cloward advised that she liked Member Thomson's idea of cash or a gift card award as incentive. Member Thomson advised that the Environmentally Friendly Landscaping Award is different because people are actually putting money in the ground and the Stewardship Award is a recognition of service over time.

Discussion ensued whether it is appropriate to give cash/gift cards; that it is not a competition, but a recognition; local restaurants may be willing to give gift cards.

Chair Krempasky asked Director Tredik if he had any comments. Director Tredik advised that he would stay for the rest of the meeting.

Chair Krempasky moved on to Item 2.b.

b. Climate Change Survey

Member Thomson questioned the October 13th meeting minutes regarding the Climate Change Survey discussion and said that he did not know what was going on and could not determine who said what. Deputy City Clerk Fitzgerald explained that that section of the minutes depicts multiple comments back and forth from all the members that were combined instead of individual comments. Chair Krempasky asked if there was mention of another product that was more interactive. Vice Chair Bandy recalled that she and Member Cloward discussed doing a quiz which is not possible with Survey Monkey. Member Thomson asked if Vice Chair Bandy was in charge of this topic, and he read the October 13th minutes where it said, "Vice Chair Bandy agreed that the Climate Change Survey should be linked again since it is still active." Vice Chair Bandy said that the Newsletter article next month will have the link to the Climate Change Survey and maybe it would help get more participants, or there could be a new survey. Member Thomson

asked if the Newsletter could specify that there is a Climate Change Survey and to ask for community participation. Vice Chair Bandy asked if the Stewardship Awards should be a separate article. Member Cloward suggested that they should be combined. Vice Chair Bandy advised that Ms. Conlon has the materials and to coordinate with her. Chair Krempasky asked if Survey Monkey could be used for recycling to assist Ms. Conlon. Deputy City Clerk Fitzgerald advised that Ms. Conlon already has a recycling communication plan developed and that Mayor England did not seem interested in polling residents. Chair Krempasky advised that wrong items are still being put in the recycling dumpsters.

Director Tredik advised that Ms. Conlon is doing a good marketing/education campaign regarding acceptable recyclable materials. He also said that postcards and postage costs are being calculated now and that Public Works would also be involved in the education campaign, along with using social media. He said that once the recycling collection begins again on January 3, 2022, that Public Works would be tagging the bins that contain non-recyclable materials and it would specify why the items are not recyclable to further educate the public. He advised that glass would not be collected due to the low market for it, and that it would cost approximately \$40 more a ton to dispose of it. He would also be limiting plastics to types 1 and 2. He said that by limiting the stream and keeping it clean, with metal, uncontaminated paper, cardboard, etc. it would get the best rate from the disposal facility. Chair Krempasky asked if Ms. Conlon would be doing a presentation to the Commission for the roll out. Director Tredik advised that either he or Ms. Conlon would be making a presentation. Vice Chair Bandy asked if a video was part of the campaign because she feels it would be helpful. Director Tredik explained that the marketing material is graphic exhibits that are easy to read. Member Cloward suggested that a short video clip on Facebook would be great.

Discussion ensued regarding how to do videos without a camera; that inside videos would need a tripod; that Member Cloward has the equipment and experience shooting videos, etc.

Member Cloward advised that she would contact Ms. Conlon to see if she is interested in using a video in the marketing campaign and that she would be happy to help.

Discussion ensued regarding that Ms. Conlon did not respond because she was on vacation and that she probably does not need assistance at this time; that Ms. Conlon is also scheduling other upcoming events such as the Art Walk; that videos need the right equipment, etc.; whether any Flagler College students might be interested in volunteering; to act quickly due to time constraints; to use a Public Works employee in the video; that the tag on the bins should contain a website address for residents to go for more information.

Member Cloward asked if a generic video could be distributed as a YouTube video. Deputy City Clerk Fitzgerald advised that existing videos could be shared with the public but that the City could not use it for its marketing because it would not have the rights to it. Member Cloward said that she would like the video to be more local and recognizable. Deputy City Clerk Fitzgerald advised that the City website only shares verifiable content. Chair Krempasky asked if the streaming service "904 Now" has done anything on recycling and that Ms. Conlon might be interested to see if they would do a program about it. Vice

Chair Bandy suggested Jorge Rivera. Member Thomson suggested that Gainesville Regional Utilities might have information. Director Tredik said that he likes the idea of a simple, tailored message. Deputy City Clerk Fitzgerald described using an image, with text or voiceover, and that text would be better for the deaf community. Vice Chair Bandy suggested contacting news reporter Jessica Clark because she is involved with environmental issues, and she covers the St Augustine area. Chair Krempasky advised that everything should go through Ms. Conlon.

Chair Krempasky asked if the City would be collecting the same recycling items as the City of St. Augustine. She advised that at a Rotary Club meeting, Todd Grant advised that he found a machine to pulverize glass. Director Tredik advised that he has been coordinating with Mr. Grant and that their recycling program has subtle differences. He said that certain plastics have no market value. Chair Krempasky said that if both city's programs were the same that it might be more appealing for reporters to cover. Deputy City Clerk Fitzgerald noted that people sometimes confuse the two cities. Director Tredik advised that the City of St. Augustine is taking their recycling to 9-Mile Road at approximately \$120 a ton, and that the City would be taking it to Bunnell for considerably less as long as it is clean. He said that the City would have the option to change what is being collected according to what items have a market.

Chair Krempasky advised that Item 3 would not be discussed, and she moved on to Item 4.

3. Development of a Committee Strategic Plan

This topic was not discussed.

4. Environmental Policy & Planning Recommendations

Member Thomson said it is critical to have a workshop and to advertise it to discuss these items. Chair Krempasky asked Director Tredik if he received her email. Director Tredik advised yes. Chair Krempasky advised that SEPAC would like to have a workshop meeting and asked Director Tredik to get back to her with a date for the meeting. Director Tredik asked if this was a workshop with other City Boards. Member Thomson advised that these items have been on the agenda for a year and half and SEPAC wants to continue looking at the Adaptation Plans based on the Vulnerability Study and make recommendations. He said that the Adaptation Plan and the Climate Change Plan are both in the Comprehensive Plan and that with Director Tredik's input it could move forward to adapt an environmental strategy. He said that the Comprehensive Planning and Zoning Board could be invited to the workshop, but that SEPAC prefers to focus on those planning initiatives to start doing something now citywide to make a difference. Director Tredik advised that if no other City Board attends the workshop, then the topics could be agenda items and be discussed at any SEPAC meeting. Member Thomson asked if it was preferred to have the meeting after hours. Director Tredik advised yes because it works better for him. Member Thomson suggested to have it at a SEPAC meeting but to advertise it as a workshop in case the public wanted to attend. Director Tredik suggested to have a workshop instead of a regular meeting for any given month. Deputy City Clerk Fitzgerald advised that the only difference is that you would not be able to vote on anything at a workshop meeting. Member Thomson said that he did not want to skip a meeting but to combine it and advertise it as a workshop. Deputy City Clerk Fitzgerald asked

why it could not be discussed during a SEPAC meeting. Member Thomson said that he wants to invite other City Boards, the Building Department, Director Tredik, and any Commissioners that want to attend.

Discussion ensued regarding whether to have the workshop directly before or after a SEPAC meeting; the need to advertise for the separate meetings; that other City Boards can attend any public meeting; most workshops have to be prearranged; that there is a hierarchy among the Boards and that the ranking Board's recording secretary would have to attend and record the minutes.

Member Thomson advised that he would like to set aside two hours for a workshop. Chair Krempasky advised that SEPAC's December meeting will be with residents, the January meeting will be for the Green Infrastructure, and she asked if February would be too late. Member Thomson advised that February would not be too late, and it would give plenty of time to advertise and he asked about starting the meeting at 4:00 p.m. Deputy City Clerk Fitzgerald advised that 4:00 p.m. would not be possible because she would still be at her day-time job. Director Tredik advised that 4:00 p.m. would be challenging some days. Member Cloward advised that 4:00 p.m. would not work for her. Deputy City Clerk Fitzgerald advised that it is only budgeted for her to have overtime once a month for the SEPAC meetings. Chair Krempasky advised that it could be approved out of SEPAC's budget.

Member Cloward said that the Newsletter would go out December 1st which would only allow a few days for people to make it to SEPAC's December meeting and she asked if it should be tabled until January. Vice Chair Bandy suggested to move the December meeting back to the second week in December. Deputy City Clerk Fitzgerald advised that SEPAC just changed their meeting days and cannot flip flop back and forth. Chair Krempasky said to have the Mickler Boulevard residents attend the January meeting. Member Cloward advised that it might be better because it would open up the December meeting.

Discussion ensued regarding whether having the January meeting with the Mickler Boulevard residents works for everyone; that January would give more time; the grant for the Adaptation Plan was submitted but has not been reviewed yet and there might be more answers in January or February for approved projects; etc.

Director Tredik advised that the Adaptation Plan would develop the projects from the Vulnerability Study to harden the City boundaries. Member Candler asked if the new engineer would be working on those projects. Director Tredik said yes that she would be working on grants and with the internal aspects of drainage. He advised that there is a Request for Qualifications (RFQ) out right now and hopefully it will be brought to the December Commission meeting with a ranking of the consultants. He discussed the RFQ in more detail. Member Thomson suggested that Director Tredik should provide a presentation of all the projects that are in the works. Director Tredik advised that once he has more information that he could present it at a SEPAC meeting. Member Thomson asked if the Vulnerability Study was precise enough to analyze drainage issues. Director Tredik advised that the Vulnerability Study looked at the boundaries and the City's vulnerabilities to sea level rise and storm surge from events that would push into the City, and it provided recommendations with cost estimates. He said that the Adaptation Plan would actually develop those projects, it would consider the environmental aspects, the endangered species, etc. to see if it could be done within a reasonable budget. He said that those conceptual plans and cost estimates would

then be used to apply for grants or fund them in house. Member Thomson said that the Vulnerability Study did not address runoff. Director Tredik agreed and said that runoff was not the focus of the Vulnerability Study. Member Thomson said that climate change would create greater rainfall events. Director Tredik advised that there is anecdotal evidence but there is not an updated table to use other than the one from 10-15 years ago. Member Thomson asked when the workshop could be. Chair Krempasky advised that it would be in February. Director Tredik suggested that SEPAC should use the next two meetings to formalize the agenda and to notify any invited City Boards so that they have time to prepare and add to the agenda in order to have a productive meeting. Deputy City Clerk Fitzgerald advised that all City Board meetings are advertised the same way, so they are aware of SEPAC meetings and are welcome to attend any meeting they would like. She said that SEPAC could arrange for a joint meeting with the Boards. Member Thomson advised that SEPAC's tasks are different from the Comprehensive Planning and Zoning Board (CPZB), and he agreed to have a regular meeting and to ask the Boards to attend if they want to.

Chair Krempasky asked when the City's Comprehensive Plan would be revised again. Deputy City Clerk Fitzgerald advised that it is revised every seven years and it was last done in 2019. Chair Krempasky said that her webinar talked about the Sea Level Impact Projection (SLIP) measurement tool and that some of the resiliency measures would have to be in the new Comprehensive Plans. She said that she did not think the CPZB got involved in the review of the Comprehensive Plan. She described how the discussions regarding the parkettes and parking was an opportunity to save some for green space and some for parking. Director Tredik said that each Board has a different perspective on the use. Chair Krempasky said that there is an opportunity for SEPAC to work with the CPZB. Deputy City Clerk Fitzgerald advised that the CPZB addresses the issues before them and does not usually get involved in City business or come up with projects like SEPAC does.

Chair Krempasky moved on to Item 5.

a. Sea Level Rise and Adaptation Plans

This item was discussed above.

b. Climate Change Plan

This item was discussed above.

c. Right-of-Way Ordinance

This item was discussed above.

5. Sustainable Stormwater Management Research

Chair Krempasky asked if there were any updates from the Commission. Deputy City Clerk Fitzgerald advised that the Commission discussed the stormwater fee at their October 4, 2021, regular meeting and the general consensus was neither for nor against it, but they agreed that this was not the right time. Director Tredik advised that the Commission has concerns about adding another fee because the garbage/solid waste fees already went up and that they were not at a point to approve a stormwater fee. Chair Krempasky asked Director Tredik when he planned to present it to the Commission again. Director Tredik said that he did not have an exact date yet, and that the Stormwater Master Plan update is going

to fuel the project list that will help support a fee. He said that the Plan update will have a lot of projects that are not funded and would need either a dedicated revenue source or apply for grants. He said that unless there is a stormwater utility fee then projects would always be competing with other General Fund items and that he would probably discuss the fee again right before the next budget season.

Chair Krempasky moved on to Item VI and asked Director Tredik for his comments.

VI. OTHER COMMITTEE MATTERS

Director Tredik advised that the construction of the weir is moving along and is scheduled to be finished in July and it is an important piece of the City's drainage infrastructure. Member Thomson said that there were storm surge warnings out this weekend.

Discussion ensued regarding the potential for nor'easters and the problems associated with them from the intercoastal, the retention ponds, Pope Road, etc.; that the pipe size limits how much water can come in.

Member Cloward asked if the residents would be given an opportunity to review what is being proposed ahead of the meeting. Chair Krempasky asked Director Tredik what has worked better for him during his town hall meetings. Director Tredik advised that it is always good to have exhibits to present ahead of time to make it easier to understand and possibly post it on the website. Deputy City Clerk Fitzgerald advised to keep in mind that people have a fear of the unknown and some information is better than none.

Discussion ensued regarding letting the residents know as much as possible ahead of time; that there is no rendering to present; to do a rough drawing; that vehicles may drive over the plantings; the concrete sidewalk is six inches thick and should resist cracking.

Member Candler asked about Ocean Hammock Park. Director Tredik advised that there are two phases that are in the works: phase 1 is the restrooms, which is close to being under contract; phase 2 is the remainder of the park, which is currently in the design and permitting phase. He said that the Water Management District has some concerns for the wetlands, and they could ask for further information which could push the permit into December. Member Candler asked if it was the same plan. Director Tredik advised yes, with a few changes that were made because of the comments from surrounding communities such as: increased buffering, moving the location of the connection to the beach walkway farther west, etc. Vice Chair Bandy asked if there is still going to be a playground. Director Tredik advised yes, and that it is not a true playground it is more of a playscape which would give kids a place to climb around while families are picnicking. Chair Krempasky said that it makes no sense to her to be concerned about converting neighborhood parks and worrying about snakes. Director Tredik advised that the playscape is in the uplands, but that nothing is too far away from the wetlands and that there will be signs all throughout the park warning people of the dangers from snakes. He advised that there will also be informational kiosks throughout the park with information about trails, animals that live in the park, etc. He advised that there are Water Moccasins in the Mickler Boulevard ditch and there are other poisonous snakes all around. Chair Krempasky said that she went to the Japanese Gardens in Delray, Florida and that there is a sign outside of the museum stating that there are alligators in the lake and that she could not enjoy herself. Director Tredik said that the playscape will be very basic and will not have places for snakes to hide.

Member Thomson left at 7:49 p.m.

Deputy City Clerk Fitzgerald asked to discuss the workshop. Chair Krempasky advised that the workshop will in February. Deputy City Clerk Fitzgerald asked if SEPAC was giving up their regular meeting for a workshop. Chair Krempasky advised yes, that she would prefer to have a two-hour workshop. Deputy City Clerk Fitzgerald advised that SEPAC's January meeting would have to identify the one-or-two topics that would be discussed at the February workshop meeting. She said that the purpose of a workshop is for the Committee to discuss things that would be on the next regular meeting agenda to be voted on. Chair Krempasky asked if the definition of a workshop could be just trading information because SEPAC wants to hear more from Director Tredik, etc. Deputy City Clerk Fitzgerald advised that that could be done at your regular meetings and that a workshop is to have an extended discussion on a singular topic and then add it to the next regular meeting agenda for a motion and vote. Vice Chair Bandy asked if a regular meeting could just have one agenda item. Deputy City Clerk Fitzgerald advised that that would be the preferred way to do it. She said that she worries that Member Thomson may be under the impression that the Sunshine Law would not apply at a workshop meeting. Chair Krempasky said that she believes that Member Thomson was surprised that things are moving ahead, and that SEPAC does not want to add additional work, and if it is not helpful for Director Tredik to make presentations to SEPAC or to let SEPAC read what he is involved with, to let her know. Director Tredik advised that he prefers for SEPAC to be involved on that level and that it helps the overall plan.

Member Cloward asked if one member could be a liaison with Director Tredik outside of a meeting. Deputy City Clerk Fitzgerald advised yes if SEPAC gives the authority to that member to act on the Committee's behalf. Director Tredik advised that the information could not be shared with any other members outside of a meeting and that he would be happy to meet individually with any SEPAC member. He advised to be cautious when there is a consultant involved which could cause a change order if there is conflicting information. Deputy City Clerk Fitzgerald said that this Committee has given authority to individual members in the past and she discussed several instances. Member Cloward said that there is not a need to wait for February's meeting and to start now to avoid a disconnect and that concerns may come up in March or April and to use a mediator to relay ideas back and forth between Director Tredik and SEPAC. Member Candler agreed and said that the liaison should also attend the Comprehensive Planning and Zoning Board (CPZB) meetings. Member Cloward said that the CPZB meetings are stressful. Deputy City Clerk Fitzgerald advised that part of the problem is that SEPAC's agenda has the same topics each month and that it should be pared down to focus on items that SEPAC can act on and to rotate items back onto the agenda as needed. Chair Krempasky agreed that it was an excellent idea and she asked if next month is when SEPAC would be choosing a new Chair and Vice Chair. Deputy City Clerk Fitzgerald advised yes. Chair Krempasky advised that she has been the chair for three years and that she has a hard time cutting people off because SEPAC only meets once a month and that she wants every member to have an opportunity to say what they want.

Member Cloward asked if the agenda should be tailored for the next meeting. Deputy City Clerk Fitzgerald advised that active topics should stay on the agenda such as the Newsletters, but that items like the Climate Change Survey item could be taken off and still be discussed under Other Committee Matters if there are updates. Chair Krempasky suggested to revise the agenda for the December meeting now. Director Tredik said that topics should be action items. Member Cloward said that she would be the liaison between SEPAC and Public Works. Chair Krempasky advised

that she would attend the CPZB meetings. Member Candler suggested that one member should attend the CPZB meetings, and one should attend the Commission meetings to stay better informed.

Discussion ensued regarding the current agenda topics and that the Climate Change Survey could be swapped out for Member Thomson's Environmentally Friendly Landscape Awards; that the Newsletter topic is a short conversation; etc.

Chair Krempasky said that Director Tredik and Foreman Large would work on a location for the Green Infrastructure Project on D Street. Director Tredik said that it was the northeast quadrant of that intersection. Member Candler said that that is where the pump is. Chair Krempasky asked Director Tredik if he was working to find a location to plant 18 hardwood trees. Director Tredik advised that he would review the Urban Forestry Management Plan and come up with possible locations for SEPAC to choose from.

Discussion ensued regarding whether the Mickler Boulevard topic should stay on December's agenda; that it will be discussed with residents in January; if there would be a presentation; that a letter would be sent to the residents and that a sketch is needed; there is no need to provide the names of the plants; that the letters could be sent after the December meeting; to combine agenda topics that are currently sectioned into a-b-c categories; etc.

Chair Krempasky advised that SEPAC's budget for the Urban Forestry Project is \$1,875. She said that if Public Works becomes fully staffed that they could provide the labor for the project, otherwise SEPAC would buy the trees from Southern Horticulture possibly with Foreman Large's assistance. Director Tredik advised that he did not believe there would be a problem providing the labor.

Member Cloward asked if the Mickler Boulevard project would need to stay on the December agenda in preparation for the January meeting with the residents regarding the project. Vice Chair Bandy would like to leave it on the agenda because SEPAC needs to work on a presentation for the January meeting. Deputy City Clerk Fitzgerald advised to leave the Mickler Boulevard and Model Green Infrastructure projects on the agenda, but to remove the Urban Forestry and Planning topic because it could be discussed generally under Reforestation and Landscaping Projects.

Deputy City Clerk Fitzgerald recapped the agenda topics: to keep Item 1 and Item 2.a, to make 2.b the Environmentally Friendly Landscape Awards, to remove Item 3, to revise Item 4 by removing the a-b-c subtopics and discuss it in general, and to remove Item 5. Member Cloward asked why Item 4 was being left on the agenda. Deputy City Clerk Fitzgerald advised that Member Thomson might want to discuss it. Member Cloward advised that it is the same information repeated. Chair Krempasky advised to keep Item 4 because Director Tredik would be providing information about it.

Chair Krempasky said that while researching the grants that Director Tredik applied for, that she got a warning saying it would be harmful to the computer.

Discussion ensued regarding that the City of St. Augustine had applied for approximately seven grants; that they have a dedicated grant writer; that grant writing is time consuming; whether Dr. Kaczmarzky might be willing to help with grants; that the new engineer will be more involved in grants, etc.

Member Candler asked what would make Public Works fully staffed. Director Tredik advised that Public Works has 23 positions including himself and that there are only 19 employees right now. Service workers are needed, and he would like to be fully staffed by the end of the month. Deputy City Clerk Fitzgerald advised that the downside is that it is hard work with a challenging starting wage. Director Tredik advised that a service worker starts out at just below \$14.00 an hour which makes it challenging to find and keep employees. He said that the City has done remarkably well considering the labor issues. Deputy City Clerk Fitzgerald advised that she receives calls thanking Public Works for their work.

Member Cloward advised that SEPAC would not be able to discuss Item 4 again until March because the prior meetings are set for other topics. Vice Chair Bandy said that the public meeting with the residents probably would not take up the entire meeting. Deputy City Clerk Fitzgerald suggested it would be good to continue having agenda topic discussion at the end of each meeting to set the agenda for the next meeting. Chair Krempasky agreed.

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

VII. ADJOURNMENT

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

Chair Krempasky adjourned the meeting at 8:20 p.m.

Sandra Krempasky, Chair

ATTEST

Max Royle, City Manager

COMMISSION REPORT

November 2021

TO: MAYOR/COMMISSIONERS

FROM: DANIEL P. CARSWELL, CHIEF OF POLICE

DEPARTMENT STATISTICS October 17th – November 19th, 2021

CALLS FOR SERVICE - 1891

OFFENSE REPORTS - 32

CITATIONS ISSUED - 84

LOCAL ORDINANCE CITATIONS - 9

DUI - 3

TRAFFIC WARNINGS - 213

TRESSPASS WARNINGS - 9

ANIMAL COMPLAINTS - 18

ARRESTS - 7

- **ANIMAL CONTROL:**

- St. Johns County Animal Control handled 18 complaints in St. Augustine Beach area.

MONTHLY ACTIVITIES –

Wednesday, October 20th, 2021 – Lawn Mowing

Friday, October 29th, 2021 – Tricks and Treats at the Beach PD at The St. Augustine Beach PD

M E M O R A N D U M

TO: MAX ROYLE, CITY MANAGER
FROM: PATTY DOUYLLIEZ, FINANCE DIRECTOR
SUBJECT: MONTHLY REPORT
DATE: 11/23/2021

Finance

We have been working on ensuring that all invoices are paid and revenues posted for the final financial close of FY21. All prior year entries must be completed by November 30th, then the auditors will be in mid-January to review all reports.

The first month of FY22 has started off with projects moving forward and capital purchases ordered. Due to supply chain issues, the receipt of IT equipment, vehicles, and other equipment has been delayed until after the first of the new year, but the orders have been placed. There were no significant issues in the first month of this year.

Communications and Events

Melinda has been busy coordinating the upcoming events. We are so excited with all the events over the next few weeks. We hope that everyone will come and enjoy the festivities.

Technology: The IT Department has added a new member to their team. Please welcome Emory Nelson to the City of St. Augustine Beach. He has hit the ground running with helping in the day-to-day operations of the department.

MEMORANDUM

Date: November 24, 2021
To: Max Royle, City Manager
From: Bill Tredik, P.E., Public Works Director
Subject: November 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 85% complete.
- **Ocean Walk Drainage Improvements**
Legislative Appropriation Request
Appropriation Request Amount - \$694,000
Status – Grant Agreement executed. Preliminary near complete.

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 – Notice of award – Awaiting Contract from FDEM
- **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
- **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.

General Activities

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

Fleet – The Public Works Department continues to do minor fleet maintenance on our larger trucks, heavy equipment and regular work trucks, to reduce outside repair costs.

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.

Holiday Lights – Public Works has installed Holiday Lights throughout the city.

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 (including mailers in mid-December) to prepare for resumption of curbside recycling pickup on January 3, 2022. The City of St. Augustine has provided three 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 the temporary dumpsters to provide information on materials accepted.

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. Construction in November 2021 include:

- Excavation, forming and pouring footer for new Pump Station wingwall
- Construction of bulkhead on downstream outfall west of Fiddler's Point Drive

Construction was impacted by November's nor'easter. Schedule impacts may be approximately 2 weeks.

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 January 2022.

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

11th Street Pipe Repair [DESIGN/PERMITTING] – Design and permitting is underway. An update on the design will be provided in January 2022, 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 85% 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:

- 85% 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

2nd Street Improvements and Extension [DESIGN] – Design is 90% complete and SJRWMD and FDEP permits are in-hand. The City is coordinating with residents and FPL 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 early 2022r. Roads currently considered for resurfacing in FY 2022 include:

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

Pending available funding, resurfacing will continue northward beyond 9th 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.